



NORTH FLORIDA
BAPTIST COLLEGE

2024-2025 CATALOG



NORTH FLORIDA
BAPTIST COLLEGE



President

GREG NEAL

We live in a day of great opportunity. There is opportunity to serve the Lord in many capacities literally around the world. We live in a day of great need. Churches need pastors. Schools need teachers. Pastors need laborers. We live in a day of great responsibility. The world population has never been greater, and the fields are truly white to harvest.

North Florida Baptist College is where opportunity, need, and responsibility converge and encounter training. The balanced education of knowledge and experience will equip students to fulfill the will of God for their lives. Whether the students are interested in the mission field, the classroom, music, graphic design, or if they simply want to increase their Bible knowledge, the staff and programs of NFBC are equipped to prepare them for their futures.

Our curriculum has been carefully chosen to equip students for ministry in today's world. While the truths of Scripture never change, we face many new challenges in the ministry today. From in-depth teaching on the Emerging Church cult to training in the area of web design, North Florida Baptist College offers a balanced education which prepares students for today's ministry. We look forward to having a part in your future.

Greg Neal
President





Vice President

RYAN FRENCH

Learn. Grow. Go. Those three simple words capture the vision and goal that we have for each and every student enrolled at North Florida Baptist College. Jesus Christ said in Mark 16:15, *Go ye into all the world, and preach the gospel to every creature.* At North Florida Baptist College, you will learn as a student and grow as a Christian so that you can go as a leader and servant in ministry and reach the world with the Gospel of Jesus Christ.

We believe that each and every student has the potential to become something great for God. As a student, you will be encouraged to grow in your walk with God as well as your work for God so that you can develop into a choice servant of God. Students not only will receive a quality education while attending North Florida Baptist College but also will be taught how to implement their education into real-life situations through practical application. We do not simply impart knowledge to students; we invest in future leaders and servants.

Friend, the time is short, and the need is great. You only have one life to make a difference. Make it count for the cause of Christ!

Ryan French
Vice President



TRAINING LEADERS TO SERVE IN
**THE LOCAL
CHURCH**



NORTH FLORIDA
BAPTIST COLLEGE

TABLE OF CONTENTS

ABOUT	8
The NFBC Advantage.....	8
Area.....	9
Administration.....	10
Faculty.....	11
Doctrinal Statement.....	14
ADMISSIONS	16
General Requirements.....	16
At-Will Enrollment.....	17
Application.....	17
Registration.....	18
JumpStart Program.....	18
ACADEMICS	20
Transfer of Credit.....	20
Experiential Learning Credit.....	20
Placement Testing.....	20
Grading System and Scale.....	22
Student Classification.....	22
Course Classification.....	23
Course Schedule and Planning.....	23
Credit Definition and Limitation.....	23
Attendance and Absences.....	24
Late Work.....	24
Academic Change.....	25
Course Withdrawal.....	25
College Withdrawal.....	26
Academic Probation.....	26
Academic Dismissal.....	26
Readmission.....	27
Graduation.....	27
Graduation Honors.....	27
Transcript Release.....	27
DEGREES	29
Degree Overview.....	29
Degree Requirements - Majors.....	30
FastTrack Degree in Bible.....	31

FastTrack Degree in Christian Ministries (Men).....	31
FastTrack Degree in Christian Ministries (Ladies)	31
Associate Degree in Christian Ministries (Men)	32
Associate Degree in Christian Ministries (Ladies)	32
Associate Degree in Church Communications	33
Associate Degree in Missions Aviation	33
Associate Degree in Office Administration.....	34
Associate Degree in Pastoral Studies.....	34
Bachelor’s Degree in Christian Ministries (Men).....	35
Bachelor’s Degree in Christian Ministries (Ladies)	36
Bachelor’s Degree in Church Communications	37
Bachelor’s Degree in Elementary Education	38
Bachelor’s Degree in Secondary Education	39
Bachelor’s Degree in Missions (Men)	40
Bachelor’s Degree in Missions (Ladies).....	41
Bachelor’s Degree in Missions Aviation	42
Bachelor’s Degree in Music Education (Instrumental).....	43
Bachelor’s Degree in Music Education (Piano).....	44
Bachelor’s Degree in Office Administration.....	45
Bachelor’s Degree in Pastoral Theology.....	46
Degree Requirements - Minors	47
American Sign Language.....	47
Graphic Design	47
History.....	47
Literature	48
Math	48
Music.....	48
Office Administration	48
Science	49
Technology.....	49
Web Design.....	49
Degree Requirements - Proficiencies.....	49
COURSE DESCRIPTIONS	50
Department of Bible.....	50
Department of Christian Education.....	54
Department of Church Communications	58
Department of Education.....	61
Department of English.....	63
Department of History.....	65
Department of Mathematics	66
Department of Missions.....	67
Department of Missions Aviation	69

Department of Music	69
Department of Office Administration	72
Department of Science	73
FINANCES	75
Fees.....	75
Payment Due Dates	77
Delinquency.....	77
Financial Withdrawal	77
Advance Payment Refund.....	78
Future Payment Cancellation	78
Interest Charge.....	78
Scholarships	78
FREQUENTLY ASKED QUESTIONS.....	81
GENERAL CAMPUS POLICIES.....	84
Hours of Operation	84
Visitors	84
Solicitation/Distribution	84
Weapons	84
Non-Discrimination Policy	85
Non-Liability Policy	86
ACADEMIC CALENDAR.....	87

ABOUT

The NFBC Advantage

Why should you attend North Florida Baptist College? Our distinctives separate us from other colleges. A distinctive is something that marks distinction or difference. North Florida Baptist College is not like other colleges; there are some things that make us uniquely different. Here is a list of our distinctives. We like to refer to them as the NFBC Advantage!

Scripture

North Florida Baptist Colleges believes and uses the King James Bible exclusively as the inspired, inerrant, and infallible Word of God. No other version is permitted in the classroom, in chapel, in church services, or on campus.

Stand

North Florida Baptist College is an independent, fundamental Baptist college that is a ministry of a local, Bible-believing, New Testament Baptist church—the Immanuel Baptist Church of Jacksonville, Florida. It is independent of any board or denomination and is accountable only to the pastor and the people of the Immanuel Baptist Church. It is fundamental in its beliefs and teachings, holding true to the fundamental doctrines of the King James Bible.

Separation

North Florida Baptist College believes, practices, and teaches that God commands those who are saved to live in a manner that does not bring reproach to the name of the Lord Jesus Christ. Students attending North Florida Baptist College are expected to be separate from all religious apostasy and ecumenicalism and all worldly and sinful pleasures, practices, and associations.

Service

North Florida Baptist College presents unique opportunities for students to actively serve the Lord Jesus Christ while preparing for a lifetime of service. As a ministry of the Immanuel Baptist Church of Jacksonville, Florida, students have the ability to serve in other ministries of the church such as bus routes, children's church, choir, deaf ministry, media, nursery, nursing homes, orchestra, soul-winning groups, Sunday school, and more.

Soul Winning

North Florida Baptist College believes in reaching people with the Gospel of Jesus Christ through scriptural soul winning. It teaches and trains students to be obedient to the Great Commission through clear and confrontational soul-winning efforts. Multiple opportunities are available each and every week for students to share the Gospel message throughout the greater Jacksonville area.

Staff

North Florida Baptist College has the finest faculty and staff available to teach and train the next generation of servants. With hundreds of years of combined college and church experience, the faculty and staff provide the students not only with a quality education in the classroom but also with a quality example in the church. All staff and faculty members are in agreement with the doctrinal position of North Florida Baptist College.

Student Life

North Florida Baptist College is located in the sunny river city of Jacksonville in northeast Florida, an area that has much to offer students in regard to area employment and activities. With the Florida sun beaming down every month of the year, students are sure to enjoy their time at North Florida Baptist College as they grow and develop into choice servants of God.

Area

North Florida Baptist College is located on Florida's First Coast in Jacksonville, the "Bold New City of the South." Due to its unique location, Jacksonville and its surrounding areas are experiencing expansive growth and opportunity. With an internationally diverse population of more than 1.3 million people, Jacksonville ranks as one of the top cities in the United States in which to live and work. No matter what God has called you to do with your life, you do not have to wait until you graduate to begin reaching the world for Christ; you can begin now while you study and prepare at North Florida Baptist College.

What employment opportunities are available to you as a prospective student? Jacksonville has one of the strongest and most diverse job markets in the United States. With the campus of North Florida Baptist College being centrally located off the new First Coast Expressway, excellent jobs are literally around the corner for students.

Administration



Dr. Greg Neal, B.S., D.D.
President

Dr. Greg Neal is the pastor of the Immanuel Baptist Church in Jacksonville, Florida, and the president of North Florida Baptist College. He has a desire to teach and train the next generation of leaders to serve the Lord Jesus Christ with their lives. God has blessed him and his wife with three children.



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

Ryan French is an assistant pastor at the Immanuel Baptist Church in Jacksonville, Florida, and the vice president of North Florida Baptist College. He oversees much of the operation and administration of the college. God has blessed him and his wife with two children.

Faculty

Jennifer Bassler, A.A.

Prelaw, Bible

Frederick Community College, Southern Indiana Baptist College

Chris Chaney, A.A.

Culinary Arts, Bible

Baltimore Culinary Arts Institute, Lighthouse Baptist Bible Institute

Joe Collingsworth, B.S.

Bible

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

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

Bible, Education

Hyles-Anderson College, Berean Baptist College

Bethany French, B.S.

Education

Berean Baptist College

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

Bible

Berean Baptist College

Bob Gray, B.S., Th.M., D.D.

Business, Bible

Michigan State University, Hyles-Anderson College, Tri-State Baptist 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

Diamanni Martinez, A.S.
Bible
Berean Baptist College

Abigail Medford, B.S.
Education
Berean Baptist College

Amos Medford, B.S., Th.M.
Christian Ministries, Bible
Berean Baptist College

Erin Montgomery, B.A.
Education
Berean Baptist College

Mark Montgomery, B.S., Th.M.
Bible
Berean Baptist College

Greg Neal, B.S., D.D.
Bible
Hyles-Anderson College, Berean Baptist College

Heather Neal
Education
Hyles-Anderson College

Tom Neal, Th.G., B.B., D.D., D.Min., L.H.D.
Bible
Tennessee Temple College, Heritage Baptist University, Carolina Baptist College, Trinity Baptist College, Hyles-Anderson College, Baptist College of America, Berean Baptist College

Rebecca Powell, B.S.

Education

Hyles-Anderson College

Krystal Salm, B.A.

Education

Berean Baptist College

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

Education

Pensacola Christian College, Berean Baptist College

David Wilson, B.S.

Church Communications

North Florida Baptist College

Doctrinal Statement

This doctrinal statement does not exhaust the extent of our faith. The Bible itself is the sole and final source of all that we believe. We do believe, however, that the following doctrinal statement accurately represents the teaching of the Bible and, therefore, is binding upon all faculty, staff, and students.

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. (*II Timothy 3:16; Psalm 119:89; Matthew 24:35*)

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 apart from sin, being conceived by the Holy Spirit and born of the virgin Mary, and is true God and true man. (*Luke 1:30-35; John 1:1-15; Philipians 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 humanity is 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 whole world's sins. He arose from the dead in the body in which He was crucified; He ascended into Heaven in the 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; 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 gather His church and reward them for 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*)

ADMISSIONS

General Requirements

The goal of North Florida Baptist College is to train leaders to serve in the local church. The highest standards of personal and professional ethics and behavior are expected of all North Florida Baptist College students. Further, North Florida Baptist College expects each student to display good judgment, diplomacy, and courtesy in his professional relationships with members of the administration, faculty, staff, and student body of North Florida Baptist College as well as with the general public.

Church Attendance

All students are required to attend all of the weekly services of the Immanuel Baptist Church unless out of town or sick. When out of town, students are expected to attend the regularly-scheduled, weekly services of an area church that is like-minded in faith and practice. If no church is available in the area, students are expected to watch the live-stream service of the Immanuel Baptist Church as a secondary option. If sick, students are expected to watch the live-stream service of the Immanuel Baptist Church. (*Hebrews 10:24-25*)

Christian Service

All students are required to serve the Lord Jesus Christ in at least one ministry of the Immanuel Baptist Church. Ministries of the church include, but are not limited to: bus routes, children's church, choir, deaf interpretation, media, nursery, nursing homes, orchestra, singing groups, soul-winning groups, Sunday school, etc. (*Romans 12:11*)

Soul Winning

All students are required to be involved in a soul-winning ministry of the Immanuel Baptist Church and to personally go soul winning. Soul winning is not merely church visitation or distribution of church outreach materials. Soul winning is defined as presenting the Gospel to unsaved individuals in a clear and confrontational manner in an attempt to lead them to a saving knowledge of Jesus Christ. (*Mark 16:15*)

Ministry Functions

All students are encouraged to attend the different ministry functions scheduled throughout the week as much as possible whether hosted by the Immanuel Baptist Church, North Florida Baptist College, or Berean Christian Academy. (*Acts 2:44*)

Separation

All students are required to live in a manner that does not bring reproach to the name of the Lord Jesus Christ. Students are expected to be separate from all religious apostasy and ecumenicalism and all worldly and sinful pleasures, practices, and associations. (*II Corinthians 6:14-17*)

Standards

All students are required to live by a high standard concerning appropriate appearances, apparel choices, attitudes, and actions. All students are expected to read the student handbook provided during orientation and abide by the standards set forth regarding these topics so as not to live a hypocritical, double-standard lifestyle. (*I Peter 1:14-16; Judges 7:17*)

Students who do not abide by the general requirements outlined above and other specific policies and procedures outlined in the student handbook are subject to dismissal from North Florida Baptist College for unsatisfactory conduct.

At-Will Enrollment

Enrollment at North Florida Baptist College is “at will.” This means that students may be removed from enrollment at North Florida Baptist College with or without cause, and students are free to leave enrollment at North Florida Baptist College with or without cause.

Application

Prospective students who desire to attend North Florida Baptist College must submit an application for administrative review. Applications must be submitted through the application portal on the college website at apply.nfbc4me.com. Upon successful submission of an application, the administration will review the application for approval. In order for the administration to make a decision regarding an application, all prospective students must provide the following supporting documentation:

- Pastor Reference Form
- Two Personal Reference Forms
- High school and any college/university transcripts
- ACT or SAT scores

All supporting documentation must be mailed to the following:

Admissions Office
North Florida Baptist College
12046 Normandy Boulevard
Jacksonville, Florida 32221

Once the administration has made a decision regarding an application, a letter of acceptance or denial will be mailed to the prospective student.

