Addendum for
2010-2011

The Baptist College of Florida
Catalog
Revised Mission Statement

The Baptist College of Florida shall operate within the confines of a Christian worldview to promote, provide for, operate and control a program of education and training for Christian leaders through awarding certificates and associate, baccalaureate, and graduate degrees in a co-educational post secondary setting.

To fulfill its mission, the college seeks to develop those qualities in students that contribute to effective ministry. In the areas of personal growth, we seek to foster a desire for knowledge; develop cultural awareness by introducing students to a wide range of knowledge; nurture the ability to acquire, evaluate, assimilate, and use information; and promote personal and social maturity. For spiritual growth, we provide the resources for gaining biblical and religious data; we also assist students in learning and living the Christian life. In terms of professional growth, students are enabled to gain the credentials that enhance opportunities for ministry, and they learn to master a specialized body of knowledge. At the same time, we encourage positive attitudes toward ministry and foster both an awareness of and a loyalty to the Southern Baptist heritage.
- The word “Major” will be removed from the following headings:
  
  - Page 23  Biblical Studies
  - Page 23  Christian Counseling
  - Page 24  Christian Studies
  - Page 27  Ministry
  - Page 28  Missions
  - Page 30  Music
  - Page 33  Associate of Arts (In Music)
• New degree being offered and is to be included in catalog

**Business Leadership**

The Business Leadership major is designed to provide graduates with the values and skills necessary to guide the business operations of the church or the marketplace.

General Education Foundation

Specializations:
- MA 230. College Algebra (3 hours)
- IT 202. Information Technology Applications (3 hours)

Biblical/Theological Foundation

Additional Requirements

BI 212. Biblical Hermeneutics (3 hours)
OT/NT Bible Book Study (3 hours)
PHI 402. Contemporary Ethical Issues (2 hours)

Major

BUS 201. Principles of Accounting (3 hours)
BUS 205. Managerial Accounting (3 hours)
MA 310. Business Calculus (3 hours)
STA 300. Statistics (3 hours)
STA 301. Statistics Laboratory (1 hour)
BUS 301. Accounting I (3 hours)
BUS 302. Accounting II (3 hours)
BUS 303. Introduction to Business (3 hours)
BUS 310. Business Finance (3 hours)
BUS 315. Economics I (3 hours)
BUS 401. Business Law and Ethics (3 hours)
BUS 402. Economics II (3 hours)
BUS 405. Business Management (3 hours)
BUS 408. Personal Finance (3 hours)
BUS 410. Business Communications and Marketing (3 hours)
BUS 415. Not-for-Profit Business (2 hours)
BUS 416. Federal and State Tax Issues (3 hours)
BUS 417. Cases in Business Ethics (3 hours)
BUS 420. Business Internship (3 hours)

General Electives

Total Hours

120 hours
The following courses have been added to the 2010-2011 Catalog.

**Business Leadership**

**BUS 205. Managerial Accounting.** A study of the process used by management to plan, evaluate and control within an entity and to assure appropriate use of and accountability for its resources. The course will focus on cost-benefit analysis, capital budgeting, buy or lease analysis, annual budgeting and strategic planning. Three semester hours credit.

**BUS 303. Introduction to Business.** A study of contemporary business enterprises and market systems characterized by private ownership and distribution of goods and services. The course includes an overview of business processes, marketing, finance and strategy and their roles in the free market system with an emphasis upon biblical business principles. Three semester hours credit.

**BUS 402. Economics II.** A study of the economy of a country or region with emphasis on income, employment, banking, savings and capital formation and public policy. Three semester hours credit.

**BUS 408. Personal Finance.** A study of charge accounts, installment buying, taxation, borrowing money, savings accounts, life insurance, annuities, social security, owning a home and other personal concerns of church administrators. Three semester hours credit.

**BUS 416. Federal and State Tax Issues.** A study of tax laws with special emphasis on their effect on churches and church administrators. The course will deal with federal legislation that impacts churches and clergy including payroll tax reporting, housing and parsonage allowances, reporting clergy income and expenses and charitable contributions. Three semester hours credit.

**BUS 417. Cases in Business Ethics.** A study of the application of the ethical decision making framework to actual and theoretical situations in both the business and personal environment. Both individual and group decision making will be studied. Prerequisites: BUS 301, 302, 305, 401 and 405. Three semester hours credit.

**BUS 420. Business Internship.** A directed work experience that provides substance and meaning to the classroom experience of the business student. The internship will occur after the completion of the Junior year and must be approved by the Chair of the Business Division and the Dean of Faculty. Three semester hours credit.

**MA 310. Business Calculus.** A course in basic calculus applied to problems in business and economics. Applications will include compound interest, marginal analysis, optimization, graphing and revenue, cost, profit variables. Prerequisite: MA 230. Three semester hours credit.
The information contained in this catalog was accurate at the time of publication. However, whenever necessary, the trustees, administrators, and faculty of The Baptist College of Florida reserve the right to make changes in regulations and policies. In the event of such changes, notice will be given.

DIRECTIONS FOR CORRESPONDENCE

Administration, Denominational Matters, Chapel Speakers, Church Relations ......................................................... President
Admissions, Alumni Affairs, and Public Relations ........................................................................................................ Director of Marketing
Development (Wills, Trusts, Donations, Other Gifts) ............................................................................................. Vice President for Development
Faculty Matters ........................................................................................................................................ Dean of the Faculty
Financial Aid .................................................................................................................................................. Director of Financial Aid
Housing ............................................................................................................................................................. Director of Student Services
Ministry Referral ........................................................................................................................................ Office of Development
Music ................................................................................................................................................................. Chair, Music & Worship Division
Online Education ........................................................................................................................................ Director of Distance Learning
School Expense, Payment on Accounts ........................................................................................................ Office of Business Affairs
Student Records ........................................................................................................................................... Registrar

OFFICE HOURS

College offices normally are open from 8:00 a.m. to 4:30 p.m., Monday through Friday. Anyone wishing to see a member of the administrative staff at any other time should write or phone for an appointment. Please note that the college is in the Central Time Zone.

NON-DISCRIMINATION POLICY

In compliance with federal law, including provisions of Title IX of the Education Amendments of 1972 and Section 504 of the Rehabilitation Act of 1973, The Baptist College of Florida does not illegally discriminate on the basis of race, sex, color, national or ethnic origin, age, disability, or military service in its administration of education policies, programs, or activities; admissions policies; or employment. Under federal law, the college may discriminate on the basis of religion in order to fulfill its purposes. Inquiries or complaints should be directed to R.C. Hammack, Senior Vice President at (850) 263-3261 ext. 431.
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2010-2011 BCF Academic Calendar

FALL SEMESTER 2010

- Last day to check in residence hall-new students: 08/11/10
- Last day to check in residence hall-returning students: 08/13/10
- Late registration-returning students: 08/09-11/10
- Welcome Activities and Registration-new students: 08/12-13/10
- Class work begins: 08/16/10
- Last day to drop or add courses: 08/22/10
- Labor day recess: 09/06/10
- Last day to remove incomplete grades: 09/10/10
- Last day to appeal grade of previous semester: 09/10/10
- Observance of U.S. Constitution Day: 09/17/10
- Deadline for application for fall graduation: 09/17/10
- Last day to drop courses without failing grade: 10/08/10
- Spring/J-term Senior advising and registration: 10/11/10
- Spring/J-term Junior advising and registration: 10/18/10
- Spring/J-term Sophomore advising and registration: 10/25/10
- Spring/J-term Freshman and Non-Degree advising and registration: 11/01/10
- Administrative offices reopen: 01/03/11
- Registration-all students: 01/03/11
- January Session: 01/03-14/11
- Last day to check into residence hall: 05/16/11
- Registration-all students: 05/16/11
- Class work begins: 05/16/11
- Last day to drop or add course: 05/16/11
- Last day to drop course without failing grade (2 hour): 05/20/11
- Last day to drop course without failing grade (3 hour): 05/25/11
- First session ends: 06/03/11
- Last day to move out of residence hall: 06/03/11
- Third session ends: 07/15/11
- Last day to move out of residence hall: 07/15/11

JANUARY TERM 2011

- Last day to check in residence hall: 01/12/11
- Last day to check in residence hall-returning students: 01/14/11
- Welcome Activities and Registration-new students: 01/13-14/11
- Class work begins: 01/17/11
- Last day to drop or add courses: 01/23/11
- Last day to remove incomplete grades: 02/11/11
- Last day to appeal grade of previous semester: 02/11/11
- Deadline for application for spring graduation: 02/18/11
- Last day to drop courses without failing grade: 03/11/11
- Spring Holidays: 03/28-04/01/11
- Fall/Summer Senior advising and registration: 04/04/11
- Fall/Summer Junior advising and registration: 04/11/11
- Fall/Summer Sophomore advising and registration: 04/18/11

SECOND SUMMER SESSION 2011

- Last day to check into residence hall: 05/16/11
- Registration-all students: 05/16/11
- Class work begins: 05/16/11
- Last day to drop or add course: 05/16/11
- Last day to drop course without failing grade: 05/20/11
- Last day to drop course without failing grade (3 hour): 05/25/11
- Final exam period: 06/03/11
- Last day to move out of residence hall: 06/03/11

THIRD SUMMER SESSION 2011

- Last day to check into residence hall: 05/16/11
- Registration-all students: 05/16/11
- Class work begins: 05/16/11
- Last day to drop or add course: 05/16/11
- Last day to drop course without failing grade: 05/20/11
- Last day to drop course without failing grade (3 hour): 05/25/11
- Final exam period: 06/03/11
- Last day to move out of residence hall: 06/03/11

ALL SUMMER SESSION 2011

- Registration-all students: 05/16/11
- Class work begins: 05/16/11
- Last day to drop or add course: 05/22/11
- Last day to drop course without failing grade: 07/01/11
- July 4th recess: 07/04/11
- All Summer Session Ends: 08/05/11
- Last day to move out of residence hall: 08/05/11
Welcome to The Baptist College of Florida! You can be sure that we, the faculty, staff and administration, are dedicated to supporting you in every way possible as you pursue your education.

If this is your first experience with college you may come across terms that are unclear as you review this catalog, such as those terms related to academic requirements. For that reason, we have included a glossary on page 60. Whenever you see a term that puzzles you, please refer to this section.

For students of BCF, the catalog is a guide concerning college policies, regulations, and requirements. In particular, it communicates academic regulations, requirements, curricula, and courses. Like all colleges and universities, BCF has determined specific criteria that students must meet in order to earn degrees. In this publication, you will find these criteria spelled out.

Although you are responsible for understanding and complying with the requirements related to your program of study, the college’s academic advisors will be glad to assist you in planning an academic program that will lead to graduation and the degree of your choice.

Here you will also find full details about college expenses and financial aid, as well as the annual calendar, a resource directory, and other important information. This catalog is a useful resource. We suggest you keep it handy and refer to it often as you continue to equip yourself for the ministry to which God has called you.

The Baptist College of Florida shall operate within the confines of a Christian worldview to promote, provide for, operate and control a program of education and training for Christian leaders through awarding certificates and associate and baccalaureate degrees in a co-educational post secondary setting.

To fulfill its mission, the college seeks to develop those qualities in students that contribute to effective ministry. In the area of personal growth, we seek to foster a desire for knowledge; develop cultural awareness by introducing students to a wide range of knowledge; nurture the ability to acquire, evaluate, assimilate, and use information; and promote personal and social maturity. For spiritual growth, we provide the resources for gaining biblical and religious data; we also assist students in learning and living the Christian life. In terms of professional growth, students are enabled to gain the credentials that enhance opportunities for ministry, and they learn to master a specialized body of knowledge. At the same time, we encourage positive attitudes toward ministry and foster both an awareness of and a loyalty to the Southern Baptist heritage.

In the early 1940’s, a group of concerned pastors joined together with a common burden and vision. Their burden was to help those pastors and other church leaders who did not have college degrees but who needed seminary-type training. Their vision was to establish a school that would provide a mixture of Bible and general education courses for these God-called men and women. The result, in 1943, was the founding of Florida Baptist Institute in Lakeland, Florida. Two years later the name was changed to Baptist Bible Institute (BBI).

In 1953, BBI leaders moved the school to Graceville, Florida, and in 1957 the Florida Baptist State Convention assumed ownership and control. Over the years, the college’s leaders have continued to expand and strengthen academic resources.

Throughout its history, the college has never lost sight of its original target group-those men and women, frequently called later in life, who seek college training that leads directly to Christian ministry. To ensure them acceptable credentials in the churches and to broaden the base of study, the baccalaureate degree program was added in 1976. Associate degrees were added in 1988. By then the school had long surpassed its earlier academic composition and the name of the institution was changed in 1988 to Florida Baptist Theological College. Growth has continued in all areas of the college with the addition of numerous degree programs, areas of study and delivery systems. Therefore, as a more accurate reflection of the college’s academic character, the name of the institution was changed in 2000 to The Baptist College of Florida.

The Baptist College of Florida is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award Certificates and Associate and Baccalaureate degrees. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the accreditation of The Baptist College of Florida.

BCF is an accredited institutional member of the National Association of Schools of Music. BCF holds membership in the International Association of Baptist Colleges and Universities. The college also holds membership in the National Association of Independent Colleges and Universities and the Association of Christian Schools International. BCF is approved by the United States Immigration and Naturalization Service to train non-immigrant students and is also approved to train veterans.

The Bible is the divinely inspired and revealed Word of God.

God is the Holy Trinity: God the Father, God the Son, God the Holy Spirit.

Jesus is the Christ, the eternal Son of the living God, the Savior of men, born of a virgin, equal with the Father in every divine perfection, and the Lord of every Christian. The Lord Jesus Christ died on the cross, was buried, rose again the third day, and ascended to the right hand of God the Father, where he now sits in heaven as our Mediator. The return of the Lord Jesus Christ will be visible and personal. He has taught us to live in readiness to meet Him.

The Holy Spirit is a person, equal with the Father and the Son in every divine perfection, who convicts of sin, regenerates, enlightens, endues for service, comforts, and guides believers.

All have sinned, and therefore, are in need of salvation.

Salvation is by grace alone, is free to all who, through repentance and faith, surrender to the Lord Jesus Christ. All who have been born again are eternally secure and will persevere to the end.
VII
Salvation precedes Scriptural baptism and church membership. Christ personally instituted the church, which He commissioned to make disciples of all nations, to baptize believers, and to teach them to do all things that He had commanded. There are only two Scriptural ordinances: believer’s baptism and the Lord’s Supper.

VIII
There are only two classes in God’s sight: saved and lost. The saved shall live eternally in conscious blessedness in heaven; the unsaved in conscious punishment in hell forever.

IX
We hold these distinctive Baptist principles: “the absolute Lordship of Christ,” “the supreme authority of the Holy Scriptures,” “the competency of the individual soul,” “the necessity of regeneration for church membership,” “the complete separation of church and state,” and “the autonomy of the local church.”

BIBLICAL WORLDVIEW
The Baptist College of Florida espouses the worldview set forth in Scripture. This position is reflected throughout both the curriculum and extra-curricular activities of the college. Every person taking a degree graduates with a minimum of 18 semester hours of Biblical/Theological foundation. All courses are taught from the perspective of the biblical worldview as opposed to the perspective of other worldviews such as postmodernism, existentialism, deism, and naturalism. Furthermore, a number of courses are significant requirements in some degree programs and electives in others for those individuals who may desire more depth in worldview studies. A sampling of such courses includes the following: PHI 101. Introduction to Christian Worldview; PHI 301. Problems in Philosophy; PHI 402. Contemporary Ethical Issues; TH 301, TH 302. Christian Doctrine; TH 403. Apologetics; MI 404 World Religions; OT 301. The Doctrine of Creation.

FACULTY
Compared with other educational institutions of this type, the college’s highly qualified faculty is second to none in credentials, commitment, and experience. All of the full-time faculty are Southern Baptists. Eighty percent of the college’s professors hold doctorates. Each one gained significant practical experience in a church-related ministry before joining the faculty.

CAMPUS AND FACILITIES
The college occupies a beautiful, approximately 250-acre campus in Graceville, a town located in the Florida panhandle. All campus buildings are grouped together and are within a five minute walk of each other. Students with disabilities have easy access to campus facilities.

Administration Building
Completed in December of 2008, the Administration Building houses senior administration on the upper floor, including the President, Vice-Presidents, and Comptroller. The Business Office and the Financial Aid Office can be found on the lower floor.

Assembly Center
Constructed in 1998, this facility offers 27,000 square feet of floor space in three stories. The Assembly Center contains four classrooms, showers and dressing rooms, a basketball court, exercise rooms, and the Music and Worship Division. The basketball court doubles as an assembly area featuring a portable stage and a seating capacity of 1100.

Robert G. Lee Chapel
Built in 1958, the chapel is named for a former pastor of Bellevue Baptist Church in Memphis, Tennessee. Stained glass windows were added to the chapel in 1993, the interior was renovated in 2000, and the exterior was renovated in 2006.

Prayer Chapel
Completed in 2008, the Prayer Chapel is set off the rear of the R.G. Lee Chapel. Built with a gift from First Baptist Church of Panama City, the chapel is open from 6am to 12am for prayer.

Graceville Hall
This facility was built in 1964 and houses faculty offices as well as Marketing, Admissions, Registrar, Student Services, Information Technology, and the Writing Lab.

Ed Solomon Hall
This classroom facility was constructed in 1964 and named in honor of the late editor of the Florida Baptist Witness. It contains five classrooms and faculty offices and is equipped with projectors, sound and high speed internet.

Frank Faris Student Center
Constructed in 1969 and remodeled in 1999 and again in 2009, the Student Center houses Lake Vista Dining, the King’s Cup Coffee Shop, student mailboxes, a game room and the Presidential Conference Room.

McRae-Morrow Hall
Constructed in 1981, this facility is named for two Graceville families who have been devoted supporters of the college. The center houses the Teacher Education and General Education programs and staff. Also, it houses the Information Technology Laboratory with 21 computers and high speed internet.

Jake and Catherine Jones House
Donated in 1999 by the Jones family, it houses the college’s Institute for Prayer and Worship and serves as guest housing.

Heritage Village
Established in 1995, the village is made up of homes, churches, schools and community buildings from the mid-nineteenth to early twentieth century. Heritage Village provides a venue for training twenty-first century ministers in buildings representing a century of godly heritage.

Brackin-Chandler Hall
Built in 1985, this residence hall is named for two Dothan Baptist businessmen, Carl Brackin and Dan Chandler, who are consistent financial supporters of the college. It holds up to 31 residents.

East Lake Residence Hall
Formerly the President’s residence, this facility houses eighteen residents.

Lakeside Hall
This residence hall was completed and first occupied fall semester 1994. It holds up to 47 residents.

Napier Hall
Built in 1999, this residence hall holds up to 45 residents and is named in honor of Joe Napier, long-time supporter and friend of the college.

Pod Residence Hall
Built in 2007, the Pod residence hall houses 10 residents.
**Admissions**

**Admission Requirements**

The Baptist College of Florida welcomes deeply dedicated Christians regardless of age, sex, race, or national origin. However, the college reserves the right to restrict or deny admission to any applicant for reasons determined to be in the best interest of the school by the officers thereof. This reserved right will be administered in a manner consistent with state and federal non-discrimination laws.

As the following criterion indicates, The Baptist College of Florida practices a comprehensive approach in admission policy. All criteria will be considered by the admissions committee in determining each applicant’s admission to the college.

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**Smith Hall**
Built in 1990, this facility is named in honor of Mrs. Jean Smith Chandler, and in memory of her grandmother, Mrs. Lena Spivey Smith. It holds up to 31 residents.

**Southwest Apartments**
These facilities, containing accommodations for single students, are named for H. Harry Parker, Ted S. Boehm, and the Chipola Baptist Association.

**Lakeview Court**
Built over the years, this complex contains attractive, two and three bedroom individual houses. Twenty-five of the forty-four housing units are gifts. They include the following: J. Arthur Howard Duplex (1968), donated by Mrs. J. Arthur Howard of Chipley, Florida, in memory of her husband; Trawick House (1972), given by Trawick Construction Company, in memory of James L. Trawick; Roy M. and Pearl L. Saunders House (1973), erected in memory of Pearl L. Saunders by her husband, Roy M. Saunders; Gladys W. and Wheeler L. Thompson House (1973); Trawick House (1973), presented by Bonnie Trawick in loving memory of her husband, James L. Trawick; Frank Hudnall Duplex (1978), donated by Mr. and Mrs. Frank Hudnall.

**Ezell Street Apartments**
Built and dedicated in 1991, each of the four apartments contains three bedrooms and two baths.

**Taylor House**
Completed in 2009, the Taylor House is a duplex apartment named in honor of Rev. Lanis E. Taylor recognizing his lifetime of dedicated Christian Service. Each of the two units offers 3 bedrooms and 2 bathrooms.

**Conrad Courtyard**
Completed in 2009, Conrad Courtyard is a collection of homes for students built in memory of Thomas B. Conrad for a lifetime of dedicated Christian Service. It is a community-oriented housing style for single students.

**R.C. Mills Center for Evangelism and Missions**
Completed in 2010, this is a 6000 square foot classroom facility that houses two large classrooms, a 160 seat auditorium and offices for missions/evangelism personnel.

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**Application for Admission**

Submitting the application form and application fee is the first step for entrance to The Baptist College of Florida. The application can be downloaded or completed online at www.baptistcollege.edu/admissions. The application can also be requested by emailing the Office of Admissions at admissions@baptistcollege.edu, by calling (800) 328-2660 ext. 460, or by writing the Office of Admissions at 5400 College Drive, Graceville, FL 32440.

Once all information is received, the applicant’s file will go before the admissions committee for approval. The Office of Admissions will inform the applicant of the admissions committee’s action. If an applicant fails to register for classes within one year of approval, he/she will be required to reapply or supply updated information. The college reserves the right to perform a background check and/or credit check on any and all applicants. All applicants are encouraged to call the Office of Admissions at any time if they have any questions. All forms used for the admissions process can be found on the college web site at www.baptistcollege.edu/admissions.

**Degree Seeking Applicants**

**Regular Admission**
1. Will have been a Christian with active participation in a local church for at least one year.
2. Will provide affirmation of faith and service.
3. Will be recommended by a local Christian church.
4. Will submit a personal recommendation.
5. Will be of strong moral character.
6. Will not use tobacco, recreational narcotics, alcohol or any other intoxicants in any form or amount.
7. Will be emotionally and socially capable of adjusting to college life.
8. Will show evidence of responsibility in personal money management.
9. Will submit descriptions of satisfactory resolution of any and all divorces and remarriages.
10. Will submit proof of immunizations for measles and rubella as indicated by Rule 6C-6.001(5) Florida Administrative Code before acceptance into BCF. All students are required to submit a BCF Immunization form documenting meningococcal meningitis and Hepatitis B, or a signed waiver stating information on both diseases has been read and the student declines receipt of each vaccine.
11. Will possess a high school diploma or the equivalent General Education Diploma (GED). Official academic transcripts and GED certificates with scores and date of completion or graduation must be sent from their points of origin directly to the Office of Admissions.
12. Will submit official transcripts from any and all institutions of higher education attended. Transfer students who have an Associate of Arts degree from a regionally accredited college or university may be able to submit an official college transcript in lieu of the high school transcript requirement (see also Transfer of Credit from Other Institutions).
13. Will meet the following ACT/SAT requirements:
   a. First-time freshmen who have earned a high school diploma or its equivalent are required to submit official ACT or SAT scores.
   b. Transfer students who have earned at least 24 semester hours of college credit may be exempt from the ACT/SAT requirement.
   c. Students failing to submit these scores as required, may be provisionally admitted at the discretion of the admissions committee for one semester only. Students who fail to submit the required test scores will not be permitted to register for subsequent semesters.
14. Home Schooled Students, in addition to all other requirements, must present a minimum 2.5 GPA on a 4.0 scale on a home school transcript and give evidence of having earned a minimum of 20 units, with at least 14 units from the fields of English (4), math (4), social sciences (3) and natural sciences (3).
15. May be conditionally admitted at the discretion of the admissions committee. Conditional admission will apply to degree seeking applicants whose credentials warrant concern about their ability to complete a degree program at The Baptist College of Florida. Conditionally admitted applicants may gain regular admission to the college by demonstrating their ability to do college work during the first two regular semesters. Under no circumstances will students remain on conditional admission beyond one year. Failure to earn the minimum grade point average for unconditional retention by the end of the second regular semester will result in permanent suspension from the college.

Important Note: Degree Seeking Applicants must submit all official documents by the end of the Drop/Add date. Applicants not meeting requirements for regular admission prior to the Drop/Add date may be admitted as a non-degree seeking student only. Refer to "Non-Degree Seeking Applicants" section.

SPECIAL APPLICANTS

Non-Degree (ND)
1. ND students must submit a completed application with affirmation of faith and service.
2. ND students will be recommended by a local Christian church.
3. ND students will not use tobacco, recreational narcotics, alcohol or any other intoxicants in any form or amount.
4. ND students will submit proof of immunizations.
5. Official high school diplomas or equivalents are required. Official transcripts must be sent directly from their points of origin to the Office of Admissions.
6. ND students lacking the appropriate transcript can be provisionally admitted for one semester only. Students who fail to submit the required transcripts will not be permitted to register for subsequent semesters.
7. ND students may not enroll in any courses in which placement is governed by the level of proficiency revealed in placement testing.
8. No limit is placed on the number of courses a ND student may take, but no more than twenty-four semester hours can be applied toward a degree at BCF.
9. ND students are not eligible for financial aid.
10. ND students who wish to become degree-seeking are required to meet all requirements for regular admission.
11. No documents received after Drop/Add will be accepted for admission beyond one year. Failure to earn the minimum grade point average for unconditional retention by the end of the second regular semester will result in permanent suspension from the college.

Auditors (AU)
1. Auditors follow the same application process as ND students.
2. Auditors pay 50% tuition plus the required fees.
3. Auditors attend classes but do not take any examinations.
4. Auditors do not receive college credit.
5. Audited courses do not apply toward eligibility to receive government sponsored financial aid, including veterans’ educational benefits.

Certificate Admission Requirements
1. Certificate students must submit a completed application with affirmation of faith and service.
2. Certificate students’ official high school diploma or equivalent is required. Official transcript must be sent directly from point of origin to Office of Admissions.
3. Certificate students lacking the appropriate transcript can be provisionally admitted for one-semester only. Certificate students who fail to submit the required transcript will not be permitted to register for subsequent semesters as a Certificate seeking student.
4. No limit is placed on the number of courses a Certificate student may take, but no more than sixteen semester hours can be applied toward a degree at BCF.
5. Certificate students who wish to become degree-seeking are required to meet all requirements for regular admission.

READMISSION

Graduates and former students who do not attend for two or more regular (fall or spring) semesters must reapply by (1) submitting to the Office of Admissions an application for re-admission, (2) a current church and pastor recommendation, (3) proof of immunizations and (4) any transcripts from any institutions of higher education attended since leaving BCF. Those re-entering after a year’s absence (two regular semesters) are required to graduate under the new catalog in force at the time of re-enrollment.

INTERNATIONAL STUDENTS

How To Apply
All admissions correspondence such as applications, academic records, financial documents, examination results, and translations must be addressed to the Office of Admissions, The Baptist College of Florida, 5400 College Drive, Graceville, Florida 32440, USA. All correspondence should include the applicant’s return mailing address and email address.

When To Apply
Since the admissions process for international students is time consuming, the Office of Admissions recommends that an applicant outside the U.S. apply to BCF six to nine months before the desired date of entrance. This will allow enough time for the exchange of correspondence, evaluation of all necessary documents, and the setting of financial and immigration matters.

Admission Requirements
The international application process is designed for all non-U.S. citizens. To be considered for admission, all international applicants must meet the same admission requirements as all degree-seeking students as described on page 7.

Application Materials Required
1. Application: An application accompanied by an application fee of $25 payable in U.S. currency (check or money order).
2. Recommendation Forms: The Church and Pastor Recommendation (completed by the appropriate church official and approved by the church where the applicant is a member) and one Personal Recommendation for Admission form must accompany the application for admission.
3. Academic Records: A complete, official transcript (academic record) of all secondary school studies, and official results of all state and/or national examinations taken. A complete official transcript of all studies in every institution of higher education attended beyond the secondary school level. This record must list all examination grades, degrees, and certificates held by the applicant. NOTE: An evaluation form from World Education Services, Inc., may be found online at www.wes.org or can be provided by the admissions office if requested. The student is responsible for requesting an evaluation of any foreign credentials from WES, Inc. Applications to BCF will not be processed without proper translation of foreign transcripts.
4. English Proficiency: Applicants whose native language is not English must take the Test of English as a Foreign Language (TOEFL) and score satisfactorily. Applicants must have a composite score of 500 with 55 on the listening portion. The test
results must be forwarded to The Baptist College of Florida. Information regarding the TOEFL is available from any American Consulate as well as from: TOEFL, Educational Testing Service, Box 899, Princeton, NJ 08541 U.S.A. Scoring Level 6 on the ASPECT University Placement Service test will be accepted in lieu of the TOEFL test.

5. Financial Statement: Certified original affidavit by parents, relatives, government, private organization, or a combination indicating their commitment to financially support the applicant must be forwarded to the college. Proof of the available funds must accompany this statement.

6. Photographs: Two photographs taken within six months prior to filing the application must be included.

7. Tuition: Tuition and fees for international students are charged at the same rate as those charged to all other students.


9. Immunization Requirement: In addition to the regular immunization requirements international students are required to submit PPD skin test and results for Tuberculosis less than one year old from the time of application.

10. Full-Time Enrollment: While attending the college, international students are required to be enrolled full-time. The student must remain in good standing and make satisfactory progress toward the declared degree objective. Full-time enrollment is defined as enrollment in a minimum of 12 semester hours each regular semester.

11. Tuition and Fee Deposits: International students are required to place a deposit with the college. Currently the deposit is $6,000.00 U.S. dollars. This deposit must be made before the college will issue an I-20 Certificate of eligibility to the student.

12. Campus Studies: International students may take courses at the Graceville or Orlando campuses only.

13. Online Studies: (a) International students attending the Graceville or Orlando Campus may take online courses, however an international student must take at least 9 hours in the classroom per term to maintain their F-1 status. (b) International students may take courses and seek a degree online only from their country of origin. Such students must meet the necessary English language requirements and all regular admissions requirements.

Notification of Application Status
Notice of the admissions committee’s decision is sent as soon as possible after all required information has been received and evaluated. Applicants will be notified by mail if additional documents are needed. The I-20 Certificate of Eligibility is mailed to the student when all admission requirements are met. Students wishing to postpone their arrival to a later semester must notify the Office of Admissions in writing. The College will issue a new I-20 for the desired semester only after the student has returned the original form that is no longer valid.

TRANSFER OF CREDIT FROM OTHER INSTITUTIONS

Advanced Placement Credit
Concerning Advanced Placement Courses, the college will adhere to The College Board guidelines and may award credit for courses applicable to the student’s degree program when a grade of 3, 4, or 5 has been earned on the AP examination. AP Credit will be awarded for the following courses:

<table>
<thead>
<tr>
<th>AP Examination</th>
<th>Min. Grade</th>
<th>BCF Course</th>
<th>Hrs. Awarded</th>
</tr>
</thead>
<tbody>
<tr>
<td>Art History</td>
<td>3</td>
<td>HUM 101</td>
<td>3</td>
</tr>
<tr>
<td>Biology</td>
<td>3</td>
<td>SCI 201</td>
<td>3</td>
</tr>
<tr>
<td>Calculus AB</td>
<td>3</td>
<td>Math Elective</td>
<td>3</td>
</tr>
<tr>
<td>Chemistry</td>
<td>3</td>
<td>Sci. Elective</td>
<td>3</td>
</tr>
</tbody>
</table>

CLEP Credit
A maximum of fifteen hours of College Level Examination Program (CLEP) credit may be awarded. Official CLEP scores must be submitted before a student’s completion of the 60th hour of credit (including credit from all colleges previously attended).

<table>
<thead>
<tr>
<th>CLEP Examination</th>
<th>Min. Score</th>
<th>BCF Course</th>
<th># of Sem.</th>
<th>Hrs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>College Composition</td>
<td>50</td>
<td>ENG 151/152</td>
<td>6</td>
<td></td>
</tr>
<tr>
<td>American Literature</td>
<td>50</td>
<td>ENG 222</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>English Literature</td>
<td>50</td>
<td>ENG 223</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>American Government</td>
<td>50</td>
<td>HI 225</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>History of the United States I Early Colonization to 1877</td>
<td>50</td>
<td>HI 223</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>History of the United States II 1865 to the Present</td>
<td>50</td>
<td>HI 224</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>Human Growth and Development</td>
<td>50</td>
<td>PSY 307</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>Humanities</td>
<td>50</td>
<td>HUM 101</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>Introduction to Educational Psychology</td>
<td>50</td>
<td>PSY 310</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>Principles of Economics: (Macro/Micro)</td>
<td>50</td>
<td>BUS 315</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>Introduction to Psychology</td>
<td>50</td>
<td>PSY 201</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>Introduction to Sociology</td>
<td>50</td>
<td>SOC 201</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>Western Civilization I Ancient Near East to 1648</td>
<td>50</td>
<td>HI 211</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>Western Civilization II 1648 to the Present</td>
<td>50</td>
<td>HI 212</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>Biology</td>
<td>50</td>
<td>SCI 201</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>Natural Sciences</td>
<td>50</td>
<td>SCI 202 or 203</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>French Languages (Levels I &amp; II)</td>
<td>50 &amp; 59</td>
<td>Language req.</td>
<td>6</td>
<td></td>
</tr>
<tr>
<td>German Languages (Levels I &amp; II)</td>
<td>50 &amp; 60</td>
<td>Language req.</td>
<td>6</td>
<td></td>
</tr>
<tr>
<td>Spanish Languages (Levels I &amp; II)</td>
<td>50 &amp; 63</td>
<td>Language req.</td>
<td>6</td>
<td></td>
</tr>
</tbody>
</table>
International Baccalaureate Diploma Credit
Concerning International Baccalaureate Diploma courses, the college will follow a general policy comparable to many colleges and universities in the Southeast as well as nationwide. Students receiving the IB Diploma may receive up to 30 semester hours of credit for scores of 4 or higher on higher level (HL) and standard level (SL) examinations. Students who do not receive the IB Diploma may receive credit for scores of 5 or higher on the higher level (HL) examinations only. Any credit given must be applicable toward the student’s degree program.

