2010-2011
Catalog
Volume XXXV
Statement of Administration

It is often said, “We are living in the greatest days of opportunity,” when it comes to evangelizing the world with the Gospel of the Lord Jesus Christ.

With opportunity comes responsibility. Trinity Baptist College is the place for those who want to seize the great opportunities in the Lord’s work. We are training in every area of Christian work: pastors, staff positions, missionaries, school teachers, and secretaries. Great opportunities!

Trinity is balanced with responsibility. We are responsible to train our students with a commitment to the Word of God. We are responsible to impart devotion to the local church. We are responsible to teach students to love Christ. We are responsible to motivate people in soulwinning and world evangelization.

In a great day of opportunities, Trinity will prepare you to meet the challenge.

Sincerely in Christ,

Dr. Tom Messer
Chancellor

Where to attend Bible College is one of the most important decisions in life.

Trinity Baptist College is an institution that stands firmly on the Word of God, believes strongly in the local church, and strives earnestly to provide quality education at an affordable cost.

Our world is in desperate need of men and women who are committed to Christ and are competent to communicate God’s Word in a relevant manner.

Trinity Baptist College is not for everyone, but it might be the right choice for you!

In Him,

Dr. Charles T. Shoemaker
President
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It is understood that attendance at Trinity Baptist College is a privilege and not a right. Students forfeit this privilege if they do not conform to the standards and regulations established by the Administration. The College may request withdrawal of any student at any time who does not fit into the spirit of the College whether or not he/she conforms to the specific rules of the College.

This Trinity Baptist College catalog contains the information currently in force regarding admissions, calendar, degree requirements, fees, regulations and course offerings. The College reserves the right to make changes at any time. These changes become effective whenever the Administration so determines, and shall, at the discretion of the college authorities, apply not only to prospective students, but also to those that are presently matriculated at the College. Changes are to enhance degree programs, and the College will not jeopardize a student’s degree completion.

Trinity Baptist College admits students of any race, color, national or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the college. It does not discriminate on the basis of race, color, national or ethnic origin in the administration of policies, financial aid programs, athletic, and other college-administered programs.
Calendar of Events

Summer Session 2010
Fast Track Classes .......................................................... May 3-7

First Session
Registration ................................................................. May 10
Classes Begin ............................................................... May 11
Last Day for Registration with Credit ......................... May 12
Final Examinations for First Session ....................... June 11

Second Session
Classes Begin ............................................................ June 14

2010 - 2011 Fall Semester
Dormitories Open for New Students ....................... August 14
New Student Orientation, Testing, and Registration .... August 16-17
Returning Student Registration ................................. August 16
Classes Begin ............................................................... August 18
Last Day for Registration with Credit ....................... August 24
Labor Day ............................................................... September 6
Bible Conference ..................................................... September 25-28
Mid-Semester Examinations ..................................... October 11-15
College Days ............................................................ October 21-24
Veterans Day .............................................................. November 11
Thanksgiving Holiday ................................................ November 24-26
Final Examinations ................................................... November 29-December 3

Winter Fast Track Classes ........................................... December 6-10

2010 - 2011 Spring Semester
Dormitories Open ........................................................ January 10
New Student Orientation, Testing, and Registration .... January 10-11
Returning Student Registration ................................. January 10
Classes Begin ............................................................... January 12
Civil Rights Day ............................................................. January 17
Last Day for Registration with Credit ....................... January 18
Missions Conference ................................................... February 9-13
Presidents Day .............................................................. February 21
Mid-Semester Examinations ..................................... February 28-March 4
College Days ............................................................... March 17-20
Spring Vacation ............................................................ March 28-April 1
Final Examinations ..................................................... April 29-May 5
Graduation Week Activities ....................................... May 5-7
Commencement .......................................................... May 7
(Students permitted to leave following the conclusion of the Commencement Service.)

Summer Session 2011
Fast Track Classes ........................................................ May 9-13

First Session
Registration ................................................................. May 16
Classes Begin ............................................................... May 17
Last Day for Registration with Credit ......................... May 18
Final Examinations for First Session ....................... June 17

Second Session
Classes Begin ............................................................ June 20
Final Examinations for Second Session .................... July 22
Authorization to Operate

Trinity Baptist College is authorized to operate by the State of Florida through the Commission for Independent Education. The Commission has granted Trinity Baptist College a License By Means of Accreditation (LBMA).

Commission for Independent Education
Department of Education
Tallahassee, Florida 32399
888-224-6684

Information on Accreditation

Trinity Baptist College is a member of the Transnational Association of Christian Colleges and Schools (TRACS) [P.O. Box 328, Forest, Virginia 24551; Telephone: 434-525-9539; email: info@tracs.org] having been awarded Reaffirmed status as a Category III institution by the TRACS Accreditation Commission on November 6, 2002; this status is effective for a period of ten years. TRACS is recognized by the United States Department of Education (USDE), the Council for Higher Education Accreditation (CHEA), and the International Network for Quality Assurance Agencies in Higher Education (INQAAHE).
The Holy Scriptures
We believe that the Holy Bible was written by men and supernaturally inspired; that it is truth without any admixture of error for its matter; and therefore is and shall remain to the end of the age the only complete and final revelation of the will of God to man; the true center of Christian union and the supreme standard by which all human conduct, creeds, and opinions should be tried. By “The Holy Bible” we mean that collection of sixty six books from Genesis to Revelation, which, as originally written, does not only contain and convey the Word of God but is the very Word of God. By “inspiration” we mean that the books of the Bible were written by holy men of old as they were moved by the Holy Spirit in such a definite way that their writings were supernaturally and verbally inspired (II Timothy 3:16; II Peter 1:20-21). We also believe that the King James version of the Bible is the divinely preserved Word of God for the English speaking people (Psalm 12:6-7) and that it has enjoyed a miraculous manifestation of God’s approval all during its history and use.

The True God
We believe that there is one, and only one, living and true God and infinite, intelligent Spirit, the Maker and Supreme Ruler of Heaven and Earth (Genesis 1:1; Psalm 90); that He is inexpressibly glorious in holiness and worthy of all possible honor, confidence, and love; that in the unity of the Godhead, there are three persons, the Father, the Son, and the Holy Spirit, equal in every divine perfection and executing distinct but harmonious offices in the great work of redemption and in the accomplishment of His eternal plan and purpose (I John 5:6-12).

The Son
We believe that Jesus Christ, eternal with the Father, was begotten of the Holy Ghost and in miraculous manner; that He was born of Mary, a virgin, as no other person was ever born of woman, and that He is both the Son of God and God the Son (I John 1:1,2). He is both true man, one person with two natures, tempted in all points like as we are, yet without sin (Isaiah 7:14; Hebrews 4:14-17).

The Holy Spirit
We believe that the Holy Spirit is a divine person; eternal and equal with God the Father and God the Son and of the same essence (I John 5:7); that He was active in the creation (Genesis 1:2); that in the unbelieving world He restrains the evil one until God’s purpose is fulfilled; that He convicts of sin, of judgment and of righteousness; that He bears witness of the truth of the Gospel in preaching and testimony; that He is the agent in the new birth; that He seals, endues, guides, teaches, bears witnesses with, sanctifies, and helps the believer (John 16:7; Romans 8:14-27). Using Acts 1:8 as our criteria for evaluation, we believe that the evidence of the fullness the Holy Spirit in the life of the believer is boldness to witness for our Lord and Saviour Jesus Christ.
Satan or the Devil

We believe that Satan was once holy and enjoyed heavenly honors; but through pride and ambition to be as the Almighty, he fell and drew after him a host of angels and is now the malignant prince of the power of the air and the unholy god of this world (Ezekiel 28:12-17; Isaiah 14:12-25). We hold him to be man’s great tempter, the enemy of God and Jesus Christ, the accuser of the brethren, the author of all false religions, the chief source of the present apostasy, the lord of the anti christ, and the author of all of the powers of darkness (I Peter 5:8,9); destined, however, to final defeat at the hands of God’s Son and the judgment of an eternal justice in the lake of fire, a place prepared for him and for his angels as well as all of the unbelievers of the ages (Revelation 20:10).

The Creation

We believe that the Genesis account of creation is to be accepted literally and not allegorically or figuratively (Genesis 1); that the creation was accomplished in six (6), twenty-four (24) hour days (Genesis 1:5,8,13,19,23,31; 2:2; Exodus 20:11); that man was created directly in God’s own image and after His own likeness (Genesis 1:26,27); that man’s creation was not a matter of evolution or evolutionary change of species or development through interminable periods of time from lower to higher forms; that all animal and vegetable life were made directly by God, and God’s established law was that they should bring forth only “after their kind.” We deny any form of atheistic or theistic evolution (Romans 1:19,20).

The Fall of Man

We believe that man was created in innocency under the law of his Maker, but by voluntary transgression, he fell from his sinless and happy state of perfection (Genesis 3), in consequence of which, all mankind are now sinners and therefore under just condemnation without defense or excuse and are guilty before God (Romans 5:12; Psalm 51:5; Romans 3).

The Atonement for Sin

We believe that the salvation of sinners is wholly of grace through the mediatorial offices of the Son of God who by the appointment of the Father freely took upon Him our nature, yet without sin, honored the divine law by His personal obedience, and by His death made a full and vicarious atonement for our sins; that His atonement was not merely an example but was the voluntary substitution enthroned in Heaven and is uniting in His wonderful person the tenderest sympathies with divine perfection. He is in every way qualified to be a suitable, a compassionate, and an all sufficient Saviour (Hebrews 2:9; II Corinthians 5:21; Hebrews 10:4-14).
The New Birth

We believe that in order to be saved, sinners must be born again; that the new birth is the new creation in Jesus Christ (John 3:3,5); that it is instantaneous and not a process; that in the new birth the one dead in trespasses and in sins is made a partaker of the divine nature and receives eternal life, the free gift of God (Ephesians 2:8,9); that the new creation is brought about in a manner above our comprehension, not by culture, not by character, nor by the will of man, but wholly and solely by the power of the Holy Spirit in connection with divine truth, so as to secure our voluntary obedience to the Gospel (John 1:13; Titus 3:5); that its proper evidence appears in the holy fruits of repentance and faith in newness of life (Galatians 5:22-25).

Justification

We believe that the great Gospel which Christ secures to such as believe in Him provides justification; that justification declares the sinner righteous through the merits of Jesus Christ (Romans 3:21-26); and this divine pardon is bestowed not in consideration of any works of righteousness which we have done, but solely through faith in the Redeemer’s blood, and that His righteousness is imputed unto us; that through justification we have peace with God (Romans 5:1,9).

Repentance and Faith

We believe that repentance and faith are solemn obligations and also inseparable graces wrought in our souls by the quickening Spirit of God; thereby, being deeply convicted of our guilt, danger, and helplessness, and being convinced of the way of salvation through Jesus Christ, we turn to God with unfeigned contrition, confession, and supplication for mercy; at the same time, we heartily receive the Lord Jesus Christ and openly confess Him as our only and all sufficient Saviour (Jeremiah 8:6; Acts 17:30; Romans 10:9-11).

The Church

We believe that a New Testament church is a congregation of baptized believers associated by a covenant of faith and fellowship of the Gospel observing the ordinances of Christ, governed by His laws, and exercising the gifts, rights, and privileges invested in them by His Word; that its officers of ordination are pastors or elders and deacons, whose qualifications, claims, and duties are clearly defined in the Scriptures (I Timothy 3:1-13; Titus 1:6-9); we believe the true mission of the church is found in the “Great Commission” which instructs us first, to make individual disciples (Matthew 28:19,20); second, to baptize the converts; and third, to teach and instruct as He commanded. We do not believe in the reversal of this order.

We hold that the local church has the absolute right of self-government, free from the interference of any hierarchy of individuals or organizations; and that Christ is the Head of the church and superintends over the work of the local church through the Holy Spirit (Ephesians 1:19-23); that it is scriptural
for true churches to cooperate with each other in contending for the faith and for the furtherance of the Gospel (Jude 3); that every church is sole and only judge of the measure and method of its cooperation on all matters of membership, of policy, of government, of discipline, of benevolence, and that the will of the local Church is final (Matthew 18:15-20; Acts 5:29; I Corinthians 6:1-8). We are opposed to the ecumenical movement, neo-orthodoxy, new evangelicalism, liberalism, and modernism that emphasize an unequal yoke with unbelievers, experience over Biblical truth, higher criticism that weakens inerrancy of the scriptures, social application of the gospel, and any other beliefs which abandon the historic fundamentals of the Christian faith in an attempt to accommodate Biblical Christianity and make it more acceptable to the modern mind.

**Baptism and the Lord’s Supper**

We believe that New Testament baptism is the immersion in water of a born again believer in the name of the Father, of the Son, and of the Holy Ghost, with the authority and approval of the local church to show forth in a solemn and beautiful symbol our faith in the crucified, buried, and risen Saviour, as it pictures our death to sin and resurrection to a new life (Matthew 28:19,20); that it is pre-requisite to the privileges of church membership and to the observing of the Lord’s Supper.

We believe the Lord’s Supper should always be preceded by solemn self-examination and that the sacred use of unleavened bread and the fruit of the vine are to commemorate together the dying love of Christ until He returns (Matthew 26:26-29; I Corinthians 11:30). The prerequisites to participation in the Lord’s Supper are those laid down by Christ and his apostles as a church ordinance that include (1) salvation (I Corinthians 11:27-29), (2) baptism (Matthew 28:19-20; Acts 2:41, 46), (3) church membership (Acts 2:46-47; I Corinthians 11:18, 22), and (4) an orderly walk (I Corinthians 11:27-29). A disorderly walk designates a course of life in a church member which is contrary to the precepts of the gospel including immoral conduct, disobedience to the commands of Christ, heresy (teaching false doctrine), and schism or promotion of division and dissension in the church. The New Testament accounts indicate that the Lord’s Supper was observed only at regular appointed meetings of local churches and thus we believe that the scrutiny of qualifications for participation in the Lord’s Supper rests with the same body.

**The Security of the Believer**

We believe that the preserving attachment to Christ is the grand mark which distinguishes true believers from superficial professors; that it is a work of God the Father (John 10:28,29; Romans 8:30), God the Son (Romans 8:34; I John 2:1), and God the Holy Spirit (Ephesians 4:30); and that they are kept by the power of God through faith unto eternal salvation (I Peter 1:5). We believe that God’s eternal election and predestination guarantee their ultimate conformity to the image of Christ (Romans 8:29).
The Righteous and the Wicked

We believe that there is a radical and essential difference between the righteous and the wicked; that such only as through faith are justified in the name of the Lord Jesus and sanctified by the Spirit of our God are truly righteous in His esteem (Romans 8:1-10); all such as continue in impenitence and unbelief are in His sight wicked and under the curse (Romans 3:19-23), and this distinction holds among men both in life and after death in the everlasting conscious blessedness of the saved and the everlasting conscious punishment of the lost (Revelation 20:11-15).

Civil Government

We believe that civil government is of divine appointment for the interest and good of human society; that magistrates are to be prayed for (I Timothy 2:1-3), conscientiously honored and obeyed except only in things opposed to the will of our Lord Jesus Christ, the only Lord of conscience, the coming Prince of the Kings of the earth (Acts 5:29; Romans 13:1-5).

The Second Coming of Christ

We believe that the Lord Jesus Christ Himself is coming again in the air at any moment to catch up all born again believers and to reward their service (I Thessalonians 4:15-17; I Corinthians 3:11-14); the unbelievers left behind will go through a seven-year period called the Tribulation, after which Christ shall return visibly to the earth to set up His kingdom of 1,000 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 the believers spend eternity in the fullness of joy and in the presence of our Lord forever (Revelation 20:11-15).

Missions and Missionaries

We believe that all men everywhere are lost and condemned, that the command to go and preach the Gospel to the world is clear and unmistakable, and that this commission was given to the churches. Following New Testament precedent and example, we believe that all missionary endeavors should be under the ultimate sponsorship of the local congregation and that no mission board should ever misconstrue its purpose to attempt to hold or to assign authority to itself (Matthew 28:19,20; Acts 13).

The Grace of Giving

We believe that God’s method of financing His earthly work of spreading the Gospel to all nations, the care of the churches and the support of the ministry, is by the tithes and offerings of God’s people. We believe that they are to be given to the Lord through His church or storehouse and are to be distributed as directed by the leadership of the Holy Spirit as the need arises. We believe that the time to tithe is upon the first day of the week. We also believe that everyone is accountable to the Lord for a minimum standard of giving of one tenth of his income and that offerings are to be given above the tithe as God has prospered the individual (Malachi 3:8-10; I Corinthians 16:2).
Human Sexuality

We believe that God has commanded that no intimate sexual activity should be engaged in outside of marriage between a man and a woman. We believe that any form of homosexuality, lesbianism, bisexuality, transsexuality, bestiality, incest, fornication, adultery, and pornography are sinful perversions of God’s gift of sex (Genesis 2:24; 19:5, 13; 26:8-9, Leviticus 18:1-30; Romans 1:26-29; I Corinthians 5:1; 6:9, I Thessalonians 4:1-8; Hebrews 13:4).

Marriage, Divorce, and Remarriage

We believe that marriage was instituted by God to be a permanent union between a man and a woman and therefore we are opposed to same sex marriages. We further believe that God hates divorce and intends marriage to last until one of the spouses dies. Divorce and remarriage is regarded as adultery except on the grounds of fornication. Although divorced and remarried persons or divorced persons may hold positions of service in the Church and be greatly used of God for Christian service, they may not be considered for the offices of pastor or deacon (Genesis 2:24; Malachi 2:14-17; Matthew 19:3-12; Romans 7:1-3; I Timothy 3:2, 12; Titus 1:6).

Abortion and Euthanasia

We believe that human life begins at conception and that the unborn child is a living human being. Abortion constitutes the unjustified, unexcused taking of unborn human life. Abortion is murder. We reject any teaching that abortions of pregnancies due to rape, incest, birth defects, gender selection, birth or population control, or the mental well-being of the mother are acceptable (Job 3:16; Psalms 51:5; 139:14-16; Isaiah 44:24; 49:1,5,15; Luke 1:44).

We believe that life is sacred and any act of putting to death a person suffering from a distressing disease, illness or health problem from injury (euthanasia or mercy killing) for his own good is virtually an instance of self-deification usurping a right that belongs to God (Psalm 68:20; II Kings 5:7; Job 1:21; 2:6; Hebrews 9:27).

Lawsuits Between Believers

We believe that Christians are prohibited from bringing civil lawsuits against other Christians or the Church to resolve personal disputes. We believe the Church possesses all the resources necessary to resolve personal disputes between members (Article IV, Arbitration of Disputes). We do believe, however, that a Christian may seek compensation for injuries from another Christian’s insurance company as long as the claim is pursued without malice or slander (I Corinthians 6:1-8; Ephesians 4:31-32).
Mission Statement

Purpose
The purpose of Trinity Baptist College is to prepare Christian men and women for life and ministry. This mission will be accomplished through a higher educational program of Biblical, general, and professional studies. Education at the College is provided within the context of the local church with emphasis on Christian values, spiritual development, high academic standards, and practical application to enable learners to live lives of personal fulfillment and Christian service.

Student Objectives
Within the framework of this purpose, the college provides education that will enable the student to achieve the following objectives:

Spiritual Objectives
1. To become spiritually and emotionally mature, to develop an honest, meaningful life of faith and integrity of character.

2. To be able to win others to a saving knowledge of the Lord Jesus Christ.

3. To develop a heart for local church ministry, which reflects not only personal convictions regarding the truth, but also a servant’s attitude in serving a flock through conscientious, dedicated, and sacrificial labor.

4. To gain a good working knowledge of the Bible as God’s preserved Word and to be able to formulate a Bible-based theology, to discern doctrinal truth from error, and to support that faith with Scripture.

5. To be able to communicate the practical implications of the Christian faith and to apply them to the ethical issues of our day.

6. To possess spiritual consistency, personal integrity, and evangelistic zeal.

7. To be able to personalize the Word of God through careful research and study.

Educational Objectives
1. To communicate effectively in speaking and writing of the English language.

2. To develop an adequate self-understanding as a basis for understanding others, their institutions, and cultures.
3. To know and appreciate the republic’s history and heritage and learn to exercise one’s rights and responsibilities as a citizen.

4. To be able to counsel individuals, discern their needs, and help them grow personally and spiritually.

5. To develop skills and understanding adequate for the work one is to do vocationally.

6. To mature mentally. In cognitive development, each student is expected to maintain intellectual honesty in the Biblical, professional, and general educational disciplines. One is also encouraged to read widely, challenge concepts, investigate alternative points of view, and draw one’s own conclusions after examining all possibilities in the light of Scripture.

7. To be able to approach problem solving through analytical thinking.

8. To acquire a body of knowledge common to higher education and develop the skills and understandings in the context of one’s chosen field of study.

9. To develop competencies in the use of tools and methodologies appropriate to the pursuit of higher learning in order to continue learning throughout life.

**Institutional Objectives**

To the end that students are challenged to fulfill the above-mentioned spiritual and educational objectives, Trinity Baptist College strives to achieve the following institutional objectives:

**Spiritual Objectives**

1. To promote theological education founded upon the Bible as the written, infallible, authoritative, and preserved Word of God.

2. To provide a spiritually stimulating learning environment and chapel program.

3. To maintain a Christian perspective of concern, cooperation, helpfulness, and encouragement.

4. To impart techniques and tools for Christian service so that students and graduates can Biblically and effectively carry out the ministry in which God places them.
5. To encourage a balance of personal Godliness, academic competence, and practical Christian service.

**Educational Objectives**

1. To retain an academically credentialed faculty that balances intellectual stimulation and practical application.

2. To offer courses that will apply the Bible academically and practically.

3. To promote an educational atmosphere that encourages an open faculty-student relationship both in and out of the classroom.

4. To maintain a library that provides resources consistent with the college purposes, goals, objectives, and curriculum.

5. To encourage faculty development, research, and publication.

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**Educational Philosophy**

Trinity Baptist College defines philosophy as a set of beliefs, reflectively arrived at, about education. The educational philosophy of Trinity Baptist College is based upon the Bible, the church, and the Triune God.

The Bible as God’s unique, inspired, infallible, and preserved revelation to man is the Christian’s standard for faith and life. At Trinity Baptist College, students are guided to acquire the tools and to develop the skills to interpret the Word for themselves and to make appropriate personal application.

Trinity Baptist College seeks to provide an education for a life of Christian service. It is designed to be basic preparation, not only for religious vocations, but also for a full life. In addition to academic pursuits, students are required to be involved in some practical, church-related form of Christian ministry.

The very essence of Trinity Baptist College’s educational philosophy is that all true education be God-centered. As such, education in its fullest sense cannot be divorced from the consideration of God as the ultimate Author of all truth.
Activities
A number of events are planned each year to provide social enjoyment for our student body. The student body officers in conjunction with the Student Services Department work hard to plan enjoyable events, such as monthly student body activities, intramural sports competitions, society activities, banquets, and others. Students also enjoy the companionship of their friends in the Student Activities Center.

Athletics
Trinity offers programs in several sports. Trinity is a member of the Small Bible College Athletic Association. In addition to intercollegiate sports, intramural sports are also offered. Such sports may include basketball, volleyball, softball, flag football, baseball, golf, etc.

Societies
The student body is divided into nine groups known as societies. There are four societies for the men, four for the women, and a married student fellowship. These have been established to provide Christian fellowship through monthly meetings, activities, and intramural competitions. The societies are involved in school projects and fund-raising. Each has its own elected officials. Societies provide opportunities for its members to develop as leaders.

Spiritual Life
Spiritual growth should be a priority for every student at Trinity Baptist College. Those who are in a consistently right relationship with the Lord will find their relationships with the college and fellow students to be better. The desire of the college is to see every student grow “unto the measure of the stature of the fullness of Christ.” At the center of our program for training men and women for the work of Christ is a strong spiritual emphasis. Specific opportunities for growth such as chapel, ministry involvement, visitation, and church attendance are in place to enable students to be their very best for the Lord.