Registration

Students who are currently enrolled at North Florida Baptist College or prospective students who have received an acceptance letter from North Florida Baptist College may register for an upcoming semester. Registration must be completed through the registration portal on the college website at www.nfbc4me.com/register. Registration takes approximately ten to fifteen minutes to complete. Any student who is registering for an upcoming semester must have the following information available to complete registration:

- State or government-issued identification card
- Social Security number
- Health insurance card
- Vehicle registration and insurance cards (if applicable)
- Debit or credit card

Students must pay the registration fee to complete the registration process.

JumpStart Program

The JumpStart program is a dual enrollment initiative for current and graduated high school seniors who are preparing to enroll in undergraduate studies on campus at North Florida Baptist College. The goal of the JumpStart program is for prospective students to have the opportunity to get an early start on their collegiate education before ever stepping foot on the campus of North Florida Baptist College.

Prospective students who enroll in the JumpStart program and complete the courses with a passing grade prior to the start of their first semester on campus at North Florida Baptist College are eligible for the JumpStart Scholarship. This scholarship is a \$1,050.00 credit applied to the prospective student's first semester of on-campus tuition. Not only do JumpStart students start their first semester with earned credits, they get the money that they spent on the JumpStart program back as a scholarship.

The JumpStart program is administered through NFBC Online. Prospective students may enroll in the JumpStart program at www.nfbc4me.com/jumpstart.

ACADEMICS

Transfer of Credit

North Florida Baptist College will accept credits from other colleges and universities subject to administrative approval. Prospective students who have earned college credits prior to their high school graduation may transfer a maximum of six credits. Prospective students pursuing a bachelor degree may transfer a maximum of sixty-four credits. Prospective students pursuing an associate degree may transfer a maximum of thirty-two credits. Students who are enrolled at North Florida Baptist College and desire to take courses at other colleges and universities must receive administrative approval in advance to receive transfer of credit. Only courses that are equivalent to the courses offered at North Florida Baptist College in which a grade of “C” or higher was earned as determined by the North Florida Baptist College grading scale will receive transfer of credit.

The administration maintains the right to deny the transfer of any credit it deems unsatisfactory or inadequate toward the completion of a degree at North Florida Baptist College. Not all credits earned may transfer and are dependent on the degree being pursued.

Experiential Learning Credit

North Florida Baptist College may grant credit to students who demonstrate that they have already acquired course knowledge through life experiences such as job training, non-college courses, etc., for the degree program in which they are enrolled. Students requesting experiential learning credit must submit a request and provide supporting documentation that outlines their life experiences to admissions@nfbcb4me.com.

Placement Testing

North Florida Baptist College administers placement tests for select subjects. All incoming students who have not previously earned credits for the courses English Grammar I, College Math Survey, Music Fundamentals, Computer Basics, Keyboarding I, or Keyboarding II will have the opportunity to take placement tests and attempt to pass the course.

Placement testing will only be administered to incoming students at the beginning of their first semester at North Florida Baptist College.

English Placement Test

Students whose major requires them to complete the course English Grammar I must take the English Placement Test. Students who score 0%-75% on this placement test will be enrolled in the course Basic English. Students who score 76%-92% on this placement test will be enrolled in the course English Grammar I. Students who score 93% or higher on this placement test will be enrolled in the course English Grammar II.

Math Placement Test

Students whose major requires them to complete the course College Math Survey must take the Math Placement Test. Students who score 0%-64% on this placement test will be enrolled in the course Basic Math. Students who score 65%-84% on this placement test will be enrolled in the course College Math Survey. Students who score 85% or higher on this placement test have the option to accept the grade and pay for the course credits, or they may enroll in the course and attempt to get a higher grade.

Music Placement Test

Students whose major requires them to complete the course Music Fundamentals must take the Music Placement Test. Students who score 85% or higher on this placement test have the option to accept the grade and pay for the course credits, or they may enroll in the course and attempt to get a higher grade.

Computer Placement Test

Students whose major requires them to complete the course Computer Basics must take the Computer Placement Test. Students who score 85% or higher on this placement test have the option to accept the grade and pay for the course credits, or they may enroll in the course and attempt to get a higher grade.

Keyboard Placement Tests

Students whose major requires them to complete the course Keyboarding I must take the Keyboarding I Placement Test. Students who type an average speed of 40 WPM (words per minute) after adjustment for errors on this placement test have the option to accept the grade and pay for the course credits, or they may enroll in the course and attempt to get a higher grade.

Students who type an average speed of 55 WPM after adjustment for errors on this placement test may take the Keyboarding II Placement Test. Students who type an average speed of 55 WPM after adjustment for errors on this placement test have the option to accept the grade and pay for the course credits for Keyboarding II, or they may enroll in the course and attempt to get a higher grade.

Grading System and Scale

North Florida Baptist College utilizes the 4.0 grading system. The grading system is classified as follows:

Number Grade	Letter Grade	Grade Points
100	A+	4.0
94-99	A	4.0
93	A-	3.7
92	B+	3.3
86-91	B	3.0
85	B-	2.7
84	C+	2.3
76-83	C	2.0
75	C-	1.7
74	D+	1.3
66-73	D	1.0
65	D-	0.7
0-64	F	0.0

W – Withdrawn from course

WF – Loss of credit

AU – Audit

A final grade average of “C” or higher is required for all Bible courses, English courses, and any courses pertaining to a student’s field of study.

Student Classification

Students enrolled in fewer than twelve credit hours during a semester qualify as part-time students. Students enrolled in twelve or more credit hours during a semester qualify as full-time students.

Student class standings are classified as follows:

Classification	Credit Hours
Freshman	0-31
Sophomore	32-63
Junior	64-95
Senior	96+

Course Classification

Students are generally enrolled in courses according to course number classification as follows:

- Freshmen-level courses are generally numbered from 100-199.
- Sophomore-level courses are generally numbered from 200-299.
- Junior-level courses are generally numbered from 300-399.
- Senior-level courses are generally numbered from 400-499.

Course Schedule and Planning

Courses are scheduled from 8:00 AM until 12:00 PM Monday through Friday during the academic semester. Each course starts at the beginning of the hour and ends ten minutes before the beginning of the next hour, resulting in a total of fifty minutes of classroom time each time a course is in session. A ten-minute interval is provided between courses.

Three credit-hour courses are typically held on Mondays, Wednesdays, and Fridays. Two credit-hour courses are typically held on Tuesdays and Thursdays. However, this is subject to change based on extenuating circumstances as determined by the administration.

A course planning schedule is provided prior to registration to all enrolled students in order for students to plan their courses for the upcoming semester. The course planning schedule presents every course offered and the terms for which it is scheduled to be taught.

Credit Definition and Limitation

The unit of credit is the semester hour. A semester hour is one fifty-minute period of instruction per week for the duration of the semester. Students may not enroll in more than seventeen semester hours without approval from the administration.

Attendance and Absences

All students are expected to attend classes regularly. A minimum of forty minutes of class time is required for students to be counted present. Students who are in their seats at the start of class are present. Students who are not in their seats at the start of class but arrive at their seats within ten minutes after class has started are tardy. Students who are not in their seats at the start of class or within ten minutes after class has started are absent. Students who leave more than ten minutes before class dismissal are absent. Three tardies in any class during a semester will be counted as an absence.

Students are allowed a maximum of two personal absences per credit hour per course during a semester. Any absences beyond the maximum number of absences allowed per course during a semester will cause the student to over-absence the course, resulting in a loss of credit for the course.

In addition to personal absences, students may periodically receive an administrative absence to be excused from class to complete a project or task for the administration. An administrative absence does not count as a personal absence. However, it is the student's responsibility to notify the registrar of an administrative absence within twenty-four hours of the administrative absence, or it will be recorded as a personal absence. An administrative absence is at the sole discretion of the administration. No faculty member may excuse a student from class for administrative absence purposes.

Late Work

Quizzes and Tests

Students who fail to complete an announced quiz or test on the due date have one week from the due date to complete the missed quiz or test. Students who fail to complete missed quizzes or tests within the allotted one-week timeframe will receive a zero grade for the quiz or test. Midterm exams and final exams are excluded from this policy and must be completed in the class period in which they are administered. Any quizzes or tests that are not completed prior to the administration of the final exam will receive a zero grade.

Assignments and Projects

Students who fail to submit an assignment or project on the due date may have up to a maximum of one week from the due date to submit the assignment or project. This policy is subject to the instructor's class policy as established in the course requirements. If an instructor accepts late assignments and projects, any assignment or project that is submitted after the due date but within the allotted late-work timeframe is also subject to a late-work penalty up to a maximum of twenty percent off of the final grade for that particular assignment or project. Students who fail to submit an assignment or project within the allotted late-work timeframe will receive a zero grade for the assignment or project. Assignments or projects that are classified as daily homework are excluded from this policy and must be submitted on the due date. Any assignments or projects that are not submitted prior to the administration of the final exam will receive a zero grade.

Neither personal absences nor administrative absences nullify the late-work policy for any student. Exceptions to this policy are at the sole discretion of the administration.

Academic Change

Students who decide to change majors must notify the administration of their intent. Students who change majors may have earned credits that do not transfer and may be required to obtain additional credits in order to graduate.

Course Withdrawal

Students who intend to withdraw from a course must do so within two weeks from the date of registration in that course and must obtain approval from the administration. Students who intend to withdraw from a course must notify the administration in person. If approval is granted by the administration, the student will receive a grade of "W" (withdrawn with no loss of grade points) on his permanent record for that course. If approval is not granted by the administration and a student withdraws or over-absences a course after the allotted two weeks from the date of registration in that course, the student will receive a grade of "WF" (withdrawn and failed) on his permanent record for that course. Exceptions to this policy are at the sole discretion of the administration.

College Withdrawal

Students who intend to withdraw from North Florida Baptist College must do so prior to the week of midterms and must obtain approval from the administration. Students who intend to withdraw from North Florida Baptist College must notify the administration in person and follow all procedures established by the administration. If approval is granted by the administration, the student will receive a grade of “W” (withdrawn with no loss of grade points) on his permanent record for all enrolled courses in the applicable semester. If approval is not granted by the administration and a student withdraws or over-absences enrolled courses after the week of midterms, the student will receive a grade of “WF” (withdrawn and failed) on his permanent record for all enrolled courses in the applicable semester.

Students who have obtained approval from the administration to withdraw from North Florida Baptist College must make financial arrangements with the finance office in person regarding any open invoices under their account. Financial arrangements will be determined according to the withdrawal policy listed in the North Florida Baptist College catalog. Students who fail to follow the proper procedures when withdrawing from North Florida Baptist College are subject to a \$100.00 improper-withdrawal fee.

Students are subject to all policies of North Florida Baptist College until their official day of withdrawal, provided they have been granted approval from the administration for withdrawal and have completed all procedures for withdrawal. Exceptions to this policy are at the sole discretion of the administration.

Academic Probation

Students who fail sixty percent or more of their enrolled courses in a semester will be placed on academic probation for the following semester. Students may come off of academic probation by maintaining passing grades in all enrolled courses by midterms during the following semester.

Academic Dismissal

Students who fail to maintain passing grades in all enrolled courses by midterms while on academic probation during a semester will be subject

to academic dismissal. Students who are academically dismissed must wait an entire semester before readmission.

Readmission

Students who desire to return to North Florida Baptist College after an absence for one or more semesters for any reason, with the exception of a temporary leave of absence approved by the administration, must complete an application for readmission. All applications for readmission must be approved by the administration before readmission is granted unless a leave of absence was previously approved. Students approved for readmission are subject to the requirements outlined in the current catalog.

Graduation

Students must complete all academic requirements in their area of study with at least a 2.0 grade point average and have all open invoices under their account paid in full in order to participate in commencement exercises. Exceptions to this policy are at the sole discretion of the administration.

Graduation Honors

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

Cum laude	3.50-3.69 grade point average
Magna cum laude	3.70-3.84 grade point average
Summa cum laude	3.85-4.00 grade point average

Transcript Release

Students of Berean Baptist College (1998-2017) and North Florida Baptist College (2019-current) may request transcript release. Transcripts will only be released once a student has satisfied all financial obligations to the college. Students who would like to resolve outstanding financial obligations to the college must contact the financial office by phone at (855) 632-2463 or by email at finance@nfb4me.com.

Students must submit any transcript release requests through the portal on the college website at www.nfbc4me.com/admissions/transcript-request/. There is a \$10.00 fee to process each request. Payment will be collected once the transcript release request has been submitted. Please note that an official transcript will only be provided to release requests that have selected delivery by in-person pickup or mail. An unofficial transcript will be provided to all release requests that have selected delivery by email.

DEGREES

Degree Overview

North Florida Baptist College currently offers three different undergraduate degree programs:

- FastTrack Degree Program - one-year degrees
- Associate Degree Program - two-year degrees
- Bachelor's Degree Program - four-year degrees

The following majors are offered across the three available undergraduate degree programs:

Bible

This major is for students who would like to become better students of the Bible. (*FastTrack Degree Program only*)

Christian Ministries

This major is for students who would like to become better servants in various ministries within the local church. (*FastTrack, Associate, and Bachelor's Degree Programs*)

Church Communications

This major is for students who would like to become proficient in the media ministry within the local church. (*Associate and Bachelor's Degree Programs only*)

Elementary Education

This major is for students who would like to become a teacher at the elementary grade level within the Christian school. (*Bachelor's Degree Program only*)

Secondary Education

This major is for students who would like to become a teacher at the high school grade level within the Christian school. (*Bachelor's Degree Program only*)

Missions

This major is for students who would like to become missionaries for the Lord Jesus Christ at home and abroad. (*Bachelor's Degree Program only*)

Missions Aviation

This major is for male students who would like to assist in spreading the Gospel around the world through aviation logistics. (*Associate and Bachelor's Degree Programs only*)

Music Education

This major is for students who would like to become proficient in leading the music program within the local church. (*Bachelor's Degree Program only*)

Office Administration

This major is for female students who would like to become a secretary in the various ministries within the local church. (*Associate and Bachelor's Degree Programs only*)

Pastoral Studies

This major is for male students who are currently serving or about to serve as an assistant pastor and would like to become a greater asset to their pastor within the local church. (*Associate Degree Program only*)

Pastoral Theology

This major is for male students who would like to become a pastor or assistant pastor within the local church. (*Bachelor's Degree Program only*)

Degree Requirements - Majors

Pages 31-46 outline each of the degree majors offered at North Florida Baptist College along with the minimum requirements that must be completed for the degree to be awarded.

