



/// TRINITY BAPTIST COLLEGE

UNDERGRADUATE CATALOG

2023 - 2024

Volume XLVII

Statement of Administration

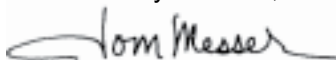
It is often said, "We are living in the greatest days of opportunity," when it comes to evangelizing the world with the Gospel of the Lord Jesus Christ.

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 business men/women. 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 a Christian liberal arts 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,



Mr. Mac Heavener, Jr.
President

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Authorization to Operate

Licensed by the Commission for Independent Education, Florida Department of Education. The Commission has granted Trinity Baptist College a License By Means of Accreditation (LBMA). Additional information regarding this institution may be obtained by contacting the Commission at 325 West Gaines Street, Suite 1414, Tallahassee, Florida 32399-0400, toll-free telephone number (888) 224-6684 or the TBC Compliance Office.

Information on Accreditation

Trinity Baptist College is a member of the Transnational Association of Christian Colleges and Schools (TRACS) [15935 Forest Road, Forest, Virginia 24551; Telephone: 434-525-9539; email: info@tracs.org] having been awarded Reaffirmed II status as a Category III institution by the TRACS Accreditation Commission on November 6, 2012; 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). Accreditation documentation can be obtained through the TBC Compliance Office.

Correspondence Directory

For Information On:

Write or Call:

| | |
|----------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------|
| Admissions Information | <i>Enrollment Management</i> 904-596-2451 admissions@tbc.edu |
| Financial Aid Information | <i>Financial Aid Officer</i> 904-596-2445 financialaid@tbc.edu |
| Transcripts/Academic Records, Scheduling Information, Online Sessions..... | Registrar 904-596-2457 academicoffice@tbc.edu |
| Guests | <i>Enrollment Management</i> 904-596-2451 |
| Alumni Information/..... | <i>Alumni Office</i> 904-596-2307 alumnirelations@tbc.edu |
| Placement Office | |
| Office of Student Affairs..... | <i>Student Affairs</i> 904-596-2300 kpage@tbc.edu |
| Compliance Office | <i>Compliance</i> 904-378-5945 melkins@tbc.edu |

Trinity Baptist College

800 Hammond Blvd., Jacksonville, Florida 32221

Office Hours: M-F, 8 a.m. - 5 p.m. (Holiday hours may vary)

Telephone 1-904-596-2451

Email: admissions@tbc.edu

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 2023

| | |
|-------------------------------|---------------------|
| Online Summer Session A | May 8 - July 2 |
| Online Summer Session B | June 19 - August 13 |

2023 Fall Semester

| | |
|-----------------------------------------------------|------------------------------------|
| Dormitories Open for New Students | August 9 |
| New Student Orientation | August 10 & 11 |
| Classes Begin/Online Session A Begins | August 14 |
| On campus drop/add ends | August 21 |
| Labor Day (no classes) | September 4 |
| Mid-Semester Examinations | September 28, 29 & October 2, 3, 4 |
| Fall Break (no classes) | October 5 & 6 |
| Online Session A Ends | October 8 |
| Online Session B Begins | October 9 |
| Last day to withdraw without academic penalty | October 13 |
| Church Ministry Conference | October 16 - 18 |
| Veterans Day (no classes) | November 10 |
| Thanksgiving Holiday | November 20 - 24 |
| Online Session B Ends | December 3 |
| Final Examinations | December 4 - 7 |

| | |
|----------------|---------------------|
| Winterim | December 8 - Jan. 7 |
|----------------|---------------------|

2024 Spring Semester

| | |
|----------------------------------------------------------|------------------|
| Dormitories Open | January 4 |
| New Student Orientation, Testing, and Registration | January 8 |
| Martin Luther King, Jr. Holiday (no classes) | January 15 |
| Classes Begin | January 9 |
| Online Session A Begins | January 9 |
| On campus drop/add ends | January 16 |
| Missions Emphasis | February 5 - 7 |
| Presidents Day (no classes) | February 19 |
| Mid-Semester Examinations | February 26 - 29 |
| Online Session A Ends | March 3 |
| Online Session B Begins | March 4 |
| Last day to withdraw without academic penalty | March 8 |
| Spring Vacation | March 18 - 22 |
| Good Friday (no classes) | March 29 |
| Online Session B Ends | April 28 |
| Final Examinations | April 29 - May 2 |
| Graduation Week Activities | May 3 - 4 |
| Commencement | May 4 |

Summer Session 2024

| | |
|-------------------------------|---------------------|
| Online Summer Session A | May 6 - June 30 |
| Online Summer Session B | June 17 - August 11 |

GENERAL INFORMATION



Doctrinal Expectations for Students

I. Essential Beliefs: Any person seeking enrollment as a student at Trinity Baptist College must be in agreement with our position on the nine essential beliefs affirmed below.

1. The inerrancy and authority of the Holy Scriptures
2. The doctrine of the Trinity
3. The full deity and humanity of Christ: that Christ is truly God and truly man
4. The spiritual lostness of the human race
5. The substitutionary atonement and bodily resurrection of Christ
6. That salvation is by grace alone, through faith alone, in Christ alone
7. The visible and bodily return of Christ
8. The meaning of baptism as an ordinance of the church and not a means of salvation
9. The biblical view of marriage, gender, and sexuality as outlined in paragraph II below.

Exceptions to the above policy are extremely rare and may only be granted by the Vice President of Student Affairs or Executive Staff of the college.

II. Marriage, Gender, and Sexuality: We believe that every person must be afforded compassion, love, kindness, respect, and dignity. (Mark 12:28-31; Luke 6:31) Hateful and harassing behavior or attitudes directed toward any individual are to be repudiated and are not in accord with Scripture nor the doctrines of Trinity Ministries. We believe that God wonderfully and immutably creates each person as male or female. These two distinct, complementary genders together reflect the image and nature of God. (Gen 1:26-27). We believe that the term “marriage” is the uniting of one man and one woman in a single, exclusive union, as delineated in Scripture. (Gen 2:18-25) We believe that God intends sexual intimacy to occur only between a man and a woman who are married to each other. (1 Cor 6:18; 7:2-5; Heb 13:4). We believe that God has commanded that no intimate sexual activity be engaged in outside of a marriage between a man and a woman. We believe that any form of sexual immorality (including adultery, fornication, homosexual behavior, bisexual conduct, bestiality, incest, and use of pornography) is sinful and offensive to God. (Matt 15:18-20; 1 Cor 6:9-10). We believe that to preserve the function and integrity of Trinity Ministries, and to provide a biblical role model to TBC students and the community, it is imperative that all persons employed by Trinity Baptist College in any capacity and all students of Trinity Baptist College agree to and abide by this Statement on Marriage, Gender, and Sexuality. (Matt 5:16; Phil 2:14-16; 1 Thess 5:22). We believe that God offers redemption and restoration to all who confess and forsake their sin, seeking His mercy and forgiveness through Jesus Christ. (Acts 3:19-21; Rom 10:9-10; 1 Cor. 6:9- 11).

III. Secondary Doctrinal Issues: Trinity Baptist College welcomes students from a wide variety of denominational backgrounds and understands that within the Christian community there are variances of opinion on many areas of secondary doctrinal issues (i.e. eternal security, spiritual gifts, order of baptism, etc.). Trinity Baptist College places great value on Christian unity among believers from different denominational perspectives. As an organization, Trinity Baptist College formally maintains any official position(s) on secondary doctrinal issues as those adopted by our founding church, Trinity Baptist Church (est. 1915), which utilizes a doctrinal statement that is rooted in the Baptist Confession of Faith and was built upon a consistent method of biblical interpretation that is both inductive and literal in nature, allowing Scripture to speak for itself (a copy of Trinity Baptist Church's doctrinal statement in its entirety is listed below). Students are not required to agree with official positions taken by Trinity Baptist Church on secondary doctrinal issues. However, upon enrollment and in the interest of Christian unity, students agree to not promote contrary views on secondary doctrinal issues in a divisive manner that detracts from campus unity.

IV. Bible Translations: Trinity Baptist College believes that the inspiration and authority of God's Word, as given in the original manuscripts, is our primary orthodoxy. The choice of a particular translation of the Scriptures into the English language is a matter of secondary importance. Therefore, various Bible translations are utilized on campus and in the classroom. For sake of unity and consistency, we ask that all academic work be completed in the KJV or ESV version unless otherwise noted by the professor.

Doctrinal Statement

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 prerequisite 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).

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.

Institutional Objectives

Within the framework of this purpose, upon graduation, successful TBC students will possess spiritual, intellectual, and cultural/social characteristics that will enable them to:

- Demonstrate a foundational knowledge of Scripture and the ability to apply its principles to life
- Show Christ-like compassion for the physical, spiritual, and emotional needs of others through active service in general and faith communities
- Apply a biblical worldview in all aspects of life
- Apply theoretical and practical education to one's chosen profession
- Communicate effectively using interpersonal skills through written and verbal means of communication
- Demonstrate the skills necessary to enable life-long learning
- Apply sound logic and biblically informed thinking to cultural and social issues of the day
- Acknowledge and respect the cultural differences of others

Educational Philosophy

Education at Trinity Baptist College is based upon the reality that truth exists and can be known, studied, and above all implemented in relevant manner. Trinity Baptist College establishes its educational philosophy upon a biblical worldview that believes in the existence and value of truth and that God is the ultimate Author and Creator of truth. Accordingly, the very essence of Trinity Baptist College's educational philosophy is that all education be God-centered. Subject content, theory, and practice in all fields are all based upon biblical analysis. Special value is given to both knowledge and experience in order to produce complete, well-rounded students equipped for ministry and careers rooted in their chosen fields of study.

A significant element of our philosophy is the commitment to a relevant approach that enables students to engage in practical training in a real-world environment. Trinity Baptist College, through its partnership with Trinity Baptist Church, Trinity Christian Academy, and Trinity Rescue Mission, is able to provide ample opportunity for such first-hand experience in a wide variety of ministries and careers. This ensures that students are ready to enter their chosen fields with tested training, practical experience, and critical thinking skills founded upon rich academic content. Therefore, the purpose of Trinity Baptist College is to provide higher education within the context of Christian values with emphasis on high academic standards, practical application, and spiritual development to prepare learners for lives of full service to God.

STUDENT LIFE INFORMATION



Student Life

General Conduct

The Standard of Conduct (p. 20) is the guide for student behavior both on and off campus. The conduct of our students is not only a reflection of themselves, but also the College and the Church. Above all, students should conduct themselves in a way that brings glory to God. Trinity is committed to upholding the highest level of personal behavior.

Trinity Baptist College strictly enforces its drug and alcohol policy which prohibits the unlawful possession, use, or distribution of illegal drugs and alcohol both on and off campus.

Spiritual Life

At TBC we are intentionally focused on the spiritual development of our students. This development is accomplished through intentional discipleship where students are trained to be disciples who make disciples who make disciples. At the center of our program is a strong spiritual emphasis. Specific opportunities for growth include weekly chapel services, ministry opportunities and small groups aimed at discipleship and evangelism.

Church Attendance

Each student of Trinity Baptist College is expected to attend, volunteer and connect with the community of Trinity Baptist Church or another like-minded church in the Jacksonville area.

Disciple Making

Disciple making is a vital part of each student's spiritual growth. Numerous opportunities for learning about discipleship are available through Trinity Baptist College.

Volunteer Opportunities

All students are encouraged to participate in at least one volunteer opportunity each semester while attending Trinity Baptist College. Students not attending Trinity Baptist Church are still expected to volunteer in their local churches. Opportunities include the youth ministry, children's ministry, hospitality, nursery and many others.

Dress and Appearance

In order to set expectations that we believe are appropriate for an educational environment, and allow for individual expressions, TBC has developed specific guidelines relating to dress and appearance. 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 Success Guide. Questions concerning dress and appearance should be directed to the Office of Student Affairs.

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 of Student Affairs Office, work hard to plan monthly student body activities, intramural sports competitions, banquets, and other activities. Students also enjoy spending time with friends in the Student Activities Center.

Athletics

Trinity is a member of the National Christian College Athletic Association (NCCAA) and competes in men's and women's soccer, women's volleyball, men's and women's basketball, men's baseball, and women's softball. In addition to intercollegiate sports, intramural sports are also offered. Such sports may include basketball, volleyball, softball, flag football, baseball, golf, etc.

Hazing

Hazing, defined as an activity which harasses, abuses, or humiliates an individual, is unacceptable at Trinity Baptist College. Students who feel they have been subjected to hazing or who observe hazing activities should report the incident to the appropriate dean as soon as possible. Appropriate disciplinary action will be taken.

Grievances

A grievance is a complaint by a student suggesting that he/she has been treated unfairly according to the policies and procedures of the College. The unfair treatment may be real or imagined, but it is important to good morale that the student handles his/her complaint without fear of reprisal. Principles for Handling Grievances

1. The complaint should be settled at the lowest level of relationship possible.
2. If the complaint cannot be settled between the authority and the student, the student should utilize the chain of command below until an appropriate and sufficient response is received.

| <u>Academic Concerns</u> | <u>Student Life Concerns</u> |
|--------------------------|------------------------------|
| Instructor | Student Leader (RA) |
| | Dean (Respective) |
| VP of Academic Affairs | VP of Student Affairs |
| President/Chancellor | President/Chancellor |

If a student does not find relief at the college level, they may contact the Transnational Association of Christian Colleges & Schools, 15935 Forest Road, Forest, VA 24551. (434) 525-9539.

Students may file complaints not resolved at the college level with the Commission for Independent Education by contacting the Commission at 325 West Gaines Street, Suite 1414, Tallahassee, FL 32399-0400 or 1-888-224-6684.

Distance Education students, who have completed the internal institutional grievance process and the applicable state grievance process, may appeal non-instructional complaints to the FL-SARA PREDEC council. For additional information on the complaint process, please visit the FL-SARA Complaint Process page (www.flsara.org)

Standard of Conduct

All students are required to sign the following Standard of Conduct:

Trinity Baptist College's STANDARD OF CONDUCT is based on the teachings and principles of Scripture, seeking to develop personal holiness and discipline exemplified in a lifestyle glorifying to God.

As a member of the Trinity Baptist College family, I purpose, by God's grace, to abide by the following Standard of Conduct:

1. I will worship God daily through: reading Scripture and applying its truth to my life, confessing my sins, offering thanksgiving to God and interceding on behalf of others through prayer, increasing in my daily commitment to spiritual disciplines, displaying the fruits of the Spirit, approaching my work, duties, and other tasks as being appointed by God and perform them as worship to Him.
2. I will commit deeply to a local church by: gathering weekly with believers, observing the ordinances of the local church, growing in my doctrinal understanding, valuing unity with the other believers.
3. I will serve others lovingly by: seeking daily to understand how God wants to use my life to advance His kingdom, pursuing ministry to people

out of an abundance of God's love flowing through me, and valuing the Scriptures for equipping me to accomplish God's work.

4. I will give my resources generously by: obediently tithing to my local church, intentionally looking for opportunities to be a blessing and happily meeting the needs of others, looking for ways to impact others locally and globally, prioritizing my finances with an eternal perspective knowing that they are a blessing from God and that He is faithful to provide.

5. I will share my faith intentionally by: living in obedience to the Great Commission, intentionally looking for opportunities to share the gospel, regularly praying for specific unsaved people, living my life as a Christ follower through both words and actions, and having confidence in my ability to share my faith.

I understand that the STANDARD OF CONDUCT is the guide to my behavior on and off campus for the time I am enrolled or employed at Trinity Baptist College. I further acknowledge that this Standard of Conduct is a broad framework, that additional guidelines in the Student Success Guide also impact my behavior, and that the college may from time to time modify these guidelines without prior notice.

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.

Student Services

Computer Lab

Windows 10 computers are available for student use in the computer lab during library hours as well as in the Main Academic Center and Closs Hall. These computers are equipped with Microsoft Office 365 productivity suite for document creation and editing as well as internet access. The student service fee provides all students access to the Office365 Suite which may be downloaded on a maximum of 5 devices at no charge. Additionally, each student is provided with five terabytes of OneDrive storage. A Windows server based network is utilized to provide network access and printing services. Wi-Fi access is provided throughout the campus. Print stations are available in both the library and Activities Center allowing students to print remotely using their own devices.

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, and videos. Several Internet database packages offer access to thousands of periodicals, as well as various newspapers and reference works. 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 Trinity Ministries, and many Jacksonville businesses regularly hire. The Placement Office maintains a list of organizations seeking to hire graduates. No guarantee of placement is directly or indirectly implied.

Housing Assistance

A current listing of houses to rent or buy is available in the Student Life Office.

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 145-acre campus of Trinity Baptist Church. Facilities include: Main Academic Center and Closs Hall (classrooms), Miller Hall (welcome center, Academic Office, Business Office, Student Life Office, Admissions, Athletic Offices), Library (40,000+ volumes, computer labs, and study areas), Dining Commons, Gymnasium, HeBrews Cafe, and athletic fields. Additional classroom space is available in the H building, S building.

Comfortable, modern residence halls are available for both men and women. All single students under the age of 21 are required to live on campus, except those living with their parents, legal guardians, grandparents, or siblings 21 years of age or over. Students up to the age of 25 may live in the Residence Halls. The residence halls are air-conditioned, furnished, and have wireless internet access. Laundry machines, study area, and recreational space are provided for student use.

Campus Safety

In accordance with the Jeanne Clery Act, a report on campus crime statistics, assessment of physical plant safety, and compliance with local safety and health standards is available in the Compliance Office or on the college website.

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 Success Guide. 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 Office of Student Affairs. 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.

FINANCIAL INFORMATION



Costs and Fees Information

Fees Listing

| | |
|---------------------------------------------------------------|--------------------------|
| Advanced credit acceptance fee (per course) | \$50.00 |
| Application fee | \$35.00 |
| Athletic fee (per sport) | \$450.00 |
| Athletic Insurance (uninsured only; per semester)..... | \$560.00 |
| Audit (per hour) | \$75.00 |
| Change of course fee (per course) | \$5.00 |
| Enrollment Reinstatement Fee | \$100.00 |
| Expedited Admissions Fee (after 7/15) | \$125.00 |
| ID Replacement fee | \$10.00 |
| International Student Admissions fee | \$150.00 |
| Key replacement | \$15.00 |
| Lab/Course fee | See individual courses |
| Late payment fee | \$25.00 |
| Late registration fee | \$125.00 |
| Student Services fee - six or more credits (per semester) | \$600.00 |
| Student Services fee - five or less credits (per semester) | \$340.00 |
| Student Services fee - online only, six or more credits | \$350.00 |
| Parking Violation | \$25.00 |
| Private music/speech lessons (per credit per semester) .. | \$350.00 |
| Parking Fee, H-Building Parking Lot (per semester) | \$75.00 |
| Parking Fee, College Parking Lot (limited/semester) | \$150.00 |
| Payment Plan fee per semester..... | \$25.00 |
| Reservation deposit | \$150.00 |
| Re-enrollment fee | \$25.00 |
| Residence Hall, Damages..... | Based on repair estimate |
| Residence Hall, improper check-out | \$225.00 |
| Residence Hall, improper check out cleaning | \$100-\$300 |
| Residence Hall, White Glove inspection failure | \$100.00 |
| Residence Hall, failed inspection (weekly)..... | \$10 - \$30 |
| Returned check fee | \$30.00 |
| Housing | \$2,870.00 |
| Meals | *Varies |
| Technology fee (per online session and/or semester) | \$77.50 |
| Transcript Evaluation fee (non-applicant) | \$50.00 |
| Transcript fee (per transcript)..... | \$5.00 |
| Tuition - 12-17 credits (per semester)..... | \$6,550.00 |
| Tuition - per credit (1-11 on-campus) | \$550.00 |
| Tuition - per credit (over 17 on-campus) | \$250.00 |
| Tuition - per credit (online) | \$376.00 |

Additional fees may be included based on the fee schedule.

Financial Summary for 2023-2024

Resident Students

| | | |
|--------------------------------|---------------|-----------------|
| Tuition (12-17 semester hours) | \$6,550.00 | \$13,100.00 |
| Housing | 2,870.00 | 5,740.00 |
| Student Services Fee | <u>600.00</u> | <u>1,200.00</u> |
| Total | \$10,020.00 | \$20,040.00 |

Commuter Students

| | | |
|--------------------------------|---------------|-----------------|
| Tuition (12-17 semester hours) | \$6,550.00 | \$13,100.00 |
| Student Services Fee | <u>600.00</u> | <u>1,200.00</u> |
| Total | \$7,150.00 | \$14,300.00 |

First Semester:

| | <u>1st payment</u> (Aug 15) | <u>2nd payment</u> (Sept 15) | <u>3rd payment</u> (Oct 15) | <u>4th payment</u> (Nov 15) | <u>5th payment</u> (Dec 15) |
|----------|--------------------------------|---------------------------------|--------------------------------|--------------------------------|--------------------------------|
| Dorm | \$2,004.00 | \$2,004.00 | \$2,004.00 | \$2,004.00 | \$2,004.00 |
| Commuter | \$1,430.00 | \$1,430.00 | \$1,430.00 | \$1,430.00 | \$1,430.00 |

Second Semester:

| | <u>1st payment</u> (Jan 15) | <u>2nd payment</u> (Feb 15) | <u>3rd payment</u> (Mar 15) | <u>4th payment</u> (Apr 15) | <u>5th payment</u> (May 15) |
|----------|--------------------------------|--------------------------------|--------------------------------|--------------------------------|--------------------------------|
| Dorm | \$2,004.00 | \$2,004.00 | \$2,004.00 | \$2,004.00 | \$2,004.00 |
| Commuter | \$1,430.00 | \$1,430.00 | \$1,430.00 | \$1,430.00 | \$1,430.00 |

On-campus Dining

All Seasons Foods offers campus meals catering to students residing on campus for an additional fee. Dormitory students requiring on-campus dining accommodations must purchase meal plan services directly from the provider: All Seasons Foods - A Florida School Meal Provider - All Seasons Foods (aseasonsfoods.com). Meal expenses vary by student choice and dining frequency, and the dining cost is in addition to the fees listed above.

Fee Descriptions

Tuition

On campus: Students enrolled full-time in classes on campus pay a block tuition rate which includes 12 to 17 credit hours per semester. A per-credit hourly tuition rate is charged when taking fewer than 12 credits or for each additional hour over 17 credits.

Online-only: Online courses are offered in two 8 week blocks each semester, in addition to a 16 week semester. Students enrolled solely in online courses are limited to two courses in each session unless prior approval is received from the Registrar. Tuition is charged on a per credit hour basis. See *Fees Listing* for the current credit hour charge for online courses.

There is a 5-day Drop/Add period at the beginning of each online session. Students who do not withdraw from online courses within that period are responsible for all tuition and fee expenses..

Winterim: Short modular courses are offered in December. Contact the Academic Office for specific information regarding courses and tuition costs and fees. Federal, state and most institutional aid is not available for Winterim course work.

Student Services Fee

This is a per-semester fee that gives the student access to a variety of services including the library, student activities, technology, laundry (resident students), and graduation. It also covers the cost of registration.

Housing and Meals

TBC requires residence in on-campus housing for all single students under 21 years of age, except those living with their parents, legal guardians, grandparents, or siblings 21 years of age or over. Students desiring to live off campus, other than with parents or legal guardians, must obtain written approval from the Office of Student Affairs and have written permission from their parents or legal guardians. Single students over the age of 21 may apply to live off campus through the Office of Student Affairs. The residence hall student is expected to furnish pillow, linens, bedspread, and blankets for a single bed. Food is available on campus and the cost is varied according to the number of meals and items selected.

Private Lessons

Private 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. Consult *Programs of Study* (p.65) for degree plans requiring private lessons.

Course Fees

Some classes require a lab, instrumental rental, materials, or practice fee. Please consult the course description section of the catalog (p.101) for courses requiring these fees.

Late Registration

Students who complete the registration process after the close of the preregistration period are charged a late registration fee. Absence penalties may apply for any classes missed due to registering after the start of classes.

Enrollment Reinstatement Fee

The reinstatement fee applies to the following:

- Students who are registered for classes but have not completed the financial aid process by the first day of class
- Students who are registered for classes with an outstanding balance but have not set up a FACTS payment plan

Students who meet one of the above statements will be withdrawn from classes prior to the start of school and must pay the enrollment reinstatement fee to be re-enrolled. TBC is not responsible for classes which are no longer available to the student due to this situation.

Textbooks and Supplies

Textbook and supply costs are additional expenses not included in tuition or fee expenses. Total cost of books and school supplies varies depending upon the course of study, subject, and the number of credit hours attempted. Students should budget \$300 to \$600 per semester. Failure to purchase required books may impact a student's grade.

Reservation Deposit

This is a one-time fee paid by new students as part of the admissions process. The fee does not increase tuition and fee expense; instead, the fee reduces the overall outstanding balance owed by the student. The fee reserves housing on campus (based on availability), a financial aid package, and a seat in classes required for the student's degree plan based on course offerings. Failure to pay the fee by published deadlines (p.26) may result in forfeiture of residence hall housing, institutional aid awards, and limited course offerings for certain degree plans. Review important dates in the *Apply Early* section (p.32).

Health Service, Hospitalization, and Medical Insurance

Students are responsible for all healthcare, hospitalization, and medical expenses incurred while enrolled at TBC. The College is not responsible for students' healthcare, hospitalization, and medical expenses.

Students are responsible to secure healthcare, hospitalization, and medical insurance through their family's plan or with individual plans. TBC does not provide general health, hospitalization, and medical insurance. A list of healthcare, hospitalization, and medical insurance provider options is available through the Office of Student Affairs.

Athletic Insurance: All students participating in any intercollegiate sport must provide proof of medical insurance prior to being cleared to practice. Students who do not have proof of insurance will be charged the Athletic Insurance fee each semester. This insurance provides up to \$25,000 in medical coverage for injuries related to sports participation.

Delinquent Accounts

All students are expected to fulfill their financial obligations. Students are not permitted to enroll in classes for a new semester until all outstanding balances are paid unless an acceptable plan to cover both current semester charges and past due charges has been approved in writing by the President, Senior Vice President, or their appointed Business Office representative.

All student accounts must be in good standing before final examinations. Exceptions will be considered based on extenuating circumstances and will be granted at the sole discretion of the College with a viable plan for payment.

Grades will not be given nor transcripts released until Business office 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 (1.5%) per month will be charged on any unpaid balance.

Financial Aid

Financial aid are funds provided from various sources to assist students in meeting college costs. Federal, state, private, and institutional funding are the sources of financial aid. Financial aid from these sources may consist of grants, scholarships, and loans. Individual student financial aid packages may consist of combinations of all forms of financial aid.

Submitting the Free Application for Federal Student Aid (FAFSA) is the first step in the financial aid process. Use the federal school code 031019 to have Federal Student Aid notify the TBC Financial Aid office of your eligibility.

A student may complete all the requirements to receive an undergraduate degree and decide to take additional courses prior to accepting the degree. The Registrar will determine whether, and at what point, a student has completed the degree requirements. If it is determined that a student has or will meet all the requirements for an undergraduate program, the student is

not eligible to receive federal grants for additional course work not required to complete the original undergraduate degree.

Federal Student Aid and Who Should Apply

Federal Student Aid (FSA) is a collection of need-based programs that help students pay the costs of attending college. FSA includes grants and loans. In addition to a demonstrated financial need, a student must also meet the following requirements:

- Be a citizen of the United States, or an eligible non-citizen
- Hold a high school diploma or GED Certificate equivalency
- Be registered with the Selective Service (male students) within two months of turning 18 years of age and before turning 26 years of age (register or verify registration at www.sss.gov)
- Be seeking a degree in an A.S., B.S. or B.A. degree program
- Be meeting Satisfactory Academic Progress (SAP) (returning students only)
- Be current in repaying all prior student loans (transfer students and former TBC students returning to enrollment)

Students who are unsure if they meet all requirements should still submit the FAFSA at www.fafsa.gov. The U.S. Department of Education validates and communicates eligibility to students through the Student Activity Report. The same information is communicated to the Financial Aid Office. More FSA eligibility information may be found at www.studentaid.gov/eligibility/basic-criteria.

