

# ACCREDITATION

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

Phone: (706) 886-6831  
FAX: (706) 282-6020  
Web: [www.tfc.edu](http://www.tfc.edu)

**Epworth Campus**  
**P.O. Box 539**  
**Epworth, GA 30541**

Phone: (706) 492-5921  
Web: [www.tfc.edu/epworth](http://www.tfc.edu/epworth)

Toccoa Falls College is accredited by the  
Commission on Colleges of the Southern  
Association of Colleges and Schools  
1866 Southern Lane  
Decatur, GA 30033-4097  
(404) 679-4501

To award Associate and Bachelor degrees.

Toccoa Falls College is accredited by the  
Commission on Accreditation of the Association for  
Biblical Higher Education, an institutional accrediting  
body recognized by the  
Council for Higher Education Accreditation  
5575 S. Semoran Blvd., Suite 26  
Orlando, FL 32822-1781  
(407) 207-0808

To award Associate of Arts, Bachelor of Science,  
and Bachelor of Arts degrees.

Toccoa Falls College is an accredited  
institutional member of the  
National Association of Schools of Music,  
a specialized accrediting body recognized by the  
Council for Higher Education Accreditation  
11250 Roger Bacon Drive, Suite 21  
Reston, VA 22090  
(703) 437-0700

Teacher Education Approval by  
The Professional Standards Commission of  
the State of Georgia  
1452 Twin Towers East  
Atlanta, GA 30334  
(404) 657-9000

The Bachelor of Arts & Bachelor of Science degrees  
in the School of Business Administration are  
accredited by the  
International Assembly for Collegiate Business  
Education  
P.O. Box 25217  
Overland Park, KS 66225  
(913) 631-3009

## 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

The choice of a college is a matter not to be taken lightly, but prayerfully and carefully. I am so glad that you are considering Toccoa Falls College. Our philosophy at Toccoa Falls College is that obedience to the will of God is of the greatest importance. Administration, faculty and staff are carefully chosen to support excellence and integrity in your college experience. We are committed to the enhancement of the whole person: spiritually, intellectually, and socially. Our mission is to glorify God through seeking and developing Christian servant leaders who will impact their world with the love and message of Jesus Christ.

Our founder, Dr. R.A. Forrest, believed in achieving the impossible with God. For over ninety-seven years Toccoa Falls College has been a living testimony of God at work in the lives of dedicated students. I want to personally invite you to come and join us on one of the most beautiful college campuses anywhere.

I appreciate your consideration of Toccoa Falls College. As the chief academic officer, I am committed to doing my best to provide for you a stimulating and satisfying academic experience during your years at TFC.

You will find that your professors here are well qualified academically. Most of them have doctorates, and they know their stuff! But more than that, all of them are personally committed to the Lord Jesus Christ. They have a strong desire to integrate a biblical worldview into every subject area that you will study. If you want your education to rest upon a strong biblical foundation, this is the place to be.

We are also constantly working to improve the curriculum and keep it relevant to today's changing world. This fall we are adding a biology major that will strengthen our pre-med program and better prepare those who desire careers in the medical field. For any who have an interest in the area of law, we are now offering a pre-law program. Those who want to combine a career in business with a ministry overseas may find our new cross-cultural/business administration major just right for them. If you love working with young people or adults in the great outdoors, check out the major in Outdoor Leadership and Education that will begin in the fall.

We're making some changes in course delivery, too. A special two-week compressed term is being added to the calendar in January. This Winterim will enable students to take a three-credit class between the fall and spring semesters. Using this option, you can spread out your semester load, make up a missed class, or take an elective you otherwise might not be able to fit into your schedule. You might be interested also in checking out some exciting new study abroad opportunities.

Whether your calling is to church-related ministries or to serve the Lord in another type of career, we're here to provide the training you need to make an impact upon your world for Jesus Christ. May we have the privilege of serving you?

# 2005-2006 CATALOG

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# ACADEMIC CALENDAR 2005-2006

## FALL SEMESTER 2005

### JULY

- 15 Completion Deadline for Financial Aid File
- 30 TFC Welcome Day (9 a.m. – 12 p.m.)

### AUGUST

- 01 Fall Semester and Winterim Student Account Reconciliation Deadline
- 13 New & transfer student residence halls move-in (10 a.m.-5 p.m.)
- 14-19 New & transfer student Orientation, TFC 100
- 15 New & transfer student check-in (9 a.m.-12:00 p.m.)
- 17-19 Faculty Preplanning
- 18 Faculty & Staff Welcome Dinner (6 p.m.)
- 20 Returning & former student residence halls move-in (10 a.m.-5 p.m.)
- 20 Returning & former student check-in (9 a.m.-12:00 p.m.)
- 21 All-Campus Welcome Chapel (6:30 p.m.)
- 22 First day of classes / Drop-Add begins
- 26 TFC 100 (10 a.m.)
- 26 Drop-add ends at 5 p.m., Last day to enter classes

### SEPTEMBER

- 12-14 Spiritual Emphasis Week (M & T evening chapels)
- 14 Day of Prayer (classes held)
- 23 TFC 100 (10 a.m.)
- 28 Majors' Chapel

### OCTOBER

- 07-09 Homecoming
- 10 Midpoint in semester
- 14-17 Fall Break (no classes)
- 20-21 Board of Trustees
- 21 Last day to withdraw failing from a class without penalty
- 21 TFC 100 (10 a.m.)
- 24 Pre-registration for Winterim and Spring semester begins
- 24 Application for Graduation Dec. 2006 period begins
- 31 Woerner Missionary Lecture Series (M, T, & W evening chapels)

### NOVEMBER

- 01-02 Woerner Missionary Lecture Series (M, T, & W evening chapels)
- 04 Application for Graduation Dec. 2006 period ends
- 09 Senior Bible & Doctrine Exam – Dec. 2005 graduates
- 24-25 Thanksgiving Break (no classes)
- 28-30 Leadership Week (No evening chapels)

### DECEMBER

- 01 Candlelight Service (8 p.m.)
- 05 Last day of class
- 06-09 Final exams
- 08 Faculty & Staff Christmas Dinner (6 p.m.)
- 09 Baccalaureate (7:30 p.m.)
- 10 Commencement (10:30 a.m.)
- 30 Spring Semester Student Account Reconciliation Deadline

# ACADEMIC CALENDAR 2005-2006

## WINTERIM, SPRING SEMESTER & SUMMER SESSIONS 2006

### JANUARY

- 02 All Winterim student residence halls move-in (10 a.m.-5 p.m.)
- 03 Winterim check-in/First Day of Classes
- 04 Drop-add ends at 5 p.m. Last day to enter classes
- 16 Martin Luther King, Jr. Day/No Classes
- 17 Last day of Winterim classes
- 18 Winterim Finals/Spring check-in (1-3 p.m.)
- 18 All student residence halls move-in (10 a.m.-5 p.m.)
- 19 First day of classes/Drop-Add begins
- 25 Drop-add ends at 5 pm. Last day to enter classes

### FEBRUARY

- 06-08 World Outreach Conference (M, T, & W evening chapels)
- 07 Day of Prayer (classes held)
- 15 Majors' Chapel (School Director's)

### MARCH

- 10 Midpoint in semester
- 13-17 Spring Break
- 20-22 TFC Lecture Series (No evening chapels)
- 24 Last day to withdraw failing from a class without penalty
- 30 Pre-registration for summer sessions and fall begins
- 30 Application period for May & Summer 2007 grads begins
- 31 Campus Preview

### APRIL

- 01-02 Campus Preview
- 07 Application period for May & Summer 2007 grads ends
- 07 Senior Bible & Doctrine Exam - May 2006 graduates
- 20-21 Board of Trustees

### MAY

- 05 Last day of classes
- 08-11 Final Exams
- 06 Financial aid (FAFSA, GTEG) priority date for 2006-2007
- 08 Faculty Post-planning (7-9 p.m.)
- 11 Faculty & Staff Spring Dinner (6 p.m.)
- 12 Baccalaureate (7:30 p.m.)
- 13 Commencement (10:30 a.m.)
- 26 Summer Sessions I & II Student Account Reconciliation Deadline
- 31 All student residence hall move in & Check-in for Summer Session I

### JUNE

- 01 First day of classes, drop-add begins for Summer Session I
- 02 Summer Session I drop-add ends at 5 p.m.
- 26 Last day of classes for Summer Session I
- 27 Final exams for Summer Session I
- 28 All student residence hall move in & Check-in for Summer Session II
- 29 First day of classes, drop-add begins for Summer Session II
- 30 Summer Session II drop-add ends at 5 p.m.

### JULY

- 04 Independence Day Holiday (no classes)
- 15 **Completion Deadline for Financial Aid File**
- 25 Last day of classes for Summer Session II
- 26 Final exams for Summer Session II
- 31 Fall Semester and Winterim Student Account Reconciliation Deadline

# GENERAL INFORMATION

## CAMPUS

Toccoa Falls College is nestled on the edge of the famous 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 26 feet 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 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, a four-year Bible college program was initiated 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 six presidents: Dr. Richard A. Forrest, Founder; Dr. Julian A. Bandy; Dr. Kenn W. Opperman; Dr. Paul L. Alford; Dr. Donald O. Young; and Dr. W. Wayne Gardner. 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 has 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, trains men and women for vocational and professional Christian ministries and works with many evangelical and Bible-believing Christian groups. Toccoa Falls College is an associate 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

Today, Toccoa Falls College has the distinction of being a Bible college that offers studies in the liberal arts. TFC is focused 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 24 majors and 35 minors in nine different schools: Arts & Sciences, Bible & Theology, Business Administration, Christian Education, Communication, Counseling, Music, Teacher Education, and World Missions.

## CURRICULUM

The subject matter of a Bible college is commonly divided into three distinct but related areas: biblical, general, and professional.

*Biblical education* is provided through course offerings in the School of Bible and Theology. 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. Bible and theology courses aim to acquaint the student with the major concepts of biblical content and the central truths of the Christian faith. The student is encouraged to apply an understanding of the Bible and theology to personal life for edification and to ministry for enrichment of others.

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, to integrate this knowledge with Christian principles, and to enable them to participate intelligently and constructively in society as effective Christian witnesses.

The *professional-education* courses are designed to develop the students' abilities and to give them skills in life's vocation. To accomplish this, applied courses or programs are integrated with academic work. Practical Christian service and field assignments are done under faculty supervision.

Specialized training is given in the areas of pastoral ministry, counseling, Christian education, communication, English, business, teacher education, Missiology, church music, and music education.

## STANDARDS

Toccoa Falls College is a private, Christian professional institution which 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.

In accordance with the objectives of the college, certain standards and norms have been adopted to create just such an atmosphere for the best possible educational experience.

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 2004 academic semester, Toccoa Falls College enrolled 792 students representing 31 different denominations from 42 states and 17 countries. Of the total number of students enrolled, 55% were women; 65% lived on campus; 11% were minority; 2% 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 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.

#### **PURPOSE STATEMENT**

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.

#### **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 basketball, soccer, and baseball; women's basketball, soccer, and volleyball.

#### **COLORS**

Blue and Gold

#### **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.

#### **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

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

## Director of Admissions

Christy L. Meadows, M.A.

### 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 file is complete. A completed admissions file includes the following:

1. Completed and signed application for admission.
2. \$20 non-refundable application fee.
3. Official high school or General Educational Development transcript.
4. Official transcripts from all colleges attended.
5. Official SAT or ACT score report.
6. 250-word testimony (for applicants to the Toccoa campus).
7. Pastor's reference.
8. 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.

### 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

#### STANDARDIZED TESTING

TFC requires all students who do not have 24 earned college-level credits to take the Scholastic Achievement Test (SAT) or the American College Test (ACT) as part of the admissions process. Students should arrange to have scores sent directly from the testing agencies to the Office of Admissions at TFC. The college will also accept scores reported on official high school transcripts.

Students can find information on the SAT at [www.collegeboard.com](http://www.collegeboard.com). The SAT school code for TFC is 5799.

Students can find information on 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

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. Important information for home-schoolers is posted on the TFC website.

### TRANSFER STUDENTS

#### TRANSFERRING CREDIT TO TFC

The policies on 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 Registrar, Director of Financial Aid, Director of Student Accounts, and Vice President for Student Affairs 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, however former students do not pay another \$20 application fee.

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 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 or computer-based score of 213 for students whose native language is not English, or whose primary language of instruction was not English.

The Bureau of Citizenship and Immigration Services requires that international students submit a completed Confirmation of Financial Resources Form and an original bank statement 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 to 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.

### **JOINT ENROLLMENT**

TFC designed the joint 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 check-in 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.
5. Have written approval from the high school guidance counselor or principal.

There is no limit to the number of credit hours a student may take at TFC while joint enrolled. Joint enrolled students, however, are responsible for payment of their tuition. TFC offers a joint enrollment grant but does not offer other forms of institutional aid, including student employment, to joint enrolled students. Parking is available to joint enrolled students for \$25 per semester. The parking fee is included in the matriculation fee if the joint enrolled student chooses to pay the matriculation fee at the beginning of the joint enrolled period and not at the beginning of full-time regular enrollment following high school graduation. TFC will process Post Secondary Option reimbursement requests only for courses listed in the college catalog as part of the humanities, social sciences, computers & mathematics, or general education requirements.

### **NON-DEGREE SEEKING STUDENTS**

Students may apply as non-degree seeking. 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.

### **AUDIT STUDENTS**

The Office of Admissions requires only an application, application fee, and testimony from students who apply as audit only students. Students can audit only 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. Parking is available to audit students for \$25 per semester.

### **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, confirms scholarships and grants, 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 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 show the dates of an initial and a booster MMR as well as a tetanus booster. The Office of Admissions must receive the information before registering students for classes. TFC requires former students who were absent for at least four semesters to submit updated information.

### **CHECK-IN**

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

### **ORIENTATION FOR THE TOCCOA CAMPUS**

The college welcomes new freshmen and transfer students to the campus one full week before the official start of classes in the fall semester only. The orientation week is a great time for students to acclimate to the college community. The college conducts chapel services, social activities, and academic classes and workshops, including the TFC 100 course.

The college designed this course to help students adjust to the academic environment of TFC. Students participate in classroom instruction, self-assessment exercises, information technology activities, as well as academic and introductory workshops. They also interact in small groups guided by TFC student leaders.

These groups continue to meet for several sessions throughout the first semester. TFC requires all new and transfer students to attend the orientation program and complete the TFC 100 course.

# STUDENT LIFE

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

**VICE PRESIDENT FOR STUDENT AFFAIRS**  
Kenneth A. Sanders, M.Ed.

## STAFF

Virgil W. Adams, B.S.  
Associate Dean of Residence Life  
Jon Kerr, M.A.  
Counselor  
Lance Martin, M.Ed.  
Athletic Director  
Marilyn L. Ongley, M.Ed.  
Associate Dean of Student Activities  
Paul Shiffer  
Director of Security  
Marcia Walker, R.N.  
Director of Health Services

Because of its whole-life approach toward learning, the college seeks to provide opportunities beyond the classroom itself. A program of lectures and special services is provided to increase student involvement in world affairs and appreciation of the arts.

Toccoa Falls College provides many opportunities for Christian fellowship and for the enrichment of Christian personality through a balanced program of social events throughout the year. The social program is correlated through the office of the Vice President for Student Affairs. These events include such annual affairs as Homecoming, Jr./Sr. Banquet, Christmas Banquet, concerts and a series of all-school socials sponsored by the Student Government Association.

Intercollegiate and intramural athletics play an important role in the extracurricular program of the college. Participation in service organizations and musical groups adds to the opportunity for fulfillment in campus life. Devotionals 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.

## STUDENT LIFE

### Student Handbook

*Let no one look down on your youthfulness, but rather in speech, conduct, love, faith, and purity, show yourself an example of those who believe* (1 Timothy 4:12, NASB).

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 organization. This is particularly true of large groups of people living in close contact and interdependence.

The guidelines set forth in *Fallife* are designed to regulate the activities of the student body so that the basic rights of all are protected. Scriptural standards which are binding on the entire Christian community have been taken into consideration in the formation of all guidelines. It is the hope of the administration that each student will have a value system based on scriptural concepts which will be reinforced by a set of strong inner controls.

The college expects, therefore, that all students will read and carefully keep the standards and regulations of *Fallife*.

### Social Activities

Toccoa Falls College provides many opportunities for Christian fellowship and for the enrichment of Christian personality. Students, however, have an obligation to maintain standards of conduct which are becoming to consecrated Christian young people. In addition to the customary associations of residence hall life, there are special events such as class socials, banquets, ball games, class outings, and special services in which the entire school participate. These social events provide an opportunity for the students to mature in their relationship to themselves, others, and their Lord. It is through this maturing the college seeks to develop the whole student in areas of social, physical, mental, and emotional development.

No special off-campus activities will be allowed during the first two weeks or last two weeks of the school year unless approved by Student Affairs.

## STUDENT ORGANIZATIONS

### Outdoor Club

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

### African American Student Association

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.

### Fellowship of Christian Athletes

The purpose of the FCA is to present to athletes, coaches and all whom they influence, the challenge and adventure of receiving Jesus Christ as Savior and Lord, serving Him in their relationships and in their fellowship of the church.

### 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.

### Athletics

Athletics are intended to promote and maintain vigorous, sound health that will benefit one in later life.

The college has a strong intercollegiate and intramural program. The intercollegiate program is offered to the athlete who can compete with athletes from other colleges. Intercollegiate sports offered are soccer, men=s and women=s basketball, baseball, golf, women=s soccer, 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 and handball courts, weight room, along with a classroom, 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.

### Student Missions Fellowship (SMF)

SMF, composed of all college students, meets each Wednesday evening to give reports of 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.

### **Music Ensembles and Tour Groups**

The college choir is featured in services on campus and in tour each spring semester. Instrumental ensembles perform in church services and at social events on and off campus.

The college ensembles are well known, fulfilling church and special engagements during the school year, and touring various sections of the country every summer.

A missions team and a puppet team also serve in outreach ministries.

### **International Student Association**

The International Student Association provides opportunities for the international students to share with one another. Through this fellowship the student may feel more at ease in his new surroundings. Through the advisors, students have the opportunity for counsel to help them meet these new challenges.

### **Spiritual Life**

A primary goal of Toccoa Falls College is the development of mature Christian living by the student body. Bible study and personal devotions play an important role in this development. Residence hall- and Student Government-sponsored devotionals provide a means whereby students may grow spiritually.

The college recognizes the importance of collective worship as a means of spiritual growth. Throughout the year many leaders in the fields of missions, youth work, Christian education, evangelism, and pastoral ministries are invited to speak. Special services each semester challenge each student to attain the highest in Christian life. In addition to community Sunday services, worship services are conducted on campus. Church and chapel attendance is required.

The Woerner Missionary Lecture Series is held each fall semester in honor of Rev. Gustave Woerner who served as a missionary to China and as a professor of missions for over 30 years at Toccoa Falls College. The lecture series seeks to bring to campus distinguished missionaries, teachers, and scholars who believe the Great Commission and accept it as a challenge which is relevant and meaningful for this generation.

### **Bookstore, Eagles= Nest, and Post Office**

The bookstore carries a complete stock of textbooks, related books of general interest, school supplies, souvenirs, and notions. UPS shipping is provided through the Shipping/Receiving Office. The Eagles= Nest provides students, faculty, and staff with a relaxing and informal atmosphere. Light meals and a variety of snacks are available.

The college maintains a substation of the United States Post Office. Hours and services available are posted.

## **STUDENT AFFAIRS**

A variety of services is offered each student to assist in personal life and preparation for service. Among the services available are the following:

Personal counseling	Security
Marital counseling	Student housing
Career counseling	Intercollegiate athletics
Freshman orientation	Student Government Assoc.
Student health services	Intramurals

### **Counseling Services and Guidance**

The counseling and guidance programs provide professional mental health services in a Christian atmosphere to students in the form of individual counseling, marital counseling, psychological testing, and occupational information. Its services are available at no cost to all students desiring help in the

clarification and resolution of personal problems, which may interfere with a successful college or life experience. These services are voluntary and are held in the strictest of confidence.

### **Job Placement**

The placement service keeps students informed about employment opportunities and, when necessary, resumes through this department are sent to prospective employers. Students are also assisted in exploring their abilities, interests, and values within the context of a biblical framework while expanding their career awareness.

### **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. Physicians are on call to meet emergencies.

Each residence hall student has a limited coverage under the college=s Accident and Sickness Insurance Plan. The coverage is secondary to any primary coverage the student may have.

*Parents or guardians, however, are responsible for any medical, surgical, clinical, or hospitalization costs which are not covered by insurance.*

### **Residence Hall**

*Therefore, however you want people to treat you, so treat them, for this is the Law and the Prophets (Matthew 7:12, NASB).*

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 in the classroom setting, enabling the student to grow and minister at the same time.

As a result all students under the age of 22 are required to live in college housing with the exception of married students and residents of Toccoa. Room assignments are made through the Student Affairs Office, and room deposits should be made as early as possible.

Residence halls for women are Fant Hall, LeTourneau Hall, and Troy Damron, Powell, McDuffie, and Roose Terrace Dorms. Wildwood, Pinecrest Cottage and Valley Court are on-campus residences for women. Forrest Hall, the Brown House and Falls Terrace are on-campus residences for men.

### **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.

### **Publications**

As the official yearbook of Toccoa Falls College, the *Forrester* is under the direction of a student editor approved by the Administrative Board.

*The Messenger* is distributed weekly with announcements for the week.

*Fallife* is the student handbook that explains the procedures and policies of college life.

The *Talon* is a student paper sponsored by the School of Communication. This publication gives students opportunity to write about current issues.

The *Pictorial* and *EagleCom Student Directory* are published at the beginning of the fall semester. The *Pictorial* is a picture album of every student in attendance, and the *EagleCom* provides

names, addresses, and phone numbers of students, faculty, staff, and administration.

## **MARRIED STUDENT AFFAIRS**

Toccoa Falls College has a contingent of married students that have special needs and concerns. The Associate Dean of Resident Life will assist married students and their families to find adequate housing and employment, and help in their adjustment to a new community. The married student association helps orient new families to college life.

### **Housing**

The college provides several different alternatives for those interested in on-campus housing. The Burton E. Boykin and Sharon Villa Apartments are one and two bedroom apartments owned by the college and are available for our married students. There are also a number of small two- and three-bedroom houses located on campus along with several mobile homes. 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 Affairs.

### **Employment**

On-campus employment opportunities are available on a limited basis as work study, part-time staff, or full-time staff for the student and/or spouse. All work study applicants should file an application in the student employment office.

Information regarding off-campus employment openings can be obtained by contacting the student employment office.

### **Married Student Association**

The Married Student Association provides socials, projects, and other activities for the married population, giving the group a time for fellowship and recreation. It also meets various needs of the married students either through financial or prayer support. The Married Student Association is an important part of the college and married student family.

### **Student Wives Fellowship**

The purpose of the Student Wives Fellowship is to provide a time of fellowship with other wives, times of prayer, sharing, and helping one another. The first Monday night of each month is the regular meeting time. Learning experiences for the wives are provided through guest speakers, panel discussions, and seminars on every aspect of life which will help the wives to be better Christians, wives, mothers, and future workers in a ministry for Christ.

Weekly Bible studies and yearly projects are planned each year to help the wives interact with each other and grow spiritually.

### **Insurance and Health Services**

A basic accident and sickness benefit plan is available to any nonresident student taking six or more hours. Major medical coverage may be purchased in addition to the basic coverage at a 12-month premium per student, spouse, and child. In order to obtain coverage, the student must complete and sign an insurance enrollment card before the drop/add period ends. The enrollment card *must* be completed in order for the coverage to take effect. Any student covered by the student insurance is automatically eligible for care by the Health Services Office.

### **One Free Class**

The spouse of a full-time married 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 Affairs.

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*.

# STUDENT ACCOUNTS – TOCCOA CAMPUS

## OFFICE OF STUDENT ACCOUNTS

(706) 886-7299, ext. 5223

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

### Director of Student Accounts

Nan M. Payne, B.A.

### Staff

Daniel N. Shust  
Student Accounts Counselor

### APPLICATION FEE

TFC requires all new and transfer students to pay a non-refundable, non-transferable \$20 application fee to apply.

### DEPOSIT

TFC requires a \$200 deposit for all incoming students (new, transfer, former) to register for courses and to reserve a room on campus for their first semester of enrollment. This deposit is refundable through May 1 for fall semester students and November 1 for spring semester students. TFC requires a \$100.00 room deposit for any returning student living on campus for the fall semester. This deposit is non-refundable and non-transferable.

### CHECK-IN

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. The college charges a \$50.00 late check-in fee to students who do not check-in during the published check-in day for each semester (see front of this publication for dates).

### TUITION

Part-time student tuition for the 2005-2006 academic year is \$502.00 per credit hour. Full-time student tuition (12-19 credit hours) for the 2005-2006 academic year is \$6,025.00 per semester. Credit hours over 19 are \$502.00 per credit hour.

### RESIDENCE HALL CHARGES

The room and board charge for the 2005-2006 academic year is \$2,300 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 and add period but remain enrolled at the college are responsible for the appropriate room and board charges for the entire semester. Students who are moved from the full meal plan to the five-meal per week plan after the end of the published drop and 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 living in the terrace houses or Edgewood I and II. The petition for the room and five-meal per week only option is available in the Office of Student Affairs and must be submitted by the end of the drop and 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 Affairs 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 Affairs by the end of the previous semester.

### WINTERIM SESSION

Tuition for the 2006 winterim session is \$245.00 per credit hour. The room and board charge for Winterim 2006 is \$175.00. The cost associated with Winterim must be reconciled no later than the reconciliation deadline associated with the fall semester. There will be no refunds on withdrawal from Winterim after the drop/add period.

### SUMMER SESSIONS

Tuition for the 2006 summer sessions is \$245.00 per credit hour. The room charge for summer 2006 is \$150.00 per session.

### MATRICULATION FEE

The college charges a one-time \$475.00 matriculation fee to all degree-seeking students for their first semester of attendance. TFC charges former TFC students a pro-rated matriculation fee if they return to the college after fall 2001. These students should contact their admissions counselor for current rates.

### MUSIC FEES

The charge for private music applied lessons for the 2005-2006 academic year is \$350.00 per credit hour. The charge for class applied music lessons for the 2005-2006 academic year is \$175.00 per credit hour. Music fees are not included in tuition or the matriculation fee.

### AUDIT FEE

The charge to audit a course for the 2005-2006 academic year is \$100.00 per credit hour. The audit fee is not included in tuition or the matriculation fee.

### 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 COUPONS

Students may purchase books from the college bookstore with cash, check, or credit card. Book coupons are available in the Office of Student Accounts for students who have a pending credit balance or receive outside aid to purchase books. Students can also obtain a book coupon if they budget the charges in advance when they register for the FACTS payment plan.

The book coupon is an authorization to charge book purchases to the student account since the student has reconciled the amount of book purchases with a pending credit or accounted for the charge in the FACTS payment plan. The book coupon itself has no cash value. Other regulations are printed on the book coupon.

### POST OFFICE BOX KEY DEPOSIT

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

### COST OF ATTENDANCE (2005-2006) – TOCCOA CAMPUS\*\*

	Per Sem.	Per Year
Full-time Tuition (12-19 credits)	\$6,025.00	\$12,050.00
Room and Board	\$2,300.00	\$4,600.00
<b>Total</b>	<b>\$8,325.00</b>	<b>\$16,650.00</b>
Room & 5-meal/week Only*	\$1,600.00	\$3,200.00
Books (estimate)	\$400.00	\$800.00

	One Time	Per Credit
Application Fee	\$20.00	
Matriculation Fee	\$475.00	
Audit Fee		\$100.00
Part-time Tuition (1-11 credits)		\$502.00
Tuition over 19 credits		\$502.00
Summer Tuition		\$245.00
Summer Room Only (per term)	\$150.00	
Winterim Tuition		\$245.00
Winterim Room & Board	\$175.00	
Class Applied Music Lesson		\$175.00
Private Applied Music Lesson		\$350.00

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

\*\*See Epworth Campus section for cost of attendance for Epworth.

## 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 matriculation fee and music fees, as well as room charges for students who withdraw after the end of the drop and 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. HOPE Scholarship and GTEG are posted to student accounts two weeks after the published drop/add period. If a student withdraws from Toccoa Falls College after this two week period there will be no adjustment made to the HOPE Scholarship and GTEG. The following table outlines 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 based on the date of withdrawal:

By the end of week one	100% refund
By the end of week three	80% refund
By the end of week five	70% refund
By the end of week six	60% refund
By the end of week eight	50% refund
By the end of week nine	40% refund
After the end of week nine	no refund

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 Affairs 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 at [www.tfc.edu](http://www.tfc.edu) by noon on Tuesday to pick up the refund check after 11:00 a.m. on Friday of that week.

**The college will not disburse 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**) in advance of check-in for the semester. Students can reconcile their account balances by paying the balance in full via cash, check, or credit card or registering for the FACTS payment plan.

Students complete a Student Account Reconciliation Work Sheet each semester or year. Students use this work sheet, found online at [www.tfc.edu](http://www.tfc.edu), to demonstrate how they will reconcile their account for the upcoming semester or year. Students must then reconcile their account by one of the methods mentioned above to maintain their class schedule for the upcoming semester. Students must do this by the Reconciliation due date for the semester for which they are enrolling (see the front of this publication for dates).

## PRE-PAY DISCOUNT

TFC credits a 5% discount to students who pay the balance of their account in full for the fall semester or both fall and spring semesters by July 1 (post-marked or internet submission). The college calculates the discount amount after it deducts all federal and state aid (**not including work-study**) as well as all institutional scholarships and grants from the cost of tuition, fees, room, and board.

## FACTS PAYMENT PLAN

Students may register for the FACTS payment plan to reconcile their student accounts. The FACTS Tuition Management Company charges a \$45.00 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 FACTS via the TFC website, [www.tfc.edu](http://www.tfc.edu).

## LATE PAYMENTS

The college applies a service charge at a rate of 1.5% per month on any outstanding balance as a result of delinquency on the payment plan, federal and state financial aid, or student loan. Therefore, it is in students' best interest to ensure that they meet payment plan obligations, complete the student financial aid file by check-in day each semester, complete entrance loan counseling on time, and return the promissory note for student loans within seven days after they receive it.

## 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 cashing 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 Director of Student Accounts 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.



# FINANCIAL AID

**OFFICE OF FINANCIAL AID**  
**(706) 886-7299, ext. 5435**  
[finaid@tfc.edu](mailto:finaid@tfc.edu)

**Director of Financial Aid**  
Vince Welch, B.A.

**Staff**  
Cyndie Finney, Financial Aid Counselor

## FINANCIAL AID PROCEDURES

### FINANCIAL AID FORM

TFC requires students seeking financial aid to submit a Free Application for Federal Student Aid (FAFSA) available from a high school guidance office, the TFC Office of Financial Aid, or on-line at [www.fafsa.ed.gov](http://www.fafsa.ed.gov). Students need information from the previous year's U.S. income taxes to complete the FAFSA. Federal and state programs of financial aid use the information provided.

### PRIORITY APPLICATION DATES

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.

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

Students and parents should fill out the FAFSA with estimated information if tax returns are not complete. Student can make revisions later; however, new information may result in changes to the financial aid award. Early submission places students on federal, state, and college rosters for priority processing.

### NEED ANALYSIS

The Federal Processing Center uses the information from the FAFSA in a formula, established by the United States Congress, to calculate the student's Expected Family Contribution (EFC) toward the student's education. They send a Student Aid Report (SAR) to the student and 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, etc.) minus the EFC and all financial aid equals the financial need.

### CALCULATION AND NOTIFICATION OF AWARDS

The Office of Financial Aid completes the financial aid award once it determines the student's financial need. 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. Students must view the award letter online and indicate whether they accept or decline each type of financial aid. Therefore, it is important for students to review the information carefully to understand the exact amount and type of financial aid offered. Incoming students should direct questions to their admissions counselor. Returning students should direct questions to their financial aid counselor.

### SATISFACTORY ACADEMIC PROGRESS

A full-time student must demonstrate satisfactory progress towards earning a degree by achieving the required cumulative grade point average outlined in the table below as well as earning

24 credit hours per academic year. Three-quarter time students must earn 18 credit hours per academic year in addition to the cumulative grade point average outlined below. Half time students must earn 12 credit hours per academic year in addition to the required cumulative grade point average outlined below. Less than half time students must earn all credit hours attempted per academic year in addition to the required cumulative grade point average outlined below. The Office of Financial Aid counts only courses that have a passing letter grade or that the student transferred to the college for the requirement regarding earned credit hours. Satisfactory 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.

LEVEL	CREDIT HOURS ATTEMPTED	CUM GPA REQUIRED
I	0 – 23.9	1.50
II	24 – 47.9	1.70
III	48 – 71.9	1.90
IV	72 – 95.9	2.00
V	96 +	2.00

The Office of Financial Aid conducts the satisfactory progress assessment at the conclusion of each year of attendance. The college places a student who does not meet the minimum requirements for satisfactory progress on financial aid probation for one year. A student who does not meet the minimum requirements for satisfactory progress after a year of financial aid probation is ineligible to receive financial aid until the student achieves satisfactory progress. This means that the student will have to bear the full cost of attendance without financial aid until the student achieves satisfactory progress.

The student may appeal a loss of financial aid in writing to the Director of Financial Aid for the Financial Aid Appeals Committee to consider in cases of extreme and unusual circumstances. The decision of the Financial Aid Appeals Committee, comprised of the student's Financial Aid Counselor, Director of Financial Aid, and Director of Finance.

### TRANSFER STUDENTS

Transfer students applying for financial aid must ensure that they submit the results of the FAFSA to the college by May 1. Students transferring to TFC for the spring semester must ensure that they submit the results of the FAFSA to the college by November 1. Students who submitted the FAFSA to the federal processing center without listing TFC as one of the colleges to receive the results can call 1-800-433-3243 to arrange for the results to be sent to TFC.

## 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 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 Office of Financial Aid can award a Pell Grant only to undergraduate students who have not earned a bachelor's or professional degree. The maximum award amount for the 2005-



2006 academic year is \$4,050. Federal methodology bases the amount of the award on the EFC, the cost of attendance, enrollment status (full-time or part-time), and the number of semesters attended in the academic year. Students do not have to repay a Federal Pell Grant.

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

The Supplemental Educational Opportunity Grant (SEOG) is for returning students with exceptional financial need, that is, students with the lowest EFCs. Like the Pell Grant, students do not have to repay a SEOG.

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

The Federal Work-Study Program provides 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 takes federal and state taxes out of wages earned and issues checks to students on a monthly basis. Award amounts and pay scales are listed on the Student Employment page on the TFC website.

#### **FEDERAL FAMILY EDUCATION LOAN PROGRAM**

##### **SUBSIDIZED STAFFORD LOAN**

The Office of Financial Aid awards subsidized loans based on financial need. The federal government pays the interest to the lender until the borrower begins repayment. The maximum amount a student may borrow in any single year as a subsidized loan 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. The lender charges interest to the borrower beginning with the first repayment of the loan.

##### **UNSUBSIDIZED STAFFORD 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 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. The lender charges interest to the borrower from the time the lender disburses the loan until the student pays it in full.

##### **STAFFORD LOAN AMOUNTS AND LIMITS**

Eligible students enrolled at least half-time may qualify for a federal Stafford loan. Dependent students can borrow up to \$2,625 per year for freshmen, \$3,500 per year for sophomores, and \$5,500 per year for levels juniors and seniors. The cumulative maximum for dependent students is \$23,000. The maximum amount independent students, or dependent students whose parents are not eligible for a PLUS loan, can borrow is \$6,625 (up to \$2,625 of this as subsidized) per year for freshmen, \$7,500 (up to \$3,500 of this as subsidized) for sophomores, and \$10,500 (up to \$5,500 of this as subsidized) for juniors and seniors. The cumulative maximum for independent students, or dependent students whose parents are not eligible for a PLUS loan, is \$46,000 (up to \$23,000 of this as subsidized). The interest rate varies, but will not exceed 8.25%. Repayment begins six months after a student graduates, withdraws, or drops below half time enrollment. The processing fee for Stafford loans is up to 4%, depending on the lender.

##### **UNSUBSIDIZED LOAN FOR PARENTS (PLUS)**

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. Repayment begins within 60 days after the lender disburses the final portion of the loan. The yearly limit on a PLUS loan is equal to the cost of attendance minus the sum of all other forms of financial aid already awarded. The

interest rate is variable but will not exceed 9.0% and begins to accrue as soon as the lender disburses the loan. The processing fee is up to 4%, depending on the lender.

#### **FEDERAL PERKINS LOAN**

The Office of Financial Aid awards 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 \$4,000 per year for all levels. 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.

#### **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 veterans affairs offices. Students should consult the policies on transferring credits from other sources in the Academic Information section of this publication.

#### **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 twelve consecutive months immediately preceding check-in day. Students must enroll full time in an undergraduate program. Certain other conditions apply. The award for the 2004-2005 academic year is \$450.00 per semester.

##### **HOPE 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 in the core curriculum, and meet HOPE's Georgia residency requirement. Certain other conditions apply. The award amount for the 2004-2005 academic year is \$1,500 per semester for full-time 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 \$750 per semester. However, HOPE funding discontinues after 127 attempted credit hours.

#### **TFC SCHOLARSHIPS & GRANTS – TOCCOA CAMPUS**

The College encourages all students to submit a FAFSA to maximize their potential for financial aid. Only full-time students are eligible for institutional financial aid, including the final semester before graduation even if students need less than a full load to complete a program. Students confirm offers of financial aid by submitting all documents needed to complete their financial aid files.

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 they apply all federal and state scholarships and grants to the student account. The total amount of scholarships and grants (including college, federal, state, and other) awarded cannot exceed the cost of tuition, on campus room and board, and fees. 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 college aid. Students who have a lapse in enrollment of more than one semester forfeit all institutional scholarships and grants previously awarded.

### **ENTRANCE SCHOLARSHIPS**

The college bases these scholarships on academic merit and they are open to incoming U.S. students. Students can renew entrance scholarships each year, up to four years, that they meet minimum renewal standards. The Office of Financial Aid awards only one entrance scholarship to each student. Students should contact the Office of Admissions for eligibility requirements.

### **ENDOWED SCHOLARSHIPS**

The college bases these scholarships on academic merit and specific requirements consistent with donor wishes. Returning students should contact their financial aid counselor for eligibility requirements and amounts. Incoming students should contact their admissions counselor for eligibility requirements and amounts. The college awards over 40 different endowed scholarships each year. Returning students should contact their financial aid counselor for eligibility requirements and amounts.

### **INTERNATIONAL STUDENT SCHOLARSHIP**

This scholarship is for international students who demonstrate academic achievement. The scholarship is for \$2,000 per year.

### **CHRISTIAN WORKER DEPENDENT GRANT**

This grant is only for dependent children of pastors or missionaries in full-time active service as of the check-in day for the semester. The qualifying ministry 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 \$750 per semester or \$1,500 per year.

### **SIBLING GRANT**

This grant is only for families that have at least two single children (single as of the check-in day for the semester) attending TFC 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 couple must be married before enrolling at TFC to be eligible.

### **JOINT ENROLLMENT GRANT**

This grant is for high school students who are joint enrolled at the college. The college offers \$250 per credit hour for the 2004-2005 academic year. See the Admissions section of this publication for joint enrollment eligibility requirements.

### **TFC GRANT**

This grant is available for those who demonstrate need. Academic merit is also a factor in awarding these college grants.

## **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. Return all additional documentation, verification, corrections, and new information requested by either the Office of Financial Aid or the agency to which the student submitted the application.
3. Read, understand, and keep copies of all submitted forms.
4. Accept the responsibility for all agreements signed.
5. Notify the lender of changes in name, address, or school status (if a loan is pending).

### **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.

# ACADEMIC INFORMATION

## VICE PRESIDENT FOR ACADEMIC AFFAIRS

(706)886-7299, ext. 5250

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

Dr. David Reese, Ph.D., Academic Dean

Mrs. Sharlene Kaye, B.S., Executive Administrative Assistant

## REGISTRAR'S OFFICE

(706) 886-7299, ext. 5396

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

Mr. Kelly Vickers, M.A., Registrar

Miss June McHenry, B.S., Assistant Registrar

Mrs. Linda Baine, Assistant for Scheduling & Transfer Evaluation Services

Mr. Chris Gibson, M.A.T.S., Assistant for Registration & Certification

## 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 (1866 Southern Lane, Decatur, GA 30033-4097; telephone number (404)679-4501), an institutional accrediting body recognized by the Council for Higher Education Accreditation, to award the Associate of Arts, Bachelor of Arts, Bachelor of Music, and Bachelor of Science degrees. Toccoa Falls College is also accredited by the Association for Biblical Higher Education (5900 S. Semoran Blvd., PO Box 780339, Orlando, FL 32878-0339); telephone number (407)207-0808), an institutional accrediting body recognized by the Council for Higher Education Accreditation, to award the associate and bachelor's degrees. The School of Music 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 School of Business is an accredited institutional member of the International Assembly for Collegiate Business Education (PO Box 25217, Overland Park, KS 66225; telephone number (913)631-3009). 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 affiliate 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. Additional courses are offered during Winterim for other students. Summer school is made up of two four-week sessions in June and July.

## ACADEMIC DIVISIONS

The academic divisions of the college are identified as schools. In order to qualify as a school, the academic division must offer at least one major program leading to an academic degree. At the present time, nine undergraduate schools are in operation. These are Arts and Sciences, Bible and Theology, Business Administration, Christian Education, Communication, Counseling, Music, Teacher Education, and World Missions.

## RECORDS

### PRIVACY RIGHTS

In accordance with 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 check-in. 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 their anticipated field of study as designated on his/her Pre-registration form. The college assigns an advisor from the School of Arts & Sciences to students who are undecided on a major. Once those students declare a major, 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. Advisors will not automatically tell students everything they need to know.

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 - TOCCOA FALLS COLLEGE SUCCESS SEMINAR**

The TFC 100 Toccoa Falls College Success Seminar 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 for new and transfer students 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.

**REGISTRATION**

On-line Registration is available through Campus Connect. Instructions for registration are also on the TFC website.

**INCOMING STUDENT SCHEDULING**

The college determines the initial schedule for incoming students by academic background, information provided on the Pre-registration form, TFC program requirements, and class availability. After check-in day, students must meet with their assigned faculty advisor to review program requirements and career goals.

**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.

**REGISTRATION CHECK-IN**

The college charges a \$50.00 late registration fee to students who do not attend their scheduled check-in day. The college does not accept late registrations after the last day of the drop and add period.

**DROPPING & ADDING COURSES**

Students drop and add courses through the internet using Campus Connect. 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.

**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.

**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.

### **CHEATING & PLAGIARISM**

Integrity extends to all parts of the Christian's life and character. This includes the Christian's academic life. 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. The Academic Affairs Committee 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 Registrar'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 is the Friday following fall or spring break (or midpoint in summer school or winterim). Students who submit a withdrawal failing form after the Friday following fall or spring break receive an "F." Students receive an "FX" if not officially withdrawn.

### **WITHDRAWAL FROM THE COLLEGE**

Students who wish to completely withdraw from the college must pick up a withdrawal form from the Office of Student Affairs and personally obtain the signatures required on the form. This includes the Office of Student Affairs, 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 semester and receive an "FX" in each class.

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

Courses having the following prefixes count toward the college's minimum requirement of Bible and theology: BIB, BMI, NTE, OTE, SYT, THE, HEB (except 314), GRK (except 213 and 223). For Schools other than Bible and Theology, the two courses prefixed BEV 112 Principles of Evangelism and BMI 101 World Perspective may be used. Courses prefixed HOM, PAM, REL, and PHY 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.

### **INDEPENDENT & DIRECTED 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.

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. 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 an independent study or 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, and the Director of the School for the student's major, and the Vice President for Academic Affairs. 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 independent or directed study course.
2. The college limits each student to six credit hours of independent study and six credit hours of directed study.
3. Independent and directed study is limited to juniors and seniors.
4. The college considers independent and directed study hours as part of the normal course load.
5. Students must complete independent and directed studies in residence.
6. Students must take responsibility for recording all classes including arranging for a tape recorder, cassettes, and a student operator to do the recording and to obtain handouts.
7. Students may not enroll for a course as directed study if the student previously earned a "D" or an "F" in that course.
8. Students understand and contract with the instructor to spend a minimum of 35 hours of study for each credit hour (i.e., a one-hour course requires a minimum of 35 hours of study; a two-hour course requires a minimum of 70 hours of study; a three-hour course requires a minimum of 105 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 pre-registration to complete Check-in 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 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.

5. Developmental or remedial courses are usually designed for institutional credit only and are therefore not eligible for transfer.
6. 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 or on-line courses in Bible, theology, or pastoral ministry may be accepted without specific prior approval of the Registrar's Office and the School of Bible & Theology, 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.

#### 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
Computer Sci A	CSC 113	CSC 113 & CSC Elec
Computer Sci AB	CSC 113	CSC 113 & CSC Elec
Economics: Micro	ECO 213	ECO 213 & ECO Elec
English Lit & Comp.	ENG 113	ENG 113
Eng. Lang & Comp.	ENG 113	ENG 113
European History	HIS 333	HIS 333 & 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
Gov't & Politics	POL 213	POL 213 & POL Elec
Latin: Vergil	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	Math Elective	2 - Math Electives
Music Listen/Lit	GMU 113	GMU 113 & GMU Elec
Music Theory	MUT 103	MUT 103 & MUT 113
Physics B	SCI Elective	2 - SCI Electives
Psychology	PSY 213	PSY 213 & PSY Elec
Spanish Language	SPN 113	SPN 113 & SPN 123
Spanish Literature	SPN Elective	2 - SPN Electives
US History	HIS 233	HIS 233 & HIS 243

### 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 taken the course already at TFC. The current cost for taking each exam is \$70.00, 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.

CLEP EXAM	MIN. SCORE	TFC EQUIVALENT CREDIT
Accounting	50	ACC 213
American Government	50	POL 213
American Literature	50	AML 213
Biology	50	BIO 114
Business Law, Intro	50	BUS 343
Business, Management	50	MAN 313
Business, Marketing	50	MKT 313
Chemistry	50	CHM 214
Eng, Anal/Interp of Lit	50	ENG Elective
English Comp (with or without essay)	50	ENG 113
Eng, Freshman Comp *	50	ENG 113
English Lit (with or without optional essay)	50	ENG 223
French, Level I (II)	50 (62)	FRN 113, 123 (233 243)
German, Level I (II)	50 (63)	GRM 113 123 (233 243)
History US I	50	HIS 233
History US II	50	HIS 243
History Western Civ I	50	HIS 313
History Western Civ II	50	HIS 333
Humanities	50	HUM Elective
Macroeconomics	50	ECO 223
Math, Algebra	50	MAT 133
Math, Algebra/Trig	50	MAT Elective
Math, Calculus	50	MAT 323
Math, College **	50	MAT 113
Math, Trigonometry	50	MAT 263
Microeconomics	50	ECO 213
Natural Sciences	50	SCI Elective
Psychology Educational	50	PSY 323
Psychology, Human Growth & Dev	50	PSY 243
Psychology, Intro	50	PSY 213
Sociology, Intro	50	SOC 213
Social Sci & History	50	SOC Elective
Spanish, Level I (II)	50 (66)	SPN 113, 123 (233 243)

\* Recommended for incoming students with an ACT English and Reading sub-score of 27 or above or a SAT Verbal score of 600 or above.

