

# ACCREDITATION & MEMBERSHIP

**Toccoa Falls College**  
**Toccoa Falls, Georgia 30598**

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Toccoa Falls College is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award Associate and Bachelor 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 Toccoa Falls College.

Toccoa Falls College is accredited by the Association for Biblical Higher Education to award Associate and Bachelor degrees. Contact the ABHE at 5575 South Semoran Blvd., Suite 26 Orlando, Florida 32822-1781 (407) 207-0808.

Toccoa Falls College is a member of the Council for Christian Colleges and Universities. Contact the CCCU at 321 Eighth Street, NE Washington, DC 20002 (202) 546-8713

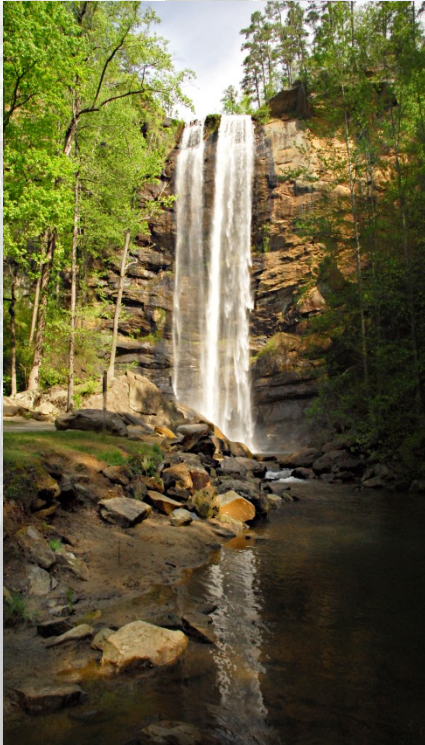
Toccoa Falls College is approved by the Professional Standards Commission of the State of Georgia, to award Bachelor degrees in Teacher Education. Contact the PSC at 1452 Twin Towers East Atlanta, GA 30334 (404) 657-9000.

Toccoa Falls College is accredited by the National Association of Schools of Music to award Associate and Bachelor degrees in Music. Contact the NASM at 11250 Roger Bacon Drive, Suite 21 Reston, Virginia 22080 (703) 437-0700.

## DISCLAIMER

The provisions of this catalog are subject to change without notice and do not constitute an irrevocable contract between any student and Toccoa Falls College.

# WELCOME TO TOCCOA FALLS COLLEGE



Why Toccoa Falls College? Every college education imparts knowledge and provides an experience unparalleled to any other. Such preparation for life and career is invaluable in today's society. What makes Toccoa Falls College special is the way we do both.

Toccoa Falls College is an **educational** institution. Offering thirty-one different majors, there are opportunities to receive training in areas such as communication, music, business, science, missions, counseling, and more. This catalog discusses the details of these areas and displays their requirements. With the integration of faith for a solid educational foundation, those who graduate are prepared to enter the career in which God has called them, whether it is locally or abroad, and make an impact for the cause of Christ.

Toccoa Falls College is also an **experience**. It is not uncommon to walk out of a building and see students lounging in their hammocks enjoying the sunshine, or sitting on a bench engaging in conversation. More than just an institution, Toccoa Falls College is a community. The growth of Christian character is not only fostered through authentic worship experiences during chapel and opportunities for service in the community, but also through the one-on-one relationships students build with both the faculty and the staff. In addition to the passion the faculty and staff of Toccoa Falls College have for their particular areas, they also have a passion for developing relationships with students and seeing students grow in their relationship with Christ.

The power of this experience is evident in the lives and testimonies of our graduates, upon whom the sun never sets. They would tell you that their lives are richer, their faith is stronger, and their careers are fulfilled goals because of their TFC **education and experience**.

# 2013-2014 CATALOG

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# ACADEMIC CALENDAR 2013-2014

## FALL SEMESTER & WINTERIM SESSION 2013-2014

### AUGUST

- 01 Fall Semester and Winterim Student Account Payment Deadline
- 01 Fall Semester Pre-registration/Schedule Change Deadline
- 20 New & transfer student residence halls move-in (10 a.m.-5 p.m.)
- 20 New Student Registration check-in (9 a.m.-12 p.m. & 1 p.m.-3 p.m.)
- 19-23 Faculty Preplanning
- 21-23 New & transfer student Orientation, TFC 100
- 22 Faculty & Staff Welcome Dinner (6 p.m.)
- 24 Returning & former student residence halls move-in (10 a.m.-5 p.m.)
- 26 First day of classes / Drop-Add begins
- 26 Online Fall Session I classes begin
- 29 Drop-add ends at 5 p.m., Last day to enter classes

### SEPTEMBER

- 16-18 Spiritual Emphasis Week (M & T evening chapels)
- 17 Day of Prayer (classes held)
- 19 Online Session I Midpoint; last day to withdraw failing without penalty
- 24 Chapel by Schools

### OCTOBER

- 9 Chapel by Departments
- 10 Board of Trustees
- 11-13 Homecoming
- 14 Midpoint in semester
- 16 Online Fall Session I classes end
- 21 Online Fall Session II classes begin
- 17-18 Fall Break (no classes)
- 25 Last day to withdraw failing without penalty
- 28 Registration for Winterim and Spring semester begins
- 28 Application for Graduation Dec. 2014 and Jan. 2015 period begins

### NOVEMBER

- 04-06 Woerner Missionary Lecture Series (M & T evening chapels)
- 10 Application for Graduation Dec. 2014 and Jan. 2015 period ends
- 13 Online Session II Midpoint; last day to withdraw failing without penalty
- 18-19 Founders Week
- 27-29 Thanksgiving Break (no classes)

### DECEMBER

- 01 Winterim/Spring Semester Pre-registration/Schedule Change Deadline
- 06 Last day of class
- 9-12 Final exams
- 11 Online Fall Session II classes end
- 14 Spring Semester Student Account Payment Deadline

### JANUARY

- 05 All Winterim student residence halls move-in (10 a.m.-5 p.m.)
- 06 Winterim Registration (8-9 a.m.)/First Day of Classes
- 07 Drop-add ends at 5 p.m. Last day to enter classes
- 16 Last day of Winterim classes
- 17 Winterim Finals

# ACADEMIC CALENDAR 2013-2014

## SPRING SEMESTER & SUMMER SESSIONS 2014

### JANUARY

- 18 Returning student residence halls move-in (12 p.m.-5 p.m.)
- 20 New student move-in (10 a.m.-5 p.m.)
- 20 New Student Registration check-in (1 p.m.-3 p.m.)
- 20 Orientation (4:30 p.m.-7:00 p.m.)
- 20 Martin Luther King, Jr. Day
- 21 First day of classes/Drop-Add begins
- 21 Online Spring Session I classes begin
- 24 Drop-add ends at 5 pm. Last day to enter classes

### FEBRUARY

- 03-05 World Outreach Conference (M, T, & W evening chapels)
- 04 Day of Prayer (no classes)
- 14 Online Session I Midpoint; last day to withdraw failing without penalty
- 26 Chapel by Schools

### MARCH

- 11 Chapel by Departments
- 11 Midpoint in semester
- 16 Online Spring Session I classes end
- 17-21 Spring Break
- 24 Online Spring Session II classes begin
- 27 Last day to withdraw failing without penalty
- 31 Registration for summer sessions and fall begins
- 31 Application period for May & Summer 2014 grads begins

### APRIL

- 03-05 Campus Preview
- 07-09 Faith and Life Series (No evening chapels)
- 07 Application period for May & Summer 2014 grads ends
- 17 Board of Trustees
- 17 Online Session II Midpoint; last day to withdraw failing without penalty
- 18 Good Friday (no classes)

### MAY

- 01 Summer Sessions I & II Student Account Payment Deadline
- 01 Summer Sessions I & II Pre-registration/Schedule Change Deadline
- 01 Financial aid (FAFSA, GTEG) priority date for 2013-2014
- 07 Last day of classes
- 08 Study Day
- 08 Faculty Post-planning 2:00 p.m.
- 09-14 Final Exams
- 14 Online Spring Session II classes end
- 16 Baccalaureate (7:30 p.m.)
- 17 Commencement (10:30 a.m.)
- 21 All student residence hall move in & Registration for Summer Session I (9 a.m.-4 p.m.)
- 22 First day of classes, drop-add begins for Summer Session I
- 22 Online Summer Session classes begin
- 23 Summer Session I drop-add ends at 5 p.m.
- 26 Memorial Day (no classes)

### JUNE

- 11 Completion Deadline for Financial Aid File
- 17 Last day of classes for Summer Session I
- 18 Online Summer Session Midpoint; last day to withdraw failing without penalty
- 18 Final exams for Summer Session I
- 18 All student residence hall move in & Registration for Summer Session II (9 a.m.-4 p.m.)
- 19 First day of classes, drop-add begins for Summer Session II
- 20 Summer Session II drop-add ends at 5 p.m.

### JULY

- 04 Independence Day (no classes)
- 15 Last day of classes for Summer Session II
- 16 Final exams for Summer Session II
- 16 Online Summer Session classes end

### AUGUST

- 01 Fall Semester and Winterim Student Account Payment Deadline
- 01 Fall Semester Registration/Schedule Change Deadline

# GENERAL INFORMATION

## CAMPUS

Toccoa Falls College is nestled on the edge of the Piedmont Plain and the foothills of the Smoky Mountains. The campus is in the center of 1,100 acres of forest, mountains, and streams, and on the edge of the Chattahoochee National Forest. Located on campus is the famous Toccoa Falls which is higher than Niagara Falls. The Cherokee Indians named the falls, *Toccoah*, meaning beautiful.

## HISTORY

In the fall of 1907, Dr. Richard A. Forrest founded the Golden Valley Institute at Golden, North Carolina, to provide educational opportunities for young people in the South who had been educationally deprived. The institute offered general and biblical studies to prepare dedicated persons for Christian ministries and service.

Realizing the need to be nearer a railroad for easier access, on January 1, 1911, Dr. Forrest purchased the Haddock Inn and 100 acres of land including the beautiful Toccoa Falls, near Toccoa, Georgia. On October 19, 1911, the institute moved from Golden Valley to Toccoa. Reorganized and enlarged, Toccoa Falls Institute which had existed in embryo in Golden Valley became a reality. Since many early students of Toccoa Falls Institute had not had the opportunity for a secondary education, general and vocational high school courses were offered along with the two-year track of biblical and theological training.

Under the direction of Dr. Forrest, the school kept pace with the advancement of educational standards in the United States. In 1928, the State of Georgia fully accredited the Toccoa Falls High School. This established a cooperative relationship with the county educational system that continued until the academy closed in 1976.

In 1937, the two-year Bible Course was expanded to a four-year Bible college program by adding to the biblical and theological studies a number of courses in the field of general education. The Legislature of the State of Georgia chartered the college division in 1939 and authorized the institute to grant the degree of Bachelor of Arts in Biblical Education. In 1957, the college was accredited by the Association for Biblical Higher Education, formerly the Accrediting Association of Bible Colleges, and on December 13, 1983, by the Commission on Colleges of the Southern Association of Colleges and Schools.

During the history of the institution, there have been seven presidents: Dr. Richard A. Forrest, Founder; Dr. Julian A. Bandy; Dr. Kenn W. Opperman; Dr. Paul L. Alford; Dr. Donald O. Young; Dr. W. Wayne Gardner; and Dr. Robert M. Myers. In October 1975, in order to keep abreast of the current usage of terms, the Board of Trustees changed the name from Toccoa Falls Institute to Toccoa Falls College.

Dr. Forrest often referred to the school as a "tree of God's planting." The tree has expanded and has borne much fruit. It has also been severely tested on several occasions. In 1913, Haddock Inn, which housed all the school facilities, burned to the ground. In 1950, fire destroyed LeTourneau Hall, the women's dormitory. In 1958, the music building burned.

The severest trial of all came on November 6, 1977, when the dam holding back the lake above the falls burst and 40 acres of water surged across the lower campus leaving in its wake 39 dead, 60 injured, and millions of dollars in property damage. When the news of the tragedy spread, thousands of people responded. Local, state, and federal agencies, churches, colleges, businesses, and private individuals gave personal, material, and financial aid. With their help the college recovered. God has been faithful. Though tried by fire and water, His "tree" continues to flourish.

The college has always maintained a fellowship with evangelical Christian organizations. Dr. Forrest was associated with the Christian and Missionary Alliance for over half a century. He pastored the First Presbyterian Church in Toccoa for 25 years and upon his retirement became pastor-emeritus. An evangelist of national reputation, he preached regularly in churches of many different denominations and personally desired that the ministry of Toccoa Falls College be as broad as the wide fellowship of Christian believers. His heartwarming biography is told in the book, *Achieving the Impossible--With God*, by Lorene Moothart. The larger story of Toccoa Falls is found in *A Tree God Planted* by Troy Damron.

Toccoa Falls College, an independent, nonprofit educational institution, educates men and women for vocational Christian ministries as well as professional occupations. Toccoa Falls College is an affiliate college of the Christian and Missionary Alliance denomination. Graduates serve in places of Christian leadership throughout the United States and in most nations of the free world. The college functions under a Board of Trustees that sets policy and an administration and faculty that implement the policy.

## TODAY

As we enter our second century, Toccoa Falls College continues to focus on students who are dedicated to Christ and aspire toward academic excellence in preparing to invest their lives either in full-time Christian ministry or in ministry through their secular employment. TFC currently has 27 majors and 40 minors in three different schools: Arts & Sciences, Christian Ministries, and Professional Studies.

## CURRICULUM

A Toccoa Falls College education is commonly divided into three distinct but related areas: biblical, general, and professional.

*Biblical education* is provided through course offerings primarily in the Bible and Theology Department. Graduates in all majors receive some foundation in Bible survey, book studies, and systematic theology. Beginning with introductory courses, biblical studies progress to exposition of individual books and clusters of books. Theology courses analyze Christian tenets under traditional categories.

The *general-education program* is a basic core of the subjects from the area of the social sciences, the humanities, and the natural sciences. It is designed to acquaint students with the major areas of knowledge and to integrate this knowledge with biblical truth.

The *professional-education program* offers specialized training through a variety of majors offered through the Schools of Arts & Sciences, Christian Ministries and Professional Studies. These courses are designed to develop the students' abilities and to give them skills in life's vocation.

## COMMUNITY STANDARDS

Toccoa Falls College is a private, Christian professional institution that has sought to create and encourage the kind of atmosphere in which quality Christian education can flourish. It is believed that the college should provide the student with precept and example from which a student can develop personal values within a biblical framework.

The college expects its faculty, staff, and students to maintain personal conduct which is spiritually and morally constructive—thus glorifying the Lord in all things.

The student should understand that attendance at Toccoa Falls College is a privilege granted only to those who desire to work together in the carrying out and attaining of the aims of a Christian college.

When a student is accepted, there is implied an agreement to be diligent in studies and employment and to obey the student handbook regulations. The administration reserves the right to request any student to withdraw who is considered to be out of harmony with the spirit of the college. It is expected that the conduct of each student will give evidence of Christian standards of honesty, morality, and courtesy.

The policy of the college in promoting spiritual growth and the pursuit of learning is best summed up in these words: *Be diligent to present yourself approved to God as a workman, who does not need to be ashamed, handling accurately the word of truth* (2 Timothy 2:15, NASB).

The leaders of Toccoa Falls College believe that the application of biblical principles in the lives of the faculty and the students will result in personal love and commitment to Christ, wholesome consideration for others, and a well-disciplined life.

#### STUDENT BODY

In the fall 2012 academic semester, Toccoa Falls College enrolled 804 students representing 34 different denominations from 40 states and 17 countries. Of the total number of students enrolled, 52% were women, 59% lived on campus, 15% were minority, and 3% were international students.

#### STATEMENT OF FAITH

The Board of Trustees and faculty subscribe to the following statement of biblical doctrines, thus identifying Toccoa Falls College with the evangelical movement within Christianity. The Statement of Faith is traditional and stems from the foundation of the college. Toccoa Falls College is committed to teach and defend the historic and basic doctrines of evangelical Christianity:

1. The verbal inspiration of the Holy Scriptures as originally given
2. The existence and manifestation of one God in three persons—Father, Son, and Holy Spirit
3. The incarnation and virgin birth of the Son of God
4. The redemption of man by the vicarious death of Christ on the cross
5. The bodily resurrection from the grave
6. The fact that all men have sinned and consequently must be regenerated by the working of God's grace
7. The fact of justification by faith
8. The sanctifying work of the Holy Spirit in the believer producing holiness of life and power for service
9. Practical faith in the sufficiency of Christ for spiritual, temporal, and physical needs
10. The purifying hope of the Lord's imminent return
11. The urgency of preaching the gospel to all mankind that men may be saved from eternal judgment
12. Toccoa Falls College, even though non-sectarian, is to be conducted according to the faith and teaching of the Christian and Missionary Alliance.

### MISSION

#### MISSION STATEMENT

The mission of Toccoa Falls College is to glorify God through seeking and developing Christian servant leaders who will impact their world with the love and message of Jesus Christ.

#### MISSION DISTINCTIVES

Toccoa Falls College is an educational institution, a character-building enterprise, and a spiritual formation community, all integrated into a unique way of life. Its primary purpose is to glorify God through offering residential programs that prepare men and women for lives of personal fulfillment and Christian servant leadership to the church and the world. It also seeks to glorify God through offering non-residential Christ-centered programs to the community at large.

#### MISSION GOALS

1. Spiritual: to orient, motivate, and lead students to emotional maturity, Christian commitment, and spiritual depth
2. Academic: to provide an understanding of the Bible as the basis for Christian life and thought within the context of the college statement of faith, and to introduce students to the cumulative knowledge of the ages
3. Intellectual: to stimulate students to develop inquisitive and creative minds that possess tools for critical analysis, and to motivate them for continuing intellectual pursuits
4. Moral: to provide the atmosphere, motivation, and support system for developing Biblically based lifestyles of wholesome attitudes and ethical principles
5. Professional: to produce graduates competent for Christian service to humanity in the areas of their individual choices

#### MOTTO

*"Where Character is Developed with Intellect"*

#### ATHLETICS

National Christian College Athletic Association, Division II: men's and women's basketball, soccer, cross-country and golf; men's baseball, and women's volleyball.

#### COLORS

Blue and Gold

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#### Modification of Regulations

The provisions of this catalog are not to be regarded as an irrevocable contract between the student and the college. Toccoa Falls College reserves the right to change any provision or requirement at any time within the student's term of attendance.

# ADMISSIONS

## OFFICE OF ADMISSIONS

(888) 785-5624  
(706) 886-7299 ext. 5380  
[admissions@tfc.edu](mailto:admissions@tfc.edu)

## Dean of Enrollment Management

Daniel W. Griffin, M.S.

## Director of Admissions

L. Cathy Doan, M.S.

## ADMISSION PROCEDURES

The college encourages applications from students interested in the evangelical Christian perspective and curriculum at Toccoa Falls College and who demonstrate a commitment to its philosophy of education. Toccoa Falls College seeks evidence of Christian commitment and character, as well as the capacity and desire to learn, in selecting students for admission. The Office of Admissions will consider applicants for admission after the applicant submits the following:

1. Completed and signed application for admission.
2. \$25 non-refundable application fee.
3. High school transcript indicating graduation date and diploma type or a General Educational Development Test report indicating a passing score.
4. Transcripts from all colleges attended.
5. SAT or ACT score report.
6. 250-word Christian testimony/essay.
7. Pastoral reference form.

The college reserves the right to further examine an applicant by personal interview. Toccoa Falls College does not discriminate based on race, color, national origin, sex, disability, or age in its programs and activities. Admission to the college does not constitute automatic continuation in future semesters. The college reserves the right to refuse admission or continuation to any student. Any student who intentionally withholds pertinent information or falsifies such information may be required to withdraw from the college.

## ONLINE PROGRAMS

Acceptance into the online programs follows the same general procedures and policies for admission given above.

Applicants should indicate on the application for admission that they are interested in one of the online programs so that the admissions staff will be able to respond with appropriate information. Applicants will then be contacted by an online admissions counselor who specializes in the online programs.

## APPLICATION DEADLINES

Toccoa Falls College admits qualified students on a rolling basis who have submitted all application materials and have met the admission standards. Applicants are notified of the admission decision by mail approximately one week after all admission materials have been received. Priority dates, however, have been set to assure students full consideration for financial aid. These dates are listed in the Financial Aid section of this publication.

## SPIRITUAL REQUIREMENTS

1. The student must have accepted the Lord Jesus Christ as Savior at least six months before matriculation.
2. The student must have evidence of good Christian character.
3. The student must have abstained from the use of tobacco, alcohol, and illegal drugs for at least six months before matriculation.
4. The student must have regular attendance in an evangelical church.
5. The student must be in agreement with, or accept, the college's doctrinal statement and policies.

## ACADEMIC REQUIREMENTS

1. All applicants must have graduated from high school prior to enrollment or passed the GED Test prior to acceptance.
2. TFC requires all students who do not have 24 earned college credits to take the Scholastic Achievement Test (SAT) or the American College Test (ACT) and to submit an official copy of their high school transcript showing their date of graduation as part of the admission process. Students should arrange to have scores sent directly from the testing agencies to the Office of Admissions at TFC. Students can find information about the SAT at [www.collegeboard.com](http://www.collegeboard.com). The SAT school code for TFC is **5799**. Students can find information about the ACT at [www.act.org](http://www.act.org). The ACT school code for TFC is **0868**.

## HIGH SCHOOL CURRICULUM

While there is no specific set of course requirements, TFC strongly recommends completion of the following courses in high school:

- 4 courses in English (Grammar, American Literature, World Literature, Advanced Composition)
- 3 courses in Math (Algebra I, Algebra II, Geometry)
- 3 courses in Natural Science
- 3 courses in Social Studies (US History, World History, Government)
- 6 additional units in academic study
- 1 course in foreign language (strongly recommended)

Students should select additional units from English, Math, Natural Science, Social Studies, Foreign Languages, Fine Arts, Physical Education, or Computer Technology.

## HOME-SCHOOLED STUDENTS

TFC encourages home-schooled students to apply. Regular admission policies apply to home-schooled students. Transcripts from an accrediting or outside group are preferred, but not necessary. Home-schooled students are not required to take the GED test with acceptable transcripts and test scores.

## TRANSFER STUDENTS

The policies for transferring credit from other colleges, Advanced Placement (AP), or College Level Examination Program (CLEP) are listed in the Academic Information section of this publication.

## NON-TRADITIONAL STUDENTS

The college will evaluate the academic preparedness of students who have not been enrolled in high school or college for more than five years on an individual basis.



## FORMER TFC STUDENTS

The Office of the Registrar, Student Financial Services, and Student Development must approve students applying for readmission to the college. The Office of Admissions initiates this process once the former student submits an application for admission. TFC requires former students to submit all required documents to complete the admissions file.

A student whom the college suspends academically may reapply to continue at the college on academic probation through the Office of Admissions after an absence of one regular semester. A student whom the college dismisses academically may not apply for readmission to the college on academic probation until the student documents earning at least 12 semester credit hours of college level work with a 2.0 grade point average at another regionally accredited college.

## INTERNATIONAL STUDENTS

TFC requires all international students to submit certified, translated copies of all academic records as part of the application review process. Since all instruction, reading, and research is in English, it is essential that all international students be able to understand and speak English fluently immediately upon arrival on campus. In this light, the college requires a paper-based TOEFL score of 550, computer-based score of 213, or an internet-based score of 79 for students whose native language is not English, or whose primary language of instruction was not English.

The Immigration and Customs Enforcement (ICE) requires that international students submit a completed Financial Certification Form and original bank statements showing support in US funds for one academic year to the college. This is required for the college to issue an I-20 immigration form. TFC also recommends international students show proof of medical insurance equivalent to the plan that students may purchase through TFC. Federal law requires international students admitted to the United States on an F-1 student visa to enroll as full-time students, carrying a minimum of 12 credit hours each semester.

## DUAL ENROLLMENT

TFC designed the dual enrollment program for qualified high school students to enroll at TFC during the regular academic year while completing high school. Students must meet the following conditions to participate in the program:

1. Be a high school junior or senior and be 16 by Registration day.
2. Have an SAT score of at least 970 or ACT score of at least 20 and at least a 3.0 cumulative high school gpa.
3. Meet regular TFC admissions requirements and follow all regular procedures.
4. Have written approval from a parent or guardian via the TFC Dual Enrollment Form.
5. Have written approval from the high school guidance counselor or principal via the TFC Dual Enrollment Form.

There is no limit to the number of credit hours a student may take at TFC while dually enrolled. Dually enrolled students, however, are responsible for payment of their tuition. TFC offers a Dual Enrollment Grant for up to 6 credit hours per semester but does not offer other forms of institutional aid, including student employment, to dually enrolled students.

## NON-DEGREE SEEKING STUDENTS

Students may apply as non-degree seeking students. The same policies and procedures governing regular admission to the college apply to non-degree seeking students. The college furnishes grades and transcripts for courses taken. Non-degree seeking students, however, are not eligible for federal or state financial aid.

## AUDITING STUDENTS

The Office of Admissions requires only an application for admission, application fee, and testimony from high school graduates who apply as audit only students. Students may only audit certain courses. Registering as an audit student also requires the permission of the Registrar and the course instructor. No college credit or grades are given. Students who do not attend at least 60% of the classes receive a "W" for the course. Students must register to audit a course before the end of the drop and add period. Students may not change from credit to audit or audit to credit after the end of the drop and add period. The audit fee is not included in tuition. A Parking Permit is required of audit students and available through the Campus Security office for \$25 per semester. High school students who desire to audit a course must first be accepted under the terms of the dual enrollment program. For audit fees, see the Student Financial Services section of this publication.

## ADMITTED STUDENTS

### NOTIFICATION

The Office of Admissions notifies students of acceptance or non-acceptance shortly after the college receives all documents required to complete the admissions file.

### DEPOSIT

The college requires a non-transferable \$200 deposit after students receive their notification of acceptance. TFC makes room assignments and schedules classes in the order that it receives deposits. Therefore, students should submit the deposit soon after they receive the notification of acceptance. This deposit is not an additional charge; it is credited to the student's account during the first semester of attendance. The advance deposit is refundable to students who request cancellation prior to May 1 for Summer and Fall semesters and November 1 for the Spring semester.

### IMMUNIZATION INFORMATION

Students who enroll in at least six credit hours must submit the completed Medical Form that they receive upon deposit. Health Services must receive the completed Medical Form before the Registrar's Office may enroll students in classes. Former students may be required to submit updated information.

### CHECK-IN

The college calendar at the front of this publication indicates the dates for new student registration and check-in. All students must complete the required processes on the scheduled days to avoid any additional fees. The Office of Admissions provides each new student with information about registration after notification of acceptance.

### TFC 100

The college welcomes new freshmen and transfer students to the campus a few days before the official start of classes in the fall semester for TFC 100. This course is designed to help all new students acclimate to the community of Toccoa Falls College. Students will participate in activities that help them prepare academically, socially, emotionally, and spiritually for college life at TFC. All new and transfer students are required to attend; TFC 100 is a graduation requirement.

# STUDENT LIFE

**OFFICE OF STUDENT DEVELOPMENT**  
(706) 886-7299, ext. 5320  
studentdevelopment@tfc.edu

**OFFICE OF SPIRITUAL FORMATION**  
(706) 886-7299, ext.5351

**VICE PRESIDENT FOR STUDENT DEVELOPMENT**  
Lee Yowell, M.S.M.

## STUDENT DEVELOPMENT STAFF

Jon Kerr, M.S., LPC, NCC, Director of Counseling  
Debbie Moore, Ed.D., Director of Residence and Community Life  
Stephen Woodworth, D. Min., Director for Spiritual Formation  
Marcia Walker, R.N., Director of Health Services  
Jason Mehl, M.F.A., Athletic Director  
TBD, Director of Security

## STUDENT DEVELOPMENT

### Athletics

Athletics is a co-curricular activity promoting and maintaining vigorous, sound health for life. Beyond the benefit of the physical element in the athlete, the athletic program at Toccoa Falls College develops Christian student leadership to be used in future ministry.

The college has strong intercollegiate and intramural programs. The intercollegiate program is offered to the athlete who can compete with athletes from other colleges. Intercollegiate sports offered are men's and women's basketball, soccer, and cross-country, men's baseball and golf, and women's volleyball. The college is a member of the NCCAA which enables the students to compete with other schools having quality programs. The Lois DeLany Gymnasium houses two full basketball courts and a racquetball court, weight room, a cardio-fitness room, and the offices of the athletic staff. On campus are fields for soccer and baseball.

The intramural program is under the direction of the Athletic Director and features competition between teams from the student body.

### Residence Life

Because of our commitment to being a residential campus, all students under the age of 23 are required to live in college housing. Exceptions will be granted for married students or those students who meet the requirements of off-campus housing found in the student handbook.

The experiences and relationships in the residence hall environment will be some of the most important of the student's educational career. These opportunities enable the student to put into practice Christian principles that are learned at TFC.

The large community residence halls for women are Fant Hall and LeTourneau Hall, and Forrest Hall for men. The smaller community residences for upperclassmen include Houston, Powell, Roose, Bell, Tyler, Damron, McDuffie, Hilyard, Edgewood, Reeder and Prentice.

### Social Activities

Because of its whole-life approach toward learning, the college seeks to provide opportunities beyond the classroom itself to develop Christian community and character through a balanced program of social events throughout the year. These events include annual affairs such as Jr./Sr. Banquet, Christmas Banquet, open-dorm events, and a series of all-school socials sponsored by the Student Government Association. Intercollegiate and intramural athletics also play an important role in the co-curricular program of the college. Participation in student organizations provides the opportunity for fulfillment in campus

life. Spiritual formation activities and interpersonal relationships in the residence halls provide shared experiences leading toward maturity. All of these are a vital part of the student experience at Toccoa Falls College.

### Spiritual Formation

A primary goal of Toccoa Falls College is to be a spiritual formation community for the development of character with intellect. Spiritual disciplines play an important role in this development. We encourage the integration of personal and community-based spiritual formation practices in ways that promote lifelong spiritual development.

The college recognizes the importance of corporate worship as a means of spiritual formation. Throughout the year many leaders in the fields of missions, youth work, Christian education, evangelism, and pastoral ministries are invited to speak in chapel. In addition to community Sunday services, worship services are conducted on campus. Chapel attendance is required.

### Student Handbook

It is the desire of the administration of the college that true freedom of thought and action be enjoyed by the students, but there can be no effective freedom without responsibility. This is particularly true of large groups of people living in close contact and interdependence.

The guidelines set forth in the *TFC Student Handbook* are designed to regulate the activities of the student body so that the basic rights of all are protected. Scriptural standards that are binding on the entire Christian community have been taken into consideration in the formation of all guidelines.

The college expects that all students will read and carefully keep the standards and regulations of the *Student Handbook*. (*The TFC Student Handbook* can be found on Toccoa Falls College's website).

### TFC 100

The college welcomes new freshmen and transfer students to the campus before the official start of classes in the fall semester for TFC 100. This course is designed to help all new students acclimate to the community of Toccoa Falls College. Students will participate in activities that will help them prepare academically, socially, emotionally, and spiritually for college life at TFC. All new and transfer students are required to attend because TFC 100 is a graduation requirement.

## STUDENT SERVICES

### Career Services

Career services at TFC are provided to assist graduates and students in finding appropriate employment opportunities. Services may include career assessment tools, help with resume writing, and a job listing service for employers. Students can explore their skills, interests, values, and personality, and how they relate to career possibilities. Students who use career services will have a better understanding of who they are and how this impacts their career choices within a biblical perspective.

### Counseling Services

The counseling center at TFC provides professional mental health services in a Christian format. Services are provided in individual, group, marital, and premarital formats. The counselors provide a confidential place to work through issues that are of personal, family, interpersonal, or developmental nature. The services are available to all students at no cost.

### Health Services

A registered nurse is on staff and available to advise and give medical care to the students. Clinical and hospital facilities are available in nearby Toccoa and at Stephens County Hospital.

### **Married Student Housing**

The college provides several different alternatives for those interested in on-campus housing. The Burton E. Boykin apartments are one- and two-bedroom apartments owned by the college and are available for our married students. All rental properties are available on a first-come, first-served basis.

Information regarding off-campus housing can be obtained by contacting the office of Student Development.

### **TFC Books and Gifts, Eagles' Nest, and Mail Room**

TFC Books and Gifts carries books of general interest, school supplies, TFC apparel and souvenirs.

The Eagles' Nest provides students, faculty, and staff with a relaxing and informal atmosphere. Light meals and a variety of snacks are available.

UPS shipping and FedEx are provided through the TFC Mail Center.

### **Vehicle Information**

Students who bring motor vehicles to school are required to register them with the Director of Security and secure a parking permit. Every student who has a vehicle on campus is required to carry liability insurance.

Parking facilities are provided for both residence hall and commuting students where vehicles are required to be left during the time students are in classes. Information concerning traffic violations and restrictions on the use of vehicles is furnished by the security department.

## **STUDENT ORGANIZATIONS**

### **American Association of Christian Counselors (AACC)**

The AACC exists to provide additional opportunities for further development within counseling and psychology arenas. The members of this club will be challenged to learn, experience, and glean from an integrative framework of both Biblical truth and practical counseling with the overarching desire to help members pursue excellence in their own counseling practice.

### **Atlanta Outreach Ministry (AOM)**

AOM seeks to impact lives through methods of lifestyle and friendship evangelism in the Atlanta community. By building into lives, AOM aims to share the gospel message and to exemplify the purity of God's love for all. One of our primary ministry strategies is to purposefully initiate contact and remain faithful in maintaining relationships.

### **Hmong Student Fellowship (HSF)**

HSF is an organization made up of students interested in the Hmong community. This club reaches out to the Hmong churches around the United States. Our goal is to encourage believers, promote Toccoa Falls College, and deliver the Gospel of Jesus Christ to those we come in contact with.

### **Invisible Chains**

The purpose of Invisible Chains is to promote awareness of domestic minor sex trafficking and to provide opportunities for involvement with organizations that are currently working to fight the trafficking of minors through prevention, intervention, restoration, and education.

### **Married Student Association (MSA)**

MSA assists the college by providing a network in order to support and encourage married students and to provide opportunities for married students to interact and invest in the college, its participants, and the surrounding community.

### **Martial Arts Clubs (MAC)**

The Martial Arts Club exists to minister to students giving them a new avenue to build and maintain healthy bodies and provide a safe environment to be encouraged by others in their goals. It also exists to provide a challenge that is both mental and physical by involving participants in learning new movements and stretching them to new limits physically.

### **Outdoor Club**

The purpose of the Outdoor Club is to promote outdoor activities in a moral and Christian atmosphere for all who wish to participate. Activities include hiking, camping, caving, rafting, canoeing, kayaking, and rock-climbing.

### **Philosophy Club**

The Philosophy Club exists to provide students with the opportunity to gain higher understanding and wisdom of things both Godly and worldly through the engagement of their minds in discussion and experiences while in fellowship with others, and to be able to apply this understanding and wisdom to their lives.

### **Pre-Med Association**

The purpose of the Pre-Med Association is to aid fellow pre-med students in the goal of achieving and pursuing a career in medicine. This includes but is not limited to MCAT resources, AMCAS assistance, spiritual support, and to offer available resources as potential volunteer experiences related to the field of medicine and physician shadowing.

### **Ratio Christi**

The purpose of Ratio Christi is to encourage and strengthen the faith of Christian students at public and private institutions around the world, while sharing Christ's message and love with those who have not yet accepted Him. Ratio Christi hopes to take part in the battle for the mind and begin to reverse the prevalent trend toward secularism by encouraging dialogue and stimulating discussion directed towards answering life's pressing questions.

### **Redefining Artistic Worth (RAW)**

The purpose of RAW is to promote Godly love and creativity on the campus and to the community through art, demonstrate quality in artwork, and obtain knowledge of basic artistic terms and history. RAW will help artists to seek to honor God through art, despite the cultural and worldview differences present in society.

### **Student Government Association**

The Student Government Association and its activities are an important part of the educational and social program and can be an opportunity for valuable leadership experience. It serves as the official liaison between the faculty, administration, and the student body. All students are encouraged to participate in this balanced program of activities.

### **Student Missions Fellowship (SMF)**

SMF, composed of all college students, meets each Wednesday evening to give reports on the work of former students and other missionaries and to pray for these servants of the Lord. Representatives of many missionary organizations actively engage in the program of the Student Missions Fellowship. In addition, prayer bands meet weekly to support various missionaries.

### **Students of Diversity (SOD)**

This student organization educates the academic community about aspects of the African-American culture by planning and promoting programs on a spiritual, academic and social level to keep students, specifically African-Americans, actively involved in achieving success, while promoting unity.

### **Theatrical Society**

The TFC Theatrical Society will engage the general public through production and performance of plays and other drama related events in order to enhance artistic awareness in the community and strengthen the college/community relationship. This club will seek to train members in the dramatic arts through educational events and practical applications.

### **Women's Intentional Ministry (WIM)**

WIM exists to go beyond the surface to deeper issues to discover, confront, and begin the process of healing. The desire is to open the doors of communication and be a safe haven and a heart of encouragement to the women of Toccoa Falls College. To assist in development and growth WIM provides accountability, resources, referrals, education, and support to all interested women.

# STUDENT FINANCIAL SERVICES

## Dean of Enrollment Management

Daniel W. Griffin, M.S.

## Director of Student Financial Services

Truitt E. Franklin, M.Div.

## OFFICE OF STUDENT ACCOUNTS

(706) 886-7299, ext. 5223

[stuaccts@tfc.edu](mailto:stuaccts@tfc.edu)

### Staff

Daniel N. Shust  
Student Accounts Counselor

## OFFICE OF FINANCIAL AID

(706) 886-7299, ext. 5435

[finaid@tfc.edu](mailto:finaid@tfc.edu)

### Staff

Cyndie D. Finney  
Financial Aid Counselor  
Jacob C. Raynor  
Financial Aid Counselor

## STUDENT ACCOUNTS

### APPLICATION FEE

TFC requires all new students to pay a non-refundable, non-transferable \$25 application fee to apply.

### DEPOSIT

The college requires a non-transferable \$200 deposit after students receive their notification of acceptance. TFC makes room assignments and schedules classes in the order that it receives deposits. Therefore, students should submit the deposit soon after they receive the notification of acceptance. This deposit is not an additional charge; it is credited to the student's account during the first semester of attendance. The advance deposit is refundable to students who request cancellation prior to May 1 for Summer and Fall semesters and November 1 for the Spring semester.

### REGISTRATION

Although students have the opportunity to register for courses at different times, course registration is complete when a student has paid or made financial arrangements satisfactory to TFC for all tuition, fees, room, and board charges, including previous balances and completes Registration on Registration day. The college charges a \$50.00 late Registration fee to students who do not complete Registration by the end of the published Registration period for each semester (see front of this publication for dates).

### TUITION

Part-time student tuition for the 2013-2014 academic year is \$775.00 per credit hour. Full-time student tuition (12-19 credit hours) for the 2013-2014 academic year is \$9,250.00 per semester. Credit hours over 19 are \$775.00 per credit hour.

Tuition rates are determined by the type of program the student has applied for and is intending to complete. Students applying for the online CLIMB Certificate program or an online degree completion major are billed the online tuition rate, while students applying for a resident major are billed the resident tuition rate no matter which format the class is taken (resident or online).

### RESIDENCE HALL CHARGES

The room and board charge for the 2013-2014 academic year is \$3,390.00 per semester. Students who move off campus before the end of the published drop and add period will not incur any room and board charges. Students who move off campus after the end of the published drop/add period but remain enrolled at the college are responsible for the appropriate room and board charges for the entire semester. Students who move from the full meal plan to the five-meal per week plan after the end of the published drop/add period are responsible for full meal plan charges for the entire semester.

The room and five-meal per week option is available only to seniors or persons age 22 or older living in the terrace houses. The petition for the room and five-meal per week only option is available in the Office of Student Development and must be submitted by the end of the drop/add period for the semester in question.

In addition, students who currently live on-campus and plan to live off-campus for one of the approved reasons listed in the *Fallife Student Handbook* are required to complete an Off-Campus Form in the Office of Student Development by the end of the previous semester. Petitions to live off-campus for reasons not specified in the *Fallife Student Handbook* must be submitted to the Office of Student Development by the end of the previous semester. Students must appeal to Student Development for any changes in housing status after the end of the previous semester. All appeals should be made prior to the end of the drop/add period of the current semester.

### WINTERIM SESSION

Tuition for the 2014 Winterim session is \$385.00 per credit hour. The room and board charge for Winterim 2014 is \$275.00. The cost associated with Winterim must be reconciled no later than the payment deadline associated with the fall semester (see front of this publication for payment deadlines). There will be no refunds on withdrawal from Winterim after the drop/add period.

### SUMMER SESSIONS

Tuition for the 2014 summer sessions is \$385.00 per credit hour. The room charge for summer 2014 is \$195.00 per session. The cost for Summer must be reconciled no later than the payment deadline associated with the summer semester (see front of this publication for payment deadlines).

### STUDENT FEE

The college charges a \$200.00 student fee each semester of attendance. The student fee covers yearbook, student activities, transcript fees, graduation fee (resident students), late graduation application fee, no show fees, placement fees, parking fees, and all schedule change drop/add fees.

### TECHNOLOGY FEE

The college charges a \$50.00 technology fee each semester of attendance. The technology fee covers student printing, wireless/network access, library and computer lab use, cost and maintenance of course management software and maintenance and enhancement of the student portal.

### MUSIC FEES

The charge for private music applied lessons for the 2013-2014 academic year is \$450.00 per credit hour. The charge for class applied music lessons for the 2013-2014 academic year is \$225.00 per credit hour. Music fees are not included in tuition or the student fee.

### AUDIT FEE

The charge to audit a course for the 2013-2014 academic year is \$117.00 per credit hour. The audit fee is not included in tuition or the student fee. However, the audit fee is included for students who are currently paying full tuition in the 12-19 credit hour range.

### WITHDRAWAL FEE

The college charges a \$100 withdrawal fee to any student who completely withdraws from the college on or after the first day of regular classes up to the end of the 100% refund period.

### BOOK VOUCHERS

Book vouchers are available for students who have a pending credit balance. Students with a pending credit balance in their student account prior to the beginning of each semester will be contacted by our book vendor, MBS Direct, via email with instructions on how to purchase books against their credit balance via the MBS Direct webpage. If a student does not have a credit balance they may use MBS Direct services to purchase books by using a credit card. (Vouchers are not applicable for Winterim or summer sessions.)

### POST OFFICE BOX KEY DEPOSIT

The college requires all students to pay a \$15.00 key deposit. The post office refunds this deposit when the student returns the key.

### REFUND FOR WITHDRAWALS

TFC complies with the 1998 Higher Education Act Amendment revisions as they apply to students receiving Title IV funds. TFC allocates refunds according to the provisions listed in the 1998 Higher Education Act Amendment in the following order of priority:

1. Unsubsidized Federal Stafford Loan
2. Subsidized Federal Stafford Loan
3. Federal Perkins Loan
4. Federal PLUS Loan
5. Federal Pell Grant
6. Federal SEOG
7. Other Title IV Aid Programs
8. Other federal, state, private, or institutional aid
9. The student

There is no refund, in whole or part, on all fees, including the student fee and music fees, as well as room charges for students who withdraw after the end of the drop/add period. A withdrawal fee of \$100.00 will be charged to students withdrawing during the drop/add period. TFC disburses tuition and board refunds for students who completely withdraw, or the college dismisses, according to the portion of the semester already completed. The tables below outline the refund entitled on tuition and board charges, as well as the amount of institutional aid or employee tuition benefits, refunded back to the college, for the fall and spring semesters on or before the dates published. The following table shows refund amounts for all resident students and for online students enrolled in classes in both online sessions in the semester:

Fall Semester 2013		Spring Semester 2014	
August 30 <sup>st</sup>	100% refund	January 24 <sup>th</sup>	100% refund
September 13 <sup>th</sup>	80% refund	February 7 <sup>th</sup>	80% refund
September 27 <sup>th</sup>	70% refund	February 21 <sup>nd</sup>	70% refund
October 4 <sup>th</sup>	60% refund	February 28 <sup>th</sup>	60% refund
October 18 <sup>th</sup>	50% refund	March 14 <sup>th</sup>	50% refund
October 25 <sup>th</sup>	40% refund	March 21 <sup>nd</sup>	40% refund

The following table shows refund amounts at the end of the dates published for online students enrolled in classes in only one online session per semester in the Fall 2013 or Spring 2014 semester:

End of	Fall		Spring	Spring		Session Refund
	Ses. 1	Ses. 2	Ses. 1	Ses. 2		
Day 2	8/27/13	10/18/13	1/22/14	3/25/14	100%	
Day 9	9/3/13	10/25/13	1/29/14	4/1/14	80%	
Day 16	9/10/13	11/1/13	2/5/14	4/8/14	70%	
Day 20	9/14/13	11/5/13	2/9/14	4/12/14	60%	
Day 27	9/21/13	11/12/13	2/16/14	4/19/14	50%	
Day 30	9/24/13	11/15/13	2/19/14	4/22/14	40%	

The following table outlines the refund entitled on tuition charges, as well as employee tuition benefits refunded back to the college, for the summer session based on the date of withdrawal:

By the end of day two	100% refund
By the end of day four	80% refund
By the end of day six	70% refund
By the end of day eight	60% refund
By the end of day ten	50% refund
By the end of day twelve	40% refund
After the end of day twelve	no refund

A withdrawing student must obtain a Withdrawal Form from the Office of Student Development and personally process it through the offices listed on that form. The official withdrawal date is the date the student signs the withdrawal form when the student initiates the withdrawal process. The withdrawal form must be completed and returned within two business days for the withdrawal date to be effective.

### REFUND POLICY FOR CREDIT BALANCES

Students with a credit balance on their account can request a refund from the Office of Student Accounts. Students must submit all requests electronically through myTFC by noon on Tuesday. Refund check will be mailed or placed in the students P.O. Box after 11:00 a.m. on Friday of that week.

**The college will not issue refunds to students until all charges have been posted and paid and a credit balance shows on the account.**

### PAYMENTS

Students must reconcile all charges not covered by financial aid (federal loans, federal and state grants, TFC grants and scholarships, **not including work-study**) no later than the payment deadline for the semester. Students can reconcile their account balances by paying the balance in full via cash, check, echeck, credit card or registering for the NELNET payment plan.

There will be a \$50.00 late **payment** fee assessed on accounts of previously enrolled students not reconciled by the payment deadline for the appropriate semester. (See front of this publication for dates.)

The college charges a \$50.00 late **registration** fee to students who register after the Registration period for the appropriate semester. (See front of this publication for dates.)

### NELNET PAYMENT PLAN

Students may register for the NELNET payment plan to reconcile their student accounts. NELNET Business Solutions charges a \$25.00 per semester registration fee for any student who registers for the plan. Students who choose this option must register for the plan in advance of enrollment since payments begin before classes start. Students can enroll in NELNET via the TFC website, [www.tfc.edu/makepayment](http://www.tfc.edu/makepayment).

### RETURNED CHECK CHARGE

The college charges \$15.00 for each check a student submits to the college that the bank returns to the college for insufficient funds. **Students who have two bad check incidents will lose their check writing privileges at TFC for six months.**

**UNPAID ACCOUNTS**

Students with an outstanding balance from a previous semester cannot re-enroll unless the account is reconciled in full or the Student Accounts office gives permission. Upon final departure from TFC, students must pay any outstanding balance in full, including all library, parking, and disciplinary fines, as well as any other charges before the college will issue an official transcript or diploma. The student is responsible for any collection fees incurred in reconciling the account balance.

**COLLECTION OF UNPAID ACCOUNTS**

The college turns over unpaid student accounts that are inactive for two months to a collection agency. This agency adds collection fees for the services they provide and contacts the student regarding payment options. The student is responsible for any collection fees incurred in collection of his/her account.

**COST OF ATTENDANCE (2013-2014)**

	Per Sem.	Per Year
Full-time Tuition (12-19 credits)	\$9,250.00	\$18,500.00
Room and Board	\$3,390.00	\$6,780.00
<b>Total</b>	<b>\$12,640.00</b>	<b>\$25,280.00</b>
Room & 5-meal/week Only*	\$2,500.00	\$5,000.00
Books (estimate)	\$500.00	\$1,000.00
Student Fee	\$200.00	
Technology Fee	\$50.00	
	<b>One Time</b>	<b>Per Credit</b>
Application Fee	\$25.00	
Audit Fee		\$117.00
Part-time Tuition (1-11 credits)		\$775.00
Tuition over 19 credits		\$485.00
Summer Tuition		\$385.00
Summer Room Only (per term)	\$195.00	
Winterim Tuition		\$385.00
Winterim Room & Board	\$275.00	
Class Applied Music Lesson		\$225.00
Private Applied Music Lesson		\$450.00
EDU 311 course fee	\$100.00	
OLE 203 course fee	\$300.00	
OLE 343 Winterim course fee	\$500.00	
YTH 363 course fee	\$550.00	

\* The room and five-meal per week option is available only to seniors living in the terrace houses.

**FINANCIAL AID**

**FINANCIAL AID APPLICATIONS**

TFC requires all students to submit the Free Application for Federal Student Aid (FAFSA), which is available on-line at [www.fafsa.ed.gov](http://www.fafsa.ed.gov). Students will need information from the previous year's U.S. income taxes to complete the FAFSA. Federal, state and some institutional programs of financial aid use the information provided.

Students should submit the FAFSA to the federal processing center as soon after January 1 as possible for the next academic year. Students must apply every year and list Toccoa Falls College on the FAFSA. The federal school code for TFC is **001596**. Non-degree seeking and audit students are not eligible for federal, state, or institutional financial aid.

Students and parents are encouraged to complete their federal taxes as soon as possible after January 1 in order to complete the FAFSA. Early submission places students on federal, state, and college rosters for priority processing.

**PRIORITY APPLICATION DATES**

The TFC priority date for full financial aid consideration for the fall semester is April 15. Students considering enrollment beginning in the spring semester or summer sessions should also complete the necessary steps for financial aid before April 15 of the previous year. However, for full financial aid consideration for the spring semester, all financial aid forms should be submitted by November 1. The Office of Financial Aid considers applications submitted after the priority date as funds are available.

**NEED ANALYSIS**

The Federal Processing Center uses the information from the FAFSA to calculate the student's Expected Family Contribution (EFC) toward the student's education. A Student Aid Report (SAR) will be sent to the student and to each of the colleges listed on the FAFSA. The college then uses the EFC in an equation to determine the student's financial need. The cost of attendance (tuition, housing, meals, books, transportation, etc.) minus the EFC and all financial aid equals the financial need.

**VERIFICATION**

Approximately thirty percent of all FAFSA applications are selected by the U.S. Department of Education for verification. During this process, the Office of Financial Aid compares the information from your FAFSA application with copies of IRS Tax Return Transcripts of Federal tax returns, and/or other financial documents you provide. If there are differences between your FAFSA application information and the tax and/or financial documents, the Office of Financial Aid may send corrections electronically to have the FAFSA application reprocessed.

**CALCULATION AND NOTIFICATION OF AWARD**

The Office of Financial Aid completes the financial aid award once the student has been accepted by the Admissions Office and the student's financial need has been determined. The college notifies the student when an award letter is ready for student confirmation. The award letter indicates the various types of financial aid that the student is eligible to receive. Therefore, it is important for students to review the information carefully to understand the exact amount and type of financial aid offered. Students must review the award letter and indicate whether they accept or decline each type of financial aid and return a signed copy of the award letter to the financial aid office. New incoming students should direct questions to their admissions counselor. Returning students should direct questions to their financial aid counselor.

**SATISFACTORY ACADEMIC PROGRESS**

Satisfactory academic progress is the minimum requirement for a student to receive federal, state, and college financial aid. Some financial aid programs have requirements that are more rigorous.

The Office of Financial Aid determines Satisfactory Academic Progress (SAP) by evaluating the cumulative grade point average (GPA) and the completion rate (cumulative credit hours earned divided by cumulative credit hours attempted) at the conclusion of each payment period (fall, spring and summer semesters) of each academic year.

**Qualitative Standard**

The minimum required Cumulative GPA for each benchmark is as follows:

CREDIT HOURS ATTEMPTED	CUM GPA REQUIRED
0 – 23.9	1.50
24 – 47.9	1.70
48 – 71.9	1.90
72 and above	2.00

Grades of A, B, C, D, F and FX are used in computing a cumulative GPA. Grades of AU, S, U, W, WF and WP will not impact the cumulative GPA. Course incompletes will not impact the qualitative standard of satisfactory academic progress, but should be completed as soon as possible.

#### **Quantitative Standard**

The minimum number of cumulative credit hours a student must have earned at the end of each payment period is at least 67% of the cumulative credit hours attempted.

Grades of A, B, C, D, F, FX, S, U, WF, WP, TR and I are used in computing the percentage of course work attempted and completed. Grades of AU and W are not used in computing the percentage of coursework attempted and completed. Course incompletes **will** impact the quantitative standard of satisfactory academic progress and should be completed as soon as possible. Courses accepted by the Registrar's Office for transfer from another college are treated as both attempted and completed courses at TFC in calculating the completion rate.

The maximum time frame that a full-time student has for completing a bachelor's or associate's degree is 150% of the hours required for the degree. Financial aid recipients must complete their program of study without having attempted more than 150 percent of the credit hours required to complete their curriculum. This provides up to 189 attempted semester hours for student financial aid recipients to complete a 126 semester hour program.

A student failing to meet the minimum requirements for satisfactory academic progress, reviewed at the end of each semester, will be placed on financial aid warning for the following semester, during which time the student remains eligible to receive financial aid. After being placed on financial aid warning, if the student is still not meeting SAP at the end of the following semester, the student is placed on financial aid suspension and is ineligible to receive federal, state and institutional financial aid for subsequent semesters until the student achieves satisfactory academic progress. This means that the student will have to bear the full cost of attendance without financial aid until the student achieves satisfactory academic progress.

In cases of extreme and unusual circumstances, the student may appeal a financial aid suspension and loss of financial aid in writing to the Director of Financial Aid for the Financial Aid Appeals Committee to review. Additional information regarding Satisfactory Academic Progress and the appeals procedure is available on the financial aid page of the TFC website.

### **TITLE IV FEDERAL STUDENT AID PROGRAMS FEDERAL AID ELIGIBILITY**

Students must meet the following criteria to be eligible for Title IV student aid programs:

1. Have financial need, except for some loan programs.
2. Have a high school diploma or GED certificate.
3. Be enrolled or accepted as a degree-seeking student.
4. Be a U.S. citizen or eligible non-citizen.
5. Have a valid Social Security Number.
6. Make satisfactory academic progress.
7. Sign a statement on the FAFSA certifying that the student will use federal student aid only for educational purposes and that the student is not in default on a federal student loan and does not owe any money on a federal student grant.

#### **FEDERAL PELL GRANT**

The Federal Pell Grant is awarded to undergraduate students who have not earned a bachelor's or a professional degree. Students do not have to repay a Federal Pell Grant. The award for the 2013-2014 academic year ranges from \$575 to \$5,645 per year. The amount of the award is based on the cost of

attendance, the EFC, enrollment status (full-time or part-time) and the number of semesters attended in the academic year. Award amounts are subject to change annually.

#### **FEDERAL SUPPLEMENTAL EDUCATIONAL OPPORTUNITY GRANT (SEOG)**

The Federal Supplemental Educational Opportunity Grant (FSEOG) is for undergraduates with exceptional financial need. Pell Grant recipients with a "0" EFC will be the first to receive FSEOG based on the school's availability of SEOG funds. The maximum award for the 2013-2014 academic year is \$500 per semester. The amount of the award is based on the EFC and enrollment status (full-time or part-time). Like the Pell Grant, students do not have to repay a SEOG.

#### **FEDERAL WORK-STUDY PROGRAM**

The Federal Work-Study Program provides funding for jobs for students with financial need, allowing them to earn money to help pay education expenses. TFC employs many students through the work-study program. The college expects students to perform work functions for all hours documented on their time cards. The college withholds federal and state taxes from wages earned and issues checks to students on a monthly basis. The Office of Financial Aid will award the amount of FWS a student is eligible to earn. It is the student's responsibility to obtain a job. Positions, award amounts and pay scales are listed on the Student Employment page on the TFC website.

#### **FEDERAL DIRECT LOAN PROGRAM FEDERAL SUBSIDIZED LOAN**

The subsidized loan is a low-interest student loan, funded directly by the federal government and awarded on the basis of financial need. The federal government does not charge interest on subsidized loans while borrowers are enrolled at an eligible school at least half time. The federal government pays the interest until the borrower begins the repayment period. The maximum amount a student may borrow in a subsidized loan in any single year is equal to the cost of attendance minus the sum of all forms of financial aid already awarded minus the EFC, not to exceed the limits outlined below under "Federal Loan Amounts and Limits." Once the borrower begins the repayment period of the loan, interest charges will start accruing.

#### **FEDERAL UNSUBSIDIZED LOAN**

The unsubsidized loan is a low-interest loan available to students who meet the need criteria for a subsidized loan and to students who do not meet the financial-need criteria for a subsidized loan. The Office of Financial Aid may award unsubsidized loans based on the cost of attendance. The federal government does not make interest payments for the borrower. The borrower is responsible for all interest charges on the loan, but does not have to make payments on the loan while enrolled in college. The federal government charges interest to the borrower from the time the federal government disburses the loan until the student pays it in full. The maximum a student may borrow in a single year is equal to the cost of attendance minus the sum of all forms of financial aid already awarded, not to exceed the limits outlined below.

#### **FEDERAL LOAN AMOUNTS AND LIMITS**

Eligible students enrolled at least half-time may qualify for a Federal Direct Loan. Dependent students may borrow up to \$5500 (\$3500 subsidized) per year as a freshman, \$6500 (\$4500 subsidized) per year as a sophomore and \$7500 (\$5500 subsidized) per year as a junior or senior. The cumulative lifetime maximum for dependent students is \$31,000 (no more than \$23,000 may be subsidized). Independent students may borrow an additional amount (unsubsidized only) at the following scale: freshman or sophomore - \$4000, junior or senior - \$5000. The cumulative lifetime maximum for independent students is \$57,500 (no more than \$23,000 may be subsidized). Repayment begins six months after a student graduates, withdraws, or drops below



half-time enrollment. The net origination fee for Federal Direct Loans for 2013-2014 is 1.051% of the principal amount of each Direct loan. (Congress may change rates, loan amounts and loan fees at any times.)

#### **FEDERAL PLUS (PARENT) LOAN**

A parent of a dependent student enrolled at least half-time is eligible to apply for a PLUS loan. The parent applying for the loan must also be a citizen or resident of the United States, pass a credit check, and not be in default or owe a refund to any student financial assistance program. The yearly limit on a PLUS loan is equal to the cost of attendance minus the sum of all other forms or financial aid, including loans, already received. Repayment begins within 60 days after the lender disburses the final portion of the loan. For loans disbursed beginning 7/1/2008, parents have the option to postpone repayment until 6 months after the beneficiary student leaves school or drops below half-time enrollment. If payments are postponed, interest will accrue and will be capitalized on the unpaid loan balance. PLUS Loans generally must be repaid within 10 years. The current interest rate is fixed at 7.9% and begins to accrue as soon as the lender disburses the loan. The net origination fee for PLUS Loans for 2013-2014 is 4.204%. (Congress may change these rates, loan amounts and loan fees at any time for future loans).

#### **FEDERAL PERKINS LOAN**

The Office of Financial Aid awards a limited number of Perkins loans based on financial need. Repayment begins nine months after a student graduates, withdraws, or drops below half-time enrollment. Students can defer repayment for certain kinds of federal and volunteer service. Students may borrow up to \$5500 per year for all levels, depending upon the availability of Perkins Loan funds at the school. The cumulative maximum is \$20,000. The interest rate is 5.0%, and begins with the first loan repayment. There is no processing fee on Perkins loans. Loans are dependent upon the availability of funds to the school.

#### **OTHER FEDERAL STUDENT AID PROGRAMS**

##### **VETERANS ADMINISTRATION EDUCATION BENEFITS**

Various programs are available for veterans, reservists, and their dependents. Students can obtain information and applications from state veteran's affairs offices. Students should consult the policies on transferring credits from other sources in the Academic Information section of this publication. A Certificate of Eligibility is required before the school can certify the V.A. Benefits. Certification of V.A. Benefits is sent to the V.A. after the drop/add period each semester.

#### **STATE OF GEORGIA STUDENT AID PROGRAMS**

##### **GEORGIA TUITION EQUALIZATION GRANT (GTEG)**

The Georgia Tuition Equalization Grant (GTEG) program provides grants to eligible Georgia residents who attend an approved private college in Georgia. Students must be U.S. citizens or classified as permanent resident aliens, as well as legal residents of Georgia, as defined by the Georgia Student Finance Authority, for a minimum of twenty four consecutive months immediately preceding enrollment. Students must enroll full-time in an undergraduate program. Certain other conditions apply. The current award for GTEG is \$350.00 per semester. (State legislative proposals may change the GTEG award amount at any time.)

##### **HOPE/ZELL MILLER SCHOLARSHIP**

The Helping Outstanding Pupils Educationally (HOPE) Scholarship program provides scholarships to eligible Georgia residents who attend an approved college or university in Georgia. Students must be U.S. citizens or eligible non-citizen for Title IV funds, be a 1996 or later graduate of an eligible high school with a "B" average (3.0 HOPE GPA) in the core curriculum, and meet HOPE's Georgia residency requirement. Certain other

conditions apply. Current legislative action has set the award amount for the 2013-2014 academic year at \$3,600 per year (\$1,800 per semester) for full-time (enrolled for 12 hours or more) attendance. For students attending part-time for a semester (less than twelve credit hours and greater than or equal to six credit hours), the award amount is one-half of the full-time award amount per semester. HOPE funding discontinues after 127 attempted credit hours. The Zell Miller Scholarship is provided for graduating H.S. students with at least a 3.7 GPA and a 1200 SAT score (critical reading + math). The Zell Miller Scholarship amount will be \$4,000 per year (\$2,000 per semester) and will be awarded in lieu of the HOPE Scholarship.

All state aid is subject to change annually. For more detailed information regarding state regulations for the HOPE and GTEG program go to [www.gacollege411.org](http://www.gacollege411.org) or contact the Office of Financial Aid.

#### **TFC SCHOLARSHIPS & GRANTS**

The College encourages all students to submit a FAFSA to maximize their potential for financial aid. Only full-time, traditional (not Online) students are eligible for institutional financial aid. Students confirm offers of financial aid by submitting all documents needed to complete their financial aid files. The minimum required cumulative GPA for any institutional scholarship or grant is a 2.0. Some scholarships and grants may require a higher GPA.

The Director of Financial Aid is responsible for all decisions in awarding institutional financial aid. The Office of Financial Aid considers college scholarships and grants only after all federal and state scholarships and grants have been applied to the student account. The total amount of institutional scholarships and grants awarded cannot exceed the actual remaining need (cost of tuition, on campus room and board, and fees less any federal and state scholarships and grants). The Office of Financial Aid awards college financial aid in two increments: half for the fall semester and half for the spring semester. TFC does not award summer institutional aid. Students who have a lapse in enrollment of more than one semester forfeit all institutional scholarships and grants previously awarded.

#### **TFC SCHOLARSHIP**

The Toccoa Falls College Scholarship is awarded to new, incoming students who enroll for the first time at TFC or who enrolled for the Fall 2011 semester or later. Based on academic achievement, we award a scholarship package which reflects a pooling of all of our scholarships. Upon acceptance and receipt of a student's deposit, the scholarship is awarded to the student.

#### **ENTRANCE SCHOLARSHIPS**

Entrance scholarships are based on academic merit and are awarded to currently enrolled U.S. students who enrolled for the first time at TFC prior to the Fall 2011 semester. Students can renew entrance scholarships each year, up to four years, provided they continue to meet the minimum renewal standards. The Office of Financial Aid awards only one entrance scholarship to each eligible student. Students should contact the Financial Aid Office for eligibility requirements.

#### **FUNDED AND ENDOWED SCHOLARSHIPS**

The college bases these scholarships on academic merit and specific requirements consistent with donor wishes. Currently enrolled students should contact a financial aid counselor for eligibility requirements. The college awards over 40 different funded and endowed scholarships each year depending upon the availability of funds. Endowed scholarships require completion of the FAFSA by the priority deadline of April 15.



### **INTERNATIONAL STUDENT SCHOLARSHIP**

This scholarship is for currently enrolled international students who demonstrate academic achievement. The scholarship ranges from \$2,000 to \$5,000 per year.

### **CHRISTIAN WORKER DEPENDENT GRANT**

This grant is only for dependent children of clergy and missionaries, according to the following categories: a) pastor, b) currently serving full-time ministerial staff or c) currently serving missionaries appointed by their denomination. The qualifying minister/missionary must be the primary family income source. The parents should be either ordained or licensed by their denomination and active in ministry. The amount is \$1,250 per semester or \$2,500 per year.

### **SIBLING GRANT**

This grant is for families of currently enrolled students who enrolled for the first time at TFC prior to the Fall 2011 semester that have at least two single children (single as of the check-in day for the semester) attending TFC full-time at the same time. The amount of the grant is \$250 per semester or \$500 per year for each child.

### **MARRIED STUDENT SPOUSE GRANT**

This grant is for the spouse of a full-time student. The grant covers the cost of one course of up to three-credit hours for audit or for credit per fall or spring semester. The grant is not available for Winterim or summer school and cannot be used in conjunction with any other TFC institutional aid. **The couple must be married prior to first-time matriculation at TFC to be eligible.**

### **DUAL ENROLLMENT GRANT**

This grant is for high school students who are dual enrolled at the college. See the Admissions section of this publication for dual enrollment eligibility requirements.

### **TFC GRANT**

This grant is available for currently enrolled students who enrolled for the first time at TFC prior to the Fall 2011 semester and demonstrate financial need. Academic merit is also a factor in awarding these college grants.

### **OUTSIDE SCHOLARSHIPS**

The College accepts scholarship donations from organizations for individual students. Official documentation is required. Anticipated scholarships will be removed from the student's financial aid package if documentation is not received by midpoint of the semester.

### **CHURCH MATCHING GRANT**

The Church Matching Grant is available to full-time, residential students of Toccoa Falls College during the fall and spring semesters. Toccoa Falls College will match up to \$2,500 (\$1,250 per semester) of scholarship funds given by a student's church. The source of the funds must be the church's general budget or

established scholarship fund. The funds cannot come from a member of the student's immediate or extended family through the church's operating accounts. A Church Matching Grant Verification Form must be completed by the church.

## **STUDENT RIGHTS AND RESPONSIBILITIES**

### **STUDENT RIGHTS**

Students have the right to know the following:

1. The financial assistance that is available, including information on all federal, state, and institutional financial aid programs.
2. The deadlines for submitting applications for each of the financial aid programs
3. The cost of attending and the policies on refunds to students who withdraw from school.
4. The criteria used to select financial aid recipients.
5. How financial needs are determined. This includes the consideration of costs for tuition and fees, room and board, travel, books and supplies, personal and miscellaneous expenses.
6. The details regarding the various programs in the student aid award. If the student believes that the college made the award in an unfair manner, the student may request reconsideration of the award.
7. The portion of the financial aid award that the student must repay and the portion that is grant aid. If the aid is a loan, the student has the right to know the interest rate, the total amount the student must repay, the length of time allowed to repay the loan, and when repayment begins.

### **STUDENT RESPONSIBILITIES**

It is the student's responsibility to do the following:

1. Complete the application for student financial aid (FAFSA) accurately, and submit it to the appropriate office before the deadline. Errors may delay the receipt of financial aid. Intentional falsification of information on application forms for federal aid is a violation of law and is considered a criminal offense subject to penalties under the US Criminal Code.
2. Complete any TFC forms or submit any documents needed to process the student's financial aid.
3. Return all additional documentation including verification, corrections, and new information requested by either the Office of Financial Aid or the agency to which the student submitted the application.
4. Read, understand, and keep copies of all submitted forms.
5. Accept the responsibility for all agreements signed.
6. Notify the college and the lender of changes in name, address, or school enrollment status.

### **FINANCIAL ASSISTANCE DISCLOSURE**

The Director of Financial Aid is responsible for disclosure of college and financial assistance information and can be contacted by writing to the following address: Director of Financial Aid, P.O. Box 800900, Toccoa Falls College, Toccoa Falls, GA 30598.

# SEBY JONES LIBRARY

## Library Office

(706) 886-7299, ext. 5302

[www.tfc.edu/academics/seby-jones-library](http://www.tfc.edu/academics/seby-jones-library)

## Interim Director of Information Services

Heather L. Samsa, E.D.S.

## Library Staff

Allison L. Brady, M.L.I.S., Cataloging & Information Services Librarian

Sara A. Dodge, M.L.S., Reference Librarian

Selina E. Slate, M.L.I.S., Assistant Library Director

Zach H. Hightower, B.S., Technology Coordinator

## GENERAL INFORMATION

Academic life at Toccoa Falls College centers on the Seby Jones Library, a two-story building located in the middle of campus. The library provides members of the college community with resources for their intellectual, spiritual and cultural development. The library's total learning resources include holdings of over 145,000 volumes. Periodicals, including scholarly journals, total 140 current subscriptions as well as a retrospective collection of bound volumes. As a participant in the statewide GALILEO library network, the library provides access to over 150 databases, including over 75,000 full-text periodicals, indexing, encyclopedias, newspapers, statistical books and Internet resources.

The library houses the following collections: general books, reference, print periodicals and media. A Curriculum and TESOL Lab collection is also available for students majoring in Teacher Education. Christian Education majors will find curriculum pertinent to their studies housed in their classroom building. Music Scores and Music CDs are easily accessible to Music majors in the Music Department area of Grace Chapel.

## MEDIA AND TECHNOLOGY

Both floors of the library provide access to PC and Mac computers for student use. Laptops and iPads are also available for checkout for use within the building. Equipment for listening, viewing and editing media is provided. DVDs, CDs, and VHS tapes are available for viewing or checkout. The library also provides laminating services and materials for making bulletin boards. A color copier and printers are available for student use.

The library supplies and maintains the permanent projection equipment in campus classrooms as well as provides portable multimedia projectors, laptops and other media equipment for checkout to faculty, staff and students for campus use. Workshops are offered periodically to assist students in using technology and in producing and editing media.

## THE LIBRARY ONLINE

The library's online catalog, Athena, is available on computers in the library as well as over the Internet. The library's web page provides access to many of the library's services including: searching the library's catalog, reading electronic reserves, searching library databases, checking your library account, renewing materials online, requesting an interlibrary loan, asking a reference question, reading the library's collection of almost 75,000 electronic books, as well as making suggestions for improving library services.

## INTERNET USAGE POLICY

The library expects students to abide by the campus "Internet Usage Policy" outlined in the *TFC Student Handbook* when using library computers.

## RESEARCH ASSISTANCE

The reference staff offers individual assistance with library research including instruction on using the Internet, locating library resources and searching online databases. Reference hours are Monday – Thursday, 9:00 a.m. – 4:00 p.m. and 6:00 – 11:30 p.m., Friday, 9:00 a.m. – 4:00 p.m., and Saturday 1:00 – 5:00 p.m. and Sunday 6:00 p.m. – 11:30 p.m. Online reference help is available through email, instant message and phone during posted hours.

The library allows faculty and students to borrow materials from other libraries across the United States through its interlibrary loan service. Students can make interlibrary loan requests via the library's web page, from any library database or by email at [ill@tfc.edu](mailto:ill@tfc.edu).

## FACILITIES

A variety of seating is provided throughout the library to accommodate a diversity of information needs. The first floor provides areas for individual and group study. A coffee bar is available providing a more casual atmosphere. The second floor accommodates more research oriented activities by providing individual carrels and large study tables. A twelve-seat conference room is also available for scheduled group meetings. Wireless Internet access is available throughout the library for students who bring their own wireless devices.

## CIRCULATION SERVICES

Most library materials have a check-out period of two weeks with renewal privileges. VHS and DVDs circulate for three days. Students may renew materials up to three times at the Help Desk, by phone or via the library web page.

Fees for lost materials include the replacement cost plus a processing fee. Fines are charged for overdue materials. Brochures with basic library policies and procedures are available in the library and on the library's web page.

The University of Georgia libraries, the GPALS (Georgia Private Academic Libraries) consortium libraries and the Toccoa Public Library provide circulation privileges to students in good standing at Toccoa Falls College. Students interested in receiving a GPALS or UGA library card can do so at the Reference Desk.

## LIBRARY HOURS

Regular library hours are:

Monday – Thursday	7:45 a.m. – 11:30 p.m.
Friday	7:45 a.m. – 5:30 p.m.
Saturday	9:00 a.m. – 10:00 p.m.
Sunday	6:00 p.m. – 11:30 p.m.

Exceptions are posted on the library door.

## ARCHIVES

The library maintains the College Archive, which is located on the second floor of the Library. It houses records that document the history of Toccoa Falls College as well as the personal library of founder, Richard A. Forrest. The archive is available to the college community, alumni and other interested persons by appointment.

# ACADEMIC INFORMATION

## VICE PRESIDENT FOR ACADEMIC AFFAIRS

(706)886-7299, ext. 5250

[academic@tfc.edu](mailto:academic@tfc.edu)

W. Brian Shelton, Ph.D., Vice President for Academic Affairs  
Sharlene J. Kaye, B.S., Executive Administrative Assistant

## Dean of Enrollment Management

Daniel W. Griffin, M.S.

## REGISTRAR'S OFFICE

(706) 886-7299, ext. 5396

[registrar@tfc.edu](mailto:registrar@tfc.edu)

[www.tfc.edu/academics/registrar](http://www.tfc.edu/academics/registrar)

Kelly Vickers, M.A., Registrar  
Linda Baine, Assistant for Scheduling & Transfer Evaluation Services  
Kathy Reibsome, B.S., Assistant for Graduation & Transcript Services

## ACCREDITATION AND MEMBERSHIPS

Toccoa Falls College is incorporated under the laws of the State of Georgia as a four-year college and is authorized by the Georgia State Legislature to grant the baccalaureate degree.

Toccoa Falls College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award Associate and Bachelor 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 Toccoa Falls College. Toccoa Falls College is also accredited by the Association of Biblical Higher Education to award Associate and Bachelor degrees. Contact the Association of Biblical Higher Education at 5900 S. Semoran Blvd., PO Box 780339, Orlando, Florida 32878-0339 or call 407-207-0808 for questions about the accreditation of Toccoa Falls College. Toccoa Falls College is an accredited institutional member of the National Association of Schools of Music (11250 Roger Bacon Drive, Suite 21, Reston, VA 22090: telephone number (703)437-0700), an institutional accrediting body recognized by the Council for Higher Education Accreditation. The Teacher Education and Music Education programs are approved by the Professional Standards Commission of the State of Georgia, and graduates are eligible for teacher Certification upon graduation.

In addition, the college is listed by the United States Department of Education in the directory of Accredited Institutions of Higher Learning, approved for the training of veterans and certain of their dependents, approved by the State Department of Vocational Rehabilitation and approved by the United States Department of Justice for the training of foreign students.

Toccoa Falls College holds full membership with the Council of Christian Colleges and Universities as well as membership in a number of regional and national professional organizations in order to maintain the highest of standards, strengthen itself, and keep abreast of current developments in educational trends.

## ACADEMIC SESSIONS

Toccoa Falls College operates on the semester system. The regular fall and spring semesters are 15 weeks of class plus an additional period for final examinations. Winterim is a two-week accelerated term in early January for all new freshmen and transfer students. Additional courses are offered during Winterim for other students. Summer school is made up of two four-week sessions in May, June and July.

## ACADEMIC DIVISIONS

The academic divisions of the college are identified as Schools and Departments. The School of Arts and Sciences includes the Departments of Humanities & Natural Sciences, Communication, and Counseling. The School of Christian Ministries includes the Departments of Bible and Theology, Ministry and Leadership, and World Missions. The School of Professional Studies includes the Departments of Business Administration, Music, and Teacher Education. In order to qualify as a Department, it must offer at least one major program leading to an academic degree.

## RECORDS

### PRIVACY RIGHTS

In accordance with FERPA, the Family Educational Rights and Privacy Act of 1974 as amended, Toccoa Falls College guarantees any student who is or was attending Toccoa Falls College the right of access to inspect and review their educational records, subject only to certain specific exceptions. With other limited exceptions, any employee of Toccoa Falls College will not disclose personally identifiable information from educational records to any third party without the written consent of the student.

The college guarantees each student an opportunity to challenge the accuracy of information contained in any file or record that the student may access, including the right to a hearing if so requested. Each student also has the right to file a complaint directly with the U.S. Department of Education whenever the student believes the rights afforded the student by the college policy or the Family Educational Rights and Privacy Act have been violated. Students can obtain copies of the complete college policy statement on student education records from the Registrar's Office.

### REQUEST TO PREVENT DISCLOSURE OF DIRECTORY INFORMATION

The Registrar's Office provides forms to request non-disclosure of directory information at fall registration. The Registrar's Office uses the form to carry out student desires regarding release of directory information from education records. Forms are effective only for one year; therefore, students must renew this form each fall.

### RECORDS RETENTION POLICY

The transcript is the permanent historical record of the student's academic performance at Toccoa Falls College. It contains the term-by-term record of enrollment in courses, grades awarded, and degrees conferred. The Registrar's Office permanently retains the transcript, along with a record of Student Ministry activities and credit, in the student's file. The student's file also contains supplemental material associated with admission to TFC, enrollment, and graduation. Examples include petitions for exemption to policy, degree audits, evaluations of transferred work, declaration of major forms, and miscellaneous correspondence. The office destroys these supplemental materials five years after the student's last day of attendance.

### TRANSCRIPTS

The Registrar's Office keeps the permanent record of all credits earned by each student on file. The college does not issue transcripts unless the student fulfills all financial obligations owed to the college. The Registrar's Office issues transcripts only upon receipt of a written request signed by the student.

## REGISTRATION AND SCHEDULING CONCERNS

### COURSE LOAD

The normal course load for fall and spring semesters is 12 to 18 credit hours with additional charges for any credit hours over 19. Fewer than 12 credit hours is considered a part-time load.

Summer school is made up of two four-week sessions. Students may take up to 6 credit hours each session. A student must enroll in 12 credit hours over the two sessions for full-time enrollment.

### CLASS OVERLOAD

Students may register for a maximum of 18 credit hours in a regular semester, 3 credit hours in Winterim, or 6 credit hours in a single summer session. Students must have written approval from the Registrar to register for any credit hours above these limits. Students should consult the Student Accounts section of this publication for class overload charges.

### CLASS STANDING

The college classifies students based on total credit hours earned:

CREDIT HOURS EARNED	CLASS STANDING
0 - 29	Freshman
30 - 59	Sophomore
60 - 89	Junior
90+	Senior

### ROLE OF THE ACADEMIC ADVISOR

The college assigns each incoming student an academic advisor in the anticipated field of study as designated on his/her course selection form. If a student's declared major changes, they are assigned a new advisor from their chosen major. The faculty advisor is an integral part of the student's educational program, so it is important to establish an ongoing relationship. The advisor assists students in planning a course schedule each semester and helps students select appropriate courses and electives that best support their educational and vocational goals. In all instances, however, students carry full responsibility for completing their program of study. Students cannot hold advisors liable for student failure to meet specified program requirements.

### STUDENT RESPONSIBILITIES IN THE ADVISING PROCESS

Students should take advantage of the opportunity to talk with their academic advisor. In the first meeting, students should introduce themselves and explain why they are there. Advisors would like to know as much as possible about each student's educational and vocational plans. Students should tell advisors about learning problems, special needs, failure experiences, or financial problems that may detract from academic work. Many times, there are campus or community resources available to assist students. Keeping a file of personal records and bringing it to an appointment with an advisor is recommended. Students should be assertive and ask questions if they think they have received insufficient or misleading information.

Students should read as much as they can about institutional and school requirements before talking with their advisor. Communication with an advisor is more rewarding when students come prepared. Students who have difficulty communicating with their advisor should request the assignment of another advisor. Sometimes special forms are necessary before asking an advisor for assistance. Students should use common courtesy in scheduling times with advisors and not wait until registration to contact an advisor.

### CATALOG REQUIREMENTS

Students normally endeavor to fulfill the requirements set forth in the catalog in force at the time of entering college. The previous fall and spring catalog would be in effect for students entering in the summer. Students may maintain the catalog in force at the time of entering college if they lapse matriculation for only two regular semesters. However, a lapse in matriculation of three or more regular semesters requires the student to fulfill the requirements of the catalog in effect upon reentry. A student extending continuous enrollment more than eleven semesters is required to fulfill the requirements of the catalog in force during the twelfth semester. Students may choose to meet the

requirements of a newer catalog by submitting a "Request for Change of Catalog" form. In all instances, students carry full responsibility for completing their own program of study.

### TFC 100

The college welcomes new freshmen and transfer students to the campus one full week before the official start of classes in the fall semester for TFC 100. This course is designed to help all new students acclimate to the community of Toccoa Falls College. Students will participate in activities that will help them prepare academically, socially, emotionally, and spiritually for college life at TFC. All new and transfer students are required to attend; TFC 100 is a graduation requirement.

### REGISTRATION

On-line Registration is available for continuing students through TFC Self-Service during the posted dates for the Schedule Selection period. Instructions for registration are also on the TFC website.

The college charges a \$50.00 late registration fee to students who register after the Registration period. The college does not accept late registrations after the last day of the drop and add period.

### INCOMING STUDENT SCHEDULING

The college determines the initial schedule for new and transfer students by academic background, information provided on the Course Selection form, TFC program requirements, and class availability. After registration day, students must meet with their assigned faculty advisor to review program requirements and career goals. Students with superior scores on the Bible and Doctrine Test during Orientation may exempt NTE 103 and/or OTE 103, and later substitute a more advanced NTE or OTE elective.

### CONTINUING STUDENT SCHEDULING

Students must give priority to general education courses or courses within a major in which they earned a "D" or an "F" before continuing with courses from the major or electives. The college requires full-time students to take at least one Bible or theology course each semester until the Bible & theology general education requirement for the degree sought is fulfilled.

### CLOSED CLASSES

Students who need to enter a closed class because they are close to graduation or cannot rearrange their schedules, may request to enter a closed class by obtaining the required signatures on the "Request for Entering a Closed Class" form, and bringing this form to the Registrar's Office during the registration period to have the course added to their schedule.

### DROPPING & ADDING COURSES

Students drop and add courses through the internet using TFC Self-Service. Students may not add new courses after the end of the drop and add period. Students should consult the calendar at the beginning of this publication for specific dates. Absences during the drop/add period are registered as absences by the instructor.

### AUDITING

Persons desiring to attend courses or lectures without examination or credit may register by paying the auditing fee. Any student auditing a course will be responsible to attend more than 60 percent of the classes. Failure to do so will be indicated by a W on the transcript. The Veterans Administration does not subsidize audited classes. A student may not change to audit status after the end of the drop/add period.

### ONE FREE CLASS

The spouse of a full-time student may take one class per semester without charge of tuition. To qualify, enrollment must be during a regular semester (not winterim or summer school), and the couple must have been married prior to first-time matriculation at Toccoa Falls College. The student receiving one free class and an additional class resulting in eligibility for government aid who

then withdraws from classes would no longer be eligible to receive any free classes from the college for the remainder of the time at Toccoa Falls College. Appeals can be made through the Office of Student Development. In addition, the full-time student who drops below full-time status makes the spouse ineligible for the one-free-class waiver for the remainder of their tenure. (Audit hours do not qualify the student for any government assistance.) An application form must be picked up from the Business Office and submitted *before the drop/add period ends*.

### **CLASS ATTENDANCE**

Students must attend class regularly to achieve the maximum benefit of college academic life. Individual instructors have attendance policies that affect the possibility of make-up work or examinations and grading in their courses. Students who become sick and cannot attend class must register the illness at once either with a local physician or with the college nurse.

All attendance and absence policies of the instructor begin with the first day of class. Absences during the drop and add period are registered as absences by the instructor.

Students must secure group absence forms for college events such as athletics or touring groups from the coach or team leader and present them to instructors before the absence. If for some reason an instructor does not show up for class, students must wait ten minutes. If the instructor still has not come and someone does not advise the class otherwise, class is dismissed.

### **PLAGIARISM & CHEATING**

Integrity extends to all parts of the Christian's life and character. This includes the Christian's academic life. Plagiarism is defined in the MLA Handbook as the use of another's ideas or expressions without proper acknowledgement. Plagiarism is not limited to word for word copying; it includes any false assumption of authorship, including paraphrasing lines of reasoning from a printed source and copying or stealing from an unpublished writer. Although it can be unintentional, plagiarism is always a serious ethical and moral offense.

Examples of intentional plagiarism include, but are not limited to: buying a paper from a public source, copying material from a printed source, soliciting or allowing someone to submit material for you, and submitting previously written material without the consent of the faculty member.

Whenever the college establishes that a student has engaged in cheating, plagiarism, or dishonesty, disciplinary action will be taken, resulting in the assignment of an automatic "F" for the entire course. This grade penalty shall take precedence over a course withdrawal received by the Registrar's Office on the same day or later than the incidence of academic dishonesty. The Deans Council may also consider dismissal from the college. Any modification of the above disciplinary action will be considered only if the student files an appeal to the Academic Discipline Appeals Committee through the Academic Dean's office.

### **WITHDRAWING FROM COURSES**

Withdrawals after the drop and add period of any academic term note whether the student was passing or failing. Students must return a completed course withdrawal form to the Registrar's Office within 48 hours of the date noted on the form, for that date to be effective. The last day to withdraw failing from a class without academic penalty is the Friday following fall or spring break (or midpoint in summer school, winterim, or an online course). Students who withdraw failing after the Friday following fall or spring break receive an "F." Unofficial withdrawal will result in failure of the course. Changes which place a student below full-time status will affect Veteran's benefits, foreign student visas, and financial aid benefits unfavorably. Withdrawal grades are calculated as hours attempted.

### **VOLUNTARY WITHDRAWAL FROM THE COLLEGE**

Students who wish to completely withdraw from the college must complete a withdrawal form from the Office of Student

Development and personally obtain the signatures required on the form. This includes the Office of Student Development, Financial Aid, Student Accounts, and Registrar. All withdrawals must be in writing. The effective date of withdrawal is the date the student signs the form. The completed form must be returned within 48 hours. When students withdraw, the college refunds tuition, fees, room, and board charges according to the Refund Policy outlined in the Student Accounts section of this publication. Non-attendance does not constitute official withdrawal from the college. Students who do not complete the above procedure are financially responsible for the term and receive an "FX" in each class.

### **INVOLUNTARY WITHDRAWAL POLICY**

TFC reserves the right to withdraw a student involuntarily from the college. Such an involuntary withdrawal is termed an "administrative withdrawal." Reasons for this action may include, but are not limited to, the behavior of a student who:

1. Demonstrates an apparent threat of harm to self or to others.
2. Engages in activity that leads to significant property damage.
3. Fails, after due notice, to satisfy financial obligations to the college.
4. Neglects to satisfy health regulations, such as required immunizations.
5. Is not attending classes on a regular basis, indicating an attitude of apathy.
6. Violates standards of conduct that call for dismissal as set forth in the Fallife handbook.

As a result of administrative withdrawal, the student will be removed from classes, receive failing grades for that school term (FX), lose his or her status as a student of TFC, and have TFC internet access revoked. The student will also lose the privilege of living in college-owned residences. Before an administrative withdrawal is put into effect, the student will be given opportunity to appeal the decision or withdraw voluntarily. Involuntary withdrawal based upon matters related to Student Development may be appealed by means of the process described in the Fallife handbook. Involuntary withdrawal based upon academic issues may be appealed to the Academic Discipline Committee as described under the heading "Academic Discipline Appeals" in the academic information section of the college catalog.

Any refund due the student at the time of voluntary withdrawal will be calculated on the basis of the "Refunds for Withdrawal" section of the college catalog.

An administrative withdrawal, however, renders the student ineligible for any refund of institutional charges. Such a withdrawal could also incur additional financial responsibility for the student. Any amount of federal funds provided the student that would have to be returned to the government, depending on the time of the withdrawal, would become the responsibility of the student to repay the college. The student will not be allowed to apply for re-admittance for any subsequent term until the reasons for withdrawal have been resolved.

### **BIBLE COURSES AND BIBLE GPA**

Courses having the following prefixes count toward the college's minimum requirement of Bible and theology: BIB, BMI, BSF, NTE, OTE, THE, HEB (except 213), GRK (except 213 and 223). In addition, COM 463 and EDC/EDM 433 are approved integrative courses and may be taken for elective Bible and Theology credit by students in the Schools of Arts & Sciences and Professional Studies. Students should check with their advisors to verify eligibility. Courses prefixed HOM, PAM, and REL do not count as Bible and theology courses. The college requires full-time students to take at least one Bible or theology course each semester until the Bible and theology general education requirement for the degree sought is fulfilled.

The college requires a minimum of 30 credit hours of Bible and theology as specified with a 2.0 Bible GPA as one of the requirements for graduation. Students should divide the total

quality points earned in Bible and theology courses by the credit hours attempted in Bible and theology courses to calculate their Bible grade point average.

The college administers the Standardized Bible Content Test through the Association for Biblical Higher Education. All new students will take a pre-test during orientation and graduating students will take the post-test prior to graduation. The percentile attained by each graduating student on this post-test will be recorded on the student's permanent transcript.

