Central Baptist College

2004-2006

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A College with Christian Ideals

Central Baptist College is accredited by The Higher Learning Commission, a commission of the North Central Association of Colleges and Schools, 30 North LaSalle Street, Suite 2400, Chicago, IL 60602-2504, (800) 621-7440 and is approved by the Arkansas Department of Higher Education.

The College holds membership in Arkansas’ Independent Colleges and Universities, the National Association of Independent Colleges and Universities, and the National Christian College Athletic Association.

Information in this catalog, as in other informational literature issued by the College, is subject to change without notice and does not constitute a contract between Central Baptist College and a student or applicant for admission.

Nondiscrimination Statement

Central Baptist College is committed to providing equal opportunity for all persons and will not discriminate in regard to admissions, programs, or any other educational function and service on the basis of race, color, creed, national origin, sex, age, religion, or disability toward any person who meets the College’s admission criteria and is willing to abide by the College’s standard of conduct. In employment, including hiring and other conditions of employment, Central Baptist College will not discriminate on the basis of race, color, creed, national origin, sex, age, or disability. The College may, under federal guidelines, discriminate regarding religion in compliance with basic tenets of Baptist Missionary Association of Arkansas doctrine in employment practices. Therefore, Central Baptist College follows the principle of affirmative action and operates within the regulation of Title IX of the Educational Amendments of 1972, as amended, and other federal law prohibiting discrimination.
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Your choice of which college to attend is a very important one. I challenge you to choose one that will offer direction on how to live and not just how to make a living. I believe Central Baptist College is that kind of institution.

Information included in this catalog should help you learn a great deal about Central. Please feel free, however, to request additional information from our admissions office.

I invite you to join a growing number of students and alumni in becoming a part of the “CBC Experience.”

Sincerely,

Charles Attebery
President
Central’s History

As a result of action taken by the Arkansas Missionary Baptist Association at its organizational meeting in Little Rock, Arkansas, November 14-15, 1950, a committee began investigating proposals for a permanent location for a college to be founded by the Association. The school was established as the Arkansas Baptist Extension School in Little Rock at that time.

At the Association’s next session (Warren, Arkansas, November 13-14, 1951), the committee recommended the purchase of the former Central College in Conway, Arkansas, where a junior college would be opened in September 1952. The recommendation was unanimously adopted by the messengers from the cooperating churches, and a fund raising campaign was opened at that session. At the end of the campaign (September 1, 1952), title to the property was acquired by the trustees of the churches of the Arkansas Missionary Baptist Association; and the College was opened under the name of Conway Baptist College the same month.

The school’s name was changed to Central Baptist College in 1962 to reflect its evolving mission.

During its short history Central has experienced considerable change. Since 1952 enrollment has grown from a dozen students to approximately 430. The faculty has increased from five to more than thirty and library holdings have multiplied dramatically. Even with the razing of historic Old Main in 1984, the number of campus buildings has more than doubled.

Central Baptist College remains a college committed to excellence in Christian higher education. From its inception, Central has been a junior college. When the need became apparent for a senior college in religious studies, such programs were inaugurated; and recently other Bachelor degree programs such as BA in Music, BA in General Studies, BS in Organizational Management, BS in Management Information Systems, BS in Social Services, and a Bachelor of Business Administration have been added. As growth permits, other additions will be made.
Central’s Mission and Purposes

Central Baptist College, a community of learners dedicated to the integration of Christian faith and academic excellence, exists to instill in our students a commitment to lifelong learning, spiritual development and service to God, through a program characterized by academic rigor, practical experience, and spiritual direction in a Christ-focused environment.

Purposes:

1. To create an environment that fosters understanding, appreciation and a love for God’s word.
2. To create a campus community that supports students and faculty in the acquisition of knowledge.
3. To create excellent programs of study that challenge students and provide practical experience in the chosen discipline.
4. To create an understanding among faculty and students of the need for lifelong learning.
5. To create opportunities for spiritual growth and service to God.

The following statements explain the mission of the institution:

Central Baptist College—An educational institution owned and operated by the churches of the Baptist Missionary of Arkansas. “Baptist” is our denominational perspective. “College” represents our purpose in Christian higher education.

a community—There are many components of Christian higher education, which include students, educators, churches, and others who form a network of active . . .

learners—those who strive for greater knowledge and understanding of God, the world, and themselves.

dedicated to the integration—A commitment to understanding the conjunctions that exist in knowledge and faith.

of Christian faith—The foundation of our faith and practice which is in God’s Word.

and academic excellence—Promoting the goal of seeking truth and discovery in the arts, science, and religion.

exists—our purpose for being.

to instill—Imparting in such a way that there are lasting benefits.

in our students—The reason for our existence.
a commitment to lifelong learning—The first identifiable reason for our existence—to develop a love of learning that will go beyond the classroom into life.

spiritual development—Another reason for our existence—to go beyond normal educational goals of just educating the mind, but rather enhancing a person’s spiritual life in his or her walk with God.

and service to God—The practical reason for our existence—to bring the connection between body, mind, and spirit into everyday life.

through—the means and methods by which our goals are achieved.

a program—The design by which all educational objectives are met.

characterized by academic rigor—Descriptive of our programs which demand integrity, discipline, and hard work.

practical experience—Descriptive of our programs which integrate the classroom and life experiences.

and spiritual direction—Descriptive of our programs which incorporate Biblical truths in all aspects of the educational experience.

in a Christ-focused environment.—The complete educational experience forged in the proper setting fostering diversity, personal worth, and enlightenment.

**Central’s Philosophy**

The thrust of present-day educational philosophy is education of the whole person. A learned individual has achieved physical, mental, social, and spiritual maturity.

Central Baptist College accepts that philosophy. But we hold to the conviction that spiritual development should be given much more attention than it receives in many institutions of higher learning. We believe that spiritual experiences and attitudes can markedly affect physical, mental and social development and that faith is necessary to meet daily experiences and responsibilities.

Thus, the motto of Central Baptist College, “A College With Christian Ideals,” is more than a group of words. It embodies the educational philosophy of the College and expresses the point of reference from which the College seeks to educate the whole person.

Students dedicated to Christian principles as well as to academic excellence should consider Central Baptist College.
About the College

Central Baptist College is located in the heart of the city of Conway, Arkansas, a growing community with a population of approximately 45,000. With two other higher education institutions, and Little Rock only thirty freeway miles away, Conway residents enjoy cultural and metropolitan advantages as well as the peace and security of a small town. Located only a few blocks from the Faulkner County courthouse, the campus of Central Baptist College covers eleven beautiful acres, embellished with trees, flowers and walkways.

Accreditation and Affiliations

Six regional agencies provide institutional accreditation on a geographical basis: Middle States, New England, North Central, Northwest, Southern, and Western. These agencies strive to encourage progress and quality in higher education. Central Baptist College is regionally accredited by The Higher Learning Commission, a commission of the North Central Association of Colleges and Schools.

College Calendar

The academic year consists of a fall and a spring semester. The duration of each semester is 16 weeks. A listing of important dates may be obtained from the Registrar.

In addition, Central offers regular and intensive summer sessions. The duration of these summer sessions ranges from 3-5 weeks.

Religious Culture

Christian education constitutes the heart of Central Baptist College. To exclude this feature of instruction would eliminate the reason for the existence of the institution.

The following regulations have been developed to assist students in enhancing their religious culture:

1. Students must attend chapel services, unless exempted.
2. Bible courses are required each semester until nine hours of Bible or Theology have been completed.
3. Students are encouraged to attend worship and study services in a local church.
4. Students are encouraged to read the Bible and have a brief prayer or devotional time daily.
5. Student organizations whose principles or conduct is contrary to Christian ethics are not allowed.

Location

Both the University of Central Arkansas and Hendrtx College are within minutes of the Central Baptist College campus, and Central’s students have limited access to the libraries and other facilities of those colleges.

In addition, Lake Conway, Beaverfork Lake, Pickles Gap Settlement, Toad Suck Lock and Dam, Toad Suck Park, Woolly Hollow State Park and a number of other recreational areas are nearby.

In typical college-town fashion, every well-known food chain has built a restaurant in the city, and many local specialty shops cater to a variety of tastes. For families, Conway offers an excellent school system, a modern well-staffed regional hospital, churches, businesses, and industries.
Campus Facilities

Administration Building
Visitors enter the Administration Building through a mall adjoining the Cobb Library. From there they have direct access to the offices of the President, Institutional Advancement, Financial Affairs, Academic Affairs, and the Registrar.

J.E. Cobb Memorial Library
The library provides a pleasant atmosphere where students may study comfortably. Open shelving and study carrels permit freedom for research and study. A computer resource room is provided. Holdings include books, periodicals, tapes, compact discs, videos, and microform resources.

Harold E. Cooper Educational Complex
The Cooper Complex is the main educational building on the campus. In addition to an auditorium and worship center, the building houses six departments including Bible, art, music, humanities, mathematics, and business. The building also houses two computer labs for instruction and student use.

Burgess Auditorium
Located within the Cooper Complex, this auditorium seats approximately 550 people. Special events, musical performances, drama, and concerts are often held in the Burgess Auditorium.

Toland Worship Center
The Toland Worship Center hosts Bible conferences, revivals, and recitals. It is open daily for students who seek a quiet place to pray and read the Bible.

Mabee Student Services Complex
Located in the center of the campus, the Mabee Student Services Complex is truly the center of campus life. The complex houses the offices of student services, financial aid, admissions, bookstore, post office, Pony Express and the dining hall. The game room, snack bar, and community meeting room provide space for extracurricular activities and leisure time, as well as serving the community.

A.R. Reddin Fieldhouse
This building provides space for physical education classes and intramural sports. The fieldhouse is also home to the CBC Mustangs, the College’s highly competitive basketball and volleyball teams. The building also houses a science center with laboratories for biological and physical sciences.

Residence Halls
Student residences include Bruce Hall for women and Williams Hall for men. Approximately one-half of Central’s students reside in campus housing, creating a familial bond among students, staff, and faculty members.
Christian Focus

Central assumes that when students enroll at the College they want to grow in their understanding and practice of Christian principles. Opportunities for spiritual development are available and religious activities of both curricular and extracurricular natures abound on the campus. Weekly chapel and regular Bible classes are just a few of the opportunities for personal enrichment.

Central is for students who are sensitive to the principles for Christian living found in Scripture. The College has, therefore, established specific guidelines for the conduct of faculty, staff, and students. General regulations concerning student conduct further the aims of Central Baptist College in promoting Christian growth and Christian standards of life. Central students are expected to behave as responsible citizens in a Christian community. They are expected to refrain from alcoholic beverages, illegal drugs, sexual misconduct and any form of entertainment that is morally degrading. Students are expected to demonstrate a respect for oneself and the rights and property of others, both within and outside of the college community.

Central does not presume to be a censoring agency for all activities, but it does expect tangible evidence of maturing Christian convictions and discerning judgment. The College reserves the right to dismiss a student whenever, in its judgment, the welfare of the institution requires such action.

Specific rules and regulations which promote Christian living and growth are found in the Student Handbook. All students are required to read and follow standards as set forth in that document. Penalties for failure to comply are outlined in the Handbook along with student grievance procedures.
Chapel

The College considers chapel a part of a student’s educational experience and a part of the education of the whole person. The period between 12:25 and 1:00 p.m. on Monday and Wednesday is reserved for chapel. Programs are designed to deepen the students’ spiritual lives, to broaden their cultural appreciation, and to promote awareness of Central activities. Students are required to attend and to remain for the entire program. Any request for approval to miss chapel must be submitted to the Dean of Students on a form obtained from her office.

Sponsors of groups which participate in approved off-campus activities during chapel periods must submit the names of all students involved at least twenty-four hours prior to the planned activity.

Failure to attend chapel makes the student subject to disciplinary action. Wanton disregard for chapel attendance may result in loss of scholarship or dismissal from the college.
New Student Orientation

Students entering Central Baptist College for the first time will have the opportunity to participate in new student orientation. The goal of orientation is to make the transition from high school to college, or from one college to another, as easy a transition as possible. Orientation will acquaint students with their peers, school policies, registration, and those things they will want and need to know about college life. Orientation programs include Summer Orientation and Priority Registration, Welcome Week, and CBC 1100. Information about these programs is mailed to all incoming students.

Personal Assistance

At some time in a student’s college career, he or she may encounter problems of a spiritual, personal, social, financial, or academic nature that the student does not feel equipped to handle alone. Central wants to help.

Spiritual, personal, and social problems: These are handled by the Dean of Students, assisted by other administrators and faculty members. All Central administrators and faculty stand ready to help with student problems. However, some student issues may extend beyond those that CBC employees are capable of handling. In such a case, a referral to an appropriate agency will be made.

Financial: The Director of Financial Aid has information on a variety of financial aid programs.

Academic: Advisors work to guide the student through a program of study suited for him/her. The Registrar's Office provides assistance for any student needing to transfer to complete a degree program. If a student feels that he/she needs academic counseling beyond routine advisement, an appointment should be made with the Vice President for Academic Affairs.

Administrative: Student questions regarding the administrative structure and functions of the College or its constituency (e.g. churches, pastors, Board of Trustees) may be resolved through an appointment with the President.

In addition to these services, administration and faculty members are available to speak to students regarding individual needs.
Housing Regulations

All full-time, unmarried students, who are under 21 years of age, are required to live on campus until they earn at least 60 credit hours. Exceptions are made for local residents and commuting students. Students who plan to live with relatives must obtain approval from the Dean of Students. Relatives are defined as parents, grandparents, siblings, and aunts or uncles, which are siblings of the student’s parents.

Rooms are assigned to students in the order in which applications are received. Applications should be made as early as possible. No reservation of a room will be made for any student unless the application is accompanied by the necessary deposit. Room deposits are not refundable.

Residence hall rooms are checked by the Resident Director and Resident Assistants and should be kept neat and clean. The students who occupy the room are directly responsible for the furnishings, damages and activities that might occur. The College reserves the right to enter and inspect College-owned property for fire and/or health hazards, maintenance purposes, cleanliness, or for just cause if evidence suggests violation of College policies.

Room damage charges may be assessed as they occur or when the student officially checks out of College housing. Damage to other College property, including equipment, will be assessed against students who are responsible at the cost of repairs or replacement.

Each student is provided a key to his/her assigned room and an access card to his/her residence hall. Students are encouraged to keep their rooms locked. Students should not leave money or valuables in their rooms. The College cannot assume responsibility for valuables or money lost or stolen.

The College has no space for summer storage. Removal of personal property from College housing is the responsibility of the individual. The College does not carry fire, theft, or damage insurance on the personal property of students.

Operation of Motor Vehicles

The College considers the possession and operation of motor vehicles on campus to be a privilege subject to regulation; therefore, all vehicles must be registered with the Dean of Students at the beginning of the semester. Any automobile parked on the campus must have a Central Baptist College parking permit attached to it. Parking permits are valid for one academic year and summer terms.

Students are expected to observe all traffic and parking regulations. Fines imposed for violation of these regulations must be paid promptly. Outstanding traffic violations may result in severe penalties, including forfeiture of driving privileges on the campus, a hold on grades, and/or a doubling of imposed fines.
Student Activities & Organizations

Student Body Association/Student Government Association
Every student at Central Baptist College is a member of the Student Body Association. The governing body of the SBA is the Student Government Association. The SGA is composed of officers elected annually, class and organizational representatives plus at large representatives elected by the SGA from the SBA. It is the purpose of the SGA to promote understanding and cooperation between the College administration/faculty and the student body. The SGA encourages all Central Baptist College students to realize their importance to the College and seeks to provide activities and programs of interest for the general student body.

Ministers’ Association
Commonly referred to as “MA’s”, this group was organized in 1953 for the purpose of providing fellowship, inspiration, encouragement and opportunities for ministry. Membership is composed of ministerial students and faculty. Bi-monthly meetings are held at announced times, usually the first, third, and fifth Thursday of each month at X-period.

Student Women’s Organization (SWO)
All women living on campus are members of SWO. Harvest Party is their main activity. SWO works with SMO to host the monthly vesper services.

Student Men’s Organization (SMO)
All male Central Baptist College students who maintain their residence in Williams Hall are members of SMO. SMO provides fellowship and opportunities to serve in community projects and joins forces with SWO to plan the monthly vesper services. SMO is also responsible for Spring Fling.

Student Commuter Organization (SCO)
All non-resident students of Central Baptist College are members of SCO. SCO strives to promote communication and participation in campus activities and events. SCO also provides fellowship between commuting students and campus residents. SCO sponsors a talent show each year.

IMPACT Team
The IMPACT Team is comprised of Central Baptist College students, selected from applications taken at the end of the spring semester to serve the following school year. The purpose of this organization is to assist the Admissions Office in recruiting prospective CBC students. On preview days, the team acts as hosts and guides in order for prospective students to get a better idea of campus life. In addition to these ambassador duties, the IMPACT Team travels extensively into churches and schools performing Christian drama.
**College Republicans**
Organized in 1989, this organization endeavors to make the Central Baptist College student aware of his or her obligations to participate in the political system of our country. Membership is open to all Central Baptist College students. Meetings are held bi-monthly.

**Alpha Chi**
Membership in the Alpha Chi National College Honor Scholarship Society is the highest academic award bestowed by Central Baptist College. Membership is open to the top 10 percent of the junior and senior classes.

**College Choir**
The choir presents concerts throughout Arkansas and the region of southern states, performing at churches and schools, with a repertoire of contemporary and traditional sacred music. Membership is by audition and space available.

**Central Singers**
This group of ten student musicians is very involved in student recruiting and public relations for Central Baptist College. Membership is by audition.

**Handbells**
Membership in the Handbell Choir is open to all students.

**Chamber Workshop**
The Chamber Workshop provides students an opportunity to perform a variety of ensemble and solo literature from operetta to the oratorio, from the children’s theater to Broadway musical.

**School Publications**
The Department of Literature and Language Arts produces an annual yearbook. The Office of Student Services provides a bi-weekly newsletter and a monthly activities calendar.

**Athletics**
Central recognizes the value of wholesome athletic and recreational activity. Both intercollegiate and intramural athletics are a part of the campus program. The college participates in the following intercollegiate athletic programs: men’s basketball, baseball, golf, and cross country; women’s basketball, volleyball, fast-pitch softball, golf, and cross country.
Section IV: Financial Information...

Financial Policies

Attending Central is an investment in one’s professional and personal future. The cost of training at this institution is several times what students are asked to pay. This is made possible by the generosity of the Baptist Missionary Association of Arkansas, churches of like faith in other states, hundreds of friends of the institution, and the sacrificial service of the administration and faculty of the College.

All students are therefore expected to make arrangements to pay tuition, fees, and room and board before the first day of class. Students who do not make arrangements will not be permitted to enroll in classes, live in college housing, or eat in the dining hall.

Students are also required to satisfy financial obligations before they are permitted to receive semester grades or a transcript from the College.

Tuition (per semester)

For current information regarding tuition and fees, please contact the Business Office.

Application Fee

A one-time, non-refundable application fee of $25 is charged to cover the cost of processing the application and establishing a personal file. This is a fee, not a deposit on other accounts, and must accompany the application.

Room Reservation Deposit

An advance room reservation deposit of $20 is required of all new students planning to live in the College dorms. Room deposits are non-refundable.

Room and Board

Rooms are available for women in Bruce Hall and for men in Williams Hall. A limited number of private rooms are available in both residence halls. All students living in the residence halls will be charged for room and board. For current information regarding room and board charges, please contact the Business Office.
Audit Charges
Students who audit courses are charged 50% of the regular tuition.

Refund Policy for Withdrawal
Refunds for unused tuition and room/board are given only for students withdrawing from school. There will be no refunds of any of the various fees that are charged. Tuition for a regular term will be refunded on a percentage basis as follows:

75% refund if withdrawal occurs by the 2nd Friday of class
50% refund if withdrawal occurs by the 4th Friday of class
No refunds after the 4th Friday of class.
Refunds for room and board are made on the unused portion only.

Students taking courses in the summer sessions may receive a refund of 50% tuition if they withdraw on or before the 3rd day of class.

Supplies
Books and supplies for each student average $400 per semester.

Important Notice
All announcements in this catalog regarding regulations and expenses are based on current conditions and are subject to change without notice. Current cost information can be obtained from the Vice President for Financial Affairs.
Financial Aid

Central Baptist College is committed to the principle that no student should be denied a Christian education because of financial limitations. Therefore, the institution makes every reasonable effort to assist students in obtaining any assistance for which they qualify. All scholarships are subject to the approval of the Scholarship Committee. Students may receive only one institutionally funded scholarship per semester. Specific information concerning application procedures can be obtained from the Financial Aid Office.

Scholarships

To be considered for an academic scholarship, the student must meet the minimum general criteria, submit an application for admission, and pay the application fee. All scholarships are contingent upon admission to the college. Disciplinary probation, suspension, or dismissal automatically disqualifies a student for a scholarship or discount. Unless otherwise stated, the minimum GPA for all institutional scholarships, including endowed scholarships, is 2.50.

