

# CENTRAL BAPTIST COLLEGE

2007~2009

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*Challenging, Engaging, Inspiring*



The College is approved by the Arkansas Department of Higher Education and holds membership in Arkansas' Independent Colleges and Universities, the National Association of Independent Colleges and Universities, and the National Christian College Athletic Association.

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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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## *Section I: Introduction...*

Thank you for choosing Central Baptist College. I want to personally welcome you to a family of administration, faculty, staff and students who are committed to your success.

Central is growing in enrollment, increasing in academic offerings and constantly searching for ways to better meet the needs of our students. In fact, students are the focus of all of our efforts at Central Baptist College.

We are blessed to be located in one of the most progressive and fastest growing cities in Arkansas. Conway is home to three colleges, a thriving business community, scenic lakes and parks and a vibrant community with endless opportunities for culture, recreation and shopping. Conway has the energy of a big city while it maintains its small-town quality of life that is simply second to none. You will love it here!



Sincerely,

A handwritten signature in cursive script that reads "Terry Kimbrow". The signature is written in dark ink and is positioned above the printed name.

Terry Kimbrow  
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 more than 500. The faculty has increased from five to approximately fifty, 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 offered outstanding instruction in the area of religion. Recently, Central has added other degree programs such as a BA in Music, BA/BS in General Studies, BS in Organizational Management, BS in Management Information Systems, BS in Psychology and Social Services, BS in Leadership and Ministry, a BBA, and two new four-year science degrees will be added this year.



**CENTRAL**  
BAPTIST COLLEGE

## 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 it holds 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.

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

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## Section II: General Information...

### **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 55,000. With two other higher education institutions, and Little Rock only thirty 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 5-10 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 school.

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. Note: students may elect not to take a Bible course in the third semester if BIB 1300 and 1301 have been completed successfully.
3. Students are encouraged to attend worship 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

Central Baptist College is located in the heart of Conway and very near to 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.

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, Development, Alumni Affairs, 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 lab and smart classroom are provided. Holdings include books, periodicals, databases, 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 seven departments including Bible, art, music, humanities, mathematics, business, and PACE. 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 conference, 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, Mustang Grill, and dining services. The student lounge, 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.

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## Section III: Campus Life...

### 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*, which can be viewed at [www.cbc.edu](http://www.cbc.edu) or ask Student Services for a copy. All students are required to read and follow standards as set forth in that document. Penalties for failure to comply are outlined in the *Student 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 1:00-1:50 pm on Wednesdays is reserved for chapel. Chapel should take the same priority as a class period in your schedule. Programs are designed to deepen students' spiritual lives, to broaden their cultural appreciation, and to promote awareness of Central activities.

All students taking 12 or more hours are required to attend and to remain for the entire service. Requests for chapel exemptions may be submitted to the Dean of Students. Exemptions will be granted only if the student works 40 hours a week or more off campus or has class on Tuesday-Thursday only.

## 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, college 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 or is available from the Vice President for Student Services.

## 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: All Central administrators and faculty stand ready to help with student problems. The Resident Assistants, Resident Directors, and Dean of Students are prepared to assist students and can refer them to the proper person or department for help or more information. CBC offers professional counseling services through a licensed counselor. Some student issues may extend beyond those that CBC employees are comfortable with handling. In such a case, a referral to the appropriate agency will be made.

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

## Housing Regulations

Students must live on campus unless they are married, over 21 years old, have completed 60 hours, or living with parents, guardians, or relatives. Relatives are defined as parents, maternal or paternal grandparents, parent's siblings, or a brother or sister over 21 years old.

Rooms cannot be assigned until a \$100 security deposit is paid and a one-year housing contract is signed. Full contract terms and conditions may be found at [www.cbc.edu](http://www.cbc.edu) or in hard copy from the Dean of Student's Office.

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 Business Office 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**

### **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.

### **Athletics**

Central recognizes the value of wholesome athletic and recreational activity. Both intercollegiate and intramural athletics are a part of the campus program. The institution 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.

### **Band**

Membership in the Band is by audition and space available.

### **Campus Activities Board**

The Central Baptist College Campus Activities Board (CAB) strives to embody the college community by developing programs that entertain, educate, and enrich the spiritual and social lives of students. Members are committed to providing a variety of recreational activities in a welcoming environment, are given the opportunity to achieve personal growth, develop leadership skills, and build new relationships. CAB members endeavor to live above reproach, focused on Christ in every aspect of life. The Campus Activities Board is comprised of two co-chairs appointed by the Dean of Students, student representatives from each student organization and other student represented groups, and four students chosen by the CAB members. If interested in becoming involved in CAB, contact the Dean of Students. The entire board meets once a month for the purpose of planning, developing teamwork and leadership skills while having fun and getting to know each other. The individual committees of CAB will have additional meetings as necessary. CAB includes six committees that focus to meet specific needs of the campus.

### **Central Singers**

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

### **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 in the College Choir is by audition and space available.

## **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

## **Handbells**

Membership in the Handbell Choir is by audition and space available.

## **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.

## **Pi Lambda**

Pi Lambda is a student service organization established in 2007 to provide opportunities for service and to encourage a lifestyle of service among students at CBC. Their motto is James 1:22, "Be doers of the word and not hearers only, deceiving yourselves." Pi Lambda is open to all students who are interested in putting their faith into practice by serving others.

## **School Publications**

The Department of Literature and Language Arts produces an annual yearbook. Student Services provides a newsletter and a monthly activities calendar.

## **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 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.

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# *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 cafeteria.

Students are also required to satisfy financial obligations before they are permitted to obtain a grade report or receive a transcript from the college.

## **Tuition (per semester)**

Tuition cost for students enrolling in 5 or more hours is \$280 per credit hour. Tuition for 1-4 hours is \$195 per credit hour.

## **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 \$100 is required of all new students planning to live in the residence halls. Room deposits are refundable if check-out procedures are followed.

## **Room and Board**

The room and board option costs \$2,500 per semester. A limited number of private rooms are available in both residence halls at an additional cost of \$250 per semester. Board includes a 19 meal plan at \$1,700 per semester. All students living in the residence halls will be charged for room and board. The campus dining facility is closed during all scheduled college holidays.

## Audit Charges

Students who audit courses are charged 50% of the regular tuition. Senior Citizens, who are age 65 or older, may audit classes without paying tuition. In order for this tuition waiver to be granted, there must be a seat available, and the student must pay any applicable course fees and buy books and class notes from the campus bookstore.

## 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 \$450 per semester.



## **Fees Per Semester**

Academic Enrichment Fee	\$ 50
Athletic Fee	\$ 10
Graduation Fee	\$ 65
Health Services Fee	\$ 35
Outcomes Assessment Fee	\$ 20
Parking Permit	\$ 30
Post Office Fee	\$ 5
Student Activity Fee	\$ 75
Technology Fee	\$100

## **Course Fees Per Semester**

Accompanist (1 Credit Hour)	\$50
Accompanist (2 Credit Hours)	\$60
Art Lab	\$20
Band Instrument Maintenance	\$15
Bowling	\$35
Golf	\$35
Music Lab	\$30
Music Practice Room	\$15
Piano Class	\$30
Private Music	\$80
Racquetball	\$35
Recital Fee	\$15
Science Lab (Micro & A&P)	\$50
Science Lab (All Other Labs)	\$40

## **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.*

## Academic Scholarships

To be considered for an academic scholarship, the student must meet the minimum general criteria, pay the application fee, submit an application for admission, ACT score and a seven semester high school transcript. 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 students who have met the abovementioned requirements and have an ACT score of at least 19 and cumulative GPA of at least 2.5 will be considered for academic scholarships. Scholarships are awarded on a ranking system set by the Scholarship Committee of the college. For questions or more information, call Admissions.

Deadlines: February 15; March 15

If money is available after these dates, scholarships will be awarded on a rolling basis.

## Activity Scholarships

Music scholarships are available to music, church music majors and other qualified musicians. All music scholarships are based on availability, strict audition, and Christian testimony. Contact the Music Department for more information.

## Ministry Discount

A discount of one-half of the cost of tuition is offered to BMA Baptist 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. 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. Five credit hours must be taken during a semester for this scholarship to apply.

A discount of forty percent of the cost of tuition is offered to Southern Baptist 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. 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. Five credit hours must be taken during a semester for this scholarship to apply.

## **Religious Education Discount**

The Bible department may award one religious education discount per year for each of the following majors: religious education, missions, and youth ministry. Junior and senior students who major 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.

## **Endowed Scholarships**

Contact the Financial Aid Office for a complete list of endowed scholarships.

## **Arkansas Academic Challenge Scholarship**

The AACCS is designed to help students attend an Arkansas college or university. To qualify for an AACCS, 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 AACCS, contact the Arkansas Department of Higher Education at 1-800-547-8839.

## **Workforce Improvement Grant**

The Workforce Improvement 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 on-line at [www.fafsa.ed.gov](http://www.fafsa.ed.gov). The FAFSA should be submitted at least six weeks prior to the expected date of enrollment for financial aid to be in place for the semester.

## Work-Study

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

## 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.

## Military Aid

Central Baptist College meets requirements for training degree seeking students under the various chapters of the veterans' program. Students applying for aid from the Veterans Administration programs should contact the Regional Office of the United States Department of Veterans Affairs. The Registrar's office provides enrollment certification information and application forms. However, counseling and advising on eligibility issues are provided by the Department of Veterans Affairs. Students who wish to be certified for military 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.

Central Baptist College has partnered with the Arkansas National Guard to provide a 25% tuition remission for guard members without 100% tuition assistance.



## **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.

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# *Section V: Academic Information...*

## **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. Recent photograph.
- B. \$25 non-refundable application fee.

#### **Academic Admission Requirements**

- A. All applicants should submit an ACT or SAT 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 conditionally with a seven-semester transcript, pending the receipt of the final transcript.
- D. Applicants who fail to meet our academic requirements may be admitted on final probation. In addition to submitting all other required admission documents, applicants will be required to submit a letter of appeal to the Admissions Committee, explaining their situation, career goals, and plans for succeeding at Central Baptist College. Students admitted on final probation will be subject to the following limitations:
  - 1. Students will be required to participate in the “On Course” program. Information regarding this program will be included with the notification of final probation status.
  - 2. Advisors will be notified of final probation status and limitations.
  - 3. Students must earn a 1.5 grade point average in their first semester in order to continue enrollment. Students will follow the guidelines in the catalog under the Academic Standing heading.