Transfer Credit
1. Official transcripts from all colleges previously attended must be sent from their points of origin directly to the Office of Admissions.
2. Transfer applicants currently on academic suspension from another college will not be considered until a full semester lapses since the suspension. Such applicants may then be admitted on academic probation and will have to maintain the standard for academic progress given elsewhere in this catalog or face permanent suspension from the college.
3. Transfer applicants currently on academic probation with another college may be admitted on conditional status but will have to maintain the college’s standard for academic progress or face academic suspension.
4. No course with a grade below “C” will transfer, and no course can be transferred from another institution unless it corresponds or matches a course in the current BCF catalog. (Descriptions of courses begin on page 35.)
5. Courses in doctrine are not transferable from non-Baptist institutions.
6. A maximum of twelve semester hours credit may be granted for Seminary Extension Department courses in the College-Level Curriculum Series.
7. Music credits will be evaluated by the music faculty after appropriate auditions and placement tests have been given.
8. All advanced standing should be granted before the student enrolls.
9. A Guide to the Evaluation of Educational Experiences in the Armed Services is used as a resource in evaluating credit earned while serving in the armed forces. The Directory of The National Program on Noncollegiate Sponsored Instruction: College Credit Recommendations is used as a resource in evaluating credit earned in civilian employee training programs. Coursework accepted will be assigned a "Satisfactory" rating and awarded the appropriate earned credit recommended in the appropriate publication. Coursework will be accepted as credit earned only and will not be figured in the grade point average.
10. Transferability of credit is at the discretion of the college or any other college of the student’s choice, and it is the responsibility of the student to confirm whether or not credits will be accepted by the college.
11. Students who have completed the required English and/or math courses (according to requirements stated in the BCF Catalog for the respective degree program) at a post-secondary institution accredited by a regional accrediting agency or equivalent, the following policy will apply:
   a. Students who received a grade of "C" or better in an equivalent required course(s) will not be required to undergo further testing. English and Math course credits equivalent to BCF courses will be transferred according to the policy stated in the current BCF Catalog.
   b. Students who pass the MA 230 (College Algebra) entrance test with a minimum grade of 75% or who have passed College Algebra with a C (2.0) or better, may enroll in STA 300 (Statistics).
   c. A three-hour (or more) college math course of a level higher than that of BCF’s MA 130 (Business Math), may be transferred and counted in lieu of MA 130 if such is required. The student must have earned a grade of “C” or better.

All college life focuses upon preparation for Christian living. Administration, faculty, staff and students join together to exalt Jesus Christ as both Lord and Savior. Everyone makes a sincere effort to exemplify the highest of Christian principles whether on or off the campus.

Housing
Single students, under 21 years of age, not commuting from home, must live in an on-campus residence hall for the first four semesters of attendance at BCF.

To house couples and families, the college owns two and three-bedroom apartments. For single men and single women, there are residence halls. Single students who wish to live in residence hall housing must follow the procedures outlined in the Housing contract. They must check in with the Resident Director no later than the first day of class each semester and check out and move any day up until the last day of the semester. Please check the BCF academic calendar in this catalog for specific dates.

For information about housing costs, see the financial section of this catalog.

The college offers opportunities for students to be involved in campus, community and ministry events through the Baptist Collegiate Ministries (BCM) and recreation.

American Association of Christian Counselors (AACC)
AACC meets monthly to foster a biblically-based learning and sharing fellowship of students, administration, staff, and guest professionals in-the-field to meet the mandate of preparation for the ministry of counseling from a conservative Christian worldview.

Baptist Collegiate Ministries
BCM meets regularly for fellowship and special worship experiences. It provides opportunities for students to be involved in ministry. BCM is open to all BCF students.

Recreation
BCF also offers a variety of indoor and outdoor recreational activities providing Christian fellowship and exercise for the college fami-
ily. The Assembly Center offers opportunities for basketball, volleyball, pool, and weight lifting. Outdoor recreational facilities include a softball field. For those who prefer organized recreational activity intramural leagues include pool, basketball, flag football, softball, volleyball, soccer, and golf.

**Intercollegiate Athletics**
The college participates in intercollegiate athletics through the National Christian College Athletic Association (NCCAA). At present, the college fields a men’s golf team and a women’s volleyball team.

**SPRITUAL ENRICHMENT**
The college provides numerous special events throughout the year to enrich campus life and to further spiritual development. These include the Evangelism Conference, the Missions Conference, the Prayer Conference, the Powell Lectures, the School of Ministry, Preaching Week, and various musical programs and concerts.

Chapel services are conducted in the R. G. Lee Chapel three days each week. The programs vary, generally featuring a sermon by the president, a faculty member, or an invited speaker. Students and all other members of the campus community are expected to attend. These services, held Monday through Wednesday, are occasions of valuable spiritual fellowship and inspiration.

**PUBLICATIONS**
The college publishes Echoes, a quarterly magazine sent to alumni and friends; the Catalog; the Student Handbook; and a monthly e-newsletter entitled The Eagle’s Nest. BCF also maintains a comprehensive web site located at www.baptistcollege.edu.

**Radio Station - WFBU - 94.7**
WFBU is the 24/7 LP (low power) FM radio station at The Baptist College of Florida. The 94.7 FM station broadcasts a variety of positive Christian music and uplifting programs featuring BCF students, faculty, staff, special guests, and chapel services.

WFBU’s signal can be heard in the Graceville area and can be accessed on the web site. The WFBU web site provides information on the live shows, the programming schedules, and biographical information on the show hosts.

**SERVICES**

**Advising**
The Baptist College of Florida provides advisement services for students enrolled in both degree and non-degree programs. Students are expected to schedule an appointment and meet with their advisor or an appropriate individual designated by the college. The purpose of such meetings is to assist students in planning a course of study that will result in the timely completion of a degree or other educational goals.

Students who do not plan a logical, orderly course of study appropriate to a given major are at risk of not completing their degrees or other educational goals on time. The college cannot assume responsibility for students who fail to plan accordingly.

**Academic Support**
Students who need academic support in basic skills such as reading, writing, and math, or in other courses, may gain tutorial help through the Information Technology Laboratory. This facility is equipped with computers and related software for student use. Students needing assistance in writing skills may utilize the services of the staff and equipment in the Writing Center.

**Counseling**
The college provides individual and guidance counseling services. For more information, call (850) 263-3261, ext. 474.

**Employment Opportunities**
The Office of Student Services maintains a posting of available jobs for students and family members.

**Food Service - Lake Vista Dining**
The food service is located in the Frank Faris Student Center, providing three meals each weekday.

**King’s Cup Coffee Shop**
King’s Cup Coffee Shop is located in the Frank Faris Student Center and offers a variety of beverages, sandwiches, and salads as well as BCF memorabilia.

**Ministry Referral**
The Ministry Referral service provides resumes to churches and other ministries that are seeking staff members. Students and alumni seeking opportunities for ministry may make their file active in this registry through the Office of Development.

**Student Welcome Activities**
Participation in Student Welcome Activities is required of all students who are beginning their first semester at The Baptist College of Florida. Student Welcome Activities provide essential information about college policies, campus facilities, and college life. Sessions include special times of fellowship and recreation with other students, faculty and staff members. Attendance at all the sessions of the Student Welcome Activities is mandatory.

### Finances

**GENERAL FINANCIAL POLICIES**

**FEES**

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Auditing fee</td>
<td>50% of tuition</td>
</tr>
<tr>
<td>Books and supplies, approximate cost per semester (est.)</td>
<td>450.00</td>
</tr>
<tr>
<td>CAAP fee</td>
<td>35.00</td>
</tr>
<tr>
<td>Course fee for MV 099</td>
<td>280.00</td>
</tr>
<tr>
<td>Graduation fee (non-refundable)</td>
<td>100.00</td>
</tr>
<tr>
<td>Graduation fee for dual degree (non-refundable)</td>
<td>130.00</td>
</tr>
<tr>
<td>Housing:</td>
<td></td>
</tr>
<tr>
<td>Apartment Lock/Key Replacement Charge</td>
<td>50.00</td>
</tr>
<tr>
<td>Apartment Reassignment Charge</td>
<td>150.00</td>
</tr>
<tr>
<td>Apartment Security Deposit</td>
<td>200.00</td>
</tr>
<tr>
<td>Apartment Water/Garbage Charge (Fall and Spring)</td>
<td>300.00</td>
</tr>
<tr>
<td>Apartment Water/Garbage Charge (Summer)</td>
<td>120.00</td>
</tr>
<tr>
<td>Apartments for families:</td>
<td></td>
</tr>
<tr>
<td>3 Bedrooms (Fall and Spring)</td>
<td>1,750.00</td>
</tr>
<tr>
<td>(Summer)</td>
<td>700.00</td>
</tr>
<tr>
<td>2 Bedrooms (Fall and Spring)</td>
<td>1,500.00</td>
</tr>
<tr>
<td>(Summer)</td>
<td>600.00</td>
</tr>
<tr>
<td>Taylor Duplex (Fall and Spring)</td>
<td>2,250.00</td>
</tr>
<tr>
<td>(Summer)</td>
<td>900.00</td>
</tr>
<tr>
<td>James M Bullock House (Fall and Spring)</td>
<td>2,000.00</td>
</tr>
<tr>
<td>(Summer)</td>
<td>800.00</td>
</tr>
<tr>
<td>Brown House (Fall and Spring)</td>
<td>2,500.00</td>
</tr>
<tr>
<td>(Summer)</td>
<td>1,000.00</td>
</tr>
</tbody>
</table>
Late Lease Renewal Charge ........................................... 100.00
Residence Hall, per person, per semester double occupancy
15 meal per week plan ........................................... 2,033.00
10 meal per week plan ........................................... 1,825.00
Summer (no meal plan) ........................................... 350.00
Residence Hall, per person, per semester single occupancy
15 meal per week plan ........................................... 2,408.00
10 meal per week plan ........................................... 2,200.00
Summer (no meal plan) ........................................... 500.00
Residence Hall Deposit ........................................... 100.00
Residence Hall Improper Check-out Fee .................... 50.00
Residence Hall Key Replacement Fee ......................... 5.00
Residence Hall Room Change Fee ................................ 25.00
Identification Card Replacement .................................. 5.00
Lab Fees, per course for LA 310, LA 311 ..................... 200.00
Late registration fee (non-refundable) .......................... 50.00
Matriculation fee, per semester:............................. 125.00 for first
course, 25.00 per course up to total of 200.00
Music fees:
Ensemble lab fee, per course .................................. 25.00
Keyboard, voice, instrumental and guitar lessons:
Class instruction, per semester ................................ 30.00
Private instruction:
One one-half hour lesson weekly, per semester ................ 200.00
One hour lesson weekly, per semester .......................... 300.00
Recital fees ....................................................... 50.00
Pin number replacement fee ..................................... 10.00
Returned check charge (non-refundable) ....................... 20.00
Teacher Education Fee:
Curriculum Lab Fee for EDU 3000F, EDU 3010F, EDU 3015F,
EDU 4090F, ESOL 3701F, ESOL 3705F, ESOL 3710F, RED 3001F,
RED 3005F, RED 3006F, RED 4001F, RED 4005F, EDU 4010F,
EDU 4020F, EDU 4025F ........................................... 10.00
Technology fee per on-line course and connection course
(non-refundable) (except IT 310) ................................. 130.00
Transcripts .......................................................... 5.00 each
Tuition- per semester hour ........................................ 280.00
Tuition, distance sites - per semester hour ...................... 160.00
*These charges will be assessed at the beginning of the semester.

Rental Deposits
Students planning to live on campus must make a reservation and
deposit after being approved for admission. Deposits are $100.00
for a residence hall room and $200.00 for an apartment. Space is
limited. A student is assigned to housing or placed on the waiting list
only after he/she is approved for admission and makes the appropri-
ate deposit. Housing is rented on a semester basis, but the college
reserves the right to take possession at any time the administration
deems advisable.

PAYMENT OF ACCOUNTS
The college’s credit, collection and payment policies exist in order
to maintain a fair, consistent and sound business relationship.

Points to remember:
1. All tuition, fees, and housing charges are assessed and due
when you register. Student aid funds will be posted to the stu-
dent’s account to satisfy these charges. All balances due will
be handled in accordance with the deferred payment plans as
outlined below.
2. Some miscellaneous charges may be assessed during the semes-
ter.
3. All charges for fall and spring semesters (J-term considered to
be a spring semester charge) may be paid when you complete
registration at the Office of Business Affairs.
4. Summer school charges must be paid in full at the Office of
Business Affairs before each session begins.

5. Students Living in campus housing must pay summer rent by the
first day of the month for June and July. Rent charges will not
be deferred to the fall semester.
6. We accept all major credit cards. Personal checks will be
accepted toward payments on accounts, however, no campus
office will cash checks. “Insufficient funds” checks presented
for payment will incur a $20 “Insufficient funds” charge.
7. Students who receive Veterans benefits are given no special
consideration in payment of accounts. No deferral in payments
will be granted. Each veteran should be prepared to pay fees
while the V.A. Benefits are being processed.
8. Funds received from all student aid, state and federal grants,
Tuition Assistance Program, Stafford Loans, and scholarships
will be credited to the student’s account in the Office of
Business Affairs. Any excess funds (credit balances) on a stu-
dent’s account, after all monies above have been applied, may
be withdrawn by the student in accordance with guidelines
established by State and Federal agencies administering the
funds. NO FUNDS MAY BE WITHDRAWN BY THE STUDENT UNLESS
THE STUDENT ACCOUNT HAS A CREDIT BALANCE.

DEFERRED PAYMENT PLANS

Plan 1. Students who do not receive Financial Aid must pay seventy-
five percent (75%) of all assessed charges prior to the beginning of
classes. The remaining balance is due forty-five (45) calendar days
from the day classes begin.

Plan 2. Students who have approved Financial Aid as documented
by the Financial Aid Office will have the Aid applied toward the
current semester charges. The student must then pay seventy-five
percent (75%) of any remaining charges prior to the beginning of
classes. The remaining balance is due forty-five (45) calendar days
from the day classes begin.

Non Payment Penalty
Students who fail to make the initial required payment will be
dropped from classes at the end of drop/add period.

Students with an overdue account from the current or previous
semester will not be allowed to register for the following/next
semester. Also, request for official transcripts will be denied until
payment is received and the balance of the account is zero.

REFUND POLICIES

Drop/Add Refund Policy
Students who drop courses prior to the beginning of classes or du-
ing the drop/add period of any semester will receive a full refund
of tuition and fees. No refunds will be granted for drops after
the end of the drop/add period. In the fall and spring semesters
drop/add begins the first day of the semester and extends for seven
calendar days, not class days (see BCF Academic Calendar). In the
one, two and three week summer sessions, drop/add period ends
after the first day of classes. In the twelve week summer session,
drop/add begins the first class day and extends for seven calendar
days (not class days). Since students are permitted to enroll in only
one short term course per summer session, all drops are treated as
withdrawals, and refunds are granted under the withdrawal sched-
ule as follows.

Regular Withdrawal Refund Policy
Students who officially withdraw from school during the Fall or
Spring semester will receive a tuition refund according to the fol-
lowing schedule.
**Financial Aid**

The Baptist College of Florida participates in the full range of state and federal aid programs. In addition, several other programs are offered to help students meet the cost of attending the college. Financial assistance offered can be in the form of grants, employment, loans, or scholarships. The applicant's financial need, academic achievement, community and school service, and potential achievement may be considered in determining eligibility for different programs. All financial aid forms, information and FAFSA link are available on the college website: www.baptistcollege.edu/financialaid. Paper applications for grants, scholarships and loans are available upon request.

**Applicant Requirements**

A student eligible to apply for financial aid must:
1. be accepted in good academic standing and maintains satisfactory academic progress toward a degree;
2. be enrolled in an eligible program as a regular student seeking a degree;
3. be a U.S. citizen or permanent resident of the United States;
4. owe no refund or repayment on a previous educational grant;
5. be not delinquent on a student education loan;
6. and, for programs based on financial need, has established financial eligibility through the Free Application for Federal Student Aid (FAFSA).

**Application Process**

To initiate the application process for grants, loans, and college work study, a student must complete the Free Application for Federal Student Aid (FAFSA). Students may apply on-line through the college web site or at www.fafsa.ed.gov. The application period begins January 1 of each year for the following academic year. The FAFSA application may be sent any time throughout the year, but by early submission the applicant may be eligible for additional grants.

After BCF has received the results of the FAFSA from the government, the applicant will be informed of any additional forms needed to complete the process. Students must submit all required forms to the Financial Aid Office in order to be considered for any financial aid programs. The Financial Aid Office will send each qualified student an award letter detailing the amount the student will receive in financial aid. Each student is responsible for payment of 75% of the difference between charges and financial aid by the first day of class for the fall and spring semesters. For J-Term and summer semesters the difference between charges and financial aid must be paid in full by the first day of class.

**Standards of Satisfactory Progress for Financial Aid**

In order to maintain financial aid eligibility, students must maintain satisfactory academic progress toward a degree. Specifically, this means that full-time students, those taking twelve or more semester hours, must successfully complete 2/3 of those hours each semester, and meet or exceed the appropriate cumulative grade point average for their classification. The minimum cumulative grade point requirements are as follows:

- 0-27 hours: 1.40
- 28-60 hours: 1.70
- 61-91 hours: 2.00
- 92 or more hours: 2.00

Grades of F, WP, WF, and W will not satisfy the academic progress requirements. Undergraduate full-time students are limited to a maximum of twelve fall or spring semesters of financial aid eligibility. The maximum length of eligibility is prorated proportionately for part-time students. Students enrolled for at least six semester hours, but less than twelve semester hours, must successfully complete each course attempted with the appropriate minimum academic progress. The student's cumulative academic record will be evaluated each semester.

**Probation/Suspension**

If students fail to meet all criteria of the standards of satisfactory progress for financial aid they will be placed on financial aid probation for one semester. If at the end of the semester the student
ears the required grade point average and hours to be completed for this new stage of enrollment, the student will be considered to be making satisfactory progress and will be removed from probation. However, if at the end of the probationary period, the student is not meeting all satisfactory progress criteria, financial aid will be suspended. Bright Futures students may be eligible for funding IF they meet the GPA requirement.

Reinstatement
After students have attended a semester at The Baptist College of Florida at their own expense, they may apply for financial aid reinstatement if they have met the standards of satisfactory progress for financial aid for that semester.

Appeals
If the student feels that there were mitigating circumstances such as illness, death or personal or family problems which caused the lack of progress, an appeal may be made to the Senior Vice-President by contacting the Director of Financial Aid.

Financial Aid Refund Policy
If a student completely withdraws and is due a refund according to the Institutional Refund Policy, then all unearned federal aid will be returned to the appropriate financial aid program.

If a student enrolled for classes, but did not attend and did not officially withdraw, the college will assume, for Title IV Financial Aid purposes, that the student has unoffically withdrawn, and funds may have to be returned to the Federal Government, unless there is documentation to indicate that the student completed the term of enrollment.

EMPLOYMENT
In compliance with the Immigration Reform and Control Act of 1986, all employees hired after November 6, 1986, will be required to supply documents which provide proof of identity and eligibility for employment in the United States. Examples of such documents include:

1. Valid driver’s license and valid social security card;
2. Certificate of United States Citizenship (INS Form N-456 or N-561);
3. Certificate of Naturalization (INS Form N-550 or N-570);
4. Alien registration receipt card;
5. United States passport.
*For students who applied for residency or citizenship through the U.S. Immigration and Naturalization Service.

Federal Work Study (FWS)
The Federal Work Study program enables students who demonstrate financial need the opportunity to earn money. Jobs are on campus and include work in offices, library, maintenance, etc. Submission of Free Application for Student Aid (FAFSA) is required to determine eligibility.

BCF Student Employment Program
Students may work on campus as student assistants without demonstrating a financial need under the BCF Student Employment Program. Applications are available on the college web site or in the Office of Business Affairs.

GRANTS
BCF students may receive federal and state grants. Grants are non-repayable funds awarded to eligible students.

Federal Pell Grants
Federal Pell Grants are non-repayable government funds provided to students demonstrating financial need. These funds are used to pay for educational costs. Awards are reduced for enrollments of less than 12 semester hours. To be eligible, applicants must be degree-seeking, permanent U.S. residents who have not received a baccalaureate degree.

Students may apply online at www.fafsa.ed.gov.

Federal Supplemental Educational Opportunity Grant (FSEOG)
This non-repayable grant is awarded to Pell Grant eligible students, who have exceptional financial need. Awards are $400 per year. FUNDS ARE HIGHLY LIMITED.

Federal Academic Competitiveness Grant
Academic Competitiveness Grant is a federal need-based grant program, for students who have completed a “rigorous high school curriculum”.

Eligibility requirements include:
• Students must be U.S. citizens.
• Students must be Federal Pell-Grant recipients.
• Students must be enrolled full time in a degree program.
• Students must be enrolled in their first or second academic years
• First-year students must not have previously enrolled in undergraduate programs.
• Second-year students must have at least a 3.0 cumulative grade-point average on a 4.0 scale for their first academic year of study.
• Students must have completed a rigorous high school program of study.

Florida Student Assistance Grant (FSAG)
FSAG is a state-funded program for permanent Florida residents who have lived in state at least one year. These students must be full-time, degree-seeking and demonstrate financial need. Application is made by completing the Free Application for Federal Student Aid (FAFSA). FUNDS ARE LIMITED.

Florida Bright Futures Scholarship Program
The Florida Bright Futures Scholarship Program is a merit-based scholarship awarded to Florida high school seniors who have applied for and met the requirements of the program before they graduate from high school. The Bright Futures Program is comprised of the Florida Academic Scholars, Florida Academic Top Scholars, Florida Medallion Scholars and Gold Seal Vocational Scholars Awards. High school students must have their high school guidance counselors submit their test scores and completed coursework to the Florida Bright Futures Program at the Florida Department of Education. Specific coursework, minimum grade point average (GPA), and test score requirements are outlined on the Bright Futures web site at www.floridastudentfinancialaid.org.

Initial eligibility, renewal requirements, and cost per credit hour award amounts are listed on the Bright Futures web site at www.floridastudentfinancialaid.org.

Students who drop a course(s) or withdraw after the initial drop/add period, must reimburse the college the cost of the credit hour award.

Eligible students will receive a fixed award amount which is determined by the Florida Department of Education.

LOANS
BCF Emergency Loans
Short term loans from BCF resources are available to assist students in paying certain unexpected expenses. Repayment must be made in full usually within 30 days. In all cases the loan must be repaid prior to the end of the semester for which it was granted.
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Annette L. Hatcher Student Loan Fund  
This BCF loan was established to assist worthy students who are in financial need and who do not have access to other financial help. The initial loan can be made only after the student has successfully completed at least one semester. Loans of 50% of the amount required to cover his/her direct school expenses will be approved for eligible students.

BCF Christ Is Our Salvation Loan Fund  
The BCF Christ Is Our Salvation Loan Fund is available on a need basis to full time students enrolled in a degree seeking program. Repayment must begin six (6) months after the student ceases to be a full-time student at The Baptist College of Florida. The loan interest rate is fixed at six percent and starts accruing at repayment.

Federal Subsidized Loans & Unsubsidized Loans  
Students must complete the FAFSA and have a valid ISIR or SAR in the Financial Aid Office in order to apply for a federal loan. Both entrance and exit counseling are required. Entrance counseling is mandatory before the release of the first disbursement. If the student attended pre-loan counseling at another institution, he/she is required to attend it again. All new students at BCF participate in pre-loan counseling. Exit counseling will be conducted before a borrower graduates or ceases at least half time enrollment. A notice will be sent to each borrower with times and dates of entrance and exit counseling sessions and a schedule will be posted in the Financial Aid Office. The borrower is required to repay the loan according to the repayment schedule.

Federal Subsidized Loan  
First year students may borrow up to $3,500 annually, if they attend a full academic year. Students who have earned 28 hours of study may borrow up to $4,500 annually. Students who have earned 61 hours or more may borrow up to $5,500 annually. The aggregate maximum any student may borrow under this program is $23,000.

Federal Unsubsidized Loan  
Students may also apply for a non-need based loan. The conditions and amounts for this loan are identical to the Subsidized Loan, except students may pay the interest while in school, or have the interest capitalized into the loan for repayment after graduation. Dependent students are eligible for an additional $2,000. Independent students or students whose parents are denied for the Parent’s Loan for Undergraduate Students (PLUS), may be eligible to borrow additional funding.

Federal Parent Loan for Undergraduate Students (FPLUS)  
The PLUS loan is a program for the parents of dependent undergraduate students who need additional financial aid. Eligibility is not need based. The student must be at least half time.

Parents may borrow up to the total cost of education annually, minus any other aid. Parents who demonstrate appropriate credit worthiness are eligible.

Repayment of a PLUS loan begins within 60 days of loan disbursement. Deferments are available.

SCHOLARSHIPS

Florida Ministerial Scholarships  
This scholarship, funded by the Florida Baptist Convention and BCF, provides tuition assistance to Florida Southern Baptist students who are committed to Christian ministry as a vocation and who attend BCF. Scholarship is contingent upon availability of funds.

Eligibility Criteria  
Applicants for this scholarship must meet the following requirements:

1. They have been residents of Florida for a minimum of twelve months immediately prior to initial entrance into BCF. Some exceptions are granted to military personnel.
2. They must be a degree-seeking student.
3. They must have been an active member of a church affiliated and cooperating with the Florida Baptist Convention for at least twelve months prior to entering school.
4. They must submit their testimony of God’s call to enter Christian ministry as a vocation.
5. They must continue to remain an active member of a Southern Baptist Church.
6. They must maintain and express a positive, favorable attitude toward their churches and denomination.
7. They must maintain the grade average required for graduation and listed in the current school catalog.
8. They must meet the following course load requirement: on-campus students must take a minimum of twelve semester hours in the Fall and Spring semesters. Ten or more semester hours are required for Summer aid. On-line students must take at least two courses per Fall and Spring, and Summer semesters.
9. They must meet annually with their pastor or a counselor designated by the Financial Aid Office and discuss his/her call to Christian ministry as a vocation.

Application Process  
Application forms may be obtained from the college web site or in the Financial Aid Office. Initial applications, reapplications and all accompanying documentation must be submitted by August 1 of each year. Exceptions are made for new/incoming students.

BCF Scholarships  
Applications are available on the college web site and in the Financial Aid Office. Scholarships are awarded each fall and spring semester, as funds are available. The following is a list of active scholarships granted by the college:

- Alabama Alumni
- Alabama/Balkum Baptist Church
- Rev. Timothy I. Alexander Foundation, Inc.
- Peggy Ange
- Appalachian/Gadsden County Baptist Association Hispanic
- Charles F. and Willa Albright
- Winifred Allen
- Ben and Barbara Amlong
- Anderson Family Endowed
- Anderson Family Foundation
- Antioch Baptist Church
- Carl Arant
- Helene G. Argo
- Agnes P. Axson Memorial
- Judge W. L. Bailey
- Bailey-Cox Music
- Christopher M. Barber
- June Esther Bateman
- W. O. Beauchamp, Jr. Memorial
- Leroy Benefiel
- Dr. and Mrs. Leroy Benefiel
- Jeff and Mina Bloodworth
- John W. and Irene Blount
- T. S. Boehm
- Irene S. Boman
- Oline Braxton
J. Walter and Missouri Brewer
Homer A. and Irma W. Brinkley
Rev. and Mrs. Howard C. Browning
James Madison Bullock Memorial
Timothy and Christopher Burns
Robert Edward Chapman, Sr.
The Chatlos Foundation
Thomas Perkins Clifford
Jesse W. Clopton, Sr.
Bill Cook
Julian and Cammie Cole
Evelyn Collier Education Scholarship
Harrison Conley
Joe and Ann Courson
Willis Coullette Memorial
George E. Crowell
Eleanor Crutchfield Memorial
Hugh and Shirley Dampier
J. Nixon Daniel, Jr.
J. Nixon Daniel, Sr.
Harold A. Dann Memorial
Charles and Martha Davis
John Dicks
Earldene McCorvey
Judson and Nellie McElroy
Earl H. Merritt Memorial Annual
Earl H. Merritt Memorial
L. Don Miley
F. H. Morgan
G. W. and Mary Frances Morrow
John L. Murrell
Musical Scholarship/Performance Award
Bertie Nalls
F. H. Nelson
Johnny and Shelvie Oswalt
Edward and Evelyn Owens and James and Willie McCormick Memorial Music
Violet Pearson
M. G. and Ethel P. Piggs
Presidential Annual Scholarship
Leonard G. Ratzlaff
Rice-Savell
Max and Laura Robinson
Marion C. Roche
Barbara Ross
C. H. St. John
James M. Scott, Jr.
James H. and Voncie B. Senterfitt
Serena Shutt
Jefferson Lee Smith Memorial
Jim and Mabel Southerland
Southern Baptist Foundation
Spangenberg
Arthur Stainback
Lloyd and Eva Mae Stanland
Gerry Strawn
Marvin and Hazel Starling Scholarship
Starling Student Aid Scholarship
John and Nancy Sullivan Scholarship Fund
Harold and Mary Ann Taylor
Kay S. Taylor
Lanis E. Taylor
Purvis N. Taylor
Eugene Thompson
Tolson Bivocational Ministers’
Austin Lavon Tomlinson
William E. Touchton, Jr.
O. H. Townley
Mr. and Mrs. W. B. Townley, Sr.
Martha P. Trotter
Eva Rebecca Vaughn
C. N. Walker
Gladys Wadlin
Glen Watford
Webb Scholarship Fund
Philip W. Lett
Luther Ray Woodward
Yates Family Scholarship

**BENEFITS FOR VETERANS**

The Veterans Administration provides educational assistance for veterans and determines a veteran’s eligibility for benefits. (See VA Re-entry and Standard of Progress.)
This agency also provides educational assistance to widows and children of veterans who died while in service or after discharge from a service connected disability. Wives and children of veterans who have a service connected disability considered to be total and permanent in nature are also eligible. Forms and information concerning certification for VA benefit purposes are available in the Financial Aid Office.

**VA Standard of Progress Policy**

A VA student must maintain a cumulative GPA of 2.00 to receive benefits. A VA student who fails to maintain a cumulative GPA of 2.00 will be placed on academic probation for two consecutive semesters. If at the end of the second semester the student has not attained a cumulative GPA of 2.00, VA benefits will be terminated.

**VA Re-entry Policy**

A VA student whose benefits have been terminated due to unsatisfactory progress will be monitored each semester and upon attaining a cumulative (GPA) of 2.00 may submit a specific request for resumption of benefits. The college will continue to monitor the student's progress each semester and to counsel and offer guidance in order to resolve academic problems that will ensure successful completion of his/her education.

If at any time after recertification a student should again be placed on probation for more than two semesters or suspended, the VA will be promptly notified and benefits could be terminated.

**VOCATIONAL REHABILITATION**

The Florida Vocational Rehabilitation Commission provides services for disabled individuals with physical, learning, or emotional impairments. Application for services must be made through a representative of the commission. Students interested in applying for services should write or call the office in their home community or: Vocational Rehabilitation, 2944 Penn Avenue, Suite B, Marianna, Florida 32448-0000. Telephone: (850) 482-9600.

**BASIC SKILLS PLACEMENT GUIDELINES**

English and math are important general education subjects in college life. For maximum learning in those areas, it is important that students enroll in English and math courses appropriate to their level of learning. The information below describes the process used to determine placement of students in English and math courses.

**Placement in English Fundamentals (ENG 100):**

Students who have less than:
- **B (3.0)** Senior High School English Courses
- **17 or 440** ACT English Score or SAT I Verbal Score will be required to enroll in ENG 100.

**Placement in Reading (ENG 105):**

Students who have less than:
- **18 or 440** ACT Reading Score or SAT I Verbal Score will be required to enroll in ENG 105.

**Placement in Mathematics (MA 110):**

Students who have less than:
- **C (2.0)** Algebra I or Higher Math Courses in High School
- **19 or 440** ACT Mathematics Score or SAT I Mathematics Score will be required to enroll in MA 110.
Diagnostic Testing
Students placed in ENG 105 or ENG 100 or MA 110 or MA 120 will be tested during the first week of class. Test results will be used to determine if students should be placed in more advanced classes.

Students who do not have Placement Data, (ACT/SAT I scores; High School grades), will be placed in basic skills classes and tested during the first week of class. Test results will be used to determine if students should be transferred to more advanced classes.

DEGREE PROGRAMS REQUIRING MATH COURSES OTHER THAN MA 130

Christian Counseling Students
MA 120 (Elementary Algebra) is required for students whose ACT mathematics score is below 19 or SAT I mathematics score is below 440 or Algebra I grade is less than C (2.0). Students who pass the MA 120 entrance test with a minimum grade of 75% may enroll in MA 230 (College Algebra). Students who pass the MA 230 entrance test with a minimum grade of 75% or who have passed the MA 230 course with a C (2.0) or better, may enroll in STA 300 (Statistics).

Music Education Students
MA 120 (Elementary Algebra) is required for students whose ACT mathematics score is below 19 or SAT I mathematics score is below 440 or Algebra I grade is less than C (2.0). Students who pass the MA 120 entrance test with a minimum grade of 75% may enroll in MA 230 (College Algebra), MA 220 (Finite Math), or MA 210 (Geometry).

Teacher Education Students
MA 120 (Elementary Algebra) is required for students whose ACT mathematics score is below 19 or SAT I mathematics score is below 440 or Algebra I grade is less than C (2.0). Students who pass the MA 120 entrance test with a minimum grade of 75% may enroll in MA 230 (College Algebra), MA 220 (Finite Math), or MA 210 (Geometry).

Leadership and Christian Education Students
MA 220 (Finite Math) is the required math for this degree program. Students may enroll in MA 220 once they have met the requirements of the Basic Skills Placement Guidelines for Mathematics.

BASIC COMPUTER PROFICIENCY
Computer skills are required for graduation at BCF. A student may take and pass IT 101 to gain those skills or he/she may pass a proficiency test. The test consists of a three-part performance section as well as concepts, terminology, and general knowledge section. The entire test will require a minimum passing score of 85%.

The performance portion consists of the following skills:
Performance 1: Document Processing Basics: creating, editing, formatting, saving, and printing a document in Microsoft Word.

Performance 2: File Management: locating, renaming, and deleting a file; creating a new folder.

Performance 3: Internet: Accessing the internet, using a search engine, navigating within a web site.

CAAP TESTING POLICY
As a requirement for graduation, students must take the Collegiate Assessment of Academic Proficiency (CAAP) the semester after completing their 60th hour. These tests cover math, writing skills (grammar), reading, and essay writing. Students transferring at least 60 hours will be required to take the CAAP the semester they enter BCF.

GRADING SYSTEM
The following numerical and letter grading system is employed by the faculty in assessing each student’s performance.

