

Catalog 2015-2020

Undergraduate and Graduate

Called to Serve...Equipped to Lead



HUNTSVILLE BIBLE COLLEGE



HUNTSVILLE BIBLE COLLEGE

CATALOG

2015-2020

906 Oakwood Road
Huntsville, AL 35811
Phone: (256) 469-7536
Email: admin@hbc1.edu
Fax: (256) 469-7549
Website: www.hbc1.edu

Published: July 2015

This catalog contains policies and procedures pertaining to admissions, course offerings and requirements for graduation, student services, and other pertinent information to help students to achieve their objectives relative to the mission, goals, and objectives of the College. It is not to be considered as a contract. The College will endeavor to maintain the information described herein, however, it reserves the rights to make unannounced changes when deemed necessary as conditions may warrant. All changes will be posted on our website (www.hbc1.edu).

Huntsville Bible College

906 Oakwood Avenue
Huntsville, AL 35811
Email: admin@hbc1.edu
Phone: (256) 469-7536
Fax: (256) 469-7549

Licensed pursuant to the Alabama Private License Law,
Code of Alabama, Title 16-46-1 through 10, operates under the authority of the Huntsville Bible
College Board of Directors in conjunction with the State of Alabama Department of
Postsecondary Education

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

TABLE OF CONTENTS

College Profile	5
From the President.....	6
General Information.....	8
Our Philosophy of Education.....	8
Our Mission	8
Goals and Objectives of the College.....	9
Institutional Learning Outcomes.....	9
A Statement of Faith	10
Accreditation Status	11
Student Life	12
New Students Orientation.....	12
Student Government Association (SGA).....	12
Social Activities	12
Spiritual Development	12
Ministry Formation Program: Practical Christian Service.....	12
Physically Challenged Students.....	13
Academic Advising and Student Counseling	13
Learning Resources Center	13
Student Conduct.....	14
Financial Information.....	14
Tuition and Fees.....	14
Payment at Registration	15
Explanation of Fees:	15
Refund Policy.....	15
Scholarships	16
Veterans Aid	16
Federal Financial Aid.....	16
Financial Aid Reimbursements.....	16
Academic Information.....	16
ADMISSIONS	16
First-Time Students.....	16
Transfer Students	17
Transfer Credit and Admission Procedure.....	18
Special Students	18
Academic Year and Semester Hours	18
Academic Requirements.....	18
Class Standing.....	18
Grades and Quality Points	19

Incompletes	19
Withdrawal Passing/Failing	19
Add/Drop Period	20
Academic Standard of Satisfactory Progress Policy	20
Assessment of Learning Outcomes	20
Repeating a Course	20
Academic Probation	21
Course Loads	21
Course Schedules	21
Class Attendance	21
Withdrawal from the College	21
Graduation	21
Transcripts	22
Distance Learning Policy	22
Undergraduate Educational Programs.....	25
The Certificate of Biblical Studies	25
The Associate of Arts Degree	26
The Bachelor of Arts Degree	31
UNDERGRADUATE COURSE DESCRIPTIONS.....	36
MASTER OF MINISTRY DEGREE	52
Overview	52
Goals and Objectives	52
Admission Requirements	53
Faculty	53
Tuition & Fees	53
Transfer of Credits	53
Meeting Dates & Times	53
Student Evaluation	53
Graduation Requirements	54
Graduate Educational Program	55
Graduate Course Descriptions.....	56
PERSONNEL	58

COLLEGE PROFILE

Huntsville Bible College (HBC) is an institution of higher education that prepares individuals to become preachers, pastors, evangelists, missionary workers, Christian education teachers and youth workers to assist local churches in carrying out their missions. HBC provides education to enable persons to better understand the Word and the nature of God.

The College is located at 906 Oakwood Avenue in the northeast section of Huntsville, Alabama. Oakwood Avenue runs east and west of Memorial Parkway (Highways 431-231), which is the main artery for traffic north and south of the city of Huntsville.

Huntsville Bible College (formerly Huntsville Baptist Institute) was founded in 1986 by the Mallard Creek Primitive Baptist Association for the purpose of training Christians for leadership positions as pastors, ministers, teachers, mission workers, and servants for the Lord.

The College offers the Certificate in Biblical Studies, the Associate of Arts, Associate of Arts in Business Technology, Associate of Arts in Child Development, the Bachelor of Arts degrees (majors in *Pastoral Ministry, Christian Education, Mission and Evangelism and Social Work*), and Master of Ministry degree.

The College operates under the authority of the Huntsville Bible College Board of Directors in conjunction with the State of Alabama Department of Postsecondary Education, and licensed pursuant to the Alabama Private License Law, Code of Alabama Title 16-46-1 through 10.

Huntsville Bible College holds accredited status at the undergraduate and graduate level with the Commission on Accreditation of the Association for Biblical Higher Education, 5850 T. G. Lee Blvd., Ste. 130, Orlando, FL 32822; Ph. (407) 207-0808.

A MESSAGE FROM THE PRESIDENT



Welcome to Huntsville Bible College. Since 1986, Huntsville Bible College has been dedicated to the preparation of leaders for ministry and to support the mission of local churches. More than ever before, we need leaders who are aware of critical issues that face our world and are ready to confront those issues with Biblical principles and the power of the Holy Spirit.

We have embarked upon a new era in the life of the College with plans for additional programs, advanced degrees, and new facilities. Preparations are being made with you in mind so your goals, aspirations, and special needs can be met. You are the reason for our existence, whether you are a high school graduate, adult leader, bi-vocational minister or just interested in personal and spiritual enrichment, we are here to serve your needs.

This catalog has been prepared to provide information regarding:

- the College
- programs
- finances
- entrance requirements
- student life
- courses offered.

We invite you to explore this material as well as our website [www.hbc1.edu] to find your interest.

We invite you to become a part of our college family.

John L. Clay, President

Huntsville Bible College



Catalog 2015-2020 Undergraduate

Founded 1986

Committed to Training Disciples for Christ

GENERAL INFORMATION

This section of the catalog introduces the mission, the educational philosophy, institutional goals, statement of faith, and accreditation status of Huntsville Bible College.

Our Philosophy of Education

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

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

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

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

Our Mission

Huntsville Bible College is an institution of biblical higher education that seeks to provide educational opportunities for:

1. The training of preachers.
2. The enhancement of pastoral ministry.
3. The fostering of spiritual growth and development.
4. The training of persons for Christian missions and evangelism.
5. The training of Christian education teachers, youth workers, and church leaders for local church congregations.

Goals and Objectives of the College

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

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

Institutional Learning Outcomes

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

1. Communicate effectively in oral and written forms and comprehend complex ideas through reading and listening.
2. Develop spiritual transformation exhibited through Christian character and commitment to the work of Christ to the glory of God.

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

A Statement of Faith

We at Huntsville Bible College believe and teach these biblical-theological truths:

- There is only one God and the Trinity of the Godhead is the Father, Son and the Holy Spirit.
- The Scriptures of the Old and New Testaments are the Word of God, and the only rule of faith and practice.
- Man is born with a sinful nature and is inclined to be evil by choice, and cannot, spare himself, or save himself.
- God so loved the world that He gave his only Begotten Son, that whosoever shall confess with the mouth the Lord Jesus, and shall believe in thine heart that God hath raised Him from the dead, shall be saved.

- Believers are to be guided by the Holy Spirit through faith in the Lord Jesus Christ.
- Faith is the gift of God and good works, the fruit of faith.
- Those born again are justified in the sight of God alone by the righteousness of Jesus Christ imputed to them by faith.
- God's plan for the present day disciple is to go and make disciples of all nations through the witness of every believer and to teach them to obey His commandments.

Accreditation Status

Huntsville Bible College holds accredited status at the undergraduate level (2007) and graduate level (2013) with the Commission on Accreditation of the Association for Biblical Higher Education, 5850 T. G. Lee Blvd., Ste. 130, Orlando, Florida 32822, Ph. (407) 207-0808.