#### **Immunization Record**

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

## Readmission of Former Students

To be re-admitted to the college after a separation period will require submission of a new application and approval from the Registrar's office, Business office, and Financial Aid office. The application fee will be waived.

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

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 2.0 cumulative grade point average to be admitted unconditionally. Applicants with a grade point average below 2.0 may be admitted on final probation with conditions, if they are eligible for readmission at their previous institution. In addition, to other admission documents, such applicants are required to submit a letter of appeal to the Admissions Committee explaining their situation, career goals, and plans for succeeding at Central Baptist College. Students admitted on final probation will be subject to the following limitations:
  1. Academic course load will be limited to 14 credit hours during the first semester or as determined by the Admissions Committee.
  2. Advisors will be notified of final probation status and limitations.
  3. Students must earn a 2.0 grade point average in their first semester in order to reenroll.
- B. A minimum grade of "C" is required for transfer of credit.
- C. Grades from transfer credit will not be used in calculating the cumulative grade point average at Central Baptist College.

### Required Admission Documents

- A. Application for Admission
  1. Recent photograph.
  2. \$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.
- C. Immunization record:

Applicants born after January 1, 1957 should submit proof of two immunizations against measles and rubella.
- D. ACT Scores:

An ACT score report must be submitted if the applicant has not completed Composition I and College Algebra.

## Concurrent Enrollment 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 are as follows:

- A. Must be a Junior or Senior in high school.
- B. Must have an ACT composite score of 21.
- C. Must have a 3.0 grade point average or have an ACT subscore of 21 in the subject area.
- D. Must have a letter of recommendation from the high school counselor or principal.
- E. Must meet course prerequisites.
- F. Must have permission of the department chair and instructor.

Students will be limited to 3 credit hours per semester and must comply with all policies and procedures. To continue concurrent enrollment, students must earn a minimum grade of "C."

Students who do not meet the above standards may be recommended by their high school counselor or principal for admission to selected courses based upon their performance criteria, e.g., music. Such criteria will be performance based. To be admitted under this category, students will need the recommendation of the Department Chair and the Admissions Committee.

## 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. A General Education Development (GED) diploma is not required. See a list of other requirements under the First-Time Entering Freshmen heading.

## 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.

## **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. Transient students will be required to comply with policies and procedures of the college.

## **Faxed Documents**

The Admission's and Registrar's offices will accept faxed copies of transcripts for *advising purposes only*. Original, official transcripts will be required to meet admission requirements. Other faxed documents will be considered official.

# Academic Policies

## Academic Advising

Students are assigned an advisor when they initially enroll based on their declared major. Advisors assist in making choices concerning course selection, scheduling, and degree plans. Students are responsible for reading the CBC catalog and making choices necessary to complete degree requirements. When students change degree programs, they will be assigned an appropriate advisor.

Students who will ultimately complete their degree at another institution are responsible for obtaining degree requirements from that institution. This will help our advisors assist students in proper course selection for transfer.

Transfer students must have their transcripts from all colleges and universities attended evaluated by the Registrar before registering for classes at CBC.

## 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.

## 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.

## 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.

## 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 5 to 10 weeks.

## 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.

Hours	Cumulative GPA
1-29	1.50
30-59	1.75
60+	2.00

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 meet the required standard, as outlined above, within one semester.

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.



## ADDITIONAL CREDIT

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

Subject	AP Exam	Minimum Req. Score	CBC Equivalent Course	Credit Hours Earned
Business	Economics/Macro	3	ECO 2300	3
	Economics/Micro	3	ECO 2301	3
English	Language/Composition	3	ENG 1300	3
	Language/Composition	4	ENG 1300, 1301	6
Foreign Language	Spanish Language	3	SPN 1300	3
History	European	3	HIS 1301	3
	American	3	HIS 2301	3
	American Govt./Politics	3	POS 2300	3
Math	Calculus AB	3	MTH 1501	5
	Calculus BC	3	MTH 1501, 2500	10
Music	Theory	3	MUS 1201, 1202, 1203, 1204	8
	Listening / Literature	3	MUS 1221, 1222	4
Psychology	Psychology	3	PSY 1300	3
Science	Biology	4	BIO 1401, 1402	8
	Chemistry	3	CHM 1400	4
	Chemistry	4	CHM 1400, 1401	8
	Physics B	3	PHY 1400, 1401	8

## 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.

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

## 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, an correspondence courses must be completed before the last day to enroll in the following term.

## Attendance

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 administratively withdrawn with a grade of "WF." For example, a student may be dropped upon the seventh absence in a 3 hour course meeting three times a week or on the fifth absence in a Tuesday/Thursday 3 hour class. For other classes, see the class syllabus for specific details.

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

## 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. Senior Citizens, who are age 65 or older, may audit classes without paying tuition. In order for this tuition waiver to be granted, there must be a seat available, and the student must pay any applicable course fees and buy books and class notes from the campus bookstore.

## 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).

In order to change a name, the student must provide the Registrar with a legal document (e.g., marriage license or divorce decree).

## Classification

- 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.

## 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.

## 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.

## 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.

## 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 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 Assistant Registrar before repeating a class in order to determine eligibility for enrollment certification.

## 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.

## Grading System

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

Grade	Definition	Grade Points
A	Excellent	4.00
B	Good	3.00
C	Average	2.00
D	Below Average	1.00
F	Failure	0.00
I	Incomplete	0.00
S	Satisfactory	0.00
U	Unsatisfactory	0.00
AU	Audit	0.00
W	Withdrew Before 12th Week	0.00
WP	Withdrew Passing	0.00
WF*	Withdrew Failing	0.00
CR	Credit	0.00
NC	No Credit	0.00

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.

## 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 45 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:

Summa Cum Laude	4.000 to 3.900
Magna Cum Laude	3.899 to 3.700
Cum Laude	3.699 to 3.500

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 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.

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.

### **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, the incomplete grade must be replaced with a grade by the last day to enroll in the following term.

## Records and Directory Information

The Family Educational Rights and Privacy Act of 1974 (FERPA) affords students certain rights with respect to their education records. These rights include:

*The right to inspect and review their educational records, to request reasonable explanations and interpretations of them, and to obtain copies of them.* The college has 45 days from the date the request is received to honor the request. A student should submit to the appropriate official a written request that identifies the record(s) he/she wishes to inspect. A college official will make arrangements for access and notify the student of the time and place where the record(s) may be inspected.

*The right to seek correction of the educational record(s) that the student believes is not accurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.* A student who wishes to ask the institution to amend a record should notify the college official who is responsible for the record in writing, clearly identifying the part of the record that the student wants changed and specifying why it should be changed. If the institution decides not to amend the record as requested, it will notify the student in writing of the decision and advise the student of his/her right to a formal hearing regarding the request for the amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

*The right to control the disclosure of directory information.* If a student wishes to limit access to his/her directory information, he/she should notify the Registrar in writing no later than the fifth day of classes during a regular semester. The request will remain in effect until revoked in writing by the student. The following information will be treated as directory information and subject to release without the consent of the student: name, address, telephone listings, campus e-mail address, date and place of birth, photograph, major, classification, current enrollment, dates of attendance, awards, degrees, honors, graduation date, previous institutions attended, participation in officially recognized activities and sports, and vital statistics of athletic team members.

*The right to file a complaint with the U.S. Department of Education concerning alleged failures by the institution to comply with the requirements of FERPA.* The office that administers FERPA can be contacted at the following address:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, D.C. 20202-5920

Education records may be disclosed to the following persons: the student concerned; parents of dependent students as defined by the IRS (Parents may be required to provide the college with copies of their income tax returns showing their student is claimed as a dependent.); college officials who have legitimate educational interests without prior consent from the student; college

officials may include but not be limited to advisors, instructors, financial aid director, and coaches; written consent by the student for other parties; the Attorney General of the United States or to his designee in response to an *ex parte* order in connection with the investigation or prosecution of terrorism crimes specified in sections 2332b(g)(5)(B) and 2331 of title 18, U.S. Code; organizations conducting studies for the institution; accrediting agencies/Campus Anywhere software support team; court of legal jurisdiction; appropriate officials in a health and safety crisis.

The college may also disclose to parents and legal guardians of students under the age of 21, regardless of their dependence status, information regarding a student's violation of laws or policies governing the use or possession of alcohol or a controlled substance.

Upon entry to CBC, students will have the opportunity to complete a "Consent to Release Education Records" form. This form allows students to give authorization to individuals they wish to have access to their education records. This declaration will remain in effect until revoked in writing by the student.

Further information regarding the Family Education Rights and Privacy Act of 1974 (FERPA) may be obtained in the Registrar's Office in the Administration Building.

## **Remedial Courses**

Students who have not scored a minimum score of 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 students to enroll in English 1300 Composition I.

Students who have not scored a minimum score of 19 on the mathematics portion of the ACT or 39 on the Intermediate Algebra test of the ASSET must take MTH 0300 Intermediate Algebra or MTH 0301 Beginning Algebra. These courses do not count toward degree requirements. A grade of "C" in MTH 0301 will allow a student to enroll in MTH 0300, and a grade of "C" in MTH 0300 will allow a student to enroll in MTH 1303 College Algebra.

## **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 Assessment Test

All first-time entering and transfer students in the traditional program will be required to take the Bible Assessment Test at the beginning of the BIB 1300 Survey of the Old Testament course in the fall semester. This test will be administered again to students after they complete BIB 1301 Survey of the New

Testament for assessment purposes. With a minimum score of 100, students will be eligible to receive credit for BIB 1300 Survey of the Old Testament and BIB 1301 Survey of the New Testament (6 hours). Students will be charged \$50 posting fee (\$25 per 3 hour course).

PACE students may choose to take the Bible Exam or enroll in the courses. A minimum score of 100 is required to be eligible to receive credit for BIB 1300 Survey of the Old Testament and BIB 1301 Survey of the New Testament (6 hours). The exam must be taken prior to enrolling in any Bible course at CBC. Students will be charged \$80 test fee and \$50 posting fee (\$25 per 3 hour course).

### CAAP

As part of CBC's assessment plan, students who have completed 45 to 60 semester hours and college algebra are expected to participate in the CAAP (Collegiate Assessment of Academic Proficiency) exam in the spring semester.

### 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.

### Other Assessment Tests

Graduates are required to complete a graduate questionnaire and other assessment tests depending upon their degree.

## **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](http://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

# Registration Policies

## Registration

Registration is held for two days prior to the first day of classes at the beginning of each semester. Students who have been accepted may schedule an appointment and register at one of the Priority Registration dates in the summer. Returning students usually preregister near the end of each semester for the following semester.

