

# HUNTSVILLE BIBLE COLLEGE

FOUNDED 1986



**Shape Your**  
*Life*  
**To Shape the**  
*World*

Revised July 2018

## Catalog 2016-2020

UNDERGRADUATE AND GRADUATE



# HUNTSVILLE BIBLE COLLEGE

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Huntsville Bible College admits students without regard to race, color, gender, and national or ethnic origin. While free discussion of beliefs and ideas are encouraged, staff, faculty members, and students will respect the convictions of others and will not engage in any form of coercive behavior.

Huntsville Bible College operates under the authority of the Board of Directors and is licensed by the State of Alabama as a 501 (c) (3) private school approved by the Department of Education, Alabama Community College System, P. O. Box 302130, Montgomery, AL 36130, 334-293-4500, [www.accs.cc](http://www.accs.cc).

Huntsville Bible College holds accredited status at the undergraduate and graduate levels with the Commission on Accreditation of the Association for Biblical Higher Education, 5850 T. G. Lee Blvd., Suite 130, Orlando, Florida 32822, Phone number (407) 207-0808.

*Revised July 2018*

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**THIS CATALOG CONTAINS POLICIES AND PROCEDURES PERTAINING TO ADMISSIONS, COURSE OFFERING,S AND REQUIREMENTS FOR GRADUATION, STUDENT SERVICES, AND OTHER PERTINENT INFORMATION TO HELP STUDENTS ACHIEVE THEIR OBJECTIVES RELATIVE TO THE MISSION, GOALS, AND OBJECTIVES OF THE COLLEGE. IT IS NOT TO BE CONSIDERED AS A CONTRACT. THE COLLEGE WILL ENDEAVOR TO MAINTAIN THE INFORMATION DESCRIBED HEREIN; HOWEVER, IT RESERVES THE RIGHT TO MAKE UNANNOUNCED CHANGES WHEN DEEMED NECESSARY AS CONDITIONS MAY WARRANT. ALL CHANGES WILL BE POSTED ON THE HUNTSVILLE BIBLE COLLEGE WEBSITE AT ([WWW.HBC1.EDU](http://WWW.HBC1.EDU)).**

## *A Message from the President*



Welcome to HBC! Since 1986, HBC has been dedicated to the preparation of leaders for ministry, support of missions at local churches, and assisting students in achieving their career goals. Today, more than ever before, we need leaders who are aware of critical world issues that challenge our faith and are ready and willing to confront these issues with biblical principles and the power of the Holy Spirit.

We have embarked upon a new era in the life of the College. Preparations are being made with you in mind that will enable you to achieve your goals and aspirations and meet your needs. You are the reason for our existence, whether you are a high school graduate, adult leader, bi-vocational minister or just an interested person seeking spiritual enrichment or a career change. We are here to serve you!

This catalog has been prepared to provide information regarding:

- The College
- Programs
- Finances
- Admission Requirements
- Student Life
- Course Offerings

We encourage you to explore this catalog as well as HBC's website at [www.hbc1.edu](http://www.hbc1.edu) to find what meets your interest and need. If you have not yet joined the College family, we invite you to do so. We are here to help you "*Shape Your Life so you can Shape the World.*"

*Dr. John L. Clay, President*

## GENERAL INFORMATION

This section of the catalog provides an overview of Huntsville Bible College (HBC) and gives general information about the College as it relates to beliefs, goals, and objectives.

### OUR MISSION

HBC is an institution of academic and spiritual excellence committed to training and educating men and women for the work of ministry and preparing students for life.

HBC's mission is obtained as we seek to foster spiritual growth and development and provide educational opportunities for:

1. Life/careers in job-related fields;
2. Church leadership in Pastoral Ministry;
3. Service for Christian ministers, mission and evangelism workers, and other ministries and organizations; and
4. Leadership for Christian education teachers, youth workers, and church leaders for local congregations.

### STATEMENT OF FAITH



HBC is committed to training disciples for Christ for the glory of God and the betterment of humankind. In support of our commitment, we strongly and sincerely believe:

- There is only one God and the Trinity of the Godhead is the Father, Son, and the Holy Spirit.
- The Scriptures of the Old and New Testaments are the Word of God and the only rule of faith and practice.
- Man is born with a sinful nature and is inclined to be evil by choice and cannot save himself.
- God so loved the world that He gave His only Begotten Son, that whosoever shall confess with the mouth the Lord Jesus, and shall believe in thine heart that God hath raised Him from the dead, shall be saved.
- Believers are to be guided by the Holy Spirit through faith in the Lord Jesus Christ.
- Faith is the gift of God, and good works are the fruit of faith.
- Those born again are justified in the sight of God alone by the righteousness of Jesus Christ imputed to them by faith.
- Marriage is between a man and woman.
- God's plan for the present day disciple is to go and make disciples of all nations through the witness of every believer and to teach them to obey His commandments.



## INSTITUTIONAL PROFILE

Huntsville Bible College (HBC) is a postsecondary biblical institution that believes it is important to balance the responsibilities of family, church, and work to meet the needs of each individual in a personal way. HBC, formerly Huntsville Baptist Institute, was established in 1986 as a 501 (c) (3) institution of higher education to prepare individuals to become preachers and church leaders by assisting local churches to carry out their mission. To meet the future needs of the students and the community, HBC has expanded its program offerings to various fields of study.

HBC is a non-traditional institution that offers daytime and evening classes for the adult learner on campus, on-line, and on Saturdays in a small setting. The College is licensed by the Alabama State Department of Education, Alabama Community College System, P. O. Box 302130, Montgomery, AL 36130 as a Private Institution and is accredited by the Association of Biblical Higher Education, 5850 T.G. Lee Blvd., Suite 130, Orlando, Florida, 32822 to award certificates and Associate of Arts, Bachelor of Arts, and Master of Ministry degrees.

HBC has a diverse student and faculty population by gender, ethnicity, and faith. The College is nestled quietly in the center of Huntsville approximately two miles north of the Madison County Courthouse on Oakwood Avenue across from the Huntsville Emergency Medical Services, Inc. (HEMSI).

## EDUCATIONAL PHILOSOPHY

The Gospel of Matthew in the Contemporary English Bible closes with these words from Jesus to his disciples: “Go to the people of all nations and make them disciples. Baptize them in the name of the Father, the Son, and the Holy Spirit, and *teach them* to do everything I have told you. I will be with you always, even until the end of the world.” From this biblical backdrop, HBC is *committed to training disciples for Christ*.

The founders of the College (The Mallard Creek Primitive Baptist Association) believed that an effective church required biblically educated leadership for equipping of the saints for Christian ministry. To this end, they established a school for the teaching of the Bible. Today, the Board of Directors, the President, administrative staff, and faculty continue to build the College on this fundamental principle. We believe that a Bible college is a calling of God to be an instrument for His glory. We are convinced that a Bible college should embrace the demand Jesus places upon believers to make disciples of humankind.

We believe that those who teach in a Bible college should have experienced a process of spiritual transformation and accept the teaching position as a Christian ministry rather than an employed position.

We believe that the students of a Bible college should be committed Christians seeking a higher level of biblical/theological understanding for the purpose of fulfilling a call to serve the most high God. These basic principles provide the foundation for the existence and future development of HBC.

## INSTITUTIONAL GOALS



HBC exists for the purpose of educating Christian men and women to live according to biblical principles consistent with the will of God and to become effective communicators of the Gospel of Jesus Christ for the saving of the lost and the healing of the hurting. To assist in accomplishing its mission, the College has established the following institutional goals:

- To provide a comprehensive educational system that includes the teaching of biblical and theological studies, general education that contributes to life-long learning, and professional studies related to Christian ministry.
- To provide an educational environment conducive to an effective teaching-learning process.
- To foster an educational climate that encourages students to think critically and discuss freely their ideas, beliefs, and opinions with regard to matters of their education.
- To provide adequate educational resources through the HBC library (Learning Resource Center) that will enable students to achieve their educational goals.
- To encourage academic freedom on the part of instructors consistent with the policies established by the College Board of Directors.
- To provide educational opportunities for the Christian community through special courses, seminars, and workshops.
- To deliver educational services from a biblical perspective to its students and the community with a high degree of integrity appropriate to institutions of higher education.
- To provide educational programs to meet the general and specific needs of those whom it seeks to serve.

## INSTITUTIONAL LEARNING OUTCOMES

In conjunction with its mission and institutional goals, the educational programs provided by the College are designed to enable its students to:

1. Communicate effectively in oral and written forms and comprehend complex ideas through reading and listening.
2. Develop spiritual transformation exhibited through Christian character and commitment to the work of Christ to the glory of God.
3. Develop skills for preparing and delivering life-changing sermons to contemporary audiences.
4. Develop leadership skills in pastoral ministry, Bible teaching, and in other ministries of local churches.
5. Acquire knowledge and develop an understanding necessary for engaging in Christian missions and evangelism.
6. Apply techniques of critical, logical, and analytical thinking to life's issues.
7. Develop a historical perspective of Christianity and the early church; acquire knowledge of the arts, literature, and human behavior, and how they impact the Christian faith.
8. Develop comprehensive knowledge and understanding of the Bible and theology, and discover ways of applying them to life.
9. Use the tools of research to discover new information and to solve human problems.
10. Demonstrate knowledge and understanding of curriculum development and teaching techniques.
11. Develop social skills that exhibit love and respect for others irrespective of religious and cultural differences.
12. Acquire knowledge and develop understanding of the social and natural sciences.

## **ACCREDITATION STATUS**

HBC is nationally accredited at the undergraduate level (2007) and graduate level (2013) with the Commission on Accreditation of the Association for Biblical Higher Education (ABHE), the oldest Bible college accrediting agency specializing in biblical ministry formation and professional leadership education. ABHE is officially recognized by the U. S. Department of Education and the Council for Higher Education Accreditation (CHEA). It is also one of the eight regional associations that make up the International Council for Evangelical Theological Education (ICETE), representing North America.

ABHE provides the best option for maintaining high academic standards while sharing the Christian faith. Accreditation standards on Institutional Integrity with ABHE require institutions to be open and honest about its compliance regarding accrediting, licensing, and governing bodies.

In 2012, a visiting ABHE team of administrators and professors from across the Nation sanctioned HBC's self-study and ABHE reaffirmed and acknowledged the satisfactory accreditation standing of the Institution until 2022 with all the rights, privileges, and honors that pertain to it. This is the longest possible re-accreditation term that ABHE confers.

## **POLICIES AND PROCEDURES**

This section contains information about admissions and academic information as it pertains to policies and procedures.

### ***Admission Procedure***

To enroll in HBC, the applicant should obtain an application packet from the Office of Admissions. The application packet contains the necessary information for enrolling and may be obtained by calling the Registrar at 256-469-7536 or by visiting the campus.

To apply for admission to the College, the applicant should:

1. Contact the College for an admission packet that contains the information and forms needed to complete the application process; then
2. Complete the required forms and mail them to:

HBC  
Office of Admissions  
906 Oakwood Avenue  
Huntsville, AL 35811 **OR**

3. Apply online at [www.hbc1.edu](http://www.hbc1.edu).

As a part of the admission process, applicants are required to take the ASSET and the Bible Knowledge placement tests. The Office of Admissions will contact applicants concerning the administration of these tests. After the tests have been administered and scored, the Registrar will inform the applicant in writing of the College's decision with regard to admission and if remedial courses are required based on the results of the tests.

### ***Admission Requirements (Undergraduates)***

- High school diploma or GED (official transcripts required)
- Application for Admission with \$35 non-refundable fee
- Student Recommendation Form
- Statement of Faith

Placement Testing – Required for all students, except transfer students with passing grades in English and Math. All students are required to take the ABHE Bible Knowledge Test for proper placement in Bible courses.

- 1) If a student scores in the acceptable range on the placement tests they will be admitted to the college without having to take remedial classes. [Baseline scores for placement tests: Math - 17; Reading - 20; Bible Knowledge - 30]
- 2) If a student scores below the baseline they will be required to take remedial classes. Two options are available:

- a) A student may be admitted as Regular Status, receiving Financial Aid, but required to take remedial courses. [If the combined score in Math and Reading is 35 or less, but greater than 20]
- b) A student may be admitted on Probationary Status, receiving no Financial Aid; however, permitted to take at least two remedial courses and passing with a 'C' or better before receiving financial aid. [If the combined score in Math and Reading is below 20]

### ***Admission Requirements (Graduates)***

The applicant must have:

- Earned bachelor degree from an accredited Bible college or an accredited college or university
- A satisfactory score on the ABHE Bible Knowledge Test if bachelor's degree is not in Bible/Theology
- Application for Admission with \$50 non-refundable fee
- Statement of Faith

### ***First-Time Students***

Applicants seeking admission to a degree program at HBC are required to have at least a high school education, substantiated by an official transcript or a GED.

Applicants not seeking a degree or do not have a high school diploma or GED may be admitted on a probationary status (ability to benefit), but are not eligible to receive financial aid. Non degree students without a high school diploma or GED must satisfactorily complete 12 credit hours to be admitted as a regular student and receive financial aid.

### ***New Student Registration***

Registration will close one week before classes begin each semester. All new students will need to make sure all paperwork is submitted one week prior to the start of the semester.

### ***Late Registration***

Late registration is only allowed for the first week of the semester. Therefore, the initial financial aid refund disbursement will be delayed one week.

### ***Transfer Students***

HBC accepts students from other colleges and universities with similar admission requirements and academic credits. To be admitted with transfer credits, HBC requires that the student must:

1. Be in good standing (no previous expulsions) with the school last attended.
2. Have official transcript(s) from all schools previously attended sent to HBC.
3. Have a GPA of 2.00 (on a 4.00 scale) or better from the last school attended to be accepted as a full-time student; otherwise, the student will be admitted conditionally with half-time status.

4. Have records that show academic progress commensurate with HBC's Standard Academic Progress (SAP) policy.

The transferring student:

- Is accepted on a conditional basis until transcripts and all other required documents are received. If transcripts and documents are not received by the end of the add/drop period, the student will be removed from the course roster.
- With less than 33 credit hours is required to take a placement test. Students transferring with more than 33 credit hours are only required to take the Bible Knowledge Test.
- Must complete at least 36 hours at HBC to earn a bachelor's degree and 24 hours to earn an associate's degree.

To receive credits from other colleges and universities or military training, the student must request official transcripts from each college, university, and/or military branch previously attended be sent to HBC for a proper evaluation before the admission process can be completed. Official transcripts from these institutions must be sent directly to the Office of Admissions.

### ***Special Students***

Students in this category are those persons who do not wish to pursue a Bible college program but have the desire to take a course(s) to satisfy their interest or need. Those who meet the general requirements for the certificate program are admitted and may receive college credits for courses completed. Those who do not meet the general requirements for the certificate program may be allowed to audit courses, depending upon course requirements and the order in which the course appears in the catalog.

### ***Dual Enrollment Policy***

This policy provides students who are in their senior year of an undergraduate program the opportunity for dual enrollment in Huntsville Bible College's graduate program.

Students who qualify for Dual Enrollment are required to meet with their advisor and the Dean of Graduate Studies during the semester prior to their dual enrollment taking place to ensure that all pre-requisites have been met so that they can transition into their graduate studies when the new semester begins.

For a student to have dual enrollment status, the following conditions must be met:

1. The student is in the final year of their undergraduate degree program; with less than 12 hours to complete before graduation.
2. The student has met with their advisor and received permission to apply for graduation. [All requirements for completing their current undergraduate academic program will be satisfied prior to graduation date].
3. The student has a GPA of 3.0 or above.
4. The student has met with the Dean of Graduate Studies and received their approval to register for graduate courses.

Notes:

1. A separate application is required to be admitted into the graduate degree program.
2. Graduate courses taken count for graduate credit only.
3. Even during Dual Enrollment, graduate courses taken count toward the graduate GPA.

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Shape the World*

## FINANCIAL INFORMATION

This section contains basic information regarding tuition, fees, and financial assistance. HBC reserves the right to increase fees and other charges without prior notice.

### ***Tuition and Fees - Undergraduate***

Application Fee - Undergraduate (one-time, non-refundable)	\$35.00
Registration Fee (per semester)	\$35.00
Library Fee (per semester)	\$35.00
Tuition (per credit semester hour) 1-11 credit hours	\$185.00
Tuition (per credit semester hour) 12-18 credit hours	\$175.00
Graduation Fee	\$75.00

### ***Tuition and Fees - Graduate***

Application Fee – Graduate (one-time, non-refundable)	\$50.00
Registration Fee (per semester)	\$50.00
Library Fee (per semester)	\$50.00
Tuition (per credit semester hour) 3-6 credit hours	\$248.00
Tuition (per credit semester hour) 9-12 credit hours	\$235.00
Graduation Fee	\$100.00

### ***Other Fees***

Audit Fee (per audit semester hour)	\$90.00
Transcript Fee (after the first copy)	\$5.00
Online Fee (per course)	\$50.00
Technology Fee (all students per semester)	\$75.00

### ***Explanation of Fees:***

- **Application Fee:** Charges to students when submitting an application for admission (non-refundable). This charge also applies to former HBC students returning after an absence of five years or more.
- **Registration Fee:** Charges to students each semester in order to register for classes.
- **Library Fee:** Charges to students each semester for use and maintenance of the Library (Learning Resource Center) and its services. *(This fee is waived for non-commuting students).*
- **Tuition Fee:** Charges per credit hour for each course taken during a semester.
- **Audit Fee:** Charges to audit a course. No credit hours or grade will be earned by auditing a course.
- **Graduation Fee:** Charges to graduating students receiving a certificate or a degree.
- **Transcript Fee:** Charges to students for the cost of preparing and mailing transcripts after the first copy. The first copy is FREE.
- **Online Fee:** Charges for taking a course through the online system, Edvance360.