FastTrack Degree in Bible

<u>First Semester</u>		<u>Second Semester</u>	
Old Testament Survey I	3	Old Testament Survey II	3
New Testament Survey	3	Bible Doctrines II	3
Bible Doctrines I	3	The Church	3
Spiritual Warfare	3	Bible Prophecy	3
Prayer	2	Biblical Separation & Standards	2
Emerging Church Theology	2	Genesis	2
	16		16

FastTrack Degree in Christian Ministries (Men)

<u>First Semester</u>		<u>Second Semester</u>	
Spiritual Warfare	3	The Church	3
Bus Ministry	3	Child Evangelism	3
Church Administration	3	Biblical Separation & Standards	2
Prayer	2	Christian Manhood	2
Emerging Church Theology	2	Assisting the Pastor	2
Personal Evangelism	2	Youth Ministry	2
Music Philosophy	2	Music Ministry Administration	2
	17		16

FastTrack Degree in Christian Ministries (Ladies)

<u>First Semester</u>		<u>Second Semester</u>	
Spiritual Warfare	3	The Church	3
Bus Ministry	3	Child Evangelism	3
Prayer	2	Biblical Separation & Standards	2
Emerging Church Theology	2	Christian Womanhood	2
Personal Evangelism	2	The Wife of a Leader	2
Leading a Ladies Ministry	2	Organizing Special Events	2
Music Philosophy	2	Music Ministry Administration	2
Ministry of Encouragement	1		16
	17		

Associate Degree in Christian Ministries (Men)

Freshman Fall Semester

Old Testament Survey I	3
Computer Basics	3
English Grammar I	3
Personal Evangelism	2
Christian Conduct	2
Personal Finance	2
	15

Freshman Spring Semester

Old Testament Survey II	3
The Church	3
English Grammar II	3
Prayer	2
Biblical Separation & Standards	2
Christian Manhood	2
Introduction to Missions	2
	17

Sophomore Fall Semester

New Testament Survey	3
Bible Doctrines I	3
Bus Ministry	3
Baptist History I	3
Homiletics I	2
Music Philosophy	2
	16

Sophomore Spring Semester

Spiritual Warfare	3
Bible Doctrines II	3
Child Evangelism	3
Speech	3
Baptist History II	3
Emerging Church Theology	2
	17

Associate Degree in Christian Ministries (Ladies)

Freshman Fall Semester

Old Testament Survey I	3
Computer Basics	3
English Grammar I	3
Personal Evangelism	2
Christian Conduct	2
Personal Finance	2
	15

Freshman Spring Semester

Old Testament Survey II	3
The Church	3
English Grammar II	3
Prayer	2
Biblical Separation & Standards	2
Christian Womanhood	2
Introduction to Missions	2
	17

Sophomore Fall Semester

New Testament Survey	3
Bible Doctrines I	3
Spiritual Warfare	3
Bus Ministry	3
Baptist History I	3
Music Philosophy	2
	17

Sophomore Spring Semester

Bible Doctrines II	3
Child Evangelism	3
Speech	3
Baptist History II	3
Emerging Church Theology	2
The Wife of a Leader	2
Ministry of Encouragement	1
	17

Associate Degree in Church Communications

Freshman Fall Semester

Old Testament Survey I	3
Computer Basics	3
English Grammar I	3
Personal Evangelism	2
Personal Finance	2
Principles of Sound	2
Digital Photography I	1
Video Production I	1
	17

Freshman Spring Semester

Old Testament Survey II	3
Photoshop I	3
English Grammar II	3
Biblical Separation & Standards	2
Emerging Church Theology	2
Fundamentals of Design	2
Digital Photography II	1
Video Production II	1
	17

Sophomore Fall Semester

New Testament Survey	3
Bible Doctrines I	3
Baptist History I	3
Web Design I	2
Computer Hardware	2
Music Philosophy	2
	15

Sophomore Spring Semester

Spiritual Warfare	3
Bible Doctrines II	3
The Church	3
Live Sound Systems	3
Baptist History II	3
Web Design II	2
	17

Associate Degree in Missions Aviation

Freshman Fall Semester

Bible Doctrines I	3
Spiritual Warfare	3
English Grammar I	3
Personal Evangelism	2
Christian Conduct	2
Emerging Church Theology	2
	15

Freshman Spring Semester

Bible Doctrines II	3
The Church	3
English Grammar II	3
Biblical Separation & Standards	2
Introduction to Missions	2
Prayer	2
World Missions	2
	17

Sophomore Fall Semester

Private Pilot Theory	16
	16

Sophomore Spring Semester

Private Pilot Application	16
	16

* North Florida Baptist College has partnered with Mission Aviation Flight Academy for aviation course training. Mission Aviation Flight Academy provides all aviation training and equipment. Students will pay tuition fees to North Florida Baptist College for aviation course credits as well as pay training fees to Mission Aviation Flight Academy for aviation course training. Upon completion of aviation courses from Mission Aviation Flight Academy, students will be awarded course credits by North Florida Baptist College. Mission Aviation Flight Academy training fees are listed at www.missionaviationflight.com.

Associate Degree in Office Administration

Freshman Fall Semester

Old Testament Survey I	3
Spiritual Warfare	3
Computer Basics	3
English Grammar I	3
Personal Evangelism	2
Personal Finance	2
	16

Freshman Spring Semester

Keyboarding I	5
Old Testament Survey II	3
English Grammar II	3
Biblical Separation & Standards	2
Christian Womanhood	2
Ministry of Encouragement	1
	16

Sophomore Fall Semester

New Testament Survey	3
Bible Doctrines I	3
Baptist History I	3
Desktop Publishing	3
Music Philosophy	2
Proofreading and Editing	2
	16

Sophomore Spring Semester

Bible Doctrines II	3
The Church	3
Photoshop I	3
Baptist History II	3
Emerging Church Theology	2
The Ministry Secretary	2
	16

Associate Degree in Pastoral Studies

Freshman Fall Semester

Old Testament Survey I	3
Computer Basics	3
English Grammar I	3
Personal Evangelism	2
Christian Conduct	2
Personal Finance	2
Biblical Counseling	2
	17

Freshman Spring Semester

Old Testament Survey II	3
The Church	3
English Grammar II	3
Prayer	2
Biblical Separation & Standards	2
Christian Manhood	2
Introduction to Missions	2
	17

Sophomore Fall Semester

New Testament Survey	3
Bible Doctrines I	3
Church Administration	3
Baptist History I	3
Homiletics I	2
Music Philosophy	2
	16

Sophomore Spring Semester

Spiritual Warfare	3
Bible Doctrines II	3
Speech	3
Baptist History II	3
Emerging Church Theology	2
	14

Bachelor's Degree in Christian Ministries (Men)

Freshman Fall Semester

Old Testament Survey I	3
Computer Basics	3
English Grammar I	3
Personal Evangelism	2
Christian Conduct	2
Personal Finance	2
	15

Freshman Spring Semester

Old Testament Survey II	3
Life of Christ	3
English Grammar II	3
Prayer	2
Biblical Separation & Standards	2
Christian Manhood	2
Introduction to Missions	2
	17

Sophomore Fall Semester

New Testament Survey	3
Bible Doctrines I	3
Spiritual Warfare	3
Educational Philosophy	2
Classroom Methodology	2
English Composition I	2
	15

Sophomore Spring Semester

Bible Doctrines II	3
Child Evangelism	3
Speech	3
Minor Prophets	2
Bible Geography & Customs	2
Christian Psychology	2
Fundamentals of Design	2
	17

Junior Fall Semester

Acts	3
Baptist History I	3
United States History I	3
Premillennialism	2
Homiletics I	2
Music Philosophy	2
Elective	2
	17

Junior Spring Semester

Romans	3
Baptist History II	3
United States History II	3
Homiletics II	2
Preacher's Writing Seminar	2
Hymnology	2
Ministry Finance	2
	17

Senior Fall Semester

Cults	3
Church Administration	3
Genesis	2
Apologetics	2
Christian Leadership Principles	2
Biblical Counseling	2
Elective	3
	17

Senior Spring Semester

The Church	3
Bible Prophecy	3
Emerging Church Theology	2
Pastoral Epistles	2
Assisting the Pastor	2
Youth Ministry	2
Music Ministry Administration	2
	16

Bachelor's Degree in Christian Ministries (Ladies)

Freshman Fall Semester

Old Testament Survey I	3
Computer Basics	3
English Grammar I	3
Personal Evangelism	2
Christian Conduct	2
Personal Finance	2
	15

Freshman Spring Semester

Old Testament Survey II	3
Life of Christ	3
English Grammar II	3
Prayer	2
Biblical Separation & Standards	2
Christian Womanhood	2
Introduction to Missions	2
	17

Sophomore Fall Semester

New Testament Survey	3
Bible Doctrines I	3
General Teaching Methods	3
Educational Philosophy	2
Classroom Methodology	2
English Composition	2
Music Fundamentals	2
	17

Sophomore Spring Semester

Bible Doctrines II	3
Child Evangelism	3
Speech	3
Bible Geography & Customs	2
Christian Psychology	2
Fundamentals of Design	2
The Ministry Secretary	2
	17

Junior Fall Semester

Spiritual Warfare	3
Baptist History I	3
United States History I	3
Women of the Bible	2
Music Philosophy	2
Elective	2
	15

Junior Spring Semester

The Church	3
Baptist History II	3
United States History II	3
Child Psychology	2
The Wife of a Leader	2
Hymnology	2
Ministry Finance	2
	17

Senior Fall Semester

Church Administration	3
Educational Psychology	3
Desktop Publishing	3
Christian Leadership Principles	2
Leading a Ladies Ministry	2
Proofreading and Editing	2
	15

Senior Spring Semester

Photoshop I	3
Curriculum Implementation	3
Emerging Church Theology	2
Organizing Special Events	2
Music Ministry Administration	2
Ministry of Encouragement	1
Elective	3
	16

Bachelor's Degree in Church Communications

Freshman Fall Semester

Old Testament Survey I	3
Computer Basics	3
English Grammar I	3
Personal Evangelism	2
Christian Conduct	2
Personal Finance	2
Digital Photography I	1
Video Production I	1
	17

Sophomore Fall Semester

New Testament Survey	3
Bible Doctrines I	3
United States History I	3
Web Design I	2
Classroom Methodology	2
English Composition I	2
Digital Photography III	1
Video Production III	1
	17

Junior Fall Semester

Photoshop II	3
Church Web Design I	3
Baptist History I	3
Computer Hardware	2
Principles of Sound	2
Music Fundamentals	2
Music Philosophy	2
	17

Senior Fall Semester

Spiritual Warfare	3
The Church	3
InDesign I	3
Illustrator II	3
Emerging Church Theology	2
Church Web Design III	1
	15

Freshman Spring Semester

Old Testament Survey II	3
Life of Christ	3
English Grammar II	3
Prayer	2
Biblical Separation & Standards	2
Fundamentals of Design	2
Digital Photography II	1
Video Production II	1
	17

Sophomore Spring Semester

Bible Doctrines II	3
Photoshop I	3
Speech	3
Christian Man/Womanhood	2
Web Design II	2
Digital Photography IV	1
Video Production IV	1
	15

Junior Spring Semester

Photoshop III	3
Illustrator I	3
Baptist History II	3
Christian Psychology	2
Church Web Design II	2
Computer Networking	2
Introduction to Missions	2
	17

Senior Spring Semester

InDesign II	3
Live Sound Systems	3
United States History II	3
Christian Leadership Principles	2
Typography	1
Outputting and Adobe Acrobat	1
	13

Bachelor's Degree in Elementary Education

Freshman Fall Semester

Old Testament Survey I	3
Computer Basics	3
English Grammar I	3
Personal Evangelism	2
Christian Conduct	2
Personal Finance	2
Music Fundamentals	2
<hr/>	
	17

Freshman Spring Semester

Old Testament Survey II	3
English Grammar II	3
Physical Science	3
Prayer	2
Biblical Separation & Standards	2
Christian Man/Womanhood	2
Introduction to Missions	2
<hr/>	
	17

Sophomore Fall Semester

New Testament Survey	3
Bible Doctrines I	3
General Teaching Methods	3
Educational Philosophy	2
Classroom Methodology	2
English Composition	2
College Math Survey	2
<hr/>	
	17

Sophomore Spring Semester

Bible Doctrines II	3
Curriculum Implementation	3
Speech	3
Christian Psychology	2
Physical Education	2
Teaching Science	2
Teaching Music	2
<hr/>	
	17

Junior Fall Semester

Educational Psychology	3
Baptist History I	3
United States History I	3
Teaching Elementary Math	2
Children's Literature	2
Music Philosophy	2
<hr/>	
	15

Junior Spring Semester

Child Evangelism	3
Teaching Reading & Language	3
Baptist History II	3
Child Psychology	2
Tests and Measurements	2
Teaching History	2
Teacher's Writing Seminar	2
<hr/>	
	17

Senior Fall Semester

Student Teaching	12
Professional Development	2
<hr/>	
	14

Senior Spring Semester

Spiritual Warfare	3
The Church	3
United States History II	3
Emerging Church Theology	2
Elective	3
<hr/>	
	14

Bachelor's Degree in Secondary Education

Freshman Fall Semester

Old Testament Survey I	3
Computer Basics	3
English Grammar I	3
Personal Evangelism	2
Christian Conduct	2
Personal Finance	2
College Math Survey	2
	17

Sophomore Fall Semester

New Testament Survey	3
Bible Doctrines I	3
General Teaching Methods	3
Educational Philosophy	2
Classroom Methodology	2
English Composition I	2
Proficiency Elective	2
	17

Junior Fall Semester

Educational Psychology	3
Baptist History I	3
United States History I	3
Teaching Secondary Math	2
Music Philosophy	2
Proficiency Elective	3
	16

Senior Fall Semester

Student Teaching	12
Professional Development	2
	14

Freshman Spring Semester

Old Testament Survey II	3
English Grammar II	3
Physical Science	3
Prayer	2
Biblical Separation & Standards	2
Christian Man/Womanhood	2
Introduction to Missions	2
	17

Sophomore Spring Semester

Curriculum Implementation	3
Speech	3
Christian Psychology	2
Teaching Science	2
Physical Education	2
Proficiency Electives	4
	16

Junior Spring Semester

Child Evangelism	3
Teaching Secondary English	3
Child Psychology	2
Tests and Measurements	2
Teaching History	2
Teacher's Writing Seminar	2
Proficiency Elective	3
	17

Senior Spring Semester

Spiritual Warfare	3
Bible Doctrines II	3
The Church	3
Baptist History II	3
United States History II	3
Emerging Church Theology	2
	17

Bachelor's Degree in Missions (Men)