## First-Time Entering and Transfer Students

All admission documents must be in the applicants file by the 2nd day of registration in order to register without a late registration fee. Applicants may complete their admission file by the “last day to enroll” (5th day of class) and register for classes; however, a late registration fee will be charged.

## Schedule Change (Through the 5th Day of Class)

To make a schedule change during the first five days of class, the student should submit a Schedule Change Form signed by their advisor to the Registrar’s office. These changes will not appear on the student’s transcript. There are no fees for dropping or adding courses. Tuition is adjusted accordingly during this five day period.

## Administrative Drop (Before Classes Begin)

Classes will be administratively dropped if students fail to pay tuition and fees or make arrangements with the business office concerning scholarships, grants, tuition assistance, FACS, etc. by the 2nd day of registration. A late registration fee will be charged to reinstate classes.

## Late Registration

Students may register for classes thru the 5th day of class; however, a late registration fee of \$100 will be charged.

## Registering for Courses

The following is a procedure list for registering for courses:

1. Complete the admission requirements. (See Admission Requirements.)
2. See the Financial Aid Officer to make sure aid is in order.
3. Meet with advisor to plan schedule.
4. Register classes with Registrar’s office.
5. Pay tuition/fees and register vehicle in the Business Office
6. Obtain ID card and PO key in the Student Services Building.

## **Bible Requirement**

All full time students are required to enroll in one Bible or Theology course each semester until they have completed three courses. After a student has completed Old and New Testament Survey, they have a choice of any Bible or Theology course to complete the third course requirement. Students may withdraw from one course during their first three courses in Bible or Theology.

## **Withdrawing from Courses (After 5th Day of Class)**

To withdraw from a course after the 5th day of class, students must complete the withdrawal process. This process involves presenting the Registrar's office a withdrawal form signed by the instructor of the course and the advisor by the withdrawal dates listed on the Schedule of Classes. Forms are available in the Registrar's office, advisor's office, and the instructor's office. Ceasing to attend class does not constitute a withdrawal from the course; students who do not follow the withdrawal process will receive an "F" for the course.

Courses dropped or withdrawn during a fall or spring semester will be recorded on the transcript as follows:

First 5 days of class – no course or grade recorded

6th day of class through 11th week – "W"

12th week through 14th week – "WP" if passing; "WF" if not passing

After the 14th week – no withdrawal from individual courses

Students who are administratively withdrawn from classes because of absences will receive a grade of "WF." The attendance policy is outlined in the *Student Handbook*.

## **Withdrawing from All Courses**

Students may withdraw from all courses until one week prior to finals. A "Permit to Withdraw" may be requested in the Registrar's office. To officially withdraw, students will need signatures from the following: Advisor, Dean of Students, Bookstore, Library, Head Resident of Dorm, Athletic Director (if applicable), Financial Aid, and Business office.

Students who complete this process will receive a "WP" for all courses. Students who depart from the college without officially withdrawing will receive a grade of "F" on all courses registered for that semester.

## **Re-Entry to the College**

To re-enter the college after a separation period will require approval from the following offices: Registrar's office, Business office, and Financial Aid office.

# 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 are 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 (B.A., B.S.)

Leadership and Ministry (B.S.)

### **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.)

### **Education (A.A.)**

Education – Early Childhood, Middle School Language Arts/Social Science, and Middle School Math/Science (A.A.)

### **General Education (A.A., B.A., B.S.)**

General Education - Liberal Arts, Social Science, and Science (A.A.)

General Studies (B.A.)

General Studies (B.S.)

## **Music (A.A., B.A., B.S.)**

Music (A.A.)

Music (B.A.)

Church Music (B.S.)

## **Social Services (B.A., B.S.)**

Psychology and Social Services

## **Minors**

Business

Christian Counseling

English

History

Missions

Music

Pastoral Studies

Recreation Leadership

Religious Education

Sports Management

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-professional programs include: biomedical instrumentation technology, cytotechnology, dental hygiene, medical technology, nuclear medicine technology, radiological technology, respiratory care, surgical technology, physical therapy assistant, physical therapy, home economics, home economics-dietetics, nursing, occupational therapy, pre-medicine, pre-pharmacy, pre-veterinary, speech language pathology, pre-dentistry, pre-optometry, and wildlife management. For more information regarding these programs, please contact the Science Department Chair.

## **Academic Departments**

Our academic departments are noted for having outstanding faculty who care about students and strive for teaching excellence. Whether it's humanities, fine arts, social studies, physical education, natural sciences, or biblical studies, our professors are committed to providing the best education possible.

## **Behavioral Sciences**

The Behavioral Sciences Department is designed to prepare students who have a passion for understanding and helping others who are in need. Students will be equipped to work in a wide range of careers and ministries in social services. Students will also be prepared to continue their education at the graduate level. More specifically, students who graduate will be able to demonstrate the following: 1) an ability to integrate sound psychology with sound theology, 2) a working knowledge of major psychological, emotional, and relational problems, 3) an ability to assist people with various psychological, emotional, and relational problems, 4) an ability to assist people in times of crisis, 5) and an understanding of how people interact in marriages, families, and small-groups.

The Behavioral Sciences Department offers both a Bachelor of Science degree and a Bachelor of Arts degree in Psychology and Social Services. The BS degree includes nine hours of math and science courses that are related to social services while the BA degree allows students to take nine hours of a foreign language instead. Students who plan to pursue counseling or psychotherapy as a significant part of their career or ministry are encouraged to complete the minor in Christian Counseling.

All students in the Behavioral Sciences Department are required to complete 120 hours of field experience during one semester of their junior or senior year. Each student's field experience is unique and will be tailored to the needs and interest of both the student and the participating organization or agency. The primary objective is for students to serve people with some sort of need and to do so face-to-face whenever possible.

## **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: 1) demonstrate a comprehensive knowledge of the Bible, its geography, history, and doctrines, 2) give evidence of sufficient knowledge of the Greek language to use Greek lexicons and other such helps in independent study (BA Only), 3) exhibit a reasonable proficiency in preaching and/or teaching the Word of God, 4) defend the Bible as the inspired Word of God and the complete rule of faith and practice, 5) manifest skill for personal and group evangelism, 6) show knowledge of and leadership ability in the various functions of the church, 7) and 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 students with minors in Missions, Religious Education, Pastoral Studies, and Youth Ministry. 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.

## **Business Department**

The Business Department 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.

The mission of the Business Department at Central Baptist College is to develop business leaders with a heart for Christ. This means the bar is set high, providing an education that not only equips the mind but encourages the spirit.

There are significant opportunities to serve God in the business realm. More than ever, there is a tremendous need for competent and caring leaders. But where does it all begin? Where does the road to ministry start? We invite prospective students to consider the business program of Central Baptist College, where knowledge, discipleship and personal attention are combined to offer a business degree with all the right priorities.

## **Fine Arts Department**

The Fine Arts Department seeks to train talented students in the areas of music and the visual arts. Students are exposed to classroom instruction and artistic experiences. Students can participate in a number of performing groups: CBC Choir, CBC Singers, CBC Band, and the CBC Handbell Choir. To schedule an audition, please contact the Fine Arts Department Chair.

## **Health and Physical Education Department**

The Health and Physical Education Department strives to educate students about the importance of lifestyle choices that affect personal and community health. This is accomplished by the integration of all areas of wellness and opportunities for participation in lifetime sports both inside and outside the classroom.

## 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

## Math and Science Department

The Math and Science Department seeks to prepare students for professional programs of study and careers in areas of math and science.

## 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, BS in Management Information Systems, and a BS in Leadership and Ministry. The PACE program also offers an AA in General Education for students who have never attended college or who lack the number of hours needed for admission into one of the baccalaureate programs.

## Social Studies Department

The Social Studies Department seeks to equip students with sufficient skills to be contributing citizens of the world while undergoing preparation for the world to come. This will include — but is not limited to — the acquisition and demonstration of the ability to make informed decisions for the public good while living in a culturally diverse and interdependent world.



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# *Section VI: Description of Degrees & Courses...*

## **Degrees**

### **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.

\_\_\_ CBC 1100

#### **General Education Core 18 hours**

\_\_\_ ART 2300 or MUS 2300

\_\_\_ ENG 1300

\_\_\_ ENG 1301

\_\_\_ ENG 2302 or 2303

\_\_\_ MTH 1303

\_\_\_ SPH 2300

#### **Business Requirements 21 hours**

\_\_\_ BUS 2300

\_\_\_ BUS 2301

\_\_\_ BUS 2311

\_\_\_ CPS 2304

\_\_\_ ECO 2300

\_\_\_ ECO 2301

\_\_\_ MTH 1370

#### **Sciences 8 hours**

\_\_\_ BIO 1400 or 1401 or 1402 or  
1410

\_\_\_ PHY 1404 or 1400 or  
CHM 1400 or AST 1400

#### **Social Sciences 9 hours**

\_\_\_ HIS 1300 or 1301 or 2300 or

\_\_\_ HIS 2301 or POS 2300 (6 hours)

\_\_\_

\_\_\_ PSY 1300 or SOC 2300

#### **Bible Core 9 hours**

\_\_\_ BIB 1300

\_\_\_ BIB 1301

\_\_\_ BIB/THE Elective

**66 Total Hours**

## 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

### Social Sciences 6 hours

\_\_\_ GEO 1301

\_\_\_ POS 2300

### Humanities II 3 hours

\_\_\_ ENG 2320 or 2340

### Bible Core 9 hours

\_\_\_ BIB 1300

\_\_\_ BIB 1301

\_\_\_ 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 or MUS 2300

### Humanities 9 hours

\_\_\_ ENG 2340

\_\_\_ ENG 2302 or 2303

\_\_\_ ENG 3300

### Social Sciences 9 hours

\_\_\_ HIS 2300

\_\_\_ HIS 2301

\_\_\_ POS 2300

### Bible Core 9 hours

\_\_\_ BIB 1300

\_\_\_ BIB 1301

\_\_\_ BIB/THE Elective

### Education Core 6 hours

\_\_\_ EDU 1310

\_\_\_ EDU 1320

### Additional Hours Required at UCA 6 hours

\_\_\_ HIS 4304

\_\_\_ ENG 3301

### 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 8 hours

\_\_\_ PHY 1404

\_\_\_ CHM 1400

### Fine Arts 3 hours

\_\_\_ ART 2300 or MUS 2300

### Humanities 6 hours

\_\_\_ ENG 2340

\_\_\_ ENG 2302 or 2303

### Social Sciences 6 hours

\_\_\_ POS 2300

\_\_\_ HIS 4304

### Bible Core 9 hours

\_\_\_ BIB 1300

\_\_\_ BIB 1301

\_\_\_ BIB/THE Elective

### Education Core 6 hours

\_\_\_ EDU 1310

\_\_\_ EDU 1320

### 67 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.

\_\_\_ CBC 1100

### General Education Core 30 hours

- \_\_\_ 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
- \_\_\_ PSY 1300 or SOC 2300
- \_\_\_ SPH 2300