STUDENT LIFE

HBC considers student life a vital part of the educational process and seeks to provide opportunities for students to apply Christian principles and democratic ideals learned to life situations. This section contains information pertaining to student development.

New Students Orientation

An 8 week orientation course is conducted at the beginning of each semester to acquaint new students with the campus which include the library, fellow students, faculty and staff. The students are informed of the policies and procedures of the College and administrative details to help them thrive in a college environment.

Student Government Association (SGA)

The Student Government Association is a student organization run by students according to Constitution and bylaws approved by the student body. An executive committee composed of a president, vice president, secretary, treasurer, and one representative from each class governs the Association. It functions to sponsor student activities, generate school spirit, and present student views on school matters to the faculty and administration.

Social Activities

While HBC is not a resident campus and all of our students commute to class each day, we do encourage social fellowship among our students, faculty and staff. Various events include:

- Spring Outdoor Fellowship
- Graduation Reception
- Annual Golf Tournament

Spiritual Development

Campus Worship services are held each semester. These services offer the students, faculty and staff to join together in a time of worship and celebration. Campus Worship allows the students to participate in planning and implementing the worship services. Special guest speakers, choirs and singing groups are a regular part of our Campus Worship services.

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

Ministry Formation Program: Practical Christian Service

This program encourages students to apply their learning in practical ministry situations throughout the city in various churches, rescue missions, shelters, food pantries and other points

of ministry throughout their college career at HBC. Students in the Certificate, Associate and Bachelor of Arts Degree programs are required to sign up for two hours of Christian ministry per week as a way of developing their ministry skills and expanding their knowledge through experience.

The program is coordinated by a faculty member and supervised by church leaders and persons designated by the organizations where the student is involved in ministry. The details of the program are described in the Ministry Formation Manual published by the College.

Physically Challenged Students

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

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

Academic Advising and Student Counseling

The Academic Dean advises students with regard to course selection and course requirements. During registration, all students must have their courses approved by the dean before they are allowed to attend classes. This gives the dean opportunity to discuss course matters with each student. Students also receive counseling from faculty members who serve as part of the advisory team.

The College also has a counseling program to support the mission, goals, and objectives of the College. The program helps students with academic matters and personal problems that may interfere with their ability to achieve.

Learning Resources Center

The goal of the HBC Library is to support the mission of the college. The library provides resource materials of interest to the students, faculty, staff, and the religious community.

Books, periodicals, and other resources – such as pamphlets, booklets, maps, records, tapes, and DVD's are available in the Library.

Cooperation between the library and the faculty is essential for making adequate decisions regarding the acquisition of additional books, commentaries, Bibles, encyclopedias, maps, and other vital materials for the library. A current list of books and materials available for each course to be taught during a semester is provided for the faculty prior to the start of the term.

The Textbook Advisory Committee, the Director of Library Media, and the faculty help with the selection of instructional material based upon the needs, interests, and demands of the students

and the faculty. The College has an agreement with Alabama A&M University to allow its students use of the University's library.

Computers are located in the library for use by the students. These computers are provided to aid the students, faculty, and staff in attaining their learning and teaching goals.

The College provides a place to handle textbook sales. Books may be purchased during registration and at designated other times from the Office of Student Services.

Student Conduct

HBC accepts only those persons who are professed to be Christians and are seriously seeking an education in Christian ministries. To assure each person the opportunity to pursue an education in a Christian environment, HBC has specific rules for governing behavior. These are described in the policies and procedures section of the Student Handbook.

FINANCIAL INFORMATION

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

Tuition and Fees

Undergraduate:

Application Fee - Undergraduate (one-time, non-refundable)	\$35.00
Registration/Library Fee (per semester)	\$35.00
Tuition (per credit semester hour)	\$175.00

Graduate:

Application Fee – Graduate (one-time, non-refundable)	\$50.00
Registration/Library Fee (per semester)	\$50.00
Tuition (per credit semester hour)	\$235.00

Other Fees:

Audit Fee (per audit semester hour)	\$90.00
Graduation Fee	\$75.00
Transcript Fee (after the first copy)	\$5.00
Online Fee (per course)	\$50.00
Computer Usage Fee (per course)	\$50.00

Payment at Registration

Payment of tuition and other fees are due at the time of registration. The only exceptions are mitigating circumstances approved by the Academic Dean. The limitation on exceptions based on these circumstances expires on the day before final exams. At this time, all tuition and fees must be paid in full. Students who have not paid their tuition and other fees will not receive grades, awards, or transcripts, until these fees are paid in full.

Explanation of Fees:

- **Application Fee:** This is a fee that a student pays when submitting an application for admission (non-refundable).
- **Registration Fee.** This is a fee that all students pay at the beginning of each semester when they register for classes. The funds are used for purchasing library books and instructional material and supplies to be used in the teaching-learning process.
- **Graduation Fee:** This is a fee required of all graduating students receiving a certificate or a degree. These funds are used to pay the cost of items associated with graduation exercises (speakers, special music, printing of programs, invitation, and awards).
- **Transcript Fee:** This is a fee a student pays for the cost of issuing transcripts, after the first free copy.
- **Online Fee:** A fee charged for taking a course through the online system.
- **Computer Usage Fee:** A fee required for using a college computer for a computer course. Huntsville Bible College does not rent computers for usage for online classes.

Refund Policy

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

Before the student attends any classes	100%
During the first two weeks (drop/add period)	100%
After the second week	No refund

Scholarships

Huntsville Bible College provides limited scholarships for the students who may not be able to pay the full tuition, and exhibit the ability to complete a college program. To qualify, an applicant must provide a letter of recommendation from his/her pastor and must be enrolled in two or more courses. To remain on scholarship, the student must maintain a 2.5 grade point average or better.

A scholarship will be awarded for only one semester during the school year. Students requesting a scholarship should contact the Registrar in the Office of Admissions.

Veterans Aid

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

Federal Financial Aid

Huntsville Bible College participates in the Federal Student Pell Grant and Federal Student Loans. Pell Grant is usually awarded to undergraduate students with financial need. Students working toward a second Bachelor degree or Master degree are ineligible for Pell Grant but are eligible for unsubsidized loans only. The Financial Aid Officer at the College will gladly assist with the necessary information to apply for a grant.

Financial Aid Reimbursements

Financial aid reimbursements are made each semester after the drop/add period. Students must attend classes during that period to receive their reimbursement. Payments are made by direct deposit. Students must complete a Direct Deposit Authorization form and submit to the Financial Aid Office. Students who cannot participate in direct deposit will have their payments mailed to the address on file.

ACADEMIC INFORMATION

This section contains information about admissions and academic policies pertaining to the educational process.

ADMISSIONS

First-Time Students

Admission requirements are central to student success in any educational program. Student outcomes depend, to a large measure, on prior learning and the ability that the student brings to the program. In this context, Huntsville Bible College has an admission policy that caters to

individuals who profess Christianity and exhibit the ability to profit from a biblical higher education program commensurate with the mission of the College. Applicants seeking admission to a degree program at HBC are required to have at least a high school education, substantiated by an official transcript or a GED Certificate.

Some applicants who exhibit a Christian character and have completed the 11th grade may be admitted to the College Certificate Program. The number of enrollees, however, is limited to five percent of the number of freshman admitted. In order to receive Title IV or VA benefits, applicants must have a high school diploma or GED certificate.

Pursuant to the needs of the Christian community, HBC offers special courses that do not lead to a regular certificate or a degree. In such cases, the educational requirements for students seeking admission to regular programs do not apply.

To pursue admission to the College, the applicant should follow the steps below:

1. Contact the College for an Admission Packet that contains all the information and forms needed to complete the application process, or
2. Apply online at www.hbc1.edu
3. Complete the forms and mail them with the materials required found in the Application Packet to the Registrar at Huntsville Bible College, 906 Oakwood Avenue, Huntsville, AL 35811.