### **INDEPENDENT STUDY**

Independent study provides students with the opportunity to investigate areas of knowledge not covered in regular course offerings or explore in greater depth areas of knowledge only touched upon in regular courses. This method of study represents an irregular method of meeting college course requirements and therefore the college grants this only under exceptional circumstances. Each student should realize that the expectations and requirements are at the same level as a regular classroom course.

The following guidelines apply when the college approves an independent study:

1. Students begin the process at the Registrar's Office. Students must obtain the signatures of the instructor, the student's advisor, the Department Chair for the student's major, and the Dean of the School for the student's major. Students must have the completed form returned to the Registrar's Office with any accompanying materials by the end of the previous semester. This form also registers the student for the independent study.
2. The college limits each student to six hours of independent study.
3. Because of the nature of independent research, independent studies are limited to juniors and seniors.
4. A student may not enroll for the same independent study if the student previously earned a "D" or an "F" in that course. Independent studies may not be repeated under the grade forgiveness policies of the college.
5. Students understand and contract with the instructor to spend a minimum of 42 hours of study for each credit hour (i.e. a one-hour course requires a minimum of 42 hours of study; a two-hour course requires a minimum of 84 hours of study; a three-hour course requires a minimum of 126 hours of study). The student must keep a log of these hours and return it to the instructor as part of the course requirements.

### **DIRECTED STUDY**

Directed study is a regular course of study taken outside the normal class period with content and requirements very similar to those prescribed for the regular class. This method of study represents an irregular method of meeting college course requirements and requires considerably more work on the part of the instructor. Therefore, the college grants this only under exceptional circumstances such as a schedule conflict close to graduation. The college does not grant directed studies for conflicts with work schedules. All other alternatives to taking a course by directed should be considered prior to the application process, such as investigating if the course is also offered online, possible course substitutions, or scheduling the conflicting course section at an alternate time. Only after all other options have been exhausted should application be made. Students should realize that the expectations and requirements are at the same level as a regular classroom course.

The following guidelines apply when the college approves a directed study:

1. Students begin the process at the Registrar's Office. Students must then obtain the signatures of the instructor, the student's advisor, the Department Chair for the student's major, and the Dean of the School for the student's major. Students must have the completed form returned to the Registrar's Office with any accompanying materials by the end of the previous semester. This form also registers students for the directed study course.
2. The college limits each student to six credit hours of directed study.

3. Directed study is limited to juniors and seniors.
4. The college considers directed study hours as part of the normal course load.
5. A student must take responsibility for obtaining all information related to the class such as handouts, recording lectures, etc.
6. A student may not enroll for a course as directed study if the student previously earned a "D" or an "F" in that course.
7. Students understand and contract with the instructor to spend a minimum of 42 hours of study for each credit hour (i.e., a one-hour course requires a minimum of 42 hours of study; a two-hour course requires a minimum of 84 hours of study; a three-hour course requires a minimum of 126 hours of study). The student must keep a log of these hours and return it to the instructor as part of the course requirements. Instructors may waive this requirement if a student is taping the class lectures.

### **PRACTICUM & INTERNSHIP CREDIT**

All Practicum and Internship courses carry academic credit, thus the college charges the same tuition rate as regular courses. Students must register for Practicum and Internship courses for the term that they are actually doing the Practicum or Internship. Students who will complete a Practicum or Internship experience out of residence must complete an Absentee Registration Form at the time of Schedule Selection to complete their Registration process and receive credit.

### **TRANSFER CREDIT**

#### **EVALUATION AND TRANSFER POLICY**

Please note the following guidelines for acceptance and suitability of transfer credit:

1. An official transcript from each institution attended must be submitted to TFC's Office of Admissions. For students currently enrolled in another institution, an updated complete official transcript must be submitted to TFC within 30 days of completion for the additional transfer work to be considered.
2. The Registrar's Office evaluates transferability of credit from most institutions accredited by agencies authorized by the Council for Higher Education Accreditation. The Registrar serves as the final authority in determining the general acceptability of work completed at other institutions.
3. While much or all of a student's transfer credit may be accepted at TFC, all of the transfer credit may not be applicable to the student's major. The final transfer credit evaluation should be compared to the major program of choice listed in the catalog. Courses accepted in transfer that do not fulfill a specific course requirement in the chosen major count as open electives.
4. Transfer course work must have at least two-thirds equivalent content and credit to be granted course equivalency. When this occurs, the lacking hour must be balanced with open electives to meet the total graduation credit hour requirement. Approved course substitution forms are necessary.
5. Developmental or remedial courses are usually designed for institutional credit only and are therefore not eligible for transfer.
6. Degree level vocational and technical credit is accepted in transfer only when it bears a clear and direct equivalency to academic courses offered at TFC.
7. Lower division (100 and 200 level) coursework can generally only be transferred as lower division credit.
8. Only those courses with a C- or better are considered for transfer. Grades and GPA do not transfer.
9. Courses other than Physical Education activity courses that are graded on a Pass/Fail or Satisfactory/Unsatisfactory basis are generally not accepted in transfer.
10. Credits transferred from institutions on the quarter system are granted the standard two-thirds equivalency according to the

following: 5 and 4 quarter hours = 3 semester hours; 3 and 2 quarter hours = 2 semester hours; 1 quarter hour = 1 semester hour.

11. Upon receipt of an official transcript from the transferring institution, the Registrar's Office completes a transfer credit evaluation and sends the results to the prospective student. All acceptable transfer coursework is entered on the TFC transcript upon enrollment.
12. Up to 16 hours may be accepted for work taken by correspondence from approved institutions. Courses taken by correspondence must be approved in advance and in writing by the Registrar. No correspondence courses in homiletics are accepted and no correspondence courses in Bible, theology, or pastoral ministry may be accepted without specific prior approval of the Registrar's Office and the Bible & Theology Department, subject to its criteria on accredited institutions, academic quality, and examination methods.

**CREDIT RECOGNIZED FROM OTHER SOURCES**

TFC does not grant credit based on experiential learning. However, credit can be validated and awarded for prior learning through several options. Up to a total of 45 semester hours may be transferred to Toccoa Falls College in any combination from the following prior learning experiences: AP, CLEP, DANTES, IB, PONSI, Educational Experiences in the Armed Services, and ICE. No more than 30 semester hours may be transferred in any one category. As with all transfer credit, only credit that is applicable to degree programs at Toccoa Falls College will be accepted. Check with the Registrar's Office for more information on these opportunities. The Music Department requires students desiring to transfer credits in Music Theory, Aural Skills and Class Piano to pass our placement tests in the respective subject area. Credit from other institutions in these courses will be accepted upon demonstrated competence within the varying levels of each course sequence.

**Advanced Placement (AP)**

Advanced Placement is a College Board program taken in high school that allows students to take an exam (following the course work) that is the equivalent to introductory college-level course work. The College Board assures the faculty teaching AP are qualified academically for teaching college level work. These exams are taken before the student attends college usually as the final exam in their high school AP course. A minimum score of 3 is necessary to award credit. TFC awards credit based on the table below. "Electives" are worth 3 credit hours each.

AP EXAMINATION	SCORE = 3 OR 4	SCORE = 5
Art: History of Art	HUM 113	HUM 113 & HUM Elec.
Art: Studio Drawing	HUM 123	HUM 123 & HUM Elec.
Art: Studio General	HUM Elective	2 - HUM Electives
Biology	BIO 114	BIO 114 & BIO 124
Chemistry	CHM 214	CHM 214 & CHM 224
Comparative Govt. & Politics	POL Elective	2 – POL Electives
Computer Sci A	CSC 113	CSC 113 & CSC Elec.
Computer Sci AB	CSC 113	CSC 113 & CSC Elec.
Economics: Macro	ECO 223	ECO 223 & ECO Elec.
Economics: Micro	ECO 213	ECO 213 & ECO Elec.
English Lit & Comp.	ENG 113	ENG 113 & ENG 123
Eng. Lang & Comp.	ENG 113	ENG 113 & ENG 123
Environmental Sci	SCI 003	2 – SCI Electives
European History	HIS 123	HIS 123 & HIS Elec.
French Language	FRN 113	FRN 113 & FRN 123
French Literature	FRN Elective	2 – FRN Electives
German Language	GRM 113	GRM 113 & GRM 123
U.S. Gov't & Politics	POL 213	POL 213 & POL Elec.
Human Geography	GHY 213	GHY 213 & GHY 003
Latin: Virgil	LAT 113	LAT 113 & LAT 123
Latin: Cat-Horace	LAT 113	LAT 113 & LAT 123
Math Calculus AB	Math Elective	2 - Math Electives
Math Calculus BC	MAT 323	MAT 323 & MAT Elec.
Music Listen/Lit	GMU Elective	2 - GMU Electives
Music Theory	MUT 113	MUT 113 & MUT 123
Physics B	PHS Elective	2 – PHS Electives
Physics C1	PHS 214	PHS 214
Physics C2	PHS 224	PHS 224
Psychology	PSY 113	PSY 113 & PSY Elec.
Spanish Language	SPN 113	SPN 113 & SPN 123
Spanish Literature	SPN Elective	2 - SPN Electives
Statistics	MAT 253	MAT 253 & MAT Elec.
US History	HIS 233	HIS 233 & HIS 243
World History	HIS 113	HIS 113 & HIS 123

**College Level Examination Program (CLEP)**

CLEP is the most widely accepted credit-by-examination program in the country. CLEP exams may be taken to validate prior course work from an unaccredited institution, self-study, prior job or work experience, extension classes, etc. Students may attempt each CLEP only one time. All CLEP testing must be complete prior to earning 60 semester hours. Credit earned through CLEP does not count toward residency requirements. Students may not take the CLEP if they are currently taking the course or have attempted the course previously. The current cost for taking each exam can be found on our website, and students can register online through the TFC website or another CLEP testing center. "Electives" in the table below are worth 3 credit hours each. The College Board CLEP School code for Toccoa Falls College is 5799.

CLEP EXAM	MIN. SCORE	TFC EQUIVALENT CREDIT
American Government	50	POL 213
American Literature	50	AML 213
Biology	50	BIO 114
Calculus	50	MAT Elective
Chemistry	50	CHM 214
College Algebra	50	MAT 133
College Composition*	50	ENG 113
College Mathematics	50	MAT 113
English Lit	50	ENG 223
Financial Accounting	50	ACC 213
French, Level I (II)	50 (59)	FRN 113, 123 (233 243)
German, Level I (II)	50 (63)	GRM 113 123 (233 243)
Human Growth & Development	50	PSY 243
Humanities	50	HUM Elective
Information Systems & Computer App.	50	CSC 113
Intro to Educational Psychology	50	PSY 323
Intro to Psychology	50	PSY 113
Intro to Sociology	50	SOC 213
Natural Sciences	50	SCI Elective
Principles of Macroeconomics	50	ECO 223
Principles of Management	50	MAN 213
Principles of Marketing	50	MKT 213
Principles of Microeconomics	50	ECO 213
Social Sci & History	50	SOC Elective
Spanish, Level I (II)	50 (66)	SPN 113, 123 (233 243)
US History I	50	HIS 233
US History II	50	HIS 243
Western Civilization I	50	HIS 113
Western Civilization II	50	HIS 123

\*ACT English and Reading sub-scores of 27 or above or a SAT Verbal score of 600 or above required.

**Dantes Subject Standardized Test (DSST)**

The DSST program is also a nationally recognized credit-by-examination program. The exams are based on current college curricula and are used by over 1,200 colleges and universities. Toccoa Falls College accepts scaled scores equivalent to a "C" or higher on selected DSSTs.

**Educational Experiences in the Armed Services**

The American Council on Education in cooperation with the Department of Defense evaluates educational experiences of service members and makes recommendations for college credit. Veterans and active duty service members may complete a *Request for Course Recommendation* form available in the Registrar's Office and supply the appropriate supporting documentation. The college generally awards credit when the recommendation bears a clear and direct equivalency to TFC coursework. The Registrar's Office makes the final determination of the amount and appropriateness of credit.

**Institutional Challenge Examination (ICE)**

The Institutional Challenge Examination (ICE) program gives students the opportunity to demonstrate competency in a particular subject area that the college offers for academic credit. Students must obtain an ICE form from the Center for Academic Success. Students submit the completed form to the department chair of the department that offers the course. The student arranges a testing time for the ICE with the appropriate instructor if the Director of Academic Success and department chair approve the request and the Director of Student Accounts also documents on the form that the student paid the examination fee. The department chair reports the results of the ICE on the form and submits the examination to the Office of the Registrar for inclusion in the student's academic file. ICE requests are subject to the following guidelines:

1. Each department chair establishes the courses in his/her department for which students can earn ICE credit and develops the ICE tests.
2. The minimum passing grade for all exams is "C" (73).
3. Students may not take the Institutional Challenge Examination if they are currently taking the course or have taken the course already at TFC.
4. Students may not take an ICE for a course that is available through the CLEP or DANTES programs.
5. The student may attempt each ICE only one time.
6. The credit hours earned do not count toward residency requirements.
7. There is no fee to place the credit hours earned through ICE on the student academic record. However, students must pay the ICE fee (see website) in full before testing approval.
8. As with CLEP, all ICE testing must be completed prior to earning 60 semester hours.

Currently, TFC offers an ICE for the following courses:

- MPN 111 Class Piano I
- MPN 121 Class Piano II
- MPN 231 Class Piano III
- MPN 241 Class Piano IV
- MUT 111 Aural Skills I
- MUT 113 Music Theory I
- MUT 121 Aural Skills II
- MUT 123 Music Theory II
- MUT 231 Aural Skills III
- MUT 233 Music Theory III
- MUT 241 Aural Skills IV
- MUT 243 Music Theory IV



### International Baccalaureate (IB)

The International Baccalaureate Diploma program is a rigorous pre-university course of study, leading to examinations, that meets the needs of highly motivated secondary school students. Toccoa Falls College will consider for credit the following individual IB courses with Higher Level examination results of 5 or higher. "Electives" are worth 3 credit hours each.

IB EXAMINATION	TFC EQUIVALENT CREDIT
Biology	BIO 114
Business & Organization	BUS 113
Chemistry	CHM 214
Computer Science	CSC 113
Economics	ECO 213
Environmental Systems	SCI Elective
Ext Essay, Grade B or higher	ENG 123
History	HIS 223
Language A1: English	ENG 113
Mathematics	MAT 113
Music	GMU 113
Philosophy	PHY 113
Physics	PHS 214
Psychology	PSY 113
Social & Cultural Anthropology	ANT 203
Theatre Arts	MCM elective
Visual Arts	HUM elective

### Program on Non-Collegiate Sponsored Instruction (PONSI)

The National Program on Non-Collegiate Sponsored Instruction (PONSI) reviews formal courses and educational programs sponsored by non-collegiate organizations, makes appropriate college-level credit recommendations for the courses and programs evaluated, and promotes academic recognition of these learning experiences to the nation's colleges and universities. Credit is generally awarded when the recommendation bears a clear and direct equivalency to TFC coursework. The Registrar's Office makes the final determination regarding the appropriateness and the amount of credit to award.

## GRADES AND ACADEMIC STANDING

### GRADING POLICIES & PROCEDURES

Students access their grades through the internet using Self Service. The Registrar's Office posts final grades as faculty members submit them at the end of each semester. All courses adhere to the following grade scale:

LETTER GRADE	PERCENT	QUALITY PTS
A	94-100	4.0
A-	90-93	3.7
B+	87-89	3.3
B	83-86	3.0
B-	80-82	2.7
C+	77-79	2.3
C	73-76	2.0
C-	70-72	1.7
D+	67-69	1.3
D	63-66	1.0
D-	60-62	0.7
F	0-59	0.0

- A - Superior work
- B - Above average or good work
- C - Average work
- D - Below average or poor work
- F - Failing work or withdrawn failing after the Friday following fall or spring break
- FX - Failed to make up incomplete work, unofficial, or administrative withdrawal from college
- I - Incomplete (given in cases of illness or extreme circumstances; if incomplete work is not completed within the prescribed limit, the grade becomes FX)
- AU - An audited course
- W - Withdrawn from an audited course or failed to attend at least 60% of the audited course
- WP - Withdrawn passing (non-punitive)
- WF - Withdrawn failing (used prior to mid-point; non-punitive)
- S - Satisfactory
- U - Unsatisfactory (non-punitive)
- TR - Transfer coursework
- PC - Proficiency Credit, Institutional Challenge Exam

### INCOMPLETES

Students may request an "incomplete" from the instructor if an emergency or other extreme circumstance prevents completion of coursework by the end of the semester. The instructor will obtain and submit the proper form to the Registrar's Office for approval if the instructor supports the request. The normal deadline for an incomplete is 30 days. If special circumstances warrant, an extension may be given. Instructors must use another form, also obtained from and submitted to the Registrar's Office, for an extension. When the incomplete is made up, the instructor will issue the final grade using the Change of Grade form obtained in the Registrar's Office. The college issues an "FX" automatically to students who do not finish the course requirements by the deadline or the extension granted.

### EXPLANATION OF GRADE POINT AVERAGE (GPA)

There are four columns of numbers listed on grade reports and transcripts (i.e., attempted, earned, points, and divisor). Hours attempted include all hours taken at TFC, in addition to any transfer credit, exclusive of grades AU and W. Hours earned include all hours passed at TFC and all credits transferred from other institutions (including CLEP, ICE, and Advanced Placement credit). Divisor hours include all attempted hours from TFC with the exception of S/U courses and prior attempts as noted in the Grade Forgiveness Policy below. Quality points are the amount of points given for each grade multiplied by each credit hour. For example, an "A" is worth 4.0 quality points per hour. An "A" received in a 3-credit hour course would equal 12.0 quality points.

Students can calculate their grade point average (GPA) by dividing the total quality points by the total divisor hours. For example, a total of 93.0 quality points with a total of 31.0 divisor hours would equal a 3.00 GPA.

### GRADE FORGIVENESS POLICY

The college permits students to repeat courses with an "F" or "D" grade. Students who desire to repeat courses with a "C-" or better must receive approval from the Vice President for Academic Affairs. When a student repeats a course, the college deducts the previously earned grade from the earned, divisor, and quality point totals, but the college does not physically remove the previous grade earned from the permanent record. The college computes only the last grade earned in cumulative totals and the grade point average. Students may not repeat physical education activity courses, broadcast and newspaper practicums, applied music, ensemble, seminar, selected topics, and independent study courses under the grade-forgiveness policy. Students may not repeat courses at another institution for transfer to Toccoa Falls College under the grade-forgiveness policy.

### REPEATING COURSES AND FINANCIAL AID

Special rules apply for Title IV financial aid and the repeating of courses. A failed course may be repeated as many times as needed until passed (although all hours attempted are calculated). A previously passed course with a D grade may only be repeated once. This includes even those courses where a higher grade is required. This does not apply to courses designated as repeatable for credit.

### GRADE APPEAL PROCESS

Students who have concerns related to academic courses (grading, assignments, class policies, course materials, etc.) should first discuss the matter with the class instructor. If no agreement on the matter can be achieved on that level, the student may consult with the Department Chair of the department in which the course is taught. If the matter is not resolved by consultation with the Department Chair, the student may arrange for a meeting with the School Dean. If the matter is not resolved by consultation with the School Dean, the student may arrange for a meeting with the Vice President for Academic Affairs. The Vice President for Academic Affairs may choose to refer the matter to the Deans Council. Students must submit all appeals and rationale in writing to the instructor within 14 days of the last exam day of the semester in question. Grade changes submitted after this period must have the approval of the appropriate School Dean.

### ACADEMIC STANDARDS FOR ATHLETIC PARTICIPATION

Toccoa Falls College is a member of the National Christian College Athletic Association (NCCAA). As a member of this association our student athletes are required to maintain certain academic standards. The student athlete must be enrolled in a minimum of 12 semester hours at the time of participation. They must be full-time and pass 12 hours of credit in their first semester of college for eligibility and then a total of 24 hours of credit for the two semesters prior to the season of competition. The student athlete is not to be on any form of academic restrictions or probation that the college may require of any student in attendance at the college. Further information concerning the academic standards of the NCCAA may be obtained from the Athletic Director.

### SEMESTER ACADEMIC HONORS

Dean's List - To qualify for the Dean's List, students must earn a semester grade point average of at least 3.6 with no grade below "B-." Students must complete at least 12 credit hours.  
Honor Roll - To qualify for the Honor Roll, students must earn a semester grade point average of at least 3.3 with no grade lower than a "C-." Students must complete at least 12 credit hours.

### SATISFACTORY ACADEMIC PROGRESS

The college considers a student as maintaining good (satisfactory) academic standing by achieving the required minimum cumulative grade point average for the total credit hours attempted as follows:

ACADEMIC STANDING LEVEL	CREDIT HOURS ATTEMPTED	CUMULATIVE GPA
I	1 - 23	1.50
II	24 - 47	1.70
III	48 - 71	1.90
IV	72 - 95	2.00
V	96 +	2.00

Total credit hours attempted consists of all courses attempted at Toccoa Falls College, including all courses with grades of A-F, FX, S, U, WF (through the Friday following fall or spring break), WP, and I. Grades of AU and W are not included in hours attempted. The college bases classification of transfer students on hours attempted at Toccoa Falls College in addition to hours

accepted by Toccoa Falls College from transferring institutions. The Registrar's Office calculates academic standing at the end of the fall semester, at the end of the spring semester, and after the second summer session.

### ACADEMIC DISCIPLINE

#### Academic Warning

The college places on academic warning any student who fails to attain and maintain the academic standing required (see above). The student is limited to 13 credit hours during the next semester of attendance. The student must also meet the guidelines outlined in the Academic Success Agreement set up with the Director of the Center for Academic Success.

#### Academic Probation

The college places on academic probation any student who fails to raise the cumulative grade point average to a satisfactory level (see above) at the end of the semester on academic warning. The student is limited to 13 credit hours during the next semester of attendance. The student must also meet the guidelines outlined in the Academic Success Agreement set up with the Director of the Center for Academic Success.

#### Academic Suspension

The college places on academic suspension any student who fails to raise the cumulative grade point average to a satisfactory level (see above) at the end of the semester on academic probation. The student may reapply to continue at the college on academic probation through the Office of Admissions after an absence of one regular semester.

#### Academic Dismissal

The college academically dismisses any student readmitted on probation after serving a semester of suspension who fails to raise the cumulative grade point average to a satisfactory level (see above) after one semester of attendance. An academically dismissed student may not apply for readmission to the college until the student documents earning at least 12 semester credit hours of college level work with a 2.0 grade point average at another regionally accredited college or university.

#### Academic Discipline Appeals

Current TFC students must file in writing all appeals relating to academic discipline with the Academic Dean's Office within 14 days of discipline notification. The Academic Discipline Appeals Committee considers the appeal. The decision of the Academic Discipline Appeals Committee comprised of the Vice President for Academic Affairs, Vice President for Student Development, the Registrar, Dean over the area that the student is appealing, and Director of Center for Academic Success, is final.

### ACADEMIC PROGRAM SELECTION

#### DECLARATION OF A MAJOR

The college encourages students to declare a major after successful completion of 12 credit hours. Transfer students who have previously transferred 12 credit hours may declare a major immediately, subject to Department requirements. Students can obtain an application from the Registrar's Office. Students must complete at least 50 percent of major course hours in residence at Toccoa Falls College.

#### DECLARATION OF A MINOR

The college encourages students to declare one or more minors in an area of secondary interest to the student. Students can obtain a declaration of minor form in the Registrar's Office. Students must complete at least 50 percent of minor course hours in residence at Toccoa Falls College. The chosen minor must consist of at least fifteen unique semester hours that are over and above defined major course requirements.

## **DOUBLE MAJORING**

Students who choose to complete two majors, each offered by a different Department, must complete the requirements of both programs. For students double majoring, each major must have a minimum of 30 unique hours. Students must decide which of the two majors will be their primary major. Students retain their advisor for the primary major, but also meet with an advisor of their choice in the Department sponsoring the second major.

The college prints both majors on the transcript and awards only one Bachelor's Degree. If, after graduating with a Bachelor's Degree, a student decides to return to complete another major, the college awards a second Bachelor's Degree under the following conditions:

1. A minimum of an additional 30 semester hours must be completed for the second degree. Students must complete all program requirements for the major.
2. A second Bachelor's Degree must be awarded in a different commencement program from the first.
3. The college will award no more than two Bachelor's Degrees to an individual.

The following academic departments do not allow for double majoring within their department: Business Administration, Music and World Missions. Students are not permitted to double major across degrees offered by the Music Department (B.A., B.S., or B.M.).

Students in the Bible & Theology Department may double major within the department provided they fully meet the degree requirements for both majors. The Teacher Education Department does not allow double majoring within the department. However, students can be certified in more than one field by completing the Post Baccalaureate Checklist of courses for the second area of certification.

## **COURSE SUBSTITUTION POLICY**

The student's advisor, Department Chair for the student, Registrar, and School Dean must approve any deviation from the catalog. Students may obtain the proper form from the Registrar's Office. Course substitution forms should be submitted by the time the student applies for graduation one year prior to the anticipated graduation.

## **CENTER FOR ACADEMIC SUCCESS**

The Center for Academic Success assists Toccoa Falls College in fulfilling its commitment to educate and serve students. The Center for Academic Success coordinates and provides a variety of academic and support services to students. The goal of the Center for Academic Success is to provide counsel for students concerning academic issues including academic tutoring for students seeking help, academic support for students with documented disabilities, and administration of CLEP tests. The Center for Academic Success is comprised of three main programs, which include Disability Services, CLEP Administration Services, and Tutoring Services.

## **DISABILITY SERVICES**

The Americans with Disabilities Act (ADA) defines a person with a disability as any person who has a physical or mental impairment which substantially limits one or more major life activities (walking, seeing, hearing, speaking, breathing, learning, and working), has a record of such an impairment, or is regarded as having such an impairment. Disability Services coordinates and provides a variety of academic and support services based on the individual needs of each student. The goal of Disability Services is to seek to create an accessible academic, social, and physical environment for students with disabilities at Toccoa Falls College.

## **CLEP ADMINISTRATION SERVICES**

The goal of the CLEP Administration Services is to provide efficient test administration and services for the community and students of Toccoa Falls College. Institutional tests include the Institutional Challenge Examination (ICE). Nationally-normed

tests include the College Level Examination (CLEP) Tests. These institutional and nationally-normed tests are administered through the Center for Academic Success at various times throughout the year.

## **TUTORING SERVICES**

The goal of Tutoring Services is to provide a variety of academic and support services for student achievement and adjustment in college. Tutoring services are available free of charge to currently enrolled students requesting academic assistance. Tutoring involves one-on-one assistance from qualified students who have been approved by the director and the faculty in a given subject area. Tutoring is available for most subjects offered at Toccoa Falls College.

## **SERVICE AND OUTREACH**

Toccoa Falls College seeks to glorify God through preparing men and women for lives of personal fulfillment and Christian service to the church and all humanity. The Service and Outreach Department desires to build on classroom learning by providing opportunities for organized and supervised ministry. Students learn how to serve the church and all humanity through practical ministry experience.

The Service and Outreach program seeks to challenge students toward spiritual and moral growth by involving them in practical Christian ministry. The successful student will demonstrate emotional maturity, a Christian commitment with a wholesome attitude, spiritual depth, and ethical principles.

Ministry experience is a requirement for graduation. For the Bachelor's degree one must successfully complete a minimum of four semesters of field experience, five semesters for all Bible and Theology Department majors. For the Associate of Arts degree one must successfully complete a minimum of two semesters of field experience. Transfer students must successfully complete one assignment for each semester enrolled, with a maximum of four assignments for a B.A., B.B.A., B.M., or B.S. (five semesters for all Bible and Theology Department majors) and two assignments for an A.A. Each Department has the option of requiring a minimum of six semesters of field experience. Students must check their particular catalog and major requirements. These requirements must be met in order to graduate, participate in the Commencement program or receive a diploma. All ministries are graded and become part of the student's permanent record. No more than two Service and Outreach field experiences may be taken in any one term.

There are various opportunities for ministry. Students may work with children, youth, adults, or elderly people in preaching, teaching, counseling, music, drama, and serving opportunities. Decisions on a particular ministry will be made on the basis of student preference, catalog, and program requirements, and the approval of the Director of Service and Outreach.

## **STUDY ABROAD AND OFF- CAMPUS OPPORTUNITIES**

### **TFC STUDY ABROAD COURSES**

Toccoa Falls College Study Abroad occasionally includes a summer course led by TFC professors to Europe or a Winterim course to Europe or the Middle East. Prerequisites include minimum GPA requirements, HUM 103 Western Thought and Culture, and two full-time semesters at TFC. Application deadline for summer TFC-led study abroad courses is January 31. Application packets are available in the Registrar's Office. The packet includes an application, checklist, instructions for obtaining a passport and International Student Identity Card (ISIC), and other forms.

### **JERUSALEM UNIVERSITY COLLEGE**

Toccoa Falls College has partnered with Jerusalem University College to offer a semester of study in Israel. Prerequisites include a minimum GPA and second semester sophomore status

(with the last 30 hours earned in residence). To learn more about Jerusalem University College, visit their website at [www.juc.edu](http://www.juc.edu) or pick up the TFC application packet in the Registrar's Office. Application deadline for the following academic year is February 15.

### CCCU PROGRAMS

In addition to the above study abroad programs, Toccoa Falls College offers the following study abroad and off-campus opportunities in partnership with the Council for Christian Colleges & Universities (CCCU). Specific information on each of these programs is available in the Registrar's office and at the following CCCU website: [www.bestsemester.com](http://www.bestsemester.com). Prerequisites include a minimum GPA and second semester sophomore status (with the last 30 hours earned in residence). The TFC deadline for applying for all CCCU programs for the following academic year is February 15.

#### Culture-Crossing Programs

China Studies Program  
India Studies Program  
Latin American Studies Program  
Middle East Studies Program  
Programmes in Oxford  
Russian Studies Program

#### Culture-Shaping Programs

American Studies Program  
Contemporary Music Center  
Los Angeles Film Studies Center  
Summer Institute of Journalism

#### International Partner Programs

Australia Studies Centre  
Uganda Studies Program

### FINANCIAL AID

All federal or state financial aid funds for which a student may be eligible may be applied toward study abroad program costs. Institutional forms of financial aid, including scholarships and grants, can not be applied toward program costs. However, TFC's Student Financial Aid Office can re-evaluate the cost of attendance (COA) of an individual study abroad program in order to maximize federal and state financial aid eligibility.

### ACADEMIC ISSUES

TFC prerequisites include a minimum GPA and second semester sophomore status (with the last two semesters in residence). After deciding which program is right for you, come to the Registrar's Office to pick up the application packet. Be sure to plan well in advance as February 15 is the deadline for applying for all JUC and CCCU programs for the following academic year.

- The best time for planning a study abroad experience is between the second semester sophomore year and the first semester senior year.
- Coursework and credit equivalency is determined by the TFC Registrar's Office.
- Coursework and grades are posted to the student's TFC transcript and calculated in the cumulative grade point average and hours attempted.
- TFC standards for satisfactory academic progress apply to study abroad coursework.
- Study abroad questions should be directed to the TFC Registrar's Office.
- Check the Academic Life PC in the Registrar's Office for additional information.

### GRADUATION CONCERNS

#### APPLICATION

December and Winterim graduates must submit an application for graduation during Schedule Selection in the fall semester one year in advance of their intended date. May and summer graduates must submit an application for graduation during

Schedule Selection in the spring semester one year in advance. All course substitutions should be submitted at this time. All CLEP and ICE testing must be completed prior to earning 60 semester hours.

### RESIDENCY REQUIREMENTS

Residency Requirements at Toccoa Falls College apply to three areas of the curriculum: At least the final 32 hours or final 25% of the degree, whichever is greater must be completed in residence through TFC. A minimum of 50 percent of major course hours must be completed in residence through TFC. A minimum of 50 percent of minor course hours must be completed in residence through TFC.

### COMMENCEMENT

The college holds commencement ceremonies in May. Students must complete **all** requirements for graduation, including course work, Service and Outreach, senior interviews/orals, required testing, and academic and financial stipulations to participate in commencement. Students who complete their degree requirements in Summer, Fall, and Winterim participate in the following May commencement.

Students must complete all graduation requirements before participating in the commencement program. It is of utmost importance that students ascertain in their senior **year** that they will meet all requirements. Students order caps and gowns through the college bookstore. Students then purchase their caps and gowns after the ordered merchandise arrives. The Registrar's Office contacts graduating students during their final semester with line-up lists and instructions for participating in the program. The college releases diplomas and transcripts only to students who meet all financial obligations to the college.

### GRADUATION HONORS

#### TFC Dean's List

The Toccoa Falls College Dean's List honors baccalaureate graduates with a minimum 3.6 cumulative grade point and who have achieved Dean's List semester honors a minimum of four semesters. Recognition is granted by the awarding of the TFC Dean's List Certificate at Baccalaureate in the Fall and the Awards Chapel in the Spring.

#### Latin Honors

Students qualify for graduation with honors by achieving, at graduation, a cumulative grade point average in courses completed at Toccoa Falls College of 3.5 for *cum laude*, 3.7 for *magna cum laude*, and 3.9 for *summa cum laude*. Latin Honors are recognized in the Commencement Program by the wearing of the gold honor cord.

#### Delta Epsilon Chi Honor Society

Nomination to the Delta Epsilon Chi Honor Society of the Association for Biblical Higher Education is made by the Toccoa Falls College faculty. Membership is limited to not more than seven per cent of the senior graduating class. Criteria include a minimum grade point average of 3.3 and evidence of Christian character and proven leadership ability. Recognition is granted by the awarding of the Delta Epsilon Chi Honor Society Membership Certificate at Baccalaureate.

### FORMS PROCEDURES

It is essential that students develop personal habits of discipline concerning the use of academic forms. Many forms have deadlines for submission. The Registrar's Office does not accept forms submitted after deadlines. Therefore, students should plan their program carefully and thoughtfully to avoid disappointment.

### RELATING TO REGISTRATION AND CLASSES

#### REQUEST TO ENTER A CLOSED CLASS

Students use this form during the registration or drop and add period to enter a closed class. It requires approval of the instructor and Department Chair of the course. Students should

bring the completed form to the Registrar's Office to have the course added to their schedule.

#### REQUEST FOR OVERLOAD

Students use this form to take more than 18 credit hours in a regular semester or more than 6 credit hours in a single session of summer school. Students must have at least a 3.0 cumulative grade point average before an overload is considered. It requires approval from the Registrar.

#### COURSE WITHDRAWAL

Students use this form after the drop and add period when they withdraw from an individual class. The instructor indicates on the form withdraw passing (WP) or withdraw failing (WF). The student's advisor must also sign this form and then the student returns it to the Registrar's Office immediately. Students do not use this form to withdraw from all of the classes on their schedule.

#### WITHDRAWAL FROM COLLEGE

Students use this form to withdraw from all of their classes. Students obtain this form from the Office of Student Development. It requires signatures from the Office of Student Development, Office of Student Accounts, Office of Financial Aid, and the Registrar's Office. Students submit the completed form to the Registrar's Office. Students under 18 years of age, or whose parents are paying a portion of the student's bill, must notify their parents or guardians prior to the withdrawal process.

#### REQUEST FOR INCOMPLETE

In case some emergency or other extreme circumstance prevents students from completing their coursework by the end of the semester, they should first explain their situation to their instructor. Instructors must submit any requests for an incomplete on the proper form to the Department Chair and School Dean for approval. If granted, the deadline for an incomplete is 30 days. The School Dean may grant an extension if special circumstances warrant it. The college issues an "FX" grade automatically for students who do not complete the course by the 30-day deadline or the extension time granted.

#### RELATING TO ACADEMIC PROGRAMS

##### TRANSFER CREDIT EVALUATION

The Registrar's Office uses this form to evaluate transfer credit from another institution. The prospective student receives a copy.

##### DECLARATION OF MAJOR

Students use this form to declare or change a major. Students must have completed at least 12 credit hours and be in good academic standing. Transfer students with more than 12 credit hours may declare upon enrollment at the discretion of their department.

##### DECLARATION OF MINOR

Students use this form to declare, change, or drop a minor. Students submit this form to the Registrar's Office once they have obtained the necessary signatures.

#### REQUEST FOR CHANGE OF ADVISOR

Department Chairs use this form to inform the Registrar's Office of a new advisor for a student who is in the process of declaring a new major. Students may also use this form to switch to a different advisor.

#### COURSE SUBSTITUTION

Students use this form whenever there is any deviation from the program in the catalog. This requires the approval of student's advisor, the Department Chair, the School Dean, the School Dean of the required course and the Registrar. Students should submit Course Substitution requests to the Registrar's Office by the time the student applies for graduation.

#### REQUEST FOR TRANSFER OF CREDIT

Students use this form when they wish to take courses elsewhere as a transient student to transfer this coursework back to TFC. It serves to verify to the other school that the student is in good standing, and it guarantees the student TFC will accept the courses listed if satisfactorily completed. Students should complete this form during the term at TFC just before the term during which the student wants to take these courses elsewhere.

Although credits can transfer back to TFC, students are reminded that earned grades do not transfer back in a way that affects or assists their GPA.

#### REQUEST FOR CHANGE OF CATALOG

Students use this form when they update their program to a newer catalog. Students should understand that they must meet **all** the requirements of the newer catalog. Students may only update to a newer catalog and may not request to go back to any earlier catalog.

#### DIRECTED OR INDEPENDENT STUDY

Students must submit this form with all necessary supporting documents and endorsements to the Registrar's Office during the registration period to officially register for the course.

#### APPLICATION FOR GRADUATION

Students must submit this form during the registration period one year before the term of intended graduation. The Registrar's Office will not accept late applications after the start of the semester that the student wishes to graduate. Students must have previously declared their major and submit course substitutions at or by the time of applying for graduation.

#### GRADUATION EVALUATION - DEGREE AUDIT

The Registrar's Office uses this form to notify students of any remaining graduation requirements in their program. Students must notify the Registrar's Office of any modifications they may find after comparing it with their own records.

#### TRANSCRIPT REQUEST

Students use this form to request a copy of their academic record at TFC. The college requires the student's signature to obtain a transcript.

# CURRICULUM STRUCTURE & DEGREE REQUIREMENTS

## CURRICULUM STRUCTURE

The college structures the curriculum around the following:

### GENERAL EDUCATION CORE CURRICULUM

This is a basic core of subjects from the areas of Bible & theology, humanities, social sciences, computers, science & mathematics, as well as general education consisting of 69 semester hours. The college designed the core to acquaint students with the major areas of knowledge, to integrate this knowledge with Christian principles, and to enable them to participate intelligently and constructively in society as effective Christian witnesses.

### MAJOR

A major is a collection of courses designed to give opportunity for in-depth study of a specific area within a given discipline. Students completing a major should be able to demonstrate a significant level of expertise in that area. Though a major on the baccalaureate level cannot provide comprehensive coverage of a particular area within a discipline, the collection of courses within it must be coherent, progressing from a basic understanding of the area's history, nature, theory, methodology, tools, and practice to a more complex and sophisticated integration of knowledge and skills in that area.

Each course makes a significant contribution to the major and the fulfillment of its outcomes. Each major is monitored to assess the contribution of courses and maximize the value added to students in each outcomes area including an outcome goal and related specific outcomes in knowledge, skills and attitudes.

Normally a major consists of at least 36 credit hours of courses related to a given area. A minimum of 30 required major hours must be from among prefixes offered by the Department providing the major. At least 30 hours must be unique to each major. Although a minimum of 24 credits for a major must be at the 300 or 400 level, the preferred practice would be at least two-thirds of all major courses would be at the 300 or 400 level. Exceptions to the preceding definitions may be made with approval of the Curriculum Committee, for example, programs with specific accreditation or state certification requirements.

### DEFINITION OF A CREDIT HOUR

Toccoa Falls College operates on the semester credit system using the standard Carnegie unit of 750 minutes of instruction per credit hour. Therefore a standard one credit course consists of 750 minutes of instruction, a two credit course 1500 minutes of instruction, and a three credit courses 2250 minutes of instruction, including the final exam period. Course expectations are developed such that students spend two hours of outside work per week for each hour of class time. For example, a course meeting three hours per week should have an average of 6 hours of expected outside work weekly. Courses delivered in an on-line format ensure equivalent learning outcomes.

### CONCENTRATION

A concentration is a selection of courses within a student's major consisting of 21-27 hours that provides a particular specialization or focus for the major and is designed to give a student specialized knowledge, competence or skill within the major. The Professional Standards Commission of the State of Georgia specifies that Middle Grades Education majors and Science Education majors complete two areas of concentration consisting of a group of courses that include a broad range of lower and/or upper division coursework.

### TRACK

A track is a grouping of courses used by the Music Department within a major that are specific to the applied principal of the student. This does not necessarily imply additional hours of study.

However, performance majors in the vocal track study additional hours of a modern language.

### MINOR

A minor is a secondary area of specialized academic study usually consisting of 15-21 semester hours. A minimum of 12 required minor hours must be from one discipline. Each course must make a significant contribution to the minor. Students may not minor in the same area as their major. Certain departments provide the option of additional in-depth study beyond the major. To qualify as a minor within the same department as the major, the minor must consist of at least 15 unique semester hours that are over and above defined requirements of the major. Departments may choose not to permit students to select a minor from within their department.

### OPEN ELECTIVES

Students may use any course in the curriculum, or accepted in transfer, to meet open elective requirements. The standard for every major program is a minimum of 15 semester hours of open electives that may be used to meet minor course requirements if students so desire. Any exceptions to this standard must be approved by the Curriculum Committee.

### DEGREES, MAJORS, AND MINORS

Associate of Arts	Bachelor of Arts
Associate of Arts in Business Administration	Bachelor of Music
	Bachelor of Science

MAJORS	MINORS
Biblical Interpretation	Anthropology
Biblical Languages	Behavioral Science
Biblical Studies	Biblical Languages
Biology	Biblical & Theological Studies
Business Administration	Biology
Christian Thought	Business Administration
Communication Studies	Church Planting & Enlargement
Counseling Psychology	Counseling
Cross-Cultural Adult Education	Cross-Cultural Studies
Cross-Cultural Business Admin.	English
Cross-Cultural Studies	Family & Children's Ministries
Early Childhood Education	French
English	Greek
English Education (6-12)	Hebrew
Family & Children's Ministries	History
General Studies	International Business
History	Journalism
History Education (6-12)	Leadership
Middle Grades Education	Management
Ministry Leadership	Marketing
Music	Ministry Leadership
Music Education	Music
Music Performance	New Testament
Outdoor Leadership & Education	Nonprofit Business Admin.
Pastoral Ministries	Old Testament
Philosophy	Outdoor Leadership & Education
Science Education (6-12)	Pastoral Ministries
Sport Management	Philosophy
Youth Ministries	Physical Ed: Coaching
	Pre-Ethnomusicology
	Psychology
<b>ONLINE MAJORS</b>	Public Relations
(degree completion)	Religion
Ministry Leadership	Spanish
Nonprofit Business Admin.	Sport Management
Organizational Leadership	Sustainable Development
Youth Ministries	Teacher Education
	TESOL
(Associate of Arts)	Youth Ministries
Business Administration	
General Studies	

## ACADEMIC DIVISIONS

The academic divisions of the college are identified as Schools and Departments. The School of Arts and Sciences includes the Departments of Humanities and Natural Sciences, Communication, and Counseling. The School of Christian Studies includes the Departments of Bible and Theology, Ministry and Leadership, and World Missions. The School of Professional Studies includes the Departments of Business Administration, Music, and Teacher Education. In order to qualify as a Department, it must offer at least one major program leading to an academic degree.

## COURSE PREFIXES BY DEPARTMENT

### BIBLE & THEOLOGY

BEV	Biblical Evangelism
BIB	General Biblical Studies
BMI	Biblical Missions
BSF	Biblical Spiritual Formation
GRK	Greek
HEB	Hebrew
NTE	New Testament
OTE	Old Testament
REL	Religion
THE	Biblical, Historical, Specialized & Systematic Theological Studies

### BUSINESS ADMINISTRATION

ACC	Accounting
BUS	Business
ECO	Economics
LED	Leadership
MAN	Management
MKT	Marketing

### COMMUNICATION

COM	Communication
IPC	Interpersonal & Public Communication
MCM	Mass Communication

### COUNSELING

CSG	Counseling
PSY	Psychology

### HUMANITIES & NATURAL SCIENCES

AML	American Literature
BIO	Biology
CHM	Chemistry
CSC	Computer Science
ENG	English
FRN	French
GHY	World Geography
HIS	History
HUM	Humanities
MAT	Mathematics
PED	Physical Education
PHS	Physics
PHY	Philosophy
POL	Political Science
SCI	Science
SOC	Sociology
SPN	Spanish

### MINISTRY & LEADERSHIP

FAM	Family & Children's Ministries
MIN	Ministry Leadership
MLD	Ministry & Leadership
OLE	Outdoor Leadership & Education
PAM	Pastoral Ministries
YTH	Youth Ministries

## MUSIC

CMP	Composition
CMU	Church Music
CON	Conducting
ENS	Ensemble
GMU	General Music
M--	Music Lessons
MPD	Pedagogy
MRA	Recital Attendance
MUH	Music History & Literature
MUS	Music Major
MUT	Music Theory
REC	Recital Performance

## SERVICE & OUTREACH

SAO	Field Experience in Service & Outreach
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## TEACHER EDUCATION

EDC	Early Childhood Education
EDE	Education ESL
EDM	Middle Grades Education
EDS	Secondary Education
EDU	Education
MED	Music Education

## TOCOFA FALLS COLLEGE

TFC	Orientation
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## WORLD MISSIONS

ANT	Anthropology
BMI	Biblical Missions
CAE	Cross-Cultural Adult Education
ESL	Teaching English to Speakers of Other Languages
ICS	Intercultural Studies

## COURSE NUMBERING

The college identifies each course by a three-letter prefix followed by a three- or four-digit number and, in some cases, terminated with a letter suffix:

- 100 - first-year subject
- 200 - second-year subject
- 300 - third-year subject
- 400 - fourth-year subject

## DIGITS

The first digit of each course number usually indicates the year that the college recommends that students take the course. The second digit suggests the sequence in which students should take courses unless specific prerequisites are listed. The third digit indicates the number of semester hours of credit normally received for the course.

## SUFFIXES

Certain letters may follow the course number. An *X* indicates the course is taught under another prefix within the college but may be taken for credit in keeping with the specified prefix. An *E* indicates that the course is being offered on an experimental basis.

## ASSOCIATE OF ARTS DEGREE REQUIREMENTS

1. Completion of a minimum of 60 earned credit hours, of which the final 30 credit hours must be taken from Toccoa Falls College. At least 50% of all program and minor credit hours must also be taken in residence.
2. Satisfactory completion of a minimum of two semesters of Service and Outreach field experience.
3. A cumulative grade point average of at least 2.0.
4. A cumulative grade point average of at least 2.0 in Bible & theology courses.
5. Fulfillment of all requirements of the associates core curriculum (with a minimum grade of "C-" in ENG 113 and ENG 123), including a passing grade in TFC 100 Orientation.

6. Completion of a standardized written consortium examination on Bible and doctrine during the final semester of regular classes. The percentile attained by each student appears on the student's transcript. Any student who achieves lower than the twentieth national percentile on the overall test has one opportunity to retake the test for additional study. In such cases, the higher of the two resulting scores appears on the transcript.
7. A minimum grade of "C-" for each course taken to fulfill requirements for a minor if the student elects to take a minor.
8. Application for graduation submitted during Schedule Selection one full year before the anticipated graduation.
9. Meet all financial obligations before degrees are granted or transcripts released.

### **BACHELOR OF SCIENCE DEGREE REQUIREMENTS**

1. Completion of a minimum of 126 earned credit hours, of which the final 32 credit hours (or 25% of the degree, whichever is greater) must be taken in residence at Toccoa Falls College. At least 50% of all major and minor credit hours must also be taken in residence.
2. Satisfactory completion of at least four semesters of Service and Outreach field experience, (transfer students enrolled at TFC for fewer semesters than required for service and outreach must successfully complete one assignment for each semester enrolled).
3. A cumulative grade point average of at least 2.0.
4. A minimum grade of "C-" is required for each course in a student's major (including specializations, tracks, and concentrations), and a cumulative grade point average of 2.0 is required for the total credit hours in the major.
5. A minimum of 30 hours in Bible & theology with at least a cumulative grade point average of 2.0 in Bible & theology courses. Bible & Theology Department majors must earn a grade of "C-" or above in every Bible & theology course that counts toward their minimum number of Bible & theology courses. (See "Bible & Theology" section for minimum hours required for majors in the Bible & Theology Department.) Students taking more than 30 hours of Bible & theology but who are not majors in the Bible & Theology Department must earn at least a cumulative grade point average of 2.0 in the 30 hours of Bible & theology for which they earn the highest grades, including specified required courses.
6. Completion of a standardized written consortium examination on Bible and doctrine during the final semester of regular classes. The percentile attained by each student appears on the student's transcript. Any student who achieves lower than the twentieth national percentile on the overall test has one opportunity to retake the test for additional study. In such cases, the higher of the two resulting scores appears on the transcript.
7. Fulfillment of all requirements of the core curriculum (with a minimum grade of "C-" in ENG 113 and ENG 123), including a passing grade in TFC 100 Orientation.
8. All of the additional requirements of one of the professional departments including any prescribed oral or comprehensive examinations.
9. A minimum grade of "C-" for each course taken to fulfill requirements for a minor if the student elects to take a minor.
10. Application for graduation submitted during Schedule Selection one full year before the anticipated graduation.
11. Meet all financial obligations before degrees are granted or transcripts released.
12. Participation in final commencement exercises (permitted only after all financial obligations are met).

### **BACHELOR OF ARTS DEGREE REQUIREMENTS**

All of the requirements for the Bachelor of Science degree plus demonstrated proficiency at the second-year college level in one foreign or classical language. For students whose primary native language is English, this may be demonstrated by successful

completion of two years (minimum 12 semester hours) of college-level foreign language or by satisfactory scores on a CLEP language exam. For students whose primary language is not English, English will count as the second language requirement with the completion of ENG 113, 123, and six semester hours of English language literature elective, with a minimum of C- in each. Primary native language is defined as the language spoken in the home and the language of instruction in primary and secondary school. Some majors may require a specific language to fulfill the language requirement.

### **GENERAL EDUCATION CORE**

All students planning to receive a degree are required to complete the core curriculum and other requirements specified in each degree program. In addition, students must pass core competency tests in order to matriculate through their major. In total, students at Toccoa Falls College will demonstrate their competence in nine foundational areas as they complete required assignments and receive credit for specified core classes.

The core curriculum is divided into two main areas (Arts & Sciences and Bible & Theology) and requires a total of 69 hours. Each department may specify courses in the core curriculum within the requirements listed below. Therefore, students should consult the general education requirements for their particular major.

### **BASIC ACADEMIC COMPETENCIES**

Every student is required to demonstrate basic competency in areas such as math, critical thinking, and written communication. Assignments to assess these competencies are embedded in ENG 123 Freshman Composition II, and MAT 113 General College Math. Students must pass those assessments to successfully complete the courses.

### **CORE CURRICULUM PURPOSE STATEMENTS**

#### **ARTS & SCIENCES CORE:**

The Arts & Sciences component of the core provides intellectual preparation in the mastery of basic tools and skills of thought and learning and academic preparation in acquiring the general knowledge which is the foundation for more specialized studies.

#### **BIBLE & THEOLOGY CORE:**

The Bible & Theology component of the core provides all degree candidates with basic academic knowledge of the Bible's content and doctrines, provides skills necessary for its proper interpretation, and prepares students to communicate and apply biblical and theological truth.

### **CORE CURRICULUM ARTS & SCIENCES COMPETENCIES [GENERAL EDUCATION]**

1. **READING:** TFC graduates will be competent in their ability to read with comprehension sufficient to accurately paraphrase what a given literary composition is communicating.
2. **CRITICAL THINKING:** All TFC graduates will be competent to think critically particularly in their ability to organize material, present it well, develop a logical argument and support their ideas with appropriate evidence.
3. **WRITING:** All TFC graduates will be competent in writing, particularly in their ability to develop a central idea; express things with proper grammar, spelling, and punctuation; and organize material well.
4. **MATHEMATICS:** All TFC graduates will have a foundational knowledge of mathematics including, but not limited to, a minimal understanding of integers, fractions, decimals, power, roots, proportions, percentages, linear, quadratic, and cubic functions.



## CORE CURRICULUM BIBLE & THEOLOGY COMPETENCIES

1. INTRODUCTION TO THE NEW TESTAMENT: TFC graduates will be competent in their foundational knowledge, comprehension, and ability to apply the New Testament message of the life and revelation of Christ.
2. INTRODUCTION TO THE OLD TESTAMENT: TFC graduates will be competent in their foundational knowledge, comprehension and ability to apply the Old Testament message of God's covenantal relationship with Israel.
3. INTRODUCTION TO THEOLOGY: TFC graduates will be competent in their foundational knowledge, comprehension and ability to apply the theological beliefs of Christianity.
4. FOUNDATIONS OF SPIRITUAL FORMATION: TFC graduates will be competent in their foundational knowledge, comprehension and ability to apply the basic principles of discipleship.
5. HERMENEUTICS: TFC graduates will be competent in their ability to understand literary compositions through utilizing principles of interpretation, including attention to context, work meanings, grammatical structure, and figures of speech.

## CORE CURRICULUM OUTCOME GOALS

(LO = IDEA Learning Outcome)

1. Gaining factual knowledge--in the areas of: 1] Bible & Theology; 2] the humanities; 3] the social sciences and 4] computer/science/mathematics. [LO-01. Core Knowledge]
2. Learning to apply course material (to improve thinking, problem solving, and decisions)--as it relates to: 1] Bible & Theology; 2] the humanities; 3] the social sciences and 4] computer/science/mathematics. [LO-03 Core Application]
3. Developing skill in expressing oneself orally or in writing--in relation to: 1] Bible & Theology; 2] the humanities; 3] the social sciences and 4] computer/science/mathematics. [LO-08 Core Communication]
4. Developing a clearer understanding of, and commitment to, personal Biblical values--as they relate to: 1] Bible & Theology; 2] the humanities; 3] the social sciences and 4] computer/science/mathematics. [LO-10 Core Biblical Values]

### BIBLE & THEOLOGY - 30 hours

BIB 213	Hermeneutics
BSF 103	Foundations of Spiritual Formation
NTE 103	Introduction to the New Testament
OTE 103	Introduction to the Old Testament
THE 303	Introduction to Theology
NTE ____	New Testament Elective
OTE ____	Old Testament Elective
THE ____	Theology Elective

Choose six credit hours of Bible or Theology from any:  
BIB, BMI, GRK 333, 343, HEB 223, 333, 343, NTE, OTE, THE.

A minimum of 39 credits are required while maintaining no less than the minimums in each category.

### HUMANITIES – 15-18 hours

COM 113	Introduction to Communication
ENG 113	Freshman Composition I
ENG 123	Freshman Composition II
HUM 103	Western Thought & Culture

Choose one AML or ENG Literature course at the 200- or 300-level except ENG 201, ENG 243, ENG 313, ENG 383, or ENG 393E<sup>1</sup>

<sup>1</sup>Music Education and Secondary Science Education majors may substitute ENG 393E to fulfill this requirement.

### SOCIAL SCIENCES – 12-15 hours (Music Performance, Middle Grades, and Science Education majors only require 6/9 hours)

Choose one of the following Psychology courses:

PSY 113	General Psychology
PSY 243	Developmental Psychology

Choose one History course at the 100-, 200-, or 300-level<sup>2</sup>

Choose two of the following Social Science courses<sup>3,4</sup>:

ANT 203	Cultural Anthropology
CSG 113	Introduction to Counseling
ECO 213	Microeconomics
ECO 223	Macroeconomics
GHY 213	World Geography
ICS 323	World Religions
POL 213	American Government
SOC 213	Introduction to Sociology

<sup>2</sup> Bachelor of Music or Music Education majors substitute MUH 213 for the course in this requirement.

<sup>3</sup> Bachelor of Music or Music Education majors substitute MUH 223 for both courses in this requirement.

<sup>4</sup> Teacher Education majors substitute PSY 323 for one course in this requirement.

### COMPUTER, SCIENCE & MATHEMATICS – 9-12 hours

SCI 113	Scientific Literacy or other science elective
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Choose one of the following Math courses:

MAT 003	Transfer Math Elective
MAT 113	General College Mathematics
MAT 133	College Algebra
MAT 253	Introduction to Statistics
MAT 263	College Trigonometry
MAT 313	Modern Geometry
MAT 323	Elements of Calculus

Choose one course (3/4 hours) from among the following prefixes: BIO, CHM, CSC, MAT, PHS, or SCI

# ONLINE PROGRAMS

## CONTACT INFORMATION

**Toccoa Falls College Online**  
**P.O. Box 800728**  
**Toccoa Falls, GA 30598**

**Office Hours Monday – Friday, 8:30 am – 4:30 pm**  
**Phone (706) 886-7299 ext 5439 or 5440**  
**Email: tfconline@tfc.edu**  
**Website: www.tfc.edu/online**

**Heather L. Samsa, Ed.S.**  
**Interim Director of Information Services**

## TOCCOA FALLS COLLEGE ONLINE PROGRAMS

Through the years thousands of students have come to TFC for a quality educational experience that uniquely integrates biblical truth, academic excellence and intentional spiritual formation within a caring Christian community. These students have been equipped to be Christian servant-leaders who will impact their world with the love and message of Jesus Christ. Today the sun never sets on the alumni of Toccoa Falls College as they serve the Lord in various occupations and ministries literally around the world.

Rising to the new opportunities presented by the development of online education, TFC is expanding its outreach to students via the internet. It desires to make its unique blending of biblical truth, academic excellence, and spiritual formation available to those who seriously desire to complete a college degree but are unable to relocate to our campus because of present employment or family responsibilities.

Currently there are seven programs available online.

1. **CLIMB.** College Level Instruction with Maximum Bible, offered through the Bible and Theology Department, is a collection of Bible courses that constitute the Bible core of our curriculum.
2. **Associate of Arts Degree in Business Administration.** This degree equips future servant leaders with knowledge, skills and character pertinent to servicing as business practitioners from a biblical worldview for Kingdom service.
3. **Associate of Arts Degree in General Studies.** This degree provides future servant leaders with the knowledge, skill, and character pertinent to a junior college degree or future study, from a biblical worldview for kingdom service.
4. **Ministry Leadership.** This degree completion program is offered through the Ministry & Leadership Department. It builds on a foundation of core courses already taken by a student, and leads to a Bachelor of Science degree with a major in Ministry Leadership.
5. **NonProfit Business Administration.** This degree completion program equips future servant leaders with knowledge, skills and character pertinent to leaders serving as professionals in nonprofit organizations from a biblical worldview for kingdom service.
6. **Organization Leadership.** This degree completion program equips future servant leaders with knowledge, skills and character pertinent serving as professionals in leadership and management roles from a biblical worldview for kingdom service.
7. **Youth Ministries.** This degree completion program is offered through the Ministry & Leadership Department. It equips future servant leaders with knowledge, skill, and character pertinent to youth-related ministries in church and faith-based organizations, from a biblical world view for kingdom service.

More details on each of these programs are provided below.

## ADMISSION

Acceptance into the online programs follows the same general procedures and policies for admissions given in the catalog ([www.tfc.edu/admissions](http://www.tfc.edu/admissions)). Because these programs are distance education, however, the catalog sections on dual enrollment, immunization information, registration check-in, orientation for the Toccoa campus, and immigration procedures for international students do not apply.

Applicants should indicate on the application for admission that they are interested in one of the online programs so that the admissions staff will be able to respond with appropriate information. Applicants will then be contacted by an online admissions counselor who specializes in the online programs. Applicants who plan to enroll in one of TFC's *resident* degree programs at any point should not consider the online CLIMB program. Resident students are required to distribute their Bible courses throughout the curriculum, taking one each semester until all requirements are fulfilled. Therefore the CLIMB program is not designed for applicants who might be considering one of TFC's resident programs. Refer to the section below on Resident Student Issues.

In addition to the regular admissions policies, the following specifically apply only to the Ministry Leadership, Nonprofit Business Administration, Organizational Leadership and Youth Ministries degree completion programs:

Because these programs are structured as degree completion majors, students must have accumulated a total of at least 64 credit hours before taking any degree completion major courses. These hours will consist of undergraduate studies including the fulfillment of a core of general education courses and basic Bible courses listed in the individual degree completion program sections.

**Pre-Requisites for the Degree Completion Programs** – see individual degree completion program sections

### Resident Student Issues

Resident students may apply for and take up to twelve hours of online coursework. Therefore, online students are able to take up to twelve hours of residential courses. Students must register for all courses by the end of the regular registration and drop/add period for that resident term. Registration for all courses will not be permitted after the drop/add period for that semester. Note: the tuition remission program for TFC dependents is valid for entry to line classes depending on space available.

Tuition rates are determined by the type of program the student has applied for and is intending to complete. Students applying for online degrees are billed the online tuition rate, while students applying for a resident major are billed the resident tuition rate no matter which format the class is taken.

## STUDENT ACCOUNTS: Tuition and Fees

Application fee	\$25
Tuition	\$285/credit hour
Audit fee	\$117/credit hour
Books (est)	\$300-\$400/semester
Student fee	\$25/semester (not including summer)
Technology fee	\$25/semester
Graduation fee	\$40 (paid with application for graduation)

Once an applicant has been accepted for admission, paid the new student deposit, received and confirmed their financial aid award letter, and registered for classes with the Registrar's Office, payment must be made in person or online. Online payment may be made by accessing [tfc.edu/makepayment](http://tfc.edu/makepayment). Once payment has been processed and verified, access to the course will be granted from the Distance Education Office. If financial aid is needed to reconcile charges, all financial aid documents must be submitted 30 days prior to the first day of the class. Access to the online course is possible only after all financial arrangements have been met.

#### APPLICATION FEE

TFC requires all new students to pay a non-refundable, non-transferable \$25 application fee to apply.

#### DEPOSIT

The college requires a non-transferable \$200 deposit for online students after students receive their notification of acceptance. The advance deposit is refundable to students who request cancellation prior to May 1 for Summer and Fall semesters and November 1 for the Spring semester.

#### REGISTRATION

Although students have the opportunity to register for courses at different times, course registration is complete when a student has paid or made financial arrangements satisfactory to TFC for all tuition, fees, including previous balances and completes Registration on Registration day. The college charges a \$50 late Registration fee to students who do not complete Registration by the end of the published Registration period for each semester (see front of this publication for dates). If financial aid is needed to reconcile charges, all financial aid documents must be submitted 30 days prior to the first day of the class.

#### TUITION

Online tuition for the 2013-2014 academic year is \$285 per credit hour.

#### AUDIT FEE

The charge to audit a course for the 2013-2014 academic year is \$117 per credit hour. The audit fee is not included in tuition or the student fee.

#### STUDENT FEE

The college charges a \$25 student fee each semester of attendance. The student fee covers transcript fees, late graduation application fee, no show fees, placement fees, and all schedule change drop/add fees.

#### TECHNOLOGY FEE

The college charges a \$25 technology fee to all new students in their first semester of attendance and each semester thereafter. The technology fee covers cost and maintenance of course management software and maintenance and enhancement of the student portal.

#### PAYMENTS

Students must reconcile all charges not covered by financial aid (federal loans, federal and state grants, TFC grants and scholarships, **not including work-study**) no later than the payment deadline for the semester. Students can reconcile their account balances by paying the balance in full via cash, check, echeck, credit card or registering for the NELNET payment plan.

There will be a \$50 late payment fee assessed on accounts of previously enrolled students not reconciled by the payment deadline for the appropriate semester. The college also charges a \$50 late registration fee to students who register after the Registration period for the appropriate semester. (See front of this publication for dates.)

#### REFUNDS FOR WITHDRAWALS

Refunds for withdrawals will follow the policy outlined in the Student Financial Services section on page 10.

#### SCHOLARSHIPS, GRANTS & FINANCIAL AID

Toccoa Falls College does not offer scholarships or grants due to the reduced tuition for TFC's online courses. However, if a degree is sought through the online program financial aid may be available. Refer to the financial aid section of this catalog for all general financial aid policies. Some Georgia residents may qualify for the Hope Scholarship which can be applied toward a degree received online.

#### SATISFACTORY ACADEMIC PROGRESS STANDARDS

Satisfactory academic progress standards for resident students as found in the financial aid and the academic information sections of the TFC Catalog also apply to students in the online programs.

#### STUDENT SERVICES

For Administrative Services the following offices may be contacted. In each case, online student status should be mentioned.

##### Library Services:

Phone: 706-886-7299, ext 5464

Email: [abrady@tfc.edu](mailto:abrady@tfc.edu)

Web: [www.tfc.edu/academics/seby-jones-library](http://www.tfc.edu/academics/seby-jones-library)

##### Bookstore Services:

Book Store Manager: 706-886-7299, ext. 5257

Assistant Manager: 706-886-7299, ext. 5259

Email: [bookstore@tfc.edu](mailto:bookstore@tfc.edu)

##### Student Accounts (Billing and Payments):

Phone: 706-886-7299, ext. 5223

Email: [stuacct@tfc.edu](mailto:stuacct@tfc.edu)

##### Financial Aid:

Phone: 706-886-7299, ext. 5312

Email: [finaid@tfc.edu](mailto:finaid@tfc.edu)

##### Registrar's Office (Registration & Transcripts):

Phone: 706-886-7299, ext 5396

Email: [registrar@tfc.edu](mailto:registrar@tfc.edu)

[www.tfc.edu/academics/registrar](http://www.tfc.edu/academics/registrar)

##### Service & Outreach:

Faith Champion, Director

Phone: 706-886-7299, ext 5224

Email: [faithchamp@tfc.edu](mailto:faithchamp@tfc.edu)

For all other questions, the Distance Education Office may be contacted:

Heather L Samsa, Director of Distance Education

Phone: 706-886-7299, ext 5439 or 5440

Email: [TFCOnline@tfc.edu](mailto:TFCOnline@tfc.edu) or [hsamsa@tfc.edu](mailto:hsamsa@tfc.edu)

#### SERVICE & OUTREACH

Toccoa Falls College seeks to glorify God through preparing men and women for lives of personal fulfillment and Christian service to the church and all humanity. The Service & Outreach Department desires to build on classroom learning by providing opportunities for organized and supervised ministry. In ministry assignments, students should demonstrate emotional maturity, Christian commitment with a wholesome attitude, spiritual depth, and ethical principles. Students represent not only TFC in ministry, but also represent the Lord Jesus Christ. In the performance of these ministries, honor is brought to the Lord and respect to the college.

For the Bachelor's degree (Ministry Leadership, Nonprofit Business Administration, Organizational Leadership and Youth

Ministries) one assignment for each semester enrolled must be successfully completed, with a maximum of four assignments. These requirements must be met in order to graduate, participate in the commencement program or receive a diploma. All ministries are graded and become part of the student's permanent record.

Various opportunities for ministry exist, including ministry with children, youth, adults, or elderly people in preaching, teaching, counseling, music, drama, and other serving situations. Decisions on a particular ministry will be made on the basis of student preference, previous experience, and program requirements, with the approval of the Director of Service & Outreach.

## **GRADUATION REQUIREMENTS**

### **Applying For Graduation**

In preparation for graduation, the online Application for Graduation for all degree completion programs must be completed one full year prior to the semester of anticipated graduation. For example, if a student plans to graduate in May, he or she should apply for graduation during the registration period in the spring semester the year before.

The Registrar's Office will contact graduating students during the semester immediately preceding the commencement program with line-up lists and instructions for participation in the program. The college releases diplomas and transcripts only to students who meet all financial obligations to the college.

### **Degree Completion Program Graduation**

Toccoa Falls College holds commencement ceremonies in May. Degree completion graduates may participate in the commencement program which follows the certification of all graduation requirements, including:

1. Completion of a minimum of 126 earned credit hours
2. A minimum grade of C- for each course in the major
3. A cumulative grade point average of 2.000 for all courses taken through TFC
4. A minimum of 30 hours in Bible & theology with at least a cumulative grade point average of 2.000 in Bible & theology courses
5. Fulfillment of all pre-requisite core courses
6. Application for Graduation submitted one full year before the anticipated graduation
7. Bible and Doctrine Examination during final semester
8. Satisfactory completion of four service & outreach assignments
9. All financial obligations fulfilled

Degree completion students are eligible for graduation honors. All coursework and graduation requirements must be completed in order to participate in the commencement program. For those desiring to participate in the commencement ceremonies, academic regalia may be ordered and purchased through the college bookstore.

### **CLIMB Program Graduation**

Toccoa Falls College holds commencement ceremonies in May. Graduates may participate in the commencement program which follows the certification of all graduation requirements, including coursework, grade point average requirements, required testing, and all academic and financial obligations. CLIMB students are not eligible for graduation honors. All coursework and graduation requirements must be completed in order to participate in the commencement program.

1. A minimum grade of C- for each course
2. A cumulative grade point average of 2.000 for all courses
3. Declaration of CLIMB Program Intent
4. Application for Graduation by January for the spring semester (or August for the fall semester)
5. Online Computer Competency Test
6. Bible and Doctrine Examination during final semester
7. All financial obligations fulfilled

## **CLIMB PROGRAM**

**(College Level Instruction With Maximum Bible)**

### **PROGRAM PURPOSE & OUTCOME GOALS**

The one-year CLIMB program offered through the Bible and Theology Department provides non-degree students with a basic academic knowledge of the content, themes, and interpretation of the Bible. CLIMB is designed to meet the desire for biblical studies by a wide variety of students who do not enroll in a course of study leading to an academic degree at this college. It will assist those who wish a foundation in Bible instruction prior to pursuing a degree in a different field. It serves lay people who desire to study the Word for personal growth or greater usefulness in their local churches. It also supplies the need of professionals and other college graduates who seek an intensive cluster of Bible courses to fulfill requirements of a mission board or other Christian organization. Ministry-related graduate students may need to take courses from this program to fulfill entrance prerequisites for their graduate programs.

Learning objectives for this program include the following:

- Gaining factual knowledge of the contents, major themes, and doctrines of Scripture (IDEA 1)
- Developing skills in accurately interpreting Scripture and applying it to life situations (IDEA 3)
- Developing a clearer understanding of, and commitment to, the personal values of living out the message of Jesus and communicating that message to others as well (IDEA 10)

## **ASSOCIATE OF ARTS DEGREES**

### **BUSINESS ADMINISTRATION**

#### **BUSINESS ADMINISTRATION PURPOSE & OUTCOME GOALS**

The Associate of Arts degree in Business Administration equips future servant leaders with knowledge, skills and character pertinent to servicing as business practitioners from a biblical worldview for Kingdom service.

The learning objectives for this major include the following:

- Gaining factual knowledge—to identify and recall key facts, terms, and methods in business administration (IDEA 1)
- Learning fundamental principles, generalizations, or theories—to identify, recall, and understand concepts relating to business administration (IDEA 2)
- Developing skills, competencies, and points of view needed by business practitioners—enabling students to develop in the skills of research, communication, writing, and computer usage (IDEA 4)
- Developing a clearer understanding of, and commitment to, personal Biblical values enabling students to integrate faith and practice in business administration, specifically: a biblical worldview, personal ethics and integrity, social responsibility, moral character, and a strong work ethic (IDEA 10)

### **GENERAL STUDIES**

#### **GENERAL STUDIES PURPOSE & OUTCOME GOALS**

The Associate of Arts degree in General Studies provides future servant leaders with the knowledge, skill, and character pertinent to a junior college degree or future study, from a biblical worldview for kingdom service.

The learning objectives for this major include the following:

- Gaining factual knowledge of the history, literature, and science, etc. of Western culture (IDEA 1)
- Learning fundamental principles of mathematics and computers (IDEA 2)
- Developing skill in expressing oneself orally and in writing (IDEA 8)
- Learning how to find and use resources in college-level research (IDEA 9)
- Developing a clearer understanding of and commitment to personal biblical values (IDEA 10)

## BACHELOR OF SCIENCE DEGREES

### MINISTRY LEADERSHIP MAJOR

#### MINISTRY LEADERSHIP MAJOR PURPOSE & OUTCOME GOALS

The Ministry Leadership major offered through the Ministry & Leadership Department equips future servant leaders with knowledge, skill, and character pertinent to leadership positions in church and faith-based organizations, from a biblical world view for kingdom service.

The learning objectives for this major include the following:

- Gaining factual knowledge of the foundations for ministry leadership (IDEA 1)
- Learning fundamental principles, generalizations, and theories related to leadership ministries (IDEA 2)
- Developing skills, competencies, and points of view needed by ministry leadership professionals (IDEA 3)
- Developing skill in expressing oneself orally in ministry leadership contexts (IDEA 8)
- Developing a clearer understanding of, and commitment to, personal biblical values that inform ministry leadership and individual character (IDEA 10)
- Learning to analyze and critically judge ideas (IDEA 11)

### NONPROFIT BUSINESS ADMINISTRATION MAJOR

#### NONPROFIT BUSINESS ADMINISTRATION MAJOR PURPOSE & OUTCOME GOALS

The nonprofit business administration major equips future servant leaders with knowledge, skills and character pertinent serving as professionals in nonprofit organizations from a biblical worldview for kingdom service.

The learning objectives for this major include the following:

- Gaining factual knowledge—to identify and recall key facts, terms, and methods in nonprofit business administration (IDEA 1)
- Learning fundamental principles, generalizations, or theories—to identify, recall, and understand concepts relating to nonprofit business administration (IDEA 2)
- Learning to apply course material to enable students to develop analytical and decision-making tools to apply to problem solving and planning in nonprofit business administration (IDEA 3)
- Developing skills, competencies, and points of view needed by nonprofit professionals—enabling students to develop in the skills of research, analytical thinking, communication, writing, presentations, and computer usage (IDEA 4)
- Developing a clearer understanding of, and commitment to, personal Biblical values enabling students to integrate faith and practice in nonprofit business administration, specifically: a biblical worldview, personal ethics and integrity, social responsibility, moral character, and a strong work ethic (IDEA 10)

### ORGANIZATIONAL LEADERSHIP MAJOR

#### ORGANIZATIONAL LEADERSHIP MAJOR PURPOSE & OUTCOME GOALS

The organizational leadership major equips future servant leaders with knowledge, skills and character pertinent serving as professionals in leadership roles from a biblical worldview for kingdom service.

The learning objectives for this major include the following:

- Gaining factual knowledge—to identify and recall key facts, terms, and methods in organizational leadership (IDEA 1)
- Learning fundamental principles, generalizations, or theories—to identify, recall, and understand concepts relating to organizational leadership (IDEA 2)
- Learning to apply course material to enable students to develop analytical and decision-making tools to apply to problem solving and planning in organizational leadership (IDEA 3)
- Developing skills, competencies, and points of view needed by professionals in leadership & management—enabling students to develop in the skills of research, analytical thinking, communication, writing, presentations, and computer usage (IDEA 4)
- Developing a clearer understanding of, and commitment to, personal Biblical values enabling students to integrate faith and practice in organizational leadership & management, specifically: a biblical worldview, personal ethics and integrity, social responsibility, moral character, and a strong work ethic (IDEA 10)

### YOUTH MINISTRIES MAJOR

#### YOUTH MINISTRIES PURPOSE & OUTCOME GOALS

The Youth Ministries major equips future servant leaders with knowledge, skill, and character pertinent to youth-related ministries in church and faith-based organizations, from a biblical world view for kingdom service.

The learning objectives for this major include the following:

- Gaining factual knowledge of the foundations for youth ministry (IDEA 1)
- Learning fundamental principles, generalizations, and theories related to youth ministry (IDEA 2)
- Developing skills, competencies, and points of view needed by youth ministry professionals (IDEA 3)
- Developing skill in expressing oneself orally in youth ministry contexts (IDEA 8)
- Developing a clearer understanding of, and commitment to, personal biblical values that inform youth ministry and individual character (IDEA 10)
- Learning to analyze and critically judge ideas (IDEA 11)

## CLIMB PROGRAM

### BIBLE & THEOLOGY – 24 hours

BIB 213	Hermeneutics
BSF 103	Foundations of Spiritual Formation
NTE 103	Introduction to the New Testament
OTE 103	Introduction to the Old Testament
NTE ____	New Testament Elective
OTE ____	Old Testament Elective
THE 303	Introduction to Theology
____	Theology Elective

### BIBLE ELECTIVES – 6 hours

6 credit hours from BIB, BMI, NTE, OTE, *or* THE

**TOTAL = 30 hours**

## CLIMB PROGRAM SCHEDULE

### Fall Semester

BIB 213	Hermeneutics	3
BSF 103	Foundations of Spiritual Formation	3
NTE 103	Introduction to the New Testament	3
OTE 103	Introduction to the Old Testament	3
TFC 100	Orientation	<u>0</u>
		12

### Spring Semester

THE 303	Introduction to Theology	3
____	Bible <i>or</i> Theology Elective	3
NTE ____	New Testament Elective	3
OTE ____	Old Testament Elective	<u>3</u>
		12

### Summer Semester

THE ____	Theology Elective	3
____	Bible <i>or</i> Theology Elective	<u>3</u>
		6

Minimum hours required = 30

## ASSOCIATE OF ARTS DEGREE BUSINESS ADMINISTRATION

### GENERAL EDUCATION – 48 hours

#### BIBLE & THEOLOGY – 15 hours

BIB 213	Hermeneutics
BSF 103	Foundations of Spiritual Formation
NTE 103	Introduction to the New Testament
OTE 103	Introduction to the Old Testament

3 hours Bible *or* Theology Elective

#### HUMANITIES – 12 hours

COM 113	Introduction to Communication
ENG 113	Freshman Composition I
ENG 123	Freshman Composition II
HUM 103	Western Thought & Culture

#### SOCIAL SCIENCES – 12 hours

ECO 213	Microeconomics
ECO 223	Macroeconomics

3 hours Psychology Elective from PSY 113 *or* PSY 243  
3 hours 100-, 200-, or 300-level History Elective

#### COMPUTER, SCIENCES & MATHEMATICS – 9 hours

CSC 393	Management Information Systems
MAT 253	Introduction to Statistics
SCI 113	Scientific Literacy or other science elective

#### BUSINESS ADMINISTRATION – 15 hours

ACC 213	Principles of Accounting I
BUS 113	Introduction to Business
BUS 333	Business Ethics
MAN 213	Principles of Management
MKT 213	Principles of Marketing

**TOTAL = 63 hours**

## A.A. BUSINESS ADMINISTRATION COURSE SCHEDULE First Year

### Fall Semester

BSF 103	Foundations of Spiritual Formation	3
NTE 103	Introduction to the New Testament	3
ENG 113	Freshman Composition I	3
BUS 113	Introduction to Business	3
ECO 213	Microeconomics	3
TFC 100	Orientation	<u>0</u>
		15

### Spring Semester

BIB 213	Hermeneutics	3
ENG 123	Freshman Composition II	3
COM 113	Introduction to Communication	3
ECO 223	Macroeconomics	3
MKT 213	Principles of Marketing	<u>3</u>
		15

### Summer Session

HUM 103	Western Thought & Culture	3
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### Second Year

#### Fall Semester

OTE 103	Introduction to the Old Testament	3
PSY 113/243	General <i>or</i> Developmental Psychology	3
SCI 113	Scientific Literacy or other science elective	3
ACC 213	Principles of Accounting I	3
MAN 213	Principles of Management	3
SAO ____	Service & Outreach	<u>0</u>
		15

#### Spring Semester

____	Bible <i>or</i> Theology Elective	3
HIS ____	History Elective	3
MAT 253	Introduction to Statistics	3
CSC 393	Management Information Systems	3
BUS 333	Business Ethics	3
SAO ____	Service & Outreach	<u>0</u>
		15

Minimum hours required = 63

**ASSOCIATE OF ARTS DEGREE  
GENERAL STUDIES**

**GENERAL EDUCATION – 51 hours**

**BIBLE & THEOLOGY – 15 hours**

BIB 213 Hermeneutics  
 BSF 103 Foundations of Spiritual Formation  
 NTE 103 Introduction to the New Testament  
 OTE 103 Introduction to the Old Testament  
 3 hours Bible *or* Theology Elective

**HUMANITIES – 15 hours**

COM 113 Introduction to Communication  
 ENG 113 Freshman Composition I  
 ENG 123 Freshman Composition II  
 HUM 103 Western Thought & Culture  
 3 hours 200- or 300-level Literature Elective from AML *or* ENG

**SOCIAL SCIENCES – 12 hours**

3 hours Psychology Elective from PSY 113 *or* PSY 243  
 3 hours History Elective at the 100-, 200-, or 300-level  
 6 hours Social Science Electives from ANT 203, CSG 113, ECO 213, 233, GHY 213, POL 213, SOC 213

**COMPUTER, SCIENCE, & MATHEMATICS – 9-10 hours**

SCI 113 Scientific Literacy *or* other science elective  
 3 hours Mathematics Elective  
 3-4 hours Elective prefixed CSC, MAT, BIO, CHM, *or* SCI

**OPEN ELECTIVES – 9 hours**

**TOTAL = 60 hours**

**A.A. GENERAL STUDIES COURSE SCHEDULE**

**First Year**

**Fall Semester**

NTE 103	Introduction to the New Testament	3
ENG 113	Freshman Composition I	3
SCI 113	Scientific Literacy <i>or</i> other science Elective	3
MAT ____	Math Elective	3
_____	Computer, Science <i>or</i> Math Elective	3
TFC 100	Orientation	0
		<u>15</u>

**Spring Semester**

BSF 103	Foundations of Spiritual Formation	3
BIB 213	Hermeneutics	3
COM 113	Introduction to Communication	3
ENG 123	Freshman Composition II	3
		<u>12</u>

**Summer Session**

HUM 103	Western Thought & Culture	3
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**Second Year**

**Fall Semester**

OTE 103	Introduction to the Old Testament	3
HIS ____	History Elective	3
_____	Social Science Elective	3
_____	Open Elective	3
_____	Open Elective	3
SAO ____	Service & Outreach	0
		<u>15</u>

**Spring Semester**

_____	Bible <i>or</i> Theology Elective	3
_____	Literature Elective	3
PSY 113/243	General <i>or</i> Developmental Psychology	3
_____	Social Science Elective	3
_____	Open Elective	3
SAO ____	Service & Outreach	0
		<u>15</u>

Minimum hours required = 60

**BACHELOR OF SCIENCE DEGREE  
MINISTRY LEADERSHIP MAJOR**

**PRE-REQUISITES - 72 hours**

**BIBLE & THEOLOGY – 18 hours**

BIB 213	Hermeneutics
BSF 103	Foundations of Spiritual Formation
NTE 103	Introduction to the New Testament
NTE ____	New Testament Elective
OTE 103	Introduction to the Old Testament
OTE ____	Old Testament Elective

**HUMANITIES – 15 hours**

ENG 113	Freshman Composition I
ENG 123	Freshman Composition II
HUM 103	Western Thought & Culture
3 hours	Literature Elective
3 hours	Communication Elective

**SOCIAL SCIENCES – 12 hours**

3 hours	Psychology Elective
3 hours	History Elective
6 hours	Social Science Electives

**COMPUTERS, MATH, & SCIENCE – 9 hours**

3 hours	Computer science Elective
3 hours	Math Elective
3 hours	Science Elective

**OPEN ELECTIVES - 18 hours**

**MAJOR - 54 hours**

**BIBLE & THEOLOGY – 12 hours**

THE 303	Introduction to Theology
3 hours	Theology Elective
6 credit hours	of Bible/Theology Electives from any BIB, BMI, GRK 333, 343, HEB 223, 333, 343, NTE, OTE, <i>or</i> THE

**MINISTRY & LEADERSHIP CORE – 12 hours**

MLD 113	Foundations for Christian Ministries
MLD 423	History & Philosophy of Christian Education
MLD 453	Leadership Formation
MLD 463	Spiritual Formation

**MINISTRY LEADERSHIP SPECIALIZATION – 30 hours**

MIN 233	Biblical Foundations of Leadership
MIN 243	The Leader as Teacher
MIN 313	Ministry Leadership & Society
MIN 323	Leadership & Management Theory
MIN 333	Communication for Ministry Leadership
MIN 343	Organization & Admin. of Christian Ministries
MIN 353	Small Group Leadership
MIN 413	Strategies For Leadership Development
MIN 423	Change, Conflict, & Organizational Culture
MIN 483	Seminar in Ministry Leadership

**TOTAL = 126 hours**

**MINISTRY LEADERSHIP MAJOR COURSE SCHEDULE**

**First Year**

**Fall Semester**

MLD 113	Foundations for Christian Ministries	3
MIN 233	Biblical Foundations of Leadership	3
MIN 243	The Leader as Teacher	3
MIN 313	Ministry Leadership & Society	3
SAO ____	Service & Outreach	0
TFC 100	Orientation	0
		<u>12</u>

**Spring Semester**

MIN 323	Leadership & Management Theory	3
MIN 333	Communication for Ministry Leadership <sup>1</sup>	3
MIN 343	Organization & Admin. of Christian Min.	3
MIN 353	Small Group Leadership	3
SAO ____	Service & Outreach	0
		<u>12</u>

**Summer**

THE 303	Introduction to Theology	3
____	Theology Elective	3
		<u>6</u>

**Second Year**

**Fall Semester**

MLD 423	History & Philosophy of Christian Ed	3
MIN 413	Strategies for Leadership Development	3
MIN 423	Change, Conflict, & Organizational Culture	3
MLD 453	Leadership Formation	3
SAO ____	Service & Outreach	0
		<u>12</u>

**Spring Semester**

MLD 463	Spiritual Formation	3
MIN 483	Seminar in Ministry Leadership	3
NTE 243	Gospel of John	3
NTE 473	Romans & Galatians	3
SAO ____	Service & Outreach	0
		<u>12</u>

Minimum hours required = 126

<sup>1</sup>Students who have less than two years of full-time ministry leadership experience must take MIN 493 Ministry Leadership Internship in place of MIN 333.