### Physical Education Activity 2 hours

\_\_\_ \_\_\_\_\_  
\_\_\_ \_\_\_\_\_

### Biological Sciences 4 hours

- \_\_\_ BIO 1400 or 1401 or 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

### Humanities 6 hours

(3 hours from Gen. Educ. Core)

- \_\_\_ ENG 2300 or 2301 or 2302 or
- \_\_\_ ENG 2303 or 2320 or 2340 or
- PHI 1300 or 2308 or 2310

### Social Sciences 6 hours

(3 hours from Gen. Educ. Core)

- \_\_\_ HIS 2300 or 2301 or 2310 or
- \_\_\_ GEO 1301 or POS 2300 or
- ECO 2300 or 2301

### Bible Core 9 hours

- \_\_\_ BIB 1300
- \_\_\_ BIB 1301
- \_\_\_ BIB/THE Elective

### General Electives 6 hours

\_\_\_ \_\_\_\_\_  
\_\_\_ \_\_\_\_\_

### 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 1300
- \_\_\_ BIB 1301
- \_\_\_ BIB/THE 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  
\_\_\_ HIS 2301 or 2310 or 3302 or  
\_\_\_ HIS 4304 or SOC 2300 or 2301  
or POS 2300

## Bible Core 9 hours

- \_\_\_ BIB 1300
- \_\_\_ BIB 1301
- \_\_\_ BIB/THE Elective

## 65 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 35 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
- \_\_\_ HIS 1300
- \_\_\_ HIS 2300 or 2301 or POS 2300
- \_\_\_ MTH 1303 or 1501
- \_\_\_ PED (2 Activity Hours)

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- \_\_\_ PHY 1404 or 1400 or  
CHM 1400 or AST 1400
- \_\_\_ PSY 1300 or SOC 2300
- \_\_\_ SPH 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 3303 or 3304 or  
4300 or 4301 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, foreign language, and religion.

\_\_\_ CBC 1100

## 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 2300
- \_\_\_ 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 1331 or 1332 or 1340 or  
1341 or 2340
- \_\_\_ MUS 2300
- \_\_\_ MUS 4300

## Physical Education 5 hours

- \_\_\_ PED (2 Activity Hours)
- \_\_\_\_\_
- \_\_\_ PED 2300

## Bible Core 12 hours

- \_\_\_ BIB 1300
- \_\_\_ BIB 1301
- \_\_\_ BIB 3000/4000 Level
- \_\_\_ PHI 1300 or 2308 or 2310

## Foreign/Classic Language 9 hours

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

## 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 29 hours

\_\_\_ BIO 1400

\_\_\_ ENG 1300

\_\_\_ ENG 1301

\_\_\_ HIS 1300

\_\_\_ HIS 1301

\_\_\_ HIS 2300 or 2301 or POS 2300

\_\_\_ MTH 1303

\_\_\_ PSY 1404 or AST 1400

\_\_\_ SPH 2300

## Bible Core 9 hours

\_\_\_ BIB 1300

\_\_\_ BIB 1301

\_\_\_ BIB/THE Upper division elective

## Foreign Language 6 hours

\_\_\_\_\_  
\_\_\_\_\_

## Major Requirement 32 hours

\_\_\_ MUS 1301

\_\_\_ MUS 1202

\_\_\_ MUS 1303

\_\_\_ MUS 1204

\_\_\_ MUS 1310

\_\_\_ MUS 2503

\_\_\_ MUS 2504

\_\_\_ MUS 3260

**OR**

\_\_\_ MUS 4180

\_\_\_ MUS 3210

\_\_\_ MUS 3301

\_\_\_ MUS 4302

## Pedagogy 1-3 hours

\_\_\_ MUS 4110 or 4120 or 4130 or

MUS 4140 or 4150 or 4180

**OR**

\_\_\_ MDC 1161 and 1162 and

\_\_\_ MUS 4160

## Major Performance 16 hours

## Minor Performance 4 hours

## Ensemble Performance 8 hours

## Minor Requirements 24 hours

## Recitals

## Proficiencies

## 130-133 Total Hours

# Bachelor of Arts in Psychology and Social Services

The Bachelor of Arts in Psychology and 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 45 hours

- \_\_\_ ART 2300 or MUS 2300
- \_\_\_ BIO 1400
- \_\_\_ ECO 2300 or HIS 3300 or 3340 or 4304
- \_\_\_ ENG 1300
- \_\_\_ ENG 1301
- \_\_\_ ENG 2300 or 2301 or 2302 or 2303 or 2320 or 2340
- \_\_\_ HIS 1300
- \_\_\_ HIS 1301
- \_\_\_ HIS 2300 or 2301 or POS 2300
- \_\_\_ MTH 1303 or 1501
- \_\_\_ PHY 1404 or 1400 or CHM 1400 or AST 1400
- \_\_\_ PSY 1300
- \_\_\_ SOC 2300
- \_\_\_ SPH 2300
- \_\_\_ PED (1 Activity Hour)

## Foreign Language 9 hours

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## Bible Core 15 hours

- \_\_\_ BIB 1300
- \_\_\_ BIB 1301
- \_\_\_ BIB 2300
- \_\_\_ BIB/THE Elective
- \_\_\_ BIB/THE Elective

## Social Services Core 31 hours

- \_\_\_ COU 1301
- \_\_\_ COU 3310
- \_\_\_ COU 3340
- \_\_\_ COU 4430 OR 4440
- \_\_\_ PSY 2300
- \_\_\_ PSY 3302
- \_\_\_ PSY 3303
- \_\_\_ PSY 3310
- \_\_\_ PSY 3303
- \_\_\_ PSY 4300 or COU 3330 or SOC 2301
- \_\_\_ SOC 3300

## Minor 24 hours

## 125 Total Hours

# Bachelor of Business Administration

The Bachelor of Arts in 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 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 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

## MGT/MKT 4000 Electives 12 Hours

## Electives 6 hours

## 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 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 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

\_\_\_ 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 2340 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 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

## Marketing 24 hours

- \_\_\_ BUS 4310
- \_\_\_ CPS 3300
- \_\_\_ MGT 4310
- \_\_\_ MGT 4340
- \_\_\_ MKT 4315
- \_\_\_ MKT 4320
- \_\_\_ MKT 4325
- \_\_\_ MGT 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
- \_\_\_ 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

## 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 RED 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.

\_\_\_ CBC 1100

## General Education Core 29 hours

\_\_\_ BIO 1400

\_\_\_ ENG 1300

\_\_\_ ENG 1301

\_\_\_ HIS 1300

\_\_\_ HIS 1301

\_\_\_ HIS 2300 or 2301 or POS 2300

\_\_\_ MTH 1303

\_\_\_ PHY 1404 or AST 1400

\_\_\_ SPH 2300

## Bible Core 9 hours

\_\_\_ BIB 1300

\_\_\_ BIB 1301

\_\_\_ BIB/THE Upper Division Elective

## Major Performance 16 hours

### Minor Performance 4 hours

\_\_\_ MVC 1261 and

\_\_\_ MVC 1262

**OR**

\_\_\_ MPC 1251 and

\_\_\_ MPC 1252

## Recitals (4000 Level)

## Major Requirement 36 hours

\_\_\_ MUS 1301

\_\_\_ MUS 1202

\_\_\_ MUS 1303

\_\_\_ MUS 1204

\_\_\_ MUS 1310

\_\_\_ MUS 2503

\_\_\_ MUS 2504

\_\_\_ MUS 3260

\_\_\_ MUS 3210

\_\_\_ MUS 3301

\_\_\_ MUS 4302

\_\_\_ MDC 1161

\_\_\_ MDC 1162

\_\_\_ MUS 4160

## Church Music Core 24 hours

\_\_\_ MUS 2210

\_\_\_ MUS 2220

\_\_\_ MUS 2310

\_\_\_ MUS 2320

\_\_\_ MUS 3211

\_\_\_ MUS 3212

\_\_\_ MUP 3220

\_\_\_ MUS 3230

\_\_\_ MUS 4100

\_\_\_ MUS 4105

\_\_\_ MUS 4210

\_\_\_ MUS 4220

## Ensemble Performance 8 hours

\_\_\_ 6 hours ensemble of choice

\_\_\_ MHB 1171

\_\_\_ MHB 1172

## Proficiencies

\_\_\_ MUP 2050 (voice majors)

\_\_\_ MUV 2050 (piano majors)

## 127 Total Hours

# Bachelor of Science 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, business, fine arts, and religion.

\_\_\_ CBC 1100

## English 15 hours

\_\_\_ ENG 1300  
\_\_\_ ENG 1301  
\_\_\_ ENG 2302 or 2303  
\_\_\_ ENG 3000/4000 LEVEL  
\_\_\_ SPH 2300

## History 12 hours

\_\_\_ HIS 1300 or 1301  
\_\_\_ HIS 2300 or 2301 or POS 2300  
\_\_\_ HIS 3000/4000 Level (American)  
\_\_\_ HIS 3000/4000 Level (World)

## Social Sciences 12 hours

\_\_\_ PSY 1300  
\_\_\_ SOC 2300  
\_\_\_ COU or PSY or SOC 3000/4000 Level

## Sciences 12 hours

\_\_\_ BIO 1400 or 1410  
\_\_\_ PHY 1400 or 1404 or  
   AST 1400 or BIO 2402  
\_\_\_ CHM 1400 or CHM 1410

## Fine Arts 9 hours

\_\_\_ ART 2300  
\_\_\_ MUS 2300  
\_\_\_ MUS 4300

## Math 6 hours

\_\_\_ MTH 1303 or 1501  
\_\_\_ MTH 1302 or 1370 or 2311

## Physical Education 4 hours

\_\_\_ PED Activity 1 hour  
\_\_\_ PED 2300

## Bible Core 12 hours

\_\_\_ BIB 1300  
\_\_\_ BIB 1301  
\_\_\_ BIB 3000/4000 Level  
\_\_\_ PHI 1300 or 2308 or 2310

## Business 6 hours

\_\_\_ CPS 2304  
\_\_\_ BUS 2300 or ECO 2300 or 2301

## Upper Division Electives 12 hours

## Minor 24 hours

## 125 Total Hours

## Bachelor of Science in Leadership & Ministry

The Bachelor of Science in Leadership Ministry prepares students to rise to a higher level of effectiveness in ministry. Students gain an extensive knowledge of the Bible and theology, a deep understanding of several key areas of church ministry, and solid training to become an effective leader.