\*\* Recommended for incoming students with an ACT Math score of 24 or above or a SAT Math score of 560 or above.

### 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 Office of Learning Support Services. Students submit the completed form to the director of the school that offers the course. The student arranges a testing time for the ICE with the appropriate instructor if the Director of Learning Support Services and School Director approve the request and the Director of Student Accounts also documents on the form that the student paid the \$70.00 per examination fee. The School Director 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 school director establishes the courses in his/her school for which students can earn ICE credit and develops the ICE tests.
2. The minimum passing grade for all exams is "C."
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 \$70.00 ICE fee (per exam) in full before testing approval.
8. As with CLEP, all ICE testing must be completed prior to earning 60 semester hours.

Currently, TFC offers the ICE for the following courses:

- CSC 113 Introduction to Computers\*
- MPN 111 Class Piano I
- MPN 121 Class Piano II
- MPN 231 Class Piano III
- MPN 241 Class Piano IV
- MUT 103 Fundamentals of Music
- 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
- GMU 113 Introduction to Music

\*Recommended for all students except Music and Teacher Education majors.

**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
History Islamic World	ICS 343
Language A1: English	ENG 113
Mathematics	MAT 113
Music	GMU 113
Philosophy	PHY 213
Physics	SCI Elective
Psychology	PSY 213
Social & Cultural Anthropology	ANT 203
Theatre Arts	MCM 253
Visual Arts	HUM 113

**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 Campus Connect. 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 or unofficial 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 (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. 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, W, WF, and WP. 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. 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 attempted, 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.

**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 Director of the school in which the course is taught. If the matter is not resolved by consultation with the School Director, 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 Academic Affairs Committee. 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.

**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, U, and I. Grades of AU, WF (through the Friday following fall or spring break), WP, 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 Learning Support Services.

**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 Learning Support Services.

**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 all appeals relating to academic discipline with the Registrar'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 Affairs, Registrar, one faculty member, and Director of Learning Support Services, 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 earned 12 credit hours may declare a major immediately, subject to School 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 twelve 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 School, must complete the requirements of both programs. 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 School sponsoring the second major.

The college prints both majors on a single diploma 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 academic year and commencement program from the first.
3. The college will award no more than two Bachelor's Degrees to an individual.

The following academic schools do not allow for double majoring within their school: Arts & Sciences, Business Administration, Christian Education, Communication, Counseling, and World Missions.

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

Student must fulfill all catalog and School of Music Handbook requirements for each program to double major between Church Music and Music Performance. By meeting over-lapping requirements in the core curriculum, Bible, and music coursework, students will fulfill requirements for each program. Non-overlapping requirements such as platforms, recitals, piano proficiency, and non-mutual coursework must be met individually.

Students should consult with the private applied teacher(s), the advisor, and the School Director to ascertain precise platform, proficiency, recital, and coursework requirements. Students are not permitted to double major across degrees offered by the School of Music (B.A., B.S., or B.M.).

### **COURSE SUBSTITUTION POLICY**

The student's advisor, School Director for the student, Registrar, and Vice President for Academic Affairs 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.

### **LEARNING SUPPORT SERVICES**

The Office of Learning Support Services assists Toccoa Falls College in fulfilling its commitment to educate and serve students. Learning Support Services coordinates and provides a variety of academic and support services to students. The goal of Learning Support Services 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 institutional and various nationally-normed tests. Learning Support Services is comprised of three main programs, which include Disability Services, Test 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.

### **TEST ADMINISTRATION SERVICES**

Various institutional and nationally-normed tests are administered through the Office of Learning Support Services. The goal of the Test Administration Services is to provide efficient test administration and services for the community and students of Toccoa Falls College. Institutional tests and surveys include the Bible and Doctrine Test, the General Studies Assessment Test, Enrolled Student Survey and Library Skills Test. Nationally-normed tests include the institutional ACT, College Level Examination (CLEP) Tests, and the Graduate Record Examination (GRE) and Subject Tests. These institutional and nationally-normed tests are administered through Learning Support Services 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 and 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.

### **STUDENT MINISTRY**

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 Student Ministry 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 Student Ministry 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 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.M., or B.S. (five semesters for all Bible and Theology majors) and two assignments for an A.A. Each School 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 Student ministries 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 Student Ministry.

### **STUDY ABROAD OPPORTUNITIES**

#### **TFC STUDY ABROAD COURSES**

Toccoa Falls College Study Abroad for 2005 includes a summer course led by TFC professors to Europe. The course may be taken with a HIS, HUM, PHY, REL, or THE prefix, and will focus on Reformation History and Theology. 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 also 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 <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 at the following CCCU website: <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  
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

Other off-campus study programs registered with the CCCU include:

Au Sable Institute of Environmental Studies  
Christian Center for Urban Studies  
Creation Care Study Program  
EduVenture  
Focus on the Family Institute  
Global Business Internship  
Trinity Christian College in Spain

### **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**

- 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 pre-registration in the fall semester one year in advance of their intended date. May and summer graduates must submit an application for graduation during pre-registration 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. A minimum of 50 percent of major course hours must be completed in residence. A minimum of 50 percent of minor course hours must be completed in residence.

#### **COMMENCEMENT**

The college holds commencement ceremonies in May and December. Graduates will participate in the commencement program immediately following their final semester. Students must complete **all** requirements for graduation, including course work, Student Ministries, senior interviews/orals, required testing, and academic and financial stipulations to participate in commencement. Students who complete their degree requirements in Winterim participate in the May commencement. Students who complete their degree requirements in Summer School participate in the December 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.

#### **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 School Director 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 Affairs. It requires signatures from the Office of Student Affairs, 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 Vice President for Academic Affairs for approval. If granted, the deadline for an incomplete is 30 days. The Vice President 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 should declare upon enrollment.

### **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**

School Directors use this form to inform the Registrar's Office of a new advisor for a student who declares 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 School Director, the School Director of the required course, the Registrar, and the Vice President for Academic Affairs. Students should submit Course Substitutions forms 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 that student wants to take these courses elsewhere.

### **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 in any case 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.

# SEBY JONES LIBRARY

## Library Office

(706) 886-7299, ext. 5302  
[library1@tfc.edu](mailto:library1@tfc.edu)

## Director of Library Services

Patricia J. Fisher, M.S.L.S.

## Library Staff

Sara A. Dodge, M.L.S., Reference Librarian  
Jamey M. Wilkes, M.L.I.S., Assistant Cataloger & Music Librarian

## GENERAL INFORMATION

Academic life at the Toccoa campus centers on the Seby Jones Library, a two-story building located in the middle of campus. The library provides 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 280 current subscriptions. A retrospective collection includes both bound volumes and microforms. As a participant in the statewide GALILEO library network, the library provides access to over 100 databases, including thousands of full-text periodicals, indexing, encyclopedias, newspapers, statistical books, and Internet resources.

The library's main building houses the general book collection, the reference collection, the print periodical collection, the microform collection and the College archives. Two curriculum labs for early childhood, middle grades, and secondary education curriculum are available to students majoring in the School of Teacher Education. The main library also houses the personal library of founder Richard A. Forrest. The Thomas H. White Memorial Building houses the curriculum for the School of Christian Education majors.

## MEDIA CENTER AND MUSIC LIBRARY

The media center and music library are housed in a separate facility located on the first floor of the Williams Chapel Building. The media center provides audiovisual materials, including videos, CDs, sound recordings, kits, scores, etc., and equipment for listening and viewing. The main building houses music books and music reference materials. The media center also provides laminating services and materials for making bulletin boards and transparencies.

The media center is responsible for providing classroom projection equipment for faculty and students. The media center provides portable multimedia projectors and laptops for checkout for the classrooms that do not have permanent projection equipment. Students must check out and return all materials located in the media center to the media center.

## THE LIBRARY ONLINE

The library's online catalog, Athena, is available on computer 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 over 40,000 electronic books, as well as making suggestions for improving library services. The library's web address is: [www.tfc.edu/library](http://www.tfc.edu/library).

## 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. – 5:00 p.m. and 7:00 – 10:00 pm., Friday, 9:00 a.m. – 5:00 p.m., and Saturday 1:00 – 5:00 p.m. Online reference help is available through instant messenger during posted hours or via the library's web page under Reference Assistance → Instant reference.

The library allows faculty and students to borrow materials from other libraries through its interlibrary loan service. This service provides access to resources throughout Georgia and the southeastern United States through its regional network, SOLINET. Students can make interlibrary loan requests via the library's web page or from the reference desk in the main building.

## INTERNET USAGE

The library expects students to abide by the campus "Internet Usage Policy" outlined in the *Fall Life Student Handbook* when using library computers. The library policy on "Children Using Computers" is posted in the computer area.

## CIRCULATION SERVICES

Most library materials have a check-out period of two weeks with renewal privileges. All audiovisual and music materials are checked out and returned to the media center. Videos circulate for three days. Students may renew materials up to three times at the circulation 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.

Laptop computers are available to checkout for use in the main library. Networked connections are available in the carrels on the second floor of the main library for students who bring their own laptops. Laptops are checked out for a three-hour period and require ID. The library also houses the computer lab annex on the second floor.

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 may access these library catalogs via the Internet.

## LIBRARY AND MEDIA CENTER HOURS

Regular library hours are:

Monday - Thursday, 8:00 a.m. – 11:00 p.m.  
Friday, 8:00 a.m. – 5:30 p.m.  
Saturday, 10:00 a.m. – 10:00 p.m.  
Sunday 8:30 – 11:00 p.m.

The library closes Monday - Thursday from 10 to 11 a.m. for chapel. Other exceptions are posted on the library door.

## ARCHIVES

The library maintains the College archive, which is located on the second floor of the main building. The archive houses records that document the history of Toccoa Falls College. Included in this collection are yearbooks, College catalogs, campus newspapers, photographs, campus reports, and correspondence. The archive is available to the College community, alumni, and other interested persons by appointment.

# 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

This is the principal field of academic study usually consisting of 42 semester hours in the field, 15 of which may be in an area of concentration. A minimum of 30 required major hours must be from among prefixes offered by the School providing the major. Exceptions to the preceding definition in terms of range of hours are made for programs with specific accreditation or state certification requirements, i.e., majors in the Schools of Music and Teacher Education.

### CONCENTRATION

This is a specific area of study within a major usually consisting of 15 hours. The Professional Standards Commission of the State of Georgia specifies that Middle Grades Education majors complete two areas of concentration consisting of 15 semester hours each that include a broad range of lower and/or upper division coursework.

### TRACK

A grouping of courses used by the School of Music 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. This area of study is also used by the School of Communication to represent an elective area of study consisting of nine hours of specified courses within the major.

### MINOR

This is a secondary area of specialized academic study usually consisting of 15 semester hours. Students may not minor in the same area as their major. To qualify as a Minor, the minor must consist of at least twelve unique semester hours that are over and above defined major requirements. Schools may choose not to permit students to select a minor from within their School.

### OPEN ELECTIVES

Students may use any course in the curriculum, or accepted in transfer, to meet open elective requirements. Every major program is guaranteed a minimum of 15 semester hours of open electives that may be used to meet minor course requirements if students so desire. The Schools of Music and Teacher Education are not subject to the 15-hour minimum of open electives since they must meet special accreditation or state certification requirements.

### DEGREES, MAJORS, AND MINORS

Associate of Arts      Bachelor of Music  
Bachelor of Arts      Bachelor of Science

MAJORS	MINORS
Biblical Studies	Anthropology
Biology	Behavioral Science
Business Administration	Biblical Languages
Christian Education	Biblical & Theological Studies
Church Music (B.M.)	Business Administration
Counseling Psychology	Christian Education
Cross-Cultural Business Administration	Church Planting & Enlargement
Cross-Cultural Studies	Counseling
Early Childhood Education	Cross-Cultural Studies

MAJORS	MINORS
English (B.A.)	English
Family & Children's Ministries	Evangelism & Renewal
General Studies (A.A.)	Family Ministries
Interpersonal and Public Communication	Greek
Mass Communication	Hebrew
Middle Grades Education	History
Music	International Business
Music Education (B.S.)	Interpersonal Comm
Music Performance (B.M.)	Journalism
Outdoor Leadership & Education	Leadership
Pastoral Ministries	Management
Philosophy & Religion	Marketing
Pre-Law	Mass Communication
Secondary Ed: English	Music
Secondary Ed: History	New Testament
Youth Ministries	Old Testament
	Outdoor Leadership & Education
	Pastoral Ministries
	Philosophy
	Physical Ed: Coaching
	Psychology
	Public Relations
	Religion
	Teacher Education
	TESOL
	Youth Ministries

## ACADEMIC DIVISIONS

The academic divisions of the college are identified as schools. In order to qualify as a school, the academic division must offer at least one major program leading to an academic degree. At the present time, nine undergraduate schools are in operation. These are Arts and Sciences, Bible and Theology, Business Administration, Christian Education, Communication, Counseling, Music, Teacher Education, and World Missions.

## COURSE PREFIXES BY SCHOOL

### ARTS & SCIENCES

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

### BIBLE & THEOLOGY

BEV Biblical Evangelism  
BIB General Biblical Studies  
BMI Biblical Missions  
GRK Greek  
HEB Hebrew  
HOM Homiletics  
NTE New Testament  
OTE Old Testament  
PAM Pastoral Ministries

PHY	Philosophy
REL	Religion
SYT	Systematic Theology
THE	Biblical, Historical, and Specialized Theological Studies

#### **BUSINESS ADMINISTRATION**

ACC	Accounting
BUS	Business
ECO	Economics
MAN	Management
MKT	Marketing

#### **CHRISTIAN EDUCATION**

CED	Christian Education
FAM	Family & Children's Ministries
OLE	Outdoor Leadership & Education
YTH	Youth Ministries

#### **COMMUNICATION**

COM	Communication
IPC	Interpersonal & Public Communication
MCM	Mass Communication

#### **COUNSELING**

CSG	Counseling
PSY	Psychology

#### **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

#### **STUDENT MINISTRY**

STM	Field Experience in Student Ministry
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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	Success Seminar
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#### **WORLD MISSIONS**

ANT	Anthropology
BMI	Biblical Missions
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.

#### **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. The core curriculum is divided into four areas and requires a total of 69 hours. Each school may specify courses in the core curriculum within the requirements listed below.

Therefore, students should consult the general education requirements for their particular major.

#### **BIBLE & THEOLOGY CORE PURPOSE**

The Bible & Theology requirement provides all degree candidates with basic academic knowledge of the Bible's content and doctrines, and with skills necessary for its proper interpretation, and prepares students to apply scriptural truth to their own lives and articulate it to others.

#### **BIBLE & THEOLOGY CORE OUTCOME GOALS**

The successful student will demonstrate:

1. A general knowledge of the contents, major themes, and doctrines of the Scriptures
2. Skills for accurate scriptural interpretation
3. The ability to apply the Bible to personal life situations, and articulate the biblical message to others

#### **GENERAL STUDIES CORE PURPOSE**

The General Studies requirement 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.

#### **GENERAL STUDIES CORE OUTCOME GOALS**

The successful student will demonstrate:

1. Basic intellectual competence in mathematics, computers, English composition, and critical thinking skills
2. A general academic knowledge of western culture as seen in its history, art, literature, music, science, etc.

The baccalaureate core curriculum is made up of the following courses:

#### **BIBLE & THEOLOGY - 30 hours**

BEV 112	Principles of Evangelism
BIB 213	Hermeneutics
BMI 101	World Perspective
NTE 113	Life and Revelation of Christ
NTE 123	Early Church: History & Letters
OTE 213	Law & History
OTE 223	Poetry & Prophecy
SYT 313	God & Redemption
SYT 323	The Church: Its Truth & Destiny

*Choose six credit hours of Bible or Theology from any:*  
BIB, BMI, GRK 333, 343, HEB 323, 433, NTE, OTE, SYT, THE.

#### **HUMANITIES - 15 hours**

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

*Choose one of the following literature courses:*

AML 213	American Literature I
AML 223	American Literature II
ENG 213	World Literature
ENG 223	English Literature I
ENG 233	English Literature II

\* Teacher Education majors substitute ENG 393E.

## **SOCIAL SCIENCES - 12 hours**

*Choose one of the following Psychology courses:*

- PSY 213 General Psychology  
PSY 243 Developmental Psychology

*Choose one of the following History courses\*:*

- HIS 223 20<sup>th</sup> Century World History  
HIS 233 History of the United States I  
HIS 243 History of the United States II  
HIS 313 History of Ancient Civilizations  
HIS 323 History of Medieval Civilization  
HIS 333 History of Modern Europe  
HIS 353 Church History  
HIS 363 American Church History  
HIS 393 Non-Western History 1500-Present

\* Bachelor of Music or Music Education majors substitute MUH 213 Music History & Literature I for the course in this requirement.

*Choose two of the following Social Science courses\*\*:*

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

\*\* Bachelor of Music or Music Education majors substitute MUH 223 Music History & Literature II for both courses in this requirement.

\*\* Teacher Education majors substitute PSY 323 Educational Psychology for one course in this requirement.

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

- CSC 113 Introduction to Computers<sup>1, 2, 3</sup>  
SCI 113 Scientific Literacy<sup>4</sup>

*Choose one of the following Math courses:*

- MAT 113 General College Mathematics  
MAT 123 Math for Teachers  
MAT 133 College Algebra  
MAT 253 Introduction to Statistics

<sup>1</sup>New students with computer competency are encouraged to take the Institutional Challenge Exam (ICE) during their first semester in order to earn credit for this course.

<sup>2</sup>Music majors substitute CSC 373 Introduction to Music Technology for the course in this requirement.

<sup>3</sup>Teacher Education majors substitute EDU 303 Computers for the Classroom for the course in this requirement.

<sup>4</sup>Teacher Education majors substitute a Biology elective for this requirement.

## **GENERAL EDUCATION - 3 hours**

*Choose one the following courses not already taken:*

- FRN 113, GMU 113, GRK 213, HEB 314, MAT 113, 133, 253, MUT 123, PHY 213, 223, PSY 243, SPN 113 or any BIO, CHM, PHS or SCI.

## **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 at one of the campuses of 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 Student Ministry.
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 the TFC 100 Success Seminar.
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 pre-registration 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 Student Ministry, (transfer students enrolled at TFC for fewer semesters than required for student ministry 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. School of Bible & Theology 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 School of Bible & Theology.) Students taking more than 30 hours of Bible & theology but who are not majors in the School of Bible & Theology 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).
8. All of the additional requirements of one of the professional schools 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 pre-registration 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.



# EPWORTH CAMPUS

## CONTACT INFORMATION

Toccoa Falls College – Epworth Campus  
P.O. Box 539  
Epworth, GA 30541

Office Hours Monday – Thursday, 11:00 am – 8:00 pm  
Phone (706) 492-5921  
FAX (706) 492-5511  
Email [Epworth@tfc.edu](mailto:Epworth@tfc.edu)  
Web <http://www.tfc.edu/epworth>

Tom Jordan, Ph.D., Program Director  
Mrs. Katie Gilbert, M.C.M., Student Services Counselor  
Mrs. Brenda Lewis, A.A., Library Coordinator

## ADMISSIONS

Toccoa Falls College Epworth does not discriminate on the basis of race, color, national origin, sex, disability, or age. Those coming as recent high school graduates must have taken the SAT or ACT.

Required for acceptance are the Application with accompanying \$20 application fee; three references (non-related); and all official transcripts from high school and other schools attended. Please refer to the general Admissions section of this catalog for further clarification of admission criteria. Contact the Student Services Counselor to request an application for admission.

## STUDENT ACCOUNTS

### APPLICATION FEE

TFC requires all new and transfer students to pay a non-refundable, non-transferable \$20 application fee to apply.

### DEPOSIT

Once a student is accepted to the college there is a \$100 deposit. This is payable upon notice of acceptance. The deposit will apply as tuition credit.

### TUITION

Part-time student tuition for the 2005-2006 academic year is \$255.00 per credit hour. Full-time student tuition (12-19 credit hours) for the 2005-2006 academic year is \$3,675.00 per semester.

### MATRICULATION FEE

The college charges a one-time \$125.00 matriculation fee to all degree-seeking students for their first semester of attendance.

### AUDIT FEE

The charge to audit a course for the 2004-2005 academic year is \$100.00 per credit hour. The audit fee is not included in tuition or the matriculation fee.

Refer to the Student Accounts section of this catalog for further information on Student Accounts.

## TFC SCHOLARSHIPS & GRANTS

### FEDERAL & STATE FINANCIAL AID

Toccoa Falls College does not offer scholarships or grants due to the reduced tuition for all students at the Epworth Campus.

However, students can apply for federal financial aid using the Free Application for Federal Student Aid (FAFSA). The TFC school code is 001596. Qualified Georgia residents can also apply for state financial aid using the online [Georgia Tuition Equilization Grant application](#). The FAFSA can be completed online at [www.fafsa.ed.gov](http://www.fafsa.ed.gov) while the paper copy is available at the Epworth Campus office. Some students may also be eligible for the Georgia Hope Scholarship.

### AMRCC SCHOLARSHIPS

The Appalachian Mountain Regional Campus Council (AMRCC) also offers scholarships for students enrolling at the Epworth campus. Students should contact the Epworth office to receive an application for the AMRCC scholarships. The application deadline for AMRCC scholarships is July 15 each year. Students must have completed one semester at Toccoa Falls Epworth in order to be eligible.

## ACADEMIC INFORMATION

Please refer to the Academic Information and Curriculum Structure & Degree Requirements sections of this catalog for more complete coverage of academic policies and procedures.

### TFC 100 SUCCESS SEMINAR

This non-credit course is required of all students who are new (freshmen or transfer) to TFC Epworth as of fall 2003. There is no tuition charge for this course since it is non-credit. A passing grade is required, however, in order to graduate with the AA degree. TFC 100 is held only in the fall semester.

This course is designed to help students develop specific skills and strategies to aid in accomplishing academic goals with greater success. Topics include time management, setting priorities, learning styles, test taking, motivation, critical thinking and campus resources. This course also introduces the student to strategies for developing a closer relationship with Christ in the context of an academic setting.

Students must attend classes 6:00 – 8:00 P.M. Monday through Thursday of the week prior to the beginning of classes for the fall semester, complete written assignments and participate in class discussion in order to receive a satisfactory grade for the course. The textbook must be purchased on check-in day.

### WILLA HAIGHT LIBRARY AND MEDIA CENTER - EPWORTH

Hours: Monday – Thursday 11:00 am – 8:00 pm  
Web: <http://www.tfc.edu/library/epworth>

The Willa Haight Library is located conveniently between two classroom buildings and the science building. Square footage totals 2600 square feet. There are 24 seats in the student study area. The library has three computers and one laser printer designated for student use. Internet access is available from the library.

The collection consists of approximately 3,187 circulating books, 686 reference books, 10 cassette tapes, 384 videotapes, 73 CD-ROMS, and 2 slide sets. The library subscribes to 2 newspapers and 32 periodicals. As a participant in the statewide GALILEO library network, the library provides access to over 100 databases, including thousands of full-text periodicals, indexing, encyclopedias, newspapers, statistical books, and Internet resources.

The Haight Library also has access to Seby Jones Library's collection of electronic books, which total approximately 19,901 volumes.

**ACCOUNT RECONCILIATION & REGISTRATION CHECK-IN**

Student Accounts must be reconciled by the published deadlines. Students may not complete Registration Check-In unless accounts are reconciled.

**STUDENT MINISTRY**

The Student Ministry 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. There are various opportunities for ministry. Students may work with children, youth, adults or the elderly 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 Student Ministry. Student Ministry experience is a requirement for graduation. Students must complete a minimum of two semesters of field experience in Student Ministry for the Associate of Arts degree.

**PROCEDURE FOR ADMISSION TO THE A.A. AT EPWORTH**

A student desiring to pursue the Associate of Arts in the School of Arts & Sciences must submit a Declaration of Major Form as an application. Students must hold a cumulative 2.0 grade point average, and have at least 12 earned hours, for consideration for admittance to the School of Arts & Sciences.

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

The Associate of Arts degree at Toccoa Falls College is a two-year degree that provides a foundational program for any four-year degree at any accredited college or university. The degree contains a program of courses involving the general education and Bible and theology curriculum, plus additional elective hours.

**GRADUATION REQUIREMENTS (A.A.)**

1. Completion of a minimum of 60 earned semester hours, of which the final 30 semester hours must be taken in residence at Toccoa Falls College Epworth. At least 50% of all major and minor credit hours must be taken in residence.
2. Satisfactory completion of a minimum of two semesters of Student Ministry.
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 core curriculum (with a minimum grade of C- in ENG 113 and ENG 123) including a passing grade in TFC 100.
6. Completion of a standardized written consortium examination on Bible and doctrine during the final semester of 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. 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 pre-registration one full year before requirements are completed.
9. Meet all financial obligations before degrees are granted or transcripts released.

**ASSOCIATE OF ARTS DEGREE**

**GENERAL EDUCATION - 54 hours**

**BIBLE & THEOLOGY - 18 hours**

- BIB 113 Evangelism & World Perspective
- BIB 213 Hermeneutics
- NTE 113 Life & Revelation of Christ
- NTE 123 Early Church: History & Letters
- OTE 213 Law & History
- OTE 223 Poetry & Prophecy

**HUMANITIES - 15 hours**

- COM 113 Introduction to Communication
- ENG 113 Freshman Composition I
- ENG 123 Freshman Composition II
- HUM 103 Western Thought & Culture
- One literature course from: AML 213, 223, ENG 213, 223, 233

**SOCIAL SCIENCES - 12 hours**

- One Psychology course from: PSY 213, 243
- One History course from: HIS 233, 243
- Two social science courses from: ANT 203, CSG 203, ECO 213, 223, GHY 213, POL 213, SOC 213

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

- CSC 113 Introduction to Computers
- One Mathematics course from: MAT 113, 133, 253
- One Science course prefixed BIO, SCI, CHM

**OPEN ELECTIVES - 6 hours**

**TOTAL = 60/61 hours**

**ASSOCIATE OF ARTS COURSE SCHEDULE**

**First Year**

**Fall Semester**

NTE 113	Life & Revelation of Christ	3
ENG 113	Freshman Composition I	3
	Science elective	3/4
MAT	Math Elective	3
CSC 113	Introduction to Computers	3
TFC 100	Success Seminar	0
		<hr/> 15/16

**Spring Semester**

BIB 113	Evangelism & World Perspective	3
NTE 123	Early Church: History & Letters	3
COM 113	Introduction to Communication	3
ENG 123	Freshman Composition II	3
HUM 103	Western Thought & Culture	3
		<hr/> 15

**Second Year**

**Fall Semester**

BIB 213	Hermeneutics	3
OTE 213	Law & History	3
HIS 223/243	History of the United States I <b>or</b> II	3
	Social Science Elective	3
	Open Elective	3
STM	Student Ministry	0
		<hr/> 15

**Spring Semester**

OTE 223	Poetry & Prophecy	3
	200-level Literature Elective	3
PSY 213/243	General <b>or</b> Developmental Psychology	3
	Social Science Elective	3
	Open Elective	3
STM	Student Ministry	0
		<hr/> 15

Minimum hours required = 60/61

# SCHOOL OF ARTS & SCIENCES

(706) 886-7299, ext. 5418

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

## SCHOOL DIRECTOR

Donald T. Williams, Ph.D.

## FULL-TIME FACULTY

Kieran M. Clements, Ph.D.

Ruth E. Hoffman, M.Ed.

David A. Jalovick, Ph.D.

Lance E. Martin, M.Ed.

Mark A. Murphree, M.A.

Keitha I. Phares, Ph.D.

Alisa M. Thomas, M.A.

Jean M. Zhuño, M.A.

## INTRODUCTION

The School of Arts and Sciences 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 world view. We also offer the Associates of Arts degree, a two-year junior-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. in English prepares 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 Biology and Pre-Law majors also prepare students for professional service. Arts and Sciences also provides the concentrations in English or History for secondary education majors, along with minors in English, History, P.E. (coaching), or Behavioral Science.

## PROCEDURE FOR ADMISSION

A student desiring to pursue a program in the School of Arts & Sciences must submit a Declaration of Major Form as an application. Then the student is assigned one of the School of Arts & Sciences 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 School of Arts & Sciences.

## GRADUATION REQUIREMENTS (B.A.)

1. Fulfillment of all the "General Requirements for Graduation" (see section on "Degree Requirements")
2. Satisfactory completion of a minimum of 30 hours in English above the ENG 100- level, with a grade of "C-" or better in every course. The school requires a cumulative grade point average of 2.0 for the total hours applied to the major. At least 12 ENG hours must be at the 300-level or above and at least six hours at the 400-level.
3. 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 6 hours of literature must be taken.
4. 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

## 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, Coaching, English, or History, 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 five minors offered

3. For minors in disciplines outside of the School of Arts & Sciences, completion of all required courses in accordance with the regulations of the appropriate school

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

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

Students successfully completing this major will demonstrate:

1. Preparation for application to dental, medical, pharmacy, or veterinary medical school
2. Preparation for biological sciences graduate school
3. Research and technology in general science

## 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 Secondary Education Major: English program offered in the School of Teacher Education.)

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.

Students successfully completing this major will demonstrate:

1. Intellectual competence in grammar, logic, rhetoric, and interpretation skills
2. A basic academic knowledge of the outlines of English and American literary history
3. Professional competence in research and literary analysis as a foundation for graduate study

## PRE-LAW MAJOR PURPOSE & OUTCOME GOALS

Law schools do not require a specific undergraduate major or specify particular courses as prerequisites for admission. Though law school admissions officers are very friendly to English, History, and Philosophy majors, they require only a baccalaureate degree with a strong GPA and a good score on the LSAT. Nevertheless, many colleges do offer a pre-law major consisting of courses thought to be particularly helpful to students pursuing law as a profession. TFC's Pre-Law Major is an excellent preparation for Christian students called to serve the Lord in this critical area.

The Pre-Law major provides intellectual preparation in the skills of critical thinking and communication needed by attorneys, academic preparation in the understanding of those elements of society where the law is particularly applied, and professional preparation as a foundation for success in law school.

Successful students completing this major will demonstrate:

1. Intellectual competence in critical thinking and communication skills
2. A basic academic acquaintance with fields such as American History, Business, Government, and Communications
3. Professional competence in the study skills needed for success in law school.

## ASSOCIATE OF ARTS DEGREE PURPOSE & OUTCOME GOALS

The Associate of Arts degree at Toccoa Falls College is a two-year degree that provides a foundational program for any four-year degree at any accredited college or university. The degree contains a program of courses involving the general education and Bible and theology curriculum, plus additional elective hours.

## BIOLOGY MAJOR

### GENERAL EDUCATION - 71 hours

#### BIBLE & THEOLOGY – 30 hours

BEV 112	Principles of Evangelism
BIB 213	Hermeneutics
BMI 101	World Perspective
NTE 113	Life & Revelation of Christ
NTE 123	Early Church: History & Letters
OTE 213	Law & History
OTE 223	Poetry & Prophecy
SYT 313	God & Redemption
SYT 323	The Church: Its Truth & Destiny

Six credit hours of Bible or Theology from any: BIB, BMI, GRK 333, 343, HEB 323, 433, NTE, OTE, SYT, THE

#### HUMANITIES – 15 hours

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

One Literature course from: AML 213, 223, ENG 213, 223, 233

#### SOCIAL SCIENCES – 12 hours

PSY 243	Developmental Psychology
SOC 213	Introduction to Sociology

One History course from: HIS 233, 243  
Choose either ANT 213, Cultural Anthropology, or CSG 203, Introduction to Counseling.

#### COMPUTERS, MATH, & SCIENCE – 10 hours

BIO 114	Biology I
CSC 113	Introduction to Computers <sup>1</sup>
MAT 253	Introduction to Statistics

<sup>1</sup>It is assumed that students will exempt CSC 113, Introduction to Computers, by taking the Institutional Challenge Exam.

#### GENERAL EDUCATION - 4 hours

BIO 124	Biology II
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#### MAJOR - 42 hours

BIO 314	Genetics
BIO 234	Microbiology
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
CHM 414	Biochemistry
PHS 214	Physics I
PHS 224	Physics II

#### OPEN ELECTIVES - 15 hours

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

BIO 214	Anatomy & Physiology I*
BIO 224	Anatomy & Physiology II*
MAT 323	Calculus*
PED 243	FA, CPR, & Life Fit**

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

\*\*Highly recommended for pre-med students.

**TOTAL = 128 hours**

### First Year

<b>Fall Semester</b>		
NTE 113	Life & Revelation of Christ	3
ENG 113	Freshman Composition I	3
HUM 103	Western Thought & Culture	3
BIO 114	Biology I	4
CSC 113	Introduction to Computers (ICE)	3
TFC 100	Success Seminar	0
		<u>16</u>

<b>Spring Semester</b>		
BEV 112	Principles of Evangelism	2
BMI 101	World Perspective	1
NTE 123	Early Church: History & Letters	3
ENG 123	Freshman Composition II	3
COM 113	Introduction to Communication	3
BIO 124	Biology II	4
		<u>16</u>

### Second Year

<b>Fall Semester</b>		
OTE 213	Law & History	3
_____	200-level Literature elective	3
ANT 203	Cultural Anthropology <b>or</b>	
CSG 203	Intro. to Counseling	3
CHM 214	Chemistry I	4
PHS 214	Physics I	4
STM _____	Student Ministry	0
		<u>17</u>

<b>Spring Semester</b>		
BIB 213	Hermeneutics	3
OTE 223	Poetry & Prophecy	3
SOC 213	Introduction to Sociology	3
CHM 224	Chemistry II	4
PHS 224	Physics II	4
STM _____	Student Ministry	0
		<u>17</u>

### Third Year

<b>Fall Semester</b>		
SYT 313	God & Redemption	3
HIS _____	History Elective	3
PSY 243	Developmental Psychology	3
CHM 314	Organic Chemistry I	4
BIO _____	Genetics <b>or</b> Cell Biology	4/3
STM _____	Student Ministry	0
		<u>16/17</u>

<b>Spring Semester</b>		
SYT 323	Church: Its Truth & Destiny	3
MAT 253	Introduction to Statistics <b>or</b>	
MAT 323	Calculus	3
CHM 324	Organic Chemistry II	4
_____	Microbiology <b>or</b> Biochemistry	4
STM _____	Student Ministry	0
		<u>14</u>

### Fourth Year

<b>Fall Semester</b>		
_____	Bible & Theology Elective	3
BIO 214	Anatomy & Physiology I <b>or</b> Open Elective	4
BIO 423	Ecology	3
BIO _____	Genetics <b>or</b> Cell Biology	4/3
PED 243	FA, CPR, & Life Fit <b>or</b> Open Elective	3
		<u>16/17</u>

<b>Spring Semester</b>		
_____	Bible & Theology Elective	3
BIO 224	Anatomy & Physiology II <b>or</b> Open Elective	4
MAT 253	Introduction to Statistics <b>or</b>	
MAT 323	Calculus <b>or</b> Open Elective	3
_____	Open Elective	1
_____	Microbiology <b>or</b> Biochemistry	4
		<u>15</u>

Minimum hours required = 128

**ENGLISH MAJOR**

**GENERAL EDUCATION - 69 hours**

**BIBLE & THEOLOGY - 30 hours**

- BEV 112 Principles of Evangelism
  - BIB 213 Hermeneutics
  - BMI 101 World Perspective
  - NTE 113 Life & Revelation of Christ
  - NTE 123 Early Church: History & Letters
  - OTE 213 Law & History
  - OTE 223 Poetry & Prophecy
  - SYT 313 God & Redemption
  - SYT 323 The Church: Its Truth & Destiny
- Six credit hours of Bible or Theology from any: BIB, BMI, GRK 333, 343, HEB 323, 433, NTE, OTE, SYT, THE

**HUMANITIES - 15 hours**

- COM 113 Introduction to Communication
- ENG 113 Freshman Composition I
- ENG 123 Freshman Composition II
- ENG 213 World Literature
- HUM 103 Western Thought & Culture

**SOCIAL SCIENCES - 12 hours**

- PSY 213 General Psychology
- Two courses from: HIS 223, 233, 243, 313, 323, 333, 353, 363, 393
- One Social Science course from: ANT 203, CSG 203, ECO 213, 223, GHY 213, POL 213, SOC 213

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

- CSC 113 Introduction to Computers<sup>1</sup>
  - SCI 113 Scientific Literacy
- One Mathematics course from: MAT 113, 133, 253
- <sup>1</sup>It is assumed that students will exempt CSC 113, Introduction to Computers, by taking the Institutional Challenge Exam.

**GENERAL EDUCATION - 3 hours**

- PHY 213 Introduction to Philosophy

**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 or Spanish I
- \_\_\_\_ Elementary French, Greek or Spanish II
- \_\_\_\_ Intermediate French, Greek or Spanish I<sup>1</sup>
- \_\_\_\_ Intermediate French, Greek, or Spanish II<sup>1</sup>

<sup>1</sup>If Greek is chosen for the language electives, GRK 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**

Recommended electives for English Majors: PHY 453 Apologetics; any PHY or HIS.

**TOTAL = 126 hours**

**First Year**

**Fall Semester**

NTE 113	Life & Revelation of Christ	3
ENG 113	Freshman Composition I	3
HUM 103	Western Thought & Culture	3
SCI 113	Scientific Literacy	3
MAT ____	Math Elective	3
TFC 100	Success Seminar	0
		<u>15</u>

**Spring Semester**

BEV 112	Principles of Evangelism	2
BMI 101	World Perspective	1
NTE 123	Early Church: History & Letters	3
COM 113	Introduction to Communication	3
CSC 113	Introduction to Computers	3
ENG 123	Freshman Composition II	3
ENG 213	World Literature	3
		<u>18</u>

**Second Year**

**Fall Semester**

BIB 213	Hermeneutics	3
OTE 213	Law & History	3
HIS ____	History Elective	3
____	Social Science Elective	3
AML 213	American Literature I	3
ENG 223	English Literature I	3
STM ____	Student Ministry	0
		<u>18</u>

**Spring Semester**

OTE 223	Poetry & Prophecy	3
PSY 213	General Psychology	3
HIS ____	History Elective	3
AML 223	American Literature II	3
ENG 233	English Literature II	3
STM ____	Student Ministry	0
		<u>15</u>

**Third Year**

**Fall Semester**

SYT 313	God & Redemption	3
____	Elementary French, Greek or Spanish I	3
ENG 313	History & Structure of the English Lang. <b>or</b>	
ENG 323E	Topics in Early English Literature	3
AML 313E	Topics in American Literature <b>or</b>	
PHY 213	Introduction to Philosophy	3
____	Minor <b>or</b> Open Elective	3
STM ____	Student Ministry	0
		<u>15</u>

**Spring Semester**

SYT 323	The Church: Its Truth & Destiny	3
____	Elementary French, Greek or Spanish II	3
ENG 333E	Topics in Modern English Lit <b>or</b> Open Elec	3
ENG 413	Shakespeare <b>or</b>	
ENG 443	His & Practice of Literary Criticism	3
____	Minor <b>or</b> Open Elective	3
STM ____	Student Ministry	0
		<u>15</u>

**Fourth Year**

**Fall Semester**

____	Bible & Theology Elective	3
____	Intermediate French, Greek or Spanish I	3
ENG 313	History & Structure of the English Lang. <b>or</b>	
ENG 323E	Topics in Early English Literature	3
AML 313E	Topics in American Literature <b>or</b>	
PHY 213	Introduction to Philosophy	3
____	Minor <b>or</b> Open Elective	3
		<u>15</u>

**Spring Semester**

____	Bible & Theology Elective	3
____	Intermediate French, Greek, or Spanish II	3
ENG 333E	Topics in Modern English Lit <b>or</b> Open Elec	3
ENG 413	Shakespeare <b>or</b>	
ENG 443	His & Practice of Literary Criticism	3
____	Minor <b>or</b> Open Elective	3
		<u>15</u>

Minimum hours required = 126

## PRE-LAW MAJOR

### GENERAL EDUCATION – 69 hours

#### BIBLE AND THEOLOGY – 30 hours

BEV 112	Principles of Evangelism
BEV 213	Hermeneutics
BMI 101	World Perspective
NTE 113	Life & Revelation of Christ
NTE 123	Early Church: History and Letters
OTE 213	Law & History
OTE 223	Poetry & Prophecy
SYT 313	God & Redemption
SYT 323	The Church: Its Truth & Destiny
Six hours of Bible or Theology from any : BIB, BMI, GRK 333, 343, HEB 323, 433, NTE, OTE, SYT, THE	

#### HUMANITIES – 15 hours

COM 113	Introduction to Communication
ENG 113	Freshman Composition I
ENG 123	Freshman Composition II
ENG or AML	Lit. Elective
HUM 103	Western Thought & Culture

#### SOCIAL SCIENCES - 12 hours

HIS 223	History of the U.S. I
HIS 243	History of the U.S. II
PSY 213	General Psychology
One Social Science course from: ANT 203, CSG 203, GHY 213, SOC 213	

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

CSC 113	Intro. to Computers <sup>1</sup>
MAT 253	Intro. to Statistics
SCI 113	Scientific Literacy

<sup>1</sup>It is assumed that students will exempt CSC 113, Introduction to Computers, by taking the Institutional Challenge Exam.

#### GENERAL EDUCATION – 3 hours

PHY 213	Intro. to Philosophy
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#### MAJOR – 42 hours

BUS 113	Intro. to Business
BUS 343	Business Law
BUS 333	Business Ethics
COM 283	Persuasion
COM 423	Communication Ethics
ECO 213	Microeconomics
ECO 223	Macroeconomics
ENG 383	Advanced Composition
IPC 323	Public Relations
IPC 343	Advanced Public Speaking
PHY 233	Critical Thinking
PHY 343	Ethics
PHY 453	Apologetics
POL 213	American Government

#### MINOR OR OPEN ELECTIVES – 15 hours

Recommended minors for pre-law students: English, History, Philosophy.

**TOTAL = 126 hours**

### First Year

#### Fall Semester

NTE 113	Life & Revelation of Christ	3
ENG 113	Freshman Composition I	3
HUM 103	Western Thought & Culture	3
SCI 113	Scientific Literacy	3
MAT 253	Introduction to Statistics	3
TFC 100	Success Seminar	0
		<u>15</u>

#### Spring Semester

BEV 112	Principles of Evangelism	2
BMI 101	World Perspective	1
NTE 123	Early Church: History & Letters	3
COM 113	Introduction to Communication	3
CSC 113	Introduction to Computers	3
ENG 123	Freshman Composition II	3
ENG/AML	Literature Elective	3
		<u>18</u>

### Second Year

#### Fall Semester

BIB 213	Hermeneutics	3
OTE 213	Law & History	3
HIS 223	History of the U. S. I	3
___	Social Science Elective	3
___	Open Elective	3
ECO 213	Microeconomics	3
STM	Student Ministry	0
		<u>18</u>

#### Spring Semester

OTE 223	Poetry & Prophecy	3
PSY 213	General Psychology	3
HIS 233	History of the U. S. II	3
BUS 113	Introduction to Business	3
ECO 223	Macroeconomics	3
STM	Student Ministry	0
		<u>15</u>

### Third Year

#### Fall Semester

SYT 313	God & Redemption	3
PHY 213	Introduction to Philosophy	3
___	Open Elective	3
BUS 333	Business Ethics or	
___	Open Elective	3
___	Open Elective	3
STM	Student Ministry	0
		<u>15</u>

#### Spring Semester

SYT 323	The Church: Its Truth & Destiny	3
PHY 233	Critical Thinking	3
BUS 343	Business Law	3
COM 283	Persuasion or	
IPC 343	Advanced Public Speaking	3
POL 213	American Government	3
STM	Student Ministry	0
		<u>15</u>

### Fourth Year

#### Fall Semester

___	Bible & Theology Elective	3
BUS 333	Business Ethics or	
___	Open Elective	3
PHY 343	Ethics	3
PHY 453	Apologetics	3
COM 423	Communication Ethics	3
		<u>15</u>

#### Spring Semester

___	Bible & Theology Elective	3
ENG 383	Advanced Composition	3
COM 283	Persuasion or	
IPC 343	Advanced Public Speaking	3
IPC 323	Public Relations	3
___	Open Elective	3
		<u>15</u>

Minimum hours required = 126

**ASSOCIATE OF ARTS DEGREE  
GENERAL EDUCATION - 54 hours**

**BIBLE & THEOLOGY - 18 hours**

BEV 112	Principles of Evangelism
BIB 213	Hermeneutics
BMI 101	World Perspective
NTE 113	Life & Revelation of Christ
NTE 123	Early Church: History & Letters
OTE 213	Law & History
OTE 223	Poetry & Prophecy

**HUMANITIES - 15 hours**

COM 113	Introduction to Communication
ENG 113	Freshman Composition I
ENG 123	Freshman Composition II
HUM 103	Western Thought & Culture
One literature course from: AML 213, 223, ENG 213, 223, 233	

**SOCIAL SCIENCES - 12 hours**

One Psychology course from: PSY 213, 243	
One History course from: HIS 233, 243	
Two social science courses from: ANT 203, CSG 203, ECO 213, 223, GHY 213, POL 213, SOC 213	

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

CSC 113	Introduction to Computers <sup>1</sup>
SCI 113	Scientific Literacy
One Mathematics course from: MAT 113, 133, 253	
<sup>1</sup> It is assumed that students will exempt CSC 113, Introduction to Computers, by taking the Institutional Challenge Exam.	

**OPEN ELECTIVES - 6 hours**

**TOTAL = 60 hours**

**ASSOCIATE OF ARTS COURSE SCHEDULE**

**First Year**

**Fall Semester**

NTE 113	Life & Revelation of Christ	3
ENG 113	Freshman Composition I	3
SCI 113	Scientific Literacy	3
MAT ____	Math Elective	3
CSC 113	Introduction to Computers	3
TFC 100	Success Seminar	0
		<u>15</u>

**Spring Semester**

BEV 112	Principles of Evangelism	2
BMI 101	World Perspective	1
NTE 123	Early Church: History & Letters	3
COM 113	Introduction to Communication	3
ENG 123	Freshman Composition II	3
HUM 103	Western Thought & Culture	3
		<u>3</u>
		15

**Second Year**

**Fall Semester**

BIB 213	Hermeneutics	3
OTE 213	Law & History	3
HIS 223/243	History of the United States I <i>or</i> II	3
____	Social Science Elective	3
____	Open Elective	3
STM ____	Student Ministry	0
		<u>0</u>
		15

**Spring Semester**

OTE 223	Poetry & Prophecy	3
____	200-level Literature Elective	3
PSY 213/243	General <i>or</i> Developmental Psychology	3
____	Social Science Elective	3
____	Open Elective	3
STM ____	Student Ministry	0
		<u>0</u>
		15

Minimum hours required = 60

**ARTS & 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 Anthropology	3

*Choose one of the following courses:*

CSG 203	Introduction to Counseling	3
EDU 323	Educational Psychology	3
PSY 213	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.

**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

**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 473	History Seminar	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.

PED 243	First Aid, CPR, and Life Fitness	3
PED 313	Prevention and Care of Injuries	3
PED 323	Coaching Techniques	3
PED 373	Coaching Practicum	3
PED 473	Organization & Administration of Athletics	3



## 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 pre-requisites 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.

This sequence assumes that students matriculating in this track will be able to CLEP out of Freshman Comp I and the basic computer course.