- **Technology Fee:** Charges to all students to enhance instructional technology services and infrastructure for students. *(This fee is waived for non-commuting students).*

### ***Payment***

Payment of tuition and other fees are due at the time of registration or by the first day of class. Payments can be made through financial aid, cash, checks, credit cards, and payment plans. Those on payment plans must make 1/3 down at registration with the remaining balance divided into monthly payments and paid through the end of the semester. Students who have not paid tuition and other fees will not have access to grades, awards, or transcripts until the fees are paid in full. Students may not be able to register the next semester with an unpaid balance.

### ***Refund Policy***

It is anticipated that because of certain conditions, a student may find it necessary to withdraw from the College or to withdraw from a particular course before the end of the semester in which he/she has enrolled. When this occurs, HBC will refund tuition according to the schedule below. The official date of withdrawal will be the date the Registrar receives notification (in writing) from the student.

Before Classes Begin	100%
During the First Two Weeks (add/drop period)	100%
After the Second Week	No Refund

### ***Veterans' Aid***

Financial assistance may be available to veterans of the armed services or their family members. Questions concerning eligibility should be directed to the Financial Aid Office. Once eligibility has been established, it is the student's responsibility to notify the Financial Aid Officer.

For students receiving VA education benefits, any complaints against the school should be routed through the VA GI Bill Feedback System by going to the following link: <http://www.benefits.va.gov.GIBILL/Feedback.asp>. The VA will then follow up through the appropriate channels to investigate the complaint and resolve it satisfactorily.

### ***Scholarships***

HBC provides limited scholarships for students who may not be able to pay the full tuition but exhibit the ability to complete a college program. To qualify, an applicant must complete the scholarship application and obtain a completed recommendation form. Students receiving scholarships must be enrolled in two or more courses and maintain a 2.5 grade point average or better. Students requesting a scholarship should contact the Financial Aid Office.

### ***Federal Financial Aid***

HBC participates in the Federal Pell Grant and Federal Student Loan programs. Pell Grants are usually awarded to undergraduate students and Direct Student Loans are available for both undergraduate and graduate students with financial needs. The Financial Aid Officer will gladly assist students with the necessary information to apply.

### ***Financial Aid Attendance Policy***

Attendance in class is critical to securing and maintaining financial aid.

- If a student does not attend any classes prior to the add/drop period without a viable excuse, financial aid will be revoked for that semester.
- If a student misses more than 50 percent of his/her classes during a semester, financial aid for the next semester may not be granted. A student may appeal for extenuating circumstances.

### ***Emergency Financial Aid Advance Policy***

Students who are facing a financial emergency may request a Financial Aid Advance on any expected grant or loan payouts. In other words, if a student has Grant or Loan money forthcoming, and will have a credit balance after all tuition, fees, and books have been paid, the college may provide an emergency financial advance on that balance to be used for unexpected expenses.

Emergency Financial Aid Advances can take a variety of forms, including tuition waivers or financial aid advances. These measures are designed to help students avoid an interruption in their college studies due to an unforeseen emergency. The most common situations that may lead to a student's eligibility for emergency financial aid include:

- a sudden health emergency
- unexpected loss of income
- death in the family, or other family emergency
- rent in arrears, and risk of eviction
- natural disaster

### ***Academic Criteria***

Emergency aid is only available in extreme circumstances, and students will be expected to meet certain academic criteria in order to qualify. Typically, applicants must be Full-time students, with an acceptable minimum GPA. Half-time students may be permitted in certain circumstances, however, less than half-time student will not be considered for financial aid advances. Students applying for emergency aid will also be required to provide adequate documentation of the crisis leading to their need for emergency funds. Students considering an emergency financial aid advance should understand that these programs offer limited help. The emergency advances are limited to \$700 - \$1200. Financial Aid Advances are limited to no more than two per semester. This is only a stop-gap measure in a crisis and not a secondary form of college funding. Those who wish to apply for these funds must complete a Financial Aid Advance Emergency Request Form and submit it to the Financial Aid Office. Students approved for Financial Aid Advances, must also understand that the funds acquired will be deducted from their Financial Aid refund. Advance Requests will be reviewed and or approved within 24-48 hours.

### ***Financial Aid Distribution of Refunds***

All new students and students on academic probation due to unsatisfactory class performance will receive refunds in the following increments:

1. 75% during the fifth week of class; and
2. The remaining 25% in 30 days after the initial disbursement.

All other students will receive 100% of their refund distribution during the fifth week of class.

*“Go therefore and make disciples of all the nations...  
teaching them to observe all things that I have  
commanded you; and lo, I am with you always,  
even to the end of the age.”*

**Matthew 28:19-20 (NKJV)**

## ACADEMIC INFORMATION

This section contains basic information regarding the academic year, classifications, attendance, academic progress, and graduation.

### ***Academic Year and Semester Hours***

An academic year at HBC consists of three semesters: fall, spring, and summer. Fall and spring semesters consist of 16 weeks and the summer semester is 9 weeks. One semester hour is equal to fifty minutes of instruction per week. Most classes consist of three semester hours.

### ***Class Standing***

Class standing denotes the level of a student's achievement toward the completion of a standard four-year curriculum. Thus, students are classified according to the number of semester hours successfully completed according to the table below:

<b>CLASS STANDING</b>	<b>SEMESTER HOURS SUCCESSFULLY COMPLETED</b>
Freshman	0-33 Hours
Sophomore	34-63 Hours
Junior	64-95 Hours
Senior	96 Hours & Above

### ***Degree Completion Timeframe***

If a student does not complete an associate degree within four years or a bachelor degree within eight years they will be governed by degree programs in the most recent school catalog.

### ***Grades and Quality Points***

All students are encouraged to achieve to the maximum of their potential. Student achievement is reported as grades earned in a course of study. Instructors post grades from assignments, quizzes, mid-terms, finals, etc. into CampusSIS. Grades are accessible to students in CampusSIS. However, students who have outstanding balances at the end of a semester will not have access to grades until all balances are cleared.

Grades and quality points are earned and recorded according to the following scale:

<b>Letter Grade</b>	<b>Score-Grades</b>	<b>Quality Points</b>
A	90-100	4
B	80-89	3
C	70-79	2
D	60-69	1
F	59-Below	0
I	Incomplete	
W	Withdrawal	

**Note:** Parents/guardians of dependent students have the right to receive a copy of his/her child's grades. Access to grades can be granted through CampusSIS.

### ***Incompletes (I)***

An "I" is a temporary grade assigned to a student who has extenuating circumstances during the last weeks of a semester and is unable to satisfactorily complete his/her work in the required time limits of the course. The student will then work with the instructor to complete the assignments in the next regular semester. It is the student's responsibility to initiate contact with the instructor and to complete all assignments in a timely manner. If the student does not complete the course work during the next semester, a grade of "F" will be entered on the student's transcript. An "Incomplete" is not granted to allow a student more time to complete a course if the student has mismanaged his/her time.

### ***Withdrawal (W)***

A "W" is a grade assigned when a student has withdrawn from a class after the add/drop period and up through the first ten weeks. A withdrawal after the first ten weeks is limited to extenuating circumstances approved by the Academic Dean. Avoidance of a poor grade is not justification for withdrawal.

### ***Administrative Withdrawal Policy***

It is the obligation of the Administration to withdraw a student from a class or classes for one of the following reasons:

1. **Attendance:** The Administration will withdraw a student from a class/classes if the student:
  - a. Does not attend class at all during the first four week period of the semester; **or**
  - b. Misses three or more sessions of a class during the first five weeks of the semester; **or**
  - c. Misses five classes within the first 10 weeks of the semester.
2. **Payment:** The Administration will withdraw a student from a class/classes if:
  - a. Full payment of tuition and fees are not paid at the time of registration or by the first day of class; **or**
  - b. One-third of tuition, fees, and a signed payment plan are not in place; **or**
  - c. The student is not eligible for financial aid; **or**
  - d. There is no other official written agreement with the College.
3. **Documentation:** HBC must receive all of the student's transcripts from all colleges and universities attended along with all financial aid documentation within two weeks of the beginning of the semester. If required documentation is not received and/or sufficient, the student will be subject to administrative withdrawal.
4. **Return of Financial Aid Funds:** When a student withdraws from all classes prior to completing 60% of the semester, the return of financial aid funds will be initiated.

### ***Procedure for Administrative Withdrawal***

The administrative withdrawal will be initiated by the Registrar and will begin after the required data has been verified and approved by the Academic Dean. Students facing the prospect of administrative withdrawal will be notified by the Academic Dean by both email and first-class mail of the impending action that will be taken by the College administration. The student will have five business days to reply. At this time, the student has the opportunity to meet with the Academic Dean, Registrar, and Financial Aid Director to review his/her situation. Once the student has been officially withdrawn, the Financial Aid office will be notified by the Registrar and the appropriate financial aid action will be taken. After the administrative withdrawal has been exercised, the student will be informed of such action by letter from the Registrar.

### ***Add/Drop Period***

The add/drop period is the first two weeks of class during the spring and fall semesters and the first week of class during the summer semester. During this period, a student may add or drop a course without penalty. No grade will be assigned if a course is dropped during this period, and the student is removed from the course roster.

The attendance record for a student will carry from one course to another so that the student will not be penalized in their attendance during the Add/Drop period. For example, if a student has attended a class for two weeks and decides to drop it and add another course then that course will not count against the student as having missed two classes since the student was in attendance in the class that was dropped.

### ***Satisfactory Academic Progress (SAP)***

All students are expected to maintain satisfactory academic progress toward completion of a certificate or a degree within a reasonable period of time. Satisfactory academic progress status will be determined at the end of each semester. The measure of satisfactory academic progress is based on the number of hours the student attempts at HBC (including transfer credits) and the grade point average (GPA) as indicated below. Students not meeting the desired GPA are placed on SAP status and are required to enroll in and complete the OR 102 Career Prospective course.

<b>CREDIT HOURS ATTEMPTED</b>	<b>MINIMUM CUMULATIVE GPA REQUIRED</b>
0-18	1.50
19-45	1.75
46+	2.0
Graduate Student	3.0

In order to maintain satisfactory academic progress toward completion of a certificate or degree, the student must successfully complete a minimum of 67 percent of all credit hours attempted at HBC. Hours attempted also include withdrawals and incomplete courses. This assessment begins after a student has attempted a total of 18 credit hours.

Students who do not maintain satisfactory academic progress may volunteer for the Financial Aid High Risk Program as a means of correcting their status so they can remain in school and complete their program of study.

### ***Assessment of Learning Outcomes***

HBC maintains a process of assessing student learning outcomes to determine the effectiveness of the teaching-learning process. The process includes the involvement of the faculty, students, and staff. Assessment results are used in program planning for academic enhancement.

### ***Repeating a Course***

A student may be allowed to repeat a course for which he/she has received a failing grade. If the student passes the repeated course, only that grade will be used for GPA calculations. A student will be allowed to repeat the same course up to three times. The course repeated will be considered as hours attempted and the credit hours will be considered when determining a student's satisfactory academic progress. A student cannot receive financial aid for repeating a course in which he/she has received a passing grade.

### ***Academic Probation***

When a student's cumulative semester GPA falls below the required cumulative GPA for credit hours attempted, the student will be placed on academic probation for the next semester. The student's GPA for the following semester must be the required cumulative GPA or better for credit hours attempted. If not, the student will be suspended from the College but may be allowed to return after one semester. When a student returns after a period of probationary suspension, he or she must achieve the required cumulative GPA for credit hours attempted by the end of the semester in order to remain in school.

Transfer students may be accepted on academic probation and restricted to six (6) hours for the first semester if their previous academic history is unsatisfactory. They will also have one semester to raise their semester GPA to the required cumulative GPA or better for credit hours attempted. If a student fails to do this, he/she may be suspended but may return after one semester with the approval of the Academic Dean for readmission to the program.

### ***Course Loads***

The normal course load for a full-time undergraduate student is twelve (12) credit hours per semester. A student may take up to fifteen (15) or more hours with the approval of the Academic Dean. A normal course load for a full-time graduate student is nine (9) credit hours.

### ***Course Schedules***

Most of the courses at HBC are three credit hour courses that meet once per week for 2.5 hours for sixteen (16) weeks (per semester). During the summer semester, most classes meet two times per week for nine (9) weeks.

### ***Class Attendance (Campus & On-line)***

Students are required to attend classes as scheduled. However, due to mitigating circumstances, a student may find it necessary to be absent from a class. In such cases, one (1) absence per credit hour is permissible. If a student has more absences than are allowed, he/she must have

permission from the Academic Dean to continue taking the course. Students taking on-line classes are expected to login each week. On-line logins are monitored weekly.

### ***Withdrawal from College***

Any student who wishes to withdraw from HBC must get approval from the Academic Dean, Student Advisor, and Financial Aid Officer. Classes missed by students who drop without approval will be treated as absences and a grade of “F” will be assigned for each course in which the student was enrolled in before an unofficial withdrawal.

### ***Graduation***

A student will receive a degree or certificate when the following conditions are met:

1. All required courses are completed.
2. All fees and tuition are paid.
3. A GPA of 2.00 or higher (undergraduate) **OR** 3.00 GPA or higher (graduate).
4. Graduation fees are paid.
5. Attendance and participation at graduation exercises.

### ***Transcripts***

The Registrar maintains a permanent record of all courses a student has attempted, along with grades, distinctions, suspensions, dismissals, and certificates or degrees conferred.

With the written request of the student, the Registrar will release transcripts to other parties, such as colleges, universities or employers. The official transcripts will be mailed directly to the requested entity.

The first transcript is free. After the first transcript, there is a charge per transcript as indicated in the schedule of fees and tuition. Transcripts will only be released when students have met their financial obligation to the College. Request for transcripts must include the name and address of the party to whom it should be sent, along with the appropriate fee, social security number, current address, phone number, and personal signature of the student making the request..

### ***Distance Learning Policy***

#### **I. Institutional Policy and Issues**

##### **A. Purpose**

The purpose of the HBC Distance Learning Policy is to assure high quality in the delivery of distance learning with regard to instruction and procedures. HBC approaches its distance learning activities with the recognition of its mission to assist students in the timely achievement of their spiritual, professional, and career goals.

##### **B. Definition**

For the purposes of this policy, Distance Learning is defined as instruction delivered via the internet through Edvance360.

The current policy is reviewed periodically to conform to accreditation standards and requirements of the Department of Education.



## **. Curriculum and Instruction**

### **A. Academic Integrity of Distance Learning Courses**

Distance Learning courses are comparable to campus-based courses in terms of syllabi, textbooks, grading, methods of evaluation, and expected learning outcomes. Distance learning courses are subject to the same policies as stated in the College catalog for campus-based courses.

### **B. Faculty Interaction with Students**

Communication is essential to the success of all courses. Specific requirements for planned interaction and timely feedback between students and faculty are detailed in course materials and presented on Edvance360. Methods of interaction may include email, phone, fax, chats sessions, or discussion boards.

### **C. Faculty Responsibility**

The instructor is responsible for the course content, delivery of instruction, and evaluating student progress in distance learning courses. Fifty percent of course content should be loaded three weeks before the semester begins. Faculty is also responsible for timely communication in distance learning courses. Faculty will evaluate courses each semester in which a particular course is taught to determine the accuracy of content material.

### **D. College Honesty**

It is the responsibility of each student to refrain from academic dishonesty. Academic dishonesty includes but is not limited to plagiarism, cheating, fabrication, aiding in abetting, collusion, and unauthorized possession or distribution of academic material.

## **II. Faculty**

### **A. Faculty Qualifications**

Faculty members who teach distance learning courses must meet the same qualifications as faculty who teach campus-based courses at HBC.

### **B. Faculty Training**

HBC provides training sessions for on-line instructors. On-line instructors must complete a four hour tutorial provided by Edvance360 to become familiar with the Edvance360 system. Additional training in Camtasia will be provided as needed to ensure faculty members remain current in the use of the technology provided. After completion of the training tutorial, faculty members will receive a certificate before being permitted to teach on-line courses.

### **C. Faculty Evaluation**

Distance learning faculty members (on-line instructors) are evaluated in the same manner as those who teach campus-based courses. Student evaluations are completed on-line in all courses. The results are used to guide course revisions and are given to the Academic Dean.

### **III. Student Support Services**

#### **A. Student Services**

Students taking on-line courses follow the same procedures for admission and registration for classes as those taking campus-based classes. Information for orientation, registration, and financial aid is available on the College's website. Students should consult their advisor prior to registering for on-line courses.

#### **B. Library Resources**

The College ensures that students participating in distance learning courses (on-line) have access to adequate and appropriate learning resources. Students have on-line access to the Alabama Virtual Library (<http://www.avl.lib.al.us>) and may access the library by going to the College's website.

### **IV. Registration and Testing**

#### **A. Students Residing within 35 Miles of College**

All students enrolled in on-line courses who reside within 35 miles of the College's main campus are required to register and take exams (mid-term and finals) on campus. The instructor will inform students of the date, time, and room where tests will be given. Instructors will provide the 'password' for tests to staff members serving as proctors during testing week of mid-term and final exams.

#### **B. Students Residing Beyond 35 Miles of College**

Students residing out-of-state or beyond the 35 mile limit will be required to secure a proctor for mid-term and final exams at a local community college computer lab. The computer lab instructor at the institution will notify the HBC course instructor that he/she are willing to serve as a proctor; and the HBC instructor will email the proctor the 'password' for the test during the week of testing. The purpose of all distance learning policies is to safeguard the integrity of the course as well as the College and provide the student with the highest caliber of education possible.

### **V. On-line Courses Requirements**

#### **A. Students Taking On-line Courses are required to:**

1. Have a personal computer (desktop or laptop)
2. Have Microsoft Office 2007 or later version (earlier versions may not be compatible)
3. Have Internet Explorer or Firefox browsers, Adobe Flash Player and a working email account
4. Complete the Edvance360 on-line tutorial
5. Have a working knowledge of Microsoft Office applications (Word, Excel, PowerPoint)
6. Have a understanding of how to download, attach and upload files
7. Read, comprehend and work independently with written material
8. Complete a test demonstrating knowledge and proficiency of these skills

B. Students Who Drop Out of On-line Courses

Those who drop out of on-line courses with failing grades and/or fail 2 or more on-line courses in any semester are not permitted to register for future on-line courses without permission from the Academic Dean.