<table>
<thead>
<tr>
<th>GRADE</th>
<th>QUALITY</th>
<th>HOUR</th>
</tr>
</thead>
<tbody>
<tr>
<td>A (90-100)</td>
<td>Excellent</td>
<td>4.0</td>
</tr>
<tr>
<td>B (80-89)</td>
<td>Good</td>
<td>3.0</td>
</tr>
<tr>
<td>C (70-79)</td>
<td>Satisfactory</td>
<td>2.0</td>
</tr>
<tr>
<td>D (60-69)</td>
<td>Poor, but passing</td>
<td>1.0</td>
</tr>
<tr>
<td>F (Below 60)</td>
<td>Failure</td>
<td>0.0</td>
</tr>
<tr>
<td>I</td>
<td>Incomplete</td>
<td>0.0</td>
</tr>
<tr>
<td>P</td>
<td>Passing</td>
<td>0.0</td>
</tr>
<tr>
<td>S</td>
<td>Satisfactory</td>
<td>0.0</td>
</tr>
<tr>
<td>U</td>
<td>Un satisfactory</td>
<td>0.0</td>
</tr>
<tr>
<td>WP</td>
<td>Withdrawal passing</td>
<td>0.0</td>
</tr>
<tr>
<td>WF</td>
<td>Withdrawal failing</td>
<td>0.0</td>
</tr>
<tr>
<td>W</td>
<td>Course dropped within the drop period</td>
<td>0.0</td>
</tr>
<tr>
<td>AU</td>
<td>Audit</td>
<td>0.0</td>
</tr>
</tbody>
</table>

Incomplete Grades
Students should meet all course requirements by the time of the semester final examination. Should that not be the case, the professor, under certain conditions (see below), may record an “I” or “Incomplete” grade, document the outstanding work with the Registrar and give the student a deadline for the removal of the “I” grade. In all cases, “I” grades must be removed by the end of the 20th day of the next regular (fall or spring) semester. On the morning following the deadline day, all “I” grades will be converted to permanent “F’s.”

If the attendance policy has not been violated, a professor may grant an “Incomplete” grade for students who have experienced the following:

1. Excessive health problems, supported by a doctor’s confirmation, that have resulted in a lengthy absence from class during the final two weeks of the term.
2. Temporary military service that resulted in an interrupted semester.
3. The student was engaged in a number of official activities that resulted in excused absences during the final two weeks of the term.
4. The work was due in the closing two weeks of the semester, and family situations prevented the student from completing the work.

Procedure for application: 1) Acquire a “Request for Incomplete Grade Form” from the Registrar or from the college web site; 2) Complete the form thoroughly; 3) Get signatures from student, professor teaching the course, division chair, and the Registrar; 4) After the request is approved, acquire the “Requirements to Complete Coursework (to remove “I” Grades)” form from the Registrar’s Office or the college web site; 5) Work with the course professor in planning the work needed to complete the course; 6) Get signatures from student, professor teaching the course, and the Registrar; 7) Complete the work by the deadline described above.

The deadline for submission of the “Request for Incomplete Grade Form” is the last class day of the semester, prior to final exam days.

Grade Point Average
The GPA of a student is obtained by dividing the total number of grade points by the number of semester hours attempted for credit. To qualify for graduation, a student must have a 2.0 (C) average.
Forgiveness Policy
The college provides a forgiveness policy through which students may retake courses in which they have earned an F, WF, or D. While the last grade earned in a retake counts in the GPA, repeats are forgiven only on a one for one basis (for example if a course is failed twice and then passed, only one F grade is dropped).

Grade Reports
Grade reports and unofficial transcripts, showing the hours earned and grades received in all subjects, are available to students via the campus web. Students access this information by using official user IDs and passwords issued by IT Department personnel.

Academic Honors
Academic excellence is recognized in published reports at the end of each semester for those students making the grade averages as follows: President’s List, 4.0; Dean’s List, 3.25-3.99. A student must be enrolled for at least 12 semester hours during the semester to be eligible for this recognition.

Maximum Student Loads
Student loads are limited to a maximum of 21 hours per semester and must be approved by the Registrar.

Maximum Student Intern Loads
Student teaching interns are limited to the student teaching experience and no more than six additional semester hours during the intern semester. Any exception to this rule must have the written approval of the Chair of the Teacher Education Division or Music and Worship Division Chair and the Registrar.

CLASS ATTENDANCE

Absence From Classes
Class attendance and absences are covered by the following regulations:
1. The college grants excused absences for students representing BCF at activities which conflict with classes, for students fulfilling military duties, and for students attending legal proceedings.
2. Students are allowed three absences in three-hour classes, two absences in two-hour classes, and one absence in one-hour classes without penalty. Each absence over this number will carry a one-half point reduction in the final grade. Such absences are counted as part of the maximum allowable to receive credit as governed by rule 6 below.
3. In all cases attendance is counted from the first meeting day of the class.
4. In calculating absences three tardies equal one absence.
5. Students dropping a course after 8 weeks earn an “F” in that course.
6. Students lose credit in any course in which absences exceed one-fourth the total number of meetings of the class. Final examinations count as two class meetings. For example, if a class meets 45 times a semester, the student would lose credit with the twelfth absence.
7. Students must be present for at least one-half (1/2) of a class period to be counted present.

Absences From Semester Examinations and Sectional Tests
If a semester examination is missed, it may be taken upon approval by the Registrar. The student should explain in writing the reason for the absence.

Sectional tests missed for reasons acceptable to the professor are taken no later than seven days from the date the student returns to a given class. To secure faculty permission to take the missed test, the student applies to the faculty member in question, giving reasons for the absence and requesting a definite day and hour for the exam.

Changing or Dropping Courses
Students may change courses only during the first week of a semester (see BCF Academic Calendar) or drop courses during the first eight weeks. Students drop courses in the Registrar’s Office. The college recommends the student confer with the Financial Aid Director and his/her advisor before taking such action. Dropping courses after the eighth week results in an automatic failing grade. Fees may be assessed for course changes (see Refund Policies).

OFFICIAL WITHDRAWAL
Students who withdraw from the college follow a prescribed plan beginning at the Registrar’s Office. Those who officially withdraw before completing a semester or summer session will receive the grade of WP or WF according to course requirements completed at the time of withdrawal. Those who attend classes but leave the college before completing a semester or summer session and do not withdraw officially will fail all courses and will be charged full tuition. There is no charge for an official withdrawal, and refunds are made as stated in the “Financial Information” section of this catalog. Students who drop all classes during a semester or summer session will be automatically withdrawn from the college.

DIRECTED STUDY POLICY
1. Directed Studies (DS) are designed to meet special needs of students. Students may apply for a DS only when (1) a professor and student design a special course to expand the depth and quality of the student’s degree plan or (2) a graduating senior (in his/her last two semesters) needs a required course to complete degree requirements and that course conflicts with another required course or was not offered by the college the previous two regular semesters.
2. Directed Studies (DS) will vary depending on the nature of the course but will have the same outcomes and similar assignments as the corresponding classroom-based course.
3. A student may not take more than two Directed Studies within his/her academic program. Professors are limited to two Directed Studies per semester.
4. Directed Studies are designed for upper-level courses. Because students are required to take foundational courses prior to their 80th hour (see “General Education/Basic Skills” section of Catalog), Directed Studies will not be granted for General Education Foundation courses, courses listed as Additional Requirements for General Education, and Biblical/Theological Foundation courses.
5. Students who wish to undertake a Directed Study (DS) course should submit a completed Directed Study Application to the Dean of the Faculty during the advising/pre-registration and no later than one week after the last day of freshman advising/pre-registration as published in the catalog. Applications are available from the professor leading the study, the secretary to the Dean of the Faculty, from the college Registrar, and the college web site.
6. The application procedure is as follows: The student is responsible for acquiring an application, discussing the possibility with the professor who will potentially lead the DS course, acquiring the signature of the professor, acquiring the signature of the division chair of the division of the course, and submitting the application to the Dean of Faculty by the stated deadline (See BCF Academic Calendar).
7. The Dean of Faculty and the Registrar will discern whether the request meets the criteria and inform the student and the professor of the approval/disapproval by campus email.
8. If approved, the student should ensure that he/she has been registered for the course and then report to the professor for a syllabus during the first week of classes of the appropriate semester.
CHANGE IN PROGRAM

Students who desire to make any changes related to academic major or minor should (1) consult with division chair of the desired new degree/minor program, (2) complete change of degree/minor form obtained from division chair, and (3) submit completed form to the division chair of the new program. Students who make a program change related to an academic major or minor must follow the guidelines for the new program under the catalog in effect at the time of the change in program.

STANDARD OF PROGRESSION TOWARD GRADUATION AND CLASSIFICATION OF STUDENTS

The college has adopted the following standards for the student’s progress from freshman through senior.

<table>
<thead>
<tr>
<th>CLASS</th>
<th>MINIMUM GRADE POINT AVERAGE FOR</th>
<th>UNCONDITIONAL RETENTION</th>
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<tr>
<td>Freshmen</td>
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<td>Sophomores</td>
<td>28-60</td>
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<tr>
<td>Juniors</td>
<td>61-91</td>
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<tr>
<td>Seniors</td>
<td>92-or more</td>
<td>2.00</td>
</tr>
</tbody>
</table>

PROBATION/SUSPENSION

Students who do not meet the minimum standards indicated above will face academic discipline as follows:
1. The first semester after failure to meet the minimum standard, students will be placed on academic probation.
2. Students who attain at least the minimum standard after one semester on probation will be placed on good standing.
3. Students who fail to attain the minimum standard after a semester on probation will be suspended.
4. Students placed on suspension may not enroll in the college for one regular semester.
5. Students on suspension must apply through the Office of Admissions to be readmitted to the college.
6. If readmitted to the college, the required minimum standard must be met by the end of the second semester following readmission.
7. If the minimum standard is not met by the end of the second semester following readmission, students will be placed on permanent suspension.

The most reliable way to end academic probation is to retake courses in which “D” or “F” grades have been earned in order to improve grades in accordance with the forgiveness policy.

REQUIREMENTS FOR ENTRANCE INTO TEACHER EDUCATION PROGRAM

To enroll in professional and elementary education courses of the Teacher Education Program (TEP) of The Baptist College of Florida, a student must have earned 50 hours with a cumulative GPA of 2.50 or better and must have passed the General Knowledge section of the Florida Teacher Certification Examinations (FTE) or PRAXIS I. The student must submit an application to the TEP and be interviewed and approved by a TEP Admissions Committee as part of their application.

Students who reach their 50th hour without a GPA of 2.50 may register for education courses with the permission of the TEP Admissions Committee and will be given one semester to improve their cumulative GPA to at least a 2.50. Those who do not earn a 2.50 after this additional semester will not be allowed to register for educational courses and will be advised to change their major.

Students who have reached their 50th hour without passing the General Knowledge section of the FTE or PRAXIS I may register for education courses with the permission of the TEP Admissions Committee and will be given two semesters to pass the required exams. Those who do not pass one of the tests after these additional two semesters will not be allowed to continue to register for educational courses and will be advised to change their major.

Education Degree Graduation Requirements

To complete this program, education majors must:
1. Satisfactorily complete all academic courses outlined in their program of study.
2. Pass the general knowledge, professional education, and subject area examination portions of the Florida Teacher Certification Examinations (FTCE) before completing EDU 4090.

SMALL CLASSES

A course with fewer than 10 students enrolled at the beginning of the semester may be canceled.

CODE OF CONDUCT


RIGHT OF STUDENT APPEAL AND COMPLAINT

Students at BCF have the right of appeal and right to file a complaint. Should a student feel that a decision by a faculty member, faculty committee, or administrative officer is unfair, he/she may request in writing of the officer issuing the decision a hearing with the immediate supervisor of that teacher, administrator, or committee with both parties present. Should this meeting prove unsatisfactory, the student may follow further procedures of appeal or complaint as outlined in the Student Handbook.

DEGREES OFFERED

The college offers associate and baccalaureate education to persons called of God to serve in churches, classrooms, mission fields, and the community. High school graduates and college graduates in a second vocation may enroll for a degree.

Baccalaureate Degrees

The college offers a Bachelor of Arts degree with majors in Biblical Studies, Christian Counseling, Christian Studies, Elementary Education, English, English Secondary Education, History and Social Studies, History and Social Studies Secondary Education, Leadership and Christian Education, Ministry, Ministry Studies, and Missions. Several baccalaureate degrees are offered in the areas of Music and Music Education. Most of these degrees require 120-130 semester hours of study. Each program provides a broad base of knowledge and experience for the student who wishes to enter immediately into ministry and a strong foundation for entrance into graduate study.

Associate Degrees

The college offers three associate degrees with majors in Christian Education, Church Music, and Divinity. The 63-66 semester hours required for associate degrees include training in most phases of the work of ministry in the local church and are tailored for the student who wishes to invest only two years of training in the chosen field.

GRADUATION REQUIREMENTS

The following general requirements for graduation must be met before the student may receive a degree:
1. Application for graduation at the beginning of the final semester;
2. Completion of academic requirements for the degree as set forth in the catalog;
3. Satisfactory settlement of all financial accounts with the college;
4. Approval by the college of the personal character and moral worthiness of the candidate;
5. Participation in graduation exercises; exceptions must be requested by writing to the Senior Vice President;
6. Maintenance of a minimum grade point average of 2.0;
7. Passage of the Florida Teacher Certification Examinations (FTCE) or PRAXIS I and II by those majoring in education certification programs;
8. Must take at least 25% of total degree requirements from BCF.
9. Must be enrolled for at least one class at BCF the semester the student plans to graduate.
10. Must take the Collegiate Assessment of Academics Proficiency (CAAP).

Application for Graduation
Prospective graduates apply for graduation at the beginning of their final semester, using official forms supplied in the Registrar’s Office. Applicants are approved for graduation by the faculty.

All documentation for credit earned external to The Baptist College of Florida and required test scores must be presented to the Registrar’s Office before a student will be permitted to apply for graduation. This includes test scores from the Florida Teacher Certification Examinations (FTCE), and all credit earned from the College Level Examination (CLEP), Seminary Extension, other colleges, universities, and seminaries.

The deadline for application for graduation for both the fall and spring semesters is Friday of the fifth week of the semester of anticipated graduation (See Academic Calendar). The student is responsible for having the Registrar verify that all work required for the degree has been completed by the above deadline.

Graduation Honors
In recognition of superior academic excellence, graduating seniors with a GPA of 3.25 or higher will graduate with honors. The levels of recognition are as follows: Cum Laude—3.25-3.49; Magna Cum Laude—3.50-3.74; Summa Cum Laude—3.75-4.00. Honor distinctions are determined based on the student’s GPA computed the semester immediately prior to the semester of graduation.

Requirements for Additional Degree
Degree graduates from the college may enroll for a second degree in another field after written application to, and approval by, the Senior Vice President. Baccalaureate graduates must complete the requirements for the second bachelor’s degree and earn a minimum of 32 hours beyond the number of hours required in the first degree. Bachelor’s degree graduates may earn an associate degree in another field by completing the requirements for the associate degree and earning a minimum of 16 hours beyond the number of hours required in the bachelor’s degree. Associate degree graduates may earn a second associate degree by completing all the requirements for the second associate degree and earning a minimum of 16 hours beyond the first associate degree.

Online Education
The Southern Association of Colleges and Schools’ Commission on Colleges has authorized The Baptist College of Florida to offer online and at its distance sites (Orlando, Jacksonville, and Pensacola) the following degrees: Associate of Divinity, Ministry Studies (B.A.), and Christian Studies (B.A.). Jenzabar, Inc., a popular and leading provider of software, services, and strategies for 700 higher education institutions, is the vehicle used to provide online learning opportunities to our students. A student that takes a full load is often able to graduate with a Bachelor’s degree in eight semesters.

CERTIFICATES OF RECOGNITION
The college offers two types of certificates of recognition. The Certificate in Biblical Studies involves two and three-semester-hour courses and is for students who are on-campus. The Church Training Certificates consist of one-semester-hour courses and are specifically for the college’s certificate program in churches and associations. The purpose of these certificates is to provide basic training for church workers but does not warrant graduation from the college. Interested persons should see page 8 for admission information.

CERTIFICATE IN BIBLICAL STUDIES
Any 24 hours in Bible-related courses

CHURCH TRAINING CERTIFICATES
The following five certificates are available in approved churches, associations, and other sites across Florida to provide training for laypersons and other church leaders. Each certificate consists of eight one-semester-hour courses that can be used in the future as elective credit toward a major if a student desires.

The Biblical Ministry Certificate
The purpose of the Biblical Ministry Certificate is to provide basic training for ministers and local church leaders in the Bible and general church ministry.

CRT 101. Introduction to Old Testament Study
CRT 102. Introduction to New Testament Study
CRT 120. Hermeneutics: Interpreting the Bible
CRT 123. Evangelism and Discipleship in the Church
CRT 124. Baptist Doctrine
CRT 125. Church History
CRT 126. The Church and Missions
CRT 127. Apologetics: Defending the Faith

The Biblical Teaching Certificate
The purpose of the Biblical Teaching Certificate is to provide supplemental training for ministers and local church leaders in biblical interpretation and instruction.

CRT 111. Introduction to Old Testament Study: The Historical Books
CRT 112. Introduction to Old Testament Study: The Prophets
CRT 113. Introduction to Old Testament Study: The Writings
CRT 114. Introduction to New Testament Study: The Life of Christ
CRT 115. Introduction to New Testament Study: The Life and Letters of Paul
CRT 116. Introduction to New Testament Study: The Early Church
CRT 120. Hermeneutics: Interpreting the Bible
CRT 121. Old Testament Book Study: (Choose One) Genesis, Joshua, Job, Psalms, Isaiah, Amos, Malachi, Winter Bible Study or
CRT 122. New Testament Book Study: (Choose One) Mark, John, Acts, Romans, Galatians, Hebrews, 1 John, Revelation, Winter Bible Study

The Christian Education Certificate
The purpose of the Christian Education Certificate is to provide supplemental training for ministers and local church leaders in Baptist church programs, church administration, church growth, teaching methods, and leadership development.

CRT 124. Baptist Doctrine
CRT 131. Principles of Teaching and Learning
CRT 132. Personal Leadership Skills
CRT 133. Church Administration
CRT 134. Discipling Church Members
CRT 135. Developing Leaders in the Church
CRT 136. Southern Baptist Curriculum and How to Use it
CRT 137. Developing a Bible Teaching Program
The Pastoral Ministry Certificate
The purpose of the Pastoral Ministry Certificate is to provide supplemental training for ministers in the areas of pastoral work, doctrine, biblical interpretation, and Christian education.

CRT 101. Introduction to Old Testament Study
CRT 102. Introduction to New Testament Study
CRT 120. Hermeneutics: Interpreting the Bible
CRT 121. Old Testament Book Study: (Choose One) Genesis, Joshua, Job, Psalms, Isaiah, Amos, Malachi, Winter Bible Study or
CRT 122. New Testament Book Study: (Choose One) Mark, John, Acts, Romans, Galatians, Hebrews, 1 John, Revelation, Winter Bible Study
CRT 123. Evangelism and Discipleship in the Church
CRT 124. Baptist Doctrine
CRT 141. Introduction to Preaching
CRT 142. Introduction to Christian Education

The Church Planting Certificate
The purpose of the Church Planting Certificate is to provide training for pastors and church leaders in church planting.

CRT 123. Evangelism and Discipleship in the Church
CRT 124. Baptist Doctrine
CRT 141. Introduction to Preaching
CRT 150. Introduction to Ministry
CRT 151. Church Planting 1
CRT 152. Church Planting 2
CRT 153. Church Planting 3
CRT 154. Church Planting 4

GRADUATION REQUIREMENTS
BY DEGREE / MAJOR

Each student should comply with the requirements in effect (as stated in the catalog) at the time of his or her initial enrollment. If a student withdraws from the college for a year or more and then returns, he or she is subject to the academic requirements stated in the catalog at the time of re-entry.

BCF FOUNDATIONAL CURRICULUM

BCF has developed foundational curriculum in the General Education and Biblical/Theological areas of study to provide a foundation for the following degree programs. Each degree program requires 33 hours of General Education foundation and 18 hours of Biblical/Theological foundation in addition to each degree’s specific requirements. The foundational curriculum is listed below.

BCF General Education Foundation Competencies/Outcomes

Upon completion of the foundational studies in General Education, students shall be able to...

Communication
1. Read, write, and speak standard American English with coherence, purpose, and effectiveness—including formal speeches exhibiting these characteristics.
2. Write expository essays, argumentative essays, and narrative essays.
3. Write and document research papers using Chicago Style (Turabian), MLA, or APA.
4. Effectively and efficiently obtain, organize, and utilize information from traditional and emerging information sources.
5. Utilize databases to find and retrieve information.
6. Identify relevant sources using critical thinking skills.
7. Use information technology effectively in the areas of online research, word processing, electronic spreadsheets, presentation graphics, database management, desktop publishing, and e-mail correspondence.

Mathematics
8. Analyze quantitative information, in written and numerical form.
9. Use mathematical skills and tools in the aid of critical thinking necessary to reach valid conclusions.

History
10. Demonstrate a basic knowledge of the past acquired through the study of American, European, and/or World history.
11. Investigate, analyze, and interpret historical documents.
12. Demonstrate critical thinking skills necessary to understanding and interpreting the past.

Science
13. Demonstrate a fundamental knowledge of biology, earth science, and/or physical science.
14. Use logical reasoning skills, scientific problem-solving skills and utilize technology to conduct scientific investigation.
15. Investigate scientific phenomena, interpret investigative findings, and communicate such data to others.

Humanities
16. Demonstrate a general knowledge of music, visual arts, literature, and the cultural history of the western world.
17. Recognize the cultural and historical connections in music, visual arts, and literature.
18. Demonstrate a knowledge of the aesthetic and critical analysis of music and visual arts.

Social Science
19. Acquire a general knowledge of human behavior both as individuals and in groups.
20. Demonstrate a knowledge of the major theories and findings regarding human behavior and social institutions.
21. Analyze and describe human behavior from diverse psychological, social and cultural perspectives.
22. Evaluate social science theories from a biblical worldview.

GENERAL EDUCATION FOUNDATION

Communications (9 hours)
ENG 151. Introduction to College Composition (3 hours)
ENG 152. Intermediate College Composition (3 hours)
SP 201. Introduction to Public Speaking (3 hours)

Humanities/Fine Arts (6 hours)
HUM 103. The Humanities: Ancient to Medieval and
HUM 104. The Humanities: Renaissance to Twentieth Century OR
HUM 101. Appreciation of the Arts OR
HUM. 102. Applied Humanities OR
any ensemble, any applied music course by audition,
MT 100, MU 330, MU 201, MU 301, MU 303 (3 hours) AND
ENG 221. Survey of World Literature OR
ENG 222. Survey of American Literature OR
ENG 223. Survey of English Literature OR
ENG 224. Survey of Christian Literature (3 hours)

Mathematics (3 hours)
MA 130. Business Mathematics OR equivalent OR
higher (according to major) (3 hours)

History (6 hours)
HI 211. Western Civilization: Earliest Times to 1700 and
HI 212. Western Civilization: 1700 to Present OR
HI 223. American History: Age of Exploration to Reconstruction and HI 224 American History: Reconstruction to Present OR MH 403: Music History and Literature: Antiquity to Baroque and
MH 404. Music History and Literature: Classical to Twentieth Century (according to major) (6 hours)

Science (3 hours)
SCI 201. Introduction to Biological Science OR
SCI 202. Introduction to Earth Science OR
BCF Biblical/Theological Foundation Outcomes
Upon completion of the Biblical/Theological Foundation, students shall demonstrate foundational knowledge and comprehension of:

**Biblical Area**
2. The context of Scripture, focusing on the places, cultures, and peoples of the Bible.
3. The biblical texts as literature in terms of canon, genres, authors, audiences, dates, and occasions.

**Worldview Area**
4. The definition and nature of a Christian worldview as contrasted with alternative worldviews and the process of evaluating contemporary issues confronting the church by means of the biblical worldview.

**Ministry Area**
5. The essential disciplines required for spiritual health.
6. The practice of personal disciple-making.
7. Southern Baptist polity, organization, history, and commitment to global missions.
8. The nature and work of the local church with a commitment to ministry and leadership.

### BIBLICAL/THEOLOGICAL FOUNDATION

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>BI 101</td>
<td>Old Testament Survey I</td>
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<tr>
<td>BI 102</td>
<td>Old Testament Survey II</td>
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<tr>
<td>BI 103</td>
<td>New Testament Survey</td>
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<tr>
<td>BI 201</td>
<td>Biblical Hermeneutics</td>
<td>3 hours</td>
</tr>
<tr>
<td>BI 202</td>
<td>New Testament Backgrounds</td>
<td>2 hours</td>
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<td>BI 203</td>
<td>Old Testament Backgrounds</td>
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<tr>
<td>HI 301</td>
<td>Principles of Teaching</td>
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<td>HI 304</td>
<td>Christian History</td>
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<td>MI 404</td>
<td>World Religions</td>
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<td>PSY 301</td>
<td>Problems in Philosophy</td>
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<td>PSY 300</td>
<td>The Christian Marriage</td>
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<td>OT 331</td>
<td>Old Testament Theology</td>
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<td>OT 332</td>
<td>Old Testament Prophecy</td>
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<td>OT 333</td>
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<td>OT 334</td>
<td>New Testament Prophecy</td>
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<tr>
<td>OT 441</td>
<td>Genesis</td>
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<td>OT 445</td>
<td>Deuteronomy</td>
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<td>OT 451</td>
<td>Psalms</td>
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<td>OT 456</td>
<td>Isaiah</td>
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<tr>
<td>NT 321</td>
<td>The Life of Jesus</td>
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<tr>
<td>NT 322</td>
<td>The Life of Paul</td>
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<td>NT 331</td>
<td>New Testament Theology</td>
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<td>NT 455</td>
<td>James</td>
<td>2 hours</td>
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<tr>
<td>NT 458</td>
<td>Revelation</td>
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<td>CE 301</td>
<td>Principles of Teaching</td>
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<td>BI 212</td>
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<td>BI 202</td>
<td>New Testament Backgrounds</td>
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<tr>
<td>BI 201</td>
<td>Old Testament Backgrounds</td>
<td>2 hours</td>
</tr>
</tbody>
</table>

**TOTAL**……………………………………….. 18 SEM/HOURS

### BIBLICAL STUDIES MAJOR

(Bachelor of Arts)

Designed to provide an undergraduate biblical foundation for students preparing to continue their education at the graduate level to obtain ministry skills and for students desiring to continue in graduate studies in biblical literature.

**GENERAL EDUCATION FOUNDATION**……………………………………….. 33 SEM/HOURS

Specializations within General Education Foundation
HI 211 and HI 212

**BIBLICAL/THEOLOGICAL FOUNDATION**……………………………………….. 18 SEM/HOURS

**MAJOR**……………………………………….. 59 SEM/HOURS

Biblical/Theological Concentration (12 hours)
BI 212. Biblical Hermeneutics (3 hours)

Any 12 hours of BI, OT, NT courses (12 hours)
(OT 301. Doctrine of Creation, OT 441. Genesis, and NT 451. Prison Epistles suggested in this twelve hours)

**TOTAL**……………………………………….. 122 SEM/HOURS

Note: Those students who fail to take and pass the computer proficiency examination (p. 18) must take IT 101.
Christian Counseling Concentration (38 hours)
PSY 101. The Christian Counseling Community Mission Program (0 hours)
PSY 201. General Psychology (included in General Education Foundation)
PSY 300. The Christian Marriage (2 hours)
PSY 302. Psychology of Parenting (2 hours)
PSY 303. Premarital and Marital Counseling (2 hours)
PSY 307. Developmental Psychology (3 hours)
PSY 310. The Psychology of Learning and Teaching (3 hours)
PSY 330. Marriage and Family-Life Education (2 hours)
PSY 340. Theories of Counseling (2 hours)
PSY 370. Mental Disorders and Their Treatments (3 hours)
PSY 380. Tests and Measurement (3 hours)
PSY 400. Experimental Psychology (3 hours)
PSY 430. Case Management (3 hours)
PSY 440. Counseling Practicum (4 hours)
PSY 490. Senior Research Project (3 hours)

GENERAL ELECTIVES ....................................... 9 SEM/HOURS

TOTAL...................................................... 120 SEM/HOURS

Note: Those students who fail to take and pass the computer proficiency examination (p. 18) must take IT 101.

CHRISTIAN STUDIES MAJOR
(Bachelor of Arts)

The Christian Studies major is designed to provide students who have completed an Associate of Arts degree from a regionally accredited community college with an opportunity for ministerial training on the baccalaureate level and to prepare them for church-related ministry of various types and for seminary or graduate school.

ASSOCIATE OF ARTS DEGREE
(from regionally accredited institutions) .......... 60 SEM/HOURS
Degree must include a minimum of 30 hours of General Education including at least:
- 3 hours of Literature/Humanities
- 3 hours of Social/Behavioral sciences
- 3 hours of Science/Mathematics
- 3 hours of Information Technology

BIBLICAL/THEOLOGICAL FOUNDATION ..................... 18 SEM/HOURS

MAJOR .................................................................. 40 SEM/HOURS
BI 212. Biblical Hermeneutics (3 hours)
BI, OT, and NT courses (15 hours)
HI, PHI, TH Courses (upper-level) (12 hours)
Practical Ministry Courses (CE, EV, LA, MI, MM, PM, PR, PSY, STM, WS) (10 hours)

GENERAL ELECTIVES (must be upper level) .................... 2 SEM/HOURS

TOTAL...................................................... 120 SEM/HOURS
Note: Those students who fail to take and pass the computer proficiency examination (p. 18) must take IT 101.

ENGLISH
(Bachelor of Arts)

The major in English is designed to open many avenues of Christian service as well as to provide foundational courses for a graduate degree in English.

GENERAL EDUCATION FOUNDATION .......................... 33 SEM/HOURS
Specialization required within General Education Foundation
HUM 101. The Humanities: Ancient to Medieval
HUM 102. The Humanities: Renaissance to Twentieth Century OR 3 hours of Humanities and
courses (6 hours)
IT 202. Information Technology Applications (3 hours)

Additional Requirements ................................. 15 SEM/HOURS
ENG 331. American Literature (3 hours)
ENG 332. Survey of English Literature (3 hours)
ENG 333. Advanced Grammar (3 hours)
Any foreign language or approved courses (6 hours)

BIBLICAL/THEOLOGICAL
FOUNDATION ..................................................... 18 SEM/HOURS

MAJOR .............................................................. 33 SEM/HOURS
Select 33 hours of English (ENG) courses
ENG 224. Survey of Christian Literature (3 hours)
ENG 305. Poetry: Theory and Practice (3 hours)
ENG 310. American Prose Writers: World War I - Present (3 hours)
ENG 315. Creative Fiction (3 hours)
ENG 325. British and American Literature: 1660-1800 (3 hours)
ENG 405. History of the English Language (3 hours)
ENG 410. Advanced Composition: Theory and Practice (3 hours)
ENG 415. Shakespeare I: Histories and Comedies (3 hours)
ENG 416. Shakespeare II: Tragedies and Romances (3 hours)
ENG 420. Twentieth-Century British Novels (3 hours)
ENG 425. Studies in the Short Story (3 hours)
ENG 430. Creative Non-Fiction: Writing About Spiritual Experience (3 hours)

ELECTIVES ..................................................... 21 SEM/HOURS

TOTAL HOURS ...................................................... 120 SEM/HOURS
Note: Those students who fail to take and pass the computer proficiency examination (p. 18) must take IT 101.

ENGLISH SECONDARY EDUCATION
(Bachelor of Arts)

The major in Secondary Education is designed to prepare a person to teach in a specialization (English) in grades 6-12 (middle and/ or senior high school) in public or private school fields. For professional certification, one should consult BCF's Teacher Education Division as well as the state board of education for requirements for teaching in a particular state.

GENERAL EDUCATION FOUNDATION .......................... 33 SEM/HOURS
Specialization required within General Education Foundation:
HI 223. American History: Age of Exploration to Reconstruction (3 hours)
HI 224. American History: Reconstruction to Present (3 hours)
MA 230. College Algebra (3 hours)
IT 202. Information Technology Applications (3 hours)
SCI 201. Introduction to Biological Science (3 hours)
HISTORY AND SOCIAL STUDIES  SECONDARY EDUCATION  (Bachelor of Arts)

The major in History and Social Studies Education is designed to prepare a person to teach in a specialization (Social Studies) in grades 6-12 (middle and/or senior high school) in public or private school fields. For professional certification, one should consult BCF's Teacher Education Division as well as the state board of education for requirements for teaching in a particular state.

GENERAL EDUCATION FOUNDATION .......................... 33 SEM/HOURS
Specialization within General Education Foundation
HI 211.  Western Civilization:  Earliest Times to 1700  (3 hours)
HI 212.  Western Civilization:  1700 to Present  (3 hours)
HUM 101.  Appreciation of the Arts AND one Literature Survey Course
OR HUM 103.  The Humanities:  Ancient to Medieval
AND HUM 104.  The Humanities:  Renaissance to Twentieth Century  (3 hours)

BIBLICAL/THEOLOGICAL FOUNDATION .......................... 18 SEM/HOURS

MAJOR ...................................................... 43 SEM/HOURS

Language ...................................................... 6 SEM/HOURS

Electives ..................................................... 20 SEM/HOURS

TOTAL HOURS ............................................. 120 SEM/HOURS
Note: Those students who fail to take and pass the computer proficiency examination (p. 18) must take IT 101.

HISTORY AND SOCIAL STUDIES (Bachelor of Arts)

The History and Social Studies major is designed to provide a foundation for continued study in history at the graduate level. Those who hold this degree and a Florida Teacher's certification may also teach Social Studies in Florida secondary education schools.