**BACHELOR OF BUSINESS ADMINISTRATION  
NONPROFIT BUSINESS ADMINISTRATION  
MAJOR**

**PRE-REQUISITES – 72 HOURS**

**Bible & Theology – 18 hours**

BIB 213	Hermeneutics
BSF 103	Foundations of Spiritual Formation
NTE 103	Introduction to the New Testament
NTE ____	New Testament Elective
OTE 103	Introduction to the Old Testament
OTE ____	Old Testament Elective

**Humanities – 15 Hours**

ENG 113	Freshman Composition I
ENG 123	Freshman Composition II
HUM 103	Western Thought & Culture
3 hours	Literature Elective
3 hours	Communication Elective

**Social Sciences – 12 Hours**

ECO 213	Microeconomics
ECO 223	Macroeconomics
3 hours	Psychology Elective
3 hours	History Elective

**Computers, Math, & Science – 9 Hours**

MAT 253	Intro to Statistics
CSC 393	Management Information Systems
3 hours	Science Elective

**Open Electives – 18 hours**

**MAJOR – 54 hours**

**Bible & Theology – 12 Hours**

THE 303	Introduction to Theology
3 hours	Theology Elective
6 credit hours	of Bible/Theology Electives from any BIB, BMI, GRK 333, 343, HEB 223, 333, 343, NTE, OTE, <b>or</b> THE

**Nonprofit Business Administration Core – 42 Hours**

ACC 213	Principles of Accounting I
ACC 223	Principles of Accounting II
BUS 303	Business for Nonprofit Organizations
BUS 323	Nonprofit Ethics & Social Responsibilities
BUS 363	Philanthropy: Theory & Practice
BUS 383	Nonprofit Law & Governance
BUS 463	Nonprofit Financial Management
MAN 213	Principles of Management
MAN 353	Volunteer Engagement & Resource Management
MAN 363	Servant Leadership
MAN 463	Strategic Nonprofit Management
MKT 213	Principles of Marketing
MKT 393	Nonprofit Marketing
____ 493	BUS or MKT Internship <b>or</b>
BUS 483	Microeconomic Practicum

**TOTAL = 126 Hours**

**NONPROFIT BUSINESS ADMINISTRATION COURSE  
SCHEDULE**

**First Year**

**Fall Semester**

BUS 303	Business for Nonprofit Organization	3
MAN 213	Principles of Management	3
MKT 213	Principles of Marketing	3
MAN 353	Volunteer Engagement & Resource Man.	3
SAO ____	Service & Outreach	0
TFC 100	Orientation	0
		<u>12</u>

**Spring Semester**

ACC 213	Principles of Accounting I	3
ACC 223	Principles of Accounting II	3
BUS 323	Nonprofit Ethics & Social Responsibility	3
MKT 393	Nonprofit Marketing	3
SAO ____	Service & Outreach	0
		<u>12</u>

**Summer Session**

THE 303	Introduction to Theology	3
____ ____	Theology Elective	3
		<u>6</u>

**Second Year**

**Fall Semester**

MAN 363	Servant Leadership	3
BUS 363	Philanthropy: Theory & Practice	3
BUS 383	Nonprofit Law & Governance	3
BUS 463	Nonprofit Financial Management	3
SAO ____	Service & Outreach	0
		<u>12</u>

**Spring Semester**

____ ____	Bible <b>or</b> Theology Elective	3
____ ____	Bible <b>or</b> Theology Elective	3
MAN 463	Strategic Nonprofit Management	3
____ 493	BUS <b>or</b> MKT Internship <b>or</b>	
BUS 483	Microeconomic Practicum	3
SAO ____	Service & Outreach	0
		<u>12</u>

Minimum hours required = 126

**BACHELOR OF SCIENCE DEGREE  
ORGANIZATIONAL LEADERSHIP MAJOR**

**PRE-REQUISITES - 72 hours**

**BIBLE & THEOLOGY – 18 hours**

BIB 213	Hermeneutics
BSF 103	Foundations of Spiritual Formation
NTE 103	Introduction to the New Testament
NTE ____	New Testament Elective
OTE 103	Introduction to the Old Testament
OTE ____	Old Testament Elective

**HUMANITIES – 18 hours**

ENG 113	Freshman Composition I
ENG 123	Freshman Composition II
HUM 103	Western Thought & Culture
3 hours	Literature Elective
3 hours	Communication Elective
3 hours	Humanities Elective (PHY Elective suggested)

**SOCIAL SCIENCES – 12 hours**

ECO 213	Microeconomics
ECO 223	Macroeconomics
3 hours	Psychology Elective
3 hours	History Elective

**COMPUTERS, MATH, & SCIENCE – 9 hours**

CSC 393	Management of Information Systems
SCI 113	Scientific Literacy <i>or</i> other Science Elective
3 hours	Math Elective

**OPEN ELECTIVES - 15 hours**

**MAJOR - 54 hours**

**BIBLE & THEOLOGY – 12 hours**

THE 303	Introduction to Theology
3 hours	Theology Elective
6 credit hours	of Bible/Theology Electives from any BIB, BMI, GRK 333, 343, HEB 223, 333, 343, NTE, OTE, <i>or</i> THE

**ORGANIZATIONAL LEADERSHIP – 42 hours**

BUS 113	Introduction to Business
BUS 323	Nonprofit Ethics & Social Responsibilities
LED 233X	Biblical Foundations for Leadership
LED 313	Building & Leading Teams
LED 323X	Leadership & Management Theory
LED 363X	Servant Leadership
LED 383	Leading Organizational Change
LED 413X	Strategies for Leadership Development
LED 453	Cross-Cultural Leadership
LED 493	Organizational Leadership Research
MAN 213	Principles of Management
MAN 383	Organizational Behavior & Development
MAN 413	Human Resources Management
MKT 213	Principles of Marketing

**TOTAL = 126 hours**

**ORGANIZATIONAL LEADERSHIP MAJOR COURSE  
SCHEDULE**

**First Year**

**Fall Semester**

BUS 113	Introduction to Business	3
LED 233X	Biblical Foundations for Leadership	3
LED 313	Building & Leadership Teams	3
MAN 213	Principles of Management	3
SAO ____	Service & Outreach	0
TFC 100	Orientation	0
		<u>12</u>

**Spring Semester**

BUS 323	Nonprofit Ethics & Social Responsibilities	3
LED 323X	Leadership & Management Theory	3
MAN 383	Organizational Behavior & Development	3
MKT 213	Principles of Marketing	3
SAO ____	Service & Outreach	0
		<u>12</u>

**Summer**

THE 303	Introduction to Theology	3
THE ____	Theology Elective	3
		<u>6</u>

**Second Year**

**Fall Semester**

LED 363X	Servant Leadership	3
LED 383	Leading Organizational Change	3
LED 413X	Strategies for Leadership Development	3
MAN 413	Human Resources Management	3
SAO ____	Service & Outreach	0
		<u>12</u>

**Spring Semester**

____	Bible or Theology Elective	3
____	Bible or Theology Elective	3
LED 453	Cross-Cultural Leadership	3
LED 493	Organizational Leadership Research	3
SAO ____	Service & Outreach	0
		<u>12</u>

Minimum hours required = 126

## BACHELOR OF SCIENCE YOUTH MINISTRIES MAJOR

### PRE-REQUISITES - 72 hours

#### BIBLE & THEOLOGY – 18 hours

BIB 213	Hermeneutics
BSF 103	Foundations of Spiritual Formation
NTE 103	Introduction to the New Testament
NTE ____	New Testament Elective
OTE 103	Introduction to the Old Testament
OTE ____	Old Testament Elective

#### HUMANITIES – 15 hours

ENG 113	Freshman Composition I
ENG 123	Freshman Composition II
HUM 103	Western Thought & Culture
3 hrs.	Literature elective
3 hrs.	Communication elective

#### SOCIAL SCIENCES – 12 hours

3 hrs.	Psychology elective
3 hrs.	History elective
6 hrs.	Social Science electives

#### COMPUTERS, MATH, & SCIENCE – 9 hours

3 hrs.	Computer science elective
3 hrs.	Math elective
3 hrs.	Science elective

#### OPEN ELECTIVES - 18 hours

#### MAJOR - 54 hours

#### BIBLE & THEOLOGY – 12 hours

THE 303	Introduction to Theology
3 hours	Theology Elective
6 credit hours	of Bible/Theology Electives from any BIB, BMI, GRK 333, 343, HEB 223, 333, 343, NTE, OTE, <i>or</i> THE

#### MINISTRY & LEADERSHIP CORE – 12 hours

MLD 113	Foundations for Christian Ministries
MLD 423	History & Philosophy of Christian Education
MLD 453	Leadership Formation
MLD 463	Spiritual Formation

#### YOUTH MINISTRIES SPECIALIZATION – 30 hours

YTH 253	Foundations for Youth Ministry
YTH 263	Youth Ministry & the Family
YTH 333	Communicating to Youth
YTH 343	Leadership & Organization of Youth Ministry
YTH 353	Youth Ministry Skills
YTH 363	Youth Culture & Issues
YTH 423	Youth Evangelism & Discipleship
YTH 443	Counseling Adolescents
YTH 453	Youth Ministry in Cultural Contexts
YTH 463	Seminar in Youth Ministry

**TOTAL = 126 hours**

## B.S. IN YOUTH MINISTRIES SCHEDULE

### First Year

#### Fall Semester

MLD 113	Foundations for Christian Ministries	3
YTH 253	Foundations for Youth Ministry	3
YTH 263	Youth Ministry & the Family	3
YTH 333	Communicating to Youth	3
SAO ____	Service & Outreach	0
TFC 100	Orientation	0
		<u>12</u>

#### Spring Semester

YTH 343	Leadership & Organization of Youth Ministry	3
YTH 353	Youth Ministry Skills	3
YTH 363	Youth Culture & Issues	3
NTE 243	Gospel of John	3
SAO ____	Service & Outreach	0
		<u>12</u>

### Summer

THE 303	Introduction to Theology	3
____	Theology Elective	3
		<u>6</u>

### Second Year

#### Fall Semester

MLD 423	History & Philosophy of Christian Ed	3
YTH 423	Youth Evangelism & Discipleship	3
YTH 443	Counseling Adolescents	3
MLD 453	Leadership Formation	3
SAO ____	Service & Outreach	0
		<u>12</u>

#### Spring Semester

MLD 463	Spiritual Formation	3
YTH 453	Youth Ministry in Cultural Contexts <sup>1</sup>	3
YTH 463	Seminar in Youth Ministry	3
NTE 473	Romans & Galatians	3
SAO ____	Service & Outreach	0
		<u>12</u>

Minimum hours required = 126

<sup>1</sup>Students who have less than two years of full-time youth ministry experience must take MIN 493 Ministry Leadership Internship in place of YTH 453.



## **SCHOOL OF ARTS & SCIENCES**

**Kieran M. Clements, Ph.D.**  
**Dean of Arts & Sciences**  
**sas@tfc.edu**

### **COMMUNICATION DEPARTMENT**

**DEPARTMENT CHAIR**  
Curt N. Wanner, Th.M.

**FULL-TIME FACULTY**  
Regina M. Bailey, Ph.D.

**PART-TIME FACULTY**  
Clarence W. Wulf, Litt.D.

### **COUNSELING PSYCHOLOGY DEPARTMENT**

**DEPARTMENT CHAIR**  
G. William Quarterman, Ed.D.

**FULL-TIME FACULTY**  
Dottie Brock, Ph.D.  
Mark A. Koser, M.A.

### **HUMANITIES & NATURAL SCIENCES DEPARTMENT**

**DEPARTMENT CHAIR**  
Alisa M. Thomas, M.A.

**FULL-TIME FACULTY**  
Kieran M. Clements, Ph.D.  
Gary S. Elkins, Ph.D.  
Dale C. Garside, Ph.D.  
Ruth E. Hoffman, M.Ed.  
David A. Jalovick, Ph.D.  
Brian J. McRae, Ph.D.  
Mark A. Murphree, M.A.  
Richard W. Thomas, M.D.  
Donald T. Williams, Ph.D.



# COMMUNICATION DEPARTMENT

(706) 886-7299, ext. 5270

e-mail: [communication@tfc.edu](mailto:communication@tfc.edu)

## INTRODUCTION

The Communication Department offers programs of study that emphasize both human interaction and mediated communication. With concentrations in Interpersonal & Public Communication and Mass Communication, students are given the opportunity to explore the major areas of Communication Studies.

The study of communication at Toccoa Falls College offers a broad range of training and skill development in a Christian setting. It focuses on the clear organization and expression of ideas. It also develops written and technological skills. The programs are designed to help students master the tools and techniques of effective communication in their chosen field by providing hands-on experience in an academic environment. On a deeper level, they also provide an understanding of the purposes and moral principles of communication. These programs integrate communication skills and practice with a biblically informed understanding of the Christian worldview. The combination of an understanding of foundational communication theory together with proficiency in communication provides a skill-base sufficient to pursue employment or graduate work with confidence.

## PROCEDURE FOR ADMISSION

A student desiring to pursue a major in the Communication Department should complete a Declaration of Major form as an applicant to the Communication Department. Students completing the form should arrange an appointment with the chair of the Communication Department to discuss spiritual and academic status. Students must hold a cumulative 2.0 grade point average, and have earned at least 12 semester hours, to be considered for admittance.

## GRADUATION REQUIREMENTS (B.A. or B.S.)

1. Fulfillment of all the "General Requirements for Graduation" (see section on "Degree Requirements")
2. Satisfactory completion of the hours in Communication as outlined below. A minimum grade of "C-" will be required for each course that applies toward a major in the Communication Department, and a cumulative average of 2.0 will be required for the total hours applied to the major.
3. The B.A. degree requires the completion of two years of the same language that may be taken in place of electives. Both semesters of Intermediate Greek or Hebrew will fulfill Bible & theology elective requirements as well as the language requirement for the B.A. degree.
4. A minimum grade of "C-" for each course taken to fulfill requirements for a minor if the student elects to have a minor.
5. Satisfactory completion of a Senior Portfolio that provides evidence of successful attainment of the outcomes of the major.
6. Satisfactory completion of the comprehensive oral examination. The oral exam will be taken during one of the final two semesters at Toccoa Falls College.
7. Satisfactory completion of an analytical response paper that seeks to address the issue of Christ and Culture from a biblically and theologically informed position. Specific consideration will be paid to how this response is articulated in the student's chosen professional area.

Majors of the Communication Department are held to a high standard consistent with their calling. The standards are expressed in the following requirements, goals and outcomes.

## COMMUNICATION STUDIES MAJOR PURPOSE & OUTCOME GOALS

The major in Communication Studies provides training and education necessary for a successful life in the many areas supported by professional communication. Regardless of the concentration, the Communication student will gain valuable knowledge, skills and an attitude necessary for pursuing his/her career and life goals.

The Communication Studies major offers a concentration in the broader area of Interpersonal & Public Communication (IPC). IPC students will gain insights into the how and why of human interaction, as well as how to strategically represent themselves and organizations. Students in the IPC concentration will have the opportunity to focus on the knowledge and skills essential in leadership, public relations and a number of other areas supported by the field of human communication. Hands-on experience can be gained through specific involvement in field-related work areas involving our several student-run media outlets and other department related activities. Additionally, through internships, IPC majors will have a chance to work alongside professionals in their desired career areas.

The Communication Studies major also offers a concentration for those who want to pursue a more dedicated line of study in Mass Communication (MCM). The Mass Communication concentration seeks to produce culturally informed citizens with a high degree of media literacy who are thus well-equipped for service to the Kingdom in the creation and reception of mediated communication forms. The Communication Department maintains a FCC licensed radio station, WTXR, entirely for student use, as well as graphic design and television and video production equipment enabling students to gain hands-on experience in their field. The student interested in print media has the opportunity to gain practical experience by working with our student-run web-based newspaper, The Talon. The Department also oversees production of The Forrester, the college yearbook.

The learning objectives for this major include the following:

- Learning fundamental principles, generalization or theories of communication (IDEA 2)
- Learning to apply course material in the context of professional communication (IDEA 3)
- Developing skill in expressing oneself orally or in writing at a level appropriate of a professional communicator (IDEA 8)
- Developing a clearer understanding of, and commitment to, personal biblical values—appropriate to a Christian communicator in intellectual and practical matters (IDEA 10)
- Learning to analyze and critically evaluate ideas, arguments, and points of view of communication and communicative acts (IDEA 11)

**COMMUNICATION STUDIES MAJOR**

**INTERPERSONAL & PUBLIC COMMUNICATION CONCENTRATION**

**GENERAL EDUCATION - 69 hours**

**BIBLE & THEOLOGY - 30 hours**

BIB 213	Hermeneutics
BSF 103	Foundations for Spiritual Formation
NTE 103	Introduction to the New Testament
NTE ____	New Testament Elective
OTE 103	Introduction to the Old Testament
OTE ____	Old Testament Elective
THE 303	Introduction to Theology
3 hours	Theology Elective
6 hours	Bible/Theology Elective from any BIB, BMI, GRK 333, 343, HEB 223, 333, 343, NTE, OTE, THE <b>or</b> approved integrative courses

**HUMANITIES - 18 hours**

COM 113	Introduction to Communication
ENG 113	Freshman Composition I
ENG 123	Freshman Composition II
HUM 103	Western Thought & Culture
3 hours	Literature Elective
3 hours	Philosophy Elective

**SOCIAL SCIENCES - 12 hours**

3 hours	Psychology Elective from PSY 113 <b>or</b> PSY 243
3 hours	History Elective
6 hours	Social Science Electives from ANT, CSG, ECO, GHY, POL, <b>or</b> SOC

**COMPUTER, SCIENCE, & MATHEMATICS - 9 hours**

SCI 113	Scientific Literacy <b>or</b> other science elective
3 hours	Mathematics Elective
3-4 hours	Computer, Science or Mathematics Elective prefixed BIO, CHM, CSC, MAT, PHS <b>or</b> SCI

**MAJOR - 37 hours**

**COMMUNICATION STUDIES CORE – 15 hours**

COM 213	Introduction to Communication Theory
COM 313	Introduction to Communication Research Methods
COM 363	Media & Society
COM 423	Communication Ethics
COM 463	Faith, Media, & Culture*

**IPC CONCENTRATION – 22 hours**

COM 283	Persuasion <b>or</b>
IPC 343	Advanced Public Speaking
IPC 201	Inter. & Public Com. Practicum (May be repeated)
IPC 293	Interpersonal Communication
IPC 313	Organizational Communication
IPC 333	Small Group Communication
IPC 493	Interpersonal & Public Communication Internship
IPC ____	One IPC elective at 300- or 400-level
3 hours	COM, IPC, or MCM elective

**MINOR or OPEN ELECTIVES - 23 hours\***

**TOTAL = 126 hours**

\*It is assumed that the integrative course COM 463 will be used in fulfillment of a Bible & Theology elective. If not, **Minor or Open Electives** is reduced to 20 hours to accommodate a separate 3 hour Bible & Theology elective and maintain a total of 126 hours.

**INTERPERSONAL & PUBLIC COMMUNICATION COURSE SCHEDULE**

**First Year**

**Fall Semester**

NTE 103	Introduction to the New Testament	3
ENG 113	Freshman Composition I	3
COM 113	Introduction to Communication	3
MAT ____	Mathematics Elective	3
SCI 113	Scientific Literacy or other science elective	3
TFC 100	Orientation	0
		<u>15</u>

**Winterim**

HUM 103	Western Thought & Culture	3
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**Spring Semester**

BIB 213	Hermeneutics	3
BSF 103	Foundations of Spiritual Formation	3
ENG 123	Freshman Composition II	3
PHY ____	Philosophy Elective	3
IPC 293	Interpersonal Communication	3
		<u>15</u>

**Second Year**

**Fall Semester**

OTE 103	Introduction to the Old Testament	3
____	Literature Elective	3
____	Social Science Elective	3
PSY 113	General Psychology <b>or</b>	
PSY 243	Developmental Psychology	3
COM 213	Intro to Communication Theory	3
SAO ____	Service & Outreach	0
		<u>15</u>

**Spring Semester**

NTE ____	New Testament Elective	3
OTE ____	Old Testament Elective	3
HIS ____	History Elective	3
____	Social Science Elective	3
COM 283	Persuasion <b>or</b> Open Elective	3
SAO ____	Service & Outreach	0
		<u>15</u>

**Third Year**

**Fall Semester**

THE 303	Introduction to Theology	3
COM 313	Intro to Communication Research Methods	3
____	Open Elective	3
IPC 343	Advanced Public Speaking <b>or</b> Open Elective	3
____	Minor or Open Elective	3
SAO ____	Service & Outreach	0
		<u>15</u>

**Spring Semester**

THE ____	Theology Elective	3
____	Computer, Science or Math Elective	3
IPC 201	Inter. & Public Communication Practicum	1
____	Minor or Open Elective	3
____	Minor or Open Elective	3
____	Minor or Open Elective	3
SAO ____	Service & Outreach	0
		<u>15</u>

**SUMMER SESSION**

IPC 493	Interpersonal & Public Com. Internship	3
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**Fourth Year**

**Fall Semester**

____	Bible <b>or</b> Theology Elective	3
COM 363	Media & Society	3
COM 423	Communication Ethics	3
IPC 313	Organizational Communication	3
IPC ____	IPC Elective	3
		<u>15</u>

**Spring Semester**

____	Bible <b>or</b> Theology Elective	3
COM 463	Faith, Media, & Culture	3
IPC 333	Small Group Communication	3
____	COM, IPC, or MCM Elective	3
____	Minor or Open Elective	3
		<u>15</u>

Minimum hours required = 126



## COMMUNICATION STUDIES MAJOR

### MASS COMMUNICATION CONCENTRATION

#### GENERAL EDUCATION - 69 hours

##### BIBLE & THEOLOGY - 30 hours

BIB 213	Hermeneutics	
BSF 103	Foundations for Spiritual Formation	
NTE 103	Introduction to the New Testament	
NTE ____	New Testament Elective	
OTE 103	Introduction to the Old Testament	
OTE ____	Old Testament Elective	
THE 303	Introduction to Theology	
3 hours	Theology Elective	
6 hours	Bible/Theology Electives from any BIB, BMI, GRK 223, 333, 343, HEB 223, 333, 343, NTE, OTE, THE, <b>or</b> approved integrative courses	

##### HUMANITIES - 18 hours

COM 113	Introduction to Communication	
ENG 113	Freshman Composition I	
ENG 123	Freshman Composition II	
HUM 103	Western Thought & Culture	
3 hours	Literature Elective	
3 hours	Philosophy Elective	

##### SOCIAL SCIENCES - 12 hours

3 hours	Psychology Elective from PSY 113 <b>or</b> PSY 243	
3 hours	History Elective	
6 hours	Social Science Electives from ANT, CSG, ECO, GHY, POL, <b>or</b> SOC	

##### COMPUTER, SCIENCE, & MATHEMATICS - 9 hours

SCI 113	Scientific Literacy <b>or</b> other science elective	
3 hours	Mathematics Elective	
3-4 hours	Computer, Science or Mathematics Elective prefixed BIO, CHM, CSC, MAT, PHS <b>or</b> SCI	

#### MAJOR - 37 hours

##### COMMUNICATION STUDIES CORE - 15 hours

COM 213	Introduction to Communication Theory	
COM 313	Introduction to Communication Research Methods	
COM 363	Media & Society	
COM 423	Communication Ethics	
COM 463	Faith, Media, & Culture*	

##### MASS COMMUNICATION CONCENTRATION – 22 hours

MCM 201	Mass Communication Practicum (May be repeated)	
MCM 203	Introduction to Mass Communication	
MCM 213	Media Production	
MCM 333	Rhetoric of Media <b>or</b>	
MCM 363	Narrative & Image	
MCM 373	Writing for Media	
MCM 493	Mass Communication Internship	
MCM ____	One MCM elective at 300- or 400-level	
3 hours	COM, IPC, MCM Elective	

#### OPEN ELECTIVES - 23 hours\*

#### TOTAL = 126 hours

\*It is assumed that the integrative course COM 463 will be used in fulfillment of a Bible & Theology elective. If not, **Minor or Open Electives** is reduced to 20 hours to accommodate a separate 3 hour Bible & Theology elective and maintain a total of 126 hours.

## MASS COMMUNICATION COURSE SCHEDULE

### First Year

#### Fall Semester

NTE 103	Introduction to the New Testament	3
COM 113	Introduction to Communication	3
ENG 113	Freshman Composition I	3
MAT ____	Mathematics Elective	3
SCI 113	Scientific Literacy or other science elective	3
TFC 100	Orientation	0
		<u>15</u>

#### Winterim

HUM 103	Western Thought & Culture	3
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#### Spring Semester

BIB 213	Hermeneutics	3
BSF 103	Foundations of Spiritual Formation	3
ENG 123	Freshman Composition II	3
PHY ____	Philosophy Elective	3
MCM 203	Introduction to Mass Communication	3
		<u>15</u>

### Second Year

#### Fall Semester

OTE 103	Introduction to the Old Testament	3
____	Literature Elective	3
____	Social Science Elective	3
COM 213	Introduction to Communication Theory	3
____	Open Elective	3
SAO ____	Service & Outreach	0
		<u>15</u>

#### Spring Semester

NTE ____	New Testament Elective	3
OTE ____	Old Testament Elective	3
HIS ____	History Elective	3
____	Social Science Elective	3
____	Open Elective	3
SAO ____	Service & Outreach	0
		<u>15</u>

### Third Year

#### Fall Semester

THE 303	Introduction to Theology	3
COM 313	Introduction to Research Methods	3
MCM 213	Media Production	3
MCM 333	Rhetoric of Media <b>or</b>	
MCM 363	Narrative & Image	3
MCM 201	Mass Communication Practicum	1
____	Open Elective	2
SAO ____	Service & Outreach	0
		<u>15</u>

#### Spring Semester

THE ____	Theology Elective	3
____	Computer, Science or Math elective	3
____	COM, IPC <b>or</b> MCM Elective	3
____	Open Elective	3
____	Open Elective	3
SAO ____	Service & Outreach	0
		<u>15</u>

#### Summer Session

MCM 493	Mass Communication Internship	3
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### Fourth Year

#### Fall Semester

____	Bible <b>or</b> Theology Elective	3
PSY 113	General Psychology <b>or</b>	
PSY 243	Developmental Psychology	3
COM 363	Media & Society	3
COM 423	Communication Ethics	3
MCM ____	MCM Elective	3
		<u>15</u>

#### Spring Semester

____	Bible <b>or</b> Theology Elective	3
COM 463	Faith, Media, & Culture	3
MCM 373	Writing for Media	3
____	Open Elective	3
____	Open Elective	3
		<u>15</u>

Minimum hours required = 126

## COMMUNICATION MINORS

A minor in Communication can be a tremendously useful tool for any profession or ministry. Study in various disciplines of communication can better prepare individuals in written, interpersonal, organizational, and technical aspects of communication.

### JOURNALISM MINOR - 16 hours

Most career and ministry opportunities demand strong writing and analytical skills. Journalism minor is an excellent option for students interested in free-lance work, writing, or publishing. It is also a dynamic complement to majors in Communication, English, or Business.

MCM 203	Introduction to Mass Communication	3
MCM 201	Mass Communication Practicum	1
MCM 313	Introduction to Journalism	3
MCM 373	Writing for Media	3
Two of the following electives:		
MCM 353	Broadcast Journalism	3
MCM/COM ____	Communication Elective	3
COM 363	Media & Society	3

### LEADERSHIP MINOR – 15 hours

An overwhelming need within a wide spectrum of vocations, the Leadership minor provides specific training and development in this crucial area. The minor is designed to focus on the whole person as the student develops his/her natural abilities.

COM 283	Persuasion	3
IPC 293	Interpersonal Communication	3
IPC 353	Leadership Communication	3
IPC 373	Mentoring	3
MLD 453	Leadership Formation	3

### PUBLIC RELATIONS MINOR - 15 hours

Communicating the *story* of an organization or company is the purpose of public relations.

COM 283	Persuasion	3
IPC 313	Organizational Communication	3
IPC 323	Public Relations	3
MCM 313	Introduction to Journalism	3
One of the two courses below:		
IPC 343	Advanced Public Speaking	3
MCM 393	Film & Digital Photography	3

# COUNSELING PSYCHOLOGY DEPARTMENT

(706) 886-7299, ext. 5350

e-mail: [counsel@tfc.edu](mailto:counsel@tfc.edu)

## INTRODUCTION

The Counseling Psychology Department is committed to educating men and women in the behavioral sciences within a Christian worldview. Knowledge of the Bible and an understanding of human personality are combined in teaching psychology and counseling. Psychology and theology are integrated while retaining priority on evangelical doctrine and biblical authority. Students are encouraged to seek emotional wholeness and spiritual maturity, realizing healthy persons make better counselors. The curriculum is intended to serve those whose goal is the baccalaureate degree as well as those who need an academic foundation for graduate education.

## GOALS

The successful student will demonstrate:

1. The ability to integrate biblical, theological, and scientific knowledge with a counseling methodology to function as an efficient counselor.
2. The ability to be conversant with an array of counseling approaches, both Christian and secular, including both the theoretical and the applied principles involved.
3. The ability to display a basic competence in interviewing skills and counseling techniques.
4. The ability to conduct biblical counseling with strategic intent in treating a diversity of adjustment problems.
5. The ability to utilize the knowledge of how diverse personalities respond differentially to counseling and evangelism.
6. A willingness to evaluate aspects of the student's personality which may facilitate or hinder success in a chosen professional field.
7. An uncompromising commitment to Christian principles and the preeminence of scriptural truth in the midst of scientific empiricism and humanistic biases.
8. Familiarity with the classical personality theories.
9. The ability to critique scholarly journal articles.
10. Familiarity with the basic principles of psychological research.

## PROCEDURE FOR ADMISSION

A student desiring to pursue a major in the Counseling Psychology Department must submit a Declaration of Major form as well as an Application for Declared Counseling Students. The advisor assigned to that student will submit his/her name to the faculty of the Counseling Psychology Department where a majority vote is needed. Upon approval, the student will receive a letter of notification regarding acceptance from the Department Chair. Students must hold a 2.0 cumulative grade point average and have earned at least 12 semester hours to be considered for admittance. A curriculum checklist is given to each student and updated with the advisor throughout the student's academic career. It is recommended that this process be completed before the end of the freshmen year.

## GRADUATION REQUIREMENTS (B.A. or B.S.)

1. Fulfillment of all the "General Requirements for Graduation" (see section on "Academic Information")
2. Satisfactory completion of all required courses listed with a minimum grade of "C-" in all counseling and psychology courses. A cumulative average of 2.0 will be required for the total hours applied to the major
3. Satisfactory completion of a counseling internship served in a community agency or professional setting, or a senior research paper
4. Student portfolio

## COUNSELING PSYCHOLOGY MAJOR PURPOSE & OUTCOME GOALS

The Counseling Psychology major provides academic preparation in foundational psychological and counseling concepts, intellectual preparation through advanced studies of theory and philosophy of persons and relationships, and professional preparation in counseling laboratory and practicum events.

The learning objectives for this program include the following:

- Gaining faculty knowledge leading to competency in the knowledge base of counseling and psychology (IDEA 1)
- Learning fundamental principles, generalizations, or theories related to counseling and psychology (IDEA 2)
- Developing skills, competencies, and points of view needed by professionals in the counseling field (IDEA 4)
- Developing a clearer understanding of, and commitment to, personal Biblical values for use in Christian counseling (IDEA 10)

## COUNSELING MINORS

The Counseling Psychology Department offers the following two minors:

### COUNSELING MINOR - 15 hours

CSG 113	Introduction to Counseling	3
CSG 233	Counseling Skills I	3
CSG 243	Counseling Skills II	3
CSG 383	Christ-Centered Counseling	3
<i>Choose one of the following courses:</i>		
CSG 333	Crisis & Trauma Therapy	3
CSG 363	Family Therapy	3
CSG 423	Counseling for Addictions	3
CSG 443	Premarital & Marital Counseling	3
CSG 463	Group Counseling	3

### PSYCHOLOGY MINOR - 15 hours

PSY 113	General Psychology	3
PSY 243	Developmental Psychology	3
PSY 353	Personality Theories	3
PSY 363	Abnormal Psychology	3
<i>Choose one of the following courses:</i>		
PSY 413	Research Methods in Psychology	3
PSY 423	Tests & Measurements	3

## COUNSELING PSYCHOLOGY MAJOR

### GENERAL EDUCATION - 69 hours

#### BIBLE & THEOLOGY - 30 hours

BIB 213 Hermeneutics  
 BSF 103 Foundations of Spiritual Formation  
 NTE 103 Introduction to the New Testament  
 NTE \_\_\_ New Testament Elective  
 OTE 103 Introduction to the Old Testament  
 OTE \_\_\_ Old Testament Elective  
 THE 303 Introduction to Theology  
 3 hours Theology Elective  
 6 hours of Bible/Theology Electives from any BIB, BMI, GRK 333, 343, HEB 223, 333, 343, NTE, OTE, THE, **or** approved integrative courses

#### HUMANITIES - 18 hours

COM 113 Introduction to Communication  
 ENG 113 Freshman Composition I  
 ENG 123 Freshman Composition II  
 HUM 103 Western Thought & Culture  
 3 hours Philosophy Elective from PHY 113 **or** PHY 243  
 3 hours Literature Elective from AML **or** ENG

#### SOCIAL SCIENCES - 12 hours

CSG 113 Introduction to Counseling  
 PSY 113 General Psychology  
 3 hours History Elective  
 3 hours Social Science Elective from ANT, ECO, GHY, HIS, POL, **or** SOC

#### COMPUTER, SCIENCE, & MATHEMATICS - 9 hours

MAT 253 Introduction to Statistics  
 SCI 113 Scientific Literacy **or** other science elective  
 3-4 hours Elective from BIO, CHM, CSC, MAT, PHS **or** SCI

### MAJOR - 42 hours

#### CSG PSYCHOLOGY CORE - 39 hours

CSG 233 Counseling Skills I  
 CSG 243 Counseling Skills II  
 CSG 333 Crisis & Trauma Therapy  
 CSG 363 Family Therapy  
 CSG 383 Christ-Centered Counseling  
 CSG 443 Premarital & Marital Counseling  
 CSG 463 Group Counseling  
 PSY 243 Developmental Psychology  
 PSY 353 Personality Theories  
 PSY 363 Abnormal Psychology  
 PSY 413 Research Methods in Psychology **or**  
 PSY 423 Tests & Measurements  
 PSY 493 Senior Seminar  
 CSG 473 Counseling Internship **or**  
 PSY 473 Psychology Research Project

#### CSG PSYCHOLOGY ELECTIVES - 3 hours

CSG 403 Independent Study of 3 extra internship credits  
 CSG 423 Counseling for Addictions  
 CSG 453X Counseling Adolescents  
 PSY 343 Psychology of Religion  
 PSY 253 Human Sexuality  
 PSY 323 Educational Psychology  
 PSY 473 Psychology Research Project

### MINOR or OPEN ELECTIVES - 15 hours

**TOTAL = 126 hours**

## COURSE SCHEDULE

### First Year

#### Fall Semester

NTE 103	Introduction to the New Testament	3
COM 113	Introduction to Communication	3
ENG 113	Freshman Composition I	3
PSY 113	General Psychology	3
_____	Computer, Science or Math Elective	3
TFC 100	Orientation	0
		<hr/> 15

#### Winterim

HUM 103	Western Thought & Culture	3
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#### Spring Semester

BSF 103	Foundations of Spiritual Formation	3
OTE 103	Introduction to the Old Testament	3
ENG 123	Freshman Composition II	3
SCI 113	Scientific Literacy or other science elective	3
CSG 113	Introduction to Counseling	3
		<hr/> 15

### Second Year

#### Fall Semester

BIB 213	Hermeneutics	3
_____	Literature Elective	3
_____	Social Science Elective	3
PSY 243	Developmental Psychology	3
CSG 233	Counseling Skills I	3
SAO _____	Service & Outreach	0
		<hr/> 15

#### Spring Semester

NTE _____	New Testament Elective	3
OTE _____	Old Testament Elective	3
HIS _____	History Elective	3
CSG 243	Counseling Skills II	3
CSG 383	Christ-Centered Counseling	3
SAO _____	Service & Outreach	0
		<hr/> 15

### Third Year

#### Fall Semester

THE 303	Introduction to Theology	3
MAT 253	Introduction to Statistics	3
CSG 333	Crisis & Trauma Therapy	3
PSY 353	Personality Theories	3
_____	Minor <b>or</b> Open Elective	3
SAO _____	Service & Outreach	0
		<hr/> 15

#### Spring Semester

THE _____	Theology Elective	3
PHY 113/PHY 243	Intro to Philosophy <b>or</b> Ethics	3
CSG 363	Family Therapy	3
CSG 463	Group Counseling	3
_____	Minor <b>or</b> Open Elective	3
SAO _____	Service & Outreach	0
		<hr/> 15

### Fourth Year

#### Fall Semester

_____	Bible <b>or</b> Theology Elective	3
CSG 443	Premarital & Marital Counseling	3
CSG/PSY	Csg Psychology Elective	3
PSY 413	Research Methods in Psychology* <b>or</b>	
PSY 423	Tests & Measurements	3
_____	Minor <b>or</b> Open Elective	3
		<hr/> 15

#### Spring Semester

_____	Bible <b>or</b> Theology Elective	3
CSG 473	Counseling Internship <b>or</b>	
PSY 473	Psychology Research Project	3
PSY 363	Abnormal Psychology	3
PSY 493	Senior Seminar	3
_____	Minor <b>or</b> Open Elective	3
_____	Minor <b>or</b> Open Elective	3
		<hr/> 18

\*This class is offered in the spring

Minimum hours required = 126

## **COUNSELING PSYCHOLOGY: PRE-MED TRACK**

Course Schedule for the Pre-Med track is listed in the Humanities & Natural Sciences Department section of this Catalog.

Because it enriches the applicant to medical and other professional schools with the knowledge of human psychology and behavior, in addition to the acquisition of invaluable interpersonal, clinical and diagnostic skills, this major's curriculum will provide the student with a degree that will be seen by the various professional schools as highly desirable and competitive. It also offers the academic and skill foundation to prepare the student to apply to counseling and psychology graduate programs, or apply to the nursing field, or other programs in the medical support fields, such as physical therapy, occupations therapy, etc.

In addition, the service-oriented community and missions experiences our students are known to take with them is an important part of the experience of this "well-rounded" physician or professional that professional school admissions committees tend to value.

And, like our present counseling psychology major, the knowledge and skills acquired through this program can be effectively used in the traditional ministries or missions.

This major's degree curriculum will offer the following:

- The requisite 42 semester hours in the major field of study
- The basic science and math courses required for admission to medical school
- Additional elective time to fulfill specific additional requirements of various professional fields
- The required 30 semester hours of Bible and Theology.



# HUMANITIES & NATURAL SCIENCES DEPARTMENT

(706) 886-7299, ext. 5418  
e-mail: [humnat@tfc.edu](mailto:humnat@tfc.edu)

## INTRODUCTION

The Humanities & Natural Sciences Department serves the total student body by providing the 39 hour general education core curriculum, teaching students to think constructively about every area of life based on the biblical worldview. We also offer the Associate of Arts degree, a two-year community college degree that meets the needs of students who desire only two years of college or that allows them to lay a biblical foundation at a Christian college before transferring to a secular university for a more specialized major. The B. A. degrees in English, History, and Philosophy prepare students for graduate school or professional school (i.e., seminary or law school) and for careers in teaching, journalism, Christian writing, etc. A Pre-Med program along with the Biology major also prepares students for professional service. Humanities & Natural Sciences also provides concentrations in English, History, or Science for secondary education majors, along with minors in Behavioral Science, Biology, English, French, History, P.E. (coaching), Philosophy, or Spanish.

## PROCEDURE FOR ADMISSION

A student desiring to pursue a program in the Humanities & Natural Sciences Department must submit a Declaration of Major Form as an application. Then the student is assigned one of the Humanities & Natural Sciences Department instructors as an advisor. Students must hold a cumulative 2.0 grade point average, and have at least 12 earned hours, for consideration for admittance to the Humanities & Natural Sciences Department.

## GRADUATION REQUIREMENTS (A.A.)

1. Fulfillment of all the "General Requirements for Graduation" for the Associate of Arts Degree (see section on "Degree Requirements")
2. For minors in Behavioral Science, Biology, Coaching, English, French, History, Philosophy, or Spanish, completion of all required courses in the curriculum below with a minimum grade of "C-" in all minor courses; a minimum of 15 hours in the area of specialization for those specializing in one of the eight minors offered
3. For minors in disciplines outside of the Humanities & Natural Sciences Department, completion of all required courses in accordance with the regulations of the appropriate school

## GRADUATION REQUIREMENTS (B.A. or B.S.)

1. Fulfillment of all the "General Requirements for Graduation" (see section on "Degree Requirements")
2. For the Biology Major (B.S.): Satisfactory completion of a minimum of 15 hours in Biology above the 100 level and two semesters each of inorganic chemistry, organic chemistry and physics are required, plus one semester of biochemistry, for a total of 28 additional credit hours. A grade of "C-" or better must be achieved in all science courses, along with a cumulative grade point average of 2.0 for the total hours applied to the major
3. For the English and History Majors (B.A.): Satisfactory completion of a minimum of 30 hours in either English or History above the 100 level, with a grade of "C-" or better in all major prefixed courses, and a cumulative grade point average of 2.0 for the total hours applied to the major. At least 12 ENG or HIS hours must be at the 300-level or above and at least six hours at the 400-level. Two years of the same foreign language is required. If Greek is chosen, GRK 333 and GRK 343 may also count as the six hours of Bible electives in the Bible and Theology requirement. In this case an additional six hours of English or History must be taken
4. For the General Studies Major (B.S. or B.A.): Satisfactory completion of a minimum of 36 hours of Major Elective courses, 24 of which must be at the 300-level and 400-level. A grade of "C-" or better must be achieved in all of these courses, and a cumulative grade point average of 2.0 must be maintained for the total hours applied to the major. If a student wishes to receive a B.A. in General Studies, he/she will need to take two years of the same foreign language through successful completion of the second year of intermediate studies. The foreign language option serves as exemplary preparation for graduate studies, and the flexibility of the coursework structure makes it a viable option for all students pursuing a major in General Studies.
5. For the Philosophy Major: Satisfactory completion of 42 hours in Philosophy with a grade of "C-" or better in all major prefixed courses. The department requires a cumulative grade point average of 2.0 for the total hours applied to the major
6. A minimum grade of "C-" is required in each course taken to fulfill requirements for a minor if the student elects to have a minor

## BIOLOGY (PRE-MED) MAJOR PURPOSE & OUTCOME GOALS

The Biology major prepares students for medical school, veterinary school, pharmacy school, or graduate work in biology.

The learning objectives for this major include:

- Gaining factual knowledge of scientific facts, terminology, classifications, and methods in biology (IDEA 1)
- Learning fundamental principles and theories of biological science (IDEA 2)
- Developing skills, competencies, and points of view needed by professionals in medicine or scientific research (IDEA 4)
- Developing a clear understanding of and commitment to biblical values as related to biological science (IDEA 10)

## ENGLISH MAJOR (B.A.) PURPOSE & OUTCOME GOALS

The Bachelor of Arts degree in English in a Bible-college setting provides a rich window for the cultural and intellectual heritage of Western man and a thorough grounding in the basic tools of learning that apply to all the humanities. It is an excellent choice as a pre-professional program (e.g., pre-seminary or pre-law) or for those planning to go on for graduate work in English. (NOTE: Those planning to teach English in secondary schools should take the English Education (6-12) program offered in the Teacher Education Department.)

The English major provides intellectual preparation in the skills of language use and interpretation, academic preparation in the history of English and American literature, and professional preparation for graduate work in English, seminary, or law.

The learning objectives for this major include:

- Gaining factual knowledge of periods, movements, authors, and works in English and American Literature (IDEA 1)
- Learning fundamental principles and theories of literary interpretation (IDEA 2)
- Gaining a broader understanding and appreciation of literature and its contributions to life and culture (IDEA 7)
- Developing a clear understanding of and commitment to biblical values relating to literature and life (IDEA 10)

## GENERAL STUDIES MAJOR (B.S or B.A.) PURPOSE & OUTCOME GOALS

The Bachelor of Science degree in General Studies or the Bachelor of Arts degree in General Studies (requiring two years of foreign language study) offers an outstanding option for students unable to locate a traditional major that meets academic, professional, and/or ministry goals. In addition, this approach is ideal for a student unable to meet major requirements at a late stage of a previous program. Maximum flexibility allows a student to shape a program defined by academic rigor and personal interest. Students are encouraged to use their 21 hours of open electives to fulfill requirements for a minor. Although a minor is not a requirement for General Studies, all minor requirements will apply if selected. The program's biblical worldview integrates faith and learning in all coursework.

The learning objectives for this major include:

- Gaining factual knowledge in interdisciplinary pursuits in areas including biblical & theological studies, humanities, social sciences, computer, science, and mathematics (IDEA 1)
- Learning to apply course material to cultivate critical thinking skills (IDEA 3)
- Developing skill in expressing oneself orally and in writing (IDEA 8)
- Learning how to find and use resources for college-level research projects in cross-disciplinary contexts (IDEA 9)
- Developing a clear understanding of and commitment to personal biblical values in all aspects of life (IDEA 10)

## HISTORY MAJOR (B.A.) PURPOSE & OUTCOME GOALS

The Bachelor of Arts degree in History provides a liberal arts education within the context of a Christian worldview that rests on a thoroughly biblical foundation. Knowledge and skills obtained within the major serve as excellent preparation for graduate work in history, law, or seminary. Career opportunities are wide and varied; education, law, business, journalism, and government are some of the fields within which a degree in History is valued. (NOTE: Those planning to teach History in secondary schools should take the History Education (6-12) program offered in the Teacher Education Department.)

The learning objectives for this major include:

- Gaining factual knowledge of periods, movements, and events in history (IDEA 1)

- Learning fundamental principles and theories of historical interpretation (IDEA 2)
- Developing specific skills, competencies, and points of view needed by professionals in the fields of historical research, teaching, or pre-professional studies (IDEA 4)
- Developing a clear understanding of and commitment to biblical values relating to history (IDEA 10)

#### **PHILOSOPHY MAJOR PURPOSE & OUTCOME GOALS**

The Philosophy major prepares students with essential critical thinking skills applicable to an extensive choice of educational, ministry, or career preferences. Contrary to popular opinion, law schools, medical institutions, seminaries, graduate schools, parachurch organizations, and even business leaders value philosophy majors because they are more likely to be equipped with keen analytical and communication skills. In addition, committed Christians trained in philosophy are well-prepared to engage contemporary culture in America and abroad.

The learning objectives for this major include:

- Fundamental principles, generalizations or theories (IDEA 2)
- To apply course material to improve critical thinking skills (IDEA 3)
- To analyze and critically evaluate ideas, arguments and points of view (IDEA 11)
- To acquire an interest in learning more by asking questions and seeking answers (IDEA 12)

#### **ASSOCIATE OF ARTS DEGREE PURPOSE & OUTCOME GOALS**

The Associate of Arts degree provides future servant leaders with the knowledge, skill, and character pertinent to a junior college degree or future study, from a biblical worldview for kingdom service.

The learning objectives for this major include:

- Gaining factual knowledge of the history, literature, and science, etc. of Western culture (IDEA 1)
- Learning fundamental principles of mathematics and computers (IDEA 2)
- Developing skill in expressing oneself orally and in writing (IDEA 8)
- Learning how to find and use resources in college-level research (IDEA 9)
- Developing a clearer understanding of and commitment to personal biblical values (IDEA 10)



## BIOLOGY MAJOR

### GENERAL EDUCATION - 71 hours

#### BIBLE & THEOLOGY – 30 hours

BIB 213 Hermeneutics  
 BSF 103 Foundations of Spiritual Formation  
 NTE 103 Introduction to the New Testament  
 NTE \_\_\_\_ New Testament Elective  
 OTE 103 Introduction to the Old Testament  
 OTE \_\_\_\_ Old Testament Elective  
 THE 303 Introduction to Theology  
 3 hours Theology Elective  
 6 hours of Bible/Theology Electives from any BIB, BMI, GRK 333, 343, HEB 223, 333, 343, NTE, OTE, THE, **or** approved integrative courses

#### HUMANITIES – 15 hours

COM 113 Introduction to Communication  
 ENG 113 Freshman Composition I  
 ENG 123 Freshman Composition II  
 HUM 103 Western Thought & Culture  
 3 hours Literature Elective from AML **or** ENG at 200- or 300-level

#### SOCIAL SCIENCES – 12 hours

PSY 113 General Psychology **or**  
 PSY 243 Developmental Psychology  
 3 hours History Elective at the 100-, 200-, or 300-level  
 6 hours Electives from ANT 203, CSG 113, ECO 213, 223, GHY 213, POL 213, **or** SOC 213

#### COMPUTER, SCIENCE, & MATHEMATICS – 14 hours

BIO 114 Biology I  
 BIO 124 Biology II  
 MAT 253 Introduction to Statistics  
 MAT 323 Elements of Calculus

#### MAJOR - 42 hours

BIO 234 General Microbiology  
 BIO 313 Evolutionary Biology  
 BIO 314 Genetics  
 BIO 411 Senior Seminar  
 BIO 413 Cell Biology  
 BIO 423 Ecology  
 CHM 214 Chemistry I  
 CHM 224 Chemistry II  
 CHM 314 Organic Chemistry I  
 CHM 324 Organic Chemistry II  
 PHS 214 Physics I  
 PHS 224 Physics II

#### OPEN ELECTIVES - 13 hours

The following are strongly recommended as course selections for open electives:

BIO 214 Anatomy & Physiology I\*  
 BIO 224 Anatomy & Physiology II\*  
 PHY 333 Bioethics

\*Required for majors choosing the pre-med track.

**TOTAL = 126 hours**

### First Year

#### Fall Semester

BSF 103	Foundations of Spiritual Formation	3
NTE 103	Introduction to the New Testament	3
ENG 113	Freshman Composition I	3
*BIO 114	Biology I	4
CHM 214	Chemistry I	4
TFC 100	Orientation	0
		<hr/>
		17

#### Winterim

HUM 103	Western Thought & Culture	3
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#### Spring Semester

BIB 213	Hermeneutics	3
OTE 103	Introduction to the Old Testament	3
ENG 123	Freshman Composition II	3
BIO 124	Biology II	4
CHM 224	Chemistry II	4
		<hr/>
		17

### Second Year

#### Fall Semester

NTE ____	New Testament Elective	3
MAT 253	Introduction to Statistics	3
_____	Open Elective	4
CHM 314	Organic Chemistry I	4
SAO ____	Service & Outreach	0
		<hr/>
		14

#### Spring Semester

OTE ____	Old Testament Elective	3
BIO 234	General Microbiology	4
CHM 324	Organic Chemistry II	4
_____	Open Elective	4
SAO ____	Service & Outreach	0
		<hr/>
		15

### Third Year

#### Fall Semester

THE 303	Introduction to Theology	3
BIO 314	Genetics	4
BIO 423	Ecology	3
PHS 214	Physics I	4
SAO ____	Service & Outreach	0
		<hr/>
		14

#### Spring Semester

THE ____	Theology Elective	3
COM 113	Introduction to Communication	3
BIO 313	Evolutionary Biology	3
PHS 224	Physics II	4
_____	Open Elective	4
SAO ____	Service & Outreach	0
		<hr/>
		17

### Fourth Year

#### Fall Semester

_____	Bible <b>or</b> Theology Elective	3
_____	Social Science Elective	3
HIS ____	History Elective	3
PSY ____	General Psychology <b>or</b> Developmental Psychology	3
BIO 413	Cell Biology	3
_____	Open Elective	1
		<hr/>
		16

#### Spring Semester

_____	Bible <b>or</b> Theology Elective	3
_____	Social Science Elective	3
_____	Literature elective	3
MAT 323	Elements of Calculus	3
BIO 411	Senior Seminar	1
		<hr/>
		13

Minimum hours required = 126

\*Students enrolled in BIO 114 must register for an evening session of BSF 103.

## ENGLISH MAJOR

### GENERAL EDUCATION - 69 hours

#### BIBLE & THEOLOGY - 30 hours

BIB 213 Hermeneutics  
 BSF 103 Foundations of Spiritual Formation  
 NTE 103 Introduction to the New Testament  
 NTE \_\_\_\_\_ New Testament Elective  
 OTE 103 Introduction to the Old Testament  
 OTE \_\_\_\_\_ Old Testament Elective  
 THE 303 Introduction to Theology  
 3 hours Theology Elective  
 6 hours of Bible/Theology Electives from any BIB, BMI, GRK 333, 343, HEB 223, 333, 343, NTE, OTE, THE, **or** approved integrative courses

#### HUMANITIES - 18 hours

COM 113 Introduction to Communication  
 ENG 113 Freshman Composition I  
 ENG 123 Freshman Composition II  
 ENG 203 World Literature I **or** ENG 213 World Literature II  
 HUM 103 Western Thought & Culture  
 PHY 113 Introduction to Philosophy

#### SOCIAL SCIENCES - 12 hours

PSY 113 General Psychology **or**  
 PSY 243 Developmental Psychology  
 3 hours History Elective at the 100-, 200-, or 300-level  
 6 hours Electives from ANT 203, CSG 113, ECO 213, 223, GHY 213, POL 213, **or** SOC 213

#### COMPUTER, SCIENCE, & MATHEMATICS – 9-10 hours

SCI 113 Scientific Literacy **or** other science elective  
 3 hours Mathematics Elective  
 3-4 hours Elective prefixed BIO, CHM, CSC, MAT, PHS, **or** SCI

#### MAJOR - 42 hours

AML 213 American Literature I  
 AML 223 American Literature II  
 AML 313E Topics in American Literature  
 ENG 223 English Literature I  
 ENG 233 English Literature II  
 ENG 313 History & Structure of the English Language  
 ENG 323E Topics in Early English Literature  
 ENG 333E Topics in Modern English Literature  
 ENG 413 Shakespeare  
 ENG 443 History & Practice of Literary Criticism  
 \_\_\_\_\_ Elementary French, Greek, Hebrew or Spanish I  
 \_\_\_\_\_ Elementary French, Greek, Hebrew or Spanish II  
 \_\_\_\_\_ Intermediate French, Greek, Hebrew or Spanish I<sup>1</sup>  
 \_\_\_\_\_ Intermediate French, Greek, Hebrew or Spanish II<sup>1</sup>

<sup>1</sup>If Greek or Hebrew is chosen for the language electives, 333 & 343 may count as the 6 hours of Bible & Theology electives; however, an additional 6 hours of literature is needed.

#### MINOR or OPEN ELECTIVES - 15 hours

**TOTAL = 126 hours**

### First Year

#### Fall Semester

BSF 103	Foundations of Spiritual Formation	3
NTE 103	Introduction to the New Testament	3
ENG 113	Freshman Composition I	3
SCI 113	Scientific Literacy or other science elective	3
MAT _____	Math Elective	3
TFC 100	Orientation	0
		<hr/>
		15

#### Winterim

HUM 103	Western Thought & Culture	3
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#### Spring Semester

BIB 213	Hermeneutics	3
COM 113	Introduction to Communication	3
HIS _____	History Elective	3
_____	Social Science Elective	3
ENG 123	Freshman Composition II	3
		<hr/>
		15

### Second Year

#### Fall Semester

NTE _____	New Testament Elective	3
OTE 103	Introduction to the Old Testament	3
_____	Computer, Science, or Math Elective	3
HIS _____	History Elective	3
AML 213	American Literature I	3
ENG 223	English Literature I	3
SAO _____	Service & Outreach	0
		<hr/>
		18

#### Spring Semester

OTE _____	Old Testament Elective	3
PSY _____	General Psych. <b>or</b> Develop. Psych.	3
AML 223	American Literature II	3
ENG _____	World Literature I <b>or</b> World Literature II	3
ENG 233	English Literature II	3
SAO _____	Service & Outreach	0
		<hr/>
		15

### Third Year

#### Fall Semester

THE 303	Introduction to Theology	3
_____	Elem. French, Greek, Hebrew or Spanish I	3
ENG 313	History & Structure of the English Lang.	3
PHY 113	Introduction to Philosophy	3
_____	Minor <b>or</b> Open Elective	3
SAO _____	Service & Outreach	0
		<hr/>
		15

#### Spring Semester

THE _____	Theology Elective	3
_____	Elem. French, Greek, Hebrew or Spanish II	3
ENG 333E	Topics in Modern English Lit	3
ENG 413	Shakespeare	3
_____	Minor <b>or</b> Open Elective	3
SAO _____	Service & Outreach	0
		<hr/>
		15

### Fourth Year

#### Fall Semester

_____	Bible <b>or</b> Theology Elective	3
_____	Inter. French, Greek, Hebrew or Spanish I	3
AML 313E	Topics in American Literature	3
ENG 323E	Topics in Early English Literature	3
_____	Minor <b>or</b> Open Elective	3
		<hr/>
		15

#### Spring Semester

_____	Bible <b>or</b> Theology Elective	3
_____	Inter. French, Greek, Hebrew or Spanish II	3
_____	Open Elective	3
ENG 443	History & Practice of Literary Criticism	3
_____	Minor <b>or</b> Open Elective	3
		<hr/>
		15

Minimum hours required = 126

**GENERAL STUDIES MAJOR**

**GENERAL EDUCATION - 69 hours**

**BIBLE & THEOLOGY – 30 hours**

BIB 213 Hermeneutics  
 BSF 103 Foundations of Spiritual Formation  
 NTE 103 Introduction to the New Testament  
 NTE \_\_\_ New Testament Elective  
 OTE 103 Introduction to the Old Testament  
 OTE \_\_\_ Old Testament Elective  
 THE 303 Introduction to Theology  
 3 hours Theology Elective  
 6 hours of Bible/Theology Electives from any BIB, BMI, GRK 333, 343, HEB 223, 333, 343, OTE, THE, *or* approved integrative courses

**HUMANITIES – 15 hours**

COM 113 Introduction to Communication  
 ENG 113 Freshman Composition I  
 ENG 123 Freshman Composition II  
 HUM 103 Western Thought and Culture  
 3 hours Literature Elective from AML *or* ENG at 200- or 300-level except ENG 201, ENG 243, ENG 313, ENG 383 or ENG 393E

**SOCIAL SCIENCES – 12 hours**

PSY 113 General Psychology *or*  
 PSY 243 Developmental Psychology  
 3 hours History Elective at the 100-, 200-, or 300-level  
 6 hours Electives from ANT 203, CSG 113, ECO 213, 223, GHY 213, ICS 323, POL 213, *or* SOC 213

**COMPUTER, SCIENCE, & MATHEMATICS – 9-10 hours**

SCI 113 Scientific Literacy *or* other science elective  
 3 hours Mathematics Elective except MAT 123  
 3-4 hours Elective prefixed BIO, CHM, CSC, MAT, PHS, *or* SCI

**CORE ELECTIVE – 3 hours**

3 hours from the Humanities, Social Sciences, or Computer, Science & Mathematics areas above

**MAJOR – 36 hours**

36 hours of Major Elective courses, 24 of which must be at the 300- and 400- level

**MINOR OR OPEN ELECTIVES – 21 hours**

**TOTAL = 126 hours**

**First Year**

**Fall Semester**

BSF 103	Foundations of Spiritual Formation	3
NTE 103	Introduction to the New Testament	3
ENG 113	Freshman Composition I	3
SCI 113	Scientific Literacy or other science elective	3
MAT ___	Math Elective	3
TFC 100	Orientation	0
		<u>15</u>

**Winterim**

HUM 103	Western Thought & Culture	3
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**Spring Semester**

BIB 213	Hermeneutics	3
COM 113	Introduction to Communication	3
ENG 123	Freshman Composition II	3
HIS ___	History Elective	3
___ ___	Social Science Elective	3
		<u>15</u>

**Second Year**

**Fall Semester**

NTE ___	New Testament Elective	3
OTE 103	Introduction to the Old Testament	3
___ ___	Computer, Science, or Math Elective	3
___ ___	Literature Elective	3
___ ___	Social Science Elective	3
SAO ___	Service & Outreach	0
		<u>15</u>

**Spring Semester**

OTE ___	Old Testament Elective	3
PSY ___	General Psych. <i>or</i> Develop. Psych.	3
___ ___	Core Elective	3
___ ___	Major Elective	3
___ ___	Major Elective	3
___ ___	Minor <i>or</i> Open Elective	3
SAO ___	Service & Outreach	0
		<u>18</u>

**Third Year**

**Fall Semester**

THE 303	Introduction to Theology	3
___ ___	300- or 400- level Major Elective	3
___ ___	300- or 400- level Major Elective	3
___ ___	Major Elective	3
___ ___	Minor <i>or</i> Open Elective	3
SAO ___	Service & Outreach	0
		<u>15</u>

**Spring Semester**

THE ___	Theology Elective	3
___ ___	300- or 400- level Major Elective	3
___ ___	300- or 400- level Major Elective	3
___ ___	Major Elective	3
___ ___	Minor <i>or</i> Open Elective	3
SAO ___	Service & Outreach	0
		<u>15</u>

**Fourth Year**

**Fall Semester**

___ ___	Bible <i>or</i> Theology Elective	3
___ ___	300- or 400- level Major Elective	3
___ ___	300- or 400- level Major Elective	3
___ ___	Minor <i>or</i> Open Elective	3
___ ___	Minor <i>or</i> Open Elective	3
		<u>15</u>

**Spring Semester**

___ ___	Bible <i>or</i> Theology Elective	3
___ ___	300- or 400- level Major Elective	3
___ ___	300- or 400- level Major Elective	3
___ ___	Minor <i>or</i> Open Elective	3
___ ___	Minor <i>or</i> Open Elective	3
		<u>15</u>

Minimum hours required = 126

## HISTORY MAJOR

### GENERAL EDUCATION - 69 hours

#### BIBLE & THEOLOGY – 30 hours

BIB 213	Hermeneutics
BSF 103	Foundations of Spiritual Formation
NTE 103	Introduction to the New Testament
NTE ____	New Testament Elective
OTE 103	Introduction to the Old Testament
OTE ____	Old Testament Elective
THE 303	Introduction to Theology
3 hours Theology Elective	
6 hours of Bible/Theology Electives from any BIB, BMI, GRK 333, 343, HEB 223, 333, 343, OTE, THE, <b>or</b> approved integrative courses	

#### HUMANITIES – 18 hours

COM 113	Introduction to Communication
ENG 113	Freshman Composition I
ENG 123	Freshman Composition II
HUM 103	Western Thought & Culture
PHY 113	Introduction to Philosophy
3 hours Literature Elective from AML <b>or</b> ENG at 200- or 300-level	

#### SOCIAL SCIENCES – 12 hours

HIS 113	History of Western Civilization I
HIS 123	History of Western Civilization II
POL 213	American Government
PSY 113	General Psychology

#### COMPUTER, SCIENCE, & MATHEMATICS – 9-10 hours

SCI 113	Scientific Literacy <b>or</b> other science elective
3 hours Mathematics Elective	
3-4 hours Elective prefixed BIO, CHM, CSC, MAT, PHS, <b>or</b> SCI	

#### MAJOR – 42 hours

HIS 223	Twentieth Century World History
HIS 233	History of the United States I
HIS 243	History of the United States II
HIS 413	Historiography
HIS 473	History Seminar
_____	Elementary French, Greek, Hebrew or Spanish I
_____	Elementary French, Greek, Hebrew or Spanish II
_____	Intermediate French, Greek, Hebrew or Spanish I
_____	Intermediate French, Greek, Hebrew or Spanish II

#### Choose 5 of the following:

HIS 313	History of Ancient Greece & Rome
HIS 323	History of Medieval Europe
HIS 343	History of Latin America
HIS 353	Church History
HIS 363	American Church History
HIS 373	History of Africa
HIS 383	Study Abroad in History
HIS 393	History of Asia

#### MINOR OR OPEN ELECTIVES – 15 hours

Recommended minors for History Majors: English, Philosophy  
Recommended elective courses for History Majors:

ANT 203	Cultural Anthropology
GHY 213	World Geography
PHY 413	Ancient & Medieval Western Philosophy
PHY 433	Contemporary Philosophy
THE 453	History of Theology
Any AML or ENG course	

**TOTAL = 126 hours**

### First Year

#### Fall Semester

BSF 103	Foundations of Spiritual Formation	3
NTE 103	Introduction to the New Testament	3
ENG 113	Freshman Composition I	3
_____	Computer, Science, or Math Elective	3
HIS 113	History of Western Civilization I	3
TFC 100	Orientation	0
		<u>15</u>

#### Winterim

HUM 103	Western Thought & Culture	3
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#### Spring Semester

BIB 213	Hermeneutics	3
COM 113	Introduction to Communication	3
ENG 123	Freshman Composition II	3
PSY 113	General Psychology	3
HIS 123	History of Western Civilization II	3
SAO ____	Service & Outreach	0
		<u>15</u>

### Second Year

#### Fall Semester

NTE ____	New Testament Elective	3
OTE 103	Introduction to the Old Testament	3
_____	Literature elective	3
HIS 223	Twentieth Century World History	3
HIS 233	History of the United States I	3
SAO ____	Service & Outreach	0
		<u>15</u>

#### Spring Semester

OTE ____	Old Testament Elective	3
MAT ____	Math Elective	3
SCI 113	Scientific Literacy or other science elective	3
HIS 243	History of United States II	3
POL 213	American Government	3
_____	Minor <b>or</b> Open Elective	3
SAO ____	Service & Outreach	0
		<u>18</u>

### Third Year

#### Fall Semester

THE 303	Introduction to Theology	3
_____	Elem. French, Greek, Hebrew or Spanish I	3
HIS ____	300 level History Elective	3
HIS ____	300 level History Elective	3
_____	Minor <b>or</b> Open Elective	3
		<u>15</u>

#### Spring Semester

THE ____	Theology Elective	3
_____	Elem. French, Greek, Hebrew or Spanish II	3
PHY 113	Introduction to Philosophy	3
HIS ____	300 level History Elective	3
_____	Minor <b>or</b> Open Elective	3
SAO ____	Service & Outreach	0
		<u>15</u>

### Fourth Year

#### Fall Semester

_____	Bible <b>or</b> Theology Elective	3
_____	Inter. French, Greek, Hebrew or Spanish I	3
HIS ____	300 level History Elective	3
HIS 413	Historiography	3
_____	Minor <b>or</b> Open Elective	3
		<u>15</u>

#### Spring Semester

_____	Bible <b>or</b> Theology Elective	3
_____	Inter. French, Greek, Hebrew or Spanish II	3
HIS ____	300 level History Elective	3
HIS 473	History Seminar	3
_____	Minor <b>or</b> Open Elective	3
		<u>15</u>

Minimum hours required = 126

## PHILOSOPHY MAJOR

### GENERAL EDUCATION - 69 hours

#### BIBLE & THEOLOGY - 30 hours

BIB 213	Hermeneutics
BSF 103	Foundations of Spiritual Formation
NTE 103	Introduction to the New Testament
NTE ____	New Testament Elective
OTE 103	Introduction to the Old Testament
OTE ____	Old Testament Elective
THE 303	Introduction to Theology
3 hours Theology Elective	
6 hours of Bible/Theology Electives from any BIB, BMI, GRK 333, 343, HEB 223, 333, 343, NTE, OTE, THE, <b>or</b> approved integrative courses	

#### HUMANITIES - 15 hours

COM 113	Introduction to Communication
ENG 113	Freshman Composition I
ENG 123	Freshman Composition II
HUM 103	Western Thought & Culture
3 hours Literature Elective from AML <b>or</b> ENG at 200- or 300-level	

#### SOCIAL SCIENCES - 15 hours

HIS 313	History of Ancient Greece & Rome
HIS 353	Church History
PSY 113	General Psychology
6 hours Social Science Electives	

#### COMPUTER, SCIENCE, & MATHEMATICS – 9-10 hours

SCI 113	Scientific Literacy <b>or</b> other science elective
3 hours Mathematics Elective	
3-4 hours Elective prefixed BIO, CHM, CSC, MAT, PHS, <b>or</b> SCI	

#### MAJOR - 42 hours

PHY 113	Introduction to Philosophy
PHY 233	Critical Thinking
PHY 243	Ethics
PHY 313	Epistemology & Metaphysics
PHY 333	Bioethics
PHY 413	Ancient & Medieval Philosophy
PHY 423	Modern Philosophy
PHY 433	Contemporary Philosophy
PHY 443	Senior Philosophy Thesis <b>or</b>
PHY 463	Philosophy Practicum
PHY 473	Philosophy of Religion

Choose 4 of the following:

BUS 333	Business Ethics
COM 423	Communication Ethics
ENG 443	History & Practice of Literary Criticism
PHY 383	Study Abroad in Philosophy
THE 353	Biblical Apologetics
THE 433	Critical Issues in Theology
THE 453	History of Theology

#### MINOR or OPEN ELECTIVES - 15 hours

**TOTAL = 126 hours**

### First Year

#### Fall Semester

BSF 103	Foundations of Spiritual Formation	3
NTE 103	Introduction to the New Testament	3
COM 113	Introduction to Communication	3
ENG 113	Freshman Composition I	3
PHY 113	Introduction to Philosophy	3
TFC 100	Orientation	0
		<u>15</u>

#### Winterim

HUM 103	Western Thought & Culture	3
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#### Spring Semester

BIB 213	Hermeneutics	3
_____	Computer, Science, or Math Elective	3
ENG 123	Freshman Composition II	3
SCI 113	Scientific Literacy or other science elective	3
MAT ____	Mathematics elective	3
		<u>15</u>

### Second Year

#### Fall Semester

NTE ____	New Testament Elective	3
OTE 103	Introduction to the Old Testament	3
GRK 213	Elementary Greek I <b>or</b> Open Elective	3
_____	Social Science Elective	3
PSY 113	General Psychology	3
PHY 243	Ethics	3
SAO ____	Service & Outreach	0
		<u>18</u>

#### Spring Semester

OTE ____	Old Testament Elective	3
GRK 223	Elementary Greek II <b>or</b> Open Elective	3
_____	Literature Elective	3
PSY 233	Critical Thinking	3
PHY 313	Epistemology & Metaphysics	3
SAO ____	Service & Outreach	0
		<u>15</u>

### Third Year

#### Fall Semester

THE 303	Introduction to Theology	3
HIS 353	Church History	3
HIS 313	History of Ancient Greece & Rome	3
PHY 333	Bioethics	3
PHY 413	Ancient & Medieval Philosophy	3
SAO ____	Service & Outreach	0
		<u>15</u>

#### Spring Semester

THE ____	Theology Elective	3
PHY 473	Philosophy of Religion	3
_____	Major Course Elective	3
_____	Major Course Elective	3
_____	Minor <b>or</b> Open Elective	3
SAO ____	Service & Outreach	0
		<u>15</u>

### Fourth Year

#### Fall Semester

_____	Bible <b>or</b> Theology Elective	3
PHY 423	Modern Philosophy	3
PHY 443	Senior Philosophy Thesis <b>or</b>	
PHY 463	Philosophy Practicum	3
_____	Major Course Elective	3
_____	Minor <b>or</b> Open Elective	3
		<u>15</u>

#### Spring Semester

_____	Bible <b>or</b> Theology Elective	3
_____	Social Science Elective	3
PHY 433	Contemporary Philosophy	3
_____	Major Course Elective	3
_____	Open Elective	3
		<u>15</u>

Minimum hours required = 126

**ASSOCIATE OF ARTS DEGREE  
GENERAL STUDIES**

**GENERAL EDUCATION - 51 hours**

**BIBLE & THEOLOGY - 15 hours**

BIB 213 Hermeneutics  
BSF 103 Foundations of Spiritual Formation  
NTE 103 Introduction to the New Testament  
OTE 103 Introduction to the Old Testament  
3 hours Bible/Theology Elective

**HUMANITIES - 15 hours**

COM 113 Introduction to Communication  
ENG 113 Freshman Composition I  
ENG 123 Freshman Composition II  
HUM 103 Western Thought & Culture  
3 hours Literature Elective from AML *or* ENG at 200- or 300-level

**SOCIAL SCIENCES - 12 hours**

3 hours Psychology Elective from PSY 113, 243  
3 hours History Elective at the 100-, 200-, or 300-level  
6 hours Social Science Electives from ANT 203, CSG 113, ECO 213, 223, GHY 213, POL 213, SOC 213

**COMPUTER, SCIENCE, & MATHEMATICS – 9-10 hours**

SCI 113 Scientific Literacy or other science elective  
3 hours Mathematics Elective  
3-4 hours Elective prefixed BIO, CHM, CSC, MAT, PHS, *or* SCI

**OPEN ELECTIVES - 9 hours**

**TOTAL = 60 hours**

**ASSOCIATE OF ARTS COURSE SCHEDULE**

**First Year**

**Fall Semester**

NTE 103	Introduction to the New Testament	3
ENG 113	Freshman Composition I	3
SCI 113	Scientific Literacy <i>or</i> other science Elective	3
MAT ____	Math Elective	3
____	Computer, Science <i>or</i> Math Elective	3
TFC 100	Orientation	0
		<u>15</u>

**Winterim**

HUM 103	Western Thought & Culture	3
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**Spring Semester**

BSF 103	Foundations of Spiritual Formation	3
BIB 213	Hermeneutics	3
COM 113	Introduction to Communication	3
ENG 123	Freshman Composition II	3
		<u>12</u>

**Second Year**

**Fall Semester**

OTE 103	Introduction to the Old Testament	3
HIS ____	History Elective	3
____	Social Science Elective	3
____	Open Elective	3
____	Open Elective	3
SAO ____	Service & Outreach	0
		<u>15</u>

**Spring Semester**

____	Bible <i>or</i> Theology Elective	3
____	Literature Elective	3
PSY ____	General <i>or</i> Developmental Psychology	3
____	Social Science Elective	3
____	Open Elective	3
SAO ____	Service & Outreach	0
		<u>15</u>

Minimum hours required = 60

**HUMANITIES & NATURAL SCIENCES MINORS**

**BEHAVIORAL SCIENCE MINOR - 15 hours**

A minor in Behavioral Science offers the student an opportunity to gain greater understanding of individual human behavior and of social groups. Such specialization contributes to the training of those who plan to work with people: in the ministry, in general Christian witnessing, in professional counseling, and in social and community service.

*Choose one of the following courses:*

ANT 203	Cultural Anthropology	3
ANT 323	Applied Ethnography	3

*Choose one of the following courses:*

CSG 113	Introduction to Counseling	3
EDU 323	Educational Psychology	3
PSY 113	General Psychology	3
PSY 243	Developmental Psychology	3
PSY 353	Personality Theories	3
PSY 423	Tests & Measurements	3

*Choose one of the following courses:*

SOC 213	Introduction to Sociology	3
SOC 223	Contemporary Social Problems	3
SOC 233	Marriage & Family Communication	3

*Choose two additional courses from the above three areas.*

MAT 253 Introductory Statistics is recommended as a supporting course. Students are reminded that minors must have 15 hours that do not overlap with their major. Substitutions may be necessary depending on major choice.

**BIOLOGY MINOR – 15-16 hours**

The Biology minor provides students with unique opportunities to integrate Christian faith with scientific learning. Understanding basic cell biology strengthens appreciation for the design of life and gives greater understanding of contemporary bioethical issues facing society.

Required courses:

BIO 114	Biology I	4
BIO 124	Biology II	4

*Select at least 7 hours from the following courses:*

BIO 234	General Microbiology	4
BIO 313	Evolutionary Biology	3
BIO 314	Genetics	4
BIO 413	Cell Biology	3
BIO 423	Ecology	3

**ENGLISH MINOR - 15 hours**

A minor in English provides an opportunity for the student to obtain some knowledge of literature, which can enrich the Christian life and testimony by a vicarious exposure to all kinds of people, situations, and values in the works studied. An advanced writing course offers the student intensive practice in integrating Christian faith with its written expression. ENG 201 cannot be used to fulfill the requirements of this minor.

AML/ENG ____	200-level or above Literature Elective	3
AML/ENG ____	200-level or above Literature Elective	3
AML/ENG ____	200-level or above Literature Elective	3
AML/ENG ____	200-level or above Literature Elective	3
AML/ENG ____	200-level or above Literature Elective	3

**FRENCH MINOR – 15 hours**

A minor in French builds on basic courses to provide further expertise in French language, literature, and culture.

FRN 233	Intermediate French I or equivalent	3
FRN 243	Intermediate French II or equivalent	3

*Choose three of the following courses:*

FRN 313	French Composition & Conversation	3
FRN 323	Survey of French Literature	3
FRN 413	French Civilization	3
FRN 423	Francophone World	3

### HISTORY MINOR - 15 hours

A minor in History at a Christian college enables the student to view history from the conceptual framework of the Christian faith, to develop critical insight into historical problems, to relate the history of the Christian church with other developments, and to learn some of the methods of historical inquiry.

HIS ___	History Elective	3
HIS ___	History Elective	3
HIS ___	History Elective	3
HIS ___	History Elective	3
HIS 413	Historiography	3

### PHILOSOPHY MINOR - 15 hours

A minor in Philosophy offers Christian students an opportunity to pursue the examined life by honing their critical thinking skills while exploring the answers given to the great questions by both secular and Christian thinkers.

PHY 113	Introduction to Philosophy	3
PHY 233	Critical Thinking	3

*Choose three of the following courses:*

PHY 243	Ethics	3
PHY 313	Epistemology & Metaphysics	3
PHY 333	Bioethics	3
PHY 413	Ancient & Medieval Western Philosophy	3
PHY 423	Modern Philosophy	3
PHY 433	Contemporary Philosophy	3
PHY 473	Philosophy of Religion	3

### PHYSICAL EDUCATION COACHING MINOR - 15 hours

The Coaching minor provides valuable training for teachers, youth workers, etc., who are interested in recreational activities as part of their ministry.

BUS 313	Organization & Administration of Sport	3
PED 243	First Aid, CPR, & Life Fitness	3
PED 313	Prevention & Care of Injuries	3
PED 323	Coaching Techniques	3
PED 373	Coaching Practicum	3

### SPANISH MINOR – 15 hours

A minor in Spanish builds on basic courses to provide further expertise in Spanish language, literature, and culture.

SPN 233	Intermediate Spanish I or equivalent	3
SPN 243	Intermediate Spanish II or equivalent	3

*Choose three of the following courses:*

SPN 313	Spanish Composition & Conversation	3
SPN 323	Survey of Spanish & Latin American Lit.	3
SPN 413	Spanish Civilization	3
SPN 423	Latin American Civilization	3

### PRE-LAW STUDY AT TFC

It surprises many students to learn that law schools do not recommend a particular curricular path for admission. Instead, they prefer applicants prepared by a broad range of challenging courses that develop skills in areas such as problem solving, critical thinking, research, writing, and oral communication. Therefore, most colleges do not offer a “pre-law” major. The American Bar Association (ABA) counsels undergraduate students as follows: “The ABA does not recommend any undergraduate majors or group of courses to prepare for a legal education. Students are admitted to law school from almost every academic discipline. You may choose to major in subjects that are considered to be traditional preparation for law school, such as history, English, philosophy, political science, economics or business, or you may focus your undergraduate studies in areas as diverse as art, music, science and mathematics, computer science, engineering, nursing or education. Whatever major you select, you are encouraged to pursue an area of study that interests and challenges you, while taking advantage of opportunities to develop your research and writing skills.”

Toccoa Falls College offers majors in business, English, history, and philosophy as standard routes to law school. However, our majors in biblical interpretation, communication studies, and cross-cultural studies also develop proficiencies that law schools find highly desirable (careful reading and analysis of complex material, speaking and listening skills, and an understanding of diverse cultures, respectively). Regardless of the major chosen, students should consider taking several of the following courses as electives, or as components of a minor:

COM 283 Persuasion  
ECO 213 Microeconomics  
ENG 383 Advanced Composition  
HIS 233 History of the United States I  
IPC 343 Advanced Public Speaking  
PHY 223 Logic  
PHY 233 Critical Thinking  
PHY 243 Ethics  
POL 213 American Government

In addition to rigorous academic training, law schools value service to others and the promotion of justice. To again cite the ABA, “you should seek some significant experience, before coming to law school, in which you may devote substantial effort toward assisting others. Participation in public service projects or similar efforts at achieving objectives established for common purposes can be particularly helpful.” These objectives align nicely with the intention of TFC to be a college that intentionally integrates the development of *character* with intellect. Students interested in law school have the opportunity to demonstrate these values through our Service & Outreach program, and they should think about tailoring their Service & Outreach choices accordingly. Involvement in TFC student organizations like Student Government Association (SGA) and Students of Diversity (SOD) also provides valuable experience in this area.

Students interested in pursuing a legal education should notify the pre-law advisor (Prof. Alisa Thomas) as early in their academic training as possible. This advisor works with you to ensure that your curricular goals are met and that you receive the best available information to achieve a strong performance on the Law School Admission Test (LSAT).

## PRE-MEDICAL PROGRAM OPTIONS AT TOCCOA FALLS COLLEGE

Toccoa Falls College offers several options for students considering medical careers. Students should carefully review these options to determine which will best meet their career goals.

1. Biology Major
2. Cross-Cultural Studies: For Medical Professionals Major
3. Pre-Med Track for Baccalaureate Majors
4. Pre-Nursing Track for the Associate of Arts Degree
5. Prerequisite courses for admission to Life University Chiropractic School

1. The Biology Major is a standard four year baccalaureate major at TFC offered through the Humanities & Natural Sciences Department. This major is designed to prepare students for medical school, veterinary school, pharmacy school, or graduate work in Biology.

2. The Cross-Cultural Studies: for Medical Professionals Major is offered through the World Missions Department. The program is built around a curriculum that has a solid core of missions, anthropology, Bible courses, and some core curriculum courses, and is designed to build on medical studies that have been completed or will be completed at another college or university. The World Missions Department highly recommends that the student desiring to take this major first complete certification as an RN, as the program requires the passing of board exams for the RN. In addition to the two year Toccoa Falls College curriculum, the student must have a minimum of 60 transferable hours from an accredited institution and the RN certification, for graduation. It results in the Bachelor of Science degree with the major in Cross-Cultural Studies: For Medical Professionals. This program is designed for students completing the RN (most often in conjunction with an Associate of Science in Nursing elsewhere) that are looking to minister as a registered nurse in a second culture. [Note: Established medical doctors may also choose this major if they desire the cross-cultural training this program affords.]

3. The Pre-Med Track for Baccalaureate Majors is provided through the Humanities & Natural Sciences Department. *It is not a recognized major, minor, or concentration.* It is simply a track of courses designed to meet the prerequisite requirements of most medical schools and can be integrated with any of the baccalaureate majors offered at Toccoa Falls College. Medical schools do not specify one particular major over another. A Toccoa Falls College major should be selected that will best complement the medical career of the student's choice. For example, Counseling Psychology would be an excellent choice for equipping as a physician with the ability to minister to spiritual and emotional needs as well as the physical. The standard Cross-Cultural Studies major would be a great choice for those intending to minister as a medical doctor in a second culture. Philosophy would provide a strong background in critical thinking and ethics, etc. This track is designed for students who wish to apply later to medical school for training as a medical doctor after graduating with one of Toccoa Falls College's standard baccalaureate majors.

4. The Pre-Nursing Track for the Associate of Arts Degree is a track of prerequisite courses designed to be taken along with our other standard Associate of Arts degree courses through the Humanities & Natural Sciences Department. The Pre-Nursing track courses have been chosen to meet the prerequisite requirements of the Bachelor of Science in Nursing (BSN) from both Piedmont College and Brenau University with whom we have articulation agreements. A student taking the additional track courses earns the standard Associate of Arts degree from Toccoa Falls College and meets the basic entrance requirements for Brenau and Piedmont. This track of courses is designed for students intending to transfer to Piedmont College or Brenau University for the BSN. Students planning on a different school for their BSN should check with that school for their prerequisite criteria.

5. Prerequisite Courses for Admission to Life University Chiropractic School. Toccoa Falls College also has an articulation agreement with Life University whereby if a student completes 90 hours of core and science courses, he or she may be admitted to the Doctor of Chiropractic program at Life University. Although the agreement does not specify that the student earn the Bachelor's degree, it is the recommendation of Toccoa Falls College that the student graduate with a Bachelor's in addition to fulfilling the stated prerequisites prior to attending Life University. This program is designed for students desiring to attend Life University for the Doctor of Chiropractic degree. See the Registrar's Office for details.



## PRE-NURSING TRACK FOR THE ASSOCIATE OF ARTS DEGREE

### ASSOCIATE OF ARTS PRE-NURSING TRACK – FOR PIEDMONT COLLEGE BSN

Suggested Course Sequence<sup>2</sup>

#### First Year

##### Summer School

BIO 114	Biology I	4
BIO 124	Biology II (optional) <sup>1</sup>	4
		<u>8</u>

##### Fall Semester

NTE 103	Introduction to the New Testament	3
COM 113	Intro to Communication	3
ENG 113	Freshman Composition I	3
MUT 113	Music Theory I	3
PSY 113	General Psychology	3
SOC 213	Introduction to Sociology	3
TFC 100	Orientation	0
		<u>18</u>

##### Winterim

HUM 103	Western Thought & Culture	3
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##### Spring Semester

BIB 213	Hermeneutics	3
BIO 234	General Microbiology <sup>1</sup>	4
ENG 123	Freshman Composition II	3
POL 213	American Government	3
PSY 243	Developmental Psychology	3
SAO ___	Service & Outreach	0
		<u>16</u>

##### Summer School

OTE 103	Introduction to the Old Testament	3
___	Literature Elective	3
		<u>6</u>

#### Second Year

##### Fall Semester

BSF 103	Foundations of Spiritual Formation	3
BIO 214	Anatomy & Physiology I	4
MAT 133	College Algebra	3
PHY 243	Ethics	3
SPN 113	Elementary Spanish I	3
SAO ___	Service & Outreach	0
		<u>16</u>

##### Winterim

Prepare for nursing entrance exam

##### Spring Semester

___	Bible <i>or</i> Theology Elective	3
BIO 224	Anatomy & Physiology II	4
MAT 253	Introduction to Statistics	3
HIS 243	History of the US II	3
SPN 123	Elementary Spanish II	3
		<u>16</u>

Total 79 hours<sup>3</sup>

<sup>1</sup>Though most nursing programs do not require basic Biology courses, Microbiology will be difficult without at least a strong background in high school Biology courses. Some students may want to take *both* Biology courses in summer school before taking Microbiology.

<sup>2</sup>Capable students may lighten their semester or summer load by taking the CLEP for possible CLEP credit, such as Biology, American Government, Introduction to Psychology, Developmental Psychology, Introduction to Sociology, History of the US, Spanish, or College Algebra.

<sup>3</sup>While the above course sequence covers the prerequisites for admission to the Bachelor of Science Nursing Program at Piedmont College, students should check the exact prerequisites of the program for the School of Nursing to which they intend to apply. A minimum cumulative grade point average of 3.0 is required for acceptance to Piedmont's nursing program. GPA alone, however, does not guarantee admission to the School of Nursing. Failure of more than two Science courses or a second failure in any one Science course results in ineligibility for admission to the School of Nursing. The sequence above would qualify the student to receive an Associate of Arts degree from TFC. Any Piedmont course prerequisites not completed above may be completed at Piedmont College prior to admission to the Bachelor of Science in Nursing program.

## ASSOCIATE OF ARTS PRE-NURSING TRACK – FOR BRENAU UNIVERSITY BSN

Suggested Course Sequence<sup>2</sup>

#### First Year

##### Summer School

BIO 114	Biology I (optional) <sup>1</sup>	4
BIO 124	Biology II (optional) <sup>1</sup>	4
		<u>8</u>

##### Fall Semester

NTE 103	Introduction to the New Testament	3
CHM 214	Chemistry I	4
ENG 113	Freshman Composition I	3
___	Intermediate French <i>or</i> Spanish I <sup>3</sup>	3
MAT 133	College Algebra	3
TFC 100	Orientation	0
		<u>16</u>

##### Winterim

HUM 103	Western Thought & Culture	3
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##### Spring Semester

BIB 213	Hermeneutics	3
BIO 234	General Microbiology <sup>1</sup>	4
COM 113	Introduction to Communication	3
ENG 123	Freshman Composition II	3
PSY 113	General Psychology	3
SAO ___	Service & Outreach	0
		<u>16</u>

##### Summer School

OTE 103	Introduction to the Old Testament	3
MAT 253	Introduction to Statistics	3
		<u>6</u>

#### Second Year

##### Fall Semester

BSF 103	Foundations of Spiritual Formation	3
BIO 214	Anatomy & Physiology I	4
HIS 233	History of the US I	3
MUT 113	Music Theory I	3
PHY 243	Ethics	3
SAO ___	Service & Outreach	0
		<u>16</u>

##### Winterim

Prepare for nursing entrance exam

##### Spring Semester

___	Bible <i>or</i> Theology Elective	3
BIO 224	Anatomy & Physiology II	4
___	Literature Elective	3
PED 181	Bowling	1
PSY 243	Developmental Psychology	3
SOC 213	Introduction to Sociology	3
		<u>17</u>

Total 74 hours<sup>4</sup>

<sup>1</sup>Though most nursing programs do not require basic Biology courses, Microbiology will be difficult without at least a strong background in high school Biology courses. Some students may want to take the basic Biology courses in summer school before taking Microbiology.

<sup>2</sup>Capable students may lighten their semester or summer load by taking the CLEP for certain courses. Please note that Brenau's transfer credit policy does not allow placement credit to transfer. Therefore, if a student places out of Freshman Composition I, the student will need to take alternate approved courses to substitute for Brenau's mandatory nursing prerequisite courses (and liberal education requirements). If the student receives credit for CLEP, an official CLEP transcript must be submitted to Brenau and the credit will be awarded for the CLEP based on Brenau's CLEP transfer guidelines. The semester or summer load could be decreased further by testing out in other courses for possible CLEP credit, such as Biology, American Government, Introduction to Psychology, Developmental Psychology, Introduction to Sociology, Macroeconomics, History of the US, Spanish, French, or College Algebra. Please contact Brenau prior to taking any CLEP exams to make sure that the CLEP is accepted at Brenau. As stated above, Brenau University will require an original official CLEP transcript to award credit.

<sup>3</sup>Three hours of foreign language through the Intermediate I (233) level *or* six hours of Elementary I & II (113 & 123).

<sup>4</sup>While the above course sequence covers the prerequisites for admission to the Bachelor of Science Nursing Program at Brenau University, students should check the exact prerequisites of the program for the School of Nursing to which they intend to apply. The sequence above would qualify the student to receive an Associate of Arts degree from TFC by substituting PSY 243 Developmental Psychology for one of the other required Social Science elective courses.

## Prerequisite Courses for Admission to Life University Chiropractic School

Students anticipating enrolling in the Doctor of Chiropractic program of Life University may meet the program prerequisites by taking the following courses through Toccoa Falls College. Although a TFC degree is not specified as a prerequisite with the following courses, it is highly recommended the student earn a complete Bachelor's degree from Toccoa Falls College prior to attending Life University.

ENG 113 Freshman Composition I

Select one from: ENG 123, 203, 213, 223, 233

Select one from: PSY 113, 243, 323X

Select 15 hours from the following Social Sciences/Humanities areas: ANT, COM, ECO, ENG, Language, GHY, HIS, HUM, MUS, PHY, POL, PSY, REL, SOC

BIO 114 *or* BIO 214

BIO 124 *or* BIO 224

CHM 214, 224, 314, 324

PHY 214

PHY 224 *or* MAT 253

Total – 90 hours

## PRE-MED STUDY AT TFC

### Does TFC have a pre-med major?

No. Actually there is no such thing as an undergraduate pre-med *major*. Medical schools do not specify one particular major over another. Students may select any major as long as they take the courses listed as prerequisites for entrance to graduate medical schools. The pre-med sequence at TFC allows you to choose any one of our majors and still take the courses necessary for admission to graduate medical schools.

What we have designed is a sequence of courses that will meet the requirements for entrance to most medical schools. The sequence is structured around the core consisting of biblical studies and general studies, and also takes into account the scheduling for your chosen major.

### What major should I select while taking the pre-med sequence?

You should select an area of study that will best complement the particular medical career you are contemplating. Biology is an obvious choice, but other majors can also be considered. For example, counseling/psychology could equip you as a physician with the ability to minister to spiritual and emotional needs as well as the physical. If you are interested in overseas ministry, the cross-cultural major would be excellent preparation. Philosophy would give you a strong background in critical thinking and ethics. Music would be an obvious choice for a field such as music therapy. Business would prepare you for management in health services. Communication Studies would enhance your ability to relate well to others. English would open doors for writing in the area of medicine and health services. Others majors would be possible as well.