### 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/religion 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. Interpersonal communication 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 pre-requisites 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 web site to determine exactly what the pre-requisites 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
- 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)

### How does the pre-nursing track work?

Most nursing schools require that students have completed two years of college before applying for a bachelor's degree in nursing. The pre-nursing track at TFC provides the liberal arts, science, and other courses that are pre-requisites for nursing school. But the big plus at TFC is that students will also gain the advantage of 18 credit hours in Bible and theology! They can graduate in two years with the Associate of Arts degree, and then go on to make application to a school of nursing. So, if you are looking for the best overall academic and spiritual preparation for a career in nursing, you can achieve it at TFC.

### 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 student ministry 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
<b>Fall Semester</b>		
BEV 112	Principles of Evangelism	2
BMI 101	World Perspective	1
NTE 113	Life & Revelation of Christ	3
ENG 123	Freshman Composition II <sup>3</sup>	3
BIO 114	Biology I & Lab	4
_____	Major Course #1	3
TFC 100	Success Seminar	0
		16

### Spring Semester

NTE 123	Early Church: History & Letters	3
HUM 103	Western Thought & Culture	3
COM 113	Introduction to Communication	3
_____	Calculus <b>or</b> Intro to Sociology <sup>4</sup>	3
BIO 124	Biology II & Lab	4
		15

### Second Year

#### Fall Semester

BIB 213	Hermeneutics	3
OTE 213	Law & History	3
CHM 214	Chemistry I & Lab	4
_____	Intro to Counseling <b>or</b> Physics I & Lab	4 <sup>3/4</sup>
_____	Major Course #2	3
STM _____	Student Ministry	0
		16/17

#### Spring Semester

OTE 223	Poetry & Prophecy	3
_____	Calculus <b>or</b> Intro to Sociology <sup>4</sup>	3
_____	Statistics <b>or</b> Physics II & Lab <sup>4</sup>	3/4
CHM 224	Chemistry II & Lab	4
_____	Major Course #3	3
STM _____	Student Ministry	0
		16/17

### Third Year

#### Fall Semester

SYT 313	God & Redemption	3
_____	Intro to Counseling <b>or</b> Physics I & Lab <sup>4</sup>	3/4
_____	Org Chem I & Lab <b>or</b> Anatomy/Phys I <sup>2,4</sup>	4/3
_____	Major Course #4	3
_____	Major Course #5	3
STM _____	Student Ministry	0
		15/16

#### Spring Semester

SYT 323	The Church: Its Truth & Destiny	3
_____	Statistics <b>or</b> Physics II & Lab <sup>4</sup>	3/4
_____	Org Chem II & Lab <b>or</b> Anatomy/Phys II <sup>2,4</sup>	4/3
_____	Major Course #6	3
_____	Major Course #7	3
STM _____	Student Ministry	0
		15/16

### Summer School

PSY 243	Developmental Psychology <sup>1</sup>	3
HIS _____	History Elective <sup>1</sup>	3
_____	Literature Elective <sup>1</sup>	3
_____	Major Course #8 <sup>1</sup>	3

### Fourth Year

#### Fall Semester

_____	Bible & Theology Elective	3
_____	Org Chem I & Lab <b>or</b> Anatomy/Phys I <sup>2,4</sup>	4/3
_____	Major Course #9	3
_____	Major Course #10	3
_____	Major Course #11	3
		15/16

#### Spring Semester

_____	Bible & Theology Elective	3
_____	Org Chem II & Lab <b>or</b> Anatomy/Phys II <sup>2,4</sup>	4/3
_____	Major Course #12	3
_____	Major Course #13	3
_____	Major Course #14	3
		15/16

Minimum hours required = 134-140

<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 CLEP the Freshman Comp I course and take the ICE for computer credit.

<sup>4</sup>The classes listed as either/or are offered on an alternate-year basis.

# SCHOOL OF BIBLE & THEOLOGY

(706) 886-7299, ext. 5279

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

## SCHOOL DIRECTOR

William H. Farley, Th.M.

## FULL-TIME FACULTY

Robert W. Claytor, D.Min.  
Richard F. Collier, Th.M.  
Gary S. Elkins, Ph.D.  
Daniel J. Ewearitt, Ph.D.  
Michael D. Hildenbrand, Ph.D.  
Lawrence E. Jenks, M.P.S.  
Günther H. Juncker, Ph.D.  
W. Brian Shelton, Ph.D.  
Julio C. Vena, M.Div.  
Robert E. Wetmore, Th.D.

## EPWORTH FACULTY

Thomas W. Jordan, M.Div.

## INTRODUCTION

The School of Bible & Theology serves the total student body by providing the 30 hours of Bible & theology requirement. The school also serves those students who elect to major or minor in a Bible & theology area by providing additional courses. The School of Bible & Theology 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 School of Bible & Theology 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 School of Bible & Theology, 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 the required minimum number of hours of Bible and theology with a grade of "C-" or better in every course, as follows:
  - a. Biblical Studies: 56 hours
  - b. Pastoral Ministries: 42 hours
  - c. Philosophy & Religion: 41 hours
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. Results of these examinations will appear on the student's transcript.
5. Satisfactory completion of all courses listed in one of the three majors above with a "C-" or better
6. A minimum grade of "C-" for each course taken to fulfill requirements for a minor if the student elects to have a minor
7. Satisfactory completion of at least 5 semesters of student ministry projects

## BIBLICAL STUDIES PURPOSE & OUTCOME GOALS

The Biblical Studies 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 missions.

Students successfully completing this major will demonstrate:

1. A detailed knowledge of Old Testament and New Testament literature along with a thorough understanding of the laws of biblical interpretation, and skills in the use of appropriate tools in interpretation
2. Advanced skills in the personal and practical application of biblical principles
3. Fundamental skills in research, writing, and the presentation of material appropriate to their professional goals

## PASTORAL MINISTRIES PURPOSE & OUTCOME GOALS

The Pastoral Ministries major provides the student with academic preparation as necessary infrastructure for ministry along with professional preparation for ministerial effectiveness in the areas of homiletics, interpersonal relationships, pastoral and evangelistic functions, leadership, and church administration.

Students successfully completing this program will demonstrate:

1. Foundational skills in the study of Biblical literature and interpretation
2. Spiritual depth and maturity
3. Professional skills in preaching and the other functions of pastoral ministry

## PHILOSOPHY & RELIGION PURPOSE & OUTCOME GOALS

The Philosophy and Religion major provides academic preparation through philosophical and religious studies, moral and intellectual preparation via the direct study of ethics and the principles of logical thinking, and academic preparation for graduate work (philosophy, law, religion, and seminary) or para-church ministries. This major also prepares graduates for logical thinking and decision-making, as well as facilitating an understanding and defense of the Christian faith as the student examines humanity's philosophical and religious quest for meaning.

Students successfully completing this major will demonstrate:

1. Fundamental academic and intellectual skills in logic and argument
2. An academic understanding of world religions, philosophical perspectives, ethical postures and world views, with emphasis on the Judeo-Christian tradition and its role in history and human society, plus the ability cogently to articulate philosophical and religious views
3. Proficiency in skills for graduate or seminary studies in their specialization or for entry into various para-church ministries

## BIBLICAL STUDIES MAJOR

### GENERAL EDUCATION - 69 hours

#### BIBLE & THEOLOGY - 30 hours

BEV 112	Principles of Evangelism
BIB 213	Hermeneutics
BMI 101	World Perspective
NTE 113	Life & Revelation of Christ
NTE 123	Early Church: History & Letters
OTE 213	Law & History
OTE 223	Poetry & Prophecy
SYT 313	God & Redemption
SYT 323	The Church: Its Truth & Destiny

Six credit hours of Bible or Theology not already taken for the major from any: BIB, BMI, GRK 333, 343, HEB 323, 433, NTE, OTE, SYT, THE

#### HUMANITIES - 15 hours

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

One Literature course from: AML 213, 223, ENG 213, 223, 233

#### SOCIAL SCIENCES - 12 hours

HIS 353	Church History
HIS 363	American Church History
PSY 213	General Psychology

One Social Science course from: ANT 203, SOC 213

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

CSC 113	Introduction to Computers <sup>3</sup>
SCI 113	Scientific Literacy

One Mathematics course from: MAT 113, 133, 253

#### GENERAL EDUCATION - 3 hours

PHY 213	Introduction to Philosophy
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### MAJOR - 37 hours

BIB 443	Daniel & Revelation <sup>1</sup>
BIB 453	Biblical Introduction <sup>1</sup>
NTE 243	Gospel of John <sup>1</sup>
NTE 323	Acts <sup>1</sup>
NTE 473	Romans & Galatians <sup>1</sup>
OTE 233	Psalms and Proverbs <sup>1</sup>
OTE 323	Isaiah <sup>1</sup>
OTE 473	Genesis <sup>1</sup>
PAM 342	Comm the Bible (PAM minors take HOM 313 instead)
PHY 453	Apologetics
REL ____	Alliance, Baptist Distinctives <i>or</i> REL Elective <sup>2</sup>
REL 491	Devotional Classics
SYT 433	Critical Issues in Theology <sup>1</sup>
THE 472	Theological Research Seminar <sup>1</sup>

<sup>1</sup>This course counts toward the 56 hours of Bible for Biblical Studies majors.

<sup>2</sup>Candidates for Alliance service complete REL 482. Baptist candidates complete REL 472. Students who do not anticipate church ministries in a Baptist or Alliance church take an REL elective.

<sup>3</sup>It is expected that the student will attempt the Institutional Challenge Exam (ICE) to earn credit for this requirement.

### MINOR or OPEN ELECTIVES - 21 hours

GRK 213 and 223 in the sophomore year are recommended.

**TOTAL = 127 hours**

## BIBLICAL STUDIES MAJOR COURSE SCHEDULE

### First Year

#### Fall Semester

BEV 112	Principles of Evangelism	2
BMI 101	World Perspective	1
NTE 113	Life & Revelation of Christ	3
COM 113	Introduction to Communication	3
ENG 113	Freshman Composition I	3
HUM 103	Western Thought & Culture	3
TFC 100	Success Seminar	0
		<u>15</u>

#### Spring Semester

NTE 123	Early Church: History & Letters	3
ENG 123	Freshman Composition II	3
CSC 113	Introduction to Computers	3
SCI 113	Scientific Literacy	3
MAT ____	Mathematics Elective	3
NTE 243	Gospel of John	3
STM ____	Student Ministry	0
		<u>18</u>

### Second Year

#### Fall Semester

BIB 213	Hermeneutics	3
OTE 213	Law & History	3
	Social Science Elective	3
PHY 213	Introduction to Philosophy	3
GRK 213	Elementary Greek I <i>or</i> Open Elective	3
STM ____	Student Ministry	0
		<u>15</u>

#### Spring Semester

OTE 223	Poetry & Prophecy	3
	200-Level Literature Elective	3
PSY 213	General Psychology	3
GRK 223	Elementary Greek II <i>or</i> Open Elective	3
OTE 233	Psalms and Proverbs	3
	Minor <i>or</i> Open Elective	3
STM ____	Student Ministry	0
		<u>18</u>

### Third Year

#### Fall Semester

SYT 313	God & Redemption	3
PAM 342	Communicating the Bible <i>or</i>	
REL ____	Alliance, Baptist Distinctives <i>or</i> REL Elec	2
REL 491	Devotional Classics	1
OTE 323	Isaiah	3
OTE 473	Genesis	3
GRK 333	Interm Greek I <i>or</i> Open Elective	3
STM ____	Student Ministry	0
		<u>15</u>

#### Spring Semester

SYT 323	Church: Its Truth & Destiny	3
BIB 443	Daniel & Revelation	3
	Biblical Intro <i>or</i> American Church History	3
NTE 323	Acts	3
GRK 343	Interm Greek II <i>or</i> Open Elective	3
STM ____	Student Ministry	0
		<u>15</u>

### Fourth Year

#### Fall Semester

	Bible & Theology Elective	3
SYT 433	Critical Issues in Theology	3
HIS 353	Church History	3
PHY 453	Apologetics	3
PAM 342	Communicating the Bible <i>or</i>	
REL ____	Alliance, Baptist Distinctives <i>or</i> REL Elec	2
	Minor <i>or</i> Open Elective	3
		<u>17</u>

#### Spring Semester

	Bible & Theology Elective	3
	Biblical Intro <i>or</i> American Church History	3
THE 472	Theological Research Seminar	2
NTE 473	Romans & Galatians	3
	Minor <i>or</i> Open Elective	3
		<u>14</u>

Minimum hours required = 127

## PASTORAL MINISTRIES MAJOR

### GENERAL EDUCATION - 68 HOURS

#### BIBLE & THEOLOGY - 29 hours

BEV 112	Principles of Evangelism
BIB 213	Hermeneutics
NTE 113	Life & Revelation of Christ
NTE 123	Early Church: History & Letters
OTE 213	Law & History
OTE 223	Poetry & Prophecy
SYT 313	God & Redemption
SYT 323	Church: Its Truth & Destiny

Six credit hours of Bible or Theology not already taken for the major from any: BIB, BMI, GRK 333, 343, HEB 323, 433, NTE, OTE, SYT, THE

#### HUMANITIES - 15 hours

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

One Literature course from: AML 213, 223, ENG 213, 223, 233

#### SOCIAL SCIENCES - 12 hours

CSG 203	Introduction to Counseling
HIS 353	Church History
HIS 363	American Church History
PSY 213	General Psychology

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

CSC 113	Introduction to Computers <sup>3</sup>
SCI 113	Scientific Literacy

One Mathematics course from: MAT 113, 133, 253

#### GENERAL EDUCATION - 3 hours

PHY 213	Introduction to Philosophy
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### MAJOR - 43 hours

CED 383	Organization & Administration of Christian Education
CSG 383	Counseling for Ministry
GRK 333	Intermediate Greek I <i>or</i> Bible & Theology Elective <sup>1</sup>
GRK 343	Intermediate Greek II <i>or</i> Bible & Theology Elective <sup>1</sup>
HOM 313	Sermon Preparation
HOM 423	Sermon Delivery
HOM 433	Pulpit Preaching
ICS 212	Local Church in World Missions
NTE ____	New Testament Elective <sup>1</sup> (NTE 243 recommended)
OTE ____	Old Testament Elective <sup>1</sup>
PAM 332	Pastoral Methods I
PAM 362	Pastoral Methods II
PAM 482	Pastoral Internship
PHY 453	Apologetics
REL ____	Alliance, Baptist Distinctives <i>or</i> REL Elective <sup>2</sup>
SYT 433	Critical Issues in Theology <sup>1</sup>

<sup>1</sup> This course counts toward the 42 hours of Bible for Pastoral Ministries majors.

<sup>2</sup> Candidates for Alliance service complete REL 482. Baptist candidates complete REL 472. Students who do not anticipate church ministries in a Baptist or Alliance church take an REL elective.

<sup>3</sup> It is expected that the student will attempt the Institutional Challenge Exam (ICE) to earn credit for this requirement.

### MINOR or OPEN ELECTIVES - 15 hours

GRK 213, 223, and THE 433 are recommended.  
CMU 342 Music and Worship is also recommended.

**TOTAL = 126 hours**

## PASTORAL MINISTRIES MAJOR COURSE SCHEDULE First Year

### Fall Semester

BEV 112	Principles of Evangelism	2
NTE 113	Life & Revelation of Christ	3
COM 113	Introduction to Communication	3
ENG 113	Freshman Composition I	3
MAT ____	Mathematics Elective	3
TFC 100	Success Seminar	0
		<u>14</u>

### Spring Semester

NTE 123	Early Church: History & Letters	3
ENG 123	Freshman Composition II	3
HUM 103	Western Thought & Culture	3
CSC 113	Introduction to Computers	3
SCI 113	Scientific Literacy	3
NTE ____	New Testament Elective <i>or</i>	
ICS 212	Local Church in World Missions	2/3
STM ____	Student Ministry	0
		<u>17/18</u>

### Second Year

#### Fall Semester

BIB 213	Hermeneutics	3
OTE 213	Law & History	3
CSG 203	Introduction to Counseling	3
PHY 213	Introduction to Philosophy	3
GRK 213	Elementary Greek I <i>or</i> Open Elective	3
STM ____	Student Ministry	0
		<u>15</u>

#### Spring Semester

OTE 223	Poetry & Prophecy	3
____	200-Level Literature Elective	3
PSY 213	General Psychology	3
GRK 223	Elementary Greek II <i>or</i> Open Elective	3
NTE ____	New Testament Elective <i>or</i>	
ICS 212	Local Church in World Missions	2/3
____	Minor <i>or</i> Open Elective	3
STM ____	Student Ministry	0
		<u>17/18</u>

### Third Year

#### Fall Semester

SYT 313	God & Redemption	3
CSG 383	Counseling for Ministry	3
REL ____	Alliance, Baptist Distinctives <i>or</i> REL Elec	2
GRK 333	Inter Greek I <i>or</i> Bible & Theology Elective	3
PAM 332	Pastoral Methods I	2
____	Minor <i>or</i> Open Elective	3
STM ____	Student Ministry	0
		<u>16</u>

#### Spring Semester

SYT 323	The Church: Its Truth & Destiny	3
CED 383	Organization & Administration of C.E.	3
GRK 343	Inter Greek II <i>or</i> Bible & Theology Elective	3
HOM 313	Sermon Preparation	3
PAM 362	Pastoral Methods II	2
STM ____	Student Ministry	0
		<u>14</u>

#### Summer Session

PAM 482	Pastoral Internship	2
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### Fourth Year

#### Fall Semester

____	Bible & Theology Elective	3
SYT 433	Critical Issues in Theology	3
HIS 353	Church History	3
HOM 423	Sermon Delivery	3
PHY 453	Apologetics	3
		<u>15</u>

#### Spring Semester

____	Bible & Theology Elective	3
HIS 363	American Church History	3
HOM 433	Pulpit Preaching	3
OTE ____	Old Testament Elective	3
____	Minor <i>or</i> Open Elective	3
		<u>15</u>

Minimum hours required = 126

## PHILOSOPHY & RELIGION MAJOR

### GENERAL EDUCATION - 69 hours

#### BIBLE & THEOLOGY - 30 hours

BEV 112	Principles of Evangelism
BIB 213	Hermeneutics
BMI 101	World Perspective
NTE 113	Life & Revelation of Christ
NTE 123	Early Church: History & Letters
OTE 213	Law & History
OTE 223	Poetry & Prophecy
SYT 313	God & Redemption
SYT 323	The Church: Its Truth & Destiny

Six credit hours of Bible or Theology not already taken for the major from any: BIB, BMI, GRK 333, 343, HEB 323, 433, NTE, OTE, SYT, THE

#### HUMANITIES - 15 hours

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

One Literature course from: AML 213, 223, ENG 213, 223, 233

#### SOCIAL SCIENCES - 12 hours

HIS 313	History of Ancient Civilization
HIS 353	Church History
PSY 213	General Psychology

One Social Science course from: ANT 203, SOC 213

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

CSC 113	Introduction to Computers <sup>3</sup>
SCI 113	Scientific Literacy

One Mathematics course from: MAT 113, 133, 253

#### GENERAL EDUCATION - 3 hours

PHY 213	Introduction to Philosophy
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### MAJOR - 43 hours

GRK 333	Intermediate Greek I <i>or</i> Bible & Theology Elective <sup>1</sup>
GRK 343	Intermediate Greek II <i>or</i> Bible & Theology Elective <sup>1</sup>
PHY 233	Critical Thinking
PHY 343	Ethics
PHY 453	Apologetics
PHY 483	Ancient & Medieval Philosophy
PHY 493	Contemporary Philosophy
REL 323X	World Religions
REL 363X	Religious Belief Systems
REL 462	Non-traditional Religious Movements
REL ____	Alliance, Baptist Distinctives <i>or</i> REL Elective <sup>2</sup>
REL ____	Religion Electives (4 hours)
SYT 433	Critical Issues in Theology <sup>1</sup>
THE 472	Theological Research Seminar <sup>1</sup>
THE 453	History of Theology <sup>1</sup>

<sup>1</sup>This course counts toward the 41 hours of Bible for philosophy and religion majors.  
<sup>2</sup>Candidates for Alliance service complete REL 482. Baptist candidates complete REL 472. Students who do not anticipate church ministries in a Baptist or Alliance church take an REL elective.  
<sup>3</sup>It is expected that the student will attempt the Institutional Challenge Exam (ICE) to earn credit for this requirement.

### MINOR *or* OPEN ELECTIVES - 15 hours

GRK 213, 223, and REL 491 are recommended.

**TOTAL = 127 hours**

## PHILOSOPHY & RELIGION MAJOR COURSE SCHEDULE First Year

### Fall Semester

BEV 112	Principles of Evangelism	2
BMI 101	World Perspective	1
NTE 113	Life & Revelation of Christ	3
COM 113	Introduction to Communication	3
ENG 113	Freshman Composition I	3
PHY 213	Introduction to Philosophy	3
TFC 100	Success Seminar	0
		<u>15</u>

### Spring Semester

NTE 123	Early Church: History & Letters	3
ENG 123	Freshman Composition II	3
HUM 103	Western Thought & Culture	3
CSC 113	Introduction to Computers	3
SCI 113	Scientific Literacy	3
MAT ____	Mathematics Elective	3
STM ____	Student Ministry	0
		<u>18</u>

### Second Year

#### Fall Semester

BIB 213	Hermeneutics	3
OTE 213	Law & History	3
____	Social Science Elective	3
GRK 213	Elementary Greek I <i>or</i> Open Elective	3
REL ____	Religion Elective	2
STM ____	Student Ministry	0
		<u>14</u>

#### Spring Semester

OTE 223	Poetry & Prophecy	3
____	200-Level Literature Elective	3
PSY 213	General Psychology	3
GRK 223	Elementary Greek II <i>or</i> Open Elective	3
PHY 233	Critical Thinking	3
STM ____	Student Ministry	0
		<u>15</u>

### Third Year

#### Fall Semester

SYT 313	God & Redemption	3
HIS 313	History of Ancient Civilizations	3
GRK 333	Inter. Greek I <i>or</i> Bible & Theology Elective	3
PHY 343	Ethics	3
REL 323X	World Religions	3
REL ____	Alliance, Baptist Distinctives <i>or</i> REL Elective	2
STM ____	Student Ministry	0
		<u>17</u>

#### Spring Semester

SYT 323	The Church: Its Truth & Destiny	3
GRK 343	Inter. Greek II <i>or</i> Bible & Theology Elective	3
PHY 483/493	Ancient & Med Phy <i>or</i> Contemporary Phy	3
REL 363X	Religious Belief Systems	3
____	Minor <i>or</i> Open Elective	3
STM ____	Student Ministry	0
		<u>15</u>

### Fourth Year

#### Fall Semester

____	Bible & Theology Elective	3
SYT 433	Critical Issues in Theology	3
HIS 353	Church History	3
PHY 453	Apologetics	3
THE 472	Theological Research Seminar	2
____	Minor <i>or</i> Open Elective	3
		<u>17</u>

#### Spring Semester

____	Bible & Theology Elective	3
PHY 483/493	Ancient & Med Phy <i>or</i> Contemporary Phy	3
REL 462	Non-traditional Religious Movements	2
THE 453	History of Theology	3
REL ____	Religion Elective	2
____	Minor <i>or</i> Open Elective	3
		<u>16</u>

Minimum hours required = 127

## BIBLE & THEOLOGY MINORS

The School of Bible & Theology offers the following 11 minors: Biblical Languages, Biblical/theological Studies, Church Planting & Enlargement, Evangelism & Renewal, Greek, Hebrew, New Testament, Old Testament, Pastoral Ministries, Philosophy and Religion.

### BIBLICAL LANGUAGES MINOR - 19 hours

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: 1 Thessalonians	3
HEB 314	Elementary Hebrew	4
HEB 323	Introduction to Hebrew Exegesis	3

### BIBLICAL/THEOLOGICAL STUDIES MINOR - 18 hours<sup>1</sup>

NTE 113	Life & Revelation of Christ	3
NTE 123	Early Church: History & Letters	3
OTE 213	Law & History	3
OTE 223	Poetry & Prophecy	3
SYT 313	God & Redemption	3
SYT 323	The Church: Its Truth & Destiny	3

<sup>1</sup>This minor is not available to majors in the School of Bible & Theology.

### CHURCH PLANTING & ENLARGEMENT MINOR - 15 hours

ICS 373	Church Planting and Development	3
PAM 243X	Introduction to Church Growth	3
PAM 352	Church Evangelism	2
<i>Choose 7 hours from the following:</i>		
CED 353	Small Groups in the Church	3
ICS 473	Urban Ministry and Practicum	3
PAM 322	Evangelism Practicum	2
PAM 411-3	Practicum in Ministry	1-3
PAM 432	Theory of Revival	2

### EVANGELISM & RENEWAL MINOR - 15 hours

HOM 423	Sermon Delivery	3
HOM 462	Evangelistic Preaching	2
PAM 352	Church Evangelism	2
PAM 432	Theory of Revival	2
PAM 452	Seminar in Evangelist's Ministry	2
<i>Choose 4 hours from the following:</i>		
HOM 433	Pulpit Preaching	3
ICS 373	Church Planting & Development	3
ICS 473	Urban Ministry and Practicum	3
PAM 322	Evangelism Practicum	2
PAM 411-3	Practicum in Ministry	1-3

### GREEK MINOR - 18 hours

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: 1 Thessalonians	3
GRK 453	Greek Exegesis: Selected Passages	3
GRK 463	Greek Readings: Selected Passages	3

### HEBREW MINOR - 15 hours

HEB 314	Elementary Hebrew I	4
HEB 323	Elementary Hebrew II	3
HEB 433	Intermediate Hebrew	3
HEB 443	Biblical Aramaic	3
HEB 472	Hebrew Exegesis: Selected Readings	2

### NEW TESTAMENT MINOR - 15 hours

BIB 453	Biblical Introduction	3
GRK 343	Intermediate Greek II: 1 Thessalonians	3
NTE ___	New Testament Elective	3
NTE ___	New Testament Elective	3
NTE ___	New Testament Elective	3

### OLD TESTAMENT MINOR - 15 hours

BIB 453	Biblical Introduction	3
HEB 314	Elementary Hebrew	4
<i>Choose 8 hours from the following:</i>		
THE 393	Old Testament Theology	3
OTE ___	Old Testament Electives	2-4
HEB ___	Hebrew Electives <sup>1</sup>	2-4

<sup>1</sup>Biblical Studies majors must take HEB 323 and either HEB 433 or HEB 443 to obtain an OT minor.

### PASTORAL MINISTRIES MINOR - 18 hours

CSG 203	Introduction to Counseling	3
HOM 313	Sermon Preparation	3
HOM 423	Sermon Delivery	3
HOM 433	Pulpit Preaching	3
PAM 332	Pastoral Methods I	2
PAM 362	Pastoral Methods II	2
PAM 482	Pastoral Internship	2

### PHILOSOPHY MINOR - 15 hours

PHY 213	Introduction to Philosophy	3
PHY ___	Philosophy Elective	3
PHY ___	Philosophy Elective	3
PHY ___	Philosophy Elective	3
PHY ___	Philosophy Elective	3

### RELIGION MINOR - 15 hours

REL 323X	World Religions	3
REL 462	Nontraditional Religious Movements	2
REL ___	Alliance, Baptist Distinctives <sup>1</sup> or REL Elect.	2

*Choose 8 hours from the following:*

REL 302X	New Religious Movements	2
REL 313X	Introduction to Hinduism & Buddhism	3
REL 343X	Introduction to Islam	3
REL 332	Roman Catholicism	2
REL 352	Judaism	2
REL 363X	Religious Belief Systems	3
REL 372	Eastern Orthodoxy	2

<sup>1</sup>Candidates for Alliance service complete REL 482. Baptist candidates complete REL 472. Students who do not anticipate church ministries in a Baptist or Alliance church take an REL elective.

# SCHOOL OF BUSINESS ADMINISTRATION

(706) 886-7299, ext. 5485  
e-mail: busadmin@tfc.edu

## SCHOOL DIRECTOR

Joseph W. Kilpatrick, D.I.B.A., CM

## PART-TIME FACULTY

George A. Adams, B.B.A.  
Louie W. Cleveland, Jr., M.S.Ed.  
William G. Titshaw, M.A.

## INTRODUCTION

The academic program of the School of Business Administration leads to the Bachelor of Science and Bachelor of Arts degrees in Business Administration.

The School of Business Administration offers majors in Business Administration and Cross-Cultural Business Administration and five minors (Accounting, Business Administration, International Business, Management and Marketing).

Students pursuing a Business Administration major are encouraged to take a minor outside the School of Business Administration. Students pursuing this major may take additional courses within the School 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, schools, 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 school director.

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

1. Fulfillment of all the "General Requirements for Graduation" (see section on "Degree Requirements")
2. Satisfactory completion of 30 hours of Business Core Curriculum courses and 12 hours of Business Specialization courses with a minimum of "C-" in each course
3. A cumulative grade point average of 2.0 will be required for the total hours applied to the major
4. A minimum grade of "C-" for each course taken to fulfill requirements for a minor if the student elects to have a minor

## SCHOOL OF BUSINESS ADMINISTRATION'S MISSION STATEMENT

Recognizing that the future of our world will be profoundly influenced through young leaders with vision, talent, and passion, the SBA of TFC trains young people with these qualities to serve as professionals in ministry and business organizations with a distinctively Christian worldview.

## BUSINESS ADMINISTRATION MAJOR PURPOSE & OUTCOME GOALS

The School of Business Administration at TFC exists to train and equip future business leaders to serve in professional positions in ministry and business organizations.

The successful student will demonstrate:

1. Academic knowledge and intellectual competence in computers, economics, accounting, finance, management, marketing, and general business
2. Intellectual competence in the skills of communication, critical thinking, research, writing, quantitative methods, self-learning techniques, and presentation skills
3. Attitudes and worldviews of servant leadership, teamwork, entrepreneurship, good work ethics, positive attitudes, stewardship, and Kingdom building within business settings

## BUSINESS ADMINISTRATION MAJORS

The School of Business Administration offers a comprehensive major in Business Administration with interdisciplinary courses drawn from major business functions.

The Cross-Cultural Business Administration major is jointly sponsored, supervised, and promoted by the Schools of World Missions and Business Administration. The CCBA major is designed to prepare students with business and cross-cultural training for international, "tent-making," inner-city, missions administration, and non-profit organizations careers. Students must select membership and an advisor from either school per their employment and/or graduate school interests.

## BUSINESS ADMINISTRATION MINORS

A minor in the School of Business Administration is designed to offer students outside the SBA an opportunity to obtain business knowledge and skills for the purpose of enhancing their ministries. The knowledge gained in how to effectively handle money, people, projects, plans, and business resources will enable students to experience greater success in the administration and leadership of profit and nonprofit organizations and ministries. The following minors and course requirements are available:

### ACCOUNTING - 15 hours

ACC 213	Principles of Accounting I	3
ACC 223	Principles of Accounting II	3
ACC 313	Intermediate Accounting I	3
ACC 323	Intermediate Accounting II	3
ACC 373	Managerial Accounting	3

### BUSINESS ADMINISTRATION – 15 hours

ACC 213	Principles of Accounting I	3
BUS 113	Introduction to Business	3
BUS 343	Business Law	3
BUS 473	Business Finance	3
MAN 313	Principles of Management	3

### INTERNATIONAL BUSINESS - 15 hours

BUS 113	Introduction to Business	3
BUS 443	International Business	3
MAN 313	Principles of Management	3
MAN 453	International Management	3

*Choose one course from the following:*

ANT 203	Cultural Anthropology	3
BUS 303	Business for Nonprofit Organizations	3
COM 453X	Cross-Cultural Communication	3
MAN 413	Human Resource Management	3

(6 hours of modern foreign languages are recommended)

### MANAGEMENT - 15 hours

BUS 113	Introduction to Business	3
BUS 303	Business for Nonprofit Organizations	3
MAN 313	Principles of Management	3
MAN 383	Organizational Behavior & Development	3
MAN 413	Human Resource Management	3

### MARKETING – 15 hours

BUS 113	Introduction to Business	3
MKT 313	Principles of Marketing	3
MKT 323	Consumer Behavior	3
MKT 333	Advertising & Promotion	3
MKT 433	Marketing Research	3

## BUSINESS ADMINISTRATION MAJOR

### GENERAL EDUCATION - 69 hours

#### BIBLE & THEOLOGY - 30 hours

BEV 112	Principles of Evangelism
BIB 213	Hermeneutics
BMI 101	World Perspective
NTE 113	Life & Revelation of Christ
NTE 123	Early Church: History & Letters
OTE 213	Law & History
OTE 223	Poetry & Prophecy
SYT 313	God & Redemption
SYT 323	The Church: Its Truth & Destiny

Six credit hours of Bible or Theology courses from any: BIB, BMI, GRK 333, 343, HEB 323, 433, NTE, OTE, SYT, THE

#### HUMANITIES - 15 hours

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

One Literature course from: AML 213, 223, ENG 213, 223, 233

#### SOCIAL SCIENCES - 12 hours

PSY 213	General Psychology
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One HIS course from: HIS 233, 243, 313, 323, 333, 353, 363, 393

ECO 213	Microeconomics
ECO 223	Macroeconomics

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

CSC 113	Introduction to Computers <sup>1</sup>
MAT 253	Introduction to Statistics
SCI 113	Scientific Literacy

<sup>1</sup>It is assumed that students will exempt CSC 113, Introduction to Computers, by taking the Institutional Challenge Exam.

#### GENERAL EDUCATION - 3 hours

Choose one of the following: MAT 133, PHY 213, or PHY 233

### 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 343	Business Law
BUS 393T	Information Systems
BUS 443	International Business
BUS 473	Business Finance
MAN 313	Principles of Management
MAN 383	Organizational Behavior & Development
MAN 433	Business Policy & Strategy
MKT 313	Principles of Marketing
___ 493	Accounting, Business, or Marketing Internship

#### BUSINESS ADMINISTRATION ELECTIVES - 6 hours\*

ACC 313	Intermediate Accounting I
ACC 323	Intermediate Accounting II
ACC 373	Managerial Accounting
BUS 303	Business for Nonprofit Organizations
BUS 333	Business Ethics
BUS 353	Business Communication
BUS 373T	Quantitative Methods for Business
IPC 323	Public Relations
MAN 323	Production & Operations Management
MAN 413	Human Resources Management
MAN 453	International Management
MAN 483	Entrepreneurship & Small Business Management
MKT 323	Consumer Behavior
MKT 333	Advertising & Promotions
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

6 hours of modern foreign languages are recommended.

**TOTAL = 126 hours**

## BUSINESS ADMINISTRATION MAJOR COURSE SCHEDULE

### First Year

#### Fall Semester

NTE 113	Life & Revelation of Christ	3
ENG 113	Freshman Composition I	3
HUM 103	Western Thought & Culture	3
CSC 113	Introduction to Computers	3
MAT 253	Introduction to Statistics	3
SCI 113	Scientific Literacy	3
TFC 100	Success Seminar	0
		<u>18</u>

#### Spring Semester

BEV 112	Principles of Evangelism	2
BMI 101	World Perspective	1
NTE 123	Early Church: History & Letters	3
COM 113	Introduction to Communication	3
ENG 123	Freshman Composition II	3
<b>BUS 113</b>	<b>Introduction to Business</b>	<b>3</b>
		<u>15</u>

### Second Year

#### Fall Semester

OTE 213	Law & History	3
___	200-level Literature Elective (AML or ENG)	3
HIS ___	History Elective (HIS 223, 233 or 243)	3
ECO 213	Microeconomics	3
<b>ACC 213</b>	<b>Principles of Accounting I</b>	<b>3</b>
STM ___	Student Ministry	0
		<u>15</u>

#### Spring Semester

BIB 213	Hermeneutics	3
OTE 223	Poetry & Prophecy	3
PSY 213	General Psychology	3
ECO 223	Macroeconomics	3
<b>ACC 223</b>	<b>Principles of Accounting II</b>	<b>3</b>
STM ___	Student Ministry	0
		<u>15</u>

### Third Year

#### Fall Semester

SYT 313	God & Redemption	3
___	MAT 133, PHY 213, <b>or</b> PHY 233	3
<b>BUS 393T</b>	<b>Information Systems</b>	<b>3</b>
<b>MAN 313</b>	<b>Principles of Management</b>	<b>3</b>
___	Minor or Open Elective #1	3
STM ___	Student Ministry	0
		<u>15</u>

#### Spring Semester

SYT 323	The Church: Its Truth & Destiny	3
___	Minor <b>or</b> Open Elective #2	3
<b>BUS 343</b>	<b>Business Law</b>	<b>3</b>
<b>MAN 383</b>	<b>Organizational Behavior &amp; Development</b>	<b>3</b>
<b>MKT 313</b>	<b>Principles of Marketing</b>	<b>3</b>
STM ___	Student Ministry	0
		<u>15</u>

#### Summer Session

___ 493	Acc., Mgmt., <b>or</b> Mkt. Intern.	3
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### Fourth Year

#### Fall Semester

___	Bible & Theology Elective	3
<b>BUS 443</b>	<b>International Business</b>	<b>3</b>
<b>BUS 473</b>	<b>Business Finance</b>	<b>3</b>
___	<b>Business Elective Course #1</b>	<b>3</b>
___	Minor or Open Elective #3	3
		<u>15</u>

#### Spring Semester

___	Bible & Theology Elective	3
<b>MAN 433</b>	<b>Business Policy &amp; Strategy</b>	<b>3</b>
___	<b>Business Elective Course #2</b>	<b>3</b>
___	Minor or Open Elective #4	3
___	Minor or Open Elective #5	3
		<u>15</u>

Minimum hours required = 126

**Bold** = Business Administration courses



**CROSS-CULTURAL BUSINESS  
ADMINISTRATION MAJOR**

**GENERAL EDUCATION - 69 hours**

**BIBLE & THEOLOGY - 30 hours**

BEV 112	Principles of Evangelism
BIB 213	Hermeneutics
BMI 101	World Perspective
BMI 213	Theology of Missions
BMI 473	Power Encounter
NTE 113	Life & Revelation of Christ
NTE 123	Early Church: History & Letters
OTE 213	Law & History
OTE 223	Poetry & Prophecy
SYT 313	God & Redemption
SYT 323	The Church: Its Truth & Destiny

**HUMANITIES - 15 hours**

COM 113	Introduction to Communication
ENG 113	Freshman Composition I
ENG 123	Freshman Composition II
HUM 103	Western Thought & Culture
One 200 level ENG or AML elective	

**SOCIAL SCIENCES - 12 hours**

ANT 203	Cultural Anthropology
ECO 213	Microeconomics
HIS 223	20 <sup>th</sup> Century World History
PSY 213	General Psychology

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

CSC 113	Introduction to Computers <sup>1</sup>
SCI 113	Scientific Literacy
MAT 253	Introduction to Statistics

<sup>1</sup>It is assumed that students will exempt CSC 113, Introduction to Computers, by taking the Institutional Challenge Exam.

**GENERAL EDUCATION - 3 hours**

PHY 213	Introduction to Philosophy
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**MAJOR - 52 hours**

**Cross-Cultural Core (28 hours)**

ANT 343	Ethnography
ANT 352	Field Internship
ANT 363	Religious Belief Systems
ANT 372	Sociolinguistics
ANT 483	Anthropology Research Project
ICS 113	Gifts, Guidance, & Goals
ICS 323	World Religions
ICS 453	Cross-Cultural Communication
ICS 463	Strategy of Missions
ICS 493	Missiological Research Project

**Business Administration Core (24 hours)**

ACC 213	Principles of Accounting I
ACC 223	Principles of Accounting II
BUS 113	Introduction to Business
BUS 443	International Business (Research Project)
BUS 473	Business Finance
MAN 313	Principles of Management
MAN 453	International Management
MKT 313	Principles of Marketing

**OPEN ELECTIVES - 15 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 15 hours:

BUS 303	Business for Non-Profit Organ.
BUS 393T	Information System
MAN 413	Human Resource Management
BUS/MAN	_____
Or ICS 473	Urban Ministry/Practicum
ICS 383	Training & Discipling
ANT 323	Applied Anthropology
ANT	_____
Or ICS 373	Church Planting & Development

**TOTAL = 136 hours**

**CROSS-CULTURAL BUSINESS ADMINISTRATION MAJOR  
COURSE SCHEDULE**

**First Year**

**Fall Semester**

BEV 112	Principles of Evangelism	2
BMI 101	World Perspective	1
NTE 113	Life & Revelation of Christ	3
COM 113	Introduction to Communication	3
HUM 103	Western Thought & Culture	3
ENG 113	Freshman Composition I	3
CSC 113	Introduction to Computers (ICE rec.)	3
TFC 100	Success Seminar	0
		<hr/>
		18

**Spring Semester**

NTE 123	Early Church: History & Letters	3
ENG 123	Freshman Composition II	3
SCI 113	Scientific Literacy	3
MAT 253	Introduction to Statistics	3
BUS 113	Introduction to Business	3
		<hr/>
		15

**Second Year**

**Fall Semester**

BIB 213	Hermeneutics	3
OTE 213	Law & History	3
ICS 113	Gifts, Guidance, Goals	3
ACC 213	Principles of Accounting I	3
ECO 213	Microeconomics	3
ICS 323	World Religions	3
STM	Student Ministry	0
		<hr/>
		18

**Spring Semester**

OTE 223	Poetry & Prophecy	3
_____	200-level Literature Elective	3
PHY 213	Introduction to Philosophy	3
HIS 223	20 <sup>th</sup> Century World History	3
ANT 203	Cultural Anthropology	3
ACC 223	Principles of Accounting II	3
STM	Student Ministry	0
		<hr/>
		18

**Third Year**

**Fall Semester**

SYT 313	God & Redemption	3
PSY 213	General Psychology	3
ANT 372	Sociolinguistics	2
BUS 473	Business Finance	3
ICS 373	Church Planting & Development <b>or</b> Open Elective	3
MAN 313	Principles of Management	3
STM	Student Ministry	0
		<hr/>
		17

**Spring Semester**

SYT 323	The Church: Its Truth & Destiny	3
ANT 343	Ethnography	3
BUS 303	Business for Non-Profit Organ. <b>or</b> Open Elective	3
ICS 383	Training & Discipling <b>or</b> Open Elective	3
MKT 313	Principles of Marketing	3
STM	Student Ministry	0
		<hr/>
		15

**Summer Session**

ANT 352	Field Internship	2
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**Fourth Year**

**Fall Semester**

ANT 483	Anthropology Research Project	3
BMI 213	Theology of Missions	3
BUS 393T	Information Systems <b>or</b> Open Elective	3
BUS 443	International Business	3
ICS 463	Strategy of Missions	3
MAN 413	Human Resource Management <b>or</b> Open Elective	3
_____	_____	0
		<hr/>
		18

**Spring Semester**

ANT 363	Religious Belief Systems	3
BMI 473	Power Encounter	3
ICS 453	Cross-Cultural Communication	3
ICS 493	Missiological Research Project	3
MAN 453	International Management	3
		<hr/>
		15

Minimum hours required = 136

# SCHOOL OF CHRISTIAN EDUCATION

(706) 886-7299, ext. 5355

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

## SCHOOL DIRECTOR

Harley T. Atkinson, Ph.D.

## FULL-TIME FACULTY

Philip T. Howard, Ph.D.

Douglas A. White, M.R.E.

## PART-TIME FACULTY

Cynthia L. Quarterman, M.S.

## INTRODUCTION

The purpose of the School of Christian Education is to bring people to maturity and prepare them for ministry. Scripture commands that church leadership teach and train Christians. The School of Christian Education prepares people who wish to specialize in such ministries. It builds upon a strong biblical and theological base while integrating insights from the social sciences and educational technology. The emphasis of the School of Christian Education is on developing practical skills in biblical discipleship. 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 para-church organizations.

## PROCEDURE FOR ADMISSION

A student desiring to pursue a major in the School of Christian Education must obtain an information and application packet from the school director or staff. The student will also submit a Declaration of Major form as an application to the School of Christian Education. 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 Christian Education 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 Christian Education majors. Those persons desiring denominational credentials and possible ordination should use open electives to select the following courses: HOM 313 Sermon Preparation, HOM 423 Sermon Delivery, PAM 332 Pastoral Methods I, PAM 362 Pastoral Methods II, REL 472 Baptist Distinctives, or REL 482 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*.

## CHRISTIAN EDUCATION PURPOSE & OUTCOME GOALS

The Christian Education Major program provides training for men and women specializing in multiple church staff positions and in para-church organizations. This program also prepares people who wish to specialize in church training and discipleship ministries. The emphasis is on practical ministry training, and the promoting of Christian growth and maturity. The major is built upon a strong biblical and theological base and incorporates insights from the social sciences and educational technology.

Students who successfully complete this major will demonstrate:

1. Knowledge of the foundations of Christian education
2. Skills in disciple-making
3. Attitudes and actions appropriate for a Christian education professional.

## FAMILY AND CHILDREN'S MINISTRIES PURPOSE & OUTCOME GOALS

The Family Ministries Major program prepares men and women specializing in careers that serve families and offer related Christian education ministries primarily within the church and para-church contexts. This major is built on a strong Christian education foundation and incorporates the contributions of theology and the social sciences to promote holistic ministry to children, adolescents, and adults and their families.

Students who successfully complete this major will demonstrate:

1. Knowledge of the foundations of family ministries
2. Skills in discipling families
3. Attitudes and actions appropriate for a family ministry professional.

This major also offers an option of attending the Focus on the Family Institute for Family Studies for one semester. Students must apply for acceptance with the Institute and with the Toccoa Falls College Registrar's Office for off-campus programs. A curriculum worksheet is available in the Christian Education Office.

## OUTDOOR LEADERSHIP AND EDUCATION PURPOSE & OUTCOME GOALS

The Outdoor Leadership and Education Major program provides training for men and women specializing in vocations relating to camping and outdoor leadership and education ministries with children, youth, and adults.

Students who successfully complete this major will demonstrate:

1. Knowledge of the foundations of outdoor leadership and education.
2. Skills in disciple making in the context of outdoor leadership and education.
3. Attitudes and actions appropriate for the outdoor ministries professional.

## YOUTH MINISTRIES PURPOSE & OUTCOME GOALS

The Youth Ministries Major program provides training for men and women specializing in careers relating to church and/or para-church ministries with adolescents. Adolescent culture has its own distinctives. The church of the twenty-first century must strive to effectively reach and disciple teens for Christ. This program of study combines a strong foundation in Bible with the skills and resources necessary for a career in youth ministry.

Students who successfully complete this major will demonstrate:

1. Knowledge of the foundations of youth ministry
2. Skills in disciple-making with adolescents
3. Attitudes and actions appropriate for a youth professional.

## CHRISTIAN EDUCATION MAJOR

### GENERAL EDUCATION - 69 hours

#### BIBLE & THEOLOGY - 30 hours

BEV 112	Principles of Evangelism
BIB 213	Hermeneutics
BMI 101	World Perspective
NTE 113	Life & Revelation of Christ
NTE 123	Early Church: History & Letters
OTE 213	Law & History
OTE 223	Poetry & Prophecy
SYT 313	God & Redemption
SYT 323	The Church: Its Truth & Destiny

Six credit hours of Bible or Theology courses from any: BIB, BMI, GRK 333, 343, HEB 323, 433, NTE, OTE, SYT, THE

#### HUMANITIES - 15 hours

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

One Literature course from: AML 213, 223, ENG 213, 223, 233

#### SOCIAL SCIENCES - 12 hours

PSY 213	General Psychology
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One HIS course from: HIS 223, 233, 243, 313, 323, 333, 353, 363, 393

Two Social Science courses from: ANT 203, CSG 203, ECO 213, 223, GHY 213, POL 213, SOC 213

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

CSC 113	Introduction to Computers <sup>1</sup>
SCI 113	Scientific Literacy

One Mathematics course from: MAT 113, 133, 253

<sup>1</sup>It is assumed that students will exempt CSC 113, Introduction to Computers, by taking the Institutional Challenge Exam.