The Registrar will inform the applicant in writing of the College's decision with regard to admission.

Transfer Students

Huntsville Bible College accepts students from other colleges and universities with similar admissions requirements and academic credits. To be admitted with transfer credits, HBC requires the following:

1. The student must be in good standing with the school last attended.
2. The student must have an official transcript from the school last attended sent to HBC.
3. The student must have a GPA of 2.00 or better.
4. The student's record must show academic progress commensurate with HBC's Academic Standard of Progress Policy.

To receive credits from other colleges and universities or military training, the student must request transcripts from each college, university and/or military branch previously attended for

evaluation to complete the admissions process. Official transcripts from these institutions must be sent directly to the Office of Admissions (HBC). The Registrar will determine the courses that are the equivalent of required courses at HBC acceptable for transfer credits. Transfer students must complete at least 30 hours at HBC to earn a bachelor's degree, 15 hours to earn an associate degree.

Transfer Credit and Admission Procedure

To enroll in Huntsville Bible College, the applicant should obtain an Application Packet from the Office of Admissions. The Application Packet contains all of the necessary information for enrolling. The Application Packet may be obtained by calling the Registrar at 256-469-7536 or by visiting the campus. The applicant should complete the forms in the Packet and submit them to:

The Registrar
Office of Admissions
Huntsville Bible College
906 Oakwood Avenue
Huntsville, AL 35811

Special Students

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

Academic Year and Semester Hours

An academic year at HBC consists of three semesters: fall, spring and summer. Fall and Spring semesters consists of 16 weeks and Summer semester is 8 weeks. One semester hour is equal to fifty minutes of instruction per week. Most classes consist of three semester hours.

ACADEMIC REQUIREMENTS

Class Standing

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

Freshman	0-33 hours
Sophomore	34-63 hours
Junior	64-95 hours
Senior	96-127 hours

Grades and Quality Points

All students are encouraged to achieve the maximum of their potentials. Student achievement is reported as grades earned in a course of study. The instructors give grades at the end of each semester. They are reported to the Office of Admissions and are mailed to students at their current mailing address. Students who have outstanding balances at the end of the semester will not receive grades until their balance is cleared up.

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

Grades	Quality Points
A 90-100	4.00
B 80-89	3.00
C 70-79	2.00
D 60-69	1.00
F Below 60	0.00
I = Incomplete	
WP = Withdraw Passing	
WF = Withdraw Failing	

Note: The parents or guardians who provide financial support for students reserve the right to receive a copy of the student grades.

Incompletes

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

Withdrawal Passing/Failing

“W” is a grade assigned when a student has withdrawn from a class after the add-drop period.

Add/Drop Period

The add-drop period will be the first two meetings of the class. During this period a student may add or drop a course without penalty. No grade will be assigned if a course is dropped during this period.

Academic Standard of Satisfactory Progress Policy

All students are expected to maintain satisfactory academic progress toward completion of a certificate or a degree within a reasonable period of time. Satisfactory academic progress status will be determined at the end of each semester. The measure of satisfactory academic progress is based on the number of hours the student attempts at Huntsville Bible College and the grade point average (GPA) as indicated below:

1. 0–24 credit hours attempted at HBC, minimum required cumulative GPA of 1.50
2. 24-45 credit hours attempted at HBC, minimum required cumulative GPA of 1.75
3. 46+ credit hours attempted at HBC, minimum required cumulative GPA of 2.0.
4. Graduate students minimum required cumulative GPA of 3.0

In order to maintain satisfactory academic progress toward completion of a certificate or degree, the student must successfully complete a minimum of 67 percent of all credit hours attempted at HBC. Hours attempted include non-credit courses, dropped courses, withdrawals, and incomplete courses. This assessment begins when a student has attempted 12 credit hours at Huntsville Bible College

Assessment of Learning Outcomes

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

Repeating a Course

A student may be allowed to repeat a course for which he or she received a failing grade. If the student passes the course repeated, only that grade will be used for GPA calculations. A student will be allowed to repeat a course only once. The course repeated will be considered as hours attempted and the credit hours will be considered when determining student satisfactory academic progress.

Academic Probation

When a student's cumulative semester GPA falls below 2.0, the student will be placed on academic probation for the next semester. The student's GPA for the following semester must be 2.0 or better. If it is not, the student will be suspended from the College, but may be allowed to return after one semester. When a student returns after a period of probationary suspension, he or she must acquire a GPA of 2.0 by the end of the semester in order to remain in school.

New students may be accepted on academic probation and restricted to 6 hours their first semester if their previous academic history is unsatisfactory. They will also have one semester to raise their semester GPA to 2.00 or above. If they do not, they may be suspended but may return after one semester with the approval of the Academic Dean for readmission to the program.

Course Loads

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

Course Schedules

Most of the courses at Huntsville Bible College are three credit hour courses that meet once per week for a period of two hours and thirty minutes for 16 weeks (per semester). During the Summer semester, most classes meet two times per week for 8 weeks.

Class Attendance

Students are required to attend classes regularly, as scheduled. However, due to mitigating circumstances, a student may find it necessary to be absent from a class. In such cases, one (1) absence per credit hour is permissible. If a student misses more hours than these, he/she has to have permission from the Academic Dean to continue in this course.

Withdrawal from the College

Any student who wishes to withdraw from HBC must get approval from the Academic Dean. Classes missed by students who drop without approval from the dean will be treated as absences and a grade of "F" will be assigned for each course in which the student was enrolled before unofficial withdrawal.

Graduation

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

1. All required courses are completed.

2. All fees and tuition are paid.
3. The student has a 2.00 GPA or higher.
4. Graduation fees have been paid.
5. Present at graduation exercises.

Transcripts

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

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

The Registrar will release the first transcript at no charge to the student. After that there will be a charge per transcript as indicated in the schedule of fees and tuition. The Registrar will release a transcript only when students have met their financial obligation to the college. Requests for transcripts must include the names and addresses of the parties to whom they should be sent, along with the appropriate fee, social security number, current address, phone number, and personal signature.

Distance Learning Policy

I. Institutional Policy and Issues

a. Purpose

The purpose of the Huntsville Bible College (HBC) Distance Learning Policy is to assure high quality in the delivery of distance learning with regard to instruction and procedures. This policy is developed in accordance with the authority granted to the President of Huntsville Bible College by the Board of Directors. HBC approaches its distance learning activities with the recognition of its mission to assist students in the timely achievement of their spiritual, professional, and career goals.

b. Definition

For the purposes of this policy, distance learning is defined as instruction delivered via the internet on Edvance360.

c. Review of Distance Learning Policy

The responsibility of evaluating and revising the Distance Learning Policy resides with the President, Academic Dean, and the Registrar with input from the Faculty Advisory Committee.

II. Curriculum and Instruction

a. Academic Integrity of Distance Learning Courses

Distance Learning courses are comparable to campus-based courses in terms of (1) syllabi, (2) textbooks, (3) grading, (4) methods of evaluation, and (5) expected learning outcomes. Distance learning courses are subject to the same policies as stated in the College catalog for campus-based courses.

b. Faculty Interaction with Students

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

c. Faculty Responsibility

The instructor is responsible for the course content, delivery of instruction, and for evaluating student progress in distance learning courses. Faculty is also responsible for timely communication in distance learning courses. Faculty will evaluate courses every semester in which a particular course is taught to determine currency of content materials.

d. College Honesty

It is the responsibility of each student to refrain from academic dishonesty. Academic dishonesty includes plagiarism, cheating, fabrication, aiding in abetting dishonesty, collusion, and unauthorized possession or distribution of academic material.

Two family members living in the same household will be allowed to take the same online course during the same semester, but must take mid-term and final exams at the college main campus or through a proctor approved by the instructor or the undergraduate Academic Dean.