Church Attendance
Each student of Trinity Baptist College is required to join Trinity Baptist Church in Jacksonville unless he or she has been an active member in another Bible-preaching, non-Charismatic, fundamental church in Jacksonville for at least one year prior to entering Trinity Baptist College.
General Conduct

The conduct of each student (dormitory or commuter) must be in accordance with the expectations of the administration of Trinity Baptist College. Our students' conduct is not only a reflection of themselves, but also the Lord and the College and Church. Trinity is committed to upholding the highest level of personal behavior.

The use of alcohol, illegal drugs, and tobacco; dancing, gambling, and attendance at bars, clubs, etc., are strictly forbidden. Although activities such as attendance at commercial movie theaters and other similar forms of entertainment may be debated among Christians, it is our position that students at Trinity Baptist College not attend such while enrolled.

Dress and Appearance

The dress and appearance of believers, especially those training for the Lord's service, is extremely important. Dressing appropriately can maximize opportunities to witness and draw people to Christ. Consequently, students are expected to present and maintain an appearance that is neat, clean, and modest, and one that maintains a distinction between the sexes. This is clearly outlined in the Student Handbook. Questions concerning dress and appearance should be directed to the respective deans.

Christian Service

All students are required to participate in at least one area of Christian service each semester while attending Trinity Baptist College. All first semester students are given one semester to become acclimated to the College and to decide where they would like to serve. Students not attending Trinity Baptist Church are still expected to participate in at least one area of service in their local churches. Various possible areas of Christian service include the Sunday school ministry, the bus ministry, the youth ministry, the deaf ministry, the Spanish ministry, choir/orchestra, and AWANA.

A Christian service portfolio is developed for each student attending Trinity Baptist College. The portfolio consists of performance evaluations, attendance records, and a list of ministry experience while enrolled. The portfolio will be made available with student consent to prospective employers of graduates.

Visitation

Soulwinning is an evangelistic outreach of Trinity Baptist College and is a vital part of each student's spiritual growth. All students are required to participate in an approved weekly visitation.
All students are required to sign the following Standard of Conduct:

In this day of disappearing moral absolutes, it is imperative that all Christians be reminded that the Bible, as the revelation of God’s truth, must determine not only doctrinal beliefs, but also life-style. In a changing world, the Christian has an unchanging standard—the Word of God. Trinity’s STANDARD OF CONDUCT is based on the teachings and principles of Scripture, seeking to develop personal holiness and discipline exemplified in a life-style glorifying to God.

I understand that my involvement in, or my preparation for, Christian work requires my personal commitment to the Lord Jesus Christ and separation from sin. I further realize that as a Trinity student, I represent the Lord Jesus Christ as well as the college. I am aware that Scripture denounces specific sins and attitudes which are to be avoided. In addition, I understand that certain types of activities are questionable and will avoid these activities as determined by the College for testimony’s sake. As a member of the Trinity Baptist College family, I purpose, by God’s grace, to follow Scriptural principles which will help protect myself, others, and this institution from destructive influences, false philosophies, and Satanic temptations. In that regard...

1. I believe that the ultimate priority in life is to know and love the Sovereign God! I purpose to glorify Him in all that I do, and seek to build my goals around His priorities as they are taught and revealed in His Word (Psalm 31:23, 119:2; Matthew 6:24-33; 22:34-40; John 4:23; Philippians 3:7-10).

2. I consider my body to be the living temple of God and acknowledge His demand that my body be kept clean from sin and that it be daily set apart for His use (Romans 12:1,2; II Corinthians 6:14-18; I Peter 1:14-16).

3. I regard marriage to be a Biblical and holy institution, and I will endeavor to conduct myself in such a manner so as to continually strengthen my home and marriage (if applicable) and the marriages of those around me (Genesis 2:21-25; Proverbs 6:32; Matthew 5:27, 28; Hebrews 13:4).

4. I purpose to guard my tongue and keep my words in harmony with the Word of God. I further intend to avoid gossip and unkind speech which is neither helpful nor necessary (Psalm 19:14; Proverbs 14:28; Luke 6:45; Ephesians 5:29-32; Philippians 4:8; James 1:19).

5. I endeavor to be faithful to Trinity Baptist Church (or other administration-approved churches) in the areas of prayer, attendance, service, and scriptural giving (Luke 18:1; Hebrews 10:25; Psalm 100:2; II Corinthians 9:6, 7).
6. I aspire to use my life as a positive, Godly testimony to those who know not Christ as Savior (Psalm 126:5,6; Proverbs 11:30; Matthew 5:13-16; John 15:8).

7. I respect God-ordained authority in the church and college, and pledge myself to submit and pray for those in authority that they might function according to the principles, standards, and doctrines of God’s Word (I Thessalonians 5:12,13; I Timothy 5:17; Hebrews 13:7,17).

8. I purpose that my activities and conduct will be used as a means of encouragement and growth to other believers, and in no way be used to weaken their Biblical convictions and/or hinder their spiritual progress (Proverbs 28:10; Matthew 18:6; Romans 14:13; I Corinthians 8:9-13).

9. I believe the Bible is God’s inspired, infallible and preserved (KJV) Word and that it is to be taught and preached as such. I further acknowledge that God’s Word is the final authority for my life (Psalm 19:7-9, 119:11,44,128,167; II Timothy 3:16; II Peter 1:20,21).

10. I acknowledge that differences of opinion and/or misunderstandings easily surface under even the best of conditions. Because of this, I purpose to communicate openly, honestly, and lovingly with those I have offended or those who have offended me. I plan to follow the principles as given in the Word of God regarding such situations (Matthew 18:15-17; Ephesians 4:15; Colossians 4:6).

11. I understand the importance of maintaining a Godly testimony for Jesus Christ regarding appearance. I will abide by the dress code, as described in the Student Handbook (Colossians 3:17; I Timothy 2:9,10; I Peter 3:1-7).

12. I refuse to defile my mind with rock music and sinful and/or questionable literature, movies and television programs. I further promise to refrain from the use, possession, or distribution of tobacco, alcohol, and nonmedicinal narcotic or hallucinogenic drugs. I acknowledge that gambling, dancing, hazing, mixed swimming, and all forms of sexual immorality will not be permitted (Psalm 101:3; Proverbs 19:27; 20:1; Habakkuk 2:15; Romans 12:21, 14:8; I Corinthians 10:31; II Corinthians 5:17; Colossians 3:17; I Thessalonians 5:22; James 4:4).

I understand that the STANDARD OF CONDUCT is the guide to my behavior on and off campus for the time I am enrolled at Trinity Baptist College. While it is recognized that personal preferences differ and that every member of the college community might not agree with every detail of these standards, I must honorably adhere to them. Such an attitude on my part is a way I can develop Christian discipline, exhibit Christian maturity, and demonstrate the love of Christ in concern both for the integrity of the college itself, as well as the personal welfare of other believers. Furthermore, I understand that failure to cooperate in maintaining the Standard will lead to appropriate disciplinary action and/or possible dismissal.
Computer Lab
IBM compatible personal computers are available for student use in the computer lab during library hours. Various Windows programs are provided, as well as Internet access. A Windows NT network is utilized to provide network access and printing services.

Library
A computerized, user-friendly card catalog provides students easy access to library information. A wide range of materials offered includes books, periodicals, CDs, CD-ROMs, microfiche, and videos. Several Internet database packages offer access to thousands of periodicals, as well as various newspapers and reference works. The main computer lab features the Logos Pastor’s Library and the Church History Collection. A full-time librarian and staff give needed guidance.

Job Placement
The college keeps a current posting of job opportunities available for students. Some job opportunities are available throughout the Trinity Ministries, and many Jacksonville businesses regularly hire Trinity Baptist College students.

Housing Assistance
A current listing of houses to rent or buy is available. Several Christian realtors help students to find suitable housing.

Space, Facilities, and Equipment
Trinity Baptist College is conveniently located on the west side of Jacksonville, Florida. Because of its climate, beautiful scenery, and surrounding attractions, Jacksonville is a great place for a college education.

The Lord has wonderfully blessed Trinity Baptist College with facilities to operate on the 160-acre campus of Trinity Baptist Church. Included with these facilities are classrooms, a library, a gymnasium, offices, dining commons, campus cafe, and athletic fields.

Comfortable modern dormitories are available for both men and women. All single students under the age of 23 are required to live in dormitories, except those living with their parents, legal guardians, grandparents, or siblings 23 years of age or over. The dormitories are air-conditioned, carpeted, and have a computer and telephone connection in each room. Laundry machines, study area, and recreational space are provided for student use.
Campus Safety

A report on campus crime statistics, assessment of physical plant safety, and compliance with local safety and health standards is available in the administrative office.

Privacy Rights of Students

The Family Educational Rights and Privacy Act, FERPA, (Section 438 of the General Education Provisions Act 20 USC 1232) affords students certain rights with respect to educational records. Students are informed of this right through the College Catalog and Student Handbook. These are:

Disclosure of Information from Records-Directory Information

The College, unless requested not to do so by the student, will release directory information about individual students to anyone who inquires. “Directory Information” is limited to name, address, date of enrollment, date of graduation, degree received, curriculum in which the student is enrolled, date of birth, participation in officially recognized activities and sports, weight and height of athletic team members, and official college honors such as Dean’s Lists. Students who do not wish to have directory information released must complete a request to prevent disclosure of directory information in writing to the Student Services Office. In no case will the College release a list of all students or groups of students to non-college personnel.

Non-Directory Information

No information, other than that contained in the directory, will be released without a student’s written consent except when prior written consent is not required by FERPA. The College must disclose educational records without written consent of students to those federal and state government agencies and officials as provided by law. The College must also provide access to educational records to personnel within the College determined by the College to have legitimate educational interest; officials of other institutions in which a student seeks to enroll on condition that the issuing institution attempts to inform students of the disclosure, or makes such a transfer of information a stated institutional policy (this notification is to be considered such); organizations contributing to a student’s financial aid or determining financial aid decisions concerning eligibility, amount, condition, and enforcement of the terms of such aid; organizations conducting studies to develop, validate, and administer predictive tests, to administer student aid programs, or to improve instruction; accrediting organizations carrying out their function; parents of a student who have established that the student is a dependent based upon IRS code and provide a certified copy of the
appropriate federal tax form; persons in compliance with a judicial order or lawfully issued subpoena, provided that the College makes an attempt to notify the student; persons in an emergency to protect the health and safety of students or other persons.

**Inspection and Review of Records**

Students may inspect and review their education records within 45 days of the day the College receives a request for access. Students should submit the request in writing that identifies the record(s) the student wishes to inspect to the Registrar. The College will make arrangements for access and notify the student of the time and place where the records may be inspected. The College reserves the right to deny access to confidential letters and recommendations associated with admission, employment/job placement, or honors; to other records to which the student has waived the rights of inspection; and to records containing information about more than one student.

**Challenge of Records**

Students have the right to challenge records they believe to be inaccurate, incomplete, or incorrectly disseminated. If the outcome of the challenge is unsatisfactory, the student has the right to a hearing. If the outcome of the hearing is unsatisfactory, the student may submit an explanatory statement for inclusion in the educational record. Such a statement shall become part of the information contained in the educational record and disclosed with it.

**Records of Requests and Disclosures**

The College will maintain a record of requests and disclosures of non-directory information. Records of requests shall include the names and addresses of the persons who requested the information and their legitimate interests in the information. Records of requests will not be maintained for those requests made by students for their own use; those disclosures made in response to written requests from the student; those made by school officials; and those specified in Directory Information.

**Right of Complaint**

Students who believe that the College is not complying with the requirements of the Family Educational Rights and Privacy Act or regulations issued by the Department of Education to implement the Act may file complaints in writing to: The FERPA Office, U.S. Department of Education, 4000 Maryland Avenue SW, Washington, DC 20202.
Costs and Fees Information

Matriculation Fee
This is a per semester/session fee that gives the student access to the library, student activities, and college yearbook. It also covers the cost of registration.

Tuition
The tuition rate per semester is based upon 12-18 semester hours. An hourly rate will be charged for each additional hour taken over eighteen. Students taking fewer than twelve semester hours will be charged per semester hour.

Housing
All single students under the age of 23 are required to live in dormitories, except those living with their parents, legal guardians, grandparents, or siblings 23 years of age or over. Those students who want to live with any of the aforementioned, other than parents or legal guardians, are subject to the approval of Trinity Baptist College administration and must have written permission in their file from their parents or legal guardians.

The dormitory student is expected to furnish pillow, linens, bedspread, and blankets for a single bed.

Food Service
Students are provided meals seven days a week through the food service program. A 21 or 14-meal plan is available. No changes are allowed during the semester. A 7-meal plan is available for non-dorm students only. The dining area also serves as a snack area and lounge for commuting students.

Late Registration
Students who register after the scheduled registration dates will be charged a late registration fee and may be counted absent for any classes missed.

Health Service, Hospitalization, and Medical Insurance
A list of local physicians and health specialists is provided in the Student Handbook. Students should possess health insurance through their families’ health care programs. The College is not responsible for any health care expenses that are incurred by a student while attending the College.

Summer School
Summer School at Trinity Baptist College consists of two 5-week sessions. Tuition and matriculation are based on the number of semester hours carried. Details regarding summer school payments and housing are available in the Business Office.
**Fast Track Modular Courses**

One-week and/or two-week modular courses are offered in December and May. Contact the Academic Office for specific information regarding courses and costs.

**Private Music Lessons**

Private music lessons are available from qualified instructors in voice, piano, and several other instruments. There will be a charge per semester in addition to the regular tuition for each type of lesson. Lessons are 50 minutes in length and carry an academic value of 1 credit.

**Fees Listing**

<table>
<thead>
<tr>
<th>Service</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Application fee</td>
<td>$30.00</td>
</tr>
<tr>
<td>Athletic fee</td>
<td>$150.00</td>
</tr>
<tr>
<td>Automobile - dormitory students (per year)</td>
<td>$80.00</td>
</tr>
<tr>
<td>Automobile - town students (per year)</td>
<td>$40.00</td>
</tr>
<tr>
<td>Change of course fee (per course)</td>
<td>$5.00</td>
</tr>
<tr>
<td>Computer network connection (per semester)</td>
<td>$50.00</td>
</tr>
<tr>
<td>Course acceptance request fee</td>
<td>$50.00</td>
</tr>
<tr>
<td>Course fee</td>
<td>See individual courses</td>
</tr>
<tr>
<td>Dormitory reservation fee</td>
<td>$100.00</td>
</tr>
<tr>
<td>Food Service - 21-meal plan (per semester)</td>
<td>$1,280.00</td>
</tr>
<tr>
<td>Food Service - 14-meal plan (per semester)</td>
<td>$1,230.00</td>
</tr>
<tr>
<td>Foreign Student Admissions fee</td>
<td>$150.00</td>
</tr>
<tr>
<td>Graduation fee (seniors)</td>
<td>$125.00</td>
</tr>
<tr>
<td>Housing (per semester)</td>
<td>$1,240.00</td>
</tr>
<tr>
<td>Late payment fee</td>
<td>$25.00</td>
</tr>
<tr>
<td>Late registration fee</td>
<td>$100.00</td>
</tr>
<tr>
<td>Lost dormitory keys (per key)</td>
<td>$15.00</td>
</tr>
<tr>
<td>Matriculation fee - six or more credits (per semester)</td>
<td>$350.00</td>
</tr>
<tr>
<td>Matriculation fee - five or less credits (per semester)</td>
<td>$175.00</td>
</tr>
<tr>
<td>Matriculation fee - fast track courses</td>
<td>$35.00</td>
</tr>
<tr>
<td>Official transcript evaluation fee (if requested)</td>
<td>$30.00</td>
</tr>
<tr>
<td>Private music lessons (per credit per semester)</td>
<td>$340.00</td>
</tr>
<tr>
<td>Returned check fee</td>
<td>$30.00</td>
</tr>
<tr>
<td>Transcript fee (per transcript)</td>
<td>$3.00</td>
</tr>
<tr>
<td>Tuition - 12-18 credits (per semester)</td>
<td>$3,625.00</td>
</tr>
<tr>
<td>Tuition - per credit</td>
<td>$300.00</td>
</tr>
<tr>
<td>Withdrawal fee (if withdraw first week of classes)</td>
<td>$125.00</td>
</tr>
</tbody>
</table>
Course Fees
Some science, music, and office administration classes have a lab, instrumental rental, or practice fee. Please consult the course description section of the catalog for courses requiring these fees all of which are titled as lab fees.

Books
The cost of books and school supplies varies depending upon the course of study, subject, and the number of hours attempted. An estimated range may be from $250 to $500 per semester. The Bookstore handles all textbooks. Failure to purchase required books may impact a student’s grade.

Dormitory Reservation Fee
This fee is non-refundable. Since dorm space is limited, reservations will be taken on a first-come, first-served basis. The fee reserves a room until the last day of registration. The fee applies toward the room charge. The student’s previous bill must be paid in full in order to reserve a room.

Payment of Bill
Payments may be made with cash, check, money order, cashier’s check, or credit card (Visa, Mastercard). Payments made by credit card will be posted to the student’s account based upon approval and authorization from the credit card company.

Any check returned to the college will incur a returned check fee. Students who render two bad checks per year will no longer be permitted to pay by check and will be required to pay by cash, money order, or credit card.

Late Payments
Any payment not made in full by the due date will result in a late charge being added to the account.

Delinquent Accounts
A student’s account must be paid up to date before he can take final examinations. Grades will not be given nor transcripts transferred until accounts are paid in full. If an account is delinquent more than 30 days, a student’s enrollment may be subject to termination. Beginning 30 days after the semester is completed, a late charge of one and one-half percent (1 1/2%) per month will be charged on any unpaid balance.

Veterans Information
Some of the programs at Trinity Baptist College have been approved by the State of Florida for veterans to receive educational benefits. Forms for making application for these benefits are available from the office of the Director of Veterans Affairs. All other rules applying to veterans only will be distributed upon registration in a separate publication.
Financial Assistance

Students at Trinity Baptist College may be eligible to receive federal, state, and/or institutional financial assistance. To apply for financial aid, a Free Application for Federal Student Aid (FAFSA) must be submitted. Financial aid includes grants, scholarships, discounts, and student loans. Students may apply via the Internet at www.tbc.edu or www.fafsa.gov. Trinity's school code is 031019; this number is needed when completing the FAFSA. Students may contact the Financial Aid Office at financialaid@tbc.edu.

Scholarships

Various scholarships are available for students of Trinity Baptist College. Scholarships and financial aid are explained in detail in the Scholarship and Financial Aid Brochure. Students applying for Institutional Scholarships need to complete a FAFSA and a Trinity Baptist College Scholarship Application form (available upon request from the Office of Financial Aid).

Deadlines

Applications for Institutional Scholarship applicants and Florida grant applicants must be processed by April 15. All applicants for federal aid need to submit the FAFSA by May 15. Students must be prepared to pay their bills according to the Payment Schedule, as noted in the Financial Summary, until their financial aid award has been finalized. Failure to meet these deadlines will most assuredly delay the awarding of financial aid.

Institutional Aid Disclosure

All Institutional Aid will be applied to the remaining balance on the account of the recipient and or current student upon completion of the FAFSA and award of eligible grants and aid for each semester. No Institutional Aid funds may be refunded to a recipient of Institutional Aid. The Institutional Aid form should be filled out completely. A student’s account needs to be current before Institutional Aid may be awarded to that individual.

Withdrawal & Refund Policy

1. **Recipients of Federal and Florida Student Aid.** A statutory schedule is used to determine the amount of federal and/or Florida State funds a student has earned when he or she ceases attendance based on the period the student was in attendance. Up through the 60% point in each payment period, a pro rata schedule is used to determine the funds the student has earned at the time of withdrawal. After the 60% point in the payment period or period of enrollment, a student has earned 100% of the federal and/or state funds.
2. **Fees.** During the first week of class, all non-consumed fees are refunded less an administrative fee. After the first week of class, all fees are nonrefundable.

3. **Housing.** Refunds are prorated on a weekly basis.

4. **Cancellation prior to commencement of classes by student.**
   Written notice is required from the student. Dormitory deposits are nonrefundable.

5. **Withdrawal after commencement of classes by the student.** Tuition will be refunded based on the last day of attendance to class and the following schedule:

   **Amount of Refund**
   
<table>
<thead>
<tr>
<th>Week of Classes</th>
<th>Refund Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st week</td>
<td>100%</td>
</tr>
<tr>
<td>2nd week</td>
<td>90%</td>
</tr>
<tr>
<td>3rd week</td>
<td>80%</td>
</tr>
<tr>
<td>4th week</td>
<td>70%</td>
</tr>
<tr>
<td>5th week</td>
<td>60%</td>
</tr>
<tr>
<td>6th week</td>
<td>50%</td>
</tr>
<tr>
<td>7th week</td>
<td>40%</td>
</tr>
<tr>
<td>After 7th week</td>
<td>0%</td>
</tr>
</tbody>
</table>

6. All TBC scholarships will be rescinded based on the amount of the refund.

7. All refunds will be completed within 15 office days of the official notification of withdrawal.

8. When a student withdraws, any money owed to the College is due upon withdrawal. A late charge of 1 1/2% per month will be charged on any unpaid balance beginning 30 days after the withdrawal date. Unpaid balances are subject to being sent to a collections agency.
# Financial Summary for 2010-2011

<table>
<thead>
<tr>
<th>Dormitory Students</th>
<th>Per Semester</th>
<th>Yearly</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuition (12-18 semester hours)</td>
<td>$3,625.00</td>
<td>$7,250.00</td>
</tr>
<tr>
<td>Room</td>
<td>1,240.00</td>
<td>2,480.00</td>
</tr>
<tr>
<td>Food (semester plan*)</td>
<td>1,280.00</td>
<td>2,560.00</td>
</tr>
<tr>
<td>Matriculation Fee</td>
<td>350.00</td>
<td>700.00</td>
</tr>
<tr>
<td>Total</td>
<td>$6,495.00</td>
<td>$12,990.00</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Commuter Students</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuition (12-18 semester hours)</td>
<td>$3,625.00</td>
</tr>
<tr>
<td>Matriculation Fee</td>
<td>350.00</td>
</tr>
<tr>
<td>Total</td>
<td>$3,975.00</td>
</tr>
</tbody>
</table>

## Payment Plan
1. The entire amount may be paid at registration.
2. Total cost minus total aid will be divided evenly into five monthly payments.

### First Semester:

<table>
<thead>
<tr>
<th></th>
<th>1st payment</th>
<th>2nd payment</th>
<th>3rd payment</th>
<th>4th payment</th>
<th>5th payment</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dorm</td>
<td>(July 15)</td>
<td>(Aug 15)</td>
<td>(Sept 15)</td>
<td>(Oct 15)</td>
<td>(Nov 15)</td>
</tr>
<tr>
<td>Commuter</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>$1,299.00</td>
<td>$1,299.00</td>
<td>$1,299.00</td>
<td>$1,299.00</td>
<td>$1,299.00</td>
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</tr>
<tr>
<td>$795.00</td>
<td>$795.00</td>
<td>$795.00</td>
<td>$795.00</td>
<td>$795.00</td>
<td></td>
</tr>
</tbody>
</table>

### Second Semester:

<table>
<thead>
<tr>
<th></th>
<th>1st payment</th>
<th>2nd payment</th>
<th>3rd payment</th>
<th>4th payment</th>
<th>5th payment</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dorm</td>
<td>(Dec 15)</td>
<td>(Jan 15)</td>
<td>(Feb 15)</td>
<td>(Mar 15)</td>
<td>(Apr 15)</td>
</tr>
<tr>
<td>Commuter</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>$1,299.00</td>
<td>$1,299.00</td>
<td>$1,299.00</td>
<td>$1,299.00</td>
<td>$1,299.00</td>
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</tr>
<tr>
<td>$795.00</td>
<td>$795.00</td>
<td>$795.00</td>
<td>$795.00</td>
<td>$795.00</td>
<td></td>
</tr>
</tbody>
</table>

*This price is for a 21-meal plan. A 14-meal plan is available for $1,230 per semester. No changes are allowed during the semester.