## STUDENT LIFE

HBC considers student life a vital part of the educational process and seeks to provide opportunities for students to apply Christian principles and democratic ideals learned in the classroom to life situations. Students are encouraged to form organizations that support Christian lifestyle, social development, career objectives, and educational opportunities with the approval of the faculty, the Chief Student Personnel Officer, and the Academic Dean.

### ***New Student Orientation***

A sixteen (16) week one (1) hour orientation course is conducted at the beginning of each semester to acquaint new students with the campus which include the HBC library (Learning Resource Center), fellow students, faculty and staff. The students are informed of the policies and procedures of the College and administrative details to help them thrive in a college environment. The orientation course is required for all new students (including students transferring with less than 33 credit hours) during their first semester at HBC.

### ***Student Government Association (SGA)***

The Student Government Association (SGA) is a student organization led by students. The SGA has its own constitution and bylaws that are approved by the student body and governed by an elected executive committee composed of a president, vice president, secretary, treasurer, chaplain, and two members at large. Its purpose is to sponsor student activities, generate school spirit, and present student views on school matters to the faculty and administration.

### ***Social Activities***

While HBC is not a resident campus and all students commute to class each day, social fellowships among students, faculty, and staff are encouraged. Various social events include Spring outdoor barbeques, graduation receptions, the Annual Golf Tournament, and College community events.

### ***Spiritual Development***

Campus Worship services are held each semester. These services offer students, faculty, and staff opportunities to join together in a time of worship and celebration. Campus Worship allows students to participate in planning and implementing the worship services.

HBC encourages all classes to begin and end with prayer or a brief period of meditation.

### ***Physically Challenged Students***

The HBC campus adapts to students with mobility impairments. Modifications or adjustments will be made when necessary for otherwise qualified students, including but not limited to the following:

- Alternate methods of testing and evaluation
- Change of physical accommodations

### ***Academic Advising***

Academic advisors have been assigned to various programs. Advisors will assist students with course selection and course requirements. Students must have all courses approved by their advisor before registration can be completed. Students also receive counseling from faculty members who serve as part of the advisory team.

### ***Counseling Program***

HBC's counseling program is organized to support the mission, goals, and objectives of the College. The program embraces the academic assumption that student outcomes are affected by the problems they encounter with regard to the teaching-learning process. The counseling program exists to assist students with academic matters and personal problems that may obstruct their ability to achieve.

### ***Library (Learning Resource Center)***

The goal of the HBC Library (Learning Resource Center) is to support the mission of the College. The library provides resource materials of interest to the students, faculty, staff, and the religious community. Books, periodicals, and other resources such as pamphlets, booklets, maps, records, tapes, and DVDs are available in the library. The College ensures that students enrolled in distance learning courses (on-line) have access to adequate and appropriate learning resources and have access to the materials in the on-line digital catalog. The HBC library also provides off-campus access to a variety of electronic resources such as e-book collections, current issues databases, and general and specialized subject databases which are readily available through the Alabama Virtual Library (<http://www.avl.lib.al.us>). All students on-line and traditional may access the resources through the College website and link to the Annie Benson Library.

### ***Student Conduct***

HBC expects the conduct of students it accepts and those seeking an education in a Christian environment to be in line with the mission, beliefs, and goals of the College. To assure each person has an opportunity to a productive learning environment, guidelines for conduct and behavior have been established and are described in the policies and procedures section of the Student Handbook.



## UNDERGRADUATE EDUCATIONAL PROGRAMS

This section contains information about the educational programs offered for undergraduate students. HBC offers a certificate program, five associate degree programs, and five baccalaureate degree programs. The programs of study include courses in biblical/theological and general education studies and are required of all students pursuing undergraduate programs of study.

### THE CERTIFICATE OF BIBLICAL STUDIES

The certificate program teaches the fundamentals of the Bible and church related information to assist local churches with ministry. It offers students a wealth of Bible knowledge to enhance one's spiritual transformation. The program requires 34 credit hours of course work for completion and provides a Bible-based education for students who may not wish to pursue a college degree.

#### ***Objectives***

Students who complete this program will be equipped and able to:

1. Demonstrate a basic knowledge of the Bible.
2. Exhibit a fundamental understanding of Christian doctrine.
3. Demonstrate a thorough understanding of spiritual formation and discipleship.
4. Exhibit a biblical worldview.

### CERTIFICATE OF BIBLICAL STUDIES COURSES BY YEAR (34 Credit Hours)

#### **FIRST YEAR**

FIRST SEMESTER		SECOND SEMESTER		SUMMER SEMESTER	
OR 101 Orientation	1	NT 101 New Testament Survey	3	OT 101 Old Testament Survey	3
BL 101 Introduction to the Bible	3	NT 112 Life & Teaching of Jesus	3		
PF 100 Personal & Business Finance	3	TH 201 Christian Doctrine	3		
CE 231 Spiritual Formation	3	EG 101 Communication Skills I	3		
PH 200 Christian Ethics	3	Bible Elective	3		
Bible Elective	3				
TOTAL	16	TOTAL	15	TOTAL	3

## **THE ASSOCIATE OF ARTS DEGREE PROGRAM**

The Associate of Arts Degree program is designed to equip students for ministry. The program requires 67 credit hours of course work for graduation and offers four options:

1. Associate of Arts in Missions and Evangelism
2. Associate of Arts in Christian Education
3. Associate of Arts in Pastoral Ministry
4. Associate of Arts in Information Technology

### **THE ASSOCIATE OF ARTS DEGREE WITH CONCENTRATION**

1. Child Development
2. Business Management

The curriculum includes a core cluster of courses in biblical studies and general education. To complete the degree requirements, the student must take an additional 12-18 credit hours in one of the options above.

#### ***General Objectives***

Upon completion of this course of study, the student will be able to:

1. Demonstrate a knowledge and understanding of the Bible and an appreciation for its content and authority as the inerrant Word of God.
2. Apply biblical truths and theological principles and concepts to the solution of human problems for the betterment of human life and to the glory of God.
3. Display an understanding of world events from a historical perspective, which shaped the development of Christian religion.
4. Demonstrate effective use of the tools of communication in oral and written forms.
5. Demonstrate knowledge of human behavior with regard to how he/she respond to psychological and sociological issues, events, and conditions that impact human decisions.

### **ASSOCIATE OF ARTS DEGREE IN MISSIONS AND EVANGELISM** ***(67 Credit Hours)***

#### ***Specific Objectives***

Students who choose this option will be able to demonstrate achievement of the general objectives listed for the associate degree and will be able to:

1. Demonstrate knowledge and understanding of the role of missions and evangelism in the Christian Church and in the world at large.
2. Demonstrate effective use of the tools of evangelism to bring salvation to the lost.
3. Exhibit a passion for persons in need of the basic necessities of life and a genuine love for people.

## ASSOCIATE OF ARTS DEGREE IN MISSIONS AND EVANGELISM

### *COURSES BY YEAR*

#### **FIRST YEAR**

<b>FIRST SEMESTER</b>		<b>SECOND SEMESTER</b>		<b>SUMMER SEMESTER</b>	
OR 101 Orientation	1	EG112 Communication Skills II	3	PF 100 Personal & Business Finance	3
EG 101 Communication Skills I	3	NT 101 New Testament Survey	3	CE 101 Educational Ministries of the Church	3
OT 101 Old Testament Survey	3	MH 101 General Mathematics	3		
HY 101 World History I	3	NT 112 Life & Teaching of Jesus	3		
IT 122 Microsoft Office Suites	3				
<b>TOTAL</b>	<b>13</b>	<b>TOTAL</b>	<b>12</b>	<b>TOTAL</b>	<b>6</b>

#### **SECOND YEAR**

<b>FIRST SEMESTER</b>		<b>SECOND SEMESTER</b>		<b>SUMMER SEMESTER</b>	
BL 201 Biblical Interpretation	3	TH 201 Christian Doctrine	3	HY 210 Church History	3
CE 231 Spiritual Formation	3	MI 202 World Missions	3	PS 222 Christian Worship	3
MI 211 History of Missions	3	TH 320 World Religions/Liberation Theology	3		
EG 102 Public Speaking	3	MI 201 Evangelism	3		
<b>TOTAL</b>	<b>12</b>	<b>TOTAL</b>	<b>12</b>	<b>TOTAL</b>	<b>6</b>

#### **THIRD YEAR**

<b>FIRST SEMESTER</b>	
MI 212 History of Minority Missions	3
PR 295 Practicum	3
<b>TOTAL</b>	<b>6</b>

# ASSOCIATE OF ARTS DEGREE IN MISSIONS AND EVANGELISM

## COURSES BY CATEGORY

*(67 Credit Hours)*

### **BIBLICAL/THEOLOGICAL STUDIES (27 CREDIT HOURS)**

BL 201	Biblical Interpretation	3
CE 231	Spiritual Formation	3
HY 210	Church History	3
MI 201	Evangelism	3
NT 101	New Testament Survey	3
NT 112	Life and Teaching of Jesus	3
OT 101	Old Testament Survey	3
PF 100	Personal & Business Finance	3
TH 201	Christian Doctrine	3

### **GENERAL EDUCATION (19 CREDIT HOURS)**

OR 101	Orientation	1
EG 101	Communication Skills I	3
EG 112	Communication Skills II	3
EG 102	Public Speaking	3
HY 101	World History I	3
IT 122	Microsoft Office Suites	3
MH 101	General Mathematics	3

### **MISSIONS & EVANGELISM OPTION (21 CREDIT HOURS)**

CE 101	Educational Ministries of the Church	3
MI 211	History of Missions	3
MI 202	World Missions	3
TH 320	World Religions/Liberation Theology	3
MI 212	History of Minority Mission (Missions in the Black Church)	3
PS 222	Christian Worship	3
PR 295	Practicum (Missions and Evangelism)	3





## ASSOCIATE OF ARTS DEGREE IN CHRISTIAN EDUCATION (67 Credit Hours)

### *Specific Objectives*

Students who choose this option will be able to demonstrate the achievement of the general objectives listed for the associate degree and will be able to:

1. Develop a Christian education curriculum that can be used in a church.
2. Demonstrate appropriate techniques for teaching the Bible and Bible related content.
3. Exhibit a knowledge and understanding of the significant role of Christian education in the life of the Christian Church.
4. Embrace the importance of systematic Bible teaching in the church.

### *COURSES BY YEAR*

#### **FIRST YEAR**

<b>FIRST SEMESTER</b>		<b>SECOND SEMESTER</b>		<b>SUMMER SEMESTER</b>	
OR 101 Orientation	1	EG 112 Communication Skills II	3	PF 100 Personal & Business Finance	3
EG 101 Communication Skills I	3	NT 101 New Testament Survey	3	CE 101 Educational Ministries of the Church	3
OT 101 Old Testament Survey	3	MH 101 General Mathematics	3		
HY 101 World History I	3	NT 112 Life & Teaching of Jesus	3		
IT 122 Microsoft Office Suites	3				
<b>TOTAL</b>	<b>13</b>	<b>TOTAL</b>	<b>12</b>	<b>TOTAL</b>	<b>6</b>

#### **SECOND YEAR**

<b>FIRST SEMESTER</b>		<b>SECOND SEMESTER</b>		<b>SUMMER SEMESTER</b>	
CE 231 Spiritual Formation	3	TH 201 Christian Doctrine	3	CE 224 Family Life Christian Education	3
CE 202 Christian Ed. of Children OR CD 204 Methods & Material for Teaching Children	3	CE 211 Christian Education of Youth	3	HY 210 Church History	3
EG 102 Public Speaking	3	PY 201 General Psychology	3		
CE 240 Techniques of Teaching Sunday School	3	CE 222 Christian Education of Adults	3		
<b>TOTAL</b>	<b>12</b>	<b>TOTAL</b>	<b>12</b>	<b>TOTAL</b>	<b>6</b>

#### **THIRD YEAR**

<b>FIRST SEMESTER</b>	
NT 221 Acts of the Apostles	3
PR 295 Practicum	3
<b>TOTAL</b>	<b>6</b>

**ASSOCIATE OF ARTS DEGREE IN CHRISTIAN EDUCATION**  
**COURSES BY CATEGORY**  
*(67 Credit Hours)*

**BIBLICAL/THEOLOGICAL STUDIES (24 CREDIT HOURS)**

CE 231	Spiritual Formation	3
HY 210	Church History	3
NT 221	Acts of the Apostles	3
NT 101	New Testament Survey	3
NT 112	Life and Teaching of Jesus	3
OT 101	Old Testament Survey	3
PF 100	Personal & Business Finance	3
TH 201	Christian Doctrine	3

**GENERAL EDUCATION (22 CREDIT HOURS)**

OR 101	Orientation	1
EG 101	Communication Skills I	3
EG 112	Communication Skills II	3
EG 102	Public Speaking	3
HY 101	World History I	3
IT 122	Microsoft Office Suites	3
MH 101	General Mathematics	3
PY 201	General Psychology	3

**CHRISTIAN EDUCATION OPTION (21 CREDIT HOURS)**

CE 202	Christian Education of Children OR	
CD 204	Methods & Material of Teaching Children	3
CE 211	Christian Education of Youth	3
CE 222	Christian Education of Adults	3
CE 240	Techniques of Teaching Sunday School	3
CE 101	Educational Ministries of the Church	3
CE 224	Family Life Christian Education	3
PR 295	Practicum (Christian Education)	3



## ASSOCIATE OF ARTS DEGREE IN PASTORAL MINISTRY (67 Credit Hours)

### *Specific Objectives*

Students who choose this option will be able to demonstrate achievement of the general objectives listed for the associate degree and will be able to:

1. Prepare and deliver various types of sermons for different occasions.
2. Demonstrate a knowledge and understanding of the principles and techniques of church growth, church administration, and church organization and management.
3. Exhibit knowledge and understanding of the duties and responsibilities that are generally required of a pastor.
4. Demonstrate an understanding of the principles and techniques of effective leadership and apply them to the operation of the ministries of the church.
5. Exhibit preaching skills in sermon preparation and delivery.

### *COURSES BY YEAR*

#### **FIRST YEAR**

FIRST SEMESTER		SECOND SEMESTER		SUMMER SEMESTER	
OR 101 Orientation	1	EG 112 Communication Skills II	3	PF 100 Personal & Business Finance	3
EG 101 Communication Skills I	3	NT 101 New Testament Survey	3	CE 101 Educational Ministries of the Church	3
OT 101 Old Testament Survey	3	MH 101 General Mathematics	3		
HY 101 World History I	3	NT 112 Life & Teaching of Jesus	3		
IT 122 Microsoft Office Suites	3				
TOTAL	13	TOTAL	12	TOTAL	6

#### **SECOND YEAR**

FIRST SEMESTER		SECOND SEMESTER		SUMMER SEMESTER	
BL 201 Biblical Interpretation	3	TH 201 Christian Doctrine	3	HY 210 Church History	3
CE 231 Spiritual Formation	3	PY 201 General Psychology	3	PS 222 Christian Worship	3
PS 400 Church Leadership <b>OR</b> MN 201 Church Administration	3	PR 202 Homiletics I	3		
EG 102 Public Speaking	3	MI 201 Evangelism	3		
TOTAL	12	TOTAL	12	TOTAL	6

#### **THIRD YEAR**

FIRST SEMESTER	
CC 231 Christian Counseling	3
PR 295 Practicum	3
TOTAL	6

**ASSOCIATE OF ARTS DEGREE IN PASTORAL MINISTRY**  
**COURSES BY CATEGORY**  
*(67 Credit Hours)*

**BIBLICAL/THEOLOGICAL STUDIES (27 CREDIT HOURS)**

BL 201	Biblical Interpretation	3
CE 231	Spiritual Formation	3
HY 210	Church History	3
MI 201	Evangelism	3
NT 101	New Testament Survey	3
NT 112	Life and Teaching of Jesus	3
OT 101	Old Testament Survey	3
PF 100	Personal & Business Finance	3
TH 201	Christian Doctrine	3

**GENERAL EDUCATION (22 CREDIT HOURS)**

OR 101	Orientation	1
EG 101	Communication Skills I	3
EG 112	Communication Skills II	3
EG 102	Public Speaking	3
HY 101	World History I	3
IT 122	Microsoft Office Suites	3
MH 101	General Mathematics	3
PY 201	General Psychology	3

**PASTORAL MINISTRY OPTION (18 CREDIT HOURS)**

CC 231	Christian Counseling	3
CE 101	Educational Ministries of the Church	3
PR 202	Homiletics I	3
PR 295	Practicum (Pastoral Ministry)	3
PS 222	Christian Worship	3
PS 400	Church Leadership OR	
MN 201	Church Administration	3

## ASSOCIATE OF ARTS DEGREE IN INFORMATION TECHNOLOGY (67 Credit Hours)

### *Specific Objectives*

Students who choose this option will be able to demonstrate achievement of the general objectives listed for the associate degree and will be able to:

1. Demonstrate a working knowledge of the computer using such basic programs as Microsoft Word, Excel, and Power Point for business and professional purposes.
2. Demonstrate information security principles associated with risk management, security policies and legal/ethical issues involving security.
3. Demonstrate a working knowledge of basic business principles and their application to various software programs used in the business world.
4. Explain and apply basic principles and concepts in the areas of hardware and software support.