State Aid and Who Is Eligible

TBC participates in a variety of merit-based and need-based financial aid programs funded through the State of Florida office of Student Financial Aid. Only qualifying students who are Florida residents are eligible for participation in state-funded programs. Residing in on-campus housing does not qualify students as Florida residents.

Merit-based awards must be secured before students graduate from high school. High school guidance offices help students apply for and secure awards from merit-based programs.

Need-based awards are available to students demonstrating household financial needs. Review the *Apply Early* section (p.32) for important deadline dates. Not all Florida residents are eligible to participate in state-funded financial aid programs.

Private Aid Sources

Private financial aid includes loans and grants or scholarships from private individuals or organizations. Students are solely responsible for researching

eligibility requirements and submitting application to private sources of financial aid.

Apply Early

Important Dates/Deadlines

| | |
|------------------|-------------------------------------------------------------------------------------------|
| October 1 | The FAFSA is available for the upcoming academic year |
| May 15 | TBC's <i>Best Results</i> FAFSA submission deadline for optimizing financial aid packages |
| May 15 | State of Florida's FAFSA submission deadline for participation in need-based programs |
| July 15 | TBC's financial aid completion deadline for Fall enrollment |

Veterans Administration Benefits

All Trinity Baptist College programs are deemed approved for veterans' education and training by the U.S. Department of Veterans Affairs. Veterans enrolling for the first time at TBC should submit a *Certificate of Eligibility* to the TBC Director of Veterans Affairs through the Academic Office.

VA Pending Payment Compliance

In accordance with Title 38 US Code 3679 subsection (e) TBC has adopted the following policy for any students using U.S. Department of Veteran Affairs (VA) Post 9/11 G.I. Bill (Ch. 33) or Vocational Rehabilitation & Employment (Ch. 31) benefits, while payment to the institution is pending from the VA. The college will not:

- Prevent the student's enrollment;
- Assess a late penalty fee to the students;
- Require the student to secure alternative or additional funding;
- Deny the student access to any resources (access to classes, libraries, or other institutional facilities) available to other students who have satisfied their tuition and fee bills to the institution.

However, to qualify for this provision, such students may be required to:

- Produce the VA Certificate of Eligibility (COE) by the first day of class;
- Provide additional information needed to properly certify the enrollment as described in other institutional policies.

Students receiving Chapter 35 benefits AND resident students receiving Chapter 31 or 35 will need to contact the Business Office to discuss payment options.

Students must be aware they may be liable to repay the VA for course load reductions unless they can establish acceptable mitigating circumstances causing the reduction. TBC will evaluate each Veteran/Veteran dependent's claim each semester and report them to the Veteran's Benefits Administration.

Payment Plans

It is not unusual for students to have a semester outstanding balance after all financial aid awards are applied. TBC partners with FACTS, a third-party payment management vendor, to provide students and families the option to pay off outstanding balances over the course of a semester.

Students who will have an outstanding balance on the first day of class must set up a FACTS payment plan. Fall outstanding balances must be paid by December 15 and Spring outstanding balances must be paid by May 15. Students enrolled in the FACTS plan by August 11 have five installment payments available for the Fall semester balance. Students enrolled in the FACTS plan by January 11 have five installment payments available for the Spring semester balance. The closer to the December 15 and May 15 deadlines that students set up FACTS payment plans, the smaller the number of available payments and the larger the amount of each monthly payment.

The FACTS payment plan fee is \$25 per semester.

Satisfactory Academic Progress (SAP)

Continued participation in federal, state and institutional aid programs is governed by *Federal Regulation 34 CFR668.34*. The regulation requires that students be successfully moving toward degree completion each semester in order to maintain eligibility in financial aid programs in subsequent semesters. A student must be on track to complete the degree within 150% of the prescribed degree program time to meet this requirement. The regulation requires TBC to complete Satisfactory Academic Progress reviews of all students at the completion of each semester, regardless of the student's participation status in financial aid programs during the semester.

All students must maintain a 67% or greater attempted course-to-completed course ratio to qualify for uninterrupted participation in financial aid programs. TBC bases the SAP requirements on a student's overall cumulative GPA on a 4.0 scale: Following is the SAP requirement for uninterrupted participation in financial aid programs.

| Attempted Credits | GPA Requirement |
|-------------------|-----------------|
| 0 - 23 | 1.75 |
| 24 - 35 | 1.90 |
| 36 or more | 2.00 |

More information on Satisfactory Academic Progress is available in the Academic Section of this catalog.

Withdrawals: Fee Adjustments & Return of Financial Aid Funds

Students are considered withdrawn after ceasing all enrollment activity at TBC. Proration of tuition and fee expense and adjustment to awarded

financial aid funds are calculated based on the last day of enrollment. Students are responsible for paying any outstanding balance remaining after proration of tuition and fees and financial aid adjustments. All outstanding balances are due on the date of withdrawal. Any refunds due will be returned to the student within 30 days of the official withdrawal date.

Fee adjustments:

Complete withdrawal before classes begin: tuition and fee expenses are fully refunded for students providing written notification of withdrawal prior to the first day of class. The exception to this policy is the non-refundable reservation deposit.

Complete withdrawal within the Drop/Add period:

- On-campus tuition expense is fully refunded and fee expense are prorated based on the last day of attendance for students providing written notification of withdrawal during the Drop/Add period. The exception to this policy is the non-refundable reservation deposit.
- Online-only tuition expense and fee expense is fully refunded for students providing written notification of withdrawal during the 5-day Drop/Add period. The exception to this policy is the non-refundable reservation deposit.
- On-campus room and board fees are prorated based on the last day living on campus as determined by the Office of Student Affairs.

Complete withdrawal after the Drop/Add period:

- On-campus tuition and fee expense is adjusted based on the last day of attendance (below) for students withdrawing through week eight of the semester. The exception to this policy is the non-refundable reservation deposit.
- On-campus tuition and fee expense is not adjusted for students withdrawing after week eight in a 16-week semester.
- On-campus room and board fees are prorated based on the last day living on campus as determined by the Office of Student Affairs.
- Online-only tuition and fee expense is adjusted based on the last date attended in an 8-week session, for students withdrawing through week four of the session. The exception to this policy is the non-refundable reservation deposit.
- Online-only tuition and fee expense is not adjusted, in an 8-week session, for students withdrawing after week four of the session.

| Instructional Days Attended | Amount of Refund |
|----------------------------------------|-------------------------|
| <5% (through the end of Drop/Add week) | 100% |
| 5 - 10% | 90% |
| 11 - 20% | 80% |
| 21 - 25% | 75% |
| 26 - 35% | 60% |
| 36 - 50% | 50% |
| >50% | 0% |

Return of Financial Aid Funds:

Students completely withdrawing from TBC before a semester is complete may be required to return a portion, or all, of awarded financial aid. Policies for the return of awarded funds vary by financial aid source.

A federal statutory schedule is used to determine the portion of Federal Student Aid (FSA) funds earned by students for the portion of the semester students are enrolled. All funds for unearned portions of FSA awards, as determined by the federal schedule, must be returned by TBC to the U.S. Department of Education.

Need-based financial aid funds awarded through the State of Florida are not required to be returned to the state for students withdrawing before the completion of a semester. All merit-based financial aid funds awarded through the State of Florida must be returned to the state for students withdrawing before the completion of a semester.

Awarded institutional financial aid will be adjusted based on the award. General award funds are adjusted based on the earned percentage for the portion of the semester students are enrolled, according to the federal schedule. Institutional scholarships matching State of Florida merit-based awards will be adjusted to zero.

Dropping Classes: Fee Adjustments & Return of Financial Aid Funds

Students may withdraw from individual classes through the Academic Office. It is important to note that dropping individual courses may affect financial aid eligibility. Students should consult with the Financial Aid Office before withdrawing from individual courses.

Tuition charges are based on total hours enrolled at the end of the drop/add period. Tuition and fees are not adjusted for classes dropped after the drop/add period ends.

Return of Financial Aid Funds

Federal Student Aid (FSA) may be affected when dropping individual courses moves students into $\frac{3}{4}$ -time, $\frac{1}{2}$ -time, or less-than-half-time enrollment status.

- For students dropping courses *and* changing enrollment status before the end of the Drop/Add period, FSA is adjusted and funds are returned to the U.S. Department of Education.
- For students dropping courses *and* changing enrollment status after the end of the Drop/Add period, FSA is not adjusted and no funds are returned to the U.S. Department of Education.

Need-based financial aid awards received from the State of Florida are not required to be returned to the state for students dropping courses and changing enrollment statuses. All awarded merit-based aid funds for dropped courses must be returned to the State of Florida. Students participating in merit-based programs may only receive funds for courses in which they will be enrolled at the completion of the semester.

Department of Defense Tuition Assistance (TA) Fund Return Policy

Trinity Baptist College has a policy that returns any unearned TA funds on a proportional basis through at least the 60 percent portion of the enrollment period for which the Department of Defense provided funds to the student's military Service Branch. A student earns TA funds proportionally during an enrollment period, with unearned funds returned. Trinity Baptist College calculates earned/unearned proportions based on the date of last attendance. When a service member stops attending due to a military service obligation, TBC will work with the affected service member to identify solutions that will not result in student debt for returned unearned portions of funds.

A student receives TA funds based on the assumption that the student will attend the entire enrollment period. Once the student stops attending, TBC must return a portion of the funds back to the service that provided the funds, according to the following schedule:

| Instructional Days Attended | Amount of Refund |
|----------------------------------------|-------------------------|
| <5% (through the end of Drop/Add week) | 100% |
| 6 - 16% | 90% |
| 17 - 27% | 80% |
| 28 - 38% | 70% |
| 39 - 49% | 60% |
| 50 - 60% | 50% |
| >60% | 0% |



ADMISSIONS INFORMATION



Admissions Policies

Admissions Information

The standards of Christian faith and scholarship at Trinity Baptist College require a review and evaluation of every applicant. An individual's application, 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 nine 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. An official acceptance from the College is required before the student can register.

Application Procedure

1. Submit completed application at my.tbc.edu.
2. Pay \$35 application fee upon submission of application.
3. Provide contact information for three letters of reference—not family. (Invitations to complete a recommendation will be sent directly from the Trinity Baptist College Admissions Office).
4. Request an official transcript from your high school and college(s) to be sent directly to Trinity Baptist College Admissions Office.
5. Arrange to take an ACT, SAT or CLT test (see below for addresses and codes). For best results, add Trinity Baptist College school code to the appropriate exam. (ACT, CLT, or SAT scores are not required for admission, though individuals are encouraged to take an exam.)

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

CLT

Classic Learning Test
73 Franklin Street
Annapolis, MD 21401

6. Submit the Free Application for Federal Student Aid (FAFSA) at

Entrance Requirements

1. The file of a **new student** must contain the following items:
 - a. A completed application.
 - b. \$35 application fee
 - c. The official high school transcript or GED certificate. Students who have been home-schooled must have proof of graduation.
 - d. ACT, SAT and CLT are not required for admission for students who possess an unweighted cumulative 2.5 GPA exclusively in core courses in Mathematics, English, Social Studies, & Sciences. However, testing is required for the purpose of placement in ENC1101 and MAC2105, and students who do not have placement exams will be automatically placed in ENG100 and MAT1033. For students seeking advanced placement who have not obtained at least an ACT/18, SAT/960 or CLT/61 respectively, there is an opportunity to take a placement exam in both English and Mathematics at TBC. An applicant who does not meet minimum requirements may be granted admission but will be placed on academic restriction until he/she 1) takes the ACT, CLT, or SAT and achieves an acceptable score or 2) demonstrates satisfactory academic progress (SAP) after one semester.
 - e. Three letters of recommendation including a pastor's recommendation (if applicable). May not include family members.
 - f. Hearing impaired students will be required to pass the Test of English as a Foreign Language (TOEFL Code: C524) 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.
 - g. Completed FAFSA application.
 - h. Personal interviews may be recommended.
2. The file of a **transfer student** must contain the following items:
 - a. All materials as indicated for a new student with the following exceptions:
 - Students who have completed an associate's degree at an accredited institution are not required to submit ACT, SAT, or CLT test scores or high school transcripts.
 - b. An official transcript from each college attended sent directly to the Trinity Baptist College Office of Enrollment Management.
 - c. Transfer students whose cumulative GPA on work completed prior to enrolling in TBC is lower than 2.0 will be limited to 13 credits during their first semester of enrollment.
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. Officially documented grades.
4. The file of an **international student** must contain the following items:
 - a. New Student items (above) a., c., d., e., and h.

- b. \$150 International Student Application fee
 - c. All international transcripts, high school and college, must be submitted through one of the evaluation members listed at www.naces.org/members.html.
 - d. Submit an Affidavit of Financial Support and bank certification (in U.S. dollars) guaranteeing full payment of the applicant's school bill and living expenses (based on Cost of Attendance computation) 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.
 - e. Submit the official results of a Test of English as a Foreign Language (TOEFL) or Duolingo unless the student attended a U.S. high school or college prior to enrollment at TBC for at least two years or they are a citizen of a country whose primary language is English. Student must submit a minimum score of 550 for the PBT or 80 on the iBT, with a minimum score of 17 on each section of the test. Arrangements can be made to take this test by visiting online at www.toefl.org. Duolingo score must be a minimum of 90. Both TOEFL and Duolingo scores must be less than 2 years old.
 - f. 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.
 - g. Every international student must provide the College with the full semester's tuition, fees, and room and board prior to arrival on campus. While enrolled at TBC, every international student is required to pay the upcoming full semester's tuition, fees, and room and board prior to the payment deadline (see college website). 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 Christian college education on an individual and personal basis. Counseling is available to assist students in locating a ministry where they are qualified to serve.)

7. Conditional Acceptance may be granted to a student whose file is incomplete. Missing items must be provided by the end of the first semester of enrollment. Failure to do so may result in receiving grades of I (incomplete) and denial of admission for the following semester until deficiencies are made up. Incomplete files may restrict the availability of financial aid.
8. Because TBC shares a campus with a K-12 academy, enrolling minor children, all TBC students will be subject to a national background check for criminal activity. Validation of criminal activity, particularly activity not listed on the application may be cause for denial of admission.

General Admissions Information

1. Individuals with an outstanding financial obligation at another college are not permitted to enroll. The executive staff reserves the right to grant an exception on a case-by-case basis.
2. All students who will live in the residence halls must complete a Medical Health Form.
3. Courses taken by distance education from approved colleges and universities prior to enrollment at TBC may be applied toward graduation requirements.
4. At least 25% of required credit hours must be completed through Trinity Baptist College for graduation. The last coursework must be taken at Trinity.
5. 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 highly recommended as follows: Fifteen of these units must be in academic subjects, English (4 units), Mathematics (3 units), Science (3 units, with at least one being a lab), Social Studies (3 units, World History, American History, U.S. Government/Economics), 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 120 credit hours needed for graduation.
6. Any changes to the stated policies must be approved by the Academic Office.
7. Upon receipt of all admissions materials by the admission office, the applicant's file will be reviewed. As soon as a decision is reached, a letter will be sent regarding acceptance.
8. All applicants must complete the admissions process and receive a formal admissions decision prior to class enrollment. Additionally, all required steps within the financial aid process must be complete. Conditionally accepted students may be permitted to begin classes, but only if acceptable arrangements have been made with the Admissions office. This includes receipt of any outstanding admissions items within the timeframe specified. Financial aid cannot be awarded to students

with incomplete admission files, but the student will still be responsible for all costs incurred.

9. Students who completed dual enrollment classes during high school must submit an official college transcript even if the credits appear on the high school transcript.

Transfer of Credits

Trinity Baptist College grants transfer credit for previous college work from colleges or universities that are recognized or accredited by agencies approved by the Department of Education. Additionally, transfer work must adhere to the following guidelines:

1. Only courses with the grade of C or better will be transferred for credit. The grades of transfer courses are averaged with the student's GPA while at Trinity.
2. In order to qualify for transfer credit, courses must parallel requirements to the respective Trinity Baptist College program of study, and course work must be comparable.
3. Transfer of Bible courses will be based on comparable theological/doctrinal perspectives.
4. Transfer students must complete a minimum of 25% of required credit hours with TBC for graduation.
5. Courses taken at other institutions (including online courses) while a student is enrolled at Trinity require prior approval by the Registrar. Students should receive "Transient Credit Approval" prior to registering for courses at other colleges if they intend to transfer those credits back to TBC. See the Registrar for approval.
6. A transfer applicant must have left his/her previous institution in good standing. A student who has been dismissed or suspended from another college for disciplinary reasons must submit a letter from the dean of the college giving the reason for dismissal. In addition, all debts with former institutions, must be settled before acceptance is granted at Trinity Baptist College. The executive staff reserves the right to grant an exception on a case-by-case basis.
7. Official transcripts of all former institutions must be received by the Admissions Office prior to approval for admittance.
8. Transfer students must also meet all additional admissions requirements.
9. All students transferring credits to meet the requirements for ENC1101 English Composition I must take an English placement exam and may be required, depending on their test score, to take ENG100 at TBC. ENG100 will count as a general elective.
10. Transferability of credits is at the discretion of the accepting institution. It is the student's responsibility to confirm whether or not credits earned at TBC will be accepted by another institution.
11. Students considering transferring credits may receive information and assistance through the Academic Office.

12. TBC does not recognize credit for experiential learning or for completion of certificates. In some cases, students may be eligible for credit through CLEP, PEP, or AP testing. (See p. 51).

Campus Visits

When is a good time to visit Trinity Baptist College? We would love to have you visit any time! 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 Admissions office by calling 904-596-2451.

Those who visit during a time when classes are in session (other than mid-semester exams and final exams) have the best experience. Our chapel services are held on Friday. Visiting chapel will give you additional insight into our campus culture.

Re-enrollment Procedures

A student who does not maintain continuous enrollment must complete the re-enrollment process prior to resuming course work. Exceptions may be granted due to extended illness or call to active military duty. Re-enrollment is subject to approval by the student life and business offices. To re-enroll, the student must complete the shortened application to ensure we have current contact information. Transcripts of any undergraduate work completed elsewhere since the last enrollment must also be submitted. There is a \$25 re-enrollment fee which may be waived in cases of extended illness or military duty.

Dual Enrollment

Qualified high school students may attend Trinity Baptist College if they meet the dual enrollment criteria:

1. Must have completed all requirements through the sophomore year.
2. Must complete a Dual Enrollment Application and provide the following information:
 - High school transcript indicating an unweighted GPA of 3.0 or better.
 - A written recommendation from his/her principal.
 - Verification from a high school counselor that all required coursework up to the Junior year is complete.
 - Test results from the College Placement Exam or ACT/SAT/CLT indicating student does not require remedial instruction in English or math (if choosing those courses) and satisfactory reading ability.
 - Signature of parent or guardian approving student's participation in the program.
3. Students may enroll in courses that are approved by the college and high school academic advisor, including on-campus courses during the regular fall or spring semester or summer sessions online. Fasttrack courses may only be taken with special permission from the Academic Office.

4. Credit for these courses will be given whether or not the student chooses to attend Trinity Baptist College after high school. The credit for these courses may be transferable to any institution that accepts credits from TBC.
5. Students within the first year may be limited to 2 classes or 8 credits each semester.
6. Exceptions for students not meeting the grade point average may be made provided the student meets minimum testing requirements. The grade point average must be brought to satisfactory levels within one semester of enrolling.
7. Transcripts will be held until the student receives a high school diploma except for verification of grades to the high school granting the diploma.
8. Students must meet stated pre- and/or co-requisites for all courses.



ACADEMIC INFORMATION



Academic Policies

General Requirements

The Trinity Baptist College Catalog represents 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. All full time students in their first four semesters at TBC are required to enroll in a BIB class unless they have met all Bible requirements for graduation or are granted a waiver by the Registrar's office.

Grading System

| Grade | Scale | Honor Points |
|-------|-------------------------------|----------------------------------|
| A | 90 -100 | 4 honor points per semester hour |
| B | 80 - 89 | 3 honor points per semester hour |
| C | 70 - 79 | 2 honor points per semester hour |
| D | 60 - 69 | 1 honor point per semester hour |
| F | 0 - 59 | 0 honor points per semester hour |
| FN | Failure for non-attendance | 0 honor points per semester hour |
| WF | Withdrew Failing | 0 honor points per semester hour |
| WP | Withdrew Passing | 0 honor points per semester hour |
| AU | Audit | |
| I | Incomplete | |

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; ENC1101, ENC1102, and concentration courses as listed by the Registrar.

Incomplete Grades

The Registrar must approve all Incomplete grades. A student who is granted an incomplete for any course must finish the course by the end of eight weeks following the last day of the course. In extenuating circumstances, a student may request one additional extension prior to the end of the initial eight-week period.

Repeating Courses

Courses completed with a grade of “C” or higher may not be repeated except with permission by the Registrar. Courses may be repeated twice for a total of three attempts. Students who fail a course the third time will be advised of options including appeal procedures and alternate programs of study.

Course Forgiveness

Course forgiveness at Trinity Baptist College allows a student in a four-year program of study to request to have up to twelve credits of courses with grades of D or F to be removed from his or her grade point average. To receive course forgiveness a currently enrolled student must complete the appropriate form in the Academic Office. The following guidelines apply:

1. The course must have been taken originally at TBC.
2. Only courses with a number beginning with 1 or 2 are eligible for consideration.
3. Students in associate degree programs are not eligible to seek course forgiveness. Students who change from a four year program to a two year program forfeit course forgiveness. Upon changing programs, original grades previously forgiven are reinstated and apply to the GPA and cumulative hours earned.
4. A maximum of twelve credits may be forgiven. Forgiven grades are no longer calculated in the grade point average nor included in the cumulative earned hours.
5. Courses with forgiven grades will remain on the transcript. The designator “V” will be added to the grade.
6. A course may have the grade forgiven a maximum of one time.
7. Course forgiveness may not be recognized by another college or university.

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 30 credit hours. |
| Sophomore: | At least 30 credit hours (60 honor points) and have had all admissions deficiencies removed. |
| Junior: | At least 60 credit hours (120 honor points). |
| Senior: | At least 90 credit hours (180 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. Each in-class period is supported by two hours of outside classwork. Online courses meet for eight week sessions. For each credit of online work the student should expect to invest an average of six hours per week. The standard definition for one credit of internship or practicum is 40 hours of work.

Course Numbers

The course numbers consist of letters and digits. The letters designate the department of study into which the course falls. The digits indicate the identification number of the course. Some courses may have an additional number which coordinates with the Florida statewide course numbering system.

Drop/Add/Withdrawals

A student may pay the appropriate fee and drop or add an on-campus class during the first five days of school (first 5 days for online classes). Afterwards, a student may pay the appropriate fee and withdraw from a class without any grade point average penalty during the first nine weeks of a semester and receive a "W." After the first nine 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." No financial adjustment is made when a student drops an individual course after the end of drop-add. To drop a course, a student must see the Academic Office and fill out the appropriate forms.

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. A student withdrawing from the college at any time during a semester without proper authorization/documentation will be assigned a grade of “FN” for all courses that semester.

Failure Non-Participation

Students who fail to attend class for two consecutive weeks will be notified by the instructor and/or academic office and will have one week to respond or they will be withdrawn from the course and given a grade of “FN” signifying failure due to non-attendance. Students who fail to attend a course for three weeks or more, whether or not they have been contacted by faculty, will be considered as having abandoned the course and will be withdrawn with a grade of “FN.” Students who exceed allowable absences in a course may have their grade lowered. Students should not stop attending college without officially withdrawing from all classes. Failure to properly withdraw from college may result in the assignment of “FN” grades to the permanent record.

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.

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, AP, or AICE 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), Advanced Placement Program (AP), or Advanced International Certificate of Education (AICE) are examples of these opportunities available throughout the country at selected colleges and universities.

Trinity Baptist College will evaluate for acceptance up to 45 hours of credit from students who take the CLEP, PEP, AP, or AICE exams in high school and receive an acceptable grade. Credits are available in a variety of subject areas. Courses may be reviewed for acceptance at the student’s request. There is

a charge for each course a student requests be accepted. These transfer credits apply toward the number of credits required for graduation.

Admissions/Academic Counseling

Students will be assigned an 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.* Advisors assist students with registration each semester. Students are encouraged to maintain close contact with their advisors to plan their college programs.

Double Major/Double Degree/Second Degree

Students should work closely with their academic advisor if they desire to complete a double major, double degree, or second degree. Careful planning is needed to avoid unnecessarily lengthening the time required to complete the program.

Double Major

A student may **concurrently** complete two majors within the same degree level and the same degree area. The second major must contain a minimum of 30 unique, non-overlapping credits beyond the first major. All requirements for both majors must be completed. The degree for double majors is conferred on the same person in the same academic year.

Double Degree

A student may **concurrently** complete two majors within the same degree level but in different degree areas. The second major must contain a minimum of 30 unique, non-overlapping credits beyond the first major. All requirements for both majors and degrees must be completed. Two degrees are conferred on the same person in the same academic year.

Second Degree

A student may complete two TBC degrees **consecutively**. If the degrees are on different degree levels (A.S. to B.A./B.S.), there must be one semester of separation between the awarding of the degrees. If the degrees are on the same degree level (B.A./B.S.), there must be one academic year of separation between the awarding of the degrees, and the student must complete 30 unique, non-overlapping TBC credits beyond the first degree.

Graduation Requirements

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

| | |
|---------------------------------------------------------------------|-----|
| Bachelor of Arts, Biblical Studies, Pastoral Theology | 120 |
| Bachelor of Arts, Biblical Studies, Bible Intensive | 120 |
| Bachelor of Arts, Humanities..... | 120 |
| Bachelor of Arts, Humanities, Prelaw..... | 120 |
| Bachelor of Science, Biblical Studies, Church Ministries | 120 |
| Bachelor of Science, Biblical Studies, Christian Counseling ... | 120 |
| Bachelor of Science, Biblical Studies, Worship Arts..... | 120 |
| Bachelor of Science, Biblical Studies, Interdisciplinary Studies .. | 120 |
| Bachelor of Science, Business Administration..... | 120 |
| Bachelor of Science, Business Administration, Accounting | 120 |
| Bachelor of Science, Criminal Justice..... | 120 |
| Bachelor of Science, Elementary Education..... | 120 |
| Bachelor of Science, Elementary Education Special Ed..... | 133 |
| Bachelor of Science, Secondary Education..... | 120 |
| Associate of Science, Biblical Studies | 60 |
| Associate of Science, Early Childhood Education | 60 |
| Associate of Science, Interdisciplinary Studies..... | 60 |
| Associate of Science, Criminal Justice | 60 |

Academic Honors

Each semester, the Registrar's office will publish a President's List of those students who achieve a GPA of 4.00 for the academic semester and Dean's List of those students who achieve a GPA of 3.50 or higher for the academic semester. 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

Grade Point Average

| | |
|-----------------------|-------------|
| Cum Laude | 3.50 - 3.74 |
| Magna Cum Laude | 3.75 - 3.90 |
| Summa Cum Laude | 3.91 - 4.00 |

Consideration for graduation with honors will be based on student GPA in January of the year of graduation.

At least 25% of required credit hours must be completed at TBC 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. 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.