Additional fees may be included based on the fee schedule.

Credits above 18 hours per semester are charged the per hour rate.
Admissions Information

The standards of Christian faith and scholarship at Trinity Baptist College require a review and evaluation of every applicant. Personal references, statement of salvation experience, moral character and personal integrity, as well as the academic record, are considered. The following admissions procedure should be followed by anyone seeking admission to Trinity Baptist College.

Admissions Procedure

When to Apply

It is recommended that prospective students apply for admission six months before the anticipated entrance date. The earlier a student begins the application process, the greater the possibility of getting the desired course of study and receiving financial assistance. Although this is not recommended, a file may be opened during official registration days by completing an application form. An official acceptance from the College is required before the student can register.

Application Procedure

1. Request an application packet.
2. Submit a completed application form including salvation statement, picture, and signature to the Office of Enrollment Management with the application fee.
3. Reference from your pastor sent by him directly to the Office of Enrollment Management.
4. Request a transcript from your high school and college(s) to be sent directly to the Office of Enrollment Management.
5. Arrange to take an ACT or SAT test (see below for addresses and codes) and have the score sent to the Office of Enrollment Management.

ACT
The American College Testing Program
P.O. Box 414, Iowa City, IA 52243
Trinity Baptist College code # 4745

SAT
Scholastic Aptitude Test
P.O. Box 592, Princeton, NJ 08540
Trinity Baptist College code # 5780
**Entrance Requirements**

1. The file of a **new student** must contain the following items:
   a. A completed application.
   b. The high school transcript or GED certificate. Students who have been home schooled must have proof of graduation.
   c. ACT or SAT test scores.
   d. Pastor’s recommendation (not the applicant’s parent).
   e. Proof of payment of application fee.
   f. Hearing impaired students will be required to pass the Test of English as a Foreign Language (TOEFL) in addition to the required Math and English entrance proficiency exams. Arrangements can be made to take this test by visiting online at www.toefl.org.

2. The file of a **transfer student** must contain the following items:
   a. All materials as indicated for a new student.
   b. An official transcript from each college attended sent directly to the Trinity Baptist College Office of Enrollment Management.

3. The file of a **home-schooled student** must contain the following items:
   a. All materials as indicated for a new student.
   b. An entrance examination may be required if the applicant appears to be deficient in admission requirements.
   c. Personal interviews are recommended.
   d. Officially documented grades.

4. The file of a **foreign student** must contain the following items:
   a. All materials as indicated for a new student.
   b. Submit a letter of financial intent from either a financial institution or an individual who will guarantee full payment of the applicant’s school bill and all living expenses while studying in the United States. The U.S. Department of Justice, Immigration and Naturalization Service requires this letter be received prior to the issuing of the I-20 form. A one-time tracking fee must also be paid before the I-20 form is issued.
   c. Submit the official results of a Test of English as a Foreign Language (TOEFL) if the native language is other than English. Arrangements can be made to take this test by visiting online at www.toefl.org.
   d. After all of the above materials are received, the file will be reviewed. Upon acceptance, the applicant will receive the I-20 form which is needed to apply for a student visa.
   e. Every foreign student must provide the College with their first academic year’s tuition, fees, and room and board prior to registration. All persons admitted to the United States on a student visa are required by law to be registered as full-time college students and be enrolled for a minimum of 12 (credit) hours per semester.
5. The file of an ability-to-benefit student must contain the following items:
   a. All materials as indicated for a new student.
   b. All current testing (within the last five years) and/or pertinent data that indicates a need for the ability-to-benefit program.
   c. All information regarding IEP’s (an Individualized Education Program written for every student receiving special education: it describes the current level of performance and the goals for the school year, the particular special education services to be delivered, and the procedures by which outcomes are to be evaluated) and/or accommodations that have been provided for the student in the past.

6. The file of a divorced student must contain all materials as indicated for a new student. (Trinity Baptist College recognizes and respects the conviction common to Bible-believing Christians that a divorced person does not meet the Biblical qualifications for serving as a pastor or deacon. This constitutes a restriction but not a denial of ministry. Therefore, the College admits a divorced person who desires a Bible college education on an individual and personal basis. Counseling is available to assist students in locating a ministry where they are qualified to serve.)

**General Admissions Information**

1. No one will be allowed to enroll who has an outstanding financial obligation at another college.

2. All students who will live in the residence halls must complete an affidavit of good moral character at registration and a Medical Health Form.

3. Courses taken at accredited/recognized colleges and universities with at least a grade of “C” and appropriate to the student’s course of study may be accepted and/or substituted for specific courses in accordance with college policies.

4. Courses taken by correspondence from approved colleges and universities may be applied toward graduation requirements. A maximum of 12 credits may be accepted.

5. At least 30 credit hours of study at Trinity Baptist College is required for graduation. The last semester of the senior year must be taken at Trinity.

6. The ACT or SAT must be taken by each undergraduate freshman or transfer applicant with fewer than 30 credit hours. These tests are available at designated testing centers throughout the country. (Students can consult their high school office for the nearest test center.) By placing the proper number on the test form, the test results will be sent directly to the College. Applicants who cannot take the test before enrollment may receive permission from the Director of Enrollment Management to enroll for one semester provided all other requirements are met. The test must be taken as early as possible during that semester. The student will only be permitted to register for classes the following semester once the scores have been received.
7. Applicants to Trinity Baptist College should have received a high school diploma or certificate and have at least 16 acceptable units of secondary school work. (A unit is defined as five 45 minute periods each week for 36 weeks.) The distribution of units is recommended as follows: Ten of these units must be in academic subjects, English (3 units), Mathematics (2 units), Science (1 unit), Social Studies (2 units), and foreign language (2 units). Students that are deficient in entrance requirements may be required to make up deficiencies by taking examinations or additional classes at the college. Credit hours of this type will typically be in addition to the minimum of 130 credit hours needed for graduation.

8. Any changes to the stated policies must be approved by the Academic Office.

9. After the Office of Enrollment Management has received all application materials, the applicant’s file will be reviewed. As soon as a decision is reached, a letter will be sent regarding acceptance.

10. Prospective students may take one class as a special student without being fully enrolled. Students must complete the application process and be accepted before proceeding with additional classes.

Campus Visits

When is a good time to visit Trinity Baptist College? We would love to have you visit anytime! In fact, we hope that every prospective student will make an effort to see the campus firsthand before enrolling.

All appointments for visits and tours should be made through the Office of Enrollment Management by calling 904-596-2307 or 1-800-786-2206.

Those who visit during a time when classes are in session (other than mid-semester exams and final exams) have the best experience.
General Requirements

The Trinity Baptist College Catalog does not constitute a contract between the institution and its students on an individual or collective basis. The catalog does represent the College’s best planning insofar as the academic, financial, and social programs were established at printing time. Course and curriculum changes, modifications of tuition, fees and other charges may occur after the catalog is printed.

Students must familiarize themselves with the requirements related to their particular major. All academic requirements must be met before a degree can be conferred. Advice may be given by an academic advisor and a good faith effort will be made to assist a student in understanding the requirements, but each student is responsible for successfully completing the requirements.

Grading System

<table>
<thead>
<tr>
<th>Grade</th>
<th>Scale</th>
<th>Honor Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>92 - 100</td>
<td>4 honor points per semester hour</td>
</tr>
<tr>
<td>B</td>
<td>85 - 91</td>
<td>3 honor points per semester hour</td>
</tr>
<tr>
<td>C</td>
<td>72 - 84</td>
<td>2 honor points per semester hour</td>
</tr>
<tr>
<td>D</td>
<td>65 - 71</td>
<td>1 honor point per semester hour</td>
</tr>
<tr>
<td>F</td>
<td>0 - 64</td>
<td>0 honor points per semester hour</td>
</tr>
<tr>
<td>WF</td>
<td></td>
<td>0 honor points per semester hour</td>
</tr>
</tbody>
</table>

Grades of “D”

No “D” hours will be permitted in the student’s major field of study. This includes all Bible courses; the student’s proficiency as listed on their degree plan; the teaching fields as listed on the degree plan; ENG101, ENG102, and concentration courses as listed by the registrar.

Classification of Students

Students are classified at the beginning of each academic year by the following standards:

Freshman: Official acceptance to the College with freshman standing who has completed fewer than 32 credit hours.

Sophomore: At least 32 credit hours (64 honor points) and have had all admissions deficiencies removed.

Junior: At least 64 credit hours (128 honor points).

Senior: At least 96 credit hours (192 honor points) and a reasonable prospect of completing the requirements for graduation within two additional semesters.
Special: A student that has been allowed to register for one semester. In order to continue at Trinity Baptist College, all admissions requirements must be completed.

Auditor: A student properly registered and attending classes, but not required to take examinations and not receiving credit for the course.

Regular: A student who has satisfied all admissions requirements and has been officially accepted to the college by the Director of Enrollment Management--may be full or part-time but must be making normal satisfactory progress toward a degree.

Part-Time: A student enrolled for six or fewer credit hours per semester.

Half-Time: A student enrolled for more than six credit hours but no more than eleven credit hours

Full-Time: A student enrolled for twelve credit hours or more per semester.

Unit of Credit
The unit of credit is the semester hour. A semester hour is one fifty-minute period of instruction per week for 15 weeks, or the equivalent.

Course Numbers
The course numbers consist of letters and digits. The letters designate the department of study into which the course falls. The first of the digits indicates the year in which the course should be taken. The last digit or digits indicate the identification number of the course. Some courses may have an additional number which coordinates with the Florida statewide course numbering system.

Florida’s Statewide Course Numbering System
Select courses in this catalog are identified by prefixes and numbers that were assigned by Florida’s Statewide Course Numbering System. This common numbering system is used by all public postsecondary institutions in Florida and by 26 participating non-public institutions. The major purpose of this system is to facilitate the transfer of courses between participating institutions. Each participating institution controls the title, credit and content of its own courses and recommends the first digit of the course number to indicate the level at which students normally take the course. Course prefixes and the last three digits of the course numbers are assigned by members of faculty discipline committees appointed for that purpose by the Florida Department of Education in Tallahassee. Individuals nominated to serve on these committees are selected to maintain a representative balance as to type of institution and discipline field or specialization. The course prefix and each digit in the course number have a meaning in the Statewide Course Numbering System (SCNS). The list of course prefixes and numbers, along with their generic titles, is referred to as the “SCNS taxonomy.” Descriptions of the content of courses are referred to as “course equivalency profiles.”
**General Rule for Course Equivalencies**

Equivalent courses at different institutions are identified by the same prefixes and same last three digits of the course number and are guaranteed to be transferable between participating institutions that offer the course, with a few exceptions. (Exceptions are listed below.)

For example, a survey course in social problems is offered by 31 different postsecondary institutions. Each institution uses “SYG_010” to identify its social problems course. The level code is the first digit and represents the year in which students normally take the course at a specific institution. In the SCNS taxonomy, “SYG” means “Sociology, General,” the century digit “0” represents “Entry-level General Sociology,” the decade digit “1” represents “Survey Course,” and the unit digit “0” represents “Social Problems.”

In science and other areas, a “C” or “L” after the course number is known as a lab indicator. The “C” represents a combined lecture and laboratory course that meets in the same place at the same time. The “L” represents a laboratory course or the laboratory part of a course, having the same prefix and course number without a lab indicator, which meets at a different time or place.

Transfer of any successfully completed course from one institution to another is guaranteed in cases where the course to be transferred is equivalent to one offered by the receiving institution. Equivalencies are established by the same prefix and last three digits and comparable faculty credentials at both institutions. For example, SYG 1010 is offered at a community college. The same course is offered at a state university as SYG 2010. A student who has successfully completed SYG 1010 at the community college is guaranteed to receive transfer credit for SYG 2010 at the state university if the student transfers. The student cannot be required to take SYG 2010 again since SYG 1010 is equivalent to SYG 2010. Transfer credit must be awarded for successfully completed equivalent courses and used by the receiving institution to determine satisfaction of requirements by transfer students on the same basis as credit awarded to native students. It is the prerogative of the receiving institution, however, to offer transfer credit for courses successfully completed which have not been designated as equivalent.

**The Course Prefix**

The course prefix is a three-letter designator for a major division of an academic discipline, subject matter area, or subcategory of knowledge. The prefix is not intended to identify the department in which a course is offered. Rather, the content of a course determines the assigned prefix to identify the course.
Authority for Acceptance of Equivalent Courses

State Board of Education Rule 6A-10.024(19), Florida Administrative Code, reads:

When a student transfers among postsecondary institutions that are fully accredited by a regional or national accrediting agency recognized by the United States Department of Education and that participate in the common course designation and numbering system, the receiving institution shall award credit for courses satisfactorily completed at the previous participating institutions when the courses are judged by the appropriate common course designation and numbering system faculty task forces to be academically equivalent to courses offered at the receiving institution, including equivalency of faculty credentials, regardless of the public or non-public control of the previous institution. The award of credit may be limited to courses that are entered in the course numbering system. Credits so awarded shall satisfy institutional requirements on the same basis as credits awarded to native students.

Exceptions to the General Rule for Equivalency

The following courses are exceptions to the general rule for course equivalencies and may not transfer. Transferability is at the discretion of the receiving institution:

A. Courses in the _900—_999 series (e.g., ART 2905)
B. Internships, practical, clinical experiences, and study abroad courses
C. Performance or studio courses in Art, Dance, Theater, and Music
D. Skills courses in Criminal Justice
E. Graduate courses
F. Courses not offered by the receiving institution

College preparatory and vocational preparatory courses may not be used to meet degree requirements and are not transferable.

Questions about the Statewide Course Numbering System and appeals regarding course credit transfer decisions should be directed to the Office of the University Registrar, Box 114000, University of Florida, Gainesville, FL 32611-4000, (352) 392-1361, or the Florida Department of Education, K-16 Articulation, 401 Turlington Building, Tallahassee, Florida 32399-0400. Special reports and technical information may be requested by calling (850) 488-6402 or Suncom 278-6402.
Drop/Add/Withdrawals

A student may pay the appropriate fee and drop or add a class during the first five days of school. Afterwards, a student may pay the appropriate fee and withdraw from a class without any grade point average penalty during the first five weeks of a semester and receive a “W.” After the first five weeks, if a student pays the appropriate fee and withdraws from a class, the faculty member will calculate his/her grade (passing or failing) at the time the class was dropped, and the grade will be “WP” or “WF.”

A “WF” affects a student’s grade point average, but a “W” or “WP” does not. However, all three grades of withdrawal can affect a student’s financial aid status.

Students whose circumstances force them to withdraw from the College for any reason must have an official withdrawal form properly executed in a meeting with the Registrar. Signatures from other College administrators must be obtained and all financial obligations must be met for an honorable withdrawal to take place.

Auditing a Course

A person may audit a course by enrolling on an audit basis at the time of registration. Regular students may audit courses to the maximum authorized academic load. Persons who are not currently enrolled must apply for special student status for admission in order to register as an auditor. The auditing student should inquire of his/her instructor as to what will be expected in the course. Auditing students will be required to pay the regular per credit fee at registration.

No course which has been completed with a grade of “C” or above may be repeated except as an audit, or unless an education major needs to repeat a course to improve the student’s grade to satisfy the GPA requirements. Permission to audit requires consultation and permission of the Registrar. Any course repeated without proper advance permission will be considered an audit, for which no grade will be given, although the course will count toward the student’s class load.

CLEP, PEP, or AP Credit

If advanced credits are requested from previous testing programs to avoid taking courses in subjects in which students already have adequate knowledge, the students should contact the Registrar regarding procedures and tuition charges. The College Level Examination Program (CLEP), Proficiency Examination Program (PEP), or Advanced Placement Program (AP) are examples of these opportunities available throughout the country at selected colleges and universities.

Trinity Baptist College will evaluate for acceptance up to 12 hours of credit from students who take the CLEP, PEP, or AP exams in high school and receive an acceptable grade. The credits will be evaluated for acceptance from the following classes:
Information Systems and Computer Applications (2)
Principles of Accounting (4)
English Literature (3)
College-Level French Language (up to 6)
College-Level German Language (up to 6)
College-Level Spanish Language (up to 6)
Western Civilization I: Ancient Near East to 1648 (3)
Western Civilization II: 1648 to the Present (3)
Calculus with Elementary Functions (3)
College Algebra (3)
General Chemistry (up to 6)

There is a charge each time a student requests that courses be accepted. These transfer credits apply toward the number of credits required for graduation.

Admissions/Academic Counseling

Students will be assigned a faculty advisor to assist in planning the program of courses. Students have the option of changing programs if desired which may require being assigned a new advisor. Please note: A change of program could delay a student’s anticipated graduation date if course credits from one major to another are not compatible. Faculty advisors assist students with registration each semester. Students are encouraged to maintain close contact with their advisors to plan their college programs.

Graduation Requirements

The minimum number of credits required for graduation are as follows:

Bachelor of Arts, Biblical Studies, Pastoral Theology .............. 130
Bachelor of Arts, Biblical Studies, Missions ......................... 130
Bachelor of Science, Biblical Studies, Church Ministries ......... 130
Bachelor of Science, Biblical Studies, Sacred Music ............... 133
Bachelor of Science, Elementary Education ........................... 131
Bachelor of Science, Elementary Education with Special Ed ... 150
Bachelor of Science, Secondary Education ............................ 135
Associate of Science, Office Administration .......................... 66
Associate of Science, General Studies ................................. 64

Academic Honors

The Registrar’s office will publish annually in the spring a President’s list of those students who achieve a GPA of 3.50 for the academic year and Dean’s list of those students who achieve a GPA of 3.00 or higher for the academic year. In order for the student’s name to be listed, the student must be full-time and must not have any “Incompletes,” “D’s,” “F’s,” “WF’s,” or “WP’s.”

Graduation with Honors

<table>
<thead>
<tr>
<th>Grade Point Average</th>
<th>Graduation with Honors</th>
</tr>
</thead>
<tbody>
<tr>
<td>3.50 - 3.74</td>
<td>Cum Laude</td>
</tr>
<tr>
<td>3.75 - 3.90</td>
<td>Magna Cum Laude</td>
</tr>
<tr>
<td>3.91 - 4.00</td>
<td>Summa Cum Laude</td>
</tr>
</tbody>
</table>

Eligibility for valedictorian and salutatorian includes all grades from all courses transferred from all institutions. Consideration for graduation with honors will be based on student GPA in January of the year of graduation.
At least 30 credit hours of study at TBC is required for graduation. The credits submitted for graduation must be as shown on the appropriate curricular programs as listed in the College catalog with the following exceptions:

1. In the event of changes in catalog requirements, the required program will be a composite of the requirements indicated in the various annual catalogs. That is, each current catalog governs each current year only, so that no changes will be considered retroactive.
2. Courses may be substituted for other specific courses if recommended by the Registrar or the student’s advisor and approved by the Academic Dean.
3. No regular semester class at Trinity Baptist College will be cancelled because of size of enrollment. Certain classes are listed in the catalog as having the potential of being offered on a directed independent study basis.
4. Trinity Baptist College cannot schedule courses for the convenience of individual students who cannot or who do not take courses in their regular sequence, or for students who wish to accelerate the standard program completion.
5. The college administration reserves the right to cancel any course due to unforeseen circumstances.

**Academic Standing**

In order to complete any curricular program, each student must maintain good academic standing. A student must maintain the following averages on courses taken:

<table>
<thead>
<tr>
<th>Program</th>
<th>GPA Requirement</th>
</tr>
</thead>
<tbody>
<tr>
<td>Associate’s Degree</td>
<td>2.00</td>
</tr>
<tr>
<td>Bachelor’s (after two semesters, 0-23 credits)</td>
<td>1.75</td>
</tr>
<tr>
<td>Bachelor’s (after three semesters, 24-35 credits)</td>
<td>1.90</td>
</tr>
<tr>
<td>Bachelor’s (after four semesters, 36 or more credits)</td>
<td>2.00</td>
</tr>
</tbody>
</table>

A student who fails to maintain good academic standing will be subject to the following:

1. **Academic Warning.** A student who fails to maintain the required GPA, as noted, will be placed on academic warning.
2. **Academic Probation.** A student who fails to meet the required GPA following academic warning will be placed on academic probation. The undergraduate may take a maximum of 13 credits.
3. **Academic Suspension.** A student on academic probation who fails to remove his probation in the next semester of attendance will be subject to suspension. If the student desires to return to TBC, he must contact the Registrar in writing. The Registrar will determine a plan that may prepare a student for re-entry.
4. **Academic Dismissal.** A student who does not raise his cumulative GPA to the minimum required by his level by the end of the semester in which he returns will be dismissed and not allowed to return unless he qualifies for the academic amnesty program.

5. **Academic Amnesty.** A student who has been academically dismissed from Trinity Baptist College may ask to be allowed to return under the following guidelines:
   a. The student must not have been enrolled at Trinity Baptist College for a period of five years.
   b. The student must be declared eligible to return by the Business Office and Student Services.
   c. The student must be approved for readmission by the Registrar and Vice President of Academic Affairs after submitting a written request.
   d. The student must be approved for readmission by the President following an approval from Academics and Student Services.
   e. The student will be admitted on probation and must follow all stipulations of the policy.
   f. Grades “A,” “B,” and “C” previously earned, will calculate in the GPA. Grades “D” and “F” will be changed to “Q.”
   g. The academic amnesty student is not eligible for graduation with honors.

**Satisfactory Academic Progress (SAP)**

Each student must maintain Satisfactory Academic Progress (SAP) to receive financial aid. The Financial Aid Office calculates SAP at the end of each semester to determine a recipient’s eligibility for the next semester or academic year. SAP is measured by the qualitative and quantitative standards below:

**Qualitative**

A student enrolled at Trinity must meet the following cumulative GPA requirements, as calculated by the Academic office:

<table>
<thead>
<tr>
<th>Non-Transfer Students</th>
<th>GPA Requirement</th>
</tr>
</thead>
<tbody>
<tr>
<td>Associate’s Degree</td>
<td>2.00</td>
</tr>
<tr>
<td>Bachelor’s (after two semesters)</td>
<td>1.75</td>
</tr>
<tr>
<td>Bachelor’s (after three semesters)</td>
<td>1.90</td>
</tr>
<tr>
<td>Bachelor’s (after four semesters)</td>
<td>2.00</td>
</tr>
</tbody>
</table>

For a student transferring in from another institution, both the total number of credits transferred and the credits earned at Trinity Baptist College are used to determine the GPA requirement. The following scale is used:

<table>
<thead>
<tr>
<th>Transfer Students</th>
<th>GPA Requirement</th>
</tr>
</thead>
<tbody>
<tr>
<td>0-23 credits</td>
<td>1.75</td>
</tr>
<tr>
<td>24-35 credits</td>
<td>1.90</td>
</tr>
<tr>
<td>36 or more credits</td>
<td>2.00</td>
</tr>
</tbody>
</table>

*Note: The cumulative GPA is calculated using only credits earned at Trinity Baptist College. Grades earned on transfer credits are not used for calculating GPA.*
Quantitative
A student must complete an academic program within an equivalent of one hundred fifty percent (150%) of the published time, i.e., a two-year (64 credits) program must be completed within 96 attempted hours. A four-year (130 credits) program must be completed within 195 attempted hours.

All credits that transfer from other institutions and courses taken at Trinity Baptist College are used for this calculation. Withdrawals, incomplete courses, and repeated courses are included in this total.

A student must successfully complete an equivalent of at least 67% of the hours attempted each academic year to remain eligible, ensuring that he or she will be able to graduate within the one hundred fifty percent requirement.

A student must meet Satisfactory Academic Progress (SAP) to receive financial aid.

1. A student becomes ineligible to receive financial aid at the point he or she fails to meet SAP.

2. A student may receive financial aid in the semester following the point that SAP is met.

A student who falls short of the SAP requirements may make an appeal to the Academic Office.