III. Faculty

a. Faculty Qualifications

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

b. Faculty Training

Huntsville Bible College provides training workshops for online instructors. Online instructors must complete a four hour tutorial provided by Edvance360 for all faculty members to familiarize them with the Edvance360 system. Additional training will be provided as needed to ensure faculty members remain current in the use of the technology provided. After the completion of the training tutorial, the faculty member will receive a certificate of completion before being permitted to teach online courses.

c. Faculty Evaluation

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

IV. Student Support Services

a. Student Services

Students taking courses follow the same procedures for admission and registration for classes. Information is available online at the college website for online orientation, registration, and financial aid. Students should consult their advisor prior to registering for online courses.

b. Library Resources

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

V. Registration and Testing

Students taking online courses follow the same procedures for admission and registration for regular classes. All students enrolled in online courses who reside within 35 miles of the College main campus will be required to register and take exams (mid-term and finals) on campus. The instructor will inform the students of the date, time, and room where the tests will be given. The instructors will provide the 'password' for the test to those staff members serving as proctors during the mid-term and final exam testing week.

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

VI. Requirements for Online Courses

a. Technical

1. A student must have their own personal computer (desktop or laptop)
2. Microsoft Office 2003 or later version (earlier versions may not be compatible);
3. Internet Explorer or Firefox browsers;
4. Adobe Flash Player; and
5. A working email account.

- b. Skills
 - 1. A working knowledge of Microsoft Office applications (Word, Excel, PowerPoint)
 - 2. Understanding of how to download, attach and upload files; and
 - 3. A student must demonstrate the above skills before being allowed to register for online classes.
- c. Students not permitted to take online classes
 - 1. Student who drop out of course with failing grades and/or students who fail online courses in any semester are not permitted to register for online courses for at least 2 semesters and receive permission from the Academic Dean.

UNDERGRADUATE EDUCATIONAL PROGRAMS

This section contains information about the educational programs. HBC offers a Certificate in Biblical Studies, four Associate degrees, and four baccalaureate degrees. Curriculums include courses in biblical/theological studies, general education, and professional studies.

THE CERTIFICATE OF BIBLICAL STUDIES

The certificate program teaches the fundamentals of the Bible and church related information to assist local churches with their ministry. The program also offers students a wealth of Bible knowledge to enhance a student's spiritual transformation. The program requires 33 credit hours of course work for completion. The curriculum provides a Bible-based education for students who may not wish to pursue a Bible college degree.

General Objectives

Students who complete this program will be equipped in a manner in which they will be able to:

- 1. Demonstrate a basic knowledge of the Bible
- 2. Exhibit a fundamental understanding of Christian doctrine.
- 3. Demonstrate knowledge of church history and current administrative principles and practices.
- 4. Exhibit a biblical worldview.
- 5. Demonstrate proper use of the basic tools of written communication and computer technology.

Course Requirements for Certificate of Biblical Studies (33 Credit Hours)

BL 201	Bible Interpretation	3
OT 101	Old Testament Survey	3
NT 101	New Testament Survey	3

EG 101	Communication Skills	3
MN 201	Church Administration	3
BT101	Intro to Computers	3
CE 231	Spiritual Formation	3
HY 201	Church History	3
TH 201	Christian Doctrine	3
	Electives	6
Total Hours		33

THE ASSOCIATE OF ARTS DEGREE

The Associate of Arts degree program is designed to equip students for ministry in pastoral services, missions and evangelism, and Christian education. The program requires 66 credit hours of course work for graduation. The program offers five options: (1) the Associate of Arts in Pastoral Ministry, (2) the Associate of Arts in Mission and Evangelism (3) the Associate of Arts in Christian Education, (4) the Associate of Arts in Business Technology and (5) the Associate of Arts in Child Development. The curriculum includes a core cluster of courses equivalent to 54 credit hours. Included in the curriculum are courses in biblical studies, general education, and professional studies. To complete the degree requirements, the student must take an additional 15 credit hours in one of the options.

General Objectives

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

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

Required Courses (54 Credit Hours)

Biblical /Theological Studies

NT 101	New Testament Survey	3
NT 112	Life and Teaching of Jesus	3
OT 101	Old Testament Survey	3
BL 201	Biblical Interpretation	3
TH201	Christian Doctrine	3
Total Hours		15

General Education

EG 101	Communication Skills I	3
EG 112	Communication Skills II	3

EG 102	Public Speaking	3
PY 201	General Psychology	3
HY 101	World History I	3
HY 201	Church History	3
MH 101	Basic Mathematics	3
BT 111	Microsoft Office	3
Total Hours		24
 <u>Professional Studies</u>		
CE 231	Spiritual Formation	3
CE 101	Educational Ministries of the Church	3
MI 201	Evangelism	3
PS 321	Christian Worship	3
Total Hours		12
 Elective		 3
 Total Core Curriculum		 54

Mission and Evangelism Option (12 Credit Hours)

Specific Objectives

Students who choose this option will be able to demonstrate achievement of the general objectives listed under the core cluster and will also be able to:

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

<u>Course Requirements</u>		
	Core Curriculum	54
MI 211	History of Missions	3
MI 202	World Missions	3
HY 222	World Religions/Liberation Theology	3
MI 212	History of Minority Mission (Mission in the Black Church)	3
Total Hours		66

Christian Education Option (12 Credit Hours)

Specific Objectives

Students who choose this option will be able to demonstrate the achievement of the general objectives listed under the core cluster and will also be able to:

1. Develop a Christian education curriculum that can be used in a local church.

2. Demonstrate appropriate techniques for teaching Bible and Bible related content.
3. Exhibit a knowledge and understanding of the significant role of Christian education in the life of the Christian Church.
4. Exhibit a working knowledge of techniques and methods of Bible teaching.

Course Requirements

	Core Curriculum	54
CE 202	Christian Education of Children	3
CE 211	Christian Education of Youth	3
CE 222	Christian Education of Adults	3
CE 240	Techniques of Teachings Sunday School	3

Total Hours **66**

Pastoral Ministry Option (12 Credit Hours)

Specific Objectives

Students who choose this option will be able to demonstrate achievement of the general objectives listed under the core cluster and will also be able to:

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

Course Requirements

	Core Curriculum	54
CC 231	Christian Counseling	3
PR 102	Homiletics I	3
PS 231	Church Leadership	3
MN 201	Church Administration	3

Total Hours **66**

Business Technology (63-66 credit hours)

Specific Objectives

Students who choose this option will be able to demonstrate achievement of the general objectives listed under the core cluster and will also be able to:

1. Demonstrate a working knowledge of the computer using such basic programs as Microsoft Word, Excel and Power Point for business and professional purposes.
2. Explain the basic principles and strategies of the Business world.
3. Explain and apply the basic fundamentals of business management.

4. Demonstrate a working knowledge of basic accounting principles and apply those in MS software for computer use in the present day business world.
5. Explain and apply basic marketing principles of business.