4. 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:

| Program | GPA Requirement |
|-------------------------------------------------------|-----------------|
| Associate's Degree | 2.00 |
| Bachelor's (after two semesters, 0-23 credits) | 1.75 |
| Bachelor's (after three semesters, 24-35 credits) | 1.90 |
| Bachelor's (after four semesters, 36 or more credits) | 2.00 |

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.** Students who do not raise their cumulative GPA to the minimum required by their level by the end of the semester in which they return will be dismissed and not allowed to return unless they qualify 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 Senior Vice President 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 "DV" or "FV."
- g. The academic amnesty student is not eligible for graduation with honors.

Satisfactory Academic Progress (SAP)

A student must maintain Satisfactory Academic Progress (SAP) to participate in financial aid programs. The Financial Aid Office reviews each student's academic progress at the completion of each semester to determine continued participation in financial aid programs. A student must be meeting both qualitative and quantitative SAP standards. SAP is measured by the qualitative and quantitative standards below:

Qualitative

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

| GPA Requirement | |
|---------------------------------|------|
| Associate's Degree | 2.00 |
| Bachelor's (0-23 credits) | 1.75 |
| Bachelor's (24-35 credits) | 1.90 |
| Bachelor's (36 or more credits) | 2.00 |

Note: The GPA for graduating students is calculated using only credits earned at Trinity Baptist College. This GPA requirement must be at least a 2.00. Grades earned on transfer credits are not used for calculating honors cumulative GPA.

Quantitative

A student must maintain a cumulative successful course completion rate of at least 67% to be meeting the SAP requirement. This means that a student must complete and receive a passing grade in at least 67% of attempted course work. Meeting the quantitative side of the SAP requirement ensures that a student is on track to complete the degree program within 150% of the published timeframe.

A student must complete an academic program within the 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. All attempted credit hours for repeat course work are calculated in the 150% limit.

Note: For a student transferring from another institution, the total number of credits accepted for transfer into Trinity Baptist College and the number of credits attempted at Trinity Baptist College are used to determine the qualitative and quantitative measurements.

Financial Aid Warning

When SAP is reviewed at the completion of a semester and a student is not meeting either or both of the qualitative or quantitative requirements, the student is placed on Financial Aid Warning. The Financial Aid Warning period is in effect until the next SAP review period. The warning status provides the student the opportunity to continue to participate in financial aid programs for one semester while attempting to meet all SAP requirements before the next SAP review.

A student on Financial Aid Warning who is not meeting all requirements at the conclusion of the warning period is no longer eligible for participation in all financial aid programs. A student who has lost the ability to participate in financial aid programs may regain eligibility after meeting all SAP requirements in a subsequent review or by completing an approved SAP appeal.

SAP Appeal

A student who does not meet all SAP requirements and is ineligible to participate in financial aid programs due to mitigating or extenuating circumstances beyond the student's control may submit an SAP appeal through the Academic Office. An appellate committee consisting of the Chief Academic Officer, Registrar, and Director of Student Success reviews each appeal and makes a determination of whether or not the mitigating or extenuating circumstance qualifies.

If an appeal is approved, the student will be notified and presented with a customized academic plan prescribed by the SAP Appellate Committee. The academic plan has start and end dates during which the student maintains participation in all financial aid programs. This probationary period may extend for up to two semesters of course work. The student must adhere to the academic plan as a condition for approval of the appeal. The student who does not meet SAP requirements at the conclusion of the probationary period forfeits participation in all financial aid programs but may regain eligibility after meeting all SAP requirements in a subsequent review.

If the appeal is not approved, the student will be notified and forfeits participation in all financial aid programs but may regain eligibility after meeting all SAP requirements in a subsequent review.

A student may receive approval for an SAP appeal only one time while enrolled at TBC.

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

A student who believes his final grade is incorrect should first contact the course instructor to resolve the issue. If a resolution is not reached the student may appeal to the Academic Office for further review. Grade appeals must be completed in a timely manner (typically prior to the start of the next semester of instruction.)

Student Class Load

The degree programs are arranged to take an average of 15 credit hours per semester for eight semesters to reach the required credit hours for graduation.

Any student permitted to enroll for additional credits above 17 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 17 credit hours. Students may not register for more than 20 credit hours in one semester without special permission of the Academic Dean. Course loads include all on-campus and online credits combined. Online only students may register for a maximum of 9 credits, or 3 courses, per 8-week session with approval of the advisor or academic office.

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 do not have a standard high school preparation for college. 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. Students admitted under Ability-to-Benefit criteria are not eligible for non-institutional financial aid.

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.

Official Transcript Evaluation

Transcript evaluation is a function of the Registrar in consultation with the Academic Office. 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 Director of Student Success and Career Placement. 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.

Placement Tests

Diagnostic placement tests are required for all incoming students (including transfer students) in English, Reading Comprehension, and Math. Students with acceptable ACT or SAT scores may be exempt from the English and Reading tests. 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. Students with acceptable ACT/SAT or college placement test scores may be eligible to waive BUS103 and/or MAT1033.

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 advisor to review their degree plan and have input into their course selections for the coming semester.

Specific dates are assigned for registration of students currently enrolled. Usually registration of students is scheduled during the last month of a semester. 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 prior to readmission.

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.

Transcripts

Students must submit an official request for each transcript through the college website. 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.

Distance Education

Each semester, TBC offers a number of courses by distance education. Students must be fully accepted to enroll in distance education courses and these credits count towards the total allowable credits a student may take each semester. TBC is a member of NC-SARA through the Florida association and is authorized to offer distance learning in every state except California (which is not a member). TBC has not made a determination that its curriculum meets educational requirements for licensure or certification. You should check with your state for specific requirements. Only programs which include the notation "This program is approved for online delivery" in the program description area can be completed without coming to campus.

Distance education courses are offered in 8 or 14 week blocks (Winterim is 4 weeks). Students should expect to invest approximately 5.5 hours per credit per week on distance education courses. For example, a 3 credit course will require 15-20 hours of time each week for 8 weeks. In addition,

outside work such as reading and research equivalent to 11.25 hours per week can be expected. New online students must complete Introduction to Online Education prior to or concurrent with their first online course.

Students must be enrolled in distance education courses by the Monday prior to the beginning of instruction to allow sufficient time for the acquisition of textbooks and other materials prior to the start of class. The maximum number of online credits allowed in any session is nine credits or three courses.

Students must validate their attendance in an online course by completing the check-in quiz, during the first week of classes. Failure to do so by the end of the first week will result in the student being withdrawn from the course. Online courses properly dropped prior to the last day of the fourth week of instruction will receive a grade of “W.” After that date the faculty will compute a grade and the student will receive either a “WP” or “WF.”

Florida's Statewide Course Numbering System

Some courses in this catalog are identified by prefixes and numbers that were assigned by Florida's Statewide Course Numbering System (SCNS). This numbering system is used by all public postsecondary institutions in Florida and by participating nonpublic institutions. The major purpose of this system is to facilitate the transfer of courses between participating institutions. Students and administrators can use the online SCNS to obtain course descriptions and specific information about course transfer between participating Florida institutions. This information is at the SCNS website at <http://scns.fldoe.org>.

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 SCNS. The listing of prefixes and associated courses is referred to as the “SCNS taxonomy.” Descriptions of the content of courses are referred to as “statewide course profiles.”

Example of Course Identifier

| Prefix | Level Code (first digit) | Century Digit (second digit) | Decade Digit (third digit) | Unit Digit (fourth digit) | Lab Code |
|---------------------|--------------------------------------------|----------------------------------------|-----------------------------------|----------------------------------|----------------------------------------|
| ENC | 1 | 1 | 0 | 1 | |
| English Composition | Lower (Freshmen) level at this institution | Freshmen Composition | Freshmen composition skills | Freshmen composition skills I | No laboratory component in this course |

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, as listed below in Exception to the General Rule for Equivalency.

For example, a freshman composition skills course is offered by 84 different postsecondary institutions. Each institution uses “ENC_101” to identify its freshman composition skills 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, “ENC” means “English Composition,” the century digit “1” represents “Freshman Composition,” the decade digit “0” represents “Freshman Composition Skills,” and the unit digit “1” represents “Freshman Composition Skills I.”

In the sciences and certain 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 that has the same prefix and course number but meets at a different time or place.

Transfer of any successfully completed course from one participating 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, ENC 1101 is offered at a community college. The same course is offered at a state university as ENC 2101. A student who has successfully completed ENC 1101 at a Florida College System institution is guaranteed to receive transfer credit for ENC 2101 at the state university if the student transfers. The student cannot be required to take ENC 2101 again since ENC 1101 is equivalent to ENC 2101. 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 the native students. It is the prerogative of the receiving institution, however, to offer transfer credit for courses successfully completed that have not been designated as equivalent. NOTE: Credit generated at institutions on the quarter-term system may not transfer the equivalent number of credits to institutions on the semester-term system. For example, 4.0 quarter hours often transfers as 2.67 semester hours.

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

Section 1007.24(7), Florida Statutes, states:

Any student who 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 statewide course numbering system shall be awarded credit by the receiving institution for courses satisfactorily completed by the student at the previous institutions. Credit shall be awarded if the courses are judged by the appropriate statewide course numbering system faculty committees representing school districts, public postsecondary educational institutions, and participating nonpublic postsecondary educational institutions to be academically equivalent to courses offered at the receiving institution, including equivalency of faculty credentials, regardless of the public or nonpublic control of the previous institution. The Department of Education shall ensure that credits to be accepted by a receiving institution are generated in courses for which the faculty possess credentials that are comparable to those required by the accrediting association of the receiving institution. The award of credit may be limited to courses that are entered in the statewide course numbering system. Credits awarded pursuant to this subsection shall satisfy institutional requirements on the same basis as credits awarded to native students.

Exceptions to the General Rule for Equivalency

Since the initial implementation of the SCNS, specific disciplines or types of courses have been excepted from the guarantee of transfer for equivalent courses. These include courses that must be evaluated individually or courses in which the student must be evaluated for mastery of skill and technique. 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 not offered by the receiving institution.
- B. For courses at non-regionally accredited institutions, courses offered prior to the established transfer date of the course in question.
- C. Courses in the _900-999 series are not automatically transferable, and must be evaluated individually. These include such courses as Special Topics, Internships, Apprenticeships, Practica, Study Abroad, Theses, and Dissertations.
- D. Applied academics for adult education courses.
- E. Graduate courses.
- F. Internships, apprenticeships, practica, clinical experiences, and study abroad courses with numbers other than those ranging from 900-999.
- G. Applied courses in the performing arts (Art, Dance, Interior Design, Music, and Theatre) and skills courses in Criminal Justice (academy certificate courses) are not guaranteed as transferable. These courses need evidence of achievement (e.g., portfolio, audition, interview, etc.).

Courses at Nonregionally Accredited Institutions

The SCNS makes available on its home page (<http://scns.fldoe.org>) a report entitled “Courses at Nonregionally Accredited Institutions” that contains a comprehensive listing of all nonpublic institution courses in the SCNS inventory, as well as each course’s transfer level and transfer effective date. This report is updated monthly.

Questions about the SCNS and appeals regarding course credit transfer decisions should be directed to the Registrar in the Academic Office or to the Florida Department of Education, Office of Articulation, 1401 Turlington Building, Tallahassee, Florida 32399-0400. Special reports and technical information may be requested by calling the SCNS office at (850) 245-0427 or at <http://scns.fldoe.org>.

PROGRAMS OF STUDY



Division of Biblical Studies

Purpose

The purpose of the Division of Biblical Studies is to provide biblically based instruction designed to prepare men and women to utilize their talents in a variety of settings.

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 them.
4. To give the student a valid foundation in general education so that they 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, seven distinct concentrations of study are available to the student being led into Christian service.

Pastoral Theology

Christian Counseling

Church Ministries

Interdisciplinary Studies

Degree Completion

Bible Intensive

Worship Arts

Biblical Studies - Associates Degree (2 yr)

Bachelor of Arts Degree

Biblical Studies Major

Pastoral Theology Concentration

Purpose

The purpose of the Pastoral Theology curriculum is to prepare 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.

This program is approved for online delivery.

Objectives

Upon completion of the program, the student should be equipped to do the following:

- Identify foundational biblical truths.
- Prepare and deliver effective sermons.
- Recognize and implement systems and processes characteristic of effective, growing, local churches.
- Demonstrate the ability to complete advanced work in preparation for further education.

Freshman Year

| First Semester | | Hrs | Second Semester | | Hrs |
|-----------------------|------------------------------|------------|------------------------|---------------------------|------------|
| BIB102 | New Testament Survey | 3 | BIB101 | Old Testament Survey | 3 |
| CED107 | Student Life Seminar | 2 | COM103 | Speech | 3 |
| CED121 | Intro to Christian Worldview | 2 | ENC1102 | English Composition II | 3 |
| ENC1101 | English Composition I | 3 | EUH1001 | Western Civilization II | 3 |
| EUH1000 | Western Civilization I | 3 | MIS201 | Cross-Cultural Ministries | <u>2</u> |
| MUS104 | Appreciation of Fine Arts | <u>2</u> | | | 14 |
| | | 15 | | | |

Sophomore Year

| | | | | | |
|---------|----------------------------|----------|--------|------------------------------|----------|
| BIB201 | Bible Doctrines I | 3 | BIB202 | Bible Doctrines II | 3 |
| BIB 209 | Elementary Greek I | 3 | BIB210 | Elementary Greek II | 3 |
| CED206 | Introduction to Counseling | 2 | BIB215 | Bible Study Methods | |
| | Writing/Lit. Elective | 3 | | & Hermeneutics | 2 |
| | Bible Electives* | <u>4</u> | MUS302 | Biblical Foundations/Worship | 3 |
| | | 15 | | Bible Electives* | <u>4</u> |
| | | | | | 15 |

Junior Year

| | | | | | |
|--------|-----------------------------------|----------|--------|----------------------|----------|
| BIB308 | Bible Basis for Marriage & Family | 2 | BIB303 | Poetic Books | 2 |
| BIB319 | Biblical Language Tools | 3 | BUS304 | Nonprofit Management | 3 |
| CED321 | Homiletics I | 2 | CED322 | Homiletics II | 2 |
| HIS321 | Church History I | 3 | HIS322 | Church History II | 3 |
| PSY102 | General Psychology | 3 | | General Electives | <u>5</u> |
| | Bible Electives* | <u>3</u> | | | 15 |
| | | 16 | | | |

Senior Year

| | | | | | |
|--------|---------------------|----------|----------|---------------------|----------|
| BIB302 | Pauline Epistles | 3 | BIB304 | Pastoral Epistles | 2 |
| CED302 | Church Planting | 2 | BIB401 | Advanced Theology | 3 |
| CED403 | Church Business | 3 | BIB425** | Pastoral Internship | 2 |
| CED411 | Local Church Admin. | 3 | CED405 | Spiritual Formation | 2 |
| | Bible Electives* | 2 | CED412 | Local Church Polity | 3 |
| | General Electives | <u>2</u> | | General Electives | <u>3</u> |
| | | 15 | | | 15 |

**Taken during summer after third year or during the fourth year.

*Bible Electives must be selected from the following courses: BIB104, BIB205, BIB206, BIB305, BIB312, BIB331, BIB404, BIB405, BIB406, BIB408, or an approved course in the Master of Arts in Bible program.

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

Purpose

The purpose of the Church Ministries curriculum is to prepare men and women for ministry in a local church. The foundation of the program is a strong emphasis on knowing the Word of God as well as the practical aspects of serving as an assistant in a church ministry.

Objectives

Upon completion of the program, the student should be equipped to do the following:

- Articulate and successfully integrate their knowledge of ministry into varied local church settings to enhance the serving capacity in the local church.
- Utilize within the setting of the local church or the parachurch organization specific ministry skills consistent with their proficiency and hands-on training.
- Articulate the principles of a biblical ministry that will enable equipping a church for outreach, discipleship, and training led by volunteer leaders for effective service.

Freshman Year

| First Semester | | Hrs | Second Semester | | Hrs |
|-----------------------|------------------------------|------------|------------------------|-------------------------|------------|
| BIB102 | New Testament Survey | 3 | BIB101 | Old Testament Survey | 3 |
| CED107 | Student Life Seminar | 2 | COM103 | Speech | 3 |
| CED121 | Intro to Christian Worldview | 2 | ENC1102 | English Composition II | 3 |
| ENC1101 | English Composition I | 3 | EUH1001 | Western Civilization II | 3 |
| EUH1000 | Western Civilization I | 3 | PSY102 | General Psychology | <u>3</u> |
| MUS104 | Appreciation of Fine Arts | <u>2</u> | | | 15 |
| | | 15 | | | |

Sophomore Year

| | | | | | |
|--------|----------------------------|----------|--------|---------------------------|----------|
| BIB201 | Bible Doctrines I | 3 | BIB202 | Bible Doctrines II | 3 |
| CED206 | Introduction to Counseling | 2 | BIB215 | Bible Study Methods | |
| BUS103 | Computer Applications | 2 | | & Hermeneutics | 2 |
| | Writing/Lit Elective | 3 | EDU201 | Methods of Teaching | 2 |
| | Bible Elective | 2 | EDU202 | Classroom Management | 3 |
| | MAT/SCI Electives | <u>3</u> | MIS201 | Cross-Cultural Ministries | 2 |
| | | 15 | | Bible Elective | <u>3</u> |
| | | | | | 15 |

Junior Year

| | | | | | |
|--------|-----------------------------------|----------|--------|------------------------------|----------|
| BIB308 | Bible Basis for Marriage & Family | 2 | BUS304 | Nonprofit Management | 3 |
| CED321 | Homiletics I or Elective (Women) | 2 | CED322 | Homiletics II or | |
| BUS321 | Operations Management | 3 | COU410 | Women Counseling Women | 2 |
| HIS321 | Church History I | 3 | CED325 | Social Ethics | 2 |
| | General Elective | 2 | HIS322 | Church History II | 3 |
| | Bible Elective | <u>2</u> | MUS302 | Biblical Foundations/Worship | 3 |
| | | 14 | | General Electives | <u>2</u> |
| | | | | | 15 |

Senior Year

| | | | | | |
|--------|-----------------------------|----------|---------|----------------------|----------|
| CED302 | Church Planting | 2 | CED405 | Spiritual Formation | 2 |
| CED411 | Local Church Admin. | 3 | CED412 | Local Church Polity | 3 |
| COU405 | Counseling Children & Teens | 3 | CED317* | Student Ministry | 2 |
| | General Elective | 2 | CED425 | Ministry Internship | 2 |
| | Bible Electives | <u>5</u> | PED301 | First Aid Techniques | 2 |
| | | 15 | | Bible Elective | <u>4</u> |
| | | | | | 15 |

*Taken during summer after third year or during the fourth year.

Bachelor of Science Degree
Biblical Studies Major
Christian Counseling Concentration

Purpose

The purpose of the Christian Counseling curriculum is to educate men and women to cultivate awareness, standards, and skills that are needed to be effective counselors. The foundation of this program is a strong biblical emphasis and a practical Christian worldview. Counseling techniques and specializations will be provided within the framework of the counselor and client perspectives. Completion of this concentration does not qualify the graduate as a licensed counselor but is designed to provide the foundational work towards that goal.

This program is approved for online delivery

Objectives

Upon completion of the program, the student should be equipped to do the following:

- Successfully articulate and integrate a Christian worldview within a counseling program.
- Utilize the counseling skills learned to work effectively in a counseling center or in a church ministry.
- Apply within the counseling setting, skills that are consistent with their proficiency and hands-on training.
- Articulate the principles of a biblical counseling ministry that will equip the counseling ministry in outreach, discipleship, and training by a counseling team for actual service.

Freshman Year

| First Semester | | Hrs | Second Semester | | Hrs |
|----------------|------------------------------|----------|-----------------|----------------------------|----------|
| BIB102 | New Testament Survey | 3 | BIB101 | Old Testament Survey | 3 |
| CED107 | Student Life Seminar | 2 | COM103 | Speech | 3 |
| CED121 | Intro to Christian Worldview | 2 | COU206 | Fundamentals of Counseling | 3 |
| ENC1101 | English Composition I | 3 | ENC1102 | English Composition II | 3 |
| EUH1000 | Western Civilization I | 3 | EUH1001 | Western Civilization II | <u>3</u> |
| PSY102 | General Psychology | <u>3</u> | | | 15 |
| | | 16 | | | |

Sophomore Year

| | | | | | |
|--------|-------------------------------------|----------|---------|------------------------------------|----------|
| BIB201 | Bible Doctrines I | 3 | BIB202 | Bible Doctrines II | 3 |
| BIB308 | Bible Basis for Marriage and Family | 2 | BIB215 | Bible Study Methods & Hermeneutics | 2 |
| COU221 | Ethics in Counseling | 3 | BUS103 | Computer Applications | 2 |
| | Writing/Lit. Elective | 3 | COU232 | Critical Issues in Counseling | 3 |
| MUS104 | Appreciation of Fine Arts | 2 | MAT1033 | Intermediate Algebra or | |
| PSY221 | Abnormal Psychology | <u>3</u> | | General Elective | <u>5</u> |
| | | 16 | | | 15 |

Junior Year

| | | | | | |
|---------|-------------------------------|----------|--------|---------------------------------|----------|
| COU322 | Theology of Christian Counsel | 3 | COU311 | Career Development & Counseling | 3 |
| COU403 | Marriage & Family Counseling | 3 | COU332 | Group Counseling | 3 |
| MAC2105 | College Algebra | 2 | COU421 | Counseling Techniques | 3 |
| | General Electives | 3 | PSY411 | Developmental Psychology | 3 |
| | Bible Electives | <u>4</u> | | Bible Electives | <u>3</u> |
| | | 15 | | | 15 |

Senior Year

| | | | | | |
|--------|---------------------------|----------|--------|---------------------------|----------|
| COU405 | Counseling Children/Teens | 3 | CED405 | Spiritual Formation | 2 |
| COU415 | Individual Appraisal | 3 | COU410 | Women Counseling Women or | |
| MAT401 | Probability & Statistics | 3 | COU414 | Men Counseling Men | 3 |
| PSY312 | Psychology of Personality | 3 | COU416 | Crisis Counseling | 3 |
| | Bible Electives | <u>2</u> | COU422 | Counseling Practicum | 3 |
| | | 14 | | Bible Electives | <u>3</u> |
| | | | | | 14 |

Bachelor of Science Degree
Biblical Studies Major
Worship Arts Concentration

Purpose

To prepare students interested in worship leadership in the local church. Students take courses in music, theology, worship, and practical ministry thereby developing a theological understanding of biblical worship and its correlation to the arts in ministry.

Objectives

Upon completion of the program, the student should be equipped to do the following:

- Articulate a biblical philosophy of personal and corporate worship.
- Demonstrate an ability to plan and lead worship pastorally, practically, and creatively.
- Demonstrate an understanding of the role of the arts in worship and culture.
- Demonstrate musical and artistic competence.
- Demonstrate competence in technical arts related to worship leadership.
- Demonstrate an understanding of biblical theology and the ability to interpret and apply Scripture.
- Demonstrate fundamental competency in an applied ministry context.



Freshman Year

| First Semester | | Hrs | Second Semester | | Hrs |
|----------------|------------------------------|----------|-----------------|---------------------------|----------|
| BIB102 | New Testament Survey | 3 | BIB101 | Old Testament Survey | 3 |
| ENC1101 | English Composition I | 3 | ENC1102 | English Composition II | 3 |
| CED107 | Student Life Seminar | 2 | COM103 | Speech | 3 |
| CED121* | Intro to Christian Worldview | 2 | MUT101 | Theory and Musicianship I | 3 |
| MUS121 | Intro to Worship Ministry | 2 | MUS146 | Chamber Ensemble | 1 |
| MUS145 | Chamber Ensemble | 1 | MUS325 | Worship Forum | 0 |
| MUS325 | Worship Forum | 0 | | Primary Applied | 1 |
| | Primary Applied | 1 | | Secondary Applied | <u>1</u> |
| | Secondary Applied | <u>1</u> | | | 15 |
| | | 15 | | | |

Sophomore Year

| | | | | | |
|---------|----------------------------|----------|---------|-----------------------------|----------|
| BIB201 | Bible Doctrines I | 3 | BIB202 | Bible Doctrines II | 3 |
| EUH1000 | Western Civilization I | 3 | EUH1001 | Western Civilization II | 3 |
| MUT102 | Theory and Musicianship II | 3 | MUT201 | Theory and Musicianship III | 3 |
| MUS245 | Chamber Ensemble | 1 | MUS222 | Worship and the Psalms | 2 |
| MUS325 | Worship Forum | 0 | MUS246 | Chamber Ensemble | 1 |
| | Primary Applied | 1 | MUS299 | Sophomore Performance | |
| | Secondary Applied | 1 | | Review | 0 |
| | General Elective | <u>3</u> | MUS325 | Worship Forum | 0 |
| | | 15 | | Primary Applied | 1 |
| | | | | Secondary Applied | <u>1</u> |
| | | | | | 14 |

Junior Year

| | | | | | |
|--------|------------------------|----------|--------|-------------------------|----------|
| MUS203 | Conducting I | 2 | MUS302 | Biblical Foundations of | |
| MUS311 | Church Music Admin. | 2 | | Worship | 3 |
| MUS321 | Digital Music Notation | 1 | MUS310 | Worship and the | |
| MUS345 | Chamber Ensemble | 1 | | Creative Arts | 2 |
| MUS325 | Worship Forum | 0 | MUS333 | Arranging for Worship | 2 |
| | Bible Elective | 2 | MUS325 | Worship Forum | 0 |
| | Writing/Lit. Elective | 3 | MUS326 | Worship Practicum | 1 |
| | Primary Applied | 1 | MUS346 | Chamber Ensemble | 1 |
| | General Electives | <u>4</u> | | Bible Elective | 2 |
| | | 16 | | Primary Applied | 1 |
| | | | | General Elective | <u>3</u> |
| | | | | | 15 |

Senior Year

| | | | | | |
|--------|----------------------------------------|----------|--------|--------------------|----------|
| BIB308 | Bible Basis for Marriage & Family | 2 | MUS312 | Music & Media Tech | 3 |
| MUS407 | Planning & Leading | | MUS325 | Worship Forum | 0 |
| | Worship | 3 | MUS425 | Worship Internship | 2 |
| MUS415 | Worship Arts in Historical Perspective | 3 | MUS446 | Chamber Ensemble | 1 |
| MUS325 | Worship Forum | 0 | | Bible Electives | 6 |
| MUS445 | Chamber Ensemble | 1 | | General Elective | <u>3</u> |
| | MAT/SCI Elective | 3 | | | 15 |
| | Bible Elective | <u>3</u> | | | |
| | | 15 | | | |

*Students who do not place into MUT101, must take MUT100 and enroll in CED121 in a future semester

Bachelor of Science Degree
Biblical Studies Major
Interdisciplinary Studies Concentration

Purpose

The purpose of the Interdisciplinary Studies program is to provide a broad exposure to multiple disciplines while allowing the student to utilize a variety of educational experiences to complete the Bachelor's degree. The program is designed for individuals who have completed two or more years of college but have not yet obtained the Bachelor's degree. Built on a solid foundation of biblical studies, the program allows flexibility in combining multiple areas of interest.

This program is approved for online delivery.

Objectives

Upon completion of the program, the student should be equipped to do the following:

- Demonstrate ability to communicate clearly in both written and verbal formats.
- Articulate an understanding of major biblical themes.

Admission Requirements:

- Associates degree or 60 credit hours from a recognized college (prior to enrollment at TBC) with a minimum 2.0 GPA.