### *COURSES BY YEAR*

#### **FIRST YEAR**

<b>FIRST SEMESTER</b>		<b>SECOND SEMESTER</b>		<b>SUMMER SEMESTER</b>	
OR 101 Orientation	1	EG 112 Communication Skills II	3	PF 100 Personal & Business Finance	3
EG 101 Communication Skills I	3	NT 101 New Testament Survey	3	NT 112 Life & Teaching of Jesus	3
OT 101 Old Testament Survey	3	MH 101 General Mathematics	3		
HY 101 World History I	3	IT 122 Microsoft Office Suites	3		
IT 101 Introduction to Computers	3				
<b>TOTAL</b>	<b>13</b>	<b>TOTAL</b>	<b>12</b>	<b>TOTAL</b>	<b>6</b>

#### **SECOND YEAR**

<b>FIRST SEMESTER</b>		<b>SECOND SEMESTER</b>		<b>SUMMER SEMESTER</b>	
IT 220 Intro to Networking Communications	3	PY 201 General Psychology	3	IT 201 Intro to Computer Programming Concepts	3
IT 130 Excel	3	NT 221 Acts of the Apostles	3	Elective	3
EG 102 Public Speaking	3	IT 210 Software Support	3		
BM 260 Workplace Skills	3	IT 270 Server Administration	3		
<b>TOTAL</b>	<b>12</b>	<b>TOTAL</b>	<b>12</b>	<b>TOTAL</b>	<b>6</b>

#### **THIRD YEAR**

<b>FIRST SEMESTER</b>	
IT 274 Information Assurance	3
PR 295 Practicum (IT)	3
<b>TOTAL</b>	<b>6</b>

**ASSOCIATE OF ARTS IN INFORMATION TECHNOLOGY**  
***COURSES BY CATEGORY***  
***(67 Credit Hours)***

**BIBLICAL/THEOLOGICAL STUDIES (15 CREDIT HOURS)**

NT 101	New Testament Survey	3
NT 112	Life & Teaching of Jesus	3
OT 101	Old Testament Survey	3
PF 100	Personal & Business Finance	3
NT 221	Acts of the Apostles	3

**GENERAL EDUCATION (19 CREDIT HOURS)**

OR 101	Orientation	1
EG 101	Communication Skills I	3
EG 112	Communication Skills II	3
EG 102	Public Speaking	3
HY 101	World History I	3
MH 101	General Mathematics	3
PY 201	General Psychology	3

**INFORMATION TECHNOLOGY (33 CREDIT HOURS)**

IT 220	Introduction to Networking Communications	3
IT 274	Information Assurance	3
IT 270	Server Administration	3
IT 122	Microsoft Office Suites	3
IT 130	Microsoft Excel	3
IT 210	Software Support	3
IT 101	Introduction to Computers	3
IT 201	Intro to Computer Programming Concepts	3
BM 260	Workplace Skills	3
PR295	Practicum (Information Technology)	3
	Elective	3

**ASSOCIATE OF ARTS DEGREE WITH CONCENTRATION IN  
CHILD DEVELOPMENT  
(67 Credit Hours)**

***Specific Objectives***

Students who choose this option will be able to demonstrate achievement of the general objectives listed for the associate degree and will be able to:

1. Attain background knowledge of all stages of child growth and development.
2. Possess training and practical experience in conducting all types of learning activities.
3. Gain knowledge and application of techniques in positive guidance, discipline, health, safety, and first aid practices.
4. Demonstrate basic knowledge of the state minimum standards for daycare centers and homes.
5. Receive specialized quality education with the necessary knowledge and skills to become successful caregivers and administrators in early childhood care.

***COURSES BY YEAR***

**FIRST YEAR**

<b>FIRST SEMESTER</b>		<b>SECOND SEMESTER</b>		<b>SUMMER SEMESTER</b>	
OR 101 Orientation	1	EG 112 Communication Skills II	3	PF 100 Personal & Business Finance	3
EG 101 Communication Skills I	3	NT 101 New Testament Survey	3	NT 112 Life & Teaching of Jesus	3
OT 101 Old Testament Survey	3	IT 122 Microsoft Office Suites	3		
CE 231 Spiritual Formation	3	CD 203 Children's Lit. & Language Dev.	3		
CD 202 Children's Creative Experiences	3				
<b>TOTAL</b>	<b>13</b>	<b>TOTAL</b>	<b>12</b>	<b>TOTAL</b>	<b>6</b>

**SECOND YEAR**

<b>FIRST SEMESTER</b>		<b>SECOND SEMESTER</b>		<b>SUMMER SEMESTER</b>	
MH 101 General Mathematics	3	CD 205 Program Planning for Educating Young Children	3	CD 215 Supervised Practical Experiences in Child Development	3
CD 204 Methods & Materials for Teaching Children	3	HY 101 World History I	3	Elective (Child Development)	3
CE 101 Educational Ministries of the Church	3	PY 211 Childhood Growth and Development	3		
EG 102 Public Speaking	3	NT 221 Acts of the Apostles	3		
<b>TOTAL</b>	<b>12</b>	<b>TOTAL</b>	<b>12</b>	<b>TOTAL</b>	<b>6</b>

**THIRD YEAR**

<b>FIRST SEMESTER</b>	
CD 206 Children's Health & Safety	3
CD 208 Admin of Child Dev. Programs	3
<b>TOTAL</b>	<b>6</b>

## ASSOCIATE OF ARTS DEGREE WITH CONCENTRATION IN CHILD DEVELOPMENT

*(67 Credit Hours)*

### **BIBLICAL/THEOLOGICAL STUDIES (21 CREDIT HOURS)**

NT 101	New Testament Survey	3
NT 112	Life & Teaching of Jesus	3
OT 101	Old Testament Survey	3
PF 100	Personal & Business Finance	3
NT 221	Acts of the Apostles	3
CE 101	Educational Ministries of the Church	3
CE 231	Spiritual Formation	3

### **GENERAL EDUCATION (19 CREDIT HOURS)**

OR 101	Orientation	1
EG 101	Communication Skills I	3
EG 112	Communication Skills II	3
EG 102	Public Speaking	3
HY 101	World History I	3
IT 122	Microsoft Office Suites	3
MH 101	General Mathematics	3

### **CHILD DEVELOPMENT OPTION (27 CREDIT HOURS)**

CD 202	Children's Creative Experiences	3
CD 203	Children's Literature & Language Development	3
CD 204	Methods & Materials for Teaching Children	3
CD 205	Program Planning for Educating Young Children	3
CD 206	Children's Health & Safety	3
CD 208	Administration of Child Development Programs	3
CD 215	Supervised Practical Experiences in Child Development	3
PY 211	Childhood Growth and Development	3
	Elective	3

**\*\*Proof of successful passing of background check and TB test are required for admittance into this program.**





**ASSOCIATE OF ARTS DEGREE WITH CONCENTRATION IN  
BUSINESS MANAGEMENT**  
*(67 Credit Hours)*

Students who choose this option will be able to demonstrate achievement of the general objectives listed for the associates's degree and will be able to:

1. Exhibit effective communication skills using the language of business.
2. Employ business decisions using a systematic, evaluative, and informational based approach that takes into account ethics and social responsibility.
3. Demonstrate knowledge of current events and trends in business.
4. Demonstrate the skills necessary in preparation for work in an entry level position.

***COURSES BY YEAR***

**FIRST YEAR**

<b>FIRST SEMESTER</b>		<b>SECOND SEMESTER</b>		<b>SUMMER SEMESTER</b>	
OR 101 Orientation	1	EG 112 Communication Skills II	3	PF 100 Personal & Business Fianance	3
EG 101 Communication Skills I	3	NT 101 New Testament Survey	3		
OT 101 Old Testament Survey	3	MH 101 General Mathematics	3		
HY 101 World History I	3	NT 112 Life & Teaching of Jesus	3		
HU 201 Music Appreciation	3	IT 122 Microsoft Office Suites			
Total	13	Total	15	Total	3

**SECOND YEAR**

<b>FIRST SEMESTER</b>		<b>SECOND SEMESTER</b>		<b>SUMMER SEMESTER</b>	
BM 115 Business Communications	3	PY 201 General Psychology	3	BM 220 Business Law	3
CE 231 Spiritual Formation	3	BM 200 Principles of Management	3	PR 295 Practicum	3
BM 124 Introduction to Business	3	BM 210 Introduction to Marketing	3		
BM 211 Principles of Macroeconomics	3	BM 204 Principles of Accounting	3		
EG 102 Public Speaking	3	IT 132 Quick Books	3		
Total	15	Total	15	Total	6

**ASSOCIATE OF ARTS DEGREE WITH CONCENTRATION IN  
BUSINESS MANAGEMENT  
COURSES BY CATEGORY - 67 CREDIT HOURS**

**BIBLICAL/THEOLOGICAL STUDIES (15 CREDIT HOURS)**

CE 231	Spiritual Formation	3
NT 101	New Testament Survey	3
NT 112	Life and Teaching of Jesus	3
OT 101	Old Testament Survey	3
PF 100	Personal & Business Finance	3

**GENERAL EDUCATION (28 CREDIT HOURS)**

OR 101	Orientation	1
EG 101	Communication Skills I	3
EG 102	Public Speaking	3
EG 112	Communication Skills II	3
HY 101	World History I	3
IT 122	Microsoft Office Suites	3
MH 101	General Mathematics	3
HU 201	Music Appreciation	3
PY 201	General Psychology	3
IT 132	Quick Books	3

**BUSINESS MANAGEMENT OPTION (24 CREDIT HOURS)**

BM 115	Business Communications	3
BM 124	Introduction to Business	3
BM 211	Principles of Macroeconomics	3
BM 200	Principles of Management	3
BM 210	Introduction to Marketing	3
BM 204	Principles of Accounting	3
BM 220	Business Law	3
PR 495	Practicum (Business Management)	3



## **THE BACHELOR OF ARTS DEGREE PROGRAM**

The Bachelor of Arts Degree program is designed to equip students for ministry in the church and the workplace. The program requires 124 credit hours for graduation and offers four options:

1. Bachelor of Arts in Missions and Evangelism
2. Bachelor of Arts in Christian Education
3. Bachelor of Arts in Pastoral Ministry
4. Bachelor of Arts in Social Work

The curriculum includes a core cluster of courses in biblical/theological and general education studies that are required of all students seeking the bachelor's degree. To complete the degree requirements, the student must also complete an additional 21-27 credit hours of course work in one of the options listed above.

### ***General Objectives***

Upon completion of these courses, the student will be able to:

1. Display critical thinking and analytical reasoning as well as comprehensive knowledge of the English language and the ability to communicate effectively.
2. Demonstrate a knowledge and understanding of world history and its application to the Christian life and ministry.
3. Demonstrate an understanding of the nature of human beings and how they respond to life's situations and conditions.
4. Demonstrate knowledge and understanding of the Bible and communicate God's Word to persons of different origin, culture, and ethnic backgrounds.
5. Demonstrate knowledge and understanding of principles, concepts, and practices relative to church administration, organization, and management.
6. Defend the Christian faith amidst different emerging beliefs and practices in today's society.
7. Display knowledge, understanding and usage of the tools of Christian teaching and curriculum development.
8. Demonstrate usage of the tools of evangelism and exhibit a spirit of love for the lost and the needy.

## **BACHELOR OF ARTS DEGREE IN MISSIONS AND EVANGELISM** (124 Credit Hours)

### ***Specific Objectives***

Students who choose this option will be able to demonstrate achievement of the general objectives listed for the bachelor's degree and will be able to:

1. Demonstrate knowledge and understanding of the role of missions and evangelism in the Christian and in the world at large.
2. Exhibit knowledge and understanding of the principles and practices of evangelistic missions.
3. Exhibit a passion for the needy.
4. Demonstrate knowledge of the role of women in missions and exhibit an attitude of appreciation for the work they do to depict the work of Christ.
5. Exercise comprehensive knowledge and understanding of historical world events and world religions and how they impact missions and evangelism in today's world.
6. Develop a mission program for a local church.
7. Form a team and share the Word of the Gospel of Christ to lost persons in the local community.

## **BACHELOR OF ARTS DEGREE IN MISSIONS AND EVANGELISM** ***COURSES BY YEAR***

### **FIRST YEAR**

<b>FIRST SEMESTER</b>		<b>SECOND SEMESTER</b>		<b>SUMMER SEMESTER</b>	
OR 101 Orientation	1	EG 112 Communication Skills II	3	PF 100 Personal & Business Finance	3
EG 101 Communication Skills I	3	NT 101 New Testament Survey	3	EG 102 Public Speaking	3
OT 101 Old Testament Survey	3	MH 101 General Mathematics	3		
HY 101 World History I	3	NT 112 Life & Teaching of Jesus	3		
IT 122 Microsoft Office Suites	3				
<b>TOTAL</b>	<b>13</b>	<b>TOTAL</b>	<b>12</b>	<b>TOTAL</b>	<b>6</b>

**SECOND YEAR**

<b>FIRST SEMESTER</b>		<b>SECOND SEMESTER</b>		<b>SUMMER SEMESTER</b>	
BL 201 Biblical Interpretation	3	TH 201 Christian Doctrine	3	CE 101 Educational Ministries of the Church <u>OR</u> PS 212 Introduction to Christian Ministries	3
CE 231 Spiritual Formation	3	PY 201 General Psychology <u>OR</u> SO 301 Sociology	3	PS 222 Christian Worship	3
PS 400 Church Leadership <u>OR</u> MN 201 Church Administration	3	MI 211 History of Missions	3		
HY 210 Church History	3	MI 201 Evangelism	3		
TOTAL	12	TOTAL	12	TOTAL	6

**THIRD YEAR**

<b>FIRST SEMESTER</b>		<b>SECOND SEMESTER</b>		<b>SUMMER SEMESTER</b>	
MI 202 World Missions	3	PH 300 Introduction to Philosophy	3	PR 495 Practicum (Missions & Evangelism)	3
OT 301 Old Testament Books of Poetry	3	HY 302 World History II	3	HU 201 Art Appreciation <u>OR</u> HU 204 Music Appreciation	3
MI 212 History of Minority Missions	3	NT 221 Acts of the Apostles	3		
OT 312 Minor Prophets	3	EG 302 Advanced Composition	3		
TOTAL	12	TOTAL	12	TOTAL	6

**FOURTH YEAR**

<b>FIRST SEMESTER</b>		<b>SECOND SEMESTER</b>		<b>SUMMER SEMESTER</b>	
OT 321 Major Prophets	3	NT 312 Corinthian Correspondence	3	PH 200 Christian Ethics	3
MN 301 Management of Church Finances	3	TH 320 World Religions/Liberation Theology	3	NT 432 Revelation	3
MI 401 Cultural Anthropology	3	TH 311 Old Testament Theology <u>OR</u> TH 312 New Testament Theology	3	MI 322 Women In Missions	3
TH 411 Contemporary Christian Thought	3	NT 421 General Epistles	3		
TOTAL	12	TOTAL	12	TOTAL	9

## BACHELOR OF ARTS DEGREE IN MISSIONS AND EVANGELISM

### COURSES BY CATEGORY - 124 Credit Hours

#### BIBLICAL /THEOLOGICAL STUDIES (54 CREDIT HOURS)

BL 201	Biblical Interpretation	3
CE 231	Spiritual Formation	3
HY 210	Church History	3
MI 201	Evangelism	3
NT 101	New Testament Survey	3
NT 112	Life and Teaching of Jesus	3
NT 221	Acts of the Apostles	3
NT 312	Corinthian Correspondence	3
NT 421	General Epistles	3
NT 432	Revelation	3
OT 101	Old Testament Survey	3
OT 301	Old Testament Books of Poetry	3
OT 312	Minor Prophets	3
OT 321	Major Prophets	3
PF 100	Personal & Business Finance	3
PH 200	Christian Ethics	3
TH 201	Christian Doctrine	3
TH 311	Old Testament Theology OR	3
TH 312	New Testament Theology	

#### GENERAL EDUCATION (34 CREDIT HOURS)

OR 101	Orientation	1
EG 101	Communication Skills I	3
EG 102	Public Speaking	3
EG 112	Communication Skills II	3
EG 302	Advanced Composition	3
HY 101	World History I	3
HY 302	World History II	3
IT 122	Microsoft Office Suites	3
MH 101	General Mathematics	3
HU 201	Art Appreciation OR	
HU 204	Music Appreciation	3
PH 300	Introduction to Philosophy	3
PY 201	General Psychology OR	3
SO 301	Sociology	

#### MISSIONS & EVANGELISM OPTION (36 CREDIT HOURS)

CE 101	Educational Ministries of the Church OR	3
PS 212	Introduction to Christian Ministries	
MI 211	History of Missions	3
MI 202	World Missions	3
MI 212	History of Minority Missions	3
TH 320	World Religions and Liberation Theology	3
MI 322	Women in Missions	3
MI 401	Cultural Anthropology	3
MN 201	Church Administration OR	3
PS 400	Church Leadership	
MN 301	Management of Church Finances	3
PR 495	Practicum (Missions)	3
PS 222	Christian Worship	3
TH 411	Contemporary Christian Thought	3

## **BACHELOR OF ARTS DEGREE IN CHRISTIAN EDUCATION** (124 Credit Hours)

### ***Specific Objectives***

Students who choose this option will be able to demonstrate achievement of the general objectives listed for the bachelor's degree and will be able to:

1. Develop a Christian education curriculum for a church.
2. Demonstrate appropriate techniques for teaching Bible content.
3. Exhibit knowledge and understanding of the role of Christian education in the life of the Christian Church.
4. Exhibit knowledge and understanding of the teaching-learning process.
5. Demonstrate an understanding of the application of the principles of learning in the teaching-learning process.
6. Demonstrate an understanding of the principles and techniques of church administration and apply them in the operation of a Christian education program.
7. Evaluate the educational program of a local church.