We also have available a biology major for those who want a narrower focus particularly on science. This major has the advantage of enabling you to complete all the requirements for pre-med in the fewest number of semester hours.

Your choice of a major should also take into consideration the possibility that you may not be accepted into a graduate medical school. Competition for entrance is keen. At the University of Georgia, for instance, only about one in five students who apply will be accepted. You should view your major as something that will prepare you for an alternate career or open doors to graduate study in another area of real interest to you.

### What courses are prerequisites for entrance to medical schools?

Different medical colleges vary somewhat in the courses they want a student to have completed before applying. If you have a particular medical school in mind, you should check that school's

admissions website to determine exactly what the prerequisites for that school are. The University of Georgia, for example, requires the following:

- One year of general biology or zoology
- One year of general/inorganic chemistry
- One year of advanced chemistry (includes organic chemistry and biochemistry)
- One year of physics
- One year of English

Many schools also require some advanced math, such as calculus. Others require or recommend such courses as microbiology, statistics, genetics, or anatomy/physiology.

For more details on specific schools, check on the Medical School Admission Requirements book published by the Association of American Medical Colleges. There is a copy in our library. You will also find much helpful information for students on the association's website at [www.aamc.org](http://www.aamc.org).

### Can I schedule all the necessary courses in four years?

It is possible to complete the program in eight semesters, though it would require a load of 17 – 20 hours each semester. We recommend that students in this program plan on taking at least one summer school in order to keep the semester load at 15 – 17 hours. It is very important to maintain high grades, especially in the science courses, so it would be wise to spread the credit load into at least one summer. A sample schedule is shown on the next page, though some variation is possible.

### What are my chances of getting accepted into a medical school?

There is a high demand for a limited number of spaces in medical colleges. These schools will be very selective, accepting only about one in five applicants. The average GPA of a student admitted to med school is about 3.7. The average score nationwide for students taking the day-long MCAT (Medical College Admissions Test) is 8 - 9 on a scale of 15 for each of the three multiple choice sections (physical sciences, biological sciences, and reading with verbal reasoning). There is also a writing skills section. Students admitted to med school averaged about 10 on each section. There are practice tests available on the AAMC website, as well as commercial agencies that provide preparation for the MCAT.

A well-rounded liberal arts education is one of the best preparations you can get. A higher percentage of applicants from majors from liberal arts areas are accepted into medical school than applicants who take the traditional science majors such as biology. This may be because med schools are looking for students who have a broad background in the humanities and social sciences, as well as developed abilities in critical thinking and communication skills.

In addition, they desire students who demonstrate integrity, responsibility, and initiative. A student's involvement in health care opportunities is also seen as indicating his/her motivation for a career in medicine. Cross-cultural experience and sensitivity to the concerns of others are sought after by admissions committees as well.

The following factors are considered most important by medical schools:

- Your GPA for undergraduate work as an indication of your intellectual capacity
- Your score on the Medical College Admission Test (MCAT)
- Your research experience in some science courses
- Your personal characteristics and qualities
- Your ability to communicate well with patients and health-care professionals
- Your emotional stability and capacity to withstand the stress of the program
- Your work responsibilities prior to application
- Your ethnic, socioeconomic or cultural background

- Your commitment to serve others through the practice of medicine
- Your motivation and potential for success in completing studies
- Your ability to “sell yourself” in personal interviews
- Your letters from references
- Your involvement in community service, such as volunteer work in a clinic or hospital, or experience in “shadowing” physicians

You should also be aware that state-supported medical schools strongly prefer applicants from their own states. Only a small percentage of applicants from out-of-state are accepted at these schools.

### For what kinds of careers will the pre-med sequence prepare me?

Medicine is an expanding field with a number of directions you may choose. Some of the most common areas are the following:

- Physician
- Physician’s assistant
- Dentist
- Dental hygienist
- Nurse Practitioner
- Physical Therapist
- Respiratory Therapist
- Occupational Therapist
- Veterinarian
- Medical research
- Medical technology
- Medical missions
- Psychiatrist (with counseling major)
- Nursing (two-year pre-nursing track leading to the associates degree)

### The value of a TFC preparation for medical careers

TFC is uniquely positioned to prepare you for a career in medicine. We combine the strengths of both a Bible college and a Christian liberal arts college. Like a Bible college, we require 30 credit hours of Bible and theology for every major, as well as practical ministry involvement of all students. We believe this kind of grounding in the Word of God is essential for all Great Commission believers, not just those going into traditional “full-time” ministry. So, like a liberal arts college, we offer a variety of majors to prepare students for careers that will further the Kingdom in many areas of life.

There are very few Bible colleges that offer a program to prepare you for careers in medicine. On the other hand, there are very few liberal arts colleges that provide the emphasis on Bible and theology you will find in a Bible college. At TFC you can have the best of both worlds. You will learn biblical principles that will form a solid foundation for moral and ethical decision-making throughout your career in medicine. And you will also have the coursework you need to gain entrance to that career. The Service & Outreach involvement at TFC is also a natural fit with the kind of volunteer work that medical schools expect applicants to have.

The program at TFC will be quite rigorous, but you’ll have a preparation here unparalleled anywhere else.

## PRE-MED TRACK

### First Year

Fall Semester		
NTE 103	Introduction to the New Testament	3
ENG 123	Freshman Composition II <sup>3</sup>	3
BIO 114	Biology I & Lab	4
CHM 214	Chemistry I & Lab	4
_____	Major Course #1	3
TFC 100	Orientation	0
		<hr/> 17

Winterim		
HUM 103	Western Thought & Culture	3

Spring Semester		
BIB 213	Hermeneutics	3
BSF 103	Foundations of Spiritual Formation	3
_____	Calculus <b>or</b> Intro to Sociology <sup>4</sup>	3
BIO 124	Biology II & Lab	4
CHM 224	Chemistry II & Lab	4
		<hr/> 17

### Second Year

Fall Semester		
NTE _____	New Testament Elective	3
OTE 103	Introduction to the Old Testament	3
_____	Anatomy/Physiology I <b>or</b> Genetics	4
_____	Organic Chemistry I & Lab <b>or</b> Physics I & Lab <sup>2,4</sup>	4
_____	Major Course #2	3
SAO _____	Service & Outreach	0
		<hr/> 17

Winterim		
_____	Bible <b>or</b> Theology Elective <sup>1</sup>	3

Spring Semester		
OTE _____	Old Testament Elective	3
_____	Calculus <b>or</b> Intro to Sociology <sup>4</sup>	3
_____	Anatomy/Physiology II <b>or</b> Biochemistry	4
_____	Organic Chemistry II & Lab <b>or</b> Physics II & Lab <sup>2,4</sup>	4
_____	Major Course #3	3
SAO _____	Service & Outreach	0
		<hr/> 17

### Summer School

PSY 243	Developmental Psychology <sup>1</sup>	3
_____	Literature Elective <sup>1</sup>	3
_____	Major Course #4 <sup>1</sup>	3

### Third Year

Fall Semester		
HIS _____	History Elective	3
_____	Anatomy/Physiology I <b>or</b> Genetics	4
_____	Organic Chemistry I & Lab <b>or</b> Physics I & Lab <sup>2,4</sup>	4
_____	Major Course #5	3
_____	Major Course #6	3
SAO _____	Service & Outreach	0
		<hr/> 17

Winterim		
_____	Bible <b>or</b> Theology Elective <sup>1</sup>	3

Spring Semester		
COM 113	Introduction to Communication	3
_____	Anatomy/Physiology II <b>or</b> Biochemistry	4
_____	Organic Chemistry II & Lab <b>or</b> Physics II & Lab <sup>2,4</sup>	4
_____	Major Course #7	3
_____	Major Course #8	3
SAO _____	Service & Outreach	0
		<hr/> 17

### Fourth Year

Fall Semester		
THE 303	Introduction to Theology	3
CSG 113	Introduction to Counseling	3
_____	Major Course #9	3
_____	Major Course #10	3
_____	Major Course #11	3
		<hr/> 15

Spring Semester		
THE _____	Theology Elective	3
_____	Major Course #12	3
_____	Major Course #13	3
_____	Major Course #14	3
		<hr/> 12

Minimum hours required = 147

<sup>1</sup>Semester load can be reduced if this course is taken in Summer School.

<sup>2</sup>Anatomy/Physiology, Cell Biology, and Biochemistry are not required for all careers, but recommended. It may be possible to substitute Microbiology or Genetics for one of these, depending on the medical field desired.

<sup>3</sup>It is expected that students will have Advanced Placement credit for the Freshman Composition I course.

<sup>4</sup>The classes listed as either/or are offered on an alternate-year basis.



# SCHOOL OF CHRISTIAN MINISTRIES

**Jonathan S. Penland, Ph.D.**  
**Dean of Christian Ministries**  
**scm@tfc.edu**

## **BIBLE & THEOLOGY DEPARTMENT**

### **DEPARTMENT CHAIR**

Christopher J. Vena, Ph.D.

### **FULL-TIME FACULTY**

Kevin R. Burris, Ph.D.

Michael D. Hildenbrand, Ph.D.

Günther H. Juncker, Ph.D.

Jonathan S. Morgan, Ph.D.

## **MINISTRY & LEADERSHIP DEPARTMENT**

### **DEPARTMENT CHAIR**

Donald R. Shepson, Ph.D.

### **FULL-TIME FACULTY**

Harley T. Atkinson, Ph.D.

Ernie E. DeWitt, B.S.

Philip T. Howard, Ph.D.

### **PART-TIME FACULTY**

Nancy F. Hyndman, M.A.

Cynthia L. Quarterman, M.S.

## **WORLD MISSIONS DEPARTMENT**

### **DEPARTMENT CHAIR**

Jarvis L. Crosby, Ed.D.

### **FULL-TIME FACULTY**

Joyce A. Griffin, M.A.

Jonathan S. Penland, Ph.D.

Fred H. Smith, Ph.D.

### **INTERNATIONAL WORKER- IN-RESIDENCE**

Bradley R. Wood, M.Div.

Dominican Republic



# BIBLE & THEOLOGY DEPARTMENT

(706) 886-7299, ext. 5279

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## INTRODUCTION

The Bible & Theology Department serves the total student body by providing the 30 hours of Bible & theology requirement. The department also serves those students who elect to major or minor in a Bible & theology area by providing additional courses. The Bible & Theology Department offers a number of majors and minors that provide extensive Bible knowledge, advanced theological studies, and a challenge toward greater spiritual maturity for students who desire to prepare for various facets of full-time Christian ministry. This program contributes to a broad knowledge of the content, themes, and application of selected books of the Bible providing a solid foundation for various responsibilities related to full-time Christian ministry. It also provides an advanced knowledge of systematic theology facilitating entry into full-time Christian ministry and providing a foundation for a lifetime of theological inquiry as well as a level of spiritual maturity necessary for entry into leadership in Christian ministry.

## PROCEDURE FOR ADMISSION

A student desiring to pursue a major in the Bible & Theology Department must submit a Declaration of Major form as an application. Such application is expected to be made before the beginning of the junior year. Then the student will be assigned one of the Bible & Theology professors as an advisor. After the student has earned at least 12 semester hours, the advisor will submit that student's name to the entire faculty of the Bible & Theology Department, who will vote on the applicant, with a majority needed for approval. Factors that can deter a student from approval include: a cumulative grade point average of less than 2.0; defects of character; serious breach of conduct; a contentious spirit; or unsuitability for Christian ministry. A letter is sent to inform the student whether the application has been approved, disapproved, or delayed.

## GRADUATION REQUIREMENTS (B.A. OR B.S.)

1. Fulfillment of all the "General Requirements for Graduation" (see section on "Degree Requirements")
2. Satisfactory completion of all majors courses listed in one of the four majors below with a "C-" or better
3. A cumulative average of 2.0 will be required for the total hours applied to the major
4. Satisfactory completion of a written examination and an oral examination given by a faculty committee with a grade of "C-" or better. Results of these examinations will appear on the student's transcript.
5. A minimum grade of "C-" for each course taken to fulfill requirements for a minor if the student elects to have a minor
6. Satisfactory completion of at least 5 semesters of Service & Outreach projects

## DOUBLE MAJOR IN BIBLICAL STUDIES PURPOSE & OUTCOME GOALS

The major in Biblical Studies is uniquely designed to serve as a secondary major for students wishing to double major outside of their primary discipline. It builds upon courses already taken to satisfy the 30-hour Bible & Theology core for all programs, and enables students to increase their focus on biblical and theological studies. This major is only available for students with a primary major outside of the Bible & Theology department, and only as a secondary major.

The learning objectives for this major include:

- Gaining factual knowledge of the Bible & theology (IDEA 1)
- Developing a clearer understanding of and commitment to personal faith values (IDEA 10)
- Learning to analyze and critically evaluate ideas and arguments relevant to biblical and theological studies (IDEA 11)

## BIBLICAL INTERPRETATION PURPOSE & OUTCOME GOALS

The Biblical Interpretation major provides academic preparation in the study of selected books of the Old and New Testaments. The major also offers spiritual preparation through personal and practical applications of the principles found in biblical and devotional literature. Students are prepared professionally and develop skills needed to progress to graduate level work and beyond in the areas of pastoral ministry, teaching, and other Christian ministries.

The learning objectives for this major include:

- Gaining detailed factual knowledge of Biblical Literature beyond the general knowledge provided by the core (IDEA 1)
- Developing skills in expressing oneself orally or in writing and presenting material appropriate to the student's professional goals (IDEA 8)
- Developing a clearer understanding of and commitment to biblical values (IDEA 10)
- Learning to analyze and critically evaluate ideas and arguments relevant to the major and advanced biblical knowledge (IDEA 11)

## BIBLICAL LANGUAGES PURPOSE & OUTCOME GOALS

The Biblical Languages major provides academic preparation in the study of the languages of the Old and New Testaments. Students are prepared to translate and exegete the foundational texts of Scripture and develop the skills needed to progress to graduate level work and beyond in the areas of pastoral ministry and teaching.

The learning objectives for this major includes:

- Gaining factual knowledge of biblical languages (IDEA 1)
- Developing specific skills in translation and interpretation needed by professionals in the field (IDEA 4)
- Learning to analyze and critically evaluate ideas and arguments relevant to the major and advanced biblical interpretation (IDEA 11)

## CHRISTIAN THOUGHT PURPOSE & OUTCOME GOALS

The Christian Thought major provides academic preparation in the study of the structure of Christian beliefs and practices. The major also offers spiritual preparation through personal and practical applications of the principles found in the theological heritage of the Christian faith. Students are prepared to engage society with the truth of the Christian message, and develop skills needed to progress to graduate level work and beyond in the areas of ministry, academic teaching, and other ministry-focused vocations.

The learning objectives for this major include:

- Gaining factual knowledge of the logic and theological beliefs of the Christian faith beyond the general knowledge provided by the core (IDEA 1)
- Developing a clearer understanding of and commitment to personal faith values (IDEA 10)
- Learning to analyze and critically evaluate ideas and arguments relevant to the major and advanced theological knowledge (IDEA 11)

## BIBLICAL INTERPRETATION MAJOR

### GENERAL EDUCATION - 69 hours

#### BIBLE & THEOLOGY - 30 hours

BIB 213	Hermeneutics
BSF 103	Foundations of Spiritual Formation
NTE 103	Introduction to the New Testament
NTE ____	New Testament Elective
OTE 103	Introduction to the Old Testament
OTE ____	Old Testament Elective
THE 303	Introduction to Theology
THE ____	Theology Elective

6 hours of Bible/Theology Electives not already taken for the major from any BIB, BMI, GRK 223, 333, 343, HEB 223, 333, 343, NTE, OTE, **or** THE

#### HUMANITIES - 18 hours

COM 113	Introduction to Communication
ENG 113	Freshman Composition I
ENG 123	Freshman Composition II
HUM 103	Western Thought & Culture
PHY 113	Introduction to Philosophy

3 hours Literature Elective from AML **or** ENG

#### SOCIAL SCIENCES - 12 hours

HIS 353	Church History
HIS 363	American Church History

3 hours Psychology Elective from PSY 113 **or** PSY 243  
3 hours Social Science Elective from ANT, CSG, ECO, HIS, SOC

#### COMPUTER, SCIENCE, & MATHEMATICS - 9 hours

SCI 113	Scientific Literacy <b>or</b> other science elective
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3 hours Mathematics Elective  
3-4 hours Computer, Science **or** Mathematics Elective prefixed BIO, CHM, CSC, MAT, PHS **or** SCI

#### MAJOR - 39 hours

BIB 313	Advanced Hermeneutics: Selected Topics
BIB 443	Daniel & Revelation
NTE ____	Gospel of John <b>or</b> Gospel of Matthew
NTE 323	Acts
NTE 473	Romans & Galatians
OTE 233	Psalms & Proverbs
OTE ____	Isaiah, Minor Prophets <b>or</b> Writings of Jeremiah
OTE 473	Genesis
PAM 313	Sermon Preparation
____	Denom. Distinctives & History <b>or</b> REL Elective <sup>1</sup>
THE 423	Critical Issues in Theology
THE 353	Biblical Apologetics
THE 473	Theological Research Seminar <sup>2</sup>

<sup>1</sup>Candidates for Alliance service complete THE 343. Baptist candidates complete THE 333. Students who do not anticipate church ministries in a Baptist or Alliance church take an REL elective.

<sup>2</sup>Students taking a Greek or Hebrew minor cannot substitute the Greek or Hebrew exegesis paper for the Theological Research Project.

#### MINOR or OPEN ELECTIVES - 18 hours

**TOTAL = 126 hours**

## BIBLICAL INTERPRETATION MAJOR COURSE SCHEDULE

### First Year

#### Fall Semester

BSF 103	Foundations of Spiritual Formation	3
NTE 103	Introduction to the New Testament	3
ENG 113	Freshman Composition I	3
MAT ____	Mathematics Elective	3
PSY ____	General Psych. <b>or</b> Developmental Psych.	3
TFC 100	Orientation	0
		<u>15</u>

#### Winterim

HUM 103	Western Thought & Culture	3
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#### Spring Semester

BIB 213	Hermeneutics	3
COM 113	Introduction to Communication	3
ENG 123	Freshman Composition II	3
PHY 113	Introduction to Philosophy	3
____	Social Science Elective	3
SAO ____	Service & Outreach	0
		<u>15</u>

### Second Year

#### Fall Semester

OTE 103	Introduction to the Old Testament	3
NTE ____	New Testament Elective	3
SCI 113	Scientific Literacy or other science elective	3
____	Literature Elective	3
PAM 313	Sermon Preparation	3
SAO ____	Service & Outreach	0
		<u>15</u>

#### Spring Semester

OTE ____	Old Testament Elective	3
THE 303	Introduction to Theology	3
____	Math, Computer <b>or</b> Science Elective	3
NTE ____	Gospel of John <b>or</b> Gospel of Matthew	3
OTE 233	Psalms & Proverbs	3
SAO ____	Service & Outreach	0
		<u>15</u>

### Third Year

#### Fall Semester

THE ____	Theology Elective	3
HIS 353	Church History	3
BIB 313	Advanced Hermeneutics: Selected Topics	3
THE 353	Biblical Apologetics	3
____	Minor <b>or</b> Open Elective	3
SAO ____	Service & Outreach	0
		<u>15</u>

#### Spring Semester

____	Bible <b>or</b> Theology Elective	3
____	Bible <b>or</b> Theology Elective	3
HIS 363	American Church History	3
NTE 323	Acts	3
____	Minor <b>or</b> Open Elective	3
____	Minor <b>or</b> Open Elective	3
SAO ____	Service & Outreach	0
		<u>18</u>

### Fourth Year

#### Fall Semester

NTE 473	Romans & Galatians	3
OTE 473	Genesis	3
THE 423	Critical Issues in Theology	3
THE 473	Theological Research Seminar	3
____	Minor <b>or</b> Open Elective	3
		<u>15</u>

#### Spring Semester

BIB 443	Daniel & Revelation	3
____	Denominational Distinc. <b>or</b> REL Elective	3
OTE ____	Old Testament Prophets Elective	3
____	Minor <b>or</b> Open Elective	3
____	Minor <b>or</b> Open Elective	3
		<u>15</u>

Minimum hours required = 126



## BIBLICAL LANGUAGES MAJOR

### GENERAL EDUCATION - 69 HOURS

#### BIBLE & THEOLOGY - 30 hours

BIB 213	Hermeneutics
BSF 103	Foundations of Spiritual Formation
NTE 103	Introduction to the New Testament
NTE ____	New Testament Elective
OTE 103	Introduction to the Old Testament
OTE ____	Old Testament Elective
THE 303	Introduction to Theology
THE ____	Theology Elective

6 hours of Bible/Theology Electives not already taken for the major from any BIB, BMI, GRK 223, 333, 343, HEB 223, 333, 343, NTE, OTE, **or** THE

#### HUMANITIES - 18 hours

COM 113	Introduction to Communication
ENG 113	Freshman Composition I
ENG 123	Freshman Composition II
HUM 103	Western Thought & Culture
PHY 113	Introduction to Philosophy

3 hours Literature Elective from AML **or** ENG

#### SOCIAL SCIENCES - 12 hours

HIS 353	Church History
HIS 363	American Church History

3 hours Psychology Elective from PSY 113 **or** PSY 243  
3 hours Social Science Elective from ANT, CSG, ECO, HIS, SOC

#### COMPUTER, SCIENCE, & MATHEMATICS - 9 hours

SCI 113	Scientific Literacy <b>or</b> other science elective
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3 hours Mathematics Elective  
3-4 hours Computer, Science **or** Mathematics Elective prefixed BIO, CHM, CSC, MAT, PHS **or** SCI

#### MAJOR - 39 hours

BIB 313	Advanced Hermeneutics: Selected Topics
GRK 213	Elementary Greek I
GRK 223	Elementary Greek II
HEB 213	Elementary Hebrew I
HEB 223	Elementary Hebrew II
PAM 313	Sermon Preparation
_____	Denom. Distinctives & History <b>or</b> REL Elective
THE 423	Critical Issues in Theology
THE 473	Theological Research Seminar
_____	Intermediate Greek I <b>or</b> Intermediate Hebrew
_____	Intermediate Greek II <b>or</b> Biblical Aramaic
_____	300/400 level New Testament <b>or</b> Old Testament Elec.
_____	400 level Greek <b>or</b> Hebrew Elective

#### MINOR or OPEN ELECTIVES - 18 hours

**TOTAL = 126 hours**

## BIBLICAL LANGUAGES MAJOR COURSE SCHEDULE

### First Year

#### Fall Semester

BSF 103	Foundations of Spiritual Formation	3
OTE 103	Introduction to the Old Testament	3
COM 113	Introduction to Communication	3
ENG 113	Freshman Composition I	3
MAT ____	Mathematics Elective	3
TFC 100	Orientation	0
		<u>15</u>

#### Winterim

HUM 103	Western Thought & Culture	3
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#### Spring Semester

BIB 213	Hermeneutics	3
ENG 123	Freshman Composition II	3
PHY 113	Introduction to Philosophy	3
SCI 113	Scientific Literacy <b>or</b> other science elective	3
_____	Minor <b>or</b> Open Elective	3
SAO ____	Service & Outreach	0
		<u>15</u>

### Second Year

#### Fall Semester

NTE 103	Introduction to the New Testament	3
OTE ____	Old Testament Elective	3
PSY ____	General Psych <b>or</b> Developmental Psych	3
_____	Computer, Science or Math Elective	3
_____	GRK 213 <b>or</b> HEB 213	3
SAO ____	Service & Outreach	0
		<u>15</u>

#### Spring Semester

THE 303	Introduction to Theology	3
_____	Literature Elective	3
_____	Social Science Elective	3
_____	GRK 223 <b>or</b> HEB 223	3
_____	Minor <b>or</b> Open Elective	3
SAO ____	Service & Outreach	0
		<u>15</u>

### Third Year

#### Fall Semester

BIB 313	Advanced Hermeneutics: Selected Topics	3
NTE ____	New Testament Elective	3
HIS 353	Church History	3
HOM 313	Sermon Preparation	3
_____	GRK 333 <b>or</b> HEB 333	3
_____	Minor <b>or</b> Open Elective	3
SAO ____	Service & Outreach	0
		<u>18</u>

#### Spring Semester

THE ____	Theology Elective	3
HIS 363	American Church History	3
_____	Denom. Distinc. & History <b>or</b> Religion Elec.	3
_____	GRK 333 <b>or</b> HEB 333	3
_____	Minor <b>or</b> Open Elective	3
SAO ____	Service & Outreach	0
		<u>15</u>

### Fourth Year

#### Fall Semester

_____	Bible <b>or</b> Theology Elective	3
THE 423	Critical Issues in Theology	3
_____	GRK 213 <b>or</b> HEB 213	3
_____	400 level Greek <b>or</b> Hebrew Elective	3
_____	Minor <b>or</b> Open Elective	3
		<u>15</u>

#### Spring Semester

_____	Bible <b>or</b> Theology Elective	3
THE 473	Theological Research Seminar	3
_____	GRK 223 <b>or</b> HEB 223	3
_____	300/400 level NT <b>or</b> OT Elective	3
_____	Minor <b>or</b> Open Elective	3
		<u>15</u>

Minimum hours required = 126

## CHRISTIAN THOUGHT MAJOR

### GENERAL EDUCATION - 69 HOURS

#### BIBLE & THEOLOGY - 30 hours

BIB 213	Hermeneutics
BSF 103	Foundations of Spiritual Formation
NTE 103	Introduction to the New Testament
NTE ____	New Testament Elective
OTE 103	Introduction to the Old Testament
OTE ____	Old Testament Elective
THE 303	Introduction to Theology
THE ____	Theology Elective

6 hours of Bible/Theology Electives not already taken for the major from any BIB, BMI, GRK 223, 333, 343, HEB 223, 333, 343, NTE, OTE, **or** THE

#### HUMANITIES - 18 hours

COM 113	Introduction to Communication
ENG 113	Freshman Composition I
ENG 123	Freshman Composition II
HUM 103	Western Thought & Culture
PHY 113	Introduction to Philosophy

3 hours Literature Elective from AML **or** ENG

#### SOCIAL SCIENCES - 12 hours

HIS 353	Church History
HIS 363	American Church History

3 hours Psychology Elective from PSY 113 **or** PSY 243  
3 hours Social Science Elective from ANT, CSG, ECO, HIS, SOC

#### COMPUTER, SCIENCE, & MATHEMATICS - 9 hours

SCI 113	Scientific Literacy <b>or</b> other science elective
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3 hours Mathematics Elective  
3-4 hours Computer, Science **or** Mathematics Elective prefixed BIO, CHM, CSC, MAT, PHS **or** SCI

#### MAJOR - 39 hours

PHY 223	Critical Thinking
PHY 243	Ethics
PHY 473	Philosophy of Religion
REL 323	World Religions
THE 323	Catholicism & Orthodoxy
REL ____	Religion Elective
THE 423	Critical Issues in Theology
THE 353	Biblical Apologetics
THE 453	History of Theology
THE 463	Contemporary Theology
THE 473	Theological Research Seminar

6 hours Theology Electives

#### MINOR or OPEN ELECTIVES - 18 hours

**TOTAL = 126 hours**

## CHRISTIAN THOUGHT MAJOR COURSE SCHEDULE First Year

### Fall Semester

BSF 103	Foundations of Spiritual Formation	3
NTE 103	Introduction to the New Testament	3
ENG 113	Freshman Composition I	3
MAT ____	Mathematics Elective	3
PSY ____	General Psych <b>or</b> Developmental Psych	3
TFC 100	Orientation	0
		<u>15</u>

### Winterim

HUM 103	Western Thought & Culture	3
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### Spring Semester

BIB 213	Hermeneutics	3
COM 113	Introduction to Communication	3
ENG 123	Freshman Composition II	3
PHY 113	Introduction to Philosophy	3
____	Social Science Elective	3
SAO ____	Service & Outreach	0
		<u>15</u>

## Second Year

### Fall Semester

OTE 103	Introduction to the Old Testament	3
NTE ____	New Testament Elective	3
____	Literature Elective	3
SCI 113	Scientific Literacy or other science elective	3
PHY 243	Ethics	3
SAO ____	Service & Outreach	0
		<u>15</u>

### Spring Semester

OTE ____	Old Testament Elective	3
THE 303	Introduction to Theology	3
____	Computer, Science or Math Elective	3
PHY 233	Critical Thinking	3
REL 323	World Religions	3
SAO ____	Service & Outreach	0
		<u>15</u>

## Third Year

### Fall Semester

THE ____	Theology Elective	3
HIS 353	Church History	3
THE 353	Biblical Apologetics	3
THE ____	Theology Elective	3
____	Minor <b>or</b> Open Elective	3
SAO ____	Service & Outreach	0
		<u>15</u>

### Spring Semester

____	Bible <b>or</b> Theology Elective	3
HIS 363	American Church History	3
THE 323	Catholicism & Orthodoxy	3
THE 453	History of Theology	3
____	Minor <b>or</b> Open Elective	3
____	Minor <b>or</b> Open Elective	3
SAO ____	Service & Outreach	0
		<u>18</u>

## Fourth Year

### Fall Semester

THE 423	Critical Issues in Theology	3
REL ____	Religion Elective	3
THE 473	Theological Research Seminar	3
____	Minor <b>or</b> Open Elective	3
____	Minor <b>or</b> Open Elective	3
		<u>15</u>

### Spring Semester

____	Bible <b>or</b> Theology Elective	3
PHY 473	Philosophy of Religion	3
THE 463	Contemporary Theology	3
THE ____	Theology Elective	3
____	Minor <b>or</b> Open Elective	3
		<u>15</u>

Minimum hours required = 126

**DOUBLE MAJOR IN BIBLICAL STUDIES – 36 hours**

BIB 213	Hermeneutics	3
BSF 103	Foundations of Spiritual Formation	3
NTE 103	Introduction to the New Testament	3
OTE 103	Introduction to the Old Testament	3
THE 303	Introduction to Theology	3
THE 423	Critical Issues in Theology	3
6 hours 300- or 400- level New Testament Electives		
6 hours 300- or 400-level Old Testament Electives		
3 hours 300- or 400-level Theology Elective		
3 hours 300- or 400-level Elective from BIB, BMI, GRK, HEB, NTE, OTE, <b>or</b> THE		

**BIBLE & THEOLOGY MINORS**

The Bible & Theology Department offers the following 7 minors: Biblical Languages, Biblical/Theological Studies, Greek, Hebrew, New Testament, Old Testament & Religion.

**BIBLICAL LANGUAGES MINOR - 18 hours<sup>1,2</sup>**

GRK 213	Elementary Greek I	3
GRK 223	Elementary Greek II	3
_____	Interm. Greek I <b>or</b> Interm. Hebrew	3
GRK 343	Interm. Greek II <b>or</b> Biblical Aramaic	3
HEB 213	Elementary Hebrew I	3
HEB 223	Elementary Hebrew II	3

<sup>1</sup>Students taking this minor may not enroll in the Greek or Hebrew minor.

<sup>2</sup>Bible & Theology students taking a minor in Biblical languages, Greek, or Hebrew may count the six required core hours of Bible & Theology electives towards minors in Biblical languages, Greek or Hebrew.

**BIBLICAL/THEOLOGICAL STUDIES MINOR - 18 hours<sup>1</sup>**

NTE 103	Introduction to the New Testament	3
NTE _____	New Testament Elective	3
OTE 103	Introduction to the Old Testament	3
OTE _____	Old Testament Elective	3
THE 303	Introduction to Theology	3
_____	Theology Elective	3

<sup>1</sup>This minor is not available to majors in the Bible & Theology Department.

**GREEK MINOR - 15 hours<sup>1,2,3</sup>**

GRK 213	Elementary Greek I	3
GRK 223	Elementary Greek II	3
GRK 333	Intermediate Greek I: Johannine Literature	3
GRK 343	Intermediate Greek II: Pauline Literature	3
GRK 453	Greek Exegesis: Selected Passages <b>or</b>	
GRK 463	Greek Readings: Selected Passages	3

<sup>1</sup>Students taking this minor may not enroll in the Biblical Languages minor.

<sup>2</sup>Biblical Studies majors taking this minor cannot substitute the Greek exegesis paper for THE 473 Theological Research Seminar.

<sup>3</sup>Bible & Theology students taking a minor in Biblical languages, Greek, or Hebrew may count the six required core hours of Bible & Theology electives towards minors in Biblical languages, Greek or Hebrew.

**HEBREW MINOR – 15 hours<sup>1,2,3</sup>**

HEB 213	Elementary Hebrew I	3
HEB 223	Elementary Hebrew II	3
HEB 333	Intermediate Hebrew	3
HEB 343	Biblical Aramaic	3
HEB 453	Hebrew Exegesis: Selected Readings	3

<sup>1</sup>Students taking this minor may not enroll in the Biblical Languages minor.

<sup>2</sup>Biblical Studies majors taking this minor cannot substitute the Hebrew exegesis paper for THE 473 Theological Research Seminar.

<sup>3</sup>Bible & Theology students taking a minor in Biblical languages, Greek, or Hebrew may count the six required core hours of Bible & Theology electives towards minors in Biblical languages, Greek or Hebrew.

**NEW TESTAMENT MINOR - 15 hours**

GRK 343	Intermediate Greek II: Pauline Literature	3
NTE _____	New Testament Elective	3
NTE _____	New Testament Elective	3
NTE _____	New Testament Elective	3
NTE _____	New Testament Elective	3

**OLD TESTAMENT MINOR - 15 hours**

HEB 213	Elementary Hebrew I	3
<i>Choose 12 hours from the following:</i>		
THE 393	Old Testament Theology	3
OTE _____	Old Testament Electives	5-7
HEB _____	Hebrew Electives <sup>1</sup>	2-4

<sup>1</sup>Biblical Studies majors must take HEB 223 and either HEB 333 or HEB 343 to obtain an OT minor.

**RELIGION MINOR - 18 hours**

REL 303X	Nontraditional Religious Movements	3
REL 323X	World Religions	3
_____	Alliance, Baptist Distinctives <sup>6</sup> <b>or</b> REL Elect.	3
<i>Choose 9 hours from the following:</i>		
REL 313X	Introduction to Hinduism & Buddhism	3
THE 323	Catholicism & Orthodoxy	3
REL 343X	Introduction to Islam	3
REL 353	Judaism	3
REL 363X	Religious Belief Systems	3

<sup>6</sup>Candidates for Alliance service complete THE 343. Baptist candidates complete THE 333. Students who do not anticipate church ministries in a Baptist or Alliance church take an REL elective.

**CLIMB PROGRAM****(College Level Instruction with Maximum Bible)****PROGRAM PURPOSE & OUTCOME GOALS**

The one-year CLIMB program offered through the Bible & Theology Department provides non-degree students with a basic academic knowledge of the content, themes, and interpretation of the Bible. CLIMB is designed to meet the desire for biblical studies by a wide variety of students who do not enroll in a course of study leading to an academic degree at this college. It will assist those who wish a foundation in Bible instruction prior to pursuing a degree in a different field. It serves lay people who desire to study the Word for personal growth or greater usefulness in their local churches. It also supplies the need of professionals and other college graduates who seek an intensive cluster of college level Bible courses to fulfill requirements of a mission board or other Christian organization. Ministry-related students seeking graduate degrees may need to take courses from this program to fulfill entrance prerequisites for their graduate programs.

Learning objectives for this program include the following:

- Gaining factual knowledge of the contents, major themes, and doctrines of Scripture (IDEA 1)
- Developing skills in accurately interpreting Scripture and applying it to life situations (IDEA 3)
- Developing a clearer understanding of, and commitment to, the personal values of living out the message of Jesus and communicating that message to others as well (IDEA 10)

**CLIMB PROGRAM SCHEDULE**

<i>Fall Semester</i>		
BIB 213	Hermeneutics	3
BSF 103	Foundations of Spiritual Formation	3
NTE 103	Introduction to the New Testament	3
OTE 103	Introduction to the Old Testament	3
		<u>12</u>
<i>Spring Semester</i>		
THE 303	Introduction to Theology	3
_____	Bible <b>or</b> Theology Elective	3
NTE _____	New Testament Elective	3
OTE _____	Old Testament Elective	3
		<u>12</u>
<b>Summer Semester</b>		
THE _____	Theology Elective	3
_____	Bible <b>or</b> Theology Elective	3
		<u>6</u>

Minimum hours required = 30



# MINISTRY & LEADERSHIP DEPARTMENT

(706) 886-7299, ext. 5355

e-mail: [mld@tfc.edu](mailto:mld@tfc.edu)

## INTRODUCTION

The Ministry and Leadership Department prepares men and women for specializations in pastoral disciple-making ministries in the church and faith-based organizations. It builds upon a strong biblical and theological base while integrating insights from the social sciences and educational technology. This program contributes to an understanding of the biblical imperative for church training and discipleship, the ability to communicate effectively the significant role that teaching has in personal growth and leadership development, and the ability to construct a biblically sound philosophy of ministry that will endure sociological and cultural change. It also provides the ability to teach and effectively minister to selected age groups as well as the ability to design, administer, and evaluate educational ministries within the local church and faith-based organizations.

## PROCEDURE FOR ADMISSION

A student desiring to pursue a major in the Ministry and Leadership Department must obtain an information and application packet from the Department Chair or staff. The student will also submit a Declaration of Major form as an application to the Ministry and Leadership Department. An advisor will be assigned to the student. Entry requirements include a cumulative grade point average of 2.0, faculty advisee interviews, and the Taylor-Johnson temperament analysis. A majority vote of the faculty is needed for approval. Factors that can deter a student from approval include: a cumulative grade point average of less than 2.0; character qualities that are unsuitable for Christian ministry, or lack of sufficient faculty support for approval. A letter informs students whether the application was approved, disapproved, or delayed.

## GRADUATION REQUIREMENTS (B.A. or B.S.)

1. Fulfillment of all the "General Requirements for Graduation" (see section on "Degree Requirements")
2. Satisfactory completion of all required Ministry and Leadership courses listed with a minimum grade of "C-"
3. Satisfactory completion of a comprehensive examination given by a faculty committee
4. A minimum grade of "C-" for each course taken to fulfill requirements for a minor if the student elects to have a minor
5. Youth Ministry Majors must attend the SonLife Strategy Seminar
6. Satisfactory completion of 4 student ministries, 3 of which must be related to the major

## DENOMINATIONAL CREDENTIALS

Students are advised concerning their denominational relationship in any of the Ministry and Leadership majors. Those persons desiring denominational credentials and possible ordination should use open electives to select the following courses: PAM 313 Sermon Preparation, PAM 323 Sermon Delivery, PAM 333 Pastoral Methods, THE 333 Baptist Distinctives, or THE 343 Alliance Distinctives.

## EVANGELICAL TRAINING ASSOCIATION DIPLOMA

The Standard Teacher Diploma from the Evangelical Training Association is offered through the member school of undergraduate studies which provides for a minimum of 90 semester hours of college credit and which includes a minimum of 12 semester hours of Bible courses and 15 semester hours of study in church educational ministries. The holder of this award has permanent approval to teach all Association courses and a free subscription to *Profile*.

## THE OUTDOOR LEADERSHIP & EDUCATION PROGRAM

Students preparing for this major should be aware of the following demands and expectations of the OLE program:

1. Additional course fees will be added to all skills classes in the OLE program. These fees will total a minimum of \$1,700.00.
2. Students are strongly encouraged, but not required, to minor in Youth Ministry, Family and Children's Ministry, or Ministry Leadership.
3. OLE 343 is completed during the Winterim session and OLE 203 during spring break.

## FAMILY & CHILDREN'S MINISTRIES PURPOSE & OUTCOME GOALS

The Family and Children's Ministries major equips future servant leaders with knowledge, skill, and character pertinent to disciple-making ministries with families and children in church and faith-based organizations, from a biblical world view for kingdom service.

The learning objectives for this major include the following:

- Gaining factual knowledge of the foundations for family and children's ministries (IDEA 1)
- Learning fundamental principles, generalizations, and theories related to family and children's ministries (IDEA 2)
- Developing skills, competencies, and points of view needed by family and children's ministry professionals (IDEA 3)
- Developing skill in expressing oneself orally in family and children's ministries contexts (IDEA 8)
- Developing a clearer understanding of, and commitment to, personal biblical values that inform family and children's ministry and individual character (IDEA 10)
- Learning to analyze and critically judge ideas (IDEA 11)

## MINISTRY LEADERSHIP PURPOSE & OUTCOME GOALS

The Ministry Leadership major equips future servant leaders with knowledge, skill, and character pertinent to disciple-making ministries with children, youth, and adults in church and faith-based organizations, from a biblical world-view for kingdom service. This major is offered in two formats – online and residential. The online format has two distinctions from the residential format:

1. The online mode does not require an internship when the student has at least two years of full-time ministry leadership experience. MIN 333 will then substitute for the internship.
2. The online format is degree completion

Resident students are encouraged to take a ministry-related minor such as Youth Ministry, Family and Children's Ministry, Outdoor Leadership and Education, Pastoral Ministries, or Cross-Cultural Studies.

The learning objectives for this major include the following:

- Gaining factual knowledge of the foundations for ministry leadership ministries (IDEA 1)
- Learning fundamental principles, generalizations, and theories related to ministry leadership (IDEA 2)
- Developing skills, competencies, and points of view needed by ministry leadership professionals (IDEA 3)
- Developing skill in expressing oneself orally in ministry leadership contexts (IDEA 8)
- Developing a clearer understanding of, and commitment to, personal biblical values that inform ministry leadership and individual character (IDEA 10)
- Learning to analyze and critically judge ideas (IDEA 11)

### **OUTDOOR LEADERSHIP & EDUCATION PURPOSE & OUTCOME GOALS**

The Outdoor Leadership & Education major equips future servant leaders with knowledge, skill, and character pertinent to disciple-making in the context of camping and outdoor settings, from a biblical world view for kingdom service.

The learning objectives for this major include the following:

- Gaining factual knowledge of the foundations for outdoor leadership and education ministries (IDEA 1)
- Learning fundamental principles, generalizations, and theories related to outdoor leadership and education (IDEA 2)
- Developing skills, competencies, and points of view needed by outdoor leadership and education professionals (IDEA 3)
- Developing skill in expressing oneself orally in outdoor leadership and education contexts (IDEA 8)
- Developing a clearer understanding of, and commitment to, personal biblical values that inform outdoor leadership and individual character (IDEA 10)
- Learning to analyze and critically judge ideas (IDEA 11)

### **PASTORAL MINISTRIES PURPOSE & OUTCOME GOALS**

The Pastoral Ministries major equips future pastors with knowledge, skill, and character pertinent to serving as pastor in the local church. It includes professional preparation in the areas of homiletics, interpersonal relationships, pastoral care and outreach, leadership, and church administration.

The learning objectives for this major include the following:

- Gaining factual knowledge of the foundations for pastoral ministries (IDEA 1)
- Learning fundamental principles, generalizations, and theories related to pastoral ministries (IDEA 2)
- Developing skills, competencies, and points of view needed by pastors (IDEA 3)
- Developing skill in expressing oneself orally in ministry contexts (IDEA 8)
- Developing a clearer understanding of, and commitment to, personal biblical values that inform pastoral ministries and individual character (IDEA 10)
- Learning to analyze and critically judge ideas (IDEA 11)

### **YOUTH MINISTRIES PURPOSE & OUTCOME GOALS**

The Youth Ministries major equips future servant leaders with knowledge, skill, and character pertinent to youth-related ministries in church and faith-based organizations, from a biblical world view for kingdom service.

The learning objectives for this major include the following:

- Gaining factual knowledge of the foundations for youth ministries (IDEA 1)
- Learning fundamental principles, generalizations, and theories related to youth ministry (IDEA 2)
- Developing skills, competencies, and points of view needed by youth ministry professionals (IDEA 3)
- Developing skill in expressing oneself orally in youth ministry contexts (IDEA 8)
- Developing a clearer understanding of, and commitment to, personal biblical values that inform youth ministry and individual character (IDEA 10)
- Learning to analyze and critically judge ideas (IDEA 11)

## FAMILY & CHILDREN'S MINISTRIES MAJOR

### GENERAL EDUCATION - 69 hours

#### BIBLE & THEOLOGY - 30 hours

BIB 213	Hermeneutics
BSF 103	Foundations for Spiritual Formation
NTE 103	Introduction to the New Testament
NTE ____	New Testament Elective
OTE 103	Introduction to the Old Testament
OTE ____	Old Testament Elective
THE 303	Introduction to Theology
3 hours Theology Elective	
6 hours of Bible/Theology Electives from any BIB, BMI, GRK 333, 343, HEB 223, 333, 343, NTE, OTE, <i>or</i> THE	

#### HUMANITIES - 15 hours

COM 113	Introduction to Communication
ENG 113	Freshman Composition I
ENG 123	Freshman Composition II
HUM 103	Western Thought & Culture
3 hours Literature Elective from AML <i>or</i> ENG	

#### SOCIAL SCIENCES - 15 hours

PSY 113	General Psychology
PSY 243	Developmental Psychology
3 hours 100-, 200- <i>or</i> 300-level History Elective	
6 hours Social Science Electives from ANT, CSG 113, ECO, GHY, POL, <i>or</i> SOC	

#### COMPUTER, SCIENCE, & MATHEMATICS - 9 hours

SCI 113	Scientific Literacy <i>or</i> other Science Elective
3 hours Mathematics Elective	
3 hours Elective from any computer, science, <i>or</i> mathematics	

### MAJOR - 42 hours

#### MINISTRY AND LEADERSHIP CORE – 12 hours

MLD 113	Foundations for Christian Ministries
MLD 423	History & Philosophy of Christian Education
MLD 453	Leadership Formation
MLD 463	Spiritual Formation

#### SPECIALIZATION – 30 hours

FAM 233	Marriage & Family Relationships
FAM 243	Ministry to Families
FAM 253	Foundations for Children's Ministry
FAM 313	Ministry to Adults
FAM 323	Teaching Children
FAM 333	Programming for Children's Ministry
FAM 443	Family Ministry Strategies
FAM 453	Curriculum Development
FAM 463	Seminar in Family and Children's Ministry
FAM 473	Family & Children's Ministry Internship

### MINOR or OPEN ELECTIVES - 15 hours

**TOTAL = 126 hours**

## FAMILY & CHILDREN'S MINISTRIES MAJOR COURSE SCHEDULE

### First Year

#### Fall Semester

BSF 103	Foundations of Spiritual Formation	3
OTE 103	Introduction to the Old Testament	3
COM 113	Introduction to Communication	3
ENG 113	Freshman Composition I	3
SCI 113	Scientific Literacy <i>or</i> other science elective	3
TFC 100	Orientation	0
		<u>15</u>

#### Winterim

HUM 103	Western Thought & Culture	3
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#### Spring Semester

NTE 103	Introduction to the New Testament	3
ENG 123	Freshman Composition II	3
_____	Computer, Science <i>or</i> Math Elective	3
MAT ____	Math Elective	3
MLD 113	Foundations for Christian Ministries	3
		<u>15</u>

### Second Year

#### Fall Semester

BIB 213	Hermeneutics	3
THE 303	Introduction to Theology	3
_____	Social Science Elective	3
PSY 243	Developmental Psychology	3
FAM 233	Marriage & Family Relationships	3
SAO ____	Service & Outreach	0
		<u>15</u>

#### Spring Semester

OTE ____	Old Testament Elective	3
_____	Literature Elective	3
PSY 113	General Psychology	3
FAM 243	Ministry to Families	3
FAM 253	Foundations for Children's Ministry	3
SAO ____	Service & Outreach	0
		<u>15</u>

### Third Year

#### Fall Semester

NTE ____	New Testament Elective	3
HIS ____	History Elective	3
FAM 323	Teaching Children	3
_____	Minor <i>or</i> Open Elective	3
_____	Minor <i>or</i> Open Elective	3
SAO ____	Service & Outreach	0
		<u>15</u>

#### Spring Semester

THE ____	Theology Elective	3
FAM 313	Ministry to Adults	3
FAM 333	Programming for Children's Ministry	3
_____	Social Science Elective	3
_____	Minor <i>or</i> Open Elective	3
SAO ____	Service & Outreach	0
		<u>15</u>

#### Summer Session

FAM 473	Family & Children's Ministries Internship	3
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### Fourth Year

#### Fall Semester

_____	Bible <i>or</i> Theology Elective	3
MLD 463	Spiritual Formation	3
FAM 443	Family Ministry Strategies	3
FAM 453	Curriculum Development	3
_____	Minor <i>or</i> Open Elective	3
		<u>15</u>

#### Spring Semester

_____	Bible <i>or</i> Theology Elective	3
MLD 423	History & Philosophy of Christian Education	3
MLD 453	Leadership Formation	3
FAM 463	Seminar in Family & Children's Ministry	3
_____	Minor <i>or</i> Open Elective	3
		<u>15</u>

Minimum hours required = 126

## MINISTRY LEADERSHIP MAJOR

### GENERAL EDUCATION - 69 hours

#### BIBLE & THEOLOGY - 30 hours

BIB 213	Hermeneutics
BSF 103	Foundations for Spiritual Formation
NTE 103	Introduction to the New Testament
NTE ____	New Testament Elective
OTE 103	Introduction to the Old Testament
OTE ____	Old Testament Elective
THE 303	Introduction to Theology
3 hours Theology Elective	
6 hours of Bible/Theology Electives from any BIB, BMI, GRK 333, 343, HEB 223, 333, 343, NTE, OTE, <b>or</b> THE	

#### HUMANITIES - 15 hours

COM 113	Introduction to Communication
ENG 113	Freshman Composition I
ENG 123	Freshman Composition II
HUM 103	Western Thought & Culture
3 hours Literature Elective from AML <b>or</b> ENG	

#### SOCIAL SCIENCES - 15 hours

PSY 113	General Psychology
PSY 243	Developmental Psychology
3 hours 100-, 200- <b>or</b> 300-level History Elective	
6 hours Social Science Electives from ANT, CSG 113, ECO, GHY, POL, <b>or</b> SOC	

#### COMPUTER, SCIENCE, & MATHEMATICS - 9 hours

SCI 113	Scientific Literacy <b>or</b> other Science Elective
3 hours Mathematics Elective	
3 hours Elective from any computer, science, <b>or</b> mathematics	

### MAJOR - 42 hours

#### MINISTRY & LEADERSHIP CORE – 12 hours

MLD 113	Foundations for Christian Ministries
MLD 423	History & Philosophy of Christian Education
MLD 453	Leadership Formation
MLD 463	Spiritual Formation

#### SPECIALIZATION – 30 hours

MIN 233	Biblical Foundations of Leadership
MIN 243	The Leader as Teacher
MIN 313	Ministry Leadership & Society
MIN 323	Leadership & Management Theory
MIN 343	Organization & Administration of Christian Ministries
MIN 353	Small Group Leadership
MIN 413	Strategies for Leadership Development
MIN 423	Change, Conflict, & Organizational Culture
MIN 483	Seminar in Ministry Leadership
MIN 493	Ministry Leadership Internship

### MINOR or OPEN ELECTIVES - 15 hours

**TOTAL = 126 hours**

## MINISTRY LEADERSHIP MAJOR COURSE SCHEDULE

### First Year

#### Fall Semester

BSF 103	Foundations of Spiritual Formation	3
OTE 103	Introduction to the Old Testament	3
COM 113	Introduction to Communication	3
ENG 113	Freshman Composition I	3
SCI 113	Scientific Literacy or other science elective	3
TFC 100	Orientation	0
		<u>15</u>

#### Winterim

HUM 103	Western Thought & Culture	3
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#### Spring Semester

NTE 103	Introduction to the New Testament	3
ENG 123	Freshman Composition II	3
_____	Computer, Science or Math Elective	3
MAT ____	Math Elective	3
MLD 113	Foundations for Christian Ministries	3
		<u>15</u>

### Second Year

#### Fall Semester

BIB 213	Hermeneutics	3
THE 303	Introduction to Theology	3
_____	Social Science Elective	3
PSY 243	Developmental Psychology	3
MIN 233	Biblical Foundations of Leadership	3
SAO ____	Service & Outreach	0
		<u>15</u>

#### Spring Semester

OTE ____	Old Testament Elective	3
_____	Literature Elective	3
PSY 113	General Psychology	3
MIN 243	The Leader as Teacher	3
HIS ____	History Elective	3
SAO ____	Service & Outreach	0
		<u>15</u>

### Third Year

#### Fall Semester

NTE ____	New Testament Elective	3
MIN 313	Ministry Leadership & Society	3
MIN 323	Leadership & Management Theory	3
MIN 353	Small Group Leadership	3
_____	Minor <b>or</b> Open Elective	3
SAO ____	Service & Outreach	0
		<u>15</u>

#### Spring Semester

THE ____	Theology Elective	3
MIN 343	Organization & Admin. Of Christian Min.	3
_____	Minor <b>or</b> Open Elective	3
_____	Minor <b>or</b> Open Elective	3
_____	Minor <b>or</b> Open Elective	3
SAO ____	Service & Outreach	0
		<u>15</u>

#### Summer Session

MIN 493	Ministry Leadership Internship	3
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### Fourth Year

#### Fall Semester

_____	Bible <b>or</b> Theology Elective	3
MIN 413	Strategies for Leadership Development	3
MIN 423	Change, Conflict, & Organizational Culture	3
MLD 463	Spiritual Formation	3
_____	Minor or Open Elective	3
		<u>15</u>

#### Spring Semester

_____	Bible <b>or</b> Theology Elective	3
_____	Social Science Elective	3
MLD 423	History & Philosophy of Christian Education	3
MLD 453	Leadership Formation	3
MIN 483	Seminar in Ministry Leadership	3
		<u>15</u>

Minimum hours required = 126



## OUTDOOR LEADERSHIP & EDUCATION MAJOR

### GENERAL EDUCATION - 69 hours

#### BIBLE & THEOLOGY - 30 hours

BIB 213	Hermeneutics	
BSF 103	Foundations for Spiritual Formation	
NTE 103	Introduction to the New Testament	
NTE ____	New Testament Elective	
OTE 103	Introduction to the Old Testament	
OTE ____	Old Testament Elective	
THE 303	Introduction to Theology	
3 hours Theology Elective		
6 hours of Bible/Theology Electives from any BIB, BMI, GRK 333, 343, HEB 223, 333, 343, NTE, OTE, <i>or</i> THE		

#### HUMANITIES - 15 hours

COM 113	Introduction to Communication	
ENG 113	Freshman Composition I	
ENG 123	Freshman Composition II	
HUM 103	Western Thought & Culture	
3 hours Literature Elective from AML <i>or</i> ENG		

#### SOCIAL SCIENCES - 15 hours

PSY 113	General Psychology	
PSY 243	Developmental Psychology	
3 hours 100-, 200- <i>or</i> 300-level History Elective		
6 hours Social Science Electives from ANT, CSG 113, ECO, GHY, POL, <i>or</i> SOC		

#### COMPUTER, SCIENCE, & MATHEMATICS - 9 hours

One Science course from BIO 423 <i>or</i> SCI 243		
3 hours Mathematics Elective		
3 hours Elective from any computer, science, <i>or</i> mathematics		

#### MAJOR - 42 hours

##### MINISTRY & LEADERSHIP CORE – 9 hours

MLD 113	Foundations for Christian Ministries	
MLD 453	Leadership Formation	
MLD 463	Spiritual Formation	

##### SPECIALIZATION – 33 hours

OLE 103	Foundations for Outdoor Leadership & Education	
OLE 203	Wilderness First Responder	
OLE 213	Camp Programming & Leadership	
OLE 223	Backcountry Education	
OLE 243	Rock Climbing <i>or</i>	
OLE 253	Paddling: Canoeing & Kayaking	
OLE 313	Adventure-based Education	
OLE 323	Environmental Education	
OLE 343	Expedition Module	
OLE 433	Outdoor Program Management	
OLE 463	Seminar in Outdoor Leadership & Education	
OLE 473	Outdoor Leadership & Education Internship	

#### MINOR or OPEN ELECTIVES - 15 hours

**TOTAL = 126 hours**

## OUTDOOR LEADERSHIP & EDUCATION MAJOR COURSE SCHEDULE

### First Year

#### Fall Semester

BSF 103	Foundations of Spiritual Formation	3
OTE 103	Introduction to the Old Testament	3
COM 113	Introduction to Communication	3
ENG 113	Freshman Composition I	3
MLD 113	Foundations for Christian Ministries	3
TFC 100	Orientation	0
		<u>15</u>

#### Winterim

HUM 103	Western Thought & Culture	3
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#### Spring Semester

NTE 103	Introduction to the New Testament	3
ENG 123	Freshman Composition II	3
_____	Computer, Science <i>or</i> Math Elective	3
OLE 103	Foundations for Outdoor Leadership & Ed.	3
_____	Minor <i>or</i> Open Elective	3
		<u>15</u>

### Second Year

#### Fall Semester

BIB 213	Hermeneutics	3
PSY 243	Developmental Psychology	3
OLE 213	Camp Programming & Leadership	3
OLE 223	Backcountry Education	3
OLE ____	Rock Climbing <i>or</i>	
_____	Paddling: Canoeing & Kayaking	3
SAO ____	Service & Outreach	0
		<u>15</u>

#### Spring Semester

OTE ____	Old Testament Elective	3
THE 303	Introduction to Theology	3
_____	Literature Elective	3
PSY 113	General Psychology	3
OLE 203	Wilderness First Responder	3
SAO ____	Service & Outreach	0
		<u>15</u>

### Third Year

#### Fall Semester

NTE ____	New Testament Elective	3
HIS ____	History Elective	3
OLE 323	Environmental Education	3
_____	Social Science Elective	3
_____	Social Science Elective	3
SAO ____	Service & Outreach	0
		<u>15</u>

#### Winterim

OLE 343	Expedition Module	3
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#### Spring Semester

THE ____	Theology Elective	3
MAT ____	Math Elective	3
OLE 313	Adventure-based Education	3
_____	Minor <i>or</i> Open Elective	3
_____	Minor <i>or</i> Open Elective	3
SAO ____	Service & Outreach	0
		<u>15</u>

#### Summer Session

OLE 473	Outdoor Leadership & Education Intern.	3
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### Fourth Year

#### Fall Semester

_____	Bible <i>or</i> Theology Elective	3
_____	Science Elective	3
OLE 433	Outdoor Program Management	3
MLD 463	Spiritual Formation	3
_____	Minor <i>or</i> Open Elective	3
		<u>15</u>

#### Spring Semester

_____	Bible <i>or</i> Theology Elective	3
MLD 453	Leadership Formation	3
OLE 463	Seminar in Outdoor Leadership & Education	3
_____	Minor <i>or</i> Open Elective	3
		<u>12</u>

Minimum hours required = 126

## PASTORAL MINISTRIES MAJOR

### GENERAL EDUCATION - 69 hours

#### BIBLE & THEOLOGY - 30 hours

BIB 213	Hermeneutics	
BSF 103	Foundations for Spiritual Formation	
NTE 103	Introduction to the New Testament	
NTE ____	New Testament Elective	
OTE 103	Introduction to the Old Testament	
OTE ____	Old Testament Elective	
THE 303	Introduction to Theology	
3 hours Theology Elective		
6 hours of Bible/Theology Electives from any BIB, BMI, GRK 333, 343, HEB 223, 333, 343, NTE, OTE, <b>or</b> THE		

#### HUMANITIES - 18 hours

COM 113	Introduction to Communication	
ENG 113	Freshman Composition I	
ENG 123	Freshman Composition II	
HUM 103	Western Thought & Culture	
PHY 113	Introduction to Philosophy	
3 hours Literature Elective from AML <b>or</b> ENG		

#### SOCIAL SCIENCES - 12 hours

CSG 113	Introduction to Counseling	
3 hours Psychology Elective from PSY 113 <b>or</b> PSY 243		
3 hours History Elective from HIS 353 <b>or</b> HIS 363		
3 hours Social Science Elective from ANT, ECO GHY, POL <b>or</b> SOC		

#### COMPUTER, SCIENCE, & MATHEMATICS - 9 hours

SCI 113	Scientific Literacy <b>or</b> other Science Elective	
3 hours Mathematics Elective		
3 hours Elective from any computer, science, <b>or</b> mathematics		

### MAJOR - 42 hours

#### MINISTRY & LEADERSHIP CORE – 12 hours

MLD 113	Foundations for Christian Ministries	
MLD 463	Spiritual Formation	
MIN 343	Organization & Adm. of Christian Ministries	
MIN 243	The Leader as Teacher <b>or</b>	
MIN 353	Small Group Leadership	

#### SPECIALIZATION – 30 hours

PAM 213	Pastoral Care & Counseling	
PAM 223	Language Tools for Preaching	
PAM 313	Sermon Preparation	
PAM 323	Sermon Delivery	
PAM 353	Contemporary Evangelism	
PAM 483	Pastoral Ministry Internship	
PAM 493	Seminar in Pastoral Ministries	
THE 373	Theology of Worship & Prayer	
Choose from PAM 393X or ICS 273		
Choose from REL 323, THE 423, or REL ____ Denom. Distinctives		

### MINOR or OPEN ELECTIVES - 15 hours

**TOTAL = 126 hours**

## PASTORAL MINISTRIES MAJOR COURSE SCHEDULE

### First Year

#### Fall Semester

BSF 103	Foundations of Spiritual Formation	3
OTE 103	Introduction to the Old Testament	3
COM 113	Introduction to Communication	3
ENG 113	Freshman Composition I	3
PHY 113	Introduction to Philosophy	3
TFC 100	Orientation	0
		<hr/> 15

#### Winterim

HUM 103	Western Thought & Culture	3
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#### Spring Semester

NTE 103	Introduction to the New Testament	3
ENG 123	Freshman Composition II	3
CSG 113	Introduction to Counseling	3
SCI 113	Scientific Literacy or science elective	3
MLD 113	Foundations for Christian Ministries	3
		<hr/> 15

### Second Year

#### Fall Semester

BIB 213	Hermeneutics	3
THE 303	Introduction to Theology	3
____	Math Elective	3
ICS 273	Church Planting & Develop. <b>or</b> Open Elec.	3
PAM 213	Pastoral Care & Counseling	3
SAO ____	Service & Outreach	0
		<hr/> 15

#### Spring Semester

OTE ____	Old Testament Elective	3
____	Computer, Science or Math Elective	3
____	Literature Elective	3
PAM 223	Language Tools for Preaching	3
PAM 393X	Intro to Church Growth <b>or</b> Open Elective	3
SAO ____	Service & Outreach	0
		<hr/> 15

### Third Year

#### Fall Semester

NTE ____	New Testament Elective	3
HIS 353	Church History <b>or</b> Open Elective	3
MIN 353	Small Group Leadership <b>or</b> Open Elective	3
PAM 313	Sermon Preparation	3
PAM 353	Contemporary Evangelism	3
SAO ____	Service & Outreach	0
		<hr/> 15

#### Spring Semester

THE ____	Theology Elective	3
HIS 363	American Church History <b>or</b> Open Elective	3
MIN 243	The Leader as Teacher <b>or</b> Open Elective	3
MIN 343	Organ. & Adm. of Christian Ministries	3
PAM 323	Sermon Delivery	3
SAO ____	Service & Outreach	0
		<hr/> 15

#### Summer Session

PAM 483	Pastoral Ministry Internship	3
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### Fourth Year

#### Fall Semester

____	Bible <b>or</b> Theology Elective	3
____	Social Science Elective	3
MLD 463	Spiritual Formation	3
THE 373	Theology of Worship & Prayer	3
____	Minor <b>or</b> Open Elective	3
		<hr/> 15

#### Spring Semester

____	Bible <b>or</b> Theology Elective	3
PSY ____	General <b>or</b> Developmental Psychology	3
PAM 493	Seminar in Pastoral Ministries	3
____	REL 323 <b>or</b> THE 423 or Den. Distinctives	3
____	Minor <b>or</b> Open Elective	3
		<hr/> 15

Minimum hours required = 126

## YOUTH MINISTRIES MAJOR

### GENERAL EDUCATION - 69 hours

#### BIBLE & THEOLOGY - 30 hours

BIB 213	Hermeneutics	
BSF 103	Foundations for Spiritual Formation	
NTE 103	Introduction to the New Testament	
NTE ____	New Testament Elective	
OTE 103	Introduction to the Old Testament	
OTE ____	Old Testament Elective	
THE 303	Introduction to Theology	
3 hours Theology Elective		
6 hours of Bible/Theology Electives from any BIB, BMI, GRK 333, 343, HEB 223, 333, 343, NTE, OTE, <b>or</b> THE		

#### HUMANITIES - 15 hours

COM 113	Introduction to Communication	
ENG 113	Freshman Composition I	
ENG 123	Freshman Composition II	
HUM 103	Western Thought & Culture	
3 hours Literature Elective from AML <b>or</b> ENG		

#### SOCIAL SCIENCES - 15 hours

PSY 113	General Psychology	
PSY 243	Developmental Psychology	
3 hours 100-, 200- <b>or</b> 300-level History Elective		
6 hours Social Science Electives from ANT, CSG 113, ECO, GHY, POL, <b>or</b> SOC		

#### COMPUTER, SCIENCE, & MATHEMATICS - 9 hours

SCI 113	Scientific Literacy <b>or</b> other Science Elective	
3 hours Mathematics Elective		
3 hours from any computer, science, <b>or</b> mathematics		

### MAJOR - 42 hours

#### MINISTRY & LEADERSHIP CORE – 12 hours

MLD 113	Foundations for Christian Ministries	
MLD 423	History & Philosophy of Christian Education	
MLD 453	Leadership Formation	
MLD 463	Spiritual Formation	

#### SPECIALIZATION – 30 hours

YTH 253	Foundations for Youth Ministry	
YTH 263	Youth Ministry & the Family	
YTH 333	Communicating to Youth	
YTH 343	Leadership & Organization of Youth Ministry	
YTH 353	Youth Ministry Skills	
YTH 363	Youth Culture & Issues	
YTH 423	Youth Evangelism & Discipleship	
YTH 443	Counseling Adolescents	
YTH 463	Seminar in Youth Ministry	
YTH 473	Youth Ministry Internship	

### MINOR or OPEN ELECTIVES - 15 hours

**TOTAL = 126 hours**

## YOUTH MINISTRIES MAJOR COURSE SCHEDULE

### First Year

#### Fall Semester

BSF 103	Foundations of Spiritual Formation	3
OTE 103	Introduction to the Old Testament	3
COM 113	Introduction to Communication	3
ENG 113	Freshman Composition I	3
MLD 113	Foundations for Christian Ministries	3
TFC 100	Orientation	0
		<u>15</u>

#### Winterim

HUM 103	Western Thought & Culture	3
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#### Spring Semester

NTE 103	Introduction to the New Testament	3
ENG 123	Freshman Composition II	3
_____	Computer, Science or Math Elective	3
SCI 113	Scientific Literacy or other science elective	3
MAT ____	Math Elective	3
		<u>15</u>

### Second Year

#### Fall Semester

BIB 213	Hermeneutics	3
THE 303	Introduction to Theology	3
PSY 243	Developmental Psychology	3
YTH 253	Foundations for Youth Ministry	3
_____	Social Science Elective	3
SAO ____	Service & Outreach	0
		<u>15</u>

#### Spring Semester

OTE ____	Old Testament Elective	3
_____	Literature Elective	3
PSY 113	General Psychology	3
YTH 263	Youth Ministry & the Family	3
_____	Minor <b>or</b> Open Elective	3
SAO ____	Service & Outreach	0
		<u>15</u>

### Third Year

#### Fall Semester

NTE ____	New Testament Elective	3
_____	Social Science Elective	3
YTH 353	Youth Ministry Skills	3
_____	Minor <b>or</b> Open Elective	3
_____	Minor <b>or</b> Open Elective	3
SAO ____	Service & Outreach	0
		<u>15</u>

#### Spring Semester

THE ____	Theology Elective	3
HIS ____	History Elective	3
YTH 333	Communicating to Youth	3
YTH 343	Leadership & Organization of Youth Min.	3
YTH 363	Youth Culture & Issues	3
SAO ____	Service & Outreach	0
		<u>15</u>

#### Summer

YTH 473	Youth Ministry Internship	3
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### Fourth Year

#### Fall Semester

_____	Bible <b>or</b> Theology Elective	3
MLD 423	History & Philosophy of Christian Education	3
MLD 463	Spiritual Formation	3
YTH 443	Counseling Adolescents	3
_____	Minor <b>or</b> Open Elective	3
		<u>15</u>

#### Spring Semester

_____	Bible <b>or</b> Theology Elective	3
MLD 453	Leadership Formation	3
YTH 423	Youth Evangelism & Discipleship	3
YTH 463	Seminar in Youth Ministry	3
_____	Minor <b>or</b> Open Elective	3
		<u>15</u>

Minimum hours required = 126

**MINISTRY & LEADERSHIP MINORS**

Minors in Outdoor Leadership & Education, Ministry Leadership, Family & Children's Ministries, Pastoral Ministries, and Youth Ministries are open to students with majors within and without the Ministry & Leadership Department. ML Department students are also encouraged to consider the many minors offered in other departments.

**FAMILY & CHILDREN'S MINISTRIES MINOR - 15 hours**

FAM 243 Ministry to Families 3  
 Choose 12 hours prefixed FAM 12

**MINISTRY LEADERSHIP MINOR - 15 hours**

MIN 233 Biblical Foundations of Leadership 3  
 Choose 12 hours from courses prefixed MIN *or*  
 9 hours prefixed MIN *and* MLD 453 Leadership Formation<sup>1</sup> 12

**OUTDOOR LEADERSHIP & EDUCATION MINOR - 15 hours**

OLE 103 Foundations for Outdoor Leadership & Ed. 3  
 Choose 12 hours prefixed OLE 12

**PASTORAL MINISTRIES MINOR – 15 hours**

Choose 15 hours prefixed PAM

**YOUTH MINISTRIES MINOR - 15 hours**

YTH 253 Foundations for Youth Ministry 3  
 Choose 12 hours prefixed YTH 12

<sup>1</sup>Students who are taking MLD 453 as a part of a major cannot use it to fulfill requirements for the Ministry Leadership minor.

**CHURCH PLANTING & ENLARGEMENT MINOR – 15 hours**

The Department of Ministry & Leadership desires to draw attention to our students that there is a Minor in Church Planting & Enlargement offered by the Department of World Missions. Since many students entering pastoral ministry will find themselves in church planting situations, this minor is highly recommended.

ICS 273	Church Planting & Development	3
ICS 393	Introduction to Church Growth	3
ICS 383	Training & Discipleship	3
ICS 473	Urban Ministry & Practicum	3
<i>Choose 3 hours from the following:</i>		
CAE 213	Introduction to Adult Education	3
ESL 313	Introduction to TESOL	3
ICS 333	Small Group Ministries	3
ICS 443	Cross-Cultural Storytelling	3

**BACHELOR OF SCIENCE  
DEGREE COMPLETION PROGRAM  
MINISTRY LEADERSHIP MAJOR**  
(See Online Section of Catalog for more information)

**MINISTRY LEADERSHIP MAJOR PURPOSE & OUTCOME GOALS**

The Ministry Leadership major offered through the Ministry & Leadership Department equips future servant leaders with knowledge, skill, and character pertinent to leadership positions in church and faith-based organizations, from a biblical world view for kingdom service.

The learning objectives for this major include the following:

- Gaining factual knowledge of the foundations for ministry leadership (IDEA 1)
- Learning fundamental principles, generalizations, and theories related to leadership ministries (IDEA 2)
- Developing skills, competencies, and points of view needed by ministry leadership professionals (IDEA 3)
- Developing skill in expressing oneself orally in ministry leadership contexts (IDEA 8)
- Developing a clearer understanding of, and commitment to, personal biblical values that inform ministry leadership and individual character (IDEA 10)
- Learning to analyze and critically judge ideas (IDEA 11)

**BACHELOR OF SCIENCE DEGREE  
MINISTRY LEADERSHIP MAJOR**

Online only

**PRE-REQUISITES - 72 hours**

**BIBLE & THEOLOGY – 18 hours**

BIB 213	Hermeneutics
BSF 103	Foundations of Spiritual Formation
NTE 103	Introduction to the New Testament
NTE ____	New Testament Elective
OTE 103	Introduction to the Old Testament
OTE ____	Old Testament Elective

**HUMANITIES – 15 hours**

ENG 113	Freshman Composition I
ENG 123	Freshman Composition II
HUM 103	Western Thought & Culture
3 hours	Literature Elective
3 hours	Communication Elective

**SOCIAL SCIENCES – 12 hours**

3 hours	Psychology Elective
3 hours	History Elective
6 hours	Social Science Electives

**COMPUTERS, MATH, & SCIENCE – 9 hours**

3 hours	Computer science Elective
3 hours	Mathematics Elective
3 hours	Science Elective

**OPEN ELECTIVES - 18 hours**

**MAJOR - 54 hours**

**BIBLE & THEOLOGY – 12 hours**

THE 303	Introduction to Theology
3 hours	Theology Elective
6 credit hours	of Bible/Theology Electives from any BIB, BMI, GRK 333, 343, HEB 223, 333, 343, NTE, OTE, <b>or</b> THE

**MINISTRY & LEADERSHIP CORE – 12 hours**

MLD 113	Foundations for Christian Ministries
MLD 423	History & Philosophy of Christian Education
MLD 453	Leadership Formation
MLD 463	Spiritual Formation

**MINISTRY LEADERSHIP SPECIALIZATION – 30 hours**

MIN 233	Biblical Foundations of Leadership
MIN 243	The Leader as Teacher
MIN 313	Ministry Leadership & Society
MIN 323	Leadership & Management Theory
MIN 333	Communication for Ministry Leadership
MIN 343	Organization & Admin. of Christian Min.
MIN 353	Small Group Leadership
MIN 413	Strategies For Leadership Development
MIN 423	Change, Conflict, & Organizational Culture
MIN 483	Seminar in Ministry Leadership

**TOTAL = 126 hours**

**B.S. IN MINISTRY LEADERSHIP SCHEDULE**

**First Year**

**Fall Semester**

MLD 113	Foundations for Christian Ministries	3
MIN 233	Biblical Foundations of Leadership	3
MIN 243	The Leader as Teacher	3
MIN 313	Ministry Leadership & Society	3
SAO ____	Service & Outreach	0
TFC 100	Orientation	0
		<u>12</u>

**Spring Semester**

MIN 323	Leadership & Management Theory	3
MIN 333	Communication for Ministry Leadership <sup>1</sup>	3
MIN 343	Organization & Admin. of Christian Min.	3
MIN 353	Small Group Leadership	3
SAO ____	Service & Outreach	0
		<u>12</u>

**Summer**

THE 303	Introduction to Theology	3
THE ____	Theology Elective	3
		<u>6</u>

**Second Year**

**Fall Semester**

MLD 423	History & Philosophy of Christian Ed	3
MIN 413	Strategies for Leadership Development	3
MIN 423	Change, Conflict, & Organizational Culture	3
MLD 453	Leadership Formation	3
SAO ____	Service & Outreach	0
		<u>12</u>

**Spring Semester**

MLD 463	Spiritual Formation	3
MIN 483	Seminar in Ministry Leadership	3
NTE 243	Gospel of John	3
NTE 473	Romans & Galatians	3
SAO ____	Service & Outreach	0
		<u>12</u>

Minimum hours required = 126

<sup>1</sup>Students who have less than two years of full-time ministry leadership experience must take MIN 493 Ministry Leadership Internship in place of MIN 333.

**BACHELOR OF SCIENCE  
DEGREE COMPLETION PROGRAM**

**YOUTH MINISTRIES MAJOR**

(See Online Section of Catalog for more information)

**YOUTH MINISTRIES PURPOSE & OUTCOME GOALS**

The Youth Ministries major equips future servant leaders with knowledge, skill, and character pertinent to youth-related ministries in church and faith-based organizations, from a biblical world view for kingdom service.

The learning objectives for this major include the following:

- Gaining factual knowledge of the foundations for youth ministry (IDEA 1)
- Learning fundamental principles, generalizations, and theories related to youth ministry (IDEA 2)
- Developing skills, competencies, and points of view needed by youth ministry professionals (IDEA 3)
- Developing skill in expressing oneself orally in youth ministry contexts (IDEA 8)
- Developing a clearer understanding of, and commitment to, personal biblical values that inform youth ministry and individual character (IDEA 10)
- Learning to analyze and critically judge ideas (IDEA 11)

**PRE-REQUISITES - 72 hours**

**BIBLE & THEOLOGY – 18 hours**

BIB 213	Hermeneutics
BSF 103	Foundations of Spiritual Formation
NTE 103	Introduction to the New Testament
NTE ____	New Testament Elective
OTE 103	Introduction to the Old Testament
OTE ____	Old Testament Elective

**HUMANITIES – 15 hours**

ENG 113	Freshman Composition I
ENG 123	Freshman Composition II
HUM 103	Western Thought & Culture
3 hours	Literature Elective
3 hours	Communication Elective

**SOCIAL SCIENCES – 12 hours**

3 hours	Psychology Elective
3 hours	History Elective
6 hours	Social Science Electives

**COMPUTERS, MATH, & SCIENCE – 9 hours**

3 hours	Computer science Elective
3 hours	Math Elective
3 hours	Science Elective

**OPEN ELECTIVES - 18 hours**

**MAJOR - 54 hours**

**BIBLE & THEOLOGY – 12 hours**

THE 303	Introduction to Theology
3 hours	Theology Elective
6 credit hours	of Bible/Theology Electives from any: BIB, BMI, GRK 333, 343, HEB 223, 333, 343, NTE, OTE, or THE

**MINISTRY & LEADERSHIP CORE – 12 hours**

MLD 113	Foundations for Christian Ministries
MLD 423	History & Philosophy of Christian Education
MLD 453	Leadership Formation
MLD 463	Spiritual Formation

**YOUTH MINISTRIES SPECIALIZATION – 30 hours**

YTH 253	Foundations for Youth Ministry
YTH 263	Youth Ministry & the Family
YTH 333	Communicating to Youth
YTH 343	Leadership & Organization of Youth Ministry
YTH 353	Youth Ministry Skills
YTH 363	Youth Culture & Issues
YTH 423	Youth Evangelism & Discipleship
YTH 443	Counseling Adolescents
YTH 453	Youth Ministry in Cultural Contexts
YTH 463	Seminar in Youth Ministry

**TOTAL = 126 hours**

**B.S. IN YOUTH MINISTRIES SCHEDULE**

**First Year**

**Fall Semester**

MLD 113	Foundations for Christian Ministries	3
YTH 253	Foundations for Youth Ministry	3
YTH 263	Youth Ministry & the Family	3
YTH 333	Communicating to Youth	3
_____	Service & Outreach	0
TFC 100	Orientation	0
		<u>12</u>

**Spring Semester**

YTH 343	Leadership & Organization of Youth Ministry	3
YTH 353	Youth Ministry Skills	3
YTH 363	Youth Culture & Issues	3
NTE 243	Gospel of John	3
_____	Service & Outreach	0
		<u>12</u>

**Summer**

THE 303	Introduction to Theology	3
THE ____	Theology Elective	3
		<u>6</u>

**Second Year**

**Fall Semester**

MLD 423	History & Philosophy of Christian Ed	3
YTH 423	Youth Evangelism & Discipleship	3
YTH 443	Counseling Adolescents	3
MLD 453	Leadership Formation	3
_____	Service & Outreach	0
		<u>12</u>

**Spring Semester**

MLD 463	Spiritual Formation	3
YTH 453	Youth Ministry in Cultural Contexts <sup>1</sup>	3
YTH 463	Seminar in Youth Ministry	3
NTE 473	Romans & Galatians	3
_____	Service & Outreach	0
		<u>12</u>

Minimum hours required = 126

<sup>1</sup>Students who have less than two years of full-time ministry leadership experience must take YTH 473 Youth Ministries Internship in place of YTH 453.

# WORLD MISSIONS DEPARTMENT

(706) 886-7299, ext. 5252  
e-mail: [missions@tfc.edu](mailto:missions@tfc.edu)

## INTRODUCTION

The World Missions Department exists to train men and women to effectively communicate the gospel of Jesus Christ to people of other cultures who have little or no access to this message. Communicating effectively in a second culture requires ethnographic knowledge and communication skills that can be learned, practiced, and refined. This does not eliminate the necessity for God's guidance and the empowering of His Spirit. In fact, thorough training enhances the cooperative efforts of God and the Christian communicator to the extent that reaching the thousands of unreached people groups and ministry support for those many unevangelized areas becomes an attainable goal.

The faculty in the World Missions Department is comprised of people who have served in other cultures and are academically trained to deliver a curriculum which will prepare those whom God is leading to serve Him in a new culture. With a biblical worldview at the foundation of their teaching, these faculty aim at excellence in the preparation of prospective cross-cultural servant-leaders to communicate the gospel of Jesus Christ, especially to those who have never heard. Graduates of the World Missions Department serve in many roles and in many cultures, including the multi-cultured mosaic of the United States. A common thread that binds graduates together is the compelling desire to reach those who have yet to learn of God's great Gift to all people, for *"Salvation is found in no one else, for there is no other name under heaven given to men by which we must be saved"* (Acts 4:12).

The World Missions Department offers four majors, Cross-Cultural Studies, Cross-Cultural Business Administration, Cross-Cultural Adult Education and Cross-Cultural Medical Fields Plan with an option of six specialized minors designed to meet the qualification of mission organizations and denominations and to prepare the graduate to live, work, and minister successfully in a second culture. These majors provide spiritual preparation through 30 semester hours of Bible and theology. They also provide preparation through the biblical emphasis in all courses. The Christian worldview of experienced professors and their mentoring relationship with students in these majors insure a depth of Christian maturity able to sustain the graduate who will serve in a second culture and language. In all degrees offered by the World Missions Department, gifts and abilities are assessed as well as the student's understanding of God's call to Himself and His leading in serving Him.

## PROCEDURE FOR ADMISSION

A student desiring to pursue a major in the World Missions Department, and has completed 12 semester hours, must submit a Declaration of Major form to the department chair. A cumulative grade point average of at least 2.0 must be attained before admission. The advisor responsible for the area of specialization for which the student has applied (or an advisor designated by the Department chair) will conduct an interview. Following the interview, the entire WMD faculty will review the student's application. Upon satisfactory completion of this application procedure, the student will receive a letter of notification regarding acceptance from the Department chair.

## GRADUATION REQUIREMENTS (B.A. or B.S.)

1. Fulfillment of all the "General Requirements for Graduation" (see section on "Degree Requirements")
2. Satisfactory completion of all required courses as listed in one of the curricula below with a minimum grade of "C-" in all courses in a student's major. A minimum cumulative average of 2.0 is required for the total hours necessary for graduation from the World Missions Department
3. Satisfactory completion of a senior evaluation interview conducted by a faculty committee or an approved sending agency
4. A minimum grade of "C-" for each course taken to fulfill requirements for a minor if the student elects to take a minor
5. Completion of six weeks of cross-cultural field internship in a new culture

**The Cross-Cultural Studies major** contributes to an understanding of cross-cultural principles drawn from cultural anthropology and missiology; competence in the application of skills and knowledge in a specific cultural context; and comprehension of the history, theology, and strategy of Christian missions. Students use this knowledge to develop a personalized plan for language acquisition, cross-cultural ministry competence, and growth in their understanding and application of biblical principles to daily life and the disciplining of others.

It is the recommendation of the faculty that the student in this major takes one of the six specialized minors offered in the World Missions Department. There is also the alternative of 15 hours of open electives which may be used to take a minor offered in any other department. The World Missions Department offers five additional minors to students in other majors at Toccoa Falls College.

## Semester Abroad for CCS Students

For CCS students there is a Semester Abroad offered in the fall of the senior year for those who desire to spend a semester abroad during their TFC experience. The student may select one of various centers located outside the U.S. and complete the fall semester classes while overseas. By selecting this option, the student does not do the six-week summer internship but instead fulfills the internship requirement via the Semester Abroad program.

**The Cross-Cultural Business Administration major** is an interdisciplinary degree that integrates biblical principles with business principles to prepare students in the area of international business. With knowledge of cross-cultural principles, a student in this major is enabled to enter limited access countries with a marketable skill. This could be as a mission field business manager, developing micro-enterprises, or serving as international workers with a multinational business or another organization requiring these skills. The graduate with this degree could help develop economically viable community projects that would enhance the living standard of the community and financial resources to aid the local and worldwide community. This degree establishes the international worker in an acceptable role in communities that disparage professional religious workers.

There are no minors offered with this major as it focuses solely on biblical and business principles. It is recommended that the student taking this major do so with the clear objective of advance studies in either missions or business administration. The major is designed to meet all entry level requirements for a Masters program in either arena.

**The Cross-Cultural Adult Education major** is an interdisciplinary degree that combines biblical principles with andragogical principles to prepare students to design a wide continuum of adult education programs based on cross-cultural knowledge and detailed ethnographic study. This major enables the student to enter creative access countries with marketable skill in the planning and implementation of adult education programs. Students are prepared to research, plan, and implement adult education programs. These programs can be in such areas as business training classes, health education, literacy programs, AIDS prevention training, English as a foreign language programs, computer literacy, and physical exercise classes. Students are also prepared to assist mission agencies in the planning of leadership development programs, Theological Education by Extension programs, and the development of Bible Institutes. This major prepares the student for immediate deployment as a cross-cultural adult educator. Students who minor in TESOL would find immediate opportunities available through ELIC and other English language organizations. Students are prepared to enter additional training programs in specialized fields such as community health education, relief and development, aids prevention, computer technology, physical exercise, and literacy. This major also provides a training track for students preparing to enter ethnic ministries within the United States who are seeking cross-cultural ministry training that prepares students to plan and provide viable community service within the ethnic community such as ESL or GED completion.

**CROSS-CULTURAL STUDIES MAJOR PURPOSE & OUTCOME GOALS**

This major equips future servant leaders with knowledge, skill, and character pertinent to communicate the Gospel of Jesus Christ to people of other cultures from a biblical worldview for kingdom service.

The learning objectives for this program include the following:

- Gaining factual knowledge of cultural issues in diverse cultures in order to be able to relate to the context (IDEA 1)
- Learning fundamental principles, generalizations, or theories necessary to interpret the cross-cultural setting for ministry purposes (IDEA 2)
- Learning to apply course material in cross-cultural settings to enable more effective ministry (IDEA 3)
- Developing skills, competencies, and points of view needed by professionals to understand an unfamiliar cultural setting in order to establish a culturally sensitive church (IDEA 4)
- Developing a clearer understanding of, and commitment to, personal Biblical values in order to contextualize those values into another cultural setting (IDEA 10)
- Learning to analyze and critically judge cross-cultural realities which are valuable/not valuable in contextualizing the Gospel (IDEA 11)

**CROSS-CULTURAL BUSINESS ADMINISTRATION MAJOR PURPOSE & OUTCOME GOALS**

The Cross-Cultural Business Administration major equips future servant leaders with knowledge, skills and character pertinent to living and ministering in the realm of international business, tent-making employment, missions administration and non-profit organization careers from a biblical worldview for kingdom service.

The learning objectives for this program include the following:

- Learning fundamental principles, generalizations, or theories—necessary to interpret cross-cultural business settings for ministry purposes (IDEA 2)
- Learning to apply course material in cross-cultural business settings to enable more effective ministry (IDEA 3)
- Developing skills, competencies, and points of view needed by professionals to understand an unfamiliar business settings in a diverse culture (IDEA 4)
- Developing a clearer understanding of, and commitment to, personal Biblical values in order to contextualize those values into another cultural setting (IDEA 10)

The Cross-Cultural Business Administration major is jointly sponsored, supervised, and promoted by the Departments of World Missions and Business Administration. Students must select membership and an advisor from the Department that suits their employment and/or graduate school interest.

**CROSS-CULTURAL ADULT EDUCATION MAJOR PURPOSE & OUTCOME GOALS**

The Cross-Cultural Adult Education major equips future servant leaders with knowledge, skills and character pertinent to prepare people with a marketable skill in the planning and implementation of adult education programs in cross-cultural settings.

The learning objectives for this program include the following:

- Learning fundamental principles, generalizations, or theories necessary to develop curriculum for ministry purposes in cross-cultural settings (IDEA 2)
- Learning to apply course material in cross-cultural educational settings to enable more effective ministry (IDEA 3)
- Developing skills, competencies, and points of view needed by professionals to understand an unfamiliar cultural setting in order to establish a culturally sensitive curriculum (IDEA 4)
- Developing a clearer understanding of, and commitment to, personal Biblical values in order to contextualize those values into another cultural setting (IDEA 10)



## CROSS-CULTURAL STUDIES MAJOR

### GENERAL EDUCATION – 69 hours

#### BIBLE & THEOLOGY - 30 hours

BIB 213	Hermeneutics
BMI 213	Theology of Missions
BMI 473	Power Encounter
BSF 103	Foundations for Spiritual Formation
NTE 103	Introduction to the New Testament
NTE ____	New Testament Elective
OTE 103	Introduction to the Old Testament
OTE ____	Old Testament Elective
THE 303	Introduction to Theology
3 hours of Theology Elective	

#### HUMANITIES - 18 hours

COM 113	Introduction to Communication
ENG 113	Freshman Composition I
ENG 123	Freshman Composition II
HUM 103	Western Thought & Culture
PHY 113	Introduction to Philosophy <i>or</i> Language*
3 hours 200- or 300-level Literature Elective from AML <i>or</i> ENG except ENG 201, 243, 393	

\*World Missions Department highly recommends its students take at least one semester of a language; however, students with TESOL Minor must elect SPN 113 or FRN 113.

