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OUR PURPOSE

Because North Florida Baptist College is a ministry of the local church, the purpose of this college is the same as set forth by the Immanuel Baptist Church. This purpose is found in Ephesians 4:11-13, *And he gave some, apostles; and some, prophets; and some, evangelists; and some, pastors and teachers; For the perfecting of the saints, for the work of the ministry, for the edifying of the body of Christ: Till we all come in the unity of the faith, and of the knowledge of the Son of God, unto a perfect man, unto the measure of the stature of the fullness of Christ:* In order to accomplish this goal, we are to contend for the faith as stated in Jude verse 3, *Beloved, when I gave all diligence to write unto you of the common salvation, it was needful for me to write unto you, and exhort you that ye should earnestly contend for the faith which was once delivered unto the saints.* We are providing the finest in academic curricula as well as varied opportunities of Christian service through the ministries of the Immanuel Baptist Church.

Our faculty and staff set the pace and example in Christian service. Every student is trained to carry out the Great Commission through the local church. Students at North Florida Baptist College will be taught how to win the lost, how to walk converts down the aisle for baptism, and how to teach them to observe the commandments of our Lord and Saviour, Jesus Christ. Every student will be taught to *earnestly contend for the faith which was once delivered unto the saints.* Students at NFBC will be taught to be balanced Christian servants capable of having an effective ministry in any area of Christian service. We are here “to perfect the saints for the work of the ministry.”

Students enrolled at North Florida Baptist College will be trained in one of several unique areas of service. Those enrolled in any of the ministry majors will be trained in the Old-Time Religion. Those enrolled in the education field will be trained to *...bring them up in the nurture and admonition of the Lord*. Young people also can train to work in the music ministry of independent, fundamental Baptist churches through the Music Education program.

North Florida Baptist College is looking for the future church worker in every church so that we can build upon the foundation already laid by parents, pastors, and teachers thus equipping young people for the work of the ministry. Every student will be able to enjoy the finest in academics with a mixture of practical training through the local church.

DOCTRINAL STATEMENT

SCRIPTURES — We believe in the verbal, plenary inspiration of the Bible. The Old and New Testaments are definitely inspired word for word. We accept the *Textus Receptus* manuscripts from which came the King James Bible. The Scripture is the final authority in all matters of faith and practice.

SOVEREIGN GOD—God is a Person, eternally existing as a Trinity in unity (Father, Son, and Holy Spirit) three Persons and yet one God. (Deuteronomy 6:4; Matthew 28:19; I Corinthians 8:6)

SON—Jesus Christ, eternally existing, is the only begotten Son of God, Who became a man totally apart from sin, being conceived by the Holy Spirit and born of the virgin Mary, and is both true God and true man. (Luke 1:30-35; John 1:1-15; Philippians 2:5-8; Colossians 1:15)

SIN—Man was created in the image of God but fell through sin bringing not only physical death but also spiritual death, separation from God. Now all mankind is totally depraved having inherited a sinful nature, is bent toward sinning, and has become sinful in thought, word, and deed. (Genesis 1:26-27; 2:16-17; 3:6-19; Romans 3:10-23; 6:23)

SACRIFICE—The Lord Jesus Christ suffered and died as a substitutionary Sacrifice for the sins of the whole world. He arose from the dead in the body in which He was crucified. He ascended into Heaven in His glorified body where He is seated at the right hand of God the Father as Head of the church making intercession for the saints as our High Priest. (Luke 24; Acts 1:9-11; Romans 5:8-10; Ephesians 1:20-23; I Peter 3:18)

SALVATION—Man is lost and must be born again to enter the Kingdom of God. Salvation is by grace alone through personal faith in the finished work of Christ on the Cross. (John 1:12; 3:3-7; Ephesians 2:8-9)

SERVICE—The local church is a group of believers baptized by water who are banded together for edification, exhortation, and evangelism as commanded by Christ in the Great Commission preaching the Gospel to every creature. (Mark 16:15; I Corinthians 12:12; Ephesians 1:22-23)

SECOND COMING—The Lord Jesus Christ Himself is coming again in the air at any moment to catch up His church and to reward their service. The unbelievers left behind will go through a period called the Tribulation, after which Christ shall return visibly to the earth to set up His Kingdom of one thousand years of righteous rule. After this, the unbelievers of all ages will stand at the Great White Throne to be judged and cast into the Lake of Fire, separated from God forever, while believers spend eternity in the fullness of joy in Heaven with the Lord. (Matthew 24:29-42; I Thessalonians 4:16-18; Revelation 19:11-20:15)

ADMINISTRATION



Greg Neal, B.S., D.D.
Chancellor & President
Hyles-Anderson College
Berean Baptist College

FACULTY

Jennifer Bassler, A.A.

Bible, Education, Pre-law; Frederick Community College; Southern Indiana Baptist College

Tracie Burns, A.A., B.S.

Business, Christian Ministries; Hyles-Anderson College, Berean Baptist College

David Crews, B.S.

Bible, Missions; Hyles-Anderson College

Donna Crews, B.S., M.Ed.

Education; Hyles-Anderson College, Berean Baptist College

Sam Farber, B.S., M.Ed., D.D., PhD.

Bible, Education; Baptist Bible College, Tennessee Temple College, Troy State University, Freelandia School of Theology, Reidsville Baptist College, Carolina Baptist College, Berean Baptist College, Faith Baptist College

Ryan French, B.S., Th.M.

Bible; Berean Baptist College

Chris Fox, B.S., M.Ed., D.D.

Bible, Education; Hyles-Anderson College, Berean Baptist College

Brian Healy, B.S.

Education; Berean Baptist College

Cindy Healy, B.S.

Education, Music; Berean Baptist College

Lauren Jackson, B.S.

Christian Ministries; Commonwealth Baptist College

Alyssa King, B.S.

Christian Ministries; Berean Baptist College

Abigail Medford, B.S.

Education; Berean Baptist College

Greg Neal, B.S., D.D.

Bible; Hyles-Anderson College, Berean Baptist College

Heather Neal

Education; Hyles-Anderson College

Linda Nelson, B.S., M.Ed.

Education; Middle Tennessee State University, Berean Baptist College

Patricia Patrick, B.S.

Education; Berean Baptist College

Rebecca Powell, B.S.

Education; Hyles-Anderson College

Wes Roach, B.S.

Education; Pensacola Christian College

Robbie Stanley, Th.G., B.S., D.D.

Bible, Music; Trinity Baptist College, Berean Baptist College

Sharon Stanley, B.S., L.H.D.

Education, Music; Trinity Baptist College, Berean Baptist College

Pamela Triplett, B.S., M.Ed.

Education; Pensacola Christian College, Berean Baptist College

David Wilson

Music; University of Tennessee at Chattanooga

GENERAL INFORMATION

WHY ATTEND NORTH FLORIDA BAPTIST COLLEGE?

A young person can choose from a number of Bible colleges. What makes North Florida Baptist College different from all of the others? We believe that North Florida Baptist College is different for the following three distinct reasons:

Balanced Philosophy: The education and development of our churches' young people are important and sacred endeavors. The philosophy of North Florida Baptist College can be summarized in one word—Balance! We believe that those who enter full-time Christian service should have elements of strength and beauty. College days should be full of hard work and fun. Students should study the ministry at the same time as they are experiencing it. College is that time of life in which young people strive to educate themselves for the future while they are experiencing the enjoyment of college life today. Graduates from NFBC should have an understanding of how to build a church and how to dress when they go to church. They should be taught the importance of preaching and the importance of clean restrooms and nurseries. Our young people should be taught the importance of organizing a group yet realizing the responsibility of caring for an individual. In short, our young people need to be taught balance. This has been the key to the strength and growth of Immanuel Baptist Church and is an element of strength that is a part of North Florida Baptist College.

Personal Touch: One of the most important elements of Immanuel Baptist Church is that it is not just a church, but it is a family. The services of Immanuel Baptist Church resemble a family reunion as much as they do a church service. It is with

that same family cohesiveness we have founded North Florida Baptist College.

North Florida Baptist College is located in the Jacksonville, Florida area. Jacksonville, with its population of more than one million people, is just large enough to provide a good job market while being small enough to navigate efficiently. Our staff is more than willing to help our students find the employment they need to pay their bills.

Students at North Florida Baptist College will have the opportunity of getting to know the staff and faculty personally allowing students to gain the knowledge of the classroom coupled with the first-hand experience of the ministry.

At North Florida Baptist College, attention is being given to the details that affect students as individuals. The students of NFBC will benefit from the first-class amenities for both their learning and living environments. The campus is developed in such a way that the student will enjoy a complete and full campus life.

We realize that each student has been reared and trained with a personal touch. That personal touch has come from his parents, pastor, and friends. We want the students of North Florida Baptist College to feel that same special treatment while they are here at college. We want them to be part of the family.

Service-Oriented: North Florida Baptist College is not interested in training specialists in one area of ministry service, but we are interested in training each student to be a specialist in being a servant of the Lord Jesus Christ as a well-balanced, diligently serving church leader. We are interested in equipping our young people with the education and experience they need to succeed in any area of the ministry. It is our goal

for our young men to be equipped to be the preacher or the janitor, as in many cases, the only difference between the two is the day of the week. God does not place every young man and young lady in a ministry of great size. In most cases, a preacher and his wife must be both capable and willing to do a number of jobs. Because of this fact, we want to provide young people with a varied educational background. Our courses of study are unique in that they are designed to familiarize our students with as many areas of the ministry as possible. This is coupled with the many opportunities of Christian service that are provided in the Immanuel Baptist Church. Students are given the opportunity to obtain first-hand knowledge of many different ministries.

These ministries include:

- Berean Publications
- Bus Ministry
- Children's Church
- Christian Academy
- Deaf Ministry
- Kids' Klub
- Music Ministry
- Nurseries
- Nursing Home
- Outreach Ministry
- Public School Ministry
- Soulwinning Clubs
- Spanish Ministry
- Special Needs Ministry
- Sunday School
- Teen Church
- Youth Program

In preparing our students for full-time Christian service, we have several outstanding programs of study that are designed to give each student a multi-dimensional education. In addition to our Elementary and Secondary Education programs, we also offer a Bachelor of Science in Office Administration. All of our programs of study are designed to teach balanced, personal service for Christ.

Why attend North Florida Baptist College? It is a unique place because of its balance, its personal touch, and its desire to teach the importance of being a servant. We hope that everyone will choose to be part of North Florida Baptist College.

CAMPUS ENVIRONMENT

We are excited about developing and expanding the campus of North Florida Baptist College. We want our students not only to be proud of their campus but also to enjoy their campus. After all, it is their home away from home.

North Florida Baptist College's closed campus policy provides a wholesome and safe atmosphere where only students and approved visitors are allowed.

We want to provide our students with a balanced campus life. Regular activities and an outstanding campus provide a combination that will ensure an enjoyable college experience.

- **SOULWINNING**—There are several opportunities for personal soulwinning each week.
- **PRIVATE DEVOTIONS**—Each student is to maintain his own personal devotional life with the Lord through daily Bible reading and prayer.
- **CHAPEL**—Chapel attendance is required. To challenge the hearts of the students, a variety of speakers preach from the North Florida Baptist College platform.
- **CLASSES**—North Florida Baptist College conducts all classes in an atmosphere that promotes spiritual growth and maturity along with academic knowledge.
- **MUSIC GROUPS**—These groups provide a unique service to the college. The choir, ensembles, quartets, and other groups give students an opportunity to participate in various levels of music. These groups give the students valuable experience in the field of music providing them with an opportunity to be a blessing to others.
- **CHRISTIAN SERVICE**—Areas of church service are required each week for each student. This service is done under the supervision of the Administration.

DORMITORIES

North Florida Baptist College requires that all single men and women live in the dormitories. There is a \$2,000 charge per semester for room and board. The registration fee must be paid in full before a room is reserved for a student. This is necessary to plan accurately for the incoming student body and to make adequate preparation for living quarters.

Each student is expected to furnish his own linens, pillows, and blankets for a single bed and should be prepared to share expenses for an ironing board, broom, and trash cans. Access to washers and dryers is provided in each dormitory. Appliances such as DVD players, televisions, hot plates, and electric skillets are not permitted. Lamps, fans, sewing machines, hair dryers, irons, and electric razors may be used in the dormitories. No voice-activated electronics are allowed such as Alexa, Facebook Portal, Echo, or other such “home” devices. Desktop computers are not permitted; however, students are encouraged to bring a laptop computer with wireless capabilities to assist them in completing class requirements.

AREA EMPLOYMENT

Because North Florida Baptist College is close to the Jacksonville job market, both men and women may find employment in well-paying jobs rather easily. Our staff will work extensively with students to find employment to meet their needs.

OFF-CAMPUS HOUSING

All single students age twenty-five or older who wish to live off campus, except those living with their parents, must request permission from the Administration. This request should be submitted in writing thirty days before the student registers. It

should be sent to the attention of the Administration. The letter of request must include information concerning with whom the student would like to live and the person's relationship to the student.

AUTOMOBILES

Each student who owns, maintains, or operates an automobile on or around the campus must register the automobile with the College Office within seventy-two hours of arrival on campus. Each automobile must display a registration decal. Each student must have and maintain insurance on his registered vehicle. Proof of insurance is required when the vehicle is registered with the College Office.

It is not the policy of North Florida Baptist College to allow students to drive each other's vehicles. No faculty, staff, or administrative personnel is to advise a student to loan his vehicle to another student. Any student who permits another student to operate his vehicle should obtain the permission of his or her parents and verify that any driver is properly insured.

The school reserves the right to restrict the use of an automobile by any student if the use of the automobile is thought to be detrimental to the academic achievement of the student or if the student has abused the privilege of operating an automobile. A \$25 fee is required each semester for each vehicle registered.

HEALTH SERVICES

There are a number of specialists and doctors located in the Jacksonville area. Many hospitals and major medical centers, including Mayo Clinic, are also located in the Jacksonville area.

HOSPITALIZATION INSURANCE

All students are required to have hospitalization and surgical insurance. Before registration can be completed, proof of insurance coverage must be provided. It is recommended that parents check with their insurance provider to verify the student's coverage in Florida.