Freshman Fall Semester

Old Testament Survey I	3
Computer Basics	3
English Grammar I	3
Personal Evangelism	2
Christian Conduct	2
Personal Finance	2
	15

Freshman Spring Semester

Old Testament Survey II	3
Life of Christ	3
English Grammar II	3
Prayer	2
Biblical Separation & Standards	2
Christian Manhood	2
Introduction to Missions	2
	17

Sophomore Fall Semester

New Testament Survey	3
Bible Doctrines I	3
Missionary Relationships	3
Educational Philosophy	2
Classroom Methodology	2
English Composition I	2
	15

Sophomore Spring Semester

Bible Doctrines II	3
Child Evangelism	3
Speech	3
Bible Geography & Customs	2
Genesis	2
Christian Psychology	2
History of Missions	2
	17

Junior Fall Semester

Acts	3
Baptist History I	3
United States History I	3
Premillennialism	2
Homiletics I	2
Missionary Practical Helps	2
Music Philosophy	2
	17

Junior Spring Semester

Romans	3
Baptist History II	3
United States History II	3
Homiletics II	2
Missionary Biographies	2
World Missions	2
Ministry Finance	2
	17

Senior Fall Semester

The Church	3
Cults	3
Church Administration	3
Emerging Church Theology	2
Apologetics	2
Biblical Counseling	2
Missions Administration I	2
	17

Senior Spring Semester

Spiritual Warfare	3
Bible Prophecy	3
Missions Administration II	3
Pastoral Epistles	2
Preacher's Writing Seminar	2
Short-Term Missions Trip	2
Music Ministry Administration	2
	17

Bachelor's Degree in Missions (Ladies)

Freshman Fall Semester

Old Testament Survey I	3
Computer Basics	3
English Grammar I	3
Personal Evangelism	2
Christian Conduct	2
Personal Finance	2
	15

Freshman Spring Semester

Old Testament Survey II	3
Life of Christ	3
English Grammar II	3
Prayer	2
Biblical Separation & Standards	2
Christian Womanhood	2
Introduction to Missions	2
	17

Sophomore Fall Semester

New Testament Survey	3
Bible Doctrines I	3
Missionary Relationships	3
Educational Philosophy	2
Classroom Methodology	2
English Composition I	2
Music Fundamentals	2
	17

Sophomore Spring Semester

Bible Doctrines II	3
Child Evangelism	3
Speech	3
Bible Geography & Customs	2
Christian Psychology	2
Fundamentals of Design	2
History of Missions	2
	17

Junior Fall Semester

General Teaching Methods	3
Baptist History I	3
United States History I	3
Women of the Bible	2
Missionary Practical Helps	2
Music Philosophy	2
	15

Junior Spring Semester

Baptist History II	3
United States History II	3
The Wife of a Leader	2
Missionary Biographies	2
World Missions	2
Ministry Finance	2
The Ministry Secretary	2
Ministry of Encouragement	1
	17

Senior Fall Semester

Spiritual Warfare	3
The Church	3
Emerging Church Theology	2
Christian Leadership Principles	2
Leading a Ladies Ministry	2
Missions Administration I	2
Short-Term Missions Trip	2
	16

Senior Spring Semester

Photoshop I	3
Curriculum Implementation	3
Missions Administration II	3
Child Psychology	2
Organizing Special Events	2
Music Ministry Administration	2
	15

Bachelor's Degree in Missions Aviation

Freshman Fall Semester

Old Testament Survey I	3
Computer Basics	3
English Grammar I	3
Personal Evangelism	2
Christian Conduct	2
Personal Finance	2
	15

Freshman Spring Semester

Old Testament Survey II	3
Life of Christ	3
English Grammar II	3
Prayer	2
Biblical Separation & Standards	2
Christian Man/Womanhood	2
Introduction to Missions	2
	17

Sophomore Fall Semester

New Testament Survey	3
Bible Doctrines I	3
Missionary Relationships	3
United States History I	3
Cults	3
English Composition I	2
	17

Sophomore Spring Semester

Bible Doctrines II	3
Spiritual Warfare	3
The Church	3
Emerging Church Theology	2
Missionary Biographies	2
World Missions	2
History of Missions	2
	17

Junior Fall Semester

Private Pilot Theory	16
	16

Junior Spring Semester

Private Pilot Application	16
	16

Senior Fall Semester

Instrument Theory	16
	16

Senior Spring Semester

Instrument Application	16
	16

* North Florida Baptist College has partnered with Mission Aviation Flight Academy for aviation course training. Mission Aviation Flight Academy provides all aviation training and equipment. Students will pay tuition fees to North Florida Baptist College for aviation course credits as well as pay training fees to Mission Aviation Flight Academy for aviation course training. Upon completion of aviation courses from Mission Aviation Flight Academy, students will be awarded course credits by North Florida Baptist College. Mission Aviation Flight Academy training fees are listed at www.missionaviationflight.com.

Bachelor's Degree in Music Education (Instrumental)

Freshman Fall Semester

Old Testament Survey I	3
Computer Basics	3
English Grammar I	3
Personal Evangelism	2
Personal Finance	2
Music Fundamentals	2
Music Internship	1
Private Instrument Lessons	1
	17

Freshman Spring Semester

Old Testament Survey II	3
English Grammar II	3
Music Theory I	3
Prayer	2
Biblical Separation & Standards	2
Christian Man/Womanhood	2
Music Internship	1
Private Instrument Lessons	1
	17

Sophomore Fall Semester

New Testament Survey	3
Bible Doctrines I	3
Music Theory II	3
Educational Philosophy	2
Classroom Methodology	2
English Composition I	2
Music Internship	1
Private Instrument Lessons	1
	17

Sophomore Spring Semester

Bible Doctrines II	3
Speech	3
Music Theory III	3
Christian Psychology	2
Teaching Music	2
Instrumental Techniques	2
Music Internship	1
Private Instrument Lessons	1
	17

Junior Fall Semester

General Teaching Methods	3
Baptist History I	3
Music Theory IV	3
Emerging Church Theology	2
Christian Conduct	2
Music Philosophy	2
Music Internship	1
Private Instrument Lessons	1
	17

Junior Spring Semester

Spiritual Warfare	3
Baptist History II	3
Music Technologies	3
Hymnology	2
Instrumental Methods I	2
Tests and Measurements	2
Music Internship	1
Private Instrument Lessons	1
	17

Senior Fall Semester

The Church	3
Educational Psychology	3
United States History I	3
Conducting	2
Instrumental Methods II	2
Music Internship	1
Private Instrument Lessons	1
	15

Senior Spring Semester

Student Teaching	6
United States History II	3
Music Practicum	3
Music Ministry Administration	2
Senior Recital	1
Music Internship	1
Private Instrument Lessons	1
	17

Bachelor's Degree in Music Education (Piano)

Freshman Fall Semester

Old Testament Survey I	3
Computer Basics	3
English Grammar I	3
Personal Evangelism	2
Personal Finance	2
Music Fundamentals	2
Music Internship	1
Private Piano Lessons	1
	17

Freshman Spring Semester

Old Testament Survey II	3
English Grammar II	3
Music Theory I	3
Prayer	2
Biblical Separation & Standards	2
Christian Man/Womanhood	2
Music Internship	1
Private Piano Lessons	1
	17

Sophomore Fall Semester

New Testament Survey	3
Bible Doctrines I	3
Music Theory II	3
Educational Philosophy	2
Classroom Methodology	2
English Composition I	2
Music Internship	1
Private Piano Lessons	1
	17

Sophomore Spring Semester

Bible Doctrines II	3
Speech	3
Music Theory III	3
Christian Psychology	2
Teaching Music	2
Instrumental Techniques	2
Music Internship	1
Private Piano Lessons	1
	17

Junior Fall Semester

General Teaching Methods	3
Baptist History I	3
Music Theory IV	3
Emerging Church Theology	2
Christian Conduct	2
Music Philosophy	2
Music Internship	1
Private Piano Lessons	1
	17

Junior Spring Semester

Spiritual Warfare	3
Baptist History II	3
Music Technologies	3
Hymnology	2
Hymn Arrangement & Accomp.	2
Tests and Measurements	2
Music Internship	1
Private Piano Lessons	1
	17

Senior Fall Semester

The Church	3
Educational Psychology	3
United States History I	3
Conducting	2
Piano Pedagogy	2
Music Internship	1
Private Piano Lessons	1
	15

Senior Spring Semester

Student Teaching	6
United States History II	3
Music Practicum	3
Music Ministry Administration	2
Senior Recital	1
Music Internship	1
Private Piano Lessons	1
	17

Bachelor's Degree in Office Administration

Freshman Fall Semester

Old Testament Survey I	3
Computer Basics	3
English Grammar I	3
Personal Evangelism	2
Christian Conduct	2
Personal Finance	2
	15

Freshman Spring Semester

Old Testament Survey II	3
Life of Christ	3
English Grammar II	3
Prayer	2
Biblical Separation & Standards	2
Christian Womanhood	2
Introduction to Missions	2
	17

Sophomore Fall Semester

Keyboarding I	5
New Testament Survey	3
Bible Doctrines I	3
Christian Leadership Principles	2
Classroom Methodology	2
English Composition I	2
	17

Sophomore Spring Semester

Keyboarding II	5
Bible Doctrines II	3
Speech	3
Christian Psychology	2
Fundamentals of Design	2
The Ministry Secretary	2
	17

Junior Fall Semester

Transcription I	5
Baptist History I	3
United States History I	3
Music Philosophy	2
Proofreading & Editing	2
	15

Junior Spring Semester

Transcription II	5
Photoshop I	3
Baptist History II	3
The Wife of a Leader	2
Ministry Finance	2
Ministry of Encouragement	1
	16

Senior Fall Semester

Spiritual Warfare	3
The Church	3
InDesign I	3
Desktop Publishing	3
Emerging Church Theology	2
Leading a Ladies Ministry	2
	16

Senior Spring Semester

Secretary Internship	8
United States History II	3
Practical Layout Applications	3
Organizing Special Events	2
	16

Bachelor's Degree in Pastoral Theology

Freshman Fall Semester

Old Testament Survey I	3
Computer Basics	3
English Grammar I	3
Personal Evangelism	2
Christian Conduct	2
Personal Finance	2
	15

Freshman Spring Semester

Old Testament Survey II	3
Life of Christ	3
English Grammar II	3
Prayer	2
Biblical Separation & Standards	2
Christian Manhood	2
Introduction to Missions	2
	17

Sophomore Fall Semester

New Testament Survey	3
Bible Doctrines I	3
Spiritual Warfare	3
Educational Philosophy	2
Classroom Methodology	2
English Composition I	2
	15

Sophomore Spring Semester

Bible Doctrines II	3
Child Evangelism	3
Speech	3
Minor Prophets	2
Bible Geography & Customs	2
Genesis	2
Christian Psychology	2
	17

Junior Fall Semester

Acts	3
Baptist History I	3
United States History I	3
Premillennialism	2
Homiletics I	2
Music Philosophy	2
Bible Elective	2
	17

Junior Spring Semester

Romans	3
Baptist History II	3
United States History II	3
Homiletics II	2
Preacher's Writing Seminar	2
Hymnology	2
Ministry Finance	2
	17

Senior Fall Semester

Cults	3
Church Administration	3
Apologetics	2
Hebrew Study Tools	2
Christian Leadership Principles	2
Biblical Counseling	2
Bible Elective	3
	17

Senior Spring Semester

The Church	3
Bible Prophecy	3
Emerging Church Theology	2
Pastoral Epistles	2
Pastoral Helps	2
Youth Ministry	2
Music Ministry Administration	2
	16

Degree Requirements - Minors

Pages 47-49 outline each of the degree minors offered at North Florida Baptist College along with the minimum requirements that must be completed for the degree minor to be awarded. Degree minors must be attached to a Bachelor's degree major.

American Sign Language

American Sign Language I	3 Credit Hours
American Sign Language II	3 Credit Hours
American Sign Language III	3 Credit Hours
Interpreting I	2 Credit Hours
Interpreting II	2 Credit Hours
Deaf Ministry	<u>2 Credit Hours</u>
	15 Credit Hours

Graphic Design

Fundamentals of Design	2 Credit Hours
Digital Photography I	1 Credit Hour
Video Production I	1 Credit Hour
Photoshop I	3 Credit Hours
Illustrator I	3 Credit Hours
InDesign I	3 Credit Hours
Typography	1 Credit Hour
Outputting and Adobe Acrobat	<u>1 Credit Hour</u>
	15 Credit Hours

History

World History	3 Credit Hours
History of England	2 Credit Hours
Government and Civics	3 Credit Hours
History of Colonialism	3 Credit Hours
Influential Christians in History	2 Credit Hours
History of Israel	<u>2 Credit Hours</u>
	15 Credit Hours

Literature

British Literature I	3 Credit Hours
British Literature II	3 Credit Hours
American Literature I	3 Credit Hours
Creative Writing	2 Credit Hours
Grammar	2 Credit Hours
American Literature II	3 Credit Hours
English Composition II	<u>2 Credit Hours</u>
	18 Credit Hours

Math

College Math Survey	2 Credit Hours
College Math II	2 Credit Hours
College Math III	3 Credit Hours
Geometry	3 Credit Hours
Advanced Math	3 Credit Hours
Calculus	<u>3 Credit Hours</u>
	16 Credit Hours

Music

Music Fundamentals	2 Credit Hours
Piano Techniques I	2 Credit Hours
Music Theory I	3 Credit Hours
Piano Techniques II	2 Credit Hours
Music Theory II	3 Credit Hours
Hymnology	2 Credit Hours
Conducting	2 Credit Hours
Music Internship	<u>4 Credit Hours</u>
	20 Credit Hours

Office Administration

Keyboarding I	5 Credit Hours
The Ministry Secretary	2 Credit Hours
Proofreading and Editing	2 Credit Hours
Ministry Finance	2 Credit Hours
Desktop Publishing	3 Credit Hours
Practical Layout Applications	<u>3 Credit Hours</u>
	17 Credit Hours

Science

Physical Science	3 Credit Hours
Biology	3 Credit Hours
Chemistry	3 Credit Hours
Physics I	3 Credit Hours
Physics II	<u>3 Credit Hours</u>
	15 Credit Hours

Technology

Digital Photography I	1 Credit Hour
Video Production I	1 Credit Hour
Fundamentals of Design	2 Credit Hours
Digital Photography II	1 Credit Hour
Video Production II	1 Credit Hour
Computer Hardware	2 Credit Hours
Principles of Sound	2 Credit Hours
Computer Networking	2 Credit Hours
Live Sound Systems	<u>3 Credit Hours</u>
	15 Credit Hours

Web Design

Fundamentals of Design	2 Credit Hours
Web Design I	2 Credit Hours
Photoshop I	3 Credit Hours
Web Design II	2 Credit Hours
Church Web Design I	3 Credit Hours
Church Web Design II	2 Credit Hours
Church Web Design III	<u>1 Credit Hour</u>
	15 Credit Hours

Degree Requirements - Proficiencies

Degree proficiencies are available in history, literature, math, music, office administration, and science. Proficiencies must be attached to a Bachelor's degree major by completing a minimum of twelve credits in the proficiency subject. For example, students wanting a proficiency in music would need to select and complete twelve credits from the list of available courses listed for a music minor.