GENERAL EDUCATION FOUNDATION .......................... 33 SEM/HOURS
Specialization within General Education Foundation
HI 211.  Western Civilization:  Earliest Times to 1700  (3 hours)
HI 212.  Western Civilization:  1700 to Present  (3 hours)
HUM 101.  Appreciation of the Arts AND one Literature Survey Course
OR HUM 103.  The Humanities:  Ancient to Medieval
AND HUM 104.  The Humanities:  Renaissance to Twentieth Century  (3 hours)

BIBLICAL/THEOLOGICAL FOUNDATION .......................... 18 SEM/HOURS

MAJOR ...................................................... 42 SEM/HOURS

Professional Education
EDU 1030.  Philosophy of the Christian School
Movement (2 hours)
EDU 2005.  Foundations and Curriculum of Education (3 hours)
EDU 2010.  Psychology of Teaching and Learning (3 hours)
EDU 3000F.  General Methods of Teaching (3 hours)
EDU 3010F.  Classroom Management (3 hours)
EDU 3015F.  Survey of Special Education (3 hours)
EDU 3020.  Measurement and Evaluation (3 hours)
ESOL 3701F.  Teaching Diverse Populations (3 hours)
ESOL 3710F.  ESOL Curriculum and Methods (3 hours)
EDU 4500.  Materials and Methods for Teaching English (3 hours)
EDU 4090F.  Education Internship (10 hours)
EDU 4505.  Teaching Reading at the Secondary Level (3 hours)

SPECIALIZATION .............................................. 24 SEM/HOURS

English Education - - Select 12 hours, not including General Education Foundation ENG course
ENG 221.  Survey of World Literature (3 hours)
ENG 222.  Survey of American Literature (3 hours)
ENG 223.  Survey of English Literature (3 hours)
ENG 320.  Advanced Grammar (3 hours)
ENG 410.  Advanced Composition:  Theory and Practice (3 hours)

Select 12 hours of additional English courses, with at least six of which are at either the 300 or the 400-level
ENG 224.  Survey of Christian Literature (3 hours)
ENG 305.  Poetry:  Theory and Practice (3 hours)
ENG 310.  American Prose Writers:  World War I - Present (3 hours)
ENG 315.  Creative Fiction (3 hours)
ENG 325.  British and American Literature:  1660-1800 (3 hours)
ENG 405.  History of the English Language (3 hours)
ENG 410.  Advanced Composition:  Theory and Practice (3 hours)
ENG 415.  Shakespeare I:  Histories and Comedies (3 hours)
ENG 416.  Shakespeare II:  Tragedies and Romances (3 hours)
ENG 420.  Nineteenth-century British Novels (3 hours)
ENG 425.  Studies in the Short Story (3 hours)
ENG 430.  Creative Nonfiction:  Writing About Spiritual Experience (3 hours)

TOTAL HOURS ............................................. 132 SEM/HOURS
Note: Those students who fail to take and pass the computer proficiency examination (p. 18) must take IT 101.

EDUCATION REQUIREMENTS ..................... 15 SEM/HOURS
MA 210.  Geometry (3 hours)
MA 220.  Finite Mathematics (3 hours)
SCI 202.  Introduction to Earth Science (3 hours)
SCI 203.  Physical Science (3 hours)
HI 211.  Western Civilization:  Earliest Times to 1700 (3 hours)
OR HI 212.  Western Civilization:  1700 to Present (3 hours)

BIBLICAL/THEOLOGICAL
FOUNDATION .............................................. 18 SEM/HOURS

MAJOR ...................................................... 42 SEM/HOURS

Professional Education
EDU 1030.  Philosophy of the Christian School
Movement (2 hours)
EDU 2005.  Foundations and Curriculum of Education (3 hours)
EDU 2010.  Psychology of Teaching and Learning (3 hours)
EDU 3000F.  General Methods of Teaching (3 hours)
EDU 3010F.  Classroom Management (3 hours)
EDU 3015F.  Survey of Special Education (3 hours)
EDU 3020.  Measurement and Evaluation (3 hours)
ESOL 3701F.  Teaching Diverse Populations (3 hours)
ESOL 3710F.  ESOL Curriculum and Methods (3 hours)
EDU 4500.  Materials and Methods for Teaching English (3 hours)
EDU 4090F.  Education Internship (10 hours)
EDU 4505.  Teaching Reading at the Secondary Level (3 hours)

SPECIALIZATION .............................................. 24 SEM/HOURS

English Education - - Select 12 hours, not including General Education Foundation ENG course
ENG 221.  Survey of World Literature (3 hours)
ENG 222.  Survey of American Literature (3 hours)
ENG 223.  Survey of English Literature (3 hours)
ENG 320.  Advanced Grammar (3 hours)
ENG 410.  Advanced Composition:  Theory and Practice (3 hours)

Select 12 hours of additional English courses, with at least six of which are at either the 300 or the 400-level
ENG 224.  Survey of Christian Literature (3 hours)
ENG 305.  Poetry:  Theory and Practice (3 hours)
ENG 310.  American Prose Writers:  World War I - Present (3 hours)
ENG 315.  Creative Fiction (3 hours)
ENG 325.  British and American Literature:  1660-1800 (3 hours)
ENG 405.  History of the English Language (3 hours)
ENG 410.  Advanced Composition:  Theory and Practice (3 hours)
ENG 415.  Shakespeare I:  Histories and Comedies (3 hours)
ENG 416.  Shakespeare II:  Tragedies and Romances (3 hours)
ENG 420.  Nineteenth-century British Novels (3 hours)
ENG 425.  Studies in the Short Story (3 hours)
ENG 430.  Creative Nonfiction:  Writing About Spiritual Experience (3 hours)

TOTAL HOURS ............................................. 132 SEM/HOURS
Note: Those students who fail to take and pass the computer proficiency examination (p. 18) must take IT 101.
Additional General Education Requirements

EDUCATION REQUIREMENTS ............................................. 59 SEM/HOURS

Professional Education Requirements

EDU 1030. Philosophy of the Christian School Movement (2 hours)
EDU 2005. Foundations and Curriculum of Education (3 hours)
EDU 2010. Psychology of Teaching and Learning (3 hours)
EDU 3000F. General Methods of Teaching (3 hours)
EDU 3010F. Classroom Management (3 hours)
EDU 3015F. Survey of Special Education (3 hours)
EDU 3020. Measurement and Evaluation (3 hours)
ESOL 3701F. Teaching Diverse Populations (3 hours)
ESOL 3710F. ESOL Curriculum and Methods (3 hours)
EDU 4025F. Teaching Social Studies in Elementary and Middle School (3 hours)
EDU 4090F. Education Internship (10 hours)

Social Studies Requirements

HI 200. History of Economic Thought (3 hours)
HI 212. Western Civilization: 1700 to Present (3 hours)
HI 225. U. S. Government (3 hours)
HI 306. Geography (3 hours)
HI 410. History of the Middle East (3 hours)
MI 404. World Religions (2 hours)
SOC 201. Introduction to Sociology (3 hours)

TOTAL HOURS ............................................. 125 SEM/HOURS

Note: Those students who fail to take and pass the computer proficiency examination (p. 18) must take IT 101.

LEADERSHIP AND CHRISTIAN EDUCATION
(Bachelor of Arts)

The major in Leadership and Christian Education is designed for anyone in Christian leadership roles and Christian service such as pastors, staff members, denominational ministers and other Christian ministry leaders who may function outside of but in support of the local church. The program of study emphasizes biblical foundations, practical and theoretical ministry skills and leadership theory and skills.

GENERAL EDUCATION FOUNDATION ..................................... 33 SEM/HOURS

Specializations within General Education Foundation

MA 220 (required)
HI 211 and HI 212 (required)
IT 202 (required)

BIBLICAL/THEOLOGICAL FOUNDATION .................................... 18 SEM/HOURS

MAJOR ............................................................. 65 SEM/HOURS

Biblical/Theological Concentration (36 Hours)

BI 212. Biblical Hermeneutics (3 hours)
Old or New Testament Bible Book Studies (9 hours)
CE 201. Bible Study Ministries of the Church (2 hours)
HI 304. Christian History (3 hours)
LA 102. Biblical Foundations of Leadership (3 hours)
LA 202. Church Staff Relations (3 hours)

MI 202. Introduction to Christian Missions (2 hours)
MI 301. Problems in Philosophy (3 hours)
PSY 300, 303, or 330 (2 hours)
TH 301. Christian Doctrine I (3 hours)
TH 302. Christian Doctrine II (3 hours)

(Choose one of the following concentrations)

Church Administration Concentration (29 hours)
LA 200. The Ministry of Leadership (3 hours)
LA 201. Leadership for Church Growth (3 hours)
LA 302. Change and Conflict Management (2 hours)
LA 303. Team Ministry (2 hours)
LA 305. Visionary Leadership (2 hours)
LA 320. Church Business Administration (2 hours)
LA 401. Leadership Internship (3 hours)
LA 410. Leadership Integration (2 hours)
LA 450. Leadership Dynamics of Organizations (2 hours)
PM 200. Ministerial Ethics (2 hours)
LA, CE or BUS Electives (6 hours)

Business Concentration (29 hours)
BUS 201. Principles of Accounting (3 hours)
BUS 301. Accounting I (3 hours)
BUS 302. Accounting II (3 hours)
BUS 305. Introduction to Biblical Business Principles (3 hours)
BUS 310. Business Finance (3 hours)
BUS 315. Economics (3 hours)
BUS 401. Business Law and Ethics (3 hours)
BUS 405. Business Management (3 hours)
BUS 410. Business Communication and Marketing (3 hours)
BUS 415. Not for Profit Business (2 hours)

Student Ministry Concentration (29 hours)
CE 301. Principles of Teaching (3 hours)
CE 410. Christian Education Integration (2 hours)
LA 320. Church Business Administration (2 hours)
PR 220. Preparing Expository Sermons (3 hours) OR other approved course
PSY 309. Adolescent Development (3 hours)
PSY 320. Counseling Youth and Their Parents (2 hours)
STM 310. Basic Ministry to Students (3 hours)
STM 313. Student Minister as a Leader (3 hours)
STM 320. Evangelism and Discipleship in Today’s Student Culture (3 hours)
STM 420. Student Ministry Internship (3 hours) OR CE 420. Christian Education Internship (3 hours)
CE, EV, LA, or MI upper level electives (2 hours)

Christian Education Staff Concentration (29 hours)
CE 202. The Discipleship and Missions Ministries of the Church (2 hours)
CE 301. Principles of Teaching (3 hours)
CE 320. Ministry to Children (3 hours)
CE 350. Ministry to Adults (3 hours)
CE 410. Christian Education Integration (2 hours)
CE 420. Christian Education Internship (3 hours) OR STM 420. Student Ministry Internship (3 hours)
EDU 2010. Psychology of Teaching and Learning OR PSY 310. The Psychology of Learning and Teaching (3 hours)
LA 200. The Ministry of Leadership (3 hours)
LA 320. Church Business Administration (2 hours)
STM 310. Basic Ministry to Students (3 hours)
CE, EV, LA or MI upper level electives (2 hours)

GENERAL ELECTIVES .................................................. 5 SEM/HOURS

TOTAL HOURS ................................................... 121 SEM/HOURS

Note: Those students who fail to take and pass the computer proficiency examination (p. 18) must take IT 101.
MINISTRY MAJOR  
(Bachelor of Arts)

The Ministry major is designed to equip students for pastoral ministry, church-related ministry of various types, and for seminary or graduate school.

GENERAL EDUCATION  
FOUNDATION .............................................. 33 SEM/HOURS
Specializations within General Education Foundation
HI 211 and HI 212 OR HI 223 and HI 224
IT 202

BIBLICAL/THEOLOGICAL  
FOUNDATION .............................................. 18 SEM/HOURS

MAJOR ...................................................... 66 SEM/HOURS
Theological Core (38 hours)
BI 212. Biblical Hermeneutics (3 hours)
BI, OT and NT Courses (15 hours)
With General Ministry and Pastoral Ministry Concentrations:
6 hours of HEB 201 and 202 or GRK 201 and 202
With Media Ministry Concentration:
15 hours of any BI, OT or NT courses
HI 304. Christian History (3 hours)
HI 405. History of Southern Baptists (3 hours)
PHI 402. Contemporary Ethical Issues (2 hours)
TH 301. Christian Doctrine I (3 hours)
TH 302. Christian Doctrine II (3 hours)
TH 403. Apologetics (2 hours)
EV 302. Leading a Church in Evangelism (2 hours)
MI 202. Introduction to Christian Missions (2 hours)

Concentration (28 hours)
(Choose one of the following)

General Ministry Concentration (28 hours)
CE 201. The Bible Study Ministries of the Church OR
CE 202. The Discipleship and Missions Ministries of the Church (2 hours)
LA 200. The Ministry of Leadership (3 hours)
MI 311. Church Planting (3 hours)
MI 404. World Religions or MI 405. American Cults and Sectarian Groups (2 hours)
PM 210. Introduction to Pastoral Ministry OR other approved course (2 hours)
PM 211. Pastoral Leadership OR other approved course (2 hours)
Choose one of the following three options to total 8 hours:
PR 220. Preparing Expository Sermons; PR 230. Preaching Practicum; PR 320. Contemporary Expository Sermon Exposition (8 hours)
EDU 2010. Psychology of Teaching and Learning OR
PSY 310. The Psychology of Learning and Teaching; CE 301. Principles of Teaching; two hours of upper level CE OR STM electives (8 hours)
WS 201. Perspectives on Women's Studies and Ministry; WS 301. Ministry Skills for Women; WS 302. Developing and Leading A Women's Ministry in a Local Church; WS 303. Theological Speech for Women (8 hours)
PSY 403. Pastoral Counseling (3 hours)
Internship: PM 420, PR 420, MI 419, LA 401, CE 420 OR STM 420 (3 hours)

Pastoral Ministry Concentration (28 hours)
CE 201. The Bible Study Ministries of the Church OR
CE 202. The Discipleship and Missions Ministries of the Church (2 hours)
LA 200. The Ministry of Leadership (3 hours)
MI 311. Church Planting (3 hours)
MI 404. World Religions or MI 405. American Cults and Sectarian Groups (2 hours)
PSY 403. Pastoral Counseling (3 hours)
PM 210. Introduction to Pastoral Ministry (2 hours)
PM 211. Pastoral Leadership (2 hours)
PR 220. Preparing Expository Sermons (3 hours)
PR 230. Preaching Practicum (3 hours)
PR 320. Contemporary Expository Sermon Exposition (2 hours)
Internship: PM 420, PR 420 OR MI 419 (3 hours)

Media Ministry Concentration (28 hours)
CE 201. The Bible Study Ministries of the Church OR
CE 202. The Discipleship and Missions Ministries of the Church (2 hours)
PM 211. Pastoral Leadership (2 hours)
MM 201. Introduction to Media Ministry (2 hours)
MM 302. Visual Media Software (2 hours)
MM 303. Sequencing and Recording Software (3 hours)
MM 304. Digital Sound/Multimedia Design I (3 hours)
MM 305. Digital Sound/Multimedia Design II (3 hours)
MM 402. Media Production and Operations (3 hours)
MM 420. Media Ministry Internship (3 hours) plus 5 hours of CE, STM, LA, PM, PR, EV, MI electives OR MM 421. Media Ministry Internship (7 hours) plus 1 hour CE, STM, LA, PM, PR, EV, MI elective (8 hours)

GENERAL ELECTIVES ..................................... 3 SEM/HOURS

TOTAL ......................................................120 SEM/HOURS

Note: Those students who fail to take and pass the computer proficiency examination (p. 18) must take IT 101.

MINISTRY STUDIES  
(Bachelor of Arts)

The Ministry Studies major is designed to equip students for various church-related ministries, other ministry roles, and for seminary or graduate school. The major is designed for the student who needs some flexibility in the required program of study.

GENERAL EDUCATION  
FOUNDATION .............................................. 33 SEM/HOURS

BIBLICAL/THEOLOGICAL  
FOUNDATION .............................................. 18 SEM/HOURS

MAJOR ...................................................... 53 SEM/HOURS

BI 212. Biblical Hermeneutics (3 hours)
BI, OT, and NT Courses (18 hours)
HI, PHI, TH Courses (upper-level) (12 hours)
Practical Ministry Courses (CE, EV, LA, MI, MM, PM, PR, PSY, STM, WS) (20 hours)

GENERAL ELECTIVES ..................................... 16 SEM/HOURS

TOTAL HOURS ............................................120 SEM/HOURS

Note: Those students who fail to take and pass the computer proficiency examination (p. 18) must take IT 101.
## MISSIONS MAJOR
(Bachelor of Arts)

The Missions major is designed to provide undergraduate preparation for both career missionary service and for leadership of churches in missions and to equip students for various types of missions work throughout North America and the world and for graduate study in missions and/or related fields.

**GENERAL EDUCATION**

**FOUNDATION** ...................................................... 33 SEM/HOURS

Specializations within General Education Foundation

- HI 211 and HI 212
- IT 202

**BIBLICAL/THEOLOGICAL**

**FOUNDATION** ...................................................... 18 SEM/HOURS

**MAJOR** ...................................................... 67 SEM/HOURS

Required (47 hours)

- BI 212. Biblical Hermeneutics (3 hours)
- BI, OT, and NT Courses (9 hours)
- MI 202. Introduction to Christian Missions (2 hours)
- MI 205. History of Christian Missions (2 hours)
- MI 301. Life on the Mission Field (2 hours)
- MI 306. Cross-cultural Ministry (2 hours)
- MI 311. Church Planting (3 hours)
- MI 401. Missions Coordination in the Local Church (3 hours)
- MI 404. World Religions (2 hours)
- MI 410. Contemporary Strategies in Missions (3 hours)
- EV 302. Leading a Church in Evangelism (2 hours)
- TH 301. Christian Doctrine I (3 hours)
- TH 302. Christian Doctrine II (3 hours)
- TH 403. Apologetics (2 hours)
- HI 304. Christian History (3 hours)
- HI 405. History of Southern Baptists (3 hours)

Six hours of either of the following:

**Preaching:**
- PR 220. Preparing Expository Sermons (3 hours)
- PR 230. Preaching Practice (3 hours)

**Women’s Studies:**
- WS 201. Perspectives on Women’s Studies and Ministry (2 hours)
- WS 301. Ministry Skills for Women (2 hours)
- WS 303. Theological Speech for Women (2 hours)

**Education:**
- EDU 2010. Psychology of Teaching and Learning OR PSY 310. The Psychology of Learning and Teaching (3 hours)
- CE 301. Principles of Teaching (3 hours)

**Missions Practica (9 hours of the following)**

- MI 321. Florida Church Starting Practicum (6 hours)
- MI 322. North American Missions Practicum I (3 hours)
- MI 323. North American Missions Practicum II (3 hours)
- MI 324. International Missions Practicum I (3 hours)
- MI 325. International Missions Practicum II (3 hours)
- MI 419. Short-term Missions Internship (3 hours)
- MI 420. Summer Missions Internship (6 hours)
- MI 421. Semester Missions Internship (9 hours)

**Missions Electives (5 hours of the following)**

- Any MI, EV, PM, CE, LA, PHI, PR, PSY, GRK, HEB courses with approval

**GENERAL ELECTIVES** ...................................................... 6 SEM/HOURS

TOTAL ...................................................... 124 SEM/HOURS

Note: Those students who fail to take and pass the computer proficiency examination (p. 18) must take IT 101.

## ELEMENTARY EDUCATION MAJOR
(Bachelor of Arts)

The major in Elementary Education is designed to prepare an individual for teaching kindergarten through 6th grade in the public or private school field.

**GENERAL EDUCATION**

**FOUNDATION** ...................................................... 33 SEM/HOURS

Specializations required within General Education Foundation

- MA 230. College Algebra (3 hours)
- SCI 201. Introduction to Biological Science (3 hours)
- EDU 2040. Information Technology for Educators (3 hours)
- EDU 2020. Integrating Art and Music (3 hours) (This course may be substituted for HUM 101.)

**Additional Requirements** ...................................................... 15 SEM/HOURS

- MA 210. Geometry (3 hours)
- MA 220. Finite Math (3 hours)
- SCI 202. Introduction to Earth Science (3 hours)
- SCI 203. Physical Science (3 hours)

Any additional 3 hours in Western Civilization, American History, OR Geography.

**BIBLICAL/THEOLOGICAL**

**FOUNDATION** ...................................................... 18 SEM/HOURS

**MAJOR** ...................................................... 64 SEM/HOURS

Required (47 hours)

- BI 212. Biblical Hermeneutics (3 hours)
- BI, OT, and NT Courses (9 hours)
- MI 202. Introduction to Christian Missions (2 hours)
- MI 205. History of Christian Missions (2 hours)
- MI 301. Life on the Mission Field (2 hours)
- MI 306. Cross-cultural Ministry (2 hours)
- MI 311. Church Planting (3 hours)
- MI 401. Missions Coordination in the Local Church (3 hours)
- MI 404. World Religions (2 hours)
- MI 410. Contemporary Strategies in Missions (3 hours)
- EV 302. Leading a Church in Evangelism (2 hours)
- TH 301. Christian Doctrine I (3 hours)
- TH 302. Christian Doctrine II (3 hours)
- TH 403. Apologetics (2 hours)
- HI 304. Christian History (3 hours)
- HI 405. History of Southern Baptists (3 hours)

Six hours of either of the following:

**Preaching:**
- PR 220. Preparing Expository Sermons (3 hours)
- PR 230. Preaching Practice (3 hours)

**Women’s Studies:**
- WS 201. Perspectives on Women’s Studies and Ministry (2 hours)
- WS 301. Ministry Skills for Women (2 hours)
- WS 303. Theological Speech for Women (2 hours)

**Education:**
- EDU 2010. Psychology of Teaching and Learning OR PSY 310. The Psychology of Learning and Teaching (3 hours)
- CE 301. Principles of Teaching (3 hours)

**Missions Practica (9 hours of the following)**

- MI 321. Florida Church Starting Practicum (6 hours)
- MI 322. North American Missions Practicum I (3 hours)
- MI 323. North American Missions Practicum II (3 hours)
- MI 324. International Missions Practicum I (3 hours)
- MI 325. International Missions Practicum II (3 hours)
- MI 419. Short-term Missions Internship (3 hours)
- MI 420. Summer Missions Internship (6 hours)
- MI 421. Semester Missions Internship (9 hours)

**Missions Electives (5 hours of the following)**

- Any MI, EV, PM, CE, LA, PHI, PR, PSY, GRK, HEB courses with approval

**GENERAL ELECTIVES** ...................................................... 6 SEM/HOURS

TOTAL ...................................................... 130 SEM/HOURS

Note: Those students who fail to take and pass the computer proficiency examination (p. 18) must take IT 101.
SPECIAL MUSIC REQUIREMENTS  
Applies to all music degrees which follow.

Applied Music Examination (Jury)  
All music majors taking private lessons must participate in a jury examination for the music faculty.

Ensembles  
All full-time music majors must be enrolled in an ensemble every semester based on their principal performing area. Voice principal must be enrolled in a choral ensemble each semester. Instrumental majors must be enrolled in an instrumental ensemble each semester. Keyboard principals will be given latitude on ensemble selection based on interest. Guitar majors must enroll in the Guitar Ensemble each semester beginning with the sophomore level of applied study (MUS 250G).

Piano Proficiency  
All music majors are required to pass all components of the piano proficiency prior to upper-level applied study. Students who cannot pass the proficiency skills may enroll in Piano Proficiency Skill classes. Students must enroll in the appropriate piano proficiency class until all proficiencies have been passed.

Recital  
Students must be enrolled in applied music in order to present a senior recital.

Recital Attendance  
Each semester enrolled, music majors must attend a minimum of 80% of all recitals. Music students will automatically be enrolled in MUS 101. Recital Lab.

Upper Level Evaluations  
This evaluation will take place no sooner than a student's fourth semester of private performance area instruction. It will replace the end of semester jury examination.

Upper Level Examinations will include the following:

1. Performance in the student's performing area (BA students-20 minutes; BME students-15 minutes; CWM students-10 minutes). Students must bring an original score and a copy for each member of the faculty jury.
2. An examination of the historical background, musical analysis, and pedagogical considerations of the Upper Level program.
3. Program notes covering all literature in the Upper Level program.
4. A sight-singing exam.
5. Vocalists will be asked to play a vocal line from their literature.
6. Instrumentalists will be asked to sight read from literature for their instrument.

The music faculty will recommend that a student continue as a music major in a chosen performance area based on performance in music classes, lessons, juries, and successful completion of all components of the Upper Level Examination.

Transfer students will enter the evaluation process at a time equivalent to that of BCF students. Transfer students who enter the junior level must complete the Upper-Level Evaluation during their first semester of study at BCF.

CONTEMPORARY WORSHIP MINISTRY  
(Bachelor of Arts)

The Bachelor of Arts in Contemporary Worship Ministry degree is designed to prepare graduates for successful roles as contemporary worship leaders, ministers of music, music media and technology ministers, or Christian artists and performers.

GENERAL EDUCATION  
FOUNDATION ............................................. 33 SEM/HOURS
Specializations required within General Education Foundation

MH 403. Music History: Antiquity through Baroque (3 hours)*
MH 404. Music History: Classical through 20th Century (3 hours)*
MV 410. Anatomy and Physiology of the Vocal Mechanism (3 hours)
MU 202. Technology for Music Ministry (3 hours) OR MUE 360. Technology for the Music Classroom (3 hours)

BIBLICAL/THEOLOGICAL  
FOUNDATION ............................................. 18 SEM/HOURS

MAJOR...................................................... 69 SEM/HOURS  
Music Core (46 hours)

MT 101. Elementary Harmony (3 hours)
MT 102. Intermediate Harmony (3 hours)
MT 103. Sight Singing Ear Training I (1 hour)
MT 104. Sight Singing Ear-Training II (1 hour)
MT 201. Advanced Harmony I (3 hours)
MT 202. Advanced Harmony II (3 hours)
MC 210. Basic Conducting (3 hours)
MC 310. Advanced Choral Conducting and Literature (3 hours)
MC 410. Advanced Instrumental Conducting and Literature (3 hours)
MH 201. Music Literature (2 hours)
MH 403. Music History: Antiquity through Baroque (3 hours)*
MH 404. Music History: Classical through 20th Century (3 hours)*
Applied Principal - Guitar, Organ, Piano, Voice, Instrumental (6 hours)
Applied Secondary - Guitar, Organ, Piano, Voice, Instrumental (4 hours)
ME Music Ensemble 8 semester hours according to principal (8 hours)**
Music Electives (6 hours)
For all students whose principal performing area is piano, 4 hours must be chosen from MP 205 - Accompanying/Chamber Music, MP 206 - Piano Ensemble, or MP 305 - Service Playing.
MUS 101. Recital Lab Every Semester Enrolled as a Music Major (0 hours)

Concentration (23 hours)  
Choose one of the following

Contemporary Worship Ministry Concentration (23 hours)

MU 201. Introduction to Church Music (2 hours)
MU 301. Music in Worship (2 hours)
MU 403. Contemporary Worship Practices (2 hours)
MU 330. Drama in Worship (2 hours)
MU 208. Chapel Worship Team (2 hours)
MUT Choose from Media Courses (6 hours)
MG 215. Guitar for Contemporary Worship (2 hours)
MU 309. Rhythm Section Methods (2 hours)
MU 409. Songwriting for Contemporary Worship (1 hour)
MU 415. Field Experience Practicum (2 hours)
### Worship Arts Ministry Concentration (23 hours)
- MU 201. Introduction to Church Music (2 hours)
- MU 301. Music in Worship (2 hours)
- MU 300. Contemporary Worship Practices (2 hours)
- MU 414. Materials and Methods for Age Group Music Ministry (3 hours)
- MU 330. Drama in Worship (2 hours)
- MUT. Choose from Media Courses (4 hours)
- MH 302. World Music Cultures and Mission (2 hours)
- MU 303. Choral Literature (2 hours)
- MU 415. Field Experience Practicum (2 hours)
- Electives (2 hours)

### Music and Media Technology Concentration (23 hours)
- MUT 301. Advanced Finale (2 hours)
- MUT 302. Visual Media Software (2 hours)
- MUT 303. Sequencing and Recording Software (3 hours)
- MUT 304. Digital Sound/Multimedia Design I (3 hours)
- MUT 305. Digital Sound/Multimedia Design II (3 hours)
- MM 402. Media Production and Operations (3 hours)
- MUT 420. Music and Media Internship (7 hours)

**TOTAL HOURS............................................ 120 SEM/HOURS**
*Hours counted in General Education and in total.
**3 Hours of ensemble credit are counted in General Education and in total.

**Note:** Those students who fail to take and pass the computer proficiency examination (p. 18) must take IT 101.

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### MUSIC MAJOR
(Bachelor of Arts)

The Bachelor of Arts in Music is designed for the student who desires to focus on developing performing skills. Students may choose voice, guitar, piano, percussion or wind instruments as a performing concentration area. These concentrations contain courses that will support the development of performance skills.

### GENERAL EDUCATION

FOUNDATION ........................................................................ 33 SEM/HOURS

**Specializations required within General Education Foundation**
- MH 403. Music History: Antiquity through Baroque (3 hours)*
- MH 404. Music History: Classical through 20th Century (3 hours)*
- MV 410. Anatomy and Physiology of the Vocal Mechanism (3 hours)
- MU 202. Technology for Music Ministry (3 hours) OR MUE 360. Technology for the Music Classroom (3 hours)

BIBLICAL/THEOLOGICAL

FOUNDATION .................................................................... 18 SEM/HOURS

### MAJOR................................................................ 69 SEM/HOURS

**Music Core (48 hours)**
- MT 101. Elementary Harmony (3 hours)
- MT 102. Intermediate Harmony (3 hours)
- MT 103. Sight Singing Ear Training I (1 hour)
- MT 104. Sight Singing Ear Training II (1 hour)
- MT 201. Advanced Harmony I (3 hours)
- MT 202. Advanced Harmony II (3 hours)
- MT 301. Form and Analysis (2 hours)
- MC 210. Basic Conducting (3 hours)
- MC 310. Advanced Choral Conducting and Literature (3 hours)
- MC 410. Advanced Instrumental Conducting and Literature (3 hours)
- MH 201. Music Literature (2 hours)
- MH 403. Music History: Antiquity through Baroque (3 hours)*

**Music Electives (21 hours)**
- MU 201. Orchestration (2 hours)
- MG 203. Fretboard Theory (2 hours)
- MG 207. Applied Area (3 hours)
- MG 208. Applied Area (3 hours)
- MG 306. Guitar Pedagogy (2 hours)
- MG 401. Flute (2 hours)
- MG 402. Fretboard Theory (2 hours)
- MG 403. Jazz Guitar (2 hours)
- MV 201. Italian Diction (1 hour)
- MV 202. German Diction (1 hour)
- MV 301. French Diction (1 hour)
- MV 402. Vocal Pedagogy (2 hours)
- MV 403. Vocal Pedagogy Practicum (3 hours)
- MH 203V. Applied Music Literature (2 hours)
- MV 304. Sacred Solo Literature (1 hour)
- MV 415. Vocal Performance Workshop (2 hours)
- Senior Recital (0 hours)

**TOTAL HOURS............................................. 120 SEM/HOURS**
*Hours counted in General Education and in total.
**3 Hours of ensemble credit are counted in General Education and in total.

**Note:** Those students who fail to take and pass the computer proficiency examination (p. 18) must take IT 101.

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### Performance - Voice Concentration (21 hours)
- MUS 150 - 450V Applied Voice Principal (8 hours)
- MP 205. Accompanying/Chamber Music (2 hours)
- MP 206. Piano Ensemble (2 hours)
- MP 305. Service Playing (2 hours)
- MP 306. Piano Pedagogy (2 hours)
- MH 203V. Applied Music Literature (2 hours)
- MP 205. Accompanying/Chamber Music OR MP 206. Piano Ensemble (to be repeated) (2 hours)
- Senior Recital (0 hours)

### Performance - Piano Concentration (21 hours)
- MUS 150 - 450K. Applied Principal Piano (9 hours)
- MP 205. Accompanying/Chamber Music (2 hours)
- MP 206. Piano Ensemble (2 hours)
- MP 306. Piano Pedagogy (2 hours)
- MH 203K. Applied Music Literature (2 hours)
- MP 205. Accompanying/Chamber Music OR MP 206. Piano Ensemble (to be repeated) (2 hours)
- Senior Recital (0 hours)

### Performance - Guitar Concentration (21 hours)
- MUS 150 - 450G. Applied Principal Guitar (8 hours)
- MG 203. Fretboard Theory (2 hours)
- MG 207. Applied Area (3 hours)
- MG 208. Applied Area (3 hours)
- MG 306. Guitar Pedagogy (2 hours)
- MG 401. Fretboard Theory (2 hours)
- MG 402. Fretboard Theory (2 hours)
- MG 403. Jazz Guitar (2 hours)
- MV 201. Italian Diction (1 hour)
- MV 202. German Diction (1 hour)
- MV 301. French Diction (1 hour)
- MV 401. Vocal Pedagogy (2 hours)
- MV 402. Vocal Pedagogy Practicum (3 hours)
- MH 203V. Applied Music Literature (2 hours)
- MG 404. Fretted Instruments (2 hours)
- Senior Recital (0 hours)

### Performance - Instrumental Concentration (21 hours)
- MUS 150 - 450L. Applied Principal Instrumental (8 hours)
- MUE 353. Teaching Brass and Woodwind Instruments (2 hours)
- MUE 354. Teaching String and Percussion Instruments (2 hours)
- MT 405. Orchestration (2 hours)
- MH 203L. Applied Music Literature: Instrumental (2 hours)
- MH 303L. Advanced Instrumental Literature (1 hour)
- MUS 206L. Instrumental Chamber Music (2 hours)
- MUS 201L. Applied Jazz I (1 hour)
- MUS 301L. Applied Jazz II (1 hour)
- Senior Recital (0 hours)

**TOTAL HOURS............................................. 120 SEM/HOURS**
*Hours counted in General Education and in total.
**3 Hours of ensemble credit are counted in General Education and in total.

**Note:** Those students who fail to take and pass the computer proficiency examination (p. 18) must take IT 101.
BACHELOR OF MUSIC EDUCATION: CHORAL

Designed for those students who are preparing to teach choral music K-12 in the public and/or private school.

GENERAL EDUCATION

FOUNDATION .................................................. 33 SEM/HOURS
Specializations required within General Education Foundation
MA 230. College Algebra (3 hours)
MH 403. Music History: Antiquity through Baroque (3 hours)*
MH 404. Music History: Classical through 20th Century (3 hours)*
MV 410. Anatomy and Physiology of the Vocal Mechanism. (3 hours)
MU 202. Technology for Music Ministry. (3 hours) OR MUE 360. Technology for the Music Classroom. (3 hours)

Additional Requirements ......................... 15 SEM/HOURS
MA 210. Geometry (3 hours)
MA 220. Finite Mathematics (3 hours)
SCI 202. Earth Science (3 hours)
SCI 203. Physical Science (3 hours)
HI 223 or HI 224. American History (3 hours)

BIBLICAL/THEOLOGICAL FOUNDATION .................................. 18 SEM/HOURS

MAJOR .......................................................... 72 SEM/HOURS

Music Concentration
MT 101. Elementary Harmony (3 hours)
MT 103. Sight Singing/Ear Training I (1 hour)
MT 102. Intermediate Harmony (3 hours)
MT 104. Sight Singing/Ear Training II (1 hour)
MT 201. Advanced Harmony I (3 hours)
MT 203. Sight Singing/Ear Training III (1 hour)
MT 202. Advanced Harmony II (3 hours)
MT 204. Sight Singing/Ear Training IV (1 hour)
MH 201. Music Literature (2 hours)
MH 302. World Music Cultures and Missions (2 hours)
MH 403. Music History: Antiquity through Baroque (3 hours)*
MH 404. Music History: Classical through 20th Century (3 hours)*
ME Music Ensemble 7 semester hours according to principal (7 hours)**
MC 210. Basic Conducting (3 hours)
MC 310. Advanced Choral Conducting and Literature (3 hours)
Applied Principal (12 hours)
Applied Secondary (4 hours)
MG 115. Class Guitar (1 hour)
Senior Recital in Principal (0 hours)
MUS 101. Recital Lab Every Semester Enrolled as a music major (0 credit)

Music Education Professional Sequence:
MUE 211. Introduction to Music Education (2 hours)
MUE 350. Materials and Methods for Elementary Music Classroom (3 hours)
MUE 351. Materials and Methods for Secondary Choral Music Classroom (3 hours)
MUE 360. Technology for the Music Classroom K-12 (3 hours)*
MV 411. Vocal Pedagogy (2 hours)
MUE 490. Internship in Music Education (12 hours)
PSY 307. (Developmental) OR PSY 309 (Adolescent) (3 hours)

TOTAL HOURS ........................................... 138 SEM/HOURS
* Hours counted in General Education and in total.
**3 Hours of ensemble credit are counted in General Education and in total.
Note: Those students who fail to take and pass the computer proficiency examination (p. 18) must take IT 101.