Course Requirements

Biblical/Theological Studies

BL 201 Biblical Interpretation	3
OT 101 Old Testament Survey	3
NT 101 New Testament Survey	3
NT 112 Life & Teaching of Jesus	3
TH 201 Christian Doctrine	3
Total Hours	15

General Education

EG 101 Communication Skills I	3
BT 115 Business Communications	3
BT 101 Intro to Computers	3
MH 101 Basic Mathematics	3
HY 101 World History I OR	
HY 302 World History II	3
PY 201 General Psychology	3
Total Hours	18

Professional Studies

CE 231 Spiritual Formation	3
BT 124 Intro to Business	3
BT 200 Fundamentals of Business Management	3
BT 204 Principles of Accounting I	3
BT 224 Principles of Marketing	3
Total Hours	15

Electives

Total Hours	3
--------------------	----------

Business Technologies

BT 122 Microsoft Office Suites	3
BT 120 Microsoft Excel	3
BT 214 Quick Books	3
BT 203 Intro to Computer Programming Concepts	3
BT 214 Software Support	3
Total Hours	15

Child Development (66 credit hours)

Specific Objectives

Students who choose this option will be able to demonstrate achievement of the general objectives listed under the core cluster and will also be able to:

1. Background knowledge of all stages of child growth and development
2. Training and practical experience in conducting all types of learning activities
3. Knowledge and application of techniques in positive guidance, discipline, health, safety, and first aid practices.
4. Basic knowledge of the state minimum standards for daycare centers and homes.
5. Completion of program provides the students with specialized quality education with the necessary knowledge and skills to become successful caregivers and administrators in early care

Course Requirements

Biblical/Theological Studies

CE 231 Spiritual Formation	3
NT 101 New Testament Survey	3
NT 112 Life & Teaching of Jesus	3
TH 201 Christian Doctrine	3
Total Hours	12

General Education

EG 101 Communication Skills I	3
EG 112 Communication Skills II	3
EG 102 Public Speaking	3
PY 201 General Psychology	3
MH 101 Basic Mathematics	3
BT 122 MS Office Suites	3
Total Hours	18

Professional Studies

CD 202 Children's Creative Experiences	3
CD 203 Children's Literature and Language Development	3
CD 204 Methods and Materials for Teaching Children	3
CD 205 Program Planning for Educating Young Children	3
CD 206 Children's Health and Safety	3
PY 211 Child Growth and Development Principles	3
Total Hours	15

Electives

Total Hours	3
--------------------	----------

Child Development

CD 209 Infant and Toddler Education Program	3
CD 210 Educating Exceptional Children	3

CD 215	Supervised Practical Experiences in CD	3
CD 208	Administration of Child Development Programs	3
CD 214	Families and Communities in Early Childcare and Education Programs	3
CD 220	Parenting Skills	3
Total Hours		18

THE BACHELOR OF ARTS DEGREE

The Bachelor of Arts degree program is designed to equip students for ministry in pastoral ministry, Christian education, and missions and evangelism. The program requires 127 credit hours for graduation. The program offers four options: (1) the Bachelor of Arts in Pastoral Ministry, (2) the Bachelor of Arts in Mission and Evangelism, (3) the Bachelor of Arts in Christian Education and (4) the Bachelor of Arts in Social Work. The curriculum includes a core cluster of course equivalent to 105 credit hours. These courses are required of all students seeking the degree. To complete the degree requirements, the student must complete an additional 21-24 credit hours of course work in one of the options. The program includes courses in biblical/theological studies, general education, and professional studies.

General Objectives

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

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

Required Courses (105 Credit Hours)

Biblical /Theological Studies

Course No.	Course Title	Credits
BL 201	Biblical Interpretation	3
NT 101	New Testament Survey	3
NT 112	Life and Teaching of Jesus	3

NT 221	Acts of the Apostles	3
NT 312	Corinthian Correspondence	3
NT 421	General Epistles	3
NT 432	Revelation	3
OT 101	Old Testament Survey	3
OT 301	Old Testament Books of Poetry	3
OT 312	Minor Prophets	3
OT 312	Major Prophets	3
TH 321	Christian Doctrine	3
Total Hours		36
<u>General Education</u>		
EG 101	Communication Skills I	3
EG 102	Public Speaking	3
EG 112	Communication Skills II	3
EG 302	Advanced Composition	3
HY 101	World History I	3
HY 201	Church History	3
HY 302	World History II	3
MH 101	Basic Mathematics	3
PH 101	Christian Ethics	3
PH 201	Introduction to Philosophy	3
PY 201	General Psychology	3
SO 301	Sociology	3
BT 122	MS Office Suites	3
Total Hours		39
<u>Professional Studies</u>		
CE 101	Educational Ministries of the Church	3
CE 231	Spiritual Formation	3
MI 201	Evangelism	3
MN 201	Church Administration OR	
PS 301	Church Leadership	3
MN 301	Management of Church Finances	3
PS 222	Christian Worship	3
PS 212	Introduction to Christian Ministries	3
Total Hours		21
Electives		9
Total Hours		105

Mission and Evangelism Option (21 Credit Hours)

Specific Objectives

Students who choose this option will be able to demonstrate achievement of the general objectives listed under the core cluster and will also be able to:

1. Demonstrate knowledge and understanding of the role of missions and evangelism in the Christian and in the world at large.
2. Exhibit knowledge and understanding of the principles and practices of evangelistic missions.

3. Exhibit a passion for the needy.
4. Demonstrate knowledge of the role of women in missions and exhibit an attitude of appreciation for the work they are doing to depict the work of Christ.
5. Exercise comprehensive knowledge and understanding of historical world events and world religions, and how they impact missions and evangelism in our world.
6. Develop a missions program for a local church.
7. Form a team and go out into the local community and share the Word of the Gospel of Christ to some lost persons.

Course Requirements

	Core Curriculum	105
MI 211	History of Missions	3
MI 202	World Missions	3
MI 212	History of Minority Missions	3
HY 222	World Religions and Liberation Theology	3
MI 322	Women in Missions	3
MI 401	Cultural Anthropology	3
MI 412	Missions Practicum	3
	Total Hours	127

Christian Education Option (21 Credit Hours)

Specific Objectives

Students who choose this option will be able to demonstrate achievement of the general objectives listed under the core cluster and will also be able to:

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

Course Requirements

	Core Curriculum	105
CE 202	Christian Education of Children	3
CE 211	Christian Education of Youth	3
CE 222	Christian Education of Adults	3
CE 240	Techniques of Teaching Sunday School	3
CE 301	Multi-Cultural Christian Education	3
CE 401	Curriculum Development	3
CE 421	Administration of Christian Education	3
	Total Hours	127

Pastoral Ministry Option (24 Credit Hours)

Specific Objectives

Students who choose this option will be able to demonstrate achievement of the general objectives listed under the core cluster and will also be able to:

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

Course Requirements

	Core Curriculum	105
CC 231	Christian Counseling	3
TH 311	Old Testament Theology OR	3
TH 502	New Testament Theology	
HY 222	World Religions and Liberation Theology	3
MN 212	Fundamentals of Youth Ministry	3
PR 102	Homiletics I	3
PR 201	Homiletics II	3
PS 411	Pastoral Care	3
TH 411	Contemporary Christian Thought	3
Total Hours		129

Social Work Option (21 Credit Hours)

Specific Objectives

Students who choose this option will be able to demonstrate achievement of the general objectives listed under the core cluster and will also be able to:

1. Exhibit a passion for helping those in need from a non-statutory perspective. *Social work from a non-statutory perspective involves helping people who may be oppressed due to life circumstances; but not being specifically responsible for enforcing laws.*
2. Demonstrate the knowledge, understanding and compassion necessary to support people through difficult situations
3. Demonstrate the knowledge and skills necessary to ensure that vulnerable people, including children and adults, are safeguarded from harm by serving as a liaison among community service agencies.
4. Demonstrate the knowledge, skills, and ability necessary to interact with individuals, families, and groups to identify problematic situations and offer plausible solutions.

5. Demonstrate the ability to execute structured interviews, synthesize information gleaned from the interviews, and provide suggestions for improvement.
6. Demonstrate an appreciation for the work of Christ by providing a safety net for the “least of these” or those in need.

Course Requirements

	Core Curriculum	105
SW 300	Human Resource Development Leadership	3
SW 301	Human Behavior & Social Environment	3
SW 303	Poverty and Deprivation	3
SW 304	Diverse Populations	3
SW 306	The Art of Interviewing	3
SW 407	Field Instruction	3
SW 407L	Field Instruction	3
Total Hours		129

Online Courses

The following classes are offered online:

- NT 101, New Testament Survey
- NT 112, Life and Teaching of Jesus
- NT 221, Acts of the Apostles
- NT 312, Corinthians Correspondence
- OT 101, Old Testament Survey
- TH 201, Christian Doctrine
- HY 101, World History I
- HY 302, World History II
- PH 101, Christian Ethics
- PY 201, General Psychology
- BL 201, Biblical Interpretation
- CE 101, Educational Ministries of the Church
- CE 211, Christian Education of Youth
- CE 231, Spiritual Formation
- MI 201, Evangelism
- PS 402, Introduction to Christian Ministries
- MN 212, Fundamentals of Youth Ministry
- BT 200, Fundamentals of Management
- BT 101, Introduction to Computers
- CD 206, Children’s Safety & Health

The above list is not all inclusive. Additional classes may be added as necessary. In addition to tuition, there will be a \$50 fee per course per semester for online classes.