#### GENERAL EDUCATION - 3 hours

PSY 243	Developmental Psychology
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### MAJOR - 42 hours

#### CHRISTIAN EDUCATION CORE – 15 hours

CED 113	Educational Ministries of the Church
CED 353	Small Groups in the Church
CED 383	Organization & Administration of Christian Education
CED 423	History & Philosophy of Christian Education
CED 463	Spiritual Formation

#### GENERAL CHRISTIAN EDUCATION – 6 hours

6 hours of FAM, OLE, or YTH electives

#### SPECIALIZATION – 21 hours

CED 333	Teaching the Bible in Non-formal Education
CED 443	Change, Conflict, & Organizational Culture
CED 453	Leadership Development
CED 473	Christian Education Internship
FAM 313	Ministry to Adults
FAM 363	Ministry to Children
YTH 253	Foundations for Youth Ministry

#### MINOR or OPEN ELECTIVES - 15 hours

**TOTAL = 126 hours**

## CHRISTIAN EDUCATION MAJOR COURSE SCHEDULE

### First Year

#### Fall Semester

BEV 112	Principles of Evangelism	2
BMI 101	World Perspective	1
NTE 113	Life & Revelation of Christ	3
COM 113	Introduction to Communication	3
ENG 113	Freshman Composition I	3
HUM 103	Western Thought & Culture	3
TFC 100	Success Seminar	0
		<u>15</u>

#### Spring Semester

NTE 123	Early Church: History & Letters	3
ENG 123	Freshman Composition II	3
CSC 113	Introduction to Computers	3
MAT ____	Math Elective	3
SCI 113	Scientific Literacy	3
CED 113	Educational Ministries of the Church	3
		<u>18</u>

### Second Year

#### Fall Semester

BIB 213	Hermeneutics	3
OTE 213	Law & History	3
____	Social Science Elective	3
PSY 243	Developmental Psychology	3
YTH 253	Foundations for Youth Ministry	3
STM ____	Student Ministry	0
		<u>15</u>

#### Spring Semester

OTE 223	Poetry & Prophecy	3
____	200-level Literature Elective	3
PSY 213	General Psychology	3
____	Social Science Elective	3
____	FAM, OLE <i>or</i> YTH Elective	3
STM ____	Student Ministry	0
		<u>15</u>

### Third Year

#### Fall Semester

SYT 313	God & Redemption	3
HIS ____	History Elective	3
CED 353	Small Groups in the Church	3
____	Minor <i>or</i> Open Elective	3
____	Minor <i>or</i> Open Elective	3
STM ____	Student Ministry	0
		<u>15</u>

#### Spring Semester

SYT 323	The Church: Its Truth & Destiny	3
CED 383	Organization & Administration of C. E.	3
CED 333	Teaching the Bible in Non-formal Education	3
FAM 313	Ministry to Adults	3
FAM 363	Ministry to Children	3
STM ____	Student Ministry	0
		<u>15</u>

#### Summer Session

CED 473	Christian Education Internship	3
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### Fourth Year

#### Fall Semester

____	Bible & Theology Elective	3
CED 443	Change, Conflict, & Organ. Culture	3
CED 463	Spiritual Formation	3
____	FAM, OLE <i>or</i> YTH Elective	3
____	Minor or Open Elective	3
		<u>15</u>

#### Spring Semester

____	Bible & Theology Elective	3
CED 423	History & Philosophy of Christian Education	3
CED 453	Leadership Development	3
____	Minor <i>or</i> Open Elective	3
____	Minor <i>or</i> Open Elective	3
		<u>15</u>

Minimum hours required = 126

## FAMILY AND CHILDREN'S MINISTRIES MAJOR

### GENERAL EDUCATION - 69 hours

#### BIBLE & THEOLOGY - 30 hours

BEV 112	Principles of Evangelism
BIB 213	Hermeneutics
BMI 101	World Perspective
NTE 113	Life & Revelation of Christ
NTE 123	Early Church: History & Letters
OTE 213	Law & History
OTE 223	Poetry & Prophecy
SYT 313	God & Redemption
SYT 323	The Church: Its Truth & Destiny
Six credit hours of Bible or Theology courses from any: BIB, BMI, GRK 333, 343, HEB 323, 433, NTE, OTE, SYT, THE	

#### HUMANITIES - 15 hours

COM 113	Introduction to Communication
ENG 113	Freshman Composition I
ENG 123	Freshman Composition II
HUM 103	Western Thought & Culture
One Literature course from: AML 213, 223, ENG 213, 223, 233	

#### SOCIAL SCIENCES - 12 hours

PSY 213	General Psychology
One HIS course from: HIS 213, 233, 243, 313, 323, 333, 353, 363	
Two Social Science courses from: ANT 203, CSG 203, ECO 213, 223, GHY 213, POL 213, SOC 213	

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

CSC 113	Introduction to Computers <sup>1</sup>
SCI 113	Scientific Literacy
One Mathematics course from: MAT 113, 133, 253	
<sup>1</sup> It is assumed that students will exempt CSC 113, Introduction to Computers, by taking the Institutional Challenge Exam.	

#### GENERAL EDUCATION - 3 hours

PSY 243	Developmental Psychology
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### MAJOR - 42 hours

#### CHRISTIAN EDUCATION CORE – 15 hours

CED 113	Educational Ministries of the Church
CED 353	Small Groups in the Church
CED 383	Organization & Administration of Christian Education
CED 423	History & Philosophy of Christian Education
CED 463	Spiritual Formation

#### GENERAL CHRISTIAN EDUCATION – 6 hours

CED 333	Teaching the Bible in Non-formal Education
CED 453	Leadership Development

#### SPECIALIZATION – 21 hours

EDC 273	Early Childhood Methods
FAM 233	Marriage & Family Relationships
FAM 243	Ministry to Families
FAM 313	Ministry to Adults
FAM 363	Ministry to Children
FAM 443	Family Ministry Strategies
FAM 473	Family Ministry Internship

#### MINOR or OPEN ELECTIVES - 15 hours

**TOTAL = 126 hours**

## FAMILY AND CHILDREN'S MINISTRIES MAJOR COURSE SCHEDULE

### First Year

#### Fall Semester

BEV 112	Principles of Evangelism	2
BMI 101	World Perspective	1
NTE 113	Life & Revelation of Christ	3
COM 113	Introduction to Communication	3
ENG 113	Freshman Composition I	3
HUM 103	Western Thought & Culture	3
TFC 100	Success Seminar	0
		<u>15</u>

#### Spring Semester

NTE 123	Early Church: History & Letters	3
ENG 123	Freshman Composition II	3
CSC 113	Introduction to Computers	3
MAT ____	Math Elective	3
SCI 113	Scientific Literacy	3
CED 113	Educational Ministries of the Church	3
		<u>18</u>

### Second Year

#### Fall Semester

BIB 213	Hermeneutics	3
OTE 213	Law & History	3
____	Social Science Elective	3
PSY 243	Developmental Psychology	3
FAM 233	Marriage & Family Relationships	3
STM ____	Student Ministry	0
		<u>15</u>

#### Spring Semester

OTE 223	Poetry & Prophecy	3
____	200-level Literature Elective	3
PSY 213	General Psychology	3
____	Social Science Elective	3
FAM 243	Ministry to Families	3
STM ____	Student Ministry	0
		<u>15</u>

### Third Year

#### Fall Semester

SYT 313	God & Redemption	3
HIS ____	History Elective	3
CED 333	Teaching the Bible in Non-formal Education	3
CED 353	Small Groups in the Church	3
____	Minor or Open Elective	3
STM ____	Student Ministry	0
		<u>15</u>

#### Spring Semester

SYT 323	The Church: Its Truth & Destiny	3
CED 383	Organization & Administration of C. E.	3
EDC 273	Early Childhood Methods	3
FAM 313	Ministry to Adults	3
____	Minor or Open Elective	3
STM ____	Student Ministry	0
		<u>15</u>

#### Summer Session

FAM 473	Family & Children's Ministries Internship	3
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### Fourth Year

#### Fall Semester

____	Bible & Theology Elective	3
CED 463	Spiritual Formation	3
FAM 443	Family Ministry Strategies	3
____	Minor or Open Elective	3
____	Minor or Open Elective	3
		<u>15</u>

#### Spring Semester

____	Bible & Theology Elective	3
CED 423	History & Philosophy of Christian Education	3
CED 453	Leadership Development	3
FAM 363	Ministry to Children	3
____	Minor or Open Elective	3
		<u>15</u>

Minimum hours required = 126

**OUTDOOR LEADERSHIP AND EDUCATION MAJOR**

**GENERAL EDUCATION - 69 hours**

**BIBLE & THEOLOGY - 30 hours**

BEV 112	Principles of Evangelism
BIB 213	Hermeneutics
BMI 101	World Perspective
NTE 113	Life & Revelation of Christ
NTE 123	Early Church: History & Letters
OTE 213	Law & History
OTE 223	Poetry & Prophecy
SYT 313	God & Redemption
SYT 323	The Church: Its Truth & Destiny
Six credit hours of Bible or Theology courses from any: BIB, BMI, GRK 333, 343, HEB 323, 433, NTE, OTE, SYT, THE	

**HUMANITIES - 15 hours**

COM 113	Introduction to Communication
ENG 113	Freshman Composition I
ENG 123	Freshman Composition II
HUM 103	Western Thought & Culture
One Literature course from: AML 213, 223, ENG 213, 223, 233	

**SOCIAL SCIENCES - 12 hours**

PSY 213	General Psychology
One HIS course from: HIS 213, 233, 243, 313, 323, 333, 353, 363	
Two Social Science courses from: ANT 203, CSG 203, ECO 213, 223, GHY 213, POL 213, SOC 213	

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

CSC 113	Introduction to Computers <sup>1</sup>
SCI 113	Scientific Literacy
One Mathematics course from: MAT 113, 133, 253	
<sup>1</sup> It is assumed that students will exempt CSC 113, Introduction to Computers, by taking the Institutional Challenge Exam.	

**GENERAL EDUCATION - 3 hours**

PSY 243	Developmental Psychology
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**MAJOR - 42 hours**

**CHRISTIAN EDUCATION CORE – 15 hours**

CED 113	Educational Ministries of the Church
CED 353	Small Groups in the Church
CED 383	Organization & Administration of Christian Education
CED 423	History & Philosophy of Christian Education
CED 463	Spiritual Formation

**GENERAL CHRISTIAN EDUCATION – 6 hours**

CED 453	Leadership Development
_____	YTH 253 Foundations for Youth Ministry, FAM 363 Ministry to Children <b>or</b> FAM 313 Ministry to Adults

**SPECIALIZATION – 21 hours**

OLE 103	Foundations for Outdoor Leadership & Education
OLE 203	Wilderness First Responder <sup>2</sup>
OLE 213	Camp Programming & Leadership
OLE 223	Outdoor & Wilderness Leadership
OLE 313	Adventure-based Education
OLE 323	Outdoor & Environmental Education
OLE 473	Outdoor Leadership and Education Internship
<sup>2</sup> May be substituted with PED 243 First Aid, CPR, and Life Fitness or PED 313 Prevention and Care of Injuries.	

**MINOR or OPEN ELECTIVES - 15 hours**

**TOTAL = 126 hours**

**OUTDOOR LEADERSHIP & EDUCATION MAJOR COURSE SCHEDULE**

**First Year**

**Fall Semester**

BEV 112	Principles of Evangelism	2
BMI 101	World Perspective	1
NTE 113	Life & Revelation of Christ	3
COM 113	Introduction to Communication	3
ENG 113	Freshman Composition I	3
CED 113	Education Ministries of the Church	3
TFC 100	Success Seminar	0
		<u>15</u>

**Spring Semester**

NTE 123	Early Church: History & Letters	3
ENG 123	Freshman Composition II	3
CSC 113	Introduction to Computers	3
SCI 113	Scientific Literacy	3
HUM 103	Western Thought & Culture	3
OLE 103	Foundations for Outdoor Leadership & Ed.	3
		<u>18</u>

**Second Year**

**Fall Semester**

BIB 213	Hermeneutics	3
OTE 213	Law & History	3
PSY 243	Developmental Psychology	3
OLE 203	Wilderness First Responder	3
OLE 213	Camp Programming & Leadership	3
STM _____	Student Ministry	0
		<u>15</u>

**Spring Semester**

OTE 223	Poetry & Prophecy	3
_____	200-level Literature Elective	3
PSY 213	General Psychology	3
MAT _____	Math Elective	3
OLE 223	Outdoor & Wilderness Leadership	3
STM _____	Student Ministry	0
		<u>15</u>

**Third Year**

**Fall Semester**

SYT 313	God & Redemption	3
HIS _____	History Elective	3
_____	Social Science Elective	3
CED 353	Small Groups in the Church	3
OLE 323	Outdoor & Environmental Education	3
STM _____	Student Ministry	0
		<u>15</u>

**Spring Semester**

SYT 323	The Church: Its Truth & Destiny	3
CED 383	Organization & Administration of C. E.	3
OLE 313	Adventure-based Education	3
_____	YTH 253 Found. for Youth Ministry, FAM 363 Min. to Children, <b>or</b> FAM 313 Min. to Adults	3
_____	Minor <b>or</b> Open Elective	3
STM _____	Student Ministry	0
		<u>15</u>

**Summer Session**

OLE 473	Outdoor Leadership and Education Intern.	3
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**Fourth Year**

**Fall Semester**

_____	Bible & Theology Elective	3
_____	Social Science Elective	3
CED 463	Spiritual Formation	3
_____	Minor <b>or</b> Open Elective	3
_____	Minor <b>or</b> Open Elective	3
		<u>15</u>

**Spring Semester**

_____	Bible & Theology Elective	3
CED 423	History & Philosophy of Christian Education	3
CED 453	Leadership Development	3
_____	Minor <b>or</b> Open Elective	3
_____	Minor <b>or</b> Open Elective	3
		<u>15</u>

Minimum hours required = 126

## YOUTH MINISTRIES MAJOR

### GENERAL EDUCATION - 69 hours

#### BIBLE & THEOLOGY - 30 hours

BEV 112	Principles of Evangelism
BIB 213	Hermeneutics
BMI 101	World Perspective
NTE 113	Life & Revelation of Christ
NTE 123	Early Church: History & Letters
OTE 213	Law & History
OTE 223	Poetry & Prophecy
SYT 313	God & Redemption
SYT 323	The Church: Its Truth & Destiny
Six credit hours of Bible or Theology courses from any: BIB, BMI, GRK 333, 343, HEB 323, 433, NTE, OTE, SYT, THE	

#### HUMANITIES - 15 hours

COM 113	Introduction to Communication
ENG 113	Freshman Composition I
ENG 123	Freshman Composition II
HUM 103	Western Thought & Culture
One Literature course from: AML 213, 223, ENG 213, 223, 233	

#### SOCIAL SCIENCES - 12 hours

PSY 213	General Psychology
One HIS course from: HIS 213, 233, 243, 313, 323, 333, 353, 363, 393	
Two Social Science courses from: ANT 203, CSG 203, ECO 213, 223, GHY 213, POL 213, SOC 213	

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

CSC 113	Introduction to Computers <sup>1</sup>
SCI 113	Scientific Literacy
One Mathematics course from: MAT 113, 133, 253	
<sup>1</sup> It is assumed that students will exempt CSC 113, Introduction to Computers, by taking the Institutional Challenge Exam.	

#### GENERAL EDUCATION - 3 hours

PSY 243	Developmental Psychology
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### MAJOR - 42 hours

#### CHRISTIAN EDUCATION CORE – 15 hours

CED 113	Educational Ministries of the Church
CED 353	Small Groups in the Church
CED 383	Organization & Administration of Christian Education
CED 423	History & Philosophy of Christian Education
CED 463	Spiritual Formation

#### GENERAL CHRISTIAN EDUCATION – 6 hours

CED 453	Leadership Development
FAM 233	Marriage & Family Relationships

#### SPECIALIZATION – 21 hours

YTH 253	Foundations for Youth Ministry
YTH 333	Communicating to Youth
YTH 353	Youth Ministry Skills
YTH 363	Youth Culture & Issues
YTH 423	Youth Evangelism & Discipleship
YTH 443	Counseling Adolescents
YTH 473	Youth Ministry Internship

#### MINOR or OPEN ELECTIVES - 15 hours

**TOTAL = 126 hours**

## YOUTH MINISTRIES MAJOR COURSE SCHEDULE

### First Year

#### Fall Semester

BEV 112	Principles of Evangelism	2
BMI 101	World Perspective	1
NTE 113	Life & Revelation of Christ	3
COM 113	Introduction to Communication	3
ENG 113	Freshman Composition I	3
CED 113	Educational Ministries of the Church	3
TFC 100	Success Seminar	0
		<u>15</u>

#### Spring Semester

NTE 123	Early Church: History & Letters	3
ENG 123	Freshman Composition II	3
HUM 103	Western Thought & Culture	3
CSC 113	Introduction to Computers	3
SCI 113	Scientific Literacy	3
MAT ____	Math Elective	3
		<u>18</u>

### Second Year

#### Fall Semester

BIB 213	Hermeneutics	3
OTE 213	Law & History	3
PSY 243	Developmental Psychology	3
____	Social Science Elective	3
YTH 253	Foundations for Youth Ministry	3
STM ____	Student Ministry	0
		<u>15</u>

#### Spring Semester

OTE 223	Poetry & Prophecy	3
____	200-level Literature Elective	3
PSY 213	General Psychology	3
____	Social Science Elective	3
____	Minor <i>or</i> Open Elective	3
STM ____	Student Ministry	0
		<u>15</u>

### Third Year

#### Fall Semester

SYT 313	God & Redemption	3
CED 353	Small Groups in the Church	3
FAM 233	Marriage & Family Relationships	3
YTH 353	Youth Ministry Skills	3
____	Minor <i>or</i> Open Elective	3
STM ____	Student Ministry	0
		<u>15</u>

#### Spring Semester

SYT 323	The Church: Its Truth & Destiny	3
HIS ____	History Elective	3
CED 383	Organization & Administration of C. E.	3
YTH 363	Youth Culture & Issues	3
YTH 333	Communicating to Youth	3
STM ____	Student Ministry	0
		<u>15</u>

#### Summer

YTH 473	Youth Ministry Internship	3
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### Fourth Year

#### Fall Semester

____	Bible & Theology Elective	3
CED 463	Spiritual Formation	3
CED 423	History & Philosophy of Christian Education	3
YTH 443	Counseling Adolescents	3
____	Minor <i>or</i> Open Elective	3
		<u>15</u>

#### Spring Semester

____	Bible & Theology Elective	3
CED 453	Leadership Development	3
YTH 423	Youth Evangelism & Discipleship	3
____	Minor <i>or</i> Open Elective	3
____	Minor <i>or</i> Open Elective	3
		<u>15</u>

Minimum hours required = 126

## CHRISTIAN EDUCATION MINORS

Minors in Outdoor Leadership and Education, Christian Education, Family and Children's Ministries, and Youth Ministries are open to students with majors outside the School of Christian Education. Students with majors inside the School of Christian Education may only minor in Outdoor Leadership and Education from the minors offered by the School of Christian Education.

### CHRISTIAN EDUCATION MINOR - 15 hours

A Christian Education minor greatly assists the student with the techniques and skills essential for effective church ministry. This minor has proven very beneficial to people planning to go into church or church-related work. One course substitution approved in advance by the Director of the School of Christian Education is permitted.

CED 113	Educational Ministries of the Church	3
CED 333	Teaching the Bible in Non-formal Education	3
CED 353	Small Groups in the Church	3
CED 383	Organization & Administration of C. E.	3
<i>Choose one of the following courses:</i>		
CED 423	History & Philosophy of C. E.	3
CED 453	Leadership Development	3
CED 463	Spiritual Formation	3

### FAMILY AND CHILDREN'S MINISTRIES MINOR - 15 hours

Current demographic studies indicate that the coming generation of families will have very different needs from those in the past. Christian educators must be aware of and prepared for those very significant changes in family life.

CED 113	Educational Ministries of the Church	3
FAM 233	Marriage & Family Relationships	3
FAM 243	Ministry to Families	3
FAM 363	Ministry to Children	3
FAM 443	Family Ministry Strategies	3

## OUTDOOR LEADERSHIP AND EDUCATION MINOR - 15 hours

This minor includes studies in the areas of outdoor and wilderness leadership, adventure-based education, camping-centered discipleship training, and Creation Care principles. The program combines classroom instruction with numerous hands-on practical training sessions.

OLE 103	Foundations for Outdoor Leadership & Ed.	3
OLE 213	Camp Programming & Leadership	3
OLE 223	Outdoor & Wilderness Leadership	3
OLE 313	Adventure-based Education	3
OLE 323	Outdoor & Environmental Education	3

### YOUTH MINISTRIES MINOR - 15 hours

Contemporary culture focuses significant attention on youth. The church faces a formidable challenge in reaching youth. The Youth Ministries minor offers students who major in another area of study a specialized program in working with teenagers.

CED 113	Educational Ministries of the Church	3
YTH 253	Foundations for Youth Ministry	3
YTH 353	Youth Ministry Skills	3
YTH 423	Youth Evangelism & Discipleship	3
<i>Choose one of the following courses:</i>		
YTH 363	Youth Culture & Issues	3
YTH 333	Communicating to Youth	3
YTH 443	Counseling Adolescents	3

# SCHOOL OF COMMUNICATION

(706) 886-7299, ext. 5270  
e-mail: [comm@tfc.edu](mailto:comm@tfc.edu)

**SCHOOL DIRECTOR**  
Jerry E. Fliger, A.B.D.

**FULL-TIME FACULTY**  
David M. Frakes, M.A.

**PART-TIME FACULTY**  
John E. Gailer, M.Ed.  
Scott M. Marshall, M.A.  
Clarence W. Wulf, Litt.D.

## INTRODUCTION

The School of Communication offers programs of study that emphasize both human interaction and mediated communication. With majors in Interpersonal & Public Communication and Mass Communication, students are given the opportunity to explore the major areas of communication. Within the Mass Communication Major students may elect to focus in radio, television, or journalism, or individualize their electives. Interpersonal & Public Communication majors may elect to pursue either a Leadership or Public Relations track or develop a self-directed area with electives in Communication or Interpersonal & Public courses.

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 School of Communication should complete a Declaration of Major form as an applicant to the School of Communication. Students filling out the form should arrange an appointment with the Director of the School of Communication 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 School of Communication, 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 in each of the majors. Both semesters of Intermediate Greek 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.

## MASS COMMUNICATION MAJOR PURPOSE & OUTCOME GOALS

The major in Mass Communication provides professional training that can lead directly to secular employment or Christian service in either radio, television, or print media. The Mass

Communication major will study issues in mass media and specific techniques of production in their area of media. The School of Communication maintains a radio studio entirely for student use as well as television and video production equipment enabling students to gain hands-on experience in their field. Mass Communication majors can gain valuable first-hand experience through the on-campus station, WTXR. Students also have the opportunity of gaining hands-on experience at a local television station. The student interested in print media has the opportunity to gain practical experience on our student run newspaper, The Talon.

Mass Communication majors are held to a higher standard consistent with their higher calling. The standards are expressed in the following goals and outcomes.

1. Knowledge & Understanding  
The successful student will demonstrate knowledge and understanding of the theories and concepts that undergird communication, the complexities of human interaction, the elements of persuasion & persuasive practices, and methods for systematic inquiry in communication.
2. Competencies  
The successful student will demonstrate competencies in effective communicative practices in a variety of contexts, the presentation of ideas in more than one form, analytical/critical thinking & interpretation of communicative acts, and analyzing and constructing communication inquiry.
3. Faith Integration  
The successful student will demonstrate attitudes & actions appropriate of a Christian communicator in their ability to approach communication theories from a biblical perspective, the integration of a biblical perspective into human interactions and professional practices, and their ability to engage media for redemptive purposes.

## INTERPERSONAL & PUBLIC COMMUNICATION MAJOR PURPOSE & OUTCOME GOALS

Interpersonal & Public Communication (IPC) major will provide the background and skills essential to working in the broad field of communication. IPC majors will gain insights into the how and why of human interaction, how to strategically represent themselves and organizations. Students in the IPC major will have the opportunity to focus on the knowledge and skills essential in Leadership or Public Relations with focused tracks in each of those areas. Hands-on experience can be gained through specific involvement in field-related work areas involving our several student run media outlets. Additionally, through internships, majors will have a chance to work alongside professionals in their desired career areas.

Interpersonal & Public Communication majors are held to a higher standard consistent with their higher calling. The standards are expressed in the following goals and outcomes.

1. Knowledge & Understanding  
The successful student will demonstrate knowledge and understanding of the theories and concepts that under gird communication, the complexities of human interaction, the elements of persuasion & persuasive practices, and methods for systematic inquiry in communication.
2. Competencies  
The successful student will demonstrate competencies in effective communicative practices in a variety of contexts, the presentation of ideas in more than one form, analytical/critical thinking & interpretation of communicative acts, and analyzing and constructing communication inquiry.
3. Faith Integration  
The successful student will demonstrate attitudes & actions appropriate of a Christian communicator in their ability to approach communication theories from a biblical perspective, the integration of a biblical perspective into human interactions and professional practices, and their ability to engage media for redemptive purposes.



## MASS COMMUNICATION MAJOR

### GENERAL EDUCATION - 69 hours

#### BIBLE & THEOLOGY - 30 hours

BEV 112	Principles of Evangelism
BIB 213	Hermeneutics
BMI 101	World Perspective
NTE 113	Life & Revelation of Christ
NTE 123	Early Church: History & Letters
OTE 213	Law & History
OTE 223	Poetry & Prophecy
SYT 313	God & Redemption
SYT 323	The Church: Its Truth & Destiny
Six credit hours of Bible or Theology courses from any: BIB, BMI, GRK 333, 343, HEB 323, 433, NTE, OTE, SYT, THE	

#### HUMANITIES - 15 hours

COM 113	Introduction to Communication
ENG 113	Freshman Composition I
ENG 123	Freshman Composition II
HUM 103	Western Thought & Culture
One Literature course from: AML 213, 223, ENG 213, 223, 233	

#### SOCIAL SCIENCES - 12 hours

PSY 213	General Psychology
One HIS course from: HIS 223, 233, 243, 313, 323, 333, 353, 363, 393	
ECO 213	Microeconomics
SOC 213	Introduction to Sociology

#### COMPUTERS & MATHEMATICS - 9 hours

CSC 113	Introduction to Computers <sup>1</sup>
MAT 253	Introduction to Statistics
SCI 113	Scientific Literacy
<sup>1</sup> It is assumed that students will exempt CSC 113, Introduction to Computers, by taking the Institutional Challenge Exam.	

#### GENERAL EDUCATION - 3 hours

PHY 213	Introduction to Philosophy
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### MAJOR - 42 hours

#### MASS COMMUNICATION CORE - 33 hours

COM 213	Introduction to Communication Theory
COM 283	Persuasion
COM 293	Interpersonal Communication
COM 313	Introduction to Communication Research Methods
COM 363	Media & Society
COM 423	Communication Ethics
COM 492	Senior Seminar
MCM 201	Mass Communication Practicum (May be repeated)
MCM 203	Introduction to Mass Communication
MCM 213	Radio Production I
MCM 233	Video Production I
MCM 493	Mass Communication Internship

#### JOURNALISM TRACK (Optional) – 9 hours

MCM 313	Introduction to Journalism
MCM 323	Editing
COM 413	New Media

#### RADIO TRACK (Optional) - 9 hours

MCM 223	Radio Production II
MCM 353	Broadcast Journalism
MCM 373	Copywriting for Broadcasting

#### TELEVISION TRACK (Optional) - 9 hours

MCM 243	Video Production II
MCM 253	Dramatic Production
MCM 343	Video Editing

Students choosing not to complete a designated Mass Communication Track may take 9 hours of either MCM or COM electives.

#### OPEN ELECTIVES - 15 hours

**TOTAL = 126 hours**

## MASS COMMUNICATION MAJOR COURSE SCHEDULE

### First Year

#### Fall Semester

NTE 113	Life & Revelation of Christ	3
ENG 113	Freshman Composition I	3
HUM 103	Western Thought & Culture	3
CSC 113	Introduction to Computers	3
MAT 253	Introduction to Statistics	3
SCI 113	Scientific Literacy	3
TFC 100	Success Seminar	0
		<u>18</u>

#### Spring Semester

BEV 112	Principles of Evangelism	2
BMI 101	World Perspective	1
NTE 123	Early Church: History & Letters	3
COM 113	Introduction to Communication	3
ENG 123	Freshman Composition II	3
MCM 203	Intro to Mass Communication	3
		<u>15</u>

### Second Year

#### Fall Semester

OTE 213	Law & History	3
_____	200-Level Literature Elective	3
ECO 213	Microeconomics	3
MCM 213/233	Radio <i>or</i> Video Production I	3
COM 213	Intro to Communication Theory	3
STM _____	Student Ministry	0
		<u>15</u>

#### Spring Semester

BIB 213	Hermeneutics	3
OTE 223	Poetry & Prophecy	3
HIS _____	History Elective	3
SOC 213	Introduction to Sociology	3
COM 283	Persuasion	3
MCM _____	Mass Comm Elective (Radio Track)	3
STM _____	Student Ministry	0
		<u>15/18</u>

### Third Year

#### Fall Semester

SYT 313	God & Redemption	3
PSY 213	General Psychology	3
MCM 213/233	Radio <i>or</i> Video Production I	3
COM _____	Intro to Res Methods <i>or</i> Media & Society	3
MCM 201	Mass Communication Practicum	1
_____	Minor <i>or</i> Open Elective	3
STM _____	Student Ministry	0
		<u>16</u>

#### Spring Semester

SYT 323	The Church: Its Truth & Destiny	3
PHY 213	Introduction to Philosophy	3
COM 293	Interpersonal Communication	3
COM/MCM	COM <i>or</i> MCM Elective	3
_____	Minor <i>or</i> Open Elective	3
STM _____	Student Ministry	0
		<u>15</u>

#### Summer Session

MCM 493	Mass Communication Internship	3
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### Fourth Year

#### Fall Semester

_____	Bible & Theology Elective	3
COM _____	Intro to Res Methods <i>or</i> Media & Society	3
COM 423	Communication Ethics	3
COM/MCM	COM <i>or</i> MCM Elective (Journ. & Tel. Track)	3
_____	Minor <i>or</i> Open Elective	3
		<u>12/15</u>

#### Spring Semester

_____	Bible & Theology Elective	3
COM 492	Senior Seminar	2
COM/MCM	COM <i>or</i> MCM Elective	3
_____	Minor <i>or</i> Open Elective	3
_____	Minor <i>or</i> Open Elective	3
		<u>14</u>

Minimum hours required = 126

**INTERPERSONAL & PUBLIC COMMUNICATION MAJOR**

**GENERAL EDUCATION - 69 hours**

**BIBLE & THEOLOGY - 30 hours**

BEV 112	Principles of Evangelism
BIB 213	Hermeneutics
BMI 101	World Perspective
NTE 113	Life & Revelation of Christ
NTE 123	Early Church: History & Letters
OTE 213	Law & History
OTE 223	Poetry & Prophecy
SYT 313	God & Redemption
SYT 323	The Church: Its Truth & Destiny
Six credit hours of Bible or Theology courses from any: BIB, BMI, GRK 333, 343, HEB 323, 433, NTE, OTE, SYT, THE	

**HUMANITIES - 15 hours**

COM 113	Introduction to Communication
ENG 113	Freshman Composition I
ENG 123	Freshman Composition II
HUM 103	Western Thought & Culture
One Literature course from: AML 213, 223, ENG 213, 223, 233	

**SOCIAL SCIENCES - 12 hours**

PSY 213	General Psychology
One HIS course from: HIS 223, 233, 243, 313, 323, 333, 353, 363, 393	
CSG 203	Introduction to Counseling
SOC 213	Introduction to Sociology

**COMPUTER & MATHEMATICS - 9 hours**

CSC 113	Introduction to Computers <sup>1</sup>
MAT 253	Introduction to Statistics
SCI 113	Scientific Literacy
<sup>1</sup> It is assumed that students will exempt CSC 113, Introduction to Computers, by taking the Institutional Challenge Exam.	

**GENERAL EDUCATION - 3 hours**

PHY 213	Introduction to Philosophy
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**MAJOR - 42 hours**

COM 213	Introduction to Communication Theory
COM 283	Persuasion
COM 293	Interpersonal Communication
COM 313	Introduction to Communication Research Methods
COM 363	Media & Society
COM 423	Communication Ethics
COM 492	Senior Seminar
IPC 243	Nonverbal Communication
IPC 333	Small Group Communication
IPC 201	Inter. & Public Com. Practicum (May be repeated)
IPC 343	Advanced Public Speaking
IPC 493	Inter. & Public Communication Internship

**PUBLIC RELATIONS TRACK (Optional) - 9 hours**

COM 413	New Media
IPC 323	Public Relations
MCM 293	Film & Digital Photography

**LEADERSHIP TRACK (Optional) - 9 hours**

CED 453	Leadership Development
IPC 353	Leadership Communication
IPC 373	Mentoring

Students choosing not to complete a designated IPC track may take 9 hours of either IPC or COM electives.

**MINOR or OPEN ELECTIVES - 15 hours**

**TOTAL = 126 hours**

**INTERPERSONAL & PUBLIC COMMUNICATION MAJOR COURSE SCHEDULE**

**First Year**

<b>Fall Semester</b>	
NTE 113	Life & Revelation of Christ
ENG 113	Freshman Composition I
HUM 103	Western Thought & Culture
CSC 113	Introduction to Computers
MAT 253	Introduction to Statistics
SCI 113	Scientific Literacy
TFC 100	Success Seminar
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	18

<b>Spring Semester</b>	
BEV 112	Principles of Evangelism
BMI 101	World Perspective
NTE 123	Early Church: History & Letters
COM 113	Introduction to Communication
ENG 123	Freshman Composition II
COM 293	Interpersonal Communication
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	15

**Second Year**

<b>Fall Semester</b>	
OTE 213	Law & History
	200-level Literature Elective
PSY 213	General Psychology
CSG 203	Introduction to Counseling
COM 213	Intro to Communication Theory
MCM 293	Film & Digital Photography (PR Track)
STM	Student Ministry
<hr/>	
	15/18

<b>Spring Semester</b>	
BIB 213	Hermeneutics
OTE 223	Poetry & Prophecy
IPC 243	Nonverbal Communication <b>or</b>
HIS	History Elective
SOC 213	Introduction to Sociology
COM 283/IPC 333	Persuasion <b>or</b> Small Group Communication
STM	Student Ministry
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	15

**Third Year**

<b>Fall Semester</b>	
SYT 313	God & Redemption
PHY 213	Introduction to Philosophy
COM 363	Media & Society <b>or</b>
COM 313	Intro to Communication Research
IPC 201	Interpersonal & Public Com. Practicum
IPC 323	Public Relations (PR Track)
	Minor <b>or</b> Open Elective
STM	Student Ministry
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	13/16

<b>Spring Semester</b>	
SYT 323	The Church: Its Truth & Destiny
COM 413	New Media (PR Track) <b>or</b>
IPC 343	Advanced Public Speaking
IPC 243	Nonverbal Communication <b>or</b>
HIS	History Elective
COM 283/IPC 333	Persuasion <b>or</b> Small Group Communication
IPC 353	Leadership Communication <b>or</b>
IPC 373	Mentoring (Leadership Track)
STM	Student Ministry
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	12/15

<b>SUMMER SESSION</b>	
IPC 493	Interpersonal & Public Com. Internship
	3

**Fourth Year**

<b>Fall Semester</b>	
	Bible & Theology Elective
COM 363	Media & Society <b>or</b>
COM 313	Intro to Communication Research
COM 423	Communication Ethics
CED 453	Leadership Development (Leadership Track)
	Minor <b>or</b> Open Elective
	Minor <b>or</b> Open Elective
<hr/>	
	15/18

<b>Spring Semester</b>	
	Bible & Theology Elective
COM 413	New Media (PR Track) <b>or</b>
IPC 343	Advanced Public Speaking
COM 492	Senior Seminar
IPC 353	Leadership Communication <b>or</b>
IPC 373	Mentoring (Leadership Track)
	Minor <b>or</b> Open Elective
	Minor <b>or</b> Open Elective
<hr/>	
	14

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.

### MASS COMMUNICATION MINOR - 15 hours

The rapid growth of technology and interest in electronic media make a concentration of courses in broadcasting appealing to many other majors. For example, a Cross-Cultural Studies major may want to minor in mass communication in anticipation of work in missionary broadcasting.

MCM 203	Introduction to Mass Communication	3
MCM ____	Radio <i>or</i> Video Production I	3
MCM ____	Radio <i>or</i> Video Production II	3
MCM 353	Broadcast Journalism	3
MCM ____	Mass Communication Elective	3

### INTERPERSONAL COMMUNICATION MINOR - 15 hours

Human relationships affect every aspect of life. A minor, therefore, in Interpersonal Communication will enhance most majors.

COM 213	Introduction to Communication Theory	3
COM 293	Interpersonal Communication	3
IPC 243	Nonverbal Communication	3
IPC 333	Small Group Communication	3
COM /IPC ____	Communication Elective	3

### JOURNALISM MINOR - 16 hours

Most career and ministry opportunities demand strong writing and analytical skills. A 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 323	Editing	3
COM 413	New Media	3
One 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 he/she develops his/her natural abilities.

COM 283	Persuasion	3
COM 293	Interpersonal Communication	3
IPC 353	Leadership Communication	3
IPC 373	Mentoring	3
CED 453	Leadership Development	3

### PUBLIC RELATIONS MINOR - 15 hours

Communicating the *story* of an organization or company is the purpose of Public Relations.

MAN 383	Organizational Behavior & Development	3
COM 283	Persuasion	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

# SCHOOL OF COUNSELING

(706) 886-7299, ext. 5350  
e-mail: [counsel@tfc.edu](mailto:counsel@tfc.edu)

**SCHOOL DIRECTOR**  
G. William Quarterman, Ed.D.

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

**PART-TIME FACULTY**  
Cynthia F. Quarterman, M.S.

## INTRODUCTION

The School of Counseling 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 School of Counseling must submit a Declaration of Major form as an application. Then the student will automatically be assigned an advisor within the School of Counseling. 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.

## 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

## 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.

Students successfully completing this program will demonstrate:

1. knowledge competency in the areas of counseling and psychology
2. skill competency in the clinical areas of counseling and psychology
3. the integration of biblical teaching with counseling/psychology.

## COUNSELING MINORS

The School of Counseling offers the following three minors:

### COUNSELING MINOR - 15 hours

CSG 203	Introduction to Counseling	3
CSG 213	Christ-Centered Counseling	3
CSG 313	Counseling Skills I: Interviewing & Interventions	3
CSG 323	Counseling Skills II: Therapeutic Methods & Interventions	3

Choose *one of the following courses:*

CSG 423	Counseling for Addictions	3
CSG 333	Crisis Counseling	3
CSG 443	Premarital & Marital Family Skills	3
CSG 463	Group Counseling	3
CSG 383	Counseling for Ministry	3

### FAMILY STUDIES MINOR - 15 hours

The Family Studies Minor is offered in coordination with the Focus on the Family Institute, a division of Focus on the Family. Students must also apply for acceptance with the Institute and with the Registrar's Office for off-campus programs. A curriculum worksheet is available in the School of Counseling Office. Prerequisite: Attend the Focus on the Family Institute second semester spring of junior or senior year.

### PSYCHOLOGY MINOR - 15 hours

PSY 213	General Psychology	3
PSY 243	Developmental Psychology	3
PSY 353	Personality Theories	3
PSY 463	Abnormal Psychology	3

Choose *one of the following courses:*

PSY 313	Research Methods in Psychology	3
PSY 423	Tests & Measurements	3

## COUNSELING PSYCHOLOGY MAJOR

### GENERAL EDUCATION - 69 hours

#### BIBLE & THEOLOGY - 30 hours

BEV 112	Principles of Evangelism
BIB 213	Hermeneutics
BMI 101	World Perspective
NTE 113	Life & Revelation of Christ
NTE 123	Early Church: History & Letters
OTE 213	Law & History
OTE 223	Poetry & Prophecy
SYT 313	God & Redemption
SYT 323	The Church: Its Truth & Destiny

Six credit hours of Bible or Theology courses from any: BIB, BMI, GRK 333, 343, HEB 323, 433, NTE, OTE, SYT, THE

#### HUMANITIES - 15 hours

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

One Literature course from: AML 213, 223, ENG 213, 223, 233

#### SOCIAL SCIENCES - 12 hours

CSG 203	Introduction to Counseling
PSY 213	General Psychology

One HIS course from: HIS 223, 233, 243, 313, 323, 333, 353, 363, 393  
One Social Science course from: ANT 203, ECO 213, 223, GHY 213, POL 213, SOC 213

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

CSC 113	Introduction to Computers <sup>1</sup>
MAT 253	Introduction to Statistics
SCI 113	Scientific Literacy

<sup>1</sup>It is assumed that students will exempt CSC 113, Introduction to Computers, by taking the Institutional Challenge Exam.

#### GENERAL EDUCATION - 3 hours

Choose one of the following:

PHY 213	Introduction to Philosophy
PHY 343	Ethics

### MAJOR - 42 hours

CSG 213	Christ-Centered Counseling
CSG 313	Counseling Skills: Interviewing & Interventions
CSG 323	Coun Skills II: Therapeutic Methods & Interventions
CSG 333	Crisis Counseling
CSG 383	Counseling for Ministry
CSG 423	Counseling for Addictions
CSG 443	Premarital & Marital Family Skills
CSG 463	Group Counseling
PSY 243	Developmental Psychology
PSY 313	Research Methods in Psychology <b>or</b>
PSY 423	Tests & Measurements
PSY 353	Personality Theories
PSY 463	Abnormal Psychology
PSY 493	Senior Seminar
CSG 473	Counseling Internship <b>or</b>
PSY 473	Psychology Research Project

### MINOR or OPEN ELECTIVES - 15 hours

**TOTAL = 126 hours**

## COURSE SCHEDULE

### First Year

#### Fall Semester

BEV 112	Principles of Evangelism	2
BMI 101	World Perspective	1
NTE 113	Life & Revelation of Christ	3
ENG 113	Freshman Composition I	3
CSC 113	Introduction to Computers	3
PSY 213	General Psychology	3
TFC 100	Success Seminar	0
		<u>15</u>

#### Spring Semester

NTE 123	Early Church: History & Letters	3
COM 113	Introduction to Communication	3
ENG 123	Freshman Composition II	3
HUM 103	Western Thought & Culture	3
SCI 113	Scientific Literacy	3
PSY 243	Developmental Psychology	3
		<u>18</u>

### Second Year

#### Fall Semester

OTE 213	Law & History	3
	AML 213 <b>or</b> ENG 223	3
MAT 253	Introduction to Statistics	3
CSG 203	Introduction to Counseling	3
	Minor <b>or</b> Open Elective	3
STM	Student Ministry	0
		<u>15</u>

#### Spring Semester

BIB 213	Hermeneutics	3
OTE 223	Poetry & Prophecy	3
HIS	History Elective	3
	Social Science Elective	3
CSG 213	Christ-Centered Counseling	3
STM	Student Ministry	0
		<u>15</u>

### Third Year

#### Fall Semester

SYT 313	God & Redemption	3
CSG 313	Coun Skills I: Interviewing & Interventions	3
CSG 383	Counseling for Ministry	3
PSY 353	Personality Theories	3
	Minor <b>or</b> Open Elective	3
STM	Student Ministry	0
		<u>15</u>

#### Spring Semester

SYT 323	The Church: Its Truth & Destiny	3
PHY 213/PHY 343	Intro to Philosophy <b>or</b> Ethics	3
CSG 323	Coun Skills II: Therapeutic Meth & Interven	3
PSY 313	Research Methods in Psychology <b>or</b>	
PSY 423	Tests & Measurements	3
CSG 333	Crisis Counseling	3
STM	Student Ministry	0
		<u>15</u>

### Fourth Year

#### Fall Semester

	Bible & Theology Elective	3
CSG 423	Counseling for Addictions	3
CSG 443	Premarital & Marital Family Skills	3
CSG 463	Group Counseling	3
	Minor <b>or</b> Open Elective	3
		<u>15</u>

#### Spring Semester

	Bible & Theology Elective	3
PSY 463	Abnormal Psychology	3
CSG 473	Counseling Internship <b>or</b>	
PSY 473	Psychology Research Project	3
PSY 493	Senior Seminar	3
	Minor <b>or</b> Open Elective	3
	Minor <b>or</b> Open Elective	3
		<u>18</u>

Minimum hours required = 126

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

Course Schedule for the Pre-Med track is listed in the School of Arts & Sciences 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.

# SCHOOL OF MUSIC

(706) 886-7299, ext. 5260  
e-mail: [music@tfc.edu](mailto:music@tfc.edu)

**SCHOOL DIRECTOR**  
Thomas M. Council, Ph.D.

**FULL-TIME FACULTY**  
David A. Jones, M.M.  
James R. Morden, M.M.  
W. David Stuftt, M.Ed.

**PART-TIME FACULTY**  
Allen Barbee, M.M.  
Lisa Bartholow, M.M.  
Loretta Cheek, M.Ed.  
Keith Gehle, B.M.  
Mary Hixson, M.M.Ed.  
You Ju Lee, D.M.A.  
Heidi Lucas, M.M.  
Heather Strachan, B.M.  
Jamey Wilkes, M.L.I.S.  
Daryle Worley, M.M.

## INTRODUCTION

The School of Music offers all students opportunities for musical training and experience. Student are encouraged to develop and share their God-given abilities by participation in musical ensembles, attendance at recitals and concerts, and studying theory, history, church music, pedagogy, and performance.

A Bachelor of Science degree in music education with concentrations in choral or instrumental music is offered under the School of Teacher Education. Please refer to that section of the catalog for degree requirements. Music Education majors must perform an entrance audition for the School of Music. Audition requirements appear below. The School of Music offers two programs leading to the Bachelor of Music degree. These professional programs are Church Music and Music Performance. These academic majors provide 82 semester hours beyond those required in the core curriculum and provide professional preparation for students majoring in these areas. The School of Music also offers a general Music major leading to either the Bachelor of Arts or Bachelor of Science degree. 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 keyboard, choir, band, 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 School of Music, freshmen or transfers, are required to audition. If financial aid is sought, all auditions must be completed by May 1. Scholarship funds are available to students majoring in music.

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: Director, School of Music, PO Box 800847, Toccoa Falls College, Toccoa Falls, GA 30598. Though recorded auditions are acceptable under certain circumstances, the student should be aware that the quality of recorded audition is generally such that it may be difficult to compare them favorably to on-campus auditions, giving a possible advantage to on-campus performers for scholarship consideration.

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 at the music office.

During Orientation week, new music students are required to complete placement testing for the School of Music. The testing is scheduled during orientation week. The testing is divided into 5 parts: placement tests in theory, general music knowledge, piano, sight singing and ear training.