All scholarship GPAs are based on a 4.0 grading scale.

Academic

Trustee: Students who score 30 or more on the ACT or have earned a high school GPA of 3.8 or above may be eligible for this scholarship. It is renewable for seven consecutive semesters if the recipient completes 15 or more hours and maintains a cumulative 3.50 grade average.

Presidential: Students who score 27 or higher on the ACT or have earned a high school GPA of 3.50 or above may be eligible for the Presidential Scholarship. It is renewable for seven consecutive semesters as long as the recipient completes 15 or more hours and maintains a cumulative grade average of 3.25.

Dean’s: Students who score 24 or higher on the ACT, or have earned a high school GPA of 3.25 or above may qualify for the Dean’s Scholarship. It is renewable for seven consecutive semesters if the student completes 15 or more hours and maintains a cumulative 3.00 grade average.

Leadership: Students who score 20 or above on the ACT or have earned a 3.00 or above high school GPA may qualify for the Leadership Scholarship. It is renewable for seven consecutive semesters if the student completes 15 or more hours and maintains a cumulative grade point of 3.00.

Transfer: Students may apply for a Transfer Scholarship if they have completed 15 credit hours and have earned a 3.25 or higher cumulative grade point average from a regionally accredited institution. It is renewable for six consecutive semesters if the student completes 15 or more hours and maintains a cumulative grade point average of 3.00.
Activity
Activity scholarships are available in the areas of music, athletics, and yearbook.

Ministry Discount
A discount of one-half of the cost of tuition is offered to BMA ministers, full-time church leaders, and denominational leaders, their wives, and children under the age of twenty-one who are still part of the father’s household. Other orthodox Baptist ministers will receive a 40% discount of the cost of tuition. For students to receive the ministry discount, the qualifying student must submit a copy of either a license to preach, certificate of ordination, or a letter from a church. To retain the discount, students must maintain a cumulative grade point average of 2.50 and attend chapel and designated extra curricular activities. Preachers must maintain membership in the Minister’s Association.

Religious Education Discount
The Bible department may award one religious education discount per year for each of the following minors: religious education, missions, and youth ministry. Junior and senior students who minor in these programs are eligible to apply. The discount is for one year only; however, it can be renewed if the applicant is selected by the Bible department to receive it for another year. The discount value is fifty percent of the cost of tuition. A cumulative grade point average of 2.5 is required to maintain the scholarship.

Arkansas Academic Challenge Scholarship
The AACS is designed to help students attend an Arkansas college or university. To qualify for an AACS, students must have maintained a minimum grade point average and scored a certain level on their ACT. There are also financial requirements, and students must certify themselves to be drug-free. For information on the AACS, contact the Arkansas Department of Higher Education at 1-800-547-8839.

Grants

Arkansas Student Assistance
The Arkansas Student Assistance Grant is available to qualified Arkansas resident students. Application forms are included with the Pell Grant application.

Pell
Pell Grants are available to students who qualify. The amount of the grant varies according to the level of the family income, the number of dependents in the family, and other factors. Application forms are available in the Financial Aid Office and should be submitted at least six weeks prior to the expected date of enrollment.
Work Programs

Work-Study

The federal work-study program is also available to those students who qualify. For further information, contact the Financial Aid Office.

Loans

SSL and PLUS

Stafford Student Loans and Parent Loans for Undergraduate Students are available to qualified students. Application forms and additional information may be obtained through the Financial Aid Office.

Other Programs

War Orphan and Veteran Approval

Central Baptist College meets requirements for training students under the G.I. Bill. The college operates under Chapters 30, 31, 32, 35, and 1606 of Title 38 U.S. Code.

Students enrolled for assistance by the Department of Veterans Affairs must be candidates for degrees. For more information, contact the Registrar.
Student Complaint Procedure Regarding Administration of Financial Aid Programs

The college has established the following policy to investigate and resolve student complaints regarding the institution’s administration of Title IV programs (Pell Grant, College Work Study, Stafford and PLUS Loans and any other financial aid program included in Title IV). The college will administer all financial aid programs according to federal and state law. However, if a student believes that the college has failed to administer and disperse Title IV funds according to law, the following procedures should be followed to register and resolve complaints:

1. Informal Procedure

Students who believe that they have been unfairly treated by the college in the administration and/or disbursement of Title IV funds should promptly report their complaint in writing to the Vice President for Financial Affairs. The Vice President for Financial Affairs will investigate the complaint personally or by appointing a person sensitive to the resolution of the complaint. The results of the investigation will be mailed to the student within 10 days of the initial complaint. If an informal resolution of the matter is reached satisfactory to the student, then the matter is considered closed. If an informal resolution of the matter is not reached within 10 days, then the complainant may initiate formal complaint procedures.

2. Formal Procedure

If the complaint regarding the college’s administration and/or disbursement of Title IV funds has not been resolved informally, and the student wishes to further pursue the matter, then the student must file a written complaint with the college’s Grievance Committee. Such complaint must be filed within 20 calendar days of the end of the informal resolution. The Grievance Committee will serve as impartial representatives of the college whose purpose will be to investigate and attempt to resolve the complaint. A formal hearing will be scheduled within 10 days of the written complaint. If the determination of the committee is not to the student’s satisfaction, further appeal may be made to the President of the college. The decision of the President is final. All actions of the committee will be recorded. No student will be penalized or adversely affected for bringing such a complaint.

Pro-Rata Refund

First-time students at Central Baptist College receiving Title IV financial aid who do not complete 60% of an enrollment period for which they were charged will receive a pro-rata refund consistent with the amount of time remaining in the term.
Endowed Scholarships

_Dossie and Leona Attebery Memorial Scholarship_

The children of Mr. and Mrs. Attebery established this scholarship as a memorial to their parents. This scholarship will be used to assist qualified students with college expenses. Descendants of Mr. and Mrs. Attebery shall be given first priority if qualifications and financial need are equal.

_Kenneth Brown Endowed Scholarship_

Established by the Central Baptist College Alumni Association, this scholarship honors Kenneth R. Brown, the College's first student and long-time chair of the Social Science Department. Although all students are encouraged to apply, children of former CBC students receive first priority.

_CBC Golf Classic Endowed Scholarship_

This scholarship was established to recognize the work of Rev. Tom Mitchell in organizing and managing the annual golf tournament. First priority is given to students who are members of the church pastored by Rev. Mitchell. Second priority is given to applicants who are preparing for service on a mission field. Third priority is given to any qualified student.

_Beatrice and M.E. Childers Endowed Scholarship_

Friends established this fund to honor the Rev. M.E. Childers, by providing tuition scholarships for children of BMAA missionaries. Children of American foreign missionaries receive first priority, with second, third, and fourth priorities given to children of interstate, state, and local missionaries respectively.

_Charles Choate Endowed Scholarship_

Mrs. Dorothy Choate established this scholarship in memory of her late husband, Charles, to assist BMAA ministerial students. Recipients must carry at least 12 hours, have a minimum grade point average of 2.50, be at least a sophomore and be eligible for a Pell Grant.

_Robert and Rosa Cooper Memorial Scholarship_

The family of Robert and Rosa Cooper established this scholarship. First priority will be given to qualified applicants from the Hopewell Baptist Church, Warren Arkansas. Second priority will be given to qualified applicants who are residents of the Judson Missionary Baptist Association area. Third priority will be given to qualified applicants from any area that is majoring in Bible or church related ministries.

_James D. And Loreta Hodges Courtney Endowed Scholarship_

The children of James D. and Loreta Hodges Courtney established this scholarship to help students with tuition. The Courtney family retains final approval of the recipient.

_Rena Hoggard Endowed Scholarship_

First priority to a female athlete; second priority to a male athlete.

_Bill Hoggard Endowed Scholarship_

First priority to a male athlete; second priority to a female athlete.

_Wilbur A. Daugherty Endowed Scholarship_

Mrs. Evelyn Daugherty established this fund in memory of her late husband, Wilbur, to assist students from Missouri who are preparing for the ministry. Mrs. Daugherty reserves the right to select the recipients.
Elizabeth J. Evans Endowed Scholarship

Rev. Earnest and Wilma Evans, Brian Evans, and Paula Brekenridge established this scholarship in memory of Mrs. Elizabeth J. Evans. This scholarship is intended to assist junior and senior ministerial students. Second and third priorities shall be given respectively to the daughter or son of a BMA church pastor.

Merle and Marie Evans Endowed Scholarship

Established by the Hopewell Baptist Church, Warren, Arkansas, this scholarship honors the Rev. Merle Evans, a former pastor of the church. Although the scholarship is not restricted, members of the BMAA churches in Warren or the Judson Association have first priority. Hopewell Baptist reserves the right to select the recipient.

Grand Avenue Baptist Church Endowed Scholarship

The Grand Avenue Baptist Church, Texarkana, Arkansas, established this scholarship to provide assistance to students preparing for Christian service.

John Hornaday/Curt Nixon Memorial Scholarship

The Arkansas State Galileans established this scholarship to honor the late John Hornaday, a district Galilean promoter, and the late Curt Nixon, an active Galilean. To qualify, a student must have been an active Galilean and demonstrate financial need.

Lela Kendall Jobe Endowed Scholarship

Mr. John H. Warren established this scholarship in memory of Mrs. Lela K. Jobe. This scholarship is intended to assist eligible Christian students who have financial need.

Magnolia’s First Baptist Church Scholarship

First Baptist Church, Magnolia, Arkansas, established this scholarship to assist members from their church who wish to attend CBC. Second priority is given to students from the Columbia Baptist Association of Arkansas, and third priority is given to students within the College music program.

Will and Stella Merritt Memorial Scholarship

Dwayne Goode, Elaine Goode, and Mrs. Velma K. Lewis established this scholarship in memory of Will and Stella Merritt. The purpose of this scholarship is to provide assistance to students who are preparing for full-time vocational ministry.

Mt. Calvary Association Scholarship

The Mt. Calvary Association established this scholarship to encourage students to attend CBC and to support Central’s effort to provide financial assistance to worthy students. Students from the Mt. Calvary Association receive first priority.

W. Artie and Delma P. Nipper Endowed Scholarship

The family of W. Artie and Delma P. Nipper established this endowed scholarship. First priority is given to qualified applicants who are ministerial students. Second priority is given to qualified students who are preparing for service on a mission field.

Rev. Elbert O’Steen Memorial Scholarship

Mrs. Elbert O’Steen, Dewain O’Steen, and Dwana Sheppard established this scholarship in memory of Rev. Elbert O’Steen to aid students preparing for pastoral ministry. First priority shall be given to applicants from Unity Baptist Church, Hope, Arkansas. Second priority shall be awarded to members of the Union Baptist Association of the BMAA.

Brittany Parrish Memorial Endowed Scholarship

Established in memory of Brittany Parrish and in honor of her family Donny, Datha, and Samantha. Students from Fellowship Baptist Church in Forney, TX receive first priority; second priority to any student enrolled as a social services major; and third priority to any student in the CBC Choir or CBC Singers.
Rev. Hollis and Vera Purtle Ministerial Scholarship
First Baptist Church, Buckner, Arkansas, established this scholarship in memory of Rev. Hollis A. Purtle and in honor of Mrs. Vera Purtle. Ministerial students from the Columbia Baptist Association receive first priority, with second priority given to other ministerial students.

Virginia Ratliff Endowed Scholarship
Rev. Roland Ratliff established this scholarship in memory of his wife. First priority shall be given to an active participant in the Girls Missionary Auxiliary, and second priority shall be given to a ministerial student.

F.R. Ratliff Endowed Scholarship
The Ratliff family established this scholarship to remember the ministry of Rev. Roland Ratliff. First priority shall be given to a BMAA ministerial student; second priority shall be given to any student with financial need.

Raymond Schalchlin Endowed Scholarship
The family and friends of the late Rev. Raymond Schalchlin established this scholarship to assist wives of BMAA pastors.

Cora Myrtle Smith, Connetta Smith Roach, and Rev. Robert M. Roach Endowed Scholarship Fund
This scholarship was established to provide tuition scholarships for Central Baptist College students. First priority is given to relatives of Cora Myrtle Smith, and second priority is given to any eligible, qualified applicant.

Lloyd and Tom Smittle Endowed Scholarship
Mrs. Smittle established this scholarship to honor her husband, Lloyd Smittle. First priority is given to qualified applicants who are in at least their second semester and are members of Unity Baptist Church.

Stephens Scholars Scholarship
Stephens, Inc. established this scholarship for students with above average academic and leadership abilities who are seeking a bachelor’s degree. Special consideration will be given to students from middle income families who demonstrate financial need. Students who receive this scholarship cannot be awarded any other major scholarship.

G.F. Story Endowed Scholarship
Mr. and Mrs. G.F. Story established this scholarship to assist students from BMAA churches in Arkansas.

A.D. Stuckey Memorial Scholarship
Established by the Immanuel Baptist Church, Nashville, Arkansas, and Calvary Baptist Church, Fayetteville, Arkansas, this scholarship honors the late A.D. Stuckey, a long-time BMAA pastor and one of Central’s first trustees. It provides financial assistance for students who are preparing for full-time vocational ministry.

Toad Suck Daze Endowed Scholarship
The Toad Suck Daze Committee of the Conway Area Chamber of Commerce, governing body of the Toad Suck Daze Festival, established this scholarship for qualified students from Faulkner and Perry county schools. Contact the CBC financial aid office or a Faulkner or Perry county high school counselor for requirements and application form.

UPS Scholar Scholarship
The United Parcel Service (UPS) established this scholarship for worthy applicants.
Connie and Lloyd Westbrook Endowed Scholarship
The Westbrooks established this scholarship to provide one or more tuition scholarships for eligible and worthy students.

Loyd Winters Endowed Scholarship
Mr. and Mrs. Richard Partney established this scholarship in memory of the late Loyd Winters to help students with financial need.

Worden Baptist Church Endowed Scholarship
The Delk Construction Company of Bald Knob established this scholarship to provide assistance to members of the Marvin and Kathy Delk family and students from the Worden Baptist Church, Bald Knob, Arkansas. Third priority shall be given to members of the Mt. Calvary Association of the BMAA of Arkansas.
Section V: Academic Information...

General Admission Requirements

First-Time Freshmen
All applicants who wish to apply for admission should submit the following items to the Office of Admissions:

• Application for admission
  A. Attach a recent photograph.
  B. Include a $25 non-refundable application fee.

• ACT scores
  A. All applicants should submit an ACT score for admission and placement purposes.
  B. A minimum ACT composite score of 19, or a minimum SAT composite score of 890, or submission of a final high school transcript with at least a 2.50 grade point average is required.

• Transcripts of Academic Work
  A. An official copy of high school transcript or a GED Certificate.
  B. A cumulative high school grade point average of 2.50 or higher on a 4.00 scale is required.
  C. Applicants may be accepted provisionally with a seven-semester transcript, pending the receipt of the final transcript.
  D. Applicants who do not meet the minimum academic requirements may be granted probational admission if they could be expected to benefit and function in the spiritual and academic environment provided by Central Baptist College.

• Immunization Record
  A. Applicants born after January 1, 1957 should submit proof of two immunizations against measles and rubella.

• References
  A. Provide an academic reference from a counselor or teacher.
  B. Provide a character reference from a pastor or youth pastor.
Readmission of Former Students

Former students who have not attended CBC for one or more semesters should submit another application for admission; however, the application fee will be waived.

Former students who have not attended CBC for more than three years must enter under the current catalog.

Former students who have attended other colleges or universities should follow the same guidelines as transfer students.

Admission for Transfer Students

Students who wish to transfer to Central Baptist College should understand the policy for the acceptance of transfer credit and submit the appropriate documents for admission:

• Transfer Credit Policy
  A. Applicants must have a 2.00 cumulative GPA; however, applicants with a cumulative grade point average below 2.00 may be granted probational admission if they are eligible for readmission to the institution from which they are transferring.
  B. Courses will be given full credit if the grade is “C” or higher.
  C. Grades from transfer credit will not be used in calculating the cumulative grade point average at Central Baptist College.
  D. Applicants who are transferring from a non-accredited institution must complete 12 credit hours at Central Baptist College with a 2.00 GPA before final evaluation of credit is made.

• Required Admission Documents
  A. Application for Admission
     1. A recent photograph.
     2. A $25 non-refundable application fee.
  B. Official transcripts from all colleges and universities which the applicant has attended. No applicant will be admitted who is currently suspended from another institution. Suspensions will be honored for at least one semester.
  C. Immunization record
     Applicants born after January 1, 1957 should submit two proof of immunizations against measles and rubella.
  D. References
     1. Provide an academic reference from an instructor or from someone capable of addressing academic qualifications.
     2. Provide a character reference from a pastor or youth pastor.
  E. ACT Scores
     An ACT score report must be submitted.
Early Admission for High School Students

Outstanding high school students who wish to experience college-level work may be admitted concurrently as part-time students. The criteria for admission is as follows:

A. Must be a Junior or Senior in high school.
B. ACT and cumulative grade point average must meet one of the following:
   1. ACT score of at least 24 AND high school GPA of at least 3.00
   2. ACT score of 23 AND high school GPA of at least 3.25
   3. ACT score of 22 AND high school GPA of at least 3.50
   4. ACT score of 21 AND high school GPA of at least 3.75
   5. ACT score of 20 AND high school GPA of at least 4.00
C. Must meet the required course prerequisites.
D. A letter of recommendation from his/her high school counselor or principal.

Non-High School Graduates

Students who are 18 years or older and did not finish high school but wish to attend CBC may be admitted if they meet the following requirements:

1. A minimum ACT composite score of 19 or a SAT composite score of 890.
2. A satisfactory General Education Development (GED) test score.

Home School Students

Students who have completed a course of study at home which is equivalent to a high school education may be admitted if they submit a transcript of courses studied and achieve a minimum ACT composite score of 19 or a SAT composite score of 890.

International Student Admissions

International students who wish to enroll at Central Baptist College must submit complete credentials to the Director of Admissions no later than May 1 for the fall semester and September 1 for the spring semester. Foreign students must meet the following admission requirements:

- Application for Admission
  A. A recent photograph.
  B. A $25 non-refundable application fee. Applications will not be reviewed without this fee.

- TOEFL Score
  A. A score of 500 on the paper-based test, or 173 on the computer-based test is required. An official score report from ETS is required.
  B. CBC’s TOEFL code is 0788.
• **Transcripts**
  Official academic transcripts of secondary school, college, or university translated in English.

• **Immunizations**
  Submit proof of two immunizations against measles and rubella, and one tuberculosis.

• **Financial Resources**
  Provide certified proof of the ability to meet financial obligations incurred as a student at CBC.

• **Health Insurance**
  Although health insurance is not required, it is strongly recommended that international students purchase health coverage.

**Transient Students**

Students who are enrolled in another institution of higher education and wish to take courses at CBC must file an application for admission and submit a transient student form or a letter of good standing from the institution they are currently attending and an official transcript.

**Probational Status**

Students may be admitted on probational status if they fail to meet certain academic requirements. Upon admittance on probational status, the student may be placed on some level of academic probation or limited to fewer than 13 credit hours, or both.

Students who do not meet the state minimum core requirements for high school graduation will be reviewed by the Admissions Committee on a case-by-case basis.

**Conditional Status**

Applicants who lack required admission documents may be admitted on conditional status. The student must complete the admissions process by the eighth day of class. Students who fail to meet the deadline will be administratively withdrawn from classes until the admission file is complete.
Academic Policies

Academic Semesters and Sessions
The academic year consists of two traditional 16-week semesters (fall and spring) and a summer program with some courses ranging from 3 to 5 weeks.

Academic Credit
The credit hour represents one fifty-minute lecture per week for one semester. At least two hours of laboratory work are required to equal one hour of lecture. Thirty minutes of private music instruction per week is equivalent to one credit hour, and fifty minutes of private music instruction per week is equivalent to two credit hours.

Course Numbering System
Each course is identified by a 3 letter department code and a four digit number code. The first digit of the number code indicates the level of the course (i.e. 0 = remedial, 1 = freshman, 2 = sophomore level, etc.); the second number specifies the number of credit hours; the third and fourth digits identify the particular course.

Grading System
CBC has a four-point grading scale with the following symbols and values:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Definition</th>
<th>Grade Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Excellent</td>
<td>4.00</td>
</tr>
<tr>
<td>B</td>
<td>Good</td>
<td>3.00</td>
</tr>
<tr>
<td>C</td>
<td>Average</td>
<td>2.00</td>
</tr>
<tr>
<td>D</td>
<td>Below Average</td>
<td>1.00</td>
</tr>
<tr>
<td>F</td>
<td>Failure</td>
<td>0.00</td>
</tr>
<tr>
<td>I</td>
<td>Incomplete</td>
<td>0.00</td>
</tr>
<tr>
<td>S</td>
<td>Satisfactory</td>
<td>0.00</td>
</tr>
<tr>
<td>U</td>
<td>Unsatisfactory</td>
<td>0.00</td>
</tr>
<tr>
<td>AU</td>
<td>Audit</td>
<td>0.00</td>
</tr>
<tr>
<td>WP</td>
<td>Withdrawed Passing</td>
<td>0.00</td>
</tr>
<tr>
<td>WF</td>
<td>Withdraw Failing</td>
<td>0.00</td>
</tr>
<tr>
<td>BD</td>
<td>Withdrawed from Bible</td>
<td>0.00</td>
</tr>
<tr>
<td>CR</td>
<td>Credit</td>
<td>0.00</td>
</tr>
<tr>
<td>NC</td>
<td>No Credit</td>
<td>0.00</td>
</tr>
</tbody>
</table>

Grade point average is computed by dividing the total number of grade points by the total number of hours attempted. The cumulative grade point average includes only courses taken at CBC.