Graduation Requirements:

- Complete a minimum of 120 credit hours with 2.0 GPA
- Complete General Education requirements (36 hours), Primary cognate, and two components.
- Bible is primary cognate requiring a minimum of 30 hours including the Bible core.
- Complete two components with a minimum of 9 hours in one and 16 hours in the other from the following list:

| | |
|------------------|----------------------|
| Accounting | Counseling |
| Criminal Justice | Business Management |
| Worship Arts | Physical Education |
| English | Special Education |
| History | Elementary Education |
| Psychology | Math |
| Science | |

Other areas may be proposed as long as minimum hours are met.
Component requirements may be met with work transferred to TBC.

- Must earn at least 30 credits hours at TBC.
- A minimum of 30 credits hours must be at or above the 300-level.
- At least 15 hours of Bible must be earned at TBC.

General Education Requirements (36 credits):

| | | | |
|--------------|-----|----------------------------|-----|
| English | 9 | History | 6-9 |
| Math/Science | 3-6 | Humanities/Fine Arts | 6-9 |
| Speech | 3-6 | Behavioral/Social Sciences | 6-9 |

General education requirements may not be used to meet component requirements.

Bible Core:

| | | | |
|----------------------|---|--------------|---|
| Old Testament Survey | 3 | Doctrines I | 3 |
| New Testament Survey | 3 | Doctrines II | 3 |

Entrance into this program must be approved by the Academic Office.



Bachelor of Arts Degree
Biblical Studies Major
Bible Intensive Concentration

Purpose

The purpose of the Bible Intensive concentration is to provide thorough and advanced training in the Word of God for the student who desires biblical training but does not have a call to a specific ministry vocation. The foundation of this program is a strong emphasis on knowing the Word of God. The program includes training in biblical languages and provides the opportunity to choose complementary areas of study in preparation for seminary or graduate work.

Objectives

Upon completion of the program, the student should be equipped to do the following:

- Demonstrate foundational knowledge of the biblical languages (Greek and Hebrew).
- Identify and assess various doctrines and theological issues within the Bible.
- Exhibit a broad knowledge of the Bible including both the Old and New Testaments.
- Demonstrate the capacity to complete advanced theological studies.

Freshman Year

| First Semester | | Hrs | Second Semester | | Hrs |
|-----------------------|------------------------------|------------|------------------------|-------------------------|------------|
| BIB102 | New Testament Survey | 3 | BIB101 | Old Testament Survey | 3 |
| CED107 | Student Life Seminar | 2 | COM103 | Speech | 3 |
| CED121 | Intro to Christian Worldview | 2 | ENC1102 | English Composition II | 3 |
| ENC1101 | English Composition I | 3 | EUH1001 | Western Civilization II | 3 |
| EUH1000 | Western Civilization I | 3 | | Bible Elective | <u>3</u> |
| MUS104 | Appreciation of Fine Arts | <u>2</u> | | | 15 |
| | | 15 | | | |

Sophomore Year

| | | | | | |
|---------|----------------------------|----------|--------|-----------------------|----------|
| BIB201 | Bible Doctrines I | 3 | BIB202 | Bible Doctrines II | 3 |
| BIB 209 | Elementary Greek I | 3 | BIB210 | Elementary Greek II | 3 |
| CED206 | Introduction to Counseling | 2 | BIB215 | Bible Study Methods | |
| | Bible Elective | 3 | | & Hermeneutics | 2 |
| | General Electives | <u>4</u> | | Writing/Lit. Elective | 3 |
| | | 15 | | Bible Electives | <u>4</u> |
| | | | | | 15 |

Junior Year

| | | | | | |
|--------|-----------------------------------|----------|--------|--------------------|----------|
| BIB308 | Bible Basis for Marriage & Family | 2 | HIS322 | Church History II | 3 |
| BIB319 | Biblical Language Tools | 3 | PSY102 | General Psychology | 3 |
| HIS321 | Church History I | 3 | SCI145 | Science Survey II | 3 |
| | Bible Electives | <u>7</u> | | General Elective | 3 |
| | | 15 | | Bible Elective | <u>3</u> |
| | | | | | 15 |

Senior Year

| | | | | | |
|--------|-------------------------------|----------|--------|---------------------|----------|
| BIB404 | Hebrew History | 3 | BIB401 | Advanced Theology | 3 |
| BIB409 | Intro to Old Testament Hebrew | 2 | CED405 | Spiritual Formation | 2 |
| | General Electives | 4 | EDU201 | Methods of Teaching | 2 |
| | Bible Electives | <u>6</u> | | Bible Elective | 2 |
| | | 15 | | General Electives | <u>6</u> |
| | | | | | 15 |

Associate of Science Degree **Biblical Studies Major**

Purpose

The purpose of the Biblical Studies Associate Degree program is to deepen the student's understanding of God's Word and make them more effective as lay workers in the local church.

This program is approved for online delivery

Objectives

At the completion of this program the student should:

- Be able to identify the key doctrines of the Bible
- Be able to articulate the major themes of the Bible

Freshman Year

| First Semester | | Hrs | Second Semester | | Hrs |
|-----------------------|------------------------------|------------|------------------------|-------------------------|------------|
| BIB102 | New Testament Survey | 3 | BIB101 | Old Testament Survey | 3 |
| CED107 | Student Life Seminar | 2 | BIB204 | Methods of Bible Study | 2 |
| CED121 | Intro to Christian Worldview | 2 | ENC1102 | English Composition II | 3 |
| ENC1101 | English Composition I | 3 | EUH1001 | Western Civilization II | 3 |
| EUH1000 | Western Civilization I | 3 | | Bible Electives | <u>4</u> |
| | Bible Elective | <u>2</u> | | | 15 |
| | | 15 | | | |

Sophomore Year

| | | | | | |
|--------|-----------------------------------|----------|--------|----------------------------|----------|
| BIB201 | Bible Doctrines I | 3 | BIB202 | Bible Doctrines II | 3 |
| BIB308 | Bible Basis for Marriage & Family | 2 | BIB299 | Practicum - Bible Teaching | 1 |
| | | 2 | COM103 | Speech | 3 |
| MUS104 | Appreciation of Fine Arts | 2 | PSY102 | General Psychology | 3 |
| | General Elective | 2 | | General Elective | 2 |
| | Bible Electives | <u>6</u> | | Bible Elective | <u>3</u> |
| | | 15 | | | 15 |

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.

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."

Every education major will spend time in the elementary or secondary classroom on a regular basis during their curricular program. Because of this, all students will be required to successfully complete a background check.

Secondary Education students will select **two** teaching fields. The first teaching field is the primary teaching field and is chosen from English, Math, Science, Social Studies, or Special Education. The second teaching field is selected from English, Math, Science, Social Studies, Special Education, Business, Music, or Physical Education.

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 Reading and Language Arts, Teaching Social Studies, Teaching Science, Teaching Math, Elementary Lab, Teaching Bible, Teaching Art and Music, and Health and Safety Education.)
- e. Some education majors may need to repeat certain courses to improve their GPA and satisfy the GPA requirements.
- f. All Education majors must have a grade of "C-" or higher in all EDU courses prior to being approved for the internship. Additionally, Secondary Education majors must have completed all teaching field requirements with a grade of "C-" or higher before the internship.
- g. All Education majors must have successfully completed ENC1101/1102 and COM103 before registering for 300/400 level EDU courses.

2. Each education major must prepare themselves with strong academic and interpersonal skills. When this does not seem to be achieved, the student may be dismissed from the major.

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 Chief Academic Officer, 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.
- 5. A conference with the student by the committee will be conducted if there are reasons for removing the candidate from the education program.

Bachelor of Science Degree
Education Major
Elementary Education Concentration

Purpose

The purpose of the Elementary Education concentration is to train quality teachers with a Christian philosophy of education to effectively teach Kindergarten through Sixth grade. Students studying Elementary Education will receive practical training based on solid academic preparation.

Objectives

Upon completion of the program, the student should be equipped to do the following:

- Articulate and demonstrate a biblical philosophy of education reflecting principles, values, and ethics, integrated into a worldview which impacts elementary curriculum and instruction
- Demonstrate content knowledge relative to each subject taught
- Identify and employ instructional theories, methods and management strategies that produce an effective, crisp, "bell to bell" classroom environment
- Recognize student diversity and demonstrate the flexibility and competence to design and implement curriculum necessary to address student differences
- Use appropriate and current technology for instruction, record keeping, and document production
- Construct valid and reliable assessments

Freshman Year

| First Semester | | Hrs | Second Semester | | Hrs |
|-----------------------|------------------------------|------------|------------------------|-------------------------|------------|
| BIB102 | New Testament Survey | 3 | BIB101 | Old Testament Survey | 3 |
| CED107 | Student Life Seminar | 2 | COM103 | Speech | 3 |
| CED121 | Intro to Christian Worldview | 2 | EDU202 | Classroom Management | 2 |
| EDU102 | Orientation to Teaching | 3 | ENC1102 | English Composition II | 3 |
| ENC1101 | English Composition I | 3 | EUH1001 | Western Civilization II | 3 |
| EUH1000 | Western Civilization I | 3 | MAT100 | Basic Math or | |
| | | <u>16</u> | General Elective | | <u>2</u> |
| | | | | | 16 |

Sophomore Year

| | | | | | |
|---------|-------------------------|----------|---------|-------------------------|----------|
| AMH2010 | American History I | 3 | AMH2020 | American History II | 3 |
| BIB201 | Bible Doctrines I | 3 | BIB202 | Bible Doctrines II | 3 |
| EDU204 | Teaching Art and Music | 2 | EDU205 | Teaching Social Studies | 2 |
| MAT110 | Math for Elem. Teachers | 3 | EDU211 | Educating Exceptional | 3 |
| | Writing/Lit. Elective | 3 | | Students | |
| | Bible Elective | <u>2</u> | EDU299* | Education Practicum | 1 |
| | | 16 | EDU307 | Teaching Math | <u>3</u> |
| | | | | | 15 |

Junior Year

| | | | | | |
|--------|---------------------------------------|----------|--------|----------------------------------------|----------|
| EDU215 | Technology in Education | 2 | EDU306 | Teaching Science | 2 |
| EDU305 | Tests & Measurements | 3 | EDU310 | Teaching Bible | 2 |
| EDU309 | Elementary Lab | 2 | EDU322 | Teaching Reading & Language Arts II | 3 |
| EDU321 | Teaching Reading & Language Arts I | 3 | | SCI Elective | 3 |
| EDU398 | Education Practicum | 1 | | General Elective | 2 |
| PSY302 | Educational Psychology | 3 | | Bible Electives | <u>4</u> |
| | General Elective | <u>2</u> | | | 16 |
| | | 16 | | | |

Senior Year

| | | | | | |
|--------|--------------------------------------|----------|--------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|
| BIB308 | Bible Basis for Marriage & Family | 2 | EDU410 | Elementary Education Intern. | <u>9</u> |
| EDU399 | Education Field Experience* | 1 | | | |
| EDU403 | Health & Safety Education | 2 | | *EDU299 must be completed during Spring break or at the conclusion of the semester in May. EDU399 is completed prior to the beginning of the fall semester Senior year. | |
| EDU405 | Education Seminar | 2 | | | |
| ENG403 | Children's Literature | 2 | | | |
| PSY102 | General Psychology | 3 | | | |
| | Bible Electives | <u>4</u> | | | |
| | | 16 | | | |

Bachelor of Science Degree

Education Major Elementary Education Concentration with Special Education

Purpose

The purpose of the Elementary Education concentration with Special Education is to train quality teachers with a Christian philosophy of education to effectively teach students with special needs in Kindergarten through Sixth grade. Students studying Elementary Education with Special Education will receive practical training based on solid academic preparation enabling them to be effective in both the standard and special needs elementary setting.

Objectives

In addition to the objectives for Elementary Education, upon completion of the special education program, the student should be equipped to do the following:

- Develop a plan for diagnosis, evaluation, and remediation of the special needs student in mathematics, reading, and language
- Define strategies for adapting curriculum to the special needs student
- Demonstrate understanding of strategies for effective collaboration with parents and professionals involved with special needs students

Freshman Year

| First Semester | | Hrs | Second Semester | | Hrs |
|----------------|------------------------------|----------|-----------------|-------------------------|----------|
| BIB102 | New Testament Survey | 3 | BIB101 | Old Testament Survey | 3 |
| CED107 | Student Life Seminar | 2 | COM103 | Speech | 3 |
| CED121 | Intro to Christian Worldview | 2 | EDU202 | Classroom Management | 2 |
| EDU102 | Orientation to Teaching | 3 | ENC1102 | English Composition II | 3 |
| ENC1101 | English Composition I | 3 | EUH1001 | Western Civilization II | 3 |
| EUH1000 | Western Civilization I | <u>3</u> | PSY102 | General Psychology | <u>3</u> |
| | | 16 | | | 17 |

Sophomore Year

| | | | | | |
|---------|-------------------------|----------|---------|--------------------------------|----------|
| AMH2010 | American History I | 3 | AMH2020 | American History II | 3 |
| BIB201 | Bible Doctrines I | 3 | EDU205 | Teaching Social Studies | 2 |
| EDU215 | Technology in Education | 2 | EDU211 | Educating Exceptional Students | 3 |
| EDU204 | Teaching Art and Music | 2 | EDU299* | Education Practicum | 1 |
| MAT110 | Math for Elem. Teachers | 3 | EDU307 | Teaching Math | 3 |
| | Writing/Lit. Elective | <u>3</u> | EDU310 | Teaching Bible | <u>2</u> |
| | | 16 | | | 14 |

Junior Year

| | | | | | |
|--------|------------------------------------|----------|--------|-------------------------------------|----------|
| EDU305 | Tests & Measurements | 3 | EDU306 | Teaching Science | 2 |
| EDU309 | Elementary Lab | 2 | EDU317 | Diag/Remed of Math Disab. | 3 |
| EDU318 | Language Develop/Remed. | 3 | EDU322 | Teaching Reading & Language Arts II | 3 |
| EDU321 | Teaching Reading & Language Arts I | 3 | EDU404 | Diag/Remed Reading Disab | 3 |
| PSY302 | Educational Psychology | 3 | EDU415 | Diag/Eval in Special Ed | <u>3</u> |
| EDU398 | Education Practicum | <u>1</u> | | | 14 |
| | | 15 | | | |

Senior Year

| | | | | | |
|----------|-----------------------------------|----------|--------|---------------------------------------------|-----------|
| BIB308 | Bible Basis for Marriage & Family | 2 | EDU412 | Education Internship with Special Education | <u>10</u> |
| EDU399** | Education Field Experience | 1 | | | 10 |
| EDU403 | Health & Safety Education | 2 | | | |
| EDU405 | Education Seminar | 2 | | | |
| EDU413 | Curriculum Adaptations | 2 | | | |
| ENG403 | Children's Literature | 2 | | | |
| | Bible Electives | <u>5</u> | | | |
| | | 16 | | | |

*EDU299 must be completed during Spring break or at the conclusion of the semester in May.

**EDU399 is completed prior to the beginning of the fall semester Senior year.

Summer Term

| | | |
|-----------|--------------------|---|
| BIB202*** | Bible Doctrines II | 3 |
| | ***SCI Elective | 3 |

***Students may opt to take these courses as summer online courses, as added course load in a regular semester or may opt to add an additional semester for these courses.

Bachelor of Science Degree
Education Major
Secondary Education Concentration

Purpose

The purpose of the Secondary Education concentration is to train quality teachers with a Christian philosophy of education to effectively teach in the secondary grades. Students studying Secondary Education will receive practical training based on solid academic preparation.

Objectives

Upon completion of the program, the student should be equipped to do the following:

- Articulate and demonstrate a biblical philosophy of education reflecting principles, values and ethics, integrated into a worldview which impacts secondary curriculum and instruction.
- Demonstrate specific knowledge in major and minor fields.
- Identify and employ instructional theories, methods and management strategies that produce an effective, crisp, "bell to bell" classroom environment.
- Recognize student diversity and demonstrate the flexibility and competence to design and implement curriculum necessary to address student differences.
- Use appropriate and current technology for instruction, record keeping, and document production.
- Construct valid and reliable assessments.

Freshman Year

| First Semester | | Hrs | Second Semester | | Hrs |
|-----------------------|------------------------------|------------|------------------------|-------------------------|------------|
| BIB102 | New Testament Survey | 3 | BIB101 | Old Testament Survey | 3 |
| CED107 | Student Life Seminar | 2 | COM103 | Speech | 3 |
| CED121 | Intro to Christian Worldview | 2 | EDU202 | Classroom Management | 2 |
| EDU102 | Orientation to Teaching | 3 | ENC1102 | English Composition II | 3 |
| ENC1101 | English Composition I | 3 | EUH1001 | Western Civilization II | 3 |
| EUH1000 | Western Civilization I | 3 | | Teaching Field | 3 |
| | | 16 | | | 17 |

Sophomore Year

| | | | | | |
|--------|-------------------------|----|---------|-----------------------|----|
| BIB201 | Bible Doctrines I | 3 | BIB202 | Bible Doctrines II | 3 |
| EDU215 | Technology in Education | 2 | EDU211 | Educating Exceptional | 3 |
| | Writing/Lit. Elective | 3 | | Students | |
| | Teaching Fields | 6 | | Teaching Fields | 8 |
| | | 14 | EDU299* | Education Practicum | 1 |
| | | | | | 15 |

Junior Year

| | | | | | |
|--------|-----------------------------------|----------|--------|--------------------|----------|
| BIB308 | Bible Basis for Marriage & Family | 2 | PSY102 | General Psychology | 3 |
| EDU305 | Tests & Measurements | 3 | | MAT/SCI Elective | 3 |
| PSY302 | Educational Psychology | 3 | | Teaching Fields | 8 |
| | Teaching Fields | 6 | | Bible Elective | <u>3</u> |
| EDU398 | Education Practicum | <u>1</u> | | | 17 |
| | | 15 | | | |

Senior Year

| | | | | | |
|----------|----------------------------|----------|--------|--------------------------------------------------------------------------------------------|----------|
| EDU405 | Education Seminar | 2 | EDU411 | Secondary Education Intern. | <u>9</u> |
| EDU399** | Education Field Experience | 1 | | | 9 |
| | Teaching Fields | 12 | | *EDU299 must be completed during Spring break or at the conclusion of the semester in May. | |
| | Bible Elective | <u>2</u> | | **EDU399 is completed prior to the beginning of the fall semester Senior year. | |
| | | 17 | | | |

Secondary Education First Teaching Fields

ENGLISH (32 HOURS)

| | | | | | |
|---------|------------------------|---|--------|-------------------|---|
| ENC1101 | English Composition I | 3 | ENG204 | Effective Writing | 3 |
| ENC1102 | English Composition II | 3 | ENG211 | Creative Writing | 3 |
| ENG201 | British Literature | 3 | ENG301 | Shakespeare | 3 |
| ENG202 | American Literature | 3 | ENG401 | Advanced Grammar | 3 |
| ENG203 | World Literature | 3 | ENG321 | American Novel | 3 |
| | | | EDU308 | Teaching English | 2 |

MATHEMATICS (24 HOURS)

| | | | | | |
|---------|----------------------------|---|--------|----------------------|---|
| MAC2105 | College Algebra | 3 | MAT302 | Calculus I | 4 |
| MAT202 | Trigonometry | 3 | MAT303 | Plane Geometry | 3 |
| MAT205 | History of Mathematics | 2 | MAT304 | Calculus II | 4 |
| MAT401 | Probability and Statistics | 3 | EDU313 | Teaching Mathematics | 2 |

SCIENCE (31 HOURS)

| | | | | | |
|--------|----------------------------|---|---------|--------------------------|---|
| SCI201 | Biology I (incl. lab) | 4 | SCI401 | Chemistry I (incl. lab) | 4 |
| SCI202 | Biology II (incl. lab) | 4 | SCI402 | Chemistry II (incl. lab) | 4 |
| SCI311 | Physical Science Survey I | 3 | SCI404 | Physics (incl. lab) | 4 |
| SCI312 | Physical Science Survey II | 3 | EDU312 | Teaching Science | 2 |
| | | | MAC2105 | College Algebra | 3 |

SOCIAL STUDIES (32 HOURS)

| | | | | | |
|---------|-------------------------|---|--------|------------------------------|----|
| EUH1000 | Western Civilization I | 3 | HIS316 | American Government | 3 |
| EUH1001 | Western Civilization II | 3 | BUS212 | Principles of Macroeconomics | 3 |
| AMH2010 | American History I | 3 | EDU302 | Teaching Social Studies | 2 |
| AMH2020 | American History II | 3 | | Social Studies Electives | 12 |

SPECIAL EDUCATION (24 HOURS)

| | | | | | |
|--------|----------------------------------|---|--------|-------------------------------|---|
| EDU211 | Educating Exceptional Students | 3 | EDU413 | Curriculum Adaptations | 2 |
| EDU317 | Diagnosis/Remediation of Math | 3 | EDU415 | Diagnosis/Eval. in Special Ed | 3 |
| EDU318 | Language Develop/Remediation | 3 | EDU417 | Career Development/Counseling | 3 |
| EDU404 | Diagnosis/Remediation of Reading | 3 | EDU418 | Program Development | 2 |
| EDU406 | Teaching Basic Reading Skills | 2 | | | |

Secondary Education Second Teaching Fields

BUSINESS (18 HOURS)

| | | | | | |
|--------|----------------------------------------|---|--------|-------------------------|---|
| COU410 | Oral Communications in the Professions | 2 | BUS303 | Marketing Principles | 3 |
| BUS201 | Financial Accounting | 3 | COM232 | Business Communications | 3 |
| BUS212 | Principles of Macroeconomics | 3 | EDU303 | Teaching Business | 2 |
| BUS215 | Computer Apps for Business | 2 | | | |

ENGLISH (20 HOURS)

| | | | | | |
|---------|------------------------|---|--------|------------------|---|
| ENC1101 | English Composition I | 3 | ENG301 | Shakespeare | 3 |
| ENC1102 | English Composition II | 3 | EDU308 | Teaching English | 2 |
| | Literature Elective | 3 | ENG401 | Advanced Grammar | 3 |
| | | | | Writing Elective | 3 |

MATHEMATICS (18 HOURS)

| | | | | | |
|---------|----------------------------|---|--------|----------------------|---|
| MAC2105 | College Algebra | 3 | MAT302 | Calculus I | 4 |
| MAT202 | Trigonometry | 3 | MAT303 | Plane Geometry | 3 |
| MAT401 | Probability and Statistics | 3 | EDU313 | Teaching Mathematics | 2 |

MUSIC (18 HOURS)*

| | | | | | |
|--------|--------------------------|---|--------|----------------|---|
| MUT101 | Theory & Musicianship I | 3 | EDU301 | Teaching Music | 2 |
| MUT102 | Theory & Musicianship II | 3 | | Ensemble | 2 |
| MUS203 | Conducting I | 2 | | Applied Piano | 2 |
| MUS319 | Choral/Instrum. Pedagogy | 2 | | Applied Voice | 2 |

PHYSICAL EDUCATION (18 HOURS)

| | | | | | |
|--------|-----------------------------------------------|---|--------|--------------------------------------------------|---|
| PED201 | Fitness for Life | 3 | PED309 | Sports Physiology | 2 |
| PED301 | First Aid Techniques | 2 | PED310 | Kinesiology | 2 |
| PED202 | Principles & Problems of Athletic Coaching I | 2 | PED302 | Administration of Physical Education & Athletics | 3 |
| PED203 | Principles & Problems of Athletic Coaching II | 2 | EDU319 | Teaching Physical Education | 2 |

SCIENCE (24 HOURS)

| | | | | | |
|--------|----------------------------|---|--------|--------------------------|---|
| SCI201 | Biology I (incl. lab) | 4 | SCI401 | Chemistry I (incl. lab) | 4 |
| SCI202 | Biology II (incl. lab) | 4 | SCI402 | Chemistry II (incl. lab) | 4 |
| SCI311 | Physical Science Survey I | 3 | EDU312 | Teaching Science | 2 |
| SCI312 | Physical Science Survey II | 3 | | | |

SOCIAL STUDIES (23 HOURS)

| | | | |
|---------------------------------|---|-------------------------------------|---|
| EUH1000 Western Civilization I | 3 | HIS316 American Government | 3 |
| EUH1001 Western Civilization II | 3 | BUS212 Principles of Macroeconomics | 3 |
| AMH2010 American History I | 3 | EDU302 Teaching Social Studies | 2 |
| AMH2020 American History II | 3 | Social Studies Elective | 3 |

SPECIAL EDUCATION (20 HOURS)

| | | | |
|-----------------------------------------|---|--------------------------------------|---|
| EDU211 Educating Exceptional Students | 3 | EDU413 Curriculum Adaptations | 2 |
| EDU317 Diagnosis/Remediation of Math | 3 | EDU415 Diagnosis/Eval. in Special Ed | 3 |
| EDU318 Language Develop/Remediation | 3 | EDU417 Career Development/Counseling | 3 |
| EDU404 Diagnosis/Remediation of Reading | 3 | | |

Associate of Science Degree

Early Childhood Education Major

Purpose

The purpose of the Associate of Science Degree in Early Childhood Education is to train students to function as effective teachers in the early childhood environment. The program provides students training in key areas of instruction while providing hands-on experience within an early - childhood setting. Students are also guided through the Child Development Associate (CDA) national credentialing process so, upon completion of the CDA council requirements, they can successfully apply to the CDA Council for this important credential.

Because of the standard course rotation, this program should be started in the fall semester.

This program is approved for online delivery.

Objectives

Upon completion of the program, the student should be equipped to do the following:

- Effectively teach and guide preschool students within the context of early language acquisition.
- Utilize developmentally appropriate practices within the field of early learning.
- Effectively teach within the nursery and preschool classroom. Pursue state specific guidelines for preschool programming.
- Pursue the Child Development Associate (CDA) national credential.

| Freshman Year | | | | | |
|----------------|------------------------------------------|-----|-----------------|-------------------------------------|-----|
| First Semester | | Hrs | Second Semester | | Hrs |
| BIB102 | New Testament Survey | 3 | BIB101 | Old Testament Survey | 3 |
| CED107 | Student Life Seminar | 2 | COM103 | Speech | 3 |
| ENC1101 | English Composition I | 3 | ENC1102 | English Composition II | 3 |
| ECE101 | Foundations of Early Childhood Education | 3 | ECE198 | Facility Training Practicum | 1 |
| | | | ECE199 | ECE Practicum | 1 |
| ECE102 | Preschool Bible/Child Evan | 2 | ECE103 | Play as Curriculum | 2 |
| EUH1000 | Western Civilization I | 3 | ECE203 | Preschool Materials and Environment | 3 |
| | | 16 | | | 16 |

| Sophomore Year | | | | | |
|----------------|-------------------------------------------------------|----|---------|----------------------------|----|
| BIB201 | Bible Doctrines I | 3 | BIB202 | Bible Doctrines II | 3 |
| ECE201 | Literacy & Language Arts in Early Childhood Education | 3 | ECE299 | Preschool Education Intern | 4 |
| ECE202 | Math/Science for Early Childhood Education | 2 | EUH1001 | Western Civilization II | 3 |
| ECE204 | Music/Art for Early Childhood | 2 | PSY102 | General Psychology | 3 |
| EDU215 | Technology in Education | 2 | | | |
| SCI144 | Science Survey I | 3 | | | |
| | | 15 | | | 13 |

Division of Arts & Sciences

Programs in the Division of Arts & Sciences provide students with thorough training from a Christian worldview in a variety of disciplines. Criminal Justice programs help meet the need for Christian men and women to serve the public in this area so vital to our culture today. The Humanities major provides unique opportunity to craft studies in areas of interest allowing combination of subject matter not readily available in other programs.

Associate of Science Degree

Criminal Justice Major

Purpose

The purpose of Associate of Science degree in Criminal Justice is to prepare men and women for entry-level employment in criminal justice careers to protect the freedoms we enjoy. Students will be exposed to practical skills needed in the field of criminal justice.