## 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 all rudiments.  
Melody percussion instrument (bells, marimba or xylophone): student will play all scales through three sharps and flats, and 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; and 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. Contemporary 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 a sight-reading test and possible warm-up using scales and arpeggios, the student should demonstrate ability to sing art songs representing two contrasting styles of music. Composers such as Purcell, Handel, Schubert, Franz, and Faure are recommended. Pre-recorded accompaniments are not acceptable. Students whose auditions require accompaniment are welcome to bring their own accompanist, although one is provided if requested. Please indicate this need and repertoire when arranging for the audition.

## PROCEDURE FOR ADMISSION PLACEMENT TEST REQUIREMENTS

### THEORY

Students will be expected to demonstrate familiarity with basic terminology of music; ability to read music written in either treble or bass staff; knowledge of the key signatures of all major and minor scales; understanding of meter and rhythm; ability to recognize and write the common musical intervals; and understanding of the structure of the major and minor triads. 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, or *Basic Materials in Music Theory: A Programmed Course* by Paul O. Harder.

### GENERAL MUSIC KNOWLEDGE

Familiarity 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

Scales and chord progressions, harmonization, sight-reading, repertoire. Students may prepare by taking private piano lessons.

### SIGHT-SINGING

Students will be expected to sing at sight, 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 School of Music. 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, or orchestral instrument. School of Music majors will select their primary area from piano, organ, voice, or instrument, this selection being subject to faculty approval.

## CHURCH MUSIC MAJOR (B.M.) PURPOSE AND OUTCOME GOALS

The church music major develops skills in theory, history, literature, voice, and choral techniques. Courses in many aspects of church music are provided to enhance the student's knowledge and skills. Special emphasis is placed on the student's development as a conductor. Students select either the Instrumental and Keyboard Track or the Vocal Track. An internship is a required component of this major.

### GOALS

The successful student will demonstrate:

1. Academic knowledge in repertory and music history and the ability to synthesize knowledge
2. Aural skills and academic knowledge in analysis and technology

3. Performance competence in an applied principal area; skills in conducting, keyboard, composition, and improvisation; and ensemble experience
4. Knowledge in church music organization and administration, advanced choral conducting skills, and choral repertoire

## MUSIC PERFORMANCE MAJOR (B.M.) PURPOSE AND OUTCOME GOALS

The performance major is offered for students who wish to pursue careers in performance. Emphasis is placed on performance, exposure to literature, and pedagogical techniques. Students select either the Instrumental, Keyboard, or Vocal Track. Two major recitals are required, one of half-hour duration and one of one-hour duration.

### GOALS

The successful student will demonstrate:

1. Academic knowledge in repertory and music history and the ability to synthesize knowledge
2. Aural skills and academic knowledge in analysis and technology
3. Performance competence in an applied principal area; skills in conducting, keyboard, composition, and improvisation; and ensemble experience
4. Mastery of performance skills in the applied area

## MUSIC MAJOR (B.A. or B.S.) PURPOSE AND OUTCOME GOALS

The Bachelor of Arts or Bachelor of Science music degrees develop skills in theory, history, aural skills, and performance. With less emphasis on musical depth than with other music degrees, students are able to broaden their curriculum choices. Fifteen open elective hours are included so that students have the opportunity to minor in other areas. In order to receive the B.A. degree, students must complete 12 of the 15 open elective hours in the study of a foreign language.

### GOALS

The successful student will demonstrate:

1. Academic knowledge in repertory and music history and the ability to synthesize knowledge
2. Aural skills and academic knowledge in analysis and technology
3. Performance competence in an applied principal area; skills in conducting, keyboard, composition, and improvisation; and ensemble experience

## MUSIC MINOR PURPOSE AND 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.

### GOALS

1. Foundational academic knowledge in repertory and music history
2. Foundational music theory and aural skills
3. Foundational competence in performance

## MUSIC MINOR - 18 hours

ENS ____	College Choir or Concert Band or Orchestra	3
GMU 113	Introduction to Music	3
MRA 110	Recital Attendance (4 semesters)	0
MUT 101	Fundamentals of Aural Skills	1
MUT 103	Fundamentals of Music	3
MUT 111	Aural Skills I	1
MUT 113	Music Theory I	3
REC 110	Recital Performance (4 semesters)	0
____	Applied Music 4	



## CHURCH MUSIC MAJOR (B.M.)

### GENERAL EDUCATION - 66 hours

#### BIBLE & THEOLOGY - 30 hours

BEV 112 Principles of Evangelism  
BIB 213 Hermeneutics  
BMI 101 World Perspective  
NTE 113 Life & Revelation of Christ  
NTE 123 Early Church: History & Letters  
OTE 213 Law & History  
OTE 223 Poetry & Prophecy  
OTE 233 Psalms & Proverbs  
SYT 313 God & Redemption  
SYT 323 The Church: Its Truth & Destiny  
Three credit hours of Bible or Theology courses from any: BIB, BMI, GRK 333, 343, HEB 323, 433, NTE, OTE, SYT, THE

#### HUMANITIES - 15 hours

COM 113 Introduction to Communication  
ENG 113 Freshman Composition I  
ENG 123 Freshman Composition II  
HUM 103 Western Thought & Culture  
One Literature course from: AML 213, 223, ENG 213, 223, 233

#### SOCIAL SCIENCES - 9 hours

PSY 213 General Psychology  
MUH 213 Music History & Literature I  
MUH 223 Music History & Literature II

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

CSC 373 Introduction to Music Technology  
SCI 113 Scientific Literacy  
One Mathematics course from: MAT 113, 133, 253

#### GENERAL EDUCATION - 3 hours

GMU 113 Introduction to Music

### MAJOR - 70 hours

#### MUSIC CORE - 41 hours

CON 311 Choral Conducting I  
CON 321 Choral Conducting II  
GMU 123 Introduction to World Music  
GMU 213 U.S. Music  
MPN 241 Class Piano IV  
MRA 110 Recital Attendance (6 required semesters)  
MUS 111 Music Orientation  
MUS 480 Comprehensive Exam in Music  
MUT 101 Fundamental Aural Skills  
MUT 103 Fundamentals of Music  
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 & Keyboard track students take their instrument as the applied principal. Organists should take voice as the applied secondary. Pianists should take organ or voice as the applied secondary. Others should take piano as the applied secondary.

Vocal track students take voice as the applied principal and piano as the applied secondary.

#### CHURCH MUSIC CORE - 19 hours

CMP 352 Choral Arranging  
CMU 342 Music & Worship  
CMU 452 Church Music Organization & Administration  
CMU 472 Choral Repertoire  
CMU 492 Church Music Internship  
CON 331 Instrumental Conducting  
CON 432 Advanced Conducting I  
CON 442 Advanced Conducting II  
MPD 432 Pedagogy of Music I (voice)  
MPD 442 Pedagogy of Music II (voice)  
REC 110 Recital Performance (7 performances)  
REC 360 Recital

#### INSTRUMENTAL & KEYBOARD TRACK - 10 hours

ENS 120 College Choir (2 hours)  
ENS 150 Handbell Choir (1 hour)  
ENS 170 Instrumental Chamber Ensemble (1 hour)  
Music Electives (2 hours)  
Required Ensemble (4 hours)

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.

#### VOCAL TRACK - 10 hours

ENS 120 College Choir (4 hours)  
ENS 150 Handbell Choir (1 hour)  
ENS 180 Vocal Chamber Ensemble (1 hour)  
MVC 112 Diction for Singers  
Ensemble Electives (2 hours)

### TOTAL = 136 hours

**CHURCH MUSIC MAJOR: INSTRUMENTAL & KEYBOARD TRACK (i & k), VOCAL (v) TRACK COURSE SCHEDULE**

**First Year**

**Fall Semester**

BEV 112	Principles of Evangelism (i & k only)	2
BMI 101	World Perspective	1
NTE 113	Life & Revelation of Christ	3
ENG 113	Freshman Composition I	3
ENS 120	College Choir	0.5
ENS ____	Required Ensemble (i & k only)	0.5
ENS ____	Ensemble Elective (v only)	0.5
____	Applied Principal (i & k only)	1
____	Applied Secondary (i & k only)	1
MPN ____	Applied Piano (i & v only)	1
MRA 110	Recital Attendance	0
MUS 111	Music Orientation	0
MUT 101	Fundamental Aural Skills	1
MUT 103	Fundamentals of Music	3
MVC 101	Applied Voice (v only)	1
MVC 112	Diction for Singers (v only)	2
REC 110	Recital Performance	0
TFC 100	Success Seminar	0
		<u>17</u>

**Spring Semester**

NTE 123	Early Church: History & Letters	3
ENG 123	Freshman Composition II	3
GMU 113	Introduction to Music	3
ENS 120	College Choir	0.5
ENS ____	Required Ensemble (i & k only)	0.5
ENS ____	Ensemble Elective (v only)	0.5
____	Applied Principal (i & k only)	1
____	Applied Secondary (i & k only)	1
MPN ____	Applied Piano (i & v only)	1
MRA 110	Recital Attendance	0
MUT 111	Aural Skills I	1
MUT 113	Music Theory I	3
MVC 101	Applied Voice (v only)	1
REC 110	Recital Performance	0
REC 120	Freshman Platform	0
		<u>16/17</u>

**Second Year**

**Fall Semester**

BEV 112	Principles of Evangelism (v only)	2
BIB 213	Hermeneutics	3
OTE 213	Law & History	3
ENS 120	College Choir (v only)	0.5
ENS 150	Handbell Choir	0.5
ENS ____	Required Ensemble (i & k only)	0.5
____	Applied Principal (i & k only)	1
____	Applied Secondary (i & k only)	1
MPN ____	Applied Piano (i & v only)	1
MRA 110	Recital Attendance	0
MUH 213	Music History & Literature I	3
MUT 121	Aural Skills II	1
MUT 123	Music Theory II	3
MVC 101	Applied Voice (v only)	1
REC 110	Recital Performance	0
STM ____	Student Ministry	0
		<u>16/17/18</u>

**Spring Semester**

OTE 223	Poetry & Prophecy	3
MAT ____	Mathematics Elective	3
ENS ____	Required Ensemble (i & k only)	0.5
ENS 120	College Choir (v only)	0.5
ENS 150	Handbell Choir	0.5
____	Applied Principal (i & k only)	1
MPN 241	Class Piano IV	1
MRA 110	Recital Attendance	0
MUH 223	Music History & Literature II	3
MUT 231	Aural Skills III	1
MUT 233	Music Theory III	3
MVC 101	Applied Voice (v only)	1
REC 110	Recital Performance	0
REC 240	Sophomore Platform	0
STM ____	Student Ministry	0
		<u>16</u>

**Third Year**

**Fall Semester**

SYT 313	God & Redemption	3
SCI 113	Scientific Literacy	3
CMP 352	Choral Arranging	2
CON 311	Choral Conducting I	1
ENS ____	Required Ensemble (i & k only)	0.5
ENS 120	College Choir (v only)	0.5
ENS 170	Instrumental Chamber Ens (i & k only)	0.5
ENS 180	Vocal Chamber Ensemble (v only)	0.5
GMU 123	Introduction to World Music <b>or</b>	
GMU 213	US Music	3
MRA 110	Recital Attendance	0
MUT 241	Aural Skills IV	1
MUT 243	Music Theory IV	3
____	Applied Principal (i & k only)	1
MVC 101	Applied Voice (v only)	1
REC 110	Recital Performance	0
STM ____	Student Ministry	0
		<u>18</u>

**Spring Semester**

SYT 323	The Church: Its Truth & Destiny	3
COM 113	Introduction to Communication	3
PSY 213	General Psychology	3
CMU 342	Music & Worship <b>or</b>	
CMU 472	Choral Repertoire	2
CON 321	Choral Conducting II	1
CON 331	Instrumental Conducting	1
CSC 373	Introduction to Music Technology	3
ENS ____	Required Ensemble (i & k only)	0.5
ENS 120	College Choir (v only)	0.5
ENS 170	Instrumental Chamber Ens (i & k only)	0.5
ENS 180	Vocal Chamber Ensemble (v only)	0.5
MRA 110	Recital Attendance	0
____	Applied Principal (i & k only)	1
MVC 101	Applied Voice (v only)	1
REC 110	Recital Performance	0
STM ____	Student Ministry	0
		<u>18</u>

**Fourth Year**

**Fall Semester**

HUM 103	Western Thought & Culture	3
AML/ENG	200-Level Literature Elective	3
CMU 452	Church Music Organization & Admin.	2
CON 432	Advanced Conducting I	2
ENS 120	College Choir	0.5
ENS ____	Required Ensemble (i & k only)	0.5
ENS ____	Ensemble Elective (v only)	0.5
GMU 123	Introduction to World Music <b>or</b>	
GMU 213	US Music	3
MPD 432	Pedagogy of Music I	2
____	Applied Principal (i & k only)	1
MVC 101	Applied Voice (v only)	1
REC 110	Recital Performance	0
REC 350	Note Check	0
		<u>17</u>

**Spring Semester**

____	Bible & Theology Elective	3
OTE 233	Psalms & Proverbs	3
CMU 342	Music & Worship <b>or</b>	
CMU 472	Choral Repertoire	2
CMU 492	Church Music Internship	2
CON 442	Advanced Conducting II	2
ENS 120	College Choir	0.5
ENS ____	Required Ensemble (i & k only)	0.5
ENS ____	Ensemble Elective (v only)	0.5
MUS 480	Comprehensive Exam in Music	0
MPD 442	Pedagogy of Music II	2
____	Applied Principal (i & k only)	1
MVC 101	Applied Voice (v only)	1
____	Music Elective (i & k only)	2
REC 360	Recital	0
		<u>16/18</u>

Minimum hours required = 136

## MUSIC MAJOR (B.A. or B.S.)

### GENERAL EDUCATION - 69 hours

#### BIBLE & THEOLOGY - 30 hours

BEV 112 Principles of Evangelism  
BIB 213 Hermeneutics  
BMI 101 World Perspective  
NTE 113 Life & Revelation of Christ  
NTE 123 Early Church: History & Letters  
OTE 213 Law & History  
OTE 223 Poetry & Prophecy  
SYT 313 God & Redemption  
SYT 323 The Church: Its Truth & Destiny  
Six credit hours of Bible or Theology courses from any: BIB, BMI, GRK 333, 343, HEB 323, 433, NTE, OTE, SYT, THE

#### HUMANITIES - 15 hours

COM 113 Introduction to Communication  
ENG 113 Freshman Composition I  
ENG 123 Freshman Composition II  
HUM 103 Western Thought & Culture  
One Literature course from: AML 213, 223, ENG 213, 223, 233

#### SOCIAL SCIENCES - 12 hours

PSY 213 General Psychology  
One course from: HIS 223, 233, 243, 313, 323, 333, 353, 363, 393  
Two Social Science courses from: ANT 203, CSG 203, ECO 213, 223, GHY 213, POL 213, SOC 213

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

CSC 373 Introduction to Music Technology  
SCI 113 Scientific Literacy  
One Mathematics course from: MAT 113, 133, 253

#### GENERAL EDUCATION - 3 hours

One science course from: BIO, CHM, or SCI

## MAJOR - 48 hours

### MUSICIANSHIP - 32 hours

CON 311 Choral Conducting I  
CON 321 Choral Conducting II  
GMU 113 Introduction to Music  
MRA 110 Recital Attendance (6 required semesters)  
MUH 213 Music History & Literature I  
MUH 223 Music History & Literature II  
MUS 111 Music Orientation  
MUS 480 Comprehensive Exam in Music  
MUT 101 Fundamental Aural Skills  
MUT 103 Fundamentals of Music  
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

### PERFORMANCE - 16 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 (4 required semesters)  
REC 120 Freshman Platform  
REC 240 Sophomore Platform  
Applied Principal (6 hours)  
Required ensemble (4 hours)  
Ensemble electives (1 hour)

### OPEN ELECTIVES - 15 hours

The BA degree requires 12 credit hours in one foreign language.  
One course of PED is strongly recommended.

**TOTAL = 132**

**MUSIC MAJOR COURSE SCHEDULE**

**First Year**

**Fall Semester**

BEV 112	Principles of Evangelism	2
BMI 101	World Perspective	1
NTE 113	Life & Revelation of Christ	3
ENG 113	Freshman Composition I	3
MRA 110	Recital Attendance	0
MUS 111	Music Orientation	1
MUT 101	Fundamental Aural Skills	1
MUT 103	Fundamentals of Music	3
REC 110	Recital Performance	0
_____	Applied Principal	1
ENS _____	Required Ensemble	0.5
ENS _____	Ensemble Elective	0.5
MPN _____	Class Piano	1
TFC 100	Success Seminar	0
		<u>17</u>

**Spring Semester**

NTE 123	Early Church: History & Letters	3
ENG 123	Freshman Composition II	3
GMU 113	Introduction to Music	3
MRA 110	Recital Attendance	0
MUT 111	Aural Skills I	1
MUT 113	Music Theory I	3
REC 110	Recital Performance	0
REC 120	Freshman Platform	0
_____	Applied Principal	1
MPN _____	Class Piano	1
ENS _____	Required Ensemble	0.5
ENS _____	Ensemble Elective	0.5
		<u>16</u>

**Second Year**

**Fall Semester**

BIB 213	Hermeneutics	3
OTE 213	Law & History	3
ENS 150	Handbell Choir	0.5
MRA 110	Recital Attendance	0
MUH 213	Music History & Literature I	3
MUT 121	Aural Skills II	1
MUT 123	Music Theory II	3
REC 110	Recital Performance	0
_____	Applied Principal	1
MPN _____	Class Piano	1
ENS _____	Required Ensemble	0.5
STM _____	Student Ministry	0
		<u>16</u>

**Spring Semester**

OTE 223	Poetry & Prophecy	3
ENS 150	Handbell Choir	0.5
MRA 110	Recital Attendance	0
MUH 223	Music History & Literature II	3
MUT 231	Aural Skills III	1
MUT 233	Music Theory III	3
MPN 241	Class Piano IV	1
REC 110	Recital Performance	0
REC 240	Sophomore Platform	0
_____	Open Elective	3
_____	Applied Principal	1
ENS _____	Required Ensemble	0.5
STM _____	Student Ministry	0
		<u>16</u>

**Third Year**

**Fall Semester**

SYT 313	God & Redemption	3
COM 113	Introduction to Communication	3
SCI 113	Scientific Literacy	3
CON 311	Choral Conducting I	1
MRA 110	Recital Attendance	0
MUT 241	Aural Skills IV	1
MUT 243	Music Theory IV	3
_____	Open Elective	3
_____	Applied Principal	1
ENS _____	Required Ensemble	0.5
STM _____	Student Ministry	0
		<u>18.5</u>

**Spring Semester**

SYT 323	The Church: Its Truth & Destiny	3
AML/ENG	200-Level Literature Elective	3
HIS _____	History Elective	3
CON 321	Choral Conducting II	1
CSC 373	Introduction to Music Technology	3
MRA 110	Recital Attendance	0
_____	Open Elective	3
_____	Applied Principal	1
ENS _____	Required Ensemble	0.5
STM _____	Student Ministry	0
		<u>17.5</u>

**Fourth Year**

**Fall Semester**

_____	Bible & Theology Elective	3
PSY 213	General Psychology	3
_____	Social Science Elective	3
MAT _____	Mathematics Elective	3
_____	Open Elective	3
ENS _____	Required Ensemble	0.5
		<u>15.5</u>

**Spring Semester**

_____	Bible & Theology Elective	3
HUM 103	Western Thought & Culture	3
_____	Social Science Elective	3
_____	Science Elective	3
MUS 480	Comprehensive Exam in Music	0
_____	Open Elective	3
ENS _____	Required Ensemble	0.5
		<u>15.5</u>

Minimum hours required = 132

## MUSIC PERFORMANCE MAJOR (B.M.)

### GENERAL EDUCATION - 66 hours

#### BIBLE & THEOLOGY - 30 hours

BEV 112 Principles of Evangelism  
BIB 213 Hermeneutics  
BMI 101 World Perspective  
NTE 113 Life & Revelation of Christ  
NTE 123 Early Church: History & Letters  
OTE 213 Law & History  
OTE 223 Poetry & Prophecy  
SYT 313 God & Redemption  
SYT 323 The Church: Its Truth & Destiny  
Six credit hours of Bible or Theology courses from any: BIB, BMI, GRK 333, 343, HEB 323, 433, NTE, OTE, SYT, THE

#### HUMANITIES - 15 hours

COM 113 Introduction to Communication  
ENG 113 Freshman Composition I  
ENG 123 Freshman Composition II  
HUM 103 Western Thought & Culture  
One Literature course from: AML 213, 223, ENG 213, 223, 233

#### SOCIAL SCIENCES - 9 hours

PSY 213 General Psychology  
MUH 213 Music History & Literature I  
MUH 223 Music History & Literature II

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

CSC 373 Introduction to Music Technology  
SCI 113 Scientific Literacy  
One Mathematics course from: MAT 113, 133, 253

#### GENERAL EDUCATION - 3 hours

GMU 113 Introduction to Music

### MAJOR - 69-73 hours

#### MUSIC CORE - 41 hours

CON 311 Choral Conducting I  
CON 321 Choral Conducting II  
GMU 123 Introduction to World Music  
GMU 213 U.S. Music  
MPN 241 Class Piano IV  
MRA 110 Recital Attendance  
MUS 111 Music Orientation  
MUS 480 Comprehensive Exam in Music  
MUT 101 Fundamental Aural Skills  
MUT 103 Fundamentals of Music  
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 piano as the applied secondary. Keyboard track students may take any applied secondary.

#### PERFORMANCE MAJOR - 16 hours

MPD 432 Pedagogy of Music I  
MPD 442 Pedagogy of Music II  
REC 111 Recital Performance (6 hours)  
REC 362 Recital  
REC 470 Note Check  
REC 484 Recital

Choose one of the following tracks.

#### INSTRUMENTAL TRACK - 12 hours

CON 331 Instrumental Conducting  
ENS 170 Instrumental Chamber Ensemble (1 hour)  
ENS \_\_\_\_ Ensemble Electives (3 hours)  
Music Electives (3 hours)  
Required Ensemble (4 hours)

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 - 12 hours

ENS 140 Accompanying (4 hours)  
ENS 170 Instrumental Chamber Ensemble (1 hour)  
ENS \_\_\_\_ Ensemble Electives (3 hours)  
Music Electives (4 hours)

#### VOCAL TRACK - 16 hours

ENS 120 College Choir (4 hours)  
ENS 210 Opera Workshop (1 hour)  
ENS 180 Vocal Chamber Ensemble (1 hour)  
ENS \_\_\_\_ Ensemble Electives (2 hours)  
FRN 113 Elementary French I  
FRN 123 Elementary French II  
MVC 112 Diction for Singers

**TOTAL = 135-139 hours**

**PERFORMANCE MAJOR - INSTRUMENTAL (i), KEYBOARD (k), and VOCAL (v) TRACKS COURSE SCHEDULE**

**First Year**

**Fall Semester**

BEV 112	Principles of Evangelism (i, k only)	2
BMI 101	World Perspective	1
NTE 113	Life & Revelation of Christ	3
ENG 113	Freshman Composition I	3
ENS 120	College Choir (v only)	0.5
ENS 140	Accompanying (k only)	0.5
ENS ___	Ensemble Elective	0.5
ENS ___	Required Ensemble (i only)	0.5
MPN ___	Applied Piano (i, v only)	1
MRA 110	Recital Attendance	0
MUS 111	Music Orientation	1
MUT 101	Fundamental Aural Skills	1
MUT 103	Fundamentals of Music	3
___	App Principal (i, k only) or Voice (v only)	1
MVC 112	Diction for Singers (v only)	2
REC 111	Recital Performance	1
___	Applied Secondary (k only)	1
TFC 100	Success Seminar	0
		<u>18</u>

**Spring Semester**

NTE 123	Early Church: History & Letters	3
ENG 123	Freshman Composition II	3
GMU 113	Introduction to Music	3
ENS 120	College Choir (v only)	0.5
ENS 140	Accompanying (k only)	0.5
ENS ___	Ensemble Elective	0.5
ENS ___	Required Ensemble (i only)	0.5
MPN ___	Applied Piano (i, v only)	1
MRA 110	Recital Attendance	0
MUT 111	Aural Skills I	1
MUT 113	Music Theory I	3
___	App Principal (i, k only) or Voice (v only)	1
REC 111	Recital Performance	1
REC 120	Freshman Platform	0
___	Applied Secondary (k only)	1
		<u>17</u>

**Second Year**

**Fall Semester**

BIB 213	Hermeneutics	3
OTE 213	Law & History	3
CON 311	Choral Conducting I	1
ENS 120	College Choir (v only)	0.5
ENS 140	Accompanying (k only)	0.5
ENS ___	Ensemble Elective	0.5
ENS ___	Required Ensemble (i only)	0.5
MPN ___	Applied Piano (i, v only)	1
MRA 110	Recital Attendance	0
MUH 213	Music History & Literature I	3
MUT 121	Aural Skills II	1
MUT 123	Music Theory II	3
___	App Principal (i, k only) or Voice (v only)	1
REC 111	Recital Performance	1
___	Applied Secondary (k only)	1
STM ___	Student Ministry	0
		<u>18</u>

**Spring Semester**

OTE 223	Poetry & Prophecy	3
MAT ___	Mathematics Elective	3
CON 321	Choral Conducting II	1
ENS 120	College Choir (v only)	0.5
ENS 140	Accompanying (k only)	0.5
ENS ___	Ensemble Elective	0.5
ENS ___	Required Ensemble (i only)	0.5
MPN 241	Class Piano IV	1
MRA 110	Recital Attendance	0
MUH 223	Music History & Literature II	3
MUT 231	Aural Skills III	1
MUT 233	Music Theory III	3
___	App Principal (i, k only) or Voice (v only)	1
REC 111	Recital Performance	1
REC 240	Sophomore Platform	0
STM ___	Student Ministry	0
		<u>18</u>

**Third Year**

**Fall Semester**

SYT 313	God & Redemption	3
ENS 120	College Choir (v only)	0.5
ENS 170	Instrumental Chamber Ensemble (i, k only)	0.5
ENS 140	Accompanying (k only)	0.5
ENS ___	Required Ensemble (i only)	0.5
ENS 180	Vocal Chamber Ensemble (v only)	0.5
FRN 113	Elementary French I (v only)	3
GMU 123	Introduction to World Music or	
GMU 213	U. S. Music	3
MRA 110	Recital Attendance	0
MUT 241	Aural Skills IV	1
MUT 243	Music Theory IV	3
___	App Principal (i, k only) or Voice (v only)	1
REC 111	Recital Performance	1
REC 350	Note Check	0
STM ___	Student Ministry	0
		<u>13/16</u>

**Spring Semester**

SYT 323	The Church: Its Truth & Destiny	3
___	Bible & Theology Elective (i, k only)	3
COM 113	Introduction to Communication	3
CSC 373	Introduction to Music Technology	3
ENS 120	College Choir (v only)	0.5
ENS 140	Accompanying (k only)	0.5
ENS 170	Instrumental Chamber Ensemble (i, k only)	0.5
ENS 180	Vocal Chamber Ensemble (v only)	0.5
ENS ___	Required Ensemble (i only)	0.5
FRN 123	Elementary French II (v only)	3
MRA 110	Recital Attendance	0
___	App Principal (i, k only) or Voice (v only)	1
REC 362	Recital	2
___	Music Elective (i only)	1
___	Music Elective (k only)	2
STM ___	Student Ministry	0
		<u>17/18/19</u>

**Fourth Year**

**Fall Semester**

___	Bible & Theology Elective	3
___	Bible & Theology Elective (v only)	3
___	200-Level Literature Elective	3
ENS 120	College Choir (v only)	0.5
ENS 140	Accompanying (k only)	0.5
ENS ___	Ensemble Elective (i, k only)	0.5
ENS ___	Required Ensemble (i only)	0.5
ENS 210	Opera Workshop (v only)	0.5
GMU 123	Introduction to World Music or	
GMU 213	U. S. Music	3
MPD 432	Pedagogy of Music I	2
___	App Principal (i, k only) or Voice (v only)	1
REC 111	Recital Performance	1
REC 470	Note Check	0
___	Music Elective (i, k only)	2
		<u>16/17</u>

**Spring Semester**

BEV 112	Principles of Evangelism (v only)	2
HUM 103	Western Thought & Culture	3
PSY 213	General Psychology	3
SCI 113	Scientific Literacy	3
CON 331	Instrumental Conducting (i only)	1
ENS 120	College Choir (v only)	0.5
ENS 140	Accompanying (k only)	0.5
ENS 210	Opera Workshop (v only)	0.5
ENS ___	Ensemble Elective (i, k only)	0.5
ENS ___	Required Ensemble (i only)	0.5
MPD 442	Pedagogy of Music II	2
MUS 480	Comprehensive Exam in Music	0
___	App Principal (i, k only) or Voice (v only)	1
REC 484	Recital	4
		<u>17/19</u>

Minimum hours required = 135 (i, k): 139 (v)

# SCHOOL OF TEACHER EDUCATION

(706) 886-7299, ext. 5298  
e-mail: [teacher@tfc.edu](mailto:teacher@tfc.edu)

## SCHOOL DIRECTOR

Barbara K. Bellefeuille, Ed.D.

## FULL-TIME FACULTY

Eli Dunagan, Ph.D.  
L. Ruth Frederick, Ed.D.  
Donna R. Gardner, Ed.D.  
Spencer H. Rolle, M.A.  
W. David Stufft, M.Ed.

## INTRODUCTION

The School of Teacher Education prepares students for the teaching profession. The curriculum is designed for professional training based on a biblical philosophy of education. 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.

The School of Teacher Education 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 understanding, skills, and attitudes appropriate to help all students learn. Those called by God to the vocation of teaching will be equipped at Toccoa Falls College to have advanced *understanding, skills, and attitudes* needed to be effective in the diverse and dynamic classroom of the 21<sup>st</sup> century." This program contributes to an UNDERSTANDING of the diverse learners in schools, effective SKILLS needed in today's classroom, and appropriate ATTITUDES in dealing with the school community.

## PROCEDURES FOR ADMISSION

During the end of the freshman year, students apply for admission to the School of Teacher Education. 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 Verbal and Math, (SAT = 1,000 **or** ACT = 43), or passing PRAXIS I
4. References completed by two TFC faculty members
5. A reference form completed by Student Affairs members
6. A grade point average of 2.50 or above
7. An acceptable portfolio highlighting the student's ability.

## 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 2.5
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

One year before the anticipated semester of teaching practicum, teacher candidates must seek admission to student teaching. The process requires an interview, where the student presents an Abilities Portfolio to a subcommittee of the Teacher Education faculty. The portfolio should highlight the evidences of abilities met and field experiences completed to that point which demonstrate the student's ability to succeed in the classroom. Admission to teaching practicum requires a 2.5 cum gpa.

## ADMISSION TO OVERSEAS TEACHING PRACTICUM

Admission to overseas teaching practicum is granted only if full admission requirements for teaching practicum are met, a cumulative gpa of 3.0 or higher, and a student manifests both the desire and ability to function in an international setting. Application to overseas teaching practicum must be initiated the first semester of the junior year, and requires a Pre-experience Orientation the spring semester before teaching overseas. Students are responsible for all overseas experience expenses.

## SPECIAL COURSE PREREQUISITES

All 300 and 400-level School of Teacher Education courses require admission to the Teacher Education program. All 200-level Teacher Education courses require a 2.5 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

**Field Experience.** This is required of all Teacher Education majors. Three field experiences are currently embedded in teacher education courses and require actual contact hours in the local schools observing, working with students, and some teaching experience. Further, several courses require students to be in the local schools in a mini-unit teaching situation. August and May Experiences are required courses and consist of a two-week full-time experience in an appropriate school setting. Teaching Practicum is a twelve-week experience of student teaching.

**Portfolios.** All students seeking a degree in Teacher Education are required to complete portfolios of their abilities. These portfolios focus on the field-based work done through the student's program of study and within the courses taken. All portfolios are reviewed periodically throughout the program to determine mastery of stated abilities. During Teaching Practicum students complete a portfolio reflecting mastery of *all* abilities on the advanced level required by the School of Teacher Education.

**Student Teaching.** Teaching Practicum is the culminating experience in Teacher Education where students practice the skills they have learned and demonstrate the ability to be competent teachers upon graduation. Student teaching is done in the spring semester only. A student must have been accepted into Teaching Practicum, have a 2.5 gpa, and have finished all courses to student teach. The Teacher Education Program Committee must approve a student, with specific criteria met before student teaching. All student teachers must have liability insurance as legal protection while teaching. This is available through the School of Teacher Education at a very reasonable fee. Students must also complete substitute teacher training which includes a background check. Student teachers follow the school's calendar where they teach. Employment while student teaching is not allowed.

## CERTIFICATION REQUIREMENTS

In addition to graduation requirements, to receive a "clear-renewable" certification students are required to pass the PRAXIS II (a subject assessment taken the senior year for certification in Georgia). Teacher Education program completer pass rates on State of Georgia required licensure exams is available by contacting the School of Teacher Education.

**Certification Program.** Individuals who have already completed a baccalaureate degree at an accredited institution may complete one of the approved programs in the School of Teacher Education 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.

**EARLY CHILDHOOD MAJOR**

The Early Childhood program leads to certification in grades preschool through fifth.

**GENERAL EDUCATION - 73 hours**

**BIBLE & THEOLOGY - 30 hours**

- BEV 112 Principles of Evangelism
  - BIB 213 Hermeneutics
  - BMI 101 World Perspective
  - NTE 113 Life & Revelation of Christ
  - NTE 123 Early Church: History & Letters
  - OTE 213 Law & History
  - OTE 223 Poetry & Prophecy
  - SYT 313 God & Redemption
  - SYT 323 The Church: Its Truth & Destiny
- Six credit hours of Bible or Theology courses from any: BIB, BMI, GRK 333, 343, HEB 323, 433, NTE, OTE, SYT, THE

**HUMANITIES - 15 hours**

- ENG 113 Freshman Composition I
  - ENG 123 Freshman Composition II
  - ENG 393E Grammar for Teachers
  - HUM 103 Western Thought & Culture
- One Literature course from: AML 213, 223, ENG 213, 223, 233

**SOCIAL SCIENCES - 12 hours**

- ANT 203 Cultural Anthropology
  - PSY 243 Developmental Psychology
  - PSY 323X Educational Psychology
- One History course from: HIS 233, 243

**COMPUTERS & MATHEMATICS - 9 hours**

- EDU 303 Computers for the Classroom
- MAT 113 General College Math
- MAT 123 Math for Teachers

**GENERAL EDUCATION - 7 hours**

- BIO 114 Biology I
- SCI 243 Physical Science: Earth Science

**MAJOR - 55 hours**

- EDC 253 Introduction to Reading Methods
- EDC 263 Creative & Fine Arts
- EDC 273 Early Childhood Methods
- EDC 313 Math & Science Methods: EC
- EDC 353 Reading & Writing in the Content Area: EC
- EDC 363 Children's Literature
- EDC 373 Health & PE Methods: EC
- EDC 383 Social Studies & Language Arts Methods: EC
- EDC 433 Classroom Management & Philosophy
- EDC 453 Reading Diagnosis & Remediation
- EDU 111 Teacher Education Orientation
- EDU 133 Foundations & Trends in Education
- EDU 211 August Experience
- EDU 221 May Experience
- EDU 411 Education Seminar
- EDU 422 Professional Integration
- EDU 423 Curriculum & Assessment
- EDU 453 The Exceptional Child
- EDU 4110 Teaching Practicum

**TOTAL = 128 hours**

**EARLY CHILDHOOD EDUCATION (P-5) COURSE SCHEDULE**

**First Year**

**Fall Semester**

NTE 113	Life & Revelation of Christ	3
ENG 113	Freshman Composition I	3
HUM 103	Western Thought & Culture	3
HIS ____	United States History Elective	3
MAT 113	General College Math	3
EDU 111	Teacher Education Orientation	1
TFC 100	Success Seminar	0
		<hr/>
		16

**Spring Semester**

BEV 112	Principles of Evangelism	2
BMI 101	World Perspective	1
NTE 123	Early Church: History & Letters	3
ENG 123	Freshman Composition II	3
MAT 123	Math for Teachers	3
EDU 133	Foundations & Trends in Education	3
		<hr/>
		15

**Second Year**

**Fall Semester**

OTE 213	Law & History	3
____	200-Level Literature Elective	3
ANT 203	Cultural Anthropology	3
PSY 243	Developmental Psychology	3
BIO 114	Biology I	4
EDU 211	August Experience	1
STM ____	Student Ministry	0
		<hr/>
		17

**Spring Semester**

BIB 213	Hermeneutics	3
OTE 223	Poetry & Prophecy	3
PSY 323X	Educational Psychology	3
EDC 253	Introduction to Reading Methods	3
EDC 263	Creative & Fine Arts	3
EDC 273	Early Childhood Methods: <i>Field Experience</i>	3
STM 170	Field Experience	0
		<hr/>
		18

**Summer Session**

EDU 221	May Experience	1
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**Third Year**

**Fall Semester**

SYT 313	God & Redemption	3
____	Bible & Theology Elective	3
ENG 393E	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
		<hr/>
		18

**Spring Semester**

SYT 323	The Church: Its Truth & Destiny	3
SCI 243	Physical Science: Earth Science	3
EDC 353	Reading & Writing: EC: <i>Field Experience</i>	3
EDC 373	Health & PE Methods: EC	3
EDU 303	Computers for the Classroom	3
STM 170	Field Experience	0
		<hr/>
		15

**Fourth Year**

**Fall Semester**

____	Bible & Theology Elective	3
EDC 433	Classroom Management & Philosophy	3
EDC 453	Reading Diagnosis & Remediation	3
EDU 423	Curriculum & Assessment	3
EDU 411	Education Seminar	1
EDU 453	The Exceptional Child: <i>Field Experience</i>	3
STM 170	Field Experience	0
		<hr/>
		16

**Spring Semester**

EDU 422	Professional Integration	2
EDU 4110	Teaching Practicum: EC (12 weeks)	10
		<hr/>
		12

(Students may not take additional hours during student teaching.)

Minimum hours required = 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 one of two tracks that each lead to two concentrations (15 hours each). The tracks are 1) language arts & social science or 2) mathematics & science. Students that choose to cross over tracks (i.e., choose one concentration from each track) should understand that extra classes will be required and careful attention to scheduling will be important.

## GENERAL EDUCATION - 73 hours

### BIBLE & THEOLOGY - 30 hours

BEV 112 Principles of Evangelism  
BIB 213 Hermeneutics  
BMI 101 World Perspective  
NTE 113 Life & Revelation of Christ  
NTE 123 Early Church: History & Letters  
OTE 213 Law & History  
OTE 223 Poetry & Prophecy  
SYT 313 God & Redemption  
SYT 323 The Church: Its Truth & Destiny  
Six credit hours of Bible or Theology courses from any: BIB, BMI, GRK 333, 343, HEB 323, 433, NTE, OTE, SYT, THE

### HUMANITIES - 15 hours

ENG 113 Freshman Composition I  
ENG 123 Freshman Composition II  
ENG 393E Grammar for Teachers  
HUM 103 Western Thought & Culture  
One Literature course from: AML 213, 223

### SOCIAL SCIENCES - 12 hours

PSY 243 Developmental Psychology  
PSY 323X Educational Psychology  
HIS 233 History of the United States I  
HIS 243 History of the United States II

### COMPUTERS & MATHEMATICS - 9 hours

EDU 303 Computers for the Classroom  
MAT 113 General College Math  
MAT 123 Math For Teachers

### GENERAL EDUCATION - 7 hours

Two Science courses from: BIO 114, 124, SCI 113, 243

## MAJOR - 58 hours

### EDUCATION CORE - 40 hours

EDM 273 The Middle School Teacher  
EDM 313 Math & Science Methods: MG *or*  
EDM 353 Reading & Writing in the Content Area: MG/SEC  
EDM 363 Young Adult Literature  
EDM 383 Social Studies & Language Arts Methods: MG  
EDM 433 Classroom Management & Philosophy  
EDU 111 Teacher Education Orientation  
EDU 133 Foundations & Trends in Education  
EDU 211 August Experience  
EDU 221 May Experience  
EDU 411 Education Seminar  
EDU 422 Professional Integration  
EDU 423 Curriculum Assessment  
EDU 453 The Exceptional Child  
EDU 4110 Teaching Practicum

## CONCENTRATION AREAS FOR MIDDLE GRADES - 18 hours

Middle Grades majors will choose one of two tracks as follows:

### LANGUAGE ARTS & SOCIAL SCIENCES

#### Language Arts - 15 hours

AML \_\_\_\_ American Literature Elective  
ENG 393E Grammar for Teachers  
ENG 213 World Literature  
ENG 313 History & Structure of the English Language  
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 & SCIENCE

#### Mathematics - 15 hours

MAT 123 Mathematics for Teachers  
MAT 133 College Algebra  
MAT 263 College Trigonometry  
MAT 313 College Geometry  
MAT 323 Elements of Calculus

#### Science - 15 hours

BIO 114 Biology I  
BIO 124 Biology II  
CHM 214 Chemistry I  
SCI 243 Physical Science: Earth Science

**TOTAL = 130-131 hours**

**MIDDLE GRADES EDUCATION (4-8): LANGUAGE ARTS & SOCIAL SCIENCE COURSE SCHEDULE**

**First Year**

**Fall Semester**

BEV 112	Principles of Evangelism	2
BMI 101	World Perspective	1
NTE 113	Life & Revelation of Christ	3
ENG 113	Freshman Composition I	3
HIS 233	US History I	3
MAT 113	General College Math	3
EDU 111	Teacher Education Orientation	1
TFC 100	Success Seminar	0
		<u>16</u>

**Spring Semester**

NTE 123	Early Church: History & Letters	3
ENG 123	Freshman Composition II	3
HUM 103	Western Thought & Culture	3
MAT 123	Math for Teachers	3
EDU 133	Foundations & Trends in Education	3
		<u>15</u>

**Second Year**

**Fall Semester**

BIB 213	Hermeneutics	3
OTE 213	Law & History	3
PSY 243	Developmental Psychology	3
SCI 113	Scientific Literacy	3
EDU 211	August Experience	1
GHY 213	World Geography	3
STM 170	Field Experience	0
		<u>16</u>

**Spring Semester**

OTE 233	Poetry & Prophecy	3
	American Literature II <b>or</b> Advanced Comp.	3
HIS 223	Twentieth Century World History	3
POL 213	American Government	3
ENG 213	World Literature	3
EDM 273	The Middle School Teacher: <i>Field Exp.</i>	3
STM	Student Ministry	0
		<u>18</u>

**Summer Session**

EDU 221	May Experience	1
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**Third Year**

**Fall Semester**

SYT 313	God & Redemption	3
	Bible & Theology Elective	3
EDM 353	Reading & Writing: MG/SEC: <i>Field Exp.</i>	3
EDM 383	Social Studies & Lang. Arts Methods: MG	3
EDU 303	Computers for the Classroom	3
ENG 393E/313	Grammar for Teachers <b>or</b> Hist & Struc of the Eng Lang	3
STM 170	Field Experience	0
		<u>18</u>

**Spring Semester**

SYT 323	The Church: Its Truth & Destiny	3
	Bible & Theology Elective	3
HIS 243	History of the United States II	3
EDM 363	Young Adult Literature	3
	American Lit II <b>or</b> Advanced Composition	3
PSY 323X	Educational Psychology	3
		<u>18</u>

**Fourth Year**

**Fall Semester**

EDM 433	Classroom Management & Philosophy: MG	3
EDU 411	Education Seminar	1
EDU 423	Curriculum & Assessment	3
EDU 453	The Exceptional Child: <i>Field Experience</i>	3
BIO 114	General Biology I	4
ENG 393E/313	Grammar for Teachers <b>or</b> Hist & Struc of the Eng Lang	3
STM 170	Field Experience	0
		<u>17</u>

**Spring Semester**

EDU 422	Professional Integration	2
EDU 4110	Teaching Practicum: MG (12 weeks)	10
		<u>12</u>

(Students may not take additional hours during student teaching.)  
Minimum hours required = 131

**MIDDLE GRADES EDUCATION (4-8): MATHEMATICS & SCIENCE COURSE SCHEDULE**

**First Year**

**Fall Semester**

BEV 112	Principles of Evangelism	2
BMI 101	World Perspective	1
NTE 113	Life & Revelation of Christ	3
ENG 113	Freshman Composition I	3
BIO 114	Biology I	4
MAT 133	College Algebra	3
EDU 111	Teacher Education Orientation	1
TFC 100	Success Seminar	0
		<u>17</u>

**Spring Semester**

NTE 123	Early Church: History & Letters	3
ENG 123	Freshman Composition II	3
HUM 103	Western Thought & Culture	3
MAT 123/323	Math for Teachers <b>or</b> Elements of Calculus	3
EDU 133	Foundations & Trends in Education	3
		<u>15</u>

**Second Year**

**Fall Semester**

BIB 213	Hermeneutics	3
OTE 213	Law & History	3
AML 213	American Literature I	3
CHM 214	Chemistry I	4
HIS 233	History of the United States I	3
EDU 211	August Experience	1
STM 170	Field Experience	0
		<u>17</u>

**Spring Semester**

OTE 223	Poetry & Prophecy	3
BIO 124	Biology II	4
MAT 263/313	College Trigonometry <b>or</b> Modern Geometry	3
MAT 123/323	Math for Teachers <b>or</b> Elements of Calculus	3
EDU 273	The Middle School Teacher: <i>Field Exp.</i>	3
STM	Student Ministry	0
		<u>16</u>

**Summer Session**

EDU 221	May Experience	1
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**Third Year**

**Fall Semester**

SYT 313	God & Redemption	3
ENG 393E	Grammar for Teachers	3
EDM 313	Math & Science Methods: MG	3
EDM 353	Reading & Writing: MG/SEC: <i>Field Exp.</i>	3
EDU 303	Computers for the Classroom	3
PSY 323X	Educational Psychology	3
STM 170	Field Experience	0
		<u>18</u>

**Spring Semester**

SYT 323	The Church: Its Truth & Destiny	3
	Bible & Theology Elective	3
HIS 243	History of the United States II	3
MAT 263/313	College Trigonometry <b>or</b> Modern Geometry	3
SCI 243	Physical Science: Earth Science	3
EDM 363	Young Adult Literature	3
		<u>18</u>

**Fourth Year**

**Fall Semester**

	Bible & Theology Elective	3
PSY 243	Developmental Psychology	3
EDM 433	Classroom Management & Philosophy: MG	3
EDU 411	Education Seminar	1
EDU 423	Curriculum & Assessment	3
EDU 453	The Exceptional Child: <i>Field Experience</i>	3
STM 170	Field Experience	0
		<u>16</u>

**Spring Semester**

EDU 422	Professional Integration	2
EDU 4110	Teaching Practicum: MG (12 weeks)	10
		<u>12</u>

(Students may not take additional hours during student teaching.)  
Minimum hours required = 130

**SECONDARY EDUCATION MAJORS**

Secondary Education: English or History majors that lead to certification in grades 7 through 12. Students in these majors must concentrate their academic focus in their field of choice.