*WF calculates as an F in the grade point average.
Course Repetition
A student may repeat a course taken at CBC for the purpose of grade point adjustment if the student re-enrolls in the same course at CBC. Courses repeated at other institutions and transferred to CBC will not change the grade point average but can satisfy degree credit. There is no limit on the number of course repetitions. If a student chooses to repeat a course, the latest grade will be used to calculate the grade point average, but the former grade, although not figured in the grade point average, will still remain on the transcript.

Courses being repeated count toward total hours enrolled in a current semester. Students receiving Veteran’s Administration benefits must check with the Registrar before repeating a class in order to determine eligibility for enrollment certification.

Student Course Load
A full-time load is considered to be 12 to 17 credit hours per traditional semester and 3 to 4 credit hours per summer session. Students may take an increased course load during a traditional term if they have earned a 3.00 grade point average in the preceding semester in which they were enrolled for at least 12 hours. Permission to exceed 17 credit hours must be approved by the Registrar. The maximum course limit, including correspondence, for any semester is 19 hours.

Student Classifications
Freshman: students who have 1-29 credit hours.
Sophomore: students who have 30-59 credit hours.
Junior: students who have 60-89 credit hours.
Senior: students who have 90+ credit hours.

Academic Standing
The academic standing of all students is evaluated at the end of each semester. Students who meet the following scholastic requirements are considered in good standing.

<table>
<thead>
<tr>
<th>Hours</th>
<th>Cumulative GPA</th>
</tr>
</thead>
<tbody>
<tr>
<td>1-29</td>
<td>1.50</td>
</tr>
<tr>
<td>30-59</td>
<td>1.75</td>
</tr>
<tr>
<td>60+</td>
<td>2.00</td>
</tr>
</tbody>
</table>

Students who do not meet these scholastic requirements will be placed on academic probation.

If students placed on academic probation fail to make satisfactory progress during the following semester, they will be placed on final academic probation.
Students who are placed on final academic probation must show academic improvement and achieve at least a 2.00 grade point average the next semester or they will be placed on academic suspension.

Academic suspension will be for one semester. Students returning from academic suspension will be placed on final academic probation. Students who are placed on academic suspension for more than one time must wait one year before returning as a student. While on academic suspension, students may not earn credit at another institution and attempt to transfer those hours to CBC.

The Registrar may continue a student’s current academic standing if there is evidence of satisfactory progress towards earning a degree.

**Academic Honors**

The Dean’s List is published at the end of each semester. To qualify for this honor, a student must be enrolled in 12 or more semester hours, earn a 3.50 grade point average for the semester, and have no incomplete grades at the end of the term.

The President’s List is also published at the end of each semester. To qualify for this honor, a student must be enrolled in 12 or more semester hours, earn a 4.00 grade point average for the semester, and have no incomplete grades at the end of the term.

**Enrollment Changes**

Students may add or drop courses with the approval of their academic advisor during the first five class days. Upon the sixth day of classes, students must obtain the approval of the instructor and the advisor to officially drop a course. Drop forms will be available in the registrar’s office, the instructor’s office, and the advisor’s office. A grade of “WP” or “WF” will be assigned by the instructor. The approved drop form must be filed in the registrar’s office by the deadline listed in the class schedule. The academic advisor and instructor will be notified by the registrar’s office when the drop process has been completed. Ceasing to attend a class does not constitute a drop or withdrawal from the course; students who do not follow the withdrawal policy will receive a “F” grade.

All full-time students are required to enroll in a Bible or theology course until they have successfully completed nine hours. Students may withdraw from a Bible or theology course one time during their first nine hours. In order to withdraw from a Bible or theology course, students must attend until the sixth day of class; after this period, students must follow the official drop procedure as stated above.

No course or grade will be listed on the transcript for students who drop a course within the first five days of class. Students with 30 or more cumula-
tive semester hours may drop a course up through the twelfth week. Students with less than 30 cumulative semester hours may drop a course up to one week prior to final exams.

No course or grade will be listed on the transcript for students who take summer classes and drop a course within the first three days of class. Students who officially withdraw after this time will receive a grade of either “WP” or “WF.” Consult the summer class schedule for more information.

Students who withdraw from a PACE course will be required to complete a PACE Enrollment Change Form. A course dropped before the second class meeting will not appear on the transcript, and tuition charges will be reversed. Textbook charges will be reversed if the textbook and student guide are returned in new condition.

Students who withdraw from a PACE course before the fourth class meeting will receive a “WP” or “WF” grade. There will be no refund for tuition or textbooks.

In order to re-enroll in the PACE program, a student must complete a PACE Re-Entry Form and submit it to the PACE office. The following offices must approve the student’s re-admittance: Business Office, Financial Aid Office, and the Registrar’s Office.

**Withdrawal from Classes**

Students who intend to withdraw from all courses should obtain a “Permit to Withdraw” from the Office of the Registrar and obtain clearance from the Dean of Students, Library, Head Resident, Bookstore, and Business Office to officially withdraw.

Students who complete the withdrawal process will receive grades of “WP.” However, students who depart without officially withdrawing will receive the grade of “F” on all courses registered for that semester.

**Academic Clemency**

In order for academic clemency to be granted, a minimum 2.00 cumulative grade point average and 12 semester hours must be earned in one calendar year from the date of re-enrollment. Students who are granted academic clemency are ineligible to graduate with honors. Academic clemency does not restore eligibility for student financial aid, institutional aid, scholarships, or athletic eligibility. Academic Clemency is final and irreversible. These policies apply to Central Baptist College only.

**Student Records and Directory Information**

The Family Educational Rights and Privacy Act of 1974 (FERPA) assures confidentiality of educational records containing information directly related to all current and former students. Students may inspect and review their records,
request reasonable explanations and interpretations of them and obtain copies of them. They may also seek correction of the records through a request to amend them or through a formal hearing.

The following information about students will be treated as directory information and is subject to public disclosure: student’s name, local and home address, telephone listing, date and place of birth, major, classification, e-mail address, current enrollment, photograph or other video images, dates of attendance, awards, degrees, honors, and dates graduated, class schedule, previous educational agency or institutions attended, participation in officially recognized activities and sports, vital statistics (such as height and weight) for members of the athletic team. Education records may be disclosed to college officials who have legitimate educational interests without prior consent. College officials may include but are not limited to instructors, advisors, and financial aid employees.

A student may request that directory information be withheld by notifying the Registrar in writing no later than the fifth day of classes during a regular semester and the third day of classes during a summer session. The request will remain in effect until revoked by the student in writing.

Upon initial entry to Central Baptist College, students will complete a form indicating whether they are dependent students. This declaration will remain in effect for one academic year unless the Registrar is notified in writing of a change in status.

Further information about student rights can be obtained from the Office of the Registrar.

**Change of Address or Name**

Students are required to notify the Registrar of any address changes immediately. Change of address forms are available in the Registrar’s Office or online at [www.cbc.edu](http://www.cbc.edu). This form requires the student’s signature.

In order to change a name, the student must provide the Registrar with a legal document, such as a marriage license or divorce decree.

**Course Prerequisites**

Students may not enroll in a course before successfully completing the prerequisites to that course. The instructor may administratively withdraw any student who has not fulfilled the prerequisite to a particular course.

**Remedial Courses**

Any student who has not scored at least 19 on the English portion of the ACT or 45 on the Writing Skills subtest of the ASSET must take ENG 0300 English Fundamentals as a prerequisite to ENG 1300. This course does not count toward degree requirements. A grade of “C” or higher in ENG 0300 will allow the student to enroll in English 1300 Composition I.
Any student who has not scored at least 19 on the Mathematics portion of the ACT or 39 on the Numerical Skills subtest of the ASSET must take MTH 0300 Intermediate Algebra as a prerequisite to MTH 1303 College Algebra. MTH 0300 does not count towards degree requirements. A grade of “C” or higher in MTH 0300 will allow the student to enroll in MTH 1303.

**Audit**

A student may audit a course with no credit to be awarded. Students who are auditing a course can change the status to credit no later than the fifth day of classes. Auditors are expected to meet all class requirements other than examinations and written papers. The audit fee is one half the normal tuition fee for the course.

**Incomplete Grade**

A student receiving an incomplete grade in any course may fulfill the course requirements and receive a proper grade within one semester. The student is responsible for making arrangements with the instructor to fulfill the course requirements. The incomplete grade, “I,” is calculated as an “F” for grade point purposes until removed.

For scholarship and financial aid purposes, an incomplete grade must be removed before the last day to enroll in the following term.

**Testing and Assessment**

**ACT**

Prospective students who have applied for admission may take the ACT residually on our campus by making an appointment with the Registrar. The ACT may not be taken for scholarship purposes after a student enrolls. A residual test will not be acknowledged for athletic eligibility.

Central Baptist College’s ACT code is 0119.

**Bible Test**

Students are required to take the Bible Comprehensive Exam as part of the admission process. As part of institutional assessment, all students are required to retake the Bible Comprehensive Exam after completion of BIB 1300 and BIB 1301.

**Final Exams**

Final examinations must be taken at the time they are scheduled. Examinations missed because of illness or other unavoidable circumstances may be taken at a later time with the instructor’s approval. If there is a lengthy delay taking a make-up examination, the instructor will submit a grade of incomplete at the close of the semester.
ADDITIONAL CREDIT

A student may be allowed a maximum of 15 hours credit earned by examination and correspondence toward an associate's or 27 hours toward a bachelor's degree.

Advanced Placement Credit (AP)

CBC will grant credit to entering freshmen for courses successfully completed in the Advanced Placement Program of The College Board. Credit will be given based on the AP exam score and awarded after they have completed 12 credit hours at CBC. CBC's AP code is 0788.

<table>
<thead>
<tr>
<th>Subject</th>
<th>AP Exam</th>
<th>Minimum Req. Score</th>
<th>CBC Equivalent Course</th>
<th>Credit Hours Earned</th>
</tr>
</thead>
<tbody>
<tr>
<td>Business</td>
<td>Economics/Macro</td>
<td>3</td>
<td>ECO 2300</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Economics/Micro</td>
<td>3</td>
<td>ECO 2301</td>
<td>3</td>
</tr>
<tr>
<td>English</td>
<td>Language/Composition</td>
<td>3</td>
<td>ENG 1300</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Literature/Composition</td>
<td>4</td>
<td>ENG 1300, 1301</td>
<td>6</td>
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<tr>
<td>History</td>
<td>European</td>
<td>3</td>
<td>HIS 1301</td>
<td>3</td>
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<td></td>
<td>American</td>
<td>3</td>
<td>HIS 2301</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>American Government/Politics</td>
<td>3</td>
<td>POS 2300</td>
<td>3</td>
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<tr>
<td>Math</td>
<td>Calculus AB</td>
<td>3</td>
<td>MTH 1501</td>
<td>5</td>
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<td></td>
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<td>3</td>
<td>MTH 1501, 2500</td>
<td>10</td>
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<tr>
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<td>Theory</td>
<td>3</td>
<td>MUS 1201, 1202, 1203, 1204</td>
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<td>Listening/Literature</td>
<td>3</td>
<td>MUS 1221, 1222</td>
<td>4</td>
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<td>3</td>
<td>PSY 1300</td>
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<td>Biology</td>
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<td>BIO 1401, 1402</td>
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<td>Chemistry</td>
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<td>8</td>
</tr>
</tbody>
</table>
College Level Examination Program (CLEP)

Students who seek to obtain credit through the College Level Examination Program should consult with the Registrar concerning time and place of testing. These tests should be taken before attempting the class for credit or audit. To earn credit for ENG 1300 and 1301 (Composition I and II), the test must be taken before the end of the Freshman year. Credit will be given based on the CLEP exam score and awarded after they have completed 12 credit hours at CBC. CBC’s CLEP code is 0799.

<table>
<thead>
<tr>
<th>Subject</th>
<th>CLEP Exam</th>
<th>Minimum Req. Score</th>
<th>CBC Equivalent Course</th>
<th>Credit Hours Earned</th>
</tr>
</thead>
<tbody>
<tr>
<td>Business</td>
<td>Principles of Accounting</td>
<td>50</td>
<td>BUS 2300, 2301</td>
<td>6</td>
</tr>
<tr>
<td></td>
<td>Business Law</td>
<td>50</td>
<td>BUS 2303</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Computer Applications</td>
<td>50</td>
<td>CPS 2304</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Macroeconomics</td>
<td>50</td>
<td>ECO 2300</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Microeconomics</td>
<td>50</td>
<td>ECO 2301</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Principles of Management</td>
<td>50</td>
<td>PAC 3303</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Principles of Marketing</td>
<td>50</td>
<td>PAC 4302</td>
<td>3</td>
</tr>
<tr>
<td>English</td>
<td>American Literature</td>
<td>50</td>
<td>ENG 2330, 2331</td>
<td>6</td>
</tr>
<tr>
<td></td>
<td>English Literature</td>
<td>50</td>
<td>ENG 2300, 2301</td>
<td>6</td>
</tr>
<tr>
<td></td>
<td>Freshman or English Composition</td>
<td>50</td>
<td>ENG 1300, 1301</td>
<td>6</td>
</tr>
<tr>
<td>History</td>
<td>American Government</td>
<td>50</td>
<td>POS 2300</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>American History I</td>
<td>50</td>
<td>HIS 2300</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>American History II</td>
<td>50</td>
<td>HIS 2301</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Western Civilization I</td>
<td>50</td>
<td>HIS 1300</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Western Civilization II</td>
<td>50</td>
<td>HIS 1301</td>
<td>3</td>
</tr>
<tr>
<td>Language</td>
<td>Spanish, Level I</td>
<td>50</td>
<td>SPN 1300, 1301</td>
<td>6</td>
</tr>
<tr>
<td>Math</td>
<td>Calculus, Elem. Functions</td>
<td>50</td>
<td>MTH 1500</td>
<td>5</td>
</tr>
<tr>
<td></td>
<td>College Algebra</td>
<td>50</td>
<td>MTH 1303</td>
<td>3</td>
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<tr>
<td></td>
<td>Trigonometry</td>
<td>50</td>
<td>MTH 1302</td>
<td>3</td>
</tr>
<tr>
<td>Psychology</td>
<td>General Psychology</td>
<td>50</td>
<td>PSY 1300</td>
<td>3</td>
</tr>
<tr>
<td>Science</td>
<td>General Biology</td>
<td>50</td>
<td>BIO 1400</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>General Chemistry</td>
<td>50</td>
<td>CHM 1400</td>
<td>4</td>
</tr>
<tr>
<td>Sociology</td>
<td>Introductory Sociology</td>
<td>50</td>
<td>SOC 2300</td>
<td>3</td>
</tr>
</tbody>
</table>
Correspondence Credit

The acceptance of correspondence credit and exam credit is limited to 15 credit hours for an Associate’s degree and 27 credit hours for a Bachelor’s degree. Correspondence credit may not be taken when the course is offered on campus that semester, except in the case of conflicts and with the permission of the Registrar.

For scholarship and financial aid purposes, correspondence courses must be completed before the last day to enroll in the following term.

Absences

1. Attendance at all lectures and labs is expected of all students and is regarded as a course requirement.

2. When absences from class are excused, the student may, at the discretion of the instructor, be allowed to make up work. The responsibility for initiating make-up work rests with the student. Arrangements for such work are to be made with the instructor on the first day the student returns from an excused absence. Absences may be excused by the instructor for the following reasons:
   
   A. Illness of the student which is certified by a physician or, in the judgment of the instructor, is serious enough to warrant an excuse. Students should contact their professors if they miss class due to an illness;
   
   B. Other personal demands which, in the judgment of the instructor, are serious enough to warrant an excuse;
   
   C. External interference judged by the instructor to be legitimate and unavoidable through normal precaution; and
   
   D. Institutional field trips, choral/band activities, and sports for which the sponsor provides written notice to the faculty prior to the function. Students who participate in these activities should understand that they cannot exceed the maximum number of absences allowed for each class.

   NOTE: If an instructor considers the absence unexcused, the student may request review of that judgment by the Academic Affairs Committee. This request is to be made immediately following notification by the instructor that the absence is unexcused.

3. During a semester, a student may miss (excused or unexcused) no more than twice the number of lectures or other regularly scheduled class activities that would normally be scheduled during a week. Absences in excess of that number may result in the student being dropped from class with a grade of “WF.” For example, a student may be dropped upon the sev-
enth absence in a Monday/Wednesday/Friday 3-hour course or on the fifth absence in a Tuesday/Thursday 3-hour course. For other courses, see the course syllabus for specific details.

NOTE: This is the general institutional attendance policy. Instructors have the right to modify the attendance policy to meet course objectives. If this is the case, the course syllabus takes priority over the general institutional attendance policy.

**Student Grade Appeal Policy**

If a student believes an error in grading has occurred, the student shall formally initiate a review of the grade no later than three weeks after the beginning of the next term.

It is the student’s responsibility to verify with the instructor the accuracy of the recorded scores and the final reported grade as the first step of the process.

If the grade differences have not been resolved through discussion with the instructor, and the student seeks additional mediation, the student must initiate a formal appeals process in the first three weeks of the semester following the grade in question.

1. The student must submit a letter requesting a review to the Vice President for Academic Affairs. The Vice President for Academic Affairs has the responsibility to confer with the chair of the department and instructor concerning the documentation of the grade for accuracy. The Vice President for Academic Affairs will notify the student in writing of the grade status within ten calendar days of receiving the student’s request.

2. If the student wishes to make further appeal, the student must submit a written request to the Vice President for Academic Affairs for a formal review. This request must be submitted within twenty-one calendar days from the date of notification by the Vice President for Academic Affairs. (Step 1).

3. The Academic Affairs Committee will review all formal grade appeals. At a formal hearing, both the student and the instructor will be asked to provide written statements and be available to answer questions. A final written decision will be provided to the student, instructor, and Registrar.

**Graduation**

**Requirements**

The following requirements apply to all degrees granted by Central Baptist College unless noted otherwise:

1. File a formal application for graduation in the Registrar’s office by February 1.

2. A minimum cumulative grade point average of 2.00.
3. Completion of 15 hours in residency for an Associates degree and 30 hours in residency for a Bachelors degree.

4. Bachelor candidates must earn 39 upper division credit hours. Upper division credit hours taken before a student completes 60 credit hours will not count as upper division credit without the approval of the Registrar.

5. Completion of all institutional assessment measures. Candidates will be notified by letter concerning tests and dates.

6. Settlement of all financial obligations to Central Baptist College.

7. Students who wish to transfer credit hours to CBC to complete their degree must do so within three years of their last semester of attendance to remain under the same catalog, otherwise they will be required to meet the degree requirements of the current catalog.

Degree Audit
Students are responsible for monitoring their progress toward a degree. The Registrar's Office can assist students by providing a degree audit. Associate candidates are encouraged to have a degree audit prepared at the beginning of their sophomore year. Bachelor candidates are encouraged to have a degree audit prepared at the beginning of their junior year. An audit will be prepared at the time a candidate applies for graduation.

Academic Honors
Academic honors will be conferred upon candidates who have earned the following cumulative grade point average:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Range</th>
</tr>
</thead>
<tbody>
<tr>
<td>Summa Cum Laude</td>
<td>4.000 to 3.900</td>
</tr>
<tr>
<td>Magna Cum Laude</td>
<td>3.899 to 3.700</td>
</tr>
<tr>
<td>Cum Laude</td>
<td>3.699 to 3.500</td>
</tr>
</tbody>
</table>

Determination of honors status for the commencement ceremony is made at the end of the fall semester. However, the actual honors earned at the completion of all degree requirements will be noted on the final grade report, transcript, and diploma. No candidate will receive academic honors who has claimed academic clemency or who has been placed on disciplinary probation.

Commencement
Although students may complete the requirements for graduation in fall, spring, and summer, CBC holds only one commencement ceremony annually. Participation in the May ceremony is contingent upon either the completion of all required courses or being within 7 credit hours of completion. Students within 7 credit hours of completion in May, should complete the remaining requirements by December of the same year. In case of a hardship, the completion time may be extended, however, an additional $25 diploma charge will be assessed.
The May commencement is an important tradition at CBC because it allows the college community and the Baptist Missionary Association of Arkansas an opportunity to celebrate with the graduates and their families and to publicly recognize those graduates. Therefore, participation in commencement is expected of all candidates for degrees except in cases involving hardships. Students who wish to declare hardship must petition the Registrar for the degree to be granted in absentia.