COURSE DESCRIPTIONS

DEPARTMENT OF BIBLE

BI101 Old Testament Survey I

3 Credit Hours

This course examines the human writer, history, and biblical significance of the books of the first half of the Old Testament.

BI151 Old Testament Survey II

3 Credit Hours

This course examines the human writer, history, and biblical significance of the books of the second half of the Old Testament. (*Prerequisite: BI101*)

BI152 Life of Christ

3 Credit Hours

This course outlines the thirty-three and one-half years of the earthly ministry of Jesus Christ.

BI153 Prayer

2 Credit Hours

This course studies the importance of prayer in the Christian's life by emphasizing biblical explanation and practical application.

BI154 Biblical Separation and Standards

2 Credit Hours

This course emphasizes the practical, historical, and scriptural importance of biblical standards.

BI201 New Testament Survey

3 Credit Hours

This course overviews the books of the New Testament by examining the writers, key verses, and themes of each book.

BI202 Bible Doctrines I

3 Credit Hours

This course explores important doctrinal tenets presented throughout the Bible.

BI203 Spiritual Warfare

3 Credit Hours

This course examines the modern-day, antichrist culture of society and the proper response the church should have in order to reach the lost without compromising.

BI204 Exodus-Deuteronomy**3 Credit Hours**

This course overviews the books of Exodus, Leviticus, Numbers, and Deuteronomy. It focuses on the wilderness wanderings of the Israelites, the construction and customs of the tabernacle, and sacrifices. *(Prerequisite: BI101)*

BI205 Bible Principles**3 Credit Hours**

This course focuses on the proper procedures for establishing scriptural principles to govern the Christian's life.

BI251 Minor Prophets**2 Credit Hours**

This course focuses on the prophets in the books of Hosea through Malachi, including the historical setting of each book, the ministry of each prophet, and an analysis of the message and prophetic content of each book. *(Prerequisite: BI151)*

BI252 Bible Doctrines II**3 Credit Hours**

This course studies additional important doctrinal tenets found throughout the Bible.

BI253 Bible Geography and Customs**2 Credit Hours**

This course focuses on the geography and the practiced customs of the people of Bible times and brings the Bible to life through the deciphering of Bible-era maps.

BI254 Genesis**2 Credit Hours**

This course examines Genesis, the first book of the Bible, and focuses specifically on creation, the fall of man, the worldwide flood, and other key foundational topics. *(Prerequisite: BI101)*

BI255 Proverbs**3 Credit Hours**

This course studies Solomon's instructions to his son concerning the qualities of a righteous man, a wicked man, and a virtuous woman. *(Prerequisite: BI151)*

BI256 Corinthians**2 Credit Hours**

This course studies I and II Corinthians verse by verse in order to highlight God's instructions to the church regarding doctrine and discipline. *(Prerequisite: BI201)*

BI301 Acts**3 Credit Hours**

This course outlines the purpose, methods, power, and program of the early church. *(Prerequisite: BI201)*

BI302 Premillennialism**2 Credit Hours**

This course expounds and defines Premillennialism as a method of biblical interpretation. It also introduces principles of Hermeneutics.

BI303 Emerging Church Theology**2 Credit Hours**

This course focuses on the Emerging Church movement and its influence on Baptist churches. It also defines the postmodern movement by their own terms and reveals the seducing spirits that have dictated their doctrine.

BI304 Women of the Bible**2 Credit Hours**

This course highlights a number of women recorded in Scripture whom God used in various capacities. *(Female students only)*

BI305 Gospels**3 Credit Hours**

This course illustrates the inspired harmony of the first four New Testament books by exploring the historical background of the intertestamental period, briefly studying the geography of Palestine, and overviewing the four primary roles the Gospels show Christ to have fulfilled. It further emphasizes Christ's birth, ministry, death, resurrection, post-resurrection appearances, and ascension. *(Prerequisite: BI201)*

BI306 Jeremiah and Lamentations**2 Credit Hours**

This course studies the role the prophet Jeremiah fulfilled by giving attention to the time in which he lived as well as by analyzing his prophecies, placing special emphasis on those pertaining to Christ. It concludes with an analysis of the poetry of Lamentations. *(Prerequisite: BI151)*

BI307 Hebrews**2 Credit Hours**

This course is a verse-by-verse study of the book of Hebrews. *(Prerequisite: BI201)*

BI308 Biblical Books of Poetry**2 Credit Hours**

This course surveys the Old Testament books of Job, Psalms, Proverbs, Ecclesiastes, and Song of Solomon. *(Prerequisite: BI151)*

BI309 Historical Books I**3 Credit Hours**

This course studies each chapter of the books of Joshua, Judges, and Ruth. It places a special emphasis on the principles of successful Christian living and leadership found in these books. *(Prerequisite: BI101)*

BI351 Romans**3 Credit Hours**

This course conducts a verse-by-verse study of Romans giving thorough explanation of the doctrines of salvation, sanctification, and service. *(Prerequisite: BI201)*

BI352 The Church**3 Credit Hours**

This course examines the requirements, purpose, and perpetuity of the local New Testament church as outlined in Scripture.

BI353 Bible and Science**2 Credit Hours**

This course demonstrates the harmonious relationship between the Bible and true science contrasted with the evidence of secular humanism's implausibility and equal demand for faith.

BI354 Bible History and Chronology**2 Credit Hours**

This course places the dates, people, and events of the Bible in chronological order through a systematic study of the Bible giving further context to biblical content. *(Prerequisites: BI151, BI201)*

BI355 Historical Books II**3 Credit Hours**

This course surveys I and II Samuel, I and II Kings, I and II Chronicles, Ezra, Nehemiah, and Esther. It places special biographical emphasis on the leaders discussed in these books. *(Prerequisite: BI309)*

BI356 Christ in the Old Testament**2 Credit Hours**

This course studies Old Testament prophecy concerning the Person of Christ as well as the past, present, and projected work of Christ. *(Prerequisite: BI151)*

BI357 Bible Faith**3 Credit Hours**

This course studies the faith of the Christian by drawing practical application from Bible characters and principles necessary to build the Christian's faith for the ultimate purpose of pleasing God.

BI401 Cults**3 Credit Hours**

This course examines the historical and theological positions of modern-day perversions of biblical truths.

BI402 Apologetics**2 Credit Hours**

This course utilizes the systematic, theological approach in preparing the student to defend and explain the facts and proofs of Christianity. *(Prerequisite: CE351; male students only)*

BI403 Hebrew Study Tools**2 Credit Hours**

This course studies biblical Hebrew by introducing the alphabet and principles of grammar. Emphasis is placed on understanding the use of various research tools for finding precise meanings of Old Testament words and preparing Scripture texts for preaching and teaching. *(Male students only)*

BI404 Isaiah**3 Credit Hours**

This course examines the historical setting of the book with an emphasis placed on the personality and purpose of the prophet. There is special focus given to the Messiah's suffering and glory as well as an explanation of the blessings that were promised through Christ to both the Jew and Gentile. *(Prerequisite: BI151)*

BI405 General Epistles**2 Credit Hours**

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. *(Prerequisite: BI201)*

BI451 Bible Prophecy**3 Credit Hours**

This course studies the revelation of the last days and a chronology of things to come. *(Prerequisites: BI151, BI201)*

BI452 Pastoral Epistles**2 Credit Hours**

This course explores the three epistles specifically addressed to the pastor with the purpose of acquainting young men with the various blessings, dangers, and responsibilities of pastoring a church. *(Prerequisite: BI151; male students only)*

BI453 Minor Epistles**2 Credit Hours**

This course correlates the books of Galatians through Philemon chronologically as they correspond within the narrative of Acts. *(Prerequisite: BI201)*

BI454 Ezekiel**2 Credit Hours**

This course studies the book, purpose, personality, and visions of the prophet Ezekiel. Special emphasis is placed on God's rapport with Israel in the past and future. *(Prerequisite: BI151)*

DEPARTMENT OF CHRISTIAN EDUCATION**CE101 Personal Evangelism****2 Credit Hours**

This course studies the importance of the preparation, purpose, and personal responsibility of the soul winner's fulfilling the Great Commission.

- CE102 Christian Conduct** **2 Credit Hours**
This course teaches propriety and protocol for life and ministry service.
- CE103 Personal Finance** **2 Credit Hours**
This course teaches practical principles of biblical stewardship in the area of personal finance.
- CE151 Christian Manhood** **2 Credit Hours**
This course presents young men with biblical values to help them develop into strong, principled leaders. *(Male students only)*
- CE152 Christian Womanhood** **2 Credit Hours**
This course explores the important role God has designed for a Christian woman to fulfill in her life. *(Female students only)*
- CE201 Christian Leadership Principles** **2 Credit Hours**
This course teaches the essentials of leadership from a biblical perspective.
- CE202 American Sign Language I** **3 Credit Hours**
This course introduces the basics of American Sign Language and covers concepts including the alphabet, numbers, basic signs, and the verses of the Romans Road.
- CE203 Bus Ministry** **3 Credit Hours**
This course provides classroom instruction and practical, in-service training in the philosophies and methods of an effective bus ministry.
- CE251 Child Evangelism** **3 Credit Hours**
This course introduces techniques for effectively working with children and the philosophies that should guide children's ministries.
- CE252 Christian Psychology** **2 Credit Hours**
This course studies the biblical approach to understanding one's self and others.
- CE253 American Sign Language II** **3 Credit Hours**
This course expands the study of American Sign Language with more extensive study of vocabulary, basic sentence structure, basic classifiers, and the entire Romans Road. *(Prerequisite: CE202)*
- CE301 Homiletics I** **2 Credit Hours**
This course overviews the preparation and delivery of sermons by

exploring effective methods for gathering materials, selecting, outlining, and delivering the message. *(Prerequisite: EN251; male students only)*

CE303 American Sign Language III **3 Credit Hours**

This course focuses on narrative skills, expressive skills, and receptive skills. *(Prerequisite: CE253)*

CE304 Bible Study Methods **2 Credit Hours**

This course presents practical methods for effective, enriching Bible study. *(Male students only)*

CE305 Spanish I **3 Credit Hours**

This course provides an introduction to the study of the Spanish language and provides understanding for the basic skills of listening, speaking, reading, and writing Spanish, including learning the plan of salvation for soul winning.

CE351 Homiletics II **2 Credit Hours**

This course expands the study of the preparation and delivery of sermons. It emphasizes the preparation of messages for various facets of the ministry, and careful evaluation of student preaching is included. *(Prerequisite: CE301; male students only)*

CE352 Child Psychology **2 Credit Hours**

This course provides insight and directives for childrearing and child leading based on biblical commands and principles. *(Prerequisite: CE252)*

CE353 The Wife of a Leader **2 Credit Hours**

This course emphasizes the important role the lady plays as help meet to her husband and keeper at home. *(Female students only)*

CE354 Ministry of Encouragement **1 Credit Hour**

This course examines what it means to be an encouragement by learning to be aware of surrounding needs. *(Female students only)*

CE355 ASL Interpreting I **2 Credit Hours**

This course introduces training focused on ethics, professionalism, and continued expressive and receptive skill development for students to interpret in real-life situations. *(Prerequisite: CE303)*

CE356 Spanish II **3 Credit Hours**

This course advances skills in the areas of listening, speaking, reading,

and writing Spanish. Emphasis is placed on pronunciation, accentuation, punctuation, spelling, question and answer drills, and daily oral recitation. (*Prerequisite: CE305*)

CE401 Church Administration **3 Credit Hours**

This course outlines the procedures of church administration and emphasizes the effective and efficient operation of the ministries, services, and business of a church.

CE402 Biblical Counseling **2 Credit Hours**

This course teaches scriptural principles to equip those who will one day counsel in local church ministries. (*Prerequisite: CE252; male students only*)

CE403 Leading a Ladies Ministry **2 Credit Hours**

This course provides methods for the organization and facilitation of ladies' fellowships, ministry meetings, and other facets of a Christian ladies' ministry. (*Female students only*)

CE404 ASL Interpreting II **2 Credit Hours**

This course provides practical experience by involving students in interpreting for public speaking situations in the church. (*Prerequisite: CE355*)

CE405 Financial Independence **2 Credit Hours**

This course teaches how to achieve financial independence by focusing on consolidating and eliminating debt, avoiding financial pitfalls, and being a good steward. (*Prerequisite: CE103*)

CE451 Pastoral Helps **2 Credit Hours**

This course examines the role, relationships, and responsibilities of a pastor and staff member in the local church. (*Male students only*)

CE452 Assisting the Pastor **2 Credit Hours**

This course provides practical principles for being a help to the pastor of the local church. (*Male students only*)

CE453 Youth Ministry **2 Credit Hours**

This course teaches methods and philosophies of reaching and training teenagers through youth activities, soul winning, Bible clubs, music groups, and other programs. (*Male students only*)

CE454 Organizing Special Events**2 Credit Hours**

This course explores the various aspects of organizing special events in a church that includes meal planning, budgeting, securing venues, coordinating nurseries, and demonstrating proper hosting etiquette. *(Female students only)*

CE455 Deaf Ministry**2 Credit Hours**

This course focuses on the history of American Sign Language, deaf culture, the deaf community, and the deaf ministry of the local church. *(Prerequisite: CE303)*

DEPARTMENT OF CHURCH COMMUNICATIONS**CC101 Computer Basics****3 Credit Hours**

This course establishes a foundation for basic understanding of computers. It includes an examination of file systems and file management and progresses to training in Microsoft Word and Excel.

CC102 Digital Photography I**1 Credit Hour**

This course covers photography preliminaries by teaching students the core terminology and key functions of the DSLR camera, the transition between auto mode to manual mode, and the application of these settings to achieve a balanced and professional product.

CC103 Video Production I**1 Credit Hour**

This course includes insight into understanding basic video production terminology, choosing proper equipment, using the camera correctly, drafting storyboards, planning scripts, and streamlining video production.