If a student does not have current health insurance or the current insurance provider will not provide coverage in the state of Florida, the student may apply for health insurance through an online company or other Florida-based provider.

ALTERNATIVE SCHEDULE

North Florida Baptist College will be structured around an alternative academic calendar starting in the Spring of 2021. This model allows for two eight-week class sections with a two- to three-week break in between and a two-month summer break.

For example: NFBC starts on the second Monday of January and ends eight weeks later. At that point, the students will begin a two- or three-week break (depending on the semester). During this time, students have the option to remain in the dorms at no extra charge to allow them to work more hours or to earn some additional credits for the degree they are pursuing by taking a class during the break. Before the break begins, the students would have taken their mid-term exams so there will be no tests looming over their heads during the break. At the conclusion of the break, students will begin the second half of the semester which runs until Summer Break. Added breaks during the semesters adequately accommodate the needed rest and relaxation.

This alternative academic calendar will be an added benefit to all students and families involved.

FINANCIAL INFORMATION

SUMMARY OF FINANCES

The cost for the school year, not including private music lessons or miscellaneous charges, is itemized below.

Dormitory Students	Each Semester	Yearly
Tuition (12-17 hours)	\$2,300.00	\$4,600.00
Room and Board	\$2,000.00	\$4,000.00
Registration Fee	<u>\$ 250.00</u>	<u>\$ 500.00</u>
Total:	\$4,550.00	\$9,100.00

Off-Campus Students

Tuition (12-17 hours)	\$2,300.00	\$4,600.00
Registration Fee	<u>\$ 250.00</u>	<u>\$ 500.00</u>
Total:	\$2,550.00	\$5,100.00

All tuition, room and board, and other fees due are payable upon registration each semester, or monthly installment payments may be made.

EXPLANATION OF FEES

Application Fee: A non-refundable fee of \$25.00 must accompany each application for admission. This fee can be paid online or by check.

Registration Fee: A registration fee is due and payable each semester a student registers for classes. If the student pays by the dates listed below, the registration for new students is as follows:

Registration by May 31-\$50.00; June 1-30-\$100.00; July 1-31-\$150.00; August 1 through Opening Day-\$200.00; Registration Day-\$250.00; Late Registration-\$300.00.

Late Registration Fee: A fee of \$300.00 is charged for students registering after the scheduled registration date.

Tuition Fee: The fee of \$2,300.00 for tuition per semester allows the student to register for 12 to 17 semester hours without an additional charge. Students registering for fewer than 12 or more than 17 will be charged at the rate of \$195.00 per credit hour.

Room and Board: The charge of \$2,000.00 per semester for room and board includes all the student's meals provided during the semester.

Graduation Fee: Graduating seniors are charged \$135.00 to cover the cost of their regalia, diploma, and 25 announcements.

Late Payment Fee: A late fee of \$15.00 will be assessed if payment is not made by the due date.

Laundry: The washer and dryer units operate on a prepaid card system. The students will be able to pay the Financial Office for the desired amount they wish to have placed on their laundry card.

Dormitory Key Deposit: A fee of \$10.00 per key is charged to dormitory students. This is refundable when the keys are returned to the proper supervisor.

Post Office Box Key Deposit: A fee of \$10.00 is charged to all students for their campus post office box keys. All students are required to register for a campus post office box. This is refundable when the keys are returned to the proper supervisor.

Private Music Lessons: A \$100.00 fee per semester is charged regardless of the number of lessons given.

Automobile Registration Fee: A fee of \$25.00 per semester is charged.

Computer Lab Fee: A fee of \$65.00 per semester is charged. This fee gives the student access to the computer lab of North Florida Baptist College and the ability to print papers on the black and white printer located in the lab.

Computer Course Fee: For those students enrolling in the Church Communications Degree there will be a \$75.00 per semester fee to ensure that the student has the software needed to participate in the required classes. Only the software is provided. It is the student's responsibility either to utilize the North Florida Baptist College computers in the Computer Lab or to purchase his own computer. If a student purchases his own computer, the computer must be able to perform the required functions that his courses will demand.

Returned Check Fee: If a student writes a bad check to the church or college, he will be charged a fee. This fee will be \$20.00 for the first occurrence and \$25.00 for the second. After the second returned check, the student will be required to pay with a certified check or money order for the remainder of the current school year. If a student writes a bad check, he will have three business days to bring the cash, certified check, or money order to the business office to make reconciliation for the check and check fee.

Notice of Nondiscriminatory Policy as to Students: North Florida Baptist College admits students of any race, color, nationality, or ethnic origin to all rights, privileges, programs, and activities generally afforded or made available to students at the school. It does not discriminate on the basis of race, color, nationality, or ethnic origin in administration of its educational policies, admissions policies, scholarships, athletic programs, and other school-administered programs. It only accepts

students from independent, fundamental Baptist churches who are in good standing with their home church.

Financial Terms: The tuition and room and board total is divided into 4 payments when a semester has 4 months or 5 when there are five months. The first tuition and room and board payment is due at registration. (This includes fees that apply to every student but does not include fees to those enrolling in classes that may have additional fees.) The remaining payments will be due the first business day of each ensuing month.

	Fall Semester	Spring Semester
<i>1st Payment</i>	<i>Registration Day</i>	<i>Registration Day</i>
<i>2nd Payment</i>	<i>October 1st</i>	<i>February 1st</i>
<i>3rd Payment</i>	<i>November 1st</i>	<i>March 1st</i>
<i>4th Payment</i>	<i>December 1st</i>	<i>April 1st</i>
<i>5th Payment</i>		<i>May 1st</i>

We have no wish to be unkind or seem unduly harsh, but it is imperative that all accounts be paid on time. The college receives no government funds or assistance from the state or denominational sources. Consequently, we depend on our regular income to meet the salaries of the faculty and staff and the operating expenses. We caution students to be prompt in making their payments so as not to jeopardize their privilege of attending North Florida Baptist College. If a student's account should become six weeks in arrears, it will result in the student's immediate dismissal from college.

Break/Holiday Fees: Due to the fact that North Florida Baptist College is on an alternative schedule, there will be breaks every eight weeks. There are no added fees for the students to stay during the mid-semester breaks of October and March. There will be daily rates of \$10.00 per day for those students who stay in the dormitories during the Christmas or summer breaks.

Books: The cost of books and supplies varies depending on the course of study, number of hours, etc. This cost is in addition to expenses paid to the college.

Changing a Course: A student may drop a class during the first two weeks of a semester. After two weeks of the current semester, no classes may be dropped. The student is expected to complete the class. There will be no fee for changing a class, but a student will not be able to drop the class after the specified time.

Withdrawal: Any student who is expelled or withdraws from North Florida Baptist College regardless of the reason will owe the remaining amount of tuition, room and board, and fees due on or before the date the student withdrew or was expelled. For example, if a student withdraws between the September payment and the October payment, the student will be responsible for the October payment.

Should a student leave the college for any reason after having paid more than the amounts outlined above, he will receive a refund for any overpayment. No refunds will be made to a student for any other reason. All requests for refunds must be submitted in writing to the College Financial Office.

A refund of the unused portion of tuition, fees, and other charges will be made to veterans or eligible persons who fail to enter or fail to complete the course as required by Veterans Administration regulations. The refund will be within 10 percent of an exact pro rata refund. No more than \$100.00 of the established registration fee will be retained if a veteran or eligible person fails to enter the course. Extenuating circumstances will be reviewed by the Administration on a case-by-case basis.

Federal Grants: Students attending North Florida Baptist College are ineligible to receive loans or grants which must be approved through federally sponsored programs such as the Guaranteed Student Loan Program or the Basic Education Opportunity Grant Program (BEOG).

AUDITING COURSES

Students who wish to benefit from certain classes without taking them for credit may register for such courses on an audit basis. Auditing a course costs \$95.00 per semester hour.

SCHOLARSHIPS

North Florida Baptist College offers several scholarships. Students applying for these scholarships must submit an application for approval to the Registrar's Office by Registration Day at the beginning of each semester.

Academic Scholarship: All valedictorians or salutatorians from a Christian school may apply for this scholarship. Students who have a minimum composite score of 25 on the ACT or 1210 on the SAT may apply for this scholarship as well. Copies of these test scores must be sent directly to the college. To qualify for the scholarship based on being a valedictorian or salutatorian, there must be at least five students in the graduating class. If this scholarship is awarded, the student will receive one free semester's tuition. This scholarship may not be combined with any other scholarship and is valid only for undergraduate students and only for the student's first semester.

Family Scholarship: If a husband is paying as a full-time student, his wife may take one course (up to 5 credits) at no charge. She would be subject to all of the college rules and the demerit system. If a husband is paying as a full-time student, his wife may take additional courses at half of the regular cost.

If she is taking 9 or more credits, she will pay 50% of the regular semester tuition. If she is taking fewer than 9 credits, the fee charged will be for any credits in addition to the tuition-free course. If she is taking 2 or more classes and the total number of credits she is taking is less than 9, the class with the greatest number of credits will be the one that is tuition-free.

Christian Service Scholarship: This \$500.00 scholarship may be awarded to those whose parents are in full-time Christian service and paid employees of their church. This scholarship will be awarded only for the first semester at North Florida Baptist College.

MK Scholarship: Students whose parents are presently missionaries outside the United States may apply for this scholarship. Those students eligible for this scholarship will receive a 50% reduction in tuition for the ladies and a 25% reduction for the men. If the student also qualifies for the Academic Scholarship, that scholarship will be applied the first semester and the MK Scholarship for all remaining semesters.

PK Scholarship: Pastor's children are eligible for this scholarship. The young ladies will receive a 50% reduction in tuition and the young men a 25% reduction. If the student also qualifies for the Academic Scholarship, that will be awarded for the first semester and the PK Scholarship will be awarded for the remaining semesters. Only children of the senior pastor of a church qualify for this scholarship.

Florida/Georgia Scholarship: Students who live in Florida or Georgia may apply for this scholarship. Those students eligible for this scholarship will receive a \$500 reduction in tuition for the first four semesters. If the student also qualifies for the Academic Scholarship, that scholarship will be applied the first semester and the FL/GA Scholarship for three remaining semesters.

Musicians Scholarship: Students who have served in the music ministry of their local church and are entering into the Music Education Program may apply for this scholarship. Those students eligible for this scholarship will receive a \$500 reduction in tuition for eight semesters. If the student also qualifies for the Academic Scholarship, that scholarship will be applied the first semester and the Musicians Scholarship for the following seven semesters.

VETERANS INFORMATION

Veteran Academic Information: North Florida Baptist College is on a 4.0 grading system. Any veteran not maintaining at least a 2.0 cumulative grade point average will be put on academic probation. A veteran student who fails to attain a cumulative “C” average after one term on academic probation will have VA education benefits terminated at the end of that term. He may once again be certified for benefits after he has regained a cumulative “C” average.

Veteran Attendance and Absences Policy: The maximum number of absences permitted for any reason during any one semester is nine hours for a three-hour course or six hours for a two-hour course. Absences beyond the maximum allowed will result in the student’s Veteran benefits being terminated.

Veteran Refund Policy: The refund of the unused portion of tuition, fees, and other charges for veterans or eligible persons who fail to enter a course, withdraw, or discontinue prior to completion will be made for all amounts paid which exceed the approximate pro rata portion of the total charges that the length of the completed portion of the course bears to the total length of the course. The proration will be determined on the ratio of the number of days or hours of instruction completed by the student to the total number of instructional days or hours in the course.

Veteran Previous Training: Veteran students must report all previous education and training. The school will evaluate such and grant appropriate credit with training time and tuition reduced proportionately and with the VA and student so notified.

Notice to Students, Staff, and Faculty Members: In the event of a catastrophe such as, but not limited to, fire, windstorm, hail, hurricanes, explosion, riot, civil commotion, aircraft, vehicles, mold, smoke or any other natural disaster, North Florida Baptist College is not liable for damage to any personal belongings of students, staff, or faculty members.

North Florida Baptist College reserves the right to withdraw courses at any time, to change the fees, to change the calendar, or to change the rules regarding admission as well as graduation requirements or any other regulation affecting the student body. Changes shall become effective whenever the Administration so determines and shall apply not only to prospective students but also to those who at that time are matriculated in the college.

ADMISSION PROCEDURES

ADMISSION PROCEDURES

1. Request an application packet.

Write or Call:

Admissions Office

North Florida Baptist College

12046 Normandy Blvd.

Jacksonville, FL 32221

Phone: (855) 632-2463

Visit the Website:

www.NFBC4ME.com

Download the catalog or application forms from our website or apply online.

2. Complete all forms in the application packet or online.
3. All incoming freshmen are required to submit ACT scores to the Admissions Office for final acceptance. The ACT is not required of students if they have earned 60 semester hours from another recognized college or university. For those students who have not had the opportunity to schedule taking the ACT on a national test date, arrangements can be made for testing at North Florida Baptist College prior to enrollment.

Consult the principal or counselor at a local school regarding locations of testing centers and forms needed for registering or go to ACT.org

APPLICANTS MUST MEET THE FOLLOWING REQUIREMENTS:

ENTRANCE REQUIREMENTS:

1. Married men must be at least twenty years old by the first day of registration for each semester.
2. Married women must be at least nineteen years old by the first day of registration for each semester.

3. It is the general policy of North Florida Baptist College not to accept students who have been divorced and are currently single.
4. Every student on the first day of registration for each semester must be either a high school graduate or a G.E.D. graduate.
5. Before a student's admission is finalized, the Admissions Office must receive two personal reference forms and a pastor's reference form.

Written Personal Testimony: Since North Florida Baptist College is distinctively a Christian school to train Christians to serve our Lord Jesus Christ, applicants must give testimony of having received Him as personal Saviour. A written personal testimony of the applicant's assurance of salvation is required with the application.

Character References: The Administration and faculty have a deep conviction that we endeavor to provide not only the best academic and practical training but also the best spiritual training. Building Christian character and spirituality is a prime goal of our college. Each applicant must give as references the names and addresses of three acquaintances (his pastor and two others not related to the applicant) to give testimony regarding his salvation and Christian character. The Admissions Office must receive all three references, including the pastor's reference.

