

CPCA/FCPC

SAMPLE

CATALOG

WITH EXAMPLES TO BE USED

BY DEGREE GRANTING

FAITH BASED INSTITUTIONS

FOR ASSISTANCE IN PREPARATION

OF YOUR INSTITUTION'S CATALOG

NOTE: The size, shape, and binding of this sample catalog has been used by CPCA/FCPC for our convenience. It is not mandatory that our Faith Based Institutions use this size, shape, and binding.

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THE PRESIDENT OF FAITH BASED INSTITUTION

President, Pastor/Teacher, is called by God, to spread God's Word, , to make disciples for Christ, and to teach and preach God's Word the Holy Bible.

THE VISION FOR FAITH BASED INSTITUTION

God the Father has burdened (*President*) for some time to establish a way of providing study and preparation in the Word of God, the Holy Bible, to equip God called servants in their chosen field of ministry. His burden is for degree and non degree certificate programs that will train men and women primarily for religious vocations to serve God greater than before with skills that were developed at the *Institution*.

The courses will be with class instructors and material in Florida with a variety of effective educational delivery modalities.

FACULTY OF FAITH BASED INSTITUTION

Faith Based Institution has a dedicated, qualified, and Spirit-led faculty, adjunct faculty, contributing faculty, and guest lecturers as the Lord provides to teach at Institution.

President

Personal:

Address:

Birthplace:

Credentials:

Bachelor's Degree –
Master of Arts Degree – Religious Studies –
Master of Arts Degree –
Master of Divinity –
Doctor of Ministry –

Positions (present):

Pastor –

Positions (past):

Professional Pastoral Experience:

*ADJUNCT FACULTY OF FAITH BASED
INSTITUTION*

The Faith Based Institution will have adjunct faculty from time to time depending upon availability in the schedule of pastors, missionaries, evangelists, and other experienced Christian workers in the Lord's harvest fields.

A partial listing:

_____, *A.B., M.A., Th.M., Th.D., D.D., Litt.D.*
_____, *A.B., Th.M., Th.D.*
_____, *A.B., Th.M., Ph.D.*
_____, *B.A., M.Div., D.D.u*
_____, *MD., Th.D.*

CONTRIBUTING FACULTY OF FAITH BASED INSTITUTION

Contributing faculty at the *Faith Based Institution* are made up of quality individuals who have contributed to the courses with educational materials through authorship or editing of textbooks, audio or video tapes, audio cd's, or DVD cd's, published articles or periodical materials used with a variety of effective educational delivery modalities.

A partial listing:

_____, *A.B., M.A., Th.M., Th.D., D.D., Litt.D.*
_____, *A.B., Th.M., Th.D.*
_____, *A.B., Th.M., Ph.D.*
_____, *B.A., M.Div., D.D.*
_____, *MD., Th.D.*

PURPOSE OF FAITH BASED INSTITUTION

The purpose of the *Faith Based Institution* is to train Believers through a program of Christian and Theological education. The Institution recognizes that we live in a changing world. It seeks to equip the student to apply changeless Bible principles in all facets of life. The Institution further seeks to assist Believers in growing to maturity as well as responsibly living out the principles of God's Word. All programs will emphasize professional integrity, Biblical fidelity and excellence in academic pursuits.

The degree programs of the *Institution* are primarily for preparing students for religious vocations.

MISSION STATEMENT

The Mission of the *Faith Based Institution* is to challenge and equip Believers in living out the principles of the inerrant, infallible and sacred Word of God. The Institution is committed to literal interpretation of the Word of God. It believes the Bible to be the inspired, infallible and authoritative Word of God. Institution has as its goal the professional and Biblical training of its students so as to equip them to creatively and with Biblical integrity serve mankind in the spirit of Christ.

CIVIL RIGHTS POLICY

The *Faith Based Institution* admits male or female students of any race, color, nationality, or ethnic origin to all the rights, privileges, programs and activities generally accorded to students by our administrative or educational policies.

UNDERGRADUATE DEGREE PROGRAMS

ASSOCIATE OF THEOLOGY

GRADUATE OF THEOLOGY DEGREE

AND BACHELOR OF THEOLOGY DEGREES

The Associate of Theology, Graduate of Theology, and the Bachelor of Theology degrees are awarded to students who:

1. Demonstrate a Christian character that the college can recommend.
2. Complete the prescribed course of 60 credit hours for the Associate of Theology degree; 90 credit hours for the Graduate of Theology degree; 120 credit hours for the Bachelor of Theology degree; with a grade average of 2.00 (C) or better.
3. All college financial liabilities are paid in full.

	Associate of Theology credit hours	Graduate of Theology credit hours	Bachelor of Theology credit hours
Bible Department	15	39	42
English Department	3	3	3
History Department	3	3	6
Ministry Department	6	6	18
Speech Department	3	3	6
Theology Department	18	18	21
Electives:	12	18	24
Total Credits	60	90	120

UNDERGRADUATE DEGREE PROGRAMS

ASSOCIATE DEGREE

A. Th. – Associate of Theology Degree (2 years) 60 semester credits

FIRST YEAR

First Semester	Credits
EN 101 English Grammar	3
BI 101 Life of Christ	3
BI 102 Gospel of John	3
TH 101 Systematic Theology I	3
Elective	3
Total	15

Second Semester

BI 201 Pentateuch	3
BI 203 Psalms	3
TH 102 Systematic Theology II	3
SP 103 Homiletics I	3
Elective	3
Total	15

SECOND YEAR

First Semester	Credits
HI 101 Church History	3
MN 105 The Christian Family	3
BI 204 Hermeneutics	3
TH 104 Panorama of Prophecy	3
Elective	3
Total	15

Second Semester

TH 110 Faith	3
TH 113 Prayer	3
TH 119 The Person of the Holy Spirit	3
MN 102 Christian Counseling	3
Elective	3
Total	15

Elective courses require administration approval.

Total 60

BACHELOR DEGREE

B. Th. - Bachelor of Theology Degree (4 years) 120 semester credits

Prerequisite for this degree is the A. Th. - Associate of Theology Degree or a 60 semester credit hour associate degree with administration approval.