**Academic Advising**

Students entering Central are assigned a faculty advisor to assist with scheduling classes and degree planning. Students are responsible for the accuracy of their schedules, proper registration, fulfillment of all course prerequisites, and all requirements for graduation.

Transfer students should have their transcripts evaluated by the Registrar before initial registration and enrollment in classes at Central.

**Transcripts**

A student may obtain a free copy of his/her transcript by written request. The request should include the following:

1. ID number or Social Security number
2. Complete name (including former names)
3. Current address
4. Telephone number
5. Mailing address(es) for transcript(s)
6. Number of transcript copies requested
7. Student’s signature. A student’s signature is required, and all financial aid and/or administrative obligations must be met in order for a transcript to be released.

A transcript request form is available in the Registrar's office or online at www.cbc.edu. The transcript request form may be submitted in person to the Registrar's office, faxed, or mailed to the following address:

Central Baptist College  
ATTN: Registrar's Office  
1501 College Avenue  
Conway, AR  72034  
Fax: (501) 329-2941
VA Approval

Central is approved for training of veterans and veterans’ dependents under current provisions of the Department of Veterans Affairs. Those who qualify are eligible for assistance in pursuing an educational program at the college. Veterans or veterans’ dependents desiring to enroll should contact their nearest Department of Veterans Affairs office to make applications for educational training.

Students who wish to be certified for Veteran benefits should complete a Veterans Information Sheet in the Registrar’s office. It is the sole responsibility of the student to complete and submit all required documentation before enrollment can be certified for benefits. Early submission of documentation is suggested if the student desires these benefits to be available in a timely manner for payment of tuition and fees.
Academic Requirements

General Education Requirement
Every student who is working toward a degree must complete a sequence of general education courses. These courses serve to integrate biblical and theological studies with study in the natural and social sciences and the humanities.

The general education program is designed to provide all students with the knowledge, concepts and competencies necessary for them to assume productive leadership roles in a pluralistic society. The purpose of the program is to ensure the acquisition of knowledge common to educated people; the ability to process and evaluate such knowledge for use in making intelligent decisions; and the ability to use such knowledge in everyday life for a more rewarding and fulfilling existence.

Biblical Studies Core
The biblical studies core enhances the basic objectives and purposes of the college. It serves the purpose of acquainting the student with Christian principles and providing a deeper understanding of the Word. A minimum of nine hours of Bible or Theology is required for every degree program.

Majors and Minors
Central Baptist College offers majors and minors in a number of different fields:

- **Biblical Studies (B.A., B.S.)**
  - Bible

- **Business (A.A., B.S., B.B.A.)**
  - General Business (A.A.)
  - Organizational Management (B.S.)
  - Management Information Systems (B.S.)
  - Business Administration (B.B.A.)
  - Management (B.B.A.)
  - Marketing (B.B.A.)

- **General Education (A.A., B.A.)**
  - Education – Early Childhood, Middle School Language Arts/Social Science, and Middle School Math/Science (A.A.)
  - General Education – Liberal Arts, Social Science, and Science (A.A.)
  - General Studies (B.A.)
Music (A.A., B.A., B.S.)
Music (A.A.)
Music (B.A.)
Church Music (B.S.)

Social Services (B.S.)
Social Services

Minors
Business
Christian Counseling
English
Missions
Music
Pastoral Studies
Religious Education
Youth Ministry

Pre-Professional Programs
As a result of increased job opportunities, better pay, and the many scientific
advances that have been made over the past few years, many students are
considering a career as a health care practitioner. Central Baptist College
wants to help those students prepare for such a challenging profession. We
offer 21 pre-professional programs, which prepare our students for transfer to
such schools as the University of Arkansas for Medical Sciences. The pre-pro-
fessional programs include: biomedical instrumentation technology, cytotechnology, dental hygiene, medical technology, nuclear medicine tech-
nology, radiological technology, respiratory care, surgical technology, physi-
cal therapy assistant, physical therapy, home economics, home economics-
dietetics, nursing, occupational therapy, pre-medicine, pre-pharmacy, pre-vet-
erinary, speech language pathology, pre-dentistry, pre-optometry, and wildlife
management. For more information regarding these programs, please contact
the Science Department Chair.

Special Students
Consideration will be given to students who wish to enroll in specific cours-
es without intending to complete one of the established degree programs.
Such students must meet the normal entrance requirements. Special students
must not assume that the choosing of select courses will lead to a degree.
Bible Department

The Bible Department offers programs in several areas of professional ministry. These areas include pastoral studies, missions, religious education, and youth ministry. The curriculum is designed to provide students with the skills and theoretical knowledge needed for effective ministry. Graduates of the department should be able to do the following:

• Demonstrate a comprehensive knowledge of the Bible, its geography, history, and doctrines.
• Give evidence of sufficient knowledge of the Greek language to use Greek lexicons and other such helps in independent study (BA Only).
• Exhibit a reasonable proficiency in preaching and/or teaching the Word of God.
• Defend the Bible as the inspired Word of God and the complete rule of faith and practice.
• Manifest skill for personal and group evangelism.
• Show knowledge of and leadership ability in the various functions of the church.
• Demonstrate a reverence for God, His work, His Word, and His people.

The BA and BS Bible degrees expose students to biblical organization and content, providing an understanding of biblical interpretation, history and expansion of Christianity, development of Christian doctrine, and an understanding of Baptist theology. In addition, the BA degree also provides students with skills, tools, and techniques for intensive biblical exegesis and exposition. The language core, which emphasizes New Testament Greek, prepares students for further biblical training, the pastoral ministry, and intensive biblical research. The BA degree is recommended for students who plan to pursue a graduate degree.

An internship is required of all Bible degrees. The purpose of the internship is to promote understanding of the nature, duties, challenges, and activities of pastoral, evangelistic, and missionary work. Each student works with a person qualified in the student’s minor field.

Students may earn twelve hours credit while spending a minimum of twelve weeks with a foreign missionary. The following courses will be given for the missions practicum: MIS 4301, MIS 3300, MIS 4300, and the minor internship. Applications must be submitted a semester in advance and must be approved by the Bible Department Chair.
Music Department

The Department of Music seeks to equip young men and women for areas of service through the medium of music. We strive to foster a passion for music through the development of the individual’s God-given talent and his/her commitment to the art of music. We are dedicated to: 1) provide professional courses of study to undergraduates interested in music, music related fields, and music education in both the secular and sacred realms; 2) provide opportunities for students in other disciplines to enrich their own lives through courses received from the music department; 3) give opportunities to our students to use their abilities in professional and volunteer service for the benefit of the college, churches, schools, and community life; 4) contribute to cultural life of the college, churches, schools, and community by the presentation of musical performances of high quality.

Students who declare a major in music must demonstrate satisfactory music potential by auditioning in their performance field. All full-time music majors must participate in at least one musical organization each semester.

First-time entering freshmen and transfer students, who declare either a major or minor in music, must take placement exams. Students whose scores indicate a degree of inadequacy will be required to enroll in appropriate lower division courses. Students pursuing a degree in music who fail the proficiency exam, must take piano until all four skill levels have been passed.

All music majors, minors and those receiving performance scholarships must attend the required number of musical events as outlined by the department. Failure to meet minimum attendance requirements in any given semester will result in the required attendance of an additional number in the subsequent semester.

All music majors must give a recital or recitals in their major performance field or complete an approved project prior to graduation. Students seeking an AA in music must give one sophomore recital. Those who are working seeking a BA or BS degree in music will be required to perform both a sophomore and senior recital.

Jury examinations are required in both the major and minor field at the end of each semester. Students who have given a satisfactory recital may be exempt. The instructor determines examination requirements for students enrolled in applied music on an elective basis.

Students enrolled in applied music must maintain regular and adequate practice hours. Enrollment in one hour of applied music requires a minimum of five practice hours per week. Two hours credit in applied music requires a minimum of ten hours practice per week.
Students who demonstrate a high level of knowledge and skill may be invited to teach in the College Preparatory Department. Student teachers will receive instruction in how to maintain a private studio and will be introduced to teaching techniques. For information regarding the College Preparatory Department, please contact the Music Department Chair.

Piano Proficiency is a skills test designed for those music majors that are non-keyboard majors. To prepare for tests, students must be enrolled in private or class piano until all four levels of proficiency are met. Testing will be done during Music Department Juries. Those students who do not pass the jury must enroll in class or private piano. No second jury application will be granted.

Entering freshmen may be exempt from private or class piano if they possess sufficient keyboard skills. A jury, evaluated by the music faculty, will be scheduled the first week of school. Two hours credit will be awarded those who pass. The remaining two hours needed for minor emphasis may be obtained through an instrument of the student’s choice.

PACE Department

The PACE program is an accelerated learning program designed for adults who have completed two years of post-secondary education or approximately 40-50 credit hours. The program seeks to assist students in completing their degree by offering courses in a format that can accommodate a busy schedule. The following adult degree completion programs are offered: BS in Organizational Management and BS in Management Information Systems. Policies regarding these programs are printed in the PACE Booklet. A copy of the PACE Booklet can be obtained from the PACE Department.

Literature and Language Arts Department

This department seeks to provide opportunities and resources for students to develop their oral and written communications skills and to expand their personal and cultural awareness. Courses within the department focus primarily on reading, writing, speaking, and researching. Classes include listings for composition, literature, oral communication, Spanish, and journalism.
Section VI: Description of Degrees & Courses...

Degrees

Associate of Arts in Education – Early Childhood

The Associate of Arts in Education prepares students who are planning careers in either childhood or secondary education for further study. The curriculum is designed so that a student can qualify for the teacher education program of most colleges and universities.

CBC 1100

General Education Core 24 hours

- ENG 1300
- ENG 1301
- ENG 2302 or 2303
- HIS 1300 or 1301
- HIS 2300 or 2301
- MTH 1303
- PED 2300
- SPH 2300

Biological Sciences 4 hours

- BIO 1400

Physical Sciences 4 hours

- PHY 1404

Fine Arts 3 hours

- ART 2300 or MUS 2300

Humanities I 9 hours

(6 hours from Gen. Ed. Core)

- ENG 2302 or 2303 or
- HIS 1300 or 1301 or
- PHI 2310

Humanities II 3 hours

- ENG 2320 or 2340 or 2350

Social Sciences 6 hours

- GEO 1301
- POS 2300

Bible Core 9 hours

- BIB 1302 and
- BIB 1300 and
- BIB 1301

OR

- BIB 1300 and
- BIB 1301 and
- BIB/THE Elective

Education Core 9 hours

- EDU 1310
- EDU 1320
- EDU 3300

66 Total Hours
Associate of Arts in Education – Middle School Language Arts/Social Science

___ CBC 1100

General Education Core 21 hours
___ ENG 1300
___ ENG 1301
___ HIS 1300
___ HIS 1301
___ MTH 1303
___ PED 2300
___ SPH 2300

Biological Sciences 4 hours
___ BIO 1400

Physical Sciences 4 hours
___ PHY 1404

Fine Arts 3 hours
___ ART 2300

Humanities 9 hours
___ ENG 2340
___ ENG 2302 or 2303
___ ENG 3300 or 3301

Social Sciences 9 hours
___ HIS 2300
___ HIS 2301
___ POS 2300

Bible Core 9 hours
___ BIB 1302 and
___ BIB 1300 and
___ BIB 1301

OR
___ BIB 1300 and
___ BIB 1301 and
___ Bible/Theology Elective

Education Core 6 hours
___ EDU 1310
___ EDU 1320

66 Total Hours

Associate of Arts in Education – Middle School Math/Science

___ CBC 1100

General Education Core 24 hours
___ ENG 1300
___ ENG 1301
___ HIS 1300
___ HIS 1301
___ HIS 2300 or 2301
___ MTH 1303
___ PED 2300
___ SPH 2300

Biological Sciences 4 hours
___ BIO 1400

Physical Sciences 4 hours
___ PHY 1404

Fine Arts 3 hours
___ ART 2300 or MUS 2300

Humanities 6 hours
___ ENG 2340
___ ENG 2302 or 2303

Social Sciences 9 hours
___ GEO 1301
___ POS 2300
___ PSY 1300

Bible Core 9 hours
___ BIB 1302 and
___ BIB 1300 and
___ BIB 1301

OR
___ BIB 1300 and
___ BIB 1301 and
___ Bible/Theology Elective

Education Core 6 hours
___ EDU 1310
___ EDU 1320

66 Total Hours
### Associate of Arts in Business

The Associate of Arts in General Business is a two-year degree that prepares students for further study in business, accounting, marketing, or management.

<table>
<thead>
<tr>
<th>General Education Core 18 hours</th>
<th>Bible Core 9 hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>___ CBC 1100</td>
<td></td>
</tr>
<tr>
<td>___ ART 2300 or MUS 2300</td>
<td>___ BIB 1302 and</td>
</tr>
<tr>
<td>___ ENG 1300</td>
<td>___ BIB 1300 and</td>
</tr>
<tr>
<td>___ ENG 1301</td>
<td>___ BIB 1301</td>
</tr>
<tr>
<td>___ ENG 2302 or 2303</td>
<td>OR</td>
</tr>
<tr>
<td>___ MTH 1303</td>
<td>___ BIB 1300 and</td>
</tr>
<tr>
<td>___ SPH 2300</td>
<td>___ BIB 1301 and</td>
</tr>
<tr>
<td></td>
<td>___ Bible/Theology Elective</td>
</tr>
</tbody>
</table>

#### Sciences 8 hours

<table>
<thead>
<tr>
<th>Sciences 8 hours</th>
<th>Business Requirements 21 hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>___ BIO 1400 or 1401 or 1402 or 1410</td>
<td>___ BUS 2300</td>
</tr>
<tr>
<td>___ PHY 1404 or 1400 or CHM 1400 or AST 1400</td>
<td>___ BUS 2301</td>
</tr>
<tr>
<td>___ MTH 1303</td>
<td>___ BUS 2311</td>
</tr>
<tr>
<td>___ SPH 2300</td>
<td>___ CPS 2304</td>
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#### Social Sciences 9 hours

<table>
<thead>
<tr>
<th>Social Sciences 9 hours</th>
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</tr>
</thead>
<tbody>
<tr>
<td>___ HIS 1300 or 1301 or 2300 or 2300</td>
<td>___ ECO 2300</td>
</tr>
<tr>
<td>___ HIS 2301 or POS 2300</td>
<td>___ ECO 2301</td>
</tr>
</tbody>
</table>

| ___ PSY 1300 or SOC 2300         | ___ MTH 1370  |

**66 Total Hours**
**Associate of Arts in General Education – Liberal Arts Emphasis**

The Associate of Arts in General Education is a two-year degree designed to prepare the student for further studies in the arts, humanities, social sciences, or natural sciences. Students who transfer from Central after two years have a solid foundation for continuing their education. The A.A. degree satisfies the general education requirements of most colleges and universities in this region. Students may choose from three options: liberal arts, social science, or science.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CBC 1100</td>
<td>General Education Core 30 hours</td>
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</tr>
<tr>
<td>ENG 1300</td>
<td>English 1300</td>
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</tr>
<tr>
<td>ENG 1301</td>
<td>English 1301</td>
<td>3</td>
</tr>
<tr>
<td>ENG 2302 or 2303</td>
<td>History 1300</td>
<td>3</td>
</tr>
<tr>
<td>HIS 1300</td>
<td>History 1301</td>
<td>3</td>
</tr>
<tr>
<td>HIS 2300 or 2301 or POS 2300</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>MTH 1303 or 1501</td>
<td>Mathematics 1303</td>
<td>3</td>
</tr>
<tr>
<td>PED 2300</td>
<td>Physical Education Activity 2 hours</td>
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<tr>
<td>PSY 1300 or SOC 2300</td>
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<td></td>
</tr>
<tr>
<td>SPH 2300</td>
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<td>2</td>
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</tbody>
</table>

**Humanities 6 hours**

(3 hours from Gen. Educ. Core)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG 2300 or 2301 or 2302 or 2303</td>
<td>English 2300 or 2301 or 2302 or 2303</td>
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</tr>
<tr>
<td>ENG 2303 or 2320 or 2340 or 2350 or PHI 2308 or 2310</td>
<td>English 2303 or 2320 or 2340 or 2350 or PHI 2308 or 2310</td>
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</tr>
</tbody>
</table>

**Social Sciences 6 hours**

(3 hours from Gen. Educ. Core)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
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<tbody>
<tr>
<td>HIS 2300 or 2301 or 2310 or GEO 1301 or POS 2300 or ECO 2300</td>
<td>History 2300 or 2301 or 2310 or GEO 1301 or POS 2300 or ECO 2300</td>
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**Bible Core 9 hours**

<table>
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<tr>
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<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIB 1302 and BIB 1300 and BIB 1301</td>
<td>Bible Core 1302 and 1300 and 1301</td>
<td></td>
</tr>
<tr>
<td>OR</td>
<td>Bible Core 1302 and 1300 and 1301</td>
<td></td>
</tr>
<tr>
<td>BIB 1300 and BIB 1301</td>
<td>Bible Core 1300 and 1301</td>
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</tr>
<tr>
<td>OR</td>
<td>Bible Core 1300 and 1301</td>
<td></td>
</tr>
<tr>
<td>Bible/Theology Elective</td>
<td>Bible/Theology Elective</td>
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</tbody>
</table>

**General Electives 6 hours**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ART 2300 or MUS 2300</td>
<td>Art/Theology Elective 6 hours</td>
<td></td>
</tr>
</tbody>
</table>

**65 Total Hours**
Associate of Arts in General Education – Science Emphasis

____ CBC 1100

**General Education Core 21 hours**
___ ENG 1300
___ ENG 1301
___ ENG 2302 or 2303
___ HIS 1300
___ HIS 1301
___ HIS 2300 or 2301 or POS 2300
___ MTH 1303

**Physical Education Activity 2 hours**
___ ___________________________
___ ___________________________

**Fine Arts 3 hours**
___ ART 2300 or MUS 2300

**Social Sciences 3 hours**
___ PSY 1300 or SOC 2300

**Bible Core 9 hours**
___ BIB 1302 and
___ BIB 1300 and
___ BIB 1301
OR
___ BIB 1300 and
___ BIB 1301 and
___ Bible/Theology Elective

**Science Core 20 hours**
___ BIO 1400 or
___ BIO 1401 or
___ BIO 1402 or
___ BIO 1410 or
___ BIO 2400 or
___ BIO 2402 or
___ BIO 2410 or
___ BIO 2411 or
___ CHM 1400 or
___ CHM 1401 or
___ CHM 1410 or
___ CHM 1420 or
___ PHY 1400 or
___ PHY 1401 or
___ PHY 1404

**General Electives 6 hours**
___ ___________________________
___ ___________________________

65 Total Hours
Associate of Arts in General Education – Social Science Emphasis

___ CBC 1100

General Education Core 21 hours
___ ENG 1300
___ ENG 1301
___ ENG 2302 or 2303
___ HIS 1300
___ HIS 1301
___ MTH 1303
___ PED 2300

Physical Education Activity 2 hours
___ ___________________________
___ ___________________________

Biological Sciences 4 hours
___ BIO 1400 or 1401 or
___ BIO 1402 or 1410

Physical Sciences 4 hours
___ PHY 1404 or 1400 or
___ CHM 1400 or AST 1400

Fine Arts 3 hours
___ ART 2300 or MUS 2300

Degree Related 12 hours
___ CPS 2304
___ PSY 1300
___ PHI 2308
___ SPH 2300

Social Science 9 hours
___ ECO 2300 or GEO 1301 or
___ HIS 2300 or 2301 or 2310 or
___ HIS 3302 or 4304 or
___ SOC 2300 or 2301 or POS 2300

Bible Core 9 hours
___ BIB 1302 and
___ BIB 1300 and
___ BIB 1301
___ OR
___ BIB 1300 and
___ BIB 1301 and
___ Bible/Theology Elective

65 Total Hours
# Associate of Arts in Music

The Associate of Arts in Music is a two-year degree designed to give students a foundation in music and prepare them for further study in the field.

___ CBC 1100

**General Education Core 24 hours**
- ___ BIO 1400 or PHY 1404 or AST 1400
- ___ ENG 1300
- ___ ENG 1301
- ___ HIS 1300
- ___ HIS 1301
- ___ MTH 1303
- ___ PED (2 Activity Hours)
- ___
- ___ PSY 1300 or SOC 2300

**Bible Core 9 hours**
- ___ BIB 1302 and
- ___ BIB 1300 and
- ___ BIB 1301
  OR
- ___ BIB 1300 and
- ___ BIB 1301 and
- ___ BIB/TH Elective

**Major Performance 8 hours**

**Minor Performance 4 hours**

**Ensemble Performance 4 hours**

**Music Core 20/22 hours**
- ___ MDC 1161 (Vocal majors only)
- ___ MDC 1162 (Vocal majors only)
- ___ MUS 1201
- ___ MUS 1202
- ___ MUS 1203
- ___ MUS 1204
- ___ MUS 1221
- ___ MUS 1222
- ___ MUS 2403
- ___ MUS 2404

**Piano Proficiency**
- ___ MUP 2050
  (Piano Majors exempt)

**Recitals**
- ___ MUI 2000 or
- ___ MUP 2000 or
- ___ MUV 2000

**70/72 Total Hours**
## Bachelor of Arts in Bible

The Bachelor of Arts in Bible is a four-year degree, which provides a thorough understanding of the Bible and prepares students for ministry and seminary studies.