**SECONDARY EDUCATION - ENGLISH**

**GENERAL EDUCATION - 69 hours**

**BIBLE & THEOLOGY - 30 hours**

BEV 112	Principles of Evangelism
BIB 213	Hermeneutics
BMI 101	World Perspective
NTE 113	Life & Revelation of Christ
NTE 123	Early Church: History & Letters
OTE 213	Law & History
OTE 223	Poetry & Prophecy
SYT 313	God & Redemption
SYT 323	The Church: Its Truth & Destiny

Six credit hours of Bible or Theology courses from any: BIB, BMI, GRK 333, 343, HEB 323, 433, NTE, OTE, SYT, THE

**HUMANITIES - 18 hours**

AML 213	American Literature I
ENG 113	Freshman Composition I
ENG 123	Freshman Composition II
ENG 223	English Literature I
ENG 393E	Grammar for Teachers
HUM 103	Western Thought & Culture

**SOCIAL SCIENCES - 12 hours**

ANT 203	Cultural Anthropology
PSY 243	Developmental Psychology
PSY 323X	Educational Psychology

One History course from: HIS 233, 243

**COMPUTERS & MATHEMATICS - 6 hours**

EDU 303	Computers for the Classroom
MAT 113	General College Math

**GENERAL EDUCATION - 3 hours**

SCI 113	Scientific Literacy
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**MAJOR - 61 hours**

AML 223	American Literature II
COM 363	Media & Society
EDM 353	Reading & Writing in the Content Area: MG/SEC
EDM 363	Young Adult Literature
EDS 323	English Curriculum
EDS 433	English for Secondary Teachers
EDS 453	Secondary Methods
EDU 111	Teacher Education Orientation
EDU 133	Foundations & Trends in Education
EDU 211	August Experience
EDU 221	May Experience
EDU 411	Education Seminar
EDU 422	Professional Integration
EDU 423	Curriculum & Assessment
EDU 453	The Exceptional Child
EDU 4110	Teaching Practicum
ENG 213	World Literature
ENG 233	English Literature II
ENG 313	History & Structure of the English Language
ENG 383	Advanced Composition
ENG 413	Shakespeare

**TOTAL = 130 hours**

**SECONDARY EDUCATION: ENGLISH COURSE SCHEDULE**

**First Year**

**Fall Semester**

BEV 112	Principles of Evangelism	2
BMI 101	World Perspective	1
NTE 113	Life & Revelation of Christ	3
ENG 113	Freshman Composition I	3
HIS ____	United States History Elective	3
MAT 113	General College Math	3
EDU 111	Teacher Education Orientation	1
TFC 100	Success Seminar	0
		<u>16</u>

**Spring Semester**

NTE 123	Early Church: History & Letters	3
ENG 123	Freshman Composition II	3
HUM 103	Western Thought & Culture	3
ANT 203	Cultural Anthropology	3
EDU 133	Foundations & Trends in Education	3
		<u>15</u>

**Second Year**

**Fall Semester**

BIB 213	Hermeneutics	3
OTE 213	Law & History	3
ENG 223	English Literature I	3
AML 213	American Literature I	3
PSY 323X	Educational Psychology	3
EDU 211	August Experience	1
		<u>16</u>

**Spring Semester**

OTE 223	Poetry & Prophecy	3
_____	American Literature II <b>or</b> Advanced Comp	3
PSY 243	Developmental Psychology	3
SCI 113	Scientific Literacy	3
ENG 213	World Literature	3
ENG 413/233	Shakespeare <b>or</b> English Literature II	3
STM ____	Student Ministry	0
		<u>18</u>

**Summer Session**

EDU 221	May Experience	1
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**Third Year**

**Fall Semester**

SYT 313	God & Redemption	3
_____	Bible & Theology Elective	3
EDU 303	Computers for the Classroom <b>or</b>	
COM 363	Media & Society	3
ENG 313/393E	Hist & Str of Eng Lang <b>or</b> Gramr for Teach	3
EDM 353	Reading & Writing: MG/SEC: <i>Field Exp.</i>	3
EDS 323	English Curriculum	3
STM 170	Field Experience	0
		<u>18</u>

**Spring Semester**

SYT 323	The Church: Its Truth & Destiny	3
_____	Bible & Theology Elective	3
_____	American Literature II <b>or</b> Advanced Comp	3
ENG 413/233	Shakespeare <b>or</b> English Literature II	3
EDM 363	Young Adult Literature	3
EDS 453	Secondary Methods: <i>Field Experience</i>	3
STM 170	Field Experience	0
		<u>18</u>

**Fourth Year**

**Fall Semester**

ENG 313/393E	Hist & Str of Eng Lang <b>or</b> Gramr for Teach	3
EDS 433	English for Secondary Teachers	3
EDU 303	Computers for the Classroom <b>or</b>	
COM 363	Media & Society	3
EDU 411	Education Seminar	1
EDU 423	Curriculum & Assessment	3
EDU 453	The Exceptional Child: <i>Field Experience</i>	3
STM 170	Field Experience	0
		<u>16</u>

**Spring Semester**

EDU 4110	Teaching Practicum: SEC (12 weeks)	10
EDU 422	Professional Integration	2
		<u>12</u>

(Students may not take additional hours during student teaching.)  
Minimum hours required = 130

**SECONDARY EDUCATION - HISTORY**

**GENERAL EDUCATION - 69 hours**

**BIBLE & THEOLOGY - 30 hours**

BEV 112	Principles of Evangelism
BIB 213	Hermeneutics
BMI 101	World Perspective
NTE 113	Life & Revelation of Christ
NTE 123	Early Church: History & Letters
OTE 213	Law & History
OTE 223	Poetry & Prophecy
SYT 313	God & Redemption
SYT 323	The Church: Its Truth & Destiny

Six credit hours of Bible or Theology courses from any: BIB, BMI, GRK 333, 343, HEB 323, 433, NTE, OTE, SYT, THE

**HUMANITIES - 15 hours**

ENG 113	Freshman Composition I
ENG 123	Freshman Composition II
ENG 393E	Grammar for Teachers
HUM 103	Western Thought & Culture

One Literature course from: AML 213, 223, ENG 213, 223, 233

**SOCIAL SCIENCES - 15 hours**

ANT 203	Cultural Anthropology
ECO 223	Macroeconomics
HIS 233	History of the United States I
PSY 243	Developmental Psychology
PSY 323	Educational Psychology

**COMPUTERS & MATHEMATICS - 6 hours**

EDU 303	Computers for the Classroom
MAT 113	General College Math

**GENERAL EDUCATION - 3 hours**

SCI 113	Scientific Literacy
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**MAJOR - 58 hours**

EDS 333	History Curriculum
EDS 443	History for Secondary Teachers
EDS 453	Secondary Methods
EDU 111	Teacher Education Orientation
EDU 133	Foundations & Trends in Education
EDU 211	August Experience
EDU 221	May Experience
EDU 411	Education Seminar
EDU 422	Professional Integration
EDU 423	Curriculum & Assessment
EDU 453	The Exceptional Child
EDU 4110	Teaching Practicum
GHY 213	World Geography
HIS 243	History of the United States II
HIS 313	History of Ancient Civilizations
HIS 323	History of Medieval Civilization
HIS 333	History of Modern Europe
HIS 393	Non-Western History since 1500
HIS 473	History Seminar
POL 213	American Government

**TOTAL = 127 hours**

**SECONDARY EDUCATION: HISTORY COURSE SCHEDULE**

**First Year**

**Fall Semester**

BEV 112	Principles of Evangelism	2
BMI 101	World Perspective	1
NTE 113	Life & Revelation of Christ	3
ENG 113	Freshman Composition I	3
HIS 233	History of the United States I	3
MAT 113	General College Math <i>or</i> equivalent	3
EDU 111	Teacher Education Orientation	1
TFC 100	Success Seminar	0
		<u>16</u>

**Spring Semester**

NTE 123	Early Church: History & Letters	3
ENG 123	Freshman Composition II	3
HUM 103	Western Thought & Culture	3
HIS 243	History of the U.S. II	3
EDU 133	Foundations & Trends in Education	3
		<u>15</u>

**Second Year**

**Fall Semester**

BIB 213	Hermeneutics	3
OTE 213	Law & History	3
PSY 243	Developmental Psychology	3
SCI 113	Scientific Literacy	3
GHY 213	World Geography	3
EDU 211	August Experience	1
		<u>16</u>

**Spring Semester**

OTE 223	Poetry & Prophecy	3
ANT 203	Cultural Anthropology	3
ECO 223	Macroeconomics	3
PSY 323X	Educational Psychology	3
HIS 323/393	Med Civ <i>or</i> Non-Western History	3
STM ___	Student Ministry	0
		<u>15</u>

**Summer Session**

EDU 221	May Experience	1
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**Third Year**

**Fall Semester**

SYT 313	God & Redemption	3
HIS 313	History of Ancient Civilizations	3
HIS 473/333	History Seminar <i>or</i> Modern Europe	3
EDS 333	History Curriculum	3
EDU 303	Computers for the Classroom	3
ENG 393E	Grammar for Teachers	3
STM 170	Field Experience	0
		<u>18</u>

**Spring Semester**

SYT 323	The Church: Its Truth & Destiny	3
___ ___	Bible & Theology Elective	3
___ ___	200-level Literature Elective	3
HIS 323/393	Med Civ <i>or</i> Non-Western History	3
POL 213	American Government	3
EDS 453	Secondary Methods	3
STM 170	Field Experience	0
		<u>18</u>

**Fourth Year**

**Fall Semester**

___ ___	Bible & Theology Elective	3
HIS 473/333	History Seminar <i>or</i> Modern Europe	3
EDS 443	History for Secondary Teachers	3
EDU 411	Education Seminar	1
EDU 423	Curriculum & Assessment	3
EDU 453	The Exceptional Child: <i>Field Experience</i>	3
STM 170	Field Experience	0
		<u>16</u>

**Spring Semester**

EDU 4110	Teaching Practicum: SEC (12 weeks)	10
EDU 422	Professional Integration	2
		<u>12</u>

(Students may not take additional hours during student teaching.)

Minimum hours required = 127

## MUSIC EDUCATION MAJOR

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 School of Music entrance requirements.

## GENERAL EDUCATION - 66 hours

### BIBLE & THEOLOGY - 30 hours

BEV 112 Principles of Evangelism  
BIB 213 Hermeneutics  
BMI 101 World Perspective  
NTE 113 Life & Revelation of Christ  
NTE 123 Early Church: History & Letters  
OTE 213 Law & History  
OTE 223 Poetry & Prophecy  
SYT 313 God & Redemption  
SYT 323 The Church: Its Truth & Destiny  
Six credit hours of Bible or Theology courses from any: BIB, BMI, GRK 333, 343, HEB 323, 433, NTE, OTE, SYT, THE

### HUMANITIES - 15 hours

ENG 113 Freshman Composition I  
ENG 123 Freshman Composition II  
ENG 393E 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 & MATHEMATICS - 9 hours

CSC 373 Introduction to Music Technology  
EDU 303 Computers for the Classroom  
One Mathematics course from: MAT 113, 123, 133, 253

### GENERAL EDUCATION - 3 hours

SCI 113 Scientific Literacy

## MAJOR – 70 hours

### MUSIC CORE - 30 hours

CON 311 Choral Conducting  
CON 331 Instrumental Conducting  
ENS 150 Handbell Choir (1 hour)  
MPN 241 Class Piano IV  
MRA 110 Recital Attendance (6 required semesters)  
MUS 111 Music Orientation  
MUS 480 Comprehensive Exam in Music  
MUT 101 Fundamental Aural Skills  
MUT 103 Fundamentals of Music  
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 (1 hour)  
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 - 12 hours

MED 122 Introduction to Teaching Music  
MED 211 Woodwind Methods  
MED 222 Teaching Music in the Elementary School  
MED 311 Brass Methods  
MED 312 Music Methods & Materials for Middle & High School  
MED 321 Percussion Methods  
MED 411 String Methods  
MED 432 Integration of Music Education

### PROFESSIONAL EDUCATION - 19 hours

EDU 111 Teacher Education Orientation  
EDU 133 Foundations & Trends in Education  
EDU 211 August Experience  
EDU 221 May Experience  
EDU 4110 Teaching Practicum  
EDU 453 The Exceptional Child

*Music Education Majors take 6 hours specific to their individual concentrations as follows:*

### CHORAL CONCENTRATION - 6 hours

ENS 120 College Choir (3 hours)  
ENS 180 Vocal Chamber Ensemble (1 hour)  
MVC 112 Diction for Singers

### INSTRUMENTAL CONCENTRATION - 6 hours

CMP 452 Orchestration  
ENS 130 Concert Band (3 hours) *or*  
ENS 160 Orchestra (3 hours)  
ENS 170 Instrumental Chamber Ensemble (1 hour)

**TOTAL = 136 hours**

**MUSIC EDUCATION MAJOR:  
CHORAL (c) AND INSTRUMENTAL (i) CONCENTRATION  
COURSE SCHEDULE**

**First Year**

**Fall Semester**

BEV 112	Principles of Evangelism (i only)	2
BMI 101	World Perspective (i only)	1
NTE 113	Life & Revelation of Christ	3
ENG 113	Freshman Composition I	3
EDU 111	Teacher Education Orientation	1
MUS 111	Music Orientation	1
MUT 101	Fundamental Aural Skills	1
MUT 103	Fundamentals of Music	3
MVC 112	Diction for Singers (c only)	2
ENS 1_0	Concert Band <b>or</b> Orchestra (i only)	0.5
ENS 120	College Choir (c only)	0.5
ENS ____	Ensemble Elective	0.5
MRA 110	Recital Attendance	0
REC 110	Recital Performance	0
____	Applied Principal	1
____	Applied Secondary	1
TFC 100	Success Seminar	0
		<u>17/18</u>

**Spring Semester**

NTE 123	Early Church: History & Letters	3
ENG 123	Freshman Composition II	3
EDU 133	Foundations & Trends in Education	3
MED 122	Introduction to Teaching Music: <i>Field Exp.</i>	2
MUT 111	Aural Skills I	1
MUT 113	Music Theory I	3
ENS 120	College Choir (c only)	0.5
ENS 1_0	Concert Band <b>or</b> Orchestra (i only)	0.5
ENS ____	Ensemble Elective	0.5
MRA 110	Recital Attendance	0
REC 110	Recital Performance	0
REC 120	Freshman Platform	0
____	Applied Principal	1
____	Applied Secondary	1
		<u>18</u>

**Second Year**

**Fall Semester**

BIB 213	Hermeneutics	3
OTE 213	Law & History	3
EDU 211	August Experience	1
MED 211	Woodwind Methods	1
MUH 213	Music History & Literature I	3
MUT 121	Aural Skills II	1
MUT 123	Music Theory II	3
ENS 120	College Choir (c only)	0.5
ENS 1_0	Concert Band <b>or</b> Orchestra (i only)	0.5
ENS 150	Handbell Choir	0.5
MRA 110	Recital Attendance	0
REC 110	Recital Performance	0
____	Applied Principal	1
____	Applied Secondary	1
STM ____	Student Ministry	0
		<u>18</u>

**Spring Semester**

BEV 112	Principles of Evangelism (c only)	2
BMI 101	World Perspective (c only)	1
OTE 223	Poetry & Prophecy	3
____	Bible & Theology Elective	3
MED 222	Teaching Music in Ele. School: <i>Field Exp.</i>	2
MPN 241	Class Piano IV	1
MUH 223	Music History & Literature II	3
MUT 231	Aural Skills III	1
MUT 233	Music Theory III	3
ENS 120	College Choir (c only)	0.5
ENS 1_0	Concert Band <b>or</b> Orchestra (i only)	0.5
ENS 150	Handbell Choir	0.5
MRA 110	Recital Attendance	0
REC 110	Recital Performance	0
REC 240	Sophomore Platform	0
____	Applied Principal	1
STM 170	Field Experience	0
		<u>18</u>

**Summer Session**

EDU 221	May Experience	1
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**Third Year**

**Fall Semester**

SYT 313	God & Redemption	3
SCI 113	Scientific Literacy (c only)	3
CMP 452	Orchestration (i only)	2
CON 311	Choral Conducting	1
MED 311	Brass Methods	1
MED 312	Music Methods & Mat: Mid & HS: <i>Field Exp.</i>	2
MUT 241	Aural Skills IV	1
MUT 243	Music Theory IV	3
PSY 243	Developmental Psychology	3
ENS 120	College Choir (c only)	0.5
ENS 1_0	Concert Band <b>or</b> Orchestra (i only)	0.5
ENS 170	Instrumental Chamber Ensemble (i only)	0.5
ENS 180	Vocal Chamber Ensemble (c only)	0.5
MRA 110	Recital Attendance	0
REC 110	Recital Performance	0
REC 350	Note Check	0
____	Applied Principal	1
STM 170	Field Experience	0
		<u>18/19</u>

**Spring Semester**

SYT 323	The Church: Its Truth & Destiny	3
HUM 103	Western Thought & Culture	3
SCI 113	Scientific Literacy (i only)	3
CSC 373	Introduction to Music Technology	3
CON 331	Instrumental Conducting	1
MED 321	Percussion Methods	1
ENS 120	College Choir (c only)	0.5
ENS 1_0	Concert Band <b>or</b> Orchestra (i only)	0.5
ENS 170	Instrumental Chamber Ensemble (i only)	0.5
ENS 180	Vocal Chamber Ensemble (c only)	0.5
MRA 110	Recital Attendance	0
REC 360	Junior Recital	0
____	Applied Principal	1
		<u>16</u>

**Fourth Year**

**Fall Semester**

____	Bible & Theology Elective	3
ENG 393E	Grammar for Teachers	3
MAT ____	Mathematics Elective	3
EDU 303	Computers for the Classroom	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
STM 170	Field Experience	0
		<u>17</u>

**Spring Semester**

EDU 4110	Teaching Practicum (12 weeks)	10
MED 432	Integration of Music Education	2
		<u>12</u>

(Students may not take additional hours during student teaching.)

Minimum hours required = 136

**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

# SCHOOL OF WORLD MISSIONS

(706) 886-7299, ext. 5252  
e-mail: [missions@tfc.edu](mailto:missions@tfc.edu)

**SCHOOL DIRECTOR**  
Fred H. Smith, Ph.D.

**FULL-TIME FACULTY**  
Jarvis L. Crosby, Ed.D.  
Joyce A. Griffin, M.A.  
Jonathan S. Penland, Ph.D.

**PART-TIME FACULTY**  
Mark Allison, M.A.

**MISSIONARY-IN-RESIDENCE**  
Bruce Beers, M.A.  
Ecuador

## INTRODUCTION

The School of World Missions 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 in a second culture is no longer a matter of trial and error. Largely the success of the cross-cultural communicator in the 21st century is based on knowledge and 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 School of World Missions 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 perspective cross-cultural servant-leaders to communicate the gospel of Jesus Christ, especially to those who have never heard. Graduates of the School of World Missions 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 School of World Missions offers two majors, Cross-Cultural Studies and Cross-Cultural Business Administration, with an option of five 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. Gifts and abilities are assessed as well as the student's understanding of God's call to Himself and His leading in serving Him.

**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 five specialized minors offered in the School of World Missions. There is also the alternative of 15 hours of open electives which may be used to take a minor offered in any other school. The School of World Missions also offers three additional minors to students in other majors at Toccoa Falls College.

**The Cross-Cultural Business Administration major** is an interdisciplinary degree that mixes missiological principles with business principles to prepare students in the area of international business with knowledge of cross-cultural principles. This will enable the student to enter creative access countries (CACs) with a marketable skill. This could be as an accountant (upon completing further studies), developing a micro-enterprise, or serving as "tent-makers" with a multinational business or another organization requiring these skills. The graduate from this degree could help develop economically viable community projects that would enhance the living standard of the community and financial resources to support the Lord's work. This degree establishes the foreign 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 missiological 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 MA program in either arena.

## PROCEDURE FOR ADMISSION

A student desiring to pursue a major in the School of World Missions must submit a Declaration of Major form to the school director. 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 School Director) will conduct an interview. Following the interview, the entire SWM 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 School Director.

## STUDY ABROAD PROGRAMS

The School of World Missions needs to pre-approve all Study Abroad programs for its students so as to be assured that such programs include the necessary equivalency courses for graduation from the Cross-Cultural Major/Minors.

## 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 ANT, ESL, and ICS courses, including all business courses in the CCBA major. A minimum cumulative average of 2.0 is required for the total hours necessary for graduation from the School of World Missions
3. Satisfactory completion of an application for missionary service and a formal interview by a mission board or denomination, or a senior evaluation interview conducted by a faculty committee
4. An average grade of "C" for courses taken to fulfill requirements for a minor or concentration
5. Completion of six weeks of cross-cultural field internship in a new culture

**CROSS-CULTURAL STUDIES MAJOR PURPOSE & OUTCOME GOALS**

The Cross-Cultural Studies Major is designed to prepare people to live and minister in the varied cultural complexities of today's world.

Students who successfully complete this major will demonstrate:

1. Knowledge of biblical, anthropological, socio-cultural, missiological, and educational principles that are applicable to cross-cultural environments
2. Skills in the application of knowledge to their specific ministry in order to advance the Kingdom of God in an environment foreign to their own
3. Christian maturity through the integration of the biblical values and beliefs with their daily walk

**CROSS-CULTURAL BUSINESS ADMINISTRATION MAJOR PURPOSE & OUTCOME GOALS**

Students successfully completing this major will demonstrate:

1. Foundational cognitive competence in the biblical, cross-cultural, and business fields
2. Skill in applying knowledge in a cross-cultural business setting, administrative setting, or local church setting
3. The ability to integrate faith and business in establishing and strengthening the Body of Christ in a cross-cultural setting

The Cross-Cultural Business Administration major is jointly sponsored, supervised, and promoted by the Schools of World Mission and Business Administration. Students must select membership and an advisor from the School that suits their employment and/or graduate school interest.



**CROSS-CULTURAL STUDIES MAJOR**

**GENERAL EDUCATION - 72 hours**

**BIBLE & THEOLOGY - 33 hours**

BEV 112	Principles of Evangelism
BIB 213	Hermeneutics
BMI 101	World Perspective
BMI 213	Theology of Missions
BMI 473	Power Encounter
NTE 113	Life & Revelation of Christ
NTE 123	Early Church: History & Letters
NTE 323	Acts
OTE 213	Law & History
OTE 223	Poetry & Prophecy
SYT 313	God & Redemption
SYT 323	The Church: Its Truth & Destiny

**HUMANITIES - 15 hours**

COM 113	Introduction to Communication
ENG 113	Freshman Composition I
ENG 123	Freshman Composition II
HUM 103	Western Thought & Culture
One literature elective from: ENG 213, 223, 233	

**SOCIAL SCIENCES - 12 hours**

ANT 203	Cultural Anthropology
CSG 203	Introduction to Counseling
PSY 213	General Psychology
One history elective from: HIS 223, 333, 353, 393	

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

CSC 113	Introduction to Computers <sup>1</sup>
SCI 113	Scientific Literacy
One Mathematics course from: MAT 113, 133, 253	
<sup>1</sup> It is assumed that students will exempt CSC 113, Introduction to Computers, by taking the Institutional Challenge Exam.	

**GENERAL EDUCATION - 3 hours**

Choose one course from the following not already taken:  
FRN 113, GRK 213, HEB 314, PHY 213, SPN 113  
*\*Students with TESOL Concentration must elect SPN or FRN*

**MAJOR - 41 hours**

**Anthropology Core (16 hours)**

ANT 323	Applied Anthropology
ANT 343	Ethnography
ANT 352	Field Internship
ANT 363	Religious Belief Systems
ANT 372	Sociolinguistics
ANT 483	Anthropology Research Project

**Intercultural Studies Core (25 hours)**

ICS 113	Gifts, Guidance, & Goals
ICS 243	Introduction to Church Growth
ICS 253	History of Missions
ICS 311	Computer-Based Missions Research
ICS 323	World Religions
ICS 383	Training & Discipling
ICS 453	Cross-Cultural Communication
ICS 463	Strategy of Missions
ICS 493	Missiology Research Project

**MINOR, or OPEN ELECTIVES - 15 hours**

**TOTAL = 128 hours**

**CROSS-CULTURAL STUDIES MAJOR COURSE SCHEDULE**

**First Year**

**Fall Semester**

BEV 112	Principles of Evangelism	2
BMI 101	World Perspective	1
NTE 113	Life & Revelation of Christ	3
COM 113	Introduction to Communication	3
ENG 113	Freshman Composition I	3
ICS 113	Gifts, Guidance, & Goals	3
TFC 100	Success Seminar	0
		<hr/>
		15

**Spring Semester**

NTE 123	Early Church: History & Letters	3
ENG 123	Freshman Composition II	3
CSC 113	Introduction to Computers	3
MAT ____	Math Elective	3
SCI 113	Scientific Literacy	3
HUM 103	Western Thought & Culture	3
		<hr/>
		18

**Second Year**

**Fall Semester**

BIB 213	Hermeneutics	3	
OTE 213	Law & History	3	
HIS ____	History Elective	3	
		General Education Elective	3
ICS 243	Introduction to Church Growth	3	
STM ____	Student Ministry	0	
		<hr/>	
		15	

**Spring Semester**

OTE 223	Poetry & Prophecy	3	
		200-level Literature Elective	3
PSY 213	General Psychology	3	
ANT 203	Cultural Anthropology	3	
BMI 213	Theology of Missions	3	
ICS 253	History of Missions	3	
STM ____	Student Ministry	0	
		<hr/>	
		18	

**Third Year**

**Fall Semester**

CSG 203	Introduction to Counseling	3	
ANT 323	Applied Anthropology	3	
ICS 311	Computer-Based Missions Research	1	
ANT 372	Sociolinguistics	2	
ICS 383	Training & Discipling	3	
		Minor <b>or</b> Open Elective	3
STM ____	Student Ministry	0	
		<hr/>	
		15	

**Spring Semester**

SYT 323	The Church: Its Truth & Destiny	3	
ANT 343	Ethnography	3	
ANT 363	Religious Belief Systems	3	
ICS 323	World Religions	3	
		Minor <b>or</b> Open Elective	3
STM ____	Student Ministry	0	
		<hr/>	
		15	

**Summer Session**

ANT 352	Field Internship	2
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**Fourth Year**

**Fall Semester**

SYT 313	God & Redemption	3
ICS 463	Strategy of Missions	3
ANT 483	Anthropology Research Project	3
____	Minor <b>or</b> Open Elective	3
____	Minor <b>or</b> Open Elective	3
		<hr/>
		15

**Spring Semester**

NTE 323	Acts	3
ICS 453	Cross-Cultural Communication	3
BMI 473	Power Encounter	3
ICS 493	Missiology Research Project	3
____	Minor <b>or</b> Open Elective	3
		<hr/>
		15

Minimum hours required = 128

**CROSS-CULTURAL BUSINESS  
ADMINISTRATION MAJOR**

**GENERAL EDUCATION - 69 hours**

**BIBLE & THEOLOGY - 30 hours**

BEV 112	Principles of Evangelism
BIB 213	Hermeneutics
BMI 101	World Perspective
BMI 213	Theology of Missions
BMI 473	Power Encounter
NTE 113	Life & Revelation of Christ
NTE 123	Early Church: History & Letters
OTE 213	Law & History
OTE 223	Poetry & Prophecy
SYT 313	God & Redemption
SYT 323	The Church: Its Truth & Destiny

**HUMANITIES - 15 hours**

COM 113	Introduction to Communication
ENG 113	Freshman Composition I
ENG 123	Freshman Composition II
HUM 103	Western Thought & Culture
One 200 level ENG or AML elective	

**SOCIAL SCIENCES - 12 hours**

ANT 203	Cultural Anthropology
ECO 213	Microeconomics
HIS 223	20 <sup>th</sup> Century World History
PSY 213	General Psychology

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

CSC 113	Introduction to Computers <sup>1</sup>
SCI 113	Scientific Literacy
MAT 253	Introduction to Statistics

<sup>1</sup>It is assumed that students will exempt CSC 113, Introduction to Computers, by taking the Institutional Challenge Exam.

**GENERAL EDUCATION - 3 hours**

PHY 213	Introduction to Philosophy
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**MAJOR - 52 hours**

**Cross-Cultural Core (28 hours)**

ANT 343	Ethnography
ANT 352	Field Internship
ANT 363	Religious Belief Systems
ANT 372	Sociolinguistics
ANT 483	Anthropology Research Project
ICS 113	Gifts, Guidance, & Goals
ICS 323	World Religions
ICS 453	Cross-Cultural Communication
ICS 463	Strategy of Missions
ICS 493	Missiologial Research Project

**Business Administration Core (24 hours)**

ACC 213	Principles of Accounting I
ACC 223	Principles of Accounting II
BUS 113	Introduction to Business
BUS 443	International Business (Research Project)
BUS 473	Business Finance
MAN 313	Principles of Management
MAN 453	International Management
MKT 313	Principles of Marketing

**OPEN ELECTIVES - 15 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 15 hours:

BUS 303	Business for Non-Profit Organ.
BUS 393T	Information System
BUS/MAN	_____
Or ICS 473	Urban Ministry/Practicum
MAN 413	Human Resource Management
ICS 203	Intro Qualitative Research
ICS 383	Training & Discipling
ANT 323	Applied Anthropology
ANT	_____
Or ICS 373	Church Planting & Development

**TOTAL = 136 hours**

**CROSS-CULTURAL BUSINESS ADMINISTRATION MAJOR  
COURSE SCHEDULE**

**First Year**

**Fall Semester**

BEV 112	Principles of Evangelism	2
BMI 101	World Perspective	1
NTE 113	Life & Revelation of Christ	3
COM 113	Introduction to Communication	3
HUM 103	Western Thought & Culture	3
ENG 113	Freshman Composition I	3
CSC 113	Introduction to Computers (ICE rec.)	3
TFC 100	Success Seminar	0
		<hr/>
		18

**Spring Semester**

NTE 123	Early Church: History & Letters	3
ENG 123	Freshman Composition II	3
SCI 113	Scientific Literacy	3
MAT 253	Introduction to Statistics	3
BUS 113	Introduction to Business	3
		<hr/>
		15

**Second Year**

**Fall Semester**

BIB 213	Hermeneutics	3
OTE 213	Law & History	3
ICS 113	Gifts, Guidance, Goals	3
ACC 213	Principles of Accounting I	3
ECO 213	Microeconomics	3
ICS 323	World Religions	3
STM	Student Ministry	0
		<hr/>
		18

**Spring Semester**

OTE 223	Poetry & Prophecy	3
_____	200-level Literature Elective	3
PHY 213	Introduction to Philosophy	3
HIS 223	20 <sup>th</sup> Century World History	3
ANT 203	Cultural Anthropology	3
ACC 223	Principles of Accounting II	3
STM	Student Ministry	0
		<hr/>
		18

**Third Year**

**Fall Semester**

SYT 313	God & Redemption	3
PSY 213	General Psychology	3
ANT 372	Sociolinguistics	2
BUS 473	Business Finance	3
ICS 373	Church Planting & Development <b>or</b> Open Elective	3
MAN 313	Principles of Management	3
STM	Student Ministry	0
		<hr/>
		17

**Spring Semester**

SYT 323	The Church: Its Truth & Destiny	3
ANT 343	Ethnography	3
BUS 303	Business for Non-Profit Organ. <b>or</b> Open Elective	3
ICS 383	Training & Discipling <b>or</b> Open Elective	3
MKT 313	Principles of Marketing	3
STM	Student Ministry	0
		<hr/>
		15

**Summer Session**

ANT 352	Field Internship	2
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**Fourth Year**

**Fall Semester**

ANT 483	Anthropology Research Project	3
BMI 213	Theology of Missions	3
BUS 393T	Information Systems <b>or</b> Open Elective	3
BUS 443	International Business	3
ICS 463	Strategy of Missions	3
MAN 413	Human Resource Management <b>or</b> Open Elective	3
		<hr/>
		18

**Spring Semester**

ANT 363	Religious Belief Systems	3
BMI 473	Power Encounter	3
ICS 453	Cross-Cultural Communication	3
ICS 493	Missiologial Research Project	3
MAN 453	International Management	3
		<hr/>
		15

Minimum hours required = 136

## MINORS AVAILABLE TO CROSS-CULTURAL STUDIES MAJORS ONLY

There are varied career options for those planning to serve God in a second culture. To serve those who major in Cross-Cultural Studies, the School of World Missions offers five 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 Cross-Cultural Studies 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.

### INTERCULTURAL CHURCH PLANTING MINOR

The greatest need in world evangelization today is for missionaries who are able to win people to Christ among people groups where the gospel message is unknown. Church planting involves building relationships and then introducing people to Jesus Christ, usually one-by-one. Often this ministry is through friendship evangelism. 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. The missionary then moves on to another unreached group to do the same job again. This life requires a strong personal relationship with Jesus Christ.

With this in mind, the School of World Missions consistently gives attention to nurturing a dependence upon the Holy Spirit. We realize Jesus Christ alone is the One who builds His church, and His Spirit leads and guides in developing all effective strategies and methodologies to reach those unreached people in new cultures and languages who have yet to hear the gospel. It is also a calling that requires the development of ministry skills that are taught in the context of the Cross-Cultural Studies major, and this minor. People trained in church planting are the greatest need of virtually every evangelical mission board today.

### INTERCULTURAL CHURCH PLANTING – 15 hours

ICS 373	Church Planting & Development	3
ICS 473	Urban Ministry & Practicum	3
ICS 442	Cross-Cultural Storytelling	2

*Choose two from the following:*

ICS 342	Women in International Ministry	2
ICS 462	Christian Education in Other Cultures	2
ICS 222	Introduction to Bible Translation	2
ICS 302	New Religious Movements	2

*Choose one from the following:*

ANT 333	Peoples of the World	3
ESL 313	Introduction to TESOL	3
ICS 203	Intro Qualitative Research	3
ICS 313	Introduction to Hinduism & Buddhism	3
ICS 333	Small Group Ministries	3
ICS 343	Introduction to Islam	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 means of introducing the gospel. 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
PHY 453	Apologetics <b>or</b>	
CED 333	Teaching the Bible in Non-formal Education	3
FRN 123	Elementary French II <b>or</b>	
SPN 123	Elementary Spanish II	3

## INTERCULTURAL BIBLE TEACHING & COUNSELING MINOR

This program 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 concentration 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.

### INTERCULTURAL BIBLE TEACHING & COUNSELING – 15 hours

CED 333	Teaching the Bible in Non-formal Education	3
ICS 442	Cross-Cultural Storytelling	2
PHY 453	Apologetics	3
ICS 462	Christian Education in Other Cultures	2

*Choose two of the following courses:*

ANT 333	Peoples of the World	3
ICS 342	Women in International Ministry	2
CSG 213	Christ-Centered Counseling	3
CSG 383	Counseling for Ministry	3
One FAM prefix course		3

### BIBLE TRANSLATION MINOR

For those planning on a career in Bible translation, this program offers the basic courses needed before beginning graduate studies. Further training in this field may be best done through a program aligned with Wycliffe Bible Translators. This minor meets the requirements of Wycliffe/SIL for undergraduate preparation to demonstrate knowledge and skills in the following three areas:

1. A basic knowledge of at least one biblical language
2. Ability to exegete the biblical text accurately
3. A knowledge of the historical and cultural background of the Bible

### BIBLE TRANSLATION – 15 hours

GRK 213	Elementary Greek I	3
GRK 223	Elementary Greek II	3
HEB 314	Elementary Hebrew	4
ICS 222	Introduction to Bible Translation	2

*Choose one of the following courses:*

GRK 333	Intermediate Greek I: Johannean Lit.	3
HEB 323	Introduction to Hebrew Exegesis	3

### WORLD RELIGIONS MINOR

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.

### WORLD RELIGIONS – 15 hours

ICS 302	New Religious Movements	2
ICS 313	Introduction to Hinduism & Buddhism	3
ICS 343	Introduction to Islam	3
PHY 453	Apologetics	3

*Choose two of the following courses:*

REL 332	Roman Catholicism	2
REL 352	Judaism	2
REL 372	Eastern Orthodoxy	2
REL 472	Baptist Distinctives	2
REL 482	Alliance Distinctives	2

## TWO-YEAR PROGRAM - INTERCULTURAL MEDICAL FIELDS CAREER PLAN

This program is built around a curriculum that has a solid core of missions, anthropology, and Bible courses, designed to build on medical studies that have been completed or will be completed at another college or university. This plan is designed to complete cross-cultural and Bible requirements for medical people planning on cross-cultural ministries.

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., M.D., or B.S.N., degree, the Cross-Cultural Studies major with Intercultural 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 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.

**Plan Four** - The Pre-Med track in the School of Arts & Sciences also provides courses which integrate enough biology and chemistry to meet entry level requirements for both medical and nursing schools.

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. Other medical degrees and/or equivalent certification may be accepted only by *prior* approval from the Director of the School of World Missions 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. must have transfer of credits evaluated by the Registrar prior to admission. In addition to meeting the general distribution of TFC core requirements, transfer coursework should include at least a math, computer science, history, and psychology elective.

### INTERCULTURAL MEDICAL FIELDS – 15 hours

Students not transferring English courses in must take the following 6 hours:

ENG 113	Freshman Composition I	3
ENG 123	Freshman Composition II	3

In addition, all students must take the courses listed in the course schedule for this program.

## INTERCULTURAL MEDICAL FIELDS COURSE SCHEDULE

### First Year

#### Fall Semester

BEV 112	Principles of Evangelism	2
BMI 101	World Perspective	1
NTE 113	Life & Revelation of Christ	3
CSG 203	Introduction to Counseling	3
BMI 213	Theology of Missions	3
ICS 113	Gifts, Guidance, and Goals	3
TFC 100	Success Seminar	0
		<hr/> 15

#### Spring Semester

BIB 213	Hermeneutics	3
NTE 123	Early Church: History & Letters	3
HUM 103	Western Thought & Culture	3
ANT 203	Cultural Anthropology	3
_____	Career Plan Elective <sup>1</sup>	3
STM _____	Student Ministry	0
		<hr/> 15

#### Summer Session

ANT 352	Field Internship	2
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### Second Year

#### Fall Semester

OTE 213	Law & History	3
SYT 313	God & Redemption	3
ANT 323	Applied Anthropology	3
ICS 363	Strategy of Missions	3
_____	Acts <i>or</i> Power Encounter	3
STM _____	Student Ministry	0
		<hr/> 15

#### Spring Semester

OTE 223	Poetry & Prophecy	3
SYT 323	The Church: Its Truth & Destiny	3
ICS 323	World Religions	3
ICS 253	History of Missions	3
_____	Career Plan Elective <sup>1</sup>	3
		<hr/> 15

Minimum hours required = 68

<sup>1</sup> Any course prefixed ANT, ESL, or ICS may be elected here, however, the SWM faculty recommend ICS 342 Women in International Ministry, ICS 462 Christian Education in Other Cultures, and ANT 333 Peoples of the World.

Note: Those in this concentration who have transferred in ENG 113 and ENG 123 or their equivalents must elect 6 additional hours of open electives.

## MINORS FOR STUDENTS IN OTHER SCHOOLS

The School of World Missions offers the following minors to students who complete a major in another School in the college. These minors supplement the curriculum of students in other Schools 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 Anthropology	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
THE 423	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

# Descriptions of Courses by School

## ARTS & SCIENCES

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

## BIBLE & THEOLOGY

BEV	Biblical Evangelism
BIB	General Biblical Studies
BMI	Biblical Missions
GRK	Greek
HEB	Hebrew
HOM	Homiletics
NTE	New Testament
OTE	Old Testament
PAM	Pastoral Ministries
PHY	Philosophy
REL	Religion
SYT	Systematic Theology
THE	Biblical, Historical, and Specialized Theological Studies

## BUSINESS ADMINISTRATION

ACC	Accounting
BUS	Business
ECO	Economics
MAN	Management
MKT	Marketing

## CHRISTIAN EDUCATION

CED	Christian Education
FAM	Family Ministries
OLE	Outdoor Leadership & Education
YTH	Youth Ministries

## COMMUNICATION

COM	Communication
IPC	Interpersonal & Public Communication
MCM	Mass Communication

## COUNSELING

CSG	Counseling
PSY	Psychology

## 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

## STUDENT MINISTRY

STM	Field Experience in Student Ministry
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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	Success Seminar
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## WORLD MISSIONS

ANT	Anthropology
BMI	Biblical Missions
ESL	Teaching English to Speakers of Other Languages
ICS	Intercultural Studies

# COURSE DESCRIPTIONS

## ACC - ACCOUNTING

### ACC 213 Principles of Accounting I (3 hours, fall)

This course is a study of fundamental accounting principles and concepts, focusing on basic structures of the accounting cycle and accounting for internal controls, cash, receivables, inventories, and assets. Prerequisite: None.

### ACC 223 Principles of Accounting II (3 hours, spring)

A continued study of fundamental accounting principles and concepts focusing on practical application to proprietorships, partnerships, and corporations and the preparation and analysis of their financial statements and financing through bonds, stocks, and cash flow. Liabilities, stockholders' equity, revenues, and expenses are also covered. Prerequisite: ACC 213.

### ACC 313 Intermediate Accounting I (3 hours, offered as announced)

An in-depth study of current issues in accounting theory and practice used by accountants in recording and valuing assets, liabilities, investments, plant and equipment and the resulting effect on profits. The accounting profession's (FASB) pronouncements are an integral part of this course. Prerequisite: ACC 223.

### ACC 323 Intermediate Accounting II (3 hours, offered as announced)

A continuation of Acc 313 with emphasis on corporations debts, bonds, stock issuance, pensions, leases, stockholders equity and other special problems and topics relating to accounting. The course includes financial position and statement analysis. Prerequisite: ACC 313.

### ACC 373 Managerial Accounting (3 hours, offered as announced)

A course that emphasizes the internal use of accounting data and statements by the manager in establishing plans and objectives, controlling operations, and making decisions involved with management of an enterprise and the forecasting of costs, revenues, expenses, and profits. Prerequisite: ACC 223.

### ACC 413 Tax Accounting (3 hours, offered as announced)

This course is an introduction to the federal income taxation of individuals, partnerships, corporations, estates and trusts. This course offers a broad base for understanding and applying the tax laws. Prerequisite: None.

### ACC 443 Auditing (3 hours, offered as announced)

A study of auditing theory, concepts, practices and procedures as applied by independent accountants and internal auditors; the development of audit programs; and the ethics of the profession. Prerequisites: ACC 223, ACC 323.

### ACC 493 Accounting Internship (3 hours, either semester or summer)

This course is a supervised experience in private or public accounting combining practical activities and experience with knowledge from classroom studies. Offering requires 240 hours of work experience and preparation of an organizational chart, job description, journal and portfolio. Prerequisite: Junior or senior business administration majors only and approval of SBA Director.

## 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 113.

### AML 223 American Literature II (3 hours, spring or summer)

This course is a survey of American literature from the Civil War to the present. Prerequisite: ENG 113.

### 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)

An advanced study of major authors and topics in American Literature. Major research paper required. Prerequisite: ENG 123.

### AML 323 American Literary Realism and 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)

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 323 Applied Anthropology (3 hours, fall)

The basic principles learned in cultural anthropology are applied in this course to the life and work of the Christian anthropologist. Students learn analysis of the anthropological, theological, and psychological factors in relation to cultural patterns and configurations. 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 343 Ethnography (3 hours, spring)

This helps the prospective cross-cultural worker focus attention on one people group. Students begin ethnographic data collection and build a comprehensive data file using the OCM filing system. Extensive bibliographies will begin to form as students transition from class to field work in a new culture. Prerequisite: ANT 323 for Cross-Cultural Studies majors; not required for CCBA majors.

### ANT 352-6 Field 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 343.

### 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 203.

**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 Director of the School of World Missions. 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 343 and 352.

**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, SYT 313, SYT 323 and a grade point average of 3.0 or better.

**BEV - BIBLICAL EVANGELISM****BEV 112 Principles of Evangelism** (2 hours, either semester)

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 or summer)

This course briefly surveys the history of biblical interpretation before focusing on the procedures, tools, and skills necessary for responsible Bible interpretation. Prerequisite: ENG 113.

**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 113, NTE 123, OTE 213, and OTE 223. Approval from the Director of the School of Bible & Theology is also required.

**BIB 433 Leviticus & Hebrews** (3 hours, fall odd years)

A content study in Leviticus and Hebrews showing the interrelationship between the Old Testament sacrificial system and the New Testament author's 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, OTE 213 and NTE 123.

**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, OTE 223 and NTE 113.

**BIB 453 Biblical Introduction** (3 hours, spring odd years)

This course treats critical problems of general and special introduction to the Old and New Testaments, emphasizing differences between liberal and conservative scholarship. General introduction treats ancient texts, versions, manuscripts, and canon. The course introduces textual, source, form, and rhetorical criticism. Special introduction includes the date, authorship, destination, design, and major problems of individual books. Attention focuses on Pentateuchal origins, the Synoptic Problem, and controversial books. Prerequisites: BIB 213, NTE 113, NTE 123, OTE 213 and OTE 223.

**BIO – BIOLOGY****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: None.

**BIO 214 Anatomy & Physiology I** (4 hours, fall even years)

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 CHM 214.

**BIO 224 Anatomy & Physiology II** (4 hours, spring odd years)

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 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: BIO 114 and 124.

**BIO 314 Genetics** (4 hours, fall odd years, beginning 2007)

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 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, BIO 124, CHM 214 and CHM 224.

**BIO 423 Ecology** (3 hours, fall, beginning 2006)

Examination of abiotic environmental factors, population and community dynamics, terrestrial biomes, aquatic ecosystems, and animal behavior. Prerequisites: BIO 114 and BIO 124.

**BMI - BIBLICAL MISSIONS****BMI 101 World Perspective** (1 hour, either semester)

This course is designed to give an overview of the world Christian movement. It offers a broad-based understanding of biblical, historical, cultural, and strategic perspectives on the world and its people. Prerequisite: None.

**BMI 213 Theology of Missions** (3 hours, either semester or summer)

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.

**BUS - BUSINESS****BUS 113 Introduction to Business** (3 hours, spring)

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, spring odd years)

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 333 Business Ethics** (3 hours, spring even years)

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. Prerequisites: junior or senior standing.

**BUS 343 Business Law** (3 hours, spring)

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, 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. Prerequisite: None.

**BUS 373T Quantitative Methods for Business** (3 hours, offered as announced)

A study of the basic quantitative methods used in the business decision-making process designed to provide the student with an understanding of when and under what conditions these methods should be applied and how to interpret the results. Basic quantitative techniques studied include linear programming, forecasting, decision-making under risk and uncertainty, inventory control methods, queuing theory, Markov analysis, and networking models. Prerequisites: MAN 313 and MAT 253.

**BUS 393T Information Systems** (3 hours, fall)

This course gives an overview of the design, collection, storage, and use of data and information systems. Emphasis will be placed on the use of computers in this process and the related decision making within the organization including the recent developments in both computer hardware and software packages used to solve management problems through the use of information systems. Prerequisites: ACC 213 and CSC 113.

**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. Prerequisites: MAN 313 and ECO 223.

**BUS 473 Business Finance** (3 hours, fall)

This course is a study of sources and uses of funds in today's business environment. Topics covered include financial analysis, budgeting, working capital, budgeting, sources of financing, cost of capital, financial forecasting, and techniques of the time value of money, risks, and rates of return. Prerequisites: ACC 213 and ECO 223.

**BUS 493 Business Internship** (3 hours, either semester or summer)

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 SBA Director.

**CED - CHRISTIAN EDUCATION****CED 113 Educational Ministries of the Church** (3 hours, either semester)

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.

**CED 333 Teaching the Bible in Non-formal Education** (3 hours, either semester)

This course introduces and integrates elements of educational theory and practice in order to cultivate effective biblical teaching in various non-formal educational contexts that are concerned



with Christian discipleship. In addition, this course explores the nature of creativity, and examines various creative and age-appropriate teaching methods suitable for cultivating holistic discipleship through non-formal education. Prerequisite: CED 113 or permission of the instructor.