CC151 Fundamentals of Design**2 Credit Hours**

This course instructs in the basics of graphic design, including composition, balance, proportion, color theory, and photography in design. Practical examples and evaluation provide students with valuable lesson-reinforcing experience.

CC152 Digital Photography II**1 Credit Hour**

This course provides students with an in-depth perspective of framing photos effectively in different venues and lighting conditions while establishing the tools and techniques used to take a great photo in either portrait or landscape formatting. *(Prerequisite: CC102)*

CC153 Video Production II**1 Credit Hour**

This course teaches students to choose appropriate locations, maximize

venues to their greatest potential, and adjust for various lighting environments by exploring the fundamentals of framing shots with audio, scenery angles, and the use of drones. *(Prerequisite: CC103)*

CC201 Web Design I **2 Credit Hours**

This course teaches the application and relevance of web design to the ministry by laying the foundation of coding and website construction through the use of HTML and CSS. *(Prerequisite: CC151)*

CC202 Digital Photography III **1 Credit Hour**

This course introduces basic editing programs such as Lightroom as well as techniques designed to streamline and maximize photography editing. *(Prerequisite: CC152)*

CC203 Video Production III **1 Credit Hour**

This course introduces components of video editing including sequencing, audio, and file management and advanced techniques covering stylization, grading, and exporting to create effective, ministry-specific videos. *(Prerequisite: CC153)*

CC251 Photoshop I **3 Credit Hours**

This course provides an introduction to the fundamental uses of the Adobe Photoshop and Creative Cloud interfaces. *(Prerequisite: CC151)*

CC252 Web Design II **2 Credit Hours**

This course lays the foundation for effective website planning by placing special emphasis on mapping concise wire frames, creating functional layout designs, and maintaining consistency in website flow. *(Prerequisite: CC201)*

CC253 Digital Photography IV **1 Credit Hour**

This course covers photography management and marketing from a ministerial perspective. *(Prerequisite: CC202)*

CC254 Video Production IV **1 Credit Hour**

This course establishes a framework for the installation of a church live-stream, including equipment selection and set up as well as in-service, live-stream team management. *(Prerequisite: CC203)*

CC301 Photoshop II **3 Credit Hours**

This course expands techniques to include blending modes, image correction, and masking. *(Prerequisite: CC251)*

CC302 Church Web Design I**3 Credit Hours**

This course examines the process of setting up a host account, registering a domain, and building the framework for a website. *(Prerequisite: CC252)*

CC303 Computer Hardware**2 Credit Hours**

This course provides a thorough survey of modern computing components and their operation including processors, memory, and storage for personal computers and mobile devices. *(Prerequisite: CC101)*

CC304 Principles of Sound**2 Credit Hours**

This course includes a study of the generation, movement, and perception of sound waves. Emphasis is given regarding the correction of common problems found in sound reinforcement environments.

CC351 Photoshop III**3 Credit Hours**

This course explores using filters and patterns, creating color channels, working with and creating actions, and utilizing three-dimensional tools. *(Prerequisite: CC301)*

CC352 Illustrator I**3 Credit Hours**

This course utilizes Adobe Illustrator to equip students with a thorough understanding of vector images and their uses. *(Prerequisite: CC251)*

CC353 Church Web Design II**2 Credit Hours**

This course explores key components required to release and maintain an effective church website. *(Prerequisite: CC302)*

CC354 Computer Networking**2 Credit Hours**

This course outlines the process of designing, building, and maintaining a small-scale computer network with special focus given to the necessary hardware, wiring, IP addressing, DNS, DHCP, routing, and security. *(Prerequisite: CC303)*

CC401 InDesign I**3 Credit Hours**

This course provides an introduction to the user interface and various tools found within InDesign with an emphasis on using graphics, images, and typesetting. *(Prerequisite: CC251)*

CC402 Illustrator II**3 Credit Hours**

This course covers more advanced concepts such as distortions,

gradient meshes, envelopes, blends, and extensive use of Adobe's pen tool. *(Prerequisite: CC352)*

CC403 Church Web Design III **1 Credit Hour**

This course examines the methods of marketing, increasing online presence, and utilizing various social media platforms to further the church's professionalism and purpose. *(Prerequisite: CC353)*

CC451 InDesign II **3 Credit Hours**

This course examines additional techniques using InDesign to produce professional arrangements for print layouts. *(Prerequisite: CC401)*

CC452 Live Sound Systems **3 Credit Hours**

This course provides technical understanding and operating directives for modern sound system equipment as well as exploring the concepts for operating these systems. *(Prerequisite: CC304)*

CC453 Typography **1 Credit Hour**

This course examines the physical attributes of type, type family classifications, legibility, and layout design aspects. *(Prerequisite: CC151)*

CC454 Outputting and Adobe Acrobat **1 Credit Hour**

This course explores the process of printing projects including setting bleeds, registration, CMYK separations, and soft proofing as well as the handling of PDF files in Adobe Acrobat. *(Prerequisites: CC352, CC401)*

DEPARTMENT OF EDUCATION

ED201 Educational Philosophy **2 Credit Hours**

This course explores the proper perspective of Christian education by emphasizing its historical and philosophical developments in addition to the philosophy behind the methods and goals of Christian education.

ED202 Classroom Methodology **2 Credit Hours**

This course covers the techniques and methods of good classroom management, classroom control, lesson preparation, lesson presentation, and annual planning.

ED203 General Teaching Methods **3 Credit Hours**

This course provides an introduction to the organization and management of a Christian school classroom. Focus is given to the proper classroom

implementation of visual aids and technology as well as in-class observation and evaluation.

ED251 Curriculum Implementation **3 Credit Hours**

This course introduces various curricula available to the Christian school teacher by exploring the purpose and practical application of curriculum usage in the classroom. (*Prerequisites: ED201, ED202, ED203*)

ED252 Physical Education **2 Credit Hours**

This course provides insight and skills required for organizing a physical education program tailored to elementary and secondary grade levels. Emphasis is placed on curriculum development, fine and gross motor skill refinement, and hand-eye coordination improvement. Peer teaching and observation are also implemented. (*Prerequisites: ED201, ED202, ED203*)

ED253 Teaching Science **2 Credit Hours**

This course focuses on methodology and appropriate material selection and organization of materials for teaching science in the Christian school classroom with an emphasis on demonstration. Peer teaching and observation are also implemented. (*Prerequisites: ED203, SC151*)

ED301 Educational Psychology **3 Credit Hours**

This course evaluates the impact of psychology in a Christian education environment. (*Prerequisites: CE252, ED201*)

ED302 Teaching Elementary Math **2 Credit Hours**

This course studies the process of selecting and organizing materials as well as the methods for teaching arithmetic in the elementary classroom. Peer teaching and observation are also implemented. (*Prerequisites: ED203, MA101*)

ED303 Teaching Secondary Math **2 Credit Hours**

This course examines the methods used in teaching mathematics in the secondary classroom and methods for applying these mathematical principles to spiritual and physical life. Peer teaching, observation, and practical classroom teaching experience are also provided. (*Prerequisites: ED251, MA101*)

ED351 Teaching Reading and Language **3 Credit Hours**

This course examines the methods for teaching reading and phonics in elementary school while also covering spelling, handwriting, and English

grammar. Peer teaching and classroom observation are included. (*Prerequisites: ED203, EN201*)

ED352 Teaching Secondary English **3 Credit Hours**

This course provides an overview of the instruction of English grammar, literature, spelling, vocabulary, and poetry in the secondary classroom. Peer teaching, observation, and practical classroom teaching experience are also provided. (*Prerequisites: ED251, EN201*)

ED353 Teaching History **2 Credit Hours**

This course reviews the philosophy and approach of assessing and selecting appropriate history materials as well as the methods for teaching history through the incorporation of storytelling techniques and spiritual application in the Christian school classroom. Peer teaching and observation are also implemented. (*Prerequisites: ED203, HI302*)

ED354 Tests and Measurements **2 Credit Hours**

This course studies the nature, principles, and use of testing as an appraisal of learning with an emphasis on the development of formal and informal measurement tools for classroom use on the elementary and secondary levels. (*Prerequisites: ED201, ED202, ED203*)

ED401 Student Teaching **12 Credit Hours**

This course provides intern teaching experience in a Christian school. (*Prerequisite: completion of all education and major-specific courses; music majors must complete 6 credit hours of ED401 in conjunction with MU452.*)

ED402 Professional Development **2 Credit Hours**

This course evaluates the application of leadership skills, professional responsibility, human relationships, and institutional methodology. It also emphasizes the correlation of successful classroom management and student behavior. (*This course must be completed in conjunction with ED401.*)

DEPARTMENT OF ENGLISH

EN100 Basic English **3 Hours**

This course provides an overview of rudimentary English grammar and is required for students who did not pass the English Placement Test for EN101. Zero credits are earned for the completion of this course.

EN101 English Grammar I**3 Credit Hours**

This course includes a comprehensive study of English grammar emphasizing parts of speech, sentence structure, usage, and mechanics as well as basic writing skills. (*Prerequisite: EN100 or passing English Placement Test score*)

EN151 English Grammar II**3 Credit Hours**

This course studies English grammar emphasizing usage, complex sentence structures, sentence improvement, and advanced writing skills. (*Prerequisite: EN101*)

EN201 English Composition I**2 Credit Hours**

This course highlights the rules and process of standard formal writing. Preparation of descriptive paragraphs, persuasive and expository narratives, and other varying compositions, including a research paper are required. (*Prerequisite: EN151*)

EN202 British Literature I**3 Credit Hours**

This course surveys outstanding British Literature from the Anglo-Saxon period to the Puritan Age.

EN251 Speech**3 Credit Hours**

This course examines the basic principles of public speaking with special emphasis on formal presentation and platform techniques. (*Prerequisite: EN201*)

EN252 British Literature II**3 Credit Hours**

This course surveys outstanding British Literature from the Restoration period to the Twentieth Century. (*Prerequisite: EN202*)

EN301 Children's Literature**2 Credit Hours**

This course surveys different grade levels of children's literature and places an emphasis on character application through storytelling.

EN303 American Literature I**3 Credit Hours**

This course surveys outstanding American Literature from the Colonial period to the Romantic period.

EN304 Creative Writing**2 Credit Hours**

This course explores techniques in writing poetry and various forms of fiction. (*Prerequisite: EN201*)

EN305 Grammar**2 Credit Hours**

This course includes an in-depth study of grammar and usage as it pertains to the skills of standard formal writing. (*Prerequisite: EN201*)

EN351 Preacher's Writing Seminar**2 Credit Hours**

This course reviews the mechanics, proper punctuation, and sentence structure for professional writing. A focus is placed on designing brochures, letters, church bulletins, and Sunday school lessons. (*Prerequisite: EN201; male students only*)

EN352 Teacher's Writing Seminar**2 Credit Hours**

This course focuses on the mechanics and proper sentence structure required for professional writing. Emphasis is placed on instruction in parent/teacher communication as well as the development of brochures and literature for special events. (*Prerequisite: EN201*)

EN353 American Literature II**3 Credit Hours**

This course surveys outstanding American Literature from the Age of Realism to the present. (*Prerequisite: EN303*)

EN354 English Composition II**2 Credit Hours**

This course scrutinizes the process of effective writing and revision of formal writing by emphasizing unity, coherence, cohesion, and emphasis. Evaluation is provided in writing expository, narrative, and persuasive essays, in addition to book reviews and a research paper. (*Prerequisite: EN201*)

DEPARTMENT OF HISTORY**HI201 World History****3 Credit Hours**

This course examines the history of man from the beginning of written records to the present day, including the cultural developments of principal countries.

HI202 History of England**2 Credit Hours**

This course highlights the history of England as well as her national, cultural, and spiritual world impact.

HI251 Government and Civics**3 Credit Hours**

This course examines the government of the United States of America, compares and contrasts the tenets of a constitutional republic and a democracy, and explores the dangers of democracy. It also emphasizes

the important governing documents of America as well as the rights and duties Americans have to these documents.

HI252 History of Colonialism **3 Credit Hours**

This course studies the Age of Imperialism and its spread of colonialism by focusing on the outcome of conquered countries, the role of missionaries during this time, as well as the lasting impacts of colonialism in the present world.

HI301 Baptist History I **3 Credit Hours**

This course 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 placed on the history of Baptists and the Bible.

HI302 United States History I **3 Credit Hours**

This course explores the history of America from its colonial beginnings through the beginning of the twenty-first century.

HI303 Influential Christians in History **2 Credit Hours**

This course analyzes the history of unsung Christian heroes who have contributed to the fabric of the world through their dedication to the calling of their Christian heritage.

HI351 Baptist History II **3 Credit Hours**

This course continues the history of the local church from the Middle Ages to present day with emphasis on the Baptist movement in America. *(Prerequisite: HI301)*

HI352 United States History II **3 Credit Hours**

This course provides a continued study of the United States from the turn of the twentieth century through modern day and includes an overview of the key events and philosophical movements that shaped the current nation. *(Prerequisite: HI302)*

HI353 History of Israel **2 Credit Hours**

This course provides a comprehensive study of Israel's conception as a nation and history through the Bible times into present day.

DEPARTMENT OF MATHEMATICS

MA100 Basic Math **3 Hours**

This course provides an overview of rudimentary arithmetic functions

and is required for students who did not pass the Math Placement Test for MA101. Zero credits are earned for the completion of this course.

MA101 College Math Survey

2 Credit Hours

This course covers basic algebraic functions including signed numbers, area, volume, exponents, inequalities, unit conversions, polynomials, graphs, and factoring. (*Prerequisite: MA100 or passing Math Placement Test score*)

MA151 College Math II

2 Credit Hours

This course expounds upon basic algebraic functions including absolute value, scientific notation, quadratic equations, radicals, square roots, trinomial factoring, and exponential growth. (*Prerequisite: MA101*)

MA201 College Math III

3 Credit Hours

This course covers algebraic topics such as negative exponents, quadratic equations, metric conversions, logarithms, and advanced factoring as well as some basic geometric functions. (*Prerequisite: MA151*)

MA251 Geometry

3 Credit Hours

This course covers triangle congruence, postulates and theorems, surface area and volume, proofs, vector addition, and slopes and equations of lines. (*Prerequisite: MA201*)

MA301 Advanced Math

3 Credit Hours

This course provides in-depth coverage of trigonometry, logarithms, analytic geometry, and upper-level algebraic concepts including functions, matrices, statistics, and the graphing calculator. (*Prerequisite: MA201*)

MA351 Calculus

3 Credit Hours

This course includes a condensed summary of key algebra, trigonometry, and geometry topics and explores functions, limits, and the differentiation and integration of variables and their many applications. (*Prerequisite: MA301*)

DEPARTMENT OF MISSIONS

MI151 Introduction to Missions

2 Credit Hours

This course examines the biblical basis for missions and consists of key philosophies regarding missions and missionaries, and the role of the local church in missions.