BACHELOR OF MUSIC EDUCATION: INSTRUMENTAL

Designed for those students who are preparing to teach instrumental music K-12 in the public and/or private school.

GENERAL EDUCATION

FOUNDATION .................................................. 33 SEM/HOURS
Specializations required within General Education Foundation
MA 230. College Algebra (3 hours)
MH 403. Music History: Antiquity through Baroque (3 hours)*
MH 404. Music History: Classical through 20th Century (3 hours)*
MV 410. Anatomy and Physiology of the Vocal Mechanism. (3 hours)
MU 202. Technology for Music Ministry. (3 hours) OR MUE 360. Technology for the Music Classroom. (3 hours)

Additional Requirements ......................... 15 SEM/HOURS
MA 210. Geometry (3 hours)
MA 220. Finite Mathematics (3 hours)
SCI 202. Earth Science (3 hours)
SCI 203. Physical Science (3 hours)
HI 223 or HI 224. American History (3 hours)

BIBLICAL/THEOLOGICAL FOUNDATION .................................. 18 SEM/HOURS

MAJOR .......................................................... 74 SEM/HOURS

Music Concentration
MT 101. Elementary Harmony (3 hours)
MT 103. Sight Singing/Ear Training I (1 hour)
MT 102. Intermediate Harmony (3 hours)
MT 104. Sight Singing/Ear Training II (1 hour)
MT 201. Advanced Harmony I (3 hours)
MT 203. Sight Singing/Ear Training III (1 hour)
MT 202. Advanced Harmony II (3 hours)
MT 204. Sight Singing/Ear Training IV (1 hour)
MH 201. Music Literature (2 hours)
MH 302. World Music Cultures and Missions (2 hours)
MH 403. Music History: Antiquity through Baroque (3 hours)*
MH 404. Music History: Classical through 20th Century (3 hours)*
ME Music Ensemble 7 semester hours according to principal (7 hours)**
MC 210. Basic Conducting (3 hours)
MC 310. Advanced Instrumental Conducting and Literature (3 hours)
Applied Principal (12 hours)
Applied Secondary (4 hours)
MG 115. Class Guitar (1 hour)
Senior Recital in Principal (0 hours)
MUS 101. Recital Lab Every Semester Enrolled as a music major (0 credit)
Music Education Professional Sequence:
MUE 211. Introduction to Music Education (2 hours)
MUE 352. Materials and Methods for the Secondary Instrumental Classroom (3 hours)
MUE 353. Teaching Brass and Woodwinds (2 hours)
MUE 354. Teaching Strings and Percussion (2 hours)
MUE 355. Marching Band Techniques (1 hour)
MUE 360. Technology for the Music Classroom K-12 (3 hours)*
MUE 490. Internship in Music Education (12 hours)
PSY 307. (Developmental) OR PSY 309 (Adolescent) (3 hours)

TOTAL HOURS ............................................140 SEM/HOURS
* Hours counted in General Education and in total.
**3 Hours of ensemble credit are counted in General Education and in total.
Note: Those students who fail to take and pass the computer proficiency examination (p. 18) must take IT 101.

AVAILABLE MINORS

All minors require a minimum of 15 semester hours beyond the General Education Foundation and the Biblical/Theological Foundation.

Except for the Bible minor, a minor must be composed of courses from a student’s general electives and outside of the requirements for his/her major.

MINOR IN BIBLE
  BI 212. Biblical Hermeneutics (3 hours)
  Any 12 hours of BI, OT, or NT

MINOR IN CHRISTIAN COUNSELING
  PSY 300. The Christian Marriage (2 hours)
  PSY 303. Premarital and Marital Counseling (2 hours)
  PSY 307. Developmental Psychology (3 hours)
  PSY 330. Marriage and Family-Life Education (2 hours)
  Psychology Electives (6 hours)

MINOR IN CHURCH PLANTING
Any 15 hours of:
  MI 202. Introduction to Christian Missions (2 hours)
  MI 311. Church Planting (3 hours)
  MI 410. Contemporary Strategies in Missions (3 hours)
  EV 302. Leading a Church in Evangelism (2 hours)
  MI 321. Florida Church Starting Practicum (6 hours)
  MI 420. Summer Missions Internship (6 hours)
  MI 421. Semester Missions Internship (9 hours)

MINOR IN ENGLISH
15 hours of English courses (not taken in General Education Foundation), with at least six of which are at the 400-level.
  ENG 221. Survey of World literature (3 hours)
  ENG 222. Survey of American Literature (3 hours)
  ENG 223. Survey of English Literature (3 hours)
  ENG 224. Survey of Christian Literature (3 hours)
  ENG 305. Poetry: Theory and Practice (3 hours)
  ENG 310. American Prose Writers: World War 1 to Present (3 hours)
  ENG 315. Creative Fiction (3 hours)
  ENG 320. Advanced Grammar (3 hours)
  ENG 325. British and American Literature: 1660-1800 (3 hours)
  ENG 405. History of the English Language (3 hours)
  ENG 410. Advanced Composition: Theory and Practice (3 hours)
  ENG 415. Shakespeare 1: Histories and Comedies (3 hours)
  ENG 416. Shakespeare 2: Tragedies and Romances (3 hours)
  ENG 420. Nineteenth-century British Novels (3 hours)

ENG 425. Studies in the Short Story (3 hours)
ENG 430. Creative Nonfiction: Writing About Spiritual Experiences (3 hours)
EDU 4500. Materials and Methods for Teaching English (3 hours)
EDU 4505. Teaching Reading at the Secondary Level (3 hours)

MINOR IN EVANGELISM/PREACHING
15 Hours of EV and PR courses with at least 6 hours of each

MINOR IN HISTORY AND SOCIAL STUDIES
  HI 200. History of Economic Thought (3 hours)
  HI 225. U.S. Government (3 hours)
  HI 303. English History (3 hours)
  HI 306. Geography (3 hours)
  HI 405. History of Southern Baptists (3 hours)

MINOR IN LEADERSHIP
Any 15 hours of LA courses

MINOR IN MISSIONS
Any 15 hours of MI courses including at least 6 hours of missions practica and/or internships

MINOR IN MUSIC
18 hours of music courses as described below:

MUSIC THEORY
  MT 101. (3 hours)

APPLIED MUSIC
  Applied Principal (2 hours)
  Applied Secondary (1 hour)

MUSIC HISTORY AND LITERATURE
  MH 201 (2 hours)

ENSEMBLE
  Based on applied principal (4 hours)

CHURCH MUSIC OR MUSIC EDUCATION
  Students may take a combination of church music and/or music education courses (6 hours)

MINOR IN OUTDOOR LEADERSHIP
  LA 370. Outdoor Leadership and Discipleship School (12 hours)
Any 4-6 hours of:
  LA 301. The Minister as Leader (2 hours)
  MI 306. Cross-Cultural Ministry (2 hours)
  PSY 307. Developmental Psychology (3 hours)
  PSY 309. Adolescent Development (3 hours)
  TH 403. Apologetics (2 hours)

MINOR IN STUDENT MINISTRY
  STM 310. Basic Ministry to Students (3 hours)
  STM 313. Student Minister as a Leader (3 hours)
  STM 320. Evangelism and Discipleship in Today’s Student Culture (3 hours)
  STM 420. Student Ministry Internship (3 hours)
  PSY 309. Adolescent Development (3 hours)

MINOR IN WRITING
  ENG 305. Poetry: Theory and Practice (3 hours)
  ENG 315. Creative Fiction (3 hours)
  ENG 320. Advanced Grammar (3 hours)
  ENG 410. Advanced Composition: Theory and Practice (3 hours)
  ENG 430. Creative Non-Fiction: Writing About Spiritual Experience (3 hours)
ASSOCIATE OF ARTS
(In Christian Education)

Designed for students who are called into Christian Education ministries but do not desire to complete a four year degree. This degree provides individuals with foundational tools for practical discipleship, Bible teaching, and leadership.

GENERAL EDUCATION
FOUNDATION .............................................. 30 SEM/HOURS
- Communications (9 hours)
- MA 220, equivalent, or higher (3 hours)
- HI 211 and HI 212 (6 hours)
- IT 202 or equivalent (3 hours)
- Science (3 hours)
- PSY 201 (3 hours)
- EDU 2010. Psychology of Teaching and Learning (3 hours)
  OR
- PSY 310. The Psychology of Learning and Teaching (3 hours)

BIBLICAL/THEOLOGICAL FOUNDATION .................. 18 SEM/HOURS

MAJOR ...................................................... 15 SEM/HOURS
- CE 201 and CE 202 (4 hours)
- STM 310. Basic Ministry to Students (3 hours) OR
- CE 320. Ministry to Children (3 hours) OR
- CE 350. Ministry to Adults (3 hours)
- CE 301. Principles of Teaching (3 hours)
- LA 202. Church Staff Relations (3 hours)
- LA 320. Church Business Administration (2 hours)

TOTAL HOURS ............................................. 63 SEM/HOURS
Note: Those students who fail to take and pass the computer proficiency examination (p. 18) must take IT 101.

ASSOCIATE OF ARTS
(Major in Music)

Designed to provide a foundation of studies in music.

GENERAL EDUCATION
FOUNDATION .............................................. 15 SEM/HOURS
- ENG 151. Introduction to College Composition (3 hours)
- ENG 152. Intermediate College Composition (3 hours)
- MA 130. Business Mathematics (3 hours)
- PSY 201. General Psychology (3 hours)
- SP 201. Introduction to Public Speaking (3 hours)

BIBLICAL/THEOLOGICAL FOUNDATION .................. 18 SEM/HOURS

MAJOR ...................................................... 33 SEM/HOURS
- Applied Principal (4 hours)
- Applied Secondary (2 hours)
- Conducting based on applied principal (3 hours)
- Ensemble based on applied principal (4 hours)
- MT 101. Elementary Harmony (3 hours)
- MT 102. Intermediate Harmony (3 hours)
- MT 103. Sight Singing and Ear Training I (1 hour)
- MT 104. Sight Singing and Ear Training II (1 hour)
- MT 201. Advanced Harmony I (3 hours)
- MT 202. Advanced Harmony II (3 hours)
- MUS 101. Recital Lab Every Semester Enrolled as a Music Major (0 hours)
- Hours in either Church Music or Music Education (4 hours)
- MH 201 Music Literature (2 hours)

TOTAL HOURS ............................................. 66 SEM/HOURS
Note: Those students who fail to take and pass the computer proficiency examination (p. 18) must take IT 101.

ASSOCIATE OF DIVINITY

Designed for students who have been called of God into some form of pastoral ministry. The degree will provide basic training for the minister in the areas of Bible knowledge, theological and pastoral skills, and an introduction to the disciplines of general education.

GENERAL EDUCATION
FOUNDATION .............................................. 18 SEM/HOURS
- English Composition (6 hours)
- Mathematics (3 hours)
- History HI 304 (3 hours)
- Psychology (3 hours)
- Information Technology (3 hours)

BIBLICAL/THEOLOGICAL FOUNDATION .................. 18 SEM/HOURS

MAJOR ...................................................... 21 SEM/HOURS
- BI 201. Old Testament Backgrounds (2 hours)
- BI 202. New Testament Backgrounds (2 hours)
- BI 212. Biblical Hermeneutics (3 hours)
- CE 201. The Bible Study Ministries of the Church (2 hours)
- EV 302. Leading a Church in Evangelism (2 hours)
- PM 210. Introduction to Pastoral Ministry (2 hours)
- PM 211. Pastoral Leadership (2 hours)
- PR 220. Preparing Expository Sermons (3 hours)
- PR 230. Preaching Practicum (3 hours)

TOTAL HOURS ............................................. 66 SEM/HOURS
Note: Those students who fail to take and pass the computer proficiency examination (p. 18) must take IT 101.

THE FOLLOWING DEGREES ARE NOT OFFERED TO NEW STUDENTS, BUT WILL REMAIN IN THE CATALOG UNTIL CURRENT STUDENTS ARE TAUGHT OUT.

CHRISTIAN EDUCATION (B.A.)
LEADERSHIP (B.A.)
BIBLICAL STUDIES (B.S.)

CONTACT THE REGISTRAR FOR ADDITIONAL INFORMATION.

SUGGESTED COURSE SEQUENCE AND COMPLETION REQUIREMENTS FOR FOUNCATIONAL CURRICULUM FOR ALL MAJORS WITHIN THE THEOLOGY DIVISION

Suggested Course Sequence
English remedial courses (if needed)
Math remedial courses (if needed)
1. ENG 151. Introduction to College Composition (3 hours)
2. BF 101. Old Testament Survey I (3 hours)
3. BF 103. New Testament Survey (3 hours)
4. SF 101. Fundamentals of Spiritual Formation (2 hours)
5. HI 211. Western Civilization: Earliest Times to 1700 or HI 223. American History: Age of Exploration to Reconstruction (according to major) (3 hours)
6. PHI 101. Introduction to Christian Worldview (3 hours)
7. ENG 152. Intermediate College Composition (3 hours)
8. SP 201. Introduction to Public Speaking (3 hours)
9. BF 102. Old Testament Survey II (3 hours)
10. HI 212. Western Civilization: 1700 to Present or HI 224. American History: Reconstruction to Present (according to major) (3 hours)
11. LA 103. Southern Baptist Life and Work (2 hours)
12. EV 201. Personal Evangelism (2 hours)
13. MA 130. Business Mathematics (or higher, according to major) (3 hours)
14. PSY 201. General Psychology (3 hours)
15. IT 202. Information Technology Applications (or other IT course according to major) (3 hours)
16. ENG 221, ENG 222, ENG 223 or ENG 224. Literature (3 hours)
17. Fine Arts Options (3 hours) (Students may space these as needed)
18. SCI 201, 202, or 203. Science (3 hours)

**Completion Requirements**

The Biblical/Theological Foundation must be completed prior to a student beginning work in his/her major field. The only exception is that BI 212 should be taken immediately after BF 101, BF 102, and BF 103 are completed.

All General Education Foundation and Biblical/Theological Foundation courses should be completed within the first five semesters of a student's work at BCF. If not, a student must take only foundation courses until the foundation is completed or in process.

**COURSES NEEDED FOR ELIGIBILITY FOR CERTIFICATION IN ELEMENTARY EDUCATION BY FLORIDA DEPARTMENT OF EDUCATION**

The following courses offered by the college qualify a person with a bachelor's degree from BCF to apply for certification from the Florida Department of Education in Elementary Education.

<table>
<thead>
<tr>
<th>COURSES</th>
<th>SEM/HOURS</th>
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<tbody>
<tr>
<td>EDU 4010F. Math Concepts and Methods for Elementary Teachers</td>
<td>3</td>
</tr>
<tr>
<td>EDU 4020F. Teaching Science, Health, and Physical Education in Elementary School</td>
<td>3</td>
</tr>
<tr>
<td>ESOL 3701F. Teaching Diverse Populations</td>
<td>3</td>
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<tr>
<td>EDU 3010F. Classroom Management</td>
<td>3</td>
</tr>
<tr>
<td>EDU 3020. Measurement and Evaluations</td>
<td>3</td>
</tr>
<tr>
<td>RED 3006F. Intermediate Reading</td>
<td>3</td>
</tr>
<tr>
<td>EDU 4025F. Teaching Social Studies in Elementary School</td>
<td>3</td>
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<tr>
<td>EDU 3015F. Survey of Special Education</td>
<td>3</td>
</tr>
<tr>
<td>ESOL 3705F. Theoretical Underpinnings of ESOL</td>
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<th>TOTAL</th>
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<td>63</td>
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The following pages contain course descriptions with proper prefix and course number. Non-credit courses are numbered 090 to 099. Credit courses are labeled 100 to 499 and 1000 to 4999 with the first digit of each course number indicating the level of the course. For example, 1 - Freshman, 2 - Sophomore, 3 - Junior, 4 - Senior. Freshman and Sophomore courses are lower level courses, and Junior and Senior courses are upper level courses. Students may evaluate their eligibility for enrolling in a given course according to stated course prerequisites.

Course numbering in the catalog makes use of a course designator system. This system is used to identify courses by discipline, number and level. For example, BF 101 would indicate a Biblical Foundation, freshman level course.

Course numbering in the BCF online registration system makes use of a four-component course designator system to assist students in the registration process. This designator system identifies course first, by discipline (e.g., BF, Biblical Foundation; CE, Christian Education; EDU, Education, etc.), second by number and level of course (e.g., 101, 201, 301, 401, etc.), third, by location, to identify the campus where the course is offered (e.g., G, Graceville; J, Jacksonville; N, Online; O, Orlando; P, Pensacola; and C, Connection courses that connect several locations), and finally by section number, when more than one offering of the course occurs (e.g., 1, 2, 3).

Several examples are provided to illustrate the course designator system: Two sections of a Biblical Foundation, freshman level course, offered on the Graceville campus, would be designated: BF 101 G1 and BF 101 G2. A Biblical Foundation, freshman level course offered online would be designated, BF 101 N. A Biblical Introduction, sophomore level course, offered in Orlando, would be designated BI 212 O. A Christian Education, junior level course offered in Pensacola, would be designated CE 301 P.

**Rotation of Courses**

Scheduling restrictions sometimes necessitate offering courses only every other year or in alternate semesters. Semester class schedules may be obtained from the Registrar’s Office or academic divisions.

**Prerequisites**

Because some courses cannot be taken until other specified courses have been completed, the student should plan his schedule accordingly. For example, a student may not take ENG 152 until ENG 151 has been completed.

**Fields of Instruction**

For convenience in administration, courses are divided into fields of instruction by course title and number. The fields of instruction are abbreviated as follows:

- BF  BIBLICAL FOUNDATION
- BI  BIBLICAL INTRODUCTION
- BUS  BUSINESS
- CE  CHRISTIAN EDUCATION
- CRT  CHURCH TRAINING CERTIFICATE
- EDU  EDUCATION
- ENG  ENGLISH
- ESOL  ENGLISH AS SECOND LANGUAGE
- EV  EVANGELISM
- GRK  GREEK
- HEB  HEBREW
- HI  HISTORY
- HUM  HUMANITIES
- IT  INFORMATION TECHNOLOGY
- LA  LEADERSHIP
- MA  MATHEMATICS
- MG  MUSIC: GUITAR
- MI  MISSIONS
- MM  MEDIA MINISTRY
- MUS  MUSIC: APPLIED
- MULT MUSIC: TECHNOLOGY
- MV  MUSIC: VOICE
- NT  NEW TESTAMENT
- OT  OLD TESTAMENT
- PM  PASTORAL MINISTRY
- PHI  PHILOSOPHY
- POR PORTUGUESE
- PR  PREACHING
- PSY  PSYCHOLOGY AND COUNSELING
- RED  READING
- SCI  SCIENCE
- SL  SIGN LANGUAGE
The translation of the Bible gives primary emphasis to as possible, the original text of the Bible. The study of the transmission of the Old and New Testaments includes an examination of the process of evaluating existing biblical manuscripts in an effort to reconstruct, as nearly as possible, the original text of the Bible. The study of the formation of the Bible includes a review of the production of the Old and New Testaments and the history of the canonization of each of them. The study of the transmission of the texts of the Old and New Testaments includes an examination of the process of evaluating existing biblical manuscripts in an effort to reconstruct, as nearly as possible, the original text of the Bible. The study of the translation of the Bible gives primary emphasis to

BIBLICAL FOUNDATION

BF 101. OLD TESTAMENT SURVEY I.
A general overview of the message, context, and literature of Genesis through Esther. Special attention will be given to the main teachings of Genesis through Esther and their application to contemporary life. Three semester hours credit.

BF 102. OLD TESTAMENT SURVEY II.
A general overview of the message, context, and literature of Job through Malachi. Special attention will be given to the main teachings of Job through Malachi and their application to contemporary life. Prerequisite: BF 101. Three semester hours credit.

BF 103. NEW TESTAMENT SURVEY.
A general overview of the message, context, and literature of Matthew through Revelation. Special attention will be given to the main teachings of Matthew through Revelation and their application to contemporary life. Three semester hours credit.

BF 490. BIBLICAL STUDIES INTEGRATION.
Senior integration course for Biblical Studies BA majors. Students will review fundamental knowledge and skills learned from core studies and will complete an unguided exegetical paper project demonstrating the skills of biblical hermeneutics - observation and analysis of the biblical language and text in its historical setting, synthesizing biblical knowledge, and integrating biblical principles for contemporary application. Exegetical paper projects will be submitted for peer review. Prerequisite: Senior standing. Two semester hours credit.

BIBLICAL INTRODUCTION

BI 201. OLD TESTAMENT BACKGROUNDS.
A study of the geographical background of the Old Testament world as it relates to the story of redemption. The various biblical countries are studied as they progressively enter into the unfolding story. Two semester hours credit.

BI 202. NEW TESTAMENT BACKGROUNDS.
A continuation of BI 201 with emphasis on the geographical, historical, and cultural setting which constitutes the natural framework of the New Testament story, the matrix out of which the Christian movement was born. Two semester hours credit.

BI 203. THE HISTORY OF THE BIBLE.
A study of the formation, transmission, and translation of the Bible. The study of the formation of the Bible includes a review of the production of the Old and New Testaments and the history of the canonization of each of them. The study of the transmission of the texts of the Old and New Testaments includes an examination of the process of evaluating existing biblical manuscripts in an effort to reconstruct, as nearly as possible, the original text of the Bible. The study of the translation of the Bible gives primary emphasis to

BUSINESS

BUS 201. PRINCIPLES OF ACCOUNTING.
An introduction to the principles and practices of financial accounting. Included in the course are basic accounting processes required to make informed decisions based on financial statement information. Three semester hours credit.

BUS 301. ACCOUNTING I.
A study of accounting standards, conceptual framework, comprehensive development of the accounting process, financial statement preparation, and time value of money. Application of accounting theory and techniques as they relate to assets, liabilities, and owner’s equity, revenues, expenses and analytical process. Prerequisite: BUS 201. Three semester hours credit.

BUS 302. ACCOUNTING II.
A continuation of BUS 301. Additional attention is given to accounting standards, conceptual framework, comprehensive development of the accounting process, and financial statement preparation. Application of accounting theory and techniques as they relate to assets, liabilities, and owner’s equity, pensions, leases, earnings per share, and analytical process. Prerequisite: BUS 301. Three semester hours credit.

BUS 305. INTRODUCTION TO BIBLICAL BUSINESS PRINCIPLES.
A study of how a business should be run according to the Bible. The course will provide the student with the tools to develop a Christian based management team and apply the principles to your own business or ministry. Three semester hours credit.

BUS 310. BUSINESS FINANCE.
An introduction to the principles of finance. Analysis, planning and control of internal and external finance decisions of a firm with emphasis on corporate structure. Prerequisite: BUS 201. Three semester hours credit.

BUS 315. ECONOMICS.
An introduction to principles of economics covering both Macro and Microeconomics. Macroeconomic theory of the national economy with emphasis on income, employment, banking and public policy. Microeconomic theories of value, production, distribution of income, and basic international economic analysis. Three semester hours credit.

BUS 401. BUSINESS LAW AND ETHICS.
An introduction to the fundamental concepts, principles, and rules of law and equity that apply to business activities. This course provides an overview of law in general, the American legal system, federal and state court procedures, effects on law-making by legislative, judicial, and administrative procedures. The course will also include constitutional law, business ethics, contracts, product liability, sales and commercial paper. Three semester hours credit.
BUS 405. BUSINESS MANAGEMENT.
An introduction to management functions, principles, and techniques. The course includes a discussion of planning, organizing, influencing through leadership, and control within the organization. Prerequisite: BUS 315. Three semester hours credit.

BUS 410. BUSINESS COMMUNICATION AND MARKETING.
Analysis and composition of business and personal communications including mechanics and content of letter and memoranda. A managerial focus on the external environments and decision elements of marketing faced by marketing management. Prerequisites: ENG 151 or ENG 152. Three semester hours credit.

BUS 415. NOT FOR PROFIT BUSINESS.
An introduction to operating a not for profit business. Topics covered include accounting, management, finance, marketing, economics and other business concepts and terminology related specifically to not for profit organizations. Prerequisite: BUS 302. Two semester hours credit.

CHRISTIAN EDUCATION

CE 201. THE BIBLE STUDY MINISTRIES OF THE CHURCH.
A study of the skills, principles, and organization involved in leading small group Bible study ministries in the local church. Included are Sunday School, proper enlistment and training methods, and evangelistic Bible study ministries. Development of mission, vision, and philosophy is emphasized. Two semester hours credit.

CE 202. THE DISCIPLESHIP AND MISSIONS MINISTRIES OF THE CHURCH.
A study of the skills, principles, and procedures involved in leading effective member and leadership training in the local church. Missions and discipleship education is emphasized including both theoretical and practical issues related to missions and vision. Traditional as well as innovative programs are included. Two semester hours credit.

CE 207. CHURCH RECREATION.
A study of the functions of church recreation, of the importance of play in the life of the individual and the church, and of methods and procedures for administering an effective program of church recreation. Two semester hours credit.

CE 290. CHRISTIAN DRAMA.
A survey of dramatic ministries available in the local church. Christian theater, puppetry, and clowning are included. Production, acting, costuming, directing, and selection are emphasized. Open to all students. SP 201 or facility in oral communication is recommended. Two semester hours credit.

CE 301. PRINCIPLES OF TEACHING.
How to improve teaching in the Sunday School. The various methods of teaching are studied and illustrated with practical application to the Sunday School lessons as to studying and teaching the Bible. Prerequisite: Either PSY 310 or EDU 210. Three semester hours credit.

CE 320-350. AGE-DIVISION MINISTRIES.
A series of studies to understand and minister to currently targeted age groupings. Included are the characteristics, interests, and needs of the group as well as the methods and techniques of how to meet those needs. Philosophies of ministry, resources for ministry, programming alternatives, and methods of program delivery are also studied. Prerequisite: Sophomore standing. Three semester hours credit.

CE 320. MINISTRY TO CHILDREN.
CE 350. MINISTRY TO ADULTS.

CE 410. CHRISTIAN EDUCATION INTEGRATION.
A senior integration course for Christian Education majors. Students will review foundational skills learned from core studies and will conduct a major research paper demonstrating the skills of research, writing, and familiarity with contemporary Christian Education issues. Students will complete an orientation trip to LifeWay Christian Resources or a major Baptist church leadership clinic. This course includes a lab fee of $150.00 to cover lodging and meals. Required for CE majors. Prerequisite: Senior standing. Two semester hours credit.

CE 420. CHRISTIAN EDUCATION INTERNSHIP.
An internship directed by the college providing on-site Christian Education ministry experience. The student is required to submit to the Christian Education program director for approval an appropriate Christian Education work assignment. Supervision will include an on-campus director and an appropriate field supervisor under the commission of the cooperating student ministry agency. The emphasis of this internship will be practical experience through supervised, on-site student ministry work. Prerequisite: Junior standing. The student will meet with the LA/CE program coordinator for the purpose of evaluating the readiness of the student to engage in field study through the internship. An appropriate number of courses must have been completed by the student prior to approval for internship. Students will not be allowed to do their internship in positions where they are currently employed unless approved by the program coordinator. Three semester hours credit.

Church Training Certificate Courses

CRT 101. INTRODUCTION TO OLD TESTAMENT STUDY.
A basic overview of the background and content of the Old Testament. Attention will be given to the outstanding persons, places, and events and to the application of Old Testament truths to contemporary life. One semester hour credit.

CRT 102. INTRODUCTION TO NEW TESTAMENT STUDY.
A basic overview of the background and content of the New Testament. Attention will be given to the outstanding persons, places, and events and to the application of New Testament truths to contemporary life. One semester hour credit.

CRT 111. INTRODUCTION TO OLD TESTAMENT STUDY: THE HISTORICAL BOOKS.
An introductory study of the Bible books of Genesis through Esther. Attention will be given to the outstanding persons, places, and events and to the application of Old Testament truths to contemporary life. One semester hour credit.

CRT 112. INTRODUCTION TO OLD TESTAMENT STUDY: THE PROPHETS.
An introductory study of the Bible books of Isaiah through Malachi. Attention will be given to the outstanding persons, places, and events and to the application of Old Testament truths to contemporary life. One semester hour credit.

CRT 113. INTRODUCTION TO OLD TESTAMENT STUDY: THE WRITINGS.
An introductory study of the Bible books of Job through Song of Solomon. Attention will be given to the various genres and to the application of Old Testament truths to contemporary life. One semester hour credit.
CRT 114. INTRODUCTION TO NEW TESTAMENT STUDY: THE LIFE OF CHRIST.
An introductory study of the Bible books of Matthew through John. Attention will be given to the outstanding persons, places, and events (especially Jesus Christ, his ministry, and his passion) and to the application of New Testament truths to contemporary life. One semester hour credit.

CRT 115. INTRODUCTION TO NEW TESTAMENT STUDY: THE LIFE AND LETTERS OF PAUL.
An introductory study of the Bible books of Acts through Philemon. Attention will be given to the outstanding persons, places, and events (especially the Apostle Paul, his ministry, and his writings) and to the application of New Testament truths to contemporary life. One semester hour credit.

CRT 116. INTRODUCTION TO NEW TESTAMENT STUDY: THE EARLY CHURCH.
An introductory study of the Bible books of Acts and Hebrews through Revelation. Attention will be given to the outstanding persons, places, and events (especially the early church leaders, its development, and their writings) and to the application of New Testament truths to contemporary life. One semester hour credit.

CRT 120. HERMENEUTICS: INTERPRETING THE BIBLE.
A basic study of Bible exegesis, interpretation, and application. Students will learn to study and interpret a Bible book in a manner that can be applied to the study of other Bible books. One semester hour credit.

CRT 121. OLD TESTAMENT BOOK STUDY.
Studies of specific books of the Old Testament. Attention will be given to each book's background, structure, and meaning and to exercising the student's Bible study skills for future use. One semester hour credit.

CRT 122. NEW TESTAMENT BOOK STUDY.
Studies of specific books of the New Testament. Attention will be given to each book's background, structure, and meaning and to exercising the student's Bible study skills for future use. One semester hour credit.

CRT 123. EVANGELISM AND DISCIPLESHIP IN THE CHURCH.
A basic study of personal evangelism, church evangelism, and the discipleship of new believers in the local church. Attention will be given to developing basic evangelistic and discipling knowledge and skills as well as understanding and participation in the overall evangelistic ministry of the church. One semester hour credit.

CRT 124. BAPTIST DOCTRINE.
A basic study of Baptist and biblical doctrine. A systematic approach will be taken with the major doctrines, and the Baptist Faith and Message will be a primary resource. One semester hour credit.

CRT 125. CHURCH HISTORY.
A basic study of Christian and church history. The major persons, dates, events, and movements of Christian history will be addressed. One semester hour credit.

CRT 126. THE CHURCH AND MISSIONS.
A basic study of a local church's commission and practice of local and global missions. God’s work in the world and a local church's opportunities and methods of participation will be studied. One semester hour credit.

CRT 127. APOLOGETICS: DEFENDING THE FAITH.
A basic study of apologetics or defending the faith. Various worldviews, religions, and philosophies will be studied with a view to defending Christianity and evangelizing the adherents. One semester hour credit.

CRT 131. PRINCIPLES OF TEACHING AND LEARNING.
A basic study of Bible teaching for church leaders and members. Emphasis will be given to the development and delivery of Bible lessons for effective church participation and ministry and to the dynamics of learning. One semester hour credit.

CRT 132. PERSONAL LEADERSHIP SKILLS.
A basic study of leadership and the personal leadership skills needed for effective work in the local church. Emphasis will be given to the leader's spiritual development. One semester hour credit.

CRT 133. CHURCH ADMINISTRATION.
A basic study of church administration, policies, and procedures. Various church models will be explored with the goal of moving toward a biblical model and proper interaction of both clergy and laity. One semester hour credit.

CRT 134. DISCIPLING CHURCH MEMBERS.
A basic study of discipling and of discipling believers in the local church. Attention will be given to developing basic evangelistic and discipling knowledge and skills as well as understanding and participation in the overall discipling ministry of the church. One semester hour credit.

CRT 135. DEVELOPING LEADERS IN THE CHURCH.
A basic study of leadership and the development of leaders in the local church. Emphasis will be given to the leader’s work of reproducing other leaders through discipling, mentoring, and equipping. One semester hour credit.

CRT 136. SOUTHERN BAPTIST CURRICULUM AND HOW TO USE IT.
A basic study of resources available through the Southern Baptist Convention and their use. A variety of resources will be studied, but the Sunday School or Bible study ministry of the local church will receive emphasis. One semester hour credit.

CRT 137. DEVELOPING A BIBLE TEACHING PROGRAM.
A basic study of Sunday School principles and work. Attention will be given to the development of an active and growing small group Bible study ministry in the local church with emphasis on each student’s role or participation. One semester hour credit.

CRT 141. INTRODUCTION TO PREACHING.
A basic study of Bible proclamation for church leaders and members. Emphasis will be given to the development and delivery of Bible sermons for effective church ministry. One semester hour credit.

CRT 142. INTRODUCTION TO CHRISTIAN EDUCATION.
A basic study of the Christian education work of the local church. Attention will be given to the development of a small group Bible study ministry, a discipling ministry, and the overall educational work of the local church. One semester hour credit.

CRT 150. INTRODUCTION TO MINISTRY.
A basic study of church ministry. Emphasis will be given to the biblical nature of, to various facets of, and to leadership for church ministry. One semester hour credit.