THIRD YEAR

	Credits
First Semester	
BI 202 Old Testament Survey	3
BI 204 Major Prophets	3
BI 103 The Acts of the Apostles	3
BI 104 Pauline Epistles	3
Elective	3
Total	15
Second Semester	
BI 106 Revelation	3
BI 107 New Testament Word Studies	3
BI 204 Old Testament Wisdom Literature	3
BI 205 Major Prophets	3
Elective	3
Total	15

GRADUATE OF THEOLOGY DEGREE TOTAL 90

A 90 credit three year Graduate of Theology degree can be awarded after completion of 90 credits for the Bachelor degree.

FOURTH YEAR

	Credits
First Semester	
HI 201 Comparative Religions	3
MN 301 Principles of World Missions	3
MN 206 Computers for Ministry	3
BI 314 Apologetics	3
Elective	3
Total	15
Second Semester	
MN 103 Conflict Management	3
SP 121 Homiletics II	3
MN 128 Living the Christian Life	3
TH 123 The Most High	3
Elective	3
Total	15
Elective courses require administration approval	Total 120

GRADUATE DEGREE PROGRAMS

MASTER OF THEOLOGY DEGREE MASTER OF MINISTRY DEGREE

PURPOSE

The Master degree programs are designed to provide the student with concentrated study in Bible exposition and theology. The program purposes to enrich the spiritual life of the student as well as equip the student for ministry. The program will also provide the student with the tools to do independent study of the scriptures for further growth and development in God's Word.

OBJECTIVES

1. Vocational ministry in teaching the Bible in secondary Christian schools, Bible institutes, and colleges.
2. Missionaries receiving further knowledge, training, and enrichment in Biblical studies to enhance their ministry.
3. Training for Christian service in parachurch ministries.
4. Equipping pastors who wish further training in Biblical and theological studies.
5. Equipping men and women for an active ministry in the local church and in the world through Bible teaching and evangelism.

PROGRAMS

The Master of Theology Studies program consists of 30 semester credit hours of study, plus a thesis or 36 semester credit hours without a thesis for the college graduate with a the Institution administration approved 120 semester credit hour undergraduate degree.

MASTER OF THEOLOGY DEGREE

The Master of Theology studies program consists of 30 semester credit hours plus a thesis or 36 semester credit hours without a thesis for the graduate with the Institution administration approved 120 semester credit hour undergraduate degree.

	Credits
FIRST YEAR	
OT 501 Introduction to Biblical Languages	
<i>or</i>	3
NT 501 Introduction to Biblical Languages	
TH 501 Bibliology and Theology	3
BI 501 Hermeneutics	3
TH 601 Christology/Soteriology	3
Elective	3
Total	<u>15</u>
SECOND YEAR	
TH 602 Pneumatology/Ecclesiology	3
TH 702 Eschatology	3
BI 602 Isaiah - Malachi	3
TH 703 Apologetics	3
Elective	3
Total	<u>15</u>
Master Thesis	6
Total Credits	<u>36</u>

MASTER OF MINISTRY DEGREE

Completion of 30 semester credits of Master of Theology degree courses without a thesis qualifies student for this degree.

Total Credits 30

NON-DEGREE CERTIFICATE PROGRAMS

A non-degree Certificate in Biblical Studies is awarded to students who successfully complete the basic courses of undergraduate Biblical Studies with PASS grade average of 50- 69 or better. Non-degree certificate credits cannot be transferred to a degree program.

SPECIALTY CERTIFICATE PROGRAMS

The following specialty certificates are available to any student with or without a high school diploma that desires to study to show themselves approved unto God, rightly dividing the Word of Truth.

A unit of study MAY NOT be used for more than one specialty certificate. The student is free to select elective units of study which will contribute most to their ministry for the Lord.

- A. Certificate in Bible Knowledge**
- B. Certificate in Church Leadership**
- C. Certificate in Missions**
- D. Certificate in Defending the Faith**

CERTIFICATE IN BIBLE KNOWLEDGE

Number	Title	UNITS
CBI 101	Life of Christ	3
CBI 102	Gospel of John	3
CBI 202	Old Testament Survey	3
CBI 204	Major Prophets	3
	Elective	3
	Total Units	15

CERTIFICATE IN CHURCH LEADERSHIP

Number	Title	UNITS
CMN 105	The Christian Family	3
CMN 103	Conflict Management	3
CTH 113	Prayer	3
CMN 102	Christian Counseling	3
	Elective	3
	Total Units	15

CERTIFICATE IN MISSIONS

Number	Title	UNITS
CHI 101	Church History	3
CHI 201	Comparative Religions	3
CMN 301	Principles of World Missions	3
CBI 201	Pentateuch	3
	Elective	3
	Total Units	15

CERTIFICATE IN DEFENDING THE FAITH

Number	Title	UNITS
CTH 110	Faith	3
CBI 204	Hermeneutics	3
CBI 106	Revelation	3
CBI 314	Apologetics	3
	Elective	3
	Total Units	15

NOTE: All units of study in Specialty Certificate Programs can be applied to 1 year, 2 year, 3 year, or 4 year CERTIFICATE OF BIBLICAL STUDIES PROGRAMS.

*CERTIFICATE IN BIBLICAL STUDIES
PROGRAMS*

Students enrolled in a non-degree certificate program will work out their courses with the administration to provide them individually with the knowledge and skills desired for their field of service. **Certificate students will be enrolled in the same courses as the undergraduate students.** However, the certificate student may pass the course with a grade of 69-50 for PASS while 49 or below is a FAIL. Any certificate student who completes the degree course requirements and passes the undergraduate courses with a 70 or above grade consistently may transfer credits to a degree program since the courses and assignments student has taken are actual undergraduate courses. Appropriate adjustments will be made on tuition costs to reflect the changes.

1 Year Certificate in Biblical Studies	30 units
2 Year Certificate in Biblical Studies	60 units
3 Year Certificate in Biblical Studies	90 units
4 Year Certificate in Biblical Studies	120 units

1 YEAR CERTIFICATE OF BIBLICAL STUDIES

PART I		Units
CEN10	English Grammar	3
CBI101	Life of Christ	3
CBI102	Gospel of John	3
CTH101	Systematic Theology I	3
	Elective	3
Total		15
PART II		
CBI201	Pentateuch	3
CBI203	Psalms	3
CTH102	Systematic Theology II	3
CSP103	Homiletics I	3
	Elective	3
Total		15
Total Units		30

2 YEAR CERTIFICATE OF BIBLICAL STUDIES

(prerequisite is a 1 year Certificate of Biblical Studies)

PART I		Units
CHI101	Church History	3
CMN105	The Christian Family	3
CBI204	Hermeneutics	3
CTH104	Panorama of Prophecy	3
	*Elective	3
Total		15
PART II		
CTH110	Faith	3
CTH113	Prayer	3
CTH119	The Person of the Holy Spirit	3
CMN102	Christian Counseling	3
	*Elective	3
Total		15
Total Units		30

*Elective units require administration approval.