Requirements in this program may be applied to the Bachelor of Science degree in Criminal Justice upon completion of the program. Students interested in higher entry-level or management positions are encouraged to complete the bachelor's degree program. Because of the standard course rotation this program, should be started in the fall semester.

Objectives

Upon completion of this degree the student should be able to:

- Articulate a biblically based philosophy of criminal justice.
- Demonstrate appropriate written communication skills.
- Apply advanced theoretical concepts to practical criminal justice situations.
- Understand and articulate the role of the criminal justice professional within government.

Freshman Year

| First Semester | Hrs | Second Semester | Hrs |
|-------------------------------------|------------|---------------------------------|------------|
| BIB102 New Testament Survey | 3 | BIB101 Old Testament Survey | 3 |
| CED107 Student Life Seminar | 2 | CJC2000 Corrections | 3 |
| CED121 Intro to Christian Worldview | 2 | COM103 Speech | 3 |
| CCJ1020 Intro to Criminal Justice | 3 | ENC1102 English Composition II | 3 |
| ENC1101 English Composition I | 3 | EUH1000 Western Civilization II | <u>3</u> |
| EUH1000 Western Civilization I | <u>3</u> | | 15 |
| | 16 | | |

Sophomore Year

| | | | |
|------------------------------------|----------|-------------------------------------|----------|
| BIB201 Bible Doctrines I | 3 | BIB202 Bible Doctrines II | 3 |
| CRJ210 Criminology | 3 | CRJ218 Criminal Evidence&Procedure3 | 3 |
| CRJ221 Criminal Justice Management | 3 | CRJ226 Criminal Law | 3 |
| CRJ310 Juvenile Delinquency | 3 | CRJ315 Criminal Investigation | 3 |
| PSY102 General Psychology | <u>3</u> | PED301 First Aid Techniques | <u>2</u> |
| | 15 | | 14 |

Bachelor of Science Degree **Criminal Justice Major**

Purpose

The purpose of the Bachelor of Science degree in Criminal Justice is to prepare men and women to begin careers in a variety of criminal justice fields. Students will be exposed to practical skills needed in the field of criminal justice.

Objectives

Upon completion of this degree the student should be able to:

- Articulate a biblically based philosophy of criminal justice.
- Demonstrate appropriate written and oral communication skills.
- Integrate biblical principles of ethics with criminal justice.
- Identify and apply advanced concepts to the field of criminal justice.
- Apply theory to practical areas of criminal justice.
- Understand and articulate the role of the criminal justice professional within government.

This program requires the completion of an internship during the senior year. Students will be responsible to identify and receive permission from a criminal justice agency. The internship can be completed in the student's home area. TBC is not responsible for any accident, illness, or injury resulting from participation in the Criminal Justice internship.

Freshman Year

| First Semester | Hrs | Second Semester | Hrs |
|-----------------------------------|------------|-------------------------------------|------------|
| BIB102 New Testament Survey | 3 | BIB101 Old Testament Survey | 3 |
| CED107 Student Life Seminar | 2 | CED121 Intro to Christian Worldview | 2 |
| CCJ1020 Intro to Criminal Justice | 3 | CJC2000 Corrections | 3 |
| ENC1101 English Composition I | 3 | ENC1102 English Composition II | 3 |
| EUH1000 Western Civilization I | <u>3</u> | EUH1001 Western Civilization II | <u>3</u> |
| | 14 | | 14 |

Sophomore Year

| | | | |
|------------------------------------|----------|-------------------------------------|----------|
| BIB201 Bible Doctrines I | 3 | BIB202 Bible Doctrines II | 3 |
| CRJ210 Criminology | 3 | BUS103 Computer Applications | 2 |
| CRJ221 Criminal Justice Management | 3 | PSY102 General Psychology or | |
| CRJ310 Juvenile Delinquency | 3 | MAT1033 Intermediate Algebra | 3 |
| COM103 Speech | <u>3</u> | CRJ218 Criminal Evidence & Proc | 3 |
| | 15 | CRJ226 Criminal Law | 3 |
| | | PED301 First Aid Techniques | <u>2</u> |
| | | | 16 |

Junior Year

| | | | | | |
|---------|---------------------------|----------|--------|-------------------------|----------|
| CRJ325 | Constitutional Law | 3 | CRJ315 | Criminal Investigation | 3 |
| CRJ321 | Parole and Probation | 3 | CRJ341 | Criminalistics | 3 |
| MAC2105 | College Alegbra | 3 | COM232 | Business Communications | 3 |
| MUS104 | Appreciation of Fine Arts | 2 | HIS316 | American Government | 3 |
| | Writing/Lit. Elective | 3 | | General Elective or | |
| | Bible Elective | <u>2</u> | | General Psychology | <u>3</u> |
| | | 16 | | | 15 |

Senior Year

| | | | | | |
|--------|-----------------------|----------|--------|-----------------------------|----------|
| BIB308 | Bible Basis for | | CED325 | Social Ethics | 2 |
| | Marriage & Family | 2 | CRJ415 | Victims in CJ | 3 |
| CRJ411 | Critical Issues in CJ | 3 | CRJ418 | Criminal Justice Ethics | 3 |
| CRJ421 | CJ Research & Writing | 3 | CRJ425 | Criminal Justice Internship | 2 |
| HIS319 | State and Local Gov | 3 | COM410 | Oral Comm in Professions | 2 |
| | Bible Electives | <u>4</u> | PSY411 | Developmental Psychology | <u>3</u> |
| | | 15 | | | 15 |

Bachelor of Arts Degree

Humanities Major

Purpose

The Humanities major provides a broad-based academic preparation for the student who desires to wait on specialization until graduate or professional school, is seeking an education in the arts and sciences, or who is unsure of a career path and wants a general approach instead of being placed into a specific program of study. This program will expose the student to studies in English, history, foreign language, communications, mathematics, science, as well as a significant number of electives to create a unique program of study tailored to the student's interests.

Objectives

Upon completion of this program the student will be able to:

- Effectively communicate in both oral and written forms.
- Apply a Christian worldview to a variety of disciplines.

Freshman Year

| First Semester | Hrs | Second Semester | Hrs |
|-------------------------------------|-----|---------------------------------|-----|
| BIB102 New Testament Survey | 3 | BIB101 Old Testament Survey | 3 |
| CED107 Student Life Seminar | 2 | COM103 Speech | 3 |
| CED121 Intro to Christian Worldview | 2 | ENC1102 English Composition II | 3 |
| ENC1101 English Composition I | 3 | EUH1001 Western Civilization II | 3 |
| EUH1000 Western Civilization I | 3 | PSY102 General Psychology | 3 |
| MUS104 Appreciation of Fine Arts | 2 | | 15 |
| | 15 | | |

Sophomore Year

| | | | |
|------------------------------|----|---------------------------|----|
| BIB201 Bible Doctrines I | 3 | BIB202 Bible Doctrines II | 3 |
| BUS103 Computer Applications | 2 | ENG201 British Literature | 3 |
| Writing Elective | 3 | SCI145 Science Survey II | 3 |
| Language Elective | 3 | Language Elective | 3 |
| General Electives | 4 | General Elective | 3 |
| | 15 | | 15 |

Junior Year

| | | | |
|------------------------------------------|----|-------------------------|----|
| BIB308 Bible Basis for Marriage & Family | 2 | ENG203 World Literature | 3 |
| ENG202 American Literature | 3 | HIS Elective | 3 |
| BUS212 Principles of | | MAT/SCI Elective | 3 |
| Macroeconomics | 3 | Bible Electives | 4 |
| MAT Elective | 3 | General Elective | 2 |
| General Electives | 4 | | 15 |
| | 15 | | |

Senior Year

| | | | |
|-----------------------------|----|---------------------------------|----|
| ENG301 Shakespeare | 3 | CED325 Social Ethics | 2 |
| ENG401 Adv. Grammar/Comp | 3 | COM410 Oral Comm in Professions | 2 |
| HIS319 State and Local Govt | 3 | HIS316 American Government | 3 |
| COU/PSY Electives | 3 | General Electives | 8 |
| General Elective | 3 | | 15 |
| | 15 | | |

Bachelor of Arts Degree

Humanities Major

Prelaw Concentration

Purpose

The purpose of the Humanities Major Prelaw concentration is to provide strong academic preparation for the student who desires to pursue law school after completing his or her undergraduate training at TBC. The program concentrates heavily on the English and history disciplines with emphasis on critical thinking skills, writing and communication.

Objectives

Upon completion of the program, the student should be equipped to do the following:

- Demonstrate the ability to communicate effectively in both written and verbal formats.
- Develop critical thinking skills that can be applied in a variety of settings.
- Identify key elements of the governmental system.
- Successfully complete the LSAT (Law School Admissions Test).

Freshman Year

| First Semester | | Hrs | Second Semester | | Hrs |
|-----------------------|------------------------------|------------|------------------------|-------------------------|------------|
| BIB102 | New Testament Survey | 3 | BIB101 | Old Testament Survey | 3 |
| CED107 | Student Life Seminar | 2 | COM103 | Speech | 3 |
| CED121 | Intro to Christian Worldview | 2 | ENC1102 | English Composition II | 3 |
| ENC1101 | English Composition I | 3 | EUH1001 | Western Civilization II | 3 |
| EUH1000 | Western Civilization I | 3 | PSY102 | General Psychology | 3 |
| MUS104 | Appreciation of Fine Arts | 2 | | | 15 |
| | | <u>15</u> | | | |

Sophomore Year

| | | | | | |
|---------|-----------------------|-----------|---------|---------------------|----|
| AMH2010 | American History I | 3 | AMH2020 | American History II | 3 |
| BIB201 | Bible Doctrines I | 3 | BIB202 | Bible Doctrines II | 3 |
| BUS103 | Computer Applications | 2 | SCI145 | Science Survey II | 3 |
| | Writing Elective | 3 | | Language Elective | 3 |
| | Language Elective | 3 | | General Elective | 3 |
| | | <u>14</u> | | | 15 |

Junior Year

| | | | | | |
|--------|-----------------------------------|----------|--------|------------------|----------|
| BIB308 | Bible Basis for Marriage & Family | 2 | CRJ226 | Criminal Law | 3 |
| BUS212 | Principles of Macroeconomics | 3 | | Bible Electives | 4 |
| HIS399 | Prelaw Seminar | 1 | | English Elective | 3 |
| | MAT Elective | 3 | | General Elective | 2 |
| | English Elective | 3 | | HIS Elective | <u>3</u> |
| | General Elective | <u>3</u> | | | 15 |
| | | 15 | | | |

Senior Year

| | | | | | |
|--------|----------------------|----------|--------|--------------------------|----------|
| CRJ325 | Constitutional Law | 3 | CED325 | Social Ethics | 2 |
| ENG401 | Adv. Grammar/Comp | 3 | COM410 | Oral Comm in Professions | 2 |
| HIS319 | State and Local Govt | 3 | HIS316 | American Government | 3 |
| | General Electives | <u>7</u> | | General Electives | <u>8</u> |
| | | 16 | | | 15 |

Associate of Science Degree

Interdisciplinary Studies Major

Purpose

The purpose of the Associate of Science Degree in Interdisciplinary Studies is to train 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 students the liberty of choosing 13 hours of approved electives to explore or pursue interests in either biblical studies, any of the various Christian ministries or traditional education subject areas.

This program is approved for online delivery.

Objectives

Upon completion of the program, the student should be equipped to do the following:

- Articulate basic Bible knowledge in major Christian topics.
- Demonstrate competency in basic computer skills.
- Demonstrate acquisition of general knowledge elements in history, psychology, communications and math or science.

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.

Freshman Year

| First Semester | | Hrs | Second Semester | | Hrs |
|-----------------------|------------------------------|------------|------------------------|-------------------------|------------|
| BIB102 | New Testament Survey | 3 | BIB101 | Old Testament Survey | 3 |
| CED107 | Student Life Seminar | 2 | BUS103 | Computer Applications | 2 |
| CED121 | Intro to Christian Worldview | 2 | ENC1102 | English Composition II | 3 |
| ENC1101 | English Composition I | 3 | EUH1001 | Western Civilization II | 3 |
| EUH1000 | Western Civilization I | 3 | | Bible Elective | 2 |
| | General Elective | <u>2</u> | | General Elective | <u>2</u> |
| | | 15 | | | 15 |

Sophomore Year

| | | | | | |
|--------|-----------------------------------|----------|--------|--------------------|----------|
| BIB201 | Bible Doctrines I | 3 | BIB202 | Bible Doctrines II | 3 |
| BIB308 | Bible Basis for Marriage & Family | 2 | COM103 | Speech | 3 |
| MUS104 | Appreciation of Fine Arts | 2 | | MAT/SCI Elective | 3 |
| PSY102 | General Psychology | 3 | | General Electives | <u>6</u> |
| | Bible Elective | 2 | | | 15 |
| | MAT/SCI Elective | <u>3</u> | | | |
| | | 15 | | | |

Division of Business

Trinity Baptist College is committed to providing Christian men and women with practical training to prepare them to serve in a variety of business settings. Programs in the Division of Business are formulated to reflect current practice in public, private, governmental, and non-profit settings. In addition to thorough training in business related subjects, students receive a solid biblical foundation related to strong ethical standards. The need for men and women in the business world with a biblically based philosophy of management has never been more evident than today.

Objectives

General objectives of the Business Administration major are listed here. Specific objectives are listed with each concentration.

Upon completion of the Business Administration major the student should be able to

- Articulate a biblically based management philosophy.
- Demonstrate appropriate written and oral communication skills in the business setting.
- Integrate biblical principles of ethics with management practice.
- Be prepared to pursue graduate studies in their chosen field.

Suggested high school preparation: It is suggested that students desiring to enter a program in the Division of Business complete two units of algebra. Deficiencies may be made up but may lengthen the time required to complete the degree.

Bachelor of Science Degree **Business Administration Major** **General Concentration**

Purpose

The purpose of the Management concentration is to provide the student with the necessary skills to succeed in a wide variety of business settings including private, public, non-profit, and governmental organizations.

Additional Objectives

Upon completion of the management program, the student should be equipped to do the following:

- Demonstrate application of current business practice strategically to decision making.
- Identify unique management challenges of a non-profit organization.
- Provide managerial leadership to teams in the work environment.

Freshman Year

| First Semester | | Hrs | Second Semester | | Hrs |
|----------------|------------------------------|-----|-----------------|-----------------------------------|-----|
| BIB102 | New Testament Survey | 3 | BIB101 | Old Testament Survey | 3 |
| BUS103 | Computer Application | 2 | BUS215 | Computer Applications in Business | 2 |
| CED107 | Student Life Seminar | 2 | MAT1033* | Intermediate Algebra | |
| CED121 | Intro to Christian Worldview | 2 | COM103 | Speech | 3 |
| ENC1101 | English Composition I | 3 | ENC1102 | English Composition II | 3 |
| EUH1000 | Western Civilization I | 3 | EUH1001 | Western Civilization II | 3 |
| | | 15 | | | 14 |

Sophomore Year

| | | | | | |
|---------|------------------------------|----|--------|--------------------------|----|
| BIB201 | Bible Doctrines I | 3 | BIB202 | Bible Doctrines II | 3 |
| BUS201 | Financial Accounting | 3 | BUS202 | Managerial Accounting | 3 |
| BUS212 | Principles of Macroeconomics | 3 | BUS213 | Principles of Microecon. | 3 |
| MAC2105 | College Algebra* | 3 | COM232 | Business Communication | 3 |
| MUS104 | Appreciation of Fine Arts | 2 | BUS331 | Business Statistics | 3 |
| | Bible Elective | 2 | | | 15 |
| | | 16 | | | |

Junior Year

| | | | | | |
|--------|-----------------------------------|----|--------|--------------------------|----|
| BIB308 | Bible Basis for Marriage & Family | 2 | BUS304 | Nonprofit Administration | 3 |
| BUS311 | Cust. Relat. Mgmt (CRM) | 3 | BUS303 | Marketing Principles | 3 |
| BUS316 | Financial Management | 3 | BUS322 | Business Law & Ethics | 3 |
| BUS321 | Operations Management | 3 | PSY102 | General Psychology | 3 |
| | General Elective | 3 | | General Elective | 3 |
| | Writing/Lit. Elective | 3 | | | 15 |
| | | 17 | | | |

Senior Year

| | | | | | |
|--------|----------------------------------------------|----|----------|----------------------------------------|----|
| BUS405 | Human Resources Mgt | 3 | BUS412 | Entrepreneurship | 3 |
| BUS411 | Corporate Governance & Social Responsibility | 3 | BUS425** | Management Internship | 3 |
| BUS422 | Logistics Management | 3 | BUS427 | Strategic Management & Business Policy | 3 |
| | Bible Elective | 2 | COM410 | Oral Communication in the Professions | 2 |
| | General Elective | 3 | | General Elective | 3 |
| | | 14 | | | 14 |

*Intermediate Algebra should be taken in Spring of Freshman year if student does not place exam; this will raise total credit hours to 17

**taken any time after completion of Junior year

Each student in the Business Administration program will select a cognate to complete the major program of study or complete 12 credit hours of general concentration. Cognates are listed on page 98.

BUSINESS COGNATES

Students may choose a Cognate from the following areas:

PROJECT MANAGEMENT

| | | | | | |
|--------|-----------------------|---|--------|----------------------------------|---|
| BUS321 | Operations Management | 3 | BUS407 | Total Quality Management | 3 |
| BUS323 | Project Management | 3 | LDR341 | Leadership of Effective Teams | 3 |

REAL ESTATE MANAGEMENT

| | | | | | |
|--------|----------------------------|---|--------|----------------------------------------|---|
| BUS307 | Real Estate Law | 3 | BUS308 | Real Estate Princ, Pract & Concepts | 3 |
| BUS311 | Customer Relationship Mgmt | 3 | BUS409 | Real Estate Valuation | 3 |

MANAGERIAL ACCOUNTING

| | | | | | |
|--------|-------------------------------|---|--------|-----------------------------------|---|
| ACC301 | Intermediate Financial Actg I | 4 | ACC302 | Intermediate Financial Actg II | 3 |
| ACC417 | Adv. Financial Accounting | 3 | ACC422 | Accounting Information Syst | 3 |

SPORT MANAGEMENT

| | | | | | |
|--------|---------------------------|---|--------|------------------------------------|---|
| PED309 | Sport Physiology | 2 | BUS313 | Sport Marketing | 3 |
| PED310 | Kinesiology | 2 | BUS415 | Sport Facility Mgmt & Operation | 3 |
| BUS409 | Financial Issues in Sport | 3 | | | |

BIBLICAL LEADERSHIP & MANAGEMENT

| | | | | | |
|--------|---------------------------------|---|--------|--------------------------|---|
| LDR331 | Biblical Concepts of Leadership | 3 | LDR341 | Leadership of Eff. Teams | 3 |
| LDR422 | Biblical Mgmt & Leadership | 3 | LDR441 | Human Beh & Development | 3 |

Bachelor of Science Degree

Business Administration Major Accounting Concentration

Purpose

The purpose of Accounting concentration is to provide the student with the necessary skills to succeed in commercial, public, non-profit, or governmental accounting and provide the foundation for additional study and licensure.

Additional Objectives

Upon completion of the accounting program, the student should be equipped to do the following:

- Demonstrate mastery of the requisite skills and competencies of an accountant or financial executive, and be prepared to work in business or Christian ministry.
- Demonstrate the knowledge and capabilities necessary to pursue the certified public accounting license - CPA.

- Demonstrate the knowledge and capabilities to pursue the certified management accountant designation - CMA.

Students should consult their home state requirements if they desire to seek the CPA or CMA designation. The State of Florida requires TBC graduates to enroll in a graduate program and complete 15 graduate hours prior to receiving the CPA designation.

Freshman Year

| First Semester | | Hrs | Second Semester | | Hrs |
|-----------------------|------------------------------|------------|------------------------|-----------------------------------|------------|
| BIB102 | New Testament Survey | 3 | BIB101 | Old Testament Survey | 3 |
| BUS103 | Computer Applications | 2 | BUS202 | Managerial Accounting | 3 |
| BUS201 | Financial Accounting | 3 | BUS215 | Computer Applications in Business | 2 |
| CED107 | Student Life Seminar | 2 | MAT1033* | Intermediate Algebra or | |
| CED121 | Intro to Christian Worldview | 2 | COM103 | Speech | 3 |
| ENC1101 | English Composition I | <u>3</u> | ENC1102 | English Composition II | <u>3</u> |
| | | 15 | | | 14 |

Sophomore Year

| | | | | | |
|---------|-------------------------------|----------|--------|--------------------------------|----------|
| BIB201 | Bible Doctrines I | 3 | BIB202 | Bible Doctrines II | 3 |
| ACC301 | Intermediate Financial Actg I | 4 | ACC302 | Intermediate Financial Actg II | 4 |
| BUS212 | Principles of Macroeconomics | 3 | BUS213 | Principles of Microecon. | 3 |
| MAC2105 | College Algebra | 3 | BUS322 | Business Law and Ethics | 3 |
| | General Elective | <u>2</u> | BUS331 | Business Statistics | <u>3</u> |
| | | 15 | | | 16 |

Junior Year

| | | | | | |
|---------|-----------------------------------|----------|---------|-----------------------------------|----------|
| ACC331 | Cost Accounting | 3 | ACC422 | Accounting Information Syst | 3 |
| BIB308 | Bible Basis for Marriage & Family | 2 | COM103 | Speech or General Elective | 3 |
| BUS316 | Financial Management | 3 | COM232 | Business Communication | 3 |
| EUH1000 | Western Civilization I | 3 | EUH1001 | Western Civilization II | 3 |
| MUS104 | Appreciation of Fine Arts | 2 | | Writing/Lit. Elective | <u>3</u> |
| | Bible Elective | <u>2</u> | | | 15 |
| | | 15 | | | |

Senior Year

| | | | | | |
|--------|----------------------------------------------|----------|----------|----------------------------------------|----------|
| ACC410 | Federal Tax Accounting | 3 | ACC414 | Auditing | 3 |
| ACC417 | Adv. Financial Accounting | 3 | ACC425** | Accounting Internship | 3 |
| BUS402 | Advanced Business Law | 3 | BUS427 | Strategic Management & Business Policy | 3 |
| BUS411 | Corporate Governance & Social Responsibility | 3 | COM410 | Oral Communication in the Professions | 2 |
| PSY102 | General Psychology | <u>3</u> | | Bible Elective | 2 |
| | | 15 | | General Elective | <u>2</u> |
| | | | | | 15 |

*Students who do not place into MAC2105 should take MAT1033 this semester and COM103 in the Junior year.

**taken any time after completion of Junior year

COURSE DESCRIPTIONS



- ACC301 INTERMEDIATE FINANCIAL ACCOUNTING I 4 SEMESTER HOURS**
Prerequisite: BUS202. An in-depth study of financial statement preparation, accounting theory, and accounting practice for current assets and non-current assets, and related income effects. The application of generally accepted accounting principles in financial accounting and reporting. *Fall sem.*
- ACC302 INTERMEDIATE FINANCIAL ACCOUNTING II 4 SEMESTER HOURS**
Prerequisite: ACC301. Continuation of ACC301 with emphasis on accounting theory and practice for long term liabilities and shareholder equity accounts, and related income effects. *Spring sem.*
- ACC331 COST ACCOUNTING 3 SEMESTER HOURS**
Prerequisites: BUS202, BUS331. An in-depth study of the role of the modern management accountant and the application of traditional and activity-based cost analysis to diverse industries and manufacturing operations. Characteristics of business costs are analyzed and the principles of various cost systems are examined. Emphasis is given to the use of cost systems and data in strategic and managerial decision making. *Fall sem.*
- ACC410 FEDERAL TAX ACCOUNTING 3 SEMESTER HOURS**
Prerequisite: BUS202. An introduction to the federal income tax structure. Concepts and methods of determining the taxable income of individuals, allowed deductions, credits, and property transactions; the interpretation and application of the IRS code and regulation; tax computations and filing. *Fall sem.*
- ACC414 AUDITING 3 SEMESTER HOURS**
Prerequisite: ACC302. The legal and professional responsibilities of accountants as auditors. Includes the theory of auditing and audit program development; generally accepted auditing standards of evidence, review, and controls. Review of internal controls, audit procedures, and development of audit programs for various types of businesses; consideration of the auditor's professional and ethical standards. *Spring sem.*
- ACC417 ADVANCED FINANCIAL ACCOUNTING 3 SEMESTER HOURS**
Prerequisite: ACC302. Accounting theory and practice for business combinations, consolidations, intercompany transactions, foreign operations, statements of cash flow, and other selected topics. *Fall sem.*
- ACC422 ACCOUNTING INFORMATION SYSTEMS 3 SEMESTER HOURS**
Prerequisite: ACC302. This course addresses problems and issues related to computer-based accounting information systems. It presents fundamental principles of systems development for performing general financial accounting and management accounting functions with emphasis on internal controls. *Spring sem.*
- ACC425 ACCOUNTING INTERNSHIP 3 SEMESTER HOURS**
Prerequisite: Senior status, department approval, accounting concentration only. A semester of direct work experience in a local organization or CPA firm. The student is under the supervision of the business faculty of the college, as well as the immediate supervisor within the participating organization.