**CED 353 Small Groups in the Church** (3 hours, fall)

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.

**CED 383 Organization & Administration of Christian Education** (3 hours, spring)

This course studies the organizing, planning, decision-making, supervision, and human relations in the administration and management of the local church or a Christian organization. Prerequisite: CED 113, or permission from instructor.

**CED 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 Director of the School of Christian Education.

**CED 423 History & Philosophy of Christian Education** (3 hours, either semester)

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.

**CED 443 Change, Conflict, & Organizational Culture in Ministry** (3 hours, fall)

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.

**CED 453 Leadership Development** (3 hours, spring)

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.

**CED 463 Spiritual Formation** (3 hours, fall)

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.

**CED 473 Christian Education Internship** (3 hours, summer)

An internship provides practical application of the laws of learning and educational administration in a Christian ministry situation. Students will be involved in an approved Christian education assignment and will receive the benefit of field supervision and evaluation. Prerequisite: 90 completed hours or approval by the School of Christian Education.

## 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: MAT 133 or above.

**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 odd 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 even 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.

## CMP – MUSIC COMPOSITION

**CMP 352 Choral Arranging** (2 hours, either semester)

The student will learn techniques and methods of composition by composing a piece for SATB choir acappella or with piano accompaniment. Prerequisite: None.

**CMP 452 Orchestration** (2 hours, fall)

The student will learn idiomatic scoring for orchestral instruments in solo, band, and orchestral contexts. Prerequisite: None.

## 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, and hymnal evaluation. Prerequisite: None.

**CMU 452 Church Music Organization & Administration** (2 hours, fall)

This course provides instruction in organization and administration of a church-wide music program, including the graded choir system, service planning, purchasing equipment, architecture, music library, public relations, and professional ethics. Prerequisite: CMU 342.

**CMU 472 Choral Repertoire** (2 hours, spring odd years)

This course is an examination of choral music appropriate for church use. Prerequisite: CMU 342.

**CMU 492 Church Music Internship** (2 hours, either semester)

This course is designed to give the students exposure to, and experience in, the total music program of a local church, including rehearsals and performances. Prerequisite: None.

## COM - COMMUNICATION

**COM 113 Introduction to Communication** (3 hours, either semester)

This course is an introductory course providing the fundamentals of effective human communication. Viewing communication as a dynamic process, the student will become aware of and develop skills in communication principles and practices in interpersonal, group, and public contexts. The course is divided between a common lecture and individual sections. Prerequisite: None.

**COM 213 Introduction to Communication Theory** (3 hours, fall)

The prerequisite course for IPC and MCM majors. 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. A specific effort is made to relate the Christian worldview to issues raised by the behavioral sciences. Prerequisite: COM 213 or permission of the instructor.

**COM 293 Interpersonal Communication** (3 hours, spring)

This course instructs the student on the fundamentals of understanding the process of interpersonal communication. Covers 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: COM 213 or permission of the instructor.

**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: COM 213.

**COM 363 Media & Society** (3 hours, fall even years)

This course explores the relationship of mass media texts and their influence on society. By engaging in critical thinking, students will tackle tough issues of media influence, consumption, and creation. A missiological view towards media will be adopted. Prerequisite: COM 213 or permission of the instructor.

**COM 401-3 Independent Study** (1-3 hours, either semester)

This course is an individual study course for the advanced communication student. Prerequisite: Advance approval by the Director of the School of Communication.

**COM 413 New Media** (3 hours, spring odd years)

This course is a study of the principles and tools of Internet publishing and how print, audio and video media converge with the added dimension of interactivity. Each member of the class will construct a multimedia Web site that integrates multimedia communication techniques in a digital environment. Prerequisites: permission of the instructor.

**COM 423 Communication Ethics** (3 hours, fall)

This course discusses the unique tensions and commonalities between a biblical worldview and cultural norms, practices, and laws. Students will gain an understanding of communication law and the limits under current laws and cases. More importantly, these issues will be filtered through the lens of Scripture. Prerequisite: COM 213 or permission of instructor.

**COM 453X Cross-Cultural Communication** (3 hours, spring)

See ICS 453 for course description. (Prerequisites apply.)

**COM 492 Senior Seminar** (2 hours, spring)

Each student graduating with either an IPC or MCM major is required to complete the senior seminar as a requirement for graduation. The senior seminar will serve as a capstone for the major. This course will involve the completion of the student's portfolio. A confluence of theory, ethics, and skills will be demonstrated in the portfolio. Additionally, a deeper exploration of theory and biblical integration will be covered. Prerequisite: COM 213.

## 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 literature. Prerequisite: None.

**CON 432 Advanced Conducting I** (2 hours, fall)

These courses feature conducting and score study of major choral works in addition to conducting of a campus choral group in concert. Prerequisite: CON 321.

**CON 442 Advanced Conducting II** (2 hours, spring)

This course is a continuation of CON 432. Prerequisite: CON 432.

## CSC - COMPUTER SCIENCE

**CSC 113 Introduction to Computers** (3 hours, either semester or summer)

This course is designed to familiarize the student with today's PC operation and application. Application will be developed through the use of a Windows environment, word processing software, spreadsheet software, and database software. Prerequisite: None.

**CSC 373 Introduction to Music Technology** (3 hours, spring)

Through study and laboratory experience, this course explores the applications of technology as they relate to composition, performance, analysis, teaching, and research. Prerequisite: None.

## CSG - COUNSELING

**CSG 203 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.

**CSG 213 Christ-Centered Counseling** (3 hours, either semester)

This course emphasizes the foundation aspects of Scripture and Christ's ministry as both the underpinning and prime resource for values and proper Christian counseling. As a conceptual and theoretical course rather than practical and experiential, it forms the foundation to a broad avenue of approaches to Christ-centered counseling, constraining each approach to remain faithful to biblical concepts and standards. From the goal of proper counseling to a model of counseling for the individual, the church community and society, the course presents a thoroughly Christ-centered attitude. It is for counseling psychology majors and also a must for students in any type of ministry. Prerequisite: CSG 203.

**CSG 223 Identity, God's Call & Leadership**

(3 hours, spring)

This course is designed to assist students to work on identity formation. It will lay a foundation by considering the students

current situation and how they view their lives. They will gain insight on God's call in their lives and future career and goal aspirations to help them understand where they are going. Christ centered leadership development will be the final aspect of this course; it will aid the student in understanding the kind of leader he or she is and how to fully and effectively manage their respective leadership skills for the cause of the kingdom. Prerequisite: None.

**CSG 313 Counseling Skills I: Interviewing & Interventions** (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. Prerequisites: CSG 203 and CSG 213.

**CSG 323 Counseling Skills II: Therapeutic Methods & Interventions** (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 313.

**CSG 333 Crisis Counseling** (3 hours, either semester)

This course provides an introduction to the theory of crisis intervention with emphasis on short-term crisis interviewing and crisis counseling. Course content covers crisis intervention models, basic interviewing techniques, and assessment strategies for several crisis syndromes including depression and suicide, wife abuse, posttraumatic stress syndrome, substance abuse, sexual assault, child abuse, pre- and post-abortion, and death and dying. Prerequisites: CSG 203, CSG 213 and CSG 313.

**CSG 383 Counseling for Ministry** (3 hours, fall)

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 203.

**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 203. This course requires approval from the Director of the School of Counseling, upper class or advanced status, and a grade point average of 2.2 or better.

**CSG 423 Counseling for Addictions** (3 hours, either semester)

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: CSG 313, 323, and PSY 353, or concurrent enrollment in PSY 353.

**CSG 443 Premarital and Marital Family Skills** (3 hours, either semester)

This course will consider the dynamics of relationships in each of the three areas: the premarital couple, the marital couple, and the family. The dynamics of these relationships will be explored and considered in the counseling process and discussed from a Christ-centered perspective. It will encompass the varying strategies and techniques that are utilized in the counseling process. Counseling skills will be the central focus; so, the student will be asked to practice their skills in class and outside of class in order to prepare them for effective premarital, marital and family counseling. Prerequisites: CSG 213 and CSG 313.

**CSG 463 Group Counseling** (3 hours, either semester)

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 counseling process. Prerequisites: CSG 313 and CSG 323.

**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. The student may sign up for variable credit ranging from 1-3 credit hours at a time, however a maximum of five credit hours is permitted with a minimum of three hours. 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. Prerequisites: CSG 203, CSG 313, and CSG 323 (may be taken concurrently with CSG 323).

**DSE – DEVELOPMENTAL STUDIES - ENGLISH**

**DSE 103 Preparation for College English** (3 hours, either semester)

An intensive review of basic grammar, mechanics, sentence structure, and paragraph unity and development designed to prepare students for success in college writing course. Institutional credit only.

**ECO - ECONOMICS**

**ECO 213 Microeconomics** (3 hours, fall)

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)

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 as 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 involvement requirements in local schools. See Special Course Prerequisites listed under School of Teacher Education.

### **EDC 263 Creative & Fine Arts** (3 hours, spring)

This course is designed to analyze the child's developments and needs in creative experience in art, drama, and music. Laboratory experiences in drama, music, drawing, painting, and crafts are appropriate to integrate into and enhance classroom learning. Attention will be given to media instruction including technology. See Special Course Prerequisites listed under School of Teacher Education.

### **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 examine diverse methods, resources, and environments of the early childhood classroom. Students begin planning lessons and implementing them through reflective teaching. A 22-hour directed field-based experience is required. See Special Course Prerequisites listed under School of 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 directed field-based experience. Prerequisite: MAT 123. See Special Course Prerequisites listed under School of Teacher Education.

### **EDC 353 Reading & Writing in the Content Area: Early Childhood** (3 hours, spring)

This course examines the importance of literacy skills involved in reading and writing. From teacher to the students, the school to the community, all are integrally partnered to develop readers and writers. The emphasis of this course will be on the cultural influences on language development and the building on that development to create learning opportunities resulting in successful readers and writers. Content reading and writing will be examined and identified as to how it can be incorporated into the curriculum. A 30-hour directed field-based experience provides opportunity to observe and put theory into practice. See Special Course Prerequisites listed under School of Teacher Education.

### **EDC 363 Children's Literature** (3 hours, fall)

A study of the criteria for selecting children's literature, a historical survey of children's literature, a study of outstanding literary and art styles in children's books, winners of children's book awards and a critical look at books suitable for early childhood readers. See Special Course Prerequisites listed under School of Teacher Education.

### **EDC 373 Health & PE Methods in Early Childhood** (3 hours, spring)

This course teaches the student methods and materials for implementing a health, physical education, and safety education program for early childhood education. Directed field-based experience required. See Special Course Prerequisites listed under School of 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

planning appropriate lessons and implementing instructional skills in an early childhood classroom using content specified by the learned societies (NCSS and NCTE) and Georgia curriculum standards (QCC's). Integration of social studies and language arts with other content fields is encouraged and practiced. Directed field-based experience required Special Course Prerequisites listed under the School of Teacher Education.

### **EDC 433 Classroom Management & Philosophy** (3 hours, fall)

This is an analysis of early childhood classroom management theorists and issues. Students will construct a management plan while observing the class in which they will be doing their student teaching. A biblical philosophy of education will also be studied along with legal issues concerning Bible and Religion in the public schools. See Special Course Prerequisites listed under School of Teacher Education.

### **EDC 453 Reading Diagnosis & Remediation** (3 hours, fall)

This course is designed to help prospective classroom teachers pinpoint specific reading difficulties within their classroom, diagnose the difficulty, and remediate the problem appropriately for student success. Testing and procedures are emphasized in local classroom experiences. See Special Course Prerequisites listed under School of 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 field experience/practicum in an inclusion setting. Prerequisite: ESL 313.

## **EDM - MIDDLE GRADES EDUCATION**

### **EDM 273 The Middle School Teacher** (3 hours, spring)

This course is an in-depth study of the "Middle School Concept." Students will study issues surrounding middle school students today such as learning difference, cultural diversity, self-esteem, etc. The class will help future middle school teachers to develop and implement methodology appropriate to the middle grades. Directed field-based experience is required giving students experience in a middle school classroom to observe and practicing the understanding, skills, and attitudes needed to be a successful Middle School teacher. See Special Course Prerequisites listed under School of 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. Prerequisite: MAT 123. See Special Course Prerequisites listed under School of 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 30-hour directed field-based experience in local schools. See Special Course Prerequisites listed under School of Teacher Education.

### **EDM 363 Young Adult Literature** (3 hours, spring)

This course is a study of the criteria for selecting adolescent literature, a historical survey of adolescent literature, a study of

outstanding literary and art styles in adolescent books, winners of book awards, and a critical look at books suitable for adolescent readers. See Special Course Prerequisites listed under School of 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 planning appropriate lessons and implementing instructional skills in a middle grade classroom using content specified by the Learned societies (NCSS and NCTE) and Georgia curriculum standards (QCC's) Integration of social studies and language arts with other content fields is encouraged and practiced. Directed field-based experience required. Special Course Prerequisites listed under the School of Teacher Education.

**EDM 433 Classroom Management & Philosophy** (3 hours, fall)

This is a course providing a study of Middle Grades classroom management theorists and issues. Students will construct a management plan while observing the class in which they will be doing their student teaching. A biblical philosophy of education will also be studied along with legal issues concerning Bible and Religion in the public schools. Prerequisite: Special Course Prerequisites listed under School of Teacher Education.

**EDS - SECONDARY EDUCATION**

**EDS 323 English Curriculum** (3 hours, fall)

This course is a study of the English curriculum in relation to the total secondary school curricula. Students will analyze, assess and integrate research findings related to content, trends and issues, the developing of objectives, and the planning of instruction. See Special Course Prerequisites listed under School of Teacher Education.

**EDS 333 History Curriculum** (3 hours, fall)

This course is a study of the social studies curriculum in relation to the total secondary school curricula. Students will analyze, assess and integrate research findings related to content, trends and issues, the developing of objectives, and the planning of instruction. See Special Course Prerequisites listed under School of Teacher Education.

**EDS 433 English for Secondary Teachers** (3 hours, fall)

In this course, students will analyze, assess and integrate topics related to English content as it relates to secondary teachers. Instruction in secondary methods and materials will also be continued. Georgia Performance Standards will be emphasized along with the assimilating of data related to PRAXIS. Prerequisite: EDS 323.

**EDS 443 History for Secondary Teachers** (3 hours, fall)

In this course, students will analyze, assess and integrate topics related to social studies content as it relates to secondary teachers. Instruction in secondary methods and materials will also be continued. Georgia Performance Standards will be emphasized along with the assimilating of data related to PRAXIS. Prerequisite: EDS 333.

**EDS 453 Secondary Methods** (3 hours, spring)

In this course, students will analyze, assess, and integrate instructional methods and materials to be used in teaching in the secondary school. Directed field-based experience required. Prerequisites: EDS 323 or EDS 333.

**EDU - EDUCATION**

**EDU 111 Teacher Education Orientation** (1 hour, either semester)

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 discuss 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 August Experience** (1 hour, fall)

This is part one of a directed field-based experience that allows students to observe, record and assess understanding, skills, and attitudes required by the classroom teacher. Students participate in the classroom as a teacher's aide for a two-week period near the beginning of the school year. During this experience, students address the ten abilities of the school of teacher education. Prerequisite: See Special Course Prerequisites listed under School of Teacher Education.

**EDU 221 May Experience** (1 hour, summer)

This is part two of a directed field-based experience that allows students to observe, record and assess understanding, skills, and attitudes required by the classroom teacher. Students participate in the classroom as a teacher's aide for a two-week period near the ending of the school year. During this experience, students address the ten abilities of the school of teacher education. Prerequisite: EDU 211, See Special Course Prerequisites listed under School of Teacher Education.

**EDU 303 Computers for the Classroom** (3 hours, either semester)

This course acquaints the future teacher with using a personal computer. Emphasis is on using a PC for teacher tasks, for classroom instruction, for research, and for on-line portfolio development. See Special Course Prerequisites listed under School of 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. See Special Course Prerequisites listed under School of Teacher Education.

**EDU 401-3 Independent Study** (1-3 hours, either semester)

Special project or research is offered for the advanced student. The Director of the School of Teacher Education must approve this course.

**EDU 411 Education Seminar** (1 hour, fall)

This class assists students in their preparations for the PRAXIS II certifying examinations. It reviews good test-taking strategies, study guides, and field content. Students taking this class must be student teaching the semester immediately following this class. Prerequisite: Admission to student teaching.

**EDU 410 Teaching Practicum** (10 hours, spring)

Students will be placed in a school for an actual teaching experience under a 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 Student will produce a portfolio showing mastery of the 10 abilities tied to the Conceptual Framework . Prerequisite: Admission to Teaching Practicum.

**EDU 422 Professional Integration** (2 hour, spring)

This course is designed to help student teachers make the transition from student to professional. Students will reflect on their student teaching and receive help with classroom management, lesson preparation, and other issues that might become overwhelming during student teaching. Students will also prepare their resumes and career placement folders and prepare to interview for a teaching position. Prerequisite: Admission to Teaching Practicum.

**EDU 423 Curriculum & Assessment** (3 hours, fall)

A study of curriculum designs emphasizing the relationship between curriculum, teaching practice, and assessment. 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: See Special Course Prerequisites listed under School of Teacher Education.

**EDU 453 The Exceptional Child** (3 hours, fall)

This course includes an overview and discussion of the educational, social, physical, and emotional characteristics of exceptional individuals and their implications for educational and social programming. Professional and state standards, as well as current laws, are a focus in program implementation. Observation, contact, practice, and working with Individualized Education Programs (IEPs) are integrated through a 50-hour directed field-based experience in local schools. (A \$24 fee for a background check through a substitute training workshop is required.) See Special Course Prerequisites listed under School of Teacher Education.

**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)

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. 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 213 World Literature** (3 hours, spring or summer)

This course is a survey of best-known authors from the Ancient Greeks through the Renaissance. Prerequisite: ENG 113.

**ENG 223 English Literature I** (3 hours, fall)

This course surveys the Old English, Middle English, and Renaissance periods. Prerequisite: ENG 113.

**ENG 233 English Literature II** (3 hours, spring)

This is a course that surveys the Enlightenment, Romantic, Victorian, and Modern periods. Prerequisite: ENG 113.

**ENG 243 Oral Interpretation** (3 hours, offered as announced)

Developing the ability to understand and interpret great literature of all forms and to translate it into effective oral presentation. Experience is given in both individual and group interpretation. Prerequisite: None.

**ENG 313 History & Structure of the English Language** (3 hours, fall odd years)

A survey of 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 studies 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)

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 odd years)

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)

A course studying selected themes, authors, and types of major figures from the pre-Romantics through Shelley, Byron, and Scott. It offers varying focus. 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)

A course offering principles of rhetoric and their application to student writing. It offers supervised weekly papers in expository writing, biography, short story, etc. It is especially designed for contribution to church publications. Prerequisite: ENG 123.

**ENG 393E Grammar for Teachers** (3 hours, fall)

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)

In-depth study of selected author or topic at the instructor's discretion: Dante, Milton, Lewis, O'Neill, Oxford Christians, Arthurian Legend, Fairy Tale, Modern Poetry, etc. It may be repeated once if 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 213 is also required of all B.A. in English majors.

**ENS - ENSEMBLE**

**ENS 110 Jazz Ensemble** (0.5 hour, either semester)

This course features study and performance of traditional jazz repertoire within established parameters of improvisation. Prerequisite: None.

**ENS 120 College Choir** (0.5 hour, 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.

**ENS 130 Concert Band** (0.5 hour, 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.

**ENS 140 Accompanying** (0.5 hour, 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. Prerequisite: None.

**ENS 150 Handbell Choir** (0.5 hour, either semester)

This ensemble performs literature suitable for the church and school. Membership is open to all students, faculty, and staff. Prerequisite: None.

**ENS 160 Orchestra** (0.5 hour, either semester)

This ensemble performs sacred, classical and pops literature. Membership is open to all students, faculty, and staff. Prerequisite: None.

**ENS 170 Instrumental Chamber Ensemble** (0.5 hour, 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: None.

**ENS 180 Vocal Chamber Ensemble** (0.5 hour, 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 men, women, and mixed voicings. Prerequisite: None.

**ENS 190 Multicultural Music Ensemble** (0.5 hour, either semester)

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 Opera Workshop** (0.5 hour, either semester)

The student will learn techniques for the singing actor. The class will produce scenes from the dramatic repertory. Prerequisite: None.

**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 and 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 the teaching of nonnative speakers of English. 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 Director of the School of World Missions.

**ESL 442 Communicating Values Through TESOL** (2 hours, fall even years)

Many teachers working in limited-access countries are often restricted from using explicit 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 para-church contexts. Prerequisite: FAM 233 or permission from instructor.

**FAM 313 Ministry to Adults** (3 hours, spring)

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 or permission from instructor.

**FAM 363 Ministry to Children** (3 hours, spring odd years)

This course is designed to give the student an understanding of the characteristics of children from infancy through age eleven. Guidelines and skills are taught so that the student will be enabled to effectively minister to children in the home and through the educational organization of the church. Prerequisite: PSY 243 or permission from instructor.

**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 Director of the School of Christian Education is required. Prerequisite: None.

**FAM 443 Family Ministry Strategies** (3 hours, fall)

As the capstone course for the Family Ministry major, 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 473 Family 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 School of Christian Education faculty approval.

**FRN - French**

**FRN 113 Elementary French I** (3 hours, fall odd years)

This course studies the essentials of grammar, pronunciation, reading, composition, and their application in oral and written work. Lab work outside of class may be required. Prerequisite: None.

**FRN 123 Elementary French II** (3 hours, spring even years)

A course to further work on grammar, pronunciation, reading, composition, and their application in oral and written work. Lab work outside of class may be required. Prerequisite: FRN 113.

**FRN 233 Intermediate French I** (3 hours, fall even years)

This course is a review of elementary grammar, irregular verbs, and idioms, along with additional practice in oral and written work. Prerequisite: FRN 123 or two entrance units in French.

**FRN 243 Intermediate French II** (3 hours, spring odd years)

This course offers selected reading passages with continued practice in pronunciation, conversation, composition, and idiomatic structures. Prerequisite: FRN 233 or equivalent.

**GHY - WORLD GEOGRAPHY**

**GHY 213 World Geography** (3 hours, fall)

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 113 Introduction to Music** (3 hours, either semester)

This course is a general survey of music that includes a brief overview of the major historical periods and styles of music. Prerequisite: None.

**GMU 123 Introduction to World Music** (3 hours, fall odd years)

This course describes various ethnic music and encourages student involvement by having the student document, sing, perform, or make the instruments for the music of another culture. Prerequisite: None.

**GMU 213 U. S. Music** (3 hours, fall even years)

A survey of music in the United States including Native American, Afro-American, Latin American, and Euro-American styles. Prerequisite: None.

**GRK - GREEK**

**GRK 213 Elementary Greek I** (3 hours, fall or summer)

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 or summer)

This course is a continuation of GRK 213. Prerequisite: GRK 213.

**GRK 333 Intermediate Greek I: Johannine Literature** (3 hours, fall)

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: 1 Thessalonians** (3 hours, spring)

Translation and analysis of 1 Thessalonians from the Greek N.T. 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, fall even years)

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, spring odd years)

A course that 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 314 Elementary Hebrew I** (4 hours, fall odd years)

This course teaches the grammar and vocabulary of biblical Hebrew, including lexical tools and methodology for in-depth word studies. This course does *not* count towards the college's minimum requirement of Bible and theology for graduation. Prerequisite: None.

**HEB 323 Elementary Hebrew II** (3 hours, spring even years)

This course is a continuation of HEB 314. 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. A project in textual criticism allows opportunity to investigate this vital area of study. This course counts towards the college's minimum requirement of Bible and theology for graduation. Prerequisite: HEB 314.

**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 314 and HEB 323.

**HEB 433 Intermediate Hebrew** (3 hours, fall even years)

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, analysis of syntactical constructions and preparation of the passage for preaching or teaching. It continues the reading of the Hebrew Scriptures begun in HEB 314 and HEB 323. This course counts towards the college's minimum requirement of Bible and theology for graduation. Prerequisite: HEB 323.



**HEB 443 Biblical Aramaic** (3 hours, spring odd years)  
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 323.

**HEB 472 Hebrew Exegesis: Selected Passages** (2 hours, fall odd years)  
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. Prerequisite: HEB 323. Not required but highly recommended: HEB 443.

## **HIS - HISTORY**

**HIS 223 20<sup>th</sup> Century World History** (3 hours, spring)  
This course surveys global developments from the late 19<sup>th</sup> century to the end of the 20<sup>th</sup>, emphasizing key individuals, events, and issues. Attention will be given to political, social, cultural, and economic concerns within specific nations as well as to patterns of development of a more international nature. Prerequisite: None.

**HIS 233 History of the United States I** (3 hours, fall or summer)  
This course is a survey of American history from the Colonial period to 1877, emphasizing the development of ideals, institutions, and culture. Prerequisite: None.

**HIS 243 History of the United States II** (3 hours, spring)  
A survey of American history from 1877 to present, this course emphasizes political, social, cultural, and economic developments in modern America. Prerequisite: None.

**HIS 313 History of Ancient Civilizations** (3 hours, fall)  
This course is a survey of the development of Mesopotamian, Egyptian, Greek, and Roman cultures. Parallel developments will be pointed out between biblical history and the history of concurrent ancient civilizations. Prerequisite: None.

**HIS 323 History of Medieval Civilization** (3 hours, spring odd years)  
This course surveys European culture from the fall of Rome through 1500. Prerequisite: None.

**HIS 333 History of Modern Europe** (3 hours, fall odd years)  
This course surveys European history from 1500 to the present. Prerequisite: None.

**HIS 353 Church History** (3 hours, fall)  
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)  
The history of the church in the United States from its beginning to the present. Special attention will be given to the emergence of evangelicalism, revivalism, denominationalism, and the interaction of the church with American culture. Prerequisite: None.

**HIS 383 Study Abroad in History** (3 hours, Winterim or Summer II or offered as announced)  
A special study of history in an international setting. The professor designs each course special, 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 Non-Western History Since 1500** (3 hours, spring, even years)  
This course offers a broad survey of political, economic, social, and cultural developments on the African and Asian continents from 1500 to the present. Pre-Columbian American civilizations are also given due attention.

**HIS 473 History Seminar** (3 hours, fall even years)  
This course places emphasis on historical method and research. Topics and historical periods will be chosen on the basis of faculty interest and student demand. Prerequisites: 6 hours of history.

## **HOM - HOMILETICS**

**HOM 313 Sermon Preparation** (3 hours, spring)  
A study of sermon building for expository preaching, including scriptural exegesis, outlining, and collecting, filing and using illustrative material. Instruction in personal preparation for delivery is included. Prerequisite: COM 113.

**HOM 423 Sermon Delivery** (3 hours, fall)  
Sermon production and student preaching, with formal evaluation of delivery and content, to prepare the student for confident pulpit proclamation. Prerequisite: HOM 313.

**HOM 433 Pulpit Preaching** (3 hours, spring)  
Further studies in pulpit proclamation, including in-depth instruction and student preaching, to refine students' methodology and cultivate their ability to prepare and preach sermons with forcefulness, persuasiveness and variety. Prerequisite: HOM 313.

**HOM 462 Evangelistic Preaching** (2 hours, spring even years)  
A course accenting the unique character of evangelistic proclamation as distinct from pastoral preaching, both in style and content. Ways of integrating the necessary ingredients of all good preaching into effective evangelistic appeal. Prerequisite: None.

## **HUM - HUMANITIES**

**HUM 103 Western Thought & Culture** (3 hours, either semester or summer)  
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)  
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, and Goals** (3 hours, either semester)  
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 203 Introduction to Qualitative Research** (3 hours, winterim)  
Social research involves both quantitative and qualitative approaches. Mainstream research has historically been dominated by quantitative, statistically based data analysis. Shifts are occurring in educational research, medical research, and social work that emphasize description, induction, and the importance of understanding issues from the perspectives of those directly involved in the issue--a qualitative approach. This approach is useful to anyone preparing for people-focused ministry because it provides research approaches that allows the researcher to better understand the perspective of those being studied. Qualitative approaches borrow heavily from anthropology and sociology. This course introduces students to the emerging

field of qualitative research, outlines key approaches, and reviews exemplary qualitative studies. Prerequisite: None

**ICS 212 Local Church in World Missions** (2 hours, spring even years)

This is a course for majors in schools other than World Missions that emphasizes the importance of having a world perspective in the ministry of the local church. Attention is focused on the concept that all believers are to be *World Christians*. It deals with mission education in the local church and practical methods for informing, motivating, and sending out cross-cultural workers and supporting them through the local church. Prerequisite: None.

**ICS 222 Introduction to Bible Translation** (2 hours, fall odd years)

This course introduces the student to the history and process of Bible translation, as well as to the translation needs of particular people groups around the world. An experienced translator presents an overview of a full translation project. Prerequisite: None.

**ICS 243 Introduction to Church Growth (PAM 243X)** (3 hours, either semester)

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 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 302 New Religious Movements (REL 302X)** (2 hours, spring odd years)

This course assesses the historical foundations and resulting unique features found in new religious movements in the West and their genesis in Eastern religions. Special attention is given to the "New Age" movement and apologetic responses in light of current social, political and economic situations. Prerequisite: ICS 323.

**ICS 311 Computer-Based Missions Research** (1 hour, fall)

This course will examine the resources available for research in intercultural issues that will form the focal point of junior and senior courses in the School of World Missions. Hands-on research techniques will allow the student to learn and become familiar with the collective power of internet research and its value in Christian ministry. 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, winterim)

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: None

**ICS 342 Women in International Ministry** (2 hours, spring)

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)

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. Prerequisite: None.

**ICS 373 Church Planting & Development** (3 hours, fall odd years)

A course aimed at practical and biblical step-by-step development of a master plan for church planting. 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 383 Training & Discipling** (3 hours, either semester)

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 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 Director of the School of World Missions. Prerequisite: None.

**ICS 442 Cross-Cultural Storytelling** (2 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 (COM 453X)** (3 hours, spring)

This course enables the student to develop an understanding of culture's effects on the communication process. Concentration 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 462 Christian Education in Other Cultures** (2 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 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, spring)

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 493 Missiology Research Project** (3 hours, spring)  
This course provides concentration of individual research in the study of the planting and growth of the church in a specific area of individual interest. Focus is on the development of a personal strategy of cross-cultural evangelism for a prospective area of ministry in a second culture. Prerequisites: ANT 483 and ICS 363.

## **IPC – INTERPERSONAL AND PUBLIC COMMUNICATION**

**IPC 201 Interpersonal & Public Communication Practicum** (1 hour, either semester)

The practicum will allow students to gain hands-on experience working in areas of interest related to their study. Projects may include School of Communication publications, The Talon, or other projects as approved by Director of the School of Communication. Course may be repeated up to four times over four semesters. Graded on an S/U basis. Prerequisite: COM 213.

**IPC 243 Nonverbal Communication** (3 hours, spring even years)

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 323 Public Relations** (3 hours, fall)

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. These include: fact-finding and feedback, planning and programming, action and communication evaluation. Prerequisite: COM 213 or permission of the instructor.

**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: COM 213 or permission of the instructor.

**IPC 343 Advanced Public Speaking** (3 hours, spring even 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 and permission of instructor.

**IPC 353 Leadership Communication** (3 hours, spring even years)

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 what makes effective leaders and what skills and components add to leadership potential. Prerequisite: COM 213 or permission of the instructor.

**IPC 373 Mentoring** (3 hours, spring odd years)

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: COM 213 and COM 293 or permission of instructor.

**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 240 hours of on the job experience required. Assessment is required. Graded on an S/U basis. Prerequisite: COM 213 and COM 313.

## **MAN – MANAGEMENT**

**MAN 313 Principles of Management** (3 hours, fall)

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)

A study of the use of resources related to production of goods and services. The concepts and techniques of planning, scheduling, and controlling production activities and physical resources are included. Other topics include product design, capital investment, facilities and equipment, maintenance, work methods and measurement, safety and health, production planning and control, materials management, project management, and quality control. Current issues such as energy, ecology, productivity, (quality circles) and total quality management are discussed. Prerequisites: MAN 313.

**MAN 383 Organizational Behavior & Development** (3 hours, spring)

A study of 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 313 recommended.

**MAN 413 Human Resources Management** (3 hours, fall odd years)

This course is an in-depth 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 employee selection and retention, testing, training, pay incentives, performance evaluating, discipline, and legal compliance. Compensation for international employees is introduced. Prerequisite: MAN 313.

**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, except by permission.

**MAN 453 International Management** (3 hours, spring even years)

An examination of the management processes, organizational behavior, and human resource 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. Prerequisite: MAN 313.

**MAN 483 Entrepreneurship & Small Business Management** (3 hours, offered as announced)

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. Prerequisites: MAN 313.

## **MAT - MATHEMATICS**

**MAT 113 General College Mathematics** (3 hours, either semester)

This course is a survey covering the basics of set theory, numbers systems logic, statistics, algebra (including problem solving), and geometry (including measurement, perimeter, area, and volume). 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, probability, statistics, geometric concepts including coordinate geometry and transformations, metric and non-metric units of measurement. The historical development of mathematics is examined. The "Abacists vs Algorists" 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)

This course is a survey of basics of statistics. Topics include various graphs, measures of central tendency, measures of variation, probability rules, probability distributions, binomial probabilities, Central Limit Theorem, estimating, hypothesis testing, linear regressions, and linear correlation. 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 equivalent.

**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 equivalent.

**MAT 323 Elements of Calculus** (3 hours, spring even years)

This course is a study of limits and their properties, differentiation, integration, and applying calculus concepts to real-world settings. Prerequisite: MAT 133 or equivalent.

## **MCM - MASS COMMUNICATION**

**MCM 201 Mass Communication Practicum** (1 hour, either semester)

This course will offer opportunities for special training or specific project work in video, radio broadcasting, or journalism. Limited to four hours of credit in four semesters. Graded on an S/U basis.

Requires permission of the instructor. Prerequisite: MCM 203 and one of the following: MCM 213, MCM 233 or MCM 313.

**MCM 203 Introduction to Mass Communication** (3 hours, spring)

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 prerequisite for all Mass Communication courses for majors.

**MCM 213 Radio Production I** (3 hours, fall)

This course surveys the fundamental principles and skills of broadcasting to gain an understanding of the potentials and limitations of the broadcast medium. Basic proficiency is achieved in editing, operating the console, CDs and DATs, tape decks, and general studio equipment. This course offers both hands-on experience in a practice studio and observation of a functioning radio station. Prerequisite: MCM 203 or permission from the instructor.

**MCM 223 Radio Production II** (3 hours, spring)

This course in radio programming and promotions relates well to television and Internet applications. Various programming and promotional topics are discussed including listener uses and gratifications, station objectives, Christian vs. secular radio issues and music selection scheduling and progression theories. Students analyze and compare radio stations based on programming and audience characteristics, production techniques, and effectiveness. Prerequisites: MCM 213 and MCM 203, or permission from the instructor.

**MCM 233 Video Production I** (3 hours, fall)

This course introduces video production and television arts. Students will gain experience with video cameras, editing, sound, and the video business. Emphasis is placed on television news and commercial production. Prerequisite: MCM 203.

**MCM 243 Video Production II** (3 hours, spring)

This course is a continuation of MCM 233 with emphasis on production skills and management. Studio production and multi-camera directing is stressed along with writing, directing, and producing skills. Prerequisites: MCM 233, MCM 203, or permission of the instructor.

**MCM 253 Dramatic Production** (3 hours, fall)

A course of introduction to drama, its history, theories, methods of acting, various types of performance styles, stage lighting, make-up, set design, and costuming. Emphasis is placed on the creative use of drama in the community, church and ministry. Public performance of a suitable theatrical production will be part of the course. Prerequisite: COM 113.

**MCM 293 Film & Digital Photography** (3 hours, fall)

This course includes the rudiments of film photography with special attention given to the use of digital photographic cameras and equipment. Prerequisite: None.

**MCM 313 Introduction to Journalism** (3 hours, spring)

A study of the principles of news gathering and writing for the mass media and applying those principles in writing a number of news stories. Prerequisites: ENG 113 and MCM 203.

**MCM 323 Editing** (3 hours, fall)

Designed to give the advanced journalism student instruction and practical experience in copy editing, photo editing, headline writing, and page design with an introduction to typography, format, and newspaper production methods. Prerequisite: MCM 313 or permission of instructor.)

**MCM 343 Video Editing** (3 hours, spring)

Training and practical experience in desktop video will be the center of instruction. Students will produce professional videos for distribution. Skills will be taught on computer graphics, video art, and computer editing. Prerequisites: MCM 233 and MCM 243.

**MCM 353 Broadcast Journalism** (3 hours, spring odd years)

This course considers the process and practical aspects of gathering, writing, editing, and reporting news for the electronic media. Also provides a framework for evaluation of these skills on a continual basis. Prerequisite: MCM 203.

**MCM 373 Copywriting for Broadcast** (3 hours, spring even years)

This course emphasizes the particular requirement in writing commercial copy for the electronic media. Radio, television, and cable spot advertisements are taught. Special emphasis is placed on adapting to the senses of sound and sight within the time constraints of the industry. Various types of script and styles of writing are examined. Prerequisites: ENG 123 and MCM 203.

**MCM 401-3 Independent Study** (1-3 hours, either semester)

Individual study for the advanced broadcasting student. Advance approval by the Director of the School of Communication is required. Prerequisite: None.

**MCM 413 Advanced Radio Production I** (3 hours, offered as announced)

This course offers training and practical experience in these specialized areas: in-depth news productions, such as documentaries and remote broadcasts such as coverage of sporting events. 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. Prerequisites: MCM 213 and MCM 223, or permission of the instructor.

**MCM 423 Advanced Radio Production II** (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. Prerequisites: MCM 213, and 223, or permission of the instructor.

**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. Prerequisites: MCM 233 and MCM 243.

**MCM 493 Mass Communication Internship** (3 hours, either semester or summer)

Work in a radio or television station, or production house. Minimum of 80 hours of work is required. Supervised preparation and assessment of the experience will be given. Graded on an S/U basis. Prerequisites: MCM 213 and 223 or MCM 233 and 243.

**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, exploratories, general classroom, advanced placement, and elective possibilities using content specified by NASM and Georgia curriculum standards (QCC's). *Directed field-based experience is a critical element embedded in this course.* 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 Georgia curriculum

standards (QCC's). 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: None.

**MED 222 Teaching Music in the Elementary School** (2 hours, spring)

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 Georgia curriculum standards (QCC's). *Directed field-based experience is a critical element embedded in this course.* Prerequisite: None.

**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 Georgia curriculum standards (QCC's). Prerequisite: None.

**MED 312 Music Methods & Materials for Middle and High School** (2 hours, fall)

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 Georgia curriculum standards (QCC's). 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 QCC's. Students will teach at least one of these units in the public schools. *Directed field-based experience is a critical element embedded in this course.* Prerequisite: None.

**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 Georgia curriculum standards (QCC's). 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: None.

**MED 411 String Methods** (1 hour, fall)

A basic laboratory course covering teaching principles, methods, and materials for string orchestral instruments using content specified by NASM and Georgia curriculum standards (QCC's). Through hands-on experience students will learn proper playing position, tone production, bowings, routine maintenance and care of all the standard string instruments. Prerequisite: None.

**MED 432 Integration of Music Education** (2 hours, either semester)

A major component of the course is to prepare the student for teaching practicum using content specified by NASM and Georgia curriculum standards (QCC's). Students will complete one, one-week, full-time, field experience in the public schools. This field experience, combined with the twelve-week teaching practicum experience, will include experiences at all grade levels K-12. *Directed field-based experience is a critical element embedded in this course.* Prerequisite: None.

**MKT - MARKETING****MKT 313 Principles of Marketing** (3 hours, spring)

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: MAN 113 recommended.

**MKT 323 Consumer Behavior** (3 hours, offered as announced)  
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 313 is recommended.

**MKT 333 Advertising & Promotions** (3 hours, offered as announced)  
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 313 is recommended.

**MKT 433 Marketing Research** (3 hours, offered as announced)  
A study of 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 313, MKT 323 or 333, MAT 253.

**MKT 493 Marketing Internship** (3 hours, either semester or summer)  
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 SBA Director.

**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	

**MGT 110 Beginning Guitar** (0.5 hour, either semester)  
The student will learn chord positions and basic strumming. This is a class applied music lesson. Prerequisite: None.

**MPN 111, 121, 231, 241 Class Piano** (1 hour, either semester)  
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.

**MPN 191 Beginning Piano for Non-majors** (1 hour, either semester)

This course is offered for beginning pianists with no prior music experience or knowledge. This is a class applied music lesson. Prerequisite: None.

**MPN 210 Hymn Playing** (0.5 hour, either semester)

This course provides application of basic musical and pianistic principles to accompanying singing, accompanying instrumental solos, duets, etc.; preludes, offertories, etc. This is a class applied music lesson. Prerequisite: intermediate pianist ability.

**MVC 111 Voice Class for Non-majors** (1 hour, either semester)

This course is open to all non-voice majors. It offers basic instruction in voice, tone-production, breathing, etc. This is a class applied music lesson. Prerequisite: None.

**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 I** (2 hours, either semester)

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.

**MPD 442 Pedagogy of Music II** (2 hours, either semester)

This course is a continuation of MPD 432. Prerequisite: MPD 432.

**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, each semester)

These courses feature a survey of important musical styles, forms, and composers and includes extensive listening requirements. Emphasis is given to the history and development of American music, electronic music, and non-Western music. Prerequisite: None.

**MUH 223 Music History & Literature II** (3 hours, each semester)

This course is a continuation of MUH 213. Prerequisite: MUH 213.

**MUS - MUSIC MAJOR**

**MUS 111 Music Orientation** (1 hour, either semester)

This course discusses issues facing the music student in the college environment. It is required in all programs leading to a degree in music. This course is open only to students majoring in music. Prerequisite: None.

**MUS 110,120 Touring Music Teams** (0-0.5 hour, either semester)

This course offers credit to members of Music Teams who represent the college. Members receive a scholarship. Audition and tour responsibilities are required. Prerequisite: None.

**MUS 130,140 Chapel Music Ministry** (0-0.5 hour, either semester)

This is a practical music ministry on campus, including, but not necessarily limited to, College Chapel. Prerequisite: None.

**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 480 Comprehensive Examination in Music** (0 hour, either semester)

This is a test of student comprehension of repertory, history, synthesis, aural skills, analysis, and technology. It is also designed to evaluate program effectiveness. Prerequisite: None.

## **MUT - MUSIC THEORY**

**MUT 101 Fundamental Aural Skills** (1 hour, either semester)

This is a companion course to MUT 103. It offers sight-singing and ear-training in rhythm, scales, intervals, and chords. Prerequisite: None.

**MUT 103 Fundamentals of Music** (3 hours, either semester)

This course includes fundamentals of conducting, major and minor scales, intervals, chords. Prerequisite: None.

**MUT 111 Aural Skills I** (1 hour, spring)

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: MUT 101.

**MUT 113 Music Theory I** (3 hours, spring)

This course is designed to give the student a basic understanding of the construction of music, featuring triads. Prerequisite: MUT 103.

**MUT 121 Aural Skills II** (1 hour, fall)

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, fall)

This is a continuation of MUT 113. It introduces four-part chordal harmonization of music encountered in the 18th and 19th centuries. Prerequisite: MUT 113.

**MUT 231 Aural Skills III** (1 hour, spring)

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, spring)

This course is a continuation of skills learned in MUT 123. Emphasis is placed on part-writing and analysis of modulation, seventh chords, and borrowed chords. Prerequisite: MUT 123.

**MUT 241 Aural Skills IV** (1 hour, fall)

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, fall)

This is a continuation of skills learned in MUT 233. Emphasis is placed on part-writing and analysis of altered chords and advanced modulation. Prerequisite: MUT 233.

## **NTE - NEW TESTAMENT**

**NTE 113 Life & Revelation of Christ** (3 hours, fall)

This course consists of a systematized study of the four Gospels as primary sources on Jesus' life to understand his works, teachings, death, resurrection, ascension, and predicted return. Attention is given to the contribution, historical setting, and doctrinal themes of each Gospel. The course treats the concept of Jesus' kingdom through examining the structure, contents, and interpretations of Revelation. Prerequisite: None.

**NTE 123 Early Church: History & Letters** (3 hours, spring)

This course is a study of Acts, Pauline Epistles, and General Epistles. Attention will be given to background, structure, authorship, and doctrinal studies. Prerequisite: None.

**NTE 213 Gospel of Matthew** (3 hours, spring even years or summer)

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. Attention is also given to Matthew's use of the Old Testament and the theme of fulfillment. Prerequisite: NTE 113.

**NTE 243 Gospel of John** (3 hours, spring)

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 113.

**NTE 323 Acts** (3 hours, either semester or summer)

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 123.

**NTE 333 Early Pauline Epistles** (3 hours, either semester or summer)

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 123.

**NTE 343 General Epistles** (3 hours, spring)

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 123.

**NTE 463 Later Pauline Epistles** (3 hours, fall)

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 123.

**NTE 473 Romans & Galatians** (3 hours, either semester or summer)

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 123.

## **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, offered as announced)

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 \$475 will be charged. Prerequisite: None.

**OLE 213 Camp Programming & Leadership** (3 hours, fall odd years)

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 Outdoor & Wilderness Leadership** (3 hours, spring odd years)

This course develops leaders through various organized outdoor experiences. Students will be involved in group initiatives, individual assessment, and will be exposed to technical skills needed for various outdoor opportunities. They will plan and direct several positive outdoor/wilderness experiences throughout the course of the semester. Students will need to commit to 2 weekends off campus. Prerequisite: OLE 103.

**OLE 313 Adventure-based Education** (3 hours, spring even years)

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 Outdoor & Environmental Education** (3 hours, fall even years)

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. Prerequisite: OLE 103.

**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 School of Christian Education.

**OTE - OLD TESTAMENT**

**OTE 213 Law & History** (3 hours, fall or summer)

This course surveys the content, structure, events and theological themes of the Pentateuch and the historical books of the Old Testament (the first 17 books) in the light of their ancient Near Eastern setting. Acquaintance with individual books by personal and class survey to prepare for more intensive future study. Prerequisite: None.

**OTE 223 Poetry & Prophecy** (3 hours, spring or summer)

This course surveys the content, structure, events, and theological themes of the Old Testament poetical and prophetic books (the last 22 books) in the light of their historical and canonical setting. Acquaintance with individual books by personal and class survey to prepare for more intensive future study. Prerequisites: None.

**OTE 233 Psalms and Proverbs** (3 hours, spring or summer)

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: 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 213.

**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 213.

**OTE 323 Isaiah** (3 hours, fall)

This course surveys important passages in their contexts and historical background of the book of Isaiah. Stresses exegetical method and interpretation of Isaiah's messianic hope with attention to authorship and unity. Prerequisites: BIB 213 and OTE 223.

**OTE 343 Minor Prophets** (3 hours, fall)

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 223.

**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 213.

**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 223.

**PAM - PASTORAL MINISTRIES**

**PAM 202 Wives & the Christian Ministries** (2 hours; offered as announced)

This course studies the role, responsibilities, and priorities of a wife in relation to professional ministries. It consists of solution of problems and candid appraisal of tensions encountered by a minister's wife. Prerequisite: None.