MI201 Missionary Relationships **3 Credit Hours**

This course examines the cultivation and maintenance of relationships of the missionary including peer, mission board, pastoral, supporting churches, personal, and family relations. *(Prerequisite: MI151)*

MI251 History of Missions **2 Credit Hours**

This course studies the origins and expansion of world missions with special focus on men including Abraham, Paul, and William Carey. *(Prerequisite: MI151)*

MI301 Missionary Practical Helps (Men) **2 Credit Hours**

This course provides specific training for the male missionary.

MI302 Missionary Practical Helps (Ladies) **2 Credit Hours**

This course provides specific training for the female missionary.

MI351 Missionary Biographies **2 Credit Hours**

This course explores the lives and ministries of missionaries who were greatly used by God to impact villages, cities, regions, and countries for the cause of Christ. *(Prerequisite: MI251)*

MI352 World Missions (Men) **2 Credit Hours**

This course examines the biblical philosophy of reaching the world through missions and provides practical advice for the missionary's life on the mission field. *(Prerequisite: MI151)*

MI353 World Missions (Ladies) **2 Credit Hours**

This course examines the biblical philosophy of reaching the world through missions and provides practical advice for the missionary wife's life on the mission field. *(Prerequisite: MI151)*

MI401 Missions Administration I **2 Credit Hours**

This course provides information for the missionary regarding taxes, exchange rates, and financial planning and provides limited instruction in clerical, medical, foreign travel procedures, and education. *(Prerequisite: MI201)*

MI451 Missions Administration II **3 Credit Hours**

This course acquaints the missionary with the details and proceedings of the ministry of deputation. *(Prerequisite: MI401)*

MI452 Short-term Missions Trip **2 Credit Hours**

This course provides hands-on experience in a mission field setting. (A

missions trip during the student's junior or senior year is required and is subject to administrative approval or revision.)

DEPARTMENT OF MISSIONS AVIATION

AV301 Private Pilot Theory **16 Credit Hours**

This course prepares students for the Private Pilot Airplane, Single-Engine, Land FAA Knowledge Exam.

AV351 Private Pilot Application **16 Credit Hours**

This course emphasizes flight training to prepare students for the Private Pilot Airplane, Single-Engine, Land FAA Practical and Oral Test, and fulfillment of the criteria for the Private Pilot Certificate. *(Prerequisite: AV301)*

AV401 Instrument Theory **16 Credit Hours**

This course prepares students for the Instrument Rating FAA Knowledge Exam. *(Prerequisite: AV351)*

AV451 Instrument Application **16 Credit Hours**

This course emphasizes flight training to prepare students for the Instrument Rating, Single-Engine Airplane FAA Practical and Oral Test, and fulfillment of the criteria for the Instrument Rating. *(Prerequisite: AV401)*

DEPARTMENT OF MUSIC

MU101 Music Fundamentals **2 Credit Hours**

This course includes a study of the basics of music, including notation, basic rhythm, music terminology, key signatures, and intervals.

MU102 Piano Techniques I **2 Credit Hours**

This course teaches the fundamentals of piano, including note reading, rhythms, major scales, chords, key signatures, and proper playing techniques in a group setting and is tailored to students with little or no piano keyboard experience.

MU111 Music Internship **1 Credit Hour**

This course provides practical training in the music ministry of Immanuel Baptist Church. Students are assigned tasks involving the day-to-day, inner workings of choir, orchestra, and small-scale singing groups. *(Music majors must complete 8 credit hours.)*

MU121 Private Instrumental Lessons **1 Credit Hour**
This course gives private instruction customized to any level of instrumentalists on a woodwind, brass, or string instrument. *(Prerequisite: technical skills evaluation; music majors must complete 8 credit hours.)*

MU131 Private Piano Lessons **1 Credit Hour**
This course includes private instruction customized to the skill set of the student and designed for the intermediate to the advanced pianist. *(Prerequisite: MU254 or equivalent evaluation; music majors must complete 8 credit hours.)*

MU151 Music Theory I **3 Credit Hours**
This course gives a comprehensive study of key signatures, rhythms, intervals, complex time signatures, and scales. It also encompasses an introduction to chord building, transposing, and harmony analysis. *(Prerequisite: MU101)*

MU152 Piano Techniques II **2 Credit Hours**
This course continues the study of piano basics in a group setting. *(Prerequisite: MU102)*

MU201 Music Theory II **3 Credit Hours**
This course continues an in-depth study of chords, chord analysis, rhythmic dictation, and music terminology. *(Prerequisite: MU151)*

MU202 Piano Techniques III **2 Credit Hours**
This course continues the student's study of scales and chords and focuses specifically on developing finger dexterity as well as intermediate music reading. *(Prerequisite: MU152)*

MU251 Music Theory III **3 Credit Hours**
This course covers chord mastery, harmony studies, transposition for instruments, four-part harmony development, and piano, voice, and instrument composition. *(Prerequisite: MU201)*

MU252 Teaching Music **2 Credit Hours**
This course is a systematic approach to teaching music in the Christian school. Students explore how to teach various activities and music skills to kindergarten through twelfth grade students. Students will also be taught how to organize, plan, and conduct school programs, a teen choir, and ensembles. Several teaching techniques will be demonstrated, discussed, and reproduced by the student. *(Prerequisites: ED202, ED203, MU101)*

- MU253 Instrumental Techniques** **2 Credit Hours**
This course instructs basic techniques and methods for each instrument in the four instrument families including specific breathing technique, fingering, embouchure, and care. It also introduces the procedures of writing music for each instrument, including key and clef specifics. (*Prerequisite: MU101*)
- MU254 Piano Techniques IV** **2 Credit Hours**
This course advances previous studies as well as an introduction to hymn playing in basic key signatures. (*Prerequisite: MU202*)
- MU301 Music Philosophy** **2 Credit Hours**
This course offers an in-depth study of the biblical Music Philosophy, including the role of music in the local church service and measuring current musical trends and their roots by God's Word.
- MU302 Music Theory IV** **3 Credit Hours**
This course advances theory study to include form, cadences, modulation, advanced chord study, key relationships, and arranging and writing music for orchestral or piano proficiency. (*Prerequisite: MU251*)
- MU351 Hymnology** **2 Credit Hours**
This course explores how the lives of hymn writers and the accounts of history are intertwined resulting in a rich hymn heritage.
- MU352 Music Technologies** **3 Credit Hours**
This course instructs students in the process of using Finale for producing music compositions and arrangements. (*Prerequisite: MU302*)
- MU353 Instrumental Methods I** **2 Credit Hours**
This course includes a study of the basic care, playing techniques, and pedagogy for the flute, single-reed woodwinds, and double-reed instruments, including a brief overview of the basic techniques for playing all other concert percussion instruments. (*Prerequisite: MU253*)
- MU354 Hymn Arrangement and Accompaniment** **2 Credit Hours**
This course teaches hymn arrangement, transposing, chord substitution, and various accompaniment styles and techniques for choirs, singing groups, and congregational singing. (*Prerequisite: MU131 - 5 completed credit hours*)
- MU401 Piano Pedagogy** **2 Credit Hours**
This course examines the methods, materials, and objectives of effective

beginner to advanced piano instruction in both private and classroom settings. It also includes planning a recital, methods for student motivation and parental communication. Students are evaluated on their ability to demonstrate these skills. *(Prerequisite: MU131 - 6 completed credit hours)*

MU402 Conducting

2 Credit Hours

This course introduces fundamental timing patterns, basic conducting techniques, phrasing, articulation, and hand independence. Choral and score study are also explored. *(Prerequisite: MU101)*

MU403 Instrumental Methods II

2 Credit Hours

This course covers the basic care, playing techniques, and pedagogy for brass family instruments family as well as a brief overview of the basic playing techniques, care, and pedagogy for instruments of the string family. *(Prerequisite: MU353)*

MU451 Music Ministry Administration

2 Credit Hours

This course outlines the proper philosophy and resources by which to achieve an effective music ministry in the local church with special attention being given to the qualifications, responsibilities, and relationship of the music administrator. Music library and copyright laws are also discussed. *(Prerequisites: MU151, MU301)*

MU452 Music Practicum

3 Credit Hours

This course will give music majors the opportunity to work in conjunction with the instructor assisting in event planning, chapel music, and other areas of practical experience. *(This course must be completed in conjunction with ED401.)*

MU453 Senior Recital

1 Credit Hour

This course includes the presentation of a senior recital in the student's area of proficiency. *(Prerequisite: permission from instructor)*

DEPARTMENT OF OFFICE ADMINISTRATION

OA201 Keyboarding I

5 Credit Hours

This course teaches proper typing techniques emphasizing rhythm and speed.

OA251 Keyboarding II

5 Credit Hours

This course expands typing techniques to include continued focus on

rhythm and speed as well as added instruction on accuracy and editing. *(Prerequisite: OA201 or passing Keyboarding I Placement Test score)*

OA252 The Ministry Secretary **2 Credit Hours**

This course examines the role and responsibilities of a secretary in a local church ministry. *(Female students only)*

OA301 Transcription I **5 Credit Hours**

This course develops the principles of speed and accuracy in transcribing dictation. *(Prerequisites: EN201, OA251)*

OA302 Proofreading and Editing **2 Credit Hours**

This course provides practical and expansive instruction in proofreading and editing. *(Prerequisite: EN201)*

OA351 Transcription II **5 Credit Hours**

This course expands transcription proficiency by emphasizing spelling, punctuation, English grammar, and accuracy. *(Prerequisite: OA301)*

OA352 Ministry Finance **2 Credit Hours**

This course teaches practical principles of biblical stewardship in the different ministries of the church. *(Prerequisite: CE103)*

OA401 Desktop Publishing **3 Credit Hours**

This course instructs the effective use of programs such as Microsoft Word, Excel, PowerPoint, and Publisher. Using computer graphics to create charts, posters, slides, newsletters, brochures, flyers, and other resources for the ministry is highlighted. *(Prerequisite: CC251)*

OA451 Secretary Internship **8 Credit Hours**

This course provides intern experience in a ministry office setting. *(Prerequisite: completion of required Office Administration courses)*

OA452 Practical Layout Applications **3 Credit Hours**

This course builds on previously learned techniques by incorporating their use into the creation of bulletins, invitation cards, tracts, and flyers. *(Prerequisites: CC401, OA401)*

DEPARTMENT OF SCIENCE

SC151 Physical Science **3 Credit Hours**

This course studies physics concepts of mechanics, work, energy,

waves, electricity, magnetism, and light as well as chemistry concepts of elements, compounds, and chemical reactions and solutions.

SC201 Biology

3 Credit Hours

This course surveys the microscopic world of cellular biology and genetics to the macroscopic world of plants, animals, and human anatomy. (*Prerequisite: SC151*)

SC251 Chemistry

3 Credit Hours

This course studies atomic structure, the periodic classification of elements, and chemical properties, as well as how matter interacts in chemical reactions, solutions, and acids and bases. (*Prerequisites: MA101, SC151*)

SC301 Physics I

3 Credit Hours

This course provides a detailed study of foundational physics concepts including matter, kinematics, motion and forces, work and energy, sound waves, thermodynamics, and mechanics. (*Prerequisite: SC251*)

SC351 Physics II

3 Credit Hours

This course expands the study of physics to include electricity, magnetism, light and wave optics, as well as atomic and nuclear physics. (*Prerequisite: SC301*)

FINANCES

Fees

ACT Fee: A non-refundable fee of \$100.00 is due for all incoming freshmen who need to take the ACT exam administered by North Florida Baptist College.

Application Fee: A non-refundable fee of \$25.00 is due for each application for admission to North Florida Baptist College.

Registration Fee: A non-refundable fee of \$250.00 is due each semester for all students registering for courses.

Late Registration Fee: A non-refundable fee of \$50.00 is due for all students registering after the scheduled registration date.

Tuition Fee: A fee of \$2,300.00 is due each semester for all students enrolled in twelve to seventeen credit hours per semester. Students enrolled in fewer than twelve credit hours or more than seventeen credit hours per semester will be charged at the rate of \$195.00 per credit hour. NFBC online students will be charged at the rate of \$175.00 per credit hour regardless of total credit hour quantity.

Audit Fee: A non-refundable fee of \$95.00 per semester hour is due for all students registered for courses on an audit basis. NFBC online students will be charged a non-refundable fee of \$50.00 for each course audited.

Residence Fee: A fee of \$1,500.00 is due each semester for all students living in student housing. Student housing and mailbox access keys are included in this fee.

Summer Break Residence Fee: A fee of \$10.00 per weekday (weekends excluded) is due for all students living in student housing during the summer break. Student housing and mailbox access keys are included in this fee.

Winter Break Residence Fee: A fee of \$10.00 per weekday (weekends excluded) is due for all students living in student housing

during the winter break. Student housing and mailbox access keys are included in this fee.

Replacement Access Key Fee: A fee of \$10.00 is due for all students needing replacement student housing or mailbox access keys, including keys not returned upon student check-out from student housing.

Dining Fee: A fee of \$500.00 is due each semester for all students attending meals in the college dining hall.

Book Fee: A variable-amount non-refundable fee is due each semester for all students enrolled in courses administered by North Florida Baptist College and includes all required books for all student-enrolled courses.

Printing Fee: A non-refundable fee of \$20.00 is due each semester for all students needing materials printed for them by North Florida Baptist College printers.

Private Music Lessons Fee: A non-refundable fee of \$100.00 is due each semester for all students enrolled in private music lessons.

Private Tutoring Fee: A non-refundable fee of \$195.00 per semester hour is due each semester for all students enrolled in private tutoring sessions.

Activity Fee: A variable-amount non-refundable fee is due periodically throughout each semester that covers the cost of student participation in college-sponsored activities.

Graduation Fee: A non-refundable fee of \$350.00 is due the final semester for all graduating students and covers the cost of their regalia, diploma, and one hundred announcements. Additional announcements may be purchased through North Florida Baptist College for an additional charge at market rate. NFBC Online students will be charged a fee of \$150.00 covering the cost of their diploma, two transcripts, and shipping costs upon completion of all degree program requirements.

Returned Check Fee: A non-refundable fee of \$20.00 plus any other applicable fees will be incurred for each payment made with a personal check that is returned for any reason. Students who incur two or more returned check fees in an academic semester will be

unable to make any payments by personal check for the remainder of the academic year and must make all payments with cash, certified check, money order, debit card, or credit card.