3 YEAR CERTIFICATE OF BIBLICAL STUDIES

(prerequisite is a 2 year Certificate of Biblical Studies)

PART I		Units
CBI202	Old Testament Survey	3
CBI204	Major Prophets	3
CBI103	The Acts of the Apostles	3
CBI104	Pauline Epistles	3
	*Elective	3
Total		15
PART II		
CBI106	Revelation	3
BI107	New Testament Word Studies	3
BI204	Old Testament Wisdom Literature	3
BI205	Major Prophets	3
	*Elective	3
Total		15
Total Units		30

4 YEAR CERTIFICATE OF BIBLICAL STUDIES

(prerequisite is a 3 year Certificate of Biblical Studies)

PART I		Units
CHI201	Comparative Religions	3
CMN301	Principles of World Missions	3
CMN206	Computers for Ministry	3
CBI314	Apologetics	3
	*Elective	3
Total		15
PART II		
CMN103	Conflict Management	3
CSP121	Homiletics II	3
CMN128	Living the Christian Life	3
CTH123	The Most High	3
	*Elective	3
Total		15
Total Units		30

*Elective courses require administration approval

TUITION AND FEES

Application fee, non-refundable for all students	\$25.00
Certificate student/unit hour	\$30.00
Undergraduate student/credit hour	\$40.00
Graduate student/credit hour	\$55.00
Graduation fee for certificate student	\$50.00
Graduation fee for undergraduate student	\$75.00
Graduation fee for graduate student	\$100.00

TUITION PAYMENT

The *Institution* is set up on a two-semester college year plus special summer classes. Tuition for each semester must be paid at the time of enrollment for each semester. A budget plan for tuition payments may be arranged for full-time students who contact the accounting office prior to the opening of the school term. Such budget payments will consist of four equal payments due on registration day and the first business day of each month during the rest of the term. A \$25.00 late fee will be added for payments not received on time. Students who are more than ten days late on any payment will not be allowed to continue their studies. There is a \$25.00 returned check fee for each non-cashable check.

No grades will be issued to students with unpaid balances, and no student will be permitted to register for a new term until all previous balances are settled. No student will be graduated until all tuition, fees, and other charges are paid in full. **To withdraw from the Institution a student must submit a written letter of withdrawal to the administration.** Without such written notice, the student will be responsible for all tuition charges and grades for the semester.

REFUND POLICIES

The tuition refund policy is as follows:

During drop/add period, up to first week after registration	100%
During the second week after registration	80%
During the third week after registration	60%
After the fourth week	no refund

GRADING SYSTEM FOR DEGREE AND CERTIFICATE PROGRAMS

Grade	%	Designation	Grade Point
A	96 - 100	Superior Scholarship	4
B	88 - 95	Good	3
C	80 - 87	Average	2
D	70 - 79	Passing	1
F	69 - 0	Failing	0
P	69 -50	Pass for Certificate Program Only	0
F	49 - 0 Fail	Certificate Program Only	0
I		Incomplete	*
W		Withdrawal	*

* All incomplete grades must be converted to punitive scores by the first day of classes in the following semester.

DEAN'S LIST

Undergraduate students receiving a grade point average of 3.00 (B) or better for any term in which they have carried 12 or more credit hours, and graduate students receiving a grade point average of 3.00 (B) or better for any term in which they have carried 6 or more credit hours, will be placed on the Dean's List for the term and receive a certificate indicating this accomplishment.

GRADUATION HONORS

The following honors are granted to graduating students in undergraduate and graduate programs with superior achievement:

Cum Laude	3.50 cumulative grade point average
Magna Cum Laude	3.75 cumulative grade point average
Summa Cum Laude	3.90 cumulative grade point average

UNSATISFACTORY PROGRESS

Any undergraduate or graduate student whose cumulative grade point average drops below a 2.00 (C) will be placed on academic probation. If the grade point average for the following term drops below 2.00 (C) and/or the student fails to raise his cumulative grade point average to a 2.00 (C) within two terms, the student will be placed in the non-degree certificate program or dismissed from college.

ACADEMIC COUNSELING

Most students are counseled privately by the instructor of the class when necessary. The administration is also available for academic counseling when requested by either the student, instructor, or the student's parents.

DRESS AND HAIR CODE

General: Shorts are permitted only when participating in athletic events. Any questionable apparel will be left to the discretion of the administration.

Men: Hair should be clean, neat and combed. Beards and mustaches will be allowed as long as they are kept well groomed. Clothes and shoes must be clean and have no holes. Earrings and other excessive jewelry are not allowed.

Ladies: Hair should be clean, neat and combed. Dress should be attractive and modest. Make-up and jewelry must be worn with good taste and not in excess. Only dress slacks are permitted.

ATTENDANCE POLICY

A maximum of two unexcused absences per class, per semester are permitted. The instructor for each course is granted discretion as to whether to penalize students with unexcused absences by requiring extra make-up assignments, lowering the course grade, or not granting credit for the courses.

TRANSFER AND LIFE EXPERIENCE CREDITS

It is the policy of the *Faith Based Institution* to consider for transfer credit earned in a regular college or university or other college-level institution. Courses acceptable for transfer must be similar in content to those replaced in the chosen program of study at the Institution. Courses which are not similar may be transferred if they are deemed to be beneficial to the students chosen ministry career. Only those credits which carry a grade of at least “C” or its equivalent may be transferred. In order to request consideration for life experience credits or for practicum credit, the applicant must submit a full resume showing dates of ministry and full responsibilities involved. Verification from a recognizable authority must accompany each ministry assignment.

Each institution of higher learning including Institution reserves its sovereign right to determine what credits it will transfer in toward its degree programs. Therefore, the Institution cannot represent that its credits will transfer. The student must make that determination by checking with the institution that they may want to transfer credits to.

UNDERGRADUATE COURSE DESCRIPTIONS

BIBLICAL STUDIES DEPARTMENT

The Bible is the main textbook at the Institution. The following list of courses illustrates the emphasis we place on God's Word.