**PAM 243X Introduction to Church Growth**

See ICS 243 for course description.

**PAM 251 Talents & Life's Work** (1 hour, offered as announced)

This is a practical study of the importance of matching individual interests, values, and talents to vocational goals. The student will personally explore and confirm God's leading towards life's work. Emphasis is placed on the stewardship of God-given talent in the pursuit of secular work as well as lay or traditional ministry. Prerequisite: age 20 or 36 semester hours completed.

**PAM 322 Evangelism Practicum** (2 hours, offered as announced)

A practicum designed to equip effective witness-disciplers in individual and church contexts. Utilizing certain Evangelism Explosion techniques, the course includes lectures, biblical studies, personal inventories, prayer cells, and demonstrations, prior to practical involvement in applications. Prerequisite: None.



**PAM 332 Pastoral Methods I** (2 hours, fall)

This course consists of duties and problems of the minister in non-pulpit pastoral responsibilities. Attention is given to the call to, and the qualifications for, the ministry. Opportunities for practical application of pastoral procedures, e.g., designing worship services, administering the ordinances, and conducting weddings and funerals are studied. Prerequisite: None.

**PAM 342 Communicating the Bible** (2 hours, fall even years)

Communication theory applied to effective transmission of biblical material. This course examines a wide variety of methods and techniques in view of changing societal patterns. It does not count toward a pastoral-ministries minor. Prerequisite: None.

**PAM 352 Church Evangelism** (2 hours; offered as announced)

A practical course considering functional contemporary methodology for combining in the local church program both personal and corporate evangelism. The course investigates tested programs. Prerequisite: None.

**PAM 362 Pastoral Methods II** (2 hours, spring)

This course consists of duties and problems of the minister in non-pulpit pastoral responsibilities with special attention to interpersonal relationships. The course focuses on personal stress, conflict management, and communication. Rudiments of church finance, fellowship, and program administration are emphasized. Prerequisite: Not required but recommended: PAM 332.

**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 Director of the School of Bible and Theology. Prerequisite: None.

**PAM 411-3 Practicum in Ministry** (1-3 hours; offered as announced)

A carefully guided practical project at the core of ministry, such as church planting, ministry research, pastoral visitation, discovering evangelistic projects, and church growth. Different projects will be pursued different years at the School's discretion. This course may be taken more than once with the permission of the professor. This course does *not* provide Student Ministry credit. Prerequisites: PAM 332, and HOM 323.

**PAM 432 Theory of Revival** (2 hours, offered as announced)

The underlying philosophy, principles, and procedures of spiritual awakenings in the Old and New Testaments and history of Christianity are analyzed. Applications are made to the contemporary scene. Prerequisite: None.

**PAM 452 Seminar in Evangelist's Ministry** (2 hours, offered as announced)

This course is a detailed seminar on the functions and problems inherent in the ministry of a professional evangelist. It includes lectures, student presentations, and discussions. Prerequisite: None.

**PAM 482 Pastoral Internship** (2 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. Some class time will prepare the student for internship and help him assess results afterward. This course does *not* provide Student Ministry credit. Prerequisites: HOM 313 and PAM 362.

**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, and 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 and Care of Injuries** (3 hours, spring odd years)

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.

**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.

**PED 473 Organization & Administration of Athletics** (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.

**PHS – PHYSICS****PHS 214 Physics I** (4 hours, fall)

Investigation of the fundamental principles of physics. 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. Prerequisites: MAT 323.

**PHS 224 Physics II** (4 hours, spring)

A continuation of PHS 214 covering electricity, magnetism, optics and modern physics. A thorough working knowledge of algebra and trigonometry, and a basic grasp of calculus, is assumed. Prerequisites: MAT 323, PHS 214.

**PHY - PHILOSOPHY****PHY 213 Introduction to Philosophy** (3 hours, either semester or summer)

In this course, the student is introduced to the nature and importance of philosophy, the concept of a worldview, and an introduction to critical thinking, epistemology, metaphysics, philosophy of religion, and ethics. The student will learn philosophy by means of lecture (power point), team projects, discussion, and videos. Recommended: sophomore standing or above.

**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 even years)

Students will be introduced to the art of critical thinking. The student will learn to recognize and assess the two essential components of a good argument--the plausibility of the premises and the connection between the premises and the conclusion. In

addition, the student will learn how to avoid "bad arguments" and fallacious reasoning. Prerequisite: None.

#### **PHY 343 Ethics** (3 hours, fall)

The course introduces ethical theories (e.g., egoism, utilitarianism, natural law, etc.) and moral issues (e.g., divorce homosexuality, capital punishment, euthanasia, cloning, etc.). The professor utilizes lecture (power point), class and group discussion, and videos to present the material. Prerequisite: None.

#### **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, a reflection on specific philosophy, 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.

#### **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 literature on a selected area of philosophy. 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 philosophy and approval from the Director of the School of Bible & Theology.

#### **PHY 453 Apologetics** (3 hours, fall)

This course studies the justification of apologetics, apologetic options (e.g., Reformed epistemology, presuppositionalism, classical apologetics, evidentialism, and informalism) and the evidences for and against Christianity. In addition, the student is required to do apologetic interviews. The professor utilizes lecture (power point), class and group discussion, and videos to present the material. Prerequisite: PHY 213 or permission from the professor.

#### **PHY 462X Applied Apologetics** (2 hours, spring)

See REL 462 for course description.

#### **PHY 483 Ancient & Medieval Western Philosophy** (3 hours, spring 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 philosophy of religion. The course is seminar format involving student-led discussion and dialog. Prerequisite: PHY 213 or permission from the professor.

#### **PHY 493 Contemporary Philosophy** (3 hours, spring even years)

A survey of contemporary philosophy from Nietzsche to Postmodernism, 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 213 or permission from the professor.

### **POL - POLITICAL SCIENCE**

#### **POL 213 American Government** (3 hours, spring even years)

This course is a survey of the structure and operation of government in America, particularly at the federal level. Attention is given to political culture, ideology, and behavior. Prerequisite: None.

### **PSY - PSYCHOLOGY**

#### **PSY 213 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 313 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 and PSY 213. Permission from instructor for non-Counseling Psychology majors must be received.

#### **PSY 323X Educational Psychology** (3 hours, either semester)

See EDU 323 for course description.

#### **PSY 353 Personality Theories** (3 hours, fall)

This course will give the student an overview of the major personality theories. This will include the psychodynamic and related viewpoints, the behavioral and cognitive perspectives, and the phenomenological and related aspects of personality. Trait and biological theories will also be considered as well. Each theory will be examined for its adherence or lack thereof to Biblical principles. Students are encouraged to evaluate these theories from their own Christian world view. Prerequisite: PSY 243, HUM 103 or PHY 213 is also recommended.

#### **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 203. The student must obtain approval from Director of School of Counseling. The student also must be a junior or senior status and have a grade point average of 2.2 or better.

#### **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 463 Abnormal Psychology** (3 hours, spring)

This course introduces the student 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: PSY 353, CSG 423 is also recommended.

#### **PSY 473 Psychology Research Project** (3 hours, spring)

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 213, PSY 313 and PSY 423.

**PSY 493 Senior Seminar** (3 hours, spring)

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. Prerequisite: None.

**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 School of Music 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 School of Music Handbook.

**REC 130 Note Check** (0 hour, either semester)

The student presents the private performance of the REC 140 Recital in the applied major 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 140 Recital. The performance is at the discretion of the applied teacher. Prerequisite: None.

**REC 140 Recital** (0 hour, either semester)

The student presents a public recital for the music minor featuring 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 School of Music 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 School of Music Handbook.

**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 School of Music 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 School of Music 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 480(484) Recital in the principal applied area during the semester prior to the public recital for at least two members of the performance faculty. Composition students need not have the recital performed, but must present evidence that the pieces have been written and that competent performers are available and willing to perform on the recital date. This course must be passed to receive permission to enroll for REC 480(484) Recital. The performance is at the discretion of the applied (or composition) teacher. Prerequisite: completion of REC 360(362) Recital.

**REC 480 Senior Recital** (0 hour, either semester)

The student presents a public recital of compositions featuring broad representation of the student's work. Specific requirements are in the School of Music Handbook. Prerequisite: completion of REC 470 Note Check during the previous semester. The performance is at the discretion of the composition teacher.

**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 School of Music 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 302X New Religious Movements** (2 hours, spring odd years)

See ICS 302 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 332 Roman Catholicism** (2 hours, spring odd years)

A study of the doctrine, history, liturgy, and practice of the Roman Catholic Church with special emphasis on the changes in church theology and practice since Vatican II. Prerequisite: None.

**REL 343X Introduction to Islam** (3 hours, fall)

See ICS 343 for course description.

**REL 352 Judaism** (2 hours, spring, even 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 372 Eastern Orthodoxy** (2 hours, winterim)

A study of the doctrine, history, liturgy, organization, and practice of the Eastern Orthodox Church, with special emphasis on its unique worship, conciliar decisions, and recent ecumenical trends. Prerequisite: None.

**REL 383 Study Abroad in Religion** (3 hours, summer II or offered as announced)

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 Director of the School of Bible & Theology, junior or senior status, and a grade point average of 2.2 or better.

**REL 462 Nontraditional Religious Movements (PHY 462X)** (2 hours, spring)  
This course assesses the beliefs and rationale of selected contemporary nonevangelical systems that deviate from traditional religions. Applying apologetical principles, the course majors on systems commonly described as cults that have originated within Christendom. Prerequisite: None.

**REL 472 Baptist Distinctives** (2 hours, fall odd 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.

**REL 482 Alliance Distinctives** (2 hours, fall)  
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.

**REL 491 Devotional Classics** (1 hour, fall)  
Readings in noteworthy devotional literature-ancient, modern, and contemporary are taught. The course touches the theology and discipline of personal prayer and family worship. Prerequisite: None.

## SCI - SCIENCE

**SCI 113 Scientific Literacy** (3 hours, either semester)  
This course surveys the most important revolutions in scientific thought and how they have influenced modern society. Special emphasis is placed on topics crucial to the formulation of an integrated Christian worldview. Questions to be addressed include: What are the assumptions underlying scientific thought? Is science always hostile to Christianity? What is DNA and why is it important? How old is the universe? What is wrong with evolutionary theory? Prerequisite: None.

**SCI 243 Physical Science: Earth Science** (3 hours, spring)  
This course is one of consideration of the disciplines of astronomy, meteorology, and geology. Two lecture hours and two lab hours are held each week. Prerequisite: None.

## SOC - SOCIOLOGY

**SOC 213 Introduction to Sociology** (3 hours, either semester)  
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, 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 even years)  
Essentials of grammar, pronunciation, reading, composition, and their application in oral and written work are taught. Lab work outside of class may be required. Prerequisite: None.

**SPN 123 Elementary Spanish II** (3 hours, spring odd years)  
This course consists of further work on elementary grammar, pronunciation, reading, composition, and their application in oral and written work. Lab work outside of class may be required. Prerequisite: SPN 113.

**SPN 233 Intermediate Spanish I** (3 hours, fall odd years)  
This course is a review of elementary grammar, irregular verbs, and idioms, along with additional practice in oral and written work. Prerequisite: SPN 123 or two entrance units in Spanish.

**SPN 243 Intermediate Spanish II** (3 hours, spring even years)  
Selected reading passages with continued practice in pronunciation, conversation, composition, and idiomatic structures are applied. Prerequisite: SPN 233 or equivalent.

## STM - STUDENT MINISTRY

**STM 100-290 Student Ministry** (0 hour, either semester or summer)  
Field experience in ministry conducted through the Office of Student Ministry. 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.

## SYT - SYSTEMATIC THEOLOGICAL STUDIES

**SYT 313 God & Redemption** (3 hours, fall or summer)  
An examination of foundational biblical teachings, this course explores the doctrines of God, Christ, the Holy Spirit, humanity, sin, and the major facets of redemption and salvation. Prerequisite: BIB 213.

**SYT 323 The Church: Its Truth & Destiny** (3 hours, spring or summer)  
A systematic survey of the church in relation to the ways God has revealed Himself, with emphasis on the nature of the Bible. The course notes the personality and work of good and evil angels as well as the future state of all human beings. Prerequisite: BIB 213, not required but recommended: SYT 313.

**SYT 433 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: SYT 313 and SYT 323.

## TFC - TOCCOA FALLS COLLEGE

**TFC 100 TFC Success Seminar** (0 hour, either semester)  
The Toccoa Falls College Success Seminar 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. Since the course is new to TFC as of the fall 2002 semester, it is only required of new and transfer students who matriculate at TFC for the first time in fall 2002 or later. 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, AND SPECIALIZED THEOLOGICAL STUDIES**

### **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 NTE 113.

### **THE 383 Study Abroad in Theology** (3 hours, summer II or offered as announced)

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, winterim)

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 and OTE 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 Director of the School of Bible & Theology.

### **THE 413 Pauline Theology** (3 hours, spring odd years)

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 113 and NTE 123.

### **THE 433 Theology of Worship and Prayer** (3 hours, fall)

An examination of 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: None.

### **THE 453 History of Theology** (3 hours, spring)

A survey of the teachings of great theologians and movements that shaped Christian doctrine from the end of the first century to the present, with a special analysis of significant contemporary trends. Prerequisites: SYT 313 and 323 or an equivalent six hours of systematic theology. Recommended: HIS 353.

### **THE 472 Theological Research Seminar** (2 hours, either semester or summer)

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: ENG 123, BIB 213, SYT 313, SYT 323, and junior or senior status.

## **YTH - YOUTH**

### **YTH 253 Foundations for Youth Ministry** (3 hours, either semester)

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. Students are required to attend Sonlife Strategy seminar. Prerequisite: CED 113 or permission from instructor.

### **YTH 333 Communicating to Youth** (3 hours, spring)

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 353 Youth Ministry Skills** (3 hours, fall)

This course deals with special advanced skills necessary for effective youth ministry. It examines ways to build and develop a ministry of adult and student leaders, addresses issues relating to the youth pastor and leadership, it introduces the student to the realm of developing budgets for youth ministry, it involves the class in planning a retreat, and it introduces students to informal adolescent counseling. Prerequisite: YTH 253 or permission from instructor.

### **YTH 363 Youth Culture & Issues** (3 hours, spring even years)

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. Prerequisite for non-youth majors: PSY 213, 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 Director of the School of Christian Education is required. Prerequisite: None.

### **YTH 423 Youth Evangelism & Discipleship** (3 hours, spring)

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 353.

### **YTH 443 Counseling Adolescents** (3 hours, fall)

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 353; for non YTH majors, CSG 203.

### **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. Prerequisite: 90 completed hours or approval of the School of Christian Education.

# COURSE DESCRIPTIONS

## ACC - ACCOUNTING

### ACC 213 Principles of Accounting I (3 hours, fall)

This course is a study of fundamental accounting principles and concepts, focusing on basic structures of the accounting cycle and accounting for internal controls, cash, receivables, inventories, and assets. Prerequisite: None.

### ACC 223 Principles of Accounting II (3 hours, spring)

A continued study of fundamental accounting principles and concepts focusing on practical application to proprietorships, partnerships, and corporations and the preparation and analysis of their financial statements and financing through bonds, stocks, and cash flow. Liabilities, stockholders' equity, revenues, and expenses are also covered. Prerequisite: ACC 213.

### ACC 313 Intermediate Accounting I (3 hours, offered as announced)

An in-depth study of current issues in accounting theory and practice used by accountants in recording and valuing assets, liabilities, investments, plant and equipment and the resulting effect on profits. The accounting profession's (FASB) pronouncements are an integral part of this course. Prerequisite: ACC 223.

### ACC 323 Intermediate Accounting II (3 hours, offered as announced)

A continuation of Acc 313 with emphasis on corporations debts, bonds, stock issuance, pensions, leases, stockholders equity and other special problems and topics relating to accounting. The course includes financial position and statement analysis. Prerequisite: ACC 313.

### ACC 373 Managerial Accounting (3 hours, offered as announced)

A course that emphasizes the internal use of accounting data and statements by the manager in establishing plans and objectives, controlling operations, and making decisions involved with management of an enterprise and the forecasting of costs, revenues, expenses, and profits. Prerequisite: ACC 223.

### ACC 413 Tax Accounting (3 hours, offered as announced)

This course is an introduction to the federal income taxation of individuals, partnerships, corporations, estates and trusts. This course offers a broad base for understanding and applying the tax laws. Prerequisite: None.

### ACC 443 Auditing (3 hours, offered as announced)

A study of auditing theory, concepts, practices and procedures as applied by independent accountants and internal auditors; the development of audit programs; and the ethics of the profession. Prerequisites: ACC 223, ACC 323.

### ACC 493 Accounting Internship (3 hours, either semester or summer)

This course is a supervised experience in private or public accounting combining practical activities and experience with knowledge from classroom studies. Offering requires 240 hours of work experience and preparation of an organizational chart, job description, journal and portfolio. Prerequisite: Junior or senior business administration majors only and approval of SBA Director.

## 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 113.

### AML 223 American Literature II (3 hours, spring or summer)

This course is a survey of American literature from the Civil War to the present. Prerequisite: ENG 113.

### 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)

An advanced study of major authors and topics in American Literature. Major research paper required. Prerequisite: ENG 123.

### AML 323 American Literary Realism and 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)

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 323 Applied Anthropology (3 hours, fall)

The basic principles learned in cultural anthropology are applied in this course to the life and work of the Christian anthropologist. Students learn analysis of the anthropological, theological, and psychological factors in relation to cultural patterns and configurations. 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 343 Ethnography (3 hours, spring)

This helps the prospective cross-cultural worker focus attention on one people group. Students begin ethnographic data collection and build a comprehensive data file using the OCM filing system. Extensive bibliographies will begin to form as students transition from class to field work in a new culture. Prerequisite: ANT 323 for Cross-Cultural Studies majors; not required for CCBA majors.

### ANT 352-6 Field 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 343.

### 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 203.

**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 Director of the School of World Missions. 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 343 and 352.

**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, SYT 313, SYT 323 and a grade point average of 3.0 or better.

**BEV - BIBLICAL EVANGELISM****BEV 112 Principles of Evangelism** (2 hours, either semester)

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 or summer)

This course briefly surveys the history of biblical interpretation before focusing on the procedures, tools, and skills necessary for responsible Bible interpretation. Prerequisite: ENG 113.

**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 113, NTE 123, OTE 213, and OTE 223. Approval from the Director of the School of Bible & Theology is also required.

**BIB 433 Leviticus & Hebrews** (3 hours, fall odd years)

A content study in Leviticus and Hebrews showing the interrelationship between the Old Testament sacrificial system and the New Testament author's 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, OTE 213 and NTE 123.

**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, OTE 223 and NTE 113.

**BIB 453 Biblical Introduction** (3 hours, spring odd years)

This course treats critical problems of general and special introduction to the Old and New Testaments, emphasizing differences between liberal and conservative scholarship. General introduction treats ancient texts, versions, manuscripts, and canon. The course introduces textual, source, form, and rhetorical criticism. Special introduction includes the date, authorship, destination, design, and major problems of individual books. Attention focuses on Pentateuchal origins, the Synoptic Problem, and controversial books. Prerequisites: BIB 213, NTE 113, NTE 123, OTE 213 and OTE 223.

**BIO – BIOLOGY****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: None.

**BIO 214 Anatomy & Physiology I** (4 hours, fall even years)

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 CHM 214.

**BIO 224 Anatomy & Physiology II** (4 hours, spring odd years)

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 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: BIO 114 and 124.

**BIO 314 Genetics** (4 hours, fall odd years, beginning 2007)

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 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, BIO 124, CHM 214 and CHM 224.

**BIO 423 Ecology** (3 hours, fall, beginning 2006)

Examination of abiotic environmental factors, population and community dynamics, terrestrial biomes, aquatic ecosystems, and animal behavior. Prerequisites: BIO 114 and BIO 124.

**BMI - BIBLICAL MISSIONS****BMI 101 World Perspective** (1 hour, either semester)

This course is designed to give an overview of the world Christian movement. It offers a broad-based understanding of biblical, historical, cultural, and strategic perspectives on the world and its people. Prerequisite: None.

**BMI 213 Theology of Missions** (3 hours, either semester or summer)

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.

**BUS - BUSINESS****BUS 113 Introduction to Business** (3 hours, spring)

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, spring odd years)

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 333 Business Ethics** (3 hours, spring even years)

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. Prerequisites: junior or senior standing.

**BUS 343 Business Law** (3 hours, spring)

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, 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. Prerequisite: None.

**BUS 373T Quantitative Methods for Business** (3 hours, offered as announced)

A study of the basic quantitative methods used in the business decision-making process designed to provide the student with an understanding of when and under what conditions these methods should be applied and how to interpret the results. Basic quantitative techniques studied include linear programming, forecasting, decision-making under risk and uncertainty, inventory control methods, queuing theory, Markov analysis, and networking models. Prerequisites: MAN 313 and MAT 253.

**BUS 393T Information Systems** (3 hours, fall)

This course gives an overview of the design, collection, storage, and use of data and information systems. Emphasis will be placed on the use of computers in this process and the related decision making within the organization including the recent developments in both computer hardware and software packages used to solve management problems through the use of information systems. Prerequisites: ACC 213 and CSC 113.

**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. Prerequisites: MAN 313 and ECO 223.

**BUS 473 Business Finance** (3 hours, fall)

This course is a study of sources and uses of funds in today's business environment. Topics covered include financial analysis, budgeting, working capital, budgeting, sources of financing, cost of capital, financial forecasting, and techniques of the time value of money, risks, and rates of return. Prerequisites: ACC 213 and ECO 223.

**BUS 493 Business Internship** (3 hours, either semester or summer)

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 SBA Director.

**CED - CHRISTIAN EDUCATION****CED 113 Educational Ministries of the Church** (3 hours, either semester)

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.

**CED 333 Teaching the Bible in Non-formal Education** (3 hours, either semester)

This course introduces and integrates elements of educational theory and practice in order to cultivate effective biblical teaching in various non-formal educational contexts that are concerned



with Christian discipleship. In addition, this course explores the nature of creativity, and examines various creative and age-appropriate teaching methods suitable for cultivating holistic discipleship through non-formal education. Prerequisite: CED 113 or permission of the instructor.

**CED 353 Small Groups in the Church** (3 hours, fall)

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.

**CED 383 Organization & Administration of Christian Education** (3 hours, spring)

This course studies the organizing, planning, decision-making, supervision, and human relations in the administration and management of the local church or a Christian organization. Prerequisite: CED 113, or permission from instructor.

**CED 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 Director of the School of Christian Education.

**CED 423 History & Philosophy of Christian Education** (3 hours, either semester)

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.

**CED 443 Change, Conflict, & Organizational Culture in Ministry** (3 hours, fall)

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.

**CED 453 Leadership Development** (3 hours, spring)

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.

**CED 463 Spiritual Formation** (3 hours, fall)

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.

**CED 473 Christian Education Internship** (3 hours, summer)

An internship provides practical application of the laws of learning and educational administration in a Christian ministry situation. Students will be involved in an approved Christian education assignment and will receive the benefit of field supervision and evaluation. Prerequisite: 90 completed hours or approval by the School of Christian Education.

## 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: MAT 133 or above.

**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 odd 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 even 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.

## CMP – MUSIC COMPOSITION

**CMP 352 Choral Arranging** (2 hours, either semester)

The student will learn techniques and methods of composition by composing a piece for SATB choir acappella or with piano accompaniment. Prerequisite: None.

**CMP 452 Orchestration** (2 hours, fall)

The student will learn idiomatic scoring for orchestral instruments in solo, band, and orchestral contexts. Prerequisite: None.

## 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, and hymnal evaluation. Prerequisite: None.

**CMU 452 Church Music Organization & Administration** (2 hours, fall)

This course provides instruction in organization and administration of a church-wide music program, including the graded choir system, service planning, purchasing equipment, architecture, music library, public relations, and professional ethics. Prerequisite: CMU 342.

**CMU 472 Choral Repertoire** (2 hours, spring odd years)

This course is an examination of choral music appropriate for church use. Prerequisite: CMU 342.

**CMU 492 Church Music Internship** (2 hours, either semester)

This course is designed to give the students exposure to, and experience in, the total music program of a local church, including rehearsals and performances. Prerequisite: None.

## COM - COMMUNICATION

**COM 113 Introduction to Communication** (3 hours, either semester)

This course is an introductory course providing the fundamentals of effective human communication. Viewing communication as a dynamic process, the student will become aware of and develop skills in communication principles and practices in interpersonal, group, and public contexts. The course is divided between a common lecture and individual sections. Prerequisite: None.

**COM 213 Introduction to Communication Theory** (3 hours, fall)

The prerequisite course for IPC and MCM majors. 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 under gird 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. A specific effort is made to relate the Christian worldview to issues raised by the behavioral sciences. Prerequisite: COM 213 or permission of the instructor.

**COM 293 Interpersonal Communication** (3 hours, spring)

This course instructs the student on the fundamentals of understanding the process of interpersonal communication. Covers 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: COM 213 or permission of the instructor.

**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: COM 213.

**COM 363 Media & Society** (3 hours, fall even years)

This course explores the relationship of mass media texts and their influence on society. By engaging in critical thinking, students will tackle tough issues of media influence, consumption, and creation. A missiological view towards media will be adopted. Prerequisite: COM 213 or permission of the instructor.

**COM 401-3 Independent Study** (1-3 hours, either semester)

This course is an individual study course for the advanced communication student. Prerequisite: Advance approval by the Director of the School of Communication.

**COM 413 New Media** (3 hours, spring odd years)

This course is a study of the principles and tools of Internet publishing and how print, audio and video media converge with the added dimension of interactivity. Each member of the class will construct a multimedia Web site that integrates multimedia communication techniques in a digital environment. Prerequisites: permission of the instructor.

**COM 423 Communication Ethics** (3 hours, fall)

This course discusses the unique tensions and commonalities between a biblical worldview and cultural norms, practices, and laws. Students will gain an understanding of communication law and the limits under current laws and cases. More importantly, these issues will be filtered through the lens of Scripture. Prerequisite: COM 213 or permission of instructor.

**COM 453X Cross-Cultural Communication** (3 hours, spring)

See ICS 453 for course description. (Prerequisites apply.)

**COM 492 Senior Seminar** (2 hours, spring)

Each student graduating with either an IPC or MCM major is required to complete the senior seminar as a requirement for graduation. The senior seminar will serve as a capstone for the major. This course will involve the completion of the student's portfolio. A confluence of theory, ethics, and skills will be demonstrated in the portfolio. Additionally, a deeper exploration of theory and biblical integration will be covered. Prerequisite: COM 213.

## 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 literature. Prerequisite: None.

**CON 432 Advanced Conducting I** (2 hours, fall)

These courses feature conducting and score study of major choral works in addition to conducting of a campus choral group in concert. Prerequisite: CON 321.

**CON 442 Advanced Conducting II** (2 hours, spring)

This course is a continuation of CON 432. Prerequisite: CON 432.

## CSC - COMPUTER SCIENCE

**CSC 113 Introduction to Computers** (3 hours, either semester or summer)

This course is designed to familiarize the student with today's PC operation and application. Application will be developed through the use of a Windows environment, word processing software, spreadsheet software, and database software. Prerequisite: None.

**CSC 373 Introduction to Music Technology** (3 hours, spring)

Through study and laboratory experience, this course explores the applications of technology as they relate to composition, performance, analysis, teaching, and research. Prerequisite: None.

## CSG - COUNSELING

**CSG 203 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.

**CSG 213 Christ-Centered Counseling** (3 hours, either semester)

This course emphasizes the foundation aspects of Scripture and Christ's ministry as both the underpinning and prime resource for values and proper Christian counseling. As a conceptual and theoretical course rather than practical and experiential, it forms the foundation to a broad avenue of approaches to Christ-centered counseling, constraining each approach to remain faithful to biblical concepts and standards. From the goal of proper counseling to a model of counseling for the individual, the church community and society, the course presents a thoroughly Christ-centered attitude. It is for counseling psychology majors and also a must for students in any type of ministry. Prerequisite: CSG 203.

**CSG 223 Identity, God's Call & Leadership**

(3 hours, spring)

This course is designed to assist students to work on identity formation. It will lay a foundation by considering the students

current situation and how they view their lives. They will gain insight on God's call in their lives and future career and goal aspirations to help them understand where they are going. Christ centered leadership development will be the final aspect of this course; it will aid the student in understanding the kind of leader he or she is and how to fully and effectively manage their respective leadership skills for the cause of the kingdom. Prerequisite: None.

**CSG 313 Counseling Skills I: Interviewing & Interventions** (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. Prerequisites: CSG 203 and CSG 213.

**CSG 323 Counseling Skills II: Therapeutic Methods & Interventions** (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 313.

**CSG 333 Crisis Counseling** (3 hours, either semester)

This course provides an introduction to the theory of crisis intervention with emphasis on short-term crisis interviewing and crisis counseling. Course content covers crisis intervention models, basic interviewing techniques, and assessment strategies for several crisis syndromes including depression and suicide, wife abuse, posttraumatic stress syndrome, substance abuse, sexual assault, child abuse, pre- and post-abortion, and death and dying. Prerequisites: CSG 203, CSG 213 and CSG 313.

**CSG 383 Counseling for Ministry** (3 hours, fall)

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 203.

**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 203. This course requires approval from the Director of the School of Counseling, upper class or advanced status, and a grade point average of 2.2 or better.

**CSG 423 Counseling for Addictions** (3 hours, either semester)

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: CSG 313, 323, and PSY 353, or concurrent enrollment in PSY 353.

**CSG 443 Premarital and Marital Family Skills** (3 hours, either semester)

This course will consider the dynamics of relationships in each of the three areas: the premarital couple, the marital couple, and the family. The dynamics of these relationships will be explored and considered in the counseling process and discussed from a Christ-centered perspective. It will encompass the varying strategies and techniques that are utilized in the counseling process. Counseling skills will be the central focus; so, the student will be asked to practice their skills in class and outside of class in order to prepare them for effective premarital, marital and family counseling. Prerequisites: CSG 213 and CSG 313.

**CSG 463 Group Counseling** (3 hours, either semester)

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 counseling process. Prerequisites: CSG 313 and CSG 323.

**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. The student may sign up for variable credit ranging from 1-3 credit hours at a time, however a maximum of five credit hours is permitted with a minimum of three hours. 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. Prerequisites: CSG 203, CSG 313, and CSG 323 (may be taken concurrently with CSG 323).

**DSE – DEVELOPMENTAL STUDIES - ENGLISH**

**DSE 103 Preparation for College English** (3 hours, either semester)

An intensive review of basic grammar, mechanics, sentence structure, and paragraph unity and development designed to prepare students for success in college writing course. Institutional credit only.

**ECO - ECONOMICS**

**ECO 213 Microeconomics** (3 hours, fall)

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)

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 as 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 involvement requirements in local schools. See Special Course Prerequisites listed under School of Teacher Education.

### **EDC 263 Creative & Fine Arts** (3 hours, spring)

This course is designed to analyze the child's developments and needs in creative experience in art, drama, and music. Laboratory experiences in drama, music, drawing, painting, and crafts are appropriate to integrate into and enhance classroom learning. Attention will be given to media instruction including technology. See Special Course Prerequisites listed under School of Teacher Education.

### **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 examine diverse methods, resources, and environments of the early childhood classroom. Students begin planning lessons and implementing them through reflective teaching. A 22-hour directed field-based experience is required. See Special Course Prerequisites listed under School of 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 directed field-based experience. Prerequisite: MAT 123. See Special Course Prerequisites listed under School of Teacher Education.

### **EDC 353 Reading & Writing in the Content Area: Early Childhood** (3 hours, spring)

This course examines the importance of literacy skills involved in reading and writing. From teacher to the students, the school to the community, all are integrally partnered to develop readers and writers. The emphasis of this course will be on the cultural influences on language development and the building on that development to create learning opportunities resulting in successful readers and writers. Content reading and writing will be examined and identified as to how it can be incorporated into the curriculum. A 30-hour directed field-based experience provides opportunity to observe and put theory into practice. See Special Course Prerequisites listed under School of Teacher Education.

### **EDC 363 Children's Literature** (3 hours, fall)

A study of the criteria for selecting children's literature, a historical survey of children's literature, a study of outstanding literary and art styles in children's books, winners of children's book awards and a critical look at books suitable for early childhood readers. See Special Course Prerequisites listed under School of Teacher Education.

### **EDC 373 Health & PE Methods in Early Childhood** (3 hours, spring)

This course teaches the student methods and materials for implementing a health, physical education, and safety education program for early childhood education. Directed field-based experience required. See Special Course Prerequisites listed under School of 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

planning appropriate lessons and implementing instructional skills in an early childhood classroom using content specified by the learned societies (NCSS and NCTE) and Georgia curriculum standards (QCC's). Integration of social studies and language arts with other content fields is encouraged and practiced. Directed field-based experience required Special Course Prerequisites listed under the School of Teacher Education.

### **EDC 433 Classroom Management & Philosophy** (3 hours, fall)

This is an analysis of early childhood classroom management theorists and issues. Students will construct a management plan while observing the class in which they will be doing their student teaching. A biblical philosophy of education will also be studied along with legal issues concerning Bible and Religion in the public schools. See Special Course Prerequisites listed under School of Teacher Education.

### **EDC 453 Reading Diagnosis & Remediation** (3 hours, fall)

This course is designed to help prospective classroom teachers pinpoint specific reading difficulties within their classroom, diagnose the difficulty, and remediate the problem appropriately for student success. Testing and procedures are emphasized in local classroom experiences. See Special Course Prerequisites listed under School of 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 field experience/practicum in an inclusion setting. Prerequisite: ESL 313.

## **EDM - MIDDLE GRADES EDUCATION**

### **EDM 273 The Middle School Teacher** (3 hours, spring)

This course is an in-depth study of the "Middle School Concept." Students will study issues surrounding middle school students today such as learning difference, cultural diversity, self-esteem, etc. The class will help future middle school teachers to develop and implement methodology appropriate to the middle grades. Directed field-based experience is required giving students experience in a middle school classroom to observe and practicing the understanding, skills, and attitudes needed to be a successful Middle School teacher. See Special Course Prerequisites listed under School of 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. Prerequisite: MAT 123. See Special Course Prerequisites listed under School of 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 30-hour directed field-based experience in local schools. See Special Course Prerequisites listed under School of Teacher Education.

### **EDM 363 Young Adult Literature** (3 hours, spring)

This course is a study of the criteria for selecting adolescent literature, a historical survey of adolescent literature, a study of

outstanding literary and art styles in adolescent books, winners of book awards, and a critical look at books suitable for adolescent readers. See Special Course Prerequisites listed under School of 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 planning appropriate lessons and implementing instructional skills in a middle grade classroom using content specified by the Learned societies (NCSS and NCTE) and Georgia curriculum standards (QCC's) Integration of social studies and language arts with other content fields is encouraged and practiced. Directed field-based experience required. Special Course Prerequisites listed under the School of Teacher Education.

### **EDM 433 Classroom Management & Philosophy** (3 hours, fall)

This is a course providing a study of Middle Grades classroom management theorists and issues. Students will construct a management plan while observing the class in which they will be doing their student teaching. A biblical philosophy of education will also be studied along with legal issues concerning Bible and Religion in the public schools. Prerequisite: Special Course Prerequisites listed under School of Teacher Education.

## **EDS - SECONDARY EDUCATION**

### **EDS 323 English Curriculum** (3 hours, fall)

This course is a study of the English curriculum in relation to the total secondary school curricula. Students will analyze, assess and integrate research findings related to content, trends and issues, the developing of objectives, and the planning of instruction. See Special Course Prerequisites listed under School of Teacher Education.

### **EDS 333 History Curriculum** (3 hours, fall)

This course is a study of the social studies curriculum in relation to the total secondary school curricula. Students will analyze, assess and integrate research findings related to content, trends and issues, the developing of objectives, and the planning of instruction. See Special Course Prerequisites listed under School of Teacher Education.

### **EDS 433 English for Secondary Teachers** (3 hours, fall)

In this course, students will analyze, assess and integrate topics related to English content as it relates to secondary teachers. Instruction in secondary methods and materials will also be continued. Georgia Performance Standards will be emphasized along with the assimilating of data related to PRAXIS. Prerequisite: EDS 323.

### **EDS 443 History for Secondary Teachers** (3 hours, fall)

In this course, students will analyze, assess and integrate topics related to social studies content as it relates to secondary teachers. Instruction in secondary methods and materials will also be continued. Georgia Performance Standards will be emphasized along with the assimilating of data related to PRAXIS. Prerequisite: EDS 333.

### **EDS 453 Secondary Methods** (3 hours, spring)

In this course, students will analyze, assess, and integrate instructional methods and materials to be used in teaching in the secondary school. Directed field-based experience required. Prerequisites: EDS 323 or EDS 333.

## **EDU - EDUCATION**

### **EDU 111 Teacher Education Orientation** (1 hour, either semester)

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 discuss 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 August Experience** (1 hour, fall)

This is part one of a directed field-based experience that allows students to observe, record and assess understanding, skills, and attitudes required by the classroom teacher. Students participate in the classroom as a teacher's aide for a two-week period near the beginning of the school year. During this experience, students address the ten abilities of the school of teacher education. Prerequisite: See Special Course Prerequisites listed under School of Teacher Education.

### **EDU 221 May Experience** (1 hour, summer)

This is part two of a directed field-based experience that allows students to observe, record and assess understanding, skills, and attitudes required by the classroom teacher. Students participate in the classroom as a teacher's aide for a two-week period near the ending of the school year. During this experience, students address the ten abilities of the school of teacher education. Prerequisite: EDU 211, See Special Course Prerequisites listed under School of Teacher Education.

### **EDU 303 Computers for the Classroom** (3 hours, either semester)

This course acquaints the future teacher with using a personal computer. Emphasis is on using a PC for teacher tasks, for classroom instruction, for research, and for on-line portfolio development. See Special Course Prerequisites listed under School of 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. See Special Course Prerequisites listed under School of Teacher Education.

### **EDU 401-3 Independent Study** (1-3 hours, either semester)

Special project or research is offered for the advanced student. The Director of the School of Teacher Education must approve this course.

### **EDU 411 Education Seminar** (1 hour, fall)

This class assists students in their preparations for the PRAXIS II certifying examinations. It reviews good test-taking strategies, study guides, and field content. Students taking this class must be student teaching the semester immediately following this class. Prerequisite: Admission to student teaching.

### **EDU 4110 Teaching Practicum** (10 hours, spring)

Students will be placed in a school for an actual teaching experience under a 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 Student will produce a portfolio showing mastery of the 10 abilities tied to the Conceptual Framework. Prerequisite: Admission to Teaching Practicum.

### **EDU 422 Professional Integration** (2 hour, spring)

This course is designed to help student teachers make the transition from student to professional. Students will reflect on their student teaching and receive help with classroom management, lesson preparation, and other issues that might become overwhelming during student teaching. Students will also prepare their resumes and career placement folders and prepare to interview for a teaching position. Prerequisite: Admission to Teaching Practicum.

**EDU 423 Curriculum & Assessment** (3 hours, fall)

A study of curriculum designs emphasizing the relationship between curriculum, teaching practice, and assessment. 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: See Special Course Prerequisites listed under School of Teacher Education.

**EDU 453 The Exceptional Child** (3 hours, fall)

This course includes an overview and discussion of the educational, social, physical, and emotional characteristics of exceptional individuals and their implications for educational and social programming. Professional and state standards, as well as current laws, are a focus in program implementation. Observation, contact, practice, and working with Individualized Education Programs (IEPs) are integrated through a 50-hour directed field-based experience in local schools. (A \$24 fee for a background check through a substitute training workshop is required.) See Special Course Prerequisites listed under School of Teacher Education.

**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)

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. 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 213 World Literature** (3 hours, spring or summer)

This course is a survey of best-known authors from the Ancient Greeks through the Renaissance. Prerequisite: ENG 113.

**ENG 223 English Literature I** (3 hours, fall)

This course surveys the Old English, Middle English, and Renaissance periods. Prerequisite: ENG 113.

**ENG 233 English Literature II** (3 hours, spring)

This is a course that surveys the Enlightenment, Romantic, Victorian, and Modern periods. Prerequisite: ENG 113.

**ENG 243 Oral Interpretation** (3 hours, offered as announced)

Developing the ability to understand and interpret great literature of all forms and to translate it into effective oral presentation. Experience is given in both individual and group interpretation. Prerequisite: None.

**ENG 313 History & Structure of the English Language** (3 hours, fall odd years)

A survey of 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 studies 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)

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 odd years)

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)

A course studying selected themes, authors, and types of major figures from the pre-Romantics through Shelley, Byron, and Scott. It offers varying focus. 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)

A course offering principles of rhetoric and their application to student writing. It offers supervised weekly papers in expository writing, biography, short story, etc. It is especially designed for contribution to church publications. Prerequisite: ENG 123.

**ENG 393E Grammar for Teachers** (3 hours, fall)

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)

In-depth study of selected author or topic at the instructor's discretion: Dante, Milton, Lewis, O'Neill, Oxford Christians, Arthurian Legend, Fairy Tale, Modern Poetry, etc. It may be repeated once if 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 213 is also required of all B.A. in English majors.

## **ENS - ENSEMBLE**

**ENS 110 Jazz Ensemble** (0.5 hour, either semester)

This course features study and performance of traditional jazz repertoire within established parameters of improvisation. Prerequisite: None.

**ENS 120 College Choir** (0.5 hour, 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.

**ENS 130 Concert Band** (0.5 hour, 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.

**ENS 140 Accompanying** (0.5 hour, 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. Prerequisite: None.

**ENS 150 Handbell Choir** (0.5 hour, either semester)

This ensemble performs literature suitable for the church and school. Membership is open to all students, faculty, and staff. Prerequisite: None.

**ENS 160 Orchestra** (0.5 hour, either semester)

This ensemble performs sacred, classical and pops literature. Membership is open to all students, faculty, and staff. Prerequisite: None.

**ENS 170 Instrumental Chamber Ensemble** (0.5 hour, 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: None.

**ENS 180 Vocal Chamber Ensemble** (0.5 hour, 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 men, women, and mixed voicings. Prerequisite: None.

**ENS 190 Multicultural Music Ensemble** (0.5 hour, either semester)

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 Opera Workshop** (0.5 hour, either semester)

The student will learn techniques for the singing actor. The class will produce scenes from the dramatic repertory. Prerequisite: None.

## **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 and 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 the teaching of nonnative speakers of English. 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 Director of the School of World Missions.

**ESL 442 Communicating Values Through TESOL** (2 hours, fall even years)

Many teachers working in limited-access countries are often restricted from using explicit 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 para-church contexts. Prerequisite: FAM 233 or permission from instructor.

**FAM 313 Ministry to Adults** (3 hours, spring)

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 or permission from instructor.

**FAM 363 Ministry to Children** (3 hours, spring odd years)

This course is designed to give the student an understanding of the characteristics of children from infancy through age eleven. Guidelines and skills are taught so that the student will be enabled to effectively minister to children in the home and through the educational organization of the church. Prerequisite: PSY 243 or permission from instructor.

**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 Director of the School of Christian Education is required. Prerequisite: None.

**FAM 443 Family Ministry Strategies** (3 hours, fall)

As the capstone course for the Family Ministry major, 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 473 Family 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 School of Christian Education faculty approval.

#### **FRN - French**

##### **FRN 113 Elementary French I** (3 hours, fall odd years)

This course studies the essentials of grammar, pronunciation, reading, composition, and their application in oral and written work. Lab work outside of class may be required. Prerequisite: None.

##### **FRN 123 Elementary French II** (3 hours, spring even years)

A course to further work on grammar, pronunciation, reading, composition, and their application in oral and written work. Lab work outside of class may be required. Prerequisite: FRN 113.

##### **FRN 233 Intermediate French I** (3 hours, fall even years)

This course is a review of elementary grammar, irregular verbs, and idioms, along with additional practice in oral and written work. Prerequisite: FRN 123 or two entrance units in French.

##### **FRN 243 Intermediate French II** (3 hours, spring odd years)

This course offers selected reading passages with continued practice in pronunciation, conversation, composition, and idiomatic structures. Prerequisite: FRN 233 or equivalent.

#### **GHY - WORLD GEOGRAPHY**

##### **GHY 213 World Geography** (3 hours, fall)

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 113 Introduction to Music** (3 hours, either semester)

This course is a general survey of music that includes a brief overview of the major historical periods and styles of music. Prerequisite: None.

##### **GMU 123 Introduction to World Music** (3 hours, fall odd years)

This course describes various ethnic music and encourages student involvement by having the student document, sing, perform, or make the instruments for the music of another culture. Prerequisite: None.

##### **GMU 213 U. S. Music** (3 hours, fall even years)

A survey of music in the United States including Native American, Afro-American, Latin American, and Euro-American styles. Prerequisite: None.

#### **GRK - GREEK**

##### **GRK 213 Elementary Greek I** (3 hours, fall or summer)

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 or summer)

This course is a continuation of GRK 213. Prerequisite: GRK 213.

##### **GRK 333 Intermediate Greek I: Johannine Literature** (3 hours, fall)

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: 1 Thessalonians** (3 hours, spring)

Translation and analysis of 1 Thessalonians from the Greek N.T. 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, fall even years)

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, spring odd years)

A course that 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 314 Elementary Hebrew I** (4 hours, fall odd years)

This course teaches the grammar and vocabulary of biblical Hebrew, including lexical tools and methodology for in-depth word studies. This course does *not* count towards the college's minimum requirement of Bible and theology for graduation. Prerequisite: None.

##### **HEB 323 Elementary Hebrew II** (3 hours, spring even years)

This course is a continuation of HEB 314. 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. A project in textual criticism allows opportunity to investigate this vital area of study. This course counts towards the college's minimum requirement of Bible and theology for graduation. Prerequisite: HEB 314.

##### **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 314 and HEB 323.

##### **HEB 433 Intermediate Hebrew** (3 hours, fall even years)

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, analysis of syntactical constructions and preparation of the passage for preaching or teaching. It continues the reading of the Hebrew Scriptures begun in HEB 314 and HEB 323. This course counts towards the college's minimum requirement of Bible and theology for graduation. Prerequisite: HEB 323.



**HEB 443 Biblical Aramaic** (3 hours, spring odd years)

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 323.

**HEB 472 Hebrew Exegesis: Selected Passages** (2 hours, fall odd years)

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. Prerequisite: HEB 323. Not required but highly recommended: HEB 443.

**HIS - HISTORY****HIS 223 20<sup>th</sup> Century World History** (3 hours, spring)

This course surveys global developments from the late 19<sup>th</sup> century to the end of the 20<sup>th</sup>, emphasizing key individuals, events, and issues. Attention will be given to political, social, cultural, and economic concerns within specific nations as well as to patterns of development of a more international nature. Prerequisite: None.

**HIS 233 History of the United States I** (3 hours, fall or summer)

This course is a survey of American history from the Colonial period to 1877, emphasizing the development of ideals, institutions, and culture. Prerequisite: None.

**HIS 243 History of the United States II** (3 hours, spring)

A survey of American history from 1877 to present, this course emphasizes political, social, cultural, and economic developments in modern America. Prerequisite: None.

**HIS 313 History of Ancient Civilizations** (3 hours, fall)

This course is a survey of the development of Mesopotamian, Egyptian, Greek, and Roman cultures. Parallel developments will be pointed out between biblical history and the history of concurrent ancient civilizations. Prerequisite: None.

**HIS 323 History of Medieval Civilization** (3 hours, spring