Each student is required to abide by the standards of Christian conduct as set forth in the student handbook which is received at orientation each semester. These standards are based on the Word of God. We believe that every Christian ought to do what those called to Christian service must do. (I Corinthians 4:1; I Timothy 3:1-7)

North Florida Baptist College believes that the task of a Christian is soulwinning and building God's work. A prospective student must have a testimony of adherence to this policy in order to be considered for admission to NFBC. Any student may be denied admission to NFBC if he or she has been guilty of violating this principle.

Transcripts from Other Colleges: Students from other colleges must have all transcripts sent directly to North Florida Baptist College from the schools attended whether or not credits have been received. It is expected that transfer students be in good standing at the school last attended and all financial balances paid in full. Credit is given for all subjects which are equivalent to those offered in our catalog and in which a grade of "C" or better was earned. An evaluation of a transcript must be made by the Academic Dean to determine which credits can be accepted and to determine the classification of the transfer student. A student must earn at least forty-eight semester credit hours in residence at NFBC to receive a degree from this institution. Credit toward a North Florida Baptist College degree will not be transferred from more than two institutions without Administrative approval. (Exception: NFBC will review credits from any number of schools that were attended while the student served in the military.) Any applicant who has attended other colleges must have a transcript sent to NFBC by every college he has attended even if he does not desire to transfer any credits or if no credits were earned. It is the responsibility of the student who requests transferring of credits from another college to make available to the Academic Dean the catalog of that school. Only sixty-four credits will be transferred from other accepted colleges.

TRANSFER CREDITS

North Florida Baptist College will accept credits from other colleges of like faith and practice. All transferred credits are

subject to Administrative approval. The maximum number of credits that may be transferred to NFBC is sixty-four credits for a four-year degree and thirty-two credits for a two-year degree. The Administration of NFBC maintains the right to deny acceptance of any credits it deems unsatisfactory or inadequate toward the completion of a degree at North Florida Baptist College. Only credits that are equivalent to those subjects offered at NFBC will be given for all subjects in which a “C” or better was earned.

Students wanting to take courses at other colleges during the summers between regular semesters while enrolled at North Florida Baptist College must receive written permission in advance to have these credits transferred to NFBC. This approval will come from the Administration and must include approval of the school and specific courses to be transferred. This will also be subject to the rules of transfer of credit.

Transcript Request: Students wanting a copy of their transcripts must send an electronic request via the Transcript Request form provided on the North Florida Baptist College website (www.NFBC4ME.com) and fulfill their entire financial obligation with the college. Students are required to submit transcript requests at least two weeks in advance of needing them. Two copies of the student’s transcript are issued upon graduation. Any additional copies will be sent at the student’s request, but there will be a \$10.00 charge to be paid in advance per transcript.

CHURCH ATTENDANCE

All requests to attend any church other than the Immanuel Baptist Church must be individually approved by the College Administration. Because we are a local New Testament church and this is where students will be training to serve, it is requested that students of North Florida Baptist College join

Immanuel Baptist Church so that they might actively participate in all of our local church ministries. The membership of each student from outside the Immanuel Baptist Church is at the discretion of the student's home pastor. We respect his decision. There are many benefits to students being a member of Immanuel Baptist Church during their training years here. They will be able to sing in the choir, teach classes, and serve in many others areas which the policies and procedures of our church require.

PLACEMENT TESTS

North Florida Baptist College offers the following placement tests that cover introductory courses taught at the college.

English Placement Test: All students who are required to take English Grammar I (EN101) should take the English Placement Test during registration their first semester of college. Those who do not take the test and those who do not pass the test with an 85% or better must take Basic English (EN100) before enrolling in EN101. Those students who achieve a 93% or higher have the option to pay for the EN101 credits and proceed to take EN102.

College Math Placement Test: All students who enroll in certain majors should take the General Math Test during registration their first semester of college to determine which math courses will need to be taken.

Fundamentals of Music Placement Test: All students who enroll in certain majors must either pass the Fundamentals of Music Test which is given during registration their first semester of college or enroll in the course Fundamentals of Music (MU101).

ACADEMIC INFORMATION

NORTH FLORIDA BAPTIST COLLEGE OFFERS A BACHELOR OF SCIENCE DEGREE IN THE FOLLOWING MAJORS:

Pastoral Theology: This course of study is designed for men desiring to prepare for the pastorate.

Assistant Pastoral: This course of study is designed for men desiring to prepare for full-time Christian service.

Missions: This course of study is designed to prepare men and ladies to be future missionaries. All students preparing for service in foreign missions must meet with the Missions Coordinator for personalized preparation.

Christian Ministries Degree: This course of study is designed for men and ladies who are undecided about their futures.

Elementary Education: This course of study is designed to train qualified teachers for the elementary grades of the Christian school in the local church.

Secondary Education: This course of study is designed to train teachers for the junior high and high school grades of the Christian school in the local church.

Music Education: This course of study is designed to train young people to work in the independent, fundamental Baptist church music program. In order to enter the Music Education Degree, a student must pass a proficiency test. This test includes being able to play any song in the *John W. Schaum Book C*, all major scales in two octaves, and any hymn in the following keys: C, F, G, D, and B^b.

Office Administration: This course of study is designed to train ladies to work in the church or Christian school office.

Church Communications: This course of study is designed to prepare students in the areas of graphic design, web design, sound systems, audio/visual, photography, and social media platforms.

TWO-YEAR ASSOCIATE DEGREE: Students may receive an Associate Degree in three fields of study: Assistant Pastoral Studies, Office Administration, and Church Communications. At least sixty-four credits must be earned according to the course requirements.

GRADING SYSTEM

North Florida Baptist College uses the four-point system for grading.

- A - 4 honor points per semester hour
- B - 3 honor points per semester hour
- C - 2 honor points per semester hour
- D - 1 honor point per semester hour
- F - 0 honor points per semester hour
- W - Withdrawal

No "D" hours are allowed in a student's field of study. All majors must make at least a "C" in all Bible and English courses. All education majors must make at least a "C" in all education and proficiency courses.

At the close of each semester, every student whose bill is up-to-date will receive a copy of his grades for that semester. Students with delinquent accounts will receive copies of their grades once their overdue bills have been paid.

GRADING SCALE

100	A+
94-99.....	A
93.....	A-
92.....	B+
86-91.....	B
85.....	B-
84.....	C+
76-83.....	C
75.....	C-
74.....	D+
66-73.....	D
65.....	D-
64-0.....	F

UNITS OF CREDIT: The unit of credit is the semester hour. A semester hour is one fifty-minute period of instruction per week of 16-18 weeks per semester. No student may carry more than 17 semester hours without special permission.

Due to the load and requirements of student teaching, students enrolled in Student Teaching and Professional Development may not take additional classes.

GRADUATION

In order to march in commencement exercises, a student must complete all of the academic requirements for that degree in addition to having a current school bill with no outstanding balance.

A candidate for graduation for the Bachelor of Science Degree must take a minimum of sixty-four semester hours at North Florida Baptist College and must meet the normal requirements for a major field of study.

Students who expect to march in any graduation ceremony must be certain that the Administration is aware of their plans to march at least sixty days prior to the date of the graduation ceremony.

Students receiving degrees who maintain a high academic average at North Florida Baptist College will graduate with honors as follows:

Cum Laudean academic average of at least 3.25
Magna Cum Laudean academic average of at least 3.50
Summa Cum Laudean academic average of at least 3.75

At least 128 hours must be earned for the Bachelor of Science Degree. Also, a student must have an academic average of at least a "C" (2.00) in courses taken at North Florida Baptist College to receive the Bachelor of Science Degree. A student must take all required courses for his particular course of study.

No student may march in the commencement exercises who has not completed Baptist History I and II, Bible Doctrines I and II, Computer Basics, Emerging Church Theology, English Grammar I and II, Fundamentals of Speech, Old and New Testament Survey, Personal Evangelism, Personal Finance, Philosophy of Music, Science of the Classroom, Spiritual Warfare I and II, and US History.

CLASSIFICATION OF STUDENTS

Students are classified as follows:

	Semester Hours	Honor Points
Sophomore	32	32
Junior	64	64
Senior	96	96

COURSE NUMBERS

Students are usually scheduled in courses according to course numbers in the following way:

100 - 199 Freshman 300 - 399 Junior
200 - 299 Sophomore 400 - 499 Senior

ORIENTATION

All students must attend orientation each semester. Orientation times will be posted during registration.

BIBLE REQUIREMENTS

All students must take at least one Bible course each semester during their first year at North Florida Baptist College. Students must take Personal Evangelism the very first semester that they are enrolled at NFBC; however, Personal Evangelism does not fulfill this Bible requirement. All students must achieve a "C" or higher in all Bible courses to receive credit.

North Florida Baptist College meets the requirements for Florida statute s.1005.06 Authorization under State Board of Independent Colleges and Universities specifically as a s.1005.06(1)(f) authorized college.

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BACHELOR OF SCIENCE IN BIBLE PASTORAL THEOLOGY

Freshman Fall Semester

Old Testament Survey	3
Personal Evangelism	2
Biblical Separation & Standards	2
English Grammar I	3
Computer Basics	3
Personal Finance	2
	15

Freshman Spring Semester

New Testament Survey	3
English Grammar II	3
Life of Christ	3
Christian Conduct	2
Intro to Missions	2
Music Ministry Administration	2
Prayer	2
	17

Sophomore Fall Semester

Fundamentals of Speech	3
Baptist History I	2
Bible Doctrines I	3
English Composition	2
Genesis	2
Christian Leadership Principles	3
General Psychology	2
	17

Sophomore Spring Semester

Science of the Classroom	2
Baptist History II	2
Bible Doctrines II	3
Preacher's Writing Seminar	2
Bible Geography & Customs	2
Bible Elective	3
	14

Junior Fall Semester

Spiritual Warfare I	3
US History	3
Greek I	3
Philosophy of Education	2
Homiletics I	2
Premillennialism	2
Pastoral Epistles	2
	17

Junior Spring Semester

Spiritual Warfare II	3
Philosophy of Music	2
Greek II	3
Bible Prophecy	3
Homiletics II	2
Christian School Administration	2
Pastoral Counseling	2
	17

Senior Fall Semester

Emerging Church Theology	2
Church Finance	3
Apologetics	2
Acts	3
The Church	2
Hebrew Study Tools	2
Bible Elective	3
	17

Senior Spring Semester

Cults	3
Romans	3
Minor Prophets	2
Youth Ministry	2
Church/SS Administration	2
Christian Marriage & Family	2
	14

BACHELOR OF SCIENCE IN BIBLE PASTORAL ASSISTANT

Freshman Fall Semester

Old Testament Survey	3
Personal Evangelism	2
Biblical Separation & Standards	2
English Grammar I	3
Computer Basics	3
Personal Finance	2
Total	15

Freshman Spring Semester

New Testament Survey	3
English Grammar II	3
Life of Christ	3
Christian Conduct	2
Intro to Missions	2
Music Ministry Administration	2
Prayer	2
Total	17

Sophomore Fall Semester

Fundamentals of Speech	3
Baptist History I	2
Bible Doctrines I	3
English Composition	2
Genesis	2
Christian Leadership Principles	3
General Psychology	2
Total	17

Sophomore Spring Semester

Science of the Classroom	2
Baptist History II	2
Bible Doctrines II	3
Preacher's Writing Seminar	2
Bible Geography & Customs	2
Bible Elective	3
Total	14

Junior Fall Semester

Spiritual Warfare I	3
US History	3
Greek I	3
Philosophy of Education	2
Homiletics I	2
Premillennialism	2
Pastoral Epistles	2
Total	17

Junior Spring Semester

Spiritual Warfare II	3
Philosophy of Music	2
Assisting the Pastor	3
Bible Prophecy	3
Homiletics II	2
Christian School Administration	2
Pastoral Counseling	2
Total	17

Senior Fall Semester

Emerging Church Theology	2
Church Finance	3
Apologetics	2
Acts	3
The Church	2
Fundamentals of Design	2
Bible Elective	3
Total	17

Senior Spring Semester

Cults	3
Romans	3
Minor Prophets	2
Youth Ministry	2
Church/SS Administration	2
Christian Marriage & Family	2
Total	14

BACHELOR OF SCIENCE IN MISSIONS (MEN)

Freshman Fall Semester

Old Testament Survey	3
Personal Evangelism	2
Biblical Separation & Standards	2
English Grammar I	3
Computer Basics	3
Personal Finance	2
<hr/>	
	15

Freshman Spring Semester

New Testament Survey	3
English Grammar II	3
Life of Christ	3
Christian Conduct	2
Intro to Missions	2
Music Ministry Administration	2
Prayer	2
<hr/>	
	17

Sophomore Fall Semester

Fundamentals of Speech	3
Baptist History I	2
Bible Doctrines I	3
English Composition	2
Genesis	2
Christian Leadership Principles	3
General Psychology	2
<hr/>	
	17

Sophomore Spring Semester

Science of the Classroom	2
Baptist History II	2
Bible Doctrines II	3
Preacher's Writing Seminar	2
Bible Geography & Customs	2
The Missionary & His Family	3
Bible Elective	3
<hr/>	
	17

Junior Fall Semester

Spiritual Warfare I	3
US History	3
Greek I	3
Homiletics I	2
Premillennialism	2
History of Missions	2
Pastoral Epistles	2
<hr/>	
	17

Junior Spring Semester

Spiritual Warfare II	3
Philosophy of Music	2
Bible Prophecy	3
Homiletics II	2
Missionary Relationships	2
Pastoral Counseling	2
<hr/>	
	14

Senior Fall Semester

Emerging Church Theology	2
Missionary Economics & Finance	3
Apologetics	2
Acts	3
The Church	2
Fundamentals of Design	2
Missionary Practical Helps	3
<hr/>	
	17

Senior Spring Semester

Cults	3
Romans	3
Starting a N.T. Church	2
Church/SS Administration	2
World Missions	2
Christian Marriage & Family	2
<hr/>	
	14

BACHELOR OF SCIENCE IN MISSIONS (LADIES)