\_\_\_ CBC 1200

### General Education Core 35 hours

- \_\_\_ 3 hrs Composition I
- \_\_\_ 3 hrs Composition II
- \_\_\_ 3 hrs U.S. History or American Government
- \_\_\_ 3 hrs Social Science Elective
- \_\_\_ 3 hrs Speech
- \_\_\_ 3 hrs Humanities Elective
- \_\_\_ 3 hrs Art or Music or Theatre Appreciation
- \_\_\_ 4 hrs Science Elective
- \_\_\_ 4 hrs Science Elective
- \_\_\_ 3 hrs College Algebra
- \_\_\_ 3 hrs Computer Applications

### Electives 21 hours

#### Leadership and Ministry Core 60 hours

- |              |              |
|--------------|--------------|
| ___ BIB 2301 | ___ RED 2300 |
| ___ BIB 2308 | ___ RED 3300 |
| ___ BIB 3300 | ___ PST 4303 |
| ___ BIB 3303 | ___ PST 4304 |
| ___ BIB 4300 | ___ PST 4305 |
| ___ BIB 4340 | ___ PST 4309 |
| ___ BIB 4355 | ___ THE 2300 |
| ___ MIS 4301 | ___ THE 3311 |
| ___ PAC 4300 | ___ THE 3312 |
| ___ PAC 4301 | ___ THE 3314 |

### Bible 6 hours

- \_\_\_ 3 hrs Old Testament Survey
- \_\_\_ 3 hrs New Testament Survey

**124 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, telecommunications, and management.

\_\_\_ CBC 1200

## General Education Core 35 hours

- \_\_\_ 3 hrs Composition I
- \_\_\_ 3 hrs Composition II
- \_\_\_ 3 hrs U.S. History or American Government
- \_\_\_ 3 hrs Social Science Elective
- \_\_\_ 3 hrs Speech
- \_\_\_ 3 hrs Humanities Elective
- \_\_\_ 3 hrs Art or Music or Theatre Appreciation
- \_\_\_ 4 hrs Science Elective
- \_\_\_ 4 hrs Science Elective
- \_\_\_ 3 hrs College Algebra
- \_\_\_ 3 hrs Computer Applications

## Bible 6 hours

- \_\_\_ 3 hrs Old Testament Survey
- \_\_\_ 3 hrs New Testament Survey

## Electives 21 hours

### Management Information Systems

#### Core 60 hours

- |              |              |
|--------------|--------------|
| ___ PAC 3305 | ___ PAC 3346 |
| ___ PAC 3306 | ___ PAC 4256 |
| ___ PAC 3307 | ___ PAC 4300 |
| ___ PAC 3311 | ___ PAC 4308 |
| ___ PAC 3312 | ___ PAC 4320 |
| ___ PAC 3314 | ___ PAC 4344 |
| ___ PAC 3320 | ___ PAC 4346 |
| ___ PAC 3342 | ___ PAC 4348 |
| ___ PAC 3343 | ___ PAC 4350 |
| ___ PAC 3345 | ___ PAC 4440 |

## 124 Total Hours

# 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.

\_\_\_ CBC 1200

## General Education Core 35 hours

- \_\_\_ 3 hrs Composition I
- \_\_\_ 3 hrs Composition II
- \_\_\_ 3 hrs U.S. History or American Government
- \_\_\_ 3 hrs Social Science Elective
- \_\_\_ 3 hrs Speech
- \_\_\_ 3 hrs Humanities Elective
- \_\_\_ 3 hrs Art or Music or Theatre Appreciation
- \_\_\_ 4 hrs Science Elective
- \_\_\_ 4 hrs Science Elective
- \_\_\_ 3 hrs College Algebra
- \_\_\_ 3 hrs Computer Applications

## Bible 6 hours

- \_\_\_ 3 hrs Old Testament Survey
- \_\_\_ 3 hrs New Testament Survey

## Electives 33 hours

### Organizational Management Core 48 hours

- |              |              |
|--------------|--------------|
| ___ PAC 3305 | ___ PAC 3342 |
| ___ PAC 3306 | ___ PAC 4300 |
| ___ PAC 3307 | ___ PAC 4301 |
| ___ PAC 3311 | ___ PAC 4302 |
| ___ PAC 3312 | ___ PAC 4303 |
| ___ PAC 3314 | ___ PAC 4307 |
| ___ PAC 3315 | ___ PAC 4308 |
| ___ PAC 3320 | ___ PAC 4310 |

## 124 Total Hours

# Bachelor of Science in Psychology and Social Services

The Bachelor of Science in Psychology and 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 45 hours

- \_\_\_ ART 2300 or MUS 2300
- \_\_\_ BIO 1400
- \_\_\_ ECO 2300 or HIS 3300 or 3340 or 4304
- \_\_\_ ENG 1300
- \_\_\_ ENG 1301
- \_\_\_ ENG 2300 or 2301 or 2302 or 2303 or 2320 or 2340
- \_\_\_ 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

## Degree Related 9 hours

- \_\_\_ BIO 2300 or PSY 4300
- \_\_\_ PSY 2340
- \_\_\_ CPS 2304

## Bible Core 9 hours

- \_\_\_ BIB 1300
- \_\_\_ BIB 1301
- \_\_\_ BIB 2300

## Social Services Core 31 hours

- \_\_\_ COU 1301
- \_\_\_ COU 3310
- \_\_\_ COU 4430 OR 4440
- \_\_\_ PSY 2300
- \_\_\_ PSY 3302
- \_\_\_ PSY 3303
- \_\_\_ PSY 3310
- \_\_\_ SOC 2301 or COU 3330
- \_\_\_ SOC 3300

## Bible /Theology Electives 6 hours

\_\_\_\_\_  
\_\_\_\_\_

## 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 4360
- \_\_\_ PHI 2308
- \_\_\_ PHI 2310 or PST 4309
- \_\_\_ PSY 3300 or PSY 3304
- \_\_\_ RED 3301 or RED 3302
- \_\_\_ SOC 2301 or COU 3330

**24 Total Hours**

## **English Minor**

- \_\_\_ ENG 2300
- \_\_\_ ENG 2301
- \_\_\_ ENG 2302 or 2303 or 2320  
(A course used as an humanities elective for general education  
may not count.)
- \_\_\_ ENG 2340
- \_\_\_ ENG 3300
- \_\_\_ ENG 3301
- \_\_\_ ENG 4300
- \_\_\_ ENG 4330

**24 Total Hours**

## History Minor

**History Core 12 hours** (6 hours from General Education Core)

\_\_\_ HIS 1300

\_\_\_ HIS 1301

\_\_\_ HIS 2300

\_\_\_ HIS 2301

**History Upper Division Electives 18 hours**

\_\_\_ HIS 3300

\_\_\_ HIS 3340

\_\_\_ HIS 3302 or 3350 or 3360 or 3370 or

\_\_\_ HIS 4320

\_\_\_ HIS 4304

\_\_\_ HIS 4310

**24 Total Hours** (BS in Church Music and Social Service majors take an additional 3 hours of history)

## Missions Minor

**Missions Minor Core 18 hours**

\_\_\_ MIS 1301

\_\_\_ MIS 2300

\_\_\_ MIS 2310 or PHI 2310

\_\_\_ MIS 4300

\_\_\_ MIS 4301

\_\_\_ MIS 4330

**Missions Electives 6 hours**

\_\_\_ MIS 2301

\_\_\_ MIS 2302 or 3300 or 4305 or 4309

**24 Total Hours**

## Music Minor

\_\_\_ MUS 1301

\_\_\_ MUS 1202

\_\_\_ MUS 1303

\_\_\_ MUS 1204

\_\_\_ MUS 1222

\_\_\_ MUS 1310

\_\_\_ MUS 3210

\_\_\_ MUS 3260

\_\_\_ MUS 3301

\_\_\_ 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**

## **Recreation Leadership Minor**

- \_\_\_ MGT 4335
- \_\_\_ PED 1117
- \_\_\_ PED 1120
- \_\_\_ PED 1121
- \_\_\_ PED 1300
- \_\_\_ PED 2310
- \_\_\_ PED 2320
- \_\_\_ PED 3300
- \_\_\_ PED 4330
- \_\_\_ PED 3390

**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**

## Sports Management Minor

- BUS 3303
- MGT 3300
- MKT 3300
- PED 1117
- PED 1120
- PED 1121
- PED 1300
- PED 2310
- PED 4330
- PED 3390

**24 Total Hours**

## Youth Ministry Minor

**Youth Ministry Core 18 hours**

- YTM 2301
- YTM 2302
- YTM 3300
- YTM 3301
- YTM 3302
- YTM 4330

**Youth Ministry Electives 6 hours**

- COU 2310 or MIS 4301 or
- RED 2300 or SOC 3310

**24 Total Hours**



# Course Descriptions

Please consult the CBC Web site to find the most current course descriptions and to determine when courses will be offered.

## **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.

## **ART 1332**

### **Photography II**

A continuation of Photography I. Students receive advanced photography training and learn advanced darkroom techniques. Prerequisite: ART 1331 with a grade of C or higher.

## **ART 1340**

### **Design I**

Fundamentals of two-dimensional design.

## **ART 1341**

### **Drawing I**

Introduction to drawing techniques and media.

## **ART 2300**

### **Art Appreciation**

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

## **ART 2340**

### **Design II**

Fundamentals of three-dimensional design. Prerequisite: ART 1340

## **AST 1400**

### **Astronomy**

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

## **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.

## **BIB 1301**

### **Survey of the New Testament**

A continuation of Bible 1300. Brief review of the Inter-Biblical Period and a survey of Christianity during the first century. Special emphasis on the divine origin of the church, the ministry of the Holy Spirit, and the authority of the New Testament in the work of the churches.

**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.

**BIB 2301****Life of Paul**

Paul's background, conversion and call to service, missionary activity, and letters.

**BIB 2308****Interpreting the Bible**

Survey and evaluation of the various methods of interpreting the Scriptures. Required of all ministerial students.

**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.

**BIB 3301****The Historical and Poetical Books of the Old Testament**

Joshua to Esther, Job, Psalms, Proverbs, Ecclesiastes, Song of Solomon, and Lamentations.