Course Number	Course Title	Credit Hours
BI 101	SYNOPTIC GOSPELS A study of the life of Christ as presented in Matthew, Mark and Luke.	3
BI 102	GOSPEL OF JOHN An analytical study of the fourth gospel with special emphasis on its unique contributions to the study of the life of Christ.	3
BI 103	THE ACTS OF THE APOSTLES An in-depth study of the history of the church as written in the Book of the Acts of the Apostles. Also, an examination of the biblical concept of the church and its operation and function.	3
BI 104	PAULINE EPISTLES An analytical study of the letters of the Apostle Paul. Careful consideration is given to the occasion for writing, and the development of the theme of each book.	3
BI 105	NON-PAULINE EPISTLES An analytical study of the epistle to the Hebrews and the letters of James, Peter, John and Jude. The study covers the theme, development and theology of each book.	3
BI 106	REVELATION A study of the structure and message of the book with emphasis on its relationship to other biblical literature, its interpretation throughout the history of the church, and its significance to the present-day Christian.	3
BI 107	NEW TESTAMENT WORD STUDIES A survey of important words in the New Testament with emphasis on the understanding obtained through Greek and historical studies.	3

Course Number	Course Title	Credit Hours
BI 201	PENTATEUCH A comprehensive study of the first five books of the Bible. The early history of man is studied with emphasis on the Creation, the Flood, the Patriarchs, the Exodus, the Law, the Tabernacle and their typology and history.	3
BI 202	OLD TESTAMENT SURVEY A survey of the Old Testament book by book with key verse, key chapter, themes, author, and significance to our times.	3
BI 203	PSALMS An introduction to the nature of Hebrew poetry with emphasis on the different types of Psalms and their significance.	3
BI 204	OLD TESTAMENT WISDOM LITERATURE A study of Proverbs, Ecclesiastes, Song of Solomon and Job.	3
BI 205	MAJOR PROPHETS A historical, doctrinal and exegetical study of the texts of Isaiah, Jeremiah, Ezekiel and Daniel, noting the political, religious and social conditions of their times.	3
BI 206	MINOR PROPHETS A historical, doctrinal, and exegetical study of the 12 minor prophets and the political, religious, and social conditions of their times.	3
BI 207	OLD TESTAMENT WORD STUDIES A survey of important words in the Old Testament with emphasis on the understanding obtained through Hebrew and historical studies. The Hebrew names of God will receive special treatment.	3
BI 301	COVENANTS OF GOD In the ancient world, covenant-making was common. The strength of covenants depends on those who make them. God's covenants are powerful because He is eternal and almighty.	3
BI 302	ALTARS/OFFERINGS UNTO GOD Throughout history, man has always erected altars and made offerings and sacrifices and set up altars unto God.	3

Course Number	Course Title	Credit Hours
BI 303	THE PROMISES OF GOD The Bible contains over three thousand promises which deal with every area of our lives. This study on the promises of God will awaken faith and joy in your life as you learn of God's all-encompassing care.	3
BI 304	GREAT PEOPLE OF HISTORY Study the lives of twenty-six great men and women of the Bible and their impact on history.	3
BI 305	GENESIS Genesis reveals God to us through His creation. From the start, it is the colossal story of God and man-dust, deity and destiny. This study will motivate you to search the Scriptures for more parallels between God's creative plan, His work in current history and our personal lives.	3
BI 306	DANIEL A verse-by-verse study of Daniel with emphasis on its place in prophecy as well as the historical study of the Babylonian captivity.	3
BI 307	LIFE OF SIMON PETER A revealing study of the transformation of Peter as a result of his encounters with Jesus. His role in establishing the early church is emphasized.	3
BI 308	LIFE IN A.D. 50-EPHESIANS A verse-by-verse study of Paul's epistle with emphasis on the relevance of the book to his time and ours.	3
BI 309	DAVID David was a man after God's own heart. Not only was he tender toward God, but he was a true champion.	3
BI 310	MIRACLES OF JESUS The study of the miracles of Jesus is one of the most thrilling topics in all the Bible. Jesus taught spiritual lessons through these mighty acts. He proved Himself as the Son of God through His miracles.	3
BI 311	SAMSON RIDES ALONE The story of Samson, the judge of Israel, has flooded the imaginations of man for three millennia. These lessons analyze Samson's life to discover what made him great and what made him fail.	3
BI 312	ROMANS The book of Romans is the basic textbook of the Christian faith. Here we find the clearest definitions of salvation, faith, and the Spirit-filled life.	3

Course Number	Course Title	Credit Hours
BI 313	NEHEMIAH-THE LAST OF THE GREAT REFORMERS Nehemiah left a position as the cupbearer to the world's leading ruler in order to go to the rubble of Jerusalem and raise up its ancient walls. The study of Nehemiah's life is a true-to-life adventure about the making of a champion.	3
BI 314	APOLOGETICS As it relates to apologetics, the Godhead, creationism, modern day "isms", and more	

ENGLISH DEPARTMENT

EN 101	ENGLISH GRAMMAR Emphasis is on the fundamentals of grammar, sentence and paragraph structure.	3
EN 102	CREATIVE WRITING Emphasis is on clarity and creativity in writing and developing the students literary skills.	3

HISTORY DEPARTMENT

HI101	CHURCH HISTORY The history of the Christian Church from Christ starting it through the present day.	3
HI102	HOLY LAND HISTORY AND GEOGRAPHY To better understand the events of the Bible, it is important to comprehend the chronological and spatial contexts of these events.	3
HI103	HOLY LAND TOUR An on-the-spot study of the geography, history and prophecy of Israel. Other biblical nations may also be visited.	3
HI104	JERUSALEM-WHERE EMPIRES DIE To walk through Jerusalem's streets is to walk the pathway of history. Inside its walls you feel the enmity between deity and devils-the war that never ends. This city, named Peace, has seldom experienced peace. Jerusalem is the birthplace of ideas and events which shape world destiny.	3

Course Number	Course Title	Credit Hours
HI 201	COMPARATIVE RELIGIONS A comparison of the theological concepts of world religions and the Christian faith.	3
HI 310	AMERICA'S RELIGIOUS HERITAGE A study of American history with an emphasis on the Christian principles upon which our nation was founded.	3