___ CBC 1100

### General Education Core 37 hours
- ___ ART 2300 or MUS 2300
- ___ BIO 1400 or 1401 or
  BIO 1402 or 1410
- ___ ENG 1300
- ___ ENG 1301
- ___ ENG 2300 or 2301 or 2302 or
  ENG 2303 or 2320 or 2340 or
  ENG 2350
- ___ HIS 1300
- ___ HIS 2300 or 2301 or POS 2300
- ___ MTH 1303 or 1501
- ___ PED (2 Activity Hours)
- ___ PHY 1404 or 1400 or
  CHM 1400 or AST 1400
- ___ PSY 1300 or SOC 2300
- ___ SPH 2300 or PST 2300

### Language Requirements 12 hours
- ___ GRK 1300
- ___ GRK 1301
- ___ GRK 2310
- ___ GRK 2311

### Bible Core 18 hours
- ___ BIB 1300
- ___ BIB 1301
- ___ BIB 2300
- ___ BIB 2301
- ___ BIB 2308
- ___ BIB 3300

### Bible Electives 12 hours
- ___ BIB 3301 or 3300 or 3304 or
- ___ 4302 or 4331 or 4332 or
- ___ 4340 or 4350 or 4355 or
- ___ 4356 or 4360

### Theology Core 12 hours
- ___ THE 2300 or 3311 or
- ___ 3312 or 3313 or 3314

### Degree Related 9 hours
- ___ COU 2310 or HIS 2310 or
- ___ HIS 4302 or MIS 4301 or
- ___ PHI 2308 or PST 1300 or
- ___ PST 3300 or RED 2300 or
- ___ SOC 3310

### Minor 24 hours

125 Total Hours
Bachelor of Arts in General Studies
The Bachelor of Arts in General Studies is a four-year degree, which provides a diverse educational experience. The curriculum includes courses in several areas: humanities, social sciences, natural sciences, mathematics, fine arts, and religion.

---

**English 15 hours**
- ENG 1300
- ENG 1301
- ENG 2302 or 2303
- ENG 3000/4000 Level
- SPH 2300

**Social Sciences 18 hours**
- HIS 1300 or 1301
- HIS 2300 or 2301 or POS 2303
- HIS 3000/4000 Level
- PSY 1300
- SOC 2300
- COU or PSY or SOC 3000/4000 Level

**Sciences 8 hours**
- BIO 1400 or 1410
- PHY 1400 or 1404 or CHM 1400 or AST 1400

**Math 3 hours**
- MTH 1303 or 1501

**Business 6 hours**
- CPS 2304
- BUS 2300 or ECO 2300 or ECO 2301

**Fine Arts 12 hours**
- ART 2300
- ART Elective
- MUS 2300
- MUS 4103
- MUS/ART 4200

**Physical Education 5 hours**
- PED (2 Activity Hours)
- PED 2300

**Bible Core 12 hours**
- BIB 1300
- BIB 1301
- BIB 3000/4000 Level
- PHI 1300

**Foreign/Classic Language 9 hours**
- SPN 1300 and 1301 and 2310 or
- GRK 1300 and 1301 and 2310

**Upper Division Electives 12 hours**

**Minor 24 hours**

125 Total Hours
Bachelor of Arts in Music

The Bachelor of Arts in Music is a four-year degree, which prepares students for various roles, including ministry, teaching, composition, and performance.

___ CBC 1100

General Education Core 32 hours
___ ENG 1300
___ ENG 1301
___ HIS 1300 or 1301
___ MTH 1303
___ BIO 1400
___ CHM 1400 or PHY 1400 or PHY 1404 or AST 1400
___ ENG 2302 or 2303
___ SPH 2300
___ HIS 2300 or 2301 or POS 2300
___ GEO 1301 or PSY 1300 or SOC 2300 or ECO 2300 or 2301

Bible Core 9 hours
___ BIB 1302 and
___ BIB 1300 and
___ BIB 1301
   OR
___ BIB 1301 and
___ BIB 1300 and
___ BIB/THE Elective

Foreign Language 6 hours

Major Requirement 32 hours
___ MUS 1201
___ MUS 1202
___ MUS 1203
___ MUS 1204
___ MUS 1221
___ MUS 1222
___ MUP 2050
___ MUS 2403
___ MUS 2404
___ MUS 3160
___ MUS 4180
___ MUS 3210
___ MUS 3302
___ MUS 3303
___ MUS 4101
___ MUS 4102
___ MUS 4103
___ MUS 4110 or 4120 or 4130 or MUS 4140 or 4150 or 4180
   OR
___ MDC 1161 and 1161 and
___ MUS 4160

Pedagogy 1-3 hours
___ MUS 4110 or 4120 or 4130 or MUS 4140 or 4150 or 4180
   OR
___ MUS 4160

Major Performance 16 hours

Minor Performance 4 hours

Ensemble Performance 8 hours

Minor Requirements 24 hours

Recitals (2000 & 4000 Levels)

133-135 Total Hours
Bachelor of Business Administration

The Bachelor of Business Administration is a four-year degree, which prepares students to meet the demands of today's business world. The comprehensive curriculum includes majors in Business Administration, Marketing, and Management, and provides courses in management, marketing, finance, accounting, economics, entrepreneurship, and international business.

___ CBC 1100

General Education Core 40 hours
___ ART 2300 or MUS 2300
___ BIO 1400 or 1401 or 1402 or 1410
___ ENG 1300
___ ENG 1301
___ ENG 2302 or 2303
___ HIS 1300
___ HIS 1301
___ HIS 2300 or 2301 or POS 2300
___ MTH 1303 or 1501
___ PED 2300
___ PED (2 Activity Hours)
___ PHY 1404 or 1400 or CHM 1400 or AST 1400
___ PSY 1300 or SOC 2300

Humanities 9 hours
(3 hours from Gen Ed Core)
___ SPH 2300
___ ENG 2302 or 2303 or 2320 or ENG 2340 or 2350 or PHI 2308 or 2310

Social Sciences 6 hours
(3 hours from Gen Ed Core)
___ GEO 1301 or HIS 2300 or HIS 2301 or POS 2300

Electives 6 hours

Bible Core 9 hours
___ BIB 1302
___ BIB 1300
___ BIB 1301

OR
___ BIB 1300
___ BIB 1301
___ BIB/THE Elective

Pre-Business Core 21 hours
___ BUS 2300
___ BUS 2301
___ BUS 2311
___ CPS 2304
___ ECO 2300
___ ECO 2301
___ MTH 1370

Business Core 15 hours
___ BUS 3303
___ BUS 3305
___ BUS 3323
___ MGT 3300
___ MKT 3300

Business Administration 24 hours
___ BUS 4310
___ CPS 3300
___ MGT 4310
___ MGT 4340
12 Hours elective MGT/MKT 4000

125 Total Hours
Bachelor of Business Administration – Management

___ CBC 1100

**General Education Core 40 hours**
___ ART 2300 or MUS 2300
___ BIO 1400 or 1401 or 1402 or 1410
___ ENG 1300
___ ENG 1301
___ ENG 2302 or 2303
___ HIS 1300
___ HIS 1301
___ HIS 2300 or 2301 or POS 2300
___ MTH 1303 or 1501
___ PED 2300
___ PED (2 Activity Hours)
___ PHY 1404 or 1400 or CHM 1400 or AST 1400
___ PSY 1300 or SOC 2300

**Humanities 9 hours**
(3 hours from Gen Ed Core)
___ SPH 2300
___ ENG 2302 or 2303 or 2320 or ENG 2340 or 2350 or PHI 2308 or 2310

**Social Sciences 6 hours**
(3 hours from Gen Ed Core)
___ GEO 1301 or HIS 2300 or 2301 or POS 2300

**Bible Core 9 hours**
___ BIB 1302
___ BIB 1300
___ BIB 1301

OR
___ BIB 1300
___ BIB 1301
___ BIB/THE Elective

**Pre-Business Core 21 hours**
___ BUS 2300
___ BUS 2301
___ BUS 2311
___ CPS 2304
___ ECO 2300
___ ECO 2301
___ MTH 1370

**Business Core 15 hours**
___ BUS 3303
___ BUS 3305
___ BUS 3323
___ MGT 3300
___ MKT 3300

**Management 24 hours**
___ BUS 4310
___ CPS 3300
___ MGT 4310
___ MGT 4315
___ MGT 4320
___ MGT 4325
___ MGT 4335
___ MGT 4340

**Electives 6 hours**

___ ___________________________
___ ___________________________

125 Total Hours
Bachelor of Business Administration – Marketing

<table>
<thead>
<tr>
<th>General Education Core 40 hours</th>
<th>Pre-Business Core 21 hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>___ CBC 1100</td>
<td></td>
</tr>
<tr>
<td>___ ART 2300 or MUS 2300</td>
<td>___ BUS 2300</td>
</tr>
<tr>
<td>___ BIO 1400 or 1401 or 1402 or 1410</td>
<td>___ BUS 2301</td>
</tr>
<tr>
<td>___ ENG 1300</td>
<td>___ BUS 2311</td>
</tr>
<tr>
<td>___ ENG 1301</td>
<td>___ CPS 2304</td>
</tr>
<tr>
<td>___ ENG 2302 or 2303</td>
<td>___ ECO 2300</td>
</tr>
<tr>
<td>___ HIS 1300</td>
<td>___ ECO 2301</td>
</tr>
<tr>
<td>___ HIS 1301</td>
<td>___ MTH 1370</td>
</tr>
<tr>
<td>___ HIS 2300 or 2301 or POS 2300</td>
<td></td>
</tr>
<tr>
<td>___ MTH 1303 or 1501</td>
<td></td>
</tr>
<tr>
<td>___ PED 2300</td>
<td></td>
</tr>
<tr>
<td>___ PED (2 Activity Hours)</td>
<td></td>
</tr>
<tr>
<td>___ PHY 1404 or 1400 or CHM 1400 or AST 1400</td>
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<tr>
<td>___ PSY 1300 or SOC 2300</td>
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</tr>
</tbody>
</table>

| Humanities 9 hours              |                            |
| (3 hours from Gen Ed Core)       |                            |
| ___ SPH 2300                    |                            |
| ___ ENG 2302 or 2303 or 2320 or 2340 or 2350 or PHI 2308 or 2310 | |
| Social Sciences 6 hours          |                            |
| (3 hours from Gen Ed Core)       |                            |
| ___ GEO 1301 or HIS 2300 or 2301 or POS 2300 | |

| Bible Core 9 hours               |                            |
| ___ BIB 1302                     |                            |
| ___ BIB 1300                     |                            |
| ___ BIB 1301                     |                            |
| OR                              |                            |
| ___ BIB 1300                     |                            |
| ___ BIB 1301                     |                            |
| ___ BIB/THE Elective             |                            |

| Business Core 15 hours           |                            |
| ___ BUS 3303                     |                            |
| ___ BUS 3305                     |                            |
| ___ BUS 3323                     |                            |
| ___ MGT 3300                     |                            |
| ___ MGT 3300                     |                            |

| Marketing 24 hours               |                            |
| ___ BUS 4310                     |                            |
| ___ CPS 3300                     |                            |
| ___ MGT 4310                     |                            |
| ___ MGT 4340                     |                            |
| ___ MKT 4315                     |                            |
| ___ MKT 4320                     |                            |
| ___ MKT 4325                     |                            |
| ___ MKT 4335                     |                            |

| Electives 6 hours                |                            |
| ___ ___________________________ |                            |
| ___ ___________________________ |                            |

125 Total Hours
Bachelor of Science in Bible

The Bachelor of Science in Bible is a four-year degree, which provides a thorough understanding of the Bible and prepares students for ministry.

___ CBC 1100

**General Education Core 37 hours**

___ ART 2300 or MUS 2300
___ BIO 1400 or 1401 or 1402 or 1410
___ ENG 1300
___ ENG 1301
___ ENG 2300 or 2301 or 2302 or 2303 or 2320 or 2340 or 2350
___ HIS 1300
___ HIS 2300 or 2301 or POS 2300
___ MTH 1303 or 1501
___ PED (2 Activity Hours)

___ PHY 1404 or 1400 or CHM 1400 or AST 1400
___ PSY 1300 or SOC 2300
___ SPH 2300 or PST 2300

**Theology Core 12 hours**

___ THE 2300 or 3311 or 3312 or 3313 or 3314

___ ___________________________

---

**Bible Core 18 hours**

___ BIB 1300
___ BIB 1301
___ BIB 2300
___ BIB 2301
___ BIB 2308
___ BIB 3300

**Bible Electives 12 hours**

___ BIB 3301 or 3303 or 3304 or 4302 or 4331 or 4332 or 4340 or 4350 or 4355 or 4356 or 4360

**Degree Related 21 hours**

___ COU 2310 or HIS 2310 or HIS 4302 or MIS 2310 or 4301 or PHI 2308 or 2310 or PST 1300 or 3300 or 4303 or PST 4304 or PSY 2300 or RED 2300 or 3300 or SOC 2301 or 3310

---

**Minor 24 hours**

---

**125 Total Hours**
# Bachelor of Science in Church Music

The Bachelor of Science in Church Music is a four-year degree, which prepares students for music ministry.

---

**General Education Core 34 hours**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
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</thead>
<tbody>
<tr>
<td>CBC 1100</td>
<td></td>
</tr>
<tr>
<td>BIO 1400 or 1401 or 1402 or 1410</td>
<td></td>
</tr>
<tr>
<td>ENG 1300</td>
<td></td>
</tr>
<tr>
<td>ENG 1301</td>
<td></td>
</tr>
<tr>
<td>ENG 2302 or 2303</td>
<td></td>
</tr>
<tr>
<td>HIS 1300</td>
<td></td>
</tr>
<tr>
<td>HIS 1301</td>
<td></td>
</tr>
<tr>
<td>HIS 2300 or 2301 or POS 2300</td>
<td></td>
</tr>
<tr>
<td>MTH 1303</td>
<td></td>
</tr>
<tr>
<td>PED (2 Activity Hours)</td>
<td></td>
</tr>
<tr>
<td>PHY 1404 or 1400 or CHM 1400 or AST 1400</td>
<td></td>
</tr>
<tr>
<td>PSY 1300 or SOC 2300</td>
<td></td>
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</table>

**Bible Core 12 hours**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
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<tbody>
<tr>
<td>BIB 1300</td>
<td></td>
</tr>
<tr>
<td>BIB 1301</td>
<td></td>
</tr>
<tr>
<td>MIS 4301</td>
<td></td>
</tr>
<tr>
<td>PST 4303</td>
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</tr>
</tbody>
</table>

**Bible/Theology Electives 6 hours**

- ___________________________
- ___________________________

**Humanities 9 hours**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG 2300 or 2301 or 2302 or 2303 or 2320 or PHI 2308 or 2310 and SPH 2300</td>
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</tbody>
</table>

**Social Sciences 6 hours**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
</tr>
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<tbody>
<tr>
<td>ECO 2300 or GEO 1301 or HIS 2300 or 2301 or 2310 or POS 2300</td>
<td></td>
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**Major Requirement 32 hours**

<table>
<thead>
<tr>
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<tbody>
<tr>
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</tr>
<tr>
<td>MUS 1202</td>
<td></td>
</tr>
<tr>
<td>MUS 1203</td>
<td></td>
</tr>
<tr>
<td>MUS 1204</td>
<td></td>
</tr>
<tr>
<td>MUS 1221</td>
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<td>MUS 1222</td>
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<td>MUP 2050</td>
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<td>MUS 2403</td>
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<tr>
<td>MUS 2404</td>
<td></td>
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<tr>
<td>MUS 3160</td>
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</tbody>
</table>

**OR**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
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</thead>
<tbody>
<tr>
<td>MUS 4180</td>
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</tr>
<tr>
<td>MUS 3210</td>
<td></td>
</tr>
<tr>
<td>MUS 3302</td>
<td></td>
</tr>
<tr>
<td>MUS 3303</td>
<td></td>
</tr>
<tr>
<td>MUS 4101</td>
<td></td>
</tr>
<tr>
<td>MUS 4103</td>
<td></td>
</tr>
<tr>
<td>MUS 4303</td>
<td></td>
</tr>
</tbody>
</table>

**Major Performance 16 hours**

**Minor Performance 4 hours**

**Ensemble Performance 8 hours**

**Recitals (2000 & 4000 Levels)**

**Pedagogy 1-3 hours**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>MUS 4110 or 4120 or 4130 or 4140 or 4150</td>
<td></td>
</tr>
</tbody>
</table>

**OR**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>MDC 1161 and 1162 and MUS 4160</td>
<td></td>
</tr>
</tbody>
</table>

---

**124-126 Total Hours**
Bachelor of Science in Management Information Systems

The Bachelor of Science in Management Information Systems is an adult degree completion program. The curriculum provides students with the knowledge to use computers, to manage information, and solve business problems. Students gain practical and theoretical experience with computers, business software applications, programming, systems analysis and design, operating systems and networks, and management.

<table>
<thead>
<tr>
<th>General Education Requirement</th>
<th>MIS Core 60 hours</th>
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</thead>
<tbody>
<tr>
<td>35 hours</td>
<td>PAC 3305</td>
</tr>
<tr>
<td>___ English 6 hrs</td>
<td>___ PAC 3306</td>
</tr>
<tr>
<td>___ Social Science 6 hrs</td>
<td>___ PAC 3307</td>
</tr>
<tr>
<td>___ Humanities 6 hrs</td>
<td>___ PAC 3311</td>
</tr>
<tr>
<td>___ Fine Arts 3 hrs</td>
<td>___ PAC 3312</td>
</tr>
<tr>
<td>___ Science 8 hrs</td>
<td>___ PAC 3314</td>
</tr>
<tr>
<td>___ Math 3 hrs</td>
<td>___ PAC 3343</td>
</tr>
<tr>
<td>___ Computer Science 3 hrs</td>
<td>___ PAC 3340</td>
</tr>
<tr>
<td></td>
<td>___ PAC 3342</td>
</tr>
<tr>
<td></td>
<td>___ PAC 3345</td>
</tr>
<tr>
<td>Elective Requirement 23 hours</td>
<td>124 Total Hours</td>
</tr>
<tr>
<td>Bible Requirement 6 hours</td>
<td></td>
</tr>
</tbody>
</table>

Bachelor of Science in Organizational Management

The Bachelor of Science in Organizational Management is an adult degree completion program. The curriculum prepares students for entrance into a standard MBA program and builds leadership and management skills needed for the work place.

<table>
<thead>
<tr>
<th>General Education Requirement</th>
<th>OM Core 48 hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>35 hours</td>
<td>PAC 3303</td>
</tr>
<tr>
<td>___ English 6 hrs</td>
<td>___ PAC 3305</td>
</tr>
<tr>
<td>___ Social Science 6 hrs</td>
<td>___ PAC 3306</td>
</tr>
<tr>
<td>___ Humanities 6 hrs</td>
<td>___ PAC 3307</td>
</tr>
<tr>
<td>___ Fine Arts 3 hrs</td>
<td>___ PAC 3311</td>
</tr>
<tr>
<td>___ Science 8 hrs</td>
<td>___ PAC 3312</td>
</tr>
<tr>
<td>___ Math 3 hrs</td>
<td>___ PAC 3314</td>
</tr>
<tr>
<td>___ Computer Science 3 hrs</td>
<td>___ PAC 3315</td>
</tr>
<tr>
<td>Elective Requirement 35 hours</td>
<td></td>
</tr>
<tr>
<td>Bible Requirement 6 hours</td>
<td>124 Total Hours</td>
</tr>
</tbody>
</table>
Bachelor of Science in Social Services

The Bachelor of Science in Social Services is a four-year degree, which prepares students to work effectively with individuals, families, small groups, communities and organizations in a variety of settings. Graduates are employed in both public and private settings.