BIBLE

- BIB101 OLD TESTAMENT SURVEY 3 SEMESTER HOURS**
This course gives an overview of the entire Old Testament. The author, purpose, and broad outline of each book are studied. In addition to this, special attention is given to those passages of particular doctrinal significance, such as the first chapters of Genesis. *Spring sem.*
- BIB102 NEW TESTAMENT SURVEY 3 SEMESTER HOURS**
This course gives a foundational study of all of the New Testament. Each book's authorship, date, purpose, and outline of contents will be surveyed. *Fall sem.*
- BIB103 BIBLE GEOGRAPHY 2 SEMESTER HOURS**
This course is an overview of the geographical flow of the biblical narrative beginning with Mesopotamia in the Fertile Crescent and culminating with the missionary journeys of the Apostle Paul. It will also introduce the student to the cultural and historical settings of the Bible. *Spring sem.*
- BIB104 THE LIFE OF CHRIST 2 SEMESTER HOURS**
This course is an in-depth study of the life and ministry of Jesus of Nazareth from His incarnation to His ascension. The four gospel accounts will be introduced and studied chronologically while being considered for both their doctrinal and practical values.
- BIB201 BIBLE DOCTRINES I 3 SEMESTER HOURS**
This course covers the basic tenets of the Christian faith from a biblical, systematic perspective. It covers the doctrines of Theology proper, Bibliology, angelology, and anthropology. *Fall sem.*
- BIB202 BIBLE DOCTRINES II 3 SEMESTER HOURS**
This course covers the basic tenets of the Christian faith from a biblical, systematic perspective. It covers the doctrines of soteriology, Christology, eschatology, and ecclesiology. *Spring sem.*
- BIB205 ROMANS 2 SEMESTER HOURS**
This course is an exposition of Romans. The course will place emphasis on the theological themes of the book as well as the application for today. *Fall sem.*
- BIB206 JOHANNINE WRITINGS 3 SEMESTER HOURS**
This course is a study of the life and writings of John the Apostle. Introductory matters are considered for each book while primary emphasis is placed upon the content and applications of John's Gospel account and Epistles. *Spring sem.*
- 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. *Fall sem.*
- 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. *Spring sem.*
- BIB209 ELEMENTARY GREEK I 3 SEMESTER HOURS**
This course acquaints the student with the basics of the Greek language in preparation for translating the New Testament. Emphasis is placed on nouns, adjectives, pronouns, and indicative mood verbs. *Fall sem.*

- BIB210 ELEMENTARY GREEK II 3 SEMESTER HOURS**
Prerequisite: Grade of “C” in BIB 209. This course continues to build on BIB209. The students will learn the remainder of the verb tenses as well as the participle, infinitive, and *mi* verbs. Emphasis is placed on translating verb forms outside of the indicative mood. *Spring sem.*
- BIB212 WOMEN, GENDER, AND FEMININE DESIGN FROM THE BIBLE 2 SEMESTER HOURS**
 This course examines the Bible to discover a women’s purpose and value as outlines and intended by their Creator, God. It analyzes cultural norms and expectations of woman throughout history to present day and compares them to the Word of God for clarification. This course instills confidence in women as God intended by providing insight on what a woman is and the purpose who which God has created her. It leads women to embrace and develop their feminine value for the glory of God, for the betterment of others, and for personal fulfillment in life. It aids in instilling and passing on a Biblical worldview of womanhood for the present and future.
- BIB215 BIBLE STUDY METHODS & HERMENEUTICS 2 SEMESTER HOURS**
 This course offers students a comprehensive approach to Scripture study and interpretation. Students will learn how to read, interpret, and apply the Scriptures to their lives using various resources and study helps which will equip them for future ministry.
- 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.
- BIB299 PRACTICUM - BIBLE TEACHING 1 SEMESTER HOUR**
 In this course the student will propose and engage in various opportunities for teaching the Bible. Venues may include activities such as Bible Fellowship/Sunday School class, children’s activities, small group instruction, or preaching. Requires approval prior to beginning of course.
- BIB302 PAULINE EPISTLES 3 SEMESTER HOURS**
Prerequisite: BIB102. 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. *Fall sem.*
- BIB303 POETIC BOOKS 2 SEMESTER HOURS**
Prerequisite: BIB102. 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.
- BIB308 BIBLE BASIS FOR MARRIAGE AND FAMILY 2 SEMESTER HOURS**
This is a functional course on the family, primarily designed as a preparation-for-marriage course. It attempts to give students some instruction in the process of mate selection, and understanding of the interaction which takes place in marriage and family life. *Fall sem.*
- BIB312 ACTS 3 SEMESTER HOURS**
Prerequisite: **BIB102.** 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.
- BIB319 BIBLICAL LANGUAGE TOOLS 3 SEMESTER HOURS**
An introduction to the tools, verbal systems, and syntax of biblical Greek and Hebrew. Emphasis is placed on developing skills in the use of concordances and lexicons as well as the use of various print and online resources to prepare students for Bible translation. *Fall sem.*
- BIB331 APOLOGETICS 3 SEMESTER HOURS**
Prerequisites: **BIB201, BIB202, ENC1102.** An examination of both classical and contemporary challenges to and arguments for the Christian faith. Special attention will be given to the various methods of apologetics.
- BIB401 ADVANCED THEOLOGY 3 SEMESTER HOURS**
Prerequisites: **BIB201, BIB202, Grade of "C" in ENG204.** This is a research-oriented course with emphasis on contemporary theological issues. *Spring sem.*
- BIB403 PREMILLENNIALISM 2 SEMESTER HOURS**
Prerequisites: **BIB101, BIB102, BIB201, BIB202.** 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. *Spring sem.*
- BIB404 HEBREW HISTORY 3 SEMESTER HOURS**
Prerequisite: **BIB101.** This course is a study of the history of the Hebrew people from their entrance into the Promised Land until their return from exile by utilizing the twelve historical books (Joshua - Esther). *Fall sem.*
- BIB405 PENTATEUCH 2 SEMESTER HOURS**
Prerequisites: **BIB101, 102, and 202.** 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. *Fall sem.*
- BIB406 DANIEL & REVELATION 3 SEMESTER HOURS**
Prerequisites: **BIB101, BIB102.** 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. *Spring sem.*

- BIB408 OLD TESTAMENT PROPHETS** 3 SEMESTER HOURS
Prerequisites: BIB101, 102, 201, 202. This course is an exposition of the preexilic, exilic, and postexilic prophets, excluding Daniel and Zechariah. Emphasis is placed on each book's authorship, purpose, content, and theology. *Fall sem.*
- BIB409 INTRODUCTION TO OLD TESTAMENT HEBREW** 2 SEMESTER HOURS
 This course is a study of the fundamentals of the accident and basic syntax of biblical Hebrew and includes a translation of selected portions of the Hebrew Old Testament. *Fall sem.*
- BIB413 ESCHATOLOGY** 2 SEMESTER HOURS
Prerequisites: BIB201, BIB202. This course consists of a systematic analysis of last things from a premillennial perspective. *Spring sem.*
- BIB414 GENERAL EPISTLES** 3 SEMESTER HOURS
Prerequisite: BIB102. This course is an exposition of James, I and II Peter, and Jude, with an emphasis on the biblical theology of the books, their genre, and application for today. *Fall sem.*
- BIB425 PASTORAL INTERNSHIP** 2 SEMESTER HOURS
Prerequisites: Junior classification (88 hours) and Pastoral Theology concentration. This course requires a minimum of 80 hours invested in working in an approved local church under the guidance of a seasoned pastor. Students will be exposed to all phases of the local church ministry. Requires a minimum of eight weeks involvement.

BUSINESS

- BUS103 COMPUTER APPLICATIONS** 2 SEMESTER HOURS
 This course provides an overview of basic computer concepts and an introduction to Microsoft Word, Excel, and PowerPoint. Material will include but not be limited to basic word processing, spreadsheet and presentation principles using Microsoft Office 2016 Suite. Subjects covered include formatting, layout, design, and application of specific information to take advantage of the suite of products. (Lab fee \$30)
- BUS201 FINANCIAL ACCOUNTING** 3 SEMESTER HOURS
 An introduction to financial accounting, this course focuses on the financial reporting of enterprises to external decision makers. It introduces and examines the accounting cycle, including journalizing and posting transactions, accounting for merchandising businesses and preparing financial statements, including the income statement, balance sheet, statement of retained earnings, and cash flow statement, in accordance with generally accepted accounting principles. *Fall sem.*
- BUS202 MANAGERIAL ACCOUNTING** 3 SEMESTER HOURS
Prerequisite: At least a "C-" in BUS201. Managerial accounting introduces concepts, procedures, and decision models that help managers improve business decision making. Managerial accounting is focused on meeting the financial information needs of internal users. The course presents various systems for calculating the cost of a product or service; tools for the evaluation of business segments; models for making decisions concerning a wide variety of special decisions; and planning and budgeting for operations. *Spring sem.*

- BUS212 PRINCIPLES OF MACROECONOMICS 3 SEMESTER HOURS**
An introduction to the study of macroeconomics, with particular emphasis on the fundamentals of macroeconomic theory, the basics of macroeconomic policy, and the practical application of macroeconomic theory to current issues. *Fall sem.*
- BUS213 PRINCIPLES OF MICROECONOMICS 3 SEMESTER HOURS**
An introduction to the study of microeconomics, with particular emphasis on the fundamentals of microeconomics theory, the basics of microeconomic policy, and the practical application of microeconomic theory to current issues. *Spring sem.*
- BUS215 COMPUTER APPLICATIONS IN BUSINESS 2 SEMESTER HOURS**
Prerequisite: At least a C- in BUS103 or BUS103 placement exam.
This course provides an overview of intermediate Excel and statistical functions used in the application of business data management and analysis. MS Excel will be used to make decisions based on information presented and will include but not be limited to normal business decision making and understanding of data management. Subjects covered will include formatting, layout, design and application specific information as it applies to information management in the business environment. (Lab fee \$30)
- BUS231 BUSINESS STATISTICS 3 SEMESTER HOURS**
Prerequisites: BUS215 and MAC2105. Introduction to statistics, including probability distributions, the binomial and normal distributions, sampling, estimation and tests of hypotheses, regression and correlation, and Bayesian decision theory, and the application of statistics to business problems and situations. *Spring sem.*
- BUS303 MARKETING PRINCIPLES 3 SEMESTER HOURS**
Prerequisite: BUS213. This is an introductory overview of marketing. Topics include concepts and theories of marketing, product strategies, organization, retailing, advertising, promotional strategies, and marketing management. *Spring odd.*
- BUS304 NON-PROFIT ADMINISTRATION 3 SEMESTER HOURS**
This course examines principles involved in running a non-profit organization. Legal issues including organization and set up requirements, reporting requirements and other topics will be covered. The role of the board of directors and its relationship to the chief executive will also be studied. *Spring even.*
- BUS307 REAL ESTATE LAW 2 SEMESTER HOURS**
Prerequisite: Sophomore (48 hours) classification or above. This course will overview the laws and regulations governing real estate licensees in the practice of providing real estate services to the public. Anyone overseeing an organization's real estate assets can benefit from this course. The course objectives are to have the student achieve a basic understanding of legal terms and rules, as well as the practical or ethical reasons for the way real estate services are required to be conducted. The course will also cover the process and prescriptive measures that are taken when violations of the real estate law occur or when they are alleged to have occurred. *Fall sem.*

- BUS308 REAL ESTATE PRINCIPLES, PRACTICES 3 SEMESTER HOURS AND CONCEPTS**
Prerequisite: Sophomore (48 hours) classification or above. This course provides an overview of the terminology, principles and practices employed in real estate sales transactions. Guidance will be given to help students understand the practical, legal and ethical reasons for the way residential sales are required to be conducted. The course will also provide a basic understanding of multiple vocational disciplines in the real estate industry that can often complement the assignments undertaken by a real estate sales person. The course can benefit anyone who plans to buy, sell, rent, or lease real estate. *Spring sem.*
- BUS311 CUSTOMER RELATED MANAGEMENT 3 SEMESTER HOURS**
Prerequisite: Sophomore (48 hours) classification or above. This course will cover the conceptual foundations, analytical techniques and marketing tactics for managing customer relationships. *Fall odd.*
- BUS316 FINANCIAL MANAGEMENT 3 SEMESTER HOURS**
Prerequisites: At least a C- in BUS201, BUS215, and MAC2105. This course provides a basic understanding of the function of finance, financial planning and control, capital budgeting, working capital management, financial statement analysis, and techniques of financial analysis in the corporate setting. *Fall sem.*
- BUS321 OPERATIONS MANAGEMENT 3 SEMESTER HOURS**
This course introduces students to operations management techniques including their application to functional areas of the business enterprise and operations control. Topics include the design and management of production operations, including productivity, strategy, capacity planning, location, layout, resource management, just-in-time systems, materials requirement planning, and project management. Upon completion, students should be able to demonstrate the ability to make decisions and resolve problems in an operations management environment. *Fall sem.*
- BUS322 BUSINESS LAW AND ETHICS 3 SEMESTER HOURS**
This course is designed to acquaint the student with federal and state laws, taxes, and regulations which affect the operation of a small business, including not-for-profit entities. The student will be introduced to types of contracts. A study of business crime and its ethical dimension will also be included. *Spring sem.*
- BUS323 PROJECT MANAGEMENT 3 SEMESTER HOURS**
Prerequisite: Sophomore (48 hours) classification or above. This course is a study of project management concepts and techniques for use in the business environment. Topics covered include, but are not limited to, modern project management, defining the project, leadership, project monitoring and oversight and managing risk.
- BUS402 ADVANCED BUSINESS LAW 3 SEMESTER HOURS**
Prerequisite: BUS322. Builds on BUS322 Business Law and Ethics in further study of agency and employment law, corporations, partnerships, risk-bearing and transference devices, property, creditor and debtor rights, and remedies. *Fall sem.*
- BUS405 HUMAN RESOURCES MANAGEMENT 3 SEMESTER HOURS**
Prerequisites: GEB1011 and Junior Classification. This course introduces fundamental principles of managing staff. Proper approaches

to performance reviews, the hiring and dismissal process, as well as legal requirements will be examined. *Fall even.*

BUS407 TOTAL QUALITY MANAGEMENT 3 SEMESTER HOURS

Prerequisites: BUS202, BUS331, and BUS316 or BUS321. This course is a study of principles, practices, tools, techniques and systems for total quality management in industrial or service organizations. *Spring sem.*

BUS409 REAL ESTATE VALUATION 3 SEMESTER HOURS

Prerequisite: Sophomore (48 hours) classification or above. This course acquaints students with the valuation process and the basis of valuation terminology. It also demonstrates the application of a variety of valuation techniques to both residential and income properties.

BUS411 CORPORATE GOVERNANCE & SOCIAL RESPONSIBILITY 3 SEMESTER HOURS

Prerequisite: BUS322. This course focuses on organizational ethics and the role of the board. Topics include selection and responsibilities of board members, the purpose and role of committees such as the audit committee and ethics committee, and "whistle-blower" laws. In addition, the objectives of not-for-profit enterprises will be compared to those of for-profit organizations and how the NFP differs in its views of the customer/client, board construction, and ultimate oversight of the organization. *Fall sem.*

BUS412 ENTREPRENEURSHIP 3 SEMESTER HOURS

Prerequisites: BUS201, BUS322 and Junior classification (64 hours). This course is an examination of the general theories, principles, concepts and practices of entrepreneurship. The value of target market and competitive analysis will be examined. Developing an effective business plan will be an important focus in this course. *Spring sem.*

BUS422 LOGISTICS MANAGEMENT 3 SEMESTER HOURS

This course presents the basic concepts, principles, and techniques of logistics management. Emphasis will be on the students developing an international view while centering them in real themes, demands, and opportunities of an evolving and dynamic business workplace. This course will incorporate basic logistics management, logistics operations, and customer/supplier relationships as they relate to the core aspects of the management practice. *Fall sem.*

BUS424 INDEPENDENT STUDY 3-6 SEMESTER HOURS

This independent study course requires department approval to enroll. Students in this course may conduct individual or group projects focused on research, literature review, or extension/enhancement of other coursework. All work is conducted under supervision and evaluation of a departmental faculty member. Student are limited to a total of six independent study credits during their program.

BUS425 MANAGEMENT INTERNSHIP 2 SEMESTER HOURS

Prerequisite: Junior classification (88 hours). Practical, hands-on experience in a business setting (non-profit or for-profit). A minimum of 80 hours of work must be completed over an eight week period. Requires permission of the academic office.

BUS427 STRATEGIC MANAGEMENT & BUSINESS POLICY 3 SEMESTER HOURS
Prerequisites: Senior classification (96 hours), BUS303, BUS316, BUS322, BUS411. A capstone course structured to synthesize concepts, principles, and skills learned in individual business courses. This course concerns strategic direction - the long-term vision for an organization. The primary focus is on managers and their responsibility to make long-term decisions affecting the future performance of an organization. The course addresses the determination of corporate purpose and setting corporate direction. Contemporary business issues concerning the strategic process and implementation of policies are examined from secular and biblical viewpoints primarily through the use of case studies. *Spring sem.*

CHRISTIAN EDUCATION

- CED107 STUDENT LIFE SEMINAR** 2 SEMESTER HOURS
 Introduces and integrates students to the TBC community, both academically and socially while teaching strategies for academic success, such as critical thinking skills, time and financial management, and effective collaboration techniques based on *The 7 Habits of Highly Effective College Students*. The course will help the student develop awareness of campus resources and assist in exploring and establishing personal, academic, and career goals.
- CED121 INTRO TO CHRISTIAN WORLDVIEW** 2 SEMESTER HOURS
 This course will guide the student in developing a personal worldview based on biblical principles with the goal of living a distinctly Christian life. The student will develop critical thinking skills by exploring contemporary issues through the lens of biblical teaching. Emphasis is also placed on preparing students to present the truth claims of the Christian faith in a rational and logical manner.
- CED206 INTRODUCTION TO COUNSELING** 2 SEMESTER HOURS
 This course provides a extensive 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. *Fall sem.*
- 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. *Fall sem.*
- CED317 STUDENT MINISTRY** 2 SEMESTER HOURS
 This course presents methods and materials for effectively directing a successful student ministry. The student will learn how to organize and operate ministries for various ages, develop volunteers, and communicate effectively to students.
- CED321 HOMILETICS I (MEN)** 2 SEMESTER HOURS
Prerequisites: BIB316, COM103. 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. *Fall sem.*

- 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. *Spring sem.*
- CED325 SOCIAL ETHICS** 2 SEMESTER HOURS
 This course seeks to give the student the tools to evaluate ideas, philosophies, practices, and events occurring in modern culture from a biblical worldview. *Spring sem.*
- CED405 SPIRITUAL FORMATION** 2 SEMESTER HOURS
Prerequisites: BIB101, BIB102, BIB201, BIB202. This course focuses on the development of a believer's spiritual walk with Christ. Special attention is given to the various spiritual disciplines and their relation to the Body of Christ. *Spring sem.*
- CED411 LOCAL CHURCH ADMINISTRATION** 3 SEMESTER HOURS
Prerequisite: Senior-level (96 credits). 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. *Fall sem.* (Course fee: \$50)
- CED412 LOCAL CHURCH POLITY** 3 SEMESTER HOURS
Prerequisite: Senior-level (96 credits). 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. *Spring sem.*
- CED425 MINISTRY INTERNSHIP** 2 SEMESTER HOURS
Prerequisite: Junior classification (88 hours). This course requires investing a minimum of 80 hours in approved activities related to the students ministry proficiency. Students will be exposed to a variety of ministry aspects in a hands-on setting. Requires a minimum of eight weeks involvement and approval of the academic office.

COMMUNICATIONS

- COM103 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 speeches, but also in the personal dynamics necessary to meaningful communications.
- COM232 BUSINESS COMMUNICATIONS** 3 SEMESTER HOURS
Prerequisites: BUS103, ENC1102, COM103. This course covers the mechanics and principles of effective business correspondence. Students will compose and edit memorandums, business letters, and other business documents. Additionally, the course will provide an overview of effective forms of marketing communication. *Spring sem.*
- COM410 ORAL COMMUNICATION IN THE PROFESSIONS** 2 SEMESTER HOURS
Prerequisites: COM103, and 88 credit hours. This course covers essential oral communication skills for the management professional including interviewing techniques, group discussions, and public speaking. *Spring sem.*

- COU206 FUNDAMENTALS OF COUNSELING 3 SEMESTER HOURS**
Prerequisite: Counseling Major. This course provides an extensive 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. Required for Counseling Majors.
- COU221 ETHICS IN COUNSELING 3 SEMESTER HOURS**
Prerequisite: COU206 or CED206. This course helps students develop concepts and a framework for ethical standards in biblical counseling. The professional's boundaries and functionality will be discussed, as well as the standards and procedures of counseling. The student will also explore current issues that affect the counselor's practice. *Fall sem.*
- COU232 CRITICAL ISSUES IN COUNSELING 3 SEMESTER HOURS**
Prerequisite: COU206 or CED206. This course considers important ethical and legal issues involved in counseling, including various types of abuse (including alcohol and drugs), codependency, overcoming grief, depression, stress and anxiety, financial difficulties and suicide. *Spring sem.*
- COU311 CAREER DEVELOPMENT & COUNSELING 3 SEMESTER HOURS**
Prerequisite: COU206 or CED206. This course provides an understanding of career development and how they can teach others to conduct job searches. They will learn to assess aptitudes and to help others explore varied careers. The emphasis is on how to make healthy decisions and integrating God's calling, individual interest and family and friend influence upon the individual. *Spring sem.*
- COU322 THEOLOGY OF CHRISTIAN COUNSELING 3 SEMESTER HOURS**
Prerequisite: COU206. 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. *Fall odd.*
- COU332 GROUP COUNSELING 3 SEMESTER HOURS**
Prerequisite: COU206. This course explores the process by which personality and human behavior development differs in a group setting from individual counseling. Practical experiences in class will help the student understand group ethics. They will observe, participate in, and explore the nature and requirements needed for group counseling. *Spring even.*
- COU403 MARRIAGE AND FAMILY COUNSELING 3 SEMESTER HOURS**
Prerequisites: BIB308; CED206 or COU206. This course discusses pre-marital counseling and areas which lead to marital difficulties. In addition, it deals with family problems, including counseling for families with special needs children. It also deals with the effects of divorce on both the spouse and children. *Fall even.*
- COU405 COUNSELING CHILDREN AND TEENS 3 SEMESTER HOURS**
Prerequisite: COU206 or CED206. This course discusses the importance of understanding child/teen challenges, development, and spiritual growth. This class will prepare the student to work with children and teens through play therapy and art therapy and will teach how to

- use counseling techniques at the child or teen level. *Fall even.*
- COU410 WOMEN COUNSELING WOMEN** 3 SEMESTER HOURS
Prerequisite: COU206. 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 single mothers, the post-abortion woman, women in difficult marriages, women with addictions, and women facing dying and death. *Spring sem.*
- COU414 MEN COUNSELING MEN** 3 SEMESTER HOURS
Prerequisite: COU206. This course is designed to prepare a Christian man for leadership through counseling. Topics include the philosophy of biblical counseling, methods of biblical counseling, a biblical view of men, and why men should counsel men. Specific counseling challenges that Christian men face are also addressed, such as single fathers, men with addictions, men in difficult marriages, and men facing dying and death. *Spring sem.*
- COU415 INDIVIDUAL APPRAISAL** 3 SEMESTER HOURS
Prerequisite: COU206. This course will help the student to understand how to code diagnoses using the current DSM manual. They will also learn how to administer, read, and interpret tests given both to themselves and to others. *Fall even.*
- COU416 CRISIS COUNSELING** 3 SEMESTER HOURS
Prerequisite: COU206 or CED206. This course will discuss various types of crisis situations that will enable the student to learn the types of counseling techniques that can be applied effectively. The situations will cover topics such as PTSD, sexual assaults, substance abuse, substance dependency, and death and dying. *Spring odd.*
- COU421 COUNSELING TECHNIQUES** 3 SEMESTER HOURS
Prerequisite: COU206. 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. *Spring even.*
- COU422 COUNSELING PRACTICUM** 3 SEMESTER HOURS
Prerequisites: Junior Classification (88 hours), COU206 and Christian Counseling Concentration. 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.

CRIMINAL JUSTICE

- CCJ1020 INTRODUCTION TO CRIMINAL JUSTICE** 3 SEMESTER HOURS
 Introduction to the historical and philosophical background of the agencies of the criminal justice system. An examination of the relationships between the police, courts, and correctional systems. *Fall sem.*
- CJC2000 CORRECTIONS** 3 SEMESTER HOURS
 This course is a comprehensive overview of the history, philosophy, and practices of corrections. Topics include punishment, imprisonment,

probation, parole and treatment, organization and management of institutions. *Spring sem.*

CRJ210 CRIMINOLOGY 3 SEMESTER HOURS

Prerequisite: **CCJ1020.** A general orientation into major theories of crime and criminal behavior. Violent and organized crime are also a major focus. The student will be introduced to crime statistics and the public's perception of crime. *Fall sem.*

CRJ218 CRIMINAL EVIDENCE & PROCEDURE 3 SEMESTER HOURS

Prerequisite: **CCJ1020.** An introduction to criminal procedures such as arrest, search and seizure, use of force and handling evidence. Topics include the legal use and degree of force, rights of suspects and arrested persons, types of evidence, admissibility, proof, and competence of evidence as related to criminal law and recent court decisions. *Spring sem.*

CRJ221 CRIMINAL JUSTICE MANAGEMENT 3 SEMESTER HOURS

Prerequisite: **CCJ1020.** This course presents an understanding of the function of criminal justice organizations including operation, management, budgeting, staffing/personnel, training, inspection and control, and public relations. Leadership issues, evaluation, and stresses in the criminal justice setting will also be examined. *Fall sem.*

CRJ226 CRIMINAL LAW 3 SEMESTER HOURS

Prerequisite: **Criminal Justice or Law Enforcement major or Pre-law concentration.** This course will provide an historical overview of criminal law in America as well as introduce basic principles and application of criminal law procedures. Constitutional considerations will be examined in relation to criminal liability and responsibility, use of force, punishment and general court procedures. *Spring Sem.*

CRJ310 JUVENILE DELINQUENCY 3 SEMESTER HOURS

Prerequisite: **CCJ1020.** A study of the nature and cause of juvenile delinquency. The development of the delinquent and criminal behavior will be examined along with specific criminal justice subsystems impacting the juvenile. Specific problems related to dealing with juvenile delinquents from initial contact through final disposition and treatment will be considered. *Fall sem.*

CRJ315 CRIMINAL INVESTIGATION 3 SEMESTER HOURS

Pre- or Corequisite: **CRJ218.** Introduction to general investigative principles and techniques used by law enforcement. Topics include theory, case preparation, interviewing of witnesses and suspects, report writing, crime scene procedures, as well as contemporary problems encountered in criminal investigation. *Spring sem.*

CRJ321 PAROLE AND PROBATION 3 SEMESTER HOURS

Prerequisites: **CJC2000 and Criminal Justice major.** This course provides an in-depth study of the philosophy and development of probation and parole for the community setting. The role of parole boards, the courts, and others who may authorize early release of offenders under certain conditions will be examined along with the requirements of community supervision. The role of probation officers will be covered. *Fall odd.*

CRJ325 CONSTITUTIONAL LAW 3 SEMESTER HOURS

Prerequisite: **Criminal Justice or Law Enforcement major or Pre-**

- law concentration.** This course will study the United States Constitution and Bill of Rights along with federal statute and case law interpretation as related primarily to the law enforcement officer. *Fall odd.*
- CRJ341 CRIMINALISTICS 3 SEMESTER HOURS**
Prerequisite: Junior or Senior classification. A study of the field of forensic science as it relates to the criminal justice system. Focus on common methods used in the scientific analysis of physical organic and inorganic materials with concentrations on hairs, fibers, paint, glass, soil, firearms, bullets, and combustible/explosives. *Spring even.*
- CRJ411 CRITICAL ISSUES IN CRIMINAL JUSTICE 3 SEMESTER HOURS**
Prerequisite: Senior Criminal Justice major. Analysis of current events and their impact on criminal justice. This course will examine recent court decisions, explore innovative justice programs, and identify emerging problems in criminal justice. *Fall even.*
- CRJ415 VICTIMS IN CRIMINAL JUSTICE 3 SEMESTER HOURS**
Prerequisite: Senior classification. This course examines the role victims play in the criminal justice process. The needs, wants, and expectations of victims are examined. Current victim-oriented programs are reviewed. *Spring odd.*
- CRJ418 CRIMINAL JUSTICE ETHICS 3 SEMESTER HOURS**
Prerequisite: Senior Classification. A detailed exploration of ethical issues in criminal justice. The ethical decision making process and the philosophical foundations which influence it will be examined. The importance of critical thinking skills will be emphasized through projects and exercises. *Spring odd.*
- CRJ421 CRIMINAL JUSTICE RESEARCH AND WRITING 3 SEMESTER HOURS**
Prerequisite: Senior Criminal Justice major. This course will examine research strategies, data collection, and data analysis and their interpretation and application to the criminal justice system. *Fall even*
- CRJ425 CRIMINAL JUSTICE PRACTICUM 3 SEMESTER HOURS**
Prerequisite: Junior Criminal Justice major (88 credit hours). Practical, hands-on experience in a criminal justice setting. A minimum of 120 hours of work must be completed over an eight week or longer period. Requires permission of the academic office.