MINISTRY DEPARTMENT

MN 102	CHRISTIAN COUNSELING The responsibility of the minister is spiritual oversight. The student will become familiar with the various problems requiring counsel that may be encountered in a ministry.	3
MN 103	CONFLICT MANAGEMENT There are business executives who can make a million dollars but cannot cope with the great issues of life; such as rejection, humiliation, anger, hate or fear. Modern man needs life and needs to know "how to!"	3
MN 105	THE CHRISTIAN FAMILY In our modern society, nothing is under so much attack by Satan as the home. This study will encourage you to make your home a place of love and happiness.	3
MN 106	WOMEN FOR THE HARVEST I An analysis of the biblical teaching of a woman's role in the church. The history of great women in church history is also explored. The course covers the role of a pastor's wife, as well as the study of women ministering in the local church.	3
MN 107	WOMEN FOR THE HARVEST II A continuation of MN106 with an emphasis on overcoming hindrances to your ministry and practical instruction to women on how to become active Christians.	3
MN 201	MASS MEDIA COMMUNICATION I A hands-on study of television and radio methods of evangelism.	3
MN 202	MASS MEDIA COMMUNICATION II A continuation of MN201.	3

Course Number	Course Title	Credit Hours
MN 203	CHRISTIAN JOURNALISM The basics of news writing, reporting and article writing are analyzed. Copy is edited, proofread and fitted for magazine and paper. This course is a challenge to every student to take the opportunity to use the printed page to convey the Gospel.	3
MN 204	BIBLE STUDY METHODS In this course, you will discover through a hands-on process how to master the text, the tools, and the techniques for productive Bible study. Your understanding of the Scriptures will grow rapidly as you put into practice proven methods of both textual and topical studies.	3
MN 206	COMPUTERS FOR MINISTRY A basic introduction to the use of word processing, databases, and the Internet as tools for ministry	3
MN 301	PRINCIPLES OF WORLD MISSIONS This course will reveal missions as a definite teaching of the Word of God. The historic resume of the Church's missionary activities from the Day of Pentecost down to the present time will be brought into focus.	3
MN 302	MISSION TOUR An on-the-spot study of missionary methods and activities.	3
MN 303	MISSION INTERNSHIP A three-month internship on the foreign mission field. Involved is experience in fund-raising of the self-supported trip, church planting, and cross-cultural evangelism.	12
MN 401	CHURCH BUSINESS ADMINISTRATION An essential introduction to accounting, business matters and legal procedures relating to the church.	3
MN 501	CHRISTIAN EDUCATION The importance, motivation and principles of Christian teaching are considered. The psychological factors which condition learning are investigated, and various methods are demonstrated for effective teaching. The student is guided to an understanding of the work of Christian education, youth work, Vacation Bible School, Christian camp directors, and other appropriate educational functions of the church.	3

SPEECH DEPARTMENT

Course Number	Course Title	Credit Hours
SP 101	PRINCIPLES OF SPEECH I A practical study of the art and skills involved in speaking. Emphasis is upon voice development, and the basics of platform manner. Included is practice in delivering various types of speech.	3
SP 103	HOMILETICS I An introduction to the basic elements of preaching including research, preparation, and delivery of sermon.	3
SP 121	HOMILETICS II A continuation of SP103 with study and practice of different forms of preaching including topical, textual, expository, and narrative exposition.	3

THEOLOGY DEPARTMENT

TH 101	SYSTEMATIC THEOLOGY I A systematic study of the great doctrines of the church with special emphasis on their development through the scriptures and church history.	3
TH 102	SYSTEMATIC THEOLOGY II A continuation of TH101.	3
TH 103	CHRISTOLOGY An in-depth study of the doctrine of Christ, its biblical foundations, and its development in church history.	3
TH 104	PANORAMA OF PROPHECY Our world staggers from crisis to crisis. These crises become more critical each year. Do they have a prophetic significance? This course examines the reality of biblical prophecy in these times	3
TH 105	ANGIOLOGY The Bible is the only book that gives perceptive insight into the invisible forces of the universe. It is the only known source of accurate information regarding the being and reality of angels, or of their ministry to humans.	3

Course Number	Course Title	Credit Hours
TH 107	THE GIFTS AND MINISTRY OF THE HOLY SPIRIT The greatest move of God in history is the present-day end-time revival. This course is a must in understanding the great outpouring of God's Spirit. Learn how the gifts of the Spirit are weapons of spiritual warfare.	3
TH 108	HUMAN ILLNESS & DIVINE HEALING In-depth studies on causes of sickness and biblical methods of healing.	3
TH 109	DEMON POWER These are possibly the most timely and powerful lessons ever prepared. These studies have to do with supernatural power and satanic dominion over intelligent beings and God's provision for deliverance.	3
TH 110	FAITH This study is a biblical survey of the principles of faith and a practical teaching on learning how to live in faith.	3
TH 111	TEN COMMANDMENTS The Ten Commandments are a summary of our duties toward God and man. They were uttered by God and instituted in the old covenant. They were reaffirmed by Jesus. They lay the foundation for truth and eternal life.	3
TH 113	PRAYER These lessons are in-depth studies on the therapeutic and supernatural powers of prayer. They teach methods which have been proven to be effective for the believer and will help you to establish a daily prayer life.	3
TH 114	THE TOTAL MAN A study in the identity and functions of the spirit, soul and body of man.	3
TH 115	TYOLOGY A study of symbols, types, shadows, examples, figures, similitudes and numbers of the Bible with special emphasis on persons, objects and events. Old Testament types which illustrate New Testament truths will be noted.	3
TH 119	THE PERSON OF THE HOLY SPIRIT An in-depth investigation into the personality of the Holy Spirit. Who He is and what He does are explained in terms of His divinity and His ministry to human beings.	3