Freshman Fall Semester

Old Testament Survey	3
Personal Evangelism	2
Biblical Separation & Standards	2
English Grammar I	3
Computer Basics	3
Personal Finance	2
Elective	2

17

Freshman Spring Semester

New Testament Survey	3
English Grammar II	3
Life of Christ	3
Christian Conduct	2
Intro to Missions	2
Music Ministry Administration	2
Prayer	2

17

Sophomore Fall Semester

Fundamentals of Speech	3
Baptist History I	2
Bible Doctrines I	3
English Composition	2
Preparation for Marriage	2
Christian Leadership Principles	3
General Psychology	2

17

Sophomore Spring Semester

Science of the Classroom	2
Baptist History II	2
Bible Doctrines II	3
Child Psychology	2
Bible Geography & Customs	2
General Teaching Methods	3
Elective	3

17

Junior Fall Semester

Spiritual Warfare I	3
US History	3
Child Evangelism	3
Fundamentals of Music	2
Leading a Ladies Ministry	2
History of Missions	2
Secretary in the Ministry	2

17

Junior Spring Semester

Spiritual Warfare II	3
Philosophy of Music	2
Bible Prophecy	3
Christian Womanhood	2
Missionary Relationships	2
Managing a Ministry Home	2

14

Senior Fall Semester

Emerging Church Theology	2
Missionary Economics & Finance	3
Ministry of Encouragement	1
Philosophy of Education	2
The Wife of a Leader	2
Fundamentals of Design	2
Missionary Practical Helps	3

15

Senior Spring Semester

Curriculum Development	3
Decorating for Special Events	2
Women of the Bible	2
Christian Marriage and Family	2
World Missions	2
Elective	3

14

BACHELOR OF SCIENCE IN CHRISTIAN MINISTRIES (MEN)

Freshman Fall Semester

Old Testament Survey	3
Personal Evangelism	2
Biblical Separation & Standards	2
English Grammar I	3
Computer Basics	3
Personal Finance	2

15

Freshman Spring Semester

New Testament Survey	3
English Grammar II	3
Life of Christ	3
Christian Conduct	2
Intro to Missions	2
Music Ministry Administration	2
Prayer	2

17

Sophomore Fall Semester

Fundamentals of Speech	3
Baptist History I	2
Bible Doctrines I	3
English Composition	2
Genesis	2
Christian Leadership Principles	3
General Psychology	2

17

Sophomore Spring Semester

Science of the Classroom	2
Baptist History II	2
Bible Doctrines II	3
Preacher's Writing Seminar	2
Bible Geography & Customs	2
Bible Elective	3

14

Junior Fall Semester

Spiritual Warfare I	3
US History	3
Acts	3
Philosophy of Education	2
Homiletics I	2
Premillennialism	2
Pastoral Epistles	2

17

Junior Spring Semester

Spiritual Warfare II	3
Philosophy of Music	2
Romans	3
Bible Prophecy	3
Homiletics II	2
Christian School Administration	2
Pastoral Counseling	2

17

Senior Fall Semester

Emerging Church Theology	2
Church Finance	3
Apologetics	2
The Church	2
Fundamentals of Design	2
Bible Electives	6

17

Senior Spring Semester

Cults	3
Church/SS Administration	2
Minor Prophets	2
Youth Ministry	2
Christian Marriage & Family	2
Elective	3

14

BACHELOR OF SCIENCE IN CHRISTIAN MINISTRIES (LADIES)

Freshman Fall Semester

Old Testament Survey	3
Personal Evangelism	2
Biblical Separation & Standards	2
English Grammar I	3
Computer Basics	3
Personal Finance	2

15

Freshman Spring Semester

New Testament Survey	3
English Grammar II	3
Life of Christ	3
Christian Conduct	2
General Teaching Methods	3
Prayer	2

16

Sophomore Fall Semester

Fundamentals of Speech	3
Baptist History I	2
Bible Doctrines I	3
English Composition	2
Genesis	2
Christian Leadership Principles	3
General Psychology	2

17

Sophomore Spring Semester

Science of the Classroom	2
Baptist History II	2
Bible Doctrines II	3
Child Psychology	2
Desktop Publishing	3
Bible Geography & Customs	2
Bible Elective	3

17

Junior Fall Semester

Spiritual Warfare I	3
US History	3
Wife of a Leader	2
Leading a Ladies Ministry	2
Philosophy of Education	2
Fundamentals of Design	2
Bible Elective	3

17

Junior Spring Semester

Spiritual Warfare II	3
Philosophy of Music	2
Christian Womanhood	2
Child Evangelism	3
Basic Accounting	2
Fundamentals of Music	2
Ministry of Encouragement	1

15

Senior Fall Semester

Emerging Church Theology	2
Church Finance	3
Women of the Bible	2
The Secretary in the Ministry	2
Decorating for Special Events	2
Electives	6

17

Senior Spring Semester

Managing a Ministry Home	2
Office Communications	2
Music Ministry Administration	2
Christian Marriage & Family	2
Electives	6

14

BACHELOR OF SCIENCE IN ELEMENTARY EDUCATION

Freshman Fall Semester

Old Testament Survey	3
Personal Evangelism	2
Biblical Separation & Standards	2
English Grammar I	3
Computer Basics	3
Personal Finance	2

15

Freshman Spring Semester

New Testament Survey	3
English Grammar II	3
Life of Christ	3
Christian Conduct	2
General Teaching Methods	3
Prayer	2

16

Sophomore Fall Semester

Fundamentals of Speech	3
Baptist History I	2
Bible Doctrines I	3
General Psychology	2
English Composition	2
Christian Leadership Principles	3
Tests & Measurements	2

17

Sophomore Spring Semester

Science of the Classroom	2
Baptist History II	2
Bible Doctrines II	3
Child Psychology	2
Children's Literature	3
Physical Science	3
Christian Marriage & Family	2

17

Junior Fall Semester

Spiritual Warfare I	3
Teacher's Writing Seminar	3
Wife of a Leader (Ladies)	2
Premillennialism (Men)	2
Philosophy of Education	2
Teaching Music in the Christian School	2
Fundamentals of Music	2
College Math Survey	3

17

Junior Spring Semester

Spiritual Warfare II	3
Philosophy of Music	2
Youth Ministries (Men)	2
Managing a Ministry Home (Ladies)	2
Elementary Sports & Games	2
Christian Womanhood (Ladies)	2
Christian School Admin. (Men)	2
Educational Psychology	3
Curriculum Development	3

17

Senior Fall Semester

Emerging Church Theology	2
Teaching Elementary Science	2
Teaching Elementary History	2
Teaching Elementary Math	3
Teaching Reading & Language	3
US History	3

15

Senior Spring Semester

Student Teaching	12
Professional Development	2

14

BACHELOR OF SCIENCE IN SECONDARY EDUCATION

Freshman Fall Semester

Old Testament Survey	3
Personal Evangelism	2
Biblical Separation & Standards	2
English Grammar I	3
Computer Basics	3
Personal Finance	2

15

Freshman Spring Semester

New Testament Survey	3
English Grammar II	3
Life of Christ	3
Christian Conduct	2
Materials & Methods	3
Prayer	2

16

Sophomore Fall Semester

Fundamentals of Speech	3
Baptist History I	2
Bible Doctrines I	3
General Psychology	2
English Composition	2
Christian Leadership Principles	3
Tests & Measurements	2

17

Sophomore Spring Semester

Science of the Classroom	2
Baptist History II	2
Bible Doctrines II	3
Educational Psychology	3
Curriculum Development	3
Christian Womanhood (Ladies)	2
Christian School Admin. (Men)	2
Christian Marriage & Family	2

17

Junior Fall Semester

Spiritual Warfare I	3
Teacher's Writing Seminar	3
Wife of a Leader (Ladies)	2
Premillennialism (Men)	2
Teaching Secondary English	3
Philosophy of Education	2
Teaching History in Secondary Schools	2
Proficiency Elective	2

17

Junior Spring Semester

Spiritual Warfare II	3
Philosophy of Music	2
Teaching Science in Secondary Schools	2
Teaching Secondary Math	3
Youth Ministry (Men)	2
Managing a Ministry Home (Ladies)	2
Proficiency Electives	5

17

Senior Fall Semester

Emerging Church Theology	2
College Math Survey	3
Teaching Music in the Christian School	2
Essentials of Physical Education	2
US History	3
Proficiency Elective	3

15

Senior Spring Semester

Student Teaching	12
Professional Development	2

14

BACHELOR OF SCIENCE IN MUSIC EDUCATION (INSTRUMENTAL PROFICIENCY)

Freshman Fall Semester

Old Testament Survey	3
Personal Evangelism	2
English Grammar I	3
Computer Basics	3
Personal Finance	2
Fundamentals of Music	2
Private Lessons	1
Music Internship	1

17

Sophomore Fall Semester

Fundamentals of Speech	3
Baptist History I	2
Bible Doctrines I	3
English Composition	2
Theory II	3
General Psychology	2
Private Lessons	1
Music Internship	1

17

Junior Fall Semester

Spiritual Warfare I	3
US History	3
Theory IV	3
Philosophy of Education	2
Tests & Measurements	2
Private Lessons	1
Music Internship	1

15

Senior Fall Semester

Emerging Church Theology	2
Teaching Music in the Christian School	2
Instrumental Methods II	2
Conducting	2
Electives	6
Private Lessons	1
Music Internship	1

16

Freshman Spring Semester

New Testament Survey	3
English Grammar II	3
General Teaching Methods	3
Theory I	3
Elective	2
Private Lessons	1
Music Internship	1

16

Sophomore Spring Semester

Science of the Classroom	2
Baptist History II	2
Bible Doctrines II	3
Theory III	3
Hymnology	2
Instrumental Techniques	2
Private Lessons	1
Music Internship	1

16

Junior Spring Semester

Spiritual Warfare II	3
Philosophy of Music	2
Educational Psychology	3
Musical Technologies	3
Instrumental Methods I	2
Music Ministry Administration	2
Private Lessons	1
Music Internship	1

17

Senior Spring Semester

Student Teaching	6
Music Practicum	3
Elective	3
Senior Recital	1
Music Internship	1

14

BACHELOR OF SCIENCE IN MUSIC EDUCATION (PIANO PROFICIENCY)

Freshman Fall Semester

Old Testament Survey	3
Personal Evangelism	2
English Grammar I	3
Computer Basics	3
Personal Finance	2
Fundamentals of Music	2
Private Lessons	1
<u>Music Internship</u>	<u>1</u>

17

Sophomore Fall Semester

Fundamentals of Speech	3
Baptist History I	2
Bible Doctrines I	3
English Composition	2
Theory II	3
General Psychology	2
Private Lessons	1
<u>Music Internship</u>	<u>1</u>

17

Junior Fall Semester

Spiritual Warfare I	3
US History	3
Theory IV	3
Philosophy of Education	2
Tests & Measurements	2
Private Lessons	1
<u>Music Internship</u>	<u>1</u>

15

Senior Fall Semester

Emerging Church Theology	2
Teaching Music in the Christian School	2
Piano Pedagogy	2
Conducting	2
Electives	6
Private Lessons	1
<u>Music Internship</u>	<u>1</u>

16

Freshman Spring Semester

New Testament Survey	3
English Grammar II	3
General Teaching Methods	3
Theory I	3
Elective	2
Private Lessons	1
<u>Music Internship</u>	<u>1</u>

16

Sophomore Spring Semester

Science of the Classroom	2
Baptist History II	2
Bible Doctrines II	3
Theory III	3
Hymnology	2
Instrumental Techniques	2
Private Lessons	1
<u>Music Internship</u>	<u>1</u>

16

Junior Spring Semester

Spiritual Warfare II	3
Philosophy of Music	2
Educational Psychology	3
Musical Technologies	3
Hymn Arrangement & Accompaniment	2
Music Ministry Administration	2
Private Lessons	1
<u>Music Internship</u>	<u>1</u>

17

Senior Spring Semester

Student Teaching	6
Music Practicum	3
Elective	3
Senior Recital	1
<u>Music Internship</u>	<u>1</u>

14

BACHELOR OF SCIENCE IN OFFICE ADMINISTRATION (LADIES)

Freshman Fall Semester

Old Testament Survey	3
Personal Evangelism	2
Biblical Separation & Standards	2
English Grammar I	3
Computer Basics	3
Personal Finance	2
Total	15

Freshman Spring Semester

New Testament Survey	3
English Grammar II	3
Life of Christ	3
Christian Conduct	2
Office Communications	2
Filing & Records Management	2
Prayer	2
Total	17

Sophomore Fall Semester

Fundamentals of Speech	3
Baptist History I	2
Bible Doctrines I	3
English Composition	2
Keyboarding I	5
General Psychology	2
Total	17

Sophomore Spring Semester

Science of the Classroom	2
Baptist History II	2
Bible Doctrines II	3
Desktop Publishing	3
Keyboarding II	5
Database Applications	2
Total	17

Junior Fall Semester

Spiritual Warfare I	3
US History	3
Transcription I	5
Photoshop I	3
Proofreading & Editing	2
Total	16

Junior Spring Semester

Spiritual Warfare II	3
Philosophy of Music	2
Transcription II	5
InDesign I	3
Christian Womanhood	2
Basic Accounting	2
Total	17

Senior Fall Semester

Emerging Church Theology	2
Church Finance	3
Practical Layout Applications	3
Decorating for Special Events	2
Women of the Bible	2
Secretary in the Ministry	2
Elective	3
Total	17

Senior Spring Semester

Secretarial Internship	8
Christian Marriage & Family	2
Elective	2
Total	12

BACHELOR OF SCIENCE IN CHURCH COMMUNICATIONS

Freshman Fall Semester

Old Testament Survey	3
Personal Evangelism	2
English Grammar I	3
Computer Basics	3
Personal Finance	2
Biblical Separation & Standards	2
Digital Photography I	1
Video Production I	1

17

Sophomore Fall Semester

Fundamentals of Speech	3
Baptist History I	2
Bible Doctrines I	3
Web Design II	1
Digital Photography III	1
Video Production III	1
Fundamentals of Design	2
Computer Hardware	2
Principles Sound Reinforcement	2

17

Junior Fall Semester

Spiritual Warfare I	3
Fundamentals of Music	2
Church Web Design I	3
Digital Photography V	1
Video Production V	1
Photoshop II	3
Illustrator I	3

16

Senior Fall Semester

Emerging Church Theology	2
Church Web Design III	1
Digital Photography VII	1
Video Production VII	1
InDesign II	3
Typography	1
US History	3
Bible Electives	3

15

Freshman Spring Semester

New Testament Survey	3
English Grammar II	3
Digital Photography II	1
Video Production II	1
Web Design I	2
Christian Conduct	2
Life of Christ	3

15

Sophomore Spring Semester

Science of the Classroom	2
Baptist History II	2
Bible Doctrines II	3
Web Design III	2
Digital Photography IV	1
Video Production IV	1
Photoshop I	3
Live Sound Systems	3

17

Junior Spring Semester

Spiritual Warfare II	3
Church Web Design II	2
Digital Photography VI	1
Video Production VI	1
Photoshop III	3
Illustrator II	3
InDesign I	3

16

Senior Spring Semester

Social Media Marketing	1
Digital Photography VIII	1
Video Production VIII	1
Outputting and Adobe Acrobat	1
Computer Networking Concepts	2
Philosophy of Music	2
Bible Electives	6

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PROFICIENCIES AND MINORS

Secondary Education Majors will need to choose a second area of proficiency in addition to English and must complete ten to twelve credits in that field of study. A minor requires a minimum of fifteen additional credits to the current Bachelor of Science level class load.