1. An appeal may be considered if requested in writing with sufficient documentation to the Chief Academic Officer, who will in turn contact the student and the Financial Aid Office with a written decision. An appeal may be made if a student falls short of SAP standards due to one or more of the following situations directly hindering schooling efforts:
   a. Severe illness;
   b. Severe injury;
   c. Death of a near relative or close friend;
   d. Study changes due to employment;
   e. Other circumstances subject to the decision of the Academic Dean.

   Appeals must be submitted and received at least two weeks prior to the first day of school.

2. Classes determined to be directly affected by traumatic circumstances (above) may be overlooked until repeated, in regard to qualitative requirements, and may be eliminated from the quantitative portion of SAP calculation for the remaining portion of a student’s attendance at Trinity.

3. At the discretion of the Academic Office, a student may be placed on a temporary probationary status for a period of one semester. A student who fails to bring his or her SAP back up to the required level will no longer be eligible for financial aid until SAP is met. A student may only be placed on probationary status one time.
**Reasons for Dismissal**

A student may be dismissed from Trinity Baptist College for adequate cause, including:
1. Failing to meet minimum academic standards.
2. Violating codes of conduct.
3. Giving false information on admissions forms.
4. Failing to meet financial obligations.

**Grades Appeal Policy**

This policy is outlined in the Student Handbook.

**Student Class Load**

The degree programs are arranged to take an average of 16 or 17 credit hours per semester for eight semesters to reach the required credit hours for graduation.

Any student permitted to enroll for additional credits above 18 or below 12 will be charged the differential rate. The basis on which overload permission is granted is the Grade Point Average earned in the work completed at Trinity Baptist College. For a load greater than 16 credits, a student must have a Grade Point Average of 2.00 or above. Students with a Grade Point Average less than 3.00 may not take more than 18 credit hours. Students may not register for more than 20 credit hours in one semester without special permission of the Academic Dean.

Students working on campus or those having part-time employment off campus may be required to reduce their program of studies or relinquish their jobs if they fail to preserve a satisfactory Grade Point Average. By restricting students’ class loads, the College aims to enable the students to improve the quality of their classwork.

**Ability-to-Benefit Policies and Procedures**

Trinity Baptist College defines Ability-to-Benefit students as students who have been identified as needing academic accommodations in the classroom in order to succeed. They show potential for college-level work as determined by the Academic Standards and Admissions Committee. Recognizing that a student’s academic record may not accurately reflect his current spiritual, psychological, and intellectual maturity, the College accepts a limited number of Ability-to-Benefit students. For Financial Aid purposes the Ability-to-Benefit definition is different as defined by the Federal Student Aid Hand Book.

1. The number of ability-to-benefit students accepted will depend on the total number of applicants on June 15. Other applicants, not accepted at that time, will be placed on a waiting list for late consideration. Acceptance will be limited to the set percentage of total applications received. Students not accepted as full-time students may apply for non-degree special standing.
2. The Director of Enrollment Management and the ability-to-benefit committee will evaluate the submitted material and designate students as ability-to-benefit as a part of the application review process.

3. Ability-to-benefit students will be assigned to a special faculty advisor. The special faculty advisor will monitor academic progress by conferring with the student’s instructors prior to a bi-weekly meeting with the student.

4. The special faculty advisor will keep records of academic progress on each student for use by the Administrative Cabinet for longitudinal study in accordance with the Institutional Assessment Plan.

Confidentiality of Student Records

All materials accumulated in student files can be released only by a student’s written consent. The student and official members of the College staff who have legitimate professional right to the material will have access to the files.

Section 438 of Public Law 93-380 (Family Educational Rights and Privacy Act of 1974) states in (b) (4) (B) - “With respect to this subsection, personal information shall only be transferred to a third party on the condition that such party will not permit any other party to have access to such information without the written consent of the parents of the student.”

It is further stated in Section 438 (d) - “For the purposes of this section, whenever a student has attained eighteen years of age, or is attending an institution of post secondary education the permission or consent required of and the rights accorded to the parents of the student shall thereafter only be required of and accorded to the student.”

Therefore, the official members of the College’s staff are obligated to comply with the above restrictions on the release of any information contained in this transcript.

Transcripts

Students must submit a signed request for each transcript. The request for a copy of this permanent record of all grades must be accompanied by a fee. The Registrar will not issue any transcripts of a student’s record for students whose financial obligations are not current.

Official Transcript Evaluation

Transcript evaluation is a function of the Registrar in consultation with the Vice President of Academic Affairs. While this is done primarily for the applicant’s admission and registration purposes, some special requests for reference purposes are honored upon the payment of an evaluation fee. Official evaluation records are released to those who request them. This fee is waived for the applicants who have filed the necessary application forms and have paid the application fee.
Placement Assistance

The Placement Office is coordinated by the Alumni Director. This office maintains a file of requests from churches and Christian schools indicating their need for qualified candidates to fill their open positions of employment.

The director of the teacher education program assists in this process by recommending education graduates for job placement. All the administrators make recommendations for church position placement.

Qualified candidates are recommended to pastors and Christian school administrators. The potential employment candidates are counseled concerning their adaptability for the available open employment opportunities.

Registration Procedure

Official registration for courses is required for admission to classes. Prior to the beginning of each semester, students are required to meet with their assigned faculty advisor to review their degree plan and have input into their course selections for the coming semester.

Specific dates are assigned for preregistration of students currently enrolled and registration of all students each semester. Usually preregistration of students is scheduled during the last month of a semester, and registration is scheduled during the week preceding the first day of classes. Students registering after the prescribed days for registration will be charged a late fee.

The registration process is not completed until both academic and financial arrangements have been made.

While everything possible is done to help students plan their programs and schedules correctly, the final responsibility for taking the courses which will fulfill the graduation requirements rests upon the student.

Readmission

If a student withdraws from college for any reason, he or she will be required to have a conference with the Director of Enrollment Management before being allowed to be readmitted.

Former students seeking readmission after an absence of one to three years will be readmitted with the same standing as they had when they withdrew. More than three years will require a complete official reapplication. If admitted, students will enter under the requirements of the catalog current at the time of readmission. All bills must be current.
Placement Tests
Diagnostic placement tests are required for all incoming students (including transfer students) in English, Reading Comprehension, and Math. Transfer students who have received English credits from another institution or through the CLEP process must pass the Trinity Baptist College test. If they do not pass, they must take English from our professors. A placement test is also required for incoming music students before registering for classes.
PROGRAMS OF STUDY
Objectives

1. To give the student a good working knowledge of the Bible as God’s preserved Word.
2. To help the student know and believe by conviction basic Bible doctrines.
3. To impart techniques and tools for Christian service so that the student can Biblically and effectively fulfill the ministry in which God places him.
4. To give the student a valid foundation in general education so that he can effectively meet the challenges of the modern day.
5. To enable the student to form personal convictions and develop a Christ-like Christian character.

Within the Division of Biblical Studies, four distinct concentrations of study are available to the student being led into full-time Christian service.

The Pastoral Theology concentration specifically prepares men called to the pastoral ministry. The foundation of this curriculum places strong emphasis on knowing the Word of God. This program highlights the preaching and administrative responsibilities that belong to the pastor of a local independent Baptist church.

The Church Ministries curriculum prepares both men and women for the Christian ministry in a local church. The foundation of this program places a strong emphasis on knowing the Word of God as well as the practical aspects of serving as an assistant in a church ministry. Ministry specializations are offered in ten different proficiencies to prepare a student to fulfill specific roles in the various aspects of church programs.

The Missions concentration is designed for men and women who have surrendered to full-time missionary service. Strong emphasis on local church organization and administration provides the academic and practical knowledge necessary to be prepared for missionary candidate school with a mission board.

The Music concentration is designed to prepare students for church music ministry. The program equips students with the performance skills and level of musicianship necessary to be an effective church musician. This course of study develops strong vocal and instrumental foundations. Technical skills are complemented with the ability to communicate sacred truths through the means of music. Students are encouraged to build a strong Bible-based philosophy of music. The goal of the program is to produce well-trained musicians who have a desire to serve in the church music ministry. Students are given strong musical instruction with an emphasis in sacred music.

Any student choosing a Bachelor of Science degree with a Music concentration or a Church Ministries concentration with a Music Director proficiency must take a diagnostic test before entrance into the program. Prospective students must contact the chairman of the music department for information. Students will also be required to pass a proficiency exam after four semesters of applied instruction in order to continue in the program. For further information please consult the Music Handbook.
Bachelor of Arts Degree  
Biblical Studies Major  
Pastoral Theology Concentration

The Pastoral Theology curriculum prepares men for the pastoral ministry. The foundation of this program is a strong emphasis on knowing the Word of God. The program gives thorough coverage to the preaching and administrative responsibilities that belong to a pastor.

**First Year**

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<th>Hrs</th>
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**Second Year**

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</table>
The Church Ministries curriculum prepares men and women for the Christian ministry in a local church. The foundation of the program is a strong emphasis on knowing the Word of God. This course of study is provided for students who have a strong desire to serve as assistants in a

**Bachelor of Science Degree**  
**Biblical Studies Major**  
**Church Ministries Concentration**

### First Year

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### Second Year

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*Individualized scheduling may require the exchanging of these courses.*
Church Ministries Proficiencies

Assistant Pastor Proficiency (16 hours) - Men Only

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<td>Survey of Exceptionalities</td>
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Children's Ministry Proficiency (16 hours)

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<td>CED234</td>
<td>Teaching Preschool Bible</td>
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<td>CED308</td>
<td>Children's Ministries</td>
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<tr>
<td>CED310</td>
<td>Teaching Bible to Elem. Children</td>
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Christian Counseling Proficiency (16 hours)

(Completion of this proficiency does not qualify the graduate as a licensed counselor)

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<td>PSY306</td>
<td>Critical Issues in Counseling</td>
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<td>PSY322</td>
<td>Theology of Christian Counseling</td>
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<td>PSY401</td>
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Church Business Proficiency (17 hours)

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<td>SEC240</td>
<td>Accounting Principles I</td>
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Church Office Proficiency* (25 hours) - Ladies Only

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Deaf Ministry Proficiency (16 hours)

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<td>CED101</td>
<td>American Sign Language I</td>
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<td>Understanding the Deaf</td>
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Sunday School Administration Proficiency (15 hours)

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<td>Developmental Psychology</td>
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<td>CED303</td>
<td>Associate Pastor Duties</td>
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<td>CED222</td>
<td>Advertising &amp; Graphic Design</td>
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<td>Children's Ministries</td>
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<td>CED305</td>
<td>Local Church Outreach Ministries</td>
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Women's Ministry Proficiency (16 hours) - Ladies Only

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<td>Christian Leader's Wife</td>
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<td>CED308</td>
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<td>PSY401</td>
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*Proficiency classes will be used to replace CED302, CED321, CED322, and MUS301.
**Students in this proficiency must have the Church Office as their Christian Service for a minimum of one semester.
# Church Ministries Proficiencies

## Worship Music Proficiency (27 hours)

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<td>MUS224</td>
<td>Introduction to Worship Media</td>
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<td>Arranging for Worship</td>
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<td>Conducting for Worship Leader</td>
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<td>Church Music through the Ages</td>
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<td>MUS110</td>
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<td>Class Voice**</td>
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<td>MUS115</td>
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*Proficiency classes will be used to replaced CED302, CED404, MUS104, and MUS301.

*Students with deficiency in theory skills must first enroll in MUS099.

## Youth Ministry Proficiency (16 hours)

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<tr>
<td>PED202</td>
<td>Principles and Problems</td>
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<td>PSY401</td>
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<td>CED305</td>
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<tr>
<td>SEC222</td>
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<tr>
<td>PSY403</td>
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## Electives

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<td>CED308</td>
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<tr>
<td>CED314</td>
<td>Youth Ministry I</td>
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*Choose two.
The Missions curriculum is designed for men and women who have surrendered to full-time missionary service. There is strong emphasis on local church organization and administration. Each missions major will be required to serve an apprenticeship with an approved missionary prior to receiving a degree.

### First Year

<table>
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<tr>
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<th>Hrs</th>
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### Third Year

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<td>CED321 Homiletics I*</td>
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*Individualized scheduling may require the exchanging of these courses.*
Bachelor of Science Degree  
**Biblical Studies Major**  
**Sacred Music Concentration**

The Music curriculum prepares men and women for music ministry in a local church. A placement exam is given to all incoming music students to determine competency in theory skills. Students with deficiencies will be required to complete MUS099 before enrolling in MUS101. Students may select a proficiency in either vocal or piano performance.

### First Year

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<th>Hrs</th>
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### Third Year

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<td>MUS203 Conducting I</td>
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<td>CED316 Baptist History</td>
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### Fourth Year

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<td>MUS437 Church Music History</td>
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<td>MUS442 Music History &amp; Literature II</td>
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Division of Education

Trinity Baptist College is known for its practical approach in a student’s education. The education department is no exception. The goal is to prepare teachers who can go into the Christian classroom and perform their duties with knowledge, expertise, and warm-hearted service. The education department sees “Specialist in the Ministry” in the field of education as a teacher that can take any curriculum, any facility, any student and, with God’s guidance, bring about an admirable teaching situation.

Objectives

1. To give the student a thorough working knowledge of the Bible as God’s preserved Word.

2. To help the student to know and believe by conviction basic Bible doctrines.

3. To implant as fully as possible a thoroughly Christian philosophy of life and education within the heart and mind of the student.

4. To build a thorough, well-rounded academic base to qualify the education student to be worthy of the title “teacher.”

5. To help the student to understand the developing child so as to meet his educational needs.

6. To put into the student’s hands effective tools for teaching, applying, and evaluating knowledge.

7. To provide enough practical experience during the period of academic training so that the student can be assured of his desire to serve as a teacher and not be a novice to the classroom upon graduation.

Every education major will spend some time in the elementary or secondary classroom every semester of his curricular program.

Secondary Education students will select two teaching fields with either two major areas (English, Math, Science, Social Studies, Special Education) or a major and a minor (Business, French, Music, Physical Education, Spanish).

Any student choosing a Bachelor of Science degree in Secondary Education with music as a teaching field must take a diagnostic music test prior to being officially accepted in that program.
Requirements for Education Majors

To ensure that students graduating in the field of education meet standards that qualify them to be considered specialists in the field, the following items and processes will be required.

General Requirements

1. Grade Point Averages
   a. All Education majors must have a cumulative grade point average of 2.0 or above by the time they reach their junior year.
   b. All Education majors must have GPA of 2.5 in all EDU courses by the end of their junior year.
   c. All Secondary Education students must have a GPA of 2.75 in the courses required for their teaching fields by the end of their junior year.
   d. All Elementary Education students must have a GPA of 2.75 in the EDU courses that are specific for elementary teachers by the end of the junior year. (Teaching Language Arts, Teaching Social Studies, Teaching Science, Teaching Math, Elementary Lab, Teaching Bible, Teaching Art and Music, Teaching Reading, and Health and Safety Education.)
   e. Some education majors may need to repeat certain courses to improve their GPA and satisfy the GPA requirements.

2. Every education major will be required to complete all observation and aiding requirements prior to student teaching. These include:
   a. 20 hours of observation - 10 hours school wide and 10 hours in the school of the student’s major. Forms are to be turned in to the Chair of the Education Department. Credits for this will be given during student teaching. No credits will be given for partial completion.
   b. 10 hours of teacher aiding and 10 hours of direct student contact. Credit for this will be given during student teaching. No credits will be given for partial completion.

During Each Semester

All education majors will attend a required meeting to advise the students about what will be expected of an education major. The requirements will be given to the students in both oral and written form.
Continuance in the Education Program

1. At any time during the program, the name of a student who is in question may be brought to a committee of professors in the education department.

2. This committee will include the Chair of the Education Department, the faculty advisor, and at least three selected faculty members.

3. Such things as academics, interpersonal skills, communicative skills, and organizational skills will be examined.

4. A written summary of the findings of the committee will be included in the student’s records and signed by each member of the committee.
Bachelor of Science Degree
Education Major
Elementary Education Concentration

**First Year**

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<th>First Semester</th>
<th>Hrs</th>
<th>Second Semester</th>
<th>Hrs</th>
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**Second Year**

| BIB201 Bible Doctrines I                             | 3   | BIB202 Bible Doctrines II                           | 3   |
| EDU102 Orientation to Teaching                       | 3   | EDU202 Classroom Management                         | 2   |
| HIS 201 History of Civilization I                    | 3   | HIS 202 History of Civilization II                  | 3   |
| EDU208 Teaching Language Arts                        | 2   | ENG204 Effective Writing                            | 3   |
| EDU206 Survey of Exceptionalities                    | 2   | EDU211 Intro. to Learning Disabilities              | 3   |
| MAT110 Math for Elem. Teachers                       | 3   | EDU310 Teaching Bible                               | 2   |
| Bible Elective                                       | 2   |                                                      | 2   |
|                                                      | 18  |                                                      | 18  |

**Third Year**

| SCI201 General Biology I or SCI311 Physical Science Survey I | 4   | SCI202 General Biology II or SCI312 Physical Science Survey II | 4   |
| PSY302 Educational Psychology                          | 3   | EDU304 Development of American Education             | 3   |
| EDU401 Teaching Reading I                              | 2   | EDU402 Teaching Reading II                           | 2   |
| EDU305 Tests & Measurements                             | 2   | EDU306 Teaching Science                              | 2   |
| EDU309 Elementary Lab                                  | 2   | EDU106 Teaching Social Studies                        | 2   |
| HIS 311 American History I                             | 3   | HIS312 American History II                           | 3   |
| Bible Elective                                         | 2   |                                                      | 3   |
|                                                      | 18  |                                                      | 18  |

**Fourth Year**

| EDU111 Teaching Art and Music                          | 2   | EDU410 Student Teaching                              | 6   |
| EDU403 Health & Safety Education                       | 2   | Bible Electives                                      | 4   |
| ENG403 Children’s Literature                           | 2   |                                                      | 10  |
| EDU405 Education Seminar                               | 2   |
| PSY401 Developmental Psychology                        | 2   |
| American, British, or World Literature                 | 3   |
| Bible Electives                                       | 4   |
|                                                      | 17  |
**Bachelor of Science Degree**  
**Education Major**  
**Elementary Education Concentration with Special Education**

### First Year

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<td>SPE103 Speech</td>
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<td>PSY102 General Psychology</td>
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### Third Year

<table>
<thead>
<tr>
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<th>Hrs</th>
<th>Second Semester</th>
<th>Hrs</th>
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<tbody>
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<td>4</td>
<td>SCI202 General Biology II or</td>
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<td>SCI311 Physical Science Survey I</td>
<td>3</td>
<td>SCI312 Physical Science Survey II</td>
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<tr>
<td>PSY302 Educational Psychology</td>
<td>3</td>
<td>EDU304 Development of American Education</td>
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<tr>
<td>EDU401 Teaching Reading I</td>
<td>2</td>
<td>EDU402 Teaching Reading II</td>
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<td>EDU305 Tests &amp; Measurements</td>
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<td>EDU415 Diag/Eval in Special Ed</td>
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<td>EDU318 Language Develop/Remed</td>
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<td>EDU317 Diag/Remed of Math Disab.</td>
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<tr>
<td>HIS 311 American History I</td>
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<td>HIS312 American History II</td>
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### Fourth Year

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<td>EDU309 Elementary Lab</td>
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<td>EDU106 Teaching Social Studies</td>
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<tr>
<td>EDU311 Teaching Art and Music</td>
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<td>EDU306 Teaching Science</td>
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<td>EDU413 Curriculum/Prog Develop</td>
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<td>EDU409 Parent/Prof Collaboration</td>
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<tr>
<td>EDU403 Health &amp; Safety Education</td>
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<td>EDU404 Diag/Remed Reading Disab.</td>
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<td>EDU405 Education Seminar</td>
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<td>EDU307 Teaching Math</td>
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<tr>
<td>ENG403 Children’s Literature</td>
<td>2</td>
<td>American, British, or</td>
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<tr>
<td>Bible Elective</td>
<td>5</td>
<td>World Literature</td>
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### Fifth Year

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<tr>
<td>EDU410 Student Teaching</td>
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<td>EDU416 Special Ed Practicum</td>
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### Bachelor of Science Degree

**Education Major**  
**Secondary Education Concentration**

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<th>Hrs</th>
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<tbody>
<tr>
<td>ENG101 English Composition I</td>
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<td>ENG102 English Composition II</td>
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<tr>
<td>CED111 Local Church Philosophy</td>
<td>or</td>
<td>CED112 Local Church Leadership</td>
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<tr>
<td>CED109 Christian Womanhood I</td>
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<td>CED110 Christian Womanhood II</td>
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<td>BIB105 Bible Basis for Marriage &amp; Family</td>
<td>2</td>
<td>SPE103 Speech</td>
<td>3</td>
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<td>CED105 Personal Evangelism</td>
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<td>PSY102 General Psychology</td>
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<tr>
<td>SEC103 Computer Applications</td>
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### Second Year

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<th>Hrs</th>
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<tbody>
<tr>
<td>BIB 201 Bible Doctrines I</td>
<td>3</td>
<td>BIB202 Bible Doctrines II</td>
<td>3</td>
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<tr>
<td>EDU102 Orientation to Teaching</td>
<td>3</td>
<td>EDU202 Classroom Management</td>
<td>2</td>
</tr>
<tr>
<td>HIS 201 History of Civilization I or</td>
<td>3</td>
<td>HIS202 History of Civilization II or</td>
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<tr>
<td>HIS 311 American History I</td>
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<td>HIS312 American History II</td>
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<tr>
<td>American, British, or World Literature</td>
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<td>ENG204 Effective Writing</td>
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<td>EDU206 Survey of Exceptionalities</td>
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### Third Year

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<th>Hrs</th>
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<th>Hrs</th>
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<tr>
<td>SCI201 General Biology I or</td>
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<td>SCI202 General Biology II or</td>
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<td>SCI311 Physical Science Survey I</td>
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<td>PSY302 Educational Psychology</td>
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<td>EDU304 Development of American Education</td>
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<tr>
<td>EDU305 Tests &amp; Measurements</td>
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<td>Teaching Fields</td>
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### Fourth Year

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<tbody>
<tr>
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<td>EDU410 Student Teaching</td>
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All students in this concentration must select two (2) teaching fields (at least one must be a major teaching field).
Secondary Education
Major Teaching Fields

**ENGLISH (25 HOURS)**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
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<tr>
<td>ENG101</td>
<td>English Composition I*</td>
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<tr>
<td>ENG102</td>
<td>English Composition II*</td>
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<tr>
<td>ENG401</td>
<td>Advanced Grammar</td>
<td>3</td>
</tr>
<tr>
<td>ENG204</td>
<td>Effective Writing</td>
<td>3</td>
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<tr>
<td>ENG202</td>
<td>American Literature</td>
<td>3</td>
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<tr>
<td>ENG201</td>
<td>British Literature</td>
<td>3</td>
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<tr>
<td>ENG203</td>
<td>World Literature</td>
<td>3</td>
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<tr>
<td>ENG301</td>
<td>Shakespeare</td>
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<tr>
<td>EDU308</td>
<td>Teaching English</td>
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**MATHEMATICS (24 HOURS)**

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<td>College Algebra</td>
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<td>MAT202</td>
<td>Trigonometry</td>
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<td>MAT205</td>
<td>History of Mathematics</td>
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<tr>
<td>MAT401</td>
<td>Probability</td>
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<tr>
<td>MAT301</td>
<td>Analytic Geometry</td>
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<tr>
<td>MAT302</td>
<td>Calculus I</td>
<td>3</td>
</tr>
<tr>
<td>MAT303</td>
<td>Plane Geometry</td>
<td>3</td>
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<tr>
<td>MAT304</td>
<td>Calculus II</td>
<td>2</td>
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<td>EDU313</td>
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**SCIENCE (28 HOURS)**

<table>
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<td>SCI312</td>
<td>Physical Science Survey II</td>
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</tr>
<tr>
<td>SCI201</td>
<td>Biology I (incl. lab)</td>
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</tr>
<tr>
<td>SCI202</td>
<td>Biology II (incl. lab)</td>
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<tr>
<td>SCI401</td>
<td>Chemistry I (incl. lab)</td>
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<td>SCI402</td>
<td>Chemistry II (incl. lab)</td>
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<tr>
<td>SCI404</td>
<td>Physics (incl. lab)</td>
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<td>EDU312</td>
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**SOCIAL STUDIES (27 HOURS)**