## **BACHELOR OF ARTS DEGREE IN CHRISTIAN EDUCATION** ***COURSES BY YEAR***

### **FIRST YEAR**

<b>FIRST SEMESTER</b>		<b>SECOND SEMESTER</b>		<b>SUMMER SEMESTER</b>	
OR 101 Orientation	1	EG 112 Communication Skills II	3	PF 100 Personal & Business Finance	3
EG 101 Communication Skills I	3	NT 101 New Testament Survey	3	CE 101 Educational Ministries of the Church	3
OT 101 Old Testament Survey	3	MH 101 General Mathematics	3		
HY 101 World History I	3	NT 112 Life & Teaching of Jesus	3		
IT 122 Microsoft Office Suites	3	Bible/Theology Course	3		
<b>TOTAL</b>	<b>13</b>	<b>TOTAL</b>	<b>15</b>	<b>TOTAL</b>	<b>6</b>

**SECOND YEAR**

<b>FIRST SEMESTER</b>		<b>SECOND SEMESTER</b>		<b>SUMMER SEMESTER</b>	
CE 211 Christian Education of Youth	3	TH 201 Christian Doctrine	3	CE 224 Family Life Christian Education	3
CE 231 Spiritual Formation	3	PY 201 General Psychology OR SO 301 Sociology	3		
HU 201 Art Appreciation OR HU 204 Music Appreciation	3	CE 202 Christian Education of Children OR CD 204 Methods & Material of Teaching Children	3		
EG 102 Public Speaking	3	CE 240 Techniques of Teaching Sunday School	3		
HY 210 Church History	3	CE 222 Christian Education Of Adults	3		
TOTAL	15	TOTAL	15	TOTAL	3

**THIRD YEAR**

<b>FIRST SEMESTER</b>		<b>SECOND SEMESTER</b>		<b>SUMMER SEMESTER</b>	
Bible/Theology Course	3	MI 201 Evangelism	3	NT 221 Acts of the Apostles	3
PH 200 Christian Ethics	3	HY 302 World History II	3	HY 300 African-American History	3
TH 320 Religions/Liberation Theology	3	EG 302 Advanced Composition	3		
CE 301 Multi-Cultural Christian Education	3	PH 300 Intro to Philosophy or SO 301 Sociology	3		
TOTAL	12	TOTAL	12	TOTAL	6

**FOURTH YEAR**

<b>FIRST SEMESTER</b>		<b>SECOND SEMESTER</b>		<b>SUMMER SEMESTER</b>	
CE 401 Curriculum Development	3	CE 421 Administration of Christian Education	3	PR 495 Practicum (Christian Education)	3
PS 400 Church Leadership	3	Bible/Theology Course	3		
Bible/Theology Course	3	Elective	3		
Elective	3	TH 411 Contemporary Christian Thought	3		
TOTAL	12	TOTAL	12	TOTAL	3



## BACHELOR OF ARTS DEGREE IN CHRISTIAN EDUCATION

### *COURSES BY CATEGORY - 124 CREDIT HOURS*

#### **BIBLICAL/THEOLOGICAL STUDIES (48 CREDIT HOURS)**

NT 221	Acts of the Apostles	3
CE 231	Spiritual Formation	3
HY 210	Church History	3
MI 201	Evangelism	3
NT 101	New Testament Survey	3
NT 112	Life and Teaching of Jesus	3
	Bible/Theology Course	3
	Bible/Theology Course	3
OT 101	Old Testament Survey	3
	Bible/Theology Course	3
	Bible/Theology Course	3
PF 100	Personal & Business Finance	3
PH 200	Christians Ethics	3
TH 201	Christian Doctrine	3
TH 411	Contemporary Christian Thought	3
TH 320	World Religions/Liberation Theology	3

#### **GENERAL EDUCATION (37 CREDIT HOURS)**

OR 101	Orientation	1
EG 101	Communication Skills I	3
EG 102	Public Speaking	3
HU 201	Art Appreciation OR	3
HU 204	Music Appreciation	
EG 112	Communication Skills II	3
EG 302	Advanced Composition	3
HY 101	World History I	3
HY 302	World History II	3
IT 122	Microsoft Office Suites	3
MH 101	General Mathematics	3
PH 300	Introduction to Philosophy OR	
SO 301	Sociology	3
PY 201	General Psychology	3
HY 300	African-American History	3

#### **CHRISTIAN EDUCATION OPTION (39 CREDIT HOURS)**

CE 101	Educational Ministries of the Church	3
CE 202	Christian Education of Children OR	
CD 204	Methods & Material of Teaching Children	3
CE 211	Christian Education of Youth	3
CE 222	Christian Education of Adults	3
CE 224	Family Life Christian Education	3
CE 240	Techniques of Teaching Sunday School	3
CE 301	Multi-Cultural Christian Education	3
CE 401	Curriculum Development	3
CE 421	Administration of Christian Education	3
PS 400	Church Leadership	3
PR 495	Practicum (Christian Education)	3
	Electives (2)	6

**BACHELOR OF ARTS DEGREE IN PASTORAL MINISTRY**  
(124 Credit Hours)

***Specific Objectives***

Students who choose this option will be able to demonstrate achievement of the general objectives listed for the bachelor's degree and will be able to:

1. Prepare and deliver various types of sermons for different occasions.
2. Provide marriage and family counseling of a spiritual nature as a function of pastoral care ministry.
3. Design a youth ministry program appropriate for the use at the local church.
4. Demonstrate knowledge and understanding of the principles and techniques of church growth, church organization and management, and church planting.
5. Exhibit knowledge of world religions and an understanding of their comparison with the Christian religion in Western civilization.

**BACHELOR OF ARTS DEGREE IN PASTORAL MINISTRY**  
***COURSES BY YEAR***

**FIRST YEAR**

<b>FIRST SEMESTER</b>		<b>SECOND SEMESTER</b>		<b>SUMMER SEMESTER</b>	
OR 101 Orientation	1	PF 100 Personal & Business Finance	3	CE 101 Ed. Ministries of the Church <b>OR</b> PS 212 Intro to Christian Ministries	3
EG 101 Communication Skills I	3	NT 101 New Testament Survey	3		
OT 101 Old Testament Survey	3	MH 101 General Mathematics	3		
HY 101 World History I	3	NT 112 Life & Teaching of Jesus	3		
IT 122 Microsoft Office Suites	3	EG 112 Communication Skills II			
<b>TOTAL</b>	<b>13</b>	<b>TOTAL</b>	<b>15</b>	<b>TOTAL</b>	<b>3</b>

## **SECOND YEAR**

<b>FIRST SEMESTER</b>		<b>SECOND SEMESTER</b>		<b>SUMMER SEMESTER</b>	
BL 201 Biblical Interpretation	3	PY 201 General Psychology or SO 301 Sociology	3	HY 210 Church History	3
CE 231 Spiritual Formation	3	TH 201 Christian Doctrine	3		
Bible/Theology Course	3	PR 202 Homiletics I **	3		
HU 201 Art Appreciation <b>OR</b> HU 204 Music Appreciation	3	MI 201 Evangelism	3		
EG 102 Public Speaking					
<b>TOTAL</b>	<b>15</b>	<b>TOTAL</b>	<b>12</b>	<b>TOTAL</b>	<b>3</b>

## **THIRD YEAR**

<b>FIRST SEMESTER</b>		<b>SECOND SEMESTER</b>		<b>SUMMER SEMESTER</b>	
CC 231 Christian Counseling	3	PH 101 Christian Ethics	3	PS 222 Christian Worship	3
MN 301 Management of Church Finances	3	HY 302 World History or HY 300 African-American History	3	MN 212 Fundamentals of Youth Ministry	3
Bible/Theology Course	3	Bible/Theology Course	3		
PH 300 Introduction to Philosophy	3	EG 302 Advanced Composition	3		
Bible/Theology Course		NT 221 Acts of the Apostles			
<b>TOTAL</b>	<b>15</b>	<b>TOTAL</b>	<b>15</b>	<b>TOTAL</b>	<b>6</b>

## **FOURTH YEAR**

<b>FIRST SEMESTER</b>		<b>SECOND SEMESTER</b>		<b>SUMMER SEMESTER</b>	
PS 400 Church Leadership <b>OR</b> MN 201 Church Administration	3	Bible/Theology Course	3	PR 495 Practicum	3
Bible/Theology Course	3	TH 320 World Religions/Liberation Theology	3		
PR 401 Homiletics II**	3	PS 402 Pastoral Care	3		
TH 411 Contemporary Christian Thought	3	TH 311 OT Theology <b>OR</b> TH 312 NT Theology	3		
<b>TOTAL</b>	<b>12</b>	<b>TOTAL</b>	<b>12</b>	<b>TOTAL</b>	<b>3</b>

\*\* See catalog for prerequisite course needed before taking course

**BACHELOR OF ARTS DEGREE IN PASTORAL MINISTRY**  
***COURSES BY CATEGORY - 124 CREDIT HOURS***

**BIBLICAL/THEOLOGICAL STUDIES (51 CREDIT HOURS)**

BL 201	Biblical Interpretation	3
CE 231	Spiritual Formation	3
HY 210	Church History	3
MI 201	Evangelism	3
NT 101	New Testament Survey	3
NT 112	Life and Teaching of Jesus	3
	Bible/Theology Course (6)	18
OT 101	Old Testament Survey	3
PF 100	Personal & Business Finance	3
NT 221	Acts of the Apostles	3
PH 200	Christian Ethics	3
TH 201	Christian Doctrine	3

**GENERAL EDUCATION (34 CREDIT HOURS)**

OR 101	Orientation	1
EG 102	Public Speaking	3
EG 101	Communication Skills I	3
EG 112	Communication Skills II	3
HU 201	Art Appreciation OR	3
HU 204	Music Appreciation	
EG 302	Advanced Composition	3
HY 101	World History I	3
HY 302	World History II OR	
HY 300	African-American History	3
MH 101	General Mathematics	3
PH 300	Introduction to Philosophy	3
PY 201	General Psychology OR	
SO 301	Sociology	3
IT 122	Microsoft Office Suites	3

**PASTORAL MINISTRY OPTION (48 CREDIT HOURS)**

CC 231	Christian Counseling	3
MN 201	Church Administration OR	3
PS 400	Church Leadership	
MN 301	Management of Church Finances	3
PS 222	Christian Worship	3
PS 212	Introduction to Christian Ministries OR	3
CE 101	Educational Ministries of the Church	
TH 320	World Religions and Liberation Theology	3
TH 311	Old Testament Theology OR	
TH 312	New Testament Theology	3
MN 212	Fundamentals of Youth Ministry	3
PR 202	Homiletics I	3
PR 401	Homiletics II	3
PS 402	Pastoral Care	3
TH 411	Contemporary Christian Thought	3
PR 495	Practicum (Pastoral Ministry)	3

## **BACHELOR OF ARTS DEGREE IN SOCIAL WORK** *(124 Credit Hours)*

### ***Specific Objectives***

Students who choose this option will be able to demonstrate achievement of the general objectives listed for the bachelor's degree and will be able to:

1. Exhibit a passion for helping those in need that are oppressed from life circumstances.
2. Demonstrate the knowledge, understanding, and compassion necessary to support people through difficult situations.
3. Demonstrate the knowledge and skills necessary to ensure vulnerable people, including children and adults, are safeguarded from harm by serving as a liaison among community service agencies.
4. Demonstrate the knowledge, skills, and ability necessary to interact with individuals, families, and groups and to identify and offer plausible solutions to problematic situations.
5. Demonstrate the ability to conduct, analysis and offer constructive suggestions from structured interviews.
6. Demonstrate an appreciation for the work of Christ by providing a safety net for the "least of these" or those in need.

## **BACHELOR OF ARTS DEGREE IN SOCIAL WORK** ***COURSES BY YEAR***

### **FIRST YEAR**

<b>FIRST SEMESTER</b>		<b>SECOND SEMESTER</b>		<b>SUMMER SEMESTER</b>	
OR 101 Orientation	1	EG 112 Communication Skills II	3	PF 100 Personal & Business Finance	3
EG 101 Communication Skills I	3	NT 101 New Testament Survey	3		
OT 101 Old Testament Survey	3	MH 101 General Mathematics	3		
HY 101 World History I	3	NT 112 Life & Teaching of Jesus	3		
IT 122 Microsoft Office Suites	3	EG 102 Public Speaking	3		
<b>TOTAL</b>	<b>13</b>	<b>TOTAL</b>	<b>15</b>	<b>TOTAL</b>	<b>3</b>

## **SECOND YEAR**

<b>FIRST SEMESTER</b>		<b>SECOND SEMESTER</b>		<b>SUMMER SEMESTER</b>	
PY 101 General Psychology	3	TH 201 Christian Doctrine	3	MI 201 Evangelism	3
HU 201 Art Appreciation or HU 204 Music Appreciation	3	SO 301 Sociology	3		
CE 231 Spiritual Formation	3	Bible/Theology Course	3		
HY 210 Church History	3	Elective	3		
PH 200 Christian Ethics	3	SW 300 Introduction to Social Work	3		
TOTAL	15	TOTAL	15	TOTAL	3

## **THIRD YEAR**

<b>FIRST SEMESTER</b>		<b>SECOND SEMESTER</b>		<b>SUMMER SEMESTER</b>	
PS 402 Pastoral Care	3	SW 304 Diverse Populations	3		
SW 301 Human Behavior and Social Environment	3	SW 306 Art of Interviewing	3		
SW 303 Poverty and Deprivation	3	Bible/Theology Course	3		
Bible/Theology Course	3	EG 302 Advanced Composition	3		
Elective	3	Elective	3		
TOTAL	15	TOTAL	15		

## **FOURTH YEAR**

<b>FIRST SEMESTER</b>		<b>SECOND SEMESTER</b>		<b>SUMMER SEMESTER</b>	
Bible/Theology Course	3	Bible/Theology Course	3	Elective	3
SW 322 Human Resource Management	3	TH 320 World Religions/Liberation	3	Elective	3
HY 300 African-American History Or HY 302 World History II	3	SW 407L Field Instruction Seminar	3		
SW 407 Field Instruction	3	Elective	3		
TOTAL	12	TOTAL	12	TOTAL	6



**BACHELOR OF ARTS DEGREE IN SOCIAL WORK**  
***COURSES BY CATEGORY - 124 CREDIT HOURS***

**BIBLICAL/THEOLOGICAL STUDIES (42 CREDIT HOURS)**

OT 101	Old Testament Survey	3
NT 101	New Testament Survey	3
NT 112	Life and Teaching of Jesus	3
TH 201	Christian Doctrine	3
PF 100	Personal & Business Finance	3
	Bible/Theology Course	3
	Bible/Theology Course	3
	Bible/Theology Course	3
	Bible/Theology Course	3
	Bible/Theology Course	3
HY 210	Church History	3
CE 231	Spiritual Formation	3
PH 200	Christian Ethics	3
MI 201	Evangelism	3

**GENERAL EDUCATION (37 CREDIT HOURS)**

OR 101	Orientation	1
EG 101	Communication Skills I	3
EG 102	Public Speaking	3
EG 112	Communication Skills II	3
EG 302	Advanced Composition	3
HY 101	World History I	3
HY 302	World History II OR	
HY 300	African-American History	3
MH 101	General Mathematics	3
HU 201	Art Appreciation OR	3
HU 204	Music Appreciation	
PY 201	General Psychology	3
SO 301	Sociology	3
TH 320	World Religions and Liberation Theology	3
IT 122	Microsoft Office Suites	3

**SOCIAL WORK MAJOR (45 CREDIT HOURS)**

SW 300	Introduction to Social Work	3
SW 301	Human Behavior and Social Environment	3
SW 303	Poverty and Deprivation	3
SW 304	Diverse Populations	3
SW 306	The Art of Interviewing	3
SW 222	Human Resource Management	3
PS 402	Pastoral Care	3
SW 407	Field Instruction	3
SW 407L	Field Instruction Seminar	3
	Electives (6)	18

\*\*Proof of successful passing of background check and TB test are required for admittance into this program.

## UNDERGRADUATE COURSE DESCRIPTIONS

The courses are identified by a two-letter prefix followed by three digits. The letter prefix indicates the field of study to which the course belongs. The first digit indicates the sequence or order in which the course appears in the curriculum with regard to the level of difficulty (1 – freshman, 2 – sophomore, 3 – junior, 4 – senior, and 6 – Master students). The second digit distinguishes courses with the same letter prefix. The third digit indicates the semester in which the course will normally be offered.

The letter prefixes before the course numbers have the following meanings:

BL	Biblical	MK	Marketing
BM	Business Management	MN	Ministry Service
BU	Business	MU	Music
CC	Christian Counseling	NT	New Testament
CD	Child Development	OR	Orientation
CE	Christian Education	OT	Old Testament
CS	Christian Service	PH	Philosophy
EG	English (Communication Skills)	PR	Preaching
HU	Humanities	PS	Pastoral Studies
HY	History	PY	Psychology
IT	Information Technology	SO	Sociology
MH	Mathematics	SW	Social Work
MI	Missions	TH	Theology

### **BL 101 Introduction to the Bible (3 Credit Hours)**

A required course for all students who receive 29 or less correct answers on the Bible Knowledge entrance test. It introduces the student to the history, concepts, principles, and terminology found in the Bible. It is an in-depth study of how the books of the Bible were assembled and preserved for the Church and also focuses on inspiration, composition, canonicity, transmission, and transition of the Scriptures.

### **BL 201 Biblical Interpretation (3 Credit Hours)**

Introduces the student to the basic principles and methods of biblical interpretation and resource materials that aid in the study of the Bible. **PREREQUISITE is OT 101, Old Testament Survey and NT 101, New Testament Survey.**

### **BL 301 Bible Characters of the Old and New Testaments (3 Credit Hours)**

Provides a study of the characters of the Old and New Testaments with regard to their personalities and contributions to the Bible.

### **BL 312 Women of the Bible (3 Credit Hours)**

A study of the women of the Bible and their contributions that impacted the course of human destiny. Their personalities and works will be emphasized.



**BM 115 Business Communications (3 Credit Hours)**

A study of written, oral, and nonverbal communications. Topics include the application of communication principles to the production of clear, correct and logically organized faxes, emails, memos, letters, resumes, reports, and other business communications.