UNDERGRADUATE COURSE DESCRIPTIONS

The courses are identified by a two-letter prefix, followed by three digits. The letter prefix indicates the field of study to which the course belongs. The first digit indicates the sequence or order in which the course appears in the curriculum with regard to the level of difficulty (1 – freshman, 2 – sophomore, 3 – junior, 4 – senior, 5 – B. Th. degree students and 6 - Master). The second digit distinguishes courses with the same letter prefix. The third digit indicates the semester in which the course will normally be offered.

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

BL	Biblical Languages	MU	Music
BT	Business Technology	NT	New Testament
BU	Business	OR	Orientation
CC	Christian Counseling	OT	Old Testament
CD	Child Development	PH	Philosophy
CE	Christian Education	PR	Preaching
CS	Christian Service	PS	Pastoral Studies
EG	English (Communication Skills)	PY	Psychology
HY	History	SO	Sociology
MH	Basic Mathematics	SW	Social Work
MI	Missions	TH	Theology
MN	Ministry Service	TR	Thesis Research

BL 201 Biblical Interpretation (3)

This course introduces the student to the basic principles and methods of biblical interpretation and resource materials that aid in the study of the Bible.

BL 301 Bible Characters of the Old and New Testaments (3)

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

BL 312 Women of the Bible (3)

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

BT 101 Introduction to Computers (3)

This course is an introduction to the use of computers and information processing.

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

BT 122 Microsoft Office Suite (3)

The student will learn how to operate the four programs in MS Office Suite: Word [a word processing program]; Excel [a spreadsheet and database program]; PowerPoint [a program for

audio/visual presentations]; and Access [database program]. The student will learn the various functions of these programs in order to create documents, spreadsheets, powerful presentations and databases for important records.

BT 115 Business Communications (3)

This course covers written, oral, and nonverbal communications. Topics include the application of communication principles to the production of clear, correct and logically organized faxes, email, memos, letters, resumes, reports and other business communications.

BT 120 MS Excel (3)

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

BT 124 Introduction to Business (3)

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

BT 200 Fundamentals of Business Management (3)

This course is an introduction to the management function. It will focus on the theory and fundamental concepts of management including planning, organization, leadership, and control. This course will review the evolution of management thought, function and practice and will stress current approaches and emerging concepts.

BT 204 Principles of Accounting I (3)

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

BT 203 Introduction to Computer Programming Concepts (3)

This course presents fundamental programming concepts. Include in this course are problem solving and algorithms, various design tools, programming structures, variable data types and definitions, modularization, and selected programming languages. Techniques are introduced to enable students to develop programs.

BT 211 Principles of Macroeconomics (3)

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

BT 214 Quick Books (3)

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

BT 224 Principles of Marketing (3)

This course provides a general overview of the field of marketing. Topics include marketing strategies, channels of distribution, marketing researching, and consumer behavior.

BT 230 Software Support (3)

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

BT 232 Hardware Support (3)

This course provides students with hands-on practical experience in installation and troubleshooting computer hardware.

BT 242 Networks I (3)

Local area network hardware and software will be demonstrated. Data communication protocols will be examined, and students are required to develop projects which demonstrate concepts such as file transfer and messaging. Popular Internet programming/scripting language and formats such as HTML and Java discussed as well.

BU 101 Business Law (3)

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

BU 112 Introduction to Government Contracting (3)

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

BU 201 Medical Records and Management (3)

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

CC 231 Christian Counseling (3)

This course is an introduction to counseling and the counseling process from a Biblical perspective. The course is designed to help ministers in the practical situations they encounter.

CC 312 Marriage and Family Counseling (3)

This course teaches the biblical foundations of marriage. It discusses male and female roles and problems that arise in marriage, suggesting methods for dealing with these problems, and suggested guidelines for building a successful home.

CC 402 Grief Counseling (3)

This course is an encyclopedia on every conceivable form of grief. It identifies various kinds of grief and the feelings often connected with grief. It serves as a guide to help know how and when to share your concern as one responds to these people in their particular grief.

CC 411 Job Search Counseling (3)

This course is designed for those in the counseling ministry to assist those looking for jobs as well as those students who need the practical skills of looking for a job. It includes an understanding of career counseling theory, the various population groups who may need counseling, and administering and understanding various self-assessment inventories for effective job placement. The course will also include various practical skills for the student such as the use of the internet, writing a good resume, designing a career portfolio, and effective interview skills.

CD 202 Children's Creative Experiences (3)

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

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

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

CD 204 Methods and Materials for Teaching Children (3)

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

CD 205 Program Planning for Educating Young Children (3)

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

CD 206 Children's Health and Safety (3)

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

CD 208 Administration of Child Development Programs (3)

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

CD 209 Infant and Toddler Education Programs (3)

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

CD 210 Educating Exceptional Children (3)

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

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

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

CD 215 Supervised Practical Experiences in Child Development (3)

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

CD 220 Parenting Skills

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

CE 101 Educational Ministries of the Church (3)

This course discusses the ministries of the church and the equipping of the congregation for ministry pursuant to the mission of the church.

CE 202 Christian Education of Children (3)

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

CE 211 Christian Education of Youth (3)

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

CE 222 Christian Education of Adults (3)

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

CE 231 Spiritual Formation (3)

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

CE 240 Techniques of Teaching Sunday School (3)

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

CE 301 Multi-Cultural Christian Education (3)

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

CE 401 Curriculum Development (3)

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

CE 421 Administration of Christian Education (3)

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

CS 101 Practical Christian Service (.5)

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

EG 090 College Composition (3)

A course presenting functional aid in preparing freshmen to enter ENG 101. Placement is determined by the student's score on the English/Writing component of the ASSET assessment. It presents fundamentals of the language with practical usage in writing. *Those who do not complete the course must continue it during the next semester they are enrolled at the College. Credit hours for this course may not be counted toward any degree requirement. However, the grade for this course is calculated in the cumulative GPA.*

EG 101 English/Communications Skills I (3)

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

EG 102 Public Speaking (3)

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

EG 112 English/Communications Skills II (3)

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

EG 200 Advanced Composition (3)

PREREQUISITE: Successful completion of EG 112. Advanced Composition provides instruction and practice in the writing of formal essays. Additionally, this course provides instruction in the development of analytical and critical reading skills in the composition process.

HY 101 World History I (3)

This course traces the development of civilization from the earliest records of humanity to the sixteenth century.

HY 201 Church History (3)

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

HY 222 World Religions and Liberation Theology (3)

This course discusses the founding, history, and teachings of tribal animism, Islam, Hinduism, Buddhism, and other religions. An in-depth study of major Black thinkers in America, particularly the thoughts of James Cone and Martin Luther King, Jr. Attention will also be given

to other liberation theologians: Third World theology and other writers who address human oppression in the light of biblical teaching.

HY 302 World History II (3)

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

HY 412 History of Israel (3)

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

HY 421 History of Christian Thought (3)

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

MH 101 Basic Mathematics (3)

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

MI 201 Evangelism (3)

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

MI 202 World Missions (3)

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

MI 211 History of Missions (3)

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

MI 212 History of Minority Missions (3)

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

MI 322 Women in Missions (3)

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

MI 401 Cultural Anthropology (3)

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

MI 411 Mission Practicum (3)

An internship course for students practicing missionary work under the supervision of an experienced missionary or a church pastor for a six-week period.