EARLY CHILDHOOD EDUCATION

- ECE101 FOUNDATIONS OF EARLY CHILDHOOD EDUCATION 3 SEMESTER HOURS**
 This course surveys preschool education methods, curricula, teaching techniques, and developmentally appropriate practices in the preschool classroom. Introduction of the VPK program, Head Start programming, Phonological Awareness initiatives, recognizing learning differences and special needs, and other foundational themes are reviewed. *Fall sem.*

- ECE102 PRESCHOOL BIBLE/CHILD EVANGELISM 2 SEMESTER HOURS**
This course examines the various methods for teaching biblical stories and truths within the preschool classroom. The course also examines child evangelism and its practice within the preschool classroom. *Fall sem.*
- ECE103 PLAY AS CURRICULUM 2 SEMESTER HOURS**
This course focuses on the adaptation of curriculum and classroom practices into developmentally appropriate play necessary for preschool teaching and learning. Development of lesson plans, peer teaching, observations, and hands on interaction with preschoolers help develop necessary skills. *Spring sem.*
- ECE198 FACILITY TRAINING PRACTICUM 1 SEMESTER HOUR**
Prerequisites: Early Childhood Education Major, ECE101, ECE102 and credit for or concurrent enrollment in ECE103, ECE203, and ECE199. This course is designed to expose the early childhood education major to the necessary certification process to work in the preschool classroom. The primary focus of the practicum is to complete the required child care facility training requirements as mandated by the state of Florida and required for student participation in the ECE299 Preschool Education Internship. *Student will be responsible for paying the fees associated with DCF and CPR certification with an estimated cost of \$230. Fees are subject to change.*
- ECE199 EARLY CHILDHOOD EDUCATION PRACTICUM 1 SEMESTER HOUR**
Prerequisites: Early Childhood Education Major, ECE101, and ECE102, and credit for or concurrent enrollment in ECE103, ECE203 and ECE204. Approval of the department. This course is designed to expose the early childhood education major to practices in the classroom. Course requires a minimum of 35 hours spread over 5-10 consecutive school days in an approved classroom under the supervision of an experienced teacher. The student will engage in observation and limited participation in a variety of teaching activities appropriate to early childhood education. This course is completed during spring break or in May at the end of the regular semester (spring semester registration) **or** in August the week before fall semester begins (fall semester registration). In many instances, this may be completed in the student's home area.
- ECE201 LITERACY AND LANGUAGE ARTS IN EARLY CHILDHOOD EDUCATION 3 SEMESTER HOURS**
Prerequisites: ECE101, ECE103. This course provides an in-depth study of early literacy and language arts instruction in the preschool classroom. Specific attention is spent on phonological and phonemic awareness, integration of language arts in all areas of instruction, reading readiness, and early intervention for struggling learners. *Fall sem.*
- ECE202 MATH/SCIENCE FOR EARLY CHILDHOOD EDUCATION 2 SEMESTER HOURS**
Prerequisites: ECE101, ECE103. This course is designed to familiarize the prospective teacher with developmentally appropriate practices for teaching math and science in the preschool classroom. Observations, peer teaching, and hands-on experience are some activities used to develop necessary skills. *Fall sem.*

- ECE203 PRESCHOOL MATERIALS AND ENVIRONMENT 3 SEMESTER HOURS**
 This course explores the use of visuals, technology, organization of materials, effective discipline, habits and routines, and other necessary components of a successful preschool classroom. *Spring sem.*
- ECE204 MUSIC/ART FOR EARLY CHILDHOOD EDUCATION 2 SEMESTER HOURS**
Prerequisite: ECE199. This course is designed to teach students how to utilize music, singing, drama, and visual arts as a teaching aid in the early childhood and elementary classroom. Students will learn to integrate basic music theory, singing, theater, and the visual arts into core subjects. *Fall sem.*
- ECE299 PRESCHOOL EDUCATION INTERNSHIP 4 SEMESTER HOURS**
Prerequisites: Early Childhood Education major, all EDU courses including ECE198 and ECE199, appropriate GPA. This is the required capstone course for Early Childhood Education majors. This involves teaching in an accredited program for a minimum of 140 hours (9 weeks) of supervised classroom activity. This activity includes observations, lesson planning and execution, grading and assessment, multi-method teaching, advisement, parent contact, professional development and participation in faculty meetings. The experience is under the joint instruction of a supervisory teacher, a principal, and a college professor.

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. *Fall sem.*
- 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. An overview of technology for education will be included. *Spring sem.*
- 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. *Spring sem.*
- EDU204 TEACHING ART AND MUSIC IN THE ELEMENTARY SCHOOL 2 SEMESTER HOURS**
Prerequisites: EDU102, EDU202. This course is designed to teach students how to utilize music, singing, drama, and visual arts as a teaching aid in the early childhood and elementary classroom. Students will learn to integrate basic music theory, singing, theater, and the visual arts into core subjects. *Fall sem.*
- EDU205 TEACHING SOCIAL STUDIES IN THE ELEMENTARY SCHOOL 2 SEMESTER HOURS**
Prerequisite: EDU102. 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. *Spring sem.*

- EDU211 EDUCATING EXCEPTIONAL STUDENTS 3 SEMESTER HOURS**
This course is an introduction to children with learning differences. It will focus on the characteristics, causes, and learning problems of children with a variety of disabilities. Federal and state laws concerning special education, current issues and research in the field, and curricular and instructional adaptations are discussed, with an emphasis on the educational impact of environment and the individual differences in the learner. The main focus of the course will be to develop an understanding of the field of learning differences and to develop general teaching strategies and approaches to use in helping students with learning differences. *Spring sem.*
- EDU215 TECHNOLOGY IN EDUCATION 2 SEMESTER HOURS**
This course is an overview of the available technology applicable in an educational setting. The course will provide information about the technology and its use. Practical education projects will be developed using the technology discussed in the course. (Lab fee \$30) *Fall sem.*
- EDU299 EDUCATION PRACTICUM 1 SEMESTER HOUR**
Prerequisites: Education Major, Sophomore with 48 credit hours; EDU102, and EDU202, approval of the department. This course is designed to expose the education major to practices in the classroom. The course requires a minimum of 30 classroom clock hours of observations spread over 5 consecutive days in an approved classroom under the supervision of an experienced teacher. The student will engage in observation and limited participation in a variety of teaching activities appropriate to his/her selected major. This course is completed before the semester begins (January), during spring break (March) or after the semester ends (May*[with special permission]). Practicum locations vary.

PREREQUISITE FOR ALL 300-400 LEVEL EDU COURSES: C- OR HIGHER IN ENC1101/1102 AND COM103

- EDU301 TEACHING MUSIC IN THE SECONDARY SCHOOL 2 SEMESTER HOURS**
Prerequisites: Junior classification (64 hours), EDU299. A consideration of the secondary music program. Special attention is given to the development of a balanced curriculum. *Spring even.*
- EDU302 TEACHING SOCIAL STUDIES IN THE SECONDARY SCHOOL 2 SEMESTER HOURS**
Prerequisites: Junior classification (64 hours), EDU398. 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. *Spring odd.*
- EDU303 TEACHING BUSINESS COURSES IN THE SECONDARY SCHOOL 2 SEMESTER HOURS**
Prerequisites: Junior classification (64 hours), EDU299. 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. *Fall odd.*
- EDU305 TESTS AND MEASUREMENTS 3 SEMESTER HOURS**
Prerequisite: EDU299. 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. *Fall sem.*

EDU306 TEACHING SCIENCE IN THE ELEMENTARY SCHOOL 2 SEMESTER HOURS

Prerequisite: EDU398. 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. *Spring sem.*

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. *Spring sem.*

EDU308 TEACHING ENGLISH IN THE SECONDARY SCHOOL 2 SEMESTER HOURS

Prerequisites: Junior-level (64 credits) EDU299. This is a course designed for those teaching English on the secondary level. It emphasizes methods, materials, and procedures to effectively teach grammar, vocabulary, and literature. *Fall sem.*

EDU309 ELEMENTARY LAB 2 SEMESTER HOURS

Prerequisite: EDU299. This is a study of many helpful hints and procedures for running a twenty-first century elementary school classroom. Many guidelines are given for the execution of practical knowledge which are a part of the elementary teacher's responsibility. *Fall sem.*

EDU310 TEACHING BIBLE TO ELEMENTARY CHILDREN 2 SEMESTER HOURS

Prerequisites: BIB101, BIB102, BIB201, BIB202, EDU398. 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. *Spring sem.*

EDU312 TEACHING SCIENCE IN THE SECONDARY SCHOOL 2 SEMESTER HOURS

Prerequisites: Junior classification (64 hours), EDU299. This is a course designed to familiarize the student with curricula, laboratory safety, laboratory experiments, objectives, lesson plans, teaching methods and facility design. (Lab fee \$20) *Spring sem.*

EDU313 TEACHING MATH IN THE SECONDARY SCHOOL 2 SEMESTER HOURS

Prerequisites: Junior classification (64 hours), EDU299. This course is designed to acquaint the student with various available curricula and practical methods of teaching. *Fall sem.*

- EDU315 TEACHING SPEECH & DRAMATIC ARTS 2 SEMESTER HOURS
IN THE SECONDARY SCHOOL**
Prerequisites: Junior level (64 credits), EDU299. This course is designed for those teaching speech and dramatic arts on the secondary level. It emphasizes methods, materials, and procedures for effectively communicating these subjects. *Fall odd.*
- EDU317 DIAGNOSIS/REMEDIATION OF MATH 3 SEMESTER HOURS
DISABILITIES**
Prerequisites: EDU211. **Corequisite:** EDU299, EDU307. This course will cover methods of teaching math using a variety of techniques. It will emphasize multisensory teaching of both the basic skills and more advanced skills. Students will diagnose an actual student and then initiate and practice the remediation recommendations with that student. (Materials fee: \$50) *Spring even.*
- EDU318 LANGUAGE DEVELOPMENT/REMEDIATION 3 SEMESTER HOURS**
Prerequisites: EDU 211, EDU299. **Corequisite:** EDU321. This course provides an overview of language development and areas of disability. It will deal with techniques for overcoming language disabilities in the areas of listening, grammar, spelling, vocabulary, and written expression. Students will diagnose an actual student and then initiate and practice the remediation recommendations with that student. (Materials fee: \$50) *Fall odd.*
- EDU319 TEACHING PHYSICAL EDUCATION 2 SEMESTER HOURS**
Prerequisites: Junior Classification (64 credits), EDU299. 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. *Fall even.*
- EDU321 TEACHING READING & LANGUAGE ARTS 3 SEMESTER HOURS
IN THE ELEMENTARY SCHOOL I**
Prerequisite: EDU299. This course is designed to acquaint the prospective teacher with the interrelatedness of reading and language arts. Skills required in lower elementary grades will be emphasized, including pre-reading and word recognition skills, beginning listening and reading comprehension skills, pre-writing and early writing skills, and vocabulary development. *Fall sem.*
- EDU322 TEACHING READING & LANGUAGE ARTS 3 SEMESTER HOURS
IN THE ELEMENTARY SCHOOL II**
Prerequisite: EDU299. This course is a continuation of EDU321 with emphasis on skills required in the upper elementary grades. This will include literal, interpretive and critical thinking skills required for reading comprehension, writing and spelling skills, grammar, and vocabulary development. *Spring sem.*
- EDU398 EDUCATION PRACTICUM 1 SEMESTER HOUR**
Prerequisites: Education major, EDU299, Junior (64 credit hours), and approval of the department. This course continues the student's exposure to practical teaching experiences in a classroom appropriate for their chosen level of instruction. The student will participate in a minimum of 2 consecutive hours each week in the same classroom for

a total of 30 hours. Opportunities for teaching, one on one tutoring, and other teaching activities will be provided under the supervision of an experienced teacher. This will be completed at Trinity Christian Academy or at an approved school in the Jacksonville area.

EDU399 EDUCATION FIELD EXPERIENCE 1 SEMESTER HOUR

Prerequisites: Junior with 80 credit hours; Education major, EDU398, and approval of the department. In preparation for full classroom responsibility during the internship, the student will complete a minimum of 40 hours during eight (8) consecutive school days in an approved classroom. Under the supervision of an experienced teacher, the student will participate in all aspects of preparing for the upcoming school year and will assist the teacher in activities related to the first week of school. This course is completed in August for two weeks before fall semester begins.

EDU403 HEALTH AND SAFETY EDUCATION 2 SEMESTER HOURS

Prerequisite: EDU299. This course surveys education methods as it pertains to health and safety issues within the school. Topics include standards based health education and assessment, promoting mental and emotional health, healthy eating and physical activity, preventing and dealing with intentional and unintentional injuries, violence, substance abuse, and managing grief. Students discuss current issues and also obtain their CPR and First Aid training as a component of this course. *Students will be responsible for paying the fees associated with CPR certification with an estimated cost of \$50. Fees are subject to change. Fall sem.*

EDU404 DIAGNOSIS/REMEDICATION OF READING DISABILITIES 3 SEMESTER HOURS

Prerequisites: EDU211, EDU299. **Corequisite:** EDU322. 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. (Materials fee: \$50) *Spring odd.*

EDU405 EDUCATION SEMINAR 2 SEMESTER HOURS

Prerequisites: Senior classification (96 hours), EDU399. This course 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. *Fall sem.*

EDU406 TEACHING BASIC READING SKILLS IN THE SECONDARY SCHOOL 2 SEMESTER HOURS

Prerequisite: EDU299. 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 ELEMENTARY EDUCATION INTERNSHIP 9 SEMESTER HOURS

Prerequisites: Elementary Education Major, "C-" or higher grade in all EDU courses including EDU299, EDU398, EDU399, and appropriate GPA. This is the required capstone course for Elementary

Education Majors. This involves teaching a full day in an accredited school for a minimum of 240 hours (12 weeks) of supervised classroom activity. This activity includes observations, lesson planning and execution, grading and assessment, multi-method teaching, advisement, parent contact, professional development and participation in faculty meetings. The experience is under the joint instruction of a supervisory teacher, a principal, and a college professor.

EDU411 SECONDARY EDUCATION INTERNSHIP 9 SEMESTER HOURS

Prerequisites: Secondary Education major, “C-” or higher grade in all EDU courses including EDU299, EDU398, EDU399 and in all teaching field courses, and appropriate GPA. This is the required capstone course for Secondary Education Majors. This involves teaching a full day in both the major and minor disciplines in an accredited school for a minimum of 240 hours (12 weeks) of supervised classroom activity. This activity includes observations, lesson planning and execution, grading and assessment, multi-method teaching, advisement, parent contact, professional development and participation in faculty meetings. The experience is under the joint instruction of a supervisory teacher, a principal, and a college professor.

EDU412 EDUCATION INTERNSHIP WITH SPECIAL EDUCATION 10 SEMESTER HOURS

Prerequisites: Elementary Education Special Education major, “C-” or higher grade in all EDU courses including EDU299, EDU398, EDU399, and appropriate GPA. This is the required capstone course for Elementary Education Majors with a Special Education Emphasis. This involves teaching a full day in an accredited school for a minimum of 360 hours (14 weeks) of supervised classroom activity divided between regular education and special education classrooms. It involves observations, lesson planning and execution, grading and assessment, multi-method teaching, advisement, parent contact, professional development and participation in faculty meetings. The experience is under the joint instruction of a supervisory teacher, a principal, college professor, and the college special education faculty.

EDU413 CURRICULUM ADAPTATIONS 2 SEMESTER HOURS

Prerequisites: EDU211, EDU299. This course will explore various materials and accommodations for the development and individualization of academic subjects (especially Bible, science, and social studies). *Fall even.*

EDU415 DIAGNOSIS AND EVALUATION IN SPECIAL EDUCATION 3 SEMESTER HOURS

Prerequisites: EDU211, EDU299. 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. (Materials fee: \$50) *Spring even.*

EDU417 CAREER DEVELOPMENT/COUNSELING FOR SPECIAL EDUCATION 3 SEMESTER HOURS

Prerequisites: EDU211, EDU299. 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. *Fall even.*

ENGLISH

- ENG100 BASIC ENGLISH GRAMMAR** 3 SEMESTER HOURS
This course is designed for students who lack the necessary background for taking ENC1101. The course focuses on foundational grammar concepts and the writing of clear, correct, and effective sentences and paragraphs. Students who complete this course will earn general elective credits but must pass ENC1101 to meet graduation requirements. A minimum grade of "C" is required.
- ENC1101 ENGLISH COMPOSITION I** 3 SEMESTER HOURS
Prerequisite: Passing score on entrance test or minimum grade of "C" in ENG100. This is a course in grammar and essay writing which focuses on the standard methods of developing clear, correct, and effective essays. A minimum grade of "C" is required.
- ENC1102 ENGLISH COMPOSITION II** 3 SEMESTER HOURS
Prerequisite: Minimum grade of "C" in ENC1101. This course is a continuation of ENC1101. The course focuses on summarizing and paraphrasing, research, and writing the research paper, including correct citation methods and avoiding plagiarism. A minimum grade of "C" is required.
- ENG201 BRITISH LITERATURE** 3 SEMESTER HOURS
Prerequisite: ENC1102. This course surveys British literature, covering major authors from the Anglo-Saxon and Middle English periods; the 16th and 17th centuries, including special emphasis on John Milton; the Restoration and the 18th century; the Romantic poets; and select authors from the Victorian era and the 20th century.
- ENG202 AMERICAN LITERATURE** 3 SEMESTER HOURS
Prerequisite: ENC1102. This course is a survey of American essays, poetry, and fictions selected from a diverse group of authors from pre-exploration and settlement to the present. Works are chosen for what they reveal and reflect about the changing style and values of the American experience and are studied within their historical and cultural contexts. Students will strengthen their competencies in critical thinking, oral communication, reading and writing.
- ENG203 WORLD LITERATURE** 3 SEMESTER HOURS
Prerequisite: ENC1102. Beginning with ancient Mesopotamian literature, and continuing through ancient Greek, Far Eastern, Medieval, and Renaissance literature, up through the 18th through 20th centuries, this course will survey poets, novelists, and short story writers from Europe, Asia, Africa and South America who have left a lasting legacy on the literature of the world.
- ENG204 EFFECTIVE WRITING** 3 SEMESTER HOURS
Prerequisite: Minimum grade of "C" in ENC1102. This course builds on the foundation established in ENC1102. Students focus on persuasive writing.
- ENG211 CREATIVE WRITING** 3 SEMESTER HOURS
Prerequisite: ENC1102. Students study and practice tools for effective writing in creative ways; emphasis is placed on fictional narrative and poetry writing.

- ENG301 SHAKESPEARE** 3 SEMESTER HOURS
Prerequisites: ENC1102, ENG201. This course is designed as an overview study of Shakespearean historic, comic and tragic plays as well as an introduction to the Shakespearean Sonnets. Characteristic plays from each category will be read, watched and discussed. Students will also explore, through literary clues, the performance element of Shakespeare's works. *Fall odd.*
- ENG321 AMERICAN NOVEL** 3 SEMESTER HOURS
Prerequisite: ENG202. Students study American novels from the Romantic Era through modern times, exploring the ways in which American literary forms interact with and adapt to historical change.
- ENG401 ADVANCED ENGLISH GRAMMAR AND COMPOSITION** 3 SEMESTER HOURS
Prerequisite: ENC1102. This course is a detailed systematic study of traditional grammar, including sentence analysis through diagramming and correct usage. Students will also compose and edit various critical prose assignments and will evaluate grammar, language, and usage of various written documents.
- 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. *Fall odd.*

LEADERSHIP DEVELOPMENT

- LDR331 BIBLICAL CONCEPTS OF LEADERSHIP** 3 SEMESTER HOURS
 This course will examine the biblical principles for developing servant-leaders using the model provided by Jesus Christ. Principles concerning the purpose, character and worldview of biblical leadership will be explored. Particular focus will be given to leading one's self in order to prepare to lead others.
- LDR333 BIBLICAL & CONTEMPORARY MODELS OF LEADERSHIP** 3 SEMESTER HOURS
 This course compares the biblical model and principles of leadership to contemporary leadership ideals and models. Examples of contemporary leadership styles will be examined, critiqued and evaluated in light of biblical teaching on leadership. Special focus will be given to how secularism and individualism have influenced and shaped contemporary models of leadership.
- LDR341 LEADERSHIP OF EFFECTIVE TEAMS** 3 SEMESTER HOURS
 This course will examine the principles involved with building highly effective teams. Focus will be given to team development, managing personalities, building team culture, managing expectations and understanding the role of the team leader.
- LDR411 LEADERSHIP & ORGANIZATIONAL CULTURE** 3 SEMESTER HOURS
 This course will examine the development nature and characteristics of organizational culture. Emphasis will be placed on the role of leaders within the organization to intentionally shape culture. Various models and theories for aligning organizational culture with vision and mission will be examined.

- LDR422 BIBLICAL MANAGEMENT & LEADERSHIP** 3 SEMESTER HOURS
 This course provides a comprehensive perspective on Biblical Management and Leadership. The commonalities and links between management and leadership are explored while Godly principles and examples are set forth and examined.
- LDR441 HUMAN BEHAVIOR AND DEVELOPMENT IN ORGANIZATIIONS** 3 SEMESTER HOURS
 Human Behavior in an organization is the study of both individual and group performance, growth, development and activity within an organization. This area of study looks at human behavior in a work environment and determines its impact on job structure, performance, communication, motivation, leadership, etc. This course will also look indepth into the proper leadership of volunteers, staff, stake holders and other prominent individuals that make up the life blood of any organization. The students will dive deep into the hierarchy of staff, staff development, negotiation and conflict resolution, and quality hiring/ firing strategies.

MATHEMATICS

- MAC2105 COLLEGE ALGEBRA** 3 SEMESTER HOURS
Prerequisite: Entrance test or Grade of “C” in MAT1033.
 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. *Fall sem.*
- MAT100 BASIC 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. This course may not be used to meet MAT elective requirements. *Spring sem.*
- MAT110 MATHEMATICS FOR ELEMENTARY TEACHERS** 3 SEMESTER HOURS
Prerequisite: Entrance test or Grade of “C” in MAT100. This course studies the foundations for learning math and the fundamental concepts of mathematics, including number theory, basic algebra, proportions, probability, and geometry. *Fall sem.*
- MAT115 MATH FOR LIBERAL ARTS** 3 SEMESTER HOURS
 This course introduces the student to the concepts of financial mathematics, statistics, counting methods, number systems, history of mathematics, elementary number theory, voting techniques, and graph theory. A TI-84 graphing calculator is preferred, scientific calculator required.
- MAT1033 INTERMEDIATE ALGEBRA** 3 SEMESTER HOURS
 This course is designed for students who require additional skills in algebra before taking MAC2105. The major topics include sets, linear equations and inequalities with applications, absolute value, polynomials and factoring, rational expressions with applications, exponents, roots and radicals, quadratic equations with applications, relations and

functions, graphs and systems of linear equations and inequalities.
Spring sem.

MAT202 TRIGONOMETRY 3 SEMESTER HOURS

Prerequisite: MAC2105. 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. *Spring even.*

MAT205 HISTORY OF MATH 2 SEMESTER HOURS

Prerequisite: MAC2105. 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. *Spring even.*

MAT302 CALCULUS I 4 SEMESTER HOURS

Prerequisite: MAC2105. 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. *Fall odd.*

MAT303 PLANE GEOMETRY 3 SEMESTER HOURS

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. *Spring odd.*

MAT304 CALCULUS II 4 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. *Spring even*

MAT401 PROBABILITY AND STATISTICS 3 SEMESTER HOURS

Corequisite: MAC2105. 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. *Fall sem.*

MISSIONS

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. *Spring sem.*

MODERN LANGUAGE

- SPA201 SPANISH I** 3 SEMESTER HOURS
This course is an introduction to Spanish that will emphasize the development of practical skills in reading, writing, and speaking modern Spanish. *Fall sem.*
- SPA202 SPANISH II** 3 SEMESTER HOURS
Prerequisite: SPA201. This course is continuation of SPA201. It will continue emphasizing the development of practical skills in reading, writing, and speaking modern Spanish. *Spring sem.*

WORSHIP ARTS

- MUT100 INTRODUCTION TO THEORY AND MUSICIANSHIP** 3 SEMESTER HOURS
This course is designed for students who lack the necessary background for taking MUT101.
- MUT101 THEORY AND MUSICIANSHIP I** 3 SEMESTER HOURS
Prerequisite: Placement exam or MUT100. A foundational study of the essential building blocks of music, including chord analysis, harmony, voice leading and form. The class also introduces techniques of realizing rhythms and basic aural musicianship, including singing, and recognizing and dictating intervals and chords within diatonic major and minor tonalities. *Spring sem.*
- MUT102 THEORY AND MUSICIANSHIP II** 3 SEMESTER HOURS
Prerequisite: MUT101. A continuation of Theory and Musicianship I with an emphasis on voice leading and part-writing using diatonic harmonies, including seventh chords. The class also continues an exploration of realizing rhythms and sight-singing with an introduction to transcribing melodies and multiple voices by ear. *Fall sem.*
- MUT201 THEORY AND MUSICIANSHIP III** 3 SEMESTER HOURS
Prerequisite: MUT102. A continuation of Theory and Musicianship II with an emphasis on part-writing, seventh chords, jazz harmony and chromaticism. The class also continues an exploration of realizing complex rhythms, sight-singing and transcribing melodies and choral parts by ear. *Spring sem.*
- MUS100 VOCAL METHODS I** 1 SEMESTER HOUR
Prerequisite: Audition. An introduction to the fundamentals of vocal production. Course content includes: proper breathing, posture and alignment, vocal anatomy, healthy singing, and the basics of performance. This course may serve as a prerequisite to applied voice. *Fall sem.*
- MUS103 VOCAL METHODS II** 1 SEMESTER HOUR
Prerequisite: Audition or MUS100. This course is a continuation of MUS100. Specific emphasis is placed on repertoire development, proper performance techniques, efficient tone production, and singing in various styles. This course may serve as a prerequisite to applied voice. *Spring sem.*
- MUS104 APPRECIATION OF FINE ARTS** 2 SEMESTER HOURS
A study of the basic elements of music, theater and art necessary for

- intelligent listening, viewing and appreciation. Includes listening and viewing activities as well as theater attendance. *Fall sem.*
- MUS107 FUNCTIONAL PIANO I** 1 SEMESTER HOUR
Prerequisite: Worship Arts degree student.
 Introductory course in piano designed to prepare non-keyboard music students for proficiency keyboard requirements in the worship arts program. Skills covered include sight-reading, harmonization and transposition, as well as performance of scales and basic repertoire. *Fall sem.*
- MUS108 FUNCTIONAL PIANO II** 1 SEMESTER HOUR
Prerequisite: MUS107 or Audition. Continuation of MUS107.
 Introductory course in piano designed to prepare non-keyboard music students for proficiency keyboard requirements in the worship arts program. Skills covered include sight-reading, harmonization and transposition, as well as performance of scales and basic repertoire. *Spring sem.*
- MUS115 CLASS GUITAR I** 1 SEMESTER HOUR
 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. *Fall sem.*
- MUS116 CLASS GUITAR II** 1 SEMESTER HOUR
Prerequisite: MUS115 or Audition. This course is a continuation of Class Guitar I. *Spring sem.*
- MUS117 GUITAR FOR CONTEMPORARY WORSHIP** 1 SEMESTER HOUR
 An introduction to the skills necessary to accompany church singing with the guitar. Designed for students with little or no experience, the class focuses on basic rudiments of guitar playing, including open and barre chords and strumming and picking patterns.
- MUS121 INTRO TO WORSHIP MINISTRY** 2 SEMESTER HOURS
 A theological, historical, and practical study of worship ministry in the church. Specific attention is given to developing the student's theological framework for future studies in Christian worship as well as the true role of the worship leader. *Fall sem.*
- MUS135, 136, 235, 236, 335, 336, 435, 436, 437**
WORSHIP FORUM 0 SEMESTER HOUR
 A seminar exposing students to various applications of worship ministry. The seminar includes lecture, student performance, concert attendance, and/or masterclass. Offered on a pass/fail basis. The student must pass at least six semesters to receive the degree in worship arts.
- MUS199 MINISTRY TEAMS** 1 SEMESTER HOUR
Prerequisite: Audition. Credit awarded for completion of semester as a member of a ministry team. Students who do not complete the semester with the team will receive a grade of "W."
- MUS203 CONDUCTING I** 2 SEMESTER HOURS
Prerequisite: MUS102. Students will be introduced to the fundamentals of the conducting gesture. This instruction will include: appropriate posture, the use of the baton, expressive and independent use of both hands, beat patterns, cueing, and control of tempo, dynamics and phrase shaping. The student will also study and/or review elements of instrument transposition and musical terminology. Special emphasis will be given to conducting style