___ CBC 1100

**General Education Core 48 hours**

___ ART 2300 or MUS 2300
___ BIO 1400
___ CPS 2304
___ ECO 2300 or HIS 3300 or 3340 or 4304
___ ENG 1300
___ ENG 1301
___ ENG 2300 or 2301 or 2302 or 2320 or 2340 or 2350
___ HIS 1300
___ HIS 1301
___ HIS 2300 or 2301 or POS 2300
___ MTH 1303 or 1501
___ PED (1 Activity Hour)
___ PHY 1404 or 1400 or CHM 1400 or AST 1400
___ PSY 1300
___ SOC 2300
___ SPH 2300

**Bible Core 15 hours**

___ BIB 1300
___ BIB 1301
___ BIB 2300
___ BIB/THE Elective
___ BIB/THE Elective

**Social Services Core 31 hours**

___ COU 1301
___ COU 3320
___ COU 4430 OR 4440
___ COU 4350
___ PSY 2300
___ PSY 2310
___ PSY 2320
___ PSY 3302
___ PSY 3303
___ SOC 3300

**Degree Related 6 hours**

___ BIO 2300 or 3310
___ SOC 2301 or 3310

**Minor 24 hours**

125 Total Hours
Business Minor
Business Core  12 hours
___ BUS 2300  Accounting I
___ CPS 2304  Computer Applications
___ ECO 2300  Principles of Macroeconomics
___ ECO 2301  Principles of Microeconomics

Business Electives  12 hours
___ Upper Division Business, Management or Marketing Courses

24 Total Hours

Christian Counseling Minor
___ COU 2310
___ COU 3303
___ COU 3310
___ SOC 2301 or SOC 3310
___ PSY 3304 or PSY 3300
___ PHI 2308
___ PHI 2310 or PST 4309
___ RED 3301 or RED 3302

24 Total Hours

English Minor
___ ENG 2300
___ ENG 2301
___ ENG 2302 or 2303 or 2320
    2340 or 2350
    (A course used as an humanities elective for general education
    may not count in the minor.)
___ ENG 3300
___ ENG 3301
___ ENG 4300
___ ENG 4320
___ ENG 3303 or 3310 or 3320 or
    4310 or 4330

24 Total Hours
**Missions Minor**

Missions Minor Core  18 hours  
--- MIS 1300  
--- MIS 2300  
--- MIS 2310 or PHI 2310  
--- MIS 4300  
--- MIS 4301  
--- MIS 4330  

Missions Electives  6 hours  
--- MIS 2301 or 2302 or 3300 or  
--- 4305 or 4309  

24 Total Hours

**Music Minor**

--- MUS 1201  
--- MUS 1202  
--- MUS 1203  
--- MUS 1204  
--- MUS 1222  
--- MUS 3160 or 4110 or 4120 or 4130 or  
--- MUS 4140 or 4150 or 4160 or 4180  
--- MUS 3210  
--- MUS 4103 (BA in Gen. Studies must substitute MUS 4102)  
--- MUS 4130  
--- Upper Division Music Elective (3 hours)  
--- Private Lessons (2 hours)  
--- Upper Division Ensemble (4 hours)  

24 Total Hours

**Pastoral Studies Minor**

Pastoral Studies Core  15 hours  
--- PST 1300  
--- PST 2300  
--- PST 3300  
--- PST 4301  
--- PST 4330  

Pastoral Studies Electives  9 hours  
--- PST 4303 or  
--- PST 4304 or  
--- PST 4305 or 4309  

24 Total Hours
Religious Education Minor

___ RED 1300
___ RED 2300
___ RED 2301
___ RED 3300
___ RED 3301
___ RED 3302
___ RED 4304
___ RED 4330

24 Total Hours

Youth Ministry Minor

___ YTM 2301
___ YTM 2302
___ YTM 3300
___ YTM 3301
___ YTM 3302
___ YTM 4330

Youth Ministry Electives  6 hrs
___ COU 2310 or MIS 4301 or
___ RED 2300 or SOC 3310

24 Total Hours
Course Descriptions

ART 1331
Photography I
Introduction to the fundamental operations of light, camera and film, utilizing black and white materials and available light situations. Students photograph, process and print their own work.

Fall

ART 1332
Photography II
A continuation of Photography I. Students receive advanced photography training and learn advanced darkroom techniques.

Spring

ART 1340
Design I
Fundamentals of two-dimensional design.

Rotation – See Department Chair

ART 1341
Drawing I
Introduction to drawing techniques and media.

Rotation – See Department Chair

ART 2300
Art Appreciation
A survey of art designed to help students understand and appreciate the significant achievements in painting, sculpture and architecture.

Fall, Spring

ART 2340
Design II
Fundamentals of three-dimensional design. Prerequisite: ART 1340

Rotation – See Department Chair

ART 4200
Fine Arts Seminar
A writing intensive seminar designed to introduce students to musical performance and art mediums. Class members will attend various events as individuals and as a class. Students will be responsible for purchasing tickets for all required performances and galleries. Prerequisites: MUS 2300 and ART 2300 with a grade of C or higher.

Spring

AST 1400
Astronomy
An introduction to the night sky, our solar system, and the stars. Lecture and Lab.

Fall
BIB 1300
Survey of the Old Testament
General introductions to the Bible, its supernatural origin and its literary structure and composition. A survey of the major periods of Old Testament history from the creation to the Post-Exilic Era, with stress on the divine mission of the Messianic race.
Fall, Spring

BIB 1301
Survey of the New Testament
Fall, Spring

BIB 1302
Introduction to the Bible
An introduction to the fundamental concepts of both Old and New Testaments, including basic Bible Knowledge, Bible geography, Bible history, and the theology that frames the testaments. Enrollment based on a placement exam.
Fall

BIB 2300
Life of Christ
A study in the life of Christ as revealed in the four Gospels: His person and character, His travels, His teaching and the miracles, and His methods of dealing with people.
Fall

BIB 2301
The Life of Paul
Paul's background, conversion and call to service, missionary activity, and letters.
Spring

BIB 2308
Interpreting the Bible
Survey and evaluation of the various methods of interpreting the Scriptures. Required of all ministerial students.
Fall 2004, 2006

BIB 3300
The Pentateuch
The first five books of the Bible. The creation, fall and redemption of man, the relation of Jesus and the church to the law.
Fall 2005, 2007

BIB 3301
The Historical and Poetical Books of the Old Testament
Joshua to Esther, Job, Psalms, Proverbs, Ecclesiastes, Song of Solomon, and Lamentations.
On Demand
BIB 3303
Pastoral Epistles
I Timothy, II Timothy, and Titus, their background, authorship, relationship to the body of Pauline literature and the New Testament.

On Demand

BIB 3304
Hebrews and the General Epistles
Hebrews to Jude.

Spring 2006, 2008

BIB 4300
Biblical Archaeology
The principal archaeological discoveries of the ancient Near Eastern world, including the Dead Sea Scrolls, and their bearing upon the study of the Bible.

Spring 2006, 2008

BIB 4301
Minor Prophets
Hosea to Malachi.

Spring 2006, 2008

BIB 4302
Major Prophets
Isaiah, Jeremiah, Ezekiel, and Daniel.

Fall 2004, 2006

BIB 4331
Exodus
Extensive analysis of Exodus, including history, language, and theology. A thorough study of the priesthood, tabernacle, and sacrificial system.

On Demand

BIB 4332
Daniel and Apocalyptic Literature
An intensive exegesis of Daniel and other apocalyptic works. Particular attention to the Messiah and His Kingdom.

On Demand

BIB 4340
Isaiah
An in-depth analysis of the prophecy of Isaiah. Special attention to the historical setting, the prophecies of the immediate and extended future of the covenant people; the Christological content of the Messianic prophecies; and the ethical content of the book.

Spring 2005, 2007

BIB 4350
Synoptic Gospels
An intensive study of Matthew, Mark, and Luke, including background, contemporary views and themes.
On Demand

BIB 4355
Romans
A study of Paul, the city of Rome, and the letter to the Romans.
Fall 2004, 2006

BIB 4356
I Corinthians
An intensive study of this Pauline letter, including background, themes and theology.
Spring 2005, 2007

BIB 4360
Revelation
An intensive study of Revelation. Detailed analysis of the entire book, prophetic application of the various symbols employed in its imagery, and its practical lessons.
Fall 2005, 2007

BIO 1400
Biology for General Education
A survey of the basic processes and principles of plant and animal life. Designed to acquaint students with their environment and their dependence upon living things. For students not planning to major in biology or those who feel they need an introductory course before taking other courses in the biological field. Required in all curricula unless otherwise specified. Lecture and lab.
Fall, Spring

BIO 1401
General Zoology
An introduction to the animal kingdom, emphasizing taxonomy, morphology and physiology. Lecture and lab.
Fall

BIO 1402
General Botany
Introduction to the plant kingdom including morphology, taxonomy, and physiology. Lecture and lab.
Spring

BIO 1410
Molecular and Cellular Biology
The molecular and cellular basis of the structure and function of organisms, including the role of major biological molecules in cellular structures, metabolism, protein expression, and genetics. Lab includes experimental design and automated data collection and analysis. Includes current trends in cellular biology research, and an introduction to scientific literature and writing. Lecture and lab. Prerequisite: high school chemistry or CHM 1300 or above with a grade of C or higher.
Fall

BIO 2300
Introduction to Nutrition
Principles and application of nutrition information to everyday living.
Fall

BIO 2400
Microbiology

A study of bacteria and viruses including classification, physiology, pathology, and immunology, and food microbiology. Practical lab applications include exercises in prevention of the spread of microbes, and methods of treatment of microbial diseases. Lab includes current topics in microbiology and in-depth scientific writing exercises, including the preparation of a report and presentation over a current microbiology topic. Lecture and lab. Prerequisites: BIO 1410, or BIO 1400 and CHM 1420 with a grade of C or higher.

Spring

BIO 2402
Human Anatomy and Physiology

An overview of the structure and functioning of the human body. Designed for biology majors, dental hygiene majors, radiology majors, pre-medical and nursing majors, home economics majors, physical education majors, and anyone desiring additional work in science. Lecture and lab. Prerequisite: BIO 1400 with a grade of C or higher.

BIO 2410
Human Anatomy and Physiology I

A study of structure-function relationships in skeletal, muscular, nervous and integumentary systems. Lecture and lab. Prerequisites: BIO 1400, or 1401 and 1402; and CHM 1400 or PHY 1400 with a grade of C or higher.

Fall

BIO 2411
Human Anatomy and Physiology II

A continuation of BIO 2410 including endocrine, cardiovascular, respiratory, digestive, excretory, and reproductive systems. Lecture and lab (lab emphasis on physiologic testing). Prerequisite: BIO 2402 or 2410 with a grade of C or higher.

Spring

BIO 3150, 3250, 3350, 3450
Special Problems in Science

Laboratory-based research over a topic approved by the faculty supervisor. May include participation in mentored fellowship programs. Prerequisite: Consent of advisor, faculty supervisor and department.

On Demand

BIO 3310
Neurobiology

A required course for counseling majors and an elective for health related studies. Covers basic neuroanatomy, neurophysiology, neural transmitters & neurochemical mapping. Provides instruction in neuropathology & neuropsychology, including (but not limited to): traumas, degenerative & infectious diseases of the nervous system, chemical dependencies, & behavior disorders & diseases from conception to senior adulthood. An overview of diagnostics & treatments, such as neurochemical mapping and imbalances, and congenital anomalies. Prerequisites: BIO 1410 or BIO 1400, and PSY 1300 with a grad eof C or higher.

Spring 2005, 2007
BUS 2300
Accounting Principles I
Analysis and recording of business transactions in the journal; posting to the ledger; preparing a trial balance, worksheet, income statement, and balance sheet; adjusting, closing and reversing entries; reconciling bank statements; calculating interest on notes, depreciation, and inventories. Prerequisite: Sophomore classification or permission of instructor.

Fall

BUS 2301
Accounting Principles II
A continuation of BUS 2300. Emphasis upon partnerships and corporations. Prerequisite: BUS 2300 with a grade of C or higher.

Spring

BUS 2311
Business Statistics
Topics in mathematical statistics as applied to business, including frequency distribution, descriptive statistics, interpretation of data, and probability. Prerequisite: MTH 1303 with a grade of C or higher.

Spring

BUS 3303
Legal Environment of Business
Contracts, agency, negotiable instruments, property, wills, deeds, mortgages, employer-employee relations, bailments, and carriers.

Spring

BUS 3305
Financial Management
A study of the basic principles of the financial management of an organization, including valuation of the organization, working capital management, and capital budgeting.

On Demand

BUS 3323
Business Communications
Oral and written communications for the modern office environment. Practice in composing various types of letters, written and oral business reports, and employment messages. Prerequisite: ENG 1300 with a grade of C or higher.

Fall

BUS 4310
International Business
A study of the operations of multinational firms and international business transactions, including theories and practices in international trade, strategies of multinational firm, and issues in managing international operations. Prerequisite: Department Chair approval.

Rotation – See Department Chair
CBC 1100
Student Life Orientation
A course designed to assist students in obtaining information and skills necessary to succeed in college. It is required of all first-time entering freshmen and transfer students, who have earned less than 15 hours of credit.
Fall, Spring

CHM 1300
Chemistry Fundamentals
Designed for students with little or no previous chemistry instruction. Provides a basic understanding of chemistry to prepare the student for further study in the field of chemistry. This course does not satisfy the science degree requirements. Lecture only.
Fall

CHM 1400
College Chemistry I
Principles of general chemistry including quantitative analysis, atomic structure, nomenclature, chemical bonding, chemical reactions and equations, electron configuration, molecular structure, and acid/base chemistry. Lecture and lab. Prerequisite: Satisfactory score on departmental chemistry placement exam and either CHM 1300 (Grade of C or higher), MTH 1303 (Grade of C or higher), or a Math ACT Subscore of 19.
Fall

CHM 1401
College Chemistry II
A continuation of College Chemistry I, including acid/base chemistry, liquids and solids, thermodynamics, gases, equilibria, kinetics, and electrochemistry. Lecture and lab. Prerequisite: CHM 1400 with a grade of C or higher.
Spring

CHM 1410
Physiological Chemistry I
A study of general chemistry related to physiology. Includes basic quantitative analysis, physical states and properties, atomic structure, periodicity, chemical equations, gases, liquids and solids, acid/base chemistry, electrochemistry and radioactivity. Lecture and lab. Prerequisites: Satisfactory score on departmental chemistry placement exam and either CHM 1300 (Grade of C or higher), MTH 1303 (Grade of C or higher), or a Math ACT Subscore of 19.
Fall

CHM 1420
Physiological Chemistry II
A continuation of Physiological Chemistry I with an emphasis on organic molecules and related physiological processes. Introduces structure and reactions of organic molecules, including a survey of the functional groups, major organic biological molecules, and related biochemical processes. Lecture and lab. Prerequisite: CHM 1400 or CHM 1410 with a grade of C or higher.
Spring
COU 1301
Introduction to Helping Services
A course designed to give students a detailed look at the various career options available in the area of helping services. The fields of counseling, social work, psychology, and many specialty areas within helping professions will be explored. Skills, personality types, and student aptitudes for the helping profession will also be examined.
Rotation – See Department Chair

COU 2100, 2101, 2102
Readings: Counseling Issues
Contemporary readings in the field of biblical counseling. Three hours maximum. Prerequisite: Counseling majors only with department chair approval.
Fall, Spring

COU 2310
Fundamentals of Biblical Counseling
An introduction to the systematic application of Biblical principles to traditional and contemporary human problems. The work of seminal Christian physicians, counselors, educators, and leaders in the fields of counseling and social services will be examined. Prerequisites: PSY 1300 and COU 1301 with a grade of C or higher.
Fall 2005, 2007

COU 3303
Lay-Counseling and Small Group Dynamics
An overview of the various types of therapeutic groups. A review of resources and practical training in basic lay-counselor skills used in facilitating community support groups and church-related small group ministry. Prerequisites: COU 1300 and PSY 1300 with a grade of C or higher.
Fall 2005, 2007

COU 3310
Essential Issues in Christian Counseling
An eclectic course of study that reviews core topics and essential knowledge for the helping professional. Foundational topics include: crisis intervention methods, legal and ethical issues, domestic violence, and substance abuse. Contemporary issues are presented for thought, study, and discussion from a biblical perspective.
Rotation – See Department Chair

COU 3320
Counseling Observations and Applications
A review of video vignettes, taped footage of client assessments, counseling sessions, and actual case studies. Students will practice basic listening and observation skills through role-play-ing with critical review by both peers and instructor. Also, the practice of report writing for case management is included: clinical documenta-tion techniques, the social history, treatment and discharge planning, plus comprehen-sion and use of psychological evaluations.
Rotation – See Department Chair
COU 4350  
Career and Professional Development  
A preparation for graduate school application and employment. Students receive guidance in the following areas: job interview skills, resume and portfolio management, professional etiquette, goal-setting, career satisfaction and management.  
Rotation – See Department Chair  

COU 4430  
Counseling Internship  
Field experience of 200 hours with an appropriate professional agency is required to further strengthen the student’s knowledge and understanding of issues in the field of helping services. Prerequisite: Open to counseling majors of junior or senior standing with department chair approval.  
On Demand  

COU 4440  
Counseling Practicum  
Field experience of 200 hours is required, but the training can be gained from more than one professional agency or department of an agency. The practicum can include group travel with the internship supervisor to explore particular areas of helping services. Prerequisite: Open to counseling majors of junior or senior standing with department chair approval.  
On Demand  

CPS 2304  
Computer Applications  
A study and practice of word processing, financial spread-sheet, and presentation software on personal computers.  
Fall, Spring  

CPS 3300  
Management Information Systems  
An introduction to the development, implementation, and management of information systems throughout the organization. Examines the integration of information systems as a tool in business operations and decision-making. Prerequisite: Department Chair approval.  
Rotation – See Department Chair  

ECO 2300  
Principles of Economics I: Macroeconomics  
A study of national and international issues in economics, including inflation, unemployment, monetary and fiscal policy, and international trade. Prerequisite: MTH 1303 with a grade of C or higher.  
Fall  

ECO 2301  
Principles of Economics II: Microeconomics  
A study of consumer and producer behavior, including production and cost theory, market structure, and government's role in business operation. Prerequisite: MTH 1303 with a grade of C or higher.  
Spring
EDU 1310
The Education Profession
A survey of the education profession, including educational career orientation, school organization and curriculum, analysis of the educator's characteristics and role, contemporary issues in education, certification processes, and twenty hours of field experience.

Fall

EDU 1320
Educational Technology
An introduction to the applications of educational technology for the teacher.

Spring

EDU 3300
Foundations of Early Childhood Education
A study of the various roles assumed by teachers in the field of early childhood education.

Spring 2006, 2008

ENG 0300
English Fundamentals
A study of the fundamentals of English grammar and the skills needed for college level writing. An assessment test of basics in written English is given at the beginning and end of the term. Students, who have an ACT English Subscore below 19, are required to take the course. This course does count toward degree requirements.

Fall, Spring

ENG 1300
Composition I
Reading and writing essays for a variety of purposes and audiences. Study of grammar incorporated into the study of composition. Competency of standard written English skills assessed at beginning and end of term. Prerequisite: Minimum of 19 on the ACT English Subscore or completion of ENG 0300 with grade of C or higher.

Fall, Spring

ENG 1301
Composition II
A continued study of effective composition with an emphasis on persuasion and scholarly research. Research paper required. Prerequisite: ENG 1300 with a grade of C or higher.

Fall, Spring

ENG 2300
English Literature I
British literature from the Old English period through the late 17th century. Literary themes, authors, and historical influences on the literature studied. Prerequisite: ENG 1300 with a grade of C or higher.

Fall 2004, 2006
ENG 2301

English Literature II

British literature from the 18th century to the present. Literary themes, authors, and historical influences on the literature studied. Prerequisite: ENG 1300 with a grade of C or higher.

Spring 2005, 2007

ENG 2302

World Literature I

A survey of world literature from the ancient world through the Renaissance, with readings from various cultures. Particular focus given to the expression of human experience through the study of thematic trends, cultural developments, and the worldview of major selections. Prerequisite: ENG 1300 with a grade of C or higher.

Fall

ENG 2303

World Literature II

A survey of world literature from the Enlightenment through Modernism. Particular attention given to the understanding of thematic trends, cultural developments, and comparative analysis of the major authors. Prerequisite: ENG 1300 with a grade of C or higher.

Spring, Online

ENG 2320

Introduction to Drama

A survey of drama from the ancient period to the Renaissance and modern periods with an emphasis on drama as it represents the human experience. Prerequisite: ENG 1300 with a grade of C or higher.

Spring 2005, 2007

ENG 2340

Introduction to Fiction

A thematic study of short fiction from various cultures with focus on literary themes, genre conventions, historical and cultural influences, and philosophical values. Prerequisite: ENG 1300 with a grade of C or higher.

Fall, 2004, 2006

ENG 2350

Introduction to Poetry

A thematic study of the development, forms, and techniques of poetry from various cultures as an expression of the human experience. Prerequisite: ENG 1300 with a grade of C or higher.

Spring 2006, 2008

ENG 3300

American Literature I

A survey of American literature from the discovery period to the Civil War with focus on literary themes, major authors, and historical influences on the development of an American identity in literature. Prerequisite: ENG 1300 with a grade of C or higher.