**BM 124 Introduction to Business (3 Credit Hours)**

Designed as an introduction to business for business and technology students. Major topics include the competitive global business environment, successful firms and business leaders, business ethics, leadership and team skills, communications, marketing, and an overview of the functional management areas of business and related career opportunities.

**BM 200 Principles of Management (3 Credit Hours)**

An introduction to management. It focuses on the theory and fundamental concepts of management including planning, organization, leadership, and control. This course will review the evolution of management thought, function, and practice, and will stress current approaches and emerging concepts. **PREREQUISITE is IT 122, Microsoft Office Suites and IT 130, Microsoft Excel.**

**BM 204 Principles of Accounting (3 Credit Hours)**

Designed to provide a basic theory of accounting principles and practices used by service and merchandising enterprises. Emphasis is placed on financial accounting, including accounting cycle and financial statement preparation and analysis.

**BM 211 Principles of Macroeconomics (3 Credit Hours)**

An introduction to macroeconomic theory, analysis, and policy applications. Topics include the following: scarcity, demand and supply, national income analysis, major economic theories concerning monetary and fiscal policies as stabilization measures, the banking system, and other economic issues or problems including international trade.

**BM 260 Workplace Skills (3 Credit Hours)**

Emphasizes the foundational information to develop knowledge and skills that will prepare individuals for employment following completion of technical programs. At the conclusion of this course, students will have knowledge and skills relevant to work ethic, communication, resume writing, job interviewing, dress and appearance, behavior, problem-solving, decision-making, and project management relative to technical job opportunities.

**BM 210 Introduction to Marketing (3 Credit Hours)**

Provides a general introduction to marketing principles and policies. Course units include marketing functions, price policies and controls, market research, competitive practices, government regulations, and integration of marketing with technology.

**BM 312 Information Systems, Design, and Management (3 Credit Hours)**

Provides an overview of issues, processes, and technology utilized in the design and management of information systems. Analysis includes needs assessment, database management, software capacity, security features, and decision-making applications.

**BM 320 The Legal and Ethical Environment of Business (3 Credit Hours)**

Designed to give an introduction to the legal influences within businesses including statutory, executive, administrative, and case law. The roles and influences of contracts and regulations upon business operations, as well as ethical issues encountered within a business setting, and their associated legal implications will be explored.

**BM 400 Analyzing Financial Statements (3 Credit Hours)**

Designed to help develop the aptitude to understand and interpret financial reports for the purpose of analyses, forecasting, budgeting, and decision making.

**BM 410 Quantitative Business Analyses (3 Credit Hours)**

Provides the skills necessary to analyze data and apply statistical analysis and research within a business context.

**BM 420 Human Resources Development and Management (3 Credit Hours)**

An introduction to the development and management of an organization's human resources with an emphasis on planning for screening, selection, orientation, and training of employees. Additional topics will focus on performance appraisals, compensation, benefits, equal employment opportunity, incentives, and rewards.

**BM 220 Business Law (3 Credit Hours)**

Teaches the legal principles which apply to normal business transactions. Contracts, labor-management responsibilities, property, insurance, partnerships and corporations, wills and trusts, and torts, and business crimes are discussed.

**BM 112 Introduction to Government Contracting (3 Credit Hours)**

Introduces the aspect of management science concerned with federal contracting and examination of the role of the government contracting officer in the acquisition process. Emphasis is given to pricing practices and theories and to assessing the government's procedures and methods for evaluating pricing and cost activity. The content provides insight into the variety of administrative matters that arise during the life of a contract. Attention is given to a consideration of the rights and responsibilities of the government and contractor.

**BM 201 Medical Records and Management (3 Credit Hours)**

Designed to provide an awareness of the responsibilities and opportunities of professional support personnel in a medical environment through classroom instruction. Emphasis is on medical terminology, the production of appropriate forms and reports, and the importance of office procedures and practices.

**CC 231 Christian Counseling (3 Credit Hours)**

An introduction to counseling and the counseling process from a Biblical perspective. The course is designed to help ministers with practical situations they encounter. **PREREQUISITE is PY 201, General Psychology.**

**CC 312 Marriage and Family Counseling (3 Credit Hours)**

Teaches the biblical foundations of marriage. It discusses male and female roles, problems and solutions that arise in marriages, and guidelines for building a successful home.

**CC 402 Grief Counseling (3 Credit Hours)**

This course is an encyclopedia on every conceivable form of grief. It identifies various kinds of grief and the feelings often connected with them. It serves as a guide to show how and when to respond to those in grief.

**CC 411 Job Search Counseling (3 Credit Hours)**

Designed for those in the counseling ministry to assist others with job placement as well as those who need the practical skills of looking for a job. It includes an understanding of career counseling theory, the various population groups who may need counseling, and administering and understanding various self-assessment inventories for effective job placement. Practical skills for the student such as the use of the internet, writing a good resume, designing a career portfolio, and effective interview skills will be explored.

**CD 202 Children's Creative Experiences (3 Credit Hours)**

Focuses on fostering creativity in preschool children and developing a creative attitude in teachers. Topics include selecting and developing creative experiences in language arts, music, art, science, math, and movement with observation and participation with young children required. On completion, students will be able to select and implement creative and age appropriate experiences for young children.

**CD 203 Children's Literature and Language Development (3 Credit Hours)**

Surveys appropriate literature and language arts activities designed to enhance young children's speaking, listening, pre-reading, and writing skills. Emphasis is placed on developmental appropriateness as related to language. Upon completion, students should be able to create, evaluate, and demonstrate activities which support a language-rich environment for young children.

**CD 204 Methods and Materials for Teaching Children (3 Credit Hours)**

Introduces basic methods and materials used in teaching young children. Emphasis is placed on students compiling a professional resource file of activities used for teaching math, language arts, science, and social studies concepts. Upon completion, students will be able to demonstrate basic methods of creating learning experiences using developmentally appropriate techniques, materials, and realistic expectations. Course includes observations of young children in a variety of childcare environments.

**CD 205 Program Planning for Educating Young Children (3 Credit Hours)**

Provides students with knowledge to develop programs for early child development. Specific content includes a review of child development concepts and program contents. Upon completion, students will be able to develop and evaluate effective programs for the education of young children.

**CD 206 Children's Health and Safety (3 Credit Hours)**

Introduces basic health, nutrition, and safety management practices for young children. Emphasis is placed on how to set up and maintain safe, healthy environments for young children including specific procedures for infants and toddlers and procedures regarding childhood illnesses and communicable diseases.

**CD 208 Administration of Child Development Programs (3 Credit Hours)**

Includes appropriate administrative policies and procedures relevant to preschool programs. Topics include local, state, and federal regulations, budget planning, record keeping, personnel policies, and parent involvement. Upon completion, students should be able to identify elements of a sound business plan, develop familiarity with basic record keeping techniques, and identify elements of a developmentally appropriate program.

**CD 209 Infant and Toddler Education Programs (3 Credit Hours)**

Focuses on child development from infancy to thirty-five months of age with emphasis on planning programs using developmentally appropriate material. Emphasis is placed on positive ways to support an infant or toddler's social, emotional, physical, and intellectual development. Upon completion, students should be able to plan an infant-toddler program and environment that is appropriate and supportive of the families and the children.

**CD 210 Educating Exceptional Children (3 Credit Hours)**

Explores the many different types of exceptionalities found in young children. Topics include speech, language, hearing and visual impairments, gifted and talented children, mental retardation, emotional, behavioral, and neurological handicaps. Upon completion, students should be able to identify appropriate strategies for working with children.

**CD 214 Families and Communities in Early Childcare and Education Programs (3 Credit Hours)**

Provides students with information on working with diverse families and communities. Students will be introduced to family and community settings, the importance of relationships with children, and the pressing needs of today's society. Students will study and practice techniques for developing important relationships and effective communication skills.

**CD 215 Supervised Practical Experiences in Child Development (3 Credit Hours)**

Provides a minimum of 90 hours of hands-on, supervised experience in an approved program for young children. Students will develop a portfolio documenting experiences gained during this course.

**CD 220 Parenting Skills (3 Credit Hours)**

Introduces childcare providers to important issues in parenting education, beginning with prenatal concerns and continuing through childhood years. Emphasis is placed on using effective parenting and childrearing practices, including appropriate guidance methods. Students learn to apply parenting skills for diverse families. Upon completion, students will be more effective in working with families and young children.

**CE 101 Educational Ministries of the Church (3 Credit Hours)**

Discusses the ministries of the church and equipping of the congregation for ministry pursuant to the mission of the church.

**CE 202 Christian Education of Children (3 Credit Hours)**

A study of various age-level characteristics and needs of children, teaching methods, and activities that are effective with children, and curriculum content for structuring an effective Christian education program in a local church.

**CE 211 Christian Education of Youth (3 Credit Hours)**

This course is designed for those who work with today's youth. Emphasis is placed on the culture and behavior of today's youth, their attitudes, and their faith. Developing a strong youth ministry in the local church will be a primary focus.

**CE 222 Christian Education of Adults (3 Credit Hours)**

Provides a study of the behavior of adults, their learning styles, and life stages with regard to needs for Christian education. Some attention will be given to curriculum development and material and methods of teaching adults.

**CE 231 Spiritual Formation (3 Credit Hours)**

Examines the biblical, theological and sociological foundations of spiritual formation from a variety of backgrounds and perspectives. Included are the classical disciplines – prayer, Bible study, worship, serving, and meditation – as well as the Spirit-filled life, Exchanged Life, and Holistic models. The primary focus will be on the Biblical transformation of the individual over the course of a lifetime to become more like Jesus Christ.

**CE 224 Family Life Christian Education (3 Credit Hours)**

This course will introduce students to the field of family ministries. A biblical, theological, and sociological foundation for understanding families and designing ministries to the various forms of families is included. In addition, students are introduced to several family ministry models and ministry alternatives in both the church and faith-based ministry contexts.

**CE 240 Techniques of Teaching Sunday School (3 Credit Hours)**

This course teaches the methods and techniques of teaching Christian education in the local church and Sunday school. Principles of learning, preparing instruction, and teaching methods will be the major focus. Emphasis will be placed on learning styles and student outcomes.

**CE 301 Multi-Cultural Christian Education (3 Credit Hours)**

Designed to lead students into a greater understanding of their cultures and the cultures of the people around them. The course will equip them to gain a deeper relationship with God and others to whom they minister.

**CE 401 Curriculum Development (3 Credit Hours)**

Teaches the principles and techniques for developing Christian education curriculum. The course includes instruction in formulating program objectives, selecting and developing teaching content, and conducting needs assessments.

**CE 421 Administration of Christian Education (3 Credit Hours)**

A study of administrative principles, practices, and techniques as applied to organization and management of programs of Christian education.

**CS 101 Practical Christian Service (.5 Credit Hour)**

Designed to expose the student to the reality of Christian services in the community and how these services assist human development. Assist the student in applying Biblical principles taught in the classroom with practical situations out in the field.

**EG 090 Basic English (3 Credit Hours)**

This course is required for all students who scores 19 or less correct answers on the English section of the Asset test. It presents functional aid in preparing freshmen to enter ENG 101 and presents fundamentals of the language with practical usage in writing. This course must be successfully completed before registering for **EG 101 English/Communications Skills I**. The credit hours may not be counted toward any degree requirement. However, the grade for this course is calculated in the cumulative GPA.

**EG 101 English/Communication Skills I (3 Credit Hours)**

An introductory course presenting principles and methods in standard grammar and usage of spoken and written English. It introduces the writing process and requires the writing of paragraphs and essays.

**EG 102 Public Speaking (3 Credit Hours)**

Designed to help students discover the true meaning of communication and how it affects them. The training focuses on the skills required for public speaking, structuring a presentation, building credibility, and using proper presentation skills.

**EG 112 English/Communication Skills II (3 Credit Hours)**

A writing course that includes instruction and practice in writing essays, research papers, and various reports. The course also emphasizes various styles of writing to enhance the student's ability to communicate more effectively through written communication.

**EG 302 Advanced Composition (3 Credit Hours)**

Advanced Composition provides instruction and practice in the writing of formal essays. Additionally, this course provides instruction in the development of analytical and critical reading skills in the composition process. **PREREQUISITE is EG 112, English/Communication Skills II.**

**HU 201 Art Appreciation (3 Credit Hours)**

Designed to help the student find personal meaning in works of art and develop a better understanding of the nature and validity of art. Emphasis is on the diversity of form and content in original artwork. Upon completion, students should understand the fundamentals of art, the materials used, and have a basic overview of the history of art.

**HU 204 Music Appreciation (3 Credit Hours)**

A survey course that will cover a minimum of three stylistic periods, provide a multi-cultural perspective, and include both vocal and instrumental genres. Upon completion, students should

be able to demonstrate a knowledge of music fundamentals, the aesthetic/stylistic characteristics of historical periods, and an aural perception of style and structure in music.

### **HY 101 World History I (3 Credit Hours)**

Traces the development of civilization from the earliest records of humanity to the sixteenth century.

### **HY 210 Church History (3 Credit Hours)**

A review of the Christian church from the close of the New Testament period to the present is presented in this course. Emphasis will be placed on the relationship of the church to society and major personalities involved in leading the church.

### **HY 300 African-American History (3 Credit Hours)**

This course is designed to provide a general overview of African-American History, from the beginning in Africa (the birthplace of civilization and humanity), to the history of Africans in America (from slavery to freedom). The course will analyze the political, cultural, economic, artistic and social themes, that illustrate the influence of the construction of African-American realities in the past and present.

### **HY 302 World History II (3 Credit Hours)**

Provides a continuation of World History 101. In addition, it presents a survey of events, traditions, and practices of western civilization from the sixteenth century to the present time.

### **HY 412 History of Israel (3 Credit Hours)**

Studies the history of Israel, God's people from a Biblical perspective. Their religion, their journeys, their downfall, and their trust in God will be stressed in relationship to the Christian faith. Their restoration prior to the coming of Jesus Christ as well as their recent restoration in 1948 will be covered from a Biblical perspective.

### **HY 421 History of Christian Thought (3 Credit Hours)**

A study of significant men and movements in the history of Christian thought to the Reformation. Particular attention will be given to the contributions of Augustine, Aquinas, Luther, and Calvin with emphasis on the way in which they illuminated perennial theological problems.

### **IT 101 Introduction to Computers (3 Credit Hours)**

An introduction to the use of computers and information processing. Topics covered will include: computer history, input/output, processing, data storage, application and system software, and the impact of computers on society. Hands-on experience with MS Operating Systems, word processing, spreadsheets, database software, and the Internet.

### **IT 122 Microsoft Office Suites (3 Credit Hours)**

The student will learn how to operate the four programs in MS Office Suite: Word [a word processing program], Excel [a spreadsheet and database program], PowerPoint [a program for audio/visual presentations], and Access [database program]. The student will learn the various

functions of these programs in order to create documents, spreadsheets, powerful presentations, and databases for important records.

### **IT 130 Microsoft Excel (3 Credit Hours)**

Provide students with hands-on experience using spreadsheet software. Students will develop skills common to most spreadsheet software by developing a wide variety of spreadsheets. Emphasis is on planning, development, and editing functions associated with spreadsheets.

### **IT 132 Quick Books (3 Credit Hours)**

Teaches the use of a business accounting software that creates invoices, pays bills, track expenses, etc.

### **IT 201 Introduction to Computer Programming Concepts (3 Credit Hours)**

An introduction to the use of computers and information processing. Topics covered will include: computer history, input/output, processing, data storage, application and system software, and the impact of computers on society. Hands-on experience with MS Operating Systems, word processing, spreadsheets, database software, and the Internet.

### **IT 210 Software Support (3 Credit Hours)**

This course provides students with hands-on practical experience in installing computer software, operating systems, and troubleshooting.

### **IT 212 Hardware Support (3 Credit Hours)**

Provides students with hands-on practical experience in installation and troubleshooting computer hardware.

### **IT 220 Introduction to Networking Communications (3 Credit Hours)**

Designed to introduce student to basic concepts of computer networks. Emphasis is placed on terminology and technology involved in implementing selected network systems. The course covers various network models, topologies, communications protocols, transmission media, networking hardware and software, and network troubleshooting. Students gain hands-on experience in basic networking. This course further helps prepare students for certification.

### **IT 230 Trends in Office Technology (3 Credit Hours)**

The course is designed to research current trends in office technology. Emphasis on advances in technology relevant to the office environment such as electronic mail, multimedia interaction, presentation hardware and software, and internet use will be presented in this course. Upon completion, the student should be able to demonstrate an awareness of current technological applications for the modern office.

### **IT 270 Server Administration (3 Credit Hours)**

Introduces network operating system administration. Topics included in this course are network operating system software installation, administration, monitoring and maintenance, user, group, and computer account management, shared resource management, and server hardware management. Students gain hands-on experience in managing and maintaining a network operating system environment.



**IT 274 Information Assurance (3 Credit Hours)**

Designed to introduce students to information security principles. Topics covered in this course will include the need for security, risk management, security technology, cryptography, and physical security. Security policies and legal/ethical issues will also be covered.

**MH 095 Basic Mathematics (3 Credit Hours)**

Required for all students who score 16 or less correct answers on the numerical section of the Asset test. This is a developmental course reviewing arithmetical principles and computations designed to help the student's mathematical proficiency for selected curriculum entrance. This course must be successfully completed before students register for **MH 101, General Mathematics**. The credit hours may not be counted toward any degree requirement; however, the grade for this course is calculated in the cumulative GPA.

**MH 101 General Mathematics (3 Credit Hours)**

Discusses the fundamental principles and procedures of mathematics and introduces algebraic concepts and methods of problem-solving. Emphasis will also be placed on number concepts, measurements, sets, and problem-solving techniques to induce analytical thinking.