**BIB 3303****Pastoral Epistles**

I Timothy, II Timothy, and Titus, their background, authorship, relationship to the body of Pauline literature and the New Testament.

**BIB 3304****Hebrews and the General Epistles**

Hebrews to Jude.

**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.

**BIB 4301****Minor Prophets**

Hosea to Malachi.

**BIB 4302****Major Prophets**

Isaiah, Jeremiah, Ezekiel, and Daniel.

**BIB 4331****Exodus**

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

**BIB 4332****Daniel and Apocalyptic Literature**

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

**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.

**BIB 4350****Synoptic Gospels**

An intensive study of Matthew, Mark, and Luke, including background, contemporary views and themes.

**BIB 4355****Romans**

A study of Paul, the city of Rome, and the letter to the Romans.

**BIB 4356****I Corinthians**

An intensive study of this Pauline letter, including background, themes and theology.

**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.

**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.

**BIO 1401****General Zoology**

An introduction to the animal kingdom, emphasizing taxonomy, morphology and physiology. Lecture and lab.

## **BIO 1402**

### **General Botany**

Introduction to the plant kingdom including morphology, taxonomy, and physiology. Lecture and lab.

## **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.

## **BIO 2300**

### **Introduction to Nutrition**

Principles and application of nutrition information to everyday living.

## **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.

## **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 and 1401, or 1410 with a grade of C or higher.

## **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 1400 and 1401, or 1410 with a grade of C or higher.

## **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.

## **BIO 3410**

### **Genetics**

A course for science majors and/or students entering health care professional programs. Includes principles of heredity, pedigree analysis, molecular basis of inheritance, gene expression and regulation, mutations and DNA repair, genetic diseases, genetic basis of development, recombinant DNA technology, genomics, quantitative and population genetics with an emphasis on human genetics. The laboratory component includes traditional genetic research methods in addition to molecular biology and bioinformatics applications. Prerequisites: BIO 1400 or 1410 and CHM 1420 with a “C” or higher.

## **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.

## **BUS 2301**

### **Accounting Principles II**

A continuation of BUS 2300. Emphasis upon more advanced accounting concepts. Prerequisite: BUS 2300 with a grade of C or better.

## **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.

## **BUS 3303**

### **Legal Environment of Business**

A study of the legal issues affecting business decision-making including contracts, agency, negotiable instruments, property, wills, deeds, mortgages, employer-employee relations, bailments, and carriers. Prerequisites: BUS 2300 and ECO 2300 with a grade of C or higher.

## **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. Prerequisites: BUS 2301, 2311, CPS 2304, and ECO 2301 with a grade of C or higher.

## **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. Prerequisites: BUS 2300, CPS 2304, and ENG 1300 with a grade of C or higher.

## **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. Prerequisites: MGT 3300 and MKT 3300 with a grade of C or higher.

## **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.

## **CBC 1101**

### **Prior Learning Assessment Orientation**

Students explore the process of preparing and presenting non-collegiate prior-learning experiences for academic credit. Available only to PACE students seeking a baccalaureate degree.

## **CBC 1200**

### **PACE Orientation**

An orientation designed to acquaint students with college policies and procedures. Students learn basic study skills with emphasis on adult learning styles and strategies. This course is required of all students entering the PACE program for the first time.

## **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 science degree requirements. Lecture only.

## **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.

## **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.

## **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: CHM 1300 with a grade of C or higher or high school chemistry.

## **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.

## **COU 1301**

### **Introduction to Social Services**

An introduction to the basic values, attitudes, knowledge, skills, and techniques common to all social service work as well as the various career options available in social services. Hands-on work in the community may also be required.

## **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.

## **COU 2310**

### **Fundamentals of Christian Counseling**

An introduction to the integration of psychology and Christian theology. Emphasis is given to an explicitly Christian view of human nature and major theological doctrines as they apply to human problems. The work of seminal Christian psychologists, counselors, educators, and leaders are also examined. Prerequisites: PSY 1300 and COU 1301 with a grade of C or higher.

## **COU 3303**

### **Small Group Dynamics and Counseling**

An overview of basic group dynamics and the various types of therapeutic groups. It will provide a review of resources and practical training in basic skills used in facilitating community support groups and church-related small group ministries. Prerequisites: COU 1300 and PSY 1300.

## **COU 3310**

### **Crisis Counseling**

A study of crisis counseling and intervention. Emphasis will be on understanding crisis intervention strategies and skills and on understanding how to approach special problems such as domestic violence, drug & alcohol abuse, suicide, sexual assault and more.

## **COU 3330**

### **Marriage and Family Counseling**

An introduction to premarital, marital, and family counseling. Attention will focus on major models of family relations, communication, common problems faced by couples and families, and methods of intervention. Prerequisites: PSY 1300 and COU 1301 with a grade of C or higher.

## **COU 3340**

### **Basic Counseling Skills**

An introduction to the essential skills needed for effective counseling. Students will spend a significant amount of class time practicing basic counseling skills through role-playing and real-life interactions with critical review by both peers and the instructor. Students may also review video counseling vignettes and written case studies.

## **COU 4360**

### **Counseling Theories and Techniques**

A survey of advanced classical and contemporary counseling theories and their respective techniques. Models are evaluated from a Christian perspective. Prerequisite COU 3340 with a grade of C or higher or permission from the Department Chair.

## **COU 4430**

### **Social Services Internship**

An unpaid, directed field experience. Students are assigned to an approved organization or agency for a period of 120 hours. Students are accountable to both their instructor and field supervisor(s). Each internship is unique and is tailored to the needs and interests of both the student and the participating organization or agency. The primary objective is for students to serve people with some sort of need and to do so face-to-face whenever possible. The specific goals, activities, and work hours are determined by the student and their field supervisor(s). Prerequisite: junior or senior in good academic standing.

## **COU 4440**

### **Social Services Practicum**

An unpaid, directed field experience. Students may combine experience from several agencies and/or group travel to accumulate 120 hours of experience. Students are accountable to both their instructor and field supervisor(s). Each practicum is unique and will be tailored to the needs and interests of both the student and the participating organizations or agencies. The primary objective is for students to serve people with some sort of need and to do so face-to-face whenever possible. The specific goals, activities, and work hours are determined by the student and their field supervisor(s). Prerequisite: junior or senior in good academic standing.

## **CPS 2304**

### **Computer Applications**

A study and practice of word processing, financial spread-sheet, and presentation software on personal computers.

## **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. Prerequisites: BUS 2300 and CPS 2304 with a grade of C or higher.

## **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.

**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.

**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.

**EDU 1320****Educational Technology**

An introduction to the applications of educational technology for the teacher.

**EDU 3330****Foundations of Early Childhood Education**

A study of the various roles assumed by teachers in the field of early childhood education.

**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 not count toward degree requirements.

**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.

**ENG 1301****Composition II**

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

**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.

## **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.

## **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. Includes reading from the Ancient Period, the Middle Ages, and the Renaissance. Prerequisite: ENG 1300 with a grade of C or higher.

## **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. Includes readings from the Enlightenment, the Romantic Period, Realism, Naturalism, and the Modern Era. Prerequisite: ENG 1300 with a grade of C or higher.

## **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.

## **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.

## **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.

## **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.

## **ENG 4300**

### **Research Methods**

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.

## **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, 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: GRK 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.

## **HIS 2301**

### **American Nation II**

A survey of the interplay of social, economic, and political forces from 1865 to the present.

## **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.

## **HIS 3100, 3101, 3102**

### **Readings in World History**

Independent reading designed to expose the student to historical literature on major world topics. Prerequisites: HIS 1300 or 1301 with a grade of C or higher and Department Chair approval.

## **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. Prerequisites: HIS 2300 or 2301 with a grade of C or higher and Department Chair approval.

## **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 or consent of the instructor.

## **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 or consent of instructor.

## **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.

## **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. Prerequisite: HIS 1300 with a grade of C or higher.

## **HIS 3360**

### **Ancient Greece**

A study of Greece from its beginnings among the Minoans and Mycenaeans through the Hellenistic Age. Special emphases will be placed on political theory, the beginnings of serious inquiry, and the contributions of literature and the arts. The religious traditions of Greece – and Christianity’s contact with Greek culture – will also be major focus of the course. Prerequisite: HIS 1300 with a grade of C or higher.

## **HIS 3370**

### **Modern Middle East**

An introduction to the history of the Middle East in the 19th and 20th centuries. Discussion of political, diplomatic, economic, social, and cultural developments will be the focus of this course. It will also view the Middle Eastern peoples’ rediscovery of their own traditions as a means to grapple with western political and economic domination. Special attention is devoted to the Arab-Israeli conflict, the Islamic Revolution in Iran, and the rise of politicized militant Islam. Prerequisite HIS 1301 with a grade of C or higher.

## **HIS 4302**

### **History of the Baptists**

Baptist history distinctives and principles from New Testament times to the present.

## **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. Prerequisite: HIS 2301 with a grade of C or higher.

## **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. Prerequisite: Senior class standing and Department Chair approval.

## **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.

## **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. Prerequisite: Senior class standing and Department Chair approval.

**JOU 1301, 1302, 2303, 2304, 3305, 3306, 4307, 4308**

**College Journalism**

Yearbook and newspaper production, writing, design, and layout. Student assignments made by editors under supervision of instructor.

**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.

**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.

**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.

**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, and issues affecting modern organizations. Prerequisites: BUS 2300, CPS 2304, ECO 2300, ECO 2301 with a grade of C or higher.

**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: BUS 2300, 2311, CPS 2304, and ECO 2301, with a grade of C or higher.

**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: MGT 3300 and MKT 3300 with a grade of C or higher.

**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: MGT 3300 with a grade of C or higher.

**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: MGT 3300, PSY 1300 or SOC 2300 with a grade of C or higher.

**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: MGT 3300 with a grade of C or higher.

**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: BUS 3305, 4310, MGT 3300, and MKT 3300 with a grade of C or higher.

**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.

**MIC 1241, 1242****Guitar Class**

Students focus on the development of standard classical guitar technique and learn to read both notated music and tablature

**MIS 1301****Biblical Foundation of Missions**

A study of the theological foundations of missions. It emphasizes both the Old and New Testaments, including Israel and the nations, the teachings of Christ, and Pauline Missiology. It looks at contemporary issues such as inclusivism, pluralism, and syncretism. Special attention is given to emerging theologies in cross-cultural settings.

**MIS 2300****History of Missions**

A historical study of the advance of Christianity throughout the world. Emphasis is given to the methodologies employed by mission practitioners throughout the ages in order to evaluate the effectiveness of specific strategies and approaches to world evangelism. This study aids the student in recognizing the basic principles of intercultural ministry and in formulating a personal strategy of mission.