MN 101 Ministry of Deacons (3)

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

MN 112 Women's Ministry (3)

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

MN 132 Introduction to Urban Ministry (3)

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

MN 201 Church Administration (3)

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

MN 212 Fundamentals of Youth Ministry (3)

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

MN 221 Fundamentals of Children's Ministry (3)

This course teaches biblical approaches to children's ministry in regard to organizational structures, recruiting and training volunteers, student leadership, monthly and yearly program

planning, publicity, and budgeting. Emphasis will be placed on children's ministry in a small church.

MN 301 Management of Church Finances (3)

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

MN 411 Church Practicum (3)

This course is designed to provide real life learning in various areas of church ministry for junior and senior level students. Learning will take place in a local church setting under the direction of a church leader assigned by the church pastor. The student will have the option of participating in several ministries or in a particular ministry relative to his/her program of study.

MU 101 Introduction to Church Music (3)

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

MU 112 Church Music II (3)

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

NT 101 New Testament Survey (3)

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

NT 112 Life and Teachings of Jesus (3)

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

NT 201 The Synoptic Gospels (3)

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

NT 212 Gospel of John (3)

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

NT 221 Acts of the Apostles (3)

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

NT 301 Romans (3)

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

NT 312 Corinthian Correspondence (3)

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

NT 321 Prison Epistles (3)

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

NT 401 Pastoral Epistles (3)

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

NT 412 Hebrews (3)

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

NT 421 General Epistles (3)

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

NT 432 Revelation (3)

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

OR 101 Orientation to College (1)

This course aids new students in their transition to the institution; exposes new students to the broad educational opportunities of the institution; and integrates new students into the life of the institution.

OT 101 Old Testament Survey (3)

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

OT 201 The Pentateuch (3)

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

OT 301 Old Testament Books of Poetry (3)

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

OT 312 Minor Prophets (3)

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

OT 321 Major Prophets (3)

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

OT 332 Isaiah (3)

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

OT 341 Jeremiah and Ezekiel (3)

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

OT 402 First and Second Kings (3)

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

OT 411 Daniel (3)

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

PH 101 Christian Ethics (3)

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

PH 201 Introduction to Philosophy (3)

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

PR 102 Homiletics I (3)

A study of the fundamental elements of sermon preparation and delivery techniques. Using the appropriate steps, the student will prepare and deliver a typical sermon.

PR 201 Homiletics II (3)

PREREQUISITE is PR 102, HOMILETICS I. A more in-depth study of the composition, construction and delivery of the biblical sermon based on the Holy Scriptures. Sermon types, pulpit mannerisms, and preaching styles will also be emphasized.

PR 311 Preaching for Special Occasions (3)

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

PS 212 Introduction to Christian Ministries (3)

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

PS 222 Christian Worship (3)

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

PS 232 Church Leadership (3)

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

PS 312 Church Organization and Management (3)

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

PS 402 Pastoral Care (3)

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

PS 411 Practicum in Pastoral Ministry (3)

This course provides opportunity for a student to gain additional experience in pastoral ministry in a local church.

PS 442 Church Planting/Growth (3)

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

PY 201 General Psychology (3)

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

SO 301 Sociology (3)

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

SW 300 Human Resource Development, Leadership and Social Action (3)

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

SW 301 Human Behavior and Social Environment (3)

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

SW 303 Poverty and Deprivation (3)

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

SW 304 Diverse Populations (3)

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

SW 306 The Art of Interviewing (3)

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

SW 407 Field Instruction (3)

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

SW407L Field Instruction Seminar (3)

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

TH 201 Christian Doctrine (3)

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

TH 311 Old Testament Theology (3)

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

TH 402 Systematic Theology (3)

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

TH 411 Contemporary Christian Thought (3)

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

TH 502 New Testament Theology (3)

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

TH 512 Liberation Theology (3)

An in-depth study of major Black thinkers in America, particularly the thoughts of James Cone and Martin Luther King, Jr. Attention will also be given to other liberation theologians: Third World theology and other writers who address human oppression in the light of biblical teaching.

TH 532 The Holy Spirit (3)

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

TR 501 Research and Report Writing (3)

This course teaches the methods and techniques of research and the fundamentals of report writing.

TR 512 Guided Research (3)


This course is a follow-up to TR 501. Under the supervision of a faculty advisor, the student selects a subject in his/her area of concentration and writes a research paper.



Huntsville Bible College

Catalog 2015-2020

Graduate



Founded 1986

Committed to Training Disciples for Christ

MASTER OF MINISTRY DEGREE

Overview

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

The information included on pages 12 through 22 of the undergraduate section also apply to students in the graduate program.

Goals and Objectives

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

1. Apply biblical principles in solving life-related problems and situations requiring leadership techniques and strategies.

2. Demonstrate a functional understanding of theological concepts that help others in the church and in the community to develop a greater understanding of God and the universe.
3. Demonstrate leadership in areas of church administration and management for the good of the parishioners and the stability of the church.
4. Teach individuals how to work with others in various ministries and auxiliaries of the church.
5. Explain and defend the value of critical thinking in decision making with respect to one's relationship with God and the universe.

Admission Requirements

The applicant must have:

- Earned bachelor degree from an accredited Bible college or an accredited college or university
- A satisfactory score on the Admission Requirement Test
- Completed application form and payment of the application fee.

Faculty

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

Tuition & Fees

Tuition: \$235 per credit hour

Application Fee: \$50 (non-refundable)

Registration Fee: \$50 (per semester)

Transfer of Credits

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

Meeting Dates & Times

To meet the busy demand of today's college students, we offer daytime and evening classes.

Student Evaluation

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

Catalog.

Graduation Requirements

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

Graduate Educational Program

MASTER OF MINISTRY

(36 Credit Hours)

Objectives

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

1. Apply biblical principles in solving life-related problems and situations requiring leadership techniques and strategies.
2. Demonstrate a functional understanding of theological concepts that help others in the church and in the community to develop a greater understanding of God and the universe.
3. Demonstrate leadership in areas of church administration and management for the good of the parishioners and the stability of the church.
4. Teach individuals how to work with others in various ministries and auxiliaries of the church.
5. Explain and defend the value of critical thinking in decision making with respect to one's relationship with God and the universe.

Course Requirements

		Credits
BL 611	Advanced Old Testament Studies	3
BL 622	Advanced New Testament Studies	3
BL 631	Biblical Hermeneutics	3
BL 642	Introduction to Biblical Languages	3
TH 611	Systematic Theology I	3
TH 622	Systematic Theology II	3
TH 631	Contemporary Christian Theological Issues	3
MI 612	Global Missions	3
LD 611	Leadership Theory and Principles	3
LD 622	Spiritual Formation and Ethics	3
CE 611	Teaching Strategies for the Classroom	3
TR 611	Research in Missions	3
Total Hours		36

GRADUATE COURSE DESCRIPTIONS

The courses are identified by a two-letter prefix, followed by three digits. The letter prefix indicates the field of study to which the course belongs. The first digit indicates the sequence or order in which the course appears in the curriculum. The second digit distinguishes courses with the same letter prefix. The third digit indicates the semester in which the course will normally be offered.

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

BL	Biblical Languages	MI	Missions
CE	Christian Education	TH	Theology
LD	Leadership	TR	Thesis Research

BL 611 Advanced Old Testament History and Theology (3)

This course is an in-depth study of the historical setting and the biblical contents of the Old Testament books of the Bible. The study will include the literary criticism of various sections of the Book.

BL 622 Advanced New Testament History and Theology (3)

This course discusses the origin, destination, purpose, literary characteristics, contents, authorship, and questionable areas of the New Testament books of the Bible.

BL 631 Biblical Hermeneutics (3)

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

BL 642 Biblical Greek (3)

This course introduces the Greek language that includes grammatical interpretations to enhance students' understanding of the language relative to the writing of the English language in which contemporary Bibles are written.