#### SOCIAL SCIENCES - 12 hours

ANT 203	Cultural Anthropology
CSG 113	Introduction to Counseling
PSY 113	General Psychology
3 hours History Elective	

#### COMPUTER, SCIENCE, & MATHEMATICS - 9 hours

SCI 113	Scientific Literacy <i>or</i> other science elective
3 hours Mathematics Elective from MAT 113, 133, 253	
3 hours Elective from BIO, CHM, CSC, PHS, MAT <i>or</i> SCI	

### MAJOR – 43 hours

WMD Core for CCS (17 hours)	
ANT 323	Applied Ethnography
ANT 363	Religious Belief Systems
ANT 372	Sociolinguistics
ANT 483	Anthropology Research Project
ICS 113	Gifts, Guidance, & Goals
ICS 323	World Religions

Cross-Cultural Studies Core (26 hours)	
ICS 253	History of Missions
ICS 273	Church Planting & Development
ICS 383	Training & Discipling
ICS 352	Cross-Cultural Internship <sup>1</sup>
ICS 393	Introduction to Church Growth
ICS 453	Cross-Cultural Communication
ICS 463	Strategy of Missions
ICS 473	Urban Ministry & Practicum
ICS 493	Missiology Strategy Project

### MINOR, or OPEN ELECTIVES – 15 hours

### TOTAL = 127 hours

<sup>1</sup>This course can be taken in the summer for six weeks instead of in the fourth year fall semester. Taking it in the fall semester means the student is abroad for approximately three and a half months. If interested, see your Advisor.

## CROSS-CULTURAL STUDIES MAJOR COURSE SCHEDULE

### First Year

#### Fall Semester

BSF 103	Foundations of Spiritual Formation	3
NTE 103	Introduction to the New Testament	3
COM 113	Introduction to Communication	3
ENG 113	Freshman Composition I	3
ICS 113	Gifts, Guidance, & Goals	3
TFC 100	Orientation	0
		<u>15</u>

#### Winterim

HUM 103	Western Thought & Culture	3
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#### Spring Semester

OTE 103	Introduction to the Old Testament	3
ENG 123	Freshman Composition II	3
_____	Computer, Science or Math Elective	3
MAT ____	Math Elective	3
SCI 113	Scientific Literacy or other science elective	3
		<u>15</u>

### Second Year

#### Fall Semester

BIB 213	Hermeneutics	3
THE 303	Introduction to Theology	3
HIS ____	History Elective	3
PHY 113	Introduction to Philosophy <i>or</i> Language	3
ICS 273	Church Planting & Development	3
SAO ____	Service & Outreach	0
		<u>15</u>

#### Spring Semester

NTE ____	New Testament Elective	3
_____	Literature Elective	3
PSY 113	General Psychology	3
ANT 203	Cultural Anthropology	3
BMI 213	Theology of Missions	3
ICS 253	History of Missions	3
SAO ____	Service & Outreach	0
		<u>18</u>

### Third Year

#### Fall Semester

OTE ____	Old Testament Elective	3
CSG 113	Introduction to Counseling	3
ANT 323	Applied Ethnography	3
ANT 372	Sociolinguistics	2
ICS 323	World Religions	3
_____	Minor <i>or</i> Open Elective	3
SAO ____	Service & Outreach	0
		<u>17</u>

#### Spring Semester

THE ____	Theology Elective	3
ANT 363	Religious Belief Systems	3
ICS 383	Training & Discipling	3
ICS 393	Introduction to Church Growth	3
_____	Minor <i>or</i> Open Elective	3
SAO ____	Service & Outreach	0
		<u>15</u>

#### Summer Session

ICS 352	Cross-Cultural Internship <sup>1</sup>	2
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### Fourth Year

#### Fall Semester

ICS 463	Strategy of Missions	3
ANT 483	Anthropology Research Project	3
ICS 473	Urban Ministry & Practicum	3
ICS 352	Cross-Cultural Internship <sup>1</sup>	(2)
_____	Minor <i>or</i> Open Elective	3
		<u>12</u>

#### Spring Semester

ICS 453	Cross-Cultural Communication	3
BMI 473	Power Encounter	3
ICS 493	Missiology Strategy Project	3
_____	Minor <i>or</i> Open Elective	3
_____	Minor <i>or</i> Open Elective	3
		<u>15</u>

Minimum hours required = 127

## CROSS-CULTURAL BUSINESS ADMINISTRATION MAJOR

### GENERAL EDUCATION - 69 hours

#### BIBLE & THEOLOGY - 30 hours

BIB 213	Hermeneutics
BMI 213	Theology of Missions
BMI 473	Power Encounter
BSF 103	Foundations for Spiritual Formation
NTE 103	Introduction to the New Testament
NTE ____	New Testament Elective
OTE 103	Introduction to the Old Testament
OTE ____	Old Testament Elective
THE 303	Introduction to Theology
3 hours of Theology Elective	

#### HUMANITIES - 18 hours

COM 113	Introduction to Communication
ENG 113	Freshman Composition I
ENG 123	Freshman Composition II
HUM 103	Western Thought & Culture
PHY 113	Introduction to Philosophy <i>or</i> Language <sup>1</sup>
3 hours 200- or 300-level Literature elective from AML <i>or</i> ENG <i>except</i> ENG 201, 243, 393	

<sup>1</sup>World Missions Department highly recommends its students take at least one semester of a language; however, students with TESOL Minor must elect SPN 113 or FRN 113.

#### SOCIAL SCIENCES - 12 hours

ANT 203	Cultural Anthropology
ECO 213	Microeconomics
PSY 113	General Psychology
3 hours History Elective	

#### COMPUTER, SCIENCE, & MATHEMATICS - 9 hours

CSC 393	Management Information Systems
SCI 113	Scientific Literacy <i>or</i> other science elective
MAT 253	Introduction to Statistics

### MAJOR - 46 hours

#### World Missions Core for CCBA (22 hours)

ANT 323	Applied Ethnography
ANT 363	Religious Belief Systems
ANT 372	Sociolinguistics
ANT 483	Anthropology Research Project
ICS 113	Gifts, Guidance, & Goals
ICS 323	World Religions
ICS 362	International Business Internship
ICS 483	Intercultural Development Strategy Project

#### Business Administration Core for CCBA (24 hours)

ACC 213	Principles of Accounting I
ACC 223	Principles of Accounting II
BUS 113	Introduction to Business
BUS 443	International Business
BUS 473	Business Finance
MAN 213	Principles of Management
MAN 453	International Management
MKT 213	Principles of Marketing

### OPEN ELECTIVES - 12 hours

In view of the specific nature of this Major, it is recommended that the student select Open Electives from the following courses to total 12 hours:

BUS 303	Business for Nonprofit Organizations
BUS 333	Business Ethics
ICS 383	Training & Discipling
ICS 453	Cross-Cultural Communication
ICS 473	Urban Ministry/Practicum
MAN 383	Organizational Behavior & Development

**TOTAL = 127 hours**

## CROSS-CULTURAL BUSINESS ADMINISTRATION MAJOR COURSE SCHEDULE

### First Year

#### Fall Semester

BSF 103	Foundations of Spiritual Formation	3
NTE 103	Introduction to the New Testament	3
COM 113	Introduction to Communication	3
ENG 113	Freshman Composition I	3
ICS 113	Gifts, Guidance, Goals	3
TFC 100	Orientation	0
		<u>15</u>

#### Winterim

HUM 103	Western Thought & Culture	3
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#### Spring Semester

OTE 103	Introduction to the Old Testament	3
ENG 123	Freshman Composition II	3
SCI 113	Scientific Literacy or other science elective	3
MAT 253	Introduction to Statistics	3
BUS 113	Introduction to Business	3
		<u>15</u>

### Second Year

#### Fall Semester

BIB 213	Hermeneutics	3
THE 303	Introduction to Theology	3
ACC 213	Principles of Accounting I	3
ECO 213	Microeconomics	3
MAN 213	Principles of Management	3
SAO ____	Service & Outreach	0
		<u>15</u>

#### Spring Semester

NTE ____	New Testament Elective	3
ACC 223	Principles of Accounting II	3
ANT 203	Cultural Anthropology	3
ICS 383	Training & Discipling <i>or</i> Open Elective	3
MKT 213	Principles of Marketing	3
SAO ____	Service & Outreach	0
		<u>15</u>

### Third Year

#### Fall Semester

OTE ____	Old Testament Elective	3
PHY 113	Introduction to Philosophy <i>or</i> Language	3
PSY 113	General Psychology	3
ANT 323	Applied Ethnography	3
ANT 372	Sociolinguistics	2
BUS 473	Business Finance	3
SAO ____	Service & Outreach	0
		<u>17</u>

#### Spring Semester

THE ____	Theology Elective	3
____	Literature Elective	3
ANT 363	Religious Belief Systems	3
ICS 323	World Religions	3
BUS 333	Business Ethics <i>or</i> Open Elective	3
SAO ____	Service & Outreach	0
		<u>15</u>

#### Summer Session

ICS 362	International Business Internship	2
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### Fourth Year

#### Fall Semester

HIS ____	History Elective	3
ANT 483	Anthropology Research Project	3
BMI 213	Theology of Missions	3
BUS 443	International Business	3
ICS 473	Urban Ministry/Practicum <i>or</i> Open Elective	3
		<u>15</u>

#### Spring Semester

BMI 473	Power Encounter	3
CSC 393	Management Information Systems	3
ICS 483	Intercultural Development Strategy Proj.	3
MAN 383	Organizational Behavior & Development <i>or</i>	
	Open Elective	3
MAN 453	International Management	3
		<u>15</u>

Minimum hours required = 127

## CROSS-CULTURAL ADULT EDUCATION MAJOR

### GENERAL EDUCATION - 69 hours

#### BIBLE & THEOLOGY - 30 hours

BIB 213	Hermeneutics
BMI 213	Theology of Missions
BMI 473	Power Encounter
BSF 103	Foundations for Spiritual Formation
NTE 103	Introduction to the New Testament
NTE ____	New Testament Elective
OTE 103	Introduction to the Old Testament
OTE ____	Old Testament Elective
THE 303	Introduction to Theology
3 hours of Theology Elective	

#### HUMANITIES - 18 hours

COM 113	Introduction to Communication
ENG 113	Freshman Composition I
ENG 123	Freshman Composition II
HUM 103	Western Thought & Culture
PHY 113	Introduction to Philosophy <i>or</i> Language <sup>1</sup>
3 hours 200- or 300-level Literature Elective from AML <i>or</i> ENG except ENG 201, 243, 393	

<sup>1</sup>World Missions Department highly recommends its students take at least one semester of a language; however, students with TESOL Minor must elect SPN 113 or FRN 113.

#### SOCIAL SCIENCES - 12 hours

ANT 203	Cultural Anthropology
ICS 323	World Religions
PSY 113	General Psychology
3 hours History Elective	

#### COMPUTER, SCIENCE, & MATHEMATICS - 9 hours

SCI 113	Scientific Literacy <i>or</i> other science elective
3 hours Mathematics Elective	
3 hours Elective from BIO, CHM, CSC, PHS, MAT <i>or</i> SCI	

### MAJOR - 43 hours

#### WMD Core (14 hours)

ANT 323	Applied Ethnography
ANT 363	Religious Belief Systems
ANT 372	Sociolinguistics
ANT 483	Anthropology Research Project
ICS 113	Gifts, Guidance, & Goals

#### Adult Education Core (29 hours)

CAE 213	Introduction to Adult Education
CAE 313	Planning & Administration of Adult Education
CAE 323	Adult Teaching Practice
CAE 352	Adult Education Internship
CAE 493	Adult Education Strategy Project
EDU 323	Educational Psychology
ICS 333	Small Group Ministries
ICS 433	CE in Other Cultures
ICS 443	Cross-Cultural Storytelling
MIN 423	Change, Conflict, & Organizational Culture

### MINOR or OPEN ELECTIVES – 15 hours

**TOTAL = 127 hours**

## CROSS-CULTURAL ADULT EDUCATION MAJOR COURSE SCHEDULE

### First Year

#### Fall Semester

BSF 103	Foundations of Spiritual Formation	3
NTE 103	Introduction to the New Testament	3
COM 113	Introduction to Communication	3
ENG 113	Freshman Composition I	3
ICS 113	Gifts, Guidance & Goals	3
TFC 100	Orientation	0
		<u>15</u>

#### Winterim

HUM 103	Western Thought & Culture	3
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#### Spring Semester

OTE 103	Introduction to the Old Testament	3
_____	Computer, Science or Math Elective	3
ENG 123	Freshman Composition II	3
MAT ____	Math Elective	3
SCI 113	Scientific Literacy or other science elective	3
		<u>15</u>

### Second Year

#### Fall Semester

BIB 213	Hermeneutics	3
THE 303	Introduction to Theology	3
HIS ____	History Elective	3
PHY 113	Introduction to Philosophy <i>or</i> Language	3
BMI 213	Theology of Missions	3
SAO ____	Service & Outreach	0
		<u>15</u>

#### Spring Semester

NTE ____	New Testament Elective	3
_____	Literature Elective	3
PSY 113	General Psychology	3
ANT 203	Cultural Anthropology	3
CAE 213	Introduction to Adult Education	3
SAO ____	Service & Outreach	0
		<u>15</u>

### Third Year

#### Fall Semester

OTE ____	Old Testament Elective	3
ANT 323	Applied Ethnography	3
ANT 372	Sociolinguistics	2
CAE 313	Planning & Admin. of Adult Education	3
ICS 333	Small Group Ministries	3
_____	Minor <i>or</i> Open Elective	3
SAO ____	Service & Outreach	0
		<u>17</u>

#### Spring Semester

THE ____	Theology Elective	3
ANT 363	Religious Belief Systems	3
CAE 323	Adult Teaching Practice	3
_____	Minor <i>or</i> Open Elective	3
_____	Minor <i>or</i> Open Elective	3
SAO ____	Service & Outreach	0
		<u>15</u>

#### Summer Session

CAE 352	Adult Education Internship	2
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### Fourth Year

#### Fall Semester

ANT 483	Anthropology Research Project	3
MIN 423	Change, Conflict, & Organ. Culture	3
EDU 323	Educational Psychology	3
ICS 433	CE in Other Cultures	3
_____	Minor <i>or</i> Open Elective	3
		<u>15</u>

#### Spring Semester

CAE 493	Adult Education Strategy Project	3
BMI 473	Power Encounter	3
ICS 323	World Religions	3
ICS 443	Cross-Cultural Storytelling	3
_____	Minor <i>or</i> Open Elective	3
		<u>15</u>

Minimum hours required = 127

## MINORS AVAILABLE TO STUDENTS MAJORING IN THE WORLD MISSIONS DEPARTMENT

There are varied career options for those planning to serve God in a second culture. To serve those who major cross-culturally, the World Missions Department offers six minors designed to be integrated with the major for career choices. Any one of them more than meets the mission board and denominational requirements in undergraduate training for career missionary service. Students majoring in this department should carefully match selection of a minor with planned ministry roles and requirements in their mission board or denomination. Academic advisors will be glad to help with selecting this option.

### CHURCH PLANTING & ENLARGEMENT MINOR – 15 hours

(This Minor is only for non-CCS Majors.)

Realizing that the mandate of Christ is to glorify Him through the extension of His Kingdom, and realizing that the most effective way to do that is to plant new churches, the Department of World Missions offers this minor for students who desire to be or expect to be involved in establishing new church groups, whether traditional or non-traditional church plants.

ICS 273	Church Planting & Development	3
ICS 393	Introduction to Church Growth	3
ICS 383	Training & Discipleship	3
ICS 473	Urban Ministry & Practicum	3

*Choose 3 hours from the an ANT, ICS or ESL that is not in the CCAE or CCBA Major*

### CROSS-CULTURAL BIBLE TEACHING & COUNSELING MINOR – 15 hours

(This Minor is only for non-CCAE Majors.)

This minor is designed to prepare the prospective cross-cultural worker with Bible teaching and counseling skills that are vital both in a new culture and in one's home culture. Since many mission boards and denominations require service in the United States before going into a new culture, this minor can prepare students to teach Bible in a church-related ministry while performing a missionary internship in a church in this country. However, such job opportunities are limited, and further graduate training should be considered for those in this minor.

MIN 243	The Leader as Teacher	3
THE 353	Biblical Apologetics	3
<i>Choose one of the following courses:</i>		
PSY 243	Developmental Psychology	3
EDU 323	Educational Psychology	3

*Six hours from the following courses or any elective related to Bible teaching or Counseling:*

ANT 333	Peoples of the World	3
ICS 333	Small Group Ministries	3
ICS 342	Women in International Ministry	2
ICS 433	Christian Education in Other Cultures	3
ICS 443	Cross-Cultural Storytelling	3

### CROSS-CULTURAL TESOL MINOR

This minor is designed to integrate Bible, missions, and anthropology with training in TESOL to provide students who plan to minister cross-culturally with this professional skill. This minor leads primarily toward a non-traditional cross-cultural vocation. TESOL skills are used by regular missionaries and tentmakers around the world as a platform upon which the love and message of Christ can be displayed. TESOL teachers are in demand in China, Russia, the Middle East, North Africa, South America, and numerous other countries where people desire to learn English. Although TESOL teachers may go directly into a vocation after graduation, in many areas of the world, graduate studies in TESOL enhance the credibility of this vocation in the eyes of government officials.

### CROSS-CULTURAL TESOL – 16 hours

ESL 313	Introduction to TESOL	3
ESL 323	Methods & Materials of TESOL	3
ESL 332	TESOL Practicum	2
ESL 442	Communicating Values through TESOL	2
ENG 393	Grammar for Teachers <i>or</i>	
ICS 443	Cross-Cultural Storytelling	3
FRN 123	Elementary French II <i>or</i>	
SPN 123	Elementary Spanish II	3

### DISCIPLESHIP MINOR – 17/18 hours

(This Minor is only for non-CCAE Majors.)

The greatest need in world evangelization today is for missionaries who are able to make disciples of Christ among people groups where the gospel message is unknown. Church planting involves building relationships and then introducing people to Jesus Christ. Through continuing contacts with friends and relatives of the new believers the missionary has won to Christ, the church planter forms a small group of Christians, whom he/she is discipling, into a local church.

This minor is designed to aid the WMD graduate in developing a discipling ministry in a more personal manner. It is an excellent companion minor for the CCS major as it prepares the student for a ministry in small groups (ideal for urban settings) and discipling new converts.

ICS 333	Small Group Ministries	3
ICS 443	Cross-Cultural Storytelling	3
MIN 243	The Leader as Teacher	3

*Choose two from the following:*

ICS 342	Women in International Ministry	2
ICS 433	Christian Education in Other Cultures	3
ICS 303	Non-Traditional Religious Movements	3

*Choose one from the following:*

ANT 333	Peoples of the World	3
ICS 343	Introduction to Islam	3
ICS 313	Introduction to Hinduism & Buddhism	3
THE 353	Biblical Apologetics	3

### SUSTAINABLE DEVELOPMENT MINOR – 16/17 hours

The World Missions Department offers a minor in sustainable development to students from any department. Sustainability is defined as meeting the needs of the present without compromising the ability of future generations to meet their needs. The United Nations has named 2005-2015 the Decade of Education for Sustainable Development. There are three general areas in sustainability – environmental integrity, social equity, and economic vitality. Courses in the minor are interdisciplinary reflecting all three concerns. It is hosted by the World Missions Department because of its global importance.

ANT 213	Intro. to Sustainable Community Dev.	3
BIO 104	General Biology <i>or</i> BIO 114 Biology I	4
BIO 323	Intro.to Global Community Health	3

*Choose 6 hours from the following courses not already being used toward your major (9 hours for Biology Majors):*

ANT 203	Cultural Anthropology	3
BIO 234	General Microbiology (recommended)	4
BIO 423	Ecology	3
ECO 213	Microeconomics	3
ECO 223	Macroeconomics	
<i>or</i> ANT 323	Applied Anthropology	3

### WORLD RELIGIONS MINOR – 15 hours

Following the events of September 11, 2001, people began to realize in a new way the necessity of learning more about the major religions of the world. This minor offers training in the beliefs and worldviews of several of these religions. They are no longer "foreign" religions, but advocates are in the USA and their numbers are growing. This program aims at a broad-based training in world religions with the understanding that the student who elects this program will most likely continue on in graduate studies in the development of professional and ministry skills.

ICS 303	Non-Traditional Religious Movements	3
ICS 313	Introduction to Hinduism & Buddhism	3
ICS 343	Introduction to Islam	3
THE 353	Biblical Apologetics	3
<i>Choose one of the following courses:</i>		
THE 323	Catholicism & Orthodoxy	3
REL 353	Judaism	3

### MINOR IN PRE-ETHNOMUSICOLOGY – 17 hours

The World Missions Department desires to draw attention to our students that there is a Minor in Pre-Ethnomusicology offered by the Music Department. It is well documented that "music" is an excellent "bridge" into most cultures. For WMD students interested in using their love for music as a means to gain access to a culture we recommend this Minor.

ANT 203	Cultural Anthropology <i>or</i>	
ICS 443	Cross Cultural Storytelling <sup>1</sup>	3
GMU 213	American & World Music Traditions	3
ENS 190	Multicultural Music Ensemble	0
ENS ____	Ensemble Elective <sup>2</sup>	0
MRA 110	Recital Attendance <sup>3</sup>	0
MUT 111	Aural Skills I	1
MUT 113	Music Theory I	3
MUT 121	Aural Skills II	1
MUT 123	Music Theory II	3
<i>Choose 3 hours from the following:</i>		
____	Applied Lessons	total of 1, 2 or 3
____	Class Piano	total of 1, 2 or 3
CSC 173	Introduction to Music Technology	3
ENS ____	Ensemble Electives	total of 3
MED 211	Woodwind Methods	1
MED 311	Brass Methods	1
MED 321	Percussion Methods	1
MED 411	String Methods	1
MUH 213	Music History & Literature I	3
MUH 223	Music History & Literature II	3
MUT 233	Music Theory III	3
MVC 112	Diction for Singers	2

<sup>1</sup>Students who are required to take ANT 203 for their Major, or for another Minor, should then take ICS 443 Cross Cultural Storytelling.

<sup>2</sup>Must be taken twice.

<sup>3</sup>Four semesters required.

### MINORS FOR STUDENTS IN OTHER DEPARTMENTS

The World Missions Department offers the following minors to students who complete a major in another department in the college. These minors supplement the curriculum of students in other departments with specific skills and knowledge, primarily cross-cultural, for people who plan to work in a second culture, or in a group that is ethno-linguistically different from their own. These minors are also valuable for people who will work in the US with people from other cultural and linguistic backgrounds.

#### ANTHROPOLOGY MINOR - 15 hours

ANT 203	Cultural Anthropology	3
ANT 323	Applied Ethnography	3
ANT 333	Peoples of the World	3
ANT 363	Religious Belief Systems	3
ANT ____	Anthropology Elective	3

#### CROSS-CULTURAL STUDIES MINOR - 15 hours

ANT 203	Cultural Anthropology	3
ICS 253	History of Missions	3
ICS 323	World Religions	3
ICS 383	Training & Discipling	3
BMI 473	Power Encounter	3

#### TESOL MINOR - 16 hours

ANT 203	Cultural Anthropology	3
ANT 372	Sociolinguistics	2
ICS 453	Cross-Cultural Communication	3
ESL 313	Introduction to TESOL	3
ESL 323	TESOL Methods & Materials	3
ESL 332	TESOL Practicum	2

#### CHURCH PLANTING & ENLARGEMENT MINOR – 15 hours

Realizing that the mandate of Christ is to glorify Him through the extension of His Kingdom, and realizing that the most effective way to do that is to plant new churches, the Department of World Missions offers this minor for students who desire to be or expect to be involved in establishing new church groups, whether traditional or non-traditional church plants.

ICS 273	Church Planting & Development	3
ICS 393	Introduction to Church Growth	3
ICS 383	Training & Discipleship	3
ICS 473	Urban Ministry & Practicum	3

*Choose 3 hours from the following:*

CAE 213	Introduction to Adult Education	3
ESL 313	Introduction to TESOL	3
ICS 333	Small Group Ministries	3
ICS 443	Cross-Cultural Storytelling	3

#### SUSTAINABLE DEVELOPMENT MINOR – 16/17 hours

The World Missions Department offers a new minor in sustainable development to students from any department. Sustainability is defined as meeting the needs of the present without compromising the ability of future generations to meet their needs. The United Nations has named 2005-2015 the Decade of Education for Sustainable Development. There are three general areas in sustainability – environmental integrity, social equity, and economic vitality. Courses in the minor are interdisciplinary reflecting all three concerns. It is hosted by the World Missions Department because of its global importance.

ANT 213	Intro. to Sustainable Community Dev.	3
BIO 104	General Biology <i>or</i> BIO 114 Biology I	4
BIO 323	Intro.to Global Community Health	3

*Choose 6 hours from the following courses not already being used toward your major (9 hours for Biology Majors):*

ANT 203	Cultural Anthropology	3
BIO 234	General Microbiology (recommended)	4
BIO 423	Ecology	3
ECO 213	Microeconomics	3
ECO 223	Macroeconomics <i>or</i>	
ANT 323	Applied Anthropology	3

**CROSS-CULTURAL MEDICAL FIELDS CAREER PLAN MAJOR (TWO-YEAR PROGRAM)**

This program is build around a curriculum that has a solid core of missions, anthropology, Bible courses, and some core curriculum courses, and is designed to build on medical studies that have been completed or will be completed at another college or university. The World Missions Department highly recommends that the student desiring to take this major first complete certification as an RN, as the program requires the passing of board exams for the RN. In addition to the two year TFC curriculum, the student must have a minimum of 60 transferable hours from an accredited institution and the RN certification, for graduation. It results in the Bachelor of Science degree with the major in Cross-Cultural Studies: For Medical Professionals. This program is designed for students completing the RN (most often in conjunction with an Associates of Science in Nursing elsewhere) that are looking to minister as a registered nurse in a second culture. [Note: established medical doctors may also choose this major if they desire the cross-cultural training this program affords.] If you take the first two years at TFC in the Cross-Cultural Medical Fields yet fail to pass the RN board exams you will not be eligible to receive the B. S. in Cross-Cultural Studies for Medical Professionals.

Students who intend to prepare for a medical career overseas should investigate the requirements and needs of the mission board or denomination with which they plan to serve before beginning this course of study. In some other cases, a nurse with an R.N. certification and a B.S. degree from Toccoa Falls College may be qualified to go directly into an overseas assignment. However, some denominations may require a bachelor's or master's degree in nursing. Some former students have been trained in various medical fields, but have come to Toccoa Falls College for training in cross-cultural studies and Bible.

For persons planning toward a career in medicine in a second culture, this career plan offers, in combination with at least two years of an accredited medical program at another institution, a B.S. degree, which may be accomplished in the following manner:

**Plan One** - Attend Toccoa Falls College to complete this program, and then attend a school offering medical training. After graduation with a recognized R.N. certification, M.D., or B.S.N., degree, the Cross-Cultural Studies major with Cross-Cultural Medical Career Plan will be awarded a bachelor's degree. Medical training may be obtained in North Georgia or Atlanta at the student's option.

**Plan Two** - Attend a school to receive medical training first, and upon graduation with R.N. or other equivalent recognized certification, complete the required hours at Toccoa Falls College for a B.S. degree in Cross-Cultural Studies. Those who come with prior medical training will often be employed at the hospital at the campus entrance.

**Plan Three** - Attend Toccoa Falls College for one year, then transfer to complete medical requirements (normally two or three years for R.N.). Return to Toccoa Falls College for the senior and final year of this Career Plan.

With any of these options, a B.S. in Cross-Cultural Studies will be awarded upon the completion of all requirements at Toccoa Falls College and the verification of an M.D., B.S.N., or R.N. certification. Other medical degrees and/or equivalent certification may be accepted only by *prior* approval from the Department Chair of the World Missions Department and the Registrar. A minimum of 60 semester hours from an accredited institution, in addition to the stipulated curriculum at Toccoa Falls College outline below, is required for graduation.

Requirements for the General Education Core must be met through this Career Plan in combination with those in the medical program. This will be evaluated by the Registrar prior to the issuing of a diploma. Any questions regarding such requirements should be discussed with your advisor at the beginning of this program. Those students transferring the M.D., B.S.N. or R.N. certification must have transfer of credits evaluated by the Registrar prior to admission.

**CROSS-CULTURAL MEDICAL FIELDS – 24 hours**

Students not transferring the following classes in must take them either while here at TFC or in another accredited institution.

ENG 113	Freshmen Composition I	3
ENG 123	Freshmen Composition II	3
COM 113	Intro to Communication	3
CSC 113	Intro to Computers	3
PSY 113	General Psychology	3

The student may CLEP some of these classes at TFC but only in the freshmen and sophomore years. If you are a transfer student and entering TFC as a junior or senior permission to CLEP any of the above will require approval from the Deans Council. Math and Science core requirements are usually taken during medical training.

**CROSS-CULTURAL MEDICAL FIELDS COURSE SCHEDULE  
First Year**

**Fall Semester**

BSF 103	Foundations of Spiritual Formation	3
NTE 103	Introduction to the New Testament	3
CSG 113	Introduction to Counseling	3
BMI 213	Theology of Missions	3
ICS 113	Gifts, Guidance, & Goals	3
MAT 253	Intro to Statistics	3
TFC 100	Orientation	0
		<u>18</u>

**Winterim**

HUM 103	Western Thought & Culture	3
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**Spring Semester**

BIB 213	Hermeneutics	3
OTE 103	Introduction to the Old Testament	3
ANT 203	Cultural Anthropology	3
_____	Career Plan Elective <sup>1</sup>	3
ENG _____	World Literature <b>or</b>	
	English Literature II	3
SAO _____	Service & Outreach	0
		<u>15</u>

**Summer Session**

ICS 352	Cross-Cultural Internship	2
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**Second Year**

**Fall Semester**

NTE _____	New Testament Elective	3
THE 303	Introduction to Theology	3
ICS 273	Church Planting & Development <b>or</b>	
ICS 473	Urban Ministry & Practicum	3
ICS 463	Strategy of Missions	3
BMI 473	Power Encounter	3
HIS _____	200-level History Elective	3
SAO _____	Service & Outreach	0
		<u>18</u>

**Spring Semester**

OTE _____	Old Testament Elective	3
_____	Theology Elective	3
ANT 363	Religious Belief System	3
ICS 323	World Religions	3
ICS 253	History of Missions	3
_____	Career Plan Elective <sup>1</sup>	3
		<u>18</u>

Minimum hours required = 74

<sup>1</sup> Any course prefixed ANT, ESL, or ICS may be elected here, however, the WMD faculty recommend ICS 342 Women in International Ministry, ICS 433 Christian Education in Other Cultures, and ANT 333 Peoples of the World.

# SCHOOL OF PROFESSIONAL STUDIES

Thomas M. Council, Ph.D.  
Dean of Professional Studies  
sps@tfc.edu

## **BUSINESS ADMINISTRATION DEPARTMENT**

### **DEPARTMENT CHAIR**

Charles H. Hunnicutt, M.B.A.

### **FULL-TIME FACULTY**

Nathan A. Clay, M.B.A.

### **PART-TIME FACULTY**

George A. Adams, B.B.A.

Frank W. Bean, Esq., J.D.

## **MUSIC DEPARTMENT**

### **DEPARTMENT CHAIR**

W. David Stuftt, M.Ed.

### **FULL-TIME FACULTY**

Thomas M. Council, Ph.D.

David A. Jones, M.M.

You Ju Lee, D.M.A.

James R. Morden, M.M.

### **PART-TIME FACULTY**

Lisa Bartholow, M.M.

Keith Gehle, B.M.

Mary Hixson, M.M.Ed.

Franklin C. Johnston, M.M.E.

Marcia J. Little, M.M.

David R. Reese, M.M.

Christopher L. Romanowski, B.A.

Heather Strachan, B.M.

## **TEACHER EDUCATION DEPARTMENT**

### **DEPARTMENT CHAIR**

Donna R. Gardner, Ed.D.

### **FULL-TIME FACULTY**

Carrie L. Ryan, M.S.Ed

W. David Stuftt, M.Ed.





# BUSINESS ADMINISTRATION DEPARTMENT

(706) 886-7299, ext. 5483  
e-mail: busadmin@tfc.edu

## INTRODUCTION

The academic programs of the Business Administration Department lead to the Associate of Arts (AA) degree in Business Administration or one of several majors leading to the Bachelor of Arts (BA) degree or the Bachelor of Science (BS) degrees.

The Business Administration Department offers bachelor degree majors in Business Administration, Cross-Cultural Business Administration, Nonprofit Business Administration (online only), Organizational Leadership (online only), and Sport Management, as well as six minors: Business Administration, International Business, Management, Marketing, Nonprofit Business Administration, and Sport Management.

Students pursuing a Business Administration major are encouraged to take a minor in Marketing, Management, Nonprofit Business Administration, or a minor from outside the department. However, students pursuing a major in the Business Administration Department may take additional courses within the department in lieu of a minor or open electives per employment and graduate school interests. Foreign language(s) for a Bachelor of Arts degree are highly recommended.

Students obtain a broad-based education that not only gives them business expertise, but also contributes to proficiency in communication and analytical skills needed for successful performance in today's economy. Our graduates leave with knowledge of the best current practices in business, skills that are essential in the market place, and positive attitudes that will help them move into leadership positions in their chosen careers. Taught from a biblical perspective integrating faith and practice, our courses equip graduates to become servant leaders with strong ethical and moral standards in commerce, industry, local churches, Christian ministries, mission agencies, nonprofits, etc.

## PROCEDURE FOR ADMISSION

Students interested in the Business Administration major may apply for admission into the degree program after completing 12 semester hours in the college with a cumulative grade point average of 2.0. Students are encouraged to apply for admission early to receive appropriate academic counseling regarding prerequisite courses. A Declaration of Major form must be completed by the student and submitted to the advisor and Department Chair.

## GRADUATION REQUIREMENTS (B.A. or B.S.)

1. Fulfillment of all the "General Requirements for Graduation" (see section on "Degree Requirements")
2. Satisfactory completion of 36 hours of Business Core Curriculum courses and 6 hours of Business elective courses with a minimum of "C-" in each business course
3. A minimum grade of "C-" for each course taken to fulfill requirements for a minor if the student elects to have a minor
4. A cumulative grade point average of 2.0 will be required for the total hours applied to the major

## BUSINESS ADMINISTRATION DEPARTMENT'S MISSION STATEMENT

The Business Administration Department equips future servant leaders with knowledge, skills and character pertinent to service as professionals in national, international, cross-cultural, and multi-ethnic business, ministry, and nonprofit organizations from a biblical worldview for Kingdom service.

## BUSINESS ADMINISTRATION MAJORS

The Business Administration major is a comprehensive major with interdisciplinary courses drawn from major business functions. Taught from a biblical perspective, business courses equip learners with knowledge of the best current business practices, skills that are essential in the marketplace, and biblical character development opportunities to become Christian servant leaders in business with strong ethical and moral standards.

The Cross-Cultural Business Administration major is an interdisciplinary degree that integrates missiological principles with business principles to prepare students in the area of international business. Students may select an advisor from either the Business Administration Department or the World Missions Department per their employment and/or graduate school interests and will march at graduation with the department of their faculty advisor.

Nonprofit Business Administration is an online degree completion program in the growing nonprofit sector of the world economy. Students gain knowledge and experience to prepare to lead effective and creative nonprofit organizations in a growing number of social services, government, non-government, and faith-based organizations.

Organizational Leadership is an online degree completion program to equip future servant leaders with the knowledge, skills and character pertinent to serving as professionals in leadership roles from a biblical worldview.

The Sport Management major prepares students for a leadership role with the ever-growing world of sport. Taught from a biblical perspective, students are equipped with the knowledge of the best current practices in business and sport management.

## BUSINESS ADMINISTRATION MAJOR PURPOSE & OUTCOME GOALS

The Business Administration major equips future servant leaders with knowledge, skills and character pertinent to serving as professionals in accounting, management, marketing, and other business disciplines from a biblical worldview for Kingdom service.

The learning objectives for this major include the following:

- Gaining factual knowledge—to identify and recall key facts, terms, and methods in business administration (IDEA 1)
- Learning fundamental principles, generalizations, or theories—to identify, recall, and understand concepts relating to business administration (IDEA 2)
- Learning to apply course material to enable students to develop analytical and decision-making tools to apply to problem solving and planning in business administration such as analytical thinking, communication, computers, presentations, research, teamwork, and writing (IDEA 3)
- Developing skills, competencies, and points of view needed by professionals—enabling students to develop in the skills of research, analytical thinking, communication, writing, presentations, and computer usage (IDEA 4)
- Developing a clearer understanding of, and commitment to, personal Biblical values enabling students to integrate faith and practice in business administration, specifically: a biblical worldview, personal ethics and integrity, social responsibility, moral character, and a strong work ethic (IDEA 10)

**CROSS-CULTURAL BUSINESS ADMINISTRATION MAJOR PURPOSE & OUTCOME GOALS**

The cross-cultural business administration major equips future servant leaders with knowledge, skills and character pertinent to living and ministering in the realm of international business, tent-making employment, missions administration and non-profit organization careers from a biblical worldview for Kingdom service.

The learning objectives for this major include the following:

- Learning fundamental principles, generalizations, or theories—necessary to interpret cross-cultural business settings for ministry purposes (IDEA 2)
- Learning to apply course material in cross-cultural business settings to enable more effective ministry (IDEA 3)
- Developing skills, competencies, and points of view needed by professionals to understand an unfamiliar business settings in a diverse culture (IDEA 4)
- Developing a clearer understanding of, and commitment to, personal Biblical values in order to contextualize those values into another cultural setting (IDEA 10)

**NONPROFIT BUSINESS ADMINISTRATION MAJOR PURPOSE & OUTCOME GOALS**

The nonprofit business administration major equips future servant leaders with knowledge, skills and character pertinent serving as professionals in nonprofit organizations from a biblical worldview for Kingdom service.

The learning objectives for this major include the following:

- Gaining factual knowledge—to identify and recall key facts, terms, and methods in nonprofit business administration (IDEA 1)
- Learning fundamental principles, generalizations, or theories—to identify, recall, and understand concepts relating to nonprofit business administration (IDEA 2)
- Learning to apply course material to enable students to develop analytical and decision-making tools to apply to problem solving and planning in nonprofit business administration (IDEA 3)
- Developing skills, competencies, and points of view needed by nonprofit professionals—enabling students to develop in the skills of research, analytical thinking, communication, writing, presentations, and computer usage (IDEA 4)
- Developing a clearer understanding of, and commitment to, personal Biblical values enabling students to integrate faith and practice in nonprofit business administration, specifically: a biblical worldview, personal ethics and integrity, social responsibility, moral character, and a strong work ethic (IDEA 10)

**ORGANIZATIONAL LEADERSHIP MAJOR PURPOSE & OUTCOME GOALS**

The organizational leadership major equips future servant leaders with knowledge, skills and character pertinent serving as professionals in leadership roles from a biblical worldview for kingdom service.

The learning objectives for this major include the following:

- Gaining factual knowledge—to identify and recall key facts, terms, and methods in organizational leadership (IDEA 1)
- Learning fundamental principles, generalizations, or theories—to identify, recall, and understand concepts relating to organizational leadership (IDEA 2)
- Learning to apply course material to enable students to develop analytical and decision-making tools to apply to problem solving and planning in organizational leadership (IDEA 3)
- Developing skills, competencies, and points of view needed by professionals in leadership—enabling students to develop in the skills of research, analytical thinking, communication, writing, presentations, and computer usage (IDEA 4)
- Developing a clearer understanding of, and commitment to, personal Biblical values enabling students to integrate faith and practice in organizational leadership, specifically: a biblical worldview, personal ethics and integrity, social responsibility, moral character, and a strong work ethic (IDEA 10)

**SPORT MANAGEMENT MAJOR PURPOSES & OUTCOME GOALS**

The sport management major prepares learners for a leadership role within the ever-growing world of sport. Taught from a biblical perspective (integrating faith and practice), courses equip learners with knowledge of the best current practices in business and sport management, skills that are essential in the marketplace, and biblical character development opportunities to become Christian servant leaders with strong ethical and moral standards to manage and market sport organizations, media, events, and facilities.

The learning objectives for this major include the following:

- Gaining factual knowledge—to identify and recall key facts, terms, and methods in sport management such as Coaching, Facilities Management, Sport Marketing, Sport Finance, and Sport Law (IDEA 1)
- Learning fundamental principles, generalizations, or theories—to identify, recall, and understand concepts relating to sport management (IDEA 2)
- Learning to apply course material to enable students to develop analytical and decision-making tools to apply to problem solving and planning in sport management (IDEA 3)
- Developing skills, competencies, and points of view needed by professionals—enabling students to develop in the skills of research, analytical thinking, communication, writing, presentations, and computer usage (IDEA 4)
- Developing a clearer understanding of, and commitment to, personal Biblical values enabling students to integrate faith and practice in sport management, specifically, a biblical worldview, personal ethics and integrity, social responsibility, moral character, and a strong work ethic (IDEA 10)

## BUSINESS ADMINISTRATION MAJOR

### GENERAL EDUCATION - 69 hours

#### BIBLE & THEOLOGY - 30 hours

BIB 213	Hermeneutics
BSF 103	Foundations of Spiritual Formation
NTE 103	Introduction to the New Testament
NTE ____	New Testament Elective
OTE 103	Introduction to the Old Testament
OTE ____	Old Testament Elective
THE 303	Introduction to Theology
3 hours Theology Elective	
6 hours of Bible/Theology Electives from any BIB, BMI, GRK 333, 343, HEB 223, 333, 343, NTE, OTE, THE, <i>or</i> approved integrative courses	

The following course selections must total 39 hours while maintaining at least the minimums in each section.

#### HUMANITIES – 15-18 hours

COM 113	Introduction to Communication
ENG 113	Freshman Composition I
ENG 123	Freshman Composition II
HUM 103	Western Thought & Culture
3 hours 200- or 300-level Literature Elective from AML <i>or</i> ENG <i>except</i> ENG 201, 243, 383	
3 hours Philosophy Elective from PHY 113 <i>or</i> PHY 233- <i>Only if choosing 18 hours in this section</i>	

#### SOCIAL SCIENCES - 12 hours

PSY 113	General Psychology
ECO 213	Microeconomics
ECO 223	Macroeconomics
3 hours 100-, 200- or 300-level History Elective	

#### COMPUTER, SCIENCE, & MATHEMATICS – 9 -12 hours

CSC 393	Management Information Systems
MAT 253	Introduction to Statistics
SCI 113	Scientific Literacy <i>or</i> other science elective
MAT 133	College Algebra- <i>Only if choosing 12 hours in this section</i>

### MAJOR – 42 hours

#### BUSINESS ADMINISTRATION CORE - 36 hours

ACC 213	Principles of Accounting I
ACC 223	Principles of Accounting II
BUS 113	Introduction to Business
BUS 333	Business Ethics
BUS 343	Business Law
BUS 443	International Business
BUS 473	Business Finance
MAN 213	Principles of Management
MAN 383	Organizational Behavior & Development
MAN 433	Business Policy & Strategy
MKT 213	Principles of Marketing
____ 493	Business or Marketing Internship

#### BUSINESS ADMINISTRATION ELECTIVES - 6 hours\*

ACC, BUS, MAN, MKT 300-400 level electives	
<i>Suggested elective courses include:</i>	
BUS 303	Business for Nonprofit Organizations
BUS 353	Business Communication
IPC 323	Public Relations
MAN 323	Production & Operations Management
MAN 413	Human Resource Management
MAN 453	International Management
MAN 483	Entrepreneurship & Small Business Management
MKT 323	Consumer Behavior
MKT 333	Advertising & Promotions
MKT 343	Selling & Sales Management
MKT 353	E-Marketing
MKT 393	Nonprofit Marketing
MKT 433	Marketing Research

\*Select a minimum of 2 elective courses per your employment and graduate school interests; students may take additional courses using minor or open electives.

### OPEN ELECTIVES - 15 hours

**TOTAL = 126 hours**

## BUSINESS ADMINISTRATION MAJOR COURSE SCHEDULE

### First Year

#### Fall Semester

BSF 103	Foundations of Spiritual Formation	3
NTE 103	Introduction to the New Testament	3
ENG 113	Freshman Composition I	3
COM 113	Introduction to Communication	3
SCI 113	Scientific Literacy or other science elective	3
TFC 100	Orientation	0
		<u>15</u>

#### Winterim

HUM 103	Western Thought & Culture	3
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#### Spring Semester

BIB 213	Hermeneutics	3
MAT 253	Introduction to Statistics	3
ENG 123	Freshman Composition II	3
PSY 113	General Psychology	3
BUS 113	Introduction to Business	3
		<u>15</u>

### Second Year

#### Fall Semester

NTE ____	New Testament Elective	3
OTE 103	Introduction to the Old Testament	3
ECO 213	Microeconomics	3
ACC 213	Principles of Accounting I	3
MAN 213	Principles of Management	3
SAO ____	Service & Outreach	0
		<u>15</u>

#### Spring Semester

OTE ____	Old Testament Elective	3
____	200 or 300-level Literature Elective	3
ECO 223	Macroeconomics	3
ACC 223	Principles of Accounting II	3
MKT 213	Principles of Marketing	3
SAO ____	Service & Outreach	0
		<u>15</u>

### Third Year

#### Fall Semester

THE 303	Introduction to Theology	3
HIS ____	History Elective	3
____	MAT 133, PHY 113, <i>or</i> PHY 233	3
BUS 343	Business Law	3
____	Minor <i>or</i> Open Elective	3
SAO ____	Service & Outreach	0
		<u>15</u>

#### Spring Semester

THE ____	Theology Elective	3
CSC 393	Management Information Systems	3
MAN 383	Organizational Behavior & Development	3
____	Minor <i>or</i> Open Elective	3
____	Minor <i>or</i> Open Elective	3
SAO ____	Service & Outreach	0
		<u>15</u>

#### Summer Session

____ 493	Business or Marketing Internship	3
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### Fourth Year

#### Fall Semester

____	Bible <i>or</i> Theology Elective	3
BUS 443	International Business	3
BUS 473	Business Finance	3
____	Business Elective Course	3
____	Minor or Open Elective	3
		<u>15</u>

#### Spring Semester

____	Bible <i>or</i> Theology Elective	3
BUS 333	Business Ethics	3
MAN 433	Business Policy & Strategy	3
____	Business Elective Course	3
____	Minor or Open Elective	3
		<u>15</u>

Minimum hours required = 126

6 hours of modern foreign languages are recommended.

## CROSS-CULTURAL BUSINESS ADMINISTRATION MAJOR

### GENERAL EDUCATION - 69 hours

#### BIBLE & THEOLOGY - 30 hours

BIB 213	Hermeneutics
BMI 213	Theology of Missions
BMI 473	Power Encounter
BSF 103	Foundations for Spiritual Formation
NTE 103	Introduction to the New Testament
NTE ____	New Testament Elective
OTE 103	Introduction to the Old Testament
OTE ____	Old Testament Elective
THE 303	Introduction to Theology
3 hours of Theology Elective	

#### HUMANITIES - 18 hours

COM 113	Introduction to Communication
ENG 113	Freshman Composition I
ENG 123	Freshman Composition II
HUM 103	Western Thought & Culture
PHY 113	Introduction to Philosophy <i>or</i> Language <sup>1</sup>
3 hours 200- or 300-level Literature elective from AML <i>or</i> ENG except ENG 201, 243, 393	

<sup>1</sup>World Missions Department highly recommends its students take at least one semester of a language; however, students with TESOL Minor must elect SPN 113 or FRN 113.

#### SOCIAL SCIENCES - 12 hours

ANT 203	Cultural Anthropology
ECO 213	Microeconomics
PSY 113	General Psychology
3 hours 100-, 200-, or 300- History elective (non-US History recommended)	

#### COMPUTER, SCIENCE, & MATHEMATICS - 9 hours

CSC 393	Management Information Systems
SCI 113	Scientific Literacy <i>or</i> other science elective
MAT 253	Introduction to Statistics

### MAJOR - 46 hours

#### World Missions Core for CCBA (22 hours)

ANT 323	Applied Ethnography
ANT 363	Religious Belief Systems
ANT 372	Sociolinguistics
ANT 483	Anthropology Research Project
ICS 113	Gifts, Guidance, & Goals
ICS 323	World Religions
ICS 362	International Business Internship
ICS 483	Intercultural Development Strategy Project

#### Business Administration Core for CCAB (24 hours)

ACC 213	Principles of Accounting I
ACC 223	Principles of Accounting II
BUS 113	Introduction to Business
BUS 443	International Business
BUS 473	Business Finance
MAN 213	Principles of Management
MAN 453	International Management
MKT 213	Principles of Marketing

### OPEN ELECTIVES - 12 hours

In view of the specific nature of this Major, it is recommended that the student select Open Electives from the following courses to total 12 hours:

BUS 303	Business for Nonprofit Organizations
BUS 333	Business Ethics
ICS 383	Training & Discipling
ICS 453	Cross-Cultural Communication
ICS 473	Urban Ministry/Practicum
MAN 383	Organizational Behavior & Development

**TOTAL = 127 hours**

## CROSS-CULTURAL BUSINESS ADMINISTRATION MAJOR COURSE SCHEDULE

### First Year

#### Fall Semester

BSF 103	Foundations of Spiritual Formation	3
NTE 103	Introduction to the New Testament	3
COM 113	Introduction to Communication	3
ENG 113	Freshman Composition I	3
ICS 113	Gifts, Guidance, Goals	3
TFC 100	Orientation	0
		<hr/> 15

#### Winterim

HUM 103	Western Thought & Culture	3
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#### Spring Semester

OTE 103	Introduction to the Old Testament	3
ENG 123	Freshman Composition II	3
SCI 113	Scientific Literacy or other science elective	3
MAT 253	Introduction to Statistics	3
BUS 113	Introduction to Business	3
		<hr/> 15

### Second Year

#### Fall Semester

BIB 213	Hermeneutics	3
THE 303	Introduction to Theology	3
ACC 213	Principles of Accounting I	3
ECO 213	Microeconomics	3
MAN 213	Principles of Management	3
SAO ____	Service & Outreach	0
		<hr/> 15

#### Spring Semester

NTE ____	New Testament Elective	3
ACC 223	Principles of Accounting II	3
ANT 203	Cultural Anthropology	3
ICS 383	Training & Discipling <i>or</i> Open Elective	3
MKT 213	Principles of Marketing	3
SAO ____	Service & Outreach	0
		<hr/> 15

### Third Year

#### Fall Semester

____	Old Testament Elective	3
PHY 113	Introduction to Philosophy <i>or</i> Language	3
PSY 113	General Psychology	3
ANT 323	Applied Ethnography	3
ANT 372	Sociolinguistics	2
BUS 473	Business Finance	3
SAO ____	Service & Outreach	0
		<hr/> 17

#### Spring Semester

THE ____	Theology Elective	3
ANT 363	Religious Belief Systems	3
ICS 473	Urban Ministry/Practicum <i>or</i> Open Elective	3
ICS 323	World Religions	3
BUS 333	Business Ethics <i>or</i> Open Elective	3
SAO ____	Service & Outreach	0
		<hr/> 15

#### Summer Session

ICS 362	International Business Internship	2
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### Fourth Year

#### Fall Semester

HIS ____	History Elective	3
ANT 483	Anthropology Research Project	3
BMI 213	Theology of Missions	3
____	Literature Elective	3
BUS 443	International Business	3
		<hr/> 15

#### Spring Semester

BMI 473	Power Encounter	3
CSC 393	Management Information Systems	3
ICS 483	Intercultural Development Strategy Proj.	3
MAN 383	Organizational Behavior & Development <i>or</i> Open Elective	3
MAN 453	International Management	3
		<hr/> 15

Minimum hours required = 127

## SPORT MANAGEMENT MAJOR

### GENERAL EDUCATION - 69 hours

#### BIBLE & THEOLOGY - 30 hours

BIB 213	Hermeneutics	
BSF 103	Foundations for Spiritual Formation	
NTE 103	Introduction to the New Testament	
NTE ____	New Testament Elective	
OTE 103	Introduction to the Old Testament	
OTE ____	Old Testament Elective	
THE 303	Introduction to Theology	
3 hours of Theology Elective		
6 hours of Bible/Theology Electives from any BIB, BMI, GRK 333, 343, HEB 223, 333, 343, NTE, OTE, THE, <b>or</b> approved integrative courses (BMI 213 Theology of Missions is a recommended B&T elective for this major)		

#### HUMANITIES - 18 hours

COM 113	Introduction to Communication	
ENG 113	Freshman Composition I	
ENG 123	Freshman Composition II	
HUM 103	Western Thought & Culture	
PHY 243	Ethics	
3 hours 200- or 300-level Literature Elective from AML <b>or</b> ENG <i>except</i> ENG 201, 243, 383		

#### SOCIAL SCIENCES - 12 hours

ECO 213	Microeconomics	
ECO 223	Macroeconomics	
3 hours 100-, 200-, or 300- History Elective		
3 hours Psychology Elective (PSY 243 is recommended)		

#### COMPUTER, SCIENCE, & MATHEMATICS - 9 hours

CSC 393	Management Information Systems	
MAT 253	Introduction to Statistics	
SCI 113	Scientific Literacy <b>or</b> other science elective	

### MAJOR - 42 hours

#### SPORT MANAGEMENT CORE

ACC 213	Principles of Accounting I	
ACC 223	Principles of Accounting II	
BUS 313	Organization & Administration of Sport	
BUS 373	Sport Law & Ethics	
BUS 453	Sport Financial Management	
MAN 213	Principles of Management	
MAN 373	Event & Facility Management in Sport & Entertainment	
MAN 443	Policies & Issues in Sport Management	
MAN 473	Sport Management Internship	
MKT 213	Principles of Marketing	
MKT 373	Sport Marketing	
PED 243	First Aid, CPR, & Life Fitness	
PED 313	Prevention & Care of Injuries	
PED 323	Coaching Techniques	

#### OPEN ELECTIVES - 15 hours

Students pursuing the Sport Management major are encouraged, but not required, to minor in Management, Marketing, Public Relations, or Outdoor Leadership & Education to fill the open electives.

**TOTAL = 126 hours**

## SPORT MANAGEMENT MAJOR COURSE SCHEDULE

### First Year

#### Fall Semester

BSF 103	Foundations of Spiritual Formation	3
NTE 103	Introduction to the New Testament	3
COM 113	Introduction to Communication	3
ENG 113	Freshman Composition I	3
PED 243	First Aid, CPR, & Life Fitness	3
TFC 100	Orientation	0
		<hr/> 15

#### Winterim

HUM 103	Western Thought & Culture	3
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#### Spring Semester

BIB 213	Hermeneutics	3
ENG 123	Freshman Composition II	3
MAT 253	Introduction to Statistics	3
SCI 113	Scientific Literacy or other science elective	3
PSY ____	Psychology Elective	3
		<hr/> 15

### Second Year

#### Fall Semester

NTE ____	New Testament Elective	3
OTE 103	Introduction to the Old Testament	3
ACC 213	Principles of Accounting I	3
ECO 213	Microeconomics	3
MAN 213	Principles of Management	3
SAO ____	Service & Outreach	0
		<hr/> 15

#### Spring Semester

OTE ____	Old Testament Elective	3
____	200 or 300-level Literature Elective	3
ACC 223	Principles of Accounting II	3
ECO 223	Macroeconomics	3
MKT 213	Principles of Marketing	3
SAO ____	Service & Outreach	0
		<hr/> 15

### Third Year

#### Fall Semester

THE 303	Introduction to Theology	3
PHY 243	Ethics	3
BUS 313	Organization & Administration of Sport	3
MKT 373	Sport Marketing	3
____	Minor <b>or</b> Open Elective	3
SAO ____	Service & Outreach	0
		<hr/> 15

#### Spring Semester

THE ____	Theology Elective	3
BUS 373	Sport Law & Ethics	3
PED 313	Prevention & Care of Injuries	3
PED 323	Coaching Techniques	3
____	Minor <b>or</b> Open Elective	3
SAO ____	Service & Outreach	0
		<hr/> 15

#### Summer Session

MAN 473	Sport Management Internship	3
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### Fourth Year

#### Fall Semester

____	Bible <b>or</b> Theology Elective	3
BUS 453	Sport Financial Management	3
MAN 373	Event & Facility Manag. In Sport & Enter.	3
____	Minor <b>or</b> Open Elective	3
____	Minor <b>or</b> Open Elective	3
		<hr/> 15

#### Spring Semester

____	Bible <b>or</b> Theology Elective	3
HIS ____	History Elective	3
CSC 393	Management Information Systems	3
MAN 443	Policies & Issues in Sport Management	3
____	Minor <b>or</b> Open Elective	3
		<hr/> 15

Minimum hours required = 126

**ASSOCIATE OF ARTS DEGREE IN  
BUSINESS ADMINISTRATION  
(Residential and Online)**

**GRADUATION REQUIREMENTS (A.A.)**

1. Fulfillment of all the "General Requirements for Graduation" for the Associate of Arts Degree (see section on "Degree Requirements.")
2. Satisfactory completion of 15 hours of Business Core Curriculum courses with a minimum of "C-" in each business course
3. A minimum grade of "C-" for each course taken to fulfill requirements for a minor if the student elects to have a minor
4. A cumulative grade point average of 2.0 will be required for the total hours applied to the major.

**BUSINESS ADMINISTRATION MAJOR PURPOSE & OUTCOME GOALS**

The A.A. in Business Administration equips future servant leaders with knowledge, skills and character pertinent to servicing as business practitioners from a biblical worldview for Kingdom service.

The learning objectives for this major include the following:

- Gaining factual knowledge—to identify and recall key facts, terms, and methods in business administration (IDEA 1)
- Learning fundamental principles, generalizations, or theories—to identify, recall, and understand concepts relating to business administration (IDEA 2)
- Developing skills, competencies, and points of view needed by business practitioners—enabling students to develop in the skills of research, communication, writing, and computer usage (IDEA 4)
- Developing a clearer understanding of, and commitment to, personal Biblical values enabling students to integrate faith and practice in business administration, specifically: a biblical worldview, personal ethics and integrity, social responsibility, moral character, and a strong work ethic (IDEA 10)

**GENERAL EDUCATION – 48 hours**

**BIBLE & THEOLOGY – 15 hours**

BIB 213 Hermeneutics  
BSF 103 Foundations of Spiritual Formation  
NTE 103 Introduction to the New Testament  
OTE 103 Introduction to the Old Testament  
3 hours Bible/Theology Elective

**HUMANITIES – 12 hours**

COM 113 Introduction to Communication  
ENG 113 Freshman Composition I  
ENG 123 Freshman Composition II  
HUM 103 Western Thought & Culture

**SOCIAL SCIENCES – 12 hours**

ECO 213 Microeconomics  
ECO 223 Macroeconomics  
3 hours Psychology Elective from PSY 113 *or* PSY 243  
3 hours History Elective

**COMPUTER, SCIENCE, & MATHEMATICS – 9 hours**

CSC 393 Management Information Systems  
MAT 253 Introduction to Statistics  
SCI 113 Scientific Literacy or other science elective

**BUSINESS ADMINISTRATION – 15 hours**

ACC 213 Principles of Accounting I  
BUS 113 Introduction to Business  
BUS 333 Business Ethics  
MAN 213 Principles of Management  
MKT 213 Principles of Marketing

**TOTAL = 63 hours**

**A.A. BUSINESS ADMINISTRATION COURSE SCHEDULE**

**First Year**

**Fall Semester**

BSF 103	Foundations of Spiritual Formation	3
NTE 103	Introduction to the New Testament	3
ENG 113	Freshman Composition I	3
BUS 113	Introduction to Business	3
ECO 213	Microeconomics	3
TFC 100	Orientation	0
		<hr/> 15

**Winterim**

HUM 103	Western Thought & Culture	3
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**Spring Semester**

BIB 213	Hermeneutics	3
ENG 123	Freshman Composition II	3
COM 113	Introduction to Communication	3
ECO 223	Macroeconomics	3
MKT 213	Principles of Marketing	3
		<hr/> 15

**Second Year**

**Fall Semester**

OTE 103	Introduction to the Old Testament	3
PSY ___	General <i>or</i> Developmental Psychology	3
SCI 113	Scientific Literacy or other science elective	3
ACC 213	Principles of Accounting I	3
MAN 213	Principles of Management	3
SAO ___	Service & Outreach	0
		<hr/> 15

**Spring Semester**

___ ___	Bible <i>or</i> Theology Elective	3
HIS ___	History Elective	3
MAT 253	Introduction to Statistics	3
CSC 393	Management Information Systems	3
BUS 333	Business Ethics	3
SAO ___	Service & Outreach	0
		<hr/> 15

Minimum hours required = 63

## BUSINESS ADMINISTRATION MINORS AVAILABLE TO STUDENTS MAJORING IN THE BUSINESS ADMINISTRATION DEPARTMENT

The Business Administration Department offers minors designed to supplement the major for graduate school and career choices. Students should carefully match the selection of a minor with career interest, requirements within the business world, or training needed in an additional discipline. Academic advisors will help with selecting this option. The following minors and course requirements are available. None of these minor courses may serve double duty toward any major course.

### MANAGEMENT – 15 hours

MAN 323	Production & Operations Management	3
MAN 453	International Management	3
MAN 483	Entrepreneurship & Small Business Man.	3

*Choose two of the following courses:*

MAN ____	200-level or above MAN Elective	3
MAN/BUS	200-level or above MAN or BUS Elective	3

### MARKETING – 15 hours

MKT 323	Consumer Behavior	3
MKT 333	Advertising & Promotion	3
MKT 353	E-Marketing	3

*Choose two of the following courses:*

MKT ____	300-level or above Marketing Elective	3
MKT ____	300-level or above Marketing Elective	3
IPC 323	Public Relations	3

### NONPROFIT BUSINESS ADMINISTRATION – 15 hours

BUS 303	Business for Nonprofit Organizations	3
BUS 363	Philanthropy: Theory & Practice	3
MAN 353	Volunteer Engagement & Resource Man.	3
MAN 363	Servant Leadership	3
MKT 393	Nonprofit Marketing	3

### SPORT MANAGEMENT – 15 hours

BUS 313	Organization & Administration of Sport	3
BUS 373	Sport Law & Ethics	3
MAN 373	Event & Facility Management in Sport & Entertainment	3
MKT 373	Sport Marketing	3

*Choose one of the following courses:*

BUS 453	Sport Financial Management	3
MAN 443	Policies & Issues in Sport Management	3
MAN 473	Sport Management Internship	3

## BUSINESS ADMINISTRATION MINORS AVAILABLE TO STUDENTS MAJORING IN OTHER DEPARTMENTS

A minor in the Business Administration Department is designed to offer students outside the BAD an opportunity to obtain business knowledge and skills for the purpose of enhancing their ministries and employment. The knowledge gained in how to handle money, people, projects, plans, budgets, and business resources more effectively will enable students to experience greater success in the administration and leadership of for-profit and non-profit organizations and ministries. Students are encouraged to take ECO 213 Microeconomics or ECO 223 Macroeconomics as Social Science or open electives.

### BUSINESS ADMINISTRATION – 15 hours

ACC 213	Principles of Accounting I	3
BUS 113	Introduction to Business	3
BUS 343	Business Law	3
MAN 213	Principles of Management	3

*Choose one of the following courses:*

BUS 303	Business for Nonprofit Organizations	3
BUS 333	Business Ethics	3
BUS 353	Business Communication	3
BUS 473	Business Finance	3

### INTERNATIONAL BUSINESS – 15 hours

BUS 113	Introduction to Business	3
BUS 443	International Business	3
MAN 213	Principles of Management	3
MAN 453	International Management	3

*Choose one of the following courses:*

ANT 203	Cultural Anthropology	3
BUS 303	Business for Nonprofit Organizations	3
MAN 383	Organizational Behavior & Development	3

### MANAGEMENT – 15 hours

MAN 213	Principles of Management	3
MAN 323	Production & Operations Management	3
MAN 453	International Management	3
MAN 483	Entrepreneurship & Small Business Man.	3
MAN/BUS	200-level or above MAN or BUS Elective	3

### MARKETING – 15 hours

MKT 213	Principles of Marketing	3
MKT 323	Consumer Behavior	3
MKT 333	Advertising & Promotion	3
MKT 353	E-Marketing	3

*Choose one of the following electives:*

MKT ____	300-level or above Marketing Elective	3
IPC 323	Public Relations	3

### NONPROFIT BUSINESS ADMINISTRATION – 15 hours

BUS 303	Business for Nonprofit Organizations	3
BUS 363	Philanthropy: Theory & Practice	3
MAN 353	Volunteer Engagement & Resource Man.	3
MAN 363	Servant Leadership	3
MKT 393	Nonprofit Marketing	3

### SPORT MANAGEMENT – 15 hours

BUS 313	Organization & Administration of Sport	3
BUS 373	Sport Law & Ethics	3
MAN 373	Event & Facility Management in Sport & Entertainment	3
MKT 373	Sport Marketing	3

*Choose one of the following courses:*

BUS 453	Sport Financial Management	3
MAN 443	Policies & Issues in Sport Management	3
MAN 473	Sport Management Internship	3

**NONPROFIT BUSINESS ADMINISTRATION MAJOR**

(Online only)

**PRE-REQUISITES – 72 HOURS**

**Bible & Theology – 18 hours**

BIB 213	Hermeneutics
BSF 103	Foundations of Spiritual Formation
NTE 103	Introduction to the New Testament
NTE ____	New Testament Elective
OTE 103	Introduction to the Old Testament
OTE ____	Old Testament Elective

**Humanities – 15 Hours**

ENG 113	Freshman Composition I
ENG 123	Freshman Composition II
HUM 103	Western Thought & Culture
3 hours Literature elective	
3 hours Communication elective	

**Social Sciences – 12 Hours**

ECO 213	Microeconomics
ECO 223	Macroeconomics
3 hours History elective	
3 hours Psychology elective	

**Computers, Math, & Science – 9 Hours**

MAT 253	Intro to Statistics
CSC 393	Management Information Systems
3 hours Science elective	

**Open Electives – 18 hours**

**MAJOR – 54 hours**

**Bible & Theology – 12 Hours**

THE 303	Introduction to Theology
3 hours Theology	
6 hours Bible/Theology Electives from BIB, BMI, NTE, OTE, THE	
<i>or</i> approved integrative courses	

**Nonprofit Business Administration Core – 42 Hours**

ACC 213	Principles of Accounting I
ACC 223	Principles of Accounting II
BUS 303	Business for Nonprofit Organizations
BUS 323	Nonprofit Ethics & Social Responsibilities
BUS 363	Philanthropy: Theory & Practice
BUS 383	Nonprofit Law & Governance
BUS 463	Nonprofit Financial Management
MAN 213	Principles of Management
MAN 353	Volunteer Engagement & Resource Management
MAN 363	Servant Leadership
MAN 463	Strategic Nonprofit Management
MKT 213	Principles of Marketing
MKT 393	Nonprofit Marketing
____ 493	BUS or MKT Internship <i>or</i>
____	BUS 483 Microeconomic Practicum

**TOTAL = 126 Hours**

**NONPROFIT BUSINESS ADMINISTRATION COURSE SCHEDULE**

**First Year**

**Fall Semester**

BUS 303	Business for Nonprofit Organizations	3
MAN 213	Principles of Management	3
MKT 213	Principles of Marketing	3
MAN 353	Volunteer Engagement & Resource Man.	3
SAO ____	Service & Outreach	0
TFC 100	Orientation	0
		<u>12</u>

**Spring Semester**

ACC 213	Principles of Accounting I	3
ACC 223	Principles of Accounting II	3
BUS 323	Nonprofit Ethics & Social Responsibilities	3
MKT 393	Nonprofit Marketing	3
SAO ____	Service & Outreach	0
		<u>12</u>

**Summer Session**

THE 303	Introduction to Theology	3
THE ____	Theology Elective	3
		<u>6</u>

**Second Year**

**Fall Semester**

MAN 363	Servant Leadership	3
BUS 363	Philanthropy: Theory & Practice	3
BUS 383	Nonprofit Law & Governance	3
BUS 463	Nonprofit Financial Management	3
SAO ____	Service & Outreach	0
		<u>12</u>

**Spring Semester**

____	Bible <i>or</i> Theology Elective	3
____	Bible <i>or</i> Theology Elective	3
MAN 463	Strategic Nonprofit Management	3
____ 493	BUS <i>or</i> MKT Internship <i>or</i>	
BUS 483	Microeconomic Practicum	3
SAO ____	Service & Outreach	0
		<u>12</u>

Minimum hours required = 126



## ORGANIZATIONAL LEADERSHIP MAJOR

(online only)

### PRE-REQUISITES - 72 hours

#### BIBLE & THEOLOGY – 18 hours

BIB 213	Hermeneutics
BSF 103	Foundations of Spiritual Formation
NTE 103	Introduction to the New Testament
NTE ____	New Testament Elective
OTE 103	Introduction to the Old Testament
OTE ____	Old Testament Elective

#### HUMANITIES – 18 hours

ENG 113	Freshman Composition I
ENG 123	Freshman Composition II
HUM 103	Western Thought & Culture
3 hours Literature Elective	
3 hours Communication Elective	
3 hours Humanities Elective (PHY Elective suggested)	

#### SOCIAL SCIENCES – 12 hours

ECO 213	Microeconomics
ECO 223	Macroeconomics
3 hours Psychology Elective	
3 hours History Elective	

#### COMPUTERS, MATH, & SCIENCE – 9 hours

CSC 393	Management of Information Systems
SCI 113	Scientific Literacy <i>or</i> other Science Elective
3 hours Math Elective	

#### OPEN ELECTIVES - 15 hours

### MAJOR - 54 hours

#### BIBLE & THEOLOGY – 12 hours

THE 303	Introduction to Theology
3 hours Theology Elective	
6 credit hours of Bible/Theology Electives from any BIB, BMI, GRK 333, 343, HEB 223, 333, 343, NTE, OTE, <i>or</i> THE	

#### ORGANIZATIONAL LEADERSHIP – 42 hours

BUS 113	Introduction to Business
BUS 323	Nonprofit Ethics & Social Responsibilities
LED 233X	Biblical Foundations for Leadership
LED 313	Building & Leading Teams
LED 323X	Leadership & Management Theory
LED 363X	Servant Leadership
LED 383	Leading Organizational Change
LED 413X	Strategies for Leadership Development
LED 453	Cross-Cultural Leadership
LED 493	Organizational Leadership Research
MAN 213	Principles of Management
MAN 383	Organizational Behavior & Development
MAN 413	Human Resources Management
MKT 213	Principles of Marketing

**TOTAL = 126 hours**

## ORGANIZATIONAL LEADERSHIP MAJOR COURSE SCHEDULE (Online Only)

### First Year

#### Fall Semester

BUS 113	Introduction to Business	3
LED 233X	Biblical Foundations for Leadership	3
LED 313	Building & Leadership Teams	3
MAN 213	Principles of Management	3
SAO ____	Service & Outreach	0
TFC 100	Orientation	0
		<u>12</u>

#### Spring Semester

BUS 323	Nonprofit Ethics & Social Responsibilities	3
LED 323X	Leadership & Management Theory	3
MAN 383	Organizational Behavior & Development	3
MKT 213	Principles of Marketing	3
SAO ____	Service & Outreach	0
		<u>12</u>

### Summer

THE 303	Introduction to Theology	3
THE ____	Theology Elective	3
		<u>6</u>

### Second Year

#### Fall Semester

LED 363X	Servant Leadership	3
LED 383	Leading Organizational Change	3
LED 413X	Strategies for Leadership Development	3
MAN 413	Human Resources Management	3
SAO ____	Service & Outreach	0
		<u>12</u>

#### Spring Semester

____	Bible or Theology Elective	3
____	Bible or Theology Elective	3
LED 453	Cross-Cultural Leadership	3
LED 493	Organizational Leadership Research	3
SAO ____	Service & Outreach	0
		<u>12</u>

Minimum hours required = 126



# MUSIC DEPARTMENT

(706) 886-7299, ext. 5260  
e-mail: [music@tfc.edu](mailto:music@tfc.edu)

## INTRODUCTION

The Music Department exists to prepare Christian musicians for career ministries in performance, teaching, church music and varied music-related vocations. Students develop and share their God-given abilities by participation in ensembles, recitals, concerts, service projects and ministries. Through these experiences, the Music Department brings the whole person into the learning process through the integration of curricular and co-curricular activities and provides for the dynamic integration of Faith and Learning, together with Character and Intellect. This approach, along with the study of music theory, history, worship music, pedagogy and performance gives students the skills to become highly effective in their chosen field.

A Bachelor of Science degree in music education with concentrations in choral or instrumental music is offered under the Teacher Education Department. Please refer to that section of the catalog for degree requirements. Music Education majors must perform an entrance audition for the Music Department. Audition requirements appear below. The Music Department offers one program leading to the Bachelor of Music degree. This professional program is Music Performance. This academic major provides 60 semester hours beyond those required in the core curriculum and provides professional preparation for students majoring in music performance. The Music Department also offers a general Music major leading to either the Bachelor of Arts or Bachelor of Science degree. A Worship Arts concentration is also available in the Bachelor of Science degree program. Toccoa Falls College is an accredited institutional member of the National Association of Schools of Music.

A general music minor is available for those who are interested and qualified. A student should have some previous music experience in one or more of the following areas: keyboard, choir, band, orchestra, private lessons on an instrument or voice, or some high school or college music class. An audition is required.

## PROCEDURE FOR ADMISSION AUDITION REQUIREMENTS

In addition to meeting the entrance requirements of the college, all applicants for admission to the Music Department, freshmen or transfers, are required to audition. All scholarships are awarded through the Office of Financial Aid. Check with the Office of Financial Aid for further details.

Auditions are scheduled on selected Saturdays during the academic year. Applicants unable to be present at the college for an audition should request permission to submit a recorded audition. All requests should be addressed to: Department Chair, Music Department, 107 Kincaid Drive, PO Box 800847, Toccoa Falls College, Toccoa Falls, GA 30598, or contact the chair via email at <http://www.tfc.edu/academics/school-of-professional-studies/music-department/auditions>.

Although recorded auditions are acceptable, an "in person" audition and interview is always preferable when possible.

The purpose of the audition is to enable the faculty to evaluate the student's musical background and potential, and to assess the level of proficiency in the applied area relative to the degree program sought. The audition includes performance of two selections and an interview with the music faculty. Audition information and an application are available from the Music Department Administrative Assistant (706-886-6831, extension 5260) or online at <http://www.tfc.edu/academics/school-of-professional-studies/music-department/auditions>.

During on-campus orientation, new music students will complete placement testing for the Music Department. This testing is scheduled through the music office during the regularly scheduled orientation days. The testing consists of: placement tests in music theory, general music knowledge, piano, sight singing and ear training. These tests are for placement only. They are non-threatening and will not be used to deny enrollment to anyone.

## AUDITION PERFORMANCE REQUIREMENTS

### INSTRUMENTAL SOLO PERFORMANCE

*Wind and stringed instruments:* Students should be prepared to perform major and minor scales through four sharps and flats, chromatic scales covering the entire range of the instrument, and selected solos representing at least two styles of music (e.g. Baroque, Classic, Romantic, Twentieth Century).

*Percussion: (two parts).*

Snare drum: Student will play a solo (rudimental or orchestral), a long roll (crescendo and diminuendo) and various rudiments. Melody percussion instrument (bells, marimba or xylophone): student will play all scales through three sharps and flats, and a solo demonstrating at least two-mallet technique.

*Organ:* Students should demonstrate proficiency on the piano in at least two styles of music with levels of difficulty equal to a two-part invention by J. S. Bach; any standard sonata by Mozart, Haydn, or Beethoven; a waltz by Chopin; or a piano composition by a modern composer such as Bartok or Kabalevsky. Students may or may not have had previous training on the organ. For those who have had private organ studies, the following are suggested as sample audition pieces: a prelude and fugue from Eight Little Preludes and Fugues by J. S. Bach; a choral prelude from *The Liturgical Year* by J. S. Bach.

*Piano:* Students should perform art music from at least two style periods. A list of suggested representative works is provided below as a general idea of the expected performance level at the audition. Baroque Period—Bach: Two Part Inventions or Three-Part Inventions, Preludes and Fugues from *The Well-Tempered Clavier*, French Suites—Scarlatti: any of the Sonatas. Classical Period—Haydn: easier Sonatas—Mozart: Sonatas, Fantasies, or easier Concerti—Beethoven: easier Sonatas. Romantic Period—representative works by Schubert, Schumann, Chopin, Liszt, Mendelssohn, Brahms, or a similar composer. If there is a question, such as with Rachmaninoff, style will be the main consideration. Rachmaninoff would be considered from the Romantic Period. Twentieth Century Period—Debussy: Children's Corner Suite, easier Preludes, or either of the two Arabesques—Bartok: *Allegro Barbaro*, later books of the *Mikrokosmos*—Gershwin: Preludes—Hindemith: Sonata No. 2—Tcherepnin: Bagatelles, op. 5—Copland: *Cat and the Mouse*. Candidate should be able to play major and minor scales, (hands together, four octaves, sixteenth notes, quarter note MM 92) as well as sight-read an accompaniment of an art song.

*Harp:* (Student must bring instrument, storage is provided.) Slow scales, one and one-half octaves, hands alone; one selected study of the difficulty of Lariviere "Exercise et Etudes;" and a selected romantic, classical, or contemporary piece.

*Guitar:* Three major and minor scales in two octaves; a composition of moderate difficulty from any period; a study or exercise demonstrating an understanding of various techniques such as legato, arpeggios, and barre; and ability to sight read a composition of moderate difficulty.

### VOCAL SOLO PERFORMANCE

In addition to possible warm-up using scales and arpeggios, the student should sing two contrasting songs, preferably from memory. Standard English, Italian, French or German Art Songs

are encouraged. Other types of song (folk songs, hymn arrangements) may be used with special permission. Pre-recorded accompaniments are not acceptable. Students whose auditions require accompaniment are welcome to bring their own accompanist, although one will be provided if requested. Please indicate this need and repertoire when arranging for the audition.

### **MUSIC MINORS**

Prospective music minors are required to audition. The requirements are the same as for prospective music majors, except that the student is only required to perform one song for the audition.

### **PRE-ETHNOMUSICOLOGY MINOR**

The Pre-Ethnomusicology minor does not require an audition.

### **PROCEDURE FOR ADMISSION PLACEMENT TEST REQUIREMENTS**

Students will be given a non-threatening pre-test. The following explanation describes the perfect candidate. However, we accept those for college level study who have not had the opportunity to study music theory, piano or aural skills during their high school years.

### **THEORY**

Students will be expected to demonstrate familiarity with basic terminology of music; ability to read music written in either treble or bass clef and basic knowledge of music theory. Students may prepare for the written theory exam by studying one of the following texts: *Programmed Rudiments in Music* by Robert W. Ottman and Frank D. Mainous, *Basic Materials in Music Theory: A Programmed Course* by Paul O. Harder, or *Scales, Intervals, Keys, Triads, Rhythm, and Meter* by Boge, Clough and Conley. You may also prepare for the pre-test by the following on-line resource: [www.musictheory.net](http://www.musictheory.net).

### **GENERAL MUSIC KNOWLEDGE**

Students should be familiar with primary style periods of music; knowledge of primary composers; and of various genres, for example, opera, symphony, chamber music, etc. Students may prepare by studying any standard music appreciation text.

### **PIANO**

Students ideally should be adept at scales and chord progressions, harmonization, sight-reading, and have adequate repertoire. Students may prepare by taking private piano lessons. Students with little or no piano experience will not be denied entrance on that basis, but will be expected to make sufficient progress during the class piano sequence to make up for initial short comings.

### **SIGHT-SINGING**

Students will be expected to sight-sing musical material of the difficulty of an average folk song.

### **EAR TRAINING**

Students will be given a brief aural quiz in recognizing intervals, melodies, and rhythms.

### **GRADUATION REQUIREMENTS**

1. Fulfillment of all the "General Requirements for Graduation" (see section on "Degree Requirements").
2. Satisfactory completion of all required courses as listed in the curriculum below with a minimum grade of "C-" in all courses taken in the Music Department. A cumulative average of 2.0 will be required for the total hours in the major.

### **APPLIED MUSIC**

Any student majoring in music may take private lessons in piano, organ, voice, guitar or an orchestral instrument. Music Department majors will select their primary area from piano, organ, voice, or an instrument; this selection is subject to faculty approval.

### **MUSIC PERFORMANCE MAJOR (B.M.) PURPOSE & OUTCOME GOALS**

The Music Performance major equips students with knowledge, skill, and professional character traits pertinent to music performance from a biblical world view.

The learning objectives for this program include the following:

- Gaining factual knowledge in the areas of music history repertory and music theory (IDEA 1)
- Developing skills, competencies, and points of view needed by professionals—in the areas of Aural Skills, analysis, technology, piano/keyboard, composition, and improvisation and performance, including mastery of performance skills in the applied area (IDEA 4)
- Gaining a broad understanding, appreciation or intellectual/cultural activity—in the ability to synthesize knowledge in the area of music performance and various forms and styles of music (IDEA 7)
- Developing a clearer understanding of, and commitment to, personal Biblical values reflecting God's call on his or her life for service in a career in music performance (IDEA 10)

### **MUSIC MAJOR (B.A. or B.S.) PURPOSE & OUTCOME GOALS**

The Music major equips future servant leaders with knowledge, skill, and character pertinent to general music-related careers from a biblical world view for kingdom service.

The learning objectives for this program include the following:

- Gaining factual knowledge in the areas of music history repertory and music theory (IDEA 1)
- Developing skills, competencies, and points of view needed by professionals—in the areas of Aural Skills, analysis, technology, piano/keyboard, composition, and improvisation and performance (IDEA 4)
- Gaining a broad understanding, appreciation or intellectual/cultural activity—The successful student will demonstrate the ability to synthesize knowledge in the area of general music and an increased understanding and appreciation for various forms and styles of music (IDEA 7)
- Developing a clearer understanding of, and commitment to, personal Biblical values reflecting God's call on his or her life for service in a general music-related career (IDEA 10)

## MUSIC MAJOR (B.A. or B.S.)

### GENERAL EDUCATION - 66 hours

#### BIBLE & THEOLOGY - 30 hours

BIB 213 Hermeneutics  
BSF 103 Foundations of Spiritual Formation  
NTE 103 Introduction to the New Testament  
NTE \_\_\_\_ New Testament Elective  
OTE 103 Introduction to the Old Testament  
OTE \_\_\_\_ Old Testament Elective  
THE 303 Introduction to Theology  
3 hours Theology Elective  
6 hours of Bible/Theology Electives from any BIB, BMI, GRK 333, 343, HEB 223, 333, 343, NTE, OTE, THE, **or** approved integrative courses

#### HUMANITIES - 15 hours

COM 113 Introduction to Communication  
ENG 113 Freshman Composition I  
ENG 123 Freshman Composition II  
HUM 103 Western Thought & Culture  
3 hours Literature Elective from AML 213, 223, 313, 313E, ENG 203, 213, 223, 233

#### SOCIAL SCIENCES - 12 hours

PSY 113 General Psychology  
3 hours 100-, 200- or 300-level History Elective  
6 hours Social Science Electives from ANT 203, CSG 113, ECO 213, 223, GHY 213, POL 213, **or** SOC 213

#### COMPUTER, SCIENCE, & MATHEMATICS - 9 hours

CSC 173 Introduction to Music Technology  
SCI 113 Scientific Literacy or other science elective  
3 hours Mathematics Elective from MAT 113, 133, 253

## MAJOR - 39 hours

### MUSICIANSHIP - 29 hours

CON 311 Choral Conducting I  
CON 321 Choral Conducting II  
CON 331 Instrumental Conducting  
MPD 432 Pedagogy of Music  
MRA 110 Recital Attendance (6 required semesters)  
MUH 213 Music History & Literature I  
MUH 223 Music History & Literature II  
MUS 110 Music Seminar  
MUT 111 Aural Skills I  
MUT 113 Music Theory I  
MUT 121 Aural Skills II  
MUT 123 Music Theory II  
MUT 231 Aural Skills III  
MUT 233 Music Theory III  
MUT 241 Aural Skills IV  
MUT 243 Music Theory IV  
MVC 112 Diction for Singers

### PERFORMANCE – 10 hours

ENS 150 Handbell Choir (2 required semesters)  
MPN 111 Class Piano I  
MPN 121 Class Piano II  
MPN 231 Class Piano III  
MPN 241 Class Piano IV  
REC 110 Recital Performance (6 required semesters)  
REC 120 Freshman Platform  
REC 240 Sophomore Platform  
Applied Principal (6 hours)  
Required ensemble (8 semesters)  
Ensemble electives (2 semester)

### OPEN ELECTIVES - 21 hours

[The student's academic advisor should be consulted for preferred Open Elective options.]  
The BA degree requires 12 credit hours in one foreign language.  
One course of PED is strongly recommended.

**TOTAL = 126**

**MUSIC MAJOR COURSE SCHEDULE**

**First Year**

**Fall Semester**

BSF 103	Foundations of Spiritual Formation	3
OTE 103	Introduction to the Old Testament	3
ENG 113	Freshman Composition I	3
MRA 110	Recital Attendance	0
MUS 110	Music Seminar	0
MUT 111	Aural Skills I	1
MUT 113	Music Theory I	3
MVC 112	Diction for Singers	2
REC 110	Recital Performance	0
_____	Applied Principal	1
ENS _____	Required Ensemble	0
ENS _____	Ensemble Elective	0
MPN 111	Class Piano I	1
TFC 100	Orientation	0
		<u>17</u>

**Winterim**

HUM 103	Western Thought & Culture	3
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**Spring Semester**

NTE 103	Introduction to the New Testament	3
ENG 123	Freshman Composition II	3
CSC 173	Introduction to Music Technology	3
MRA 110	Recital Attendance	0
MUT 121	Aural Skills II	1
MUT 123	Music Theory II	3
REC 110	Recital Performance	0
REC 120	Freshman Platform	0
_____	Applied Principal	1
MPN 121	Class Piano II	1
ENS _____	Required Ensemble	0
ENS _____	Ensemble Elective	0
		<u>15</u>

**Second Year**

**Fall Semester**

BIB 213	Hermeneutics	3
_____	Bible <i>or</i> Theology Elective	3
MRA 110	Recital Attendance	0
MUH 213	Music History & Literature I	3
MUT 231	Aural Skills III	1
MUT 233	Music Theory III	3
REC 110	Recital Performance	0
_____	Applied Principal	1
MPN 231	Class Piano III	1
ENS _____	Required Ensemble	0
SAO _____	Service & Outreach	0
		<u>15</u>

**Spring Semester**

THE 303	Introduction to Theology	3
MRA 110	Recital Attendance	0
MUH 223	Music History & Literature II	3
MPN 241	Class Piano IV	1
MUT 241	Aural Skills IV	1
MUT 243	Music Theory IV	3
REC 110	Recital Performance	0
REC 240	Sophomore Platform	0
_____	Open Elective	3
_____	Applied Principal	1
ENS _____	Required Ensemble	0
SAO _____	Service & Outreach	0
		<u>15</u>

**Third Year**

**Fall Semester**

NTE _____	New Testament Elective	3
COM 113	Introduction to Communication	3
CON 311	Choral Conducting I	1
ENS 150	Handbell Choir	0
MRA 110	Recital Attendance	0
REC 110	Recital Performance	0
_____	Open Elective	3
_____	Open Elective	3
_____	Applied Principal	1
ENS _____	Required Ensemble	0
SAO _____	Service & Outreach	0
		<u>14</u>

**Spring Semester**

OTE _____	Old Testament Elective	3
_____	Literature Elective	3
HIS _____	History Elective	3
CON 321	Choral Conducting II	1
MRA 110	Recital Attendance	0
REC 110	Recital Performance	0
_____	Open Elective	3
_____	Open Elective	3
_____	Applied Principal	1
ENS _____	Required Ensemble	0
SAO _____	Service & Outreach	0
		<u>17</u>

**Fourth Year**

**Fall Semester**

THE _____	Theology Elective	3
PSY 113	General Psychology	3
_____	Social Science Elective	3
MAT _____	Mathematics Elective	3
ENS 150	Handbell Choir	0
_____	Open Elective	3
ENS _____	Required Ensemble	0
		<u>15</u>

**Spring Semester**

_____	Bible <i>or</i> Theology Elective	3
SCI 113	Scientific Literacy or other science elective	3
_____	Social Science Elective	3
CON 331	Instrumental Conducting	1
MPD 432	Pedagogy of Music	2
_____	Open Elective	3
ENS _____	Required Ensemble	0
		<u>15</u>

Minimum hours required = 126

## **MUSIC MAJOR (B.S.) WITH A WORSHIP ARTS CONCENTRATION**

Students may elect to use their 21 hours of open electives in the Music Major for the Worship Arts Concentration.