**MIS 2301****Foreign Missions Practicum I**

The study of foreign missions with applied practical field experience.

## **MIS 2302**

### **Foreign Missions Practicum II**

Continued study of foreign missions with applied practical field experience.

## **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.

## **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.

## **MIS 4300**

### **Principles and Methods of Missions**

The principles and methods of missionary work, including opportunities and problems of modern missions.

## **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.

## **MIS 4330**

### **Missions 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 missions.

## **MKT 3300**

### **Principles of Marketing**

A study of the creation, communication and delivery of value. Emphasizes the development and implementation of a marketing plan that leads to mutually beneficial exchanges. Prerequisites: BUS 2300, CPS 2304, ECO 2300, and ECO 2301 with a grade of C or higher.

## **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 customer loyalty. Prerequisites: MKT 3300, PSY 1300 or SOC 2300 with a grade of C or higher.

## **MKT 4320**

### **Advertising and Promotion**

A study of promotional strategies and methods and their effectiveness. Includes publicity and sales, advertising design, advertising concepts, campaign strategy, media mix, advertising research, and the relationship of advertising to the marketing mix. Prerequisite: MKT 3300 with a grade of C or higher.

## **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. Prerequisites: MGT 3300, MKT 3300 with a grade of C or higher.

## **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. Prerequisites: BUS 2311, MKT 3300 with a grade of C or higher.

## **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 sub-score of less than 19 on the ACT must take this course before enrolling in MTH 1303.

## **MTH 0301**

### **Beginning Algebra**

Designed to aid those students with insufficient background to be successful in Intermediate Algebra. This course introduces students to fundamental algebraic concepts. Concepts covered include word problems, fractions, graphing, linear equations, factoring, operations with real numbers and polynomials. The course includes lecture and activity with a one hour per week lab attendance requirement. This course does not count toward degree requirements but computes in semester and cumulative grade point averages. Students with a ACT math score less than 17 are advised to take this course. Students entering MTH 0300 Intermediate Algebra will take a placement test. A failing score on the placement exam will place the student in MTH 0301 Beginning Algebra.

## **MTH 0400**

### **Algebra Fundamentals**

A remedial course designed specifically to prepare PACE students for MTH 1303 College Algebra. This course includes but is not limited to the following concepts: basic mathematics, operations of signed numbers, polynomials and exponents. Also, the fundamental operations of Intermediate Algebra are studied to include but not be limited to real numbers, radical equations, linear equations and graphs. Students must earn a grade of C or higher in this course to take MTH 1303 College Algebra.

## **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.

## **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 0300 with a grade of C or higher.

## **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.

## **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.

## **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.

## **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.

## **MUB 1181, 1182, 2183, 2184, 3185, 3186, 4187, 4188**

### **College Band**

A concert band which performs masterworks and contemporary compositions. Membership is by audition.

## **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.

**MUC 1111, 1112, 2113, 2114, 3115, 3116, 4117, 4118**

**Singers**

A select ensemble of mixed voices with repertoire including classical and contemporary music. Acceptance in this group is by audition only. This group travels extensively during the fall and spring around Arkansas and surrounding states to schools and churches for recruiting purposes.

**MUG 1141, 1142, 2143, 2144, 3145, 3146, 4147, 4148**

**Guitar Ensemble**

A select ensemble which performs guitar solos and multiple guitar music.

**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

**MUI 4000**

**Senior Instrument Recital**

**MUP 2050**

**Piano Proficiency**

**MUP 4000**

**Senior Piano Recital**

**MUS 1301**

**Theory I**

Basics I, II, III, tonic, dominant, subdominant, and secondary triads. Entrance test required.

**MUS 1202**

**Ear Training I**

Rhythmic reading, sight singing, ear training, and dictation. Lab required.

**MUS 1303**

**Theory II**

Continuation of Theory I. The triad in inversion, nonharmonic tones, the dominant and supertonic seventh chords, and the melodic line. Prerequisite: MUS 1301, and MUS 1202 with a grade of C or higher.

**MUS 1204**

**Ear Training II**

Continued sight singing, ear training, and dictation. Lab required. Prerequisite: MUS 1301 and MUS 1202 with a grade of C or higher.

**MUS 1251**

**Piano Class I**

Offered as a class for beginners. It is the first step towards completion of the piano proficiency.

## **MUS 1252**

### **Piano Class II**

A continuation of Piano Class I. Prerequisite: MUS 1251

## **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).

## **MUS 1310**

### **Introduction to Music Literature**

Music and composers from ancient times through the twentieth century analyzed through recordings. Designed for music majors and minors.

## **MUS 2210**

### **Keyboard Harmony for the Church Musician**

A continuation of MPC 1251 and 1252 (Piano Class I and II), but with emphasis on playing hymns and worship choruses by ear, reading chord charts, and basic improvisation. Prerequisite: MUS 1303, 1204, MPC 1252. Taken the following semester after MPC 1252.

## **MUS 2220**

### **Contemporary Worship Music and Leadership**

A survey of songs of the praise and worship movement of the last three to four decades. Choruses will be critically examined according to their scriptural and theological content as well as their musical integrity. The course will also focus on the practical issues of preparing, rehearsing, and using a team of singers and instrumentalists to lead worship. Types of sound systems, and projection software and hardware may also be covered. Prerequisites: MUS 2310.

## **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.

## **MUS 2310**

### **Philosophy and Administration of Church Music**

An overview of the philosophies, administration, and supervision of a church music program. Students are guided in developing their own philosophy of church music. Topics include: the role of the music minister, the graded choir program (children, youth, and adult choirs), rehearsal techniques, musical styles, worship planning, time management, the music library, church music facilities, budgets, and staff relationships. Prerequisite: MUS 1303, 1204, MPC 1252.

## **MUS 2320**

### **History of Church Music and Worship**

A study of music in worship from Biblical times to the present. Comprehensive in scope, the course covers the historical development of both liturgical and free forms of Christian worship.

## **MUS 2503**

### **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 1301, MUS 1202, MUS 1303, MUS 1204 with a grade of C or higher.

## **MUS 2504**

### **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.

## **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.

## **MUS 3211**

### **Hymnology I**

An historical survey of Christian hymnody from the early church through the 18th century. Hymns will be analyzed according to the literary, theological, and musical characteristics. The practical use of hymns in the life of the church will be emphasized. Prerequisite: MUS 2320

## **MUS 3212**

### **Hymnology II**

An historical survey of Christian hymnody of the 19th and 20th centuries. Hymns will be analyzed according to their literary, theological, and musical characteristics. The practical use of hymns in the life of the church will be emphasized. Prerequisite: MUS 2320 and MUS 3211

## **MUS 3220**

### **Writing Songs for Worship**

A composition course designed to help the student write songs that are appropriate for congregational worship. Projects may include hymns, psalm settings, and contemporary worship songs in various styles. Prerequisite: MUS 2310

## **MUS 3230**

### **Music Technology in the Church**

A study and application of computer software available to the church musician, in particular the notation and digital recording software, Finale. Prerequisite: MUS 2310

## **MUS 3260**

### **Choral Pedagogy**

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

## **MUS 3301**

### **Music History I**

Development of music and its relationship to the political, sociological and economic conditions of the times from antiquity to 1750. Prerequisite: MUS 1310 with a grade of C or higher.

## **MUS 4100**

### **Church Music Internship**

Students gain practical leadership experience in the field of church music under the guidance of a music ministry professional employed at a Central Baptist College approved church. Possible service opportunities include directing a choir (children, youth or adult) or orchestra, planning and leading worship, rehearsing a worship team, or working with soloists and/or other ensembles. Students write weekly reports, which are critically analyzed and discussed. Students receive evaluations from their field supervisor and their faculty supervisor.

## **MUS 4105**

### **Sacred Vocal Solo Literature**

A survey of sacred English art songs from the Baroque period to the present. Songs, with some degree of artistic quality, written specifically for church use in traditional or contemporary styles, may also be included. Songs will be examined for their textual and musical merit, and usefulness in worship. Prerequisites: MUS 1303, 1204, and MPC 1252.

## **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.

## **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.

## **MUS 4130**

### **Percussion Pedagogy**

Teaching, maintaining, purchasing, and performing on standard percussion instruments. Emphasis on knowledge of the instruments, their literature, and pedagogy.

## **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.

**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.

**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.

**MUS 4180**

**Band Methods**

Program development and teaching methods applied to instrument ensembles. Basic orchestration and arranging will be covered.

**MUS 4210**

**Sacred Choral Literature**

A survey of choral music from the Renaissance to the present. Although cantatas, oratorios, and masses by minor composers will be included, high-quality church anthems (especially English Cathedral anthems), which have stood the test of time, will be the primary focus of the course. Anthems will be examined for their textual and musical merit, and usefulness in worship. Prerequisites: MUS 2320 and 3212.

**MUS 4220**

**Instrumental Music in the Church**

Provides the church musician with the methods and techniques to start a church instrumental program. Includes a survey of church instrumental music, practical scoring, rehearsal techniques, and building a church band or orchestra. Prerequisite: MUS 1303, 1204, and MPC 1252

**MUS 4300**

**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.

**MUS 4302**

**Music History II**

History of music from 1750 to the twentieth century. Prerequisite: MUS 3301 with a grade of C or higher.

**MUV 1161 – 4169**

**Applied Music – Voice**

**MUV 2050**

**Voice Proficiency**

This proficiency is for all non-vocal Church Music majors with a prerequisite of Voice Class I & II. This proficiency will be tested by a faculty jury at the end of Voice Class II.

**MUV 4000**  
**Senior Voice Recital**

**MUV 1261, 1262**  
**Voice Class**

A voice class 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.

**PAC 1120**  
**Introduction to Excel**

Provide an introduction to the use of spreadsheet techniques. Acquaint students with proper fundamental procedures for creating, formatting, and producing documents. No experience with a computer is required.

**PAC 1121**  
**Introduction to PowerPoint**

Provide an introduction to presentation techniques. Acquaint students with proper fundamental procedures for creating, formatting, and editing presentation documents. No experience with a computer is required.

**PAC 1122**  
**Introduction to Word**

Provide an introduction to word processing techniques. Acquaint students with proper fundamental procedures for creating, formatting and editing word documents. No experience with a computer is required.

**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.

**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.

**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.

**PAC 3311**

**Accounting I**

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

**PAC 3312**

**Accounting II**

A study of basic concepts, principles, and practices involved in processing and communicating economic information through financial statements. Prerequisite: PAC 3311 with a grade of C or higher.