CRT 151. INTRODUCTION TO CHURCH PLANTING 1.
A basic study of church planting led by the Florida Baptist Convention. The course is designed as a workshop to equip the student with the tools and strategies needed for successful church planting. To be taken concurrently with CRT 152, 153, 154. One semester hour credit.
EDU 1030. PHILOSOPHY OF THE CHRISTIAN SCHOOL MOVEMENT.
A study of the philosophy of education from the perspective of the development, purpose, and function of the K-12 Christian school movement. Two semester hour credit.

EDU 2000. FIELD EXPERIENCES I.
An intensive field experience for education majors. Beginning teacher education students will have an opportunity to observe what is involved in teaching in an elementary classroom and to assist teachers in a variety of ways such as tutoring, working with small groups, teaching, grading papers, and other appropriate activities. One semester hour credit.

EDU 2005. FOUNDATIONS AND CURRICULUM OF EDUCATION.
A study of the philosophical, social, historical, curricular foundations of education. The class will also acquaint students with current concepts of curriculum for elementary schools. Wherever appropriate, the Christian worldview and philosophy will be addressed. Prerequisite: Admission to the Teacher Education Program or permission from the Teacher Education Division Chair. Three semester hours credit.

EDU 2010. PSYCHOLOGY OF TEACHING AND LEARNING.
A study that examines important learning theories and processes with an emphasis on developmental, cultural, and environmental influences on learning experiences. Prerequisite: Admission to the Teacher Education Program or permission from the Teacher Education Division Chair. Three semester hours credit.

EDU 2020. INTEGRATING ART AND MUSIC.
A study of integrating art and music in the elementary curriculum. Emphasis will be placed on the basic history and theory of art and music. Students will have an opportunity to effectively integrate lesson planning and modeling techniques to art and music in the elementary classroom. Three semester hours credit.

EDU 2040. INFORMATION TECHNOLOGY FOR EDUCATORS.
A study of microcomputer applications and their utilization by teachers in a classroom environment. Topics include word processing, spreadsheet, database, presentation, desktop publishing and Internet resources in classroom management and instruction. Prerequisite: Successful completion of IT 101 comprehensive examination. Three semester hours credit.

EDU 3000F. GENERAL METHODS OF TEACHING.
A study of basic teaching methods. It will also include a study of lesson planning and learning styles. Prerequisite: Admission to the Teacher Education Program or permission from the Teacher Education Division Chair. Three semester hours credit.

EDU 3010F. CLASSROOM MANAGEMENT.
A study of ways to manage a classroom. The class will consist of classroom management procedures and organizational routines involved in creating a disciplined, resourceful classroom. Also included will be topics on school law and ethics. Prerequisite: Admission to the Teacher Education Program or permission from the Teacher Education Division Chair. Three semester hours credit.

EDU 3015F. SURVEY OF SPECIAL EDUCATION.
A study of the teaching of exceptional children in a regular Education classroom. The course will consist of the characteristics of all exceptionalities, and educational and behavioral adaptations for exceptional children in the regular classroom. Prerequisite: Admission to the Teacher Education Program or permission from the Teacher Education Division Chair. Three semester hours credit.

EDU 3020. MEASUREMENT AND EVALUATION.
A study of classroom assessments. The course examines the concepts and skills related to designing, administering, evaluation, interpreting, applying, and communicating results of performance and objective assessments that drive classroom instruction. Teacher made assessment tools will be studied and designed. Standardized assessment tools will be examined. Prerequisites: Admission to the Teachers Education Program or permission from the Teacher Education Division Chair. Three semester hours credit.

EDU 2000 to ESOL 3701 are prerequisites for EDU 4005 to 4090.

EDU 4005F. TEACHING LANGUAGE ARTS IN ELEMENTARY SCHOOL.
A study, practice and selection of methods and materials related to teaching spelling, penmanship, listening, writing, speaking, and reading to grades K-6. Examines developmental skills and concepts of language arts. Prerequisite: ENG 152, Admission to the Teacher Education Program. Three semester hours credit.

EDU 4010F. MATH CONCEPTS AND METHODS FOR ELEMENTARY TEACHERS.
A study of the concepts and methods required to teach mathematics at the K-6 level. Problem solving techniques will be emphasized. Prerequisites: Admission to the Teacher Education Program; nine semester hours of college math. Three semester hours credit.

EDU 4020F. TEACHING SCIENCE, HEALTH, AND PHYSICAL EDUCATION IN ELEMENTARY SCHOOL.
An overview of curricula, materials, and techniques for teaching science, health, and physical education in grades K-6. Prerequisite: SCI 201 or SCI 202, Admission to the Teacher Education Program. Three semester hours credit.

EDU 4025F. TEACHING SOCIAL STUDIES IN ELEMENTARY AND MIDDLE SCHOOL.
A study and practice of instructional approaches and selection of resources for teaching social studies to grades 1-8. The integration of related subjects will be examined. Prerequisite: Admission to the Teacher Education Program. Three semester hours credit.

EDU 4090F. EDUCATION INTERNSHIP.
A twelve-week-in-school experience for education students. The course will consist of teaching experiences
supervised by one or more selected cooperating teachers in the area of the student's major. Additional supervision will be provided by the BCF Teacher Education Division. A ten dollar fee will be assessed to each field experience course. Prerequisites: 2.5 GPA, completion of General Education Foundation requirements, completion of Biblical/Theological Foundation requirements, passage of all Florida Teacher Certification Exams, and completion of Benchmark 4. The course will be taken in conjunction with RED 4005F. Ten semester hours credit.

EDU 4500. MATERIALS AND METHODS FOR TEACHING ENGLISH.
A study and practice of instructional approaches and selection of resources for teaching English. Prerequisites: One 200-level English course and Sophomore standing. Three semester hours credit.

EDU 4505. TEACHING READING AT THE SECONDARY LEVEL.
A course providing principles and practice of literary criticism applicable to teaching reading in grades 6-12, with attention given to multi-cultural literature. List of titles may vary with each offering. Prerequisites: One 200-level English course and Sophomore standing. Three semester hours credit.

ESOL 3701F. TEACHING DIVERSE POPULATIONS.
An introduction of cultural and linguistic groups represented in the United States. The course will develop sensitivity to and understanding of these groups. Emphasizing the major cultures found in Florida, this course provides insights for teachers to be used in meeting the special needs of Limited English Proficient students. Topics include living patterns, interrelatedness of language and culture, culture-shock, cross-culture awareness, dealing with parents of ESOL/LEP students, and the themes, attitudes, and values of these cultural groups. Prerequisite: Admission to the Teacher Education Program or permission from the Teacher Education Division Chair. Three semester hours credit.

ESOL 3705F. THEORETICAL UNDERPINNINGS OF ESOL.
An overview of the field (history, foundations, the LULAC Consent Decree, legal issues, and endorsement requirements). In-depth study of applied linguistics, including first and second language acquisition. Includes site-based observations. Prerequisite: Admission to the Teacher Education Program or permission from the Teacher Education Division Chair. Three semester hours credit.

ESOL 3710F. ESOL CURRICULUM AND METHODS.
A study to provide an in-depth instruction and practice in the selection and use of materials and methods related to teaching ESOL/LEP students. Emphasis will be placed upon teaching the skills of listening, speaking, reading and writing, ESOL/LEP in the content areas, curriculum development, and major methodologies and current trends in ESOL/LEP teaching and assessment. Field experience required. Prerequisite: Admission to the Teacher Education Program or permission from the Teacher Education Division Chair. Three semester hours credit.

RED 3001F. CHILDREN'S LITERATURE.
An investigation and exposure to the genres, authors and books written for children for instructional, informational, and recreational purposes. Strategies for motivating children to interact with literature are discussed. Prerequisite: ENG 152, Admission to the Teacher Education Program. Three semester hours credit.

RED 3005F. EARLY AND EMERGENT LITERACY K-2.
A study of the developing reading skills and concepts. The course will consist of early literacy development and the conditions which promote total literacy from birth through grade two, providing practice in the selection and use of methods and materials related to teaching reading in the early grades. Connections will be made among all aspects of literacy learning: reading, writing, listening, speaking, viewing, visual representing, and thinking. Fifteen hours of field experience is required within the course. A ten dollar supply fee will be assessed to each field experience course. Prerequisites: ENG 152; admission to the Teacher Education Program. Three semester hours credit.

RED 3006F. INTERMEDIATE LITERACY 3-6:
READING AND THINKING.
A study of the theory and practice of teaching reading/literacy in the elementary intermediate grades. The course will consist of continued literacy growth in grades three through six. The course will give practice in the selection and use of methods and materials related to the teaching of reading, expanding student's knowledge and skills in the area of higher order thinking skills, and reading in all content areas. Fifteen hours of field experience is required within the course. A ten dollar fee will be assessed to each field experience course. Prerequisites: Admission to the Teacher Education Program, RED 3005F. Three semester hours credit.

RED 4001F. DIAGNOSIS AND REMEDIATION IN ELEMENTARY READING.
A study of the development of reading skills to include advanced exposure to techniques and approaches of recognizing and diagnosing reading problems. The students will gain experience in prescribing and utilizing appropriate methods and materials to remediate skill deficits as well as examining ways to improve reading performances. Prerequisite: RED 3005F and admission to the Teacher Education Program. Three semester hours credit.

RED 4005F. SUPERVISED READING PRACTICUM.
A supervised practicum to obtain practical experience in increasing the reading performance of students. The course will emphasize the prescription and utilization of appropriate strategies and materials based upon scientifically based reading research to address the prevention, identification, and remediation of reading difficulties of struggling students, including students with disabilities, and students from diverse populations. Prerequisites: 2.5 GPA, completion of General Education Foundation requirements, completion of Biblical/Theological Foundation requirements, passage of all Florida Teacher Certification Exams, and completion of Benchmark 5. The course will be taken in conjunction with EDU 4090F (Internship). A ten dollar fee will be assessed to each field experience course. Two semester hours credit.

ENGLISH

ENG 100. ENGLISH FUNDAMENTALS.
A course developing skills in basic grammar, mechanics, sentence structure, and paragraph construction. This course does not satisfy English curriculum requirements. Three semester hours credit.

ENG 105. READING.
A reading course developing skills in vocabulary, reading comprehension, and accuracy necessary for college level reading. This course does not satisfy English curriculum requirements. Two semester hours credit.

ENG 151. INTRODUCTION TO COLLEGE COMPOSITION.
A composition survey. Emphasis is given to development of reading skills, grammar, mechanics, paragraph
ENG 152. INTERMEDIATE COLLEGE COMPOSITION.
A continuation of ENG 151. Theme writing is expanded to include critical essays (e.g., narrative / expository / argumentative), critical thinking skills, and writing and documentation of research papers using Chicago (Turabian), MLA, and APA styles. Prerequisite: ENG 151. Three semester hours credit.

ENG 221. SURVEY OF WORLD LITERATURE.
A study of selected important writings from classical, medieval, English, and American literature. This study aids the student in discovering the characteristics and illustrative value of great literature. Prerequisite: ENG 152 and Sophomore standing. Three semester hours credit.

ENG 222. SURVEY OF AMERICAN LITERATURE.
A study of works representative of American literature from the Puritan Age through the 20th century. The course offers instruction in critical reading and writing with an objective of improving approaches to the analysis of literature from several literary periods. Prerequisite: ENG 152 and Sophomore standing. Three semester hours credit.

ENG 223. SURVEY OF ENGLISH LITERATURE.
A study of important works of English literature from Beowulf to the modern period. The primary focus will be on the major figures and the major trends, but the most significant works of some minor authors will be studied. This course will provide resource material for ministerial students. Prerequisite: ENG 152 and Sophomore standing. Three semester hours credit.

ENG 224. SURVEY OF CHRISTIAN LITERATURE.
A study of significant literature by important Christian writers from the first century until the present. This course is designed to be a resource for those in Christian ministry. Prerequisite: ENG 152 and Sophomore standing. Three semester hours credit.

ENG 300. THE MINISTER IN LITERATURE.
Selected readings from classical authors are reviewed and analyzed. The minister in literature is viewed from the historical and literary perspective. Prerequisite: ENG 152. Two semester hours credit.

ENG 305. POETRY: THEORY AND PRACTICE.
A study of the practice of poetry, using selected works of British and American poets. Prerequisites: one 200-level English course and Sophomore standing. Three semester hours credit.

ENG 310. AMERICAN PROSE WRITERS: WORLD WAR I-PRESENT.
A study of major American prose writers representing various literary application from World War I to the present. List of works may vary with each offering. Prerequisites: One 200-level English course and Sophomore standing. Three semester hours credit.

ENG 315. CREATIVE FICTION.
A study of techniques and practice of fictional structure. Prerequisites: one 200-level English course and Sophomore standing. Three semester hours credit.

ENG 320. ADVANCED GRAMMAR.
A course refining skills in grammar, mechanics, sentence structure, and paragraph construction. Prerequisites: completion of one 200-level English course and Sophomore standing. Three semester hours credit.

ENG 325. BRITISH AND AMERICAN LITERATURE: 1660-1800.
An exploration of two major periods: Restoration and 18th century British literature alongside develop-
listic ministry. Included are the church’s evangelistic foundation, direction, and strategy. Church health that leads to evangelistic growth is emphasized. A strategy for evangelism through the local church is developed. Prerequisites: Sophomore standing. Two semester hours credit.

**EV 303. EVANGELISTIC PREACHING.**

A study of evangelistic preaching. Major emphases are the formation of the evangelistic sermon, the delivery of the evangelistic sermon, and the invitation for response. The work and preparation of both the preacher and the sermon receive attention. The course addresses the subject from the perspectives of both the pastor and the vocational evangelist. Prerequisites: PR 220 and Sophomore standing. Three semester hours credit.

**EV 304. EVANGELIZING ADHERENTS OF A NON-EVANGELICAL RELIGIOUS GROUP (NAME OF GROUP).**

A course in personal evangelism to assist Christian leaders in witnessing to adherents of a specific non-evangelical group. The origin, history, characteristics, leaders, and theology of the group will be considered, but the emphasis will be upon the evangelization of the adherents of the group. Prerequisite: Sophomore standing. Two semester hours credit.

**EV 305. JESUS AND PERSONAL EVANGELISM.**

An analysis of the life and ministry of Jesus from the perspective of evangelism. The course utilizes case studies to determine Jesus’ strategies in personal evangelism. Prerequisite: Sophomore standing. Two semester hours credit.

**EV 306. CONTEMPORARY EVANGELISM EQUIPPING METHODOLOGIES.**

A study of the current evangelism equipping methodologies available from the Southern Baptist Convention agencies and other evangelical groups. Provided through the classroom setting or a seminar/workshop setting, the course will assist students in understanding and implementing the equipping methodologies in their own personal evangelism and in the local church. Personal witnessing activity will be a part of the course. Prerequisites: EV 201 and Sophomore standing. Two semester hours credit.

**EV 401. CHURCH GROWTH PRINCIPLES AND PROCEDURES.**

An advanced study of evangelistic church growth theory and practice. Major emphases are the discovery of biblical principles and theory for church growth, study and evaluation of the classic Church Growth Movement and various forms of contemporary church growth including Southern Baptist models, and the practical implementation of evangelistic church growth in local churches. Prerequisites: EV 302 and Junior standing. Three semester hours credit.

**HEBREW**

**HEB 201. ELEMENTARY HEBREW I.**

An introduction to the Hebrew language with a view to understanding the Old Testament. Basic grammar and vocabulary building are emphasized, along with some translation of the Hebrew Old Testament. Prerequisites: Completion of Biblical/Theological Foundation and BI 212. Three semester hours credit.

**HEB 202. ELEMENTARY HEBREW II.**

A continuation of HEB 201. Additional attention is given to basic grammar and vocabulary building but with increased emphasis upon translation of the Hebrew Old Testament. Prerequisite: HEB 201. Three semester hours credit.

**HISTORY**

**HI 200. HISTORY OF ECONOMIC THOUGHT.**

Examines the intellectual history of economics. The ideas of economists (including Smith, Ricardo, Marx, Keynes, Schumpeter and Knight) are analyzed and compared. Three semester hours credit.

**HI 211. WESTERN CIVILIZATION: EARLIEST TIMES TO 1700.**

A study intended to give perspective on the development of political, economic, religious, and cultural institutions and ideas. These are related historically from the earliest beginnings to the close of the 17th century. Three semester hours credit.

**HI 212. WESTERN CIVILIZATION: 1700 TO PRESENT.**

A continuation of the study of man’s development from 1700 to the present. Emphasis is given to the evolution of modern civilization with its present-day problems and conditions. Three semester hours credit.

**HI 223. AMERICAN HISTORY: AGE OF EXPLORATION TO RECONSTRUCTION.**

A survey of the development of the United States from the colonial period through Reconstruction. Three semester hours credit.

**HI 224. AMERICAN HISTORY: RECONSTRUCTION TO PRESENT.**

A survey of the economic, political, cultural, and diplomatic history of the United States since the Civil War. Three semester hours credit.

**HI 225. UNITED STATES GOVERNMENT.**

An introductory course on the political process in America with a focus on national political institutions. Three semester hours credit.

**HI 301. TWENTIETH CENTURY AMERICAN HISTORY.**

A survey of the cultural, economic, and social history of the United States from 1900 to the end of the twentieth century. Each topic is studied within its political framework. Prerequisite: HI 211, HI 224, or Sophomore standing. Three semester hours credit.

**HI 302. ROMAN HISTORY.**

A study of Roman civilization from the rise of the republic to the fall of the empire. Emphasis is given to political and cultural developments. Prerequisite: HI 211, or Sophomore standing. Three semester hours credit.

**HI 303. ENGLISH HISTORY.**

A survey of English history from the Romans to the present. This study traces the development of English government, society and culture from the Roman period to the present. Prerequisite: HI 211 or Sophomore standing. Three semester hours credit.

**HI 304. CHRISTIAN HISTORY.**

A survey of Christianity from the time of Christ to the present. Special consideration is given to important
events, notable persons, the development of the Roman Catholic Church, the Reformation, and missionary expansion. Prerequisite: Sophomore standing. Three semester hours credit.

**HUM 101. APPRECIATION OF THE ARTS.**
A study of music and the visual arts. There will also be an emphasis on basic musical techniques, elements, and skills. The course will also focus on elements of art and principles of design such as color, shape, texture, balance, etc., with an emphasis on developmentally appropriate use of techniques, materials, and tools. Three semester hours credit.

**HUM 102. APPLIED HUMANITIES.**
An introduction to creative and artistic disciplines used in church and school settings. This course will include an introduction to theatrical arts, an introduction to music appreciation, and an introduction to visual communication arts. Three semester hours credit.

**HUM 103. THE HUMANITIES: ANCIENT TO MEDIEVAL.**
An introduction to the art, architecture, and literature that has shaped western culture from ancient civilization through the medieval times. Students will develop an understanding of how events, thought, and technology shaped the arts. Three semester hours credit.

**HUM 104. THE HUMANITIES: RENAISSANCE TO TWENTIETH CENTURY.**
An introduction to the art, architecture, music, and literature of the renaissance, baroque, neoclassical, and modern heritages. Students will develop an understanding of how events, thought, and technology shaped the arts. Three semester hours credit.

**HUM 220. INTEGRATING ART AND MUSIC.**
A study of integrating art and music in the elementary curriculum. Emphasis will be placed on the basic history and theory of art and music. Students will have an opportunity to effectively integrate lesson planning and modeling techniques to art and music in the elementary classroom. Three semester hours credit.

**HI 306. GEOGRAPHY.**
A study of basic geography. The course will include a study of Earth-space relations, latitude and longitude, season, time, weather, climate, vegetation, landforms, water resources, soils, and mapping the physical environment. Emphasis will be given to the study of earth-surface processes, with consideration of human interaction with the physical environment. Three semester hours credit.

**HI 405. HISTORY OF SOUTHERN BAPTISTS.**
A study of the history of Southern Baptists from their roots in English Separatists in the 1600s until the present. Students will study key figures, places and dates in the history of the convention, as well as significant controversies. Students will examine primary sources in the study of the history of Southern Baptists. Prerequisites: HI 211. Junior standing. Three semester hours credit.

**HI 410. HISTORY OF THE MIDDLE EAST.**
A survey of the history of the Middle East with a concentration on developments since 1900. Both Israel and the Arab states are studied, and their relations with one another explored as they emerge into the family of nations. The course will focus on current events and the historical background of those events. Prerequisites: HI 211. Junior standing. Three semester hours credit.

**IT 101. INTRODUCTION TO COMPUTER USE.**
A beginning course in computer usage. Students study concepts and terminology of microcomputer hardware and software and complete assignments using a microcomputer and appropriate software for selected applications. Two semester hours credit.

**IT 202. INFORMATION TECHNOLOGY APPLICATIONS.**
A course designed to give students a wide range of skills in the proper utilization of microcomputer applications. Software applications used include word processing, spreadsheet, database, presentation, and desktop publishing. Prerequisite: Successful completion of IT 101 or the successful completion of an IT 101 comprehensive examination. Three semester hours credit.

**IT 310N. INTRODUCTION TO ONLINE LEARNING.**
A course designed to orient the student to the basics of the Jenzabar learning management system and to online courses. The student will participate with the professor on practical application in relation to participation in online study. To be completed in the first week of the semester, the course is required for students enrolling in an online course for the first time and must be completed within the first week of courses prior to the drop/add deadline date for the semester. This course may not be taken just for general elective credit. One semester hour credit.

**IT 440. ADVANCED INFORMATION TECHNOLOGY.**
A study of advanced applications of information and media technology. The course includes an introduction to Web site creation as well as advanced concepts in presentation, spreadsheet, and word processing software. Prerequisite: IT 202. Three semester hours credit.

**LA 102. BIBLICAL FOUNDATIONS OF LEADERSHIP.**
A study of biblical foundations of leadership. The student will seek to examine various biblical models of leadership and develop a theological basis of leadership. Biblical personalities, servanthood, and stewardship will be compared and contrasted to contemporary models of leadership. Students will explore, develop, and articulate their personal philosophy of leadership. Three semester hours credit.

**LA 103. SOUTHERN BAPTIST LIFE AND WORK.**
A study of Southern Baptist Life and Work. The student will be introduced to matters of polity, organization, history, and commitment to global missions as related to the Southern Baptist church, the local association, the state convention and the Southern Baptist Convention. Special emphasis will be given to the Cooperative Program as the primary means for carrying out mission work among Southern Baptists. Two semester hours credit.

**LA 200. THE MINISTRY OF LEADERSHIP.**
A study of the nature of Christian leadership in the local church. The course introduces the student to the relationship between discipleship and character development of spiritual leaders, as well as the principles and skills of leadership in Christian ministries that are more fully developed over the course of their degree program. Prerequisite: Sophomore standing. Three semester hours credit.
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<tr>
<th>Course Code</th>
<th>Course Title</th>
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<tbody>
<tr>
<td>LA 201</td>
<td>LEADERSHIP FOR CHURCH GROWTH.</td>
<td>A study of leadership models, personality types, characteristics and contemporary paradigms in leadership. Tools for assessment strategies for integrating various personality types, styles of leadership, the role of vision, and the development of a leadership team will be included. Prerequisite: Sophomore standing. Three semester hours credit.</td>
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<tr>
<td>LA 202</td>
<td>CHURCH STAFF RELATIONS.</td>
<td>A study of the principles, procedures, and relational dynamics involved in effective church staff work. Attention is given to the calling of a staff member, job descriptions, organizations, policies, procedures, supervision, staff meetings, and developing an effective church staff team. Prerequisite: Sophomore standing. Two semester hours credit.</td>
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<tr>
<td>LA 301</td>
<td>THE MINISTER AS LEADER.</td>
<td>A study of the minister as leader. The biblical role of the minister’s call, character, and competence will be examined. Students will study such issues as “followship” and leadership, ethics and integrity in ministry, and effects of ministry upon the minister’s family. Various models of leadership will be explored. Prerequisite: Sophomore standing. Two semester hours credit.</td>
</tr>
<tr>
<td>LA 302</td>
<td>CHANGE AND CONFLICT MANAGEMENT.</td>
<td>A study of principles in managing change effectively in the church. The course includes a study of approaches to handling conflict including the recognition, avoidance, and management techniques related to conflict. Prerequisite: Sophomore standing. Two semester hours credit.</td>
</tr>
<tr>
<td>LA 303</td>
<td>TEAM MINISTRY.</td>
<td>A study of team leadership. This course explores the use of task-oriented teams in accomplishing the work of churches and empowering lay leaders. Policies and practices of selection, recruitment, training, and development of paid staff and volunteers will be examined. Prerequisite: Sophomore standing. Two semester hours credit.</td>
</tr>
<tr>
<td>LA 305</td>
<td>VISIONARY LEADERSHIP.</td>
<td>A study introducing the discipline of visionary leadership. The course will investigate the importance of vision, various persons of visionary leadership and the communicative and spiritual aspects of implementing vision. Prerequisite: Sophomore standing. Two semester hours credit.</td>
</tr>
<tr>
<td>LA 310</td>
<td>CHURCH GROWTH AND DEVELOPMENT:</td>
<td>A study of the various elements of church growth and development. This course provides first hand study of a variety of ministry topics related to church growth and development through participation in extensive offerings of the conference. Because enrollment is limited, graduating seniors will be given priority status. This course includes a lab/travel fee of $150.00 to cover cost of lodging and meals. Two semester hours credit.</td>
</tr>
<tr>
<td>LA 311</td>
<td>CHURCH LEADERSHIP AND DEVELOPMENT:</td>
<td>A seminar of church leadership and development. Students study the various aspects of church leadership, leadership development and participate in the seminar/school led by prominent, dynamic Southern Baptist leaders. Because enrollment is limited, graduating seniors will be given priority status. This course includes a lab/travel fee of $150.00 to cover cost of lodging and meals. Two semester hours credit.</td>
</tr>
<tr>
<td>LA 320</td>
<td>CHURCH BUSINESS ADMINISTRATION.</td>
<td>A study of the principles and practices of effectively managing the business affairs of a church. The course will examine the changing role of leadership and management in a single-staff, bi-vocational multi-staff, or a fully funded multi-staff church. Issues to be addressed include: budgeting, accounting practices, marketing, and systems alignment. Prerequisite: Sophomore standing. Two semester hours credit.</td>
</tr>
<tr>
<td>LA 310.1</td>
<td>OUTDOOR LEADERSHIP AND DISCIPLESHIP SCHOOL.</td>
<td>An outdoor leadership program. The OLD school outdoor leadership program is offered in partnership with Snowbird Wilderness Outfitters of Andrews, NC. The program offers students the opportunity to gain leadership and outdoor recreation skills and certifications on the field. The student will also study a variety of intensive and relevant biblical and theological issues to apply in further academic pursuits and vocational settings. The course is offered completely through the staff leadership of Snowbird with consultation from a BCF campus supervising professor. Current enrollment through BCF is required to receive academic credit for this program of study. Costs for the program include SWO costs plus BCF tuition and fees. Costs for information on this program of study contact the registrar’s office. Twelve semester hours credit.</td>
</tr>
<tr>
<td>LA 401</td>
<td>LEADERSHIP INTERNSHIP.</td>
<td>An internship directed by the college providing on-site Leadership ministry experience. The student is required to submit to the Leadership program director for approval of an appropriate Leadership ministry work assignment. Supervision will include an on-campus director and an appropriate field supervisor under the commission of the cooperating ministry agency. The emphasis of this internship will be practical experience through supervised, on-site ministry work. The student will meet with the LA/CE program coordinator for the purpose of evaluating the readiness of the student to engage in field study through the internship. An appropriate number of courses must have been completed by the student prior to approval for internship. Students will not be allowed to do their internship in positions where they are currently employed unless approved by the program coordinator. Prerequisite: Junior standing. Three semester hours credit.</td>
</tr>
<tr>
<td>LA 410</td>
<td>LEADERSHIP INTEGRATION.</td>
<td>A senior integration course for Leadership majors. Students will review foundational skills learned from core studies and will conduct a major research paper demonstrating the skills of research, writing, and familiarity with contemporary leadership issues. Students will complete an orientation trip to LifeWay Christian Resources or a major Baptist church leadership clinic. This course includes a lab fee of $150.00 to cover lodging and meals. Required for Leadership majors. Prerequisite: Senior standing. Two semester hours credit.</td>
</tr>
<tr>
<td>LA 420</td>
<td>THE CHURCH AND THE LAW.</td>
<td>A study of legal issues in church ministry. Topics include taxes, ministerial liability, insurance, IRS regulations for non-profit organizations, annuities, housing, permits, licenses, and various regulatory agencies. Prerequisite: Junior standing. Two semester hours credit.</td>
</tr>
<tr>
<td>LA 440</td>
<td>GROWING PERSONALLY AND PROFESSIONALLY IN MINISTRY.</td>
<td>A summary course designed to enhance readiness for ministry of prospective graduates. Prerequisite: Junior standing. Two semester hours credit.</td>
</tr>
</tbody>
</table>
| LA 450      | LEADERSHIP DYNAMICS OF ORGANIZATIONS.                                        | A study of organizational leadership dynamics. The course includes an examination of systems theory
as it relates to strategic planning, policy formation, and decision-making. Techniques used in analyzing and solving organizational problems will be explored. Prerequisite: Junior standing. Two semester hours credit.

**MATHEMATICS**

**MA 110.** PRE ALGEBRA.
A mathematics course that will introduce students to fundamental concepts in algebra. Topics include basic operations on whole numbers, fractions, and decimals as well as a study of percent, real numbers, variables, and an introduction to equations. This course does not satisfy Mathematics curriculum requirements. Three semester hours credit.

**MA 120.** ELEMENTARY ALGEBRA.
A remedial algebra course. Topics include basic operations on real numbers, exponential notation and order of operations, problem solving using equations and inequalities, graphing linear equations, basic operation on polynomials and factoring polynomials. This course does not meet the general education requirements for any degree. Three semester hours credit.

**MA 130.** BUSINESS MATHEMATICS.
A practical business mathematics course. Topics include a review of basic mathematical operations; simple and compound interest; annuities, stocks, and bonds; business and consumer loans; taxes and insurance. A scientific calculator is required. This course does not meet the general education requirements in mathematics for teacher education or counseling programs. Three semester hours credit.

**MA 210.** GEOMETRY.
A basic college geometry course. Topics include basic ideas of geometry, geometry of motion and change, and measurement and geometry. Prerequisite: Two years high school algebra or pass the algebra placement test (minimum grade of 75%) or pass MA 120. Three semester hours credit.

**MA 220.** FINITE MATHEMATICS.
A finite mathematics course. Topics include set concepts, logic, probability, and statistics. Prerequisites: Two years of high school algebra or pass the algebra placement test (minimum grade of 75%) or pass MA 120. Three semester hours credit.

**MA 230.** COLLEGE ALGEBRA.
A basic college algebra course. Topics include a review of basic algebraic operations, functions and graphs, systems of equations and problem solving, exponents and radical, quadratic functions and equations. Prerequisites: Two years of high school algebra or pass the algebra placement test (minimum grade of 75%) or pass MA 120. Three semester hours credit.

**MEDIA MINISTRY**

**MM 201.** INTRODUCTION TO MEDIA MINISTRY.
An introductory study of the theory and practice of media ministry for the local church. Foundational, theoretical, and practical matters will be considered. Prerequisite: IT 202, equivalent, or permission. Two semester hours credit.

**MM 302.** VISUAL MEDIA SOFTWARE.
A study of presentation software for the church with special attention given to advanced PowerPoint, Media Shout, Easy Worship, and Pro Presenter Plus. Video editing software including but not limited to Final Cut Pro will be studied. Students will also study introductory principles of video recording and production. Prerequisite: IT 202, equivalent, or permission. Two semester hours credit.

**MM 303.** SEQUENCING AND RECORDING SOFTWARE.
A study and application of sequencing and recording software for the church setting. Special attention will be given to software including but not limited to Pro Tools, Cubase, and Reason. Prerequisite: IT 202, equivalent, or permission. Three semester hours credit.

**MM 304.** DIGITAL SOUND/MULTIMEDIA DESIGN I.
An advanced study of Midi software and hardware, digital design and multimedia equipment, and Digital Audio Workstations. Prerequisite: IT 202, equivalent, or permission. Three semester hours credit.

**MM 305.** DIGITAL SOUND/MULTIMEDIA DESIGN II.
A study of digital media in video and web-based applications. Prerequisites: MM 304 or permission. Three semester hours credit.

**MM 402.** MEDIA PRODUCTION AND OPERATIONS.
A study of the theory and practice of audio and video production, with practical work to develop skills in studio and control room equipment operation and in directing and producing various kinds of audio and video productions and programs. Prerequisite: IT 202, equivalent, or permission. Three semester hours credit.

**MM 420.** MEDIA MINISTRY INTERNSHIP.
A one semester or summer internship completed either as part of the BCF media support staff or as part of a local ministry application with approval of the professor. Prerequisite: Junior standing. Three semester hours credit.

**MM 421.** MEDIA MINISTRY INTERNSHIP.
A one semester or summer internship completed either as part of the BCF media support staff or as part of a local ministry application with approval of the professor. Prerequisite: Junior standing. Seven semester hours credit.

**MISSIONS**

**MI 202.** INTRODUCTION TO CHRISTIAN MISSIONS.
A basic course in missions that explores the theological, biblical, practical, and spiritual foundations of Christian missions. Emphasis is given to the theology of missions and the missionary message of the Bible from Genesis to Revelation. Prerequisite: Sophomore standing. Two semester hours credit.

**MI 205.** HISTORY OF CHRISTIAN MISSIONS.
A survey of the development and history of intentional missionary activity from Acts to the present. Special attention will be given to the influential persons and events that helped shape the modern mission movement in general, and the work of Southern Baptists in particular. Prerequisite: MI 202. Two semester hours credit.

**MI 301.** LIFE ON THE MISSION FIELD.
A practical course intended to prepare cross-cultural missionaries and workers for life overseas. Special emphases will be placed on overcoming the challenges of culture and language acquisition and adopting an incarnational model of ministry. Prerequisite: MI 306. Two semester hours credit.

**MI 306.** CROSS-CULTURAL MINISTRY.
A study of cross-cultural ministry and the dynamics, leadership, and qualities for providing effective ministry in the cross-cultural context. An understanding of cultures and worldviews, adapting and working with appropriate cultural sensitivity, and learning to provide Christian witness and ministry to persons of other cultures will be explored. Two semester hours credit.
MUS 101. RECITAL LAB.
A listening experience aimed at exposing the student to a wide variety of musical styles and genres for many different performing media. Music majors must attend at least 80% of all music division recitals, concerts, etc. Required of all music majors every semester enrolled. Zero semester hours credit.