<table>
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<tr>
<td>HIS201</td>
<td>History of Civilization I</td>
<td>3</td>
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<tr>
<td>HIS202</td>
<td>History of Civilization II</td>
<td>3</td>
</tr>
<tr>
<td>HIS311</td>
<td>American History I</td>
<td>3</td>
</tr>
<tr>
<td>HIS312</td>
<td>American History II</td>
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<tr>
<td>HIS303</td>
<td>Medieval Europe</td>
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<td>HIS401</td>
<td>Renaissance-Reformation Europe</td>
<td>3</td>
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<tr>
<td>HIS316</td>
<td>Presidential Policies &amp; Practices</td>
<td>3</td>
</tr>
<tr>
<td>HIS405</td>
<td>20th Century America</td>
<td>2</td>
</tr>
<tr>
<td>CED316</td>
<td>Baptist History</td>
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<tr>
<td>EDU302</td>
<td>Teaching Social Studies</td>
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**SPECIAL EDUCATION (26 HOURS)**

<table>
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<td>Intro to Learning Disabilities</td>
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<td>EDU317</td>
<td>Diagnosis/Remediation of Math</td>
<td>3</td>
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<tr>
<td>EDU318</td>
<td>Language Develop/Remediation</td>
<td>3</td>
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<td>EDU409</td>
<td>Parent/Professional Collaboration</td>
<td>3</td>
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<tr>
<td>EDU402</td>
<td>Teaching Reading II</td>
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<tr>
<td>EDU415</td>
<td>Diagnosis/Eval. in Special Ed</td>
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<td>EDU404</td>
<td>Diagnosis/Remediation of Reading</td>
<td>3</td>
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<tr>
<td>EDU413</td>
<td>Curriculum/Program Development</td>
<td>3</td>
</tr>
<tr>
<td>EDU417</td>
<td>Career Development/Counseling</td>
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*Students who wish to choose English as a teaching field must enroll in the advanced level of English Composition.
Secondary Education
Minor Teaching Fields

BUSINESS (20 HOURS)

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<td>SEC104</td>
<td>Records Management</td>
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<tr>
<td>SEC112</td>
<td>Advanced Word Processing</td>
<td>3</td>
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<tr>
<td>SEC203</td>
<td>Advanced Computer Applications</td>
<td>2</td>
</tr>
<tr>
<td>SEC221</td>
<td>Database Development</td>
<td>2</td>
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<td>SEC232</td>
<td>Business Communication</td>
<td>3</td>
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<tr>
<td>SEC240</td>
<td>Accounting Principles I</td>
<td>2</td>
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<tr>
<td>SEC241</td>
<td>Accounting Principles II</td>
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<tr>
<td>SEC242</td>
<td>Administrative Procedures</td>
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FRENCH (18 HOURS)

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<td>French I</td>
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<td>FRE202</td>
<td>French II</td>
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<tr>
<td>FRE301</td>
<td>Advanced French</td>
<td>2</td>
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<tr>
<td>FRE302</td>
<td>Conversational French</td>
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<tr>
<td>FRE311</td>
<td>French Literature I</td>
<td>3</td>
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<td>FRE312</td>
<td>French Literature II</td>
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<td>Teaching French</td>
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MUSIC (18 HOURS)*

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<td>MUS102</td>
<td>Music Theory II</td>
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<td>MUS311</td>
<td>Church Music Administration</td>
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<td>MUS203</td>
<td>Conducting I</td>
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<td>Aural Skills I</td>
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<td>MUS106</td>
<td>Aural Skills II</td>
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<td>MUS109-411</td>
<td>Applied Music</td>
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PHYSICAL EDUCATION (18 HOURS)

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<td>Fitness for Life</td>
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<td>PED301</td>
<td>First Aid Techniques</td>
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<tr>
<td>PED202</td>
<td>Principles &amp; Problems of Athletic Coaching I</td>
<td>3</td>
</tr>
<tr>
<td>PED203</td>
<td>Principles &amp; Problems of Athletic Coaching II</td>
<td>2</td>
</tr>
<tr>
<td>PED302</td>
<td>Administration of Physical Education &amp; Athletics</td>
<td>3</td>
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<td>PED310</td>
<td>Kinesiology</td>
<td>3</td>
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<td>PED401</td>
<td>Teaching Physical Education</td>
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SPANISH (18 HOURS)

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<td>Advanced Spanish</td>
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<td>SPA302</td>
<td>Conversational Spanish</td>
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<td>SPA311</td>
<td>Spanish Literature I</td>
<td>3</td>
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<td>SPA312</td>
<td>Spanish Literature II</td>
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<tr>
<td>EDU414</td>
<td>Teaching Spanish</td>
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*Students must audition in piano, voice, or an approved instrumental area and take a diagnostic music test prior to being officially accepted. Contact the chairman of the music department for information. Students who choose piano as a proficiency may be advised to enroll in functional piano prior to taking applied piano. Students who choose voice as a proficiency must complete MUS100 before enrolling in applied voice. Students who have deficiencies in music theory will be required to complete MUS099 before enrolling in MUS101.
Associate of Science Degree
Office Administration Major

The Associate of Science Degree in Office Administration was developed for those who desire to be a pastor’s secretary, church secretary, or serve as secretary in various Christian organizations so they can receive their education in a Christian atmosphere. The objectives of this course are for students to acquire a working knowledge of the Bible; gain personal convictions about basic skills, techniques, and functions; develop the ability to adjust to rapidly changing business conditions; and create an awareness of responsibility in the political, social, and economic areas of society.

The major courses of this degree are also provided to fulfill the Business proficiencies which are taken in combination with the Church Ministries or Secondary Education concentrations.

All students entering this program must take a keyboarding skill test. Students whose keyboarding proficiency is below 40 net wpm will be required to take the Keyboarding Essentials course (SEC099).

<table>
<thead>
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<th>Hrs</th>
<th>Second Year</th>
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<td>First Semester</td>
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<td>Second Semester</td>
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<tr>
<td>ENG101  English Composition I</td>
<td>3</td>
<td>ENG102  English Composition II</td>
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<tr>
<td>CED105  Personal Evangelism</td>
<td>2</td>
<td>CED110  Christian Womanhood II</td>
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<td>CED109  Christian Womanhood I</td>
<td>3</td>
<td>SPE103  Speech</td>
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<td>SEC103  Computer Applications</td>
<td>2</td>
<td>SEC112  Advanced Word Processing</td>
<td>3</td>
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<td>SEC104  Records Management</td>
<td>2</td>
<td>SEC205  Office Procedures</td>
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<tr>
<td>BIB201  Bible Doctrines I</td>
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<td>BIB202  Bible Doctrines II</td>
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<tr>
<td>BIB105  Bible Basis for Marriage &amp; Family</td>
<td>2</td>
<td>SEC221  Database Development</td>
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<td>ENG204  Effective Writing</td>
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<td>SEC222  Advertising &amp; Graphic Des.</td>
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<tr>
<td>SEC203  Advanced Computer Applications</td>
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<td>SEC232  Business Communications</td>
<td>3</td>
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<tr>
<td>SEC231  Applied Word Processing</td>
<td>3</td>
<td>SEC241  Accounting Principles II</td>
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<tr>
<td>SEC240  Accounting Principles I</td>
<td>2</td>
<td>SEC243  Office Practicum</td>
<td>3</td>
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<tr>
<td>SEC242  Administrative Procedures</td>
<td>2</td>
<td>Bible Elective</td>
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Associate of Science Degree

General Studies Major

The Associate of Science Degree in General Studies is designed for students who have a heart for Christian ministry and desire to pursue a Christian education while seeking God’s will for their life and vocation. The program provides solid Bible knowledge in major Christian topics, as well as a general education background in communications, computers, history, psychology, and math or science. The program also provides students the liberty of choosing 20 hours of approved electives to explore or pursue interests in either Biblical studies, any of the various Christian ministries or traditional education subject areas.

Trinity Baptist College is able to offer students a noteworthy campus discipling experience with ample opportunities for getting involved in the varied ministries of Trinity Baptist Church (e.g., Bus ministry, Children’s or Youth ministry, Deaf ministry, Music ministry, Spanish ministry, Video ministry, Women’s ministry, Missions trips, or either the Men’s Rescue Mission, or Women & Children’s Shelter) or observing various educational aspects of Trinity Christian Academy (with over 1,800 K-12 students).

Because this degree is not simply the first two years of a four-year degree but is designed to provide a unique learning experience and a distinct milestone in the student’s education, it will not readily transition into a Trinity four-year degree program. Any student beginning this program and interested in switching to a four-year degree program should consult with an academic advisor as soon as possible to minimize the additional time that will be required.

<table>
<thead>
<tr>
<th>First Semester</th>
<th>Hrs</th>
<th>Second Semester</th>
<th>Hrs</th>
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<tbody>
<tr>
<td>ENG101 English Composition I</td>
<td>3</td>
<td>ENG102 English Composition II</td>
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<tr>
<td>CED105 Personal Evangelism</td>
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<td>SEC103 Computer Applications</td>
<td>2</td>
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<td>BIB105 Bible Basis for Marriage &amp; Family</td>
<td>2</td>
<td>Math or Science</td>
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<th>Second Year</th>
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<tbody>
<tr>
<td>BIB201 Bible Doctrines I</td>
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<tr>
<td>HIS201 History of Civilization I</td>
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<tr>
<td>MUS104 Music Appreciation</td>
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<td>PSY102 General Psychology</td>
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</table>
BIB205  ROMANS  2 SEMESTER HOURS
This course is a verse-by-verse study of the book of Romans. Significant doctrinal emphases of the book are taught, and key verses are committed to memory.

BIB206  JOHANNINE WRITINGS  3 SEMESTER HOURS
This course is a study of the life and writings of the Apostle John. Primary emphasis is placed upon his gospel and epistles.

BIB207  CULTS I  2 SEMESTER HOURS
This course contains studies in the history, teaching, and refutation of Mormons, Jehovah’s Witnesses, and other contemporary false teachings.

BIB208  CULTS II  2 SEMESTER HOURS
This course contains studies in the history, teachings, and refutations of mind-science cults, New Age cults, and contemporary belief systems.

BIB209  ELEMENTARY GREEK I  3 SEMESTER HOURS
This course builds a basic foundation in New Testament Greek grammar from the alphabet up to the present participle. There will be some word studies. This will enable the student to begin translating on his own and also to follow through on a word study.

BIB 210  ELEMENTARY GREEK II  3 SEMESTER HOURS
Prerequisite: Grade of “C” in BIB 209. The purpose of this course is to build a basic foundation in New Testament Greek grammar from the aorist participle to the comparison of adjectives. There will be some word studies. This will enable the student to learn to translate on his own and also to be able to follow through on a word study.

BIB215  DISCIPLESHIP  2 SEMESTER HOURS
This course emphasizes both the Biblical and practical aspects of individual discipleship. It will assist students in understanding principles and procedures relating to discipleship within the context of the local church.

BIB217  PRAYER  2 SEMESTER HOURS
This course covers the subject of prayer as revealed in Scripture. Emphasis is placed on the Biblical explanation and practical application of vital prayer lessons.

BIB220  REVIVAL  2 SEMESTER HOURS
This course contains a study of Biblical revival from a theological, historical, and practical perspective, as well as its relationship to the ministry of the local church.

BIB302  PAULINE EPISTLES  3 SEMESTER HOURS
This course is a study of the life, travels, and writings of the Apostle Paul; it combines a review of Pauline history in Acts and a doctrinal and practical exposition of his epistles.

BIB303  POETIC BOOKS  2 SEMESTER HOURS
This course is a study of the poetic books of the Old Testament: Job, Psalms, Proverbs, Ecclesiastes, and the Song of Solomon.

BIB304  PASTORAL EPISTLES  2 SEMESTER HOURS
This course is an exegetical study of I and II Timothy and Titus, giving attention to the doctrinal and practical aspects with reference to modern pastoral problems. The organization of the New Testament church, its function, and its development are also examined.

BIB305  HEBREWS  2 SEMESTER HOURS
This course is an advanced study in the Epistle to the Hebrews, with emphasis upon the relation between the Old and New Testaments and the superiority of Christ’s revelation as it applies to the individual believer.
BIB307  WORLD RELIGIONS  3 SEMESTER HOURS
This course contains studies in the history, teachings, and Biblical evaluation of the major world religions.

BIB309  BIBLICAL GREEK II  3 SEMESTER HOURS
Prerequisite: Grade of “C” in BIB210. This course is a continuation of a grammatical study of Koine Greek. Translation of passages in I John and Mark will be used as a basis for studying basic Greek sentence structure. The use of the lexicon will be emphasized.

BIB310  BIBLICAL GREEK II  3 SEMESTER HOURS
Prerequisite: Grade of “C” in BIB309. This course is a continuation of the study of New Testament Greek syntax. Translation of more difficult passages in Mark will form the basis for studying the Greek participle and infinitive.

BIB312  ACTS  3 SEMESTER HOURS
This course is an exegetical study of the book of Acts with an emphasis placed upon its historical context. The spread of the gospel and the establishment of the local church are emphasized.

BIB314  STRUCTURE OF THE BIBLE  2 SEMESTER HOURS
This course is designed to contrast the dispensational view of Biblical interpretation with the views of covenant theology. This will provide the student with an understanding of the basic structure of the Bible. A study of the Old Testament covenants and their relationship to dispensational theology is also included.

BIB316  HERMENEUTICS  2 SEMESTER HOURS
This course is comprised of a study of the science and methods of Biblical interpretation. Particular attention is given to prophecy, typology, and symbolism. The premillennial interpretation of scriptures is clearly utilized. Difficult and “problem” passages are given special attention.

BIB401  ADVANCED THEOLOGY I (MEN)  3 SEMESTER HOURS
Prerequisite: BIB201, BIB202, Grade of “C” in ENG204. This is a research oriented course with emphasis on material supplemental to BIB201 and BIB202. Lecture and discussion will focus on both historic and contemporary theological issues. This is a required course for all men ministerial majors in their fourth year.

BIB402  ADVANCED THEOLOGY II (MEN)  3 SEMESTER HOURS
Prerequisite: BIB201, BIB202. This is a research oriented course which focuses on both historic and contemporary theological issues including the analysis of relationship between the Old and New Testaments and the Decrees of God.

BIB403  PREMILLENNIALISM  2 SEMESTER HOURS
This course is a methodical study of the historical, hermeneutical, and Biblical bases of the premillennial faith. Premillennialism is shown to be a system of Biblical interpretation which involves the whole Bible and gives perspective to all Christian doctrine. The theories of amillennialism, post-tribulationalism, and mid-tribulationalism are objectively considered and answered.

BIB404  HEBREW HISTORY  3 SEMESTER HOURS
This course includes the history of God’s chosen people from their beginnings in Genesis through the periods of the patriarchs, the sojourn in Egypt, the wilderness, the conquest, the judges, the kingdom, the exile and the restoration to the close of the Old Testament canon.
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<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
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<tbody>
<tr>
<td>BIB405</td>
<td>PENTATEUCH</td>
<td>2</td>
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<td>This course is a study of the first five books of the Bible, dealing with problems of authorship, date, and critical theories. Special attention is given the creation, the fall, and the flood. Jewish foundations, law and history are treated through the Mosaic period.</td>
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<tr>
<td>BIB406</td>
<td>DANIEL &amp; REVELATION</td>
<td>3</td>
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<td>This course will analyze the prophetic sections of Daniel, Zechariah, and Revelation and will focus on the nation of Israel, the church, the judgments, and the nature of eternity.</td>
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<tr>
<td>BIB407</td>
<td>BIBLE ENGLISH</td>
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<td>Prerequisite: ENG101, ENG202. This course deals with the history of the English Bible, focusing especially on the unique grammar and vocabulary of the King James version.</td>
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<tr>
<td>BIB408</td>
<td>OLD TESTAMENT PROPHETS</td>
<td>3</td>
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<td>This course is a study of the major and minor prophets, except Daniel and Zechariah, with emphasis upon the Messiah's mission, purpose, authority, scope and message to Israel and the Gentiles.</td>
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<tr>
<td>BIB409</td>
<td>INTRODUCTION TO OLD TESTAMENT</td>
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<td>HEBRew This course deals with the history of the English Bible, focusing especially on the unique grammar and vocabulary of the King James version.</td>
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<tr>
<td>BIB413</td>
<td>ESCHATOLOGY</td>
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<td>This course consists of a systematic analysis of last things from a pre-millennial perspective.</td>
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<td>BIB414</td>
<td>GENERAL EPISTLES</td>
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<td>This is an exegetical study of four of the General Epistles (James, I &amp; II Peter, Jude). Emphasis is also placed on content and verse memorization.</td>
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<tr>
<td>BIB415</td>
<td>BIBLICAL PRESERVATION</td>
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<td>This course explores the doctrines of inspiration and preservation in a Biblical and historical manner. Special attention will be given to the preservation of the King James Version through the Received Text.</td>
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<tr>
<td>CED101</td>
<td>AMERICAN SIGN LANGUAGE I</td>
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<td>This course is an introduction to the linguistic structure and conceptual vocabulary of American Sign Language as used by deaf adults. Emphasis is in the development of American Sign Language skills including receptive and expressive conversational skills.</td>
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<tr>
<td>CED102</td>
<td>AMERICAN SIGN LANGUAGE II</td>
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<td>Prerequisite: Minimum grade of “C” in CED101. This course is the continuation of American Sign Language I. Students will continue to acquire the basic ability in both receptive and expressive sign language skills.</td>
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<tr>
<td>CED103</td>
<td>AMERICAN SIGN LANGUAGE III</td>
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<td>Prerequisite: Minimum grade of “C” in CED101, CED102. This course, a continuation of American Sign Language II, will emphasize the development of advanced sign vocabulary, compound complex grammatical constructions, usage, and the development of advanced receptive and expressive conversational American Sign Language skills.</td>
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<td>Course Code</td>
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<td>CED104</td>
<td>AMERICAN SIGN LANGUAGE IV</td>
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<td>Prerequisite: Minimum grade of “C” in CED101, CED102, CED103.</td>
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<td>This course, a continuation of American Sign Language III, will emphasize the continuation development of advanced sign vocabulary, compound complex grammatical constructions, and idiomatic usage. Students will develop conversational fluency to discourse freely and naturally with ASL users in both receptive and expressive aspects of the language.</td>
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<tr>
<td>CED105</td>
<td>PERSONAL EVANGELISM</td>
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<td>This course is designed to prepare every student for his opportunities and his obligations for presenting the claims of Christ to a lost world and to fulfill his responsibility of discipling the new believer.</td>
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<td>CED109</td>
<td>CHRISTIAN WOMANHOOD I</td>
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<td>This course is designed to familiarize women with meeting the varied challenges of Christian ministry. Emphasis is placed on practical tasks and personal relationships that are essential for effective ministry. The course incorporates guest lecturers from the staff of Trinity Baptist Church and College, as well as other godly women in ministry.</td>
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<tr>
<td>CED110</td>
<td>CHRISTIAN WOMANHOOD II</td>
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<td>This course is designed to familiarize women with meeting the varied challenges of Christian ministry. Emphasis is placed on practical tasks and personal relationships that are essential for effective ministry. The course incorporates guest lecturers from the staff of Trinity Baptist Church and College, as well as other godly women in ministry.</td>
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<td>CED111</td>
<td>LOCAL CHURCH PHILOSOPHY</td>
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<td>This course is designed to expose students considering vocational ministry to a thoroughly Biblical personal and organizational philosophy of local church ministry. The course incorporates guest lecturers from the staff of Trinity Baptist Church and College as well as other godly men in ministry.</td>
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<tr>
<td>CED112</td>
<td>LOCAL CHURCH LEADERSHIP</td>
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<td>This course is designed to prepare students considering vocational ministry for the practical areas of the ministry of the local church. The importance, responsibilities, and challenges of leadership as well as information on the development of leadership skills will be taught.</td>
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<td>CED201</td>
<td>DEAF HERITAGE AND CULTURE</td>
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<td>Prerequisite: Minimum grade of “C” in CED101, CED102, CED103, CED104.</td>
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<td>This course will examine the lives of deaf people throughout history. Simultaneously, the formation of the deaf community and deaf culture will be studied to illustrate the meaning of “deaf heritage.” The student will develop a better understanding of deaf people and acquire the ability to minister to the needs of the deaf community.</td>
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<td>CED202</td>
<td>DEAF MINISTRY IN THE LOCAL CHURCH</td>
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<td>Prerequisite: Minimum grade of “C” in CED101, CED102, CED103, CED104.</td>
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<td>This course is taught by the deaf pastor of Trinity Baptist Church. The student will learn the foundations of establishing and operating a deaf ministry in the local church.</td>
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<td>CED206</td>
<td>INTRODUCTION TO COUNSELING</td>
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<td>This course provides a basic introduction into the methods of counseling. It includes counseling techniques, the roles of counselor and counselee, and the proper integration of the Word of God into all phases and types of counseling.</td>
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CED231  WOMEN IN THE BIBLE  2 SEMESTER HOURS
This is a study of the biographies and Scriptural basis for the women highlighted in the Bible. Special attention will be given to the qualities and characteristics which made them successful in the work of the Lord.

CED232  CHRISTIAN LEADER'S WIFE  2 SEMESTER HOURS
Prerequisite: CED109 and CED110. This course teaches scriptural standards that will enable the wife of a Christian leader to meet the expectations and demands placed on her in personal, family, church, and work relationships.

CED233  PRESCHOOL ADMINISTRATION  2 SEMESTER HOURS
This course presents practical methods for starting a preschool ministry in the local church. It will include foundational information for organizing and maintaining a church nursery, developing leadership and recruiting and retaining staff. Outreach programs through the local preschool church ministry will also be discussed.

CED234  TEACHING PRESCHOOL BIBLE  2 SEMESTER HOURS
This course provides an understanding of the various characteristics of preschool children as well as methods of teaching them the stories and principles of the Bible. The course includes guidance and practice in finding and creating effective materials.

CED301  INTRODUCTION TO CHRISTIAN EDUCATION  3 SEMESTER HOURS
This course deals with the place of education in the church. It covers the broad spectrum of Christian Education and how to establish a total education program.

CED302  CHURCH PLANTING  2 SEMESTER HOURS
This course gives a practical, workable program for how to establish a local church. All aspects of the subject are covered, and guidelines given, providing a step-by-step, workable procedure.

CED305  LOCAL CHURCH OUTREACH MINISTRIES  2 SEMESTER HOURS
This class will explore the different outreach methods that are being used by God to reach local communities with the gospel. It will include the bus ministry, rescue mission (men and women), camps, mentoring, and other areas of outreach. Discussions will focus on how to organize and execute a variety of outreach opportunities in the local church.

CED308  CHILDREN'S MINISTRY IN THE LOCAL CHURCH  2 SEMESTER HOURS
This course presents methods and materials for effectively directing a comprehensive children's program in a local church. Preparation and sources of material are presented and analyzed.

CED310  TEACHING BIBLE TO ELEMENTARY CHILDREN  2 SEMESTER HOURS
Prerequisite: BIB101, BIB102, BIB201, BIB202. This course is designed to help a prospective teacher develop a respect for Biblical knowledge, sensitivity to spiritual needs, and skill in teaching Biblical principles of spiritual growth to elementary age students (same as EDU310).

CED314  YOUTH MINISTRY IN THE LOCAL CHURCH I  2 SEMESTER HOURS
This course instructs the student as to the foundations of a successful youth ministry from the perspective of an active youth pastor. The student also learns how to develop volunteers into leaders and how to communicate effectively with youth.
CED315  YOUTH MINISTRY IN THE LOCAL CHURCH II  2 SEMESTER HOURS
This course instructs the student as to the responsibilities of ministering to the youth and their families. The student will also learn how to operate as a staff member, organize a youth budget, plan and execute youth meetings, and create a practical job description.