Late Payment Fee: A non-refundable fee of \$15.00 will be incurred for each payment that is not paid in full by the due date and will incur every fifth business day that a payment remains unpaid until the payment amount is paid in full.

Payment Due Dates

Each semester, students will have four monthly payments that are due on the following dates:

<u>Payment</u>	<i>Fall Semester</i> <u>Payment Due</u>	<i>Spring Semester</i> <u>Payment Due</u>
First	Registration Day	Registration Day
Second	October 1	March 1
Third	November 1	April 1
Fourth	December 1	May 1

The monthly payment amount that is due on each date listed above is determined by the administration per the applicable fees and is agreed upon by each student via the student financial responsibility agreement provided on registration day.

Delinquency

Students who fail to pay their monthly payment amount in full by the due date enter delinquency. Students who are delinquent for six weeks may not attend classes and are financially withdrawn until their invoice or financial status is current.

Financial Withdrawal

Students who are delinquent for six weeks or fail to make any payment on their invoice for four consecutive weeks following a payment due date are financially withdrawn. Students who are financially withdrawn may not be readmitted until their past-due invoice is paid in full or a lump-sum payment (amount determined by the administration) is made.

Advance Payment Refund

Students who prepay a semester invoice and do not enter that semester or are withdrawn or dismissed from that semester are entitled to a pro-rata refund, provided that all financial obligations have been satisfied and a credit balance remains. Students are responsible for 100% of non-refundable fees.

Future Payment Cancellation

Students who have signed a Financial Responsibility Agreement Form and are on a monthly payment plan during a semester are entitled to a pro-rata cancellation of future payments on their invoice should they be withdrawn or dismissed from North Florida Baptist College for any reason. Students are responsible for 100% of non-refundable fees.

Interest Charge

Students who are financially withdrawn will incur an interest charge of 18% for any unpaid balances unless financial arrangements have been made and agreed upon by the administration.

Scholarships

North Florida Baptist College has multiple scholarships available for which students may apply. Students who desire to apply or reapply for a scholarship must submit an application for administrative review prior to registration day each semester. All scholarship applications received on or after registration day will be reviewed for approval for the following semester. Scholarships must be applied for through the college website at www.nfbc4me.com/scholarships.

Academic Scholarship

Students who graduate with a GPA (grade-point average) of 3.75 or higher and have a minimum composite score of 25 on the ACT or 1210 on the SAT may apply for this scholarship. If this scholarship is awarded, the student will receive free tuition applied to his invoice for his first enrolled semester at North Florida Baptist College, contingent upon his verification as a full-time student. This scholarship may not be combined with any other scholarship and is available only to undergraduate students.

Family Scholarship

The spouse of a full-time student enrolled at North Florida Baptist College may apply for this scholarship. If this scholarship is awarded, the spouse of a full-time student will receive free tuition for one course (up to three credits). Additional courses may be enrolled at a fifty percent tuition reduction.

Christian Service Scholarship

Students who have a parent in full-time Christian service and are a paid employee of their home church may apply for this scholarship. If this scholarship is awarded, the student will receive a tuition credit of \$500.00 applied to his invoice for his first enrolled semester at North Florida Baptist College, contingent upon his verification as a full-time student. This scholarship may not be combined with any other scholarship.

MK Scholarship

Students whose parents are current missionaries outside of the United States may apply for this scholarship. If this scholarship is awarded, the student will receive a fifty percent reduction in tuition applied to his invoice for all enrolled semesters at North Florida Baptist College, contingent upon his verification as a full-time student. While this scholarship may not be combined with any other scholarship, if the student also qualifies for the Academic Scholarship, that scholarship will be applied to his invoice during his first enrolled semester, and the MK Scholarship will be applied to his invoices for the remaining seven semesters.

PK Scholarship

Students whose father is the senior pastor of their home church may apply for this scholarship. If this scholarship is awarded, the student will receive a fifty percent reduction in tuition applied to his invoice for all enrolled semesters at North Florida Baptist College, contingent upon his verification as a full-time student. While this scholarship may not be combined with any other scholarship, if the student also qualifies for the Academic Scholarship, that scholarship will be applied to his invoice during his first enrolled semester, and the PK Scholarship will be applied to his invoices for the remaining seven semesters.

Florida/Georgia Scholarship

Students whose home address is in Florida or Georgia may apply for this scholarship. If this scholarship is awarded, the student will

receive a tuition credit of \$500.00 applied to his invoice for four enrolled semesters at North Florida Baptist College, contingent upon his verification as a full-time student. While this scholarship may not be combined with any other scholarship, if the student also qualifies for the Academic Scholarship, that scholarship will be applied to his invoice during his first enrolled semester, and the Florida/Georgia Scholarship will be applied to his invoices for the remaining three semesters.

Musician's Scholarship

Students who have served in the music ministry of their home church and are enrolled as a music education major may apply for this scholarship. If this scholarship is awarded, the student will receive a tuition credit of \$500.00 applied to his invoice for eight enrolled semesters at North Florida Baptist College, contingent upon his verification as a full-time student. While this scholarship may not be combined with any other scholarship, if the student also qualifies for the Academic Scholarship, that scholarship will be applied to his invoice during his first enrolled semester, and the Musician's Scholarship will be applied to his invoices for the remaining seven semesters.

FREQUENTLY ASKED QUESTIONS

What is college life like for students at North Florida Baptist College?

Students find that college life is a busy yet rewarding phase of life. Every Monday through Friday, classes are held from 8:00 AM until 12:00 PM. Once classes are dismissed for the day, students typically leave to work at an area employer. Once they get off work, students then use the remaining time left in the day to study and work on course projects. Every Saturday, students are required to meet at 9:30 AM to be a part of one of the outreach ministries at the Immanuel Baptist Church of Jacksonville, which includes the soul-winning ministry, the bus ministry, or the Bible club ministry. Following the outreach ministries, student activities will often be held on Saturday afternoons or evenings. Every Sunday, students are required to attend all three services at the Immanuel Baptist Church of Jacksonville. Sunday school is held at 9:30 AM, the morning service is held at 10:45 AM, and the evening service is held at 6:00 PM. In addition to faithful church attendance on Sunday, students are also required to be involved in at least one of the Sunday ministries at the Immanuel Baptist Church of Jacksonville.

What do students need to bring with them to North Florida Baptist College?

Students should bring all of the personal belongings that they will need while living away from home. North Florida Baptist College provides each student with a single bed, a dresser, commons area furniture (couches and tables) and appliances (refrigerator, microwave, stove, washing machine, and dryer) within the dormitory; however, it is the responsibility of each student to provide his own linens, blankets, bedspread, and pillows. Students should also bring a laptop to assist them in completing course requirements. Students may not bring desktop computers, televisions, game consoles, DVD/Blu-Ray players, smart home devices, heat-generating devices (with exception to microwaves, irons, curling irons, hair dryers, or hair straighteners), or weapons (including but not limited to firearms, tasers, BB/pellet guns, paintball guns, knives with blades longer than four inches, swords, bows, or fireworks).

Do students have a dress code at North Florida Baptist College?

Students are required to wear dress attire in the classroom, in all chapel and church services, and for all Christian ministry service work. Students may bring casual attire for college activities. Athletic and work attire may

be brought for other occasions. Men must always wear pants and ladies must always wear skirts or dresses that come below the knee.

Are students required to live in the dormitories while at North Florida Baptist College?

All single students under the age of twenty-five are required to live in the dormitories unless an exception has been approved by the administration.

Is there a credit load requirement for students while at North Florida Baptist College?

Students studying on campus are required to take a minimum of eight credits up to a maximum of eighteen credits per semester unless an exception has been approved by the administration..

Are students required to have health insurance while at North Florida Baptist College?

Students are required to have health insurance coverage. Proof of health insurance coverage must be provided during registration.

Are students allowed to have vehicles while at North Florida Baptist College?

Students are encouraged to obtain and use their own vehicles for personal use. Every student who will be operating a vehicle on campus will be required to provide a valid driver's license, vehicle registration, and vehicle insurance coverage during registration. Student vehicular usage on campus is a privilege. A student's vehicular usage on campus may be revoked if the administration has determined that his usage is dangerous or detrimental.

Are students required to attend chapel services while at North Florida Baptist College?

Students are required to attend all chapel services held on campus during the academic semester. Chapel is held every week during the academic semester on Monday, Wednesday, and Friday at 11:00 AM.

May students attend their home church while at North Florida Baptist College?

Students are required to attend the Immanuel Baptist Church of Jacksonville. Students who are active, serving members of other local, independent, fundamental Baptist churches in the northeast Florida area may submit a request for approval by the administration to attend their home church while enrolled at North Florida Baptist College.

Are students required to transfer their church membership while at North Florida Baptist College?

North Florida Baptist College is an independent, fundamental Baptist college that is a ministry of a local, Bible-believing, New Testament Baptist church—the Immanuel Baptist Church of Jacksonville, Florida. In support of our local church emphasis, all on-campus students must join Immanuel Baptist Church while attending North Florida Baptist College. We respect the investment put into each student by their home church and pastor, and this will in no way replace them. However, it does provide students with the opportunity and ability to serve in the various ministries of Immanuel Baptist Church. Exceptions to this policy are subject to the approval of the administration.

What opportunities do students have to serve in Christian ministry while at North Florida Baptist College?

Students are welcome to serve in most ministries at the Immanuel Baptist Church of Jacksonville. Since students will be future leaders and servants in local Baptist churches, we believe that the best way for them to learn how to serve is by engaging them through a hands-on approach in the various ministries in which they are interested. They will work alongside the faculty and staff of North Florida Baptist College as well as the faithful church members of Immanuel Baptist Church serving the Lord Jesus Christ on a weekly basis.

How does North Florida Baptist College enforce its policies and procedures?

North Florida Baptist College uses a demerit system for disciplinary measures.

Does North Florida Baptist College accept federal student aid?

North Florida Baptist College is a non-accredited private institution of higher learning and is therefore ineligible to accept federal student aid such as loans or grants.

GENERAL CAMPUS POLICIES

Hours of Operation

North Florida Baptist College is open Monday through Friday from 8:00 AM until 1:00 PM during the academic semester. During the winter and summer breaks, North Florida Baptist College is open by appointment only. Representatives are available to answer phone and email inquiries Monday through Friday from 8:00 AM until 5:00 PM year round with exception to national holidays and days off established in the academic calendar.

Visitors

All visitors, including parents or guardians, must check in at the college office and receive approval from the administration to be on campus. In general, unless prearranged and approved, visitors are not authorized to visit classrooms, offices, dormitories, common areas, or walk around campus during the instructional college day, including directly before and after class hours.

Visitors who wish to attend classes must make prior arrangements and receive approval from the administration. Local visitors may only attend classes one day per month. Out-of-town visitors may only attend classes three days per month. No visitor under the age of six is permitted to attend any class.

Solicitation/Distribution

The selling of goods or services or the distribution of literature (personally or electronically) on the campus of North Florida Baptist College without prior approval from the administration is prohibited.

Weapons

The carrying or storing of any type of weapon on campus is prohibited. Prohibited weapons include but are not limited to:

- Firearms
- Tasers

- BB/pellet guns
- Paintball guns
- Knives with blades longer than four inches
- Swords
- Bows
- Fireworks

Non-Discrimination Policy

North Florida Baptist College is committed to providing a nondiscriminatory environment for all students and faculty members without regard to race, color, national origin, sex, age, marital status, or disability. The administration shall act as the responsible agent in the full implementation of the Non-Discrimination Policy.

North Florida Baptist College will not tolerate any form of unlawful discrimination in accordance with the above policy. All students and faculty members are expected to cooperate fully in implementing this policy. In particular, any student or faculty member who believes that any other student or faculty member of North Florida Baptist College may have violated the Non-Discrimination Policy should report the possible violation to the administration.

If North Florida Baptist College determines that a violation of this policy has occurred, it will take appropriate disciplinary action against the offending party, which can include counseling, warnings, suspensions, and expulsion/termination. Students and faculty members who report, in good faith, violations of this policy and students and faculty members who cooperate with investigations into alleged violations of this policy will not be subject to retaliation.

North Florida Baptist College is also committed to complying fully with applicable disability discrimination laws, and ensuring that equal opportunity in enrollment, service, or employment exists at North Florida Baptist College for qualified persons with disabilities. All enrollment, service, or employment practices and activities are conducted on a non-discriminatory basis. Reasonable accommodations will be available to all qualified disabled faculty members, upon request, so long as the potential accommodation does not create an undue hardship on North Florida Baptist College. Students and faculty members who believe that they may require such accommodations should discuss these needs with the administration.

Non-Liability Policy

North Florida Baptist College is not liable for damage caused to the personal belongings, health, or well-being of students, faculty members, or staff in the event of a catastrophe such as, but not limited to: fire, windstorm, hail, hurricane, explosion, riot, civil commotion, mold, smoke, or any other natural or unforeseen disaster.

ACADEMIC CALENDAR

2024 Fall Semester

September 2	Labor Day
September 3	Dormitories Open
September 4	Registration, Testing, and Orientation
September 5	First Day of Classes
September 18	Final Day of Late Registration
October 14-18	Fall Midterms Week
October 21-24	Preacher's Delight Conference
November 26	Thanksgiving Break Begins at Noon
December 2	Classes Resume
December 16-19	Fall Finals Week
December 20	Winter Break Begins at Noon

2025 Spring Semester

January 31	Dormitories Open
February 3	Registration, Testing, and Orientation
February 4	First Day of Classes
February 17	Presidents' Day – No Classes
February 19	Final Day of Late Registration
March 17-21	Spring Midterms Week
March 24-28	Spring Break
March 31	Classes Resume
May 12-15	Spring Finals Week
May 16	Commencement Ceremony

North Florida Baptist College meets the requirements found in Section 1005.06(1)(f), Florida Statutes and Rule 6E-5.001, Florida Administrative Code. North Florida Baptist College is not under the jurisdiction or purview of the Florida Department of Education Commission for Independent Education and is not required to obtain licensure.

North Florida Baptist College reserves the right to amend, alter, change, or repeal at any time, with or without notice, any provision, policy, or procedure contained in this catalog. Any amendment, alteration, change, or repeal of any provision, policy, or procedure contained in this catalog shall become effective immediately at the time and date determined by the administration of North Florida Baptist College.

LEARN. GROW. GO.



NORTH FLORIDA
BAPTIST COLLEGE

12046 Normandy Boulevard, Jacksonville, FL 32221
1-855-NFBC-4-ME • NFBC4ME.COM