MUS 150I-450I, 150K-450K, 150V-450V
APPLIED MUSIC (1-3 HOURS).
Individual applied lessons for students who have been admitted to a music major or minor program or who receive approval of the music division chair. Each private applied lesson requires a jury examination or juried recital performance.
150I, 250I, 350I, 450I- brass, woodwind, strings, percussion, guitar
150K, 250K, 350K, 450K- piano, organ
150V, 250V, 350V, 450V- voice

MUS 201I. APPLIED INSTRUMENTAL JAZZ I.
An introduction to jazz studies and improvisation on an applied instrument. One semester hour credit.

MUS 206I. INSTRUMENTAL CHAMBER MUSIC.
A survey of instrumental chamber music literature. Class time will be spent studying several standard
chamber music works throughout history. Students will also become familiar with chamber music works, which include their principal instrument. Prerequisite: MH 201. Two semester hours credit.

**MUS 301. APPLIED INSTRUMENTAL JAZZ II.**
An advanced continuation of applied jazz studies. Prerequisite: MUS 201. One hour credit.

**MUS 306. INSTRUMENTAL PEDAGOGY.**
A study and evaluation of applied instrumental music teaching techniques for the prospective teacher. The student is given supervised experiences in teaching a specific instrument supplemented by demonstration and discussion in class. Prerequisite: MUS 250 I. One semester hour credit.

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**MUSIC: CONDUCTING**

**MC 210. BASIC CONDUCTING.**
A study of basic conducting techniques and their application to congregational and choral singing and simple instrumental works. Prerequisite: MT 100. Three semester hours credit.

**MC 310. ADVANCED CHORAL CONDUCTING AND LITERATURE.**
A continuation of MC 210 with emphasis on more advanced conducting techniques and their application to choral literature. Course content includes a survey of choral literature. Prerequisite: MC 210. Three semester hours credit.

**MC 410. ADVANCED INSTRUMENTAL CONDUCTING AND LITERATURE.**
A continuation of MC 210 with emphasis on more advanced conducting techniques, their application to instrumental literature, and advanced problems in instrumental conducting. Course content includes a study of instrumental literature and other specific instrumental concerns. Prerequisite: MC 210. Three semester hours credit.

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**MUSIC: EDUCATION**

**MUE 211. INTRODUCTION TO MUSIC EDUCATION.**
A survey of the major philosophies and trends in music education. Also the sequencing of music concepts and skills will be explored in this class. Additionally, the course will provide students with opportunities to observe music classrooms at both the elementary and secondary choral and instrumental level. Two semester hours credit.

**MUE 350. MATERIALS AND METHODS FOR THE ELEMENTARY MUSIC CLASSROOM.**
A review of elementary music curricula to discover how the methodologies of Orff, Kodaly, and Dalcroze are utilized, and to further explore appropriate sequencing of music concepts and skills. This class will include a thorough study of the child’s voice, choral literature, conducting techniques, organization of the music classroom, Curwen hand signs, classroom instruments, recorder, and ukulele. Prerequisite: MUE 211. Three semester hours credit.

**MUE 351. MATERIALS AND METHODS FOR THE SECONDARY CHORAL MUSIC CLASSROOM.**
A study of the development and training of adolescents in the organization of various choral ensembles, verbal and non-verbal teaching techniques, and a study of age appropriate choral literature will be included in this class. Prerequisite: MUE 211. Three semester hours credit.

**MUE 352. MATERIALS AND METHODS FOR THE SECONDARY INSTRUMENTAL MUSIC CLASSROOM.**
A study of the development and training of adoles-

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**MUSIC: TECHNOLOGY**

**MUT 301. ADVANCED FINALE.**
A study of the advanced applications in Finale notation software. Topics will include Midi files, hyperscribe, Midi scan, and printing for music ministry and music education applications. Prerequisites: MT 202. Two semester hours credit.

**MUT 302. VISUAL MEDIA SOFTWARE.**
A study of presentation software for the church with special attention given to advanced PowerPoint, Media Shout, Easy Worship, and Pro Presenter Plus. Prerequisites: MU 202, MUE 360, IT 202 or permission. Two semester hours credit.

**MUT 303. SEQUENCING AND RECORDING SOFTWARE.**
A study and application of sequencing and recording software for the church or music education setting. Special attention will be given to Pro Tools, Cubase, and Reason. Prerequisites: MU 202, MUE 360, IT 202 or permission. Three semester hours credit.
MUT 304. DIGITAL SOUND/MULTIMEDIA DESIGN I.
An advanced study of Midi software and hardware, digital design and multimedia equipment, and Digital Audio Workstations. Prerequisites: MU 202, MUE 360, IT 202 or permission. Three semester hours credit.

MUT 305. DIGITAL SOUND/MULTIMEDIA DESIGN II.
A study of digital media in video and web-based applications. Prerequisites: MUT 304 or permission. Three semester hours credit.

MUT 420. MUSIC MINISTRY INTERNSHIP.
A one semester internship completed either as part of the BCF media support staff or as a part of a local ministry application with approval of the professor. Prerequisites: All other courses in the Media Ministry component. Seven semester hours credit.

MUSIC: ENSEMBLE

ME 101. COLLEGE CHOIR.
A choir of mixed voices. Open to all students. One semester hour credit.

ME 205. HANDBELLS.
An ensemble of auditioned handbell-ringers. Emphasis is given to ringing techniques, care and maintenance of handbells, and methods and materials for leading church and school handbell ensembles. Open to all students by audition. One semester hour credit.

ME 209. ORCHESTRA.
An ensemble of orchestral instruments. The ensemble is designed to provide training in experiences in instrumental music. Open to all students by audition. One semester hour credit.

ME 303. CHORALE.
A male choral ensemble. The ensemble is intended for male students. Open by audition only, this ensemble travels extensively. One semester hour credit.

ME 307. COLLEGE SINGERS.
An auditioned choir of mixed voices. The choir is intended for experienced singers who have the ability to perform traditional choir literature from all the major style periods. Open to all students by audition. One semester hour credit.

ME 311. WOMEN’S ENSEMBLE.
An auditioned ensemble for female voices. This ensemble is intended to provide experiences in literature for female voices. Open to all students by audition. One semester hour credit.

ME 313. JAZZ ENSEMBLE.
An auditioned ensemble for instrumentalists. This course is designed to provide experiences in jazz literature appropriate for church, school, and public performances. One semester hour credit.

ME 314. GUITAR ENSEMBLE.
An ensemble comprised of guitars. This ensemble is designed to provide training and experiences in playing a variety of guitar instruments and guitar literature both original and arranged for guitar. Open to all students by audition. One semester hour credit.

MUSIC: GUITAR

MG 115. BEGINNING CLASS GUITAR.
An introduction to the guitar. Emphasis will be given to tuning, care of the instrument, posture, basic chords, strumming techniques, and licks to prepare the student to use the guitar in worship or the classroom. One semester hour credit.

MG 116. INTERMEDIATE APPLIED GUITAR.
A study of intermediate to advanced guitar topics such as improving music reading, improving guitar technique, playing chords in various keys, playing melodies in various keys, developing solo and lead guitar techniques. One semester hour credit.

MG 201. GUITAR RHYTHMS.
An introduction to rhythms found in musics of popular culture and in world music. Rhythms will be applied to arrangements of worship songs and hymns. One semester hour credit.

MG 203G. FRETBOARD THEORY.
An intensive guitar theory class geared specifically for the guitarist with intermediate to advanced level playing ability. Topics will include scales, modes, chords, voice leading, lead techniques, arranging, and improvising. Students will also gain experience using FINALE software to write in tablature. Prerequisite: MT 103. Two semester hours credit.

MG 215. GUITAR FOR CONTEMPORARY WORSHIP.
A survey of techniques appropriate for acoustic and electric guitar players in contemporary worship. Emphasis will be given to concepts and skills including open chord concepts, finger picking techniques, right and left hand damping, alternate chord voicings, etc. Two semester hours credit.

MG 306. GUITAR PEDAGOGY.
A study and evaluation of guitar methods and techniques for the prospective teacher. The student is given supervised experiences in teaching guitar supplemented by demonstration and discussion in class. Prerequisite: MUS250I (guitar) or equivalent. Two semester hours credit.

MG 403. JAZZ GUITAR.
A performance-based class designed to introduce a variety of techniques specific to jazz-guitar performing, including chord comping, playing bass lines, writing solos and advanced arrangements, jazz licks. Prerequisite: MG 203G. Two semester hours credit.

MG 404. FRETTED INSTRUMENTS.
A class designed for guitar majors to introduce playing techniques on other guitar-like instruments, including but not limited to: mandolin, dulcimer, banjo, ukulele and bass. Prerequisite: MG 203G. Two semester hours credit.

MUSIC: HISTORY AND LITERATURE

MH 201. MUSIC LITERATURE.
A survey of the major musical genres from the Renaissance through the 20th century. Prerequisites: MT 102, MT 104. Two semester hours credit.

MH 203, V, K, I, G.
APPLIED MUSIC LITERATURE.
An intense investigation of literature in the student’s principal applied performing area. Two semester hours credit.

MH 302. WORLD MUSIC CULTURES AND MISSIONS.
A study of the musics of a variety of cultures including South America, Brazil, Indonesia, Africa, Asia, Australia, and the Indian continent. Two semester hours credit.

MH 303I. ADVANCED INSTRUMENTAL LITERATURE.
An advanced study of instrumental literature covering significant works of different genres and periods. Prerequisite: MH 203I. One semester hour credit.

MH 403. MUSIC HISTORY AND LITERATURE: ANTIQUITY TO BAROQUE.
A survey of music and composers from antiquity through the Baroque period. The course includes non-
western music studies, Part I. Prerequisite: MT 202. Three semester hours credit.

MT 404. MUSIC HISTORY AND LITERATURE: CLASSICAL TO TWENTIETH CENTURY.
A survey of music and composers from 18th century Classicism to the present. The course includes non-Western music studies, Part II. Three semester hours credit.

MH 405. CHORAL LITERATURE.
An historical survey of the development of choral music. Prerequisite: MH 404. Two semester hours credit.

MUSIC: PIANO

MP 100. BEGINNING PIANO.
Group instruction for beginning piano students. This course emphasizes the development of skill in reading and piano playing. Appropriate exercises and repertoire are assigned to insure a good foundation for musical progress. To be taken concurrently with MT 100 unless exempted by examination. One semester hour credit.

MP 115, 116, 215, 216. CLASS PIANO INSTRUCTION.
Group instruction in foundational piano skills. Prerequisite or concurrent course: MT 100. One semester hour credit.

MP 205. ACCOMPANYING/CHAMBER MUSIC.
The study and performance of vocal and/or instrumental ensemble literature. Prerequisite: Permission by Instructor. Two semester hours credit.

MP 206. PIANO ENSEMBLE.
The study and performance of literature for two or more pianos. Prerequisite: Permission by Instructor. Two semester hours credit.

MP 305. SERVICE PLAYING.
A study of techniques and repertoire. Emphasis will be given to accompanying soloists and ensembles, creativity in hymn-playing, and selection and preparation of service music such as preludes, offertories, and postludes. Prerequisite: MUS 250K or instructor approval. Two semester hours credit.

MP 306. PIANO PEDAGOGY.
A study and evaluation of piano methods and teaching techniques for the prospective teacher. The student is given supervised experiences in teaching piano supplemented by demonstrations and discussions in class. Prerequisite: MUS 250K or equivalent. Two semester hours credit.

MUSIC: THEORY

MT 100. MUSIC FUNDAMENTALS.
A study of music fundamentals. Emphasis is given to nomenclature, music notation, key signatures, major and minor scales, learning to count simple and compound rhythms. Required of all music majors whose entrance test scores indicate the need to study music fundamentals. To be taken concurrently with MP 100 or equivalent. Two semester hours credit.

MT 101. ELEMENTARY HARMONY.
A study of elementary harmonic practices of the common practice period. The course includes an intensive review of music foundations, part writing and analysis. Prerequisite: MT 100 or equivalent. Three semester hours credit.

MT 102. INTERMEDIATE HARMONY.
A continuation of MT 101. The course includes study of harmonization of melodies, non-chord tones, and seventh chords. Emphasis is placed on learning through composition, analysis, and development of improvisational techniques. Prerequisite: MT 101. Three semester hours credit.

MT 103. SIGHT SINGING AND EAR TRAINING I.
A beginning course designed to develop sight singing and aural skills necessary for basic musicianship. To be taken concurrently with MT 101. One semester hour credit.

MT 104. SIGHT SINGING AND EAR TRAINING II.
A continuation of MT 103. To be taken concurrently with MT 102. Prerequisite: MT 103 or equivalent. One semester hour credit.

MT 201. ADVANCED HARMONY I.
Advanced studies of harmony in the common practice period. This course includes study of the chromatic vocabulary. Emphasis is placed on learning through composition, analysis, and development of improvisational techniques. Prerequisite: MT 102. Three semester hours credit.

MT 202. ADVANCED HARMONY II.
A continuation of MT 201. The course includes the completion of the chromatic vocabulary. Emphasis is placed on learning through composition, analysis, and development of improvisational techniques. Prerequisite: MT 201. Three semester hours credit.

MT 203. SIGHT SINGING AND EAR TRAINING III.
Advanced studies in sight singing, ear training, and dictation. Prerequisite: MT 104 or equivalent. One semester hour credit.

MT 204. SIGHT SINGING AND EAR TRAINING IV.
A continuation of MT 203. Prerequisite: MT 203 or equivalent. One semester hour credit.

MT 301. FORM AND ANALYSIS.
A study of music form and techniques of analysis. Prerequisite: MT 202. Two semester hours credit.

MT 305. CHORAL ARRANGING.
A practical course in arranging music for various choral groups. Prerequisite: MT 202. Three semester hours credit.

MT 312. COMPOSITION.
Writing for vocal media utilizing small forms. Open by audition only. Prerequisite: MT 202. Three semester hours credit.

MT 405. ORCHESTRATION.
An introduction to writing for orchestral instruments. Techniques for scoring and principles of arranging are studied. Prerequisite: MT 202. Two semester hours credit.

MUSIC: CHURCH

MU 105. THE MINISTRY OF MUSIC.
The role of the music ministry in the total program of the church. Emphasis is given to Biblical foundations for church music, administration of the music ministry, music in worship and evangelism, construction requirements for church music, and staff relationships. Two semester hours credit.

MU 208. CHAPEL PRAISE TEAM.
An auditioned instrumental and vocal ensemble for the specific purpose of providing music for chapel. Open to all students by audition. One semester hour credit.
MU 201. **INTRODUCTION TO CHURCH MUSIC: PHILOSOPHY AND ADMINISTRATION.**
An introduction to the philosophical and administrative issues unique to pre-professional church musicians. Two semester hours credit.

MU 202. **TECHNOLOGY FOR MUSIC MINISTRY.**
A study of the technological skills required for church musicians in Southern Baptist churches. Special attention will be given to audio sound systems, projection systems, both hardware and software, and video and television production. Three semester hours credit.

MU 301. **MUSIC IN WORSHIP.**
A study of the significance of church music in public worship. Emphasis is given to the meaning of worship, Biblical reference to music in worship, early Christian practices, contemporary Christian practices, and planning for worship. Two semester hours credit.

MU 303. **HYMNODY.**
A study of Christian hymnody. Course content includes the historical patterns, the contributions of significant persons, the usage of the hymn in Christian worship, and the hymn literature which furthers the ever increasing stream of Christian song. Prerequisite: Sophomore standing. Two semester hours credit.

MU 309. **RHYTHM SECTION METHODS.**
A course designed to prepare students to play components of a typical rhythm section for contemporary worship music. Students will learn basic skills, play trap set, bass guitar, electric keyboards, and supplementary percussion instruments. Two semester hours credit.

MU 330. **MUSICAL DRAMA.**
Performing and directing large musical genres for church and community. The course is intended for singers and will include stage movement, set design, and construction, make-up, theatrical lighting, acting, and character development. Admission to the class by audition only. Two semester hours credit.

MU 403. **CONTEMPORARY WORSHIP PRACTICES.**
An overview of the resources and trends in evangelical worship in America. Particular attention will be paid to orchestrations, charts, music delivery systems, and technological needs. Two semester hours credit.

MU 405. **MUSIC EDUCATION IN THE CHURCH: PRESCHOOL AND CHILDREN.**
Foundations and philosophy of music ministry in the church. Attention is given to methods and materials for children's choirs and to the effective use of music with children in the total church program. Prerequisite: Junior standing. Two semester hours credit.

MU 406. **MUSIC EDUCATION IN THE CHURCH: YOUTH AND ADULT.**
The role of the music ministry in the total church program. Attention is given to organizations, development, and administration of a church-wide program of ministry through music; methods and materials for worship; and church staff relations. Prerequisite: Junior standing. Two semester hours credit.

MU 407. **USING ORFF AND KODALY IN THE CHURCH.**
A study of the philosophy and methods of Carl Orff and Zoltan Kodaly as they apply to church music education. Emphasis is given to understanding how to play the appropriate instruments, arrange folk songs, fun songs, and hymns for the instruments, and how to teach spiritual concepts through music skills to children. Two semester hours credit.

MU 409. **SONG WRITING AND ARRANGING FOR CONTEMPORARY WORSHIP.**
A course designed to give students experience in writing congregational songs for use in a variety of contemporary worship settings. Students will have experience using a variety of notation and composition programs. Prerequisite: MT 202 or Permission of Professor. One semester hour credit.

MU 414. **MATERIALS AND METHODS FOR AGE GROUP MUSIC MINISTRY.**
Foundations and methods of age group music ministry in the church. Attention is given to methods and materials for fully-graded music ministry age three years through senior adults including small and large-group vocal, choral, and instrumental ensembles. Three semester hours credit.

MU 415. **FIELD EXPERIENCE PRACTICUM.**
A ten week culminating project designed to assist the student in synthesizing and utilizing the skills and concepts acquired in the major. Projects will be designed with the supervising professor. Pre-requisite: Students must have completed at least 15 hours in the concentration. Two semester hours credit.

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**MUSIC: VOICE**

MV 99. **FOUNDATIONS AND PREPARATION FOR VOCAL STUDY.**
A competency-based course to develop the basic skills required for private study in voice. Required of all music majors who do not audition into private study. Equivalent to one semester hour work. No college credit.

MV 101. **ITALIAN DICTION FOR SINGERS.**
A study of Italian diction for singers. The course includes application rules of Italian diction and use of the International Phonetic Alphabet within the context of Italian vocal literature. One semester hour credit.

MV 115. **CLASS VOICE.**
Group voice instruction for music majors who have selected voice as a secondary instrument, music minors, and non-music majors. Prerequisites: MV 99 or audition into the class, MT 100. One semester hour credit.

MV 201. **GERMAN DICTION FOR SINGERS.**
A study of German diction for singers. The course includes application rules of German diction and use of the International Phonetic Alphabet within the context of German vocal literature. One semester hour credit.

MV 202. **DICTION FOR SINGERS.**
An intense study of Italian, German, and English diction rules for singers. Two semester hours credit.

MV 301. **FRENCH DICTION FOR SINGERS.**
A study of French diction for singers. The course includes application rules of French diction and use of the International Phonetic Alphabet within the context of French vocal literature. One semester hour credit.

MV 304. **SACRED SOLO LITERATURE.**
Survey of song literature especially suitable for church use. The course is designed to expand the student’s knowledge of sacred solo repertoire for the voice. Open to all students. One semester hour credit.

MV 410. **ANATOMY AND PHYSIOLOGY OF THE VOCAL MECHANISM.**
A study of the anatomy and physiology of the voice, and the pathophysiology, and psychophysiology of the stress and performance, and the evaluation of vocal abuse and vocal hygiene practices. Three semester hours credit.

MV 411. **VOCAL PEDAGOGY.**
A study and evaluation of vocal methods and teaching techniques for the prospective teacher. The student is given supervised experiences in teaching voice
supplemented by demonstration and discussion in class. Prerequisite: MUS 250V, MV 410. Two semester hours credit.

**MV 412. VOCAL PEDAGOGY PRACTICUM.**
Application of vocal teaching practices and techniques for the prospective voice teacher in class, private, and choral settings. Prerequisites: MV 410, MV 411. Three semester hours credit.

**MV 415. VOCAL PERFORMANCE WORKSHOP.**
A practical study and application of performance skills across various vocal genre. The course will include performance experiences including (but not be limited to) musical theater, opera, song cycles, and contemporary Christian literature and technique. Two semester hours credit.

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**NEW TESTAMENT**

**NT 321. THE LIFE OF JESUS.**
A study of the life and teachings of Jesus from the primary sources. Special emphasis will be given to a harmony of the Gospels and an understanding of Christ's teachings. Prerequisite: BF 103. Three semester hours credit.

**NT 322. THE LIFE OF PAUL.**
A study of the life and teachings of Paul from the primary sources. Special emphasis will be given to a harmony of Acts and Paul's Epistles and an understanding of Paul's teachings. Prerequisite: BF 103. Three semester hours credit.

**NT 331. NEW TESTAMENT THEOLOGY I.**
A study of the theology of the Gospels and Acts. Special attention will be given to Christology, the Kingdom of God, and missions. Prerequisite: Junior standing. Two semester hours credit.

**NT 332. NEW TESTAMENT THEOLOGY II.**
A study of the theology of Paul, the general epistles, and Revelation. Special attention will be given to Christology, ecclesiology, pneumatology, and eschatology. Prerequisite: Junior standing. Two semester hours credit.

**NT 441-458. NEW TESTAMENT BOOK STUDIES.**
Exegetical and analytical studies of specific New Testament books. Attention will be given to each book's background, literary structure, present-day relevance, and to exercising the student's hermeneutical skills. Prerequisites: BI 202 (Biblical Studies majors) and BI 212 (all students). Two or three semester hours credit.

NT 441. Matthew ........................................... 3
NT 442. The Sermon on the Mount ......................... 2
NT 443. Mark ............................................... 3
NT 444. Luke ............................................... 3
NT 445. John ............................................... 3
NT 446. Acts ............................................... 3
NT 447. Romans ............................................ 3
NT 448. I Corinthians ...................................... 3
NT 449. II Corinthians ........................................ 2
NT 450. Galatians .......................................... 2
NT 451. Prison Epistles .................................... 3
NT 452. Pastoral Epistles .................................. 3
NT 453. I and II Thessalonians .......................... 2
NT 454. Hebrews .......................................... 3
NT 455. James .......................................... 2

**NT 456. I and II Peter, Jude ......................... 2
NT 457. I, II, and III John ............................ 2
NT 458. Revelation ...................................... 3**

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**OLD TESTAMENT**

**OT 301. THE DOCTRINE OF CREATION.**
A survey of the major theories of creation and an examination of how each theory attempts to reconcile science and Scripture. Prerequisites: BI 101 and Sophomore standing. Three semester hours credit.

**OT 331. OLD TESTAMENT THEOLOGY.**
A study of Old Testament revelation concerning the doctrines of God, mankind, election, covenant, sin, and redemption. Each doctrine is examined from historical and exegetical viewpoints, especially in regard to fulfillment. Prerequisite: BI 212. Two semester hours credit.

**OT 332. OLD TESTAMENT PROPHECY.**
A study of selected Old Testament prophesies concerning last things. Prophecies concerning the Messiah, the kingdom of God, the future of Israel, and the new heaven and earth are examined from historical and exegetical viewpoints, especially in regard to fulfillment. Prerequisite: BI 212. Two semester hours credit.

**OT 441-471. OLD TESTAMENT BOOK STUDIES.**
Exegetical and analytical studies of specific Old Testament books. Attention will be given to each book's background, literary structure, present-day relevance, and to exercising the student's hermeneutical skills. Prerequisites: BI 212 strongly advised. Two semester hours credit.

OT 441. Genesis ........................................ 2
OT 442. Exodus .......................................... 2
OT 443. Leviticus ......................................... 2
OT 444. Numbers .......................................... 2
OT 445. Deuteronomy ..................................... 2
OT 450. Job ................................................. 2
OT 451. Psalms ............................................ 2
OT 456. Isaiah ............................................ 2
OT 457. Jeremiah .......................................... 2
OT 458. Ezekiel ........................................... 2
OT 459. Daniel ............................................ 2
OT 470. Hosea to Malachi ................................ 2
OT 471. Nahum to Malachi ............................ 2

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**PASTORAL MINISTRY**

**PM 200. MINISTERIAL ETHICS.**
A study of the biblical image of the minister and the personal ethical issues confronting the contemporary minister. The student will be equipped with a biblically based ministerial ethic that will serve as a foundation for competent ministry in a contemporary setting. The student will develop a personal ethic as a minister as well as developing an ethic that informs his ministry perspectives. Two semester hours credit.

**PM 204. MARRIED PARTNERS IN CHURCH MINISTRY.**
A study of ministers' spouses as church leaders and role models. Practical concerns such as church expectations, time management, role responsibilities and rewards are considered. One semester hour credit.

**PM 210. INTRODUCTION TO PASTORAL MINISTRY.**
A study of the pastor's call and role. Focus is made upon the biblical basis of the pastor's call and the biblical description of his work. Attention is given
also to pastoral ethics, parliamentary procedure, and supervision of staff and volunteers. Two semester hours credit.

PM 211. PASTORAL LEADERSHIP.
A study of leadership principles and practices for pastoral ministry. Focus is made upon the basic principles of pastoral leadership and practices in worship leadership, including the administration of The Lord’s Supper and baptism, as well as officiating at weddings and funerals. Attention is given also to pastoral care and church business management. Two semester hours credit.

PM 212. CHRISTIAN MONEY MANAGEMENT.
Personal money management for the ministering family. Biblical principles for earning, giving, spending, saving, and investing are presented. There will be special emphasis on giving, personal credit, debt, insurance, taxes, and retirement. One semester hour credit.

PM 330. CORRECTIONAL CHAPLAINCY.
A theoretical and experiential introduction to the field of correctional chaplaincy. Consideration will be given to the important elements of a theology of correctional ministry including the theological, sociological, and ministerial perspectives on the pastoral needs of the inmate officer. Emphasis will be given to exploring critical topics in correctional chaplaincy including its historical roots, prison culture, inmate manipulation, ethics of punishment, restorative justice, and alternatives in correctional programs. This course will meet and exceed the requirements for volunteers with the Florida Department of Corrections. Two semester hours credit.

PM 335. TEACHING THE BIBLE TO THE INCARCERATED.
A course designed for the development of Bible teachers among non-certified correctional staff or volunteers by assisting them in preparing and conducting effective Bible studies resulting in the strengthening of the church behind the walls. Two semester hours credit.

PM 420. PASTORAL MINISTRY INTERNSHIP.
A one or two semester or summer internship directed by the college providing on-site pastoral ministry experience in the local church setting. The student is to consult with the professor in regard to approval of an appropriate pastoral ministry work assignment. Supervision will include the oversight of the professor as well as an appropriate field supervisor. The emphasis of the internship will be practical pastoral ministry experience through supervised local church ministry. Prerequisites: Junior standing, PM 210, PM 211, PR 220, and PR 230. Three semester hours credit.

PM 421. PASTORAL MINISTRY INTERNSHIP.
A one semester or summer internship directed by the college providing on-site pastoral ministry experience in the local church setting. The student is to consult with the professor in regard to approval of an appropriate pastoral ministry work assignment. Supervision will include the oversight of the professor as well as an appropriate field supervisor. The emphasis of the internship will be practical pastoral ministry experience through supervised local church ministry. Prerequisites: Junior standing, PM 210, PM 211, PR 220, and PR 230. Six semester hours credit.

PHILOSOPHY

PHI 101. INTRODUCTION TO CHRISTIAN WORLDVIEW.
An introduction to the nature, definition, and importance of the Christian worldview as contrasted to alternate worldviews. This course will examine the process of evaluating contemporary issues by means of a biblical worldview. Three semester hours credit.

PHI 301. PROBLEMS IN PHILOSOPHY.
The problems of knowledge and reality from a Christian perspective. Basic categories of thought are studied so that students can better understand their own era, evaluate worldviews and focus on the development of Christian worldview, especially as the presuppositions of science relate to the Christian faith. Prerequisite: Sophomore standing. Three semester hours credit.

PHI 402. CONTEMPORARY ETHICAL ISSUES.
A study of contemporary ethical issues from a Christian perspective. After a brief analysis of ethical theory, the course deals with ethical issues important to the church and individual. Two semester hours credit.

PORTUGUESE

POR 151. INTRODUCTION TO PORTUGUESE.
A study of the essentials of the Portuguese language spoken in Brazil with emphasis on oral expression. Students will be involved in learning Portuguese on an introductory level and in learning how the language is used in the Brazilian culture. Open to all students. Three semester hours credit.

PREACHING

PR 220. PREPARING EXPOSITORY SERMONS.
Sermon foundations and construction. Attention is given to the preparation of expository sermons with emphasis given to textual exegesis and the sermon plan. Prerequisite: BI 212. Three semester hours credit.

PR 230. PREACHING PRACTICUM.
Art and practice of sermon delivery. Methods of sermon delivery are studied, and practice of sermon delivery is undertaken with analytical evaluation of student preaching. Prerequisites: SP 201, BI 212, and PR 220. Three semester hours credit.

PR 320. CONTEMPORARY BIBLE EXPOSITION.
A study of both the theory and practice of expository preaching in today’s church. Attention is given to an approach to planning a program of expository preaching. Emphasis is given to relevance in the sermon, the use of media in preaching, and contemporary communication theory. Prerequisites: BI 212, PR 220, and PR 230. Two semester hours credit.

PR 321. PREACHING FROM THE GOSPELS.
A study of preaching approaches to the various themes and emphases of the gospels. Attention is given to the development of sermons related to the life of Jesus, His teachings, miracle passages, and parables. Prerequisites: SP 201, BI 212, PR 220, and PR 230. Two semester hours credit.

PR 322. PREACHING FROM HISTORICAL-NARRATIVE LITERATURE.
A study of preaching approaches to the historical and narrative books of the Bible. Emphasis is given to the development of sermons that reflect the structure of narrative literature and the development of biographical sermons. Prerequisites: SP 201, BI 212, PR 220, and PR 230. Two semester hours credit.

PR 323. PREACHING FROM POETIC-WISDOM LITERATURE.
A study of preaching approaches to the poetic and wisdom portions of the Bible. The course focuses upon the development of sermons that reflect the nuances
of poetic and wisdom literature. Attention is given to the interpretative task as well as the homiletical approach to the genres. Prerequisites: SP 201, BI 212, PR 220, and PR 230. Two semester hours credit.

PR 324. PREACHING FROM THE PROPHETS.
A study of preaching approaches to the Old Testament books of prophecy. The course focuses upon the accurate interpretation and application of prophetic literature. Attention is given to the development of sermons from selected passages containing prophetic material. Prerequisites: SP 201, BI 212, PR 220, and PR 230. Two semester hours credit.

PR 399. ADVANCED HOMILETICAL THEORY AND PRACTICE.
A study of advanced homiletical theory and practice. The course focuses upon the study of various aspects of advanced homiletical theory and practice in a national preaching conference setting. Students participate in conference plenary and break-out sessions led by prominent homileticians and practitioners. The course has limited participation, beginning with graduating seniors. Two semester hours credit.

PR 401. WORSHIP.
An introduction to the theology and practice of worship. The course is designed to help the church leader understand, plan, and lead in programs of worship. Prerequisite: Junior standing. Two semester hours credit.

PR 420. PREACHING INTERNSHIP.
A one semester or summer internship directed by the college providing on-site preaching ministry experience in the local church setting. The student is to consult with the professor in regard to approval of an appropriate preaching ministry work assignment. Supervision will include the oversight of the professor as well as an appropriate field supervisor. The emphasis of the internship will be practical preaching experience through supervised local church ministry. Prerequisites: Junior standing, PR 220, PR 230, PR 320, PR 399, and PR 401. Three semester hours credit.

PR 421. PREACHING INTERNSHIP.
A one semester or summer internship directed by the college providing on-site preaching ministry experience in the local church setting. The student is to consult with the professor in regard to approval of an appropriate preaching ministry work assignment. Supervision will include the oversight of the professor as well as an appropriate field supervisor. The emphasis of the internship will be practical preaching experience through supervised local church ministry. Prerequisites: Junior standing, PR 220, PR 230, PR 320, PR 399, and PR 401. Six semester hours credit.

PSY 201. GENERAL PSYCHOLOGY.
A basic study of human behavior, personality, and personal adjustment. This course includes a study of perception, learning, and motivation. Three semester hours credit.

PSY 300. THE CHRISTIAN MARRIAGE.
A study of the precepts and principles of the biblically-centered Christian marriage. Marital communication, husbands’ and wives’ roles, sexuality, home finance, and a mature view of love are included. Prerequisite: Sophomore standing. Two semester hours credit.

PSY 302. PSYCHOLOGY OF PARENTING.
A study of the principles and techniques of Christian parenting. Topics include methods of discipline and control, building a healthy view of self, preparation for life decisions, and home discipleship. Prerequisite: Sophomore standing. Two semester hours credit.

PSY 303. PREMARITAL AND MARITAL COUNSELING.
The place of Christian psychology in courtship, mate selection, and marriage and family counseling. Personality adjustments in marriage are also stressed. Prerequisite: PSY 201 and Sophomore standing. Two semester hours credit.

PSY 307. DEVELOPMENTAL PSYCHOLOGY.
A study of the development of an individual from conception through adulthood. Developmental task characteristics and basic needs of each age are studied. Prerequisite: PSY 201 and Sophomore standing. Three semester hours credit.

PSY 309. ADOLESCENT DEVELOPMENT.
A study of the physiological, moral, cognitive, and socio-cultural factors in adolescent growth and development. Applications to youth ministry are also emphasized. Prerequisites: PSY 201 and Sophomore standing. Three semester hours credit.

PSY 310. THE PSYCHOLOGY OF LEARNING AND TEACHING.
The course will include an overview of the major current and historical theories of learning with an emphasis on psycho-social development, educational design, and tests and measurements. Attention will be given to the application of these theories in classroom instruction. Prerequisites: PSY 201 and sophomore standing; completion of PSY 307 is strongly recommended. Three semester hours credit.

PSY 311. TOPICS IN THERAPEUTIC METHOD AND TECHNIQUE.
A study of contemporary methods and techniques in therapy utilizing the presenters and programs of the World Convention of the American Association of Christian Counselors. Networking with the professional world and becoming aware of its literature will also be emphasized. Two semester hours credit.

PSY 320. COUNSELING YOUTH AND THEIR PARENTS.
A study of abnormal adolescent behavior and the processes needed to aid in recovery. Receiving focus will be current youth issues such as substance abuse, gang behavior, and youth suicide. In addition, utilization of the parents and family in youth treatment will receive attention. Prerequisites: PSY 201 and Sophomore standing. Two semester hours credit.

PSY 330. MARRIAGE AND FAMILY-LIFE EDUCATION.
A study of the processes, materials, and programs available for a thorough marriage and family discipleship program. Evangelism through families and family ministries, family and marital stage programming,
and creative formulation of enrichment events will receive emphasis. Prerequisite: Completion of CE 202 suggested. Two semester hours credit.