PROFICIENCY AND MINOR IN CHURCH COMMUNICATIONS

Proficiency in Graphic Design:

Fundamentals of Design	2 Credits
Photoshop I	3 Credits
Illustrator I	3 Credits
InDesign I	3 Credits
Typography	<u>1 Credit</u>
	12 Credits

Proficiency in Web Design:

Web Design I: Fundamentals of Web Design	2 Credits
Web Design II: Principles of Church Web Design	1 Credit
Web Design III: Design and Layout	2 Credits
Church Web Design I: UX Design and Integration I	3 Credits
Church Web Design II: UX Design and Integration II	2 Credits
Church Web Design III: Marketing and Branding	3 Credits
Social Media Marketing	<u>1 Credit</u>
	14 Credits

Proficiency in Technology:

Computer Hardware	2 Credits
Computer Networking Concepts	2 Credits
Principles of Sound Reinforcement	2 Credits
Live Sound Systems	3 Credits
Digital Photography I	1 Credit
Video Production I	<u>1 Credit</u>
	11 Credits

PROFICIENCY AND MINOR IN HISTORY

History of Civilization	3 Credits
The Age of Reformation	3 Credits
Recent American History	2 Credits
History of Evangelism and Evangelists	2 Credits
History of the South	<u>3 Credits</u>
	13 Credits

PROFICIENCY AND MINOR IN LITERATURE

Children's Literature	3 Credits
English Literature I	3 Credits
English Literature II	3 Credits
American Literature I	3 Credits
American Literature II	3 Credits
American Short Story	2 Credits
World Literature	<u>3 Credits</u>
	20 Credits

PROFICIENCY AND MINOR IN MATH

Trigonometry	3 Credits
College Geometry	3 Credits
Pre-Calculus	3 Credits
Calculus	3 Credits
Analytical Geometry	3 Credits
Abstract Algebra	<u>3 Credits</u>
	18 Credits

PROFICIENCY AND MINOR IN MUSIC

Fundamentals of Music	2 Credits
Music Theory I	3 Credits
Music Theory II	3 Credits
Piano Techniques I	2 Credits
Piano Techniques II	2 Credits
Piano Techniques III	2 Credits
Piano Techniques IV	2 Credits
Hymnology	2 Credits
Conducting	2 Credits
Music Internship	<u>4 Credits</u>
	24 Credits

PROFICIENCY AND MINOR IN OFFICE ADMINISTRATION

Keyboarding I	5 Credits
Transcription I	5 Credits
Church Finance	3 Credits
Desktop Publishing	2 Credits
Database Applications	2 Credits
Office Communications	2 Credits
Proofreading and Editing	<u>2 Credits</u>
	21 Credits

PROFICIENCY AND MINOR IN SCIENCE

Biology	3 Credits
Physical Science	3 Credits
Basic Physics I	3 Credits
Basic Physics II	3 Credits
General Chemistry	3 Credits
Anatomy and Physiology I	3 Credits
Anatomy and Physiology II	<u>3 Credits</u>
	21 Credits

ASSOCIATE DEGREE

An Associate Degree at North Florida Baptist College requires that the student complete at least sixty-four credit hours based on the course of study. All students must achieve a “C” or higher in all courses to receive credit.

ASSOCIATE DEGREE IN CHURCH COMMUNICATIONS

Freshman Fall Semester

Old Testament Survey	3
Personal Evangelism	2
English Grammar I	3
Computer Basics	3
Personal Finance	2
Principles of Sound Reinforcement	2
Digital Photography I	1
Video Production I	1

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Freshman Spring Semester

New Testament Survey	3
English Grammar II	3
Digital Photography II	1
Video Production II	1
Web Design I	2
Live Sound Systems	3
Social Media Marketing	1
Science of the Classroom	2

16

Sophomore Fall Semester

Spiritual Warfare I	3
Baptist History I	2
Bible Doctrines I	3
Emerging Church Theology	2
Web Design II	1
Digital Photography III	1
Video Production III	1
Fundamentals of Design	2
Computer Hardware	2

17

Sophomore Spring Semester

Spiritual Warfare II	3
Baptist History II	2
Philosophy of Music	2
Web Design III	2
Digital Photography IV	1
Video Production IV	1
Photoshop I	3
Computer Networking Concepts	2

16

ASSOCIATE DEGREE IN OFFICE ADMINISTRATION

Freshman Fall Semester

Old Testament Survey	3
Personal Evangelism	2
English Grammar I	3
Computer Basics	3
Keyboarding I	5

16

Sophomore Fall Semester

Spiritual Warfare I	3
Baptist History I	2
Bible Doctrines I	3
Emerging Church Theology	2
Transcription I	5
Personal Finance	2

17

Freshman Spring Semester

New Testament Survey	3
English Grammar II	3
Office Communications	2
Filing & Records Management	2
Keyboarding II	5

15

Sophomore Spring Semester

Spiritual Warfare II	3
Baptist History II	2
Philosophy of Music	2
Basic Accounting	2
Desktop Publishing	3
InDesign I	3
Database Applications	2

17

ASSOCIATE DEGREE IN ASSISTANT PASTORAL STUDIES

Freshman Fall Semester

Old Testament Survey	3
Personal Evangelism	2
Biblical Separation & Standards	2
English Grammar I	3
Computer Basics	3
Baptist History I	2
Personal Finance	2

17

Sophomore Fall Semester

Spiritual Warfare I	3
Emerging Church Theology	2
Fundamentals of Speech	3
Bible Doctrines I	3
Church Finance	3
Homiletics I	2

16

Freshman Spring Semester

New Testament Survey	3
English Grammar II	3
Music Ministry Administration	2
Science of the Classroom	2
Church & S.S. Administration	2
Baptist History II	2
Bible Prophecy	3

17

Sophomore Spring Semester

Spiritual Warfare II	3
Bible Doctrines II	3
Philosophy of Music	2
Cults	3
Christian School Administration	2
Pastoral Counseling	2

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BIBLE DEPARTMENT

BI101 Old Testament Survey – This course is a general synopsis of each of the books contained in the Old Testament. Emphasis is given to major characters, events, and themes of each book.

One semester, three hours

BI102 New Testament Survey – This is a systematic overview of each of the books contained in the New Testament. Emphasis is given to key verses and themes in each book.

One semester, three hours

BI103 Personal Evangelism – This course is a careful study of the Spirit-filled life of the soulwinner with an emphasis on the individual, his message, and the means of evangelism.

One semester, two hours

BI120 Life of Christ – This course is a chronological overview of the 33½ years of Christ's earthly ministry.

One semester, three hours *Prerequisite – BI102*

BI125 Prayer – This is a study of the importance of prayer for the Christian with an emphasis placed on the Biblical explanation and practical application.

One semester, two hours

BI127 Biblical Separation and Standards – This course is a practical, historical, and Scriptural approach to understanding Bible standards.

One semester, two hours

BI200 Genesis – This is a thorough study of the first book of the Bible giving special emphasis to creation, the flood, and the early history of the world as taught in God’s Word.

One semester, two hours *Prerequisite – BI101*

BI201 Exodus-Deuteronomy – This course is a systematic study of the books of Exodus, Leviticus, Numbers, and Deuteronomy including the wilderness wanderings of the Israelites, the tabernacle, and sacrifices.

One semester, three hours *Prerequisite – BI101*

BI203 Corinthians – This is a verse-by-verse study of I and II Corinthians giving God’s instructions to churches with major problems in the areas of doctrine and discipline.

One semester, two hours *Prerequisite – BI102*

BI204 Women of the Bible – This course focuses on the women found within the pages of Scripture whom God chose to use. Much can be learned from these women.

One semester, two hours (*Ladies Only*)

BI205 Bible Principles – This course deals with establishing Biblical principles in the Christian life. The student will learn how to establish Scriptural principles to govern their lives.

One semester, three hours

BI208 Bible Geography and Customs – This course focuses on geography and customs of the people of the Bible using maps to locate places referred to in the Scriptures to help the Bible come to life.

One semester, two hours

BI210 Bible Doctrines I – This course is a survey study of several of the major doctrines of the Bible including: Bibliology, Theology, and Christology.

One semester, three hours

BI211 Bible Doctrines II – This course is a survey study of several of the major doctrines of the Bible including: Pneumatology, Anthropology, and Hamartiology.

One semester, three hours

BI213 Bible and Science – This course is a study showing that true science points to and is in harmony with the Bible and a development of the idea that secular humanism requires more faith than literal Bible belief.

One semester, two hours

BI217 Pastoral Epistles – This is a course to acquaint young men with the various blessings, dangers, and responsibilities of pastoring a church as presented in the only three epistles specifically addressed to the pastor.

One semester, two hours *Prerequisite* – BI102 (Men Only)

BI300 Bible History and Chronology – This is a study of the Bible placing dates, people, and events in chronological order to give an understanding of Biblical content.

One semester, two hours *Prerequisites* – BI101, BI102

BI301 Gospels – This course is a concise study of the four Gospels. It begins with an historical background of the inter-testamental period, a brief study of the geography of Palestine, and concludes with an overview of the four-fold picture in the Gospels of our Lord (emphasizing Christ's birth, ministry, death, resurrection, post-resurrection appearances, and ascension) showing the inspired harmony of these books.

One semester, three hours *Prerequisite* – BI102

BI302 Acts – This course studies the purpose, methods, power, and program of the early church.

One semester, three hours *Prerequisite* – BI102

BI303 Romans – This is a verse-by-verse study of Romans giving thorough explanation of the doctrines of salvation, sanctification, and service.

One semester, three hours *Prerequisite* – BI102

BI304 Paul's Shorter Epistles – This course studies the books from Galatians through Philemon chronologically as they fit into the narrative of Acts.

One semester, two hours *Prerequisite* – BI102

BI306 Jeremiah and Lamentations – This is a concise study of the prophet Jeremiah giving his purpose and time and an overview of his predictions, especially emphasizing the foretelling of Christ and concluding with the analysis of the poetry in Lamentations.

One semester, two hours *Prerequisite* – BI101

BI308 Poetry and Wisdom Literature – This is a survey of the Old Testament books of Job, Psalms, Proverbs, Ecclesiastes, and Song of Solomon.

One semester, two hours *Prerequisite* – BI101

BI309 Greek I – This course is designed to build a basic working knowledge of Greek. Students will acquire proficiency in letter recognition, sound blends, transliteration, use of a Greek lexicon, and other needed skills to assist in proper translation.

One semester, three hours *Prerequisite* – EN101 (*Men Only*)

BI310 Greek II – This course is a continuation of Greek I in which students will build on skills already presented. Greek grammar rules will be taught which include parts of speech, sentence structure, case usage, and punctuation. The student will gain a practical knowledge of how to do a word study and how to analyze and explain Scripture passages for teaching and preaching uncovering a wealth of hidden truths.

One semester, three hours *Prerequisites* – EN101, BI309

BI311 Hebrews – This course is a verse-by-verse study of the book of Hebrews.

One semester, two hours *Prerequisite* – BI102

BI312 Premillennialism – This course will show that Premillennialism is in fact a way of Bible interpretation; principles of Hermeneutics will also be introduced.

One semester, two hours

BI313 Historical Books I – This is a chapter-by-chapter study of Joshua, Judges, and Ruth with a special emphasis on successful Christian living and on leadership principles found in these books.

One semester, three hours *Prerequisite* – BI101

BI314 Historical Books II – This course is a survey of I and II Samuel, I and II Kings, I and II Chronicles, Ezra, Nehemiah, and Esther. A biographical approach is used in this course with special attention given to the leaders discussed in these books.

One semester, three hours *Prerequisite* – BI101

BI316 Proverbs – This is a practical study of Solomon's instructions to his son concerning the qualities of a righteous man, a wicked man, and a virtuous woman.

One semester, three hours *Prerequisite* – BI101

BI317 The Church – This course studies a New Testament church comparing it to various denominations.

One semester, two hours

BI325 Christ in the Old Testament – This course discusses how the Old Testament prophesied extensively concerning the Person of Christ, what He has done, what He is doing now, and what He will do in the future.

One semester, two hours *Prerequisite* – BI101

BI326 Homiletics I – This is a study of the preparation and delivery of sermons. The course is designed to instruct in selecting, outlining, and gathering materials, as well as in delivering the message.

One semester, two hours *Prerequisites – EN112, EN102 (Men Only)*

BI327 Homiletics II – This course is a further study of the preparation and delivery of sermons. Emphasis is given to the preparation of messages for the various facets of the ministry. Practice preaching with careful evaluation is included.

One semester, two hours *Prerequisite – BI326*

BI356 Spiritual Warfare I – This course deals with a culture at war with the church. It is an in-depth Bible study of how the church is to reach the culture without compromising.