Course Number	Course Title	Credit Hours
TH 122	DISPENSATIONS What is God's plan for man? How has He dealt with man in the past? How will He deal with man in the future? Find the answers to these and many more questions of the ages in this exciting study.	3
TH 123	THE MOST HIGH A study into the personality of God the Father.	3
TH 124	CHRISTIAN FOUNDATIONS A review of the basic tenets of the Christian Church.	3
TH 125	CHRISTIAN FINANCES This is a study on scriptural principles and practical tips concerning finances.	3
TH 126	SUPERNATURAL FRUIT OF THE HOLY SPIRIT A tree is known by its fruit. We, too, shall be known by our fruit. If we are righteous, we shall yield good works, but if we are corrupt, we shall produce evil deeds. One of God's objectives for His saints on Earth is for them to bear fruit and that this fruit should remain.	3
TH 127	MERCY-MAN'S GREATEST HOPE Our God is a God of mercy. He has multitudes of mercies that He wishes to lavish on human beings. His mercy is limitless.	3
TH 128	LIVING THE CHRISTIAN LIFE Mother Eve was overwhelmed with the deceptions of Satan and thus, began the long history of man's rebellion against God. Man had to be redeemed from a fallen state. In God's boot camp, you are taught that God provides a protective armor for the Christian soldier to win all the battles of life.	3
TH 129	LOVE, THE GREATEST POWER IN THE WORLD Love is like a diamond. The cut diamond has 58 facets. It emits light in 58 different ways. Love emits God in every direction. If a person fully comprehended love, he would know God, for the total essence of love is God.	3

GRADUATE COURSE DESCRIPTIONS

Course Number	Course Title	Credit Hours
BI 501	HERMENEUTICS A study of the history of interpretation as well as the principles governing correct Biblical interpretation. The application of the literal-grammatical-historical method is followed in the study of Scripture.	3
BI 602	ISAIAH-MALACHI An exposition of the major and minor prophets, noting the historical background against which they prophesied, noting the eschatological emphases of the prophets, the New Covenant, and the major themes of each of the prophets.	3
BI 701	GOSPELS An exposition of Matthew, Mark, Luke, and John, noting the distinctive nature and theme of each Gospel. The Gospels are studied from a thematic rather than geographical viewpoint, noting the particular audience and characteristics of each book.	3
BI 703	ACTS - GENERAL EPISTLES An exposition of Acts and the non-Pauline epistles, analyzing Acts from the transitional viewpoint. The books are also examined in consideration of their date, place of writing, audience, theme, and chief characteristics.	
BI 705	PAULINE EPISTLES - REVELATION An exposition from the Pauline Epistles to the Book of Revelation, noting Paul's and John the Revelator's theme in each of the books and his doctrinal emphases. The books are also studied in consideration of their date, place of writing, audience, theme, and chief characteristics.	3
NT 501	INTRODUCTION TO BIBLICAL LANGUAGES Intended for non-language students, this course introduces the student to the Greek language, facilitating the use of Greek language tools, lexicons, concordances, and exegetical works	3
OT 501	INTRODUCTION TO BIBLICAL LANGUAGES Intended for non-language students, this course introduces the student to the Hebrew language, facilitating the use of Hebrew language tools, lexicons, concordances, and exegetical works	3

Course Number	Course Title	Credit Hours
OT 502	OLD TESTAMENT SYNOPSIS The two great commandments—love God, love your neighbor—provide the integrating core for understanding and interpreting the Old Testament in its contemporary culture. This course will survey God’s revelation throughout Old Testament times in its historical, geographical, archaeological, and chronological setting. This perspective provides a broad background for reading and studying the New Testament.	3
OT 701	OLD TESTAMENT INTRODUCTION A study of the composition and preservation of the text of the Old Testament and the formation of the canon of the Old Testament, including authorship, date, and structure of the Old Testament books.	3
TH 501	BIBLIOLOGY AND THEOLOGY A study of the revelation, inspiration, and the inerrancy of Scripture; a study of the doctrine of God, His existence, His triune Being, His attributes, and His decrees.	3
TH 601	CHRISTOLOGY AND SOTERIOLOGY A study of the person of Jesus Christ: His undiminished deity and His unblemished and sinless but true humanity; a study of the work of Jesus Christ: His substitutionary atonement, redemption, and sanctification; a study of the application of salvation: election, efficacious grace, faith, and eternal security.	3
TH 602	PNEUMATOLOGY AND ECCLESIOLOGY A study of the person and work of the Holy Spirit: His personality and divine attributes; His work in salvation: conversion, regeneration, indwelling, sealing, distribution of gifts, and filling; a study of the church as the universal body of all believers and as the local assembly of believers in worship, instruction, fellowship, and ministry.	3
TH 702	ESCHATOLOGY A study of last things, comparing and contrasting premillennialism and amillennialism; a defense of the premillennial and pretribulational return of Jesus Christ; a study of the unconditional covenants, the rapture of the church, the tribulation, the Second Advent of Christ, the Millennial Kingdom, and eternal state.	3
TH 703	APOLOGETICS A study of contemporary problems, issues, and world views as they impinge on the Christian and the church. An evaluation and a Biblical response will be considered concerning issues like abortion, aids, war, genetic engineering, situation ethics, evil, suffering, and others.	3

NON-DEGREE CERTIFICATE PROGRAMS UNIT DESCRIPTIONS

The Bible is the main textbook at the Institution. The following list of courses illustrates the emphasis we place on God's Word.

BIBLICAL STUDIES UNITS

Number	Title	Units
CBI 101	SYNOPTIC GOSPELS A study of the life of Christ as presented in Matthew, Mark and Luke.	3
CBI 102	GOSPEL OF JOHN An analytical study of the fourth gospel with special emphasis on its unique contributions to the study of the life of Christ.	3
CBI 103	THE ACTS OF THE APOSTLES An in-depth study of the history of the church as written in the Book of the Acts of the Apostles. Also, an examination of the Biblical concept of the church and its operation and function.	3
CBI 104	PAULINE EPISTLES An analytical study of the letters of the Apostle Paul. Careful consideration is given to the occasion for writing, and the development of the theme of each book.	3
CBI 105	NON-PAULINE EPISTLES An analytical study of the epistle to the Hebrews and the letters of James, Peter, John and Jude. The study covers the theme, development and theology of each book.	3
CBI 106	REVELATION A study of the structure and message of the book with emphasis on its relationship to other Biblical literature, its interpretation throughout the history of the church, and its significance to the present-day Christian.	3
CBI 107	NEW TESTAMENT WORD STUDIES A survey of important words in the New Testament with emphasis on the understanding obtained through Greek and historical studies.	3
CBI 201	PENTATEUCH A comprehensive study of the first five books of the Bible. The early history of man is studied with emphasis on the Creation, the Flood, the Patriarchs, the Exodus, the Law, the Tabernacle and their typology and history.	3