**PSY 340. THEORIES OF COUNSELING.**
A study of traditional and contemporary paradigms of psychotherapy for individuals, marriages and families. Bible-centered therapy, grief therapies, systems therapies, cognitive therapies, and communication therapies are included. A Christocentric evaluation of all therapies is emphasized. Prerequisites: PSY 201 and Sophomore standing. Two semester hours credit.

**PSY 370. MENTAL DISORDERS AND THEIR TREATMENTS.**
Introductory studies in human mental-emotional symptoms and their treatments. The taxonomy of disorders as proposed by the Diagnostic and Statistical Manual of Mental Disorders is emphasized. Prerequisites: PSY 201 and Junior standing. Three semester hours credit.

**PSY 380. TESTS AND MEASUREMENT.**
An introductory study of the design and clinical application of psychometric measures. A focus on initial skills in administration, scoring, and analysis of major psychological tests is included. Prerequisite: Junior standing; successful completion of STA 300 is strongly suggested. Three semester hours credit.

**PSY 390. INTRODUCTION TO PSYCHOTHERAPY.**
An introductory study of the processes and skills of individual and group counseling. Biblical disciplines and an eclectic approach to theory and technique are emphasized. Prerequisites: PSY 201 and Junior standing. Three semester hours credit.

**PSY 400. EXPERIMENTAL PSYCHOLOGY.**
A study of the philosophy, types, methods, and skills of psychological research. The experimental method and article analysis is emphasized. Prerequisites: PSY 201 and Junior standing. Three semester hours credit.

**PSY 402. THE ART OF COUNSELING.**
A study of the principles and techniques of counseling with special attention given to person-centered counseling. Practical work and reading comprise the course. Prerequisites: PSY 201 and Junior standing. Three semester hours credit.

**PSY 403. PASTORAL COUNSELING.**
An introductory study of the concepts, processes and skills of ministerial therapy. Biblical foundations and the use of the gifts of the church are emphasized. Prerequisites: PSY 201 and Junior standing. Three semester hours credit.

**PSY 430. CASE MANAGEMENT.**
An introductory study of the management of psychotherapeutic client care including the intake process, diagnostic strategies, case formulation, and treatment selection. Criteria from the Diagnostic and Statistical Manual for Mental Disorders and the use of data management systems are emphasized. Prerequisites: PSY 370, PSY 380, and Senior standing. Three semester hours credit.

**PSY 440. COUNSELING PRACTICUM.**
An introductory client-contact seminar and practicum. The principles of client interaction, counselor development, case presentation, and peer case review are included in the seminar. The practicum will involve individual and group encounters and will require the student to individually schedule additional hours per week at an off-campus site. Prerequisite: Senior standing. Four semester hours credit.

**PSY 490. SENIOR RESEARCH PROJECT.**
An intensive study of the principles and process of psychological research. This course assists the student to develop, write, and present a major scholarly research document. Prerequisite: Senior standing. Three semester hours credit.

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**SCIENCE**

**SCI 201. INTRODUCTION TO BIOLOGICAL SCIENCE.**
A study of the concepts and methods of investigating human biological and physiological phenomena. Special emphasis is placed on the importance of the role played by genetics, theories of human development, and change. Three semester hours credit.

**SCI 202. INTRODUCTION TO EARTH SCIENCE.**
An elementary study of geology, physical geography, and meteorology. Demonstration and practical applications are emphasized. Three semester hours credit.

**SCI 203. PHYSICAL SCIENCE.**
A study of matter, energy, mechanics, heat, sound, light, magnetism, and electricity. Two hours of lecture and one hour of lab weekly. Three semester hours credit.

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**SIGN LANGUAGE**

**SL 101. ELEMENTARY SIGN LANGUAGE.**
A basic course designed to teach basic signs, introductory finger spelling, and aspects of the culture of the deaf. Both expressive and receptive skills are taught. One semester hour credit.

**SL 102. INTERMEDIATE SIGN LANGUAGE.**
A course designed to develop vocabulary and to teach the technicalities of signing. The study strengthens overall communication skills with the deaf. Prerequisite: SL 101. One semester hour credit.

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**SOCIOLGY**

**SOC 201. INTRODUCTION TO SOCIOLOGY.**
An analysis of the origin, development, function, and interaction of social groups and institutions. Three semester hours credit.

**SOC 205. LITERACY WORKSHOP.**
A study designed to train individuals to teach non-readers to read. Materials and format are those used by the North American Mission Board in its literacy work. The North American Mission Board presents a Literacy Missions Award to those attending all sessions of the workshop. One semester hour credit.

**SOC 206. TESL WORKSHOP.**
A study designed to train individuals to teach English as a Second Language (TESL). The materials and format are those used by the North American Mission Board in its literacy work. The TESL Training Award from the North American Mission Board is presented to those attending all sessions of the workshop. One semester hour credit.

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**SPANISH**

**SPN 151. CONVERSATIONAL SPANISH.**
A study of the essentials of Spanish with emphasis on oral expression. Open to students who enter college without any high school Spanish. Three semester hours credit.

**SPN 152. ELEMENTARY SPANISH.**
A continuation of SPN 151 with emphasis on both oral and written expression. Prerequisite: SPN 151 or permission of the instructor. Three semester hours credit.
STUDENT MINISTRY

STM 310. BASIC MINISTRY TO STUDENTS.
A study of understanding ministry to today’s teenagers. Included are the characteristics, interests, and needs of students as well as the methods and techniques of how to meet those needs. Philosophies of ministry, programming alternatives, and methods of program delivery are also studied. Prerequisite: Sophomore standing. Three semester hours credit.

STM 313. STUDENT MINISTER AS A LEADER.
A study of the student minister as a leader. The course focuses on the development of a biblical philosophy of student ministry leadership and student ministry toward teenagers, their parents, and volunteers. Various approaches to a biblical philosophy of student ministry leadership will be studied. The importance of the development, presentation, and implementation of vision is also emphasized. Three semester hours credit.

STM 320. EVANGELISM AND DISCIPLESHIP IN TODAY’S STUDENT CULTURE.
A study of effective methods and principles associated with evangelizing and discipling today’s teenagers. This course will explore the effects postmodern culture has upon the beliefs of today’s teenagers and how to minister efficiently to them. Topics to be discussed in class will include religious beliefs of today’s teenagers, value systems, sexual patterns, and cultural issues. Prerequisite: Sophomore standing. Three semester hours credit.

STM 420. STUDENT MINISTRY INTERNSHIP.
An internship directed by the college providing on-site student ministry experience. The student is required to submit to the Christian Education program director for approval an appropriate student ministry work assignment. Supervision will include an on-campus director and an appropriate field supervisor under the commission of the cooperating student ministry agency. The emphasis of this internship will be practical experience through supervised, on-site student ministry work. Prerequisite: Junior standing. The student will meet with the LA/CE program coordinator for the purpose of evaluating and readiness of the student to engage in field study through the internship. An appropriate number of courses must have been completed by the student prior to approval for internship. Students will not be allowed to do their internship in positions where they are currently employed unless approved by the program coordinator. Three semester hours credit.

SUPERVISED MINISTRIES

SM 101, 102.
SUPERVISED MINISTRIES: IN-SERVICE GUIDANCE.
Professional growth experiences under supervised conditions. Students take part in actual church or related leadership experiences under competent supervisors who assist the students in assessing and improving service, self-awareness, leadership style, and competency in ministry. Each student spends a minimum of one hour each week in a classroom experience with the instructor. Must be repeated in the immediately subsequent fall or spring semester only. One semester hour credit.

SUPERVISED MINISTRY: CHURCH STARTING INTERNSHIP.
An internship directed by the college, providing on-site experience in starting new churches in cooperation with the North American Mission Board, Florida Baptist Convention, and field personnel. The internship is an on-going experience extending leadership to the new church after it has begun. Admission is by invitation. Prerequisite: MI 311. One semester hour credit.

SM 401.
SUPERVISED MINISTRY: PRISON CHAPLAINCY INTERNSHIP.
An internship approved by the college, providing on-site experience for students working as prison chaplains under the supervision of professional chaplains. Ten weeks, normally during the summer. Prerequisite: Junior standing. Six semester hours credit.
THEOLOGY

TH 301. CHRISTIAN DOCTRINE I.
A study of Christian doctrine from a biblical, historical, and systematic perspective. After a brief overview of historical theology, the course deals with the doctrines of revelation, God, anthropology and sin. Prerequisite: Sophomore standing. Three semester hours credit.

TH 302. CHRISTIAN DOCTRINE II.
A continuation of TH 301. The course deals with the doctrines of the person and work of Christ, the Holy Spirit, salvation, the church, and end-times. Prerequisite: Sophomore standing. Three semester hours credit.

TH 305. THE DOCTRINE OF THE CROSS.
An analysis of the New Testament doctrine of the atonement. The study emphasizes both the unity and variety of the images describing this crucial doctrine of the Christian faith. Prerequisite: Sophomore standing. Two semester hours credit.

TH 307. THE DOCTRINE OF THE HOLY SPIRIT.
A survey of the biblical teachings of the Holy Spirit. Special attention is given to the theological significance of glossolalia. Prerequisite: Sophomore standing. Two semester hours credit.

TH 308. CONTEMPORARY EVANGELICAL THEOLOGY.
Looks at the roots of fundamentalism, neo-orthodoxy, theology of hope, and the three main expressions of liberation theology. An attempt is made to assess the impact the resulting controversies have had on current denominational structures. Prerequisite: Sophomore standing. Two semester hours credit.

TH 309. DOCTRINE OF THE END TIMES.
A study of the events of the last days. Attention is focused on views of the resurrection of the body, the intermediate state, heaven and hell, and the millennial issues. Prerequisite: Sophomore standing. Two semester hours credit.

TH 310. THE THOUGHT OF C. S. LEWIS.
A study of the theological and philosophical thought of C. S. Lewis. The course will assess the role of C.S. Lewis in constructing a viable and consistent approach to apologetics. Prerequisite: Sophomore standing. Two semester hours credit.

TH 312. HISTORY AND THEOLOGY OF THE REFORMATION.
A study of the historical background and theological distinctives of the sixteenth century reformed movement. The course focuses on the contributions of the magisterial and radical reformers as well as their immediate successors. The course emphasizes the study and analysis of selected primary sources. Prerequisite: Sophomore standing. Two semester hours credit.

TH 313. HISTORICAL THEOLOGY.
A survey of the history of Christian doctrine. The course highlights key thinkers and movements in the patristic, medieval, Reformation and modern eras. Prerequisite: Sophomore standing. Three semester hours credit.

TH 401. THE DOCTRINE OF GOD.
A study of the Trinitarian God. The class focuses on the attributes of God, God’s relation to creation, and contemporary issues. Prerequisites: Junior standing. Two semester hours credit.

TH 403. APOLOGETICS.
An introduction to apologetics. The course covers such topics as the existence of God, the problem of evil, confirmation of Scripture, the deity/resurrection of Jesus, and a critique of Darwinism. Prerequisites: Junior standing. Two semester hours credit.

TH 404. HISTORY OF SOUTHERN BAPTIST THEOLOGY.
The story of the rise and development of the main features of Southern Baptist theology. Using the Charleston Confession of Faith as a reference point, doctrinal emphases are studied as they are reflected in the various confessions of faith, the minutes of churches, associations and conventions, and other writings. The study culminates in an analysis of contemporary issues. Prerequisites: HI 305 and Junior standing. Two semester hours credit.

WOMEN’S STUDIES

WS 201. PERSPECTIVES ON WOMEN’S STUDIES AND MINISTRY.
A study of various perspectives on the role of women in an attempt to establish a foundation for women’s studies and women’s ministry. The course will include a study of women in the Scriptures, a survey of theological perspectives and issues about women, and a review of the role and contributions of women in Christian history, the church, and society. Two semester hours credit.

WS 301. MINISTRY SKILLS FOR WOMEN.
A study of basic ministry skills that are unique to women. The course explores such ministry skills as personal development, personal evangelism, discipling/mentoring, church staff relations, and crisis ministry. Prerequisites: WS 201 and Sophomore standing. Two semester hours credit.

WS 302. DEVELOPING AND LEADING A WOMEN’S MINISTRY IN A LOCAL CHURCH.
A study of developing and leading a women’s ministry in a local church setting. Students will explore such topics as developing the vision for women’s ministry, organization of a ministry to women, acquiring, mentoring, and equipping leaders for such ministry, ongoing administration, and the planning of special events. Prerequisites: WS 201 and Sophomore standing. Two semester hours credit.

WS 303. THEOLOGICAL PUBLIC SPEECH FOR WOMEN.
A study of the development and delivery of public addresses of a theological nature. The course will cover the issues of biblical exegesis and interpretation as well as the topics of the preparation and oral communication of theological speeches. The course will include an in-class practicum. Prerequisites: WS 201 and Sophomore standing. Two semester hours credit.

WS 304. BIBLICAL LEADERSHIP IN WOMEN’S MINISTRY.
A study of biblical leadership as a standard for leading a Women’s Ministry in the local church. The course explores leadership skills of biblical leaders (including female leaders): their styles, personalities, weaknesses and strengths, what led them to positions in leadership and their contributions to the Kingdom through leadership. As each biblical leader is examined, the following areas will be considered in relationship to the individual leaders: effective communication, conflict resolution, personality interactions, administration and organization skills, and time management. Two semester hours credit.
Board of Trustees

The college is administered by a twenty-five member board of trustees elected by the Florida Baptist State Convention for terms of three years with rotating terms assuring continuity of service. The trustees convene three times each year: in the spring, prior to, and following the meeting of the Florida Baptist State Convention. The actual operation of the school is in the hands of the president who manages its affairs within the framework of the policies established by the trustees.

Officers of the Board

Chairman: Dr. Howard Gates ....................... Ft. Walton Beach, Florida
Vice Chairman: Dr. Tracy Clemmons ............. Marianna, Florida
Recording Secretary: Mr. Luther Beauchamp .... Chiefland, Florida

Ex-Officio Members

Dr. John P. Sullivan ......................... Executive Director-Treasurer
Florida Baptist Convention
Dr. Thomas A. Kinchen ....................... President
The Baptist College of Florida
Dr. John Cross .......................... President
Florida Baptist State Convention

Terms Expiring in 2010

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Dr. Wayne Briant ......................... Sarasota, Florida
Mr. John Burley ....................... Live Oak, Florida
Dr. Bill Faulkner ....................... Orlando, Florida
Dr. Howard Gates ....................... Ft. Walton Beach, Florida
Rev. Ron Moore ....................... St. Augustine, Florida
Dr. Jerry Oswalt ....................... Graceville, Florida
Dr. Susan Wegmann ................... Okeechobee, Florida
Dr. Mike Wiggins ..................... Milton, Florida

Terms Expiring in 2011

Rev. Doyle Bell ....................... Tallahassee, Florida
Dr. Craig Connor ....................... Panama City, Florida
Mrs. Elizabeth Davis ....... Perry, Florida
Mr. Charles Grimsley ........ Zolfo Springs, Florida
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Dr. Don Minshew ..................... Wellborn, Florida
Mr. Dale Rice ....................... Crestview, Florida

Terms Expiring in 2012

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Dr. Gary Johnson ....................... Tallahassee, Florida
Rev. Don McLaughlin .......... Tallahassee, Florida
Mr. Doug Nellums ................. Cantonment, Florida
Dr. Richard Reichert ............. Lake City, Florida
Mr. Larry Taylor .................. Leesburg, Florida
Mrs. Ginny Whitten ............... Odessa, Florida

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President
Thomas A. Kinchen ....................... President
Georgia Southern College, B.A.; University of Georgia, M.Ed.;
New Orleans Baptist Theological Seminary, M.Div., Ph.D.

Administrative Officers

R. C. Hammack ................. Senior Vice President
Louisiana College, B.A.; Northwestern State University, M.A.;
Florida State University, M.A.; Tulane University, Ph.D.
Charles R. Parker ........ Vice President for Development
Mercer University, B.A.; New Orleans Theological Seminary,
M.Div.; Troy University, M.S.; Thomas University, M.B.A.

Administrative Staff

David Coggins ..................... Director of Distance Learning
The Baptist College of Florida, Th.B.; New Orleans Baptist
Theological Seminary, M.Div.; Southern Baptist Theological
Seminary, Ed.D.
Polly K. Floyd ..................... Business Office Manager
William H. Floyd .................. Development
Valdosta State University, B.A.; New Orleans Baptist Theological
Seminary, M.C.M.; Andersonville Baptist Seminary, Th.D.
Christopher B. King .................. Comptroller
Troy University, B.S., M.B.A.
Stephanie W. Orr ..................... Registrar
Angela W. Rathel .................. Director of Financial Aid
Okaloosa-Walton Community College, A.A.
Roger Richards .................. Director of Student Services
Samford University, B.A.; New Orleans Baptist
Theological Seminary, M.R.E., M.Div.; Reformed Theological Seminary,
D.Min.; Florida State University, Ph.D.
Sandra K. Richards .................. Director of Marketing
Wayland Baptist University, B.S.; Troy University, M.S.; Michigan
State University, M.S.
John E. Shaffett ..................... Director of Library Services
Southeastern Louisiana University, B.A., M.A., M.L.S.

Faculty

Marvin J. Albin (2010) .................. Chair of Business Division/
Professor of Business
Mississippi State University, B.S., M.B.A.; University of Houston,
Ph.D.

Ronald W. Branning (2001) .... Associate Professor of Music
Troy University, B.M. Ed., M.M. Ed.

Cathy Bugg (2001) ............ Instructor of Information Technology
Troy University, B.S.; University of Maryland University College,
M.S.

J. Michael Burns (1979) ....... Professor of Psychology and Counseling
University of Houston, B.S.; Southwestern Baptist Theological
Seminary, M.R.E., Ph.D.

David Coggins (2002) ............ Assistant Professor of Leadership
and Christian Education
The Baptist College of Florida, Th.B.; New Orleans Baptist
Theological Seminary, M.Div.; Southern Baptist Theological
Seminary, Ed.D.

Buford E. Cox (1992) ............ Associate Professor of Piano
Shorter College, B.M.; Southern Baptist Theological Seminary,
M.C.M.; Auburn University, Ph.D.
Geraldine DeFelix (2009) ......................Director of Writing Center
Chipola Junior College, A.A.; University of West Florida, B.A.;
Troy State University, M.S.

Richard Elligson (2007) ............ Assistant Professor of Missions
Towson State University, B.S.; Mid-America Baptist Theological
Seminary, M.Div., Ph.D.

Jonathan Erp (2007) ..................... Guitar
University of Southern Mississippi, B.M., M.M.

Christopher Fouche (2009) ............Christian Studies (Orlando)
Florida State University, B.S.; Gordon-Conwell Theological
Seminary, M.Div.

Travis R. Freeman (1998) ............. Associate Professor of Old Testament
Ouachita Baptist University, B.A.; Southwestern Baptist
Theological Seminary, M.Div., Ph.D.

Angela E. Glover (1989) ............... Associate Professor of Piano
Peabody Conservatory of John Hopkins University, B.M.; Florida
State University, M.M., D.M.

R.C. Hammad (1978) ................. Senior Vice President and
Professor of History
Louisiana College, B.A.; Florida State University, M.A.;
Northwestern State University, M.A.; Tulane University, Ph.D.

Robin Jumper (1995) ..................... Dean of Faculty;
Professor of Evangelism and Missions;
Chair of the Theology Division
Mississippi College, B.A.; New Orleans Baptist Theological
Seminary, M.Div., Ph.D.

Donna Kincaid (2008) .................... Chair of Teacher Education Division
Professor of Elementary Education
Southern IL University, B.S.; Texas A&M University, M.S.; Texas
A&M University, Ed.D.

Thomas A. Kinchen (1990) .......... President and Professor of Leadership
Georgia Southern College, B.A.; University of Georgia, M.Ed.;
New Orleans Baptist Theological Seminary, M.Div., Ph.D.

Mark T. Long (2002) ..................... Assistant Professor of New Testament
and Greek
Mississippi College, B.A.; New Orleans Baptist Theological
Seminary, M.Div., Ph.D.

James O. Newell (2005) ............... Associate Professor of Old Testament
and Hebrew
William Carey College, B.A.; New Orleans Baptist Theological
Seminary, M.Div., Th.D.

Cecilia L. Raley (2003) ............... Assistant Professor of Christian Counseling
University of Montevallo, B.S.; Troy University, M.S.

Mark A. Rathel (1998) ................. Associate Professor of Theology
and Philosophy
William Carey College, B.A.; Biola University, M.A.; New Orleans
Baptist Theological Seminary, M.Div., Ph.D.

Roger Richards (2007) ............... Chair of General Education Division;
Assistant Professor of History and Christian Studies
Samford University, B.A.; New Orleans Baptist Theological
Seminary, M.R.E., M.Div.; Reformed Theological Seminary,
D.Min.; Florida State University, Ph.D.

Geoffrey Reiter (2010) ................. Assistant Professor of English
Nyack College, B.A.; Gordon-Conwell Theological Seminary,
M.A.; Baylor University, Ph.D. Candidate

Edwin E. Scott (2006) ............... Associate Professor of Christian Studies
Baptist Bible College, B.A.; New Orleans Baptist Theological
Seminary, M.Div., Th.D.

Philip Shutt (2010) ..................... Assistant Professor of Mathematics
The Baptist College of Florida, B.A.; New Orleans Baptist
Theological Seminary, M.Div.; Troy University, M.S.

ADJUNCT FACULTY

Christopher Aiken ..................... Biblical Studies (Pensacola)
North Greenville University, B.A.; Mid-America Baptist
Theological Seminary, M.Div.

Marcus Allen ......................... Ministry Studies (Director of Jacksonville Site)
University of North Florida, B.A.; Southeastern Baptist
Theological Seminary, M.Div.

Delane Bolard ......................... Elementary Education
Troy State University, B.S., M.Ed.

Christopher Bonts ..................... Evangelism
The Baptist College of Florida, B.A.; Southern Baptist Theological
Seminary, M.Div.; Ph.D.

Karen Bouton .......................... Music Education
University of Alabama, B.M.; Troy University, M.S. Ed.

Charles Boyd .......................... Student Ministry (Orlando)
William Carey College, B.S.; New Orleans Baptist Theological
Seminary, M.A.

Gregory Brooks ....................... Ministry Studies (Orlando)
John B. Stetson University, B.A.; The Southern Baptist Theological
Seminary, M.Div.; The Southern Baptist Theological Seminary,
Th.M.; The Southern Baptist Theological Seminary, Ph.D.

Ron Burks ............................. Biblical Studies (Orlando)
Ouachita Baptist University, B.A.; Southwestern Baptist
Theological University, M.Div., D.Min.

Joe Butler ............................. Biblical Studies (Jacksonville)
William Carey College, B.A.; New Orleans Baptist Theological
Seminary, M.Div.

Joel R. Breidenbaugh .................. Ministry Studies (Online and Orlando)
The Baptist College of Florida, B.A.; Southern Baptist Theological
Seminary, M.Div., Ph.D.

Earl Carroll ........................... English
Florida State University, B.S., M.S., Ph.D.

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Western Michigan University, B.A.; Rollins College, M.B.A.;
Walden University, Ph.D.

Robert Chambless, Jr .................. Science
Enterprise State Junior College, A.S.; Auburn University, B.S.;
Troy State University, M.S.

James Collins ......................... Ministry Studies (Orlando)
Union University, B.A.; Southwestern Baptist Theological
Seminary, M.Div.

Mark Creech ......................... Ministry Studies (Orlando)
University of Central Florida, B.S.; Southwestern Baptist
Theological Seminary, M.Div.; New Orleans Baptist Theological
Seminary, D.Min.

Larry Dick ............................. Biblical Studies (Pensacola)
Trinity Evangelical Divinity School, M.Div.

Aaron Dickinson ..................... Student Ministry
East Texas Baptist University, B.M.; New Orleans Baptist
Theological Seminary, M.A.

John DuBois ......................... Christian Education (Pensacola)
University of South Florida, B.S.; Southwestern Baptist
Theological Seminary, M.A.

Jason Dukes ........................... Biblical Studies (Orlando)
Union University, B.A.; New Orleans Baptist Theological Seminary,
M.A.; Liberty Baptist Theological Seminary, M.Div.

Jimmy Dukes ........................... New Testament
Delta State University, B.A.; New Orleans Baptist Theological
Seminary, M.Div., Th.D.

Christopher Eppling .................. Philosophy (Jacksonville)
Carson-Newman College, B.A.; Southeast Baptist Theological
Seminary, M.Div., M.Th.

Eric R. Erskine ....................... Pastoral Ministries
Trinity College of Florida, B.A.; Dallas Theological Seminary,
Th.M.; Southern Baptist Theological Seminary, Ed.D.

Gary Fangmann ....................... Leadership/Christian Education
Pastoral Ministry (Online)
Southwest Baptist University, B.A.; Southwestern Baptist
Theological Seminary, M.A.R.E.; Southern Baptist Theological
Seminary, Ed.D.

Linda Gail Floyd ..................... Teacher Education
Valdosta State University, B.S., M. Ed., Ed. S.

Kristy Ford ........................... Teacher Education
Bryan College, B.A.; Georgia State University, M.S.
Suzanne Gilbert ........................................ Psychology/Counseling
The Baptist College of Florida, B.A.; Troy University-Dothan,
M.S.

Michael Graham .............................. Biblical Studies (Orlando)
Liberty University B.S.; Liberty Baptist Theological Seminary,
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Caron B. Harris ..............................Elementary Education
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Seminary, M.Th.; Florida State University, Ph.D.

Janelle Gates .....................................Elementary Education
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M.E.

William "Manny" Keyser .....................Biblical Studies (Jacksonville)
Florida State University, B.S., M.S.W.; New Orleans Baptist
Theological Seminary, M.Div.

Charles Kleiser ................................ Pastoral Ministries
Liberty University, B.S.; Reformed Theological Seminary, M.
Div.

Alex Kinchen ............................... Preaching/Church History (Online)
Georgetown College, B.A., Southeastern Baptist Theological
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Christopher King .................................Business
Chipola College, A.A.; Troy University, B.S.; Troy University
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James M. Knott ............................. Leadership, Christian Education (Orlando)
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David Lauen .................................. Music
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D. Candidate

P. Jeffery Lee, Sr .................. New Testament (Pensacola)
Mobile College, B.A.; New Orleans Baptist Theological Seminary,
M.Div.

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Seminary, M.Div.

John McInnis, Jr. .................. Leadership/Christian Education (Pensacola)
William Carey University, B.S.; Southwestern Baptist Theological
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Pete Menendez ............................ Ministry Studies (Orlando)
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Beth Minchin .........................History
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Stacey T. Mixon .................Science
University of West Florida, B.S.; Florida State University, Ph.D.

Kimberle Moon .........................Music
Ohio University, B.M.; M.M.; Ohio State University, D.M.A.

Bruce Moulton .................. Old Testament/Leadership (Online)
University of Maryland, B.S.; Liberty University, B.S., M.Div.,
D.Min.

H. Mark Nicholson .................. Biblical Studies (Jacksonville)
Samford University, B.A.; New Orleans Baptist Theological
Seminary, M.Div., D.Min.

Eric Nutter ..................... Mathematics (Orlando)
Michigan State University, B.S.; Webster University, M.B.A.

Charles Parker ...................... Business
Mercer University, B.A.; Troy State University, M.S.; New
Orleans Baptist Theological Seminary, M.Div.; Thomas University,
M.B.A.

David Parks .................. Christian Education/Leadership (Online)
North Carolina State University, B.A., Southeastern Baptist
Theological Seminary, M.Div., Ed.D.

Juliette Patrick ..................... Women’s Studies (Online)
University of Mobile, B.A., New Orleans Baptist Theological
Seminary, M.R.E., D.Ed.Min.

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California Baptist College, B.A.; Golden Gate Baptist Theological
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Carl Rehberg ...................... Ministry Studies (Online)
Polk Community College, A.A.; The Baptist College Of Florida,
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Baptist Theological Seminary, M.Div.; Southeastern Baptist
Theological Seminary, Ph.D.

Chet Roden ....................... Biblical Studies (Online)
Florida Baptist Theological College, B.A.; Southeastern Baptist
Theological Seminary, M.Div.; Ph.D.

John E. Shaffett ...................... History
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John Arthur Smith II ..............Ministry Studies (Pensacola Site)
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Kenneth Thomas .................. Christian Education/Leadership (Online)
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William G. Tinker ...................... Bible (Pensacola)
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Rush頓 Witt ....................... Ministry Studies (Jacksonville)
Kentucky Wesleyan College, B.A.; Southeastern Baptist
Theological Seminary, M.Div.

Tim Woodruff ...................... Leadership/Worship (Online)
Liberty Baptist Theological Seminary, M.A.; Georgia State
University, M.S.; The Southern Baptist Theological Seminary,
Ed.D.

David Wooten ..................... Ministry Studies (Orlando)
Crichton College, B.S.; New Orleans Baptist Theological
Seminary, M.Div.
Glossary of Terms

Add/Change Period - A one week period beginning the first day of classes and ending the last day of the first week of the semester, during which a student may add, change or drop courses without academic penalty.

Academic Honors - In recognition of academic achievement each fall and spring semester, BCF publishes two lists of those earning at least twelve semester hours. The Dean’s List recognizes those who earn at least a 3.25 GPA, and the President’s List recognizes those earning a 4.0 GPA.

Accreditation - Recognition by the Commission on Colleges of the Southern Association of Colleges and Schools that BCF meets the SACs standards of quality in education.

Advanced Standing - Status granted transfer students who enter BCF after having earned college credits elsewhere.

Appeal - The right of a student to ask that an BCF employee’s supervisor review a decision adversely affecting that student.

Associate Degree - A program of 66 semester hours which supplies a basic foundation in Bible and other disciplines that lead to ministry.

Baccalaureate Degree - A program of 120 to 130 semester hours preparing graduates for ministry in evangelical churches and graduate studies.

BCM - Baptist Collegiate Ministries

CLEP - College Level Examination Program. A series of 30 subject area examinations administered by the College Entrance Examination Board designed to grant college credit to students who have acquired specialized knowledge through experience or reading.

Code of Conduct - A formal statement of the principles of personal conduct that governs the life of the BCF student body. Violation of this code may result in mandatory counseling, reprimand, probation, suspension or expulsion. This code of conduct is found in the Student Handbook.

Dismissal - Expulsion of a student from the college for inappropriate personal conduct.

DR - Dropped. A grade received by a student who maintains enrollment in a semester, but chooses to drop a course during the seven-week drop period.

Drop Period - A seven-week period in the semester beginning the first day of the second week and extending to the end of the eighth week in which a student may drop a course without a failing grade.

Freshman - A student who has earned 0-27 semester hours of college credit.

Full-time Student - A student who enrolls in twelve or more semester hours per semester.

GED - A general education diploma indicating academic standing equivalent to high school graduation.

GPA - Grade Point Average. The grade average calculated by dividing the number of grade points earned by the number of semester hours attempted. A semester GPA is the average earned for a given semester. The GPA is the average the student has earned which includes hours accumulated at BCF, reported by the SBC Seminary Extension Division, CLEP hours, and grades transferred from other colleges. Grades expressed as P or S are counted as hours earned but are not used to calculate the GPA.

Grade Points - Values assigned to each grade level earned (i.e., A--4 grade points; B--3 grade points; C--2 grade points; D--1 grade point; F--0 grade points; WP, WF, DR--0 grade points).

Junior - Students who have earned 61-91 semester hours of college credit.

Ministry Referral - A service which shares resumes of interested students and graduates with churches, ministries and other organizations seeking to fill ministry positions.

Music Jury - A committee of music professors who administer applied music performance examinations to all students taking private lessons on campus.

NASM - National Association of Schools of Music.

Official Withdrawal - The process initiated in the Office of Registrar which officially terminates the student’s relationship with the college for the semester. It removes the student from class rolls and activates the refund process if a refund is due.

Probation/Suspension Process - A process by which students struggling academically are aided in rebuilding their academic records. Failing rehabilitation, it provides for orderly removal on academic grounds.

SACS - Southern Association of Colleges and Schools. A regional accrediting agency.

Sectional Tests - Unit, chapter, or mid-term exams given in each course during a semester.

Semester - A fifteen-week period of study scheduled in the fall or spring of the BCF calendar.

Semester Hour - A unit of measurement used to calculate college credits earned toward graduation. A credit hour is the equivalent of credit earned in a course which meets one hour per week for a semester.

Semester Examination - A final examination in any course taken for college credit.

Senior - A student who has earned at least 92 semester hours of college credit.

Session - A series of classes offered during the month of January or in the summer.

Sophomore - A student who has earned 28-60 semester hours of college credit.

Spouses Certificate - A certificate of recognition issued to spouses of graduating students who earn a prescribed 25 semester hours of college credit.

Transfer Credit - Semester hours credit accepted from other colleges which are applicable to BCF degree programs.

WF - Withdrawn failing. A grade issued upon withdrawal from college which yields no quality points and is calculated in the GPA.

WP - Withdrawn passing. A grade issued upon withdrawal from college which yields no quality points but is not calculated in the GPA.

Emeriti Faculty

Joseph P. DuBose Jr. - President Emeritus
University of South Carolina, B.S.; The Southern Baptist Theological Seminary, M.Div., Th.M., D.Min.

Dorothy Wamble - Professor Emeritus of Voice
Stetson University, B.A.; New Orleans Baptist Theological Seminary, M.S.M.

W. Wiley Richards - Professor Emeritus
Samford University, B.A.; New Orleans Baptist Theological Seminary, B.D., Th.D.; Florida State University, M.A., Ph.D.

Jerry E. Oswalt - Vice President of Academic Affairs Emeritus
Mississippi State University, B.A.; New Orleans Baptist Theological Seminary, M.Div., Th.D.

www.baptistcollege.edu
BCF Distance Sites

The Baptist College of Florida

First Baptist Church, Jacksonville
124 W. Ashley Street
Jacksonville, FL 32202
Site Director: Mr. Marcus Allen, Jr.
Phone: (904) 366-1353
Fax: (904) 366-1282
Email: mwallen@baptistcollege.edu

First Baptist Church, Orlando
3000 S. John Young Parkway
Orlando, FL 32805
Site Director: Mr. Chris Fouche
Phone: (407) 514-4412 (office)
Fax: (407) 514-4414
Email: cefouche@baptistcollege.edu

Olive Baptist Church
1836 E. Olive Rd.
Pensacola, FL 32514
Site Director: Mr. Jon Dubois
Phone: (850) 475-1149
Fax: (850) 474-9650
Email: jadubois@baptistcollege.edu

Certificate Sites

Gainesville  Lake City  Live Oak
Palatka  Panama City  Ocala  Tallahassee

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