CED316  BAPTIST HISTORY  2 SEMESTER HOURS
This course covers the history of Baptist churches, the lives of Baptist leaders, and their contributions. The Biblical and historical distinctives of a New Testament Baptist church are included.

CED320  CHURCH LAW & TAXES  2 SEMESTER HOURS
Prerequisite: BIB201, 202. This course is designed to provide students with (1) a basic understanding of many of the substantive legal principles that apply to churches and clergy; (2) a basic understanding of the application of state and federal tax laws to churches and clergy; (3) a recognition that many pastoral decisions must be considered and rendered in the light of their legal consequences.

CED321  HOMILETICS I (MEN)  2 SEMESTER HOURS
Prerequisite: BIB316. This is a study of the preparation and delivery of sermons. Special attention is given to different types of preaching with the expository being emphasized. The student will be given guidance in the proper use of tools to construct good sermons.

CED322  HOMILETICS II (MEN)  2 SEMESTER HOURS
Prerequisite: CED321. This course emphasizes the proper delivery of the message. There will be much participation by the student.

CED402  CHURCH FINANCE  2 SEMESTER HOURS
This course is designed to show the priorities, methods, and procedures of making and implementing a church budget. The student will learn how to apply stewardship principles in accounting and controlling church assets to establish internal control procedures, to manage budgets, to make wise business decisions, and to prepare and to analyze financial reports.

CED404  SUNDAY SCHOOL ADMINISTRATION  2 SEMESTER HOURS
Prerequisite: Junior-level (64 credits). This course is a study of the total program of Christian education in the Sunday school. Proper principles of organization administration and departmentalization are studied, as well as the requirements, qualifications, duties, and training of Sunday school teachers. Special emphasis is placed on the role of the pastor and the department directors. Principles that will keep the Sunday school growing are also discussed, along with promotion and advertisement of the church and special days.

CED409  HOME MANAGEMENT FOR WOMEN  3 SEMESTER HOURS
This course covers the various aspects of effectively managing a home and family. Topics will include menu planning and shopping, creative family activities, serving as an effective hostess, decorating, time management and organization in the home, and budgeting.

CED410  WOMEN COUNSELING WOMEN  3 SEMESTER HOURS
This course is designed to prepare a Christian woman for leadership through counseling. Topics include the philosophy of Biblical counseling, methods of Biblical counseling, a Biblical view of women, and why women should counsel women. Specific counseling challenges that Christian women face are also addressed, such as counseling single mothers, counseling the post-abortion woman, counseling women in difficult marriages, counseling women with addictions, and counseling women facing dying and death.
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<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
<th>Description</th>
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</thead>
<tbody>
<tr>
<td>CED411</td>
<td>LOCAL CHURCH ADMINISTRATION</td>
<td>3</td>
<td>This course is designed to prepare ministerial candidates for the practical areas of the local church ministry. Topics include recruiting and training workers, advertising, building programs, developing a strategic long-range plan, and staff relations.</td>
</tr>
<tr>
<td>CED412</td>
<td>LOCAL CHURCH POLITY</td>
<td>3</td>
<td>This course is designed to prepare ministerial candidates for the practical areas of the local church ministry. Topics include training deacons, conducting business meetings, baptizing, and pastoral counseling.</td>
</tr>
</tbody>
</table>

**COMMUNICATIONS**

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<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
<th>Description</th>
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</thead>
<tbody>
<tr>
<td>ENG101</td>
<td>ENGLISH COMPOSITION I</td>
<td>3</td>
<td>This is a basic course of grammar, spelling, vocabulary, and theme writing which is required of all students in church ministries, education, and secretarial programs. A minimum grade of “C” is required.</td>
</tr>
<tr>
<td>ENG102</td>
<td>ENGLISH COMPOSITION II</td>
<td>3</td>
<td>This is a course required of all students in the church ministries, education, and secretarial programs. The rules of grammar, punctuation, capitalization, sentence structure, letter writing, and research paper writing are studied. A minimum grade of “C” is required.</td>
</tr>
<tr>
<td>ENG201</td>
<td>BRITISH LITERATURE</td>
<td>3</td>
<td>This course, an introduction to British authors and works with which well-educated people are familiar, surveys the periods of British literature from Anglo-Saxon to Victorian eras (450-1880). Several genres are highlighted and general literary composition and style are analyzed. Special attention is given to historical context.</td>
</tr>
<tr>
<td>ENG202</td>
<td>AMERICAN LITERATURE</td>
<td>3</td>
<td>This is a survey course including content about some of the most interesting and outstanding American writers from the Colonial Period to the present time. Emphasis is placed on the eras or stages of American Literature and the style and values of the authors as they take their place in these ages.</td>
</tr>
<tr>
<td>ENG203</td>
<td>WORLD LITERATURE</td>
<td>3</td>
<td>Beginning with the classical heritage of ancient Greece, this is a course on the history and literature of the Western tradition. Continuing through the medieval age, the Renaissance and the 18th through 20th centuries, this course will highlight European poets and novelists who have left a lasting legacy on the literature of the world.</td>
</tr>
<tr>
<td>ENG204</td>
<td>EFFECTIVE WRITING</td>
<td>3</td>
<td>This is a course designed to help students present in writing their ideas which are not only accurate and clear but pleasing and attractive to the reader as well. Students are urged to do creative work.</td>
</tr>
<tr>
<td>ENG301</td>
<td>SHAKESPEARE</td>
<td>2</td>
<td>This course is designed as a study of Shakespearean comedy and tragedy, with representative plays from both areas. There is a concentration on the four great tragedies and on the comedies which show Shakespeare’s comic spirit best. Parallel reading and memory lines are also required.</td>
</tr>
</tbody>
</table>
ENG302  THE SHORT STORY  2 SEMESTER HOURS
This course is a reading course in the short story, with emphasis on comparative studies. Readings will be selected from American, British, and European authors.

ENG401  ADVANCED ENGLISH GRAMMAR  3 SEMESTER HOURS
This is a detailed systematic study of the words of the English language and their function as they relate to other words in phrases, clauses, and sentences. Diagramming will function as a visual aid in order to show which units are major and which are minor elements of each sentence.

ENG403  CHILDREN’S LITERATURE  2 SEMESTER HOURS
This course provides a thorough view of literature in the elementary school, along with the consideration of aids in presenting literature to children.

ENG407  BIBLE ENGLISH  2 SEMESTER HOURS
This course deals with the history of the English Bible, focusing especially on the unique grammar and vocabulary of the King James version.

SPE103  SPEECH  3 SEMESTER HOURS
This course covers the fundamentals of oral communication. Guidance is given not only in the preparation and delivery of various types of speech, but also in the personal dynamics necessary to meaningful communications.

EDUCATION

EDU102  ORIENTATION TO TEACHING  3 SEMESTER HOURS
This course gives a survey of education and of the content of courses that a prospective teacher will encounter. Observation is required on all grade levels in anticipation of a teaching career.

EDU106  TEACHING SOCIAL STUDIES IN THE ELEMENTARY SCHOOL  2 SEMESTER HOURS
This is a course in methods, curricula, and organization of materials for use in the elementary school, which gives attention to the integration of the social studies and the use of units in teaching.

EDU201  METHODS OF TEACHING  2 SEMESTER HOURS
This course surveys various teaching techniques. These methods are applicable to any ministry in which teaching is involved.

EDU202  CLASSROOM MANAGEMENT AND INSTRUCTIONAL ORGANIZATION  2 SEMESTER HOURS
This course is designed to give the prospective teacher specific guidelines for classroom management, discipline, and procedures for planning instructional strategies and lesson plans.

EDU206  SURVEY OF EXCEPTIONALITIES  2 SEMESTER HOURS
This course is designed to provide Christian workers and teachers with a general knowledge and understanding about the characteristics and needs of each of the categories of exceptionalities (Mentally Handicapped, Learning Disabled, Attention Deficit, Hearing Impaired, Vision Impaired, Speech and Language Disabilities, Behavior/Emotional Disorders, Gifted, Health Impairments, Physical Disabilities, etc.) It will also include information for making adaptations in school and church related ministries in order to meet their needs.
EDU208  **TEACHING LANGUAGE ARTS**  2 SEMESTER HOURS
This course is designed to acquaint the prospective teacher with the interrelatedness and importance of developing all of the areas of language arts. Special emphasis is given to developing listening skills and writing skills with correct syntax, grammar, punctuation, and spelling.

EDU211  **INTRODUCTION TO LEARNING DISABILITIES**  3 SEMESTER HOURS
Prerequisite: EDU206. This course is a survey of factors related to Learning Disabilities. The main focus of the course will be to develop specialized skills for identifying the characteristics of cognitive, perceptual, attention, social/emotional and specific academic learning disabilities and to clarify general teaching strategies and approaches to use in helping learning disabled students.

EDU301  **TEACHING MUSIC IN THE SECONDARY SCHOOL**  2 SEMESTER HOURS
This course is designed to acquaint the prospective teacher with materials, procedures, and related topics in establishing music programs in the Christian school.

EDU302  **TEACHING SOCIAL STUDIES IN THE SECONDARY SCHOOL**  2 SEMESTER HOURS
Prerequisite: Junior-level (64 credits). This is a course designed for those teaching history and social studies on the secondary level. It emphasizes methods, materials, and procedures in effectively communicating these subjects.

EDU303  **TEACHING BUSINESS COURSES IN THE SECONDARY SCHOOL**  2 SEMESTER HOURS
This is a course designed for those teaching business courses on the secondary level. It emphasizes methods, materials and procedures in effectively communicating these subjects.

EDU304  **DEVELOPMENT OF AMERICAN EDUCATION**  3 SEMESTER HOURS
This is a study of the historical roots of our American educational system showing how education changes as our society changes. Philosophical changes are studied as they relate to the total changing panorama of American life.

EDU305  **TESTS AND MEASUREMENTS**  3 SEMESTER HOURS
This course is designed to help the prospective teacher understand the interrelationship between objectives, instruction and evaluation in the teaching process. Attention is given to understanding the purposes, weaknesses, and strengths in each type of assessment to develop valid and reliable classroom tests and assessment tools.

EDU306  **TEACHING SCIENCE IN THE ELEMENTARY SCHOOL**  2 SEMESTER HOURS
This is a course in methods, curricula, and organization of materials for use in elementary school science, giving special attention to the use of laboratory materials and experiences.

EDU307  **TEACHING MATH IN THE ELEMENTARY SCHOOL**  3 SEMESTER HOURS
Prerequisite: Grade of “C” in MAT110. This course is designed to help a prospective teacher learn strategies, organization, and procedures to teach math effectively in elementary grades. Emphasis is placed on techniques which allow the teacher to make mathematical concepts concrete.
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Hours</th>
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</thead>
<tbody>
<tr>
<td>EDU308</td>
<td>TEACHING ENGLISH IN THE SECONDARY SCHOOL</td>
<td>2</td>
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<tr>
<td></td>
<td><strong>Prerequisite:</strong> Junior-level (64 credits).</td>
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<td></td>
<td>This is a course designed for those teaching</td>
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<td></td>
<td>English on the secondary level. It emphasizes</td>
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<td></td>
<td>methods, materials, and procedures to effectively</td>
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<tr>
<td></td>
<td>teach grammar, vocabulary, and literature.</td>
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<tr>
<td>EDU309</td>
<td>ELEMENTARY LAB</td>
<td>2</td>
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<tr>
<td></td>
<td>This is a study of many helpful hints and</td>
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<td></td>
<td>procedures for running a smooth elementary</td>
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<td></td>
<td>school classroom. Besides teaching proper form</td>
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<td></td>
<td>of manuscript and cursive writing, guidelines</td>
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<td>are given for the execution of the many extra</td>
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<td>duties which are a part of the elementary</td>
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<td></td>
<td>teacher’s responsibility.</td>
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<tr>
<td>EDU310</td>
<td>TEACHING BIBLE TO ELEMENTARY CHILDREN</td>
<td>2</td>
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<td></td>
<td><strong>Prerequisite:</strong> BIB101, BIB102, BIB201, BIB202.</td>
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<td></td>
<td>This course is designed to help a prospective</td>
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<td></td>
<td>teacher develop a respect for Biblical knowledge,</td>
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<td></td>
<td>sensitivity to spiritual needs, and skill in</td>
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<tr>
<td></td>
<td>teaching Biblical principles of spiritual</td>
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<td>growth to elementary age students (same as</td>
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<td>CED310).</td>
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<tr>
<td>EDU311</td>
<td>TEACHING ART AND MUSIC IN THE ELEMENTARY SCHOOL</td>
<td>2</td>
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<tr>
<td></td>
<td>This course is designed to utilize music and</td>
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<td></td>
<td>art as a teaching aid in the elementary</td>
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<td></td>
<td>classroom. The basics of music will be taught,</td>
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<td></td>
<td>with much emphasis on singing. The basics of art</td>
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<td></td>
<td>and its importance in the elementary classroom</td>
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<td></td>
<td>will also be covered. This course will help the</td>
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<td></td>
<td>prospective teacher be prepared to introduce the</td>
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<td></td>
<td>fine arts to the elementary student.</td>
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<tr>
<td>EDU312</td>
<td>TEACHING SCIENCE IN THE SECONDARY SCHOOL</td>
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<td></td>
<td>This is a course designed to familiarize the</td>
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<td></td>
<td>student with curricula, laboratory safety,</td>
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<td></td>
<td>laboratory experiments, objectives, lesson plans,</td>
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<td></td>
<td>teaching methods and facility design. (Lab fee</td>
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<td>$15)</td>
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<td>EDU313</td>
<td>TEACHING MATH IN THE SECONDARY SCHOOL</td>
<td>2</td>
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<tr>
<td></td>
<td>This course is designed to acquaint the student</td>
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<tr>
<td></td>
<td>with various available curricula and practical</td>
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<td></td>
<td>methods of teaching.</td>
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<td>EDU 317</td>
<td>DIAGNOSIS/REMEDICATION OF MATH DISABILITIES</td>
<td>3</td>
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<tr>
<td></td>
<td><strong>Prerequisite:</strong> EDU211. This course will cover</td>
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<td></td>
<td>methods of teaching math using a variety of</td>
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<td>techniques. It will emphasize multisensory</td>
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<td>teaching of both the basic skills and more</td>
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<td>advanced skills. Students will diagnose an</td>
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<td>actual student and then initiate and practice</td>
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<td>the remediation recommendations with that</td>
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<td></td>
<td>student.</td>
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<td>EDU 318</td>
<td>LANGUAGE DEVELOPMENT/REMEDICATION</td>
<td>3</td>
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<tr>
<td></td>
<td><strong>Prerequisite:</strong> EDU 211. This course provides</td>
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<td></td>
<td>an overview of language development and areas of</td>
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<td>disability. It will deal with techniques for</td>
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<td>overcoming language disabilities in the areas</td>
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<td></td>
<td>of listening, grammar, spelling, vocabulary, and</td>
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<td></td>
<td>written expression. Students will diagnose an</td>
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<td></td>
<td>actual student and then initiate and practice</td>
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<td></td>
<td>the remediation recommendations with that</td>
<td></td>
</tr>
<tr>
<td></td>
<td>student.</td>
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</tr>
</tbody>
</table>
EDU401  TEACHING READING IN THE ELEMENTARY SCHOOL I
This course is designed to acquaint the prospective teacher with the concepts and meaning of all facets of reading as it relates to language arts. Pre-reading, word recognition skills are emphasized. The prospective teacher is instructed in the techniques, advantages and disadvantages of many approaches to reading instruction.

EDU402  TEACHING READING IN THE ELEMENTARY SCHOOL II
Prerequisite: EDU401. This course is designed to extend the prospective teacher’s range and ability to teach reading skills in the elementary school. The emphasis in the content of this course is on literal, interpretive, and critical thinking comprehension skills, and study skills. The diagnosis and correction of reading difficulties is also included.

EDU403  HEALTH AND SAFETY EDUCATION
This course is designed to provide the elementary school teacher with skills in First-Aid and Basic Life Support resulting in certification in CPR by the National Safety Council. Study includes wound care, dressings and bandages, burn care, head and spinal injuries, chest, abdominal and pelvic injuries, bone and muscle injuries, sudden illness, poisoning, and animal bites and stings.

EDU404  DIAGNOSIS/REMEDICATION OF READING DISABILITIES
Prerequisite: EDU 211. This course will cover the procedures to follow in assessing and diagnosing all areas of reading difficulties. It will also provide guidance in choosing methods and approaches to use in remediating these areas of difficulty. Students will diagnose an actual student and then initiate and practice the remediation recommendations with that student.

EDU405  EDUCATION SEMINAR
This is required of all seniors and deals with the Christian philosophy of education as well as many of the practical hints a prospective teacher needs in dealing with the administration, parents, students, colleagues, and the mechanics of classroom procedure.

EDU409  PARENT AND PROFESSIONAL COLLABORATION
Prerequisite: EDU 211. The student will learn techniques for meetings with parents from the initial meeting to recommend testing, through presentation of test results and accommodations, to on-going relations once the child enters the special education class. Additional techniques will be presented for collaborating with regular education teachers for mainstream accommodations.

EDU406  TEACHING BASIC READING SKILLS IN THE SECONDARY SCHOOL
This course is designed for secondary education majors with a teaching field in Special Education. The primary focus of instruction will be on the basic skills, concepts, and approaches necessary for teaching vocabulary, comprehension, and study skills to students who have reading problems or disabilities.
EDU410  STUDENT TEACHING  6 SEMESTER HOURS
This is open to senior majors in Education. It includes at least 160 clock hours of observation and teaching under the joint supervision of a classroom teacher and the college appointed representative. This is the ultimate course in the prospective teacher’s college career. Students are considered registered starting the first day of the semester.

EDU412 TEACHING FRENCH IN THE SECONDARY SCHOOL 2 SEMESTER HOURS
This is a course designed for those teaching French on the secondary level. It emphasizes methods, materials, and procedures for effectively teaching French.

EDU 413 CURRICULUM AND PROGRAM DEVELOPMENT 3 SEMESTER HOURS FOR CHRISTIAN SCHOOLS
Prerequisite: EDU 211. This course will explore various materials and accommodations for the development and individualization of academic subjects (especially Bible, science, and social studies). It will also provide the student with a plan for setting up a special education program for learning disabled students in a Christian school.

EDU414 TEACHING SPANISH IN THE SECONDARY SCHOOL 2 SEMESTER HOURS
This is a course designed for those teaching Spanish on the secondary level. It emphasizes methods, materials, and procedures in effectively communicating these aspects.

EDU 415 DIAGNOSIS AND EVALUATION IN SPECIAL EDUCATION 3 SEMESTER HOURS
Prerequisite: EDU 211. The student will receive instruction in the administration of screening and diagnostic tests. Considerable time will also be spent on interpretation of test results and using these results to develop a workable program for the student.

EDU 416 ELEMENTARY PRACTICUM IN SPECIAL EDUCATION 3 SEMESTER HOURS
Prerequisite: Student Teaching (EDU410) or minimum of 1 year’s teaching experience. Student will observe and teach under the joint supervision of a special education teacher and the college appointed representative for a minimum of 80 hours.

EDU 417 CAREER DEVELOPMENT/COUNSELING FOR SPECIAL EDUCATION 3 SEMESTER HOURS
Students will complete a guided research project to enable them to plan the career development of high school students in special education. They will also learn to counsel these students concerning their future plans and to aid in transitioning from school to work/higher education.

MATHEMATICS

MAT099 REFRESHER MATH 2 SEMESTER HOURS
This course reviews the fundamental properties of mathematics (number systems, statistics, algebra and geometry) to help provide the student with the mathematical prerequisites for other courses in basic science, education, and ministry.

MAT110 MATHEMATICS FOR ELEMENTARY TEACHERS 3 SEMESTER HOURS
Prerequisite: Entrance test or Grade of “C” in MAT099. This course studies the foundations for learning math and the fundamental concepts of mathematics, including number theory, basic algebra, proportions, probability, and geometry.
MAT201  COLLEGE ALGEBRA  3 SEMESTER HOURS
This course will present polynomials, rational expressions and exponents, radical expressions, linear and quadratic equations, absolute value equations and inequalities, functions and graphing techniques, polynomial and rational functions, and exponential and logarithmic functions. A graphing calculator is required. (SCNS MAC1105)

MAT202  TRIGONOMETRY  3 SEMESTER HOURS
Prerequisite: MAT201. This course defines the six basic trigonometric functions and their properties, then uses them to develop various identities, equations, and inverse, vector, parametric, and polar relations. Numerous problems and applications involving trigonometric relations are analyzed and solved. A graphing calculator is required. (SCNS MAC1114)

MAT205  HISTORY OF MATH  2 SEMESTER HOURS
Prerequisite: MAT201. This course introduces the development of number systems and mathematics starting with the Egyptian, Greek, and Babylonian civilizations, and progresses through the development of mathematics during 15th Century Europe. (SCNS MHF4401)

MAT301  ANALYTIC GEOMETRY  3 SEMESTER HOURS
Prerequisite: MAT202. This course is an introduction to Calculus, which includes functions, limits, differentiation of functions, curve sketching, applications and optimization, and antiderivatives and integration. A graphing calculator is required.

MAT302  CALCULUS I  3 SEMESTER HOURS
Prerequisite: MAT301. This course is a continuation of MAT301 and designed to further develop integration techniques and applications (including volumes, arc length, and surfaces of revolution), integration by parts, trigonometric substitution and L'Hopital's Rule. It also covers the differentiation and integration of logarithmic, exponential and inverse trigonometric functions. A graphing calculator is required.

MAT303  PLANE GEOMETRY  3 SEMESTER HOURS
Corequisite: MAT302. This course studies the fundamental definitions, postulates, theorems, and constructions of geometry dealing with lines, angles, triangles, quadrilaterals, and circles. The writing of proofs is developed. Also covered is calculating the area and volume of two- and three-dimensional objects.

MAT304  CALCULUS II  2 SEMESTER HOURS
Prerequisite: MAT302. This course is a continuation of MAT302. Topics include the convergence and divergence of infinite series and analyses of parametric equations (e.g., plane curves, arc length, area of surface or revolution) and polar coordinates (e.g., graphs, area, arc length). A graphing calculator is required.

MAT401  PROBABILITY AND STATISTICS  3 SEMESTER HOURS
Corequisite: MAT301. This is an introduction to data analysis, frequency distributions, sampling methods, probability concepts, random variables, and binomial, normal, and other probability distributions. Estimates of sample sizes, confidence intervals, hypothesis testing, regression analyses, and analysis of variance are also covered. (SCNS STA2023)
MISSIONS

MIS106  INTRODUCTION TO MISSIONS  2 SEMESTER HOURS
This course examines the crucial definitions of missions, the motives for missions, the Biblical foundation for missions, and some of the current issues that impact missions (same as BIB106).

MIS201  CROSS-CULTURAL MINISTRIES  2 SEMESTER HOURS
In this course primary consideration is given to the basic principles of man and his culture by understanding cultural differences and the missionary family’s adjustment to them. Each student is required to make an in-depth study of the culture to which God has called him.

MIS202  MISSIONS IN THE LOCAL CHURCH  2 SEMESTER HOURS
This course is designed to assist both missionaries and church leaders in developing an effective mission program for the local church. The responsibilities of the local church and missionaries are carefully outlined. The fundamentals of local church involvement and planning for world missions are explored to prepare both future church and missions leaders for effective ministry.

MIS207  MODERN MISSIONARY TRENDS
This course emphasizes the study of culture, religion, personalities, doctrines, and practices that are present in today’s changing world. Special consideration will be given to relevant solutions facing today’s missionaries.

MIS301  MISSIONARY LIFE AND WORK  2 SEMESTER HOURS
The fundamentals of missionary life are studied, including the call, training, choosing a mission board, family life, team-building, and language learning.

MIS310  APPRENTICESHIP  2-4 SEMESTER HOURS
An approved time segment working with either a missionary on a foreign field or a church planter in the United States. Minimum time requirement - two weeks. Maximum - six weeks. Approval by the student’s Advisor and the Vice President of Academic Affairs.