Fall 2005, 2007
ENG 3301
American Literature II
A survey of American literature in the 19th and 20th centuries with focus on literary themes, major authors, and historical influences on the development of literature. Prerequisite: ENG 1300 with a grade of C or higher.
Spring 2006, 2008, Online

ENG 3303
American Novel
Readings in the works of representative American novelists. Prerequisite: ENG 1300 with a grade of C or higher.
Spring 2005, 2007, Online

ENG 3310
The Bible as Literature
A study of the literary aspects of significant selections from both the Old and New Testaments: genre, theme, voice, style, imagery, and influence upon other literature. Include brief exploration of the composition and preservation of the text. Class projects required: presentation and two papers. Prerequisites: ENG 1300, 1301, 2302/2303 with a grade of C or higher, and upper division standing.
Spring 2005, 2007

ENG 3320
Creative Writing
A writing workshop where students work closely with the instructor and with peers in preparing and revising original pieces of nonfiction (newspaper and magazine articles), fiction, and poetry, with emphasis upon the value of revision. Prerequisites: Upper division standing or permission from the Department Chair.
Fall 2005, 2007

ENG 4300
Research in the Real World
A study of academic and professional forms of writing, exploring a variety of research methods and materials, requiring both individual and group tasks. Major research project required. Prerequisite: Upper division standing or permission of the Department Chair.
Spring 2006, 2008

ENG 4310
History of the English Language
An independent study of the history and development of English and its potential as a global or universal language. Requires readings, viewing of videos, written responses, and applied research. Prerequisites: ENG 1300, 1301, 2302/2303 with a grade of C or higher, and upper division standing.
Fall 2004, 2006

ENG 4320
Modern Grammar
A grammatical study of English covering traditional approaches and modern views as well, involving analysis of sentence patterns and diagramming. Grade based upon homework, class participation, and tests. Prerequisites: ENG 1300, 1301, ENG 2302/2303 with a grade of C or higher, and upper division standing.
Spring 2005, 2007
ENG 4330
Topics in Literature
A directed, intensive study of a particular literary subject (a theme, issue, or writer selected by the instructor with student input), culminating in a major paper. Online delivery with three face-to-face sessions between student and instructor. Prerequisites: ENG 1300, 1301, 2302/2303 with a grade of C or higher, and upper division standing.

GEO 1301
Principles of Geography
A survey of the basic concepts of geography. An introduction to the study of geography as a whole, including physical, cultural, political, economic and regional geography. Emphasis on man’s relationship to his environment.

GRK 1300
New Testament Greek Grammar I
A beginner’s course designed to familiarize the student with the basic elements of the language, stressing vocabulary, conjunction, declension, composition, and translation.

GRK 1301
New Testament Greek Grammar II
A continuation of GRK 1300. Prerequisite: GEIK 1300 with a grade of C or higher.

GRK 2310
Greek Exegesis I
A second-year Greek course designed to provide wide exposure to many New Testament texts and to introduce students to intermediate Greek grammar, building upon basic grammar and moving toward exegesis and application. Prerequisite: GRK 1301 with a grade of C or higher.

GRK 2311
Greek Exegesis II
A continuation of GRK 2310. Prerequisite: GRK 2310 with a grade of C or higher.

HIS 1300
World History I
The achievements and contributions of humanities struggle, from pre-history to the early modern period, in the evolution of global civilizations.

HIS 1301
World History II
Development of modern societies, emphasizing the impact of industrialization and colonization, from the seventeenth century to the present.
HIS 2300
American Nation I
A survey of the interplay of social, economic, and political forces that have brought about the development of the American nation.
Fall

HIS 2301
American Nation II
A survey of the interplay of social, economic, and political forces from 1865 to the present.
Spring

HIS 2310
History of Christianity
A study of primitive Christianity and the early church, Medieval European Christianity, the Reformation, Eastern Orthodox movements, Modern European and American Christianity, and ecumenicalism.
Fall 2005, 2007

HIS 3100, 3101, 3102
Readings in World History
Independent reading designed to expose the student to historical literature on major world topics. Consent of Instructor.
Fall

HIS 3103, 3104, 3105
Readings in American History
Independent reading designed to expose the student to both the literature and interpretations of major issues in American history. Consent of Instructor.
Spring

HIS 3300
Contemporary America
Intensive study of the development of a modern, technological world power since 1920. Particular attention accorded the cultural and social development of the American people. Prerequisite: HIS 2301 with a grade of C or higher, or consent of the instructor.
Fall 2005, 2007

HIS 3302
Europe In the Twentieth Century
Political, economic, and social developments of Europe since World War I. Ideas and philosophies which have affected the course of modern history are studied. Prerequisite: HIS 1301 with a grade of C or higher, or consent of instructor.
Spring 2006, 2008

HIS 3320
Studies in American History
A detailed study of specialized topics in American history. Discussion of the historiographical issues and the writing of a research paper are required. Prerequisites: HIS 2300 or 2301 with a grade of C or higher, and consent of the instructor.
On Demand
HIS 3321  
Studies in World History  
A detailed study of specialized topics in world history. Discussion of the historiographical issues and the writing of a research paper are required. Prerequisites: HIS 1300 or 1301 with a grade of C or higher, and consent of the instructor.  
On Demand  

HIS 3340  
Childhood in America  
A writing intensive course examining children and childhood in America since the 17th century. The changing social meaning and role of children in pre-industrial, industrial, urban, and social welfare societies will be explored.  
Spring 2006, 2008  

HIS 3350  
The Roman World  
A history of Rome from the early Republic to the collapse of the empire with specific emphasis devoted to the following topics: political institutions, social structure, economy, urbanism, warfare, paganism and Christianity, the crisis of the Republic, formation of the Principate, and the evolution of the Roman state.  
Rotation – See Department Chair  

HIS 4302  
History of the Baptists  
Baptist history distinctives and principles from New Testament times to the present.  
Spring 2006, 2008  

HIS 4304  
Arkansas History  
Development of Arkansas as a state with attention given the development of Southern institutions and a treatment of Arkansas as a mirror of the greater happenings in the nation itself.  
On Demand  

HIS 4310  
Senior Seminar  
Research methods, professional writing styles, and oral communication skills will be developed. Students will research a topic of relevance to their academic emphasis and present the findings in an engaging way to the class utilizing different forms of technology. Additionally, in typical seminar fashion, students will refine assessment skills by critiquing both the written document and the oral presentation.  
Rotation – See Department Chair  

HIS 4320  
The World Since 1945  
A recent history of the world through lectures, discussion, and media presentations of such topics as the reconstruction of Europe following World War II, the Cold War, the end of colonial empires (decolonization), the creation of Israel and the Arab-Israeli conflict, the United Nations and world peace, the European community, and global terrorism.  
Rotation – See Department Chair
HIS 4330
Public Internship

Course involves work with a social sciences related business or public agency. The student will work under the direct supervision of an individual at the internship site and a member of the social studies faculty. Prerequisite: 9 credit hours earned in social science courses, cumulative grade point average of 3.00, and consent of the department and participating agency supervisor.

On Demand

JOU 1301, 1302, 2303, 2304, 3305, 3306, 4307, 4308
College Yearbook.

Yearbook production, writing, design, and layout using Aldus PageMaker. Student assignments made by yearbook editor under supervision of instructor.

Fall, Spring

MCW 1101, 1102, 2103, 2104, 3105, 3106, 4107, 4108
Chamber Workshop

Designed to provide students an opportunity to perform a variety of ensemble and solo literature. Prerequisite: Instructor permission required for enrollment.

Rotation – See Department Chair

MDC 1161
Diction for Singers

A thorough study of pronunciation skills in English and Italian encountered in the study repertory of vocal music. A phonetic approach including its application in the singing situation. Required of freshman voice majors. Class instruction.

Fall

MDC 1162
Diction for Singers

A thorough study of pronunciation skills in German and French encountered in the study repertory of vocal music. The phonetic approach is continued with application in the singing situation. Required of freshmen voice majors. Class instruction.

Spring

MGT 3300
Principles of Management

A study of the functions managers fulfill within a business organization, the behavior of individuals within an organization, and theories of business management. Prerequisites: Department Chair approval.

Rotation – See Department Chair

MGT 4310
Production and Operations Management

A study of the management of production and operations function of the organization. Includes study of quality management, facilities planning and management, forecasting, resource planning, scheduling, and inventory planning and control. Prerequisites: Department Chair approval.

Rotation – See Department Chair
MGT 4315
Entrepreneurship and Small Business
A study of the management of small business firms with a focus on the development of entrepreneurial talents and decision-making abilities. Includes study of business plans, growth strategies, marketing plans, human resource issues, and strategic management for small and family-owned businesses. Prerequisites: Department Chair approval.

Rotation – See Department Chair

MGT 4320
Human Resource Management
A study of the human resource function of the organization, including recruitment, selection, placement, training, compensation, evaluation, and termination of human resources. Prerequisites: Department Chair approval.

Rotation – See Department Chair

MGT 4325
Organizational Behavior
A study of the behavior of individuals and groups within the organization. Includes workforce diversity, perception, motivation, job design, stress, group dynamics, power and conflict, decision-making, organizational culture, and organizational change. Prerequisites: Department Chair approval.

Rotation – See Department Chair

MGT 4335
Leadership
A study of the principles and practice of leadership. Includes theories of leadership, ethical issues that affect leaders, power, teamwork, motivation, and diversity. Prerequisites: Department Chair approval.

Rotation – See Department Chair

MGT 4340
Business Strategy and Policy
A capstone course for business majors to be taken during their final year. A writing-intensive course that integrates prior course work and student work experience and includes case studies of current businesses and business issues. Prerequisites: senior status and consent of the Department Chair.

Rotation – See Department Chair

MHB 1171, 1172, 2173, 2174, 3175, 3176, 4177, 4178
Handbells
Beginning through advanced techniques of handbell ringing. Performances on campus and limited off-campus. Open to all students.

Fall, Spring

MIC 1241, 1242
Guitar Class
Students focus on the development of standard classical guitar technique and learn to read both notated music and tablature

Fall, Spring
MIS 1300
The Theology of Missions
A study of the biblical basis for Christian missions. Emphasis is given to the biblical foundation, delineation, instruments and dynamics of missions.
Fall 2004, 2006

MIS 2300
History of Missions
A study of missionary work in both the Old and New Testament era, and from apostolic days to the present.
Spring 2005, 2007

MIS 2301
Foreign Missions Practicum I
The study of foreign missions with applied practical field experience.
On Demand

MIS 2302
Foreign Missions Practicum II
Continued study of foreign missions with applied practical field experience.
On Demand

MIS 2310
World Religions
A general survey of the major non-Christian religions of the world. This course provides an introduction to the basic characteristics of the living religions of today-Judaism, Islam, Hinduism, Buddhism, Shintoism, and Confucianism.
Spring 2006, 2008

MIS 3300
Cross-Cultural Communications
The principles involved in successfully communicating the gospel message to people of other cultures. Attention is given to the importance of communication and culture, missionary communication, and value orientation. This course is part of the Missions program.
On Demand

MIS 4300
Principles and Methods of Missions
The principles and methods of missionary work, including opportunities and problems of modern missions.
Fall 2005, 2007

MIS 4301
Evangelism
A survey of the basic scriptural principles for personal and mass evangelism, Ways and means of soul-winning the nature of sin, the meaning and necessity of divine grace, the act and meaning of personal commitment to Christ, and present trends in evangelism.
Fall 2005, 2007
MIS 4305
Basic Church Growth
Basic principles of church growth including multiplication and planting, leadership of
the Holy Spirit, causes of stagnation, introversion, expansion, leadership training, and
indigenous principles.
Spring 2006, 2008

MIS 4309
Modern Cults
History, philosophy, and methods with an emphasis on witnessing.
Fall 2004, 2006

MIS 4330
Missions Internship
Extensive research of relevant literature, appropriate reports and “on-the-job” experi-
ence to strengthen the findings of readings, research, and prior instruction in the field
of missions.
Spring, Summer

MKT 3300
Principles of Marketing
A study of the development and implementation of a marketing plan that effectively
presents the organization’s product offerings to potential customers and the leads to
mutually beneficial exchanges. Prerequisite: Department Chair approval.
Rotation – See Department Chair

MKT 4315
Consumer Behavior
A study of the individual and cultural aspects of consumer decision-making, purchase
patterns, and motivation. Includes market segmentation, marketing strategy, and cus-
tomer loyalty. Prerequisite: Department Chair approval.
Rotation – See Department Chair

MKT 4320
Advertising and Promotion
A study of promotional strategies and methods and their effectiveness. Includes pub-
licity and sales, advertising design, advertising concepts, campaign strategy, media mix,
advertising research, and the relationship of advertising to the marketing mix.
Prerequisite: Department Chair approval
Rotation – See Department Chair

MKT 4325
Retailing
A study of the management of the contemporary retail organization. Includes retail
strategy, store location, merchandise management, pricing strategy, human resource
issues, customer service, and e-commerce strategies. Prerequisite: Department Chair
approval.
Rotation – See Department Chair
MKT 4335  
**Marketing Research**  
A study of the application of research methodology to marketing. Includes problem identification, research design, data collection and analysis, and presentation of results. Emphasis on the use of marketing research in the planning and decision-making processes of the organization. Prerequisite: Department Chair approval.

MPC 1251  
**Piano Class I**  
Offered as a class for beginners. It is the first step towards completion of the piano proficiency.  
- **Fall**

MPC 1252  
**Piano Class II**  
A continuation of Piano Class I. Prerequisite: MPC 1251  
- **Spring**

MTH 0300  
**Intermediate Algebra**  
Introduction to elementary concepts of sets, relations and numbers. Includes a study of fractions, factoring, roots, linear and quadratic equations, functions and graphs. This course does not count towards degree requirements. Students who have a math subscore of less than 19 on the ACT must take this course before enrolling in MTH 1303.  
- **Fall**, **Spring**

MTH 1302  
**Plane Trigonometry**  
Reviews the basic ideas of geometry necessary to the development of trigonometry. Examines trigonometric functions, identities, equations, graphs, and the solution of triangles. Prerequisite: MTH 1303 with a grade of C or higher.  
- Rotation – See Department Chair

MTH 1303  
**College Algebra**  
Basic concepts of sets and set relations, the fundamental properties of real numbers, fundamental processes, equations, inequalities, absolute value, graphs, and functions. Prerequisite: Minimum math subscore of 19 on the ACT or MTH 1300 with a grade of C or higher.  
- **Fall**, **Spring**

MTH 1370  
**Business Calculus**  
Exponential functions, mathematics of finance; systems of linear equations, linear inequalities and linear programming; limits, derivatives, and integrals; business calculus applications including marginal analysis, extrema and concavity of functions of one and several variables. Prerequisite: MTH 1303 with a grade of C or higher.  
- Rotation – See Department Chair
MTH 1501
Calculus I
Covers the concepts of functions, limits, analytic geometry, derivatives, and integrals. Prerequisites: MTH 1302 and 1303 with a grade of C or higher or permission of the Department Chair.

Rotation – See Department Chair

MTH 2311
Elementary Statistics
Topics in mathematical statistics, including frequency distribution, descriptive statistics, interpretation of data, and probability are discussed. Prerequisite: MTH 1303 with a grade of C or higher.

Rotation – See Department Chair

MTH 2500
Calculus II
A continuation of MTH 1501 with emphasis on differentiation and integration techniques, polar coordinates, conics, transcendental functions, and series. Prerequisite: MTH 1501 with a grade of C or higher or permission of the Department Chair.

On Demand

MUB 1181, 1182, 2183, 2184, 3185, 3186, 4187, 4188
College Band
A concert band which performs masterworks and contemporary compositions. Membership is by audition.

Fall, Spring

MUC 1101, 1102, 2103, 2104, 3105, 3106, 4107, 4108
College Choir
A group of mixed voices chosen from the best talent on campus. Limited membership, but open to all students subject to the approval of the director on the basis of vocal qualification and balance of parts in the organization. Presentation of outstanding music works and concerts of religious music at regular intervals.

Fall, Spring

MUI 1111 – 4248
Applied Music – Various Instruments
  MUI 1111 - 4218  Woodwind Instruments
  MUI 1121 - 4228  Brass Instruments
  MUI 1131 - 4238  Percussion Instruments
  MUI 1141 - 4248  Guitar

Fall, Spring

MUI 2000
Sophomore Instrumental Recital

MUI 4000
Senior Instrumental Recital

MUP 1151-4258
Piano I, II, III, & IV
Private piano instruction

Fall, Spring
MUP 2000
Sophomore Piano Recital

MUP 2050
Piano Proficiency

MUP 4000
Senior Piano Recital

MUS 1201
Theory I
Fall

MUS 1202
Ear Training I
Rhythmic reading, sight singing, ear training, and dictation. Lab required.
Fall

MUS 1203
Theory II
Continuation of Theory I. The triad in inversion, nonharmonic tones, the dominant and supertonic seventh chords, and the melodic line. Prerequisite: MUS 1201, and MUS 1202 with a grade of C or higher.
Spring

MUS 1204
Ear Training II
Continued sight singing, ear training, and dictation. Lab required. Prerequisite: MUS 1201 and MUS 1202 with a grade of C or higher.
Spring

MUS 1221
Introduction of Music Literature I
Music and composers from ancient times through the 16th century analyzed through recordings. Designed for music majors and minors.
Fall

MUS 1222
Introduction to Music Literature II
Music and composers of the seventeenth, eighteenth, nineteenth, and twentieth centuries analyzed through recordings. Designed for music majors and minors.
Spring

MUS 1300
Introduction to Music Theory
A review of basic music fundamentals, including notation (rhythm and pitch), keys, scales, intervals, meter, melody and harmony. Some sight singing, ear training, and keyboard assignments included. Open to all students, especially music majors and minors who have insufficient background to enter Theory I (Not applicable to theory requirement).
Spring
MUS 2300
Music Appreciation
Music, its origin and development. Illustration through recorded instrumental and vocal music. Relationship of music to other arts, literature, and the social sciences. For non-music majors only.
Fall, Spring

MUS 2403
Theory III Harmony/Ear Training
Previous theory material reviewed. Harmonic sequence, secondary dominant chords and elementary modulations. Diatonic seventh chords, borrowed chords, Neapolitan sixth chords, augmented triads and augmented sixth chords. Correlated ear training. Prerequisite: MUS 1201, MUS 1202, MUS 1203, MUS 1204 with a grade of C or higher.
Fall

MUS 2404
Theory IV Harmony/Ear Training
Chords of the ninths, eleventh, and thirteenth. Unclassified chord structures and complex harmonic progressions. Original composition work required. Correlated ear training. Prerequisite: Music 2403 with a grade of C or higher.
Spring

MUS 3160
Choral Pedagogy
A course in organizing choral ensembles in which principles of group tone production, interpretative factors and literature sources are studied.
Fall

MUS 3210
Conducting
A course studying the techniques of conducting in which basic conducting technique is acquired and applied in both instrumental and choral ensembles.
Spring

MUS 3302
Music History I
Development of music and its relationship to the political, sociological and economic conditions of the times from antiquity to 1750. Prerequisites: MUS 1221, 1222 with a grade of C or higher.
Fall

MUS 3303
Music History II
History of music from 1750 to the twentieth century. Prerequisite: MUS 3302 with a grade of C or higher.
Spring
MUS 3310  
Form and Analysis  
Beginning with phrase and period structure, a complete evaluation of musical form from a historical perspective. Large forms such as sonata, rondo, and theme and variations in the classic and romantic schools will be emphasized through analyses of selected works.  
Rotation – See Department Chair

MUS 4101  
Internship  
Field experience of 120 hours with appropriate professional institutions to further strengthen the student’s knowledge and understanding in their chosen field of expertise. Required of all students in the baccalaureate program. Prerequisite: Senior standing with Department Chair approval.  
Fall, Spring

MUS 4102  
Music History Listening Lab I  
Listening and research lab featuring literature of the Renaissance through early Baroque with an emphasis in the performance field of the individual student.  
Rotation – See Department Chair

MUS 4103  
Music History Listening Lab II  
Listening and research lab featuring literature of the late Baroque through present day with an emphasis in the performance field of the individual student. Prerequisite: MUS 4102 with a grade of C or higher.  
Rotation – See Department Chair

MUS 4110  
Woodwind Pedagogy  
Teaching, maintaining, purchasing, and performing on woodwind instruments. Performance on all standard woodwind instruments. Emphasis on knowledge of the instruments, their literature, and pedagogy.  
Fall

MUS 4120  
Brass Pedagogy  
Teaching, maintaining, purchasing, and performing on brass instruments. Performance on all standard brass instruments. Emphasis on knowledge of the instruments, their literature, and pedagogy.  
Fall

MUS 4130  
Percussion Pedagogy  
Teaching, maintaining, purchasing, and performing on standard percussion instruments. Emphasis on knowledge of the instruments, their literature, and pedagogy.  
Fall
MUS 4140
Guitar Pedagogy
A survey of pedagogical methods and techniques for the beginning students. Emphasis on knowledge of the instrument, its literature, and pedagogy.
Fall

MUS 4150
Piano Pedagogy
A survey of pedagogical methods and techniques for the beginning student. Emphasis will be placed on teaching techniques, materials, practice teaching, observation, and group techniques.
On Demand

MUS 4160
Vocal Pedagogy
Physiological and psychological aspects of voice teaching techniques considered from a historical, evolutionary, and comparative point of view. Diagnostic and corrective procedures taught.
Rotation – See Department Chair

MUS 4180
Band Methods
Program development and teaching methods applied to instrument ensembles. Basic orchestration and arranging will be covered.
Fall

MUS 4200
Fine Arts Seminar
A writing intensive seminar designed to introduce students to musical performance and art mediums. Class members will attend various events as individuals and as a class. Students will be responsible for purchasing tickets for all required performances and galleries. Prerequisites: MUS 2300 and ART 2300 with a grade of C or higher.
Spring

MUS 4303
Church Music Education
A course in developing a comprehensive music program for a church in which techniques and literature sources for the local church ministry are studied. Prerequisite: Instructor approval.
Fall

MUV 1161 – 4169
Applied Music – Voice
Fall, Spring

MUV 2000
Sophomore Voice Recital

MUV 4000
Senior Voice Recital
MVC 1161, 1162
Voice Class
A course for beginning voice students. Application of vocal principles to develop singing ability. Group application of proper breathing, phrasing, and general attributes of correct vocal production.