**MI 201 Evangelism (3 Credit Hours)**

A study of methods and techniques of leading lost persons to Christ. It is designed to equip the Christian worker for personal evangelism and for training others in evangelism. This course teaches meaningful communicative techniques and procedures for understanding and implementing important principles and concepts of evangelism for church growth and spiritual development.

**MI 202 World Missions (3 Credit Hours)**

Introduces the student to basic operational procedures and practices in missionary work. The student will also study the theology, history, trends, and problems associated with world missions.

**MI 211 History of Missions (3 Credit Hours)**

A study of the mission of the Church in the world. The theological basis of Christian missions, history of the spread of Christianity from the biblical period to the present, with particular emphasis on important events associated with Christian missions will be discussed.

**MI 212 History of Minority Missions (3 Credit Hours)**

A study of the Black experience in America History, tracing the common experiences of Black Americans in the Black church to the work of Christian missions in America.

**MI 322 Women in Missions (3 Credit Hours)**

This course discusses the role of women in the missionary work of the church. It presents a historical perspective of women in missions, the obstacles and opportunities they encounter in the field, and the living conditions they experience in foreign countries.

**MI 401 Cultural Anthropology (3 Credit Hours)**

A study of the basic principles of cultural anthropology and its missionary and theological implications will be discussed in this course. The cultural role of the individual in society will also be examined.

**MN 101 Ministry of Deacons (3 Credit Hours)**

Explores the biblical qualifications for deacons and their responsibility to Jesus Christ and the Church. Christian doctrine, church policy, and pastoral care will be highly emphasized.

**MN 112 Women's Ministry (3 Credit Hours)**

This course explores some of the critical issues, problems, and concerns of today's women engaged in Christian ministry in certain denominations with traditional views with regard to women in leadership positions in the church. The course will also present a biblical view of women in Christian ministry.

**MN 132 Introduction to Urban Ministry (3 Credit Hours)**

An introductory study of the origins, challenges, and perspectives of urban ministry that fosters a theological attitude that embraces a practical approach to the Gospel of Jesus Christ for urban areas will be discussed. The course will also examine the nature of urban ministry and its basic principles and practices from a spiritual perspective. Helping those in need is the central theme that runs throughout the course.

**MN 201 Church Administration (3 Credit Hours)**

This course is a study of the organizational management, ministries and programs of the local church, the duties of officers and staff managers, program goals and promotion methods, the pastor's administrative functions, and problems relating to communication, motivation, and interpersonal relationships.

**MN 212 Fundamentals of Youth Ministry (3 Credit Hours)**

Designed for the training of youth ministers. It teaches the biblical concepts and principles of youth ministry, pastoral responsibilities, skill in working with adolescents, program planning, leadership, and group dynamics. Emphasis will be placed on ministry skills for reaching unchurched adolescents.

**MN 221 Fundamentals of Children's Ministry (3 Credit Hours)**

Teaches biblical approaches to children's ministry in regard to organizational structures, recruiting, and training volunteers, student leadership, monthly and yearly program planning, publicity, and budgeting. Emphasis will be placed on children's ministry in a church.

**MN 301 Management of Church Finances (3 Credit Hours)**

Teaches the principles of financial management as it applies to the church. Emphasis is placed on biblical stewardship and techniques of managing church finances. This course also includes instruction on church taxes and IRS requirements.

**MU 101 Introduction to Church Music (3 Credit Hours)**

A study of the origin and liturgical use of selected Psalms with focus on form and content. The importance of these Psalms as a reflection of Israel's worship life and the significance of their role in today's worship will be strongly emphasized.

**MU 112 Church Music II (3 Credit Hours)**

This course is a continuation of Music 101 with greater emphasis on choir music, the use of musical instruments, and music for special occasions.

**NT 101 New Testament Survey (3 Credit Hours)**

Introduces the history, literature, and theology of the New Testament. Attention will be given to the mission and message of Jesus, the formation of the gospel tradition, the Jewish and Hellenistic background of the early church, the life and letters of Paul, and other New Testament writings.

**NT 112 Life and Teaching of Jesus (3 Credit Hours)**

An exegetical study of the person of Christ as depicted in the Gospels, making use of the methods of both grammatical and historical exegesis. Attention is given to background study, the interpretation of the teaching and acts of Jesus, and the application of these truths in a modern society.

**NT 201 The Synoptic Gospels (3 Credit Hours)**

A study of the Gospels of Matthew, Mark, and Luke, their background, and their message about Jesus Christ will be examined. The course examines each Gospel both separately and together in a synoptic order.

**NT 212 Gospel of John (3 Credit Hours)**

This course explores the Gospel of John with regard to his message and claim that Jesus Christ is the Incarnate Son of God. It brings to light the theological concepts that John explains through the life and ministry of Jesus. Emphasis will be placed on the spiritual significance of the seven sign miracles that Jesus performed as recorded by John. The course explains the divine relationship between Jesus the Son and God the Father from a biblical perspective.

**NT 221 Acts of the Apostles (3 Credit Hours)**

This course is an in-depth study of the book of Acts that discusses some of the struggles the disciples faced as they tried to obey the commands of Jesus, the coming of the Holy Spirit, Paul's conversion, and his missionary journeys.

**NT 301 Romans (3 Credit Hours)**

An analytical study of Paul's letter to the church at Rome. Paul's understanding of the Law of Moses, human sin, and how God accepts man by virtue of his faith in Jesus Christ will be the central theme of the course.

**NT 312 Corinthian Correspondence (3 Credit Hours)**

A study of Paul's letters to the Church at Corinth. Instructions concerning church problems and practical issues in the life of the church will be viewed in terms of contemporary church problems.

**NT 321 Prison Epistles (3 Credit Hours)**

A study of Ephesians, Philippians, Colossians, and Philemon as to their purpose, emphasis, and application. Important teaching concerning the Church and the character and conduct of Christians will be stressed. The homiletical importance and use of these letters will also be addressed.

**NT 401 Pastoral Epistles (3 Credit Hours)**

A study of the Epistles to Timothy and Titus with emphasis on the qualifications and responsibilities of church leaders.

**NT 412 Hebrews (3 Credit Hours)**

A study of the book of Hebrews noting its essential unity with the Old Testament and its fulfillment in the New Testament Ministry of Christ.

**NT 421 General Epistles (3 Credit Hours)**

An in-depth study of James, I & II Peter, I, II, and III epistles of John, and Jude. The focus will be on practical Christian teaching for application in the life of the believer for today; also particular preaching themes will be discussed.

**NT 432 Revelation (3 Credit Hours)**

An analytical study of this apocalyptic book of the New Testament as to its eschatological content concerning Israel, the Gentiles, and the Church. Emphasis will also be placed on the text, audience, date, occasion of writing, and nature of apocalyptic literature.

**OR 101 Orientation to College (1 Credit Hour)**

Aids new students in their transition to the Institution, exposes new students to the broad educational opportunities at the College, and integrates new students into the life of HBC.

**OR 102 Career Prospective (3 Credit Hours)**

This course will help students develop more effective academic strategies and techniques. Areas to be addressed are reading comprehension, math, English, and writing skills. Time management skills will be covered along with resume writing and interview skills.

**OT 101 Old Testament Survey (3 Credit Hours)**

A study of the history, literature, geography, and Theo-philosophical concepts presented in the Old Testament. The course reveals God's unfolding plan of redemption and His involvement in the lives of His people.

**OT 201 The Pentateuch (3 Credit Hours)**

A study of the first five books of the Old Testament. Special attention is given to the problems of the Israelites and the laws that God established among the people.

**OT 301 Old Testament Books of Poetry (3 Credit Hours)**

This course is designed to study the books of Job, Psalms, Proverbs, Ecclesiastes and Song of Solomon. Emphasis will be placed on the applications for preaching and teaching.

**OT 312 Minor Prophets (3 Credit Hours)**

A study of the twelve Minor Prophets with emphasis on their spiritual messages, historical background, theological content, and contemporary homiletical significance.

**OT 321 Major Prophets (3 Credit Hours)**

A study of the Old Testament Major Prophets: Isaiah, Jeremiah, Ezekiel, and Daniel with regard to their messages from God to the people, the people's response, and God's reaction.

**OT 332 Isaiah (3 Credit Hours)**

This course presents an exegetical study of the prophet Isaiah with special emphasis on the Messianic texts, devotional material, and preaching and teaching values. Such critical issues as dates and authorship will also be stressed.

**OT 341 Jeremiah and Ezekiel (3 Credit Hours)**

A study of the two Major Prophets, Jeremiah and Ezekiel. Their call, background, personal experiences, geographical and political settings, prophetic warnings, and God's promises of future blessings for Israel are stressed.

**OT 402 First and Second Kings (3 Credit Hours)**

This course discusses the major events and personalities described in the books of First and Second Kings. Significant issues and theological themes will be highly emphasized.

**OT 411 Daniel (3 Credit Hours)**

Focuses on the background, message, and prophetic significance of the book of Daniel. Emphasis will be placed on the historical setting, its structure, and evaluating key critical, literary, historical, and theological issues.

**PF 100 Personal & Business Finance (3 Credit Hours)**

This course covers the basic principles of personal and small business finance from a biblical perspective. Subjects covered include stewardship, budgeting, planning and goal setting, savings, insurance, mortgages, and retirement planning. Emphasis is on getting out of debt, structuring life and finances to remain debt-free, being a "Giver in the Kingdom of God", and being supportive of the work of God in the community.

**PH 200 Christian Ethics (3 Credit Hours)**

The first half of this course contrasts Christian ethics with speculative ethical systems and seeks to construct a Christian theology of the moral life. In the second half, application to this Christian moral theology is made to social existence and issues.

**PH 300 Introduction to Philosophy (3 Credit Hours)**

Introduces the student to basic concepts of philosophy. Ideas that are pertinent to understanding the world, contributions to ethical decision-making, and problem solving will be discussed.

**PR 202 Homiletics I (3 Credit Hours)**

A study of the fundamental elements of sermon preparation and delivery techniques. Using the appropriate steps, the student will prepare and deliver a typical sermon. **PREREQUISITES are OT 101 - Old Testament Survey, NT 101 - New Testament Survey, and BL 201 - Biblical Interpretation.**

**PR 295 Practicum (3 Credit Hours)**

All associate degree candidates are required to take a practicum prior to graduation. Students will receive hands-on experience in their field of study and will be assigned to a church or organization that matches their major. **PREREQUISITE: Student must be working on an Associate of Arts degree from HBC and in their final year of study.**

**PR 401 Homiletics II (3 Credit Hours)**

A more in-depth study of the composition, construction and delivery of the biblical sermon based on the Holy Scriptures. Sermon types, pulpit mannerisms, and preaching styles will also be emphasized. **PREREQUISITE is PR 202, Homiletics I.**

**PR 311 Preaching for Special Occasions (3 Credit Hours)**

This course focuses on sermon preparation and delivery techniques for preaching on special occasions such as special days, revivals, funerals, church anniversaries, dedications, ordinations, and installation of church officials. Emphasis will be placed on the African-American tradition. **PREREQUISITES are PR 202, Homiletics I and PR 301, Homiletics II.**

**PR 495 Practicum (3 Credit Hours)**

All bachelor degree candidates are required to take a practicum prior to graduation. Students will receive hands-on experience in their field of study and will be assigned to a church or organization that matches their major. **PREREQUISITE: Student must be working on a Bachelor's of Arts degree from HBC and completed enough hours to be considered a 'senior level' student.** Transfer students must have earned at least 30 hours at HBC before being eligible to apply for the Practicum.

**PS 212 Introduction to Christian Ministries (3 Credit Hours)**

Provides an overview of the various ministries in the local church with regard to organization, functions, programs, and congregational involvement. Special attention will be given to the relationship between the various ministries and the mission of the church.

**PS 222 Christian Worship (3 Credit Hours)**

Teaches the purpose, forms, meaning, and the historical orientation of Christian worship in a corporate setting. Special attention will be given to the theological concepts of the various forms of worship practiced by different denominations.

**PS 400 Church Leadership (3 Credit Hours)**

This course teaches a biblical view of church leadership followed by a study of the many skills needed by church leaders and the challenges they face.

**PS 312 Church Organization and Management (3 Credit Hours)**

Teaches the principles and procedures for planning, organizing, staffing, directing, and evaluating the resources of the church from a management perspective. The course offers a systematic approach to church organization and management.

**PS 402 Pastoral Care (3 Credit Hours)**

This course teaches the biblical fundamentals of shepherding the flock. It deals with love, caring, building relationships, trust, counseling, and helping to serve the needs of those who hurt. Caring skills and leadership will also be emphasized.

**PS 442 Church Planting/Growth (3 Credit Hours)**

Discusses biblical and contemporary principles and methods of church growth and church planting. The importance of mission statements, goals, objectives, and long-range planning will be emphasized. Included in the course also are discussion topics on church administration and organization relative to church growth and planting.

**PY 201 General Psychology (3 Credit Hours)**

A survey of human behavior with emphasis upon psychological processes. This course includes the biological bases of behavior, thinking, emotions, motivation, and the nature and development of personality. Special emphasis is given to integrating modern psychology and theory in the light of Scriptural principles for use in Christian ministry.

**PY 211 Childhood Growth and Development (3 Credit Hours)**

This course is a systematic study of the behavior and psychological development of the child from conception to adolescence. Emphasis will be placed on principles underlying physical, mental, emotional and social development, methods of child study, and practical implications.

**SO 301 Sociology (3 Credit Hours)**

Introduces the student to terminology, concepts, and theories pertaining to human behavior. Social issues pertaining to the church, marriage and family, and community relations will also be discussed.

**SW 300 Introduction to Social Work (3 Credit Hours)**

Designed to provide content via a myriad of instructional methodologies that are necessary to effectively interact with individuals who are perceived to be in need of help based upon the circumstances of life. Leadership techniques that promote social action will be explored in an effort to provide aid to those in need. Students will be charged with identifying social service agencies in the community and researching the type of services they provide. As a result, they will construct a Resource Guide.

**SW 301 Human Behavior and Social Environment (3 Credit Hours)**

This course is designed to provide Social Work students with basic knowledge to understand individuals, groups, collective interactions, and behavior in terms of their biological, psychological, and social bases.

**SW 303 Poverty and Deprivation (3 Credit Hours)**

Describes the causes of poverty and its relationship to other social problems. Programs that combat poverty are discussed and critiqued.

**SW 304 Diverse Populations (3 Credit Hours)**

Designed to sensitize students to accept differences among people and their experiences. Emphasis is placed on the differences among cultural groups and how differences are perceived through a cultural context and the impact it has on achieving success. Students explore the relationship of their own personal values and those related to social work in order to better serve diverse populations.

**SW 306 The Art of Interviewing (3 Credit Hours)**

This course is designed to provide knowledge for skill development in interviewing diverse populations and recording their responses. Interviewing and recording techniques appropriate to a variety of problem issues, populations, and social settings will be utilized, assessed, and refined.

**SW 322 Human Resource Management (3 Credit Hours)**

This course is designed to outline the importance of establishing positive relationships in an effort to enhance the overall effectiveness and productivity of an organization. Emphasis will be placed on: Leadership Skill Development, Dealing with Difficult People and the Administrative Functions related to Human Resource Management.

**SW 407 Field Instruction (3 Credit Hours)**

Field Instruction is a planned experience in which the student is assigned to a social service agency for a specified period of time. This experience provides the opportunity for the student to gain first-hand knowledge in the field of Social Work and to use the academic knowledge gained from previous courses.

**SW407L Field Instruction Seminar (3 Credit Hours)**

A seminar held weekly to allow students in planned experiences to share and benefit from their divergent learning experiences. The seminar will evaluate, discuss, and interpret the student's involvement in the field. Discussion in the class will allow for the opportunity to increase knowledge, assess values, and develop additional skills.

**TH 201 Christian Doctrine (3 Credit Hours)**

A study of the major theological ideas of the Old and New Testaments. The course presents a biblical worldview from a historical perspective. Biblioply, anthropology, Christology, pneumatology, soteriology, ecclesiology, and eschatology are some of the doctrines that will be discussed.

**TH 311 Old Testament Theology (3 Credit Hours)**

A survey of the Old Testament view of God, man, history, sin, and salvation. Consideration will be given to the problems of constructing an Old Testament theology with a review of recent attempts.



**TH 312 New Testament Theology (3 Credit Hours)**

This course teaches the fundamental doctrines of the Christian faith. The theological foundations for teaching, preaching, and providing leadership in the local church will also be discussed.

**TH 320 World Religions and Liberation Theology (3 Credit Hours)**

Discusses the founding, history, and teachings of tribal animism, Islam, Hinduism, Buddhism, and other religions. An in-depth study of major Black thinkers in America, particularly the thoughts of James Cone and Martin Luther King, Jr. will be examined. Attention will also be given to other liberation theologians, Third World theology, and other writers who address human oppression in the light of biblical teaching.

**TH 402 Systematic Theology (3 Credit Hours)**

A systematic study of the principal theological doctrines of the Christian faith. Discussions will include the doctrines of revelation, inspiration, the Trinity, the doctrine of election, redemption, and eschatology.

**TH 411 Contemporary Christian Thought (3 Credit Hours)**

A survey of the major problems involved in the contemporary attempt to define the nature and meaning of the Christian faith. Movements to be considered include Protestant Orthodoxy, Liberalism, Neo-orthodoxy, Evangelicalism, and other post-liberal trends. Attention will be given to the writings of the Princeton School, Schleiermacher, Tillich, Bultmann, Barth, Brunner, Richard and Reinhold Niebuhr, Bonhoeffer, Carl Henry, G.C. Berkouwer, and H. Thielicke.

**TH 412 The Holy Spirit (3 Credit Hours)**

This course is a study of the person and the doctrine of the Holy Spirit with reference to Jesus Christ and the doctrine of salvation. The doctrine of salvation which covers regeneration, justification, adoption, sanctification, and deliverance of the believer will be stressed.