### **GENERAL EDUCATION - 66 hours**

#### **BIBLE & THEOLOGY - 30 hours**

BIB 213 Hermeneutics  
BSF 103 Foundations of Spiritual Formation  
NTE 103 Introduction to the New Testament  
NTE \_\_\_\_ New Testament Elective  
OTE 103 Introduction to the Old Testament  
OTE \_\_\_\_ Old Testament Elective  
THE 303 Introduction to Theology  
3 hours Theology Elective  
6 hours of Bible/Theology Electives from any BIB, BMI, GRK 333, 343, HEB 223, 333, 343, NTE, OTE, THE, **or** approved integrative courses

#### **HUMANITIES - 15 hours**

COM 113 Introduction to Communication  
ENG 113 Freshman Composition I  
ENG 123 Freshman Composition II  
HUM 103 Western Thought & Culture  
3 hours Literature Elective from AML 213, 223, 313, 313E, ENG 203, 213, 223, 233

#### **SOCIAL SCIENCES - 12 hours**

PSY 113 General Psychology  
3 hours 100-, 200- or 300-level History Elective  
6 hours Social Science Electives from ANT 203, CSG 113, ECO 213, 223, GHY 213, POL 213, **or** SOC 213

#### **COMPUTER, SCIENCE, & MATHEMATICS - 9 hours**

CSC 173 Introduction to Music Technology  
SCI 113 Scientific Literacy or other science elective  
3 hours Mathematics Elective from MAT 113, 133, 253

### **MAJOR - 39 hours**

#### **MUSICIANSHIP - 29 hours**

CON 311 Choral Conducting I  
CON 321 Choral Conducting II  
CON 331 Instrumental Conducting  
MPD 432 Pedagogy of Music  
MRA 110 Recital Attendance (6 required semesters)  
MUH 213 Music History & Literature I  
MUH 223 Music History & Literature II  
MUS 110 Music Seminar  
MUT 111 Aural Skills I  
MUT 113 Music Theory I  
MUT 121 Aural Skills II  
MUT 123 Music Theory II  
MUT 231 Aural Skills III  
MUT 233 Music Theory III  
MUT 241 Aural Skills IV  
MUT 243 Music Theory IV  
MVC 112 Diction for Singers

#### **PERFORMANCE – 10 hours**

ENS 150 Handbell Choir (1 required semester)  
ENS 190 Multicultural Ensemble (1 required semester)  
MPN 111 Class Piano I  
MPN 121 Class Piano II  
MPN 231 Class Piano III  
MPN 241 Class Piano IV  
REC 110 Recital Performance (6 required semesters)  
REC 120 Freshman Platform  
REC 240 Sophomore Platform  
Applied Principal (6 hours)  
Required ensemble (6 semesters)  
Ensemble electives (3 semesters)

#### **WORSHIP ARTS – 21 hours**

CMP 322 Contemporary Song Writing  
CMU 342 Music & Worship  
CMU 472 Blended Worship Repertoire  
CMU 452 Organizing & Leading Music in the Contemporary Church  
CMU 492 Worship Arts Internship  
ENS 221 Worship Arts Team (6 semesters)  
MUS 412 Stage & Sound Techniques  
MUS 311 Instruments of Praise I (guitars)  
MUS 321 Instruments of Praise II (keyboard/voice)  
MUS 331 Instruments of Praise III (traps & aux percussion)

**TOTAL = 126**

**MUSIC MAJOR (B.S.) WITH A WORSHIP ARTS  
CONCENTRATION COURSE SCHEDULE**

<b>First Year</b>		
<b>Fall Semester</b>		
BSF 103	Foundations of Spiritual Formation	3
OTE 103	Introduction to the Old Testament	3
ENG 113	Freshman Composition I	3
ENS ____	Required Ensemble	0
MPN 111	Class Piano I	1
MRA 110	Recital Attendance	0
MUS 110	Music Seminar	0
MUT 111	Aural Skills I	1
MUT 113	Music Theory I	3
MVC 112	Diction for Singers	2
REC 110	Recital Performance	0
_____	Applied Principal	1
ENS ____	Ensemble Elective	0
TFC 100	Orientation	0
		<u>17</u>

<b>Winterim</b>		
HUM 103	Western Thought & Culture	3

<b>Spring Semester</b>		
NTE 103	Introduction to the New Testament	3
ENG 123	Freshman Composition II	3
CSC 173	Introduction to Music Technology	3
ENS ____	Required Ensemble	0
MPN 121	Class Piano II	1
MRA 110	Recital Attendance	0
MUS 311	Instruments of Praise I	1
MUT 121	Aural Skills II	1
MUT 123	Music Theory II	3
REC 110	Recital Performance	0
REC 120	Freshman Platform	0
_____	Applied Principal	1
		<u>16</u>

<b>Second Year</b>		
<b>Fall Semester</b>		
BIB 213	Hermeneutics	3
ENS 221	Worship Arts Team	1
ENS ____	Required Ensemble	0
MPN 231	Class Piano III	1
MRA 110	Recital Attendance	0
MUH 213	Music History & Literature I	3
MUS 321	Instruments of Praise II	1
MUT 231	Aural Skills III	1
MUT 233	Music Theory III	3
REC 110	Recital Performance	0
_____	Applied Principal	1
SAO ____	Service & Outreach	0
		<u>14</u>

<b>Spring Semester</b>		
THE 303	Introduction to Theology	3
ENS 221	Worship Arts Team	1
ENS ____	Required Ensemble	0
MRA 110	Recital Attendance	0
MUH 223	Music History & Literature II	3
MPN 241	Class Piano IV	1
MUS 331	Instruments of Praise III	1
MUT 241	Aural Skills IV	1
MUT 243	Music Theory IV	3
REC 110	Recital Performance	0
REC 240	Sophomore Platform	0
_____	Applied Principal	1
_____	Ensemble Elective	0
SAO ____	Service & Outreach	0
		<u>14</u>

<b>Third Year</b>		
<b>Fall Semester</b>		
NTE ____	New Testament Elective	3
COM 113	Introduction to Communication	3
HIS ____	History Elective	3
MAT ____	Mathematics Elective	3
CON 311	Choral Conducting I	1
ENS 221	Worship Arts Team	1
ENS ____	Required Ensemble	0
MRA 110	Recital Attendance	0
REC 110	Recital Performance	0
_____	Applied Principal	1
SAO ____	Service & Outreach	0
		<u>15</u>

<b>Spring Semester</b>		
OTE ____	Old Testament Elective	3
_____	Literature Elective	3
SCI 113	Scientific Literacy or other science elective	3
CMU 342	Music & Worship	2
CON 321	Choral Conducting II	1
ENS 221	Worship Arts Team	1
ENS ____	Required Ensemble	0
MRA 110	Recital Attendance	0
REC 110	Recital Performance	0
_____	Applied Principal	1
SAO ____	Service & Outreach	0
		<u>14</u>

<b>Summer I, II (or Winterim)</b>		
CMU 492	Worship Arts Internship	2

<b>Fourth Year</b>		
<b>Fall Semester</b>		
THE ____	Theology Elective	3
_____	Bible <i>or</i> Theology Elective	3
PSY 113	General Psychology	3
_____	Social Science Elective	3
CMU 472	Blended Worship Repertoire	2
ENS 221	Worship Arts Team	1
ENS 150	Handbell Choir	0
_____	Ensemble Elective	0
		<u>15</u>

<b>Spring Semester</b>		
_____	Bible <i>or</i> Theology Elective	3
_____	Social Science Elective	3
CMP 322	Contemporary Song Writing	2
CMU 452	Org. & Leading Music in the Cont. Church	2
CON 331	Instrumental Conducting	1
ENS 190	Multicultural Ensemble	0
ENS 221	Worship Arts Team	1
MPD 432	Pedagogy of Music	2
MUS 412	Stage & Sound Techniques	2
		<u>16</u>

Minimum hours required = 126



## MUSIC PERFORMANCE MAJOR (B.M.)

### GENERAL EDUCATION - 63 hours

#### BIBLE & THEOLOGY - 30 hours

BIB 213 Hermeneutics  
BSF 103 Foundations of Spiritual Formation  
NTE 103 Introduction to the New Testament  
NTE \_\_\_\_ New Testament Elective  
OTE 103 Introduction to the Old Testament  
OTE \_\_\_\_ Old Testament Elective  
THE 303 Introduction to Theology  
3 hours Theology Elective  
6 hours of Bible/Theology Electives from any BIB, BMI, GRK 333, 343, HEB 223, 333, 343, NTE, OTE, THE, **or** approved integrative courses

#### HUMANITIES - 15 hours

COM 113 Introduction to Communication  
ENG 113 Freshman Composition I  
ENG 123 Freshman Composition II  
HUM 103 Western Thought & Culture  
3 hours Literature Elective from AML 213, 223, 313, 313E, ENG 203, 213, 223, 233

#### SOCIAL SCIENCES - 9 hours

PSY 113 General Psychology  
MUH 213 Music History & Literature I  
MUH 223 Music History & Literature II

#### COMPUTER, SCIENCE, & MATHEMATICS - 9 hours

CSC 173 Introduction to Music Technology  
SCI 113 Scientific Literacy or other science elective  
3 hours Mathematics Elective from MAT 113, 133, 253

### MAJOR - 63 hours

#### MUSIC CORE - 33 hours

CON 311 Choral Conducting I  
CON 321 Choral Conducting II  
GMU 213 American & World Music Traditions  
MPN 241 Class Piano IV (MPN 111, 121, 231 prerequisites)  
MRA 110 Recital Attendance (6 semesters)  
MUS 110 Music Seminar  
MUT 111 Aural Skills I  
MUT 113 Music Theory I  
MUT 121 Aural Skills II  
MUT 123 Music Theory II  
MUT 231 Aural Skills III  
MUT 233 Music Theory III  
MUT 241 Aural Skills IV  
MUT 243 Music Theory IV  
REC 120 Freshman Platform  
REC 240 Sophomore Platform  
REC 350 Note Check  
Applied Principal (8 hours)  
Applied Secondary (3 hours)

Instrumental and keyboard track students take their instrument as the applied principal. Vocal track students take voice as the applied principal.

Instrumental and vocal track students take class piano as the applied secondary. If qualified they may be approved to take applied piano in place of class piano. Keyboard track students may take any applied secondary.

#### PERFORMANCE MAJOR - 16 hours

MPD 432 Pedagogy of Music  
MUH 432 Music Literature  
REC 111 Recital Performance (6 hours)  
REC 362 Recital  
REC 470 Note Check  
REC 484 Recital

Choose one of the following tracks.

#### INSTRUMENTAL TRACK - 14 hours

CON 331 Instrumental Conducting  
ENS 150 Handbell Choir (1 semester)  
ENS 170 Instrumental Chamber Ensemble (2 semesters)  
ENS 190 Multicultural Music Ensemble (1 semester)  
ENS \_\_\_\_ Ensemble Electives (4 semesters)  
Music Electives (13 hours)  
Required Ensemble (8 semesters)

For the required ensemble:

Wind players, percussionists must take ENS 130 Concert Band.  
String players must take ENS 160 Orchestra.  
Pianists and organists must take ENS 140 Accompanying.  
Guitarists must take ENS 170 Instrumental Chamber Ensemble.  
Others should consult their advisor for approval.

#### KEYBOARD TRACK - 14 hours

ENS 140 Accompanying (8 semesters)  
ENS 150 Handbell Choir (1 semester)  
ENS 170 Instrumental Chamber Ensemble (2 semesters)  
ENS 190 Multicultural Music Ensemble (1 semester)  
ENS \_\_\_\_ Ensemble Electives (4 semesters)  
Music Electives (14 hours)

#### VOCAL TRACK - 14 hours

ENS 120 College Choir (8 semesters)  
ENS 150 Handbell Choir (1 semester)  
ENS 210 Opera Workshop (2 semesters)  
ENS 180 Vocal Chamber Ensemble (2 semesters)  
ENS 190 Multicultural Music Ensemble (1 semester)  
ENS \_\_\_\_ Ensemble Electives (4 semesters)  
FRN 113 Elementary French I  
FRN 123 Elementary French II  
MVC 112 Diction for Singers  
Music Elective (6 hours)

**TOTAL = 126 hours**

**PERFORMANCE MAJOR - INSTRUMENTAL (i), KEYBOARD (k), and VOCAL (v) TRACKS COURSE SCHEDULE**

**First Year**

**Fall Semester**

BSF 103	Foundations of Spiritual Formation	3
ENG 113	Freshman Composition I	3
ENS 150	Handbells	0
ENS ____	Required Ensemble	0
MPN 111	Class Piano I (i & v only)	1
MRA 110	Recital Attendance	0
MUS 110	Music Seminar	0
MUT 111	Aural Skills I	1
MUT 113	Music Theory I	3
____	Applied Principal	1
MVC 112	Diction for Singers (v only)	2
REC 111	Recital Performance	1
____	Applied Secondary (k only)	1
TFC 100	Orientation	0
		<u>13/15</u>

**Winterim**

HUM 103	Western Thought & Culture	3
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**Spring Semester**

OTE 103	Introduction to the Old Testament	3
ENG 123	Freshman Composition II	3
CSC 173	Introduction to Music Technology	3
ENS ____	Ensemble Elective	0
ENS ____	Required Ensemble	0
MPN 121	Class Piano II (i & v only)	1
MRA 110	Recital Attendance	0
MUT 121	Aural Skills II	1
MUT 123	Music Theory II	3
____	Applied Principal	1
REC 111	Recital Performance	1
REC 120	Freshman Platform	0
____	Applied Secondary (k only)	1
		<u>16</u>

**Second Year**

**Fall Semester**

BIB 213	Hermeneutics	3
NTE 103	Introduction to the New Testament	3
CON 311	Choral Conducting I	1
ENS ____	Ensemble Elective	0
ENS ____	Required Ensemble	0
MPN 231	Class Piano III (i & v only)	1
MRA 110	Recital Attendance	0
MUH 213	Music History & Literature I	3
MUT 231	Aural Skills III	1
MUT 233	Music Theory III	3
____	Applied Principal	1
REC 111	Recital Performance	1
____	Applied Secondary (k only)	1
SAO ____	Service & Outreach	0
		<u>17</u>

**Spring Semester**

THE 303	Introduction to Theology	3
MAT ____	Mathematics Elective	3
CON 321	Choral Conducting II	1
ENS 180	Vocal Chamber Ensemble (v only)	0
ENS 190	Multicultural Ensemble	0
ENS ____	Required Ensemble	0
MPN 241	Class Piano IV	1
MRA 110	Recital Attendance	0
MUH 223	Music History & Literature II	3
MUT 241	Aural Skills IV	1
MUT 243	Music Theory IV	3
____	Applied Principal	1
REC 111	Recital Performance	1
REC 240	Sophomore Platform	0
SAO ____	Service & Outreach	0
		<u>17</u>

**Third Year**

**Fall Semester**

NTE ____	New Testament Elective	3
____	Bible <b>or</b> Theology Elective	3
ENS ____	Required Ensemble	0
ENS 180	Vocal Chamber Ensemble (v only)*	0
FRN 113	Elementary French I (v only)	3
GMU 213	American & World Music Traditions	3
MRA 110	Recital Attendance	0
____	Applied Principal	1
REC 111	Recital Performance	1
REC 350	Note Check	0
____	Music Elective (k & I only)	4
SAO ____	Service & Outreach	0
		<u>14/15</u>

**Spring Semester**

OTE ____	Old Testament Elective	3
COM 113	Introduction to Communication	3
ENS 170	Instrumental Chamber Ensemble (i, k only)	0
ENS 210	Opera Workshop (v only)	0
ENS ____	Required Ensemble	0
FRN 123	Elementary French II (v only)	3
MRA 110	Recital Attendance	0
____	Applied Principal	1
REC 362	Recital	2
____	Music Elective (k only)	6
____	Music Elective (i only)	5
____	Music Elective (v only)	2
SAO ____	Service & Outreach	0
		<u>14/15</u>

**Fourth Year**

**Fall Semester**

THE ____	Theology Elective	3
____	Literature Elective	3
ENS ____	Ensemble Elective	0
ENS ____	Required Ensemble	0
MUH 432	Music Literature	2
____	Applied Principal	1
REC 111	Recital Performance	1
REC 470	Note Check	0
____	Music Elective	4
		<u>14</u>

**Spring Semester**

____	Bible <b>or</b> Theology Elective	3
PSY 113	General Psychology	3
SCI 113	Scientific Literacy <b>or</b> other science elective	3
CON 331	Instrumental Conducting (i only)	1
ENS 170	Instrumental Chamber Ensembles (i & k only)	0
ENS 210	Opera Workshop (v only)	0
ENS ____	Ensemble Elective	0
ENS ____	Required Ensemble	0
MPD 432	Pedagogy of Music	2
____	Applied Principal	1
REC 484	Recital	4
		<u>16/17</u>

Minimum hours required = 126

\*Because some ENS 180 vocal groups are by audition/invitation only, some students may need to take this course in the spring when additional ensembles are available.

**MUSIC MINOR PURPOSE & OUTCOME GOALS**

The minor in music develops foundational skills in theory, history, aural skills, and performance. Applied music instruction and participation in ensembles contribute to the development of the student's performance skills.

1. Foundational academic knowledge in repertory and music history
2. Foundational music theory and aural skills
3. Foundational competence in performance

**MUSIC MINOR - 17 hours**

ENS ____	Required Ensemble (6 semesters)	0
MPN 111	Class Piano I	1
MRA 110	Recital Attendance (4 semesters)	0
MUT 111	Aural Skills I	1
MUT 113	Music Theory I	3
MUT 121	Aural Skills II	1
MUT 123	Music Theory II	3
REC 110	Recital Performance (4 semesters)	0
____	Applied Music	4
<i>Choose 4 hours from the following:</i>		
____	Applied Secondary Instrument	total of 3
CON 311	Choral Conducting I	1
CON 321	Choral Conducting II	1
CON 331	Instrumental Conducting	1
CSC 173	Introduction to Music Technology	3
ENS ____	Ensemble Electives	total of 3
GMU 213	American & World Music Traditions	3
MED 211	Woodwind Methods	1
MED 311	Brass Methods	1
MED 321	Percussion Methods	1
MED 411	String Methods	1
MUH 213	Music History & Literature I	3
MUH 223	Music History & Literature II	3
MUT 233	Music Theory III	3
MVC 112	Diction for Singers	2

**PRE-ETHNOMUSICOLOGY MINOR PURPOSE & OUTCOME GOALS**

The minor in Pre-Ethnomusicology is designed to equip non-music majors desiring to incorporate music into their future career and ministries in cross-cultural settings. The curriculum includes studies in cross cultural music and general music knowledge.

Students taking this minor will learn to identify, perform and interact with the music of various people groups from around the world.

**PRE-ETHNOMUSICOLOGY MINOR – 17 hours**

ANT 203	Cultural Anthropology <i>or</i>	
ICS 443	Cross Cultural Storytelling <sup>1</sup>	3
GMU 213	American & World Music Traditions	3
ENS 190	Multicultural Music Ensemble	0
ENS ____	Ensemble Elective <sup>2</sup>	0
MRA 110	Recital Attendance <sup>3</sup>	0
MUT 111	Aural Skills I	1
MUT 113	Music Theory I	3
MUT 121	Aural Skills II	1
MUT 123	Music Theory II	3
<i>Choose 3 hours from the following:</i>		
____	Applied Lessons	total of 1, 2 or 3
____	Class Piano	total of 1, 2 or 3
CSC 173	Introduction to Music Technology	3
ENS ____	Ensemble Electives	total of 3
MED 211	Woodwind Methods	1
MED 311	Brass Methods	1
MED 321	Percussion Methods	1
MED 411	String Methods	1
MUH 213	Music History & Literature I	3
MUH 223	Music History & Literature II	3
MUT 233	Music Theory III	3
MVC 112	Diction for Singers	2

<sup>1</sup>Students who are required to take ANT 203 for their Major, or for another Minor, should then take ICS 443 Cross Culture Storytelling.

<sup>2</sup>Must be taken twice.

<sup>3</sup>Four semesters required.

**For the Music Education Major, please see the Teacher Education Department section.**



# TEACHER EDUCATION DEPARTMENT

(706) 886-7299, ext. 5298  
e-mail: teacher@tfc.edu

## INTRODUCTION

The Teacher Education Department exists to prepare Christian students to be classroom teachers. The program's **Conceptual Framework** is the following: *"Teaching is a calling!* The biblical example of a teacher as modeled by Christ is one who possesses *knowledge, skills and character* appropriate to help all students learn. Those servant leaders called by God to this vocation will be prepared in *knowledge, skills and character* for effective and Christ-like service in the diverse and dynamic classroom of the 21<sup>st</sup> century.

The program is approved by the Professional Standards Commission of the State of Georgia, and graduates are eligible for teacher certification. Students are qualified to teach in Christian, International, private and public schools.

## PROCEDURES FOR ADMISSION

During the end of the freshman year, students apply for admission to the Teacher Education Department. This admission process helps the student to determine readiness for future training for a career in classroom teaching. The process includes the following:

1. A completed application form
2. An essay on "Why I Feel Called to Teach"
3. Recorded passing scores on the SAT/ACT test combining Critical Reading and Math, (SAT = 1,000 **or** ACT = 43), or passing GACE I
4. References completed by two TFC faculty members
5. A reference form completed by the Office of Student Development
6. A grade point average of 2.70 or above
7. An acceptable portfolio highlighting the student's ability
8. Criminal Background check.

## GRADUATION REQUIREMENTS (B.A. or B.S.)

1. Fulfillment of the "General Requirements for Graduation" (see section under "Degree Requirements")
2. A cumulative grade point average of 2.7
3. Satisfactory completion of all required courses with a minimum grade of "C-" in all education courses
4. Completion of a portfolio that gives evidence of mastery of professional abilities
5. A minimum grade of "C-" for each course taken to fulfill requirements for a minor or concentration if the student has to have a minor or concentration

## ADMISSION TO TEACHING PRACTICUM AND OVERSEAS PRACTICUM

In the spring semester of a student's junior year, during EDU 311 Education Seminar, teacher candidates must seek admission to student teaching. The process requires the completion of an Interview Portfolio, and interview and a cumulative GPA of 2.7. An additional course fee will be added to the regular tuition for this class. This fee will cover the cost of the GBI background check and Substitute Teacher Training.

Students desiring to student teach overseas must have a cum GPA of 3.0, complete the admission process to student teaching and manifest both the desire and ability to function in an international setting. Applications must be submitted the fall semester of a student's junior year.

## SPECIAL COURSE PREREQUISITES

All 300 and 400-level Teacher Education Department courses require admission to the Teacher Education program. All 200-level Teacher Education courses require a 2.7 cumulative GPA unless the student fits in one of the following categories:

1. First semester transfer standing
2. Non-Teacher Education major status
3. Special committee approval

## REQUIREMENTS

All students involved with the Teacher Education Department must complete all of the following areas:

1. *Field Experiences*: This consists of PTO Field Experience I & II, Content Literacy Field Experience, course-embedded field experience, and Teaching Practicum.
2. *Portfolios*: This consists of an Introductory Portfolio, Interview Portfolio and an Internship Portfolio.
3. *Student Teaching*: Students practice the skills they have learned and demonstrate the ability to be distinguished teachers upon graduation. Student teaching is 12 weeks long and is only done in the spring semester.
4. *GACE II*: To receive a "clear-renewable" certification students are required to pass the GACE II (a content assessment taken the junior or senior year for certification in Georgia).

## CERTIFICATION PROGRAM

Individuals who have already completed a baccalaureate degree at an accredited institution may complete one of the approved programs in the Teacher Education Department to be certified without receiving a second baccalaureate degree. An individual must meet all of the requirements for admission to the college and the appropriate program to enroll.

## TEACHER EDUCATION MAJOR PURPOSE & OUTCOME GOALS

The Teacher Education Majors in Early Childhood, Middle Grades, Secondary and Music equip future servant leaders with *knowledge* of the diverse learners and the content they teach, *skills* in planning instruction, assessing, and managing, and *character* reflecting appropriate interaction with the school community, life-long learning and a calling as a Christian servant leader all from a Biblical world view for kingdom service.

The Professional Teaching Objectives for these majors include the following:

- Gains factual knowledge in the content field necessary for teaching (IDEA 1)
- Learns fundamental principles, generalizations, or theories about the characteristics of learners (IDEA 2)
- Learns to apply course material to structure classroom opportunities for different learners (IDEA 3)
- Develops specific skills, competencies and points of view needed by educational professionals in lesson planning that demonstrates use of a variety of instructional methods and resources (IDEA 4)
- Develops specific skills, competencies and points of view needed by educational professionals in use of technology (IDEA 4)
- Develops skills in promoting creative, critical and independent thinking in learners (IDEA 4)
- A. Develops specific skills in planning and utilizing appropriate methods of assessment; B. Determines impact on student learning (IDEA 4)
- Develops effective classroom management philosophy and practices (IDEA 4)
- Acquires skills in interacting appropriately with others as a member of the school community (IDEA 5)
- Demonstrates skills as a life-long learner by finding and using resources for answering questions or solving problems (IDEA 9)
- Changes professional behavior based on reflection, analysis and critical evaluation (IDEA 12)
- Develops a commitment to calling through character that demonstrates Christ-like values (IDEA 10)

## EARLY CHILDHOOD MAJOR

The Early Childhood program leads to certification in grades preschool through five.

### GENERAL EDUCATION - 73 hours

#### BIBLE & THEOLOGY - 30 hours

BIB 213	Hermeneutics
BSF 103	Foundations of Spiritual Formation
NTE 103	Introduction to the New Testament
NTE ____	New Testament Elective
OTE 103	Introduction to the Old Testament
OTE ____	Old Testament Elective
THE 303	Introduction to Theology
3 hours Theology Elective	
6 hours of Bible/Theology Electives from BIB, BMI, GRK 333, 343, HEB 223, 333, 343, NTE, OTE, THE <i>or</i> approved integrative courses	

#### HUMANITIES - 15 hours

ENG 113	Freshman Composition I
ENG 123	Freshman Composition II
ENG 393	Grammar for Teachers
HUM 103	Western Thought & Culture
3 hours 200- or 300-level Literature Elective from AML <i>or</i> ENG	

#### SOCIAL SCIENCES - 12 hours

ANT 203	Cultural Anthropology
PSY 243	Developmental Psychology
PSY 323X	Educational Psychology
3 hours 200-level History Elective <sup>1</sup>	
<sup>1</sup> HIS 223 <i>Twentieth Century World History</i> is strongly recommended for GACE II.	

#### COMPUTER, SCIENCE, & MATHEMATICS – 16 hours

BIO 104	General Biology
CSC 303	Technology for Teachers
MAT 113	General College Math <i>or</i> equivalent
MAT 123	Math for Teachers
SCI 243	Earth Science

#### MAJOR - 52 hours

EDC 253	Introduction to Reading Methods
EDC 273	Early Childhood Methods
EDC 300	Content Literacy Field Experience
EDC 313	Math & Science Methods: EC
EDC 323	Creative Arts & Motor Skills Methods
EDC 353	Reading & Writing in the Content Area: EC
EDC 363	Children's Literature
EDC 383	Social Studies & Language Arts Methods: EC
EDC 423	Curriculum & Assessment
EDC 433	Phil. of Classroom Management: A Pract. Theology*
EDC 453	Reading Diagnosis & Remediation
EDU 111	Teacher Education Orientation
EDU 133	Foundations & Trends in Education
EDU 211	PTO Field Experience I
EDU 221	PTO Field Experience II
EDU 311	Education Seminar
EDU 422	Professional Integration
EDU 453	The Exceptional Child
EDU 4110	Teaching Practicum

#### OPEN ELECTIVES = 4 hours\*

ESL 313	Introduction to TESOL is highly recommended
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#### TOTAL = 126 hours

For ESOL Endorsement on your teaching certificate add the following classes to ANT 203 Cultural Anthropology (These courses are embedded in the following course schedule in parentheses.)

ESL 313 Introduction to TESOL  
EDE 323 Classroom ESL: Methodology and Practicum

For a Reading Endorsement taking the embedded courses of EDC 253, 300, 353, 363, 383, AND 453 will result in this endorsement on your teaching certificate.

\*It is assumed that the integrative course EDC 433 will be used in fulfillment of a Bible & Theology Open Elective. If not, a 3 hour Open Elective is eliminated to accommodate a separate 3 hour Bible & Theology elective and maintain a total of 126 hours.

## EARLY CHILDHOOD EDUCATION (P-5) COURSE SCHEDULE

### First Year

#### Fall Semester

BSF 103	Foundations of Spiritual Formation	3
NTE 103	Introduction to the New Testament	3
ENG 113	Freshman Composition I	3
BIO 104	General Biology	4
MAT 113	General College Math or equivalent	3
EDU 111	Teacher Education Orientation	1
TFC 100	Orientation	0
		<u>17</u>

#### Winterim

HUM 103	Western Thought & Culture	3
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#### Spring Semester

OTE 103	Introduction to the Old Testament	3
ENG 123	Freshman Composition II	3
PSY 243	Developmental Psychology	3
SCI 243	Earth Science	3
EDU 133	Foundations & Trends in Education	3
SAO ____	Service & Outreach	0
		<u>15</u>

#### Summer I, II

EDU 211	PTO Field Experience I	1
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### Second Year

#### Fall Semester

BIB 213	Hermeneutics	3
THE 303	Introduction to Theology	3
ANT 203	Cultural Anthropology	3
HIS ____	History Elective	3
SAO ____	Service & Outreach	0
(ESL 313)	<i>Intro to TESOL</i> <i>or</i> Open Elective	3
		<u>15</u>

#### Spring Semester

NTE ____	New Testament Elective	3
EDC 253	Intro to Reading Methods	3
EDC 273	Early Childhood Methods	3
(EDE 323)	<i>Classroom ESL: Meth/Practicum</i> <i>or</i>	3
____	Open Elective	1
MAT 123	Math for Teachers	3
PSY 323X	Educational Psychology	3
SAO ____	Service & Outreach	0
		<u>16/18</u>

#### Summer I or II

EDU 221	PTO Field Experience II	1
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### Third Year

#### Fall Semester

OTE ____	Old Testament Elective	3
ENG 393	Grammar for Teachers	3
EDC 313	Math & Science Methods: EC	3
EDC 363	Children's Literature	3
EDC 383	Soc. Studies & Lang. Arts Methods: EC	3
____	Literature Elective	3
SAO ____	Service & Outreach	0
		<u>18</u>

#### Winterim

EDC 300	Content & Literacy Field Experience	0
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#### Spring Semester

____	Bible <i>or</i> Theology Elective	3
THE ____	Theology Elective	3
EDC 353	Reading & Writing: EC	3
EDC 323	Creative Arts & Motor Skills Methods	3
CSC 303	Technology for Teachers	3
EDU 311	Education Seminar	1
		<u>16</u>

### Fourth Year

#### Fall Semester

EDC 433	Philosophy of Classroom Management	3
EDC 453	Reading Diagnosis & Remediation	3
EDC 423	Curriculum & Assessment	3
EDU 453	The Exceptional Child	3
		<u>12</u>

#### Spring Semester (no additional hours allowed)

EDU 422	Professional Integration	2
EDU 4110	Teaching Practicum: EC (12 weeks)	10
		<u>12</u>

Minimum hours required = 126 (128)

**MIDDLE GRADES MAJOR**

The Middle Grades program leads to certification in grades 4 through 8. Students pursuing the Middle Grades program are required to choose two concentrations (15 hours each).

**GENERAL EDUCATION - 63 hours****BIBLE & THEOLOGY - 30 hours**

BIB 213	Hermeneutics
BSF 103	Foundations of Spiritual Formation
NTE 103	Introduction to the New Testament
NTE ____	New Testament Elective
OTE 103	Introduction to the Old Testament
OTE ____	Old Testament Elective
THE 303	Introduction to Theology
3 hours Theology Elective	
6 hours of Bible/Theology Electives from BIB, BMI, GRK 333, 343, HEB 223, 333, 343, NTE, OTE, THE <b>or</b> approved integrative courses	

**HUMANITIES - 15 hours**

ENG 113	Freshman Composition I
ENG 123	Freshman Composition II
ENG 393	Grammar for Teachers
HUM 103	Western Thought & Culture
3 hours 200- or 300-level Literature Elective from AML 213, 223, ENG 203, 213, 223, 233	

**SOCIAL SCIENCES - 9 hours**

PSY 243	Developmental Psychology
PSY 323X	Educational Psychology
3 hours History Elective	

**COMPUTER, SCIENCE, & MATHEMATICS – 9 hours**

CSC 303	Technology for Teachers
MAT 113	General College Math <b>or</b> equivalent
3 hours Science Elective from BIO 104, 114, 124, SCI 113, 243	

**MAJOR - 63 hours****EDUCATION CORE - 43 hours**

EDM 273	The Middle School Teacher
EDM 300	Content Literacy Field Experience
EDM 313	Math & Science Methods: MG <b>or</b>
EDM 383	Social Studies & Language Arts Methods: MG
EDM 353	Reading & Writing in the Content Area: MG/SEC
EDM 363	Young Adult Literature
EDM 423	Curriculum & Assessment
EDM 433	Philosophy of Classroom Management: A Practical Theology*
EDU 111	Teacher Education Orientation
EDU 133	Foundations & Trends in Education
EDU 211	PTO Field Experience I
EDU 221	PTO Field Experience II
EDU 311	Education Seminar
EDU 422	Professional Integration
EDU 453	The Exceptional Child
EDU 4110	Teaching Practicum
YTH 363	Youth Culture & Issues

**ELECTIVES – 5 hours\***

3 hours Elective from any ANT, GHY, HIS, POL  
2 hours Open Electives

**CONCENTRATION AREAS FOR MIDDLE GRADES**

Middle Grades majors will preferentially choose one of the two tracks of Language Arts & Social Sciences or Mathematics & Science. But students may also choose two tracks in a variety of combinations.

**Language Arts - 15 hours**

AML ____	American Literature Elective
ENG 393	Grammar for Teachers
ENG 213	World Literature II
EDM 363	Young Adult Literature
ENG 383	Advanced Composition

**Social Science - 15 hours**

GHY 213	World Geography
HIS 223	Twentieth Century World History
HIS 233	History of the United States I
HIS 243	History of the United States II
POL 213	American Government

**Mathematics - 15 hours**

MAT 123	Mathematics for Teachers
MAT 133	College Algebra
MAT 263	College Trigonometry
MAT 313	Modern Geometry
MAT 323	Elements of Calculus

**Science - 15 hours**

BIO 114	Biology I
BIO 124	Biology II
CHM 214	Chemistry I
SCI 243	Earth Science

**TOTAL = 126 hours**

\*It is assumed that the integrative course EDM 433 will be used in fulfillment of a Bible & Theology Open Elective. If not, the 2 hour Open Elective is eliminated to accommodate a separate 3 hour Bible & Theology for a total of 126 hours.

**MIDDLE GRADES EDUCATION (4-8): LANGUAGE ARTS & SOCIAL SCIENCE COURSE SCHEDULE****First Year****Fall Semester**

BSF 103	Foundations of Spiritual Formation	3
NTE 103	Introduction to the New Testament	3
_____	Science Elective	3
ENG 113	Freshman Composition I	3
MAT 113	General College Math or equivalent	3
EDU 111	Teacher Education Orientation	1
TFC 100	Orientation	0
		16

**Winterim**

HUM 103	Western Thought & Culture	3
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**Spring Semester**

OTE ____	Introduction to the Old Testament	3
ENG 123	Freshman Composition II	3
HIS 243	History of the United States II	3
PSY 243	Developmental Psychology	3
EDU 133	Foundations & Trends in Education	3
SAO ____	Service & Outreach	0
		15

**Summer I or II**

EDU 211	PTO Field Experience I	1
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**Second Year****Fall Semester**

BIB 213	Hermeneutics	3
THE 303	Introduction to Theology	3
_____	Literature Elective	3
_____	ANT, GHY, HIS, POL Elective	3
HIS 233	US History I	3
_____	Open Elective	2
SAO ____	Service & Outreach	0
		17

**Spring Semester**

_____	Bible <b>or</b> Theology Elective	3
NTE ____	New Testament Elective	3
ENG 213	World Literature II	3
PSY 323X	Educational Psychology	3
EDM 273	The Middle School Teacher	3
SAO ____	Service & Outreach	0
		15

**Summer I or II**

EDU 221	PTO Field Experience II	1
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**Third Year****Fall Semester**

OTE ____	Old Testament Elective	3
GHY 213	World Geography	3
HIS 223	20 <sup>th</sup> Cent. World History	3
EDM 353	Reading & Writing: MG/SEC	3
EDM 383	Social Studies & Lang. Arts Methods: MG	3
CSC 303	Technology for Teachers	3
		15

**Winterim**

EDM 300	Content & Literacy Field Experience	0
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**Spring Semester**

THE ____	Theology Elective	3
ENG 383	Advanced Composition	3
YTH 363	Youth Culture & Issues	3
POL 213	American Government	3
EDM 363	Young Adult Literature	3
EDU 311	Education Seminar	1
SAO ____	Service & Outreach	0
		16

**Fourth Year****Fall Semester**

ENG 393	Grammar for Teachers	3
EDM 423	Curriculum & Assessment	3
EDM 433	Philosophy of Classroom Management	3
EDU 453	The Exceptional Child	3
		15

**Spring Semester (no additional hours allowed)**

EDU 422	Professional Integration	2
EDU 4110	Teaching Practicum: MG (12 weeks)	10
		12

Minimum hours required = 126

**MIDDLE GRADES MAJOR**

The Middle Grades program leads to certification in grades 4 through 8. Students pursuing the Middle Grades program are required to choose two concentrations (15 hours each).

**GENERAL EDUCATION - 63 hours****BIBLE & THEOLOGY - 30 hours**

BIB 213 Hermeneutics  
 BSF 103 Foundations of Spiritual Formation  
 NTE 103 Introduction to the New Testament  
 NTE \_\_\_ New Testament Elective  
 OTE 103 Introduction to the Old Testament  
 OTE \_\_\_ Old Testament Elective  
 THE 303 Introduction to Theology  
 3 hours Theology Elective  
 6 hours of Bible/Theology Electives from BIB, BMI, GRK 333, 343, HEB 223, 333, 343, NTE, OTE, THE **or** approved integrative courses

**HUMANITIES - 15 hours**

ENG 113 Freshman Composition I  
 ENG 123 Freshman Composition II  
 ENG 393 Grammar for Teachers  
 HUM 103 Western Thought & Culture  
 3 hours 200- or 300-level Literature Elective from AML **or** ENG

**SOCIAL SCIENCES - 9 hours**

PSY 243 Developmental Psychology  
 PSY 323X Educational Psychology  
 3 hours History Elective

**COMPUTER, SCIENCE, & MATHEMATICS – 9 hours**

CSC 303 Technology for Teachers  
 MAT 133 College Algebra  
 3 hours Science Elective from BIO 104, 114, 124, SCI 113, 243

**MAJOR - 63 hours****EDUCATION CORE - 40 hours**

EDM 273 The Middle School Teacher  
 EDM 300 Content Literacy Field Experience  
 EDM 313 Math & Science Methods: MG **or**  
 EDM 383 Social Studies & Language Arts Methods: MG  
 EDM 353 Reading & Writing in the Content Area: MG/SEC  
 EDM 423 Curriculum & Assessment  
 EDM 433 Philosophy of Classroom Management: A Practical Theology\*  
 EDU 111 Teacher Education Orientation  
 EDU 133 Foundations & Trends in Education  
 EDU 211 PTO Field Experience I  
 EDU 221 PTO Field Experience II  
 EDU 311 Education Seminar  
 EDU 422 Professional Integration  
 EDU 453 The Exceptional Child  
 EDU 4110 Teaching Practicum  
 YTH 363 Youth Culture & Issues

**OPEN ELECTIVE – 3 hours\*****CONCENTRATION AREAS FOR MIDDLE GRADES**

Middle Grades majors will preferentially choose one of the two tracks of Language Arts & Social Sciences or Mathematics & Science. But students may also choose two tracks in a variety of combinations.

**Language Arts - 15 hours**

AML \_\_\_ American Literature Elective  
 ENG 393 Grammar for Teachers  
 ENG 213 World Literature II  
 EDM 363 Young Adult Literature  
 ENG 383 Advanced Composition

**Social Science - 15 hours**

GHY 213 World Geography  
 HIS 223 Twentieth Century World History  
 HIS 233 History of the United States I  
 HIS 243 History of the United States II  
 POL 213 American Government

**Mathematics - 15 hours**

MAT 123 Mathematics for Teachers  
 MAT 133 College Algebra  
 MAT 263 College Trigonometry  
 MAT 313 Modern Geometry  
 MAT 323 Elements of Calculus

**Science - 15 hours**

BIO 114 Biology I  
 BIO 124 Biology II  
 CHM 214 Chemistry I  
 SCI 243 Earth Science

**TOTAL = 126 hours**

\*It is assumed that the integrative course EDM 433 will be used in fulfillment of a Bible & Theology Open Elective. If not, the 3 hour Open Elective is eliminated to accommodate a separate 3 hour Bible & Theology elective and maintain a total of 126 hours.

**MIDDLE GRADES EDUCATION (4-8): MATHEMATICS & SCIENCE COURSE SCHEDULE****First Year****Fall Semester**

BSF 103	Foundations of Spiritual Formation	3
NTE 103	Introduction to the New Testament	3
BIO 114	Biology I	4
ENG 113	Freshman Composition I	3
MAT 133	College Algebra	3
EDU 111	Teacher Education Orientation	1
TFC 100	Orientation	0
		<hr/> 17

**Winterim**

HUM 103	Western Thought & Culture	3
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**Spring Semester**

OTE 103	Introduction to the Old Testament	3
ENG 123	Freshman Composition II	3
MAT 123	Math for Teachers	3
BIO 124	Biology II	4
EDU 133	Foundations & Trends in Education	3
SAO ___	Service & Outreach	0
		<hr/> 16

**Summer I or II**

EDU 211	PTO Field Experience I	1
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**Second Year****Fall Semester**

BIB 213	Hermeneutics	3
THE 303	Introduction to Theology	3
PSY 243	Developmental Psychology	3
CHM 214	Chemistry I	4
HIS ___	History elective	3
SAO ___	Service & Outreach	0
		<hr/> 16

**Spring Semester**

NTE ___	New Testament Elective	3
MAT 313	Modern Geometry	3
SCI 243	Earth Science	3
EDM 273	The Middle School Teacher	3
___	Open Elective	3
SAO ___	Service & Outreach	0
		<hr/> 15

**Summer I or II**

EDU 221	PTO Field Experience II	1
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**Third Year****Fall Semester**

OTE ___	Old Testament Elective	3
CSC 303	Technology for Teachers	3
___	Literature Elective	3
PSY 323X	Educational Psychology	3
EDM 313	Math & Science Methods: MG	3
EDM 353	Reading & Writing: MG/SEC	3
SAO ___	Service & Outreach	0
		<hr/> 18

**Winterim**

EDM 300	Content & Literacy Field Experience	0
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**Spring Semester**

THE ___	Theology Elective	3
___	Bible <b>or</b> Theology Elective	3
MAT 263	College Trigonometry	3
MAT 323	Elements of Calculus	3
YTH 363	Youth Culture & Issues	3
EDU 311	Education Seminar	1
		<hr/> 16

**Fourth Year****Fall Semester**

ENG 393	Grammar for Teachers	3
EDM 423	Curriculum & Assessment	3
EDM 433	Philosophy of Classroom Management	3
EDU 453	The Exceptional Child	3
		<hr/> 12

**Spring Semester**

EDU 422	Professional Integration	2
EDU 4110	Teaching Practicum: MG (12 weeks)	10
		<hr/> 12

Minimum hours required = 126



## SECONDARY EDUCATION MAJORS

Secondary Education: English, History, or Science Education majors lead to certification in grades 6 through 12. Students in these majors must concentrate their academic focus in their field of choice.

### ENGLISH EDUCATION (6-12) MAJOR

#### GENERAL EDUCATION - 69 hours

#### BIBLE & THEOLOGY - 30 hours

BIB 213	Hermeneutics
BSF 103	Foundations of Spiritual Formation
NTE 103	Introduction to the New Testament
NTE ____	New Testament Elective
OTE 103	Introduction to the Old Testament
OTE ____	Old Testament Elective
THE 303	Introduction to Theology
3 hours Theology Elective	
6 hours of Bible/Theology Electives from BIB, BMI, GRK 333, 343, HEB 223, 333, 343, NTE, OTE, THE <i>or</i> approved integrative courses	

#### HUMANITIES - 18 hours

AML 213	American Literature I
ENG 113	Freshman Composition I
ENG 123	Freshman Composition II
ENG 223	English Literature I
ENG 393	Grammar for Teachers
HUM 103	Western Thought & Culture

#### SOCIAL SCIENCES - 12 hours

ANT 203	Cultural Anthropology
PSY 243	Developmental Psychology
PSY 323X	Educational Psychology
HIS 233	History of the United States I

#### COMPUTER, SCIENCE, & MATHEMATICS – 9 hours

CSC 303	Technology for Teachers
MAT 113	General College Math or equivalent
SCI 113	Scientific Literacy <i>or</i> other Science Elective

#### MAJOR - 58 hours

AML 223	American Literature II
EDM 273	The Middle School Teacher
EDM 353	Reading & Writing in the Content Area: MG/SEC
EDM 363	Young Adult Literature
EDS 300	Content Literacy Field Experience
EDS 353	Secondary Methods
EDS 433	Phil. of Classroom Management: A Practical Theo.*
EDU 111	Teacher Education Orientation
EDU 133	Foundations & Trends in Education
EDU 211	PTO Field Experience I
EDU 221	PTO Field Experience II
EDU 311	Education Seminar
EDU 422	Professional Integration
EDU 453	The Exceptional Child
EDU 4110	Teaching Practicum
ENG 213	World Literature II
ENG 233	English Literature II
ENG 313	History & Structure of the English Language
ENG 383	Advanced Composition
ENG 413	Shakespeare
3 hours 300- or 400-level Literature Elective	

#### OPEN ELECTIVE – 3 hours\*

#### TOTAL = 127 hours

For ESOL Endorsement on your teaching certificate add the following classes to ANT 203 Cultural Anthropology (These courses are embedded in the following course schedule in parentheses.)

ESL 313 Introduction to TESOL  
EDE 323 Classroom ESL: Methodology & Practicum

\*It is assumed that the integrative course EDS 433 will be used in fulfillment of a Bible & Theology Open Elective. If not, the 3 hour Open Elective is eliminated to accommodate a separate 3 hour Bible & Theology elective and maintain a total of 127 hours.

## ENGLISH EDUCATION COURSE SCHEDULE

### First Year

#### Fall Semester

BSF 103	Foundations of Spiritual Formation	3
NTE 103	Introduction to the New Testament	3
ENG 113	Freshman Composition I	3
HIS 233	History of the United States I	3
MAT 113	General College Math or equivalent	3
EDU 111	Teacher Education Orientation	1
TFC 100	Orientation	0
		<hr/> 16

#### Winterim

HUM 103	Western Thought & Culture	3
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#### Spring Semester

OTE 103	Introduction to the Old Testament	3
ANT 203	Cultural Anthropology	3
ENG 123	Freshman Composition II	3
PSY 243	Developmental Psychology	3
SCI 113	Scientific Literacy or other science elective	3
EDU 133	Foundations & Trends in Education	3
SAO ____	Service & Outreach	0
		<hr/> 18

#### Summer I, II

EDU 211	PTO Field Experience I	1
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### Second Year

#### Fall Semester

BIB 213	Hermeneutics	3
THE 303	Introduction to Theology	3
AML 213	American Literature I	3
ENG 223	English Literature I	3
ENG 393	Grammar for Teachers	3
PSY 323X	Educational Psychology	3
SAO ____	Service & Outreach	0
		<hr/> 18

#### Spring Semester

NTE ____	New Testament Elective	3
AML 223	American Literature II	3
ENG 233	English Literature II	3
ENG 383	Advanced Composition	3
____	Open Elective	3
EDM 273	The Middle School Teacher	3
SAO ____	Service & Outreach	0
		<hr/> 18

#### Summer I or II

EDU 221	PTO Field Experience II	1
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### Third Year

#### Fall Semester

OTE ____	Old Testament Elective	3
____	Literature Elective	3
(ESL 313	Introduction to TESOL	3)
ENG 313	History & Structure of English Language	3
EDM 353	Reading & Writing: MG/SEC	3
EDS 353	Secondary Methods	3
		<hr/> 15/18

#### Winterim

EDS 300	Content & Literacy Field Experience	0
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#### Spring Semester

THE ____	Theology Elective	3
ENG 213	World Literature II	3
(EDE 323	Classroom ESL: Methods & Practicum	3)
ENG 413	Shakespeare	3
EDM 363	Young Adult Literature	3
EDU 311	Education Seminar	1
SAO ____	Service & Outreach	0
		<hr/> 13/16

### Fourth Year

#### Fall Semester

____	Bible <i>or</i> Theology Elective	3
CSC 303	Technology for Teachers	3
EDS 433	Philosophy of Classroom Management	3
EDU 453	The Exceptional Child	3
		<hr/> 12

#### Spring Semester

EDU 4110	Teaching Practicum: SEC (12 weeks)	10
EDU 422	Professional Integration	2
		<hr/> 12

Minimum hours required = 127 (132)

## HISTORY EDUCATION (6-12) MAJOR

### GENERAL EDUCATION - 72 hours

#### BIBLE & THEOLOGY - 30 hours

BIB 213	Hermeneutics
BSF 103	Foundations of Spiritual Formation
NTE 103	Introduction to the New Testament
NTE ____	New Testament Elective
OTE 103	Introduction to the Old Testament
OTE ____	Old Testament Elective
THE 303	Introduction to Theology
3 hours Theology Elective	
6 hours of Bible/Theology Electives from BIB, BMI, GRK 333, 343, HEB 223, 333, 343, NTE, OTE, THE <i>or</i> approved integrative courses	

#### HUMANITIES - 15 hours

ENG 113	Freshman Composition I
ENG 123	Freshman Composition II
ENG 393	Grammar for Teachers
HUM 103	Western Thought & Culture
3 hours 200- or 300-level Literature Elective from AML <i>or</i> ENG	

#### SOCIAL SCIENCES - 18 hours

ANT 203	Cultural Anthropology
ECO 223	Macroeconomics
HIS 233	History of the United States I
POL 213	American Government
PSY 243	Developmental Psychology
PSY 323X	Educational Psychology

#### COMPUTER, SCIENCE, & MATHEMATICS – 9 hours

CSC 303	Technology for Teachers
MAT 113	General College Math <i>or</i> equivalent
SCI 113	Scientific Literacy <i>or</i> other science elective

#### MAJOR - 55 hours

EDM 273	The Middle School Teacher
EDS 300	Content & Literacy Field Experience
EDS 353	Secondary Methods
EDS 433	Phil. of Classroom Management: a Practical Theo.*
EDU 111	Teacher Education Orientation
EDU 133	Foundations & Trends in Education
EDU 211	PTO Field Experience I
EDU 221	PTO Field Experience II
EDU 311	Education Seminar
EDU 422	Professional Integration
EDU 453	The Exceptional Child
EDU 4110	Teaching Practicum
GHY 213	World Geography
HIS 113	History of Western Civilization I
HIS 123	History of Western Civilization II
HIS 243	History of the United States II
HIS 343	History of Latin America
HIS 373	History of Africa
HIS 393	History of Asia
HIS 413	Historiography

#### OPEN ELECTIVE– 3 hours\*

#### TOTAL = 127 hours

For ESOL Endorsement on your teaching certificate add the following classes to ANT 203 Cultural Anthropology (These courses are embedded in the following course schedule in parentheses.)

ESL 313	Introduction to TESOL
EDE 323	Classroom ESL: Methodology & Practicum

\*It is assumed that the integrative course EDS 433 will be used in fulfillment of a Bible & Theology Open Elective. If not, the 3 hour Open Elective is eliminated to accommodate a separate 3 hour Bible & Theology elective and maintain a total of 127 hours.

## HISTORY EDUCATION COURSE SCHEDULE

### First Year

#### Fall Semester

BSF 103	Foundations of Spiritual Formation	3
NTE 103	Introduction to the New Testament	3
ENG 113	Freshman Composition I	3
HIS 113	History of Western Civilization I	3
MAT 113	General College Math <i>or</i> equivalent	3
EDU 111	Teacher Education Orientation	1
TFC 100	Orientation	0
		<u>16</u>

#### Winterim

HUM 103	Western Thought & Culture	3
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#### Spring Semester

OTE 103	Introduction to the Old Testament	3
ANT 203	Cultural Anthropology	3
ENG 123	Freshman Composition II	3
HIS 123	History of Western Civilization II	3
SCI 113	Scientific Literacy or other science elective	3
EDU 133	Foundations & Trends in Education	3
SAO ____	Service & Outreach	0
		<u>18</u>

#### Summer I, II

EDU 211	PTO Field Experience I	1
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### Second Year

#### Fall Semester

BIB 213	Hermeneutics	3
____	Bible <i>or</i> Theology Elective	3
HIS 233	History of the United States I	3
PSY 243	Developmental Psychology	3
____	Literature Elective	3
CSC 303	Technology for Teachers	3
SAO ____	Service & Outreach	0
		<u>18</u>

#### Spring Semester

THE 303	Introduction to Theology	3
ECO 223	Macroeconomics	3
NTE ____	New Testament Elective	3
HIS 343	History of Latin America	3
____	Open Elective	3
EDM 273	The Middle School Teacher	3
SAO ____	Service & Outreach	0
		<u>18</u>

#### Summer I, II

EDU 221	PTO Field Experience II	1
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### Third Year

#### Fall Semester

OTE ____	Old Testament Elective	3
GHY 213	World Geography	3
ENG 393	Grammar for Teachers	3
PSY 323X	Educational Psychology	3
(ESL 313)	Introduction to TESOL	3
EDS 353	Secondary Methods	3
		<u>15/18</u>

#### Winterim

EDS 300	Content & Literacy Field Experience	0
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#### Spring Semester

POL 213	American Government	3
HIS 243	History of the United States II	3
HIS 373	History of Africa	3
HIS 383	History of Asia	3
(EDE 323)	Classroom ESL: Methods & Practicum	3
EDU 311	Education Seminar	1
SAO ____	Service & Outreach	0
		<u>16</u>

### Fourth Year

#### Fall Semester

THE ____	Theology Elective	3
HIS 413	Historiography	3
EDS 433	Philosophy of Classroom Management	3
EDU 453	The Exceptional Child	3
		<u>12</u>

#### Spring Semester

EDU 4110	Teaching Practicum: SEC (12 weeks)	10
EDU 422	Professional Integration	2
		<u>12</u>

Minimum hours required = 127 (132)

**SCIENCE EDUCATION (6-12) MAJOR  
BROAD FIELD SCIENCE: BIOLOGY**

The Science Education major leads to certification in grades six through twelve. Students must take two additional areas of concentration.

**GENERAL EDUCATION – 65 hours**

**BIBLE & THEOLOGY - 30 hours**

BIB 213	Hermeneutics
BSF 103	Foundations of Spiritual Formation
NTE 103	Introduction to the New Testament
NTE ____	New Testament Elective
OTE 103	Introduction to the Old Testament
OTE ____	Old Testament Elective
THE 303	Introduction to Theology
3 hours Theology Elective	
6 hours of Bible/Theology Electives from BIB, BMI, GRK 333, 343, HEB 223, 333, 343, NTE, OTE, THE <b>or</b> approved integrative courses	

**HUMANITIES - 12 hours**

ENG 113	Freshman Composition I
ENG 123	Freshman Composition II
HUM 103	Western Thought & Culture
3 hours 200- or 300-level Literature Elective from AML <b>or</b> ENG	

**SOCIAL SCIENCES - 6 hours**

HIS 2_3	History of the United States I <b>or</b> II
PSY 323X	Educational Psychology

**COMPUTER, SCIENCE, & MATHEMATICS - 17 hours**

BIO 114	Biology I
BIO 124	Biology II
CSC 303	Technology for Teachers
MAT 133	College Algebra
MAT 253	Introduction to Statistics

**MAJOR – 70 hours**

EDS 300	Content Literacy Field Experience
EDS 353	Secondary Methods
EDS 433	Phil. of Classroom Management: A Practical Theo.*
EDU 111	Teacher Education Orientation
EDU 133	Foundations & Trends in Education
EDU 211	PTO Field Experience I
EDU 221	PTO Field Experience II
EDU 311	Education Seminar
EDU 422	Professional Integration
EDU 453	The Exceptional Child
EDU 4110	Teaching Practicum

**BROAD FIELD SCIENCE: BIOLOGY – 14 hours**

BIO 234	General Microbiology
BIO 313	Evolutionary Biology
BIO 314	Genetics
BIO 423	Ecology

**CONCENTRATIONS**

**Chemistry Concentration – 16 hours**

CHM 214	Chemistry I
CHM 224	Chemistry II
CHM 314	Organic Chemistry I
CHM 324	Organic Chemistry II

**Physics Concentration – 15 hours**

PHS 214	Physics I
PHS 224	Physics II
PHS 333	Thermodynamics
PHS 334	Modern Physics

**TOTAL = 135 hours**

\*It is assumed that the integrative course EDS 433 will be used in fulfillment of a Bible & Theology elective.

**SCIENCE EDUCATION (6-12) BROAD FIELD SCIENCE:  
BIOLOGY COURSE SCHEDULE<sup>1</sup>**

**First Year**

<b>Fall Semester</b>		
BSF 103	Foundations of Spiritual Formation	3
NTE 103	Introduction to the New Testament	3
ENG 113	Freshman Composition I	3
BIO 114	Biology I	4
CHM 214	Chemistry I	4
EDU 111	Teacher Education Orientation	1
TFC 100	Orientation	0
		<hr/> 18

<b>Winterim</b>		
HUM 103	Western Thought & Culture	3

<b>Spring Semester</b>		
OTE 103	Introduction to the Old Testament	3
ENG 123	Freshman Composition II	3
BIO 124	Biology II	4
CHM 224	Chemistry II	4
EDU 133	Foundations & Trends in Education	3
SAO 1__	Service & Outreach	0
		<hr/> 17

<b>Summer I, II</b>		
EDU 211	PTO Field Experience I	1

**Second Year**

<b>Fall Semester</b>		
BIB 213	Hermeneutics	3
MAT 253	Introduction to Statistics	3
BIO 314	Genetics <sup>1</sup>	4
BIO 423	Ecology <sup>1</sup>	3
PHS 214	Physics I <sup>1</sup>	4
SAO 2__	Service & Outreach	0
		<hr/> 17

<b>Spring Semester</b>		
THE 303	Introduction to Theology	3
CSC 303	Technology for Teachers	3
HIS ____	History of the United States I <b>or</b> II <sup>1</sup>	3
BIO 313	Evolutionary Biology <sup>1</sup>	3
PHS 224	Physics II <sup>1</sup>	4
SAO 3__	Service & Outreach	0
		<hr/> 16

<b>Summer I or II</b>		
EDU 221	PTO Field Experience II	1

**Third Year**

<b>Fall Semester</b>		
NTE ____	New Testament Elective	3
OTE ____	Old Testament Elective	3
MAT 133	College Algebra <sup>1</sup>	3
CHM 314	Organic Chemistry I <sup>1</sup>	4
EDS 353	Secondary Methods	3
		<hr/> 16

<b>Winterim, Summer I or II</b>		
EDS 300	Content Literacy Field Experience	0

<b>Spring Semester</b>		
THE ____	Theology Elective	3
____	Bible <b>or</b> Theology Elective	3
BIO 234	General Microbiology <sup>1</sup>	4
CHM 324	Organic Chemistry II	4
EDU 311	Education Seminar	1
SAO 4__	Service & Outreach	0
		<hr/> 15

<b>Summer I or II</b>		
PHS 333	Thermodynamics	3
PHS 334	Modern Physics	4
		<hr/> 7

**Fourth Year**

<b>Fall Semester</b>		
____	Literature Elective	3
EDS 433	Phil. of Classroom Management: A Practical Theo.	3
EDU 453	The Exceptional Child	3
PSY 323X	Educational Psychology	3
		<hr/> 12

<b>Spring Semester (no additional hours allowed)</b>		
EDU 4110	Teaching Practicum: SEC (12 weeks)	10
EDU 422	Professional Integration	2
		<hr/> 12

Minimum hours required = 135

<sup>1</sup>Alternate year courses require careful scheduling with the student's advisor.

**SCIENCE EDUCATION (6-12) MAJOR  
BROAD FIELD SCIENCE: CHEMISTRY**

The Science Education major leads to certification in grades six through twelve. Students must take two additional areas of concentration.

**GENERAL EDUCATION – 65 hours**

**BIBLE & THEOLOGY - 30 hours**

- BIB 213 Hermeneutics
- BSF 103 Foundations of Spiritual Formation
- NTE 103 Introduction to the New Testament
- NTE \_\_\_ New Testament Elective
- OTE 103 Introduction to the Old Testament
- OTE \_\_\_ Old Testament Elective
- THE 303 Introduction to Theology
- 3 hours Theology Elective
- 6 hours of Bible/Theology Electives from BIB, BMI, GRK 333, 343, HEB 223, 333, 343, NTE, OTE, THE *or* approved integrative courses

**HUMANITIES - 12 hours**

- ENG 113 Freshman Composition I
- ENG 123 Freshman Composition II
- HUM 103 Western Thought & Culture
- 3 hours 200- or 300-level Literature Elective from AML *or* ENG

**SOCIAL SCIENCES - 6 hours**

- HIS 2\_3 History of the United States I *or* II
- PSY 323X Educational Psychology

**COMPUTER, SCIENCE, & MATHEMATICS - 17 hours**

- CHM 214 Chemistry I
- CHM 224 Chemistry II
- CSC 303 Technology for Teachers
- MAT 133 College Algebra
- MAT 253 Introduction to Statistics

**MAJOR – 70 hours**

- EDS 300 Content & Literacy Field Experience
- EDS 353 Secondary Methods
- EDS 433 Phil. of Classroom Management: A Practical Theo.\*
- EDU 111 Teacher Education Orientation
- EDU 133 Foundations & Trends in Education
- EDU 211 PTO Field Experience I
- EDU 221 PTO Field Experience II
- EDU 311 Education Seminar
- EDU 422 Professional Integration
- EDU 453 The Exceptional Child
- EDU 4110 Teaching Practicum

**BROAD FIELD SCIENCE: CHEMISTRY – 15 hours**

- CHM 314 Organic Chemistry I
- CHM 324 Organic Chemistry II
- CHM 414 Biochemistry
- SCI 243 Earth Science

**CONCENTRATIONS**

**Biology Concentration – 15 hours**

- BIO 114 Biology I
- BIO 124 Biology II
- BIO 234 General Microbiology
- BIO 423 Ecology

**Physics Concentration – 15 hours**

- PHS 214 Physics I
- PHS 224 Physics II
- PHS 333 Thermodynamics
- PHS 334 Modern Physics

**TOTAL = 135 hours**

\*It is assumed that the integrative course EDS 433 will be used in fulfillment of a Bible & Theology elective.

**SCIENCE EDUCATION (6-12) BROAD FIELD SCIENCE:  
CHEMISTRY COURSE SCHEDULE<sup>1</sup>**

<b>First Year</b>		
<b>Fall Semester</b>		
BSF 103	Foundations of Spiritual Formation	3
NTE 103	Introduction to the New Testament	3
ENG 113	Freshman Composition I	3
BIO 114	Biology I	4
CHM 214	Chemistry I	4
EDU 111	Teacher Education Orientation	1
TFC 100	Orientation	0
		18
<b>Winterim</b>		
HUM 103	Western Thought & Culture	3
<b>Spring Semester</b>		
OTE 103	Introduction to the Old Testament	3
ENG 123	Freshman Composition II	3
BIO 124	Biology II	4
CHM 224	Chemistry II	4
EDU 133	Foundations & Trends in Education	3
SAO 1__	Service & Outreach	0
		16
<b>Summer I, II</b>		
EDU 211	PTO Field Experience I	1
<b>Second Year</b>		
<b>Fall Semester</b>		
BIB 213	Hermeneutics	3
THE 303	Introduction to Theology	3
BIO 423	Ecology <sup>1</sup>	3
MAT 133	College Algebra	3
PHS 214	Physics I <sup>1</sup>	4
SAO 2__	Service & Outreach	0
		16
<b>Spring Semester</b>		
NTE ___	New Testament Elective	3
MAT 253	Introduction to Statistics	3
SCI 243	Earth Science	3
BIO 234	General Microbiology <sup>1</sup>	4
PHS 224	Physics II <sup>1</sup>	4
SAO 3__	Service & Outreach	0
		17
<b>Summer I or II</b>		
EDU 221	PTO Field Experience II	1
<b>Third Year</b>		
<b>Fall Semester</b>		
OTE ___	Old Testament Elective	3
HIS ___	History of the United States I <i>or</i> II	3
PSY 323X	Educational Psychology	3
CHM 314	Organic Chemistry I <sup>1</sup>	4
EDS 353	Secondary Methods II	3
		16
<b>Winterim</b>		
EDS 300	Content Literacy Field Experience	0
<b>Spring Semester</b>		
THE ___	Theology Elective	3
___	Bible <i>or</i> Theology Elective	3
CHM 324	Organic Chemistry II <sup>1</sup>	4
CHM 414	Biochemistry <sup>1</sup>	4
EDU 311	Education Seminar	1
SAO 4__	Service & Outreach	0
		15
<b>Summer I or II</b>		
PHS 333	Thermodynamics	3
PHS 334	Modern Physics	4
		7
<b>Fourth Year</b>		
<b>Fall Semester</b>		
___	Literature Elective	3
CSC 303	Technology for Teachers	3
EDS 433	Phil. of Classroom Management: A Practical Theo.	3
EDU 453	The Exceptional Child	3
		15
<b>Spring Semester (no additional hours allowed)</b>		
EDU 4110	Teaching Practicum: SEC (12 weeks)	10
EDU 422	Professional Integration	2
		12
Minimum hours required = 135		

<sup>1</sup>Alternate year courses require careful scheduling with the student's advisor.

## MUSIC EDUCATION MAJOR (K-12)

The Music Education major leads to certification in grades kindergarten through 12. Students in this major specialize in either choral or instrumental music. Before admission to the Music Education program, the prospective Music Education major is required to present an audition in the principal applied area of concentration as well as to demonstrate a musical background sufficient for the undertaking of basic musicianship studies at the level of entry into the music program. This audition should be completed before or during the student's first semester of study. Audition requirements are listed in this catalog under the Music Department entrance requirements.

## GENERAL EDUCATION - 66 hours

### BIBLE & THEOLOGY - 30 hours

BIB 213 Hermeneutics  
BSF 103 Foundations of Spiritual Formation  
NTE 103 Introduction to the New Testament  
NTE \_\_\_ New Testament Elective  
OTE 103 Introduction to the Old Testament  
OTE \_\_\_ Old Testament Elective  
THE 303 Introduction to Theology  
3 hours Theology Elective  
6 hours of Bible/Theology Electives from BIB, BMI, GRK 333, 343, HEB 223, 333, 343, NTE, OTE, THE *or* approved integrative courses

### HUMANITIES - 15 hours

ENG 113 Freshman Composition I  
ENG 123 Freshman Composition II  
ENG 393 Grammar for Teachers  
HUM 103 Western Thought & Culture  
MUT 113 Music Theory I

### SOCIAL SCIENCES - 9 hours

MUH 213 Music History & Literature I  
MUH 223 Music History & Literature II  
PSY 243 Developmental Psychology

### COMPUTER, SCIENCE, & MATHEMATICS – 12 hours

CSC 173 Introduction to Music Technology  
CSC 303 Technology for Teachers  
SCI 113 Scientific Literacy or other science elective  
One Mathematics course from: MAT 113, 123, 133, 253

## MAJOR – 60 hours

### MUSIC CORE - 26 hours

CON 311 Choral Conducting  
CON 331 Instrumental Conducting  
ENS 150 Handbell Choir (2 semesters)  
MPN 241 Class Piano IV  
MRA 110 Recital Attendance (6 semesters)  
MUT 111 Aural Skills I  
MUT 121 Aural Skills II  
MUT 123 Music Theory II  
MUT 231 Aural Skills III  
MUT 233 Music Theory III  
MUT 241 Aural Skills IV  
MUT 243 Music Theory IV  
REC 110 Recital Performance (6 semesters)  
REC 120 Freshman Platform  
REC 240 Sophomore Platform  
REC 350 Note Check  
REC 360 Junior Recital  
ENS \_\_\_ Ensemble Elective (2 semesters)  
Applied Principal (7 hours)  
Applied Secondary (3 hours)

If the applied principal is piano, the student should elect voice (choral concentration) or a band/orchestral instrument (instrumental concentration) as the Applied Secondary. If the applied principal is not piano, the student should elect piano as the applied secondary.

## MUSIC EDUCATION - 10 hours

MED 122 Introduction to Teaching Music  
MED 211 Woodwind Methods  
MED 222 Teaching Music in the Elementary School  
MED 300 Content Literacy Field Experience  
MED 311 Brass Methods  
MED 312 Music Methods & Materials for Middle & High School  
MED 321 Percussion Methods  
MED 411 String Methods

## PROFESSIONAL EDUCATION - 22 hours

EDU 111 Teacher Education Orientation  
EDU 133 Foundations & Trends in Education  
EDU 211 PTO Field Experience I  
EDU 221 PTO Field Experience II  
EDU 311 Education Seminar  
EDU 4110 Teaching Practicum  
EDU 422 Professional Integration  
EDU 453 The Exceptional Child

*Music Education Majors take 2 hours plus ensembles specific to their individual concentrations as follows:*

### CHORAL CONCENTRATION - 2 hours

ENS 120 College Choir (6 semesters)  
ENS 180 Vocal Chamber Ensemble (2 semesters)  
MVC 112 Diction for Singers

### INSTRUMENTAL CONCENTRATION - 2 hours

CMP 452 Orchestration  
ENS 130 Concert Band (6 semesters) *or*  
ENS 140 Accompanying (6 semesters) *or*  
ENS 160 Orchestra (6 semesters)  
ENS 170 Instrumental Chamber Ensemble (2 semesters)

**TOTAL = 126 hours**

**MUSIC EDUCATION MAJOR: CHORAL COURSE SCHEDULE**

**First Year**

**Fall Semester**

BSF 103	Foundations of Spiritual Formation	3
ENG 113	Freshman Composition I	3
CSC 173	Introduction to Music Technology	3
EDU 111	Teacher Education Orientation	1
ENS ___	Major Ensemble	0
ENS ___	Ensemble Elective	0
MRA 110	Recital Attendance	0
MUS 110	Music Seminar	0
MUT 111	Aural Skills I	1
MUT 113	Music Theory I	3
MVC 112	Diction for Singers	2
REC 110	Recital Performance	0
___	Applied Principal	1
___	Applied Secondary	1
TFC 100	Orientation	0
		<u>18</u>

**Winterim**

HUM 103	Western Thought & Culture	3
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**Spring Semester**

OTE 103	Introduction to the Old Testament	3
ENG 123	Freshman Composition II	3
EDU 133	Foundations & Trends in Education	3
ENS ___	Major Ensemble	0
ENS ___	Ensemble Elective	0
MED 122	Introduction to Teaching Music: Field Exp.	2
MRA 110	Recital Attendance	0
MUT 121	Aural Skills II	1
MUT 123	Music Theory II	3
REC 110	Recital Performance	0
REC 120	Freshman Platform	0
___	Applied Principal	1
___	Applied Secondary	1
SAO 1__	Service & Outreach	0
		<u>17</u>

**Summer I or II**

EDU 211	PTO Field Experience I	1
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**Second Year**

**Fall Semester**

BIB 213	Hermeneutics	3
NTE 103	Introduction to the New Testament	3
ENS ___	Major Ensemble	0
ENS 150	Handbell Choir	0
MED 211	Woodwind Methods	1
MRA 110	Recital Attendance	0
MUH 213	Music History & Literature I	3
MUT 231	Aural Skills III	1
MUT 233	Music Theory III	3
REC 110	Recital Performance	0
___	Applied Principal	1
___	Applied Secondary	1
SAO 2__	Service & Outreach	0
		<u>16</u>

**Spring Semester**

THE 303	Introduction to Theology	3
ENS ___	Major Ensemble	0
ENS 150	Handbell Choir	0
MPN 241	Class Piano IV	1
MRA 110	Recital Attendance	0
MUH 223	Music History & Literature II	3
MUT 241	Aural Skills IV	1
MUT 243	Music Theory IV	3
REC 110	Recital Performance	0
REC 240	Sophomore Platform	0
___	Applied Principal	1
		<u>12</u>

**Summer I or II**

EDU 221	PTO Field Experience II	1
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**Third Year**

**Fall Semester**

NTE ___	New Testament Elective	3
___	Bible <i>or</i> Theology Elective	3
MAT ___	Mathematics Elective	3
SCI 113	Scientific Literacy or other sci. elec.	3
CON 311	Choral Conducting	1
ENS ___	Major ensemble	0
ENS 180	Vocal Chamber Ensemble*	0
MED 222	Teaching Music in Elem. School: Field Exp.	2
MED 311	Brass Methods	1
MRA 110	Recital Attendance	0
REC 110	Recital Performance	0
REC 350	Note Check	0
___	Applied Principal	1
SAO 3__	Service & Outreach	0
		<u>17</u>

**Winterim**

MED 300	Content & Literacy Field Experience	0
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**Spring Semester**

OTE ___	Old Testament Elective	3
___	Bible <i>or</i> Theology Elective	3
PSY 243	Developmental Psychology	3
CON 331	Instrumental Conducting	1
EDU 311	Education Seminar	1
ENS 120	College Choir	0
ENS 180	Vocal Chamber Ensemble	0
MED 222	Teaching Music in Elem. School: <i>Field Exp.</i>	2
MED 321	Percussion Methods	1
MRA 110	Recital Attendance	0
REC 360	Junior Recital	0
___	Applied Principal	1
		<u>15</u>

**Fourth Year**

**Fall Semester**

THE ___	Theology Elective	3
ENG 393	Grammar for Teachers	3
CSC 303	Technology for Teachers	3
EDU 453	The Exceptional Child: <i>Field Experience</i>	3
MED 411	String Methods	1
MUS 480	Comprehensive Exam in Music	0
REC 110	Recital Performance	0
___	Applied Principal	1
SAO 4__	Service & Outreach	0
		<u>14</u>

**Spring Semester (no additional hours allowed)**

EDU 4110	Teaching Practicum (12 weeks)	10
EDU 422	Professional Integration	2
		<u>12</u>

Minimum hours required = 126

\*Because some vocal groups are by audition/invitation only, some students may need to take this course in the spring when additional ensembles are available.

**MUSIC EDUCATION MAJOR: INSTRUMENTAL COURSE SCHEDULE**

**First Year**

**Fall Semester**

BSF 103	Foundations of Spiritual Formation	3
ENG 113	Freshman Composition I	3
CSC 173	Introduction to Music Technology	3
EDU 111	Teacher Education Orientation	1
ENS ____	Major Ensemble	0
ENS ____	Ensemble Elective	0
MRA 110	Recital Attendance	0
MUS 110	Music Seminar	0
MUT 111	Aural Skills I	1
MUT 113	Music Theory I	3
REC 110	Recital Performance	0
____	Applied Principal	1
____	Applied Secondary	1
TFC 100	Orientation	0
		<u>16</u>

**Winterim**

HUM 103	Western Thought & Culture	3
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**Spring Semester**

OTE 103	Introduction to the Old Testament	3
ENG 123	Freshman Composition II	3
EDU 133	Foundations & Trends in Education	3
ENS ____	Major Ensemble	0
ENS ____	Ensemble Elective	0
MED 122	Introduction to Teaching Music: Field Exp.	2
MRA 110	Recital Attendance	0
MUT 121	Aural Skills II	1
MUT 123	Music Theory II	3
REC 110	Recital Performance	0
REC 120	Freshman Platform	0
____	Applied Principal	1
____	Applied Secondary	1
SAO 1__	Service & Outreach	0
		<u>17</u>

**Summer I or II**

EDU 211	PTO Field Experience I	1
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**Second Year**

**Fall Semester**

BIB 213	Hermeneutics	3
NTE 103	Introduction to the New Testament	3
ENS ____	Major Ensemble	0
ENS 150	Handbell Choir	0
MED 211	Woodwind Methods	1
MRA 110	Recital Attendance	0
MUH 213	Music History & Literature I	3
MUT 231	Aural Skills III	1
MUT 233	Music Theory III	3
REC 110	Recital Performance	0
____	Applied Principal	1
____	Applied Secondary	1
SAO 2__	Service & Outreach	0
		<u>16</u>

**Spring Semester**

THE 303	Introduction to Theology	3
____	Bible <i>or</i> Theology Elective	3
ENS ____	Major Ensemble	0
ENS 150	Handbell Choir	0
MPN 241	Class Piano IV	1
MRA 110	Recital Attendance	0
MUH 223	Music History & Literature II	3
MUT 241	Aural Skills IV	1
MUT 243	Music Theory IV	3
REC 110	Recital Performance	0
REC 240	Sophomore Platform	0
____	Applied Principal	1
		<u>15</u>

**Summer I or II**

EDU 221	PTO Field Experience II	1
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**Third Year**

**Fall Semester**

NTE ____	New Testament Elective	3
____	Bible <i>or</i> Theology Elective	3
MAT ____	Mathematics Elective	3
CMP 452	Orchestration	2
CON 311	Choral Conducting	1
ENS ____	Major ensemble	0
ENS 170	Instrumental Chamber Ensemble	0
MED 222	Teaching Music in Elem. School: Field Exp.	2
MED 311	Brass Methods	1
MRA 110	Recital Attendance	0
REC 110	Recital Performance	0
REC 350	Note Check	0
____	Applied Principal	1
SAO 3__	Service & Outreach	0
		<u>16</u>

**Winterim**

MED 300	Content & Literacy Field Experience	0
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**Spring Semester**

OTE ____	Old Testament Elective	3
PSY 243	Developmental Psychology	3
SCI 113	Scientific Literacy or other sci. elec.	3
CON 331	Instrumental Conducting	1
EDU 311	Education Seminar	1
ENS 1_0	Accompanying, Concert Band <i>or</i> Orchestra	0
ENS 170	Instrumental Chamber Ensemble	0
MED 312	Teaching Music in MS & HS: <i>Field Exp.</i>	2
MED 321	Percussion Methods	1
MRA 110	Recital Attendance	0
REC 360	Junior Recital	0
____	Applied Principal	1
		<u>15</u>

**Fourth Year**

**Fall Semester**

THE ____	Theology Elective	3
ENG 393	Grammar for Teachers	3
CSC 303	Technology for Teachers	3
EDU 453	The Exceptional Child: <i>Field Experience</i>	3
MED 411	String Methods	1
MUS 480	Comprehensive Exam in Music	0
REC 110	Recital Performance	0
____	Applied Principal	1
SAO 4__	Service & Outreach	0
		<u>14</u>

**Spring Semester (no additional hours allowed)**

EDU 4110	Teaching Practicum (12 weeks)	10
EDU 422	Professional Integration	2
		<u>12</u>

Minimum hours required = 126

**TEACHER EDUCATION MINOR**

**TEACHER EDUCATION MINOR - 15 hours**

PSY 243	Developmental Psychology	3
Choose 12 hours from EDC, EDM, EDS, EDU courses.		

**ENDORSEMENT IN ESOL**

**(English to Speakers of Other Languages) - 9 hours**

Students who complete the ESOL Endorsement and who receive a Georgia teaching certificate in another area will have the ESOL endorsement added to their certificate. The ESOL Endorsement is comprised of the following courses:

ANT 203	Cultural Anthropology	3
ESL 313	Introduction to TESOL	3
EDE 323	Classroom ESL Methodology & Pract	3

## Descriptions of Courses by Department

### **BIBLE & THEOLOGY**

BEV	Biblical Evangelism
BIB	General Biblical Studies
BMI	Biblical Missions
BSF	Biblical Spiritual Formation
GRK	Greek
HEB	Hebrew
NTE	New Testament
OTE	Old Testament
REL	Religion
THE	Biblical, Historical, Specialized & Systematic Theological Studies

### **BUSINESS ADMINISTRATION**

ACC	Accounting
BUS	Business
ECO	Economics
LED	Leadership
MAN	Management
MKT	Marketing

### **COMMUNICATION**

COM	Communication
IPC	Interpersonal & Public Communication
MCM	Mass Communication

### **COUNSELING PSYCHOLOGY**

CSG	Counseling
PSY	Psychology

### **HUMANITIES & NATURAL SCIENCES**

AML	American Literature
BIO	Biology
CHM	Chemistry
CSC	Computer Science
ENG	English
FRN	French
GHY	World Geography
HIS	History
HUM	Humanities
MAT	Mathematics
PED	Physical Education
PHS	Physics
PHY	Philosophy
POL	Political Science
SCI	Science
SOC	Sociology
SPN	Spanish

### **MINISTRY & LEADERSHIP**

FAM	Family Ministries
MIN	Ministry Leadership
MLD	Ministry & Leadership
OLE	Outdoor Leadership & Education
PAM	Pastoral Ministries
YTH	Youth Ministries

### **MUSIC**

CMP	Composition
CMU	Church Music
CON	Conducting
ENS	Ensemble
GMU	General Music
M--	Music Lessons
MPD	Pedagogy
MRA	Recital Attendance
MUH	Music History & Literature
MUS	Music Major
MUT	Music Theory
REC	Recital Performance

### **SERVICE & OUTREACH**

SAO	Field Experience in Service & Outreach
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### **TEACHER EDUCATION**

EDC	Early Childhood Education
EDE	Education ESL
EDM	Middle Grades Education
EDS	Secondary Education
EDU	Education
MED	Music Education

### **TOCCOA FALLS COLLEGE**

TFC	Orientation
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### **WORLD MISSIONS**

ANT	Anthropology
BMI	Biblical Missions
CAE	Cross-Cultural Adult Education
ESL	Teaching English to Speakers of Other Languages
ICS	Intercultural Studies



# COURSE DESCRIPTIONS

## ACC - ACCOUNTING

**ACC 213 Principles of Accounting I** (3 hours, fall; offered as scheduled online)

This course is a study of fundamental accounting principles and concepts - focusing on financial accounting. Attention is given to the basic structures of the accounting cycle and accounting for internal controls, cash, receivables, inventories, liabilities, and stockholders' equity. Prerequisite: None.

**ACC 223 Principles of Accounting II** (3 hours, spring; offered as scheduled online)

This course is a continued study of fundamental accounting principles and concepts focusing on managerial accounting. Attention is given to cost accounting, budgeting, and managerial concepts such as statement analysis. Prerequisite: ACC 213.

## AML - AMERICAN LITERATURE

**AML 213 American Literature I** (3 hours, fall)

This course is a survey of American literature from the Colonial period through the Civil War. Prerequisite: ENG 123.

**AML 223 American Literature II** (3 hours, spring)

This course is a survey of American literature from the Civil War to the present. Prerequisite: ENG 123.

**AML 313 Literature of the American Renaissance (1820-1865)** (3 hours, offered as announced)

This course covers major essayists, fiction writers, and poets in relation to mid nineteenth-century American religious, intellectual, and social life. Prerequisite: ENG 123.

**AML 313E Topics in American Literature** (3 hours, fall odd years)

An advanced study of major authors and topics in American Literature. Major research paper required. Prerequisite: ENG 123.

**AML 323 American Literary Realism & Naturalism (1865-1910)** (3 hours, offered as announced)

This course is a study of realism and naturalism as literary movements in America. It also gives consideration of their aesthetic values, epistemological claims, and relationships to social history. Prerequisite: ENG 123.

**AML 333 Twentieth-Century American Literature (1910-present)** (3 hours, offered as announced)

The main emphasis is on fiction writers and poets of Modernist movement (1910-1945) with some attention given to leading figures and schools of contemporary literature (1945-present) and to drama. Prerequisite: ENG 123.

## ANT - ANTHROPOLOGY

**ANT 203 Cultural Anthropology** (3 hours, either semester or summer; offered as scheduled online)

This course is an introduction to the study of humans as cultural beings. Anthropological ways of thought are seen as offering a conceptual framework sufficiently broad to accommodate all human experience, providing support for a wide range of data and information. Prerequisite: None.

**ANT 213 Introduction to Sustainable Community Development** (3 hours, spring even years)

This course provides an overview of sustainable community development, an examination of the biblical basis for community development, and introduces participants to Christian organizations such as ECHO (Educational Concerns for Hunger Organizations). Prerequisite: None.

**ANT 323 Applied Ethnography** (3 hours, fall)

The basic principles learned in cultural anthropology are applied to the life and work of the Christian ethnographer. Students begin ethnographic data collection focusing on a specific people group and build a comprehensive data file using the OCM filing system.

Students learn principles for effective cross-cultural ministry from social psychology, sociology, anthropology, and adult education and actual case studies bridge the gap between theoretical models and meaningful application. Prerequisite: ANT 203.

**ANT 333 Peoples of the World** (3 hours, spring)

This course studies the specific area in the specialization of the resident missionary with emphasis on customs, art, history, religion, and social structure. Prerequisite: None.

**ANT 363 Religious Belief Systems (REL 363X)** (3 hours, spring)

This course is an examination of the structural properties of belief systems and their expression in the lives and rituals of people. Actual case studies are used to refer anthropological insights to life situations. Particular emphasis is placed on the communication of the gospel in the context of animistic practices and practitioners. Prerequisite: ANT 323.

**ANT 372 Sociolinguistics** (2 hours, fall)

This course is designed to give an understanding of the relationship between language and culture. Its approach to the ethnic group is through the symbolic medium of language, and language-learning techniques are presented which aim at teaching effective communication in a cross-cultural context. Phonetic transcription is introduced to enable the student to understand how sounds can be described, written, and reproduced. Prerequisite: None.

**ANT 401-3 Independent Study** (1-3 hours, either semester or summer)

The content and method within this course framework will be directed by the professor in charge through consultation with the student. This course is offered by approval of the World Missions Department Chair. Prerequisite: None.

**ANT 483 Anthropology Research Project** (3 hours, fall)

Research and practical application of skills developed as a major are combined to produce a research paper centering on a distinct ethnic and linguistic group. A major emphasis of the seminar is the detailed study of a given area or people in terms of geography, history, and ethnicity. Prerequisites: ANT 363 and ICS 352/CAE 352/ICS 362.

**ANT 492 Ethnotheology (REL 492X)** (2 hours, offered as announced)

Building upon a background in anthropology and theology, this course is a study of the practical problems of grappling with theology in various cultural settings. It deals with the innovation of theologies relevant to contemporary peoples in new cultures. Prerequisites: ANT 203, THE 303 and a grade point average of 3.0 or better.

## BEV - BIBLICAL EVANGELISM

**BEV 112 Principles of Evangelism** (2 hours, offered as announced)

This course is a survey of effective biblical principles and methods, including both relational and confrontational evangelism, and an equipping of individuals and churches with biblical tools for Christian witness. The class aims to solve practical Christian-service problems. Prerequisite: None.

## BIB - GENERAL BIBLICAL STUDIES

**BIB 213 Hermeneutics** (3 hours, either semester)

This course briefly surveys the history of biblical interpretation before focusing on the procedures, tools, and skills necessary for responsible Bible interpretation. An assessment of basic competency in key course elements will be included, which must be passed to successfully complete the course. Prerequisite: ENG 113.

**BIB 313 Advanced Hermeneutics: Selected Topics** (3 hours, fall)

This course prepares the student for advanced interpretation of scripture and will investigate biblical interpretation in light of traditional and current theological, philosophical, ecclesiological, historical and social challenges. These topics include language, genre, authorial intent, the relationship between the Testaments, the New Testament's use of the Old Testament, and the exploration of several theological systems. A seminar format that includes student research and presentations will be followed during part of the course. Prerequisite: BIB 213.

**BIB 383 Study Abroad in Biblical Studies** (3 hours, offered as announced)

This course provides Biblical study in an international setting. The professor specially designs each course, including reading in advance, study abroad at on-site locations, a reflection on specific Biblical topics, and the articulation of ideas in writing based on the student's experience abroad. Prerequisite: Completion of one year at TFC, TFC Application for Study Abroad, and permission of Instructor.

**BIB 401-3 Independent Study** (1-3 hours, either semester)

Selected students are permitted to secure specialized training appropriate to individual needs. The student's project may concern the Old Testament, New Testament, whole Bible, Dead Sea Scrolls, or Apocrypha and may involve intensive investigation of literature in a field, individualized instruction, or collection and evaluation of data relating to a biblical problem. Availability of the course is dependent upon availability of faculty. Independent study requires a *minimum* of 35 clock hours of work per semester hour. Prerequisites: BIB 213, NTE 103, and OTE 103. Approval from the Bible & Theology Department Chair is also required.

**BIB 433 Leviticus & Hebrews** (3 hours, fall even years)

A content study in Leviticus and Hebrews showing the interrelationship between the Old Testament sacrificial system and the New Testament authors' understanding of the redemptive work of Jesus Christ. It also deals with such areas as authorship and destination of Hebrews, spiritual state of the epistle's original readers, author's purpose and method, and the relation between Old and New Covenants. Prerequisites: BIB 213, NTE 103 and OTE 103.

**BIB 443 Daniel & Revelation** (3 hours, spring)

This course is an analysis of the apocalyptic books of Daniel and Revelation, especially their symbolic visions, in the light of their historical settings. Prerequisites: BIB 213, NTE 103 and OTE 103.