- as it relates to the modern church choir and orchestra. *Fall sem.*
- MUS207 FUNCTIONAL PIANO III 1 SEMESTER HOUR**
Prerequisite: MUS108 or Audition. 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, improvisation, and sight-reading skills are explored. *Fall sem.*
- MUS212 PIANO FOR CONTEMPORARY WORSHIP 1 SEMESTER HOUR**
Prerequisite: MUS207 or Audition. A continuation of MUS207 with emphasis given to the role of the keyboard in contemporary worship. Skills covered include playing from chord charts and vocal scores and developing accompanying skills for both solo and congregational worship. *Spring sem.*
- MUS222 WORSHIP AND THE PSALMS 2 SEMESTER HOURS**
 This course is an introduction to the Psalter and its theology. The main theological themes of the Psalms and the different types of Psalms will be studied. Consideration will be given to the Psalms' historical and cultic contexts. The relevance of the Psalms to the Christian faith and the life of the Church will be examined while emphasizing their theological significance and value for Christian living and worship. *Spring sem.*
- MUS299 SOPHOMORE PERFORMANCE REVIEW 0 SEMESTER HOUR**
Corequisite: VOI210, PNO210 or INS210. The student is evaluated regarding his/her current level of performance in the primary applied proficiency as well as potential for successful completion of the worship arts degree including but not limited to: theory, musicianship, student success, and inter-personal relational skills. Transfer students having already completed four semesters of applied lessons will be evaluated in the same manner after one semester of study at TBC at the discretion of the current applied teacher. When completed, the music faculty will make a recommendation regarding the student's continued pursuit of the worship arts degree. An average of performance grades determines outcome: 80-99 "Pass"; 70-79 "Probation"/repeat; 0-70 "Fail"/explore other degree options. *Spring sem.*
- MUS302 BIBLICAL FOUNDATIONS OF WORSHIP 3 SEMESTER HOURS**
Prerequisites: BIB101, BIB102, ENC1102. This course is an examination of biblical models of worship and principles of worship as they apply to both personal and corporate worship experiences. Special attention is given to Old and New Testament worship practices, the Gospel as the center of worship, various worship styles and forms, and special issues facing the church today. Students will develop, articulate, and defend a biblical philosophy of worship. *Spring sem.*
- MUS310 WORSHIP AND THE CREATIVE ARTS 2 SEMESTER HOURS**
Prerequisite: MUS121. This course explores a diversity of the creative arts and their uses in corporate worship. Students will study how the arts have been and are being used in the church while developing a personal theology of the arts in worship. Students will plan, prepare, and perform a variety of art forms with specific attention being given to fostering the arts in the church, and developing the church artist. *Spring even.*
- MUS311 CHURCH MUSIC ADMINISTRATION 2 SEMESTER HOURS**
 This course is designed to help students prepare for the administrative tasks of music ministry and help students develop the necessary

organizational skills to effectively lead a church music program. Topics will include: employment and vocational issues, staff relationships, personal organization and time management skills, managing facilities and finances, developing promotional material, making hospital visits, planning productions, and organizing meetings. Students will complete a variety of practical projects related to each of these areas of study. *Fall even.*

MUS312 MUSIC & MEDIA TECHNOLOGY 3 SEMESTER HOURS

Prerequisite: MUS121

A study of modern resources, techniques and technology employed by worship leaders in both small and large congregations. Topics will include audio, video, lighting, software applications, and stage design. Students will complete a variety of comprehensive projects while developing a working technological vocabulary in an effort to assist the student in communicating effectively and professionally in each of these areas. Students will also articulate a philosophy for the use of media and technology in corporate worship. *Spring odd.*

MUS319 CHORAL/INSTRUMENTAL PEDAGOGY 2 SEMESTER HOURS

Introduces the student to the administration and implementation of the ensemble experience in the secondary school. Topics will include recruiting, rehearsing, planning, and executing all facets of the applied music program. Course instruction will cover both choral and instrumental techniques with attention given to the selection of age-appropriate literature and teaching methods.

MUS321 DIGITAL MUSIC NOTATION 1 SEMESTER HOUR

Prerequisite: MUS108 or Equivalent. Students become proficient in using Finale music notation software for piano, vocal, choral, and orchestral music scoring. *Fall even.*

MUS326 WORSHIP PRACTICUM 1 SEMESTER HOUR

Prerequisites: Junior; MUS299. The practicum is designed to help students learn ministry skills and concepts completing a variety of practical, hands-on activities determined by the student's interests and areas in need of continuing development. The practicum is complete over the course of an 8-week period.

MUS333 ARRANGING FOR WORSHIP 2 SEMESTER HOURS

Prerequisite: MUT201. Students learn concepts and techniques to arrange voices and instruments for church worship. *Spring even.*

MUS407 PLANNING & LEADING WORSHIP 3 SEMESTER HOURS

Prerequisite: MUS203. Special attention is given to the corporate nature of congregational worship, understanding service structure, evaluating resources and repertoire, and designing Gospel-centered worship services in a variety of styles. Students will research, plan, rehearse, present, and defend at least one detailed worship service during the semester. *Fall odd.*

MUS415 WORSHIP ARTS IN HISTORICAL PERSPECTIVE 3 SEMESTER HOURS

Prerequisite: MUT201.

This course examines the significance and influence of Western music, art and culture on Christian worship from Old Testament times to the present. *Fall even.*

MUS425 WORSHIP CONCENTRATION INTERNSHIP 2 SEMESTER HOURS

Prerequisites: 100 credit hours, approved application, and MUS326.

Capstone course in the Worship Arts Concentration. It includes a minimum of 80 hours supervised ministry experience in an approved worship ministry. Students will further refine areas of strength, be introduced to a broad array of worship ministries, and develop skill in organization and planning. The student must apply through their faculty advisor in the spring semester of the junior year.

MUS145-446 COLLEGE CHAMBER ENSEMBLE 1 SEMESTER HOUR
Open by audition only.

Ensemble forms the core of the students' vocal and musical experiences while allowing students to develop and coordinate their individual skills with others in a chamber setting. The ensemble performs a variety of choral literature and presents concerts throughout the semester while also performing for many College functions including chapel, graduation, and other special events. (Course fee \$15)

PNO/VOI/INS 109-111,209-211,309-311,409-411 1 SEMESTER HOUR
APPLIED MUSIC

Private lesson instruction in the chosen area. (See financial information for fees listing.)

ONLINE EDUCATION

ONL099 INTRODUCTION TO ONLINE EDUCATION 0 SEMESTER HOUR

This course is designed to give online students a glimpse of what will be experienced in a TBCOnline course. Key elements of the online course format such as how to navigate the learning management system, Populi, as well as information regarding the online library and other pertinent online course information will be shared. During the orientation, students will be given opportunities to participate in projects and activities designed to help with future course success. This course is a prerequisite for all online courses.

PHYSICAL EDUCATION

PED199 VARSITY SPORTS PARTICIPATION 1 SEMESTER HOUR

Student must be on the active roster for a varsity sports team. Credit is awarded at the end of the season. Students who do not complete the entire season on the varsity team will not receive credit.

PED201 FITNESS FOR LIFE 3 SEMESTER HOURS

This course studies of 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. *Spring odd.*

PED202 PRINCIPLES AND PROBLEMS OF ATHLETIC COACHING I 2 SEMESTER HOURS

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. *Fall odd.*

- PED203 PRINCIPLES AND PROBLEMS OF ATHLETIC COACHING II** 2 SEMESTER HOURS
This course is a continuation of the subjects dealt with in PED202. *Spring even.*
- PED301 FIRST AID TECHNIQUES** 2 SEMESTER HOURS
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. *Spring odd.*
- PED302 ADMINISTRATION OF PHYSICAL EDUCATION AND ATHLETICS** 3 SEMESTER HOURS
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. *Fall even.*
- PED309 SPORTS PHYSIOLOGY** 2 SEMESTER HOURS
Students will explore the short and long-term effects of exercise with the goal of creating appropriate exercise programs for athletes in a variety of sports. Concepts of exercise physiology will be applied to the understanding of body function, enhancing sports performance, and optimally training athletes. *Fall odd.*
- PED310 KINESIOLOGY** 2 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. *Spring even.*

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.
- PSY221 ABNORMAL PSYCHOLOGY** 3 SEMESTER HOURS
Prerequisite: PSY102. This course will help the student develop an overview of different types of abnormal behavior and learn about diagnosis, counseling techniques and follow up. *Fall even.*
- PSY302 EDUCATIONAL PSYCHOLOGY** 3 SEMESTER HOURS
Prerequisites: PSY102, **Sophomore Classification (45 hours).** This course is a comprehensive study of the teaching-learning process as it is applied to the elementary or secondary school. *Fall sem.*
- PSY312 PSYCHOLOGY OF PERSONALITY** 3 SEMESTER HOURS
Prerequisite: PSY102. This course surveys the major theories of personality and its measurement and the relationship to the DSM.

Emphasis is placed on understanding how personality influences behavior. Cognitive, humanistic, and behavioral perspectives, among other topics, are surveyed. *Fall even.*

PSY411 DEVELOPMENTAL PSYCHOLOGY 3 SEMESTER HOURS

Prerequisite: PSY102. This course provides 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. *Spring sem.*

SCIENCE

SCI144 SCIENCE SURVEY I 3 SEMESTER HOURS

Prerequisites: BIB101, BIB102. This is a survey course that will focus on the disciplines of astronomy and geology introducing the student to such concepts as constellations, planetary irregularities, geologic formations and erosional and sedimentary deposition. The course will examine topics from an evolution versus creationism perspective to provide the student with a foundational apologetic. *Fall Sem.*

SCI145 SCIENCE SURVEY II 3 SEMESTER HOURS

Prerequisites: BIB101, BIB102. This survey course will examine the concept of origins looking at both Darwin's Theory of Evolution and its contemporary implications as well as the biblical account of origins found in Genesis. Topics include natural selection, speciation, adaptations and micro vs macro evolution. Additionally the course will survey areas including naturalism, materialism, and modern genetics. *Spring sem.*

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-on campus only- \$30) *Fall sem.*

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 - on campus only - \$30) *Spring sem.*

SCI311 PHYSICAL SCIENCE SURVEY I 3 SEMESTER HOURS

Prerequisite: Math entrance test or MAT100. 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. *Fall sem.*

SCI312 PHYSICAL SCIENCE SURVEY II 3 SEMESTER HOURS

Prerequisite: Math entrance test or MAT100. 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. *Spring sem.*

- SCI401 CHEMISTRY I** **4 SEMESTER HOURS**
Prerequisite: **MAC2105.** This course is a survey of the principles and concepts of General Chemistry. It includes matter, physical and chemical properties, measurements, atomic theory, ionic and molecular compounds, stoichiometry, solutions, chemical reactions, thermochemistry, electronic structures, periodicity, chemical bonding, gases, solids, and liquids. Laboratory is required. (Lab fee- on campus only- \$30) *Fall even.*
- SCI402 CHEMISTRY II** **4 SEMESTER HOURS**
Prerequisite: **MAC2105, SCI401.** This course is a survey of the properties and concepts of Chemistry. It includes solutions, colloids, kinetics, equilibrium, acids and bases, thermodynamics, electrochemistry, organic chemistry, and nuclear chemistry. Laboratory is required. (Lab fee- on campus only- \$30) *Spring odd.*
- 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- on campus only \$30) *Spring even.*

SOCIAL STUDIES

- EUH1000 WESTERN 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 and the Protestant Reformation. *Fall sem.*
- EUH1001 WESTERN CIVILIZATION II** **3 SEMESTER HOURS**
This course examines the major trends in Western and world politics, society, and culture from the 16th century through the post-Cold War era. *Spring sem.*
- AMH2010 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. *Fall sem.*
- AMH2020 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. *Spring sem.*
- HIS303 MEDIEVAL EUROPE** **3 SEMESTER HOURS**
Prerequisite: **EUH1000.** This course examines Europe following the fall of the Roman Empire in the West, focusing on the establishment of feudal society and its culture, medieval Christianity, and the intellectual developments which led to Renaissance art and humanism. *Spring even.*
- HIS313 19TH CENTURY EUROPE** **3 SEMESTER HOURS**
Prerequisite: **EUH1001.** This course examines the development of European society from the French Revolution to the advent of the First World War. Special attention is given to the cultural, political, and military developments of the era, and the various philosophical movements that

drove events.

- HIS316 AMERICAN GOVERNMENT 3 SEMESTER HOURS**
This course is a topical study of the American government system focusing primarily on its actions on the national level. The course will consider each of the three branches of government as well as the federal relationship between the national government and the states. Special attention is also given to the history, structure, and meaning of the Constitution of the United States.
- HIS319 STATE AND LOCAL GOVERNMENT 3 SEMESTER HOURS**
A study of the structures, politics, and functions of state and local systems and their interrelationships with the American federal system of government. Topics include: the governors, the legislature, the state judiciary, finance, urban governments, and political participation. *Fall even.*
- HIS321 CHURCH HISTORY I 3 SEMESTER HOURS**
Prerequisite: EUH1000/EUH1001 A survey of Christianity from the time of Christ up to the dawn of the Protestant Reformation. Special consideration is given to important events, notable persons, and the development of the Roman Catholic Church. *Fall sem.*
- HIS322 CHURCH HISTORY II 3 SEMESTER HOURS**
Prerequisite: EUH1000/EUH1001. A survey of Christianity from the Protestant Reformation until the present day. Special consideration is given to key events and people that shaped the development of Christianity in America, the Enlightenment, and Christianity's global impact today. *Spring sem.*
- HIS399 PRELAW SEMINAR 1 SEMESTER HOUR**
Prerequisite: Junior. This course provides the future law student with an overview of topics related to law school. The focus of the course will be on preparation for the LSAT and the application process for law school. (May not be taken as a HIS elective.)
- HIS405 20TH CENTURY AMERICA 3 SEMESTER HOURS**
Prerequisite: AMH2020. Beginning in the progressive era, this course analyzes the key events and figures which characterize the social, political, and economic upheaval of this most recent century. *Fall even.*
- HIS415 THE ANCIENT NEAR EAST AND GREECE 3 SEMESTER HOURS**
Prerequisite: EUH1000. This course analyzes the history, culture, and societies of the ancient Near East and Greece from the rise of the first urban centers to the end of the Hellenistic Age. Special consideration will be paid to the study of Jews and Judaism in the context of the larger Near Eastern world and to the development of Western ideals such as liberty and democracy in Classical Greece.
- HIS425 THE AMERICAN CIVIL WAR 3 SEMESTER HOURS**
Prerequisite: AMH2010. This course examines the causes, chronology, and consequences of the American Civil War, with special consideration given to the key personalities and events during the conflict. *Spring even.*



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B.S., M.A., Liberty University
At TBC since 2004

JAMES BUCKNER, B.S., B.S., M.A., M.A., M.DIV., ED.D.

Professor of Counseling
Assistant Professor of Criminal Justice
B.S., B.S., Middle Tennessee State University
M.A., University of Central Oklahoma
M.A., M.Div., Liberty University
Ed.D., Argosy University
At TBC since 2004

ASHLEY BYER, B.S., M.ED.

Assistant Professor of Elementary and Special Education
B.S. Trinity Baptist College
M.Ed. Liberty University
At TBC since 2022

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Vice President of Academic Affairs/CAO, Professor of Biblical Studies
B.A., M.Min., Trinity Baptist College
Ph.D., Piedmont International University
At TBC since 2004

LUKE COLLIER, B.A., M.S.

Associate Professor of Communications
B.A., M.S., Pensacola Christian College
At TBC since 2022

MARK CRAWFORD, B.A., M.A., D.M.A.

Professor of Worship Arts
B.A., M.A., Pensacola Christian College
D.M.A., University of South Carolina
At TBC since 2010

JACOB LEPORACCI, B.S., M.C.M., D.W.S

Associate Professor of Worship Arts
B.S., Trinity Baptist College
M.C.M., Pensacola Theological Seminary
D.S.W., Institute for Worship Arts
At TBC since 2006

SAMUEL LOPEZ, B.S.E.E.T., B.B.A., M.B.A., D.B.A.

Associate Professor of Business
B.S.E.E.T., Florida A&M University
B.B.A., University of North Florida
M.B.A., University of Florida
D.B.A., University of Florida
At TBC since 2021

JOHN LUCY, B.B.A., M.L.S., ED.D.

Director of Institutional Effectiveness & Library
Associate Professor of Education
B.B.A., University of North Florida
M.L.S., Florida State University
Ed.D., University of North Florida
At TBC since 2011

KYLE TADLOCK, B.A., M.A., PH.D.

Associate Professor of History
B.A., University of Mississippi
M.A., North Carolina State University
Ph.D., The Ohio State University
At TBC since 2019

REBECCA WHITLEY, B.S., M.ED.

Assistant Professor of English
B.S., Trinity Baptist College
M.Ed., Liberty University
At TBC since 2014

JOHN WILLIAMS III, B.M., TH.M., PH.D.

Professor of Biblical Studies
B.M., Jacksonville University
Th.M., Dallas Theological Seminary
Ph.D., Mid-America Baptist Theological Seminary
At TBC since 2010

PATRICIA YOUNG, B.A., M.ED., PH.D.

Professor of English
B.A., Georgia State University
M.Ed., Ph.D., Florida A&M University
At TBC since 2022

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|-------------------------------|
| <p>Adjunct Faculty</p> |
|-------------------------------|

JAMES ARD, M.B.A., M.S.A., M.B.A

Adjunct Professor of Business
M.B.A., University of North Florida
M.S.A., Universidad Rey Juan Carlos
M.B.A., ESEADE
At TBC since 2021

WILLIAM BEIRNE, B.A., M.S.

Adjunct Professor of Criminal Justice
B.A., M.S., Corlins University
At TBC since 2022

NICK BERGER, B.S.

Instructor of Computers
B.S., Nova University
At TBC since 2010

BOYD BETTIS, B.A., M.A.

Adjunct Professor of Biblical Studies
B.A., The Baptist College of Florida
M.A., Liberty University
At TBC since 2023

VAUGHN BROWN, B.S.

Dean of Students, Instructor of Christian Education
B.S., Trinity Baptist College
At TBC since 2021

JON COPELAND, B.S., B.A., M.S.

Assistant Professor of Physical Education,
Head Baseball Coach
B.S., B.A., Biola University
M.S., University of California, Irvine
At TBC since 2014

CRYSTAL DOW, B.A., J.D.

Assistant Professor of Criminal Justice
B.A. Liberty University
J.D. Liberty University School of Law
At TBC since 2020

TERESA DUSTMAN, B.S., M.ED., ED.D.

Director of Online Learning
Assistant Professor of Education
B.S., Pensacola Christian College
M.Ed., Trinity Baptist College
Ed.S., Liberty University
Ed.D., Liberty University
At TBC since 2016

JESSE EANES, B.A.S., M.S.

Assistant Professor of Criminal Justice
B.A.S., Florida State College at Jacksonville
M.S., University of San Diego
At TBC since 2020

TONI ELKINS, B.S.

Director of Student Success & Career Placement
Instructor of Christian Education
B.S., Bob Jones University
At TBC since 2006

TERESA HANEY, B.A., M.S.

Assistant Professor of Education
B.A., University of South Florida
M.S., Educational Leadership, Nova University
At TBC since 1981

MATTHEW HEAVENER, B.S., M.B.A

Vice President of Enrollment and Development,
Assistant Professor of Business
B.S., M.B.A., Liberty University
At TBC since 2008

JON HEYMANN, B.A., M.ED

Adjunct Professor of Psychology
B.A., Northeastern Bible College
M.Ed., University of Florida
At TBC since 2023

GARY JUDD, B.A., M.A.

Chief Financial Officer, Associate Professor of Business
B.A., Trinity Baptist College
M.A., Regent University
At TBC since 1990

MAYLYNN LEPORACCI, B.S., M.C.M.

Assistant Professor of Worship Arts
B.S., West Coast Baptist College
M.C.M., Pensacola Theological Seminary
At TBC since 2009

ROBERT LESTRANGE, B.A., M.A., M.DIV

Adjunct Professor of Criminal Justice
B.A., Villanova University
M.A., West Chester University
M.Div., New Orleans Baptist Theological Seminary
At TBC since 2022

WENDY MCKINNON, B.S., M.ED.

Adjunct Professor of Education
B.S., Pensacola Christian College
M.Ed., American College of Education
At TBC since 2023

THOMAS C. MESSER, B.A., M.MIN., D.D.

Pastor, Trinity Baptist Church, Chancellor
Associate Professor of Homiletics
B.A., D.D., Maranatha Baptist Bible College
M.Min., Trinity Baptist College
At TBC since 1982

MATTHEW PAGE, B.S., MTS

Director of Recruiting, Assistant Professor of Biblical Studies
B.S., University of Management and Technology
MTS, Southwestern Baptist Theological Seminary
At TBC since 2022

STEPHEN PERRY, B.A., MTS

Adjunct Professor of Biblical Studies
B.A., Shorter College
MTS, Golden Gate Theological Seminary
At TBC since 2023

TESSY ROBBINS, B.A., M.A.

Assistant Professor of Counseling
B.A., M.A., University of West Florida
At TBC since 2019

JEREMIAH STANLEY, B.A., M.A., M.DIV., D.MIN.

Vice President of Student Affairs, Assistant Professor of Biblical Studies
B.A., Trinity Baptist College
M.A., M.Div., Liberty University
D.Min. Southern Seminary
At TBC since 2006

LEDALE SOUTHERLAND, B.S., M.ED., ED.D.

Professor of Education
B.S., Trinity Baptist College
M.Ed. Ed.D., University of North Florida
At TBC since 2014

DAVID THOMPSON, B.A., M.DIV., D.MIN.

Professor of Biblical Studies
B.A., Clearwater Christian College
M.Div., Biblical Theological Seminary
D.Min., Dallas Theological Seminary
At TBC since 2013

DANIEL WARREN, B.A., M.R.E., M.A.R., M.DIV.
Associate Professor of Biblical Studies
B.A., Bob Jones University
M.A.R., M.R.E., M.Div., Liberty University
At TBC since 2002

Online Faculty

LAURA ALLNUTT, B.A., M.S., M.F.A.
Associate Professor of English
B.A., M.S., Pensacola Christian College
M.F.A., Fairfield University
At TBC since 2016

MATTHEW BEEMER, B.S., M.A., PH.D.
Professor of Communications
B.S., M.A. Pensacola Christian College
Ph.D., Louisiana State University
At TBC since 2010

JOHNNY BOWMAN, JR., B.B.A., M.B.A., D.B.A.
Professor of Business
B.B.A., Edward Waters College
M.B.A., University of Phoenix
D.B.A., Walden University
At TBC since 2019

KYLE BROOKS, B.S., M.B.A., D.B.A
Assistant Professor of Business
B.S., Trinity Baptist College
M.B.A., Liberty University
D.B.A., Cappella University
At TBC since 2020

BRITTANY CORBETT, B.S., M.A.
Adjunct Instructor of Biblical Studies
B.S., M.A., Trinity Baptist College
At TBC since 2017

JIM CROCKETT, B.R.E., M.A., PH.D.
Adjunct Professor of Biblical Studies
B.R.E., Tennessee Temple University
M.A., Temple Baptist Theological Seminary
Ph.D., Carolina University
At TBC since 2017

ALEXANDRIA DEIG, B.A., M.A.

Assistant Professor of Counseling
B.A., Trinity Baptist College
M.A., Liberty University
At TBC since 2020

DANIEL DEIG, B.A., M.DIV.

Assistant Professor of Biblical Studies
B.A., Trinity Baptist College
M.Div., Liberty University
At TBC since 2014

JEANETTE DICK, B.A., M.ED.

Assistant Professor of English/Education
B.A., University of California Davis
M.Ed., University of North Florida
At TBC since 2021

PHILIP DUGAS, B.S., M.S., M.ED., ED.D.

Assistant Professor of Sport Management
B.S., North Greenville University
M.S., Florida State University
M.Ed., American College of Education
Ed.D., United States Sports Academy
At TBC since 2021

RANDY EVERIST, B.S., M.A.R., M.A., PH.D

Assistant Professor of Biblical Studies
B.S., Trinity Baptist College
M.A.R., Liberty University
M.A., Southeastern Baptist Theological Seminary
Ph.D., University of Birmingham
At TBC since 2012

PETE GARCIA, B.S., M.S., M.B.A., D.B.A., CPA, PCA

Assistant Professor of Accounting
B.S., M.B.A., D.B.A., University of Florida
M.S., University of New Haven
CPA, State of Florida
PCA, Professional Career Institute
At TBC since 2022

GREGORY GRANT, B.S., M.B.A.

Assistant Professor of Business
B.S., University of Phoenix
M.B.A., University of Phoenix
At TBC since 2020

MARTIN HERSEY, B.S., M.A.

Assistant Professor of History
M.A., American Public University
At TBC since 2020

PATRICK JOHNSON, B.S., M.A.

Assistant Professor of Math
B.S. M.A., Delta State University
Graduate Certificate, University of Memphis
At TBC since 2020

RYAN JOHNSON, B.B.A., M.DIV., TH.M, PH.D.

Associate Professor of Biblical Studies
B.B.A., University of Central Arkansas
M.Div., Th.M., Ph.D., The Southern Baptist Theological Seminary
At TBC since 2022

GREG MANN, B.A., M.A.R., M.R.E., M.DIV.

Assistant Professor of Missions
B.A., Trinity Baptist College
M.A.R., M.R.E., M.Div., Liberty Baptist Theological Seminary
At TBC since 2010

DILLON MOYD, B.S., M.DIV.

Adjunct Professor of Biblical Studies
B.S., Trinity Baptist College
M.Div., New Orleans Baptist Theological Seminary
At TBC since 2023

ERIC MCCONNELL, B.A., M.A.

Assistant Professor of Biblical Studies
B.A., Trinity Baptist College
M.A., Piedmont International University
At TBC since 2020

TAMMIE MCCLAFFERTY, B.A., M.A.T., M.A.R., ED.D.

Assistant Professor of Education
B.A., Cedarville University
M.A.T, Marygrove College
M.A.R., Liberty University
Ed.D., Grand Canyon University
At TBC since 2021

FRANCIS RAJ, B.S., M.A

Associate Professor of Counseling
B.S., M.A., Liberty University
At TBC since 2019

VALERIE RILEY, B.A., B.A., M.A., PH.D.

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

BONNIE SMEDLEY, B.B.A., M.B.A., M.S.

Assistant Professor of Accounting/Business
B.B.A., M.B.A., University of North Florida
M.S., Strayer University
At TBC since 2021

MATTHEW SWALE, B.A., M.Div., PH.D.

Assistant Professor of Biblical Studies
B.A., Moody Bible Institute
M.Div., Beeson Divinity School
Ph.D., Midwestern Baptist Theological Seminary
At TBC since 202

JIM URBAN, B.A., M.A.

Assistant Professor of Counseling
B.A., Trinity Baptist College
M.A., Liberty University
At TBC since 2019

PETER VAN KLEECK, B.A., M.A.R., Th.M., PH.D

Assistant Professor of Biblical Studies
B.A., Clearwater Christian College
M.A.R., Westminster Theological Seminary
Th.M., Calvin Theological Seminary
Ph.D., Liberty Theological Seminary
At TBC since 2017

Staff

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| Issac Lawrence Jr., B.S..... | Assistant Director of Recruiting |
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| Greg Calder B.S., M.S. | Women's Soccer Coach |
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