Number	Title	Units
CBI 202	OLD TESTAMENT SURVEY A survey of the Old Testament book by book with key verse, key chapter, themes, author, and significance to our times.	3
CBI 203	PSALMS An introduction to the nature of Hebrew poetry with emphasis on the different types of Psalms and their significance.	3
CBI 204	OLD TESTAMENT WISDOM LITERATURE A study of Proverbs, Ecclesiastes, Song of Solomon and Job.	3
CBI 205	MAJOR PROPHETS A historical, doctrinal and exegetical study of the texts of Isaiah, Jeremiah, Ezekiel and Daniel, noting the political, religious and social conditions of their times.	3
CBI 206	MINOR PROPHETS A historical, doctrinal, and exegetical study of the 12 minor prophets and the political, religious, and social conditions of their times.	3
CBI 207	OLD TESTAMENT WORD STUDIES A survey of important words in the Old Testament with emphasis on the understanding obtained through Hebrew and historical studies. The Hebrew names of God will receive special treatment.	3
CBI 301	COVENANTS OF GOD In the ancient world, covenant-making was common. The strength of covenants depends on those who make them. God's covenants are powerful because He is eternal and almighty.	3
CBI 302	ALTARS/OFFERINGS UNTO GOD Throughout history, man has always erected altars and made offerings and sacrifices and set up altars unto God.	3
CBI 303	THE PROMISES OF GOD The Bible contains over three thousand promises which deal with every area of our lives. This study on the promises of God will awaken faith and joy in your life as you learn of God's all-encompassing care.	3
CBI 304	GREAT PEOPLE OF HISTORY Study the lives of twenty-six great men and women of the Bible and their impact on history.	3

Number	Title	Units
CBI 305	GENESIS Genesis reveals God to us through His creation. From the start, it is the colossal story of God and man-dust, deity and destiny. This study will motivate you to search the Scriptures for more parallels between God's creative plan, His work in current history and our personal lives.	3
CBI 306	DANIEL A verse-by-verse study of Daniel with emphasis on its place in prophecy as well as the historical study of the Babylonian captivity.	3
CBI 307	LIFE OF SIMON PETER A revealing study of the transformation of Peter as a result of his encounters with Jesus. His role in establishing the early church is emphasized.	3
CBI 308	LIFE IN A.D. 50-EPHESIANS A verse-by-verse study of Paul's epistle with emphasis on the relevance of the book to his time and ours.	3
CBI 309	DAVID David was a man after God's own heart. Not only was he tender toward God, but he was a true champion.	3
CBI 310	MIRACLES OF JESUS The study of the miracles of Jesus is one of the most thrilling topics in all the Bible. Jesus taught spiritual lessons through these mighty acts. He proved Himself as the Son of God through His miracles.	3
CBI 311	SAMSON RIDES ALONE The story of Samson, the judge of Israel, has flooded the imaginations of man for three millennia. These lessons analyze Samson's life to discover what made him great and what made him fail.	3
CBI 312	ROMANS The book of Romans is the basic textbook of the Christian faith. Here we find the clearest definitions of salvation, faith, and the Spirit-filled life.	3
CBI 313	NEHEMIAH-THE LAST OF THE GREAT REFORMERS Nehemiah left a position as the cupbearer to the world's leading ruler in order to go to the rubble of Jerusalem and raise up its ancient walls. The study of Nehemiah's life is a true-to-life adventure about the making of a champion.	3
CBI 314	APOLOGETICS As it relates to apologetics, the Godhead, creationism, modern day "isms", and more.	3

ENGLISH UNITS

Number	Title	Units
CEN 101	ENGLISH GRAMMAR Emphasis is on the fundamentals of grammar, sentence and paragraph structure.	3
CEN 102	CREATIVE WRITING Emphasis is on clarity and creativity in writing and developing the students literary skills.	3

HISTORY UNITS

HI101	CHURCH HISTORY The history of the Christian Church from Christ starting it through the present day.	3
HI102	HOLY LAND HISTORY AND GEOGRAPHY To better understand the events of the Bible, it is important to comprehend the chronological and spatial contexts of these events.	3
HI103	HOLY LAND TOUR An on-the-spot study of the geography, history and prophecy of Israel. Other biblical nations may also be visited.	3
HI104	JERUSALEM-WHERE EMPIRES DIE To walk through Jerusalem's streets is to walk the pathway of history. Inside its walls you feel the enmity between deity and devils-the war that never ends. This city, named Peace, has seldom experienced peace. Jerusalem is the birthplace of ideas and events which shape world destiny.	3
HI 201	COMPARATIVE RELIGIONS A comparison of the theological concepts of world religions and the Christian faith.	3
HI 310	AMERICA'S RELIGIOUS HERITAGE A study of American history with an emphasis on the Christian principles upon which our nation was founded.	3

MINISTRY UNITS

Number	Title	Units
CMN 102	CHRISTIAN COUNSELING The responsibility of the minister is spiritual oversight. The student will become familiar with the various problems requiring counsel that may be encountered in a ministry.	3
CMN 103	CONFLICT MANAGEMENT There are business executives who can make a million dollars but cannot cope with the great issues of life; such as rejection, humiliation, anger, hate or fear. Modern man needs life and needs to know "how to!"	3
CMN 105	THE CHRISTIAN FAMILY In our modern society, nothing is under so much attack by Satan as the home. This study will encourage you to make your home a place of love and happiness.	3
CMN 106	WOMEN FOR THE HARVEST I An analysis of the biblical teaching of a woman's role in the church. The history of great women in church history is also explored. The course covers the role of a pastor's wife, as well as the study of women ministering in the local church.	3
CMN 107	WOMEN FOR THE HARVEST II A continuation of MN106 with an emphasis on overcoming hindrances to your ministry and practical instruction to women on how to become active Christians.	3
CMN 201	MASS MEDIA COMMUNICATION I A hands-on study of television and radio methods of evangelism.	3
CMN 202	MASS MEDIA COMMUNICATION II A continuation of MN201.	3
CMN 203	CHRISTIAN JOURNALISM The basics of news writing, reporting and article writing are analyzed. Copy is edited, proofread and fitted for magazine and paper. This course is a challenge to every student to take the opportunity to use the printed page to convey the Gospel.	3
CMN 204	BIBLE STUDY METHODS In this course, you will discover through a hands-on process how to master the text, the tools, and the techniques for productive Bible study. Your understanding of the Scriptures will grow rapidly as you put into practice proven methods of both textual and topical studies.	3