CE 611 Teaching Strategies for the Classroom (3)

This course will focus on effective teaching strategies while working with various age groups. Topics include theories of learning; understanding/valuing multiple learning styles; questioning techniques/strategies to enhance learning; motivating learners; lesson plan organizational strategies; professional/ethical practices.

LD 611 Leadership Theory and Principles (3)

This course is an overview of leadership within the contemporary church or ministry with special consideration given to the integration of biblical values, contemporary organizational and leadership theories, in addition to the student's perception of ministry.

LD 622 Spiritual Formation and Ethics (3)

This course is an in-depth analysis of the process of how God develops leaders. Case studies are drawn from Biblical, historical and contemporary leaders. Leaders are encouraged to discern how God shapes lives.

MI 612 Global Mission (3)

A study of the principles and practices of church missions from a global perspective. Instruction will include state and federal laws pertaining to international visitations in foreign countries. The purpose of global mission from a biblical perspective will also be discussed.

TH 611 Systemic Theology I (3)

This course is a systematic study of the doctrines of the Bible, God, man and his relation to God, and the doctrine of the person and work of Christ. The course will also include information pertaining to the history and development of Christian theology.

TH 622 Systematic Theology II (3)

This course studies the biblical doctrines of sin, salvation, the Holy Spirit, the church and last things. The doctrine of angels will also be explored in the context of biblical perspective.

TH 631 Contemporary Christian Theological Issues (3)

This course examines some of the major contemporary theological issues affecting the church today. These issues will be discussed in light of an appropriate world view for today's churches.

TR 611 Research in Missions (3)

This course teaches the essentials for writing research papers. Various styles and formats for thesis writing will be discussed. Utilizing these essentials, the student will write a research paper or a thesis under the guidance of the instructor of the course.

PERSONNEL

Board of Directors

Rev. Larry Lockett	Huntsville, Alabama	Pastor
Mr. Ronnie J. Davis	Huntsville, Alabama	Federal Civil Service
Mr. Bobby McDonald	Huntsville, Alabama	Accounting
Rev. Larry Smith	Huntsville, Alabama	Pastor
Dr. Denver Betts	Huntsville, Alabama	Retired Educator
Mrs. Rita Eady	Huntsville, Alabama	Attorney
Dr. Yvette Evans	Huntsville, Alabama	Education
Mrs. Jannifer Henderson	Huntsville, Alabama	Business
Mrs. Bobbie P. Hyder	Huntsville, Alabama	Education (Retired)
Mrs. Harriet Littlepage	Madison, Alabama	Education (Retired)
Mr. Harold Moore	Huntsville, Alabama	Retired Contractor
Dr. Kay Miller-Pride	Huntsville, Alabama	Government Contractor (Retired)
Mrs. Lucreacia Points	Huntsville, Alabama	City Employee (Human Resources)
Dr. Yolanda Powell-Friend	Huntsville, Alabama	Federal Civil Service
Bishop Daniel Richardson	Huntsville, Alabama	Pastor, Engineer
Mr. Willie Robinson	Huntsville, Alabama	Computer Scientist (Retired)
Dr. Bobby Russell	Antioch, Tennessee	Pastor
Dr. Geraldine Tibbs	Huntsville, Alabama	Retired Education
Rev. Elijah Weatherspoon	Birmingham, Alabama	Pastor

Administration and Staff

President	Dr. John Clay
Administrative Assistant	Ms. Glenda Barnett
Dean of Academics/Instruction	Rev. D. Lance Faylor
Chief Student Personnel Officer	Ms. Jessica Copeland
Financial Officer/Student Services Administrator	Ms. Jackie Robinson
Financial Aid Officer	Rev. Doris Lacey
Development Officer	Min. Eloise McNealey
Student Services/Staff Support	Ms. Linda Fletcher
Director of Library Media	Mrs. Vernita Chandler
Library Assistant	Mrs. Victoria Richardson
Library Assistant	Ms. Patricia Shaw
Events Coordinator	Ms. Belinda Hardin

HBC FACULTY

Undergraduate

Mrs. Royace Brown

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

Mrs. Jennifer Devlin

B.A., Park University
M. Apologetics, Luther Rice Seminary and University
M. Christian Studies, Luther Rice Seminary and University

Rev. Keith Ellison

B.S., Savannah State University
M.Min, The Interdenominational Theological Center

Rev. Lance Faylor

B.A., University of Miami
B.Th., Huntsville Bible College
M.S., Troy State University
Graduate Studies, Alabama A&M University

Mrs. Martha Felgar

B. Fine Arts, Drake University
M.A., Luther Rice Seminary

Ms. Sylvia S. Flakes

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

Dr. Brenda J. Furlow

B. S., Athens State College
M.Div., Samford University
D.Min., United Theological Seminary

Mrs. Rosetta Glasper

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

Dr. Doris Hall

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

Dr. Earl Johnson

B.A., Alabama A&M University
M.Div., Beeson Divinity School, Samford University
D.Min., Southern Baptist Theological Seminary

Rev. Charles Mayo

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

Dr. Edwinta Merriweather

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

Dr. Willie Owens

B.A., Miles College
M.Div., Interdenominational Theological Center
University-Phillips School of Theology
D.Min., Chicago Theological Seminary

Pastor Jason Parks

B.S., University North Alabama
MBA, Liberty University
M.Div., Rockbridge Seminary

Mr. Brian Randall

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

Rev. W. Temple Richie, Jr.

B.A., Virginia State College
M.Div., Harvard Divinity School

Rev. Earnest Smith

B.A., Alabama State University
M.Div., Memphis Theological Seminary

Dr. Wayne P. Snodgrass

B. A., Alabama A&M University
Graduate Studies, Alabama A&M University
M.Div., Southern Baptist Theological Seminary
D.Min., United Theological Seminary

Ms. Leah Vallely

B.A., Auburn University
M.A., Auburn University at Montgomery
M.A., Western Carolina University

Dr. Mitchell Walker

B.A., Bethel College
M.Div., Louisville Presbyterian Theological
Seminary
D. Min., Columbia Theological Seminary

Rev. Mark Whigham

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

Rev. Clark White

B.S., University of Alabama
MBA, University of Alabama

Dr. Jothan White

A.A., Selma University
B.A., American Baptist College
M.Div., Beeson Divinity School
D.Min., Southern Baptist Theological Seminary

Rev. Derrick Whitlow

B.A., Martin University
M.A., Andrews University

Graduate

Dr. Kanunu Busambwa

M.Div., The Interdenominational Theological
Center
D.Min., The Interdenominational Theological
Center

Dr. Ron Ethridge

B.S., Samford University
M.Div., New Orleans Baptist Theological
Seminary
D.Min., Beeson Divinity School of Samford
University

Dr. Alice Evans

B.S., University of North Alabama
M.A., Alabama A&M University
M.A., University of North Alabama
EDS, University of North Alabama
D.Ed., University of Alabama in Birmingham

Dr. Calvin Havens

B.S., University of South Alabama
M.Div., Asbury Theological Seminary
D.Min., Asbury Theological Seminary

Dr. Clarence M. Johnson

B.A., Athens State University
M.Div., Beeson Divinity School
D.Min., Southern Baptist Theological Seminary

Dr. Sharon Livingston

B.A., Johns Hopkins University
M.A., Georgetown University
D.Phil., Georgetown University

Dr. Thomas Muhomba

DipTh, United Theological College, Zimbabwe
M.Div., Asbury Seminary
D.Phil., Asbury Seminary

Dr. Gideon Olaleye

Diploma of Theology, Nigerian Baptist
Theological Seminary
B.A., American Baptist College
M.Div., Vanderbilt Divinity School
D.Min., Vanderbilt Divinity School



“Go to the people of all nations and make them my disciples...and teach them to do everything I have told you.”

—Matthew 28:19-20

STATEMENT OF NONDISCRIMINATION

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