**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. Prerequisite: PAC 3312 with a grade of C or higher.

**PAC 3320**

**Organizational Behavior and Management**

Organizational theory, concepts, principles, behavior, and practices in operating an organization. Internal and external forces, planning, decision and control processes, motivation, formal and informal structure, productivity, and leadership.

**PAC 3342**

**MIS Theory and Practice**

Introduction to the general concept of a system and to systems theory, the system life-cycle 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. Prerequisite: PAC 3343 with a grade of C or higher.

**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. Prerequisite: PAC 3345 with a grade of C or higher.

**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. Prerequisites: PAC 3346, 4346, 4348, and 4440 with a grade of C or higher.

**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.

**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.

**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.

**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. Prerequisite: PAC 3312 with a grade of C or higher.

**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.

**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.

## **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. Prerequisites: PAC 3312 and 3314 with a grade of C or higher.

## **PAC 4320**

### **Project Management**

A project drive course designed to identify comprehensive understanding of the skills required of project managers. This includes software presentation, instruction in monitoring and controlling projects and teams, managing risk, procurement planning techniques, and an introduction to using project management software.

## **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. Prerequisite: PAC 3343 with a grade of C or higher.

## **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 generators and direct use of the API, MDI and OLE applications are also discussed. Prerequisite: PAC 4344 with a grade of C or higher.

## **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.

## **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.

## **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.

**PED 1115**

**Beginning Racquetball**

An introduction to the basic skills, rules, and strategy of racquetball.

**PED 1116**

**Beginning Badminton**

Introduction to the basic skills, rules, and strategy of badminton.

**PED 1117**

**Beginning Basketball**

Introduction to the basic skills, rules, and strategy of basketball.

**PED 1118**

**Self-Defense**

The fundamental martial arts techniques for dealing with assailants.

**PED 1119**

**Beginning Tennis**

Introduction to the basic skills, rules and techniques of tennis.

**PED 1120**

**Beginning Volleyball**

Introduction to the basic skills, rules, and strategy of volleyball.

**PED 1121**

**Beginning Bowling**

Introduction to the basic skills, rules, and techniques of bowling. Bowling fee is charged.

**PED 1123**

**Beginning Golf**

Introduction to the basic skills, rules, and techniques of golf.

**PED 1128**

**Advanced Self-Defense**

A continuation of the study and practice of martial arts with an emphasis on advanced self-defense skills. Prerequisite: PED 1118 with a grade of C or higher.

**PED 1131, 1132, 2133, 2134, 3135, 3136, 4137, 4138**

**Varsity Athletics**

Requires active participation in an intercollegiate varsity sport for the development of skills and talent.

**PED 1300**

**Introduction to Sport and Leadership Management**

An overview of the field of recreation, providing the student with an understanding of the nature and scope of recreation, recreation behavior and activity. This course also presents business principles and procedures as applied to physical education, intramural and recreational sport programs.

### **PED 2115**

#### **Beginning Fitness for Women**

Stresses the importance of personal fitness and involves several fitness activities.

### **PED 2116**

#### **Beginning Fitness for Men**

Stresses the importance of personal fitness and involves several fitness activities.

### **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.

### **PED 2310**

#### **Sport Safety and Risk Management**

Designed to equip students with the basic knowledge of caring for and preventing injuries, incorporating sports first aid, injury prevention and taping. It will also cover the concepts of risk management for recreation activities and facilities.

### **PED 2320**

#### **Sports Officiating**

Provides students with an understanding of required tests, dimensions, and procedures for conducting various recreational activities for both teams and individuals. It will also cover the proper conduct and mechanics for officiating various sports.

### **PED 3300**

#### **Outdoor and Camp Leadership**

A practical and theoretical study of leading groups in outdoor and camp settings. Topics covered include outdoor leadership skills, expedition planning, emergency procedures and risk management along with working with youth in a camp environment.

### **PED 4330**

#### **Sport and Leadership Management Internship**

This internship provides students with administrative experience in their chosen concentration. It provides an opportunity for students to apply and continue to develop leadership and management skills gained throughout their college experience.

### **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.

## **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.

## **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.

## **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.

## **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.

## **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.

## **POS 2300**

### **American Government**

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

## **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.

## **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.

## **PST 3300**

### **Pastoral Leadership**

The methodology of the pastoral ministry including practical pastoral roles and disciplines. Prerequisite: PST 1300.

**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. Prerequisite: PST 2300.

**PST 4303**

**Principles of Christian Counseling I**

Theories and techniques of counseling, including the pastor as counselor.

**PST 4304**

**Principles of Christian Counseling II**

A continuation of PST 4303, including pre-marital and marital counseling. Prerequisite: PST 4303.

**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.

**PST 4309**

**Modern Cults**

History, philosophy, and methods with emphasis on witnessing.

**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.

**PSY 1300**

**General Psychology**

An introductory survey course to the field of psychology. It covers a wide scope of subjects including the scientific method, biology, perception, consciousness, learning, memory, intelligence, motivation, stress, emotions, development, personality theory, therapy, and abnormal behavior. Theological issues related to various topics are also explored.

**PSY 2300**

**Human Growth and Development**

An introduction to developmental psychology and exploration of the processes that shape our lives between conception and death. Although each life is unique, this course explores the ways that physical, cognitive, emotional, and social influences systematically combine to shape its overall course. Theological issues related growth and development are also explored.

## **PSY 2340**

### **Psychological Statistics and Research**

An introduction to the use of statistics in behavioral sciences. The focus is on basic statistical procedures and basic research design and methodology. Prerequisite: MTH 1303 and PSY 1300 with a grade of C or higher.

## **PSY 3300**

### **Youth Counseling and Intervention**

A study of the causes, correction, and prevention of juvenile problems. Special attention is given to adolescent development, serving “at-risk” youth, and church/community services to adolescents.

## **PSY 3302**

### **Theories of Personalities**

An advanced psychology course designed to expose students to the most prominent theories of personality within the field of psychology. Students review various theoretical models, the historical context in which they were developed, and how empirical research has been informed by these theories. An explicitly Christian perspective of personality is also examined. Prerequisite: PSY 1300 with a grade of C or higher.

## **PSY 3303**

### **Abnormal Psychology**

An overview of the various psychological and behavioral disorders. Emphasis is given to diagnoses, causes, and treatments for the disorders. Prerequisite: PSY 1300 with a grade of C or higher.

## **PSY 3304**

### **Aging, Death, and Dying**

A survey of the development in late adulthood and the social problems associated with aging. Attention is also given to the issue of death in various developmental periods. Students examine the professional helper's role in assisting clients through the grieving process and coping with death.

## **PSY 3310**

### **Social Psychology**

The study of how people think about, influence, and relate to one another. This course addresses a wide range of subjects including aggression, attitudes, conflict, conformity, cooperation, group behavior, interpersonal attraction, obedience, prejudice and discrimination. Prerequisite: PSY 1300 with a grade of C or higher.

## **PSY 3390**

### **Sport Psychology**

This course defines the field of sport psychology and takes a look at its history and evolution to more current trends. Sport psychology as a science looks at large social issues and investigates the cause and effect of behavior in both team and individual sports. This course examines and studies people and their behavior in sport contexts. Theories and knowledge of psychology are presented in sport contexts. Primary focus is on how this specialty of psychology can serve athletes and coaches by applying psychological principles.

**PSY 4300****Human Sexuality**

A study of human sexuality throughout the lifespan, viewed from sociological, psychological, and theological perspectives. This course provides students with honest, factual information about sex. It will also help them see sex as a natural, healthy component of marriage and will dispel common myths and misconceptions regarding sexuality. Prerequisite: junior or senior class standing with Department Chair approval.

**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.

**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.

**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.

**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.

**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.

**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.

**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.

## **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.

## **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.

## **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.

## **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.

## **SPH 2300**

### **Oral Communications**

Basic principles of oral communication, including group and individual presentations. Designed to develop effective oral communication skills needed in the modern world.

## **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.

## **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 equivalent.

## **SPN 2310**

### **Intermediate Spanish**

Further development of language skills in Spanish, with focus on conversation, reading, and composition. Pre-requisite: SPN 1301 or permission of instructor.

## **THE 2300**

### **Christian Doctrine**

A study of the major and fundamental doctrines of the Bible.

## **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.

## **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.

## **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.

## **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.

## **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.

## **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. Prerequisite: YTM 2301.

## **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.

### **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.

### **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.

### **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.



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## Section VII: Reference...

### Administration

**Terry Kimbrow, B.A., M.S.**  
*President*

**Gary McAllister, B.A., M.A., Ed.D**  
*Vice President for Academic Affairs*

**Don Jones, B.S., M.B.A., C.P.A.**  
*Vice President for Financial Affairs*

**Sancy Faulk, B.S., M.S.**  
*Vice President for Student Services*

### Administrative Staff

**Rachel Austin**  
*Dean of Students*

**Christi Bell**  
*Director of Financial Aid*

**Doug Bible**  
*Director of Technical Services*

**Michael Biggs**  
*PACE Assistant Director*

**Michael Blanchett**  
*PACE Program Director*

**Anne Clements**  
*Librarian*

**Curt Crook**  
*Director of Development*

**Phylis Hoffmann**  
*Registrar and Director of Institutional Research*

**Jill McCollum**  
*Director of Dining Services*

**Angela Russell**  
*Executive Administrative Assistant*

**Lindsey Watson**  
*Financial Aid Officer*

**Jonathan Wilson**  
*Director of Admissions*

### Coaching Staff

**Josh Austin**  
*Coach*

**Lyle Middleton**  
*Coach*

**Justin Hawkins**  
*Coach*

**Jason Anderson**  
*Coach*

### Support Staff

**Erin Bezet**  
*PACE Marketing & Recruiting Director*

**Tyronza Conard**  
*Bookstore Manager*

**Jimmie Decker**  
*Resident Director*

**Tonya Hammontree**  
*PACE Coordinator for the Registrar's Office*

**Wesley Hulvey**  
*Maintenance Supervisor*

**Stacy Jordan**  
*Assistant Registrar*

**Lisa Martin**  
*Advanced Practice Nurse*

**Brandon Mathis**  
*Admissions Counselor*

**April Medenwald**  
*Resident Director*

**Jessica Myric**  
*Administrative Assistant*

## Support Staff

**Deanna Ott**  
*Director of Alumni Services*

**Lisa Padgett**  
*Administrative Assistant*

**Ellen Siler**  
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**Part-Time Faculty**

For a complete listing of part-time  
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