Number	Title	Units
CMN 206	COMPUTERS FOR MINISTRY A basic introduction to the use of word processing, databases, and the Internet as tools for ministry	3
CMN 301	PRINCIPLES OF WORLD MISSIONS This course will reveal missions as a definite teaching of the Word of God. The historic resume of the Church's missionary activities from the Day of Pentecost down to the present time will be brought into focus.	3
CMN 30	MISSION TOUR An on-the-spot study of missionary methods and activities.	3
CMN 303	MISSION INTERNSHIP A three-month internship on the foreign mission field. Involved is experience in fund-raising of the self-supported trip, church planting, and cross-cultural evangelism.	12
CMN 401	CHURCH BUSINESS ADMINISTRATION An essential introduction to accounting, business matters and legal procedures relating to the church.	3
MN 501	CHRISTIAN EDUCATION The importance, motivation and principles of Christian teaching are considered. The psychological factors which condition learning are investigated, and various methods are demonstrated for effective teaching. The student is guided to an understanding of the work of Christian education, youth work, Vacation Bible School, Christian camp directors, and other appropriate educational functions of the church.	3

SPEECH UNITS

Number	Unit Title	Units
CSP 101	PRINCIPLES OF SPEECH I A practical study of the art and skills involved in speaking. Emphasis is upon voice development, and the basics of platform manner. Included is practice in delivering various types of speech.	3
CSP 103	HOMILETICS I An introduction to the basic elements of preaching including research, preparation, and delivery of sermon.	3
CSP 121	HOMILETICS II A continuation of SP103 with study and practice of different forms of preaching including topical, textual, expository, and narrative exposition.	3

THEOLOGY UNITS

CTH 101	SYSTEMATIC THEOLOGY I A systematic study of the great doctrines of the church with special emphasis on their development through the scriptures and church history.	3
CTH 102	SYSTEMATIC THEOLOGY II A continuation of TH101.	3
CTH 103	CHRISTOLOGY An in-depth study of the doctrine of Christ, its biblical foundations, and its development in church history.	3
CTH 104	PANORAMA OF PROPHECY Our world staggers from crisis to crisis. These crises become more critical each year. Do they have a prophetic significance? This course examines the reality of biblical prophecy in these times	3
CTH 105	ANGIOLOGY The Bible is the only book that gives perceptive insight into the invisible forces of the universe. It is the only known source of accurate information regarding the being and reality of angels, or of their ministry to humans.	3
CTH 107	THE GIFTS AND MINISTRY OF THE HOLY SPIRIT The greatest move of God in history is the present-day end-time revival. This course is a must in understanding the great outpouring of God's Spirit. Learn how the gifts of the Spirit are weapons of spiritual warfare.	3

Number	Title	Units
CTH 108	HUMAN ILLNESS & DIVINE HEALING In-depth studies on causes of sickness and biblical methods of healing.	3
CTH 109	DEMON POWER These are possibly the most timely and powerful lessons ever prepared. These studies have to do with supernatural power and satanic dominion over intelligent beings and God's provision for deliverance.	3
CTH 110	FAITH This study is a biblical survey of the principles of faith and a practical teaching on learning how to live in faith.	3
CTH 111	TEN COMMANDMENTS The Ten Commandments are a summary of our duties toward God and man. They were uttered by God and instituted in the old covenant. They were reaffirmed by Jesus. They lay the foundation for truth and eternal life.	3
CTH 113	PRAYER These lessons are in-depth studies on the therapeutic and supernatural powers of prayer. They teach methods which have been proven to be effective for the believer and will help you to establish a daily prayer life.	3
CTH 114	THE TOTAL MAN A study in the identity and functions of the spirit, soul and body of man.	3
CTH 115	TYOLOGY A study of symbols, types, shadows, examples, figures, similitudes and numbers of the Bible with special emphasis on persons, objects and events. Old Testament types which illustrate New Testament truths will be noted.	3
CTH 119	THE PERSON OF THE HOLY SPIRIT An in-depth investigation into the personality of the Holy Spirit. Who He is and what He does are explained in terms of His divinity and His ministry to human beings.	3
CTH 122	DISPENSATIONS What is God's plan for man? How has He dealt with man in the past? How will He deal with man in the future? Find the answers to these and many more questions of the ages in this exciting study.	3
CTH 123	THE MOST HIGH A study into the personality of God the Father.	3
CTH 124	CHRISTIAN FOUNDATIONS A review of the basic tenets of the Christian Church.	3

Number	Title	Units
CTH 125	CHRISTIAN FINANCES This is a study on scriptural principles and practical tips concerning finances.	3
CTH 126	SUPERNATURAL FRUIT OF THE HOLY SPIRIT A tree is known by its fruit. We, too, shall be known by our fruit. If we are righteous, we shall yield good works, but if we are corrupt, we shall produce evil deeds. One of God's objectives for His saints on Earth is for them to bear fruit and that this fruit should remain.	3
CTH 127	MERCY-MAN'S GREATEST HOPE Our God is a God of mercy. He has multitudes of mercies that He wishes to lavish on human beings. His mercy is limitless.	3
CTH 128	LIVING THE CHRISTIAN LIFE Mother Eve was overwhelmed with the deceptions of Satan and thus, began the long history of man's rebellion against God. Man had to be redeemed from a fallen state. In God's boot camp, you are taught that God provides a protective armor for the Christian soldier to win all the battles of life.	3
CTH129	LOVE, THE GREATEST POWER IN THE WORLD Love is like a diamond. The cut diamond has 58 facets. It emits light in 58 different ways. Love emits God in every direction. If a person fully comprehended love, he would know God, for the total essence of love is God.	3

APPLICATION PROCEDURE

UNDERGRADUATE, GRADUATE, AND CERTIFICATE APPLICATION PROCEDURES

1. Fill out the application form.
2. Write personal testimony (approximately 300 words).
3. Mail the application form, testimony, a recent photograph of you and your wife with children, if any, and a \$25 non-refundable application fee to the registrar no later than one month prior to the first day of the semester. Late applicants must receive special permission for enrollment.
4. Have pastor or another responsible person complete the personal recommendation and mail it directly to the registrar.
5. Applicants in the process of completing admission requirements may enroll as special students for up to 12 credit hours. Admission must be completed before these credits will be recorded on official transcripts.