MIS401  MISSIONS RESEARCH PROJECT  2 SEMESTER HOURS
Prerequisite: MIS310. This course involves an in-depth study of an area of the world or people group including research into the historical, cultural, and religious environment of the country or people’s group. The student prepares a variety of materials in this research including a prayer card, newsletter, a display, and a multimedia presentation.

MODERN LANGUAGE

FRE201  FRENCH I  3 SEMESTER HOURS
This course is an introduction to French grammar, vocabulary, translation, speaking, and listening comprehension.

FRE202  FRENCH II  3 SEMESTER HOURS
Prerequisite: FRE201. This course is a continuation of the study of French grammar, vocabulary, translation, and listening comprehension with a special emphasis on soulwinning conversation.

FRE301  ADVANCED FRENCH  2 SEMESTER HOURS
Prerequisite: FRE202. This course covers advanced French grammar, current idioms, and reading of literature of moderate difficulty.
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<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>FRE302</td>
<td>CONVERSATIONAL FRENCH</td>
<td>2</td>
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<td></td>
<td>Prerequisite: FRE202. This course is designed to increase fluency in speaking and writing French.</td>
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<tr>
<td>FRE311</td>
<td>FRENCH LITERATURE I</td>
<td>3</td>
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<td></td>
<td>Prerequisite: FRE202. This course covers the study of prose, poetry, and philosophy with special emphasis on French contribution to the Era of Enlightenment.</td>
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<tr>
<td>FRE312</td>
<td>FRENCH LITERATURE II</td>
<td>3</td>
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<td></td>
<td>Prerequisite: FRE202. This course covers the study of the French novel, theater, and poetry from 1935 to present.</td>
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<tr>
<td>SPA201</td>
<td>SPANISH I</td>
<td>3</td>
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<td></td>
<td>This course is an introduction to Spanish that will emphasize the development of practical skills in reading, writing, and speaking modern Spanish.</td>
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<tr>
<td>SPA202</td>
<td>SPANISH II</td>
<td>3</td>
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<tr>
<td></td>
<td>Prerequisite: SPA201. This course is continuation of SPA201. It will continue emphasizing the development of practical skills in reading, writing, and speaking modern Spanish.</td>
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<tr>
<td>SPA301</td>
<td>ADVANCED SPANISH</td>
<td>2</td>
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<tr>
<td></td>
<td>Prerequisite: SPA202. This course covers advanced grammar, current idioms, and reading of literature of moderate difficulty.</td>
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<tr>
<td>SPA302</td>
<td>CONVERSATIONAL SPANISH</td>
<td>2</td>
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<tr>
<td></td>
<td>Prerequisite: SPA202. This course is designed to increase fluency in speaking and writing Spanish.</td>
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<tr>
<td>SPA311</td>
<td>SPANISH LITERATURE I</td>
<td>3</td>
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<tr>
<td></td>
<td>Prerequisite: SPA202. This course covers the study of poetry and prose of the Spanish golden age.</td>
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<tr>
<td>SPA312</td>
<td>SPANISH LITERATURE II</td>
<td>3</td>
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<tr>
<td></td>
<td>Prerequisite: SPA202. This course covers the study of the Spanish novel and the literary works of Spanish America.</td>
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**MUSIC**

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<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>MUS099</td>
<td>MUSIC FUNDAMENTALS</td>
<td>2</td>
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<tr>
<td></td>
<td>This course is designed for students with deficiencies in music fundamentals. Concepts include note reading, key signatures, intervals, major and minor scales, chords, clef reading, and rhythm.</td>
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<tr>
<td>MUS100</td>
<td>CLASS VOICE</td>
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<td></td>
<td>The course involves group music instruction. Students learn fundamentals of voice production. Emphasis is placed on basic performance technique, breathing, posture, tone color, and music reading. This course may serve as a prerequisite to applied voice instruction.</td>
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<tr>
<td>MUS101</td>
<td>MUSIC THEORY I</td>
<td>3</td>
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<td></td>
<td>(Entrance test required) Introduction to basic musical elements of melody, harmony, and formal structure through analysis and part writing. The course includes intervals, key signatures, non-chord tones, scales, cadences, phrase structure, diatonic harmony, and rhythmic notation. (Corequisite MUS105)</td>
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<tr>
<td>Course Code</td>
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<td>Credit Hours</td>
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<tr>
<td>MUS102</td>
<td>MUSIC THEORY II</td>
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<td></td>
<td>Prerequisites: MUS101, MUS105. Continuation of MUS 101, the course includes the study of altered chords, four-part writing, dominant and non-dominant seventh chords, modulation, phrase structure, binary and ternary structures. (Corequisite MUS106)</td>
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<tr>
<td>MUS104</td>
<td>MUSIC APPRECIATION</td>
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<td>This course is required for all Biblical studies students and is designed to give them the necessary background for the appreciation of music. A general survey, including music fundamentals, instruments, listening, and music history, is presented, with an emphasis on the influence of music upon the world today.</td>
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<td>MUS105</td>
<td>AURAL SKILLS I</td>
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<td>This course is a basic course involving sight singing and ear training with an emphasis on visual and aural recognition of intervals and elementary rhythms. It is an introduction to rhythm and time counting. It includes melodic, rhythmic and harmonic dictation. (Corequisite MUS101)</td>
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<tr>
<td>MUS106</td>
<td>AURAL SKILLS II</td>
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<td></td>
<td>Prerequisite: MUS101, MUS105. This course further develops the sight singing and ear training with an emphasis on the aural identification of the elements of music. It includes melodic, rhythmic, and harmonic dictation. (Corequisite MUS102)</td>
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<tr>
<td>MUS107</td>
<td>FUNCTIONAL PIANO I</td>
<td>1</td>
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<td>This course familiarizes students with the piano keyboard. Students will learn whole steps and half steps, major and minor 5-finger patterns, major scales and arpeggios, intervals, basic chord progressions, triads, dominant seventh chord inversions, note reading, harmonization, improvisation, and basic repertoire. Students who can demonstrate proficient piano skills beyond the content of this course may graduate to applied piano study at the discretion of the music department.</td>
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<tr>
<td>MUS108</td>
<td>FUNCTIONAL PIANO II</td>
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<td></td>
<td>Prerequisite: MUS107. A continuation of skills and concepts presented in Functional Piano I including major and minor scales, arpeggios, seventh chords and inversions, and basic accompaniment skills. This course will include extended study in chord progressions, repertoire, improvisational and sight reading skills. Students who can demonstrate proficient piano skills beyond the content of this course may graduate to applied piano study at the discretion of the music department.</td>
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<tr>
<td>MUS109-111,209-211,309-311,409-411</td>
<td>APPLIED MUSIC</td>
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<td>This course is private lesson instruction in the fundamentals of vocal and instrumental music. It is designed for the individual who is interested in learning proper instrumental and vocal techniques and interpretations. Attention is given to improvement of individual performance skills and techniques. Four singing basics of good vocal technique production are developed; including correct breathing and tone production. Simple vocalises and repertoire are used to develop musical experience. (See financial information for fees listing.)</td>
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<tr>
<td>MUS115</td>
<td>CLASS GUITAR</td>
<td>1</td>
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<td>This is a group guitar course designed for students with limited experience with the instrument. Instruction includes technical exercises, chords and chord progressions, and development of music reading and performance skills in multiple styles.</td>
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</table>
MUS121  GROUP PARTICIPATION  0 SEMESTER HOURS
No academic credit is given. However, Group Participation is required for students selecting music proficiencies in church ministries or education. These students are required to utilize their musical talent by singing in a choir, playing an instrument in an orchestra, or by participating in an ensemble. Specific assignments to fulfill this requirement must be approved by the college music department director. Ensemble directors must be willing to evaluate individual student participation and progress.

MUS123  HARMONIC PRACTICES AND MUSICIANSHP I  3 SEMESTER HOURS
Entrance test required. This course will instruct the worship musician in the basics of traditional western harmony and how to apply these practices to the music of the church. The student will learn the fundamentals of reading and writing music notation, the application of music to the keyboard, the use of scales, intervals, and chords, and how to compose a melody. The student will put these principles to practical use in an ear training lab once a week.

MUS124  HARMONIC PRACTICES AND MUSICIANSHP II  3 SEMESTER HOURS
Prerequisites: MUS123. This course is a continuation of MUS123. Topics include rhythmic anticipations and related notation issues, articulation markings, diatonic triads and seventh chords in both major and minor, harmonic function, and various chord progressions. The student will put these principles to practical use in an ear training lab once a week.

MUS201  MUSIC THEORY III  3 SEMESTER HOURS
Prerequisite: MUS102. Continuation of MUS 102, with emphasis on chromatic harmony. The course further develops analytical and part-writing skills through study of Neopolitan chords, augmented sixth chords, advanced modulations, mode mixture, and standard formal structures. (Corequisite MUS205)

MUS202  MUSIC THEORY IV  3 SEMESTER HOURS
Prerequisite: MUS201. Continuation of MUS 201, the study of chromatic harmony is presented with emphasis on late 19th century and impressionistic theoretical concepts. Studies include 9th, 11th, and 13th chords, complex harmonic progressions, and compositional techniques of the 20th century. (Corequisite MUS206)

MUS203  CONDUCTING I  2 SEMESTER HOURS
Prerequisite: MUS101. This course includes basic conducting skills, rhythmic development, dynamics, time signatures, and baton techniques.

MUS204  CONDUCTING II  2 SEMESTER HOURS
This is a continuation of Conducting I with emphasis on performance of choral and instrumental repertoire for church and Christian schools.

MUS205  AURAL SKILLS III  1 SEMESTER HOUR
Prerequisite MUS106. This course is a continuation of Aural Skills I and II with emphasis on advanced sight singing, melodic dictation, harmonic dictation, and rhythmic dictation. Advanced chord identification and interval recognition is included. Keyboard playing skills with sight singing in included. (Corequisite MUS201)

MUS206  AURAL SKILLS IV  1 SEMESTER HOUR
Prerequisite MUS205. This course concludes aural skills training with advanced sight singing, harmonic melodic dictation, and rhythmic study. Late 19th century and 20th century harmonic melodic and rhythmic practice in included. (Corequisite MUS202)
MUS207  FUNCTIONAL PIANO III  1 SEMESTER HOUR
Prerequisite: MUS108. A continuation of skills and concepts presented in Functional Piano II with emphasis on advanced scales, arpeggios, and more extensive work with chord progressions. Further development of repertoire, harmonization, improvisations, and sight-reading skills are explored.

MUS208  FUNCTIONAL PIANO IV  1 SEMESTER HOUR
Prerequisite: MUS207. A continuation of skills and concepts presented in Functional Piano III with emphasis on advanced scales, arpeggios, and more extensive work with chord progressions. Further development of repertoire, harmonization, improvisations, and sight reading skills are explored. The student will also study basic hymn playing concepts and accompaniment techniques.

MUS223  HARMONIC PRACTICES AND MUSICIANSHIP III  3 SEMESTER HOURS
Prerequisites: MUS124. Continuing on from the concepts presented in MUS124, this course will cover advanced theory applications. These will include reading and writing rhythms that include triplets and swing eighth notes, writing and analyzing diatonic chord progressions in both major and minor, constructing modal scales, and identifying by sound, understanding and using slash chords and bass pedal points. The student will put these principles to practical use in an ear training lab once a week.

MUS224  INTRODUCTION TO WORSHIP MEDIA  2 SEMESTER HOURS
This course will serve as an overview of the basic media often found in public worship gatherings. Application is made to lighting design; audio, MIDI, and video production; presentation software, banners, staging, and a variety of multi-media possibilities. Students will complete a class project that demonstrates a functional understanding of these creative elements as they relate to corporate worship gatherings.

MUS225  ARRANGING FOR WORSHIP  2 SEMESTER HOURS
This course is a study of arranging principles and techniques for music as applied to corporate worship gatherings. Course work includes the study of arranging medleys of existing song material for worship, arranging for vocal ensembles, and arranging for instrumental ensembles independent of and including vocal accompaniment.

MUS226  CONDUCTING FOR THE WORSHIP LEADER  2 SEMESTER HOURS
This course focuses on the conducting techniques used by worship leaders in the church today. Students will learn the various conducting patterns and how to apply these to the church worship setting. Students will learn the basics of conducting a church choir and orchestra, organizing a rehearsal, and demonstrating good platform etiquette.

MUS227  CHURCH MUSIC THROUGH THE AGES  2 SEMESTER HOURS
This course is a study of worship music practices and principles since the time of Christ. A study of Old and New Testament worship practices are covered as well as the development of worship music throughout the history of the church including the Revival Movement, British and American hymnology, the Great Awakenings, and modern developments. Students will identify significant events and figures in worship music history with those of their counterparts in the development of Western music.

MUS301  SEMINAR IN CHURCH MUSIC (MEN ONLY)  2 SEMESTER HOURS
This course is open for any non-music major, especially Church Ministries majors. The primary emphasis is upon how to get an audience to sing, how to motivate, and how to guide a congregation.
MUS303  HYMN PLAYING I  1 SEMESTER HOUR
Prerequisite: Audition required. Students are instructed in the art of improvisation as it relates to keyboard accompanying in the church. The topics covered include: congregational hymn-playing, vocal accompanying, and arranging piano preludes and offertories. Students will also learn basic principles of playing from lead sheets. Improvisation skills are applied to a variety of hymns, gospel songs, and contemporary songs.

MUS304  HYMN PLAYING II  1 SEMESTER HOUR
Prerequisite: Audition required. Students receive continuing instruction in the art of improvisation as it relates to keyboard accompanying in the church. Students are taught advanced techniques in congregational and vocal accompaniment and arranging preludes and offertories. Students also learn the techniques of modulation and transposition. Improvisation skills are applied to a variety of hymns, gospel songs, and contemporary songs.

MUS307  VOCAL DICTION  1 SEMESTER HOUR
Prerequisite: Four semesters of Applied Voice. This course employing the use of the International Phonetic Alphabet as a standard for correct pronunciation, stresses French, German, and Italian diction for singers. The course will also deal with correct pronunciation of English words and proper diction techniques when dealing with consonants, vowels and diphthongs. This course will also deal with teaching choral and ensemble diction.

MUS308  COMMUNICATION IN SONG  1 SEMESTER HOUR
This course explores the principles and techniques of communicating the text and interpreting the meanings of sacred songs. The emphasis is on the music used in ministry. Students prepare and perform songs in class under the guidance of the faculty. A major area of discussion is stage presence.

MUS311  CHURCH MUSIC ADMINISTRATION  2 SEMESTER HOURS
This is a study of church music administration and the physical aspects of church music. It includes planning music programs for the church, scheduling, organizing a music library, ensemble development, and instrumental programs. A firm Bible-based philosophy of music is taught. Focus is made on administrating the intermediate to large worship program.

MUS312  MUSIC MINISTRY TOOLS AND TECHNIQUES  2 SEMESTER HOURS
This course is a study of the currently available resources and techniques employed by worship leaders in both small and large congregations. Consideration is given to practical issues related to rehearsal techniques, programming, identifying qualified volunteers and staff, midi technology, sound reinforcement, use of drama, and worship events. A focus is made on the early development of a worship and music program including resources for church planting and portable environments.

MUS314  PIANO PEDAGOGY  2 SEMESTER HOURS
Prerequisite: Four semesters of Applied Piano. This course is a study of concepts and methodology for successful private teaching of piano in different age groups and levels. It will also include an overview of materials and books used in teaching private and group piano. Successful teaching techniques will be explored and implemented. The student is required to teach a piano student for the duration of the semester and keep a teaching journal.
MUS315  ACCOMPANIMENT PRACTICUM  1 SEMESTER HOUR
Prerequisite: Audition required. Students are required to do a minimum of three hours of accompanying per week for the entire semester. Students with a piano proficiency must take this as an elective at least one semester. Accompanying opportunities would include college choir, private voice lessons, chapel, special music, and church.

MUS316  VOCAL PEDAGOGY  2 SEMESTER HOURS
Prerequisite: Four semesters of Applied Voice. This course consists of a study of the principles of teaching voice, practical teaching methods and techniques, as well as vocal terminology and anatomy. It will include an overview of materials and resources used in teaching private voice. Successful teaching techniques will be explored and implemented. The student is required to observe and teach private vocal lessons under faculty instruction. The student is also required to keep a teaching journal.

MUS411  SEMINAR IN MUSIC EDUCATION  2 SEMESTER HOURS
This includes principles of good teaching methods as they apply to the private lesson. A survey of the various methods of teaching techniques, business practices and studio procedures is studied.

MUS413  PIANO ARRANGING  1 SEMESTER HOUR
Prerequisite: MUS303, MUS304. This course deals with the principles of writing one's own arrangements for keyboard. The techniques covered would include: chord substitutions, harmonic progressions, transposition, and modulations. The student will be required to write several original arrangements in various styles over the course of the semester. Arranging techniques of well-known piano arrangers will be explored.

MUS414  ADVANCED HYMN PLAYING  1 SEMESTER HOUR
Prerequisite: MUS303, MUS304. This course is designed to instruct and prepare the students to fill the roles of the church pianist. The student is instructed in the art of accompanying congregational singing, choirs, and soloists, as well as arranging songs for preludes, postludes, and offertories. Key topics include: advanced modulation techniques, transposition, and playing choral parts.

MUS415  ADVANCED ACCOMPANIMENT AND SIGHT READING TECHNIQUES  2 SEMESTER HOURS
Prerequisite: Four semesters of Applied Piano. This course covers a variety of concepts employed in accompanying. The student is instructed in improvising a piano accompaniment to a single vocal line as well as to four part choral writing. Techniques for sight reading are discussed and employed. The student will learn to accompany in a variety of styles and situations.

MUS416  ADVANCED VOCAL TECHNIQUES  2 SEMESTER HOURS
Prerequisite: Four semesters of Applied Voice. This course deals with advanced instruction in the terminology and anatomy of the human voice. A variety of vocal problems are discussed and evaluated. The student is given instruction in singing and teaching in a variety of styles. This course includes listening to and observing a variety of vocalists.

MUS417  ADVANCED CONDUCTING TECHNIQUES  2 SEMESTER HOURS
Prerequisite: MUS203, MUS204. This course deals with advanced instruction in the art of conducting. Students will conduct a variety of music while enhancing their use of the hands and baton. A variety of rehearsal and performance techniques will be discussed. Students gain knowledge through experience and observation.
MUS435  ORCHESTRATION  2 SEMESTER HOURS
Students receive practice in writing music for various instruments for practical situations, such as orchestras, ensembles, and school bands. The ranges and limitations of the different instruments are studied.

MUS437  CHURCH MUSIC HISTORY  2 SEMESTER HOURS
This course is a study of hymnic literature and its history. The use and backgrounds of various hymns and gospel songs are included. A hymnwriter information file is created.

MUS440  INDEPENDENT MUSIC STUDY  1 SEMESTER HOUR
Prerequisite: MUS202. Specialized musical topics or concepts are chosen for independent study. The course requires written authorization by the instructor. It is offered to the student at the discretion of the instructor as time and scheduling permits.

MUS441  MUSIC HISTORY AND LITERATURE I  3 SEMESTER HOURS
This course is a study of the development of western music from the Renaissance era through the end of the Classic period. Analysis of representative genres and the study of stylistic trends are emphasized with listening examples.

MUS442  MUSIC HISTORY AND LITERATURE II  3 SEMESTER HOURS
Prerequisite: MUS 441. A study of Western art music in the Romantic and Twentieth Century. Representative genres and stylistic trends are observed through analysis and listening examples.

MUS444  CHORAL ARRANGING AND WRITING SKILLS  2 SEMESTER HOURS
Prerequisite: MUS202. This course covers writing and arranging for various choral and vocal group combinations, accompanied by piano and instrumental ensembles. Its focus is on arranging for amateur as well as semi-professional ensembles.

MUS445  COLLEGE CHAMBER ENSEMBLE  1 SEMESTER HOUR
Open by audition only. This course will focus on standard choral literature, sacred compositions (a cappella and with instrumental accompaniment), and various instrumental works/arrangements. Credit may be received by both vocal performers and instrumental accompanists. It may be repeated for credit up to four times as a music elective.

MUS450  INTERNSHIP  0 SEMESTER HOURS
This is a capstone course for those in the Worship Music Proficiency. The course is usually completed the summer between the junior and senior year. Special consideration is given to course completion during last semester of a student’s senior year. It includes a minimum of 200 hours supervised ministry experience in an approved worship ministry. The student must apply the semester prior to completing the internship.

MUS460  RECITAL  0 SEMESTER HOURS
This course is a culmination of four years of applied music instruction.