One semester, three hours

BI357 Spiritual Warfare II – This is a continuation of the in-depth Bible study of a culture at war with the church.

One semester, three hours

BI375 Bible Faith – This course is an extensive study of the faith of the Christian. Bible characters are used to make practical application as well as Bible principles of faith to build the faith of the Christian in his goal of pleasing God.

One semester, three hours

BI401 Isaiah – This is a practical study of the historical setting of the book emphasizing the personality and purpose of the prophet with an analytical study focusing on Messiah in His sufferings and His glory as well as the prophecy and predicted blessings that would come through Christ to both Jew and Gentile.

One semester, three hours *Prerequisite – BI101*

BI402 Bible Prophecy – This course deals with the revelation of the last days and a chronology of things to come.

One semester, three hours *Prerequisites* – BI101, BI102

BI403 Ezekiel – This course is an analysis of the book, the purpose, personality, and visions of the prophet Ezekiel. Special emphasis is given to God’s dealings with Israel in the past and future.

One semester, two hours *Prerequisite* – BI101

BI404 Minor Prophets – This course is a study of the prophets from Daniel through Malachi including the historical setting, the ministry of each prophet, and an analysis of the message and prophetic content of each book.

One semester, two hours *Prerequisite* – BI101

BI405 General Epistles – This course is a historical, doctrinal, and practical study of the epistles of James; I and II Peter; I, II, and III John; and Jude.

One semester, two hours *Prerequisite* – BI102

BI411 Hebrew Study Tools – This course is a study of Biblical Hebrew introducing the alphabet and principles of grammar. Emphasis is upon understanding how to use various research tools for finding precise meanings of Old Testament words and preparing Scripture texts for preaching and teaching.

One semester, two hours *Prerequisite* – BI309 (*Men Only*)

BI427 Apologetics – This course uses the systematic theological approach in preparing the student to defend and explain the facts and proofs of Christianity.

One semester, two hours *Prerequisite* – BI327

BI441 Cults – This course is a study of the historical and theological positions of modern-day perversions of Biblical truths.

One semester, three hours

BI455 Emerging Church Theology – This is a detailed focus on the Emerging Church movement and how it is influencing Baptist churches. This course defines the post-modern movement by their own terms and reveals the seducing spirits that have defined its doctrine.

One semester, two hours

CHURCH COMMUNICATIONS DEPARTMENT

CC101 Computer Basics – This course is designed to give students the basic understanding of computers for their college career. It begins with an examination of file systems and file management and progresses to training in Microsoft Word and Microsoft Excel.

One semester, three hours

CC121 Web Design I: Fundamentals of Web Design – In this course, the student will learn the importance of web design in the ministry and the basics of HTML and CSS that will help lay the foundation for being able to code and build websites for the church.

One semester, two hours

CC130 Digital Photography I: Intro to Digital Photography – Designed with the beginner photographer in mind, this course will give students an overview of how to use a DSLR camera and all of the key functions. Students will learn the core terminology and features that will help them understand exactly how the camera works.

One semester, one hour

CC131 Digital Photography II: Advanced Fundamentals of Digital Photography – This course is designed to give students the confidence to move from Auto mode to Manual mode. Students will learn how to take what was previously

learned and apply each setting to different situations to give photos a balanced and professional touch.

One semester, one hour *Prerequisite – CC130*

CC140 Video Production I: Introduction to Video – This course is designed to give students an understanding of the basics of video production. From terminology to finding the right equipment to knowing how to use a camera correctly, the student will gain a solid foundation.

One semester, one hour

CC141 Video Production II: Storyboard and Script Writing – Students learn to streamline video production with proper planning and preparation. This course will teach the student the steps needed to produce a great video before touching a camera by learning the fundamentals of drafting a solid storyboard and preparing a script correctly.

One semester, one hour *Prerequisite – CC140*

CC201 Computer Hardware – This course gives students a thorough understanding of modern computing devices and how they operate. Students are taught about the major systems found in computing devices including processors, memory, and storage covering both personal computers and mobile devices.

One semester, two hours *Prerequisite – CC101*

CC210 Fundamentals of Design – This course gives students the basic understanding of graphic design concepts. Concepts include unity, composition, balance, proportion, color theory, and photography in design. Students will see real-world examples of these concepts and complete projects of their own to reinforce their understanding.

One semester, two hours

CC211 Photoshop I: Photoshop Fundamentals – This course is the entry level course for Adobe Photoshop. Students

will be introduced to Adobe Creative Cloud and the Photoshop user interface. Students will learn about the menus and tools inside Photoshop along with gaining an understanding of layers and image formats.

One semester, three hours *Prerequisite – CC210*

CC220 Web Design II: Principles of Church Web Design – In this course, students will learn the core pages and features that make a great church website as well as knowing how to formulate project costs to give the financial department an accurate projection of the total amount it will take to build each site.

One semester, one hour *Prerequisite – CC121*

CC221 Web Design III: Design and Layout – Students will learn efficiently and effectively to plan a website from start to finish before beginning the building process. This course is designed to help map out concise wireframes, to create functional layout designs and patterns, as well as to make sure the flow of the website has a consistent look and feel.

One semester, two hours *Prerequisite – CC220*

CC230 Digital Photography III: Location, Lighting, and Framing – With the knowledge of how to use a camera, the student will get an in-depth look at how to effectively frame a picture in different venues and lighting conditions. The student will learn the tools and methods used to take a great picture whether with a cell phone or with a DSLR camera.

One semester, one hour *Prerequisite – CC131*

CC231 Digital Photography IV: Portrait and Landscape Photography – This course will give the student a solid grasp of the methods and techniques used to take proper portrait and landscape pictures that will help give the church's graphics and web design a first-class look.

One semester, one hour *Prerequisite – CC230*

CC240 Video Production III: Lighting and Location – This course is designed to help the student in choosing locations and how to deal with various lighting situations. Whether shooting a video inside the church or making a promotional video using the church’s landscape, the student will learn the basics of how to use each venue in distinct ways.

One semester, one hour *Prerequisite* – CC141

CC241 Video Production IV: Framing and Shooting – This course will take what the student has planned on paper and turn it into a quality video by exploring the fundamentals of framing shots with audio, scenery angles, and use of drones.

One semester, one hour *Prerequisite* – CC241

CC250 Principles of Sound Reinforcement – Students will learn the basics of how sound is generated, how it travels, and how it is perceived by a listener. This class explores the frequency range of the human voice and of human hearing. Students also will learn common problems found in sound reinforcement environments and how to correct for them.

One semester, two hours

CC251 Live Sound Systems – This course will follow the signal chain from the microphone, to the mixer, to the amplifiers, and to the loudspeaker. Students will gain a technical understanding of the equipment and concepts found in modern sound systems.

One semester, three hours *Prerequisite* – CC250

CC311 Photoshop II: Intermediate Photoshop – This course is a more in-depth discussion of topics such as blending modes, image correction, and masking.

One semester, three hours *Prerequisite* – CC211

CC312 Photoshop III: Advanced Photoshop Techniques – This final course will have students exploring filters and

patterns, creating color channels, working with and creating actions, and exploring 3D tools.

One semester, three hours *Prerequisite – CC311*

CC313 Illustrator I: Illustrator Fundamentals – This course is designed to give students a thorough understanding of the menus and tools found in Adobe Illustrator. Students will gain a thorough understanding of vector images and their uses.

One semester, three hours *Prerequisite – CC211*

CC314 Illustrator II: Intermediate Illustrator – This course will expand upon topics such as distortions, gradient meshes, envelopes, and blends. Students will gain extensive experience with the pen tool.

One semester, three hours *Prerequisite – CC313*

CC315 InDesign I: InDesign Fundamentals – This is an introductory course for students to explore the user interface and to learn about menus and tools. Students will learn to set type and to work with graphics and images.

One semester, three hours *Prerequisite – CC211 (CC only)*

CC320 Church Web Design I: UX Design and Integration I – This course is designed to walk the student through setting up a hosting account, domain registration, and building the framework for the website. The wireframe and layouts created previously will be used to start building the basis for the student's website.

One semester, three hours *Prerequisite – CC221*

CC321 Church Web Design II: UX Design and Integration II – This course is designed to help students tell the story of the church through the graphics and media chosen. Students will finish building their websites as well as learn how to run quality control to test the functionality of the UX and the experience users will have on all devices.

One semester, two hours *Prerequisite – CC320*

CC330 Digital Photography V: Post Editing Basics – In this course, the student will learn the basics of various photo editing programs from Lightroom to mobile programs that will help speed up the workflow whether at home or on the go. One semester, one hour *Prerequisite – CC231*

CC331 Digital Photography VI: Advanced Editing – This course will discuss advanced Lightroom techniques such as working inside Raw, stylizing photos, working with fog and rain, and color grading. One semester, one hour *Prerequisite – CC330*

CC340 Video Production V: Post Video Editing I – The students will learn the fundamentals of video editing with a foundation in sequencing, audio, and file management that will help create powerful and professional-looking videos. One semester, one hour *Prerequisite – CC241*

CC341 Video Production VI: Post Video Editing II – The student will learn more advanced techniques on how to add effects and stylize video, color grading, and exporting for specific platforms. One semester, one hour *Prerequisite – CC340*

CC401 Computer Networking Concepts – This course is designed to give the student an understanding of the concepts and processes necessary to design, build, and maintain a small computer network including network hardware, network wiring, IP addressing, DNS, DHCP, routing, and security. One semester, two hours *Prerequisite – CC201*

CC410 Typography – This course is an in-depth look into text including physical attributes of type, type family classifications, legibility, and layout design aspects. One semester, one hour *Prerequisite – CC210*

CC415 InDesign II: Intermediate InDesign – Students will learn to work with styles for both text and objects and will learn to use master pages and master items needed for print layout.

One semester, three hours *Prerequisite* – CC315

CC416 Outputting and Adobe Acrobat – This course is designed to give the student an understanding of the processes necessary to send a project off to press including bleeds, registration, CMYK separations, and soft proofing. Students will also learn the tools available to them in Adobe Acrobat for the handling of PDF files.

One semester, one hour *Prerequisite* – CC415

CC420 Church Web Design III: Marketing and Branding – From email marketing to building a presence on search engines, students will learn the basics of how each platform works and when to use them.

One semester, one hour *Prerequisite* – CC321

CC421 Social Media Marketing – Students will learn how to use three major platforms to convey the church’s message effectively as well as learn about the tools and methods that make this process easier and gives the church a first-class look online.

One semester, one hour

CC430 Digital Photography VII: Using Photography for Ministry – This course will discuss real-world applications and how to handle certain events and venues. Students will learn how to frame pictures for different social media platforms and help the church’s graphics and web team.

One semester, one hour *Prerequisite* – CC331

CC431 Digital Photography VIII: Real-World Application –

This course will cover marketing, getting clients, pricing structure, and getting paid, in addition to using the student's previous knowledge to help fund projects and ministries through scheduling photography jobs.

One semester, one hour *Prerequisite* – CC430

CC440 Video Production VII: Fundamentals of Livestreaming –

This course is designed to give the student a framework for setting up a live stream for a church. The student will learn what to look for when choosing equipment, how to set it up correctly, and how to manage a team during church services when running live video.

One semester, one hour *Prerequisite* – CC341

CC441 Video Production VIII: Marketing and Social Media –

This course will teach the different types of videos to create for the church, how to edit them for each platform, and how to create a reliable workflow among the church's media team.

One semester, one hour *Prerequisites* – CC421, CC440

CHRISTIAN EDUCATION DEPARTMENT

CE201 Survey of Church Ministries – This course is a general overview of all the different ministries of the local New Testament church. The primary goal of every ministry is to advance the cause of Christ.

One semester, two hours

CE208 Child Evangelism – This course is designed to acquaint students with methods for children's ministries. It includes procedures for teaching Bible songs, Bible verses, and Bible stories by using visual aids as well as evaluating materials designed for use with children.

One semester, three hours

CE211 Christian Manhood – This course is designed to refine young men and to make them more complete by adding propriety to America’s future leaders without taking away their fire and zeal.

One semester, two hours

CE228 Methods of Bible Study – This course is designed to help students gain practical experience in their Bible study. A variety of different methods are introduced to assist students in making their own discoveries in the Bible.

One semester, two hours

CE236 The Bus Ministry – Students have the opportunity to study under the bus director of Immanuel Baptist Church by receiving in-service training in addition to classroom instruction.

One semester, two hours

CE303 Starting a New Testament Church – This course is designed to teach the Biblical and practical methods of starting a New Testament church whether in the United States or on a foreign field. It includes suggestions for assuming the pastorate of an existing church with practical methods that have been tried and proven by others who have successfully started churches.

One semester, two hours

CE305 Sign Language I – The students will learn the basics of American Sign Language alphabet, vocabulary, and sentence structure.

One semester, three hours

CE306 Sign Language II – This course expands vocabulary with an emphasizes on how to work with the deaf in their terminology as well as guidelines for deaf work in the local church.

One semester, three hours *Prerequisite* – CE305

CE307 Youth Ministry – This course teaches methods and philosophies of reaching and training teenagers covering such subjects as youth activities, soulwinning, Bible clubs, music groups, and many other aspects.

One semester, two hours

CE310 Christian School Administration – This is a study of curricula, public relations, basic laws, parent conferences, and student activities for efficient operation of Christian schools.

One semester, two hours

CE311 Spanish I – This course is the beginning study of the Spanish language and is designed to introduce the student to the basic skills of listening, speaking, reading, and writing in Spanish including learning the plan of salvation for soulwinning.

One semester, three hours

CE312 Spanish II – This course continues to develop the student's listening, speaking, reading, and writing skills in Spanish. Content includes a review of Spanish sounds and pronunciations, a review of stress, accentuation, punctuation, and spelling. Emphasis is placed upon oral communication through question and answer drills and daily oral recitation.

One semester, three hours *Prerequisite – CE311*

CE402 Assisting the Pastor – This is a practical class working with the pastor in areas of visitation in the home and at the hospital, conducting of services, administration, funerals, and weddings.