**BIO – BIOLOGY**

**BIO 104 General Biology** (4 hours, fall)

A broad overview of the biological sciences for non-majors including, but not limited to, scientific methodology, components of the cell, taxonomy, basic biochemistry, fundamental principles of genetics, environmental science, and biotechnology. Three lecture hours and one two-hour lab are held each week. Special emphasis will be placed on areas fulfilling GACE II standards for early childhood science education. Prerequisite: None.

**BIO 114 Biology I** (4 hours, fall)

This course teaches basic cellular biochemistry with emphasis on DNA replication, transcription, translation, and enzyme function. The characteristics and significance of kingdoms Monera, Protista, Fungi, and Plantae are also surveyed. Three lecture hours and one two-hour lab are held each week. Prerequisite: None.

**BIO 124 Biology II** (4 hours, spring)

This course gives principles of classical genetics and the major advances of the biotechnological revolution, including recombinant DNA technology, genomic sequencing, and organismal cloning. In addition, divergent theories regarding the origin and diversity of life (i.e., evolutionary vs. creation) are discussed in detail. A zoological survey concludes the lecture portion of the course and assumes central importance in the

laboratory via a range of dissections. Three lecture hours and one two-hour lab are held each week. Prerequisite: BIO 114.

**BIO 214 Anatomy & Physiology I** (4 hours, fall)

This course studies the anatomy and physiology of the human body. Chemical topics include solutions and ions, acid - bases, simple organic compounds, structures and reactions of carbohydrates, lipids and proteins. It also focuses on cells, tissues, physiological stress, and body systems such as skeletal, muscular, nervous and endocrine. The laboratories incorporate the use of models, specimens, and the collecting of physiological data. Three lecture hours and one two-hour lab are held each week. Prerequisites: BIO 114 and BIO 124.

**BIO 224 Anatomy & Physiology II** (4 hours, spring)

This class is a continuation of BIO 214. The anatomy and physiology of the human body with appropriate chemical concepts is included. Body systems examined include respiratory, cardiovascular, lymphatic and immune response, digestive, renal, reproductive, genetics and human development. Anatomical and physiological changes associated with aging are also studied. Laboratory activities incorporate the use of models, specimens, and the collection of physiological data on human subjects. Three lecture hours and one two-hour lab are held each week. Prerequisite: BIO 214.

**BIO 234 General Microbiology** (4 hours, spring)

A thorough overview of bacteria, viruses, and eukaryotic microorganisms. Special consideration is given to medically important microbes, methods of microbial control, and the growing problem of antibiotic resistance. Basic immunology is also addressed. Growth, isolation and identification of microorganisms are emphases of the laboratory portion of the course. Three lecture hours and one two-hour lab are held each week. Prerequisite: None.

**BIO 313 Evolutionary Biology** (3 hours, spring even years)

This course provides an in-depth study of evolutionary theory, including current proposed models for evolutionary mechanisms, fossil evidence, and molecular biological advances. Initial emphasis will be placed on knowledge specifically required in the marketplace of ideas, with subsequent development of a framework of integration of that knowledge into the biblical worldview. Prerequisites: BIO 114 and BIO 124, or permission of the instructor.

**BIO 314 Genetics** (4 hours, fall odd years)

Study of the foundational concepts of prokaryotic and eukaryotic genetics, including principles of inheritance, mutations, chromosome aberrations, genetic mapping, population genetics, DNA organization, gene regulation and genomics. Prerequisites: BIO 114 and BIO 124.

**BIO 323 Introduction to Global Public Health** (3 hours, spring odd years)

This course is designed to provide a foundation in public health assessment and health-related policies, specifically related to underserved communities. We will explore the services required to stabilize and maintain the health of a population, including hygiene, nutrition, safe water, waste handling, and basic medical needs, as well as defining social and political challenges to implementing these services. Prerequisite: BIO 104 or BIO 114.

**BIO 401-3 Independent Study** (1-3 hours, either semester or summer)

Advanced students are permitted to secure specialized training appropriate to individual needs. Students will pursue a rigorous plan of investigation with the guidance of a faculty member. The project may involve original laboratory research, intensive library research of a specialized topic, or comprehensive study of a biological discipline not represented in the regular course offerings. Prerequisites: at least 15 hours of biology and approval of the Biology Coordinator.

**BIO 411 Senior Seminar** (1 hour, spring)

A forum promoting the integration of intellectual and spiritual development for the student majoring in biology. This capstone course is taught in a seminar format, stresses the importance of interdisciplinary thinking and the formation of a thorough Christian worldview, and requires the completion of a substantial research paper/presentation. Major topics of discussion include bioethics, philosophies of science, and the relationship between science and Christianity. Prerequisite: None.

**BIO 413 Cell Biology** (3 hours, fall even years)

In-depth analysis of cell architecture, the function of cellular components, and the regulation of cellular processes. Major topics include membrane structure and function, the cell cycle, signal transduction, organellogenesis, protein trafficking, and mechanisms of cellular control. Prerequisite: BIO 114 and BIO 124.

**BIO 423 Ecology** (3 hours, fall odd years)

Examination of abiotic environmental factors, population and community dynamics, terrestrial biomes, aquatic ecosystems, and animal behavior. Prerequisites: BIO 104 *or* BIO 114 and BIO 124.

**BMI - BIBLICAL MISSIONS****BMI 213 Theology of Missions** (3 hours, either semester)

This course is a study of the biblical basis of missions and its centrality to the nature of God, the church, the evangelistic mandate, and one's own personal life. The second half of the study deals primarily with discussing new paradigms for missions in today's world. Prerequisite: None.

**BMI 473 Power Encounter** (3 hours, spring)

This course examines a biblical worldview concerning the "spiritual forces of evil." It considers cross-cultural and intra-cultural power encounters in Scripture, church history and the contemporary scene and principles and methodologies for ministry to people involved with forces of evil. It discusses the relationship of power encounter to world evangelism, healing, human behavior and pastoral activity. Prerequisite: junior or senior status.

**BSF – BIBLICAL SPIRITUAL FORMATION****BSF 103 Foundations of Spiritual Formation** (either semester)

This course serves as the gateway course into the curriculum and student-life experience of Toccoa Falls College. Building on a foundation of biblical texts and principles, this course is designed to orient the student to the cognitive, affective, and volitional nature of spiritual formation, its practices and potential challenges, and explores how spiritual formation is integrated throughout the curricular and co-curricular components of Christian higher education. This course will also help students learn how personal evangelism, world evangelism and effective ministry flow from a commitment to spiritual formation. Prerequisite: None.

**BUS - BUSINESS****BUS 113 Introduction to Business** (3 hours, either semester; offered as scheduled online)

This survey course assumes no prior study of business. Emphasis is on business terminology and the environments in which business functions. Topics covered include an overview of forms of business ownership, internal organization, structure, management functions, marketing and finance activities, labor unions, production, insurance, and government as it relates to business. Students will prepare a business plan. Prerequisite: None.

**BUS 303 Business for Nonprofit Organizations** (3 hours, offered as announced; offered as scheduled online)

This course is an introductory study of the administration and management of churches, mission agencies, schools, and Christian institutions, agencies and ministries, applying principles, procedures, and techniques used in today's business world. Topics include organizational structures, staffing and paying personnel, stewardship, financing and funding budgets and building programs, accounting records and reports, computer

information systems, facilities and equipment, public relation, and legal compliance of the nonprofit organization. Sample models, forms and examples will be distributed to students. Prerequisite: None.

**BUS 313 Organization & Administration of Sport** (3 hours, fall odd years)

Basic principles of organization, administration, and supervision are taught. Emphasis is placed on staffing, finance, purchasing, scheduling, care of facilities and equipment, public relations, and liability. Prerequisite: None.

**BUS 323 Nonprofit Ethics & Social Responsibilities** (3 hours, offered as scheduled online)

Learners in this course examine the ethical environment and social responsibilities of nonprofits. The purpose of this course is to introduce students to ethical concepts, theories and issues as they relate to nonprofits and managerial decision making. All organizations operate in a social and ethical environment, and managers make decisions with moral significance and consequences. Thus consideration of ethics and the social responsibilities are relevant both for effective managing and for nonprofits properly fulfilling their function(s) in the larger society. Prerequisite: None.

**BUS 333 Business Ethics** (3 hours, spring)

A study of a Christian World View as contrasted with other world views and its application to a variety of business and occupational areas. After laying a foundation of ethical theory, the course will stress biblical integration into business decision making and operations. Emphasis is on practical application of ethical principles through case studies, articles, discussions of audio and video tapes, a research paper, and guest lecturers. Prerequisite: None.

**BUS 343 Business Law** (3 hours, fall)

This course is a study of the basic principles of law that apply to business transactions and the legal environment of business. Topics cover contracts, agency, bailments, negotiable instruments, forms of business organization, sales, estates, real property, and bankruptcy. Prerequisite: None.

**BUS 353 Business Communication** (3 hours, offered as announced)

This course is a study of written and oral communication skills necessary in a business environment. Emphasis is on the preparation of effective correspondence such as letters, memorandums, reports, and other forms of business writing on the computer. Also stressed is the preparation and presentation of oral reports and electronic presentations. Prerequisite: None.

**BUS 363 Philanthropy: Theory & Practice** (3 hours, offered as scheduled online)

Enables learners to develop the capacity to think and plan critically and strategically in order to develop financial resources for nonprofit organizations. The course will cover the components of a development plan, including types of campaigns, sources of funding, and mechanisms for solicitation. The course will also cover how to discern which fund raising elements are appropriate for a specific organization; the roles of a board, development staff, executive staff and program staff; and emerging trends in philanthropy. Prerequisite: None.

**BUS 373 Sport Law & Ethics** (3 hours, fall odd years)

This course is designed to enable students to expand their knowledge of some of the law, regulations, and ethical issues that apply to the sport industry and that impact the work setting of sport organizations. Students will learn about and analyze substantive legal concepts in the following core areas of law: constitutional, employment, antitrust, labor, intellectual property, agency, and contract and business law. The purpose of the course is to provide students with an understanding of the legal and ethical issues involved in the operation and management of organizations in the sport industry, and to equip students with the skills, strategies, and character needed to effectively work with business executives and lawyers to resolve these issues. Prerequisite: None

**BUS 383 Nonprofit Law & Governance** (3 hours, offered as scheduled online)

Learners in this course examine the governance of nonprofit organizations from the perspective of the legal environment of nonprofits. Emphasis will be on examining the legal issues as they impact various aspects of nonprofits including incorporation, governance, donor/funder relationships, human resource management, volunteers, religious activities, political activities, tax status and liability, and risk management. Prerequisite: None.

**BUS 443 International Business** (3 hours, fall)

An introductory analysis of conducting business in the international environment leading to a better understanding of intercultural relationships with customers, trading partners, suppliers, and host countries. Emphasis is given to the structure, strategies, resources, partnerships, trade, e-commerce, finances, and economics for going international. Students will prepare a global business plan. Prerequisites: BUS 113, MAN 213 and ECO 213.

**BUS 453 Sport Financial Management** (3 hours fall even years)

This course provides a synopsis of the application of economics and financial management used in the sport organization decision making context. Course content includes, but is not limited to: Basic accounting principles with a special emphasis on the importance of fund accounting in public enterprise; Use of financial statements in sport; Sources of revenue for financing for sport – public sector vs. private sector, governments, membership, fees, PLS, taxes, bonds, etc; Principles of budgeting in sport; Financial management of sport facilities; Concessions and merchandising in sport – trademark licensing, inventory, cost control, cash management; For profit and not-for-profit budgeting in sport; Development and sport fundraising principles and methodology (campaigns, alumni, auctions). Prerequisite: ACC 213.

**BUS 463 Nonprofit Financial Management** (3 hours, offered as scheduled online)

The course is designed to provide the learners with an understanding of the primary financial management issues and decisions that confront senior management in the nonprofit sector. Learners will gain an understanding and examine financial analysis techniques from both a practical and strategic perspective for operating and capital decisions. The course enables learners to understand how managers integrate the various discrete financial decisions within a broader framework that allows them to analyze, develop, execute, and manage a coherent overall financial strategy. Prerequisite: ACC 223 and ECO 213.

**BUS 473 Business Finance** (3 hours, fall)

An examination of the art and science of handling money, this course studies the sources and uses of funds in today's business environment. Topics covered include financial analysis, capital budgeting, working capital, sources of financing, cost of capital, financial forecasting, cash flow, and techniques of the time value of money, risks, and rates of return. Prerequisites: ACC 223 and ECO 213.

**BUS 483 Microeconomic Practicum** (3 hours, offered as scheduled online)

A self-directed experience and study in the emerging role of "business as missions," focusing on first-hand observation of business administration practices and operations. General themes explored include: 1) the theology of business as missions; 2) practical issues related to using business as a vehicle for cross-cultural missions; and 3) non-profit and for-profit business models. By the end of the practicum students will have a better understanding of the impacts of culture, education, religion, customs, and values on global business operations. The experience may be fulfilled either by participation in an overseas business trip or through a "business as missions" experience and the completion of a journal, portfolio, and written paper on the experience. Prerequisite: Permission of Instructor.

**BUS 493 Business Internship** (3 hours, either semester or summer; offered as schedule online)

This course is a supervised experience in a business firm or nonprofit organization combining practical experience with classroom studies and preparation of organizational chart, job description, journal, and a portfolio. It requires 240 hours of work experience. Prerequisites: Junior or Senior business administration majors only and approval of the Business Administration Department Chair.

## **CAE – CROSS-CULTURAL ADULT EDUCATION**

**CAE 213 Introduction to Adult Education** (3 hours, spring)

This course surveys the profession of Adult Education with topics such as the history and philosophy of the adult education movement, theories of adult education, learning styles, delivery systems including teaching/learning and trends and issues. Prerequisite: None.

**CAE 313 Planning & Administration of Adult Education** (3 hours, fall)

This course introduces students to the planning and administration of education programs for adults. Special emphasis is placed on ethnographically based critical planning theory. Students will be introduced to the work of Tyler, Freire, and Cervero. Prerequisite: None

**CAE 323 Adult Teaching Practice** (3 hours, spring)

This course is designed to develop the student's knowledge and skill in the practice of teaching adults. Topics such as teaching style, critical reflective practice, lesson plan development, and teaching methodology are covered. Students are also given opportunity to develop their skills in teaching adults through in-class teaching modules. Prerequisite: CAE 213 Introduction to Adult Education.

**CAE 352-6 Adult Education Internship** (2-6 hours, summer)

Students are provided the opportunity to sharpen their adult teaching and organizational skills through practical service in a cross-cultural adult educational situation. Time necessary in the teaching context is at least six weeks. Prerequisite: CAE 323 Adult Teaching Practice.

**CAE 493 Adult Education Strategy Project** (3 hours, spring)

This course provides the student majoring in Cross-cultural Adult Education the opportunity to be a part of a diverse team which, in conjunction with church planting, develops a strategy to establish an adult education program among a specific people group. Skills in teamwork, critical thinking, strategic planning, and project presentation are refined. Prerequisite: CAE 352 and ANT 483 Anthropology Research Project.

## **CHM – CHEMISTRY**

**CHM 214 Chemistry I** (4 hours, fall)

This course is an introduction to the transformation of matter in chemical reactions and the energy changes that accompany these reactions. This course also covers states of matter, stoichiometry, and atomic structures in detail. Three lecture hours and one two-hour lab are held each week. Prerequisite: None.

**CHM 224 Chemistry II** (4 hours, spring)

This course is an introduction to acids and bases, reaction kinetics and chemical equilibria. Reactions of chemical elements and compounds are described, and the separation and identification of inorganic compounds are studied in detail. Qualitative inorganic analysis is covered in lecture and lab. Three lecture hours and one two-hour lab are held each week. Prerequisite: CHM 214.

**CHM 314 Organic Chemistry I** (4 hours, fall even years)

As the first of a two-semester sequence of organic chemistry, topics include relative reactivity of organic molecules, stereochemistry, functional groups, introduction to reaction mechanisms, and beginning synthesis. It provides an introduction to organic chemistry for entrance into medical, dental, veterinary, and pharmacy schools. Biology majors may, in most cases, use this sequence for their requirements; however, some schools will

not transfer this sequence to satisfy their requirements for chemistry majors. A three-hour lab per week is included as part of this course. Prerequisite: CHM 224 with grade of "C-" or better.

#### **CHM 324 Organic Chemistry II** (4 hours, spring odd years)

As the second semester course in the two-semester sequence, topics include an in-depth study of reaction mechanisms and the synthesis of more complex molecules. The study of sugars, organic acids, aldehydes, ketones, aromatic compounds, and molecular spectroscopy is included. A three-hour lab per week is included as part of this course. Prerequisite: Completion of Organic Chemistry I with "C-" or better.

#### **CHM 414 Biochemistry** (4 hours, offered as announced)

An overview of the fundamental chemical processes of living organisms. Topics emphasized include the structure of biological macromolecules, metabolic pathways, enzyme kinetics, and structure-function relationships. Prerequisites: BIO 114, BIO 124, CHM 214, CHM 224.

### **CMP – MUSIC COMPOSITION**

#### **CMP 322 Contemporary Song Writing** (2 hours, spring)

Students will gain an understanding of popular music theory as well as the structure of popular, contemporary music. This will include arranging popular tunes and writing original pieces. Prerequisite: By permission of instructor.

#### **CMP 452 Orchestration** (2 hours, fall)

The student will learn idiomatic scoring for orchestral instruments in solo, band, and orchestral contexts. Prerequisite: MUT 113.

### **CMU - CHURCH MUSIC**

#### **CMU 342 Music & Worship** (2 hours, spring even years)

This course is a survey of music in the life of the church from Old Testament times to contemporary trends in sacred music. It includes historical background and a comprehensive philosophy of church music as a tool of worship, creative service planning, use in Christian education, plus an evaluation of blended, contemporary and inter-generational worship music. Prerequisite: None.

#### **CMU 452 Organizing, Adminstrating & Leading Music in the Contemporary Church** (2 hours, spring odd years)

This course leads students to an understanding of organizing, administrating and leading music and worship in the modern church. This will include the church-wide music program, service planning, purchasing equipment, architecture, music library, public relations, and professional ethics. Prerequisite: CMU 342.

#### **CMU 472 Blended Worship Repertoire** (2 hours, fall)

This course is an examination of music appropriate for use in the contemporary church or school. Prerequisite: CMU 342.

#### **CMU 492 Worship Arts Internship** (2 hours, either semester)

This course is designed to give the students exposure to, and experience in, the total music program of a contemporary, local church, including rehearsals and performances. Prerequisite: By permission of instructor.

### **COM - COMMUNICATION**

#### **COM 113 Introduction to Communication** (3 hours, either semester)

This course is an introductory course providing the fundamentals of effective communication. The course will encourage students to consider communication from a biblical and kingdom perspective. Viewing communication as a dynamic process, the student will become aware of and develop skills in communication principles and practices in a variety of communication contexts. Prerequisite: None.

#### **COM 213 Introduction to Communication Theory** (3 hours, fall)

This course provides an overview and understanding of the practice of theory and theory building. Additionally, students will be exposed to a broad sampling of the theories that undergird the major areas of communication. Prerequisite: None.

#### **COM 283 Persuasion** (3 hours, spring odd years)

Persuasion is a study of the way in which beliefs, values, attitudes, and behaviors are formed and changed. It discusses the role of reason in argument, propaganda, and other forms of overt and covert persuasion. Prerequisite: None.

#### **COM 313 Introduction to Communication Research Methods** (3 hours, fall odd years)

This course introduces and explores the practice of research within the field of communication. Students will learn both how to read and understand research and structure a research study. The areas of quantitative and qualitative research will both be explored. Prerequisite: None.

#### **COM 363 Media & Society** (3 hours, fall even years)

This course explores the dialectical relationship of mass media texts. Students will critically engage the complex issues of media production and consumption and consider how they are related to social meaning and identity. Prerequisite: None.

#### **COM 373 Communication Law** (3 hours, offered as announced)

The legal restrictions, freedoms and tensions pertaining to the field of communication are examined. Students will gain an understanding of the legal, ethical and moral dimensions of professional communication in light of a biblical worldview. Prerequisite: None.

#### **COM 383 Study Abroad** (3 hours, offered as announced)

This course will involve the study of communication during an international field experience. Prerequisite: None.

#### **COM 393 Selected Topics** (3 hours, offered as announced)

This course explores the characteristics, development, life cycle and unique dimensions of social movements. By exploring various theories on origin and need, social movements will be examined as communication phenomena addressing specific societal needs. Prerequisite: None.

#### **COM 401-3 Independent Study** (1-3 hours, offered as announced)

This course is an individual study course for the advanced communication student. Prerequisite: Advance approval by the Department Chair of Communication.

#### **COM 413 New Media** (3 hours, spring even years)

This course seeks to investigate and integrate the theory and forms that constitute new media. Students will be exposed to Mass Communication theory that seeks to explain the social/cultural significance of new media. Students will likewise be exposed to a variety of new media forms and techniques, focusing particularly on convergent media. Prerequisite: None.

#### **COM 423 Communication Ethics** (3 hours, fall)

This course discusses the ethical tensions inherent within the field of Communication. Students will critically exercise the mutual influence of Christian faith and communication. Specific focus will be given to the interplay of Christ and culture. Prerequisite: None.

#### **COM 463 Faith, Media, & Culture** (3 hours, spring)

This course will examine the nature of culture and the role faith and media play in its ongoing construction and communication. Emphasis will be placed on developing a biblical critique of those roles as well as discussing an appropriate position of the Church, as producers and consumers, in today's mediated culture. Prerequisite: None.

### **CON - CONDUCTING**

#### **CON 311 Choral Conducting I** (1 hour, fall)

This course teaches basic conducting patterns, physical coordination, score study and interpretation, and general choral communication. Prerequisite: MUT 113 Music Theory I.

#### **CON 321 Choral Conducting II** (1 hour, spring)

This course is a continuation of CON 311. Prerequisite: CON 311.

**CON 331 Instrumental Conducting** (1 hour, spring)  
This course features study in instrumental conducting including refinement of baton technique, score analysis, rehearsal techniques, and band/orchestra literature. Prerequisite: MUT 113.

## **CSC - COMPUTER SCIENCE**

**CSC 113 Introduction to Computers** (3 hours, offered as announced)  
This course is designed to familiarize the student with today's Mac and PC operation and application. Application will be developed through the use of word processing, spreadsheet, and database software. Prerequisite: None.

**CSC 123 Applied Technology** (3 hours, fall)  
This course provides an overview and understanding of today's computer technology, with an emphasis on the application of real world technology. Students will gain hands-on knowledge and experience necessary for implementing technology in their personal and professional lives. Prerequisite: None.

**CSC 173 Introduction to Music Technology** (3 hours, either semester)  
This class is for Music Majors only. Through study and laboratory experience, this course explores the applications of technology as they relate to composition, performance, analysis, teaching, and research. Prerequisite: By permission of instructor.

**CSC 303 Technology for Teachers** (3 hours, either semester)  
This course acquaints the future teacher with a variety of educational technologies. Emphasis is on using a computer for teacher tasks, for classroom instruction, for research, and for online portfolio development. Prerequisite: Admission to Teacher Education.

**CSC 393 Management Information Systems** (3 hours, spring; offered as scheduled online)  
Examining information systems from a business perspective, this course is designed to facilitate improvement of problem-solving skills and business professionalism within the context of information systems. Emphasis will be placed on the use and design of information systems within the organization, including developments in both hardware and software used to solve management problems. Prerequisite: ACC 213 is recommended.

## **CSG - COUNSELING**

**CSG 113 Introduction to Counseling** (3 hours, either semester or summer)  
This course offers an introduction to the field of counseling. Christian and humanistic worldviews are contrasted. Christian and secular approaches to counseling are outlined and contrasted. Case studies are assigned for analysis and discussion. Class demonstrations of counseling strategies are given. Prerequisite: None.

**CSG 233 Counseling Skills I** (3 hours, fall)  
The first of a two-course sequence designed to teach interviewing and influencing skills. Emphasis will be placed on the acquisition of skills that will enable the student to establish trust, guide the interview, probe and understand the nature and manifestations of psychological conflict, as well as the human motivational process. The student will also have the opportunity to become skilled in the use of the motivational levers for change. This course is practice-oriented, allowing the student to integrate skills and knowledge vital for effective Christ-centered counseling. Central to this approach is the development of a personalized, relating interviewing style which can be applied to a wide range of situations in ministry and community, as well as professionally. Teaching methods include lectures and discussions, group practice, and analysis of video recordings. Prerequisite: CSG 113.

**CSG 243 Counseling Skills II** (3 hours, spring)  
The second of a two-course sequence designed to teach the influencing skills. Emphasis will be placed on the acquisition of skills that will enable the student to individualize effective counseling strategies directed at overcoming resistance and

facilitating positive change, personal healing and freedom. This course is practice-oriented, allowing the student to integrate skills and knowledge vital for effective Christ-centered counseling. Central to this course is the development of a personalized relating and influencing style which can be applied to a wide range of situations in ministry and community, as well as professionally. Teaching methods include lectures and discussions, live practice and analysis of video recordings. Prerequisite: CSG 233.

**CSG 333 Crisis & Trauma Therapy** (3 hours, fall)  
This course introduces the theory of crisis intervention and trauma therapy. Critical incident stress management (CISM) and debriefing (CISD) are emphasized. A second emphasis is trauma models of therapy: trauma and dissociation, assessments, treatments, and therapies. Special cases will focus on grief, sexual assault, sexual abuse, and relational trauma. Prerequisites: CSG 233, CSG 243.

**CSG 363 Family Therapy** (3 hours, spring)  
This course introduces the student to the various models of family therapy used today. Structural and strategic family therapies will be presented, as well as multigenerational family therapy and experiential family therapy. Each approach will highlight key figures in the field, and their models will be discussed from a Christian counseling perspective. An emphasis on family systems including internal family systems will be addressed from a Christian worldview. Specific issues of working with families will be highlighted. Prerequisites: CSG 113, PSY 113.

**CSG 383 Christ-Centered Counseling** (3 hours, spring)  
This course utilizes the foundational aspects of Scripture and Christ's ministry taught in Christ-centered counseling and applies them practically and experientially. It builds on the approaches to Christ-centered counseling by emphasizing the techniques and skills necessary to help individuals, families, the church, community, and society. This offers an incredible opportunity for those in counseling and in any ministry to begin to develop or enhance skills necessary for counseling. Prerequisite: CSG 113.

**CSG 401-3 Independent Study** (1-3 hours, either semester)  
Capable students are permitted to engage in specialized study appropriate to individual needs. The student's project must relate to the counseling process and may involve individualized intensive or extensive reading in literature on a selected area resulting in a research paper. Availability of the course is dependent upon the availability of the faculty. Independent study requires a minimum of 35 clock hours of work per semester hour. Prerequisite: CSG 113. This course requires approval from the Counseling Psychology Department Chair, upper class or advanced status, and a grade point average of 2.2 or better.

**CSG 423 Counseling for Addictions** (3 hours, spring)  
This course will provide the student the opportunity to understand the problems, techniques, and practicalities of addictions treatment. Using case studies and role-played scenarios, the student will develop and apply an integrative model of change, as well as addressing the treatment and relapse issues of individuals and group members with addictions. Students will be directed in the Christ-centered integration and applications of the 12-step recovery model, and will be required to observe and participate in addictions recovery groups. Prerequisites: PSY 363.

**CSG 443 Premarital & Marital Counseling** (3 hours, fall)  
This course will consider the dynamics of the marital, as well as, the premarital relationship. An understanding of biblical masculinity and femininity, as well as biblical roles of man and wife will be explored and challenged. The purpose of this course is to solidify one's beliefs as a people-helper regarding a theology of marriage, love, divorce, remarriage, conflict, etc. A premarital counseling model will be proposed as well as challenged. Biblical counseling approaches will be the foundation of course discussion. Prerequisites: None.

**CSG 453X Counseling Adolescents** (3 hours, fall)  
See YTH 443 for course description.

**CSG 463 Group Counseling** (3 hours, either semester or winterim)

This course will give the student a basic understanding of the group counseling process, from an academic and an experiential basis. Students will participate in a group counseling experience as well as take part in class discussion and demonstration of various aspects of the group. Types, stages, key components, problematic behaviors, critical interventions of group counseling will be addressed. Prerequisites: CSG 233 and CSG 243. By permission of professor.

**CSG 473 Counseling Internship** (3 hours, either semester or summer)

Students gain practical experience working in a health-related professional environment providing services under supervision. Students will be required to log 24 hours of actual service to the agency for each credit hour. Daily log required as well as three-page summary report. Supervisors must provide weekly face-to-face supervision and final practicum evaluation. Additional internship hours can be taken with permission of Department Chair by registering for CSG 401-3. Prerequisites: CSG 113, CSG 233, and CSG 243.

## **ECO - ECONOMICS**

**ECO 213 Microeconomics** (3 hours, fall; offered as scheduled online)

A study of the basic tools of economic analysis and economic principles in action, including the marginal concept and scientific economic analysis; the market process and the price mechanism; demand, supply, prices; exchange and the market process; income distribution; monopoly power; real-world markets; micro problems of modern society with a summary microeconomic history of the United States. Prerequisite: None

**ECO 223 Macroeconomics** (3 hours, spring; offered as scheduled online)

A study of the basic tools of economic analysis and macroeconomic principles including the topics of money, spending, output, and income; analyzing national income; inflation, unemployment, and the stabilization dilemma. Prerequisite: None

## **EDC - EARLY CHILDHOOD EDUCATION**

**EDC 253 Introduction to Reading Methods in Early Childhood** (3 hours, spring)

Reading is the basis for all content curriculum, thus this course is designed to study and evaluate teaching materials and techniques in reading with emphasis on various approaches to teaching reading in all of early childhood. Observation and practice are obtained through a ten hour directed field-based experience in local schools. Common Core Georgia Performance Standards (CCGPS) are studied and incorporated. Prerequisite: 2.7 GPA.

**EDC 273 Early Childhood Methods** (3 hours, spring)

This course introduces students to the concepts of developmentally appropriate practice in Early Childhood Education. Students will focus on the developmental characteristics of young children and examine diverse methods, resources, and environments necessary to support a developmentally and culturally responsive early childhood classroom. Students will begin planning lessons and implementing them through reflective teaching exercises. A ten-hour directed field-based early childhood experience is required. Prerequisite: 2.7 GPA.

**EDC 300 Content Literacy Field Experience** (0 hour, winterim)

This course is a 40 hour, field based experience for the purpose of observing literacy concerns. The objective for this field experience is to observe, record and assess *knowledge, skills and character*. The Early Childhood major will also focus on content issues related to their respective fields. Prerequisite: Admission to Teacher Education.

**EDC 313 Mathematics & Science Methods in Early Childhood** (3 hours, fall)

This course is designed to analyze and assess teaching resources and techniques in mathematics and science that will enable the Early Childhood teacher to effectively teach content and concepts to diverse students. It demonstrates appropriate strategies of instruction including hands-on lab experiences, discovery and inquiry methodologies, and ten hour directed field-based experience. Common Core Georgia Performance Standards (CCGPS) are studied and incorporated. Prerequisite: MAT 123; Admission to Teacher Education.

**EDC 323 Creative Arts & Motor Skills Methods** (3 hours, spring)

This course is designed to examine the development of children and teaching methods that engage learners through art, drama, music and motor skills. Emphasis is on implementing methods and materials to integrate the arts in learning and to teach health, physical and safety education. A ten hour directed field-based experience is required. Prerequisite: Admission to Teacher Education.

**EDC 353 Reading & Writing in the Content Area: Early Childhood** (3 hours, spring)

This course examines the importance of literacy skills between language arts and content classes. Preparing teachers will investigate how to teach reading and writing effectively in the early grades with the use of integration of content, how to create a classroom climate where literacy flourishes, and how to empower the diverse child in today's classroom. From teacher to the students, the school to the community, all are integrally partnered to develop readers and writers. The emphasis of this course is to develop vital skills and strategies to use to teach reading and writing skills within content teaching. A 40 hour directed field-based experience (EDC 300) is taken previous to this class to provide observation in the early childhood classroom. Prerequisites: Admission to Teacher Education and EDC 300.

**EDC 363 Children's Literature** (3 hours, fall)

This course is a study of the literature written for children including criteria for selecting children's books, a historical survey of literature being written intentionally for children, a study of awards for outstanding literary and artistic styles for children's books, and a survey of books suitable for early childhood readers. Prerequisite: Admission to Teacher Education.

**EDC 383 Social Studies & Language Arts Methods in Early Childhood** (3 hours, fall)

This is a course that examines various methods of teaching in the early childhood classroom. Emphasis in this course is on long-range planning and implementing an instructional unit in a similar classroom. The course's focus is on social studies and language arts content (as specified from learned societies like NCSS or NCTE), and Common Core Georgia Performance Standards (CCGPS). Integration of social studies and language arts with other content fields is encouraged, reviewed and practiced. A ten hour directed field-based experience is required. Prerequisite: Admission to Teacher Education.

**EDC 423 Curriculum & Assessment** (3 hours, fall)

A study of curriculum designs emphasizing the relationship between curriculum, teaching practice, and assessment in the Early Childhood classroom. This course analyzes quantitative and qualitative concepts and practices used to assess student learning and behavior; and uses these assessments to provide useful feedback for the learner, the teacher, and the improvement of the instructional program. Prerequisite: Admission to Teacher Education

**EDC 433 Philosophy of Classroom Management: A Practical Theology** (3 hours, fall)

This course examines the important and pressing issues surrounding classroom management in today's schools. A biblical philosophy of education will also be studied along with legal issues concerning Bible and Religion in the public schools. Students will construct a management plan while observing the

class in which they will be doing their student teaching.  
Prerequisite: Admission to Teacher Education.

**EDC 453 Reading Diagnosis & Remediation** (3 hours, fall)  
This course is designed to help prospective classroom teachers pinpoint reading difficulties within their classroom, diagnose the difficulty, and remediate the problem appropriately for student success. Testing and procedures are practiced in local experiences. Prerequisite: Admission to Teacher Education.

## **EDE – EDUCATION ESL**

**EDE 323 Classroom ESL Methodology & Practicum** (3 hours, spring)  
This course distinguishes methodology of ESL that will be used in a North American curriculum (either in a U.S. or overseas International school). Brown's *Twelve Principles* will be viewed from the aspect of an immersion program. Methodology, technology, and techniques used to incorporate the ESL student into the regular classroom are the focus, enhanced by a 20 hour directed field-based experience in an inclusion setting. Prerequisite: ESL 313.

## **EDM - MIDDLE GRADES EDUCATION**

**EDM 273 The Middle School Teacher** (3 hours, spring)  
This course introduces students to the concepts of developmentally appropriate practice in Middle Grades Education. Students will focus on how the developmental characteristics of young adolescence inform and influence the middle school concept. They will examine diverse methods, resources, and environments necessary to support a developmentally and culturally responsive middle school. Students will be planning lessons and implementing them through reflective teaching exercises. A ten-hour, directed field-based middle school experience is required. Prerequisite: 2.5 GPA.

**EDM 300 Content Literacy Field Experience** (0 hour, winterim)  
This course is a five-day, field experience in any classroom for the purpose of observing literacy concerns at the grade level in which the student is interested. The objective for this field experience is to observe, record and assess *knowledge, skills and character* in any classroom. The Middle Grades major will also focus on content issues related to their respective fields. Prerequisite: Admission to Teacher Education.

**EDM 313 Mathematics & Science Methods in Middle Grades** (3 hours, fall)  
This course is designed to analyze and assess teaching resources and techniques in mathematics and science that will enable the Middle Grades teacher to effectively teach content and concepts to diverse students. It demonstrates appropriate strategies of instruction including hands-on lab experiences, discovery and inquiry methodologies, and directed field-based experience. Georgia Performance Standards are studied and incorporated. Prerequisite: MAT 123; Admission to Teacher Education.

**EDM 353 Reading & Writing in the Content Areas: MG/Sec** (3 hours, fall)  
This course is designed to assess and analyze teaching materials and techniques in reading with emphasis on various approaches to teaching reading in middle and secondary grades. Content area literacy is a focus on upper grade achievement. Observation, practice, and diagnosis of remedial difficulties are integrated into a directed field-based experience in local schools. Prerequisite: Admission to Teacher Education.

**EDM 363 Young Adult Literature** (3 hours, spring)  
This course focuses on the characteristics of young adult literature, the stages of literary appreciation, a history of young adult literature, the use of young adult literature in the classroom, and a survey of outstanding young adult literature. Prerequisite: Admission to Teacher Education.

**EDM 383 Social Studies & Language Arts Methods in Middle Grades** (3 hours, fall)  
This course examines various methods of teaching in the middle grade classroom. Emphasis in this course is on long-range planning and implementing an instructional unit in a similar classroom. The course's focus is on social studies and languages arts content (GPS)/Common Core Standards. Integration of social studies and language arts with other content (as specified from learned societies like NCSS and NCTE), and Georgia Performance Standards (GPS). Integration of social studies and language arts with other content field is encouraged, reviewed and practiced. Directed field-based experience required. Prerequisite: Admission to Teacher Education.

**EDM 423 Curriculum & Assessment** (3 hours, fall)  
A study of curriculum designs emphasizing the relationship between curriculum, teaching practice, and assessment in the Middle Grades classroom. This course analyzes quantitative and qualitative concepts and practices used to assess student learning and behavior; and uses these assessments to provide useful feedback for the learner, the teacher, and the improvement of the instructional program. Prerequisite: Admission to Teacher Education.

**EDM 433 Philosophy of Classroom Management: A Practical Theology** (3 hours, fall)  
This course examines the important and pressing issues surrounding classroom management in today's schools. A biblical philosophy of education will also be studied along with legal issues concerning Bible and Religion in the public schools. Students will construct a management plan while observing the class in which they will be doing their student teaching. Prerequisite: Admission to Teacher Education.

## **EDS - SECONDARY EDUCATION**

**EDS 300 Content Literacy Field Experience** (0 hour, summer I, II or winterim)  
This course is a 40 hour field experience in any classroom for the purpose of observing literacy concerns at the grade level in which the student is interested. The objective for this field experience is to observe, record and assess *knowledge, skills and character* in any classroom. The Secondary major will also focus on content issues related to their respective fields. Prerequisite: Admission to Teacher Education.

**EDS 353 Secondary Methods** (3 hours, fall)  
Working from a Biblical philosophy of education, students analyze, assess, and integrate diverse instructional, management, and assessment philosophies, methods, and materials to be used in the secondary English, History, or Science classroom. Students plan and implement a five-day unit specific to their particular content area as well as constructing a management plan. A 30 hour directed field-based experience is required. Prerequisite: Admission to Teacher Education.

**EDS 433 Philosophy of Classroom Management: A Practical Theology** (3 hours, fall)  
This course examines the important and pressing issues surrounding classroom management in today's schools and the competing philosophies. Undergirding and permeating this examination is an explicitly biblical philosophy and practical theology of education. Collateral readings support the formation of a biblical philosophy. In addition, this course examines legal issues concerning Bible and religion in the public schools. Students will construct their own biblical philosophy of education. While observing the class in which they will be student teaching, students will construct a classroom management plan. Prerequisite: Admission to Teacher Education.

## **EDU - EDUCATION**

**EDU 111 Teacher Education Orientation** (1 hour, either semester)  
This course is a seminar to orient all new students to the Teacher Education program, to their advisor, and to the requirements and responsibilities of a Teacher Education major. Prerequisite: None.



**EDU 133 Foundations & Trends in Education** (3 hours, either semester)

This is an introductory course for prospective teachers. This course is designed to review, discuss, and analyze the history of education, the philosophical underpinnings, and the sociological influences that impact educational practices today. Students seeking admission to the Teacher Education program do so during this course. Prerequisite: EDU 111.

**EDU 211 PTO Field Experience I** (1 hour, either semester, winterim or summer)

This is part one of a directed field-based experience that allows students to observe, record and assess *knowledge, skills, and character* required by the classroom teacher. Students participate in the classroom as a teacher's aide. During this experience, students address six of the twelve Professional Teaching Objectives (PTO) of the Teacher Education Department. Prerequisite: 2.7 GPA.

**EDU 221 PTO Field Experience II** (1 hour, either semester, winterim or summer)

This is part two of a directed field-based experience that allows students to observe, record and assess knowledge, skills, and character required by the classroom teacher. Students participate in the classroom as a teacher's aide. During this experience, students address six of the twelve Professional Teaching Objectives (PTO) of the Teacher Education Department. Prerequisite: 2.7 GPA.

**EDU 311 Education Seminar** (1 hour, spring)

This class assists students in their preparations for the Georgia Assessments for the Certification of Educators (GACE) examinations, pre-student teaching interview and PTO portfolio presentation and in credentialing for substitute teaching. Students taking this class must be student teaching the following spring semester. A \$100 course fee will be added to regular tuition. Prerequisite: Admission to Teacher Education.

**EDU 323 Educational Psychology (PSY 323X)** (3 hours, either semester)

This course is a study of the fundamental principles of the nature and conditions of learning. Application of educational psychology concepts related to instruction and student behavior is stressed. Prerequisite: None.

**EDU 401-3 Independent Study** (1-3 hours, either semester)

Special project or research is offered for the advanced student. The Teacher Education Department Chair must approve this course.

**EDU 4110 Teaching Practicum** (10 hours, spring)

Students will be placed in a school for an actual teaching experience under a TFC supervising teacher. The Practicum will be approximately twelve weeks long. Students will meet with a college supervisor in weekly sessions to discuss activities pertinent to Teaching Practicum. Students will produce an Internship Portfolio showing mastery of the 12 Professional Teaching Objectives (PTO) tied to the Conceptual Framework. Prerequisite: Admission to Teaching Practicum.

**EDU 422 Professional Integration** (2 hour, spring)

This Capstone course is designed to help graduating seniors integrate their faith with their profession and be prepared to immediately enter the teaching field. Students will reflect on their student teaching as it relates to entering into the first year of teaching. Students will prepare to enter the job market by developing a professional resume, a Job-Ready Portfolio, and prepare to apply for teacher certification. Prerequisite: Admission to Teaching Practicum.

**EDU 453 The Exceptional Child** (3 hours, fall)

This course examines the foundation of special education including historical perspectives, service delivery models and educational trends and issues. It provides education majors with methods for teaching children who have mental retardation, learning disabilities, visual and hearing impairments, communication disorders, autism spectrum disorders, physical

challenges and those who are gifted and talented, including students with limited English proficiency. Prerequisite: Admission to Teacher Education and Teaching Practicum.

## ENG - ENGLISH

**ENG 113 Freshman Composition I** (3 hours, either semester)

This course is a study of the principles and practice of rhetoric and expository writing. ENG 113 is a prerequisite for ENG 123, and a minimum grade of "C-" is required for entrance into ENG 123. Students with superior scores on the ACT/SAT may test for credit through the CLEP test. Prerequisite: None.

**ENG 123 Freshman Composition II** (3 hours, either semester or summer; offered spring online)

This is a continuation of ENG 113, using poetry, fiction, and drama for critical analysis. Formal research paper required. A minimum grade of "C-" is required. The major research paper, which includes an assessment of basic competencies in writing and critical thinking, must be passed to successfully complete the course. Prerequisite: a minimum grade of "C-" in ENG 113 or its equivalent.

**ENG 201 Yearbook Practicum** (1 hour, either semester)

This course offers practical experience in yearbook production. Requires at least 35 hours of hands-on experience in writing, layout, or other aspects of producing a quality volume, supervised by the Faculty Sponsor. It may be repeated twice for credit. This course may not be used to satisfy requirements for the core curriculum or the English major or minor. Prerequisite: None.

**ENG 203 World Literature I** (3 hours, fall)

This course is a survey of canonical texts from the Classical Era through the Neoclassical Age. Prerequisite: ENG 123.

**ENG 213 World Literature II** (3 hours, spring)

This course surveys key writings of Romanticism through Post-Colonialism. Prerequisite: ENG 123.

**ENG 223 English Literature I** (3 hours, fall)

This course surveys the Old English, Middle English, and Renaissance periods. Prerequisite: ENG 123.

**ENG 233 English Literature II** (3 hours, spring)

This is a course that surveys the Enlightenment, Romantic, Victorian, and Modern periods. Prerequisite: ENG 123.

**ENG 313 History & Structure of the English Language** (3 hours, fall odd years)

This course surveys the linguistic history of English from its Indo-European roots to the present, concentrating on lexicography, morphology, syntax, and grammar, along with their relevance for literary history, current usage, and the structures of modern English. Prerequisite: ENG 123.

**ENG 323 Renaissance Literature** (3 hours, offered as announced)

This course study is sixteenth-century prose and poetry, excluding drama. Emphasis on the relationship between the Renaissance and the Reformation, the rise of the English Sonnet, and Spenser. Prerequisite: ENG 123.

**ENG 323E Topics in Early English Literature** (3 hours, fall even years)

This course is an advanced study of major authors or topics in English Literature from the Medieval, Renaissance, and Baroque periods. Major research paper required. Prerequisite: ENG 123.

**ENG 333 Seventeenth-Century Literature** (3 hours, offered as announced)

This course studies late Renaissance and Baroque prose and poetry. Emphasis is placed on the great devotional poets and Milton. Prerequisite: ENG 123.

**ENG 333E Topics in Modern English Literature** (3 hours, spring even years)

This course is an advanced study of major authors or topics in English Literature from the Neoclassical, Romantic, Victorian, and

Modern periods. Major research paper required. Prerequisite: ENG 123.

**ENG 343 Neoclassical Literature (1660-1789)** (3 hours, offered as announced)

This course studies British literature from the Restoration through the late eighteenth century. Varying focus-themes, authors, types. Prerequisite: ENG 123.

**ENG 353 Romantic Period (1789-1832)** (3 hours, offered as announced)

This course is a course studying selected themes, authors, and types of major figures from the pre-Romantics through Shelley, Byron, and Scott. It offers varying foci. Prerequisite: ENG 123.

**ENG 363 Victorian Era (1832-1900)** (3 hours, offered as announced)

This course studies major essayists, fiction writers, and poets in relation to Victorian intellectual, religious, and social life. Prerequisite: ENG 123.

**ENG 373 Contemporary Literature** (3 hours, offered as announced)

This course studies selected outstanding writers of modern poetry, drama, and prose from late nineteenth and twentieth centuries, such as Dostoyevsky, Nietzsche, Kafka, Sartre, Beckett, T. S. Eliot, Charles Williams, and others. Prerequisite: ENG 123.

**ENG 383 Advanced Composition** (3 hours, spring)

ENG 383 offers rhetorical strategies that are applicable to student writing and publishable works. It offers students an opportunity to reflect on their writing/reading experiences through autobiography and to choose writing projects pertinent to their fields. Prerequisite: ENG 123.

**ENG 393 Grammar for Teachers** (3 hours, either semester)

This course is an intensive review of traditional grammatical terminology and the rules of correct usage in Standard English, with special attention to appropriate methods of pedagogy. Prerequisite: ENG 123.

**ENG 413 Shakespeare** (3 hours, spring even years)

This course is an in-depth survey of Shakespeare's major histories, comedies, and tragedies. Prerequisite: ENG 123.

**ENG 423 Middle Ages** (3 hours, offered as announced)

This course covers major figures, issues, and movements of the Old and Middle English periods, mostly in translation, but with some exposure to Middle English texts. Prerequisite: ENG 123.

**ENG 433 Selected Topics** (3 hours, offered as announced)

This course will study in depth a selected author or topic at the instructor's discretion: Dante, Milton, Lewis, Austen, Arthurian Legends, Modern Poetry, and Creative Writing. This course may be repeated once if a different topic is chosen. Prerequisite: ENG 123.

**ENG 443 History & Practice of Literary Criticism** (3 hours, spring odd years)

This course is a survey of critical theory and practice from Plato to the present. Prerequisite: BIB 213, ENG 123; PHY 113 is also required of all B.A. in English majors.

## **ENS - ENSEMBLE**

**ENS 100/101 Community Chorus/Oratorio** (0 hour for music majors/minors; 1 hour for non-music majors/minors; either semester)

This course includes the study of major works in choral literature and performances of this literature. Prerequisite: By permission of instructor.

**ENS 110/111 Jazz Ensemble** (0 hour for music majors/minors; 1 hour for non-music majors/minors; either semester)

This course features study and performance of traditional jazz repertoire within established parameters of improvisation. Prerequisite: By permission of instructor.

**ENS 120/121 College Choir** (0 hour for music majors/minors; 1 hour for non-music majors/minors; either semester)

The student participates in major choral ensemble on campus, whose purpose is to proclaim the gospel in song, to perform in concert and at special services on campus, to foster college/community relations, and to enhance the spiritual lives of the participants. Membership is open to any student, faculty, or staff member. Participation is expected for fall and spring semesters. Prerequisite: Audition required; By permission of instructor.

**ENS 130/131 Concert Band** (0 hour for music majors/minors; 1 hour for non-music majors/minors; either semester)

The ensemble gives members practical experience in various performing instrumentations as well as in standard band literature. Membership is open to all students, faculty, or staff. Participation expected for fall and spring semester. Prerequisite: None. Enrollment is open to all; contact instructor if you have questions or concerns.

**ENS 140/141 Accompanying** (0 hour for music majors/minors; 1 hour for non-music majors/minors, either semester)

This course is open to pianists with superior sight-reading skills. The student will accompany voice and instrumental students on recital programs, final examinations, and platform examinations. Interview with professor is required before registering for this course. Prerequisite: Interview with instructor is required before registering for this course.

**ENS 150/151 Handbell Choir** (0 hour for music majors/minors; 1 hour for non-music majors/minors; either semester)

This ensemble performs literature suitable for the church and school. Membership is open to all students, faculty, and staff. Prerequisite: By permission of instructor.

**ENS 160/161 Orchestra** (0 hour for music majors/minors; 1 hour for non-music majors/minors; either semester)

This ensemble performs sacred, classical and pops literature. Membership is open to all students, faculty, and staff. Prerequisite: By permission of instructor.

**ENS 170/171 Instrumental Chamber Ensemble** (0 hour for music majors/minors; 1 hour for non-music majors/minors; either semester)

This course provides an opportunity for accomplished instrumentalists to study and perform small ensemble literature. Membership is on an audition basis and may include faculty, staff, or members of the community as the need arises. Prerequisite: By permission of instructor.

**ENS 180/181 Vocal Chamber Ensemble** (0 hour for music majors/minors; 1 hour for non-music majors/minors; either semester)

This course offers a study and performance of works for various vocal chamber groupings. Ensembles are formed from a general pool of registrants. These include ensembles for mixed voices (which will meet in the fall semester), men (both semesters), and women (spring semester). With the permission of the instructor(s), members of the community at large are permitted to participate in these groups without formal application or registration procedures. Prerequisite: Audition required; by permission of Instructor.

**ENS 190/191 Multicultural Music Ensemble** (0 hour for music majors/minors; 1 hour for non-music majors/minors; spring)

This course offers a study, and performance in music, of various cultures. Membership is open to any interested persons. The ability to read music notation is not a prerequisite. Prerequisite: None.

**ENS 210/211 Opera Workshop** (0 hour for music majors/minors; 1 hour for non-music majors/minors; spring)  
The student will learn techniques for the singing actor. The class will produce scenes from the dramatic repertory. Prerequisite: By permission of instructor.

**ENS 221 Worship Arts Team** (1 hour, either semester)  
Students will study and perform music suitable for the modern church and Christian school, the various types and concepts of leading worship, and will gain practical experience in contemporary worship. Prerequisite: for those with Worship Arts Concentration only; by permission of Instructor.

## **ESL - TEACHING ENGLISH TO SPEAKERS OF OTHER LANGUAGES**

**ESL 313 Introduction to TESOL** (3 hours, fall)  
This course is an introduction to addressing language acquisition, linguistics, the structure of the English language, and TESOL methodology. Prerequisite: None.

**ESL 323 TESOL Methods & Materials** (3 hours, spring)  
This course examines the principles of classroom teaching related to teaching English to speakers of other languages and serves as the foundation for the class. Various facets of classroom teaching are discussed such as student motivation, variable teaching contexts, skill integration, and classroom management. Prerequisite: ESL 313.

**ESL 332 TESOL Practicum** (2 hours, either semester or summer)  
This practicum provides practical experience in teaching English to speakers of other languages. Prerequisite: ESL 313 and ESL 323.

**ESL 401-3 Independent Study** (1-3 hours, either semester or summer)  
The content and method within this course framework will be directed by the professor in charge through consultation with the student. Offered by approval of the World Missions Department Chair.

**ESL 442 Communicating Values Through TESOL** (2 hours, fall)  
Many teachers working in limited-access countries are often restricted from using explicitly Christian materials. This course draws from a whole spectrum of world literature and equips the student to promote a Christian worldview using nonbiblical materials. Prerequisite: ESL 313; preferred ESL 323.

## **FAM - FAMILY AND CHILDREN'S MINISTRIES**

**FAM 233 Marriage & Family Relationships** (3 hours, fall)  
This course will examine biblical and contemporary perspectives on marriage and family relationships. Beginning with an examination of dating and premarital relationships this course considers theological foundations for marriage and family, communication dynamics, conflict resolution, sexuality, parenting, and the cultivation of wholeness in marriage and family life. Preliminary consideration of the church's role in enhancing healthy marriage and family relationships will be given throughout the course. Prerequisite: None.

**FAM 243 Ministry to Families** (3 hours, spring)  
This course will introduce students to the field of family ministries. A biblical, theological, and sociological foundation for understanding families and designing ministries to the various forms of families is included. In addition, students are introduced to several family ministry models and ministry alternatives in both the church and faith-based ministry contexts. Prerequisite: FAM 233.

**FAM 253 Foundations for Children's Ministry** (3 hours, spring)  
This course is designed to prepare the student with the foundations for effective children's ministry. The course will include the biblical, theological, developmental, and sociological foundations. Prerequisite: MLD 113.

**FAM 313 Ministry to Adults** (3 hours, spring, even years)  
This course examines the characteristics and needs of adults as lifelong learners in various ministry contexts. Particular emphasis will be given to an exploration of the nature of adult discipleship, various adult learning theories and their proponents, and adult life-span development. In addition, various models of adult ministries will be explored. Prerequisite: PSY 243.

**FAM 323 Teaching Children** (3 hours, fall, odd years)  
This course is designed to introduce the students to teaching resources and techniques that will enable the teacher to effectively deliver content and concepts to children. It requires the students to be involved in experiential lab opportunities. Prerequisite: FAM 253.

**FAM 333 Programming for Children's Ministry** (3 hours, spring, odd years)  
This course introduces the students to the various programs available to children's ministries, including Sunday School, Vacation Bible School, club ministries, and children's church. Prerequisite: FAM 253.

**FAM 401-3 Independent Study** (1-3 hours, either semester)  
This course offers individual study of family ministry education for the advanced student. Advance approval by the Ministry and Leadership Department Chair is required. Prerequisite: None.

**FAM 443 Family Ministry Strategies** (3 hours, fall)  
This course will enlarge the student's biblical/theological, and sociological foundation for designing family ministries. Building on this foundation, students will examine various family ministry leadership models, methods of demographic research, and the strategic planning process in order to create a ministry proposal for a specific family unit. Prerequisite: FAM 233, and FAM 243.

**FAM 453 Curriculum Development** (3 hours, fall, even years)  
This course is designed to explore the process of curriculum development and design. It also identifies principles for selecting curriculum to meet the needs of learners and the educational program of the local church. This course will include a systematic evaluation of available curricula of the major evangelical publishers and attention will be given to the writing of lesson plans for a variety of ministry settings. Prerequisite: FAM 253.

**FAM 463 Seminar in Family & Children's Ministry** (3 hours, spring)  
This capstone course will be composed of a cohort of family and children's ministry students. Curriculum will include at least five components: 1) a written doctrinal statement, 2) an integrative comprehensive exam (written and oral) related to family and children's ministry and based on previous courses, 3) contemporary issues in family and children's ministries, 4) placement issues, and 5) the integration of character and intellect. Prerequisite: senior status.

**FAM 473 Family & Children's Ministry Internship** (3 hours, summer)  
This internship is the practical application of the principles and practices learned in the student's classroom experiences in a family ministry situation. Students will be involved in an approved ministry and will receive benefit of supervision and evaluation. Prerequisites: 90 completed hours or approval by the Ministry and Leadership Department Chair, and acceptance to the Ministry and Leadership Department.

## **FRN - French**

**FRN 113 Elementary French I** (3 hours, fall)  
This course is an introduction to approximately one-fourth of the phonetics, grammar, and vocabulary needed to adequately express the target language. There will be a balance between the four basic language skills of reading, writing, listening, and speaking. Prerequisite: None.

**FRN 123 Elementary French II** (3 hours, spring)

This course is an introduction to the second of four parts of the essential phonetics, grammar, and vocabulary needed to adequately express the target language. There will be a balance between the four basic language skills of reading, writing, listening, and speaking. Prerequisite: FRN 113 or equivalent.

**FRN 233 Intermediate French I** (3 hours, fall)

This course is an introduction to the third of four parts of the phonetics, grammar, and vocabulary needed to adequately express the target language. There will be a balance between the four basic language skills of reading, writing, listening, and speaking. Prerequisite: FRN 123 or equivalent.

**FRN 243 Intermediate French II** (3 hours, spring)

This course is an introduction to the fourth of four parts of the phonetics, grammar, and vocabulary needed to adequately express the target language. There will be a balance between the four basic language skills of reading, writing, listening, and speaking. Prerequisite: FRN 233 or equivalent.

**FRN 313 French Composition & Conversation** (3 hours, offered as announced)

This course is a review/advanced grammar course with an emphasis on systematic vocabulary, conversation, and composition in the target language. There will be a balance between the four basic language skills of reading, writing, listening, and speaking with immersion in the language during the class time. Prerequisite: FRN 243 or equivalent.

**FRN 323 Survey of French Literature** (3 hours, offered as announced)

This course is an introduction to excerpts of many of the major French literary works spanning six major literary time periods (Medieval, Renaissance, Neo-Classical, Romantic, Modern, Post-modern). Emphasis will be placed on reading and writing outside of class with listening and speaking in the target language via discussion of the texts in French. Prerequisite: FRN 243 or equivalent.

**FRN 413 French Civilization** (3 hours in residence or on a summer mission trip to France, Belgium, or Switzerland)

This course is an introduction to France's history, geography, artistic forms, and expressions from the Middle Ages to the 21<sup>st</sup> century. Assignments emphasize the reading and writing of essays outside of the class. It emphasizes listening and speaking in the target language via discussion of the assignments in French. Prerequisite: FRN 243 or equivalent.

**FRN 423 Francophone World** (3 hours in residence or on a summer mission trip to francophone America or Africa)

This course is an introduction to the various countries colonized by the French, their history, geography, artistic forms, and expressions from colonization through independence until the current day. The assignments emphasize reading and writing of various target cultures outside of class with listening and speaking in the target language via discussion of the assignment in French. Prerequisite: FRN 243 or equivalent.

**GHY - WORLD GEOGRAPHY****GHY 213 World Geography** (3 hours, spring online)

A survey course of geography which draws together two categories of interrelated elements: the diverse physical features of the many areas of the earth and cultural influences. Prerequisite: None.

**GMU - GENERAL MUSIC****GMU 213 American & World Music Traditions** (3 hours, fall)

A survey of music in the United States including the world music that has helped shape the unique landscape of U.S. music. Prerequisite: None.

**GRK - GREEK****GRK 213 Elementary Greek I** (3 hours, fall even years)

This course is a study of the grammar and vocabulary of Koine Greek. This course includes translation from simpler passages in

the Greek New Testament. It does *not* count towards the college's minimum requirement of Bible and theology hours for graduation. It is strongly recommended that a student who passes GRK 213 also enroll in GRK 223. Prerequisite: None.

**GRK 223 Elementary Greek II** (3 hours, spring odd years)

This course is a continuation of GRK 213 and counts towards the college's minimum requirement of Bible and theology for graduation. Prerequisite: GRK 213.

**GRK 333 Intermediate Greek I: Johannine Literature** (3 hours, fall odd years)

This course consists of the translation and analysis of selected passages in the Gospel and Epistles of John from the Greek New Testament. It includes continuing grammatical investigation, vocabulary acquisition, and development of syntactical analysis. Each week's work includes direct studies in the Greek text. The course counts towards the college's minimum requirement of Bible and theology hours for graduation. Prerequisite: GRK 223.

**GRK 343 Intermediate Greek II: Pauline Literature** (3 hours, spring even years)

This course concentrates on the translation and analysis of a selected Pauline letter from the Greek New Testament. Includes continuing grammatical investigation, vocabulary acquisition, and development of syntactical analysis. Time will be given to introductory studies in textual criticism. Each week's work includes direct studies in the Greek text. This course counts towards the college's minimum requirement of Bible and theology hours for graduation. Prerequisite: GRK 333.

**GRK 453 Greek Exegesis: Selected Passages** (3 hours, offered as announced)

This course offers the student translation and analysis of selected passages from the New Testament. Special attention is given to the normal sequence of steps in the exegetical process. Emphasis will also be placed on the resources useful for exegesis, such as lexicons, concordances, textual criticism guides, and commentaries. Each week's work includes direct study of the Greek NT text. Students may take this course more than once by concentrating on a different text of the NT. This course counts toward the college's minimum requirement of Bible and theology for graduation. Prerequisite: GRK 343.

**GRK 463 Greek Readings: Selected Passages** (3 hours, offered as announced)

This course consists of selected readings from the Greek New Testament with special emphasis on developing reading and translation skills. Attention will also be given to the special syntax, grammar, and vocabulary of the author. Each week's work will involve the study of the Greek NT. Students may take this course more than once by concentrating on a different part of the Greek NT. It counts toward the college's minimum requirement of Bible and theology for graduation. Prerequisite: GRK 343.

**HEB - HEBREW****HEB 213 Elementary Hebrew I** (3 hours, fall odd years)

This course teaches the grammar and vocabulary of biblical Hebrew and includes translation from simpler passages in the Hebrew Old Testament. It does *not* count towards the college's minimum requirement of Bible and theology hours for graduation. It is strongly recommended that a student who passes HEB 213 also enroll in HEB 223. Prerequisite: None.

**HEB 223 Elementary Hebrew II** (3 hours, spring even years)

This course is a continuation of HEB 213. Continued study of Hebrew grammar and vocabulary with an emphasis on reading and translating the Hebrew text, all of which will develop confidence in the language. This course counts towards the college's minimum requirement of Bible and theology for graduation. Prerequisite: HEB 213 or instructor's permission.

**HEB 333 Intermediate Hebrew** (3 hours, offered as announced)

This course involves application of exegetical methods to the study of selected passages in the Hebrew text. This course consists of translation, identification of grammatical forms, further

acquisition of vocabulary and analysis of syntactical construction. It continues the reading of the Hebrew Scriptures begun in HEB 213 and HEB 223. This course counts towards the college's minimum requirement of Bible and theology for graduation. Prerequisite: HEB 223 or instructor's permission.

**HEB 343 Biblical Aramaic** (3 hours, offered as announced)  
This course offers an explanation of differences between Hebrew and Aramaic followed by student translation of selected Aramaic portions of Ezra and Daniel. Attention is given to Aramaic words in the New Testament. This course counts towards the college's minimum requirement of Bible and theology for graduation. Prerequisite: HEB 223 or instructor's permission.

**HEB 401-3 Independent Study** (1-3 hours, either semester)  
Selected students are permitted to secure specialized training in Hebrew composition and/or reading appropriate to individual needs. The project will involve extensive independent work under individualized direction of a professor. Availability of the course is contingent on availability of faculty. Independent study requires a *minimum* of 35 clock hours of work per semester hour. Prerequisites: HEB 213 and HEB 223.

**HEB 453 Hebrew Exegesis: Selected Passages** (3 hours, offered as announced)  
This course offers an introduction to the tools and methods for the exegesis of selected Hebrew texts, using concordances, lexicons, textual criticism, critical commentaries and technical journal articles. This course counts towards the college's minimum Bible and Theology requirement. The course includes direct study of the Hebrew OT text each week and the completion of an exegesis paper on a selected passage. Prerequisite: HEB 223. Not required but highly recommended: HEB 343 or instructor's permission.

## HIS - HISTORY

**HIS 113 History of Western Civilization I** (3 hours, fall)  
This course traces political, social, economic, and cultural developments characterizing Western society from its beginnings in the Ancient Era through the end of the Middle Ages. Cause-and-effect interrelationships among individuals, issues, and events are emphasized. Interaction with primary source documents facilitates critical thinking and historical insight. Prerequisite: None.

**HIS 123 History of Western Civilization II** (3 hours, spring)  
This course traces political, social, economic, and cultural developments characterizing Western society from the Early Modern Era through the end of the Twentieth Century. Cause-and-effect interrelationships among individuals, issues, and events are emphasized. Interaction with primary source documents facilitates critical thinking and historical insight. Prerequisite: None.

**HIS 223 Twentieth Century World History** (3 hours, fall odd years)  
This course traces global political, social, economic, and cultural developments from the late 19<sup>th</sup> century to the end of the 20<sup>th</sup>. Cause-and-effect interrelationships among individuals, issues, and events are emphasized, both within specific nations as well as those of an international character. Interaction with primary source documents facilitates critical thinking and historical insight. Prerequisite: None.

**HIS 233 History of the United States I** (3 hours, fall)  
This course traces political, social, economic, and cultural developments from the Colonial Period through Reconstruction. Cause-and-effect interrelationships among individuals, issues, and events are emphasized. Interaction with primary source documents facilitates critical thinking and historical insight. Prerequisite: None.

**HIS 243 History of the United States II** (3 hours, spring)  
This course traces political, social, economic, and cultural developments from Reconstruction through the Reagan-Bush Era. Cause-and-effect interrelationships among individuals, issues, and events are emphasized. Interaction with primary

source documents facilitates critical thinking and historical insight. Prerequisite: None.

**HIS 313 History of Ancient Greece & Rome** (3 hours, fall odd years)  
This course traces political, social, economic, and cultural developments within these Mediterranean-centered civilizations from the Bronze Age beginnings of the Mycenaean Greeks to the collapse of the western portion of the Roman Empire on the eve of the Medieval Era. Cause-and-effect interrelationships among individuals, issues, and events are emphasized. Historiographical exploration of topics and interaction with primary source documents facilitate critical thinking and historical insight. Prerequisite: None.

**HIS 323 History of Medieval Europe** (3 hours, fall even years)  
This course traces political, social, economic, and cultural developments from the disintegration of the western portion of the Roman Empire to the emergent Renaissance Era. Cause-and-effect interrelationships among individuals, issues, and events are emphasized. Historiographical exploration of topics and interaction with primary source documents facilitate critical thinking and historical insight. Prerequisite: None.

**HIS 343 History of Latin America** (3 hours, fall even years)  
This course is a broad survey of political, economic, social, and cultural developments in South America, from the earliest civilizations to the end of the 20<sup>th</sup> century. Prerequisite: None.

**HIS 353 Church History** (3 hours, fall)  
This course studies the post-apostolic period through the Protestant Reformation, emphasizing the development of Christian theology, institutions, and lifestyles, especially in light of their relevance to contemporary problems in the church. Prerequisite: None.

**HIS 363 American Church History** (3 hours, spring)  
This course traces the growth and development of Christianity within the United States, from the Colonial Era through the late Twentieth Century. Attention is given to key individuals, issues, and events within their broader historical context. Historiographical exploration of topics and interaction with primary source documents facilitate critical thinking and historical insight. Prerequisite: None.

**HIS 373 History of Africa** (3 hours, fall odd years)  
This course broadly surveys political, economic, social, and cultural developments on the African continent, from the earliest civilizations to the end of the 20<sup>th</sup> century. Prerequisite: None.

**HIS 383 Study Abroad in History** (3 hours, winter or summer II or offered as announced)  
This is a special study of history in an international setting. The professor designs each course, including reading in advance, study abroad at on-site locations, a reflection on specific historical features, and the articulation of ideas in writing based on the student's experience abroad. Prerequisites: Completion of one year at TFC, TFC Application for Study Abroad, and permission of instructor.

**HIS 393 History of Asia** (3 hours, spring even years)  
This course traces political, social, economic, and cultural developments on the Asian continent from the Ancient Era through the late Twentieth Century. Attention is given to the civilizations of India, China, and Japan. Cause-and-effect interrelationships among individuals, issues, and events are emphasized. Historiographical exploration of topics and interaction with primary source documents facilitate critical thinking and historical insight. Prerequisite: None.

**HIS 413 Historiography** (3 hours, fall)  
This course focuses on the "doing of history." Topics addressed include historians and their craft, philosophies of history, and historical methodologies. Oral and written, individual and group, projects facilitate the development of discipline-relevant skills. Prerequisite: 6 hours of HIS.

**HIS 473 History Seminar** (3 hours, spring)

The capstone course of the major focuses primarily on the research and writing of an in-depth scholarly paper on a specific historical topic. Topics are chosen by students with the approval of the instructor. Prerequisites: 9 hours of HIS, including HIS 413.

**HUM - HUMANITIES****HUM 103 Western Thought & Culture** (3 hours, winterim or summer I)

This is an interdisciplinary study of cultural issues and problems, designed to help the student develop a Christian worldview. Prerequisite: None.

**HUM 383 Study Abroad in Humanities** (3 hours, winterim or summer II or offered as announced)

This course is an interdisciplinary, in-depth study of the humanities in an international setting. The professor designs each course special, including reading in advance, study abroad at on-site locations, a reflection on specific topics in the humanities, and the articulation of ideas in writing based on the student's experience abroad. Prerequisites: Completion of one year at TFC, TFC Application for Study Abroad, and permission of instructor.

**ICS - INTERCULTURAL STUDIES****ICS 113 Gifts, Guidance, & Goals** (3 hours, fall semester and spring even years)

This course is a study and discussion of spiritual gifts, temperaments, goal setting, and biblical guidelines for knowing and applying godly wisdom to daily life. Testing tools are used to analyze spiritual gifts and temperaments. Prerequisite: None.

**ICS 253 History of Missions** (3 hours, spring)

This is a history of missions course pertaining to the progress of missions. It is presented from its inception to the present era including a study of the beginning, process, and advancement of modern missions on the various fields throughout the world. The latter part of the semester is concerned with case studies in historic patterns of church growth around the world. Prerequisite: None.

**ICS 273 Church Planting & Development** (3 hours, fall)

A course aimed at practical and biblical step-by-step development of a master plan for church planting. It emphasizes guidelines for the church leader to devise strategies and employ resources to enter new areas, win people to Christ, and organize them into local churches. Prerequisite: None.

**ICS 303 Non-Traditional Religious Movements (REL 303X)** (3 hours, spring odd years)

This course assesses the history, development, and beliefs of selected contemporary non-evangelical systems that deviate from traditional Christendom (cults) as well as selected new religious movements originating in major non-western world religions. Special attention is given to apologetic responses in light of current social, political and economic situations. Prerequisite: None.

**ICS 313 Introduction to Hinduism & Buddhism (REL 313X)** (3 hours, spring even years)

This course provides an in-depth survey and a deeper understanding of the Hindu and Buddhist religions. It also explores current strategies being used to bring the gospel of Christ to these two primary religions, both of which comprise a large number of unreached people groups. Analysis of relationships between Eastern religions and their influence in the Western world will be explored. Prerequisite: ICS 323.

**ICS 323 World Religions (REL 323X)** (3 hours, either semester)

This course is an introduction to the major religions of the world. Focus is on the historical origin, development, doctrine and current status and influence in modern world. Prerequisite: None.

**ICS 333 Small Group Ministries** (3 hours, fall)

This course investigates the dynamics and value of cell groups, home based churches, friendship groups, etc. in cross-cultural setting. This is not a course on "cell-churches" but reviews this

phenomenon along with other models of small group ministries. This is a valuable course for a cross-cultural church planter expecting to minister in an urban setting, whether in the United States or abroad. Prerequisite: permission of Instructor.

**ICS 342 Women in International Ministry** (2 hours, winterim)

The role of women in the Church is explored through an examination of biblical truths, history, and present reality with a focus on ministry in the non-Western world. Challenges to women in the global community are dealt with and practical guidelines offered. Prerequisite: None.

**ICS 343 Introduction to Islam (REL 343X)** (3 hours, fall)

This is a study of the structure, beliefs, and practices of Islam, including an analysis of the Quran, the life of Muhammad, and the historical development of the religion. Emphasis will be given to apologetics and outreach to Muslims. Prerequisite: None.

**ICS 352-6 Cross-Cultural Internship** (2-6 hours, summer)

Designed to be integrated into an actual cross-cultural situation, this course is carried out through practical service in a new culture. Specially designed programmed materials serve as a guide to field work using participant-observation and other anthropological methods. Time necessary in a new culture is at least six weeks. Prerequisite: ANT 323.

**ICS 362-6 International Business Internship** (2-6 hours, summer)

This course is designed to integrate, either in an actual cross-cultural situation or in a mission agency office, the knowledge gained in the areas of business/missions in actual day-to-day field/home office operations. Time necessary for this practicum is a minimum of six weeks. Prerequisite: ANT 323 Applied Ethnography.

**ICS 383 Training & Discipling** (3 hours, spring semester and fall even years)

This course is designed to give instruction and practical applications relating to personal discipleship. It will familiarize prospective missionaries with the methods and models for training Christian workers in another culture. It emphasizes Theological Education by Extension (TEE) as well as other models of theological training. Prerequisite: None.

**ICS 393 Introduction to Church Growth (PAM 393X)** (3 hours, spring, winterim)

This course is designed to investigate the Biblical basis and reasons for the growth of the church as well as church decline, and to learn ways to diagnose the health of a church and promote and measure its growth, both spiritually and numerically. Prerequisite: None.

**ICS 401-3 Independent Study** (1-3 hours, either semester or summer)

The content and method within this course framework will be directed by the professor in charge through consultation with the student. Offered by approval of the World Missions Department Chair. Prerequisite: None.

**ICS 433 Christian Education in Other Cultures** (3 hours, fall odd years)

This course studies the basic philosophy of Christian education and the application of related principles to cultural situations. Emphasis will be on researching needs, designing curricula to meet those needs, and using teaching methods that are acceptable to the culture and reproducible by teachers within that culture. Prerequisite: None.

**ICS 443 Cross-Cultural Storytelling** (3 hours, spring)

This course will equip the cross-cultural communicator with the knowledge and skills necessary to communicate the gospel through the strategic way of storytelling. The historical background and principles of storytelling are studied and applied to the development of a story line. Prerequisite: None, but ANT 203 recommended.

**ICS 453 Cross-Cultural Communication** (3 hours, spring)

This course enables the student to develop an understanding of culture's effects on the communication process. It concentrates in such as areas as worldview, cognitive process as related to culture, and contextualization of supra-cultural meaning. Prerequisite: not required, but recommended, ANT 203.

**ICS 463 Strategy of Missions** (3 hours, fall)

The student will be taught to discern the ways and means of attaining the goals of missions in action. It is a critical examination of methods and purposes in order to establish relevant, functional, and biblical strategies. Prerequisite: BMI 213.

**ICS 473 Urban Ministry & Practicum** (3 hours, fall)

This course studies the urban ministry of the church in terms of evangelism, church planting, and the meeting of social needs. Relates to urban minority considerations in cities of the USA as well as in world-class cities in other countries. The process of urbanization, its accompanying problems, and how the church can respond to them will be the major focus of the class. Practical applications are studied at on-site locations in urban areas. Prerequisite: None.

**ICS 483 Intercultural Development Strategy Project** (3 hours, spring)

This course provides the student majoring in Cross-cultural Business Administration the opportunity to be a part of a diverse planning team that develops a strategy to establish a development project among a specific people group. Skills in teamwork, critical thinking, strategic planning, and project presentation are refined. Prerequisite: ICS 362, ANT 363 and ANT 483 Anthropology Research Project.

**ICS 493 Missiology Strategy Project** (3 hours, spring)

This course provides the student majoring in Cross-cultural Studies the opportunity to be a part of a diverse team that develops a strategy to plant and establish a new church or accelerate the growth of an established church among a specific people group. Skills in teamwork, critical thinking, strategic planning, and project presentation are refined. Prerequisite: ANT 363 and ANT 483 Anthropology Research Project.

**IPC – INTERPERSONAL & PUBLIC COMMUNICATION****IPC 201 Interpersonal & Public Communication Practicum** (1 hour, either semester or summer)

The practicum will allow students to gain hands-on experience working in areas of interest related to their study. Projects may include Communication Department publications, The Talon, or other projects as approved by the Department Chair of Communication. This course may be repeated up to three times over three semesters. Graded on an S/U basis. Prerequisite: None.

**IPC 243 Nonverbal Communication** (3 hours, offered as announced)

This course teaches the nature and function of nonverbal communication. It is designed to heighten the student's ability to perceive and transmit meaning nonverbally. Included in the course are kinesics, proxemics, vocalic, and artifactual communication. Special attention is given to understanding the emotional significance of nonverbal communication and how it influences the communication process. Prerequisite: None.

**IPC 293 Interpersonal Communication** (3 hours, spring)

This course instructs the student on the fundamentals of understanding the process of interpersonal communication. Covering such topics as the role of self-concept and self-disclosure in communication, the influence of perception and emotions on communicating, interpersonal attraction and communication effectiveness, developing a climate of communication, and dealing with conflict in communication. Prerequisite: None.

**IPC 313 Organizational Communication** (3 hours, fall even years)

This course examines the interplay of structures and organizational practices by exploring communication within an organization. The dynamic of Organizational Communication is from a variety of theoretical approaches. Prerequisite: None.

**IPC 323 Public Relations** (3 hours, spring even years)

This is a course that focuses on effective public relations principles which could be applied to church, business, institutional, or mass communication. Through reading, discussion, lecture, projects, and class guests, the student will gain understanding of basic aspects of the public relations process. Prerequisite: None.

**IPC 333 Small Group Communication** (3 hours, spring odd years)

This course introduces students to a deeper understanding of small groups. The course explores issues such as group dynamics, roles, and functions of small groups. Prerequisite: None.

**IPC 343 Advanced Public Speaking** (3 hours, fall odd years)

This course is designed to provide a deeper appreciation for the complexities of public speaking. Specifically, students will gain additional practice and more individualized instruction in developing their unique voice. More complex aspects of message construction, development, and adaptation will be covered. Prerequisite: COM 113.

**IPC 353 Leadership Communication** (3 hours, spring odd years)

This course provides students with an overview of business communication as it relates to leadership practices and theory in business and professional settings. Students will examine the factors contributing to effective leadership through theory and practice. Prerequisite: None.

**IPC 373 Mentoring** (3 hours, offered as announced)

Focusing on the unique aspects of communication within the context of mentoring, this course introduces students to a deeper understanding of the interpersonal constructs from IPC 293. Students are instructed in the specific areas of developing relational trust, openness, and disclosure. This course provides essential knowledge and skills for those pursuing the study of the communicative practices of leadership. Prerequisite: None

**IPC 401-3 Independent Study** (1-3 hours, offered as announced)

This course is an individual study course for the advanced communication student. Prerequisite: Advance approval by the Communication Department Chair.

**IPC 493 Interpersonal & Public Communication Internship** (3 hours, offered either semester or summer)

This course gives credit for supervised and approved work experience in related fields. Minimum of 210 hours of on-the-job experience required. Assessment is required. Graded on an S/U basis. Prerequisite: Junior status.

**LED – LEADERSHIP****LED 233X Biblical Foundations of Leadership** (3 hours, fall; offered as scheduled online)

See MIN 233 for course description.

**LED 313 Building & Leading Teams** (3 hours, offered as scheduled online)

This course focuses on how to build and lead successful teams in the marketplace. Team building models will be analyzed with emphasis on actionable steps that can be taken to overcome common hurdles and build cohesive, high performing teams. The principles of coaching and coaching strategies are explored. An emphasis will be placed on the role of the leader in developing successful work teams, project teams, virtual teams, and inter-organizational teams. Prerequisite: None.

**LED 323X Leadership & Management Theory** (3 hours, spring; offered as scheduled online)  
See MIN 323 for course description.

**LED 363X Servant Leadership** (3 hours, offered as scheduled online)  
See MAN 363 for course description.

**LED 383 Leading Organizational Change** (3 hours, offered as scheduled online)  
This course focuses on the theoretical concepts, practices, and impact of change on an organization in order to lead sustainable organizational change efforts in the context of a highly competitive, rapidly changing, and evolving global economy. Learners study how to prepare the organization, plant the details, execute a change process across an organization, and measure the plan's effectiveness and the change it brings to achieve continuous improvement. Prerequisite: None.

**LED 413X Strategies for Leadership Development** (3 hours, fall; offered as scheduled online)  
See MIN 413 for course description.

**LED 453 Cross-Cultural Leadership** (3 hours, offered as scheduled online)  
In a rapidly changing world, leaders need to recognize the dynamics of globalization and cross-cultural communication. The underlying theme of this course is that the skills and behaviors that are perceived as effective leadership characteristics in one culture are not necessarily those that will be effective in a different culture. Learners will analyze various theoretical frameworks to help them identify culture's effect on attitudes and behaviors, as well as on approaches to ethics, motivational practices, negotiation patterns, strategic decision making, and change. Prerequisite: ECO 213, 223.

**LED 493 Organizational Leadership Research** (3 hours, offered as scheduled online)  
This capstone course empowers organizational leadership and management students to survey the applicable literature in order to develop at least three deliverables: 1) a written personal philosophy of organizational leadership, 2) a research project involving investigation of a contemporary leadership issue approved by the instructor, and 3) a reflection project that integrates contemporary issues in organizational leadership with Christian character and intellect. Prerequisite: senior status or permission of instructor.

## **MAN – MANAGEMENT**

**MAN 213 Principles of Management** (3 hours, fall; offered as scheduled online)  
This is an introduction to the foundational principles and basic management techniques which every manager must master to succeed in today's fast-changing competitive environment. Emphasis is on the managerial functions of planning, organizing, staffing, leading, and controlling. Prerequisite: None.

**MAN 323 Production & Operations Management** (3 hours, fall odd years)  
This course studies the methods used for effective production of goods and services. The concepts and techniques of planning, scheduling, operations strategy, supply chain design, inventory management, resource management, quality management, and project management are discussed. Prerequisite: MAN 213.

**MAN 353 Volunteer Engagement & Resource Management** (3 hours, offered as scheduled online)  
Volunteers are often referred to as the heart of a nonprofit. This course focuses on the dynamics of volunteerism in nonprofit organizations and in the life of the community, covering issues such as committees and task force organization and leadership. The course will examine definitions, values, standards, principles, and effective practices in volunteer resource management within the nonprofit organization. Prerequisite: None.

**MAN 363 Servant Leadership (LED 363X)** (3 hours, offered as scheduled online)  
This course integrates theory-based and practice-based approaches to servant leader dynamics and service delivery in the nonprofit organization setting. The course focuses on such topics as leader styles, characteristics, and strategies; leading volunteers; leading in a diverse world; leading in times of crisis and complexity; and leading for the future. Prerequisite: None.

**MAN 373 Event & Facility Management in Sport & Entertainment** (3 hours, fall even years)  
Sport and entertainment (amateur and professional) activities are held in facilities that create unique opportunities for the sport and entertainment business manager. This course focuses on the application of facility operations and event management principles and concepts providing students with an in-depth investigation of the unique challenges and opportunities that are faced by a business manager in the context of events at sport and entertainment venues. This course will examine differing styles of facility management and the many areas that it encompasses to include, planning, designing, equipping, human resources, budgeting, marketing, and risk management. Prerequisite: None.

**MAN 383 Organizational Behavior & Development** (3 hours, spring; offered as scheduled online)  
This course examines behavior in organizational settings as affected by individual, group, and organizational processes with the goal of understanding and explaining why people act and react within organizations especially to change. Emphasis will be placed on the effects of organizational structure on patterns of communication and the role of leadership to describe, understand, predict, develop, and to some degree control human activity in the work place to bring about planned change. Students will be given opportunity to recognize and respond to change, motivation, morale, attitude, stress, corporate culture and politics, group dynamics, and decision-making processes. Prerequisite: MAN 213 recommended.

**MAN 413 Human Resources Management** (3 hours, fall even years; offered as scheduled online)  
This course is a study of the nature and behavior of humans as we relate and work together in the organization. It examines techniques of applying the managerial functions of staffing and controlling to accomplish organizational goals. Topics include employer/employee relations, recruitment, job design, performance appraisal, training and development, compensation, communication, and legal compliance. Prerequisite: MAN 213.

**MAN 433 Business Policy & Strategy** (3 hours, spring)  
This is a seminar course exploring current issues faced by management with special attention to business ethics and social responsibility. Relationship of business, government and society are discussed culminating in a major paper assignment. Ethical core values are taught as guidelines for development of organizational plans and strategies. Prerequisite: Senior business administration majors only.

**MAN 443 Policies & Issues in Sport Management** (3 hours, spring)  
This course is a capstone course designed to explore the leadership of strategic management planning and policy development in sport organizations. "Capstone" means that this course integrates concepts from the sport management/management functional areas, the sport studies functional areas, and the Biblical/theological areas in analyzing and resolving strategic management and policy issues. This course examines how leaders of sport organizations choose, maintain, or redirect the strategic positions of their organizations with a Biblical worldview within ever changing environments. Prerequisite: senior status or permission of instructor.

**MAN 453 International Management** (3 hours, spring)  
This course studies the organizational structure, management processes, organizational behavior, and human resources as related to the global company's expatriates, third country nationals, and host country nationals. Emphasis is given to the international manager's job of staffing, training, motivating,



leading, and controlling in cross-cultural environments. Students will prepare a comparative country portfolio. Prerequisite: MAN 213.

**MAN 463 Strategic Nonprofit Management** (3 hours, offered as scheduled online)

The course is designed as a capstone to enable learners to integrate knowledge and skills learned in previous courses in the Nonprofit Business Administration specialization and demonstrate the ability to lead a nonprofit organization. This course also prepares learners to consider the "big picture" with coverage of strategic planning and policy development. Prerequisite: Senior status, or permission of instructor.

**MAN 473 Sport Management Internship** (3 hours, either semester or summer)

This course is a supervised experience which involves putting into practice those things learned in academic preparation. An internship site will be determined by the student's future goals. The internship may be set up in a variety of different areas such as coaching, sport administration, sport marketing, facilities management, etc. It requires 240 hours of experience on the job. Prerequisite: junior or senior status and approval of the Business Administration Department Chair.

**MAN 483 Entrepreneurship & Small Business Management** (3 hours, offered as announced)

This is a study of the application of business and managerial principles to the establishing and operating of a small business in today's dynamic environment. Special emphasis is given to the entrepreneur, process entry strategies, market opportunities and threats, sources of capital and funding, legal and tax issues, operations, record keeping, growth challenges, and buying or selling a business. Students will select a product or service and prepare a comprehensive business plan for starting a small business. Prerequisite: MAN 213.

## **MAT - MATHEMATICS**

**MAT 113 General College Mathematics** (3 hours, either semester; offered summer online)

This course is a survey covering the basics of set theory, logic, algebra (including problem solving), and geometry (including measurement, perimeter, area, and volume). An assessment of basic mathematical competency will be included, which must be passed to successfully complete the course. Prerequisite: None.

**MAT 123 Mathematics for Teachers** (3 hours, spring)

This course is a study of the number systems and their operations, base-ten numeration, number theory, statistics, geometric concepts including coordinate geometry and transformations. The historical development of mathematics is examined. The "Abacists vs Algorithmists" theory (calculator vs. mental math) is examined as it applied to modern technology, giving experience on both views. Prerequisite: MAT 113 or equivalent.

**MAT 133 College Algebra** (3 hours, fall)

This course is a study of polynomials and functions, examining the operations and graphing of functions with a heavy emphasis on solving real world problems. Opportunity is given for the use of technology in solving problems. Prerequisite: None.

**MAT 253 Introduction to Statistics** (3 hours, either semester or summer; offered spring online)

This course is a survey of the basics of statistics. Topics include various graphs, measures of central tendency, measures of variation, probability rules, probability distributions, binomial probabilities, Central Limit Theorem, and estimating. Prerequisite: None.

**MAT 263 College Trigonometry** (3 hours, spring even years)

This course is a study of the foundations of trigonometry and their applications. Topics include the trigonometric functions and their graphs, trigonometric identities and operations, solving trigonometric equations, the laws of the sines and cosines, polar coordinates, and the trigonometric form of a complex number. Prerequisite: MAT 133 or permission of the professor.

**MAT 313 Modern Geometry** (3 hours, spring odd years)

This course is a study of the basics of geometry. Topics include the basic two-dimensional and three-dimensional shapes, dimensional analysis, formulas for perimeter, area, surface area, and volume, reasoning and proofs in geometry, triangle congruence, problem solving using triangle congruence, constructions, applications of parallel lines, ratios and proportions, similar triangles, circles, coordinate geometry, and transformation geometry. Prerequisite: MAT 133 or permission of the professor.

**MAT 323 Elements of Calculus** (3 hours, spring)

This course is a study of limits and their properties, differentiation, and applying calculus concepts to real-world settings. Prerequisite: MAT 133 or permission of the professor.

## **MCM - MASS COMMUNICATION**

**MCM 201 Mass Communication Practicum** (1 hour, either semester or summer)

This course will offer opportunities for special training or specific project work in video, radio broadcasting, or journalism. This course may be repeated up to three times over four semesters. It is graded on an S/U basis. Requires permission of the instructor. Prerequisite: None.