# GRADUATE EDUCATIONAL PROGRAM

## GENERAL INFORMATION

### *Requirements for Admission*

- ◇ Earned bachelor degree from an accredited Bible college or university
- ◇ A satisfactory score on the Admission Requirement Test (for those with no Bible or theology courses in their undergraduate curriculum)
- ◇ Completed application form accompanied by the nonrefundable \$50 application fee.

### *Faculty*

All faculty members hold earned doctorate degrees in the area of instruction.

### *Tuition*

Tuition:	\$235.00 per credit hour
Application Fee:	\$ 50.00 (nonrefundable)
Registration Fee:	\$ 50.00 (per semester)

### *Transfer*

HBC will accept up to six (6) hours of graduate credit from other accredited institutions of higher education based on the similarity of course descriptions and grade earned. Only courses with grades of “B” or better will be accepted. Credit will not be granted for a course in which grade of Pass or Satisfactory is given.





***Meeting Dates & Times***

To meet the busy demands of today's college students, daytime and evening classes are offered.

***Student Evaluation***

Evaluation of learning outcomes will be according to the grading system described in the College Catalog.

***Graduation Requirements***

- A candidate must successfully complete the prescribed 36 semester credit hours.
- A candidate must complete the degree within five (5) years from the date of initial enrollment.
- A candidate must have a minimum cumulative grade point average of 3.0 on a 4.0 scale.
- A candidate must demonstrate Christian character and a commitment to Christian service.
- A candidate must meet all financial obligations to the College.

# MASTER OF MINISTRY

## Pastoral Studies

### OVERVIEW

The Master of Ministry Degree (Pastoral Studies) provides an in-depth study of biblical principles and theological concepts at a graduate level and prepares persons for leadership positions in various fields of Christian ministry. The curriculum includes courses in biblical studies, systematic theology, leadership skills, theological issues and global missions. It exposes the student to a higher order of critical thinking with regard to one's self, God, and the universe.



### GOALS AND OBJECTIVES

Upon completion of the degree, the student will be able to:

1. Apply biblical principles in addressing life-related problems and situations that require leadership techniques and strategies.
2. Demonstrate a functional understanding of theological concepts that will help the family, church and community to develop a greater understanding of God and the universe.
3. Demonstrate pastoral leadership skills in church administration and management.
4. Teach individuals how to work with others in various ministries and auxiliaries of the church.
5. Explain and defend the value of critical thinking in decision making with respect to one's relationship with God and the universe.
6. Demonstrate leadership in civic, political, and social justice issues in local and global communities for the advancement of the kingdom of God.

# MASTER OF MINISTRY

## Pastoral Studies

### YEAR 1 (Core)

<u>First Year</u>	<u>Fall Semester</u>	<u>Credit Hours</u>
RR 610	Research Writing	3
BL 611	Advanced Old Testament Studies	3
BL 631	Biblical Hermeneutics	3
-		
<u>First Year</u>	<u>Spring Semester</u>	<u>Credit Hours</u>
BL 622	Advanced New Testament Studies	3
TH 631	Contemporary Christian Theological Issues	3
LD 622	Spiritual Formation & Ethics	<u>3</u>
		18

### YEAR 2

<u>Second Year</u>	<u>Fall Semester</u>	<u>Credit Hours</u>
TH 611	Systematic Theology I	3
BL 642	Introduction to Biblical Languages	3
LD 611	Leadership Theories and Principles	3
<u>Second Year</u>	<u>Spring Semester</u>	<u>Credit Hours</u>
TH 622	Systematic Theology II	3
TH 612	Local & Global Missions	3
PS 632	Pastoral Studies	<u>3</u>
		18

# MASTER OF MINISTRY



## Biblical Leadership

### OVERVIEW

The Master of Ministry (Biblical Leadership) Degree connects with the core courses (18 credit hours) of the Master of Ministry (Pastoral Studies) degree currently offered by Huntsville Bible College. This 18 credit hour study creates a master's degree with an emphasis in Biblical Leadership when added to the graduate core classes. The unit contains six 3-credit hour courses that deal with biblical leadership principles and styles of leaders inspired by God.

### GOALS AND OBJECTIVES

Upon completion of the degree, the student will be able to:

1. Make sound decisions with regard to church, religious, social, civic and other organizational problems.
2. Demonstrate a functional understanding of theological concepts that will help others in the church and community to develop a greater understanding of God and the universe.
3. Explain and defend the value of critical thinking in decision making with respect to one's relationship with God, others and the universe.
4. Develop documents that focus on principles of biblical leadership for church growth and congregation, community and marketplace relationships.
5. Identify the characteristics of spiritual leaders and the role they play in a Democratic society with regard to ethics and community relationships.
6. Lead discussions on God's involvement in effective leaders' styles and in godly leadership practices.
7. Develop strategies for motivating leaders who espouse moral and spiritual values that also characterize biblical leaders in the Old and New Testaments.



# MASTER OF MINISTRY



## Biblical Leadership

### YEAR 1 (Core)

<u>First Year</u>	<u>Fall Semester</u>	<u>Credit Hours</u>
RR 610	Research Writing	3
BL 611	Advanced Old Testament Studies	3
BL 631	Biblical Hermeneutics	3
<u>First Year</u>	<u>Spring Semester</u>	<u>Credit Hours</u>
BL 622	Advanced New Testament Studies	3
TH 631	Contemporary Christian Theological Issues	3
LD 622	Spiritual Formation & Ethics	3
		18

### YEAR 2

<u>Second Year</u>	<u>Fall Semester</u>	<u>Credit Hours</u>
LD 611	Leadership Theories and Principles	3
LD 624	Transformational Leadership	3
LD 625	Biblical Leadership in the Marketplace	3
<u>Second Year</u>	<u>Spring Semester</u>	<u>Credit Hours</u>
LD 630	Dynamic Leadership	3
LD 632	Spiritual Leadership	3
LD 635	Strategic Planning and Org. Mgmt.	3
		18

# **MASTERS IN African-American Studies**



## **OVERVIEW**

The Master in African American Studies Program connects with the core courses (18 credit hours) of the Master of Ministry Degree (Pastoral Studies) currently offered by Huntsville Bible College. This 18 credit hour study emphasizes the history and tradition of the African-American culture and the contributions African-Americans made to society, the church and civil rights movement. The philosophy and works of African-American religious and civic leaders through God's guidance in their life will be explored.

## **GOALS AND OBJECTIVES**

Upon completion of the degree, the student will be able to:

1. Facilitate church discussions on many of the early traditions and experiences of African-Americans.
2. Demonstrate a functional understanding of theological concepts that will help others in the church and in the community to develop a greater understanding of God and the universe.
3. Explain and defend the value of critical thinking in decision making with respect to one's relationship with God and the universe.
4. Place the freedom movements of African –Americans in the social order of movements by races that enhanced the meaning and scope of democracy in American and inspired hope for people throughout the world.
5. Critique various cultural-political-theological beliefs of African-Americans based upon their faith in God as the Deliverer from sin and assess the impact of socioeconomic-political-relational estrangements in the lives of African-Americans. This course will also enable students to understand God as a provider amidst oppressive societal constructs.
6. Serve as a resource on African-American traditions and contributions to family, church, school and community groups in this American democracy.
7. Exhibit appreciation for African-American writers of historical significance and current items and events.
8. Participate in local, state and national dialogs on matters of race relations, equal social justice, and human dignity.

# MASTERS IN African-American Studies



## YEAR 1 (Core)

<u>First Year</u>	<u>Fall Semester</u>	<u>Credit Hours</u>
RR 610	Research Writing	3
BL 611	Advanced Old Testament Studies	3
BL 631	Biblical Hermeneutics	3
<u>First Year</u>	<u>Spring Semester</u>	<u>Credit Hours</u>
BL 622	Advanced New Testament Studies	3
TH 631	Contemporary Christian Theological Issues	3
LD 622	Spiritual Formation & Ethics	<u>3</u>
		18

## YEAR 2

<u>Second Year</u>	<u>Fall Semester</u>	<u>Credit Hours</u>
AA 630	Introduction to African-American Studies	3
AA 634	African Traditional Religion & Thought	3
AA 636	Political Philosophy of African-American Leaders	3
<u>Second Year</u>	<u>Spring Semester</u>	<u>Credit Hours</u>
AA 640	African-American Literature	3
AA 644	The Civil Rights Movement	3
AA 646	Race, Class and Gender in America	
	And Ethical Overview	<u>3</u>
		18



## GRADUATE COURSE DESCRIPTION

**BL 610 Research Writing** - An in-depth introduction to foundational research and writing methodology for graduates students, focusing on techniques and tools to successfully conduct graduate level planning, researching, formatting, organizing, structuring and writing of academic research papers.

**BL 611 Advanced Old Testament Studies** - An in-depth study of the historical setting and the biblical contents of the Old Testament books of the Bible. The study will include the literary criticism of various sections of the Book.

**BL 622 Advanced New Testament Studies** - An extensive analysis of the origin, destination, purpose, literary characteristics, contents, authorship, and questionable areas of the New Testament books of the Bible.

**BL 631 Biblical Hermeneutics** - A comprehensive study of the basic aspects of the principles of biblical interpretation with regard to theological, historical, grammatical, and literary issues. Discussions will include such topics as typology, symbolism, prophecy, figures of speech, and biblical parables of Jesus.

**LD 622 Spiritual Formation and Ethics** - This course is an intensive analysis of the process of how God develops leaders, examining case studies from biblical, historical, and contemporary leaders. Leaders are encouraged to discern how God shapes lives and how to employ a biblical model from decision-making.

**TH 631 Contemporary Christian Theological Issues** - This course examines some of the major contemporary theological issues affecting the church today. These issues will be discussed in light of an appropriate world view for today's churches, comparing and contrasting a biblical perspective and a current societal-cultural view.

# **COURSE DESCRIPTIONS**



## **MASTER OF MINISTRY**

- ♦ **PASTORAL STUDIES**
- ♦ **BIBLICAL LEADERSHIP**

## **MASTER IN AFRICAN AMERICAN STUDIES**

***COMING SOON***

# MASTER OF MINISTRY

## Pastoral Studies

### COURSE DESCRIPTIONS

**BL 642 Biblical Languages** - This course serves as an introduction to the Greek and Hebrew languages that includes grammatical interpretations to enhance students' understanding relative to the writing of the English language in which contemporary Bibles are written.

**LD 611 Leadership Theory and Principles** - An overview of leadership within the contemporary church or ministry. Special consideration is given to the integration of biblical values, contemporary organizational, and leadership theories in addition to the student's perception of ministry.

**MI 612 Local & Global Mission** - This course is an intensive biblical, theological and systematic study of the principles and practices of church missions and a global perspective. Coupled with a required cross-cultural practical experiential foreign mission trip. This course also provides hands-on-mission adventures in the local setting. This course will provide instructions that affect local missions and foreign mission travels. Students will be able to identify various missional movements that have developed over the years and will be able to apply local and global strategies, understanding the social, cultural, political, and religious implications for local and global mission in contemporary settings.

**TH 611 Systemic Theology I** - This course is a systematic study of the doctrines of the Bible, God, man and his relation to God, and the doctrine of the person and work of Christ. It will include information pertaining to the history and development of Christian theology.

**TH 622 Systematic Theology II** - This course studies the biblical doctrines of sin, salvation, the Holy Spirit, the church and last things. The doctrine of angels will be explored in the context of the biblical perspective.

**PS 632 Pastoral Studies** - This course prepares students who are aspiring to provide leadership in the 21st Century to Christian congregations and parachurch organizations. This course will equip students to provide pastoral ministry as it relates to civic, political and social justice issues, counseling in crisis situations; leading in worship and liturgy, and implementing missional outreach. In addition to the position of pastor, the scope of this course will help guide students in exploring other vocational choices in Christian ministry.

# MASTER OF MINISTRY

## Biblical Leadership

### COURSE DESCRIPTIONS

**LD 611 Leadership Theories and Principles** - A course designed to examine leadership theories and principles that lead to the development and execution of effective strategies, to form sound financial decisions, and to leverage social dynamics within the organization. How to make presentations will be emphasized.

**LD 624 Transformational Leadership** - This course takes an in-depth look at the Servant-leader model of Jesus as well as other New Testament ministry models as a way to compare, contrast, inspire and develop a 21st Century church ministry that is visionary, modeling, motivational, effective and transformational.

**LD 625 Biblical Leadership in the Marketplace** - An overview of Biblical leadership principles that can be applied in the various fields of retail, banking and manufacturing. Also, exploring the application of Biblical principles in the areas of education, the military and civil government at the state, local and federal levels.

**LD 630 Dynamic Leadership** - This course will expose the student to theories of motivation, leadership styles, organizational management, group behavior and professional ethics that will prepare participants for leadership responsibility in the family, church and community at-large.

**LD 632 Spiritual Leadership** - An examination of Biblical leaders in the Old and New Testaments, giving a special emphasis to the authentic and honorable leadership of Jesus Christ during His earthly ministry. This includes examining their compelling visions, their moral and ethical values and their principled behaviors.

**LD 635 Strategic Planning and Organizational Management** - A course designed to train in the development of a church organizational chart and the management of the organization. This course guides in the creation of an up to 10 years detailed strategic plan of action for a congregation or parachurch or organization. This will include a focus on planning and organizing in traditional and non-traditional congregations of the 21st Century church.



# MASTERS IN African-American Studies



## COURSE DESCRIPTIONS

**AA 630 Introduction to African-American Studies** - A general overview of the African-American experience. African Americans before 1865, slave narratives, racial attitudes, affirmative action and discrimination.

**AA 634 African Traditional Religion and Thought** - A study of African traditional religious beliefs, systems, and practices and how these have conditioned spiritual, moral and social values, attitudes, social relationships and institutions.

**AA 636 Political Philosophy of African-American Leaders** - An in-depth look at the philosophical thought of black leaders in America: Frederick Douglass, Martin Delaney, Dr. Martin Luther King Jr., W.E.B. Dubose, Marcus Garvey, Booker T. Washington, Malcolm X, Vernon Johns, Alexander Crummell, Mordecai Johnson, Adam Clayton Powell Jr., Howard Thurman and Bishop Richard Allen.

**AA 640 African American Literature** - An introduction to cultural patterns and historical experiences that produces the early autobiographies, narratives, poetry, and essays as well as 20th Century novels and poetry. The social context of African- American Literary development from enslavement to the present is also incorporated in this study.

**AA 644 The Civil Rights Movement** - This course examines the early years of the movement beginning with the 1954 Supreme Court ruling on the landmark case Brown v. Board of Education of Topeka, Kansas and continuing through the time of the March on Washington, the assassinations of John Kennedy, Malcolm X, and Dr. Martin Luther King, Jr. and the Black Power Movement.

**AA 646 Race, Class and Gender in America-An Ethical Overview** - This course focuses on foundational and contemporary issues of race, class and gender in America as social constructs in the socioeconomic and political system.





## ADMINISTRATION AND STAFF

President .....	Dr. John Clay
Dean of Academics/Instruction .....	Rev. David Faylor
Dean of Graduate Studies .....	Dr. Mitchell Walker
Administrative Assistant.....	Ms. Glenda Barnett
Admissions Officer.....	Ms. Vernita Chandler
Chief Financial Officer.....	Ms. Jacqueline Robinson
Financial Aid Officer.....	Mrs. Doris Lacey
Advancement Officer .....	Ms. Eloise McNealey
Assistant Advancement Officer.....	Vacant
Student Services/Staff Support .....	Mrs. Linda Fletcher
Director of Library Media .....	Ms. Adreanne Humphrey
Library Assistant .....	Mrs. Victoria Richardson
Recruiter .....	Vacant

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Dr. Geraldine Tibbs.....	Huntsville, Alabama.....	Education Administrator ( <i>Retired</i> )
Mr. Davie Smith.....	Huntsville, Alabama .....	Federal Civil Service ( <i>Retired</i> )
Rev. Elijah Weatherspoon.....	Hoover, Alabama .....	Pastor

## HBC UNDERGRADUATE FACULTY

**Mrs. Patricia Benson**

B.S., Mississippi State University

**Rev. Dawn Bowles**

B.S., Virginia State University  
M. Ed., American Intercontinental

**Rev. Rather Brown**

B. S., Alabama A&M University  
B.A., Alabama A&M University  
M.S., Alabama A&M University

**Rev. Trevor Crenshaw**

B.S., American Baptist College  
M.A., Selma University  
M.Div., Luther Rice University

**Mrs. Jennifer Devlin**

B.A., Park University  
M.A., Luther Rice Seminary and University

**Rev. Neal Duncan**

B.A., Stetson University  
M.Div., Southern Baptist Theological Seminary

**Rev. David Faylor**

B.A., University of Miami  
B.Th., HBC  
M.S., Troy State University

**Mrs. Sylvia Flakes**

B.S., Alabama A&M University  
M.S., Alabama A&M University

**Rev. Mario Gilbert**

B.S., Southern Illinois University  
M.A., Webster University  
M.A., Huntsville Bible College

**Mrs. Rosetta Glasper**

B. A., Rockford College  
M.A., University of Alabama

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B.S., Louisiana State University  
M.Ed., Louisiana State University  
Ed. S., Alabama A&M University  
Ed. D., Nova Southeastern University  
Ph.D., Wiltshire University

**Mrs. Sonya Jackson**

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M.A., Alabama A&M University  
Ed.S., University of West Alabama

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M.Div., Beeson Divinity School,  
M.Div., Samford University  
D.Min., Southern Bapt Theological Seminary

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B.A., Harvard University  
M.Th., Columbia Theological Seminary

**Rev. Lyle Lee**

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M.Div., Samford University

**Rev. Charles Mayo**

B.A., Southeastern University  
B.Th., International Seminary  
M.Th., International Seminary

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M.S., Alabama A&M University  
Ed.D., Nova Southeastern University

**Ms. Sylvette Monroe**

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