OFFICE ADMINISTRATION

SEC099  KEYBOARDING ESSENTIALS  2 SEMESTER HOURS
This course provides introduction to the touch system of keyboarding, including the standard keyboard and development of accuracy, rhythm, and speed. (Lab fee $25)

SEC103  COMPUTER APPLICATIONS  2 SEMESTER HOURS
This course provides an overview of basic computer concepts and an introduction to Microsoft Word. Basic word processing principles are taught including formatting documents, document enhancement, productivity tools, templates, and tables. (Lab fee $25)
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<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Semester Hours</th>
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<tbody>
<tr>
<td>SEC104</td>
<td>RECORDS MANAGEMENT</td>
<td>2</td>
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<tr>
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<td>This course provides a study of filing methods,</td>
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<td>systems, and equipment combined with practice of</td>
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<td>office duties.</td>
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<td>SEC112</td>
<td>ADVANCED WORD PROCESSING</td>
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<td></td>
<td>Prerequisite: SEC111 or equivalent. This course</td>
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<td></td>
<td>emphasizes advanced functions used in word</td>
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<td>processing. Students are taught skills including</td>
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<td>drawing tools, customizing toolbars, macros, and</td>
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<td>section breaks. Students are also guided to</td>
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<td>continue increasing their keyboarding skills.</td>
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<td>(Lab fee $25)</td>
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<tr>
<td>SEC203</td>
<td>ADVANCED COMPUTER APPLICATIONS</td>
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<td>This course provides instruction in Microsoft</td>
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<td>PowerPoint and Microsoft Excel. Emphasis will be</td>
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<td>placed on creating presentations and spreadsheets</td>
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<td>associated with ministry functions. (Lab fee $25)</td>
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<tr>
<td>SEC205</td>
<td>OFFICE PROCEDURES</td>
<td>2</td>
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<td>This course is an overview of standard duties</td>
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<td>that are performed by the secretary in the modern</td>
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<td>office. Students are taught principles regarding</td>
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<td>dealing with employers and coworkers and the</td>
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<td>proper procedures for telecommunications,</td>
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<td>conventional and electronic mail, meetings and</td>
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<td>conferences, travel, and correspondence.</td>
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<tr>
<td>SEC221</td>
<td>DATABASE DEVELOPMENT</td>
<td>2</td>
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<td>Prerequisite: SEC103 or Office Administration</td>
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<td>Major. This course presents an introduction to</td>
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<td>relational databases using Microsoft Access. It</td>
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<td>covers planning and designing databases, as well</td>
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<td>as the use of tables, forms, queries and reports.</td>
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<td>The practical application of this course is</td>
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<td>focused on business processes in a church or</td>
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<td>school. (Lab fee $25)</td>
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<tr>
<td>SEC222</td>
<td>ADVERTISING AND GRAPHIC DESIGN</td>
<td>2</td>
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<td>This course provides a basic foundation in</td>
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<td>graphic design, focusing on the use of visual</td>
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<td>images, signs and typography, working together,</td>
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<td>to create solutions to visual communication</td>
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<td>problems. It is an overview of the principles,</td>
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<td>practices, and purposes of the field of graphics</td>
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<td>and advertising. It incorporates theory and</td>
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<td>application. Image creation, enhancement and</td>
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<td>manipulation techniques will be explored using</td>
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<td>computer applications. (Lab fee $40)</td>
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<tr>
<td>SEC231</td>
<td>APPLIED WORD PROCESSING</td>
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<tr>
<td></td>
<td>Prerequisite: SEC111 and SEC112. This course</td>
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<td></td>
<td>allows students to apply the knowledge they</td>
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<td></td>
<td>have gained in word processing to practical</td>
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<td>applications. Students will be taught correct</td>
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<td>formats for letters, memos, business reports,</td>
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<td>and administrative documents. Students will be</td>
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<td>encouraged to become more effective and efficient</td>
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<td>in their production of these documents. (Lab</td>
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<td></td>
<td>fee $25)</td>
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<tr>
<td>SEC232</td>
<td>BUSINESS COMMUNICATIONS</td>
<td>3</td>
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<td>This course covers the mechanics and principles</td>
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<td>of effective business correspondence. Students</td>
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<td>will compose and edit memorandums, business</td>
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<td>letters, and other business documents.</td>
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<td>Additionally, the course will provide an</td>
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<td>overview of effective forms of marketing</td>
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<td></td>
<td>communication. (Lab fee $25)</td>
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<tr>
<td>SEC240</td>
<td>ACCOUNTING PRINCIPLES I</td>
<td>2</td>
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<tr>
<td></td>
<td>This course covers basic transactions, general</td>
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<td></td>
<td>ledger accounts, books of original entry,</td>
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<tr>
<td></td>
<td>adjusting entries, trial balances, and financial</td>
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<td></td>
<td>statements. A practical application of bookkeeping</td>
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<tr>
<td></td>
<td>procedures is emphasized.</td>
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<tr>
<td>Course Code</td>
<td>Course Title</td>
<td>Hours</td>
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<tr>
<td>SEC241</td>
<td>ACCOUNTING PRINCIPLES II</td>
<td>2</td>
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<tr>
<td></td>
<td><strong>Prerequisite:</strong> SEC240. This course continues coverage of basic transactions including closing and reversing entries along with banking and payroll procedures. A practical application of bookkeeping procedures is emphasized.</td>
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<tr>
<td>SEC242</td>
<td>ADMINISTRATIVE PROCEDURES</td>
<td>2</td>
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<tr>
<td></td>
<td><strong>Prerequisite:</strong> SEC240. This course will provide students with basic principles of time and stress management. Students are taught the importance of setting priorities, making &quot;to do&quot; lists, and scheduling their daily activities. Students will also be instructed in various administrative duties including organizational charts, key indicator reports, and job descriptions.</td>
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<tr>
<td>SEC245</td>
<td>OFFICE PRACTICUM</td>
<td>3</td>
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<tr>
<td></td>
<td><strong>Prerequisite:</strong> SEC245. This course is offered to those graduating from the Office Administration program during the student’s last semester. Each student will be assigned to work in an office. The student’s grade will be determined by punctuality, work ethics, and work performance.</td>
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</tbody>
</table>

**PHYSICAL EDUCATION**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Hours</th>
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</thead>
<tbody>
<tr>
<td>PED201</td>
<td>FITNESS FOR LIFE</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>This course studies the general nature of fitness, exercise and rest as it pertains to a Christian in today’s society. Students will attempt to determine realistic goals for their own physical development and the use of exercise and relaxation throughout their lives. It will also cover nutrition, aerobics, calisthenics and a total assessment of the value of personal fitness for every student.</td>
<td></td>
</tr>
<tr>
<td>PED202</td>
<td>PRINCIPLES AND PROBLEMS OF ATHLETIC COACHING I</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td>This course deals with concepts that relate to the coaching of athletic teams. Coaching theory, the perfecting of skills, conditioning programs, tactics and strategy, systems of play, and an analysis of rules of various sports will be included.</td>
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</tr>
<tr>
<td>PED203</td>
<td>PRINCIPLES AND PROBLEMS OF ATHLETIC COACHING II</td>
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<tr>
<td></td>
<td>This course is a continuation of the subjects dealt with in PED202.</td>
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<tr>
<td>PED301</td>
<td>FIRST AID TECHNIQUES</td>
<td>2</td>
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<td></td>
<td>This course is designed to equip the student with theoretical and practical knowledge of first aid procedures and the understanding of the necessity for the prevention and care of accidents or sudden illnesses. This information will help prepare a Christian school teacher or coach to provide a safe environment for all students entrusted to his care and instruction.</td>
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</tr>
<tr>
<td>PED302</td>
<td>ADMINISTRATION OF PHYSICAL EDUCATION AND ATHLETICS</td>
<td>3</td>
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<tr>
<td></td>
<td>This course applies basic principles of organization and administration to functional aspects of programs for all types of physical education and athletic activities. It is a practical study for teachers and coaches of Christian young people in schools, camps and general recreation programs.</td>
<td></td>
</tr>
</tbody>
</table>
PED310  KINESIOLOGY  3 SEMESTER HOURS
This course deals with the reaction of exercise upon the various systems of the body and will stimulate students to develop scientific insight as it relates to the anatomical structure and physiological function of the body.

PED401  TEACHING PHYSICAL EDUCATION  3 SEMESTER HOURS
This course examines expectations of the Christian school physical education teacher. The concepts, meaning and organization of curriculum, courses of study and lesson plans are studied. The development of objectives is considered, and innovative programs are reviewed. Teaching methods are analyzed and appropriate teaching aids and materials are surveyed and utilized.

PSYCHOLOGY

PSY102  GENERAL PSYCHOLOGY  3 SEMESTER HOURS
This course is an introduction to the science of human behavior. Attention is given to causal factors influencing behavior including the physical organism, human development, learning, perception, motivation, emotion, and frustration. Special effort is made to formulate a view of human personality in the light of Scriptural data and the Christian philosophy of the college.

PSY302  EDUCATIONAL PSYCHOLOGY  3 SEMESTER HOURS
Prerequisite: PSY102. This is a comprehensive study of the teaching-learning process as it is applied to the elementary or secondary school.

PSY306  CRITICAL ISSUES IN COUNSELING  2 SEMESTER HOURS
This course considers important ethical and legal issues involved in counseling to include various types of abuse, including alcohol and drugs, codependency, and includes overcoming grief, depressions, stress and anxiety, and suicide. The second half of the course will consider counseling of those with financial difficulties.

PSY322  THEOLOGY OF CHRISTIAN COUNSELING  2 SEMESTER HOURS
This course connects the student with Biblical doctrine and practical living. The student will gain insight into the rich, theological framework that supports and directs a Biblical approach to counseling.

PSY401  DEVELOPMENTAL PSYCHOLOGY  2 SEMESTER HOURS
Prerequisite: PSY102. An overview of development from conception through death, with the major emphasis on childhood through adulthood, is studied. Various aspects of development including physical, emotional, social, mental and spiritual are emphasized to give those involved in ministry an understanding of the people to whom they will be ministering.

PSY403  MARRIAGE AND FAMILY COUNSELING  2 SEMESTER HOURS
This course discusses pre-marital counseling as well as areas which lead to marital difficulties, in addition to family problems, including counseling for families with special needs children. It also deals with the effects of divorce on both the spouse and children.

PSY421  COUNSELING TECHNIQUES  2 SEMESTER HOURS
This course examines various techniques and innovative approaches to Christian counseling including Cognitive Therapy Techniques and studies the steps involved in the Biblical process of counseling. The student also studies how to help people change.
PSY422 PRACTICUM IN COUNSELING 2 SEMESTER HOURS
This will be a supervised experience in counseling with an experienced counselor in either the church or the mission setting. It will be arranged by the administration on an individual basis.

SCIENCE

SCI201 GENERAL BIOLOGY I 4 SEMESTER HOURS
This course is a survey of the principles and concepts of biology including cell structure and function, enzymes, biochemical pathways, molecular basis of heredity, and mitosis. Laboratory work is required. (Lab fee $25)

SCI202 GENERAL BIOLOGY II 4 SEMESTER HOURS
This course is a survey of the principles and concepts of meiosis, Mendelian genetics, classification of organisms, the five kingdoms, ecosystem organization and energy flow, and community interactions. Laboratory work is required. (Lab fee $25)

SCI311 PHYSICAL SCIENCE SURVEY I 3 SEMESTER HOURS
Prerequisite: Math entrance test or MAT099. This course is a survey, from a Biblical perspective, of the fundamental facts and principles of the physical sciences. It includes measurement, motion, force and motion, work and magnetism, atomic physics, nuclear physics, and the chemical elements.

SCI312 PHYSICAL SCIENCE SURVEY II 3 SEMESTER HOURS
Prerequisite: Math entrance test or MAT099. This course is a survey, from a Biblical perspective, of the fundamental facts and principles of the physical sciences. It includes the solar system, place and time, the moon, the universe, minerals and rocks, structural geology, ecologic time, surface processes, the atmosphere, and atmospheric effects.

SCI314 BASIC SCIENCE SURVEY I 3 SEMESTER HOURS
This is a survey course which reviews the basic disciplines of science and will acquaint the ministerial student with the science frameworks that are used in defense of the Word of God.

SCI315 BASIC SCIENCE SURVEY II 3 SEMESTER HOURS
This is a continuation of the survey course which reviews the basic disciplines of science and will continue to acquaint the ministerial student with the science frameworks that are used in defense of the Word of God.

SCI401 CHEMISTRY I 4 SEMESTER HOURS
Prerequisite: Math entrance test or MAT099. This course is a survey of the principles and concepts of inorganic chemistry. It includes the atoms, chemical bonds, chemical reactions, gases, liquids, solids, solutions and colloids, reaction rates and equilibrium, acids and bases. Laboratory is required. (Lab fee $25)

SCI402 CHEMISTRY II 4 SEMESTER HOURS
Prerequisite: Math entrance test or MAT099. This course is a survey of the principles and concepts of organic chemistry. It includes the alkanes, alkenes, alkynes, aromatic compounds, alcohols, phenols, ethers, halides, aldehydes, ketones, carboxylic acids, esters, amines, amides, and carbohydrates. Laboratory is required. (Lab fee $25)
SCI404  PHYSICS  
4 SEMESTER HOURS
Prerequisite: Must demonstrate proficiency in mathematics. It is recommended that algebra and trigonometry be taken beforehand. This is a survey of the fundamental optical, mechanical, and electrical concepts in physics. Laboratory is required. (Lab fee $25)

SOCIAL STUDIES

HIS201  HISTORY OF CIVILIZATION I  
3 SEMESTER HOURS
This course examines the origins and growth of ideas and institutions principally associated with Western civilization from the emergence of the first literate, urban societies in the ancient Near East through the European Renaissance. (SCNS EUH1000)

HIS202  HISTORY OF CIVILIZATION II  
3 SEMESTER HOURS
This course examines the major trends in Western and world politics, society, and culture from the 16th century through World War II. (SCNS EUH1001)

HIS303  MEDIEVAL EUROPE  
3 SEMESTER HOURS
This course examines Europe from the fall of the Roman Empire in the West to the foundations of early modern nation-states.

HIS311  AMERICAN HISTORY I  
3 SEMESTER HOURS
This course examines the origin and growth of the United States from Columbus’ initial encounter with the New World through the Civil War.

HIS312  AMERICAN HISTORY II  
3 SEMESTER HOURS
Beginning with the Reconstruction, this course examines America’s shift toward industrialism and urbanization and her growing status as a world power.

HIS316  PRESIDENTIAL POLICIES AND PRACTICES  
3 SEMESTER HOURS
This course is a topical study of the American Presidents, an examination of causes, connections and consequences of the decisions they did or did not make, an assessment of their impact on both the United States and the world, their influence on their own time, and the legacy they have left to ours.

HIS401  RENAISSANCE-REFORMATION EUROPE  
3 SEMESTER HOURS
This course examines developments in Europe from 1300-1650, focusing on Italian and Northern humanism, cultural change, the growth of the modern state, overseas encounters, and religious upheaval.

HIS405  20TH CENTURY AMERICA  
2 SEMESTER HOURS
Beginning in the interwar years, this course analyzes the key events and figures which characterize the social, political, and economic upheaval of this most recent century.
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William Greene ......................... Vice-Chairman
James Miller ........................... Secretary/Treasurer
Dr. Charles T. Shoemaker .......... President/CEO
<table>
<thead>
<tr>
<th>Name</th>
<th>Church</th>
<th>City, State</th>
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<tbody>
<tr>
<td>Pastor Steve Barber</td>
<td>Landmark Baptist Temple</td>
<td>Seffner, Florida</td>
</tr>
<tr>
<td>Dr. Clyde H. Box, Pastor Emeritus</td>
<td>Brook Hollow Baptist Church</td>
<td>DeSoto, Texas</td>
</tr>
<tr>
<td>Dr. Gary Coleman</td>
<td>Lavon Drive Baptist Church</td>
<td>Garland, Texas</td>
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<tr>
<td>Pastor Jim Crockett</td>
<td>Bible Baptist Church</td>
<td>Hendersonville, Tennessee</td>
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<tr>
<td>Dr. Bob Dayton</td>
<td>Central American Director, BIMI</td>
<td>Chattanooga, Tennessee</td>
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<tr>
<td>Dr. Ed Gibson</td>
<td>Director of Enrichment, BIMI</td>
<td>Orange Park, Florida</td>
</tr>
<tr>
<td>Dr. George Grace</td>
<td>First Bible Baptist Church</td>
<td>Rochester, New York</td>
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<tr>
<td>Dr. C.O. Grinstead</td>
<td>Trinity Baptist Church</td>
<td>Oxford, Alabama</td>
</tr>
<tr>
<td>Pastor Glendy Hamilton</td>
<td>Harvest Baptist Church</td>
<td>Orlando, Florida</td>
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<tr>
<td>Dr. Larry Holland</td>
<td>Grace Baptist Church</td>
<td>Elmsford, New York</td>
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<tr>
<td>Dr. Terrell Hudson</td>
<td>Moraine Heights Baptist Church</td>
<td>Dayton, Ohio</td>
</tr>
<tr>
<td>Pastor Spencer Johnson</td>
<td>Emmanuel Baptist Church</td>
<td>Brunswick, Georgia</td>
</tr>
<tr>
<td>Dr. Homer McMillan</td>
<td>Foundations of Justice</td>
<td>Jacksonville, Florida</td>
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<tr>
<td>Dr. Howard Mills</td>
<td>Baptist Bible Church</td>
<td>Nassau, Bahamas</td>
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<tr>
<td>Dr. Bo Moore</td>
<td>Heritage Baptist Church</td>
<td>Kentwood, Michigan</td>
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<tr>
<td>Pastor Rick Osborn</td>
<td>Faith Baptist Church</td>
<td>Nokomis, Florida</td>
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<tr>
<td>Pastor Dan Proctor</td>
<td>CrossRoads Baptist Church</td>
<td>Daytona Beach, Florida</td>
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<tr>
<td>Pastor Sergio Reyes</td>
<td>Calvary Baptist Church</td>
<td>Melbourne, Florida</td>
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<tr>
<td>Dr. Bobby Roberson</td>
<td>Gospel Light Baptist Church</td>
<td>Walkertown, North Carolina</td>
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<tr>
<td>Dr. Phil Sheffield</td>
<td>Lighthouse Baptist Church</td>
<td>Port Charlotte, Florida</td>
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<tr>
<td>Dr. Don Sisk</td>
<td>President Emeritus, BIMI</td>
<td>Chattanooga, Tennessee</td>
</tr>
<tr>
<td>Pastor Mark Stevens</td>
<td>Calvary Baptist Church</td>
<td>Fort Walton Beach, Florida</td>
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<tr>
<td>Dr. Gib Wood</td>
<td>Rheinland Baptist Church</td>
<td>Landstuhl, Germany</td>
</tr>
</tbody>
</table>
Administration

Thomas C. Messer, B.A., M.Min., D.D.
Pastor, Trinity Baptist Church; Chancellor, Trinity Baptist College

President/CEO

Vice President of Academic Affairs

Brandon Willis, B.A.
Director of Enrollment Management

Dean of Students

Full-Time Faculty

HOLLY BEBERNITZ, B.A., M.A.
Associate Professor of History
B.A., Bob Jones University
M.A., University of North Florida
At TBC since 1982

JAY BOLAN, B.A., B.A., M.A., M.A.
Library Director
B.A., Allegheny College
B.A., Trinity Baptist College
M.A., Pensacola Theological Seminary
M.A., University of South Florida
At TBC since 2002

Assistant Professor of Bible and Christian Education
B.S., B.S., Middle Tennessee State University
M.A., University of Central Oklahoma
M.A., M.Div., Liberty University
At TBC since 2004

DIANA CASH, B.S.
Instructor of Music
B.S., Bob Jones University
At TBC since 1991
JOHN T. CASH, B.A., M.A., D.D.  
Registrar, Director of Veteran Affairs,  
Associate Professor of Bible and Biblical Languages  
B.A., M.A., Bob Jones University  
D.D., Temple Baptist Seminary  
At TBC since 1974

ROBERT KENDALL, B.S., TH.M., TH.D.  
Professor of Bible  
B.S., Centre College of Kentucky  
Th.M., Th.D., Dallas Theological Seminary  
At TBC since 2002

JACOB LEPORACCI, B.S., M.C.M.  
Assistant Professor of Music  
B.S., Trinity Baptist College  
M.C.M., Pensacola Theological Seminary  
At TBC since 2006

AARON LINDSTAM, B.S., M.ED.  
Assistant Professor of Science  
B.S., Clearwater Christian College  
M.Ed., University of Phoenix  
At TBC since 2006

VALERIE RILEY, B.A., B.A., M.A., PH.D.  
Professor of Education  
B.A., Moody Bible Institute  
B.A., Cedarville College  
M.A., University of Minnesota  
Ph.D., University of Minnesota  
At TBC since 2002

SANDRA ROBERTS, B.S., M.M.ED., DWS  
Associate Professor of Music  
B.S., M.M.Ed., Mansfield State University  
DWS, Institute for Worship Studies  
At TBC since 2003

JAMES M. SCHAEFER, B.A., M.A., D.D., ED.D.  
Professor of Education  
B.A., M.A., Bob Jones University  
Jacksonville University  
D.D., Fairhaven Baptist College  
Ed.D., Nova Southeastern University  
At TBC since 1977

LOIS SCHAEFER, B.A., M.A., M.ED., LITT.D.  
Associate Professor of Education  
B.S., M.A., Bob Jones University  
M.Ed., University of North Florida  
Litt.D., Trinity Baptist College  
At TBC since 1979
RACHAEL STRINGER, B.S., M.ED.
Associate Professor of Office Administration
B.S., Trinity Baptist College
M.Ed., University of North Florida
At TBC since 1999

DAVID THOMPSON, B.A., M.DIV., D.MIN.
Professor of Bible and Missions
B.A., Clearwater Christian College
M.Div., Biblical Theological Seminary
D.Min., Dallas Theological Seminary
At TBC since 2003

Part-Time Faculty

JOSIE AENIS, B.A.
Nursery Coordinator, Instructor of Christian Education
B.A., Bob Jones University
At TBC since 2004

JAMES AENIS, B.S.
Instructor of Education
B.S., Bob Jones University
At TBC since 2006

POLLY ANDERSON, B.S., M.S.
Lower Division Assistant Principal, Assistant Professor of
Christian Education
B.S., Salem State College
M.S., Pensacola Christian College
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MICHAEL BELK, B.R.E., M.S., ED.D.
Lower Division Principal, Professor of Education
B.R.E., Piedmont Bible College
M.S., Pensacola Christian College
Ed.D., Nova Southeastern University
At TBC since 2004

RAYMOND BUREAU, B.S., M.ED.
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B.S., University of North Florida
M.Ed., University of Phoenix
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ADAM CHRISTMAS, B.S., M.MIN.
Associate Children’s Director, Assistant Professor of Bible
B.S., M.Min., Trinity Baptist College
Ph.D. Candidate, Piedmont Baptist College
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MAX CORDELL, B.S., M.M.ED.
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B.S., Bob Jones University
M.M.Ed., University of Georgia
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Assistant Professor of Music
A.S., B.S., Boston Baptist College
M.C.M., Lee University
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TONI ELKINS, B.S.
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ROBERT FUTRELL, G.T., B.S., M.ED., M.S.
Assistant Professor of Psychology
G.T., Temple Baptist College
B.S., Hyles-Anderson College
M.Ed., Great Plains Divinity School
M.S., Nova Southeastern University
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ED GIBSON, B.A., D.D.
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B.A., Mid-Continent Baptist Bible College
D.D., Trinity Baptist College
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B.A., M.Min., Trinity Baptist College
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GARY JUDD, B.A., M.A.
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B.A., Trinity Baptist College
M.A., Regent University
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CLAY LINDSTAM, B.S., B.A., M.ED., C.ED.D., ED.D.
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Administrator of Trinity Christian Academy,
Professor of Christian Education
B.S., Pillsbury Baptist Bible College
B.A., Sioux Falls College
M.Ed., South Dakota State University
Ed.D., Great Plains Baptist College
Ed.D., Argosy University
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THOMAS C. MESSER, B.A., M.MIN., D.D.
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PATRICK MILLIGAN, B.A.
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B.A., Maranatha Baptist Bible College
Bowling Green State University
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Deaf Pastor, Instructor of Deaf
A.A.S., Rochester Institute of Technology
B.A., Trinity Baptist College
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B.S., Trinity Baptist College
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Th.B., Th.M., Th.D., Andersonville Baptist Theological Seminary
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President, Trinity Baptist College
Administrative Pastor, Trinity Baptist Church
Professor of Christian Education
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L.H.D., Liberty University
Litt.D., Temple Baptist College
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M.A., M.Div., Liberty University
At TBC since 2006

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B.A., Clearwater Christian College
At TBC since 2004
HERB WALIZER, B.S., M.A.T.
Associate Professor of Physical Education
B.S., Lock Haven State College
M.A.T., Jacksonville University
At TBC since 1999

DON WHITE, B.S., B.D., M.R.E.
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B.S., Middle Tennessee State University
B.D., M.R.E., Tennessee Temple Seminary
At TBC since 1991

LEONARD F. WILLINGER, B.A., B.R.E., D.D.
Associate Pastor, Instructor of Christian Education
B.A., Tennessee Temple College
B.R.E., Temple Baptist Theological Seminary
D.D., Fairhaven Baptist College
At TBC since 1974

PAUL WOODS, B.S.
Senior High Youth Pastor, Instructor of Christian Education
B.S., Pensacola Christian College
At TBC since 1996

DAN WORLEY, B.S., M.S.
Assistant Professor of Psychology
B.S., Trinity Baptist College
M.S., Nova Southeastern University
At TBC since 2003

Adjunct Faculty

MICHAEL P. GASS, B.S., M.Div., D.D.
Co-Pastor of Harvest Baptist Church, Associate Professor of Bible
B.S., California Baptist College
M.Div., Liberty Baptist Seminary
D.D., Liberty Baptist Seminary
At TBC since 2003

Executive Director of Marriage for Life, Inc., Professor of Counseling
B.A., University of North Florida
M.A., M.A., Ed.D., Southwestern Baptist Theological Seminary
At TBC 2003

GORDON WOODS, B.A., B.S., O.D.
Professor of Science and Social Studies
B.A., Trinity Baptist College
B.S., O.D., Pacific University
At TBC since 1991
Staff

Jay Bolan, B.A., M.A. ....................... Library Director
Carol Buckner .............................. Financial Aid Administrator
Janice Claxton, B.A. ...................... Assistant Librarian
Sheryl Davis, B.S. ......................... Student Services Assistant
Toni Elkins, B.S. ............................ Dean of Women
Melissa Gibson .............................. Admissions Secretary
Peggy Hancock, A.S. ...................... Academic Secretary
Joshua Harvey, B.A. ....................... Administrative Assistant
Jimmy Kilpatrick ............................ Food Service Director
Jacob Leporacci, B.S., M.C.M. ........ Director of Higher Calling Quartet
Patrick Milligan, B.A. ..................... Dean of Men, Athletic Director
Frank Ray, B.S.D., M.Min., Th.B., Th.D. Graduate Studies Counselor
Rachael Stringer, B.S., M.Ed. .......... Executive Secretary
Judi Thompson, B.S. ....................... Bookstore Manager
The College shares the campus with Trinity Baptist Church and Trinity Christian Academy.