**MCM 203 Introduction to Mass Communication** (3 hours, spring even years)

This course introduces students to the foundational concepts and terms in the field of Mass Communication. This course exposes students to an integration of the knowledge of Mass Communication with a biblical worldview. This course is a gateway for all Mass Communication courses for majors. Prerequisite: None.

**MCM 213 Media Production** (3 hours, fall odd years)

This course introduces the basic principles, techniques and equipment of video and audio production and editing. Basic proficiency is achieved in video and audio production through hands-on experience with basic audio and video equipment. Students participate in both group and individual creative projects. Prerequisite: None.

**MCM 293 Film & Digital Photography** (3 hours, offered as announced)

This course includes the rudiments of film photography with special attention given to the use of digital photographic cameras and software. Prerequisite: None.

**MCM 313 Introduction to Journalism** (3 hours, spring odd years)

This course looks at the history of journalism and its current manifestations in contemporary times. The principles of news gathering and writing for the mass media will be covered along with applying those principles through the writing of stories. Prerequisites: ENG 113 and MCM 203.

**MCM 333 Rhetoric of Media** (3 hours, fall odd years)

This course will explore the history of communication arts and the medium employed to record and distribute information. The course will particularly emphasize the prominent place of rhetoric in the world of communications and demonstrate how rhetoric has been impacted by the development of communication technologies. It will further seek to demonstrate the inherent rhetoric present in communication technologies. Prerequisite: None.

**MCM 353 Broadcast Journalism** (3 hours, offered as announced)

This course considers the process and practical aspects of gathering, writing, editing, and reporting news for the electronic media. It also provides a framework for evaluation of these skills on a continual basis. Prerequisite: MCM 203.

**MCM 363 Narrative & Image** (3 hours, fall even years)

This course will investigate the cultural forms of narrative and image present within mass communication media. Attention will be paid to the formative function of both word and image and the cultural forms that are produced and consumed. Special

consideration will be given to the biblical narrative and theological construct of the image of God. Prerequisite: None.

**MCM 373 Writing for Media** (3 hours, spring even years)

This course examines the process and practice of writing for different genres of contemporary media. Emphasis will be placed on newswriting, editorials, and public relations. Prerequisite: None.

**MCM 383 Genres** (3 hours, spring odd years)

The focus of this course is the study of genre in film. The course will examine the development, history, definitions, sociocultural roles, and the blending of genres within visual media. Attention will be given to narrative structure, aesthetics, character and social group stereotyping, and popular appeal of generic patterns. Prerequisite: None.

**MCM 401-3 Independent Study** (1-3 hours, offered as announced)

This is an individual study for the advanced Mass Communication student. Advance approval by the Communication Department Chair is required. Prerequisite: None.

**MCM 423 Advanced Radio Production** (3 hours, offered as announced)

This course offers training and practical experience in these specialized areas: multi-channel recording for use in commercials and promotional announcements plus syndication and satellite programming. This course will enable students to develop quality programming acceptable for use at any radio station. Current trends and principles used in radio production will also be discussed. Prerequisite: None.

**MCM 443 Advanced TV Studio Production** (3 hours, offered as announced)

Dramatic video production will explore single camera dramatic production. Students will produce a 30-second dramatic commercial and a dramatic scene on video tape. Students will learn how to work with a production crew, write dramatic scripts, etc. Prerequisite: None.

**MCM 493 Mass Communication Internship** (3 hours, either semester or summer)

This course gives credit for supervised and approved work experience in related fields. Minimum of 210 hours of on the job experience required. Assessment is required. Graded on an S/U basis. Prerequisite: Junior status.

**MED - MUSIC EDUCATION**

**MED 122 Introduction to the Teaching of Music** (2 hours, spring)

This course is designed to have the music education student begin to develop abilities related to the teaching of music K-12. Students will demonstrate knowledge and abilities in planning, teaching, and interpersonal skills related to the music content area. The course is structured to demonstrate appropriate models of instruction for performance classes, exploratory, general classroom, advanced placement, and elective possibilities using content specified by NASM and Common Core Georgia Performance Standards (CCGPS). A four hour directed field-based experience is required. Prerequisite: None.

**MED 211 Woodwind Methods** (1 hour, fall)

This is a basic laboratory course covering teaching principles, methods, and materials for woodwind orchestral instruments using content specified by NASM and Common Core Georgia Performance Standards. Through hands-on experience, students will learn proper playing position, embouchure formation, tone production, breath support, articulation, and routine care and maintenance of all the standard woodwind instruments. Prerequisite: 2.7 GPA.

**MED 222 Teaching Music in the Elementary School** (2 hours, fall)

This course is designed to stimulate critical thinking concerning the teaching profession and the role of the elementary music

teacher as an integral element in the musical, aesthetic, intellectual, and socio-emotional development of the elementary child. This course will prepare students with competencies necessary to creatively formulate, plan, effectively teach, and evaluate a thorough elementary music program using content specified by NASM and Common Core Georgia Performance Standards. A five hour directed field-based experience is required. Prerequisite: 2.7 GPA.

**MED 300 Content Literacy Field Experience** (0 hour, winterim)

This course is a 40 hour field-based experience in any classroom for the purpose of observing literacy concerns at the grade level on which the student is interested. The objective for this field experience is to observe, record and assess *knowledge, skills and character* in any classroom. The Music Education major will also focus on content issues related to their respective fields. Prerequisite: Admission to Teacher Education.

**MED 311 Brass Methods** (1 hour, fall)

This is a basic laboratory course covering teaching principles, methods, and materials for brass orchestral instruments. Through hands-on experience, students will learn proper playing position, embouchure formation, tone production, breath support, articulation, and routine care and maintenance of all the standard brass instruments using content specified by NASM and Common Core Georgia Performance Standards. Prerequisite: Admission to Teacher Education.

**MED 312 Music Methods & Materials for Middle and High School** (2 hours, spring)

This course will prepare the music education major for classroom teaching at the middle school and high school levels and will cover organization of a total sequential music program using content specified by NASM and Common Core Curriculum. A major component of the course will be the preparation and presentation of research projects and unit plans on multi-cultural music, jazz, twentieth century music and musical theater, correlated to the National Standards and Common Core Georgia Performance Standards. Students will teach at least one of these units in the public schools. A five hour directed field-based experience is required. Prerequisite: Admission to Teacher Education.

**MED 321 Percussion Methods** (1 hour, spring)

This is a basic laboratory course covering teaching principles, methods, and materials for percussion instruments using content specified by NASM and Common Core Georgia Performance Standards. Through hands-on experience, students will learn proper hand position on all mallets and sticks, correct execution of strokes, and techniques of producing the desired sound on each instrument. Prerequisite: Admission to Teacher Education.

**MED 411 String Methods** (1 hour, fall)

This is a basic laboratory course covering teaching principles, methods, and materials for string orchestral instruments using content specified by NASM and Common Core Georgia Performance Standards. Through hands-on experience students will learn proper playing position, tone production, bowings, routine maintenance and care of all the standard string instruments. Prerequisite: Admission to Teacher Education.

**MIN – MINISTRY LEADERSHIP**

**MIN 233 Biblical Foundations of Leadership (LED 233X)** (3 hours, fall; offered as scheduled online)

This course explores the theology of leadership as well as the biblical models of leadership found in both the New and Old Testaments. Prerequisite: MLD 113 for residential students.

**MIN 243 The Leader as Teacher** (3 hours, spring, odd years; offered as scheduled online)

This course introduces the critical role of the ministry leader as teacher. It introduces and integrates elements of educational theory and practice in order to cultivate effective biblical teaching in leadership contexts concerned with Christian discipleship. Based on Ephesians 4:11-12, this course emphasizes the equipping/teaching responsibility of leadership and will require the

student to prepare and present multiple teaching presentations in a format other than the sermon. Prerequisite: None.

**MIN 313 Ministry Leadership & Society** (3 hours, fall, odd years; offered as scheduled online)

This course will address Christian ministry leadership in the context of contemporary society or culture. Societal or cultural themes such as ethnic diversity, gender roles, technology, economics, and social change will be studied in regard to their influence on ministry leadership. Furthermore the class will explore the role of the leader in addressing societal issues and the responsibility of Christian leaders in impacting culture. Prerequisite: None.

**MIN 323 Leadership & Management Theory (LED 323X)** (3 hours, spring; offered as scheduled online)

While leadership and management are not synonymous, leaders nonetheless must at various times perform functions of management. This course then, will address theories of both leadership and management. Theories of leadership attempt to explain either the factors involved in the emergence of leadership or the nature of leadership. Contemporary management theories such as systems and contingency theories attempt to describe how leaders and managers work with people through activities such as planning, evaluating, supervising, and staffing. Prerequisite: None.

**MIN 333 Communication for Ministry Leadership** (3 hours, offered as scheduled online)

This course provides students with an overview of communication as it relates to leadership practices and theory in church and faith-based contexts. Prerequisite: None.

**MIN 343 Organization & Administration of Christian Ministries** (3 hours, spring; offered as scheduled online)

This course studies the organizing, planning, decision-making, supervision, and human relations in the administration and management of the local church or faith-based organization. Prerequisite: MLD 113.

**MIN 353 Small Group Leadership** (3 hours, fall, even years; offered as scheduled online)

The course examines the theory and practice of small groups and small group strategies. The biblical and sociological rationale for small groups is established. Current models, leadership training, and the administration of small groups within a local church framework are reviewed. Prerequisite: None.

**MIN 401-3 Independent Study** (1-3 hours, either semester)

This course allows an individual study in Christian education for the advanced student. Prerequisite: Advance approval by the Ministry and Leadership Department Chair.

**MIN 413 Strategies for Leadership Development (LED 413X)** (3 hours, fall; offered as scheduled online)

This course exposes students to team-based leadership theory and practice. It will focus on leadership style, process, and implementation, with the focus on developing and mentoring leaders in a team context. Prerequisite: senior status.

**MIN 423 Change, Conflict, & Organizational Culture in Ministry** (3 hours, fall; offered as scheduled online)

This course will provide the theoretical and practical framework for understanding the significance of organizational culture and its impact on Christian education and disciple-making ministries. The material will lead to a comprehensive analysis of change and conflict in Christian organizations. Special attention will be given to the biblical and theological issues related to change and conflict management. Prerequisite: senior status.

**MIN 483 Seminar in Ministry Leadership** (3 hours, spring; offered as scheduled online)

This capstone course will be composed of a cohort of ministry leadership students. Curriculum will include at least five components: 1) a written doctrinal statement, 2) an integrative comprehensive exam (written and oral) related to ministry leadership and based on previous courses, 3) contemporary

issues in ministry leadership, 4) placement issues, and 5) the integration of character and intellect. Prerequisite: senior status.

**MIN 493 Ministry Leadership Internship** (3 hours, summer)

This internship is the practical application of the principles and practices learned in the student's classroom experiences in a ministry leadership situation. Students will be involved in an approved ministry and will receive benefit of supervision and evaluation. Prerequisites: 90 completed hours or approval by the Ministry and Leadership Department Chair, and acceptance to the Ministry and Leadership Department.

## **MKT - MARKETING**

**MKT 213 Principles of Marketing** (3 hours, spring; offered as scheduled online)

This course provides an introduction to the marketing discipline with emphasis on planning and the development of competitive strategies. Topics include the marketing environment, marketing research, advertising, marketing plans, marketing campaigns, sales, new product development, and distribution channels. Prerequisite: None.

**MKT 323 Consumer Behavior** (3 hours, fall, even years)

This is a course that examines fundamental areas of consumer decision-making processes such as information processing, external and internal influences, and business influences on consumer choices of products and services. Psychological and socio-cultural factors are examined along with a broad range of purchase and consumption situations. Appropriate target market strategies are explored. Prerequisites: none, but MKT 213 is recommended.

**MKT 333 Advertising & Promotions** (3 hours, fall, odd years)

This is a course that studies advertising and promotion methods used by organizations to promote and sell products and services. Emphasis is placed on the role of advertising and promotion in developing advertising plans and campaigns. Topics include creative design of ads, copy writing, direct mail, direct response advertising, catalogs, print media, broadcast media, media buying, telemarketing, and advertising on the Internet. Consideration will be given to the advertising and promotion of churches and mission ministries. Prerequisites: none, but MKT 213 is recommended.

**MKT 343 Selling & Sales Management** (3 hours, fall even years)

An introduction to the principles, concepts and terminology of personal selling and sales management. The sales process will be examined, paying particular attention to developing a relationship approach to the sales transaction. Prerequisite: None, but MKT 213 and PSY 113 are recommended.

**MKT 353 E-Marketing** (3 hours, fall, odd years)

Marketing operations as applied to Internet marketing, new media marketing, and direct marketing is this course's focus. The primary emphasis is customer relationship interactions using all marketing tools. Some topics include email, blogs, search engine positioning, social networks, virtual marketplaces, auctions, virtual communities, personalization, and personal privacy and security. Prerequisite: none, but MKT 213 is recommended.

**MKT 373 Sport Marketing** (3 hours, fall even years)

This course will offer insight into the role of sport in the marketing world's ongoing effort to connect with consumers. Students will be introduced to and become familiar with the terms and tools relevant to the sport industry, and examine the difference between the use of sport for marketing and the use of marketing in sport. The course will focus on five basic marketing concepts and their innovative application in the business of sport: event marketing, brand marketing, sponsorship, public relations, media, and digital marketing. Additional topics include the effect of globalization on sport and other uses of sport marketing such as Cause Marketing and Sport Corporations. Prerequisite: None but MKT 213 is recommended.

**MKT 393 Nonprofit Marketing** (3 hours, spring, even years; offered as scheduled online)

Application of marketing principles and practices to nonprofit organizations is the course focus. Key topics include the growth and development of nonprofit marketing, developing a core marketing strategy, positioning the organization, fundraising, and designing and managing the marketing mix. Also includes student design of an integrated marketing plan for a nonprofit organization. Prerequisite: none, but MKT 213 is recommended.

**MKT 433 Marketing Research** (3 hours, spring, odd years)

This course studies modern marketing research techniques and their problem-solving applications to marketing, sales, advertising, and promotions. Specific topics include research decisions, problem definition, exploratory research, hypothesis testing, research instrument design, data collection, data analysis, and the reporting of results. Prerequisites: MKT 213, MKT 323 or 333, MAT 253.

**MKT 493 Marketing Internship** (3 hours, either semester or summer; offered as scheduled online)

This course is a supervised experience in a business firm or nonprofit organization combining practical experience with classroom studies. It requires 240 hours of work experience and preparation of an organization chart, job description, journal and portfolio. Prerequisites: Junior or Senior business administration majors only and approval of the Business Administration Department Chair.

## **MLD – MINISTRY & LEADERSHIP**

**MLD 113 Foundations for Christian Ministries** (3 hours, either semester; offered as scheduled online)

This course is an overview of the biblical foundations for balanced church ministry. It studies the significance of the teaching ministry and church education. Selected topics, current issues, and procedures necessary for the effective functioning of the church's educational ministry are discussed. Prerequisite: None.

**MLD 423 History & Philosophy of Christian Education** (3 hours, either semester; offered as scheduled online)

This course surveys and analyzes educational philosophies and issues—both secular and religious—that have affected the church's ministry of education. It seeks to enable students to set forth a foundation for their philosophy of biblical Christian education. It also reviews current educational issues and trends. Prerequisite: senior status.

**MLD 453 Leadership Formation** (3 hours, spring; offered as scheduled online)

This course will examine the personal and spiritual developmental factors that shape a Christian leader's development. In particular, we will explore the convergence of various stages and specific influences that Christian leaders frequently encounter in their development. Assuming that effective leadership emerges from a leader's character and that leadership is a dynamic process, special emphasis will be placed on analyzing "core" issues in the leader's life and ministry/vocation in ways that will assist students in understanding their experience thus far and in anticipating future developmental experiences. Prerequisite: senior status.

**MLD 463 Spiritual Formation** (3 hours, fall; offered as scheduled online)

This course introduces the student to the nature of spiritual life by examining the biblical, theological, and sociological foundations for Christian spirituality. Attention is given to the expression and growth of one's personal spiritual life, the nature of holistic integrity, the role of spiritual disciplines, and ways in which ministry personnel can cultivate spiritual growth in other people. Prerequisite: senior status.

**MBH, MBN, MCE, MCL, MDB, MFH, MFL, MGT, MHD, MHP, MOB, MOR, MPN, MPR, MSX, MTB, MTP, MTU, MVA, MVC, MVN**

## **- MUSIC LESSONS**

Private and class applied music lessons are offered to music majors from beginners to advanced. Attention is given to technical and interpretive skills and an exposure to standard literature. Students may be given the opportunity to perform in student recitals at the discretion of the instructor. Please consult the cost of attendance schedule in the student accounts section of this publication for music fee amounts.

MBH Private Applied Baritone Horn	MOR Private Applied Organ
MBN Private Applied Bassoon	MPN Private Applied Piano
MCE Private Applied Cello	MPR Private Applied Percussion
MCL Private Applied Clarinet	MSX Private Applied Saxophone
MDB Private Applied Double Bass	MTB Private Applied Trombone
MFH Private Applied French Horn	MTP Private Applied Trumpet
MFL Private Applied Flute	MTU Private Applied Tuba
MGT Private Applied Guitar	MVA Private Applied Viola
MHD Private Applied Harpsichord	MVC Private Applied Voice
MHP Private Applied Harp	MVN Private Applied Violin
MOB Private Applied Oboe	

**MPN 111/231 Class Piano** (1 hour, fall)

The class piano sequence prepares the student for the piano proficiency examination. Scales, chord progressions, repertoire, harmonization, and other skills will be learned. This is a class applied music lesson. Prerequisite: None for MPN 111; MPN 111 and MPN 121 required for MPN 231.

**MPN 121/241 Class Piano** (1 hour, spring)

The class piano sequence prepares the student for the piano proficiency examination. Scales, chord progressions, repertoire, harmonization, and other skills will be learned. This is a class applied music lesson. Prerequisite: MPN 111 required for MPN 121; MPN 111, 121, and 231 required for MPN 241.

**MVC 112 Diction for Singers** (2 hours, fall)

This course features an introduction to the basic phonetic tools every singer needs in order to be able to sing knowledgeably in English as well as Latin, Italian, French, and German. Prerequisite: None.

## **MPD - PEDAGOGY**

**MPD 432 Pedagogy of Music** (2 hours, spring)

These courses provide a study of psychological and physiological aspects of teaching; survey of methods and early literature, business aspects of teaching, practical experience in teaching, and attendance at workshops. Prerequisite: None.

## **MRA - RECITAL ATTENDANCE**

**MRA 110 Recital Attendance** (0 hour, either semester)

The student is required to attend concerts, artist series, lectures, recitals and seminars. The music, or music education, major must pass a minimum of six times to graduate. Prerequisite: None.

## **MUH - MUSIC HISTORY**

**MUH 213 Music History & Literature I** (3 hours, fall)

This course features a survey of the historical development of the art music of Western culture. In MUH 213 attention is focused on the musical developments in Medieval, Renaissance and Baroque art music and includes extensive listening requirements. Prerequisite: None.

**MUH 223 Music History & Literature II** (3 hours, spring)

This course is a continuation of MUH 213. In MUH 223 attention is focused on the musical developments in classical, Romantic and 20<sup>th</sup>/21<sup>st</sup> century art music and includes extensive listening requirements. Prerequisite: MUH 213.

**MUH 432 Music Literature** (2 hours, fall)

This course is designed to survey vocal *or* instrumental music literature from the perspective of historically significant masterworks and the appropriateness of using specific pieces in various pedagogic or performance settings.

**MUS - MUSIC MAJOR****MUS 110 Music Seminar** (0 hour, either semester)

Music seminar is an introductory two-part seminar for new and transfer students. Topics covered will include the music department handbook, general student recitals, recital attire, recital attendance, ensembles, applied lessons, and other topics impacting the success of the music department and music students. Prerequisites: None.

**MUS 311 Instruments of Praise I** (1 hour, spring)

Students will develop proficiency at playing and teaching acoustic, electric and bass guitar in a worship band setting. Prerequisite: Worship Arts students only.

**MUS 321 Instruments of Praise II** (1 hours, fall)

Students will develop proficiency at playing/singing, teaching and incorporating electronic and acoustic piano and voice into a praise band setting. Prerequisite: Worship Arts students only.

**MUS 331 Instruments of Praise III** (1 hours, spring)

Students will develop proficiency at playing, teaching and incorporating drum set and accessory percussion into a praise band setting. Prerequisite: Worship Arts students only.

**MUS 401-2 Independent Study** (1-2 hours, either semester)

This course features an individualized study of a topic related to music done under the supervision of a faculty member. Prerequisite: approval of supervising instructor.

**MUS 412 Stage & Sound Techniques** (2 hours, spring)

Students will gain proficiency in sound reinforcement plus stage lighting and set up. Prerequisite: Worship Arts students only.

**MUT - MUSIC THEORY****MUT 111 Aural Skills I** (1 hour, fall)

This is a companion course to MUT 113. It provides sight-singing, using solfege, ear-training in diatonic melodies, and two-part rhythmic dictation. Prerequisite: None.

**MUT 113 Music Theory I** (3 hours, fall)

This course is designed to give the student insight into the design and structure of music with emphasis on developing skill in part-writing. The principal topics covered include the following: chord structure, cadences, part-writing diatonic chords in root position and inversion, C clefs and transposition. Prerequisite: None.

**MUT 121 Aural Skills II** (1 hour, spring)

This is a companion course to MUT 123. It provides sight-singing and ear-training utilizing triads in root position and inversion. Prerequisite: MUT 111.

**MUT 123 Music Theory II** (3 hours, spring)

This course is a continuation of MUT 113. The principal topics covered include the following: non-harmonic tones, dominant and supertonic seventh chords, the Phrygian cadence, harmonic sequences, secondary dominants and elementary modulation. Prerequisite: MUT 113.

**MUT 231 Aural Skills III** (1 hour, fall)

This is a companion course to MUT 233. It provides sight-singing and ear-training of seventh chords in all position, asymmetric meters, and sequence. Prerequisite: MUT 121

**MUT 233 Music Theory III** (3 hours, fall)

This course is a continuation of MUT 123. The principal topics covered include the following: modulation, diminished triads and seventh chords, secondary leading-tone seventh chords, modulation with diminished seventh chords, binary and ternary forms and diatonic seventh chords. The application of theoretical concepts studied thus far is demonstrated through the

harmonization and arranging of a given melody. Prerequisite: MUT 123.

**MUT 241 Aural Skills IV** (1 hour, spring)

This is a companion course to MUT 243. It provides sight-singing and ear-training utilizing secondary dominants, pre-dominants, and modulation. Prerequisite: MUT 231.

**MUT 243 Music Theory IV** (3 hours, spring)

This is a continuation of skills learned in MUT 233. Emphasis is placed on part-writing and analysis of altered chords and advanced modulation. The principal topics covered include the following: chromatic chords (modal mixture, Neapolitan sixth, augmented triads), augmented sixth chords, augmented sixth chords used in modulation, chords of the ninth, eleventh and thirteenth. The application of theoretical concepts studied thus far is demonstrated through the creation of an original musical composition. Prerequisite: MUT 233.

**NTE - NEW TESTAMENT****NTE 103 Introduction to the New Testament** (3 hours, either semester)

This course is a study of the purposes and message of the New Testament. Each of the 27 books is examined in light of its structure (historical setting, genre, message, and distinctives) and how each part contributes to the whole. Prerequisite: None.

**NTE 213 Gospel of Matthew** (3 hours, winterim)

This course considers the background and interpretation of the Gospel of Matthew. Special attention is given to the author's presentation of Jesus as the promised Messiah, use of the Old Testament, and the theme of fulfillment. Prerequisite: NTE 103.

**NTE 243 Gospel of John** (3 hours, spring even years)

This course is a study of the fourth Gospel and focuses on some of the major Christological themes, the prologue and the unique features of this book's presentation of Christ's message, ministry and passion. The course uses John's Gospel as a model for learning and using the inductive method of Bible study. Prerequisite: NTE 103.

**NTE 323 Acts** (3 hours, spring)

This course is an analysis of the message, motive, growth, and methods of the New Testament Church. Attention is given to the historical, theological, and missiological significance of the events. Prerequisites: BIB 213 and NTE 103.

**NTE 333 Early Pauline Epistles** (3 hours, fall odd years)

This course focuses upon an inductive study of Paul's letters to the Thessalonians and Corinthians. Attention will be directed to the major Pauline themes and their application to the personal and corporate life of the believer. Prerequisites: BIB 213 and NTE 103.

**NTE 343 General Epistles** (3 hours, spring odd years)

This course is an analysis of the epistles by James, Peter, John and Jude. It will investigate the general content of each epistle, analyze the unique theological perspectives of these epistles and demonstrate how they contribute to the knowledge base of New Testament theology. Prerequisites: BIB 213 and NTE 103.

**NTE 463 Later Pauline Epistles** (3 hours, fall even years)

This course focuses upon an exegetical study of the Pauline Prison Epistles and the Pastoral Epistles. Emphasis will be placed upon the theological content of the Prison Epistles and the practical pastoral guidelines of the Pastoral Epistles. Prerequisites: BIB 213 and NTE 103.

**NTE 473 Romans & Galatians** (3 hours, fall)

This is an analytical study of Romans and Galatians giving special attention to such themes as sin, justification, sanctification, glorification, and practical living. Prerequisites: BIB 213 and NTE 103.

## **OLE – OUTDOOR LEADERSHIP & EDUCATION**

### **OLE 103 Foundations for Outdoor Leadership & Education** (3 hours, spring)

This is an introductory course designed to familiarize students with key components of the Christian camping movement and outdoor leadership and education. Grounded in biblical and theological foundations, these components include 1) the history and development of Christian camping and outdoor leadership and education, 2) the significance of the temporary community and outdoor setting, 3) models and trends of camping and outdoor education, 4) methods and resources for leadership development and education in the outdoor context, and 5) the world wide impact of the movement. Prerequisite: None.

### **OLE 203 Wilderness First Responder** (3 hours, spring)

The Wilderness First Responder Curriculum uses the principles of long-term care, improvised resources and varying environmental conditions as the framework for learning. It is now the most widely recognized and most often required outdoor leader certification. This certification will provide outdoor leaders and guides with the knowledge needed to deal with crises in remote settings. This certification course meets DOT national standards for First Responder with additional protocols for extended-care situations. Taken over a ten-day period, a typical day consists of a mixture of hands-on practical skill work, didactic lectures, mock scenarios and simulations. The program is fast-paced and physically demanding. Students who successfully complete the course will receive a Wilderness First Responder card and an American Heart Association Adult Heartsaver CPR card. In addition to regular tuition a First Responder Course fee of \$300 will be charged. Prerequisite: None.

### **OLE 213 Camp Programming & Leadership** (3 hours, fall)

This course deals primarily with the subjects of organized camping and outdoor leadership. Students will build a professional philosophy of organized camping, as well as look at the present status of future trends in the movement. Developing leadership skills, discipleship and techniques used in a residential setting will be explored. Students will be introduced to various programs and programming styles popular in modern camps today. The course culminates with students planning and carrying out an organized weekend event for a target population during the semester. Prerequisite: OLE 103.

### **OLE 223 Backcountry Education** (3 hours, fall)

This course develops leaders through various organized outdoor experiences. Students will be involved in the logistical arrangements necessary to implement two backcountry expeditions and will be exposed to technical skills needed for backcountry travel. Students will work and prepare assignments both individually and in small groups. In addition to regular tuition a course fee of \$300 will be charged. Prerequisite: OLE 103.

### **OLE 243 Rock Climbing** (3 hours, fall)

This course equips students with basic rock climbing skills and teaching techniques. It emphasizes risk management, belaying, anchor systems, ascent and descent techniques, knots, basic rescue, and proper use of equipment, climbing site management, and ministry opportunities within this venue. In addition to regular tuition a course fee of \$300 will be charged. Prerequisite: OLE 103.

### **OLE 253 Paddling: Canoeing & Kayaking** (3 hours, spring)

This course develops the necessary knowledge and skills to instruct and lead a group on a whitewater and flat water paddling experience in kayaks and canoes as well as in sea kayaking. Students will learn boating skills, kayak and canoe packing, water safety, rolls, water rescue, water entries and exits, and leadership skills related to canoeing and kayaking. In addition to regular tuition a course fee of \$300 will be charged. Prerequisite: OLE 103.

### **OLE 313 Adventure-based Education** (3 hours, spring)

This course is designed to offer an experiential model of adventure programming to students who wish to work with groups. Students will become proficient at leading activities

designed to build trust, communication, and confidence, as well as to develop individual and group problem-solving skills, awareness, and commitment. Such activities may be implemented in Christian education programs, recreation programs, and programs addressing the needs of special populations. Prerequisite: OLE 103.

### **OLE 323 Environmental Education** (3 hours, fall)

This course looks at how new-age trends and philosophies have shaped the ecological agenda. It explores the biblical position on environmental issues using the outdoors as a classroom. It offers biblically-based answers and practical ideas that will encourage creation care in all types of settings. Students will be strongly encouraged to participate in *Leave No Trace* certification. Time and additional fees – TBA. Prerequisite: OLE 103.

### **OLE 343 Expedition Module** (3 hours, winterim, offered as announced)

Students gain practical experience in a two-week wilderness opportunity equipping them to utilize backcountry experiences in positively impacting others. The goal of this class is to prepare students to successfully plan, lead and effectively carry out a successful wilderness experience. Emphasis is placed on leadership skills, decision-making, communicating effectively, group dynamics as well as basic outdoor skills. A \$500 course fee will be added to regular tuition. An international expedition will be offered as announced, in which case a larger course fee will be added to the regular tuition. Prerequisite: OLE 103.

### **OLE 401-3 Independent Study** (1-3 hours, either semester)

This is an individual study in outdoor leadership and education for the advanced student. Advance approval by the department chair is required. Prerequisite: None.

### **OLE 433 Outdoor Program Management** (3 hours, fall)

This course is a study of administrative procedures for a broad scope of outdoor education programs. Topics will include personnel and facility management, boards and committees, developing a budget, public relations, conflict management, insurance, recordkeeping, and risk management. Prerequisite: OLE 103.

### **OLE 463 Seminar in Outdoor Leadership & Education** (3 hours, spring)

This capstone course will be composed of a cohort of outdoor leadership and education students. Curriculum will include at least five components: 1) a written doctrinal statement, 2) an integrative comprehensive exam (written and oral) related to outdoor leadership and education and based on previous courses, 3) contemporary issues in outdoor leadership and education, 4) placement issues, and 5) the integration of character and intellect. Prerequisite: senior status.

### **OLE 473 Outdoor Leadership & Education Internship** (3 hours, summer)

This course provides for the practical application of experiential education in a camping or outdoor wilderness ministry situation. Students will be involved in an approved assignment and will receive the benefits of supervision and evaluation. Prerequisite: 90 completed hours or approval of the Ministry and Leadership Department Chair, and acceptance to the Ministry and Leadership Department.

## **OTE - OLD TESTAMENT**

### **OTE 103 Introduction to the Old Testament** (3 hours, either semester)

This course is a study of the purpose and message of the Old Testament. Each of the 39 books is examined in light of its structure (historical setting, genre, message, and distinctives) and how each part contributes to the whole. Prerequisite: None.

### **OTE 233 Psalms & Proverbs** (3 hours, spring)

This course emphasizes principles for approaching Hebrew poetry, a grasp of the contents and message of the books of Psalms and Proverbs through exegetical analysis of selected

passages, and an appreciation for musical and devotional uses. Prerequisite: OTE 103; not required but recommended: BIB 213.

**OTE 303 Israelite Monarchy** (3 hours, spring even years)  
Samuel, Kings, and Chronicles are investigated primarily from a historical perspective on the rise, zenith, and decline of the Israelite monarchy. Attention is given to introductory issues and the structure and theology of these books. Prerequisites: BIB 213 and OTE 103.

**OTE 313 Wisdom Literature** (3 hours, offered as announced)  
This course emphasizes principles for approaching Hebrew wisdom literature. The focus will be analysis and application of the philosophical and practical wisdom of Job, Ecclesiastes, and Song of Solomon, though other Old Testament wisdom literature will be considered. Special emphasis will be given to the important themes of evil and suffering, meaning of life, and the nature and expression of love between a man and woman. Prerequisite: None required, but BIB 213 recommended.

**OTE 322 New Beginnings: Ezra, Nehemiah, and Esther** (2 hours, offered as announced)  
This course is an investigation of the postexilic historical books. The contents of Ezra, Nehemiah, and Esther, and major events of the inter-testamental period are studied. Prerequisites: BIB 213 and OTE 103.

**OTE 323 Isaiah** (3 hours, fall odd years)  
This course surveys important passages in their contexts and historical background of the book of Isaiah. It stresses exegetical method and interpretation of Isaiah's messianic hope with attention to authorship and unity. Prerequisites: BIB 213 and OTE 103.

**OTE 343 Minor Prophets** (3 hours, fall even years)  
This course is an expository analysis of the final twelve books of the Old Testament. The course notes the function of these prophets in history as well as their messianic and practical teachings. Prerequisite: OTE 103.

**OTE 473 Genesis** (3 hours, fall)  
This is a seminar course that examines the origin, contents, problems, theological import, and spiritual message of Genesis. Part of the course is devoted to student research and class presentation. Prerequisites: BIB 213 and OTE 103.

**OTE 493 Writings of Jeremiah** (3 hours, spring odd years)  
This is an advanced lecture course based on grammatical-historical exegesis of selected passages of Jeremiah and Lamentations. The relationship between the Old and New Covenants will be discussed. Prerequisites: BIB 213 and OTE 103.

## **PAM - PASTORAL MINISTRIES**

**PAM 213 Pastoral Care & Counseling** (3 hours, fall)  
This course is a study of the role of the pastor as caregiver and counselor in the church, with special attention given to the guidelines and techniques for counseling people during significant times of life, such as marriage, birth, death, sickness, and family crisis. It will also emphasize the ministerial functions of hospital and home visitations. Prerequisite: CSG 113.

**PAM 223 Language Tools for Preaching** (3 hours, spring)  
This course explores the use of basic Bible language tools to grasp a deeper meaning of Scripture and guide students into a better understanding of how the biblical languages of Greek and Hebrew function in given texts. The course focuses on the practical application of this information for personal Bible study as well as sermon preparation. Students will learn how to use resources contained in Bible software and other sources. Prerequisite: none.

**PAM 313 Sermon Preparation** (3 hours, fall)  
This course studies the techniques and strategies for sermon building, including scriptural exegesis, outlining, filing, and using illustrative material. Instruction in personal preparation for delivery is included. Prerequisite: COM 113.

**PAM 323 Sermon Delivery** (3 hours, spring)  
This course includes sermon production and student preaching, with formal evaluation of delivery and content, to prepare the student for confident pulpit proclamation. Prerequisite: PAM 313.

**PAM 353 Contemporary Evangelism** (3 hours; fall)  
The practical course is designed to provide an introductory overview of the ministry of evangelism. The course will 1) assist the student in developing a biblical and theological understanding of evangelism, 2) equip the individual to be more effective in personal evangelism, 3) prepare the future pastor with tools of equipping others to do personal evangelism, and 4) prepare the student to facilitate evangelistic ministries. Prerequisite: None.

**PAM 393X Introduction to Church Growth**  
See ICS 393 for course description.

**PAM 401-3 Independent Study** (1-3 hours, either semester)  
Selected students are permitted to secure specialized training appropriate to individual needs. The student's project may involve intensive library investigation in a special field, individualized instruction, or the collection and analysis of original data pertinent to a given problem. Included among independent study programs are spiritual formation leadership, ministerial ethics, multiple staff ministry, rural ministry, and parachurch ministries. Innovative programs may be arranged depending on availability of faculty. Independent study requires a *minimum* of 35 clock hours of work per semester hour. Prerequisites: approval of the Ministry & Leadership Department Chair. Prerequisite: None.

**PAM 483 Pastoral Ministries Internship** (3 hours, summer)  
This course is designed to place the student in a pastoral setting for a minimum of six weeks to observe and engage in ministerial functions in an active church program under the tutelage of a capable pastor. Prerequisites: 90 completed hours or approval by the Ministry and Leadership Department Chair, and acceptance to the Ministry and Leadership Department.

**PAM 493 Seminar in Pastoral Ministries** (3 hours, spring)  
This capstone course will be composed of a cohort of pastoral ministries students. Curriculum will include at least five components: 1) a written doctrinal statement, 2) an integrative comprehensive exam (written and oral) related to pastoral ministry and based on previous courses, 3) contemporary issues in pastoral ministry, 4) placement issues, 5) ministry procedures such as designing worship services, administering the ordinances, and conducting weddings and funerals, and 6) the integration of character and intellect. Prerequisite: senior status.

## **PED – PHYSICAL EDUCATION**

**PED 181 Bowling** (1 hour, spring)  
This course will introduce the student to the basic fundamentals and rules for the sport of bowling. Prerequisite: None.

**PED 243 First Aid, CPR, & Life Fitness** (3 hours, fall)  
This course will introduce the student to weight training, cardiovascular, and nutritional techniques that will help maintain a healthy lifestyle. It will also introduce the student to the fundamentals and techniques of administering first aid and CPR. Prerequisite: None.

**PED 313 Prevention & Care of Injuries** (3 hours, spring odd years)  
Instruction is given for prompt and correct action in dealing with injuries, with major emphasis on accident prevention in home, school, and playground. It emphasizes fundamental procedures for care and prevention of injuries and physiological principles involved in athletics. Prerequisite: None.

**PED 323 Coaching Techniques** (3 hours, fall even years)  
Organization, fundamentals, techniques, and strategy of coaching baseball, soccer, basketball, and volleyball are studied. Prerequisite: None.

**PED 373 Coaching Practicum** (3 hours, spring even years)  
The student will gain administrative and practical knowledge of team sports. The student will assist in the areas of game day

activities, scheduling, practices, and recruiting. Fall Semester: Women's Volleyball, Soccer, and Basketball; Men's Soccer and Basketball. Spring Semester: Women's Basketball, Men's Basketball, and Baseball. Prerequisite: None.

## **PHS – PHYSICS**

### **PHS 214 Physics I** (4 hours, fall odd years)

Investigation of the fundamental principles of physics is the focus of this course. Topics addressed include mechanics, thermodynamics, wave motion and sound. A thorough working knowledge of algebra and trigonometry, and a basic grasp of calculus, is assumed. Prerequisite: A working knowledge of Trigonometry is assumed.

### **PHS 224 Physics II** (4 hours, spring even years)

A continuation of PHS 214, this course covers electricity, magnetism, optics and modern physics. A thorough working knowledge of algebra and trigonometry, and a basic grasp of calculus, is assumed. Prerequisite: PHS 214.

### **PHS 333 Thermodynamics** (3 hours, offered as announced)

A study of the concepts of temperature and heat, thermodynamic systems, the first and second laws of thermodynamics, entropy, and ideal gasses with applications to various thermodynamic systems. Prerequisite: PHS 224.

### **PHS 334 Modern Physics** (4 hours, offered as announced)

Discussion of relativity, Bohr theory, atomic structure, classical and quantum probability and measurement, wave/particle duality, radioactivity, nuclear reactions and fundamental particles. May also include special relativity, the solid state of matter, and other modern topics. Includes selected applications to modern technologies. Prerequisite: PHS 224.

## **PHY - PHILOSOPHY**

### **PHY 113 Introduction to Philosophy** (3 hours, either semester)

This course introduces the student to the nature and importance of philosophy, the concept of a worldview, and an introduction to four key philosophical topics: epistemology, metaphysics, God and ethics. The student will learn to think critically by means of instruction (power point), an audience response system, team projects, discussion and various media. Prerequisite: None.

### **PHY 223 Logic** (3 hours, offered as announced)

This course covers informal fallacies, induction, categorical propositions and syllogisms, formal (symbolic) sentential logic, and a brief exposure to predicate logic. Prerequisite: None.

### **PHY 233 Critical Thinking** (3 hours, spring odd years)

This course introduces the student to the essential and practical skill of critical thinking. Through instruction, discussion and debate, the student will learn to recognize and assess the essential components of a good argument as well as identify the signs of a fallacious argument. Prerequisite: None.

### **PHY 243 Ethics** (3 hours, fall)

The course introduces the student to ethical theories (e.g., egoism, utilitarianism, natural law, etc.) and vital moral issues including business ethics, social ethics (e.g., divorce, homosexuality, capital punishment), war, abortion, euthanasia, reproductive and genetic technology. The student will learn to think critically by means of instruction (power point), case study analysis, team projects, discussion and various media. Prerequisite: None.

### **PHY 313 Epistemology & Metaphysics** (3 hours, spring odd years)

The student will examine relevant epistemological topics including the sources and extent of knowledge, theories of knowledge, the problem of induction, the problem of justified true belief, internalism vs. externalism, realism vs. idealism, etc. Metaphysics is an "umbrella term." It covers a variety of topics including the nature of reality, classifications of existence, the mind-body problem, the soul, the nature of time, etc. Lecture/seminar format including student-led discussions. Prerequisite: PHY 113.

### **PHY 333 Bioethics** (3 hours, fall even years)

This course introduces the student to a range of bioethical topics from abortion to stem cell research. The student will learn to think critically by means of instruction (power point), case study analysis, team projects, discussion and various media. Prerequisite: strongly recommended: PHY 113.

### **PHY 363 Philosophy of Language & Hermeneutics** (3 hours, spring odd years)

This course is an overview of the main issues in philosophy of language and interpretation theory. Students will be introduced to the related questions of truth, meaning, intention, thought, text, and discourse by interacting with the seminal thinkers and key movements of the field. This interaction will shed light on the relationships between truth and meaning, thought and speech, and interpretation and understanding. Lecture/seminar format including student-led discussions. Prerequisites: BIB 213 and PHY 113.

### **PHY 383 Study Abroad in Philosophy** (3 hours, summer II or offered as announced)

A special study of philosophy in an international setting. The professor specially designs each course, including reading in advance, study abroad at on-site locations, consideration of a specific philosopher, and the articulation of ideas in writing based on the student's experience abroad. Prerequisites: Completion of one year at TFC, TFC Application for Study Abroad, and permission of instructor.

### **PHY 401-3 Independent Study** (1-3 hours, either semester)

Capable students may engage in specialized study appropriate to individual needs. The student's project may involve intensive or extensive reading in philosophical literature. Availability of the course is dependent upon availability of faculty. Independent study requires a *minimum* of 35 hours of work per semester hour. Prerequisites: at least two semesters of philosophy and approval from the professor and the Arts and Sciences Department Chair.

### **PHY 413 Ancient & Medieval Western Philosophy** (3 hours, fall odd years)

A survey of early Western philosophy from the pre-Socratics to Aquinas, this course will evaluate the thought of important philosophers with emphasis on issues relevant to the Christian faith. Students will be required to read primary sources. Lecture/seminar format including student-led discussions. Prerequisite: PHY 113.

### **PHY 423 Modern Philosophy** (3 hours, fall even years)

A survey of modern philosophy from Descartes to Nietzsche, this course will discuss and evaluate the thought of important modern philosophers with an emphasis on issues relevant to the Christian faith. Students will be required to read primary sources. Lecture/seminar format including student-led discussions. Prerequisite: PHY 113.

### **PHY 433 Contemporary Philosophy** (3 hours, spring even years)

A survey of contemporary philosophy from early 20<sup>th</sup> century to the present, this course will discuss and evaluate the thought of important recent philosophers, with an emphasis on issues relevant to the Christian faith. Lecture/seminar format, including student-led discussions. Prerequisite: PHY 113.

### **PHY 443 Senior Philosophy Thesis** (3 hours, fall)

This course presents the student with an opportunity to do intensive research in a selected philosophical topic. The student will demonstrate aptitude in research and writing proficiency by the preparation of an academic paper on a topic chosen by the student and approved by the professor. The class meets at the beginning and the end of the semester. The paper must be completed before the end of the fall semester. Prerequisite: Thesis cannot begin until student enters his/her final year.



**PHY 463 Philosophy Practicum** (3 hours, spring)

The philosophy practicum is a capstone course. A capstone course aims to provide the student with an opportunity to integrate and apply the material from the previous courses of the chosen major. The philosophy practicum is designed to engage the student in various philosophical and academic activities in order to prepare the student for graduate school and the possibility of teaching philosophy. The student will be assigned to a professor who will oversee the student's progress. Prerequisite: The student must be in his/her final semester.

**PHY 473 Philosophy of Religion** (3 hours, spring even years)

In this course, the student will engage in a philosophical study of topics related to the existence and nature of God including religious epistemology, God and time, God's foreknowledge and human freedom, the problem of evil and suffering, etc. Lecture/seminar format including student-led discussions. Prerequisite: PHY 113. THE 353 is strongly recommended.

**POL - POLITICAL SCIENCE****POL 213 American Government** (3 hours, spring even years)

This course concentrates on government institutions and the political process, primarily at the national level. Emphasis is placed upon the historical foundations of the political system as well as the historical contexts in which the process has been played out. Interaction with primary source documents facilitates critical thinking. Prerequisite: None.

**PSY - PSYCHOLOGY****PSY 113 General Psychology** (3 hours, either semester or summer)

This course is an introduction to the study of human behavior from primarily a scientific perspective. The Christian perspective of human behavior will be discussed when relevant. Foundations of human thinking, feeling, and behaving as derived from studies of physiology, perception, social behavior, human growth and development, operant and classical conditioning, social learning processes, social group dynamics, and other content areas are addressed. Prerequisite: None.

**PSY 243 Developmental Psychology** (3 hours, either semester or summer)

Developmental psychology is the study of the biological, cognitive, psychological, and spiritual development of the individual across the life span. The first half of the course encompasses human development from conception, birth, infancy, to preschool and school age years. The second half of the course covers adolescent and young adult development through middle age and late adulthood. Prerequisite: None.

**PSY 253 Human Sexuality** (3 hours, fall)

This course investigates the biblical basis of sexuality. A basic introduction to human sexuality, counseling for sexual issues, and a theology of sex will be addressed. Special issues in sexuality will be discussed, as well as, the basics of sexual biology and psychology, sexual development, and sexual dysfunction. Students will also be challenged in their biblical analysis of special issues in sex research. Prerequisite: None.

**PSY 323X Educational Psychology** (3 hours, either semester)  
See EDU 323 for course description.**PSY 343 Psychology of Religion** (3 hours, offered as announced)

This course is the interplay between psychology and religion. Areas of overlap and demarcation will be studied. Religious aspects may include studying major religions, such as Christianity, Judaism, Islam as well as religious cults around the world. Psychological features impeded in religion may be discussed along with positive attributes of wholeness showed by both psychological and religious tradition. This course may be taken in a traditional classroom or become part of a study abroad program. Prerequisites: None.

**PSY 353 Personality Theories** (3 hours, fall)

Personality dynamics, along with recognized theories of counseling, will be covered in this class. Such approaches as psychodynamic therapy, cognitive and behavioral therapy, and existential-humanistic therapies, will be included. Students are encouraged to evaluate the theories from their own Christian worldview. Practical application of techniques from each approach will also be given. From the theories presented, students will be able to develop their own counseling model and present it to the class. Prerequisite: PSY 243.

**PSY 363 Abnormal Psychology** (3 hours, spring)

This course introduces students to a wide variety of disorders that they may encounter in their clinical work. Major disorders ranging from developmental disorders of childhood, anxiety and mood disorder to schizophrenia will be studied. Lesser known disorders will also be examined. Each disorder will be examined from the perspective of its clinical description, as well as its potential causation and treatment. Students will be introduced to the disorders through text and case studies and video clips. The focus will be on developing ways to better understand each disorder and to compassionately help the person struggling with it. Prerequisite: None.

**PSY 401-3 Independent Study** (1-3 hours, either semester or summer)

Capable students are permitted to engage in specialized research appropriate to individual needs. The student's project must relate to an area of psychology and take the form of a literature review, a scholarly paper, or the completion of a research project in which data is collected, analyzed, and written up in publication format. Availability of the course is dependent upon the availability of the faculty. Independent study requires a *minimum* of 35 clock hours of work per semester hour. Prerequisites: CSG 113. The student must obtain approval from Counseling Psychology Department Chair. The student also must be a junior or senior status and have a grade point average of 2.2 or better.

**PSY 413 Research Methods in Psychology** (3 hours, spring)

This is an introductory course in psychological research. It covers the scientific method, the research process, research design and implementation. Students will learn first-hand the steps in applied research through participation in research projects. Prerequisites: MAT 253. Permission from instructor for non-Counseling Psychology majors must be received.

**PSY 423 Tests & Measurements** (3 hours, fall)

This course will give the student a basic understanding of the measurement process. This will include evaluating instruments, as well as familiarization with various types of test including intelligence tests, aptitudes tests, personality assessments, career and relationship measures. Testing procedures and report writing for counselors will also be covered. Prerequisite: MAT 253.

**PSY 473 Psychology Research Project** (3 hours, offered as announced)

This course requires attendance at scheduled seminar meetings and the completion of a scholarly paper in the area of psychology or counseling. The formal paper may be a research project or a review of published research in an area of study approved by the instructor. Prerequisites: PSY 113 and PSY 413.

**PSY 493 Senior Seminar** (3 hours, either semester)

This course is designed as a seminar to aid the student in the final stages of preparation for a counseling ministry, work opportunity, or for graduate school. Students are given the opportunity to interact with others in the area of trends and issues, career opportunities, accreditation and credentialing, application to graduate schools, strategies for finding a job, and making the transition from student to employed professional. Guest speakers, inventories, and surveys will be part of the class format. A 10-page paper is required. Class is to be taken student's final semester. Prerequisite: PSY 353.

## REC - RECITAL

### REC 110 Recital Performance (0 hour, either semester)

The student participates in the public performance of at least one piece in the principal applied area in general student recital. The performance is at the discretion of the applied teacher. Course may be repeated. Prerequisite: None.

### REC 111 Recital Performance (1 hour, either semester)

The student participates in the public performance of at least two pieces in the principal applied area in general student recital. The performance is at the discretion of the applied teacher. Course may be repeated. Prerequisite: None.

### REC 120 Freshman Platform (0 hour, either semester)

The student presents the private performance of three pieces in contrasting styles in the principal applied area for the Music Department faculty at the end of the freshman year. This course must be passed for continuation in the performance sequence. The performance is at the discretion of the applied teacher. Specific requirements are in the Music Department Handbook.

### REC 130 Note Check (0 hour, either semester)

This class is for music minors only. For this class the student presents a private performance of the formal recital, REL 140 Recital, in the principal applied area during the semester prior to the public recital. This Note Check is heard by at least two members of the performance faculty. This course must be passed to receive permission to enroll for REC 140 Recital. The performance is at the discretion of the applied teacher. Prerequisite: By permission of applied professor.

### REC 140 Recital (0 hour, either semester)

This class is for music minors only. The music minor will present a public recital a minimum of 15 minutes of music in the principal applied area. The performance is at the discretion of the applied teacher. Prerequisite: Completion of REC 130 Note Check during the previous semester.

### REC 240 Sophomore Platform (0 hour, either semester)

The student presents the private performance of three pieces in contrasting styles in the principal applied area for the Music Department faculty at the end of the sophomore year. This course must be passed for continuation in the performance sequence. The performance is at the discretion of the applied teacher. This performance will be used by the music faculty to advise the student of their ability to continue in specific degree tracks. Specific requirements are in the Music Department Handbook. Prerequisite: REC 120 Freshman Platform.

### REC 350 Note Check (0 hour, either semester)

The student presents the private performance of the REC 360(362) Recital in the principal applied area presented during the semester prior to the public recital for at least two members of the performance faculty. This course must be passed to receive permission to enroll for REC 360(362) Recital. The performance is at the discretion of the applied teacher. Prerequisite: Completion of REC 240 Sophomore Platform.

### REC 360 Recital (0 hour, either semester)

The student presents a public recital featuring 25 minutes of music given in the principal applied area. Specific requirements are in the Music Department Handbook. The performance is at the discretion of the applied teacher. Prerequisite: Completion of REC 350 Note Check during the previous semester.

### REC 362 Recital (2 hours, either semester)

The student presents a public recital by a student in the performance emphasis featuring 25 minutes of music in the principal applied area. Specific requirements are in the Music Department Handbook. The performance is at the discretion of the applied teacher. Prerequisite: Completion of REC 350 Note Check during the previous semester.

### REC 470 Note Check (0 hour, either semester)

The student presents the private performance of the REC 484 Recital in the principal applied area during the semester prior to

the public recital for at least two members of the performance faculty. This course must be passed to receive permission to enroll for REC 484 Recital. The performance is at the discretion of the applied teacher. Prerequisite: completion of REC 362 Recital.

### REC 484 Senior Recital (4 hours, either semester)

The student presents a public recital featuring 55 minutes of music in the principal applied area. Specific requirements are in the Music Department Handbook. Prerequisite: Completion of REC 470 Note Check during the previous semester. The performance is at the discretion of the applied teacher.

## REL - RELIGION

### REL 303X Non-Traditional Religious Movements (3 hours, spring odd years)

See ICS 303 for course description.

### REL 313X Introduction to Hinduism & Buddhism (3 hours, spring even years)

See ICS 313 for course description.

### REL 323X World Religions (3 hours, either semester)

See ICS 323 for course description.

### REL 343X Introduction to Islam (3 hours, fall)

See ICS 343 for course description.

### REL 353 Judaism (3 hours, spring odd years)

This course studies structure, beliefs, and practices of Judaism, including post-biblical, rabbinic, and modern. Emphasis on the centrality of the synagogue, contemporary branches in Judaism, and Judeo-Christian relations. Prerequisite: None.

### REL 363X Religious Belief Systems (3 hours, spring)

See ANT 363 for course description.

### REL 383 Study Abroad in Religion (3 hours, summer II or offered as announced)

This is a special study of religion in an international setting. The professor specially designs each course, including reading in advance, study abroad at on-site locations, a reflection on specific religious life and doctrine, and the articulation of ideas in writing based on the student's experience abroad. Prerequisite: Completion of one year at TFC, TFC Application for Study Abroad, and permission of instructor.

### REL 401-3 Independent Study (1-3 hours, either semester)

Capable students are permitted to engage in specialized study appropriate to individual needs. The student's project may involve intensive or extensive reading in literature on a concept, ritual, or period of religion. It may concern denominational distinctives of a religion not covered by a standard course at this college. Availability of the course is dependent upon availability of faculty. Independent study requires a *minimum* of 35 clock hours of work per semester hour. Prerequisite: Approval of the Bible & Theology Department Chair, junior or senior status, and a grade point average of 2.2 or better.

## SAO – SERVICE & OUTREACH

### SAO 100-490 Service & Outreach (0 hour, either semester or summer)

This is Field experience in ministry conducted through the Office of Service & Outreach. It builds on classroom learning by providing opportunities for organized and supervised ministry. No more than two Student Ministries may be taken per term. Prerequisite: None.

## SCI - SCIENCE

### SCI 113 Scientific Literacy (3 hours, either semester or online in summer)

This course surveys the most important revolutions in the history of scientific thought and explains the science behind technologies that strongly influence contemporary life. Special emphasis is placed on themes crucial to the formulation of an integrated Christian worldview. Major topics addressed include, but are not limited to, principles of scientific thinking and methodology, the

structure and scope of the universe, understanding matter, nuclear technology, the development of modern medicine, emerging issues in public health, genetic engineering and cloning, and why evolution matters. Prerequisite: None.

**SCI 243 Earth Science** (3 hours, spring)

This course considers the disciplines of astronomy, meteorology, and geology. Prerequisite: None.

**SOC - SOCIOLOGY**

**SOC 213 Introduction to Sociology** (3 hours, fall)

This course is an introduction to the sociological analysis of society from a Christian and a scientific perspective. It emphasizes the nature of culture, social interaction, social groups, and social institutions. Prerequisite: None.

**SOC 223 Contemporary Social Problems** (3 hours, offered as announced)

This course is an analysis of major social problems, both general and special, from a Christian and a scientific perspective. A study of the impact of current social forces upon American society is included. Alternative approaches for remediating problems are considered. Prerequisite: None.

**SOC 233 Marriage & Family** (3 hours, offered as announced)

This course considers the social aspects of courtship, marriage, and parenting across the life cycle. Additional topics include divorce, sexuality, and family communication. Consideration will be given to the qualities that strengthen marriage and family. Prerequisite: None.

**SPN - SPANISH**

**SPN 113 Elementary Spanish I** (3 hours, fall)

This course is an introduction to approximately one-fourth of the phonetics, grammar, and vocabulary needed to adequately express the target language. There will be a balance between the four basic language skills of reading, writing, listening, and speaking. Prerequisite: None.

**SPN 123 Elementary Spanish II** (3 hours, spring)

This course is an introduction to the second of four parts of the essential phonetics, grammar, and vocabulary needed to adequately express the target language. There will be a balance between the four basic language skills of reading, writing, listening, and speaking. Prerequisite: SPN 113 or equivalent.

**SPN 233 Intermediate Spanish I** (3 hours, fall)

This course is an introduction to the third of four parts of the phonetics, grammar, and vocabulary needed to adequately express the target language. There will be a balance between the four basic language skills of reading, writing, listening, and speaking. Prerequisite: SPN 123 or equivalent.

**SPN 243 Intermediate Spanish II** (3 hours, spring)

This course is an introduction to the fourth of four parts of the phonetics, grammar, and vocabulary needed to adequately express the target language. There will be a balance between the four basic language skills of reading, writing, listening, and speaking. Prerequisite: SPN 233 or equivalent.

**SPN 313 Spanish Composition & Conversation** (3 hours, offered as announced)

This course is a review/advanced grammar course with an emphasis on systematic vocabulary, conversation, and composition in the target language. There will be a balance between the four basic language skills of reading, writing, listening, and speaking with immersion in the language during the class time. Prerequisite: SPN 243 or equivalent.

**SPN 323 Survey of Spanish & Latin American Literatures** (3 hours, offered as announced)

This course is an introduction to excerpts of many of the major Spanish and Latin American literary works spanning six major literary time periods (Medieval, Renaissance, Baroque, Neo-Classical, Romantic, Modern, and Post-Modern). The student will emphasize reading and writing outside of class. Emphasis will be

placed on reading and writing outside of class with listening and speaking in the target language via discussion of the texts in Spanish. Prerequisite: SPN 243 or equivalent.

**SPN 413 Spanish Civilization** (3 hours, in residence or on a summer mission trip to Spain)

This course is an introduction to Spain's history, geography, and artistic forms and expressions from the Middle Ages to the 21<sup>st</sup> century. Assignments emphasize the reading and writing of essays outside of class. It emphasizes listening and speaking in the target language via discussion of the assignments in Spanish. Prerequisite: SPN 243 or equivalent.

**SPN 423 Latin American Civilization** (3 hours, in residence or on a summer mission trip to Latin America)

This course is an introduction to Latin America's history, geography, artistic forms, and expressions from the Pre-Colombine period to the 21<sup>st</sup> century. The assignments emphasize reading and writing outside of class, with listening and speaking in the target language via discussion of the assignments in Spanish. Prerequisite: SPN 243 or equivalent.

**TFC - TOCCOA FALLS COLLEGE**

**TFC 100 Orientation** (0 hour, either semester)

The Toccoa Falls College Orientation is designed for students who are new to TFC. This course equips students with the knowledge, skills, and resources necessary for a positive experience at TFC. The college offers the course during the week of orientation for the fall semester and as part of the regular semester for the spring. The college does not charge tuition for this course since it is non-credit; however, a passing grade in the course is a requirement for graduation.

**THE - BIBLICAL, HISTORICAL, SPECIALIZED & SYSTEMATIC THEOLOGICAL STUDIES**

**THE 303 Introduction to Theology** (3 hours, either semester)

This course will examine basic Christian doctrine from a historical and systematic perspective. Topics include God, Scripture, the person and work of Jesus Christ, the person and work of the Holy Spirit, and the nature, role, and destiny of the Church. It includes an emphasis on the unity and diversity of Christian belief. Prerequisite: OTE 103, NTE 103.

**THE 313 Pauline Theology** (3 hours, spring even years)

This course is an examination of the Apostle Paul's background, focusing on both Paul's sources in the Old Testament and in the Lord Jesus' teachings. It develops Paul's foundational theological themes and those doctrines which flow from them. Prerequisites: BIB 213, NTE 103.

**THE 323 Catholicism & Orthodoxy** (3 hours, fall even years)

This is a study of the doctrine, history, liturgy, and practice of the Roman Catholic and Eastern Orthodox churches, with special emphasis on their unique worship, development of doctrine and polity, conciliar decisions, global presence, and recent ecumenical trends. Prerequisite: None.

**THE 333 Baptist Distinctives & History** (3 hours, spring even years)

This course surveys distinctive emphases in Baptist theology and polity. It will stress on the independence of the local church and believer's baptism. Attention is given to the history of the Baptist movement and its constituent denominations. Prerequisite: None.

**THE 343 Alliance Distinctives & History** (3 hours, spring odd years)

This course explains the doctrinal emphases of the Christian and Missionary Alliance centering in Christ as Savior, Sanctifier, Healer, and Coming King. History, polity, and missionary program of the denomination are addressed. Prerequisite: None.

**THE 353 Biblical Apologetics** (3 hours, spring)

This course studies the justification of apologetics, apologetic options (e.g., Reformed epistemology, presuppositionalism, classical apologetics, evidentialism and integrative apologetics) and the evidences for and against the Christian faith. In addition,

the student is required to do a worldview interview. The professor utilizes instruction (power point), class and group discussion and media to present the material. Prerequisite: strongly recommended: PHY 113 and THE 303.

**THE 363 Theology of the Kingdom** (3 hours, fall even years)  
This course is a study of the Kingdom of God as the central motif of biblical theology. After noting Old Testament background, the course focuses on the life of Christ and the Gospels as they relate to the Kingdom of God. Prerequisites: BIB 213 and THE 303.

**THE 373 Theology of Worship & Prayer** (3 hours, fall, odd years)  
This course examines corporate and private worship and prayer, following the Bible's story-line concerning both subjects from Genesis to the Book of Revelation. The goal is to establish biblical principles which can be applied in today's church as well as in personal devotion. Prerequisite: BIB 213 and THE 303.

**THE 383 Study Abroad in Theology** (3 hours, winterim)  
This course provides a special study of theology in an international setting. The professor specially designs each course, including reading in advance, study abroad at on-site locations, a reflection on specific doctrines, and the articulation of ideas in writing based on the student's experience abroad. Prerequisite: Completion of one year at TFC, TFC Application for Study Abroad, and permission of Instructor.

**THE 393 Old Testament Theology** (3 hours, offered as announced)  
This biblical theology course traces development of the major categories of theology throughout the historical epochs of the Old Testament. It also demonstrates the connections across these time periods as well as integrating the further development of these themes in the New Testament. Some attention is given to contemporary relevance and sermonic value of the Old Testament. Prerequisites: BIB 213.

**THE 401-3 Independent Study** (1-3 hours, either semester)  
Selected students are permitted to secure specialized training appropriate to individual needs. The student's project may involve intensive library investigation in a special area of theology, individualized instruction, or collection and evaluation of data relating to a theological problem. Availability of the course is dependent upon availability of faculty. Independent study requires a *minimum* of 35 clock hours of work per semester hour. Prerequisites: at least two semesters of systematic theology and approval of the Bible & Theology Department Chair.

**THE 423 Critical Issues in Theology** (3 hours, fall)  
This course is an in-depth study of critical issues in systematic theology, such as the nature of God, the Trinity, the atonement, sanctification and the coming kingdom. Prerequisites: BIB 213 and THE 303.

**THE 453 History of Theology** (3 hours, spring even years)  
This course surveys the teachings of great theologians and movements that shaped Christian doctrine from the end of the first century to the end of the nineteenth century. Prerequisite: BIB 213 and THE 303.

**THE 463 Contemporary Theology** (3 hours, spring odd years)  
This course surveys the teachings of major theologians and movements from the turn of the 20<sup>th</sup> Century to the present. A special emphasis on how these movements and theologians impact evangelical thought and practice. Prerequisite: BIB 213 and THE 303.

**THE 473 Theological Research Seminar** (3 hours, fall)  
This course fosters skills in research and writing on theological topics. The essential course requirement is to produce a carefully written, in-depth, scholarly paper in a prescribed style on a topic chosen by the student and approved by the instructor. Class meets only at the beginning and end of the semester; attendance is required. Prerequisites: BIB 213, THE 303, and junior or senior status.

## YTH - YOUTH

**YTH 253 Foundations for Youth Ministry** (3 hours, fall; offered as scheduled online)

This introductory youth ministry course addresses the theological, sociological, developmental and historical foundations for youth ministry. Attention is also given to axiom of youth ministry, models of youth ministry, the person of the youth pastor, and parachurch youth ministries. Prerequisite: MLD 113.

**YTH 263 Youth Ministry & the Family** (3 hours, spring; offered as scheduled online)

This course will introduce students to the field of family ministries. It is an integration of biblical, theological, and sociological foundation for understanding families and designing ministries to families of adolescents. The reciprocal impact of personal family life and ministry will be explored. In addition this course will address adolescent sexuality, dating, equipping parents, and multiple family ministry models that can be applied in the church, faith-based, and community agency contexts. Prerequisite: YTH 253.

**YTH 333 Communicating to Youth** (3 hours, spring; offered as scheduled online)

The purpose of this class is to equip the student with the skills of creative Bible teaching and giving dynamic talks to adolescents. Emphasis is given to both the principles and practices of teaching and speaking to youth. Prerequisite: YTH 253.

**YTH 343 Leadership & Organization of Youth Ministry** (3 hours, fall; offered as scheduled online)

This is an introduction to organizational leadership, change, culture, and conflict as well as personal leadership development issues for youth pastors. The course will survey the elements of organization and administration necessary for the efficient and effective supervision of youth ministries. Ministry management tools and applying biblical principles of leadership of the church will be significant. Prerequisite: YTH 253.

**YTH 353 Youth Ministry Skills** (3 hours, fall; offered as scheduled online)

This course deals with special advanced skills necessary for effective youth ministry, including planning retreats, coordinating mission trips, and working with faith-based youth ministry organizations. Prerequisite: YTH 253.

**YTH 363 Youth Culture & Issues** (3 hours, spring; offered as scheduled online)

This course guides students in understanding contemporary youth culture norms and issues (such as search for identity, youth-parent relations, generation and communication gaps, peer pressure, sexual patterns and attitudes, impact of mass media, drugs and alcohol, music and cult attraction), and adolescent development. A \$550 course fee will be added to the regular tuition. Prerequisite for non-youth majors: PSY 113, PSY 243, or SOC 213. Prerequisite for youth majors: YTH 253.

**YTH 401-3 Independent Study** (1-3 hours, either semester)

This is an individual study in youth ministry education for the advanced student. Advance approval by the Ministry and Leadership Department Chair is required. Prerequisite: None.

**YTH 423 Youth Evangelism & Discipleship** (3 hours, spring; offered as scheduled online)

This course is a study of the principles, programming, and strategy needed in today's culture, to develop a discipling and evangelizing youth ministry. An emphasis will be placed upon practical application within the church setting. Prerequisite: YTH 253.

**YTH 443 Counseling Adolescents** (3 hours, fall; offered as scheduled online)

This course will teach students the basic skills of counseling adolescents. It includes strategies and techniques for dealing with developmental and crisis issues facing the contemporary adolescent. Subjects such as identity and self-image, parent-teen relationships, eating disorders, substance abuse, suicide and

depression, and sexuality will be covered. Prerequisite: for Youth Ministries majors, YTH 253; for non YTH majors, CSG 113.

**YTH 453 Youth Ministry in Cultural Contexts** (3 hours, offered as scheduled online only)

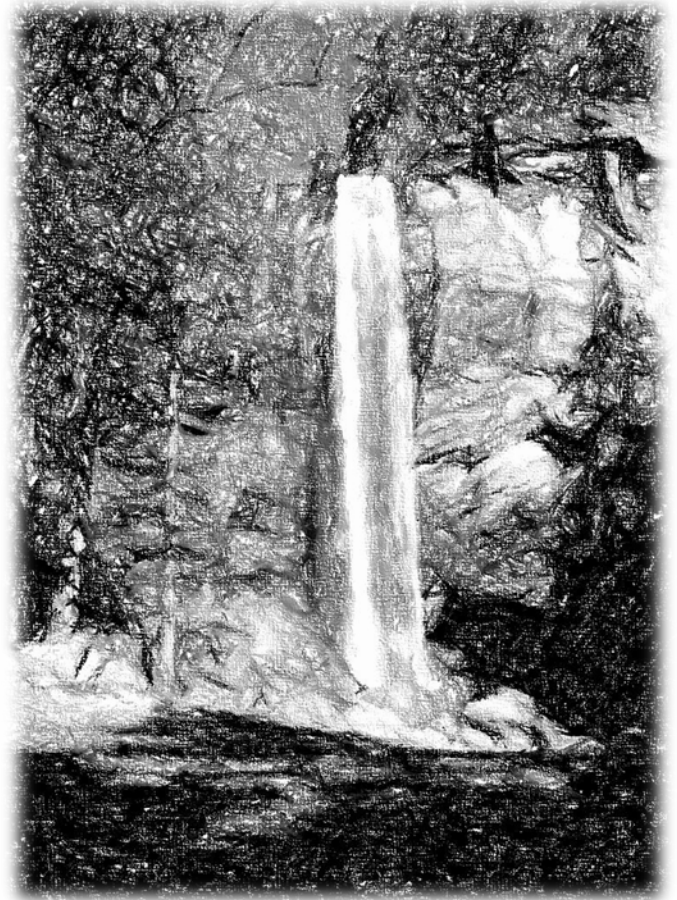
This course is an in depth study of youth ministry in cultural contexts. It explores urban youth ministry, multi-cultural youth ministry, and youth ministry in cross-cultural settings. Various issues emerging from multi and cross-cultural youth ministries, as well as perspectives of multiple ethnicities are explored. These issues and perspectives are placed in the light of contextually relevant church and faith-based youth ministries.

**YTH 463 Seminar in Youth Ministry** (3 hours, spring; offered as scheduled online)

This capstone course will be composed of a cohort of youth ministry students. Curriculum will include at least five components: 1) a written doctrinal statement, 2) an integrative comprehensive exam (written and oral) related to youth ministry and based on previous courses, 3) contemporary issues in youth ministry, 4) placement issues, and 5) the integration of character and intellect. Prerequisite: senior status.

**YTH 473 Youth Ministry Internship** (3 hours, summer)

This course allows practical application of the laws of learning and educational administration in a youth ministry situation. Students will be involved in an approved youth ministry assignment and will receive the benefit of supervision and evaluation. Prerequisites: 90 completed hours or approval by the Ministry & Leadership Department Chair, and acceptance to the Ministry & Leadership Department.



# DIRECTORY

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## ADMINISTRATION

**Myers, Robert M., D.B.A.**, President, B.S., University of Maryland; M.B.A., Palm Beach Atlantic University; D.B.A., Nova Southeastern University. (2012-present)

**Griffin, Daniel W., M.S.**, Dean of Enrollment Management, B.S., Columbia Southern University; M.S., Mountain State University. (2011-present)

**Hansen, James W., M.B.A.**, Vice President for Institutional Advancement, B.A., Spring Arbor College; M.B.A., Brenau University. (2011-present)

**Schulte, R. Gregg, M.S.**, Vice President for Business and Finance, B.S., M.S., University of Kentucky. (2010-present)

**Shelton, W. Brian, Ph.D.**, Vice President for Academic Affairs, B.A., Asbury University; M.Div., Covenant Theological Seminary; Ph.D., Saint Louis University. (2001-present)

**Yowell, Lee P., M.S.**, Vice President for Student Development, B.A., Olivet Nazarene University; M.S., Mount Vernon Nazarene University. (2010-present)

## FACULTY EMERITI

**Allison, Norman E., Jr., Ph.D.**, Professor Emeritus, B.A., Toccoa Falls College; M.A., American University of Beirut; Ph.D., University of Georgia. (1972-present)

**Farley, William H., Th.M.**, Professor Emeritus, B.A., St. Paul Bible College; M.Div., Bethel Theological Seminary; Th.M., Southern Baptist Theological Seminary. (1976-present)

**Harvey, David P., D.Min.**, Professor Emeritus, B.A., John Brown University; Th.B., Crown College; M.A., Wheaton Graduate School; D.Min., Columbia International University. (1987-present)

**McGraw, Gerald E., Ph.D.**, Professor Emeritus, Diploma, Nyack College; A.B., Houghton College; M.A., Wheaton College; M.Div., Chicago Graduate School of Theology; D.Min., Southeastern Baptist Theological Seminary; Ph.D., New York University. (1968-present)

**Murphree, Jon Tal, Litt.D.**, Professor Emeritus, A.B., Asbury University; M.A., University of Kentucky; M.Div., Asbury Theological Seminary; Litt.D., Toccoa Falls College. (1981-2002; 2005-present)

**Vena, Julio C., M.Div.**, Professor Emeritus, B.A., Central Bible College; M.A., M.Div., Trinity Evangelical Divinity School. (1971-present)

**Wulf, Clarence W., M.Div., Litt.D.**, Professor Emeritus, B.A., San Francisco Baptist College; B.D., M.Div., Talbot Theological Seminary. Litt.D., Toccoa Falls College. (1979-present)

## ADMINISTRATIVE FACULTY

**Brady, Allison L., M.L.I.S.**, Cataloging and Information Services Librarian, B.S., Toccoa Falls College; M.L.I.S., Valdosta State University. (2011-present)

**Dodge, Sara A., M.L.S.**, Reference Librarian, B.S., Westchester State University; M.L.S., Kutztown University. (1991-present)

**Griffin, Daniel W., M.S.**, Dean of Enrollment Management, B.S., Columbia Southern University; M.S., Mountain State University. (2011-present)

**Hyndman, Nancy F., M.A.**, Director of Center for Academic Success, B.A., Vennard College; M.A., Asbury Theological Seminary. (2005-present)

**Samsa, Heather L., Ed.S.**, Director of Distance Education, Acting Director of Information Services, B.S., Toccoa Falls College, M.L.I.S., Ed.S., Valdosta State University. (2007-present)

**Slate, Selina E., M.L.I.S.**, Assistant Library Director, B.S., Western Baptist College; M.L.I.S., Valdosta State University. (1994-present)

**Vickers, Kelly G., M.A.**, Registrar, B.S., Toccoa Falls College; University of Central Florida; M.A., Trinity Evangelical Divinity School. (1986-present)

**Woodworth, Stephen L., D.Min.**, Director of Spiritual Formation, B.S., Montreat College; M.Div., D.Min., Gordon-Conwell Theological Seminary. (2012-present)

## FULL-TIME FACULTY

### SCHOOL DEANS

**Clements, Kieran M., Ph.D.**, Dean of the School of Arts & Sciences, Professor of Natural Sciences, B.S., Saint Francis College; Ph.D., North Carolina State University. (1999-present)

**Council, Thomas M., Ph.D.**, Dean of the School of Professional Studies, Professor of Choral Music, B.S., Toccoa Falls College; M.M.E., Samford University; Ph.D., Auburn University. (2000-present)

**Penland, Jonathan S., Ph.D.**, Professor of Cross-Cultural Studies and Anthropology, B.A., Toccoa Falls College; M.A., Columbia International University; Ph.D., Ph.D., University of Georgia. (2000-present)

## **TEACHING FACULTY**

**Atkinson, Harley T., Ph.D.**, Professor of Ministry and Leadership, A.A., Trinity Western College; B.R.E., Canadian Bible College; M.A., Ph.D., Talbot School of Theology. (1989-present)

**Bailey, Regina M., Ph.D.**, Assistant Professor of Communication; B.A., Gordon College; M.A., Regent University; Ph.D., Capella University. (2010-present)

**Brock, Dottie, Ph.D.**, Associate Professor of Counseling, B.S. Oral Roberts University; M.Ed., Ph.D., Georgia State University. (2001-present)

**Burris, Kevin R., Ph.D.**, Assistant Professor of Old Testament & Biblical Languages; B.E.E., Georgia Institute of Technology; M.Div., Ph.D., Southern Baptist Theological Seminary. (2007-present)

**Clay, Nathan A., M.B.A.**, Assistant Professor of Business Administration, B.S., Toccoa Falls College; M.B.A., Jones International University. (2006-present)

**Crosby, Jarvis L., Ed.D.**, Acting World Missions Department Chair, Professor of Cross-Cultural Studies & TESOL, B.S., Nyack College; M.P.S., Alliance Theological Seminary; Ed.D., University of Georgia. (1984-85, 1994-95, 1998-present)

**DeWitt, Ernie E., M.A.**, Instructor of Outdoor Leadership and Wilderness Medicine; B.S., Toccoa Falls College; M.A., Prescott College. (2012-present)

**Elkins, Gary S., Ph.D.**, Professor of Philosophy; B.S., Columbia International University; M.A., Denver Seminary; M.A., University of Denver; M.A., Trinity International University; Ph.D., University College Dublin, Ireland. (1999-present)

**Gardner, Donna R., Ed.D.**, Teacher Education Department Chair, Professor of Teacher Education, B.S.Ed., Geneva College; M.Ed., University of Pittsburgh; Ed.D., University of Georgia. (1987-present)

**Garside, Dale C., Ph.D.**, Professor of French & Spanish; B.S., Shippensburg State University; M.A., University of Paris-Sorbonne; M.A., Ph.D., University of Cincinnati. (1997- 2004; 2008-present)

**Griffin, Joyce A., M.A.**, Assistant Professor of Cross-Cultural Studies & World Religions, B.A., Crown College; M.A., Wheaton Graduate School. (1998-present)

**Hildenbrand, Michael D., Ph.D.**, Professor of Old Testament & Hebrew, Th.B., Multnomah Bible College; M.A., Western Conservative Baptist Seminary; Ph.D., University of California at Berkeley. (2001-present)

**Hoffman, Ruth E., M.Ed.**, Assistant Professor of Mathematics B.A., Houghton College; M.Ed., Kutztown University. (1989-present)

**Howard, Philip T., Ph.D.**, Professor of Ministry and Leadership, B.S., Gordon College; M.R.E., Gordon-Conwell Theological Seminary; Ph.D., Trinity International University. (1997-present)

**Hunnicut, Charles H., M.B.A.**, Business Administration Department Chair, Assistant Professor of Business Administration; B.A., M.B.A., University of Georgia. (2010-present)

**Jalovick, David A., Ph.D.**, Associate Professor of History, B.S., Toccoa Falls College; M.A., Ph.D., State University of New York at Buffalo. (1997-present)

**Jones, David A., M.M.**, Assistant Professor of Voice, B.A., M.M., University of Georgia; M.C.M., Southwestern Baptist Theological Seminary. (1998-present)

**Juncker, Günther H., Ph.D.**, Professor of New Testament & Greek, B.A., University of California, Davis; M.Div., Ph.D. Trinity Evangelical Divinity School. (2001-present)

**Koser, Mark A., M.A.**, Assistant Professor of Counseling, B.A., Nyack College; M.A., Ashland Theological Seminary. (2000-present)

**Lee, You Ju, D.M.A.**, Assistant Professor of Piano, B.A., Ehwa Women's University; M.M., Georgia State University; D.M.A., University of Georgia. (2004-present) (Fulltime 2007-present)

**McRae, Brian J., Ph.D.**, Associate Professor of Chemistry and Mathematics, B.A., Covenant College; M.S., Ph.D., Georgia Institute of Technology. (2006-present)

**Morden, James R., M.M.**, Assistant Professor of Music & Trumpet, B.A., M.M., University of South Florida. (1974-present)

**Morgan, Jonathan S., Ph.D.**, Assistant Professor of Systematic and Historical Theology, B.S., Oklahoma Wesleyan University; M.A., Wesley Biblical Seminary; Ph.D., Marquette University

**Murphree, Mark A., M.A.**, Assistant Professor of English, B.A., Asbury University; M.A., University of Georgia; M.Div., Columbia International University. (2004-present)

**Quarterman, G. William, Ed.D.**, Counseling Department Chair, Professor of Psychology and Counseling, B.S., Toccoa Falls College; M.R.E., M.A., Trinity Evangelical Divinity School; Ed.D., University of Georgia. (1982-85, 1992-present)

**Ryan, Carrie L., M.S.Ed.**, Assistant Professor of Teacher Education; B.S., Georgia Southern University; M.S.Ed., Walden University. (2011-present)

**Shepson III, Donald R., Ph.D.**, Acting Ministry and Leadership Department Chair, Associate Professor of Ministry, Leadership & Spiritual Formation, B.A., Wheaton College; M.Div., Gordon-Conwell Theological Seminary; Ph.D., Talbot School of Theology. (2012-present)

**Smith, Fred H., Ph.D.**, Professor of Cross-Cultural Studies, B.S., Toccoa Falls College; M.A., Ph.D., Fuller Theological Seminary. (2003-present)

**Stufft, W. David, M.Ed.**, Music Department Chair, Assistant Professor of Music Education, B.S., M.Ed., Indiana University of Pennsylvania. (1985-present)

**Thomas, Alisa M., M.A.**, Humanities and Natural Sciences Department Chair, Assistant Professor of English, B.A., Georgetown College; M.A., University of Louisville. (2000-present)

**Thomas, Richard W., M.D.**, Associate Professor of Biology, B.A., The King's College; M.D., State University of New York at Buffalo School of Medicine. (2007-present)

**Vena, Christopher J., Ph.D.**, Bible & Theology Department Chair, Assistant Professor of Systematic Theology; B.A., Toccoa Falls College; M.A., Bethel Theological Seminary; Ph.D., Marquette University. (2007-present)

**Wanner, Curt N., Th.M.**, Communication Department Chair, Assistant Professor of Communication, B.A., Wheaton College; M.A., Regent University; M.Div., Th.M., Gordon-Conwell Theological Seminary. (2006-present)

**Williams, Donald T., Ph.D.**, R. A. Forrest Scholar, Professor of English, B.A., Taylor University; M.Div., Trinity Evangelical Divinity School; Ph.D., University of Georgia. (1988-present)

### **HALF-TIME TEACHING FACULTY**

**Quarterman, Cynthia L., M.S.**, Assistant Professor of Outdoor Leadership and Education, B.A., Trinity College; M.S., George Williams College. (1988-90, 1992-present)

### **ADJUNCT TEACHING FACULTY**

**Adams, Morgan D., M.S.**, Adjunct Instructor of Natural Sciences; B.S., M.S., Georgia Institute of Technology. (2013-present)

**Anaya, Albert E., M.S.**, Online Instructor of Business, B.A., Toccoa Falls College; M.S., Grand Canyon University. (2011-present)

**Barnett, W. Lee, D.Min.**, Online Instructor of Youth Ministries, B.A., Belmont University; M.A.R., M.R.E., D.Min., Liberty University. (2011-present)

**Bartholow, Lisa H., M.M.**, Instructor of Music, B.M., St. Louis Conservatory of Music; M.M., DePaul University. (2004-present)

**Bean, Frank W., J.D.**, Instructor of Law, B.S., M.A., University of Florida; J.D., Woodrow Wilson College of Law. (2009-present)

**Camp, Kenneth R., Ed.S.**, Adjunct Instructor of Natural Sciences; B.S., Georgia Institute of Technology; M.S., University of Southern Mississippi; Ed.S., University of Georgia. (2013-present)

**Carrington, Patrick T., D.Min.**, Online Instructor of Youth Ministries, B.S., Miami Christian College; M.A., Trinity International University; D.Min., Gordon-Conwell Theological Seminary. (2012-present)

**Frederick, L. Ruth, Ed.D.**, Adjunct Associate Professor of Teacher Education, B.S., Bryan College; M.Ed., Florida Atlantic University; M.A., Azusa Pacific College; Ed.S., Florida Atlantic University; Ed.D., University of Georgia. (1990-present)

**Gangel, Jeffrey S., D.Min.**, Online Instructor of Ministry Leadership, B.A., Miami Christian College; Th.M., D.Min., Dallas Theological Seminary. (1995-present)

**Griffith, Richard E., M.S.**, Online Instructor of Computer Science, B.S., Toccoa Falls College; M.S., Colorado Technical University. (2012-present)

**Helgeland, Eileen M., M.A.**, Online Instructor of Geography, B.A., Buena Vista University; M.A., Piedmont College; Ed.S., Nova Southeastern University. (2012-present)

**Hixson, Mary H., M.M.Ed.**, Instructor of Music, B.S., Toccoa Falls College; M.M.Ed., University of Georgia. (1998-present)

**Holder, Timothy D., Ph.D.**, Online Instructor of History, B.A., Asbury University; M.A., Ph.D., University of Kentucky. (2013-present)

**Jenks, Lawrence E., M.P.S.**, Online Instructor of New Testament/Greek, B.A., Asbury College; M.Div., Asbury Theological Seminary; M.P.S., Alliance Theological Seminary. (1991-present)

**Johnston, Franklin C., M.M.E.**, Instructor of Music, B.M., Barrington College; M.M.E., George Peabody College for Teachers. (2009-present)

**Little, Marcia J., M.M.**, Instructor of Music, B.M., Houghton College; M.M., University of Michigan. (2006-present)

**McDonald, Melissa J., M.A.**, Online Instructor of Ministry Leadership, B.S., Crown College; M.A., A.W. Tozer Seminary. (2011-present)

**McKinney II, Philip L., M.A.**, Online Instructor of Youth Ministries, B.A., Harding University; M.A., Harding University School of Theology. (2012-present)

**Moore, Deborah L., Ed.D.**, Adjunct Instructor of Teacher Education, B.S., Toccoa Falls College; M.S., Bob Jones University; Ed.D., Columbia International University. (2008-present)

**Musick, Michael R., M.A.S.**, Online Instructor of Computer Science, B.S., Toccoa Falls College; M.A.S., University of Denver. (2012-present)

**Owens, Beth Allen, J.D.**, Online Instructor of Business and Law, B.A., Ohio University; J.D., Regent University. (2010-present)

**Parker, Shane W., Ph.D.**, Online Instructor of Ministry Leadership & Youth Ministries, B.A., Columbia International University; M.A., Columbia Biblical Seminary; M.Div., Southeastern Baptist Theological Seminary; Ph.D., Southern Baptist Theological Seminary. (2008-present)

**Patrick, F. Stephen, M.B.A.**, Online Instructor of Accounting, B.S., University of Alabama; M.B.A., Auburn University at Montgomery. (2012-present)

**Reese, David G., Ph.D.**, Adjunct Professor of New Testament, B.S., Nyack College; M.Div., Asbury Theological Seminary; Ph.D., Southern Baptist Theological Seminary. (1988-present)

**Reese, David R., M.M.**, Adjunct Instructor of Music, B.S., Toccoa Falls College; M.M., University of Georgia. (2012-present)

**Ross, Brian A., D.Min.**, Adjunct Instructor of Ministry Leadership, B.S., Lancaster Bible College; M.A., Lancaster Bible College Graduate School; D.Min., George Fox University. (2012-present)

**Shelley, Michael B., M.A.**, Online Instructor of Business and Ministry Leadership, B.S., Toccoa Falls College; M.A., M.A., Regent University. (2010-present)

**Shelton, Sally A., M.A.**, Online Instructor of Mathematics, B.S., Asbury University; M.A., Saint Louis University. (2013-present)

**Shirley, C. Michele, Ed.D.**, Online Instructor of Business, B.A., Piedmont College; M.B.A., Brenau University; Ed.D., University of Georgia. (2012-present)

**Swindler, John M., M.Div.**, Instructor of Youth Ministries, B.A., Furman University; M.Div., Southern Baptist Theological Seminary. (2011-present)

**Wanner, Joan D., M.Div.**, Adjunct Instructor of Old Testament, B.A., University of North Carolina; M.Div., Gordon-Conwell Theological Seminary. (2012-present)

**Weaver, Michael J., Jr., M.A.**, Adjunct Instructor of English, B.A., Toccoa Falls College; M.A., Boston College. (2012-present)

**Whirl, Jermaine, M.B.A.**, Online Instructor of Business, B.A., Winthrop University; M.B.A., Charleston Southern University; M.Ed., Armstrong Atlantic State University. (2012-present)

**Wicks, Douglas B., M.A.**, Online Instructor of Business, B.A., Gordon College; M.A., Wheaton Graduate School. (2012-present)

**Williamson, Sean, M.S.W.**, Instructor of Sociology, B.A., Emmanuel College; M.S.W., University of Georgia. (2007-present)



**Windus, Anne K., Ph.D.**, Online Instructor of Psychology, B.S., Clemson University; M.R.E., Southwestern Baptist Theological Seminary; M.Div., Golden Gate Baptist Theological Seminary; D.Min., Ph.D., Southern Baptist Theological Seminary. (2012-present)

**Worsley, Lou M., M.A.**, Adjunct Instructor of English; B.A., Toccoa Falls College; M.A., Bethel University. (2012-present)

### **SPECIAL INSTRUCTORS**

**Adams, George A., B.A.**, Instructor of Economics, B.A., City University of New York. (2005-present)

**Gehle, Keith, B.M.**, Instructor of Guitar, B.M., University of Georgia. (2000-present)

**Natale, Micah J., B.S.**, Instructor of Humanities/Natural Sciences; B.S., Toccoa Falls College. (2012-present)

**Romanowski, Christopher L., B.A.**, Instructor of Percussion, B.A., Berklee College of Music. (2011-present)

**Strachan, Heather, B.M.**, Instructor of Music, B.M., Ohio State University. (2004-present)

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