One semester, two hours

CE404 The Pastor and His Staff – This is a study of the various relationships encountered as a pastor including principles used in dealing with church leaders, staff, and fellow pastors.

One semester, two hours

CE410 Church and Sunday School Administration – This is an analysis of the leadership, organization, and function of the local church Sunday school including communication, accountability, training of teachers, evaluation and selection of curricula, and promotion.

One semester, two hours

EDUCATION DEPARTMENT

ED201 General Teaching Methods – This introductory course explains the aims, materials, and general methods employed in teaching in a Christian school. It emphasizes the practical techniques and the effective use of instructional technology and visual aids in the elementary classroom as well as skills needed by the elementary teacher. Observation and peer teaching are important elements of this course.

One semester, three hours

ED202 Materials and Methods – This introductory course is designed as a teaching skills course which involves the student in current educational reading, various methods of instruction, and the operation and use of classroom visuals and technology in the secondary classroom as well as skills needed by the junior high and high school teacher. Observation and peer teaching are important elements of this course.

One semester, three hours

ED203 Curriculum Development – This course is designed to introduce the student to the various curricula available to the Christian school teacher. It will explore the purpose and practical application of curriculum usage with an emphasis on building one's own curriculum for the classroom.

One semester, three hours *Prerequisite – ED201 or ED202*

ED207 Tests and Measurements – This course studies the nature, principles, and use of testing as an appraisal of learning, with emphasis on the development of formal and informal measurement tools for classroom use on the elementary and secondary levels.

One semester, two hours

ED210 The Science of the Classroom – This is a course covering the techniques and methods of good classroom management, classroom control, lesson preparation, lesson presentation, and annual planning.

One semester, two hours

ED213 Philosophy of Education – This is a study that places Christian education in its proper perspective with an emphasis upon its historical and philosophical developments in addition to the philosophy behind the methods and goals of Christian education.

One semester, two hours

ED303 Elementary Sports and Games – This is a course designed to give the student the knowledge and skills necessary to set up a physical education program appropriate for each elementary grade level. Motor skills, hand-eye coordination, and other motor movements will be studied and analyzed for identification purposes. Peer teaching in addition to observation and practical teaching experiences are provided.

One semester, two hours *Prerequisites – ED201, ED210*

ED304 Essentials of Secondary Physical Education – This course is designed to give the student knowledge in various sports disciplines with an emphasis on the methods and procedures of teaching Physical Education at the junior high and high school level. Peer teaching in addition to observation and practical teaching experiences are provided.

One semester, two hours *Prerequisites – ED202, ED210*

ED311 Teaching Reading and Language Arts in the Elementary School – This course is a study of several methods for the teaching of reading and phonics in the elementary school as well as spelling, handwriting, and English grammar. Peer teaching in addition to observation and practical teaching experiences in the classroom are provided.

One semester, three hours *Prerequisites* – ED201, ED210

ED312 Teaching Elementary Mathematics – This is a study of selecting and organizing materials as well as the methods for teaching arithmetic in the elementary classroom. Peer teaching in addition to observation and practical teaching experiences in the classroom are provided.

One semester, three hours *Prerequisites* – MA101, ED201, ED210

ED313 Teaching Elementary History – This is a study of selecting and organizing materials as well as the methods for teaching history through storytelling techniques with a spiritual application in the elementary classroom. Peer teaching in addition to observation and practical teaching experiences in the classroom are provided.

One semester, two hours *Prerequisites* – ED201, ED210

ED314 Teaching Elementary Science – This is a study of selecting and organizing materials as well as the methods for teaching science in the elementary classroom with an emphasis on demonstration. Peer teaching in addition to observation and practical teaching experiences in the classroom are provided.

One semester, two hours *Prerequisites* – ED201, ED210

ED321 Teaching Secondary English – This course is a study of several methods for the teaching of English grammar and usage, composition, literature, spelling, vocabulary, and poetry. Peer teaching in addition to observation and practical teaching experiences in the classroom are provided.

One semester, three hours *Prerequisites* – ED202, ED210

ED322 Teaching Secondary Mathematics – This course is a study of the several methods of teaching mathematics in the secondary classroom. Instruction is given in the proper transfer of these mathematical principles in line with the spiritual and physical life. Peer teaching in addition to observation and practical teaching experiences in the classroom are provided.

One semester, three hours *Prerequisites* – MA101, ED202, ED210

ED323 Teaching History in Secondary School – This course is a study of several methods of teaching history and historical concepts in the secondary classroom using spiritual applications with an emphasis on effective storytelling. Peer teaching in addition to observation and practical teaching experiences in the classroom are provided.

One semester, two hours *Prerequisites* – ED202, ED210

ED324 Teaching Science in the Secondary School – This course is a study of the several methods of teaching science and scientific concepts in the secondary classroom using spiritual application with an emphasis on demonstration. Peer teaching in addition to observation and practical teaching experiences in the classroom are provided.

One semester, two hours *Prerequisites* – ED202, ED210

ED400 Student Teaching – This is supervised practice teaching in Berean Christian Academy.

One semester, twelve hours *Prerequisite* – All Teaching and Methods Courses

ED401 Professional Development – This course is the application of the comprehension of leadership skills, professional responsibility, human relationships, learning theories, and institutional methodology with an emphasis on the relationship between student behavioral success and

classroom management. This course must be completed in conjunction with Student Teaching.

One semester, two hours

ENGLISH DEPARTMENT

EN100 Basic English – This is a noncredit, basic English course required of all new students whose scores on the English Placement Test indicate that they do not have sufficient background to take EN101.

One semester, three hours

EN101 English Grammar I – This course is a study of English grammar with an emphasis on parts of speech, sentence structure, usage, and punctuation as well as basic writing skills.

One semester, three hours *Prerequisite – EN100 or English Placement Test*

EN102 English Grammar II – This course is a study of English grammar with an emphasis upon agreement and usage and complex sentence structures and advanced writing skills.

One semester, three hours *Prerequisite – EN101*

EN112 Fundamentals of Speech – This course is a study of the basic principles of public speaking with special emphasis on formal presentation and platform techniques.

One semester, two hours *Prerequisite – EN102*

EN201 English Composition – This course is a study of the rules of formal writing. Students prepare descriptive paragraphs, persuasive and expository narratives, as well as a variety of other compositions including a research paper.

One semester, two hours *Prerequisite – EN102*

EN209 Children's Literature – This course is a survey of literature for children at different grade levels with an emphasis on the telling of children's stories.

One semester, three hours

EN211 English Literature I – This is a survey course designed to acquaint the student with the major works of English literature.

One semester, three hours

EN212 English Literature II – This course is a continuing study of the major works of English literature.

One semester, three hours *Prerequisite – EN211*

EN213 Speaking for Special Occasions – This course is a continuing study in the basic principles and techniques of public speaking with an emphasis on speaking and performing during special events and activities.

One semester, two hours *Prerequisite – EN112*

EN311 American Literature I – This class is a survey of outstanding American Literature from the Colonial period to the Romantic period.

One semester, three hours

EN312 American Literature II – This class is a survey of outstanding American Literature from the Age of Realism to the present.

One semester, three hours *Prerequisite – EN311*

EN313 American Short Story – This class is a survey of major works of American short story writers with an emphasis on theme and development.

One semester, two hours

EN320 Teacher's Writing Seminar – This is a course that teaches the mechanics of writing with a review of sentence structure. Assignments include various forms and letters for parent/teacher communications as well as programs for special events.

One semester, two hours *Prerequisite – EN201*

EN321 Preacher's Writing Seminar – This is a course that teaches the mechanics of writing with a review of punctuation and sentence structure. Assignments include the writing of a brochure, letters, a church bulletin, a Sunday school lesson, and a narrative. This course is for preachers only.

One semester, two hours *Prerequisite – EN201 (Men Only)*

EN411 World Literature – A survey course designed to acquaint the student with major literary works from around the world.

One semester, three hours

EN451 Advanced Grammar – This course is an in-depth study of grammar and usage as the fundamental skills of writing.

One semester, three hours *Prerequisite – EN102*

EN452 Advanced Composition - This is a course with continued practice in writing and revision of papers with special emphasis on unity, coherence, and flow. Assignments include writing narration, description, persuasion, simple forms of creative writing, and a research paper.

One semester, three hours *Prerequisite - EN201*

HISTORY DEPARTMENT

HI101 History of Civilization I – This class is a study of the history of man from the beginning of written records to the present day including the cultural developments of principal countries.

One semester, three hours

HI201 Baptist History I – This is a course that studies the history of the local church, its founding from the days of Christ, and development and growth through the Middle Ages. Special emphasis is given to the history of Baptists and history of the Bible.

One semester, two hours

HI202 Baptist History II – This course is a continued history of the local church from the Middle Ages to the present, with special emphasis on the Baptist movement in America.

One semester, two hours *Prerequisite* – HI201

HI301 United States History – This course is a chronological study of America from its colonial beginnings through the circumstances that helped to shape the United States of America into a global military power.

One semester, three hours

HI315 The Age of Reformation – This course studies the consideration of the political and religious developments of sixteenth-century Europe. Considerable attention is given to the works of Martin Luther, John Calvin, the English Reformation, and the Anabaptists.

One semester, three hours

HI403 Recent American History – This course is a study of the political, economic, social, and cultural history of the United States since 1900.

One semester, two hours

HI422 History of Evangelism and Evangelists – This course is a study of revivals and evangelism since the time of the Reformation through various periods in history when God worked in unusual ways.

One semester, two hours

HI424 History of the South – This course is a study of the political, economic, social, and cultural history of the South since the Colonial era.

One semester, three hours

CHRISTIAN MINISTRIES DEPARTMENT (LADIES)

LM102 Christian Womanhood – This course is designed to help women develop the character traits needed to be a Christian lady as described in Proverbs 31.

One semester, two hours

LM204 Women of the Bible – This course focuses on a variety of women from the Old and New Testaments.

One semester, two hours

LM220 Managing a Ministry Home – This course will aid young ladies to be “keepers at home” as commanded in Titus 2:5 by learning to balance the ministry and the home. One semester, two hours

LM230 Ministry of Encouragement – This course is designed to help young ladies learn to be an encourager by discovering the secret to enriching the lives of all those with whom she has relationships.

One semester, one hour

LM263 The Wife of the Leader – This course is designed to give the young lady exposure to the many facets of the role of the leader's wife by exploring topics such as loyalty, dying to self, priorities, attire, budgeting, handling criticism, and leadership roles.

One semester, two hours

LM264 Preparation for Marriage – This is a course focusing on the virtues listed in Titus 2. Topics to be discussed include dating, engagement, and preparing to be a good wife.

One semester, two hours

LM302 Leading a Ladies Ministry – This course is designed to train young ladies for future ministry by teaching how to be the right kind of woman and leading other ladies to do the same.

One semester, two hours

LM303 The Secretary in the Ministry – This is a study in the unique service the secretary can render in the local church covering the complete spectrum of secretarial duties.

One semester, two hours

LM308 Decorating for Special Events – This is a study of the types of decorations to be used for showers, weddings, anniversaries, banquets, and entertaining special guests.

One semester, two hours

MATH DEPARTMENT

MA101 College Math Survey – This study will include functions and algebraic expressions, graphs, quadratic equations, exponents and radicals, and inequalities.

One semester, three hours

MA201 Advanced Math I – This course provides in-depth coverage of trigonometry, logarithms, analytic geometry, upper-level algebraic concepts, and practice of intermediate algebraic concepts and trigonometry.

One semester, three hours *Prerequisite* – MA101

MA202 Advanced Math II – This course includes lessons on functions, matrices, statistics, and use of the graphing calculator as well as pre-calculus concepts.

One semester, three hours *Prerequisite* – MA201

MA220 Trigonometry – This course is a study of trigonometric functions, identities, graphs, solutions to triangles, exponential and logarithmic functions, and some advanced college algebra.

One semester, three hours *Prerequisite* – MA101

MA230 College Geometry – This course is an introduction to advanced Euclidean geometry with topics including circles, constructions, loci, polygons, triangles, and congruence.

One semester, three hours *Prerequisite* – MA101

MA300 Pre-Calculus – This course is a review of algebra, geometry, trigonometry concepts with a heavy emphasis placed on common and natural logarithms, trigonometric and

exponential functions, logarithmic equations, factorials, and binomial theorems and limits.

One semester, three hours *Prerequisites* – MA202, MA220, MA230

MA301 Calculus – This course is a study of functions, limits, derivatives of algebraic functions, and definite and indefinite integrals with their many applications.

One semester, three hours *Prerequisite* – MA300

MA302 Analytic Geometry – This course studies the transcendental and hyperbolic functions, methods of integration, and introduction to vectors.

One semester, three hours *Prerequisites* – MA230, MA301

MA403 Abstract Algebra – This course is a study including set theory, groups, rings, fields, ideals, unique factorization domains, and other topics. Ideas are illustrated with real numbers, modular arithmetic, and other representations.

One semester, three hours *Prerequisite* – MA202

MISSIONS DEPARTMENT

MI201 Introduction to Missions – This is an introductory course designed to study the Biblical basis for missions consisting of an in-depth study of the Great Commission, the role of the local church, and an overview of a missionary's call, preparation, and the ministry of deputation.

One semester, two hours

MI204 Biographies of Great Men – In this exciting course, we will discuss the lives and ministries of men who were greatly used by God to alter villages, regions, cities, and countries for the cause of Christ.

One semester, two hours

MI208 History of Missions – From Abraham to Paul to William Carey, this course will provide a thorough understanding of the beginning points of world evangelism and missionaries.

One semester, two hours *Prerequisite – MI201*

MI220 World Missions – This course is a philosophical approach to world missions focusing on developing a vision to reach the world.

One semester, two hours *Prerequisite – MI201*

MI304 The Missionary and His Family – This course will provide helpful instruction and highlight the pitfalls that must be avoided regarding the missionary's love and care for his family.

One semester, three hours *Prerequisite – MI201*

MI308 Missionary Economics and Finances – This course will instruct the missionary in the areas of taxes, exchange rates, financial planning, personal and ministry expenses, and various business matters.

One semester, two hours *Prerequisite – MI201*

MI322 Missionary Relationships – This is a course presenting the relationship of missionaries to each other, with the mission board, with pastors and supporting churches, and his own personal life and family life on deputation and on the field.

One semester, two hours *Prerequisite – MI201*

MI401 Missionary Practical Helps – This is a course giving limited instruction in areas such as construction, mechanics, clerical, medical, foreign travel, and education.

One semester, three hours *Prerequisite – MI201*

MI432 Missionary Deputation – This course prepares the missionary for choosing a mission board, family life on deputation, planning a survey trip, contacting pastors to arrange meetings, presenting the missionary and the field of service to the pastor and people, preaching on deputation, and creating prayer cards and newsletters.

One semester, two hours *Prerequisite* – MI201

MI440 Short-term Missions Trip – This course provides a hands-on experience for the student to be in a mission field setting. The student with a mission's major will be required to take at least one missions trip during their junior or senior year unless otherwise approved by the Administration.

MUSIC DEPARTMENT

MU101 Fundamentals of Music – This course is a study of the basics of music including notation, basic forms of rhythm, music terminology, and intervals.

One semester, two hours

MU102 Music Theory I – Beginning with a comprehensive review of the basic materials of theory, this course covers a detailed study of key signatures, rhythm, intervals, complex time signatures, and scales including an introduction to chord building, transposing, and harmony analysis.

One semester, three hours *Prerequisite* – MU101

MU120 Piano Techniques I – This course is a group piano class for music students with little or no keyboard experience teaching fundamentals of music, major scales, arpeggios, key signatures, and proper playing techniques.

One semester, two hours *Prerequisite* – MU101

MU121 Piano Techniques II – In this course, students will continue their study of scales and chords, finger exercises, note reading, and basic theory.

One semester, two hours *Prerequisite – MU120*

MU197 Private Piano Lessons – This is private instruction based on the skill level of the individual from the intermediate to the advanced pianist.

Eight semesters, one hour each (*Music Majors only*)

MU198 Private Instrumental Lessons – This is private instruction based on the skill level of the individual from the beginner to the advanced instrumentalist.

Eight semesters, one hour each (*Music Majors only*)

MU 199 Music Internship – This is a directed study course with the purpose of giving the music major practical training in the music ministries of the local church. The student, under the direction of the music director, will learn techniques and styles of a choir, ensemble, orchestra, or other related ministries.

Eight semesters, one hour each (*Music Majors only*)

MU201 Music Theory II – This course is a practical application of transposition, extensive chord study including inversions, rhythmic dictation, and two-part harmony with major chords.

One Semester, three hours *Prerequisite – MU102*

MU202 Music Theory III – This course includes further chord study, rules of harmonizing, transposing for instruments, four-part writing, and arranging for voices, brass, woodwind, strings, and piano.

One semester, three hours *Prerequisite – MU201*

MU220 Piano Techniques III – This course will continue the student’s study of scales and chords, help to develop finger dexterity, and to continue note reading at a more intermediate level.

One semester, two hours *Prerequisite* – MU121

MU221 Piano Techniques IV – In this course, students will continue previous studies as well as an introduction to hymn playing in basic key signatures.

One semester, two hours *Prerequisite* – MU220

MU230 Music Ministry Administration – This course will discuss the philosophy, organizational techniques, resources, and repertoire of the effective music ministry of the local church. Students will also learn basic conducting patterns to use for song leading. Qualifications and responsibilities, staff relationships, service planning and scheduling, and music library and copyright laws will be discussed as well.

One semester, two hours *Prerequisite* – MU102 (*Music Majors only*)

MU235 Instrumental Techniques – This course is taught in a group setting for music majors with little or no experience with instruments covering basic techniques and methods of breathing, fingering, embouchure placement, and care. Music majors will also learn how to write music for each instrument including key and clef.

One semester, two hours *Prerequisite* – MU101

MU301 Music Theory IV – This course is a continuing study including form, cadences, non-harmonic tones, modulation, advanced chord study, key relationships, and arranging and writing for orchestra or piano depending on chosen proficiency.

One semester, three hours *Prerequisite* – MU202

MU310 Philosophy of Music – This course offers an in-depth study of the Biblical philosophy of music, including the role of music in the local church service and measuring current musical trends and their roots in light of God’s Word.

One semester, two hours

MU320 Hymnology – This course is a study in understanding and appreciating our heritage of hymns and Gospel songs with the purpose of preserving this heritage of congregational singing for the generations to come.

One semester, two hours

MU340 Instrumental Methods I – This course is a study of the basic fingering, tonguing, care, and pedagogy of the flute, single-reed woodwinds, and double-reed instruments including a brief overview of the basic techniques in playing all the concert percussion instruments.

One semester, two hours

MU341 Instrumental Methods II – This course is a study of the basic fingering, tonguing, care, and pedagogy of the trumpet, French horn, trombone, baritone, and tuba as well as a brief overview of the basic fingering, bowing, care, and pedagogy of the violin, viola, cello, and string bass.

One semester, two hours *Prerequisite – MU340*

MU365 Hymn Arrangement and Accompaniment – This course will teach how to effectively arrange a hymn for offertories, invitation, or other special events. Students will learn how to creatively begin and end a hymn effectively, to transpose a hymn from one key to another, to use different techniques such as chord substitution, rubato piano playing, and chord inversions. Students will also learn the basic techniques and principles of accompaniment for choirs, solos, congregational singing, and various ensembles.

One semester, two hours *Prerequisite – Five semesters of MU197*

MU370 Music Technologies – This course is designed to help students become familiar with composing and arranging software Finale PrintMusic®. Students will be required to produce their own compositions and arrangements using software programs.

One semester, three hours *Prerequisite – MU301*

MU430 Conducting – This course covers fundamental beat patterns, basic conducting techniques, including phrasing and articulation, and hand independence. Students will be taught choral and score study and will be able to conduct these areas effectively.

One semester, two hours *Prerequisite – MU101*

MU440 Piano Pedagogy – This course explores the methods, materials, and objectives of effective piano instruction in a private or classroom setting at the beginning, intermediate, and advanced levels. This course also includes planning a recital, motivating the piano student, and keeping the communication open with parents of young students. Students will also be required to show practical application of the skills that they have learned.

One semester, two hours *Prerequisite – Six semesters of MU197*

MU460 Teaching Music in the Christian School – This is a systematic approach to teaching music in the Christian school in which students will learn activities, music notation, and singing skills that should be taught at each grade level from kindergarten through high school. Students will also be taught how to organize, plan, and conduct school programs, teen choir, and ensembles.

One semester, two hours

MU470 Senior Recital – All music majors must present a senior recital in their proficiency.

One semester, one hour *Prerequisite – Permission of instructor*

MU475 Music Practicum – Music students will work alongside the Chairman of the Music Department and assist in event planning, chapel music, church music, and other areas of practical learning.

One semester, three hours (*Music Education Majors only*)

OFFICE ADMINISTRATION DEPARTMENT

OA101 Personal Finance – This course is a study of economic and personal goals including personal budgeting, credit buying, borrowing money, banking facilities, the nature of investments, life insurance, casualty insurance, medical insurance, home ownership, stocks and bonds, and retirement plans.

One semester, two hours

OA103 Filing and Records Management – This course covers methods and procedures for filing.

One semester, two hours

OA201 Keyboarding I – This course is designed to teach the proper keyboarding techniques. This study places an emphasis on rhythm and speed.

One semester, five hours

OA202 Keyboarding II – This course is a continued study of keyboarding techniques.

One semester, five hours *Prerequisite* – OA201

OA205 Desktop Publishing – This course is designed for individuals who would like to learn multimedia technology. The course will include such topics as determining what technology to use and how to use it most effectively. Computer graphics will be highlighted as well as other visual aids such as charts, posters, slides, and transparencies. The course includes

skills leading to the development of newsletters, brochures, technical papers, and annual reports.

One semester, three hours

OA221 Basic Accounting – This course is a practical application of basic accounting principles and practices including data accumulation systems, income measurement, valuation of assets and liabilities, and the study of financial statements. The course incorporates QuickBooks software or comparable software for preparing financial statements. Other topics will include receivables and payables, payroll, internal control procedures, and the use of data processing.

One semester, three hours

OA222 Proofreading and Editing – This course is designed to give practical tips and experience in proofreading and editing various documents.

One semester, two hours

OA301 Transcription I – This is an intensive development of the following principles: Speed and accuracy in recording, reading, and transcribing dictation.

One semester, five hours *Prerequisites* – EN102, OA202

OA302 Transcription II – This is a continuing development of the principles of transcription skills including spelling, punctuation, and English grammar to produce error-free documents.

One semester, five hours *Prerequisite* – OA301

OA303 Database Applications – This course is aimed at familiarizing students with the roles and advantages of databases including an introduction to programming in a database language.

One semester, two hours

OA312 Office Communications – This is an introductory course designed to help students develop skills of effective and professional communication in the work environment. Students will develop skills of communication in written, oral, and verbal messages.

One semester, two hours

OA404 Practical Layout Applications – This course builds on the techniques learned in InDesign I and Photoshop I by incorporating them into church publications such as bulletins, invitation cards, tracts, and fliers.

One semester, three hours *Prerequisites* – CC 221, CC315

OA410 Church Finance – This is a study of the methods and means used in running the financial affairs of successful churches and schools. Prime emphasis is given to the preparation of the budgets and the control of expenditures in order to balance them with the operational budget. This course deals with the financial aspects of the pastorate including budgets, financial management, business meetings, loans, insurance, incorporation, personnel policies, social security, and taxes.

One semester, three hours

OA412 Secretary Internship – Students will be assigned to work in a ministry office. Evaluation will be based on efficiency, dependability, punctuality, accuracy, and attitude.

One semester, eight hours

PSYCHOLOGY DEPARTMENT

PS110 Christian Conduct – This course is designed to introduce the student to propriety and protocol for the ministry and for life.

One semester, two hours

PS112 Christian Leadership Principles – This course takes the student through the basics of followship with a distinct Christian perspective. Emphasis is placed on having a Scriptural attitude in life and building from this a successful foundation for Christian service.

One semester, two hours

PS201 General Psychology – This is a course on how to understand one's self and others.

One semester, two hours

PS205 Child Psychology – This course is designed for teachers and leaders of children and youth. It gives consideration to the psychological factors in the maturing and growth of the child. It tends to help the student to search out the basis for children's actions and enables the leader to better understand the child physically, morally, socially, emotionally, mentally, and spiritually.

One semester, two hours *Prerequisite – PS201*

PS207 Christian Marriage and Family – The course is designed as preparation for marriage giving students some instruction in finding a mate and of the interaction which takes place in marriage and family life.

One semester, two hours

ED212 Educational Psychology – This course uses psychology in the classroom through case studies and situations.

One semester, three hours *Prerequisite – PS201*

PS409 Principles of Counseling – This course is designed to give students a solid foundation to provide Biblical counseling in a church setting. Students will be examining typical situations faced in the church ministry along with Scriptural solutions.

One semester, two hours *Prerequisite – PS201*

PS421 Pastoral Counseling – This course presents Scriptural principles and practices for helping those who physically, mentally, psychologically, and especially spiritually need counsel in addition to detailed studies in counseling youth, engaged couples, and those with marital problems.

One semester, two hours *Prerequisite – PS201*

PS422 Essentials of Student Counseling – This course gives instruction concerning guidance and counseling in the Christian school.

One semester, two hours *Prerequisite – PS201*

SCIENCE DEPARTMENT

SC101 Biology – This course is a study of the fundamental principles and characteristics of living organisms; classification, similarities, and differences between plants and animals; and reproduction and development of seeds, plants, and animals. An introduction to the principles of heredity and the Biblical answer to the problems of organic evolution are discussed.

One semester, three hours

SC201 Physical Science – This is a survey course including such topics as the history and objectives of natural science, origins of modern science in the Renaissance, introduction to Newtonian mechanics, electric and magnetic phenomena, atomic and molecular theory, chemical terminology, geology and the structure of the earth, as well as astronomy of the solar system and the universe.

One semester, three hours

SC203 Basic Physics I – This is a course presenting the foundations of classical physics with applications to motion, forces, and energy.

One semester, three hours *Prerequisite* – MA101

SC204 Basic Physics II – This is a continuing course that includes the study of wave motion, optics, and sound.

One semester, three hours *Prerequisite* – SC203

SC302 General Chemistry – This course is an introduction to atomic and molecular structure, the periodic classification of elements, chemical terminology, bonding and compounds, properties of matter in various states, chemical reactions and stoichiometry, solutions, electrochemistry, oxidation-reduction, organic chemistry, and acid-base equilibria and titration.

One semester, three hours *Prerequisite* – MA101

SC410 Anatomy and Physiology I – This is a course designed to be an in-depth study of the body and how it works.

One semester, three hours

SC411 Anatomy and Physiology II – This is a continuing study of the body systems in a more intense setting.

One semester, three hours *Prerequisite* – SC410

CALENDAR OF EVENTS

2020 Fall Semester

September 8 th (Tuesday)	Dormitories Open
September 9 th (Wednesday)	Registration, Placement Tests, and Orientation
September 10 th (Thursday)	First Day of Classes
September 22 nd (Tuesday)	Final Day of Late Registration
October 19 th – 23 rd	Fall Mid-terms Week
October 26 th – 29 th	Preacher's Delight Conference
November 24 th (Tuesday)	Thanksgiving Break Begins at 1 PM
November 30 th (Monday)	Classes Resume
December 7 th – 11 th	Fall Finals Week
December 11 th (Friday)	Christmas Break Begins at 12 PM

2021 Spring Semester

January 8 th (Friday)	Dormitories Open
January 11 th (Monday)	First Day of Classes
January 22 nd (Friday)	Final Day of Late Registration
March 1 st – 5 th	Spring Mid-terms Week
March 8 th – 19 th	Spring Break
March 22 nd (Monday)	Classes Resume
May 10 th – 14 th	Spring Finals Week
May 14 th (Friday)	Commencement Ceremony

**All dates are subject to change, but all changes will be announced so that those affected will have sufficient time to plan and readjust schedules as necessary.*