On Demand

PAC 3303
Principles of Management
A study of the five parts of managing organizations — planning, organizing, staffing, leading, and controlling/evaluating—with the study of principles for application to both not-for-profit and for-profit organizations and applications in organizations with references to Scripture.

Rotation – See Department Chair

PAC 3305
Principles of Macroeconomics
An introductory course in macroeconomic theory with a primary emphasis placed upon the study of economic aggregates. Topics include: supply and demand, the market process, the economic role of government, measuring the nation’s economic performance, unemployment, economic fluctuations, fiscal policy, money and the banking system, economic growth, international trade and foreign exchange markets.

Rotation – See Department Chair

PAC 3306
Principles of Microeconomics
Introduction to the microeconomic theories of supply and demand, price determination, resource allocation, various degrees of competition, and international trade and finance, as well as exploration of applications such as income inequality, rural and urban economics.

Rotation – See Department Chair

PAC 3307
Legal Implications for Business
A basic explanation of the law—its sources, development, terminology, and a discussion of specific legal doctrines and principles which affect business, with an introduction to business organizations such as corporations and partnerships, criminal contracts, legal documents, and property.

Rotation – See Department Chair

PAC 3311
Accounting I
A study of basic concepts, principles, and practices involved in processing and communicating economic information through financial statements.

Rotation – See Department Chair

PAC 3312
Accounting II
A study of basic concepts, principles, and practices involved in processing and communicating economic information through financial statements.

Rotation – See Department Chair
PAC 3314
Statistics in Organizations
An introduction to the fundamentals of the collection, analysis, and presentation of quantitative data to be use.

PAC 3315
Entrepreneurship and Small Business
Creativity, opportunity, leadership, excellence, and profit combined into an entrepreneurial approach to achieve the mission in small businesses.

PAC 3340
Introduction to MIS
Students are introduced to information technology and the basic concepts involved in information management. The end-user environment and the automated workplace are viewed with an emphasis on the role of the information system and the impact of information technology. The structure, function, behavior attributes, and purposes of the information system are addressed, as is the role of information as a tool and resource for planning, control, and decision.

PAC 3342
MIS Theory and Practice
Introduction to the general concept of a system and to systems theory, the system lifecycle and system development processes; emphasis on application to business-oriented information systems. Provides the student with skills necessary to conceptualize, design, and implement decision support systems (DSS) and expert systems (ES) in organizations.

PAC 3343
Introduction to Programming
A non-programming language specific course which emphasizes programming skills for solving business problems and developing solutions. It stresses modular design with pseudo code as the major program design technique. It is designed to help novice programmers gain a foundation in beginner programming skills.

PAC 3345
Visual Basic Programming I
An introduction to Windows programming using Microsoft Visual Basic and the concepts needed to write programs by use of event-driven, object-drive methodology.

PAC 3346
Visual Basic Programming II
A continuation of Visual Basic Programming I, introducing drop and drag events, database management and reporting applications, creating Active X controls and distributing applications as well as other complex code structures.
PAC 4256
MIS Development
A comprehensive experience in which students demonstrate an understanding of management information systems by applying the concepts learned in the program.
Rotation – See Department Chair

PAC 4300
Life and Teaching of Jesus
An exegetical study of Matthew, Mark, and Luke with cross reference to other Scriptures to explain the early life and Galilean ministry of Jesus Christ.
Rotation – See Department Chair

PAC 4301
Leadership Concepts
A study of the various characteristics and connotations that Scripture teaches are part of the biblical concept of leadership, including an application of these concepts to both personal and career goals.
Rotation – See Department Chair

PAC 4302
Organizational Marketing and Sales
The use of organizational mission to develop a marketing approach to reaching the potential constituencies with image, product, and service that will cause those constituencies to utilize the organization to meet their perceived needs in a manner that is profitable to the organization.
Rotation – See Department Chair

PAC 4303
Financial Management
The financial principles and accepted practices which need to be mastered by all managers, including an examination of banking, money, credit, financial instruments, investments, financial planning, internal and external auditing, profit, stocks, bonds, and other financial forms.
Rotation – See Department Chair

PAC 4304
Organizational Behavior
A study of the organizational goals, priorities, and strategies interfacing with the behavior of individuals and groups inside the organization and in other affecting organizations, giving attention to the effect of organizational culture, government laws and regulations, and the economy upon organizational behavior.
Rotation – See Department Chair

PAC 4307
Human Resources Management
The organization’s effort to find, motivate and retain effective people who will have a commitment to being part of a team to accomplish the organizational mission.
Rotation – See Department Chair
PAC 4308
International Business
A study of the historical, legal, and economic terminology of international business and policies. Students learn about conducting business in an international context along with factors that shape and impact the international environment. Key elements of international finance, accounting, law, management, and marketing are discussed.

Rotation – See Department Chair

PAC 4310
Production and Operations Management
A conceptual and analytical examination of the strategic, functional, and operational decisions made as a part of an organization’s production/operations function. Topics will be selected from quantitative techniques such as PERT/CPM, forecasting, linear programming, transportation and assignment, quality control, learning curves, scheduling and planning, inventory control, and modeling.

Rotation – See Department Chair

PAC 4344
C++ Programming I
An introduction to the basic features of the C++ programming language such as data types, control structures, functions, pointers, strings, files, and arrays. Other topics include the object-oriented approach to problem-solving, program design, coding and testing and object-oriented analysis and design, encapsulating inheritance and polymorphism.

Rotation – See Department Chair

PAC 4346
C++ Programming II
This course is a continuation of C++ Programming I and covers software development for the Windows operating system using the C++ programming language. Various approaches to application development are examined, including class libraries, code generations and direct use of the API, MDI and OLE applications are also discussed.

Rotation – See Department Chair

PAC 4348
Database Management
Students study the design and administration of database systems in a business environment. The relational model is used and concepts are applied using Microsoft SQL. Topics include entity-relationship modeling and structured query language (SQL) methodology.

Rotation – See Department Chair

PAC 4350
Networking and Web Site Management
An introduction to telecommunication standards, networking options, web page design concepts, and common web page elements. Students are acquainted with the development of web pages using HTML, common web page elements, and other web design enhancing tools.

Rotation – See Department Chair
PAC 4440  
System Design and Development  
A study of analysis and design steps in information systems development, analysis and description of information flows in the organization, system development methodologies and tools, and system selection, acquisition, implementation and evaluation.  
Rotation – See Department Chair

PED 1115  
Beginning Racquetball  
An introduction to the basic skills, rules, and strategy of racquetball.  
Spring

PED 1116  
Beginning Badminton  
Introduction to the basic skills, rules, and strategy of badminton.  
Spring

PED 1117  
Beginning Basketball  
Introduction to the basic skills, rules, and strategy of basketball.  
Fall

PED 1118  
Self-Defense  
The fundamental martial arts techniques for dealing with assailants.  
Fall, Spring

PED 1119  
Beginning Tennis  
Introduction to the basic skills, rules and techniques of tennis.  
Spring

PED 1120  
Beginning Volleyball  
Introduction to the basic skills, rules, and strategy of volleyball.  
Fall

PED 1121  
Beginning Bowling  
Introduction to the basic skills, rules, and techniques of bowling. Bowling fee charged.  
Fall, Spring

PED 1123  
Beginning Golf  
Introduction to the basic skills, rules, and techniques of golf.  
Fall

PED 1128  
Advanced Self-Defense  
A continuation of the study and practice of martial arts with an emphasis on advanced self-defense skills.  
Fall, Spring
Varsity Athletics
Requires active participation in an intercollegiate varsity sport for the development of skills and talent.

Fall, Spring

PED 2115
Beginning Fitness for Women
Stresses the importance of personal fitness and involves several fitness activities.

Fall, Spring

PED 2116
Beginning Fitness for Men
Stresses the importance of personal fitness and involves several fitness activities.

Fall, Spring

PED 2300
Personal and Community Health
Basic concepts and principles of healthy lifestyles are explored in order to provide a better understanding of the importance of personal health in enhancing the quality of life. Emphasis is placed on the skill development for making responsible decisions regarding mental and emotional health and handling stress. Physical activity is incorporated in the course.

Fall, Spring

PHI 1300
Introduction to Philosophy
An introduction to philosophy from a Christian perspective through ancient, medieval, modern, and contemporary sources, examining fundamental questions of philosophy such as the foundations of morality, knowledge, truth, reality, and the existence of God. Students are introduced to major areas of philosophy, including ethics, metaphysics, epistemology, aesthetics, and philosophy of religion.

Spring 2006, 2008

PHI 2308
Ethics
Fundamental ethical theories and major figures in the history of ethics are studied; basic concepts of moral and social issues are discussed, and decision-making is explored.

Fall 2004, 2006

PHI 2310
World Religions
A general survey of the major non-Christian religions of the world. This course provides an introduction to the basic characteristics of the living religions of today—Judaism, Islam, Hinduism, Buddhism, Shintoism, and Confucianism.

Spring 2006, 2008
PHY 1400
College Physics I
Non-calculus based introduction to physics required for health science fields. Including physics of mechanics (kinematics, force, work, energy, momentum, circular and rotational motion, fluids) and thermodynamics. Lecture and lab. Prerequisite: high school trigonometry and second year algebra or equivalent or MTH 1303 with a C or higher, or MTH 1302 concurrently.

Fall

PHY 1401
College Physics II
Continuation of College Physics I including waves, sound, electricity, magnetism, and light. Lecture and lab. Prerequisite: PHY 1400 with a grade of C or higher.

Spring

PHY 1404.
Physical Science for General Education
Basic principles of physical science including physics, chemistry, astronomy and weather. Includes two writing assignments. Lecture and lab.

Spring

POS 2300
American Government
A survey of national, state and local governments, with emphasis on constitutional principles and significant contemporary trends and problems.

Fall, Spring

PST 1300
Introduction to Pastoral Ministry
An overview of the character, qualifications and call of the pastor. Prospective pastors are familiarized with the primary requirements of the pastoral office by emphasizing the enduring principles of effective Christian ministry.

Spring 2006, 2008

PST 2300
Sermon Preparation and Delivery
Preaching as an art, the selection of a text, the theme, the collection of material, and the outlining of a sermon.

Spring 2006, 2008

PST 3300
Pastoral Leadership
The methodology of the pastoral ministry including practical pastoral roles and disciplines. Prerequisite: PST 1300 with a grade of C or higher.

Spring 2005, 2007

PST 4301
Expository Preaching
A study of the expository methods of preaching. The nature of expository preaching, types of expository sermons, methods of interpreting Biblical passages, and the formulation of expository sermons.

Spring 2005, 2007
PST 4303  
Principles of Christian Counseling I  
Theories and techniques of counseling, including the pastor as counselor.  
Fall 2005, 2007

PST 4304  
Principles of Christian Counseling II  
A continuation of PST 4303, including pre-marital and marital counseling. Prerequisite: PST 4303 with a grade of C or higher.  
Spring 2006, 2008

PST 4305  
Basic Church Growth  
Basic principles of church growth including multiplication and planting, leadership of the Holy Spirit, causes of stagnation, introversion, expansion, leadership training, and indigenous principles.  
Spring 2006, 2008

PST 4309  
Modern Cults  
History, philosophy, and methods with emphasis on witnessing.  
Fall 2004, 2006

PST 4330  
Pastoral Ministry Internship  
Extensive research of relevant literature, appropriate reports and “on-the-job” field experience to strengthen the findings of readings, research, and prior instruction in the field of pastoral studies.  
Spring, Summer

PSY 1300  
General Psychology  
Basic principles of psychology essential to the understanding of life. Emphasis on the development of the whole person.  
Fall, Spring

PSY 2300  
Human Growth and Development  
The physical, mental, emotional, and social development of human population from birth through death.  
Fall 2004, 2006

PSY 2310  
Psychological Statistics  
An introduction to the use of statistics in psychology and related disciplines, providing an overview of statistics as used in research and research reporting. Other topics include: educational, intellectual, psychological and behavioral evaluation. Pre-requisite: PSY 1300 with a grade of C or higher.  
Rotation – See Department Chair
PSY 2320  
Psychological Research  
A study of psychological research and research methods from historical and contemporary perspectives. Issues related to psychological and behavioral research will be studied including: theoretical perspectives, legal and ethical standards, interpretation and application of research outcomes, grant writing for research funding, and student research. Pre-requisite: PSY 2310 with a grade of C or higher.  
Rotation – See Department Chair

PSY 3300  
Youth Counseling and Intervention  
A study and assessment of causal theory as well as correction and prevention of juvenile problems which examines techniques designed to reach "at-risk" youth. Some attention given to development of parenting skills with youth in transition.  
Spring 2005, 2007

PSY 3302  
Theories of Personalities  
Examination of the historical, contemporary, and scientific concepts for healthy personality development. Students will explore various methods of assessing personality, including personality types, traits, and disorders.  
Fall 2004, 2006

PSY 3303  
Abnormal Psychology  
A study of mental, emotional, and behavior disorders with an emphasis on cause, symptoms, assessment, prognosis, and treatment. Prerequisite: PSY 1300 with a grade of C or higher.  
Spring 2006, 2008

PSY 3304  
Aging, Death, and Dying  
A survey of the developmental factors and social problems associated with aging. The helping professional's role in dying issues such as miscarriage, loss of spouse, hospice care, tragedy, and the grieving process will be examined.  
Fall 2004, 2006

RED 1300  
History and Philosophy of Religious Education  
A survey of the history of religious education from Old Testament times to the present and a study of theories of Christian education with emphasis on developing a biblical philosophy of education.  
Spring 2005, 2007

RED 2300  
Principles and Practices of Teaching  
This course provides practical instruction for the teaching ministry of the church. Topics include introduction to Bible teaching use of methods and techniques, preparation and presentation of lessons and disciplining students.  
Fall 2005, 2007
**RED 2301**  
**Youth Ministry I**

The biblical basis for youth ministry, history of the modern youth ministry movement, resources for youth ministry, goals of youth ministry, the youth minister’s own spiritual walk and integrity, development and administration of programs that meet the needs of youth from infancy through high school years.

*Fall 2004, 2006*

**RED 3300**  
**The Educational Program of the Church**

This course instructs how to set up a Christian educational program in the local church-organization and administration. It teaches how to discover, recruit, and train teachers. Curriculum design is presented, support services are explored and methods of publicity are considered.

*Spring 2005, 2007*

**RED 3301**  
**Teaching the Bible to Children**

This course provides practical instruction and training for teaching the Bible to children. Emphasis is placed on materials, methods, teaching techniques and problems as well as motivation, classroom management and evaluation.

*Fall 2004, 2006*

**RED 3302**  
**Teaching the Bible to Youth**

This course provides practical instruction and training for teaching the Bible to junior high and senior youth. Particular attention is given to materials, methods and teaching techniques designed to meet the special needs of young people in practical Christian living.

*Spring 2006, 2008*

**RED 4304**  
**Seminar in Religious Education**

Research and analysis of selected literature in religious education with emphasis according to individual interest and need of the student.

*Spring 2006, 2008*

**RED 4330**  
**Religious Education Internship**

Extensive research of relevant literature, appropriate reports and “on-the-job” experience to strengthen the findings of readings, research, and prior instruction in the field of religious education.

*Spring, Summer*

**SOC 2300**  
**Introductory Sociology**

A study of the basic principles and concepts of the origin and development of society and of the forms, institutions, and functions of human groups.

*Spring*
SOC 2301
Marriage and Family
A brief historical survey of the family in the development of personality, mate selection and courtship, marital discord and adjustment.
Fall

SOC 3300
Cultural and Diversity Issues
An overview of cultural diversity issues, comparing current social views with scriptural views and applications. Examines the role of the church and Christian ministry in counseling to specific population groups in today's multicultural climate. Prerequisite: SOC 2300 with a grade of C or higher.
Rotation – See Department Chair

SOC 3310
Marriage and Family Systems
Attention focuses on marriage preparation and adjustment, child-birth and rearing, family dynamics, conflict resolution. Divorce and remarriage, sexual issues, and the changing social and moral standards of the family will also be discussed.
Spring 2000, 2002

SPH 2300
Oral Communications
Basic principles of oral communication, including group discussion, panel discussion, and individual speeches. Designed to develop effective oral communication skills needed in the modern world.
Fall, Spring

SPN 1300
Elementary Spanish I
A beginning level of study of Spanish through basic communication skills, vocabulary, grammar, and culture; designed for students with little (or very little) previous experience with Spanish. If a student is exempted from SPN 1300 by exam, college credit can be earned after completion of SPN 1301. See the Registrar or Department Chair for more information.
Fall

SPN 1301
Elementary Spanish II
A continued study of Spanish with emphasis on conversation, development of vocabulary and intermediate grammar; designed for students with previous experience in Spanish. Prerequisite: SPN 1300 with a grade of C or higher or permission of the instructor.
Spring

SPN 2310
Intermediate Spanish
Further development of language skills in Spanish, with focus on conversation, reading, and composition. Pre-requisite: SPN 1301 with a grade of C or higher or permission of instructor.
Fall
THE 2300
Christian Doctrine
A study of the major and fundamental doctrines of the Bible. This course does not count toward the bachelor's degree theology requirement.

Spring

THE 3311
Theology I
A study of three major doctrines in the area of systematic theology: Theology, the doctrine of God; Christology, the doctrine of Christ; Pneumatology, the doctrine of the Holy Spirit.

Spring 2006, 2008

THE 3312
Theology II
A study of four major doctrines in the area of systematic theology: Angelology, the doctrine of angels; Harmartiology, the doctrine of sin; Anthropology, the doctrine of man; Soteriology, the doctrine of salvation.

Fall 2004, 2006

THE 3313
Theology III
A study of Three major doctrines in the area of systematic theology: Bibliology, the doctrine of Scripture; Ecciesiology, the doctrine of the church; Eschatology, the doctrine of last things.

Spring 2005, 2007

THE 3314
Apologetics
A study of the defense of Christianity against criticism and distortion and a presentation of the evidences of its intellectual credibility. It considers what Christians believe in the face of heretical tendencies and offers an explication of its basis in rationality. Christianity will be studied in the light of the various world views and philosophies and within a biblical framework.

Fall 2005, 2007

YTM 2301
Youth Ministry I
The biblical basis for youth ministry, history of the modern youth ministry movement, resources for youth ministry, goals of youth ministry, the youth minister’s own spiritual walk and integrity, development and administration of programs that meet the needs of youth from infancy through high school years.

Fall 2004, 2006

YTM 2302
Youth Ministry II
A study of practical aspects of youth ministry. Attention is given to evangelism, disciplining youth, Bible studies, discipline, youth trips, fund-raising, problems faced by youth, penetrating the culture of teenagers, and critical concerns in youth ministry.

Spring 2005, 2007
YTM 3300
The Educational Program of the Church
This course instructs how to set up a Christian educational program in the local church-organization and administration. It teaches how to discover, recruit, and train teachers. Curriculum design is presented, support services are explored and methods of publicity are considered.

Spring 2005, 2007

YTM 3301
Teaching the Bible to Children
This course provides practical instruction and training for teaching the Bible to children. Emphasis is placed on materials, methods, teaching techniques and problems as well as motivation, classroom management and evaluation.

Fall 2004, 2006

YTM 3302
Teaching the Bible to Youth
This course provides practical instruction and training for teaching the Bible to junior high and senior youth. Particular attention is given to materials, methods and teaching techniques designed to meet the special needs of young people in practical Christian living.

Spring 2006, 2008

YTM 4330
Youth Ministry Internship
Extensive research of relevant literature, appropriate reports and "on-the-job" experience to strengthen the findings of readings, research, and prior instruction in the field of youth ministry.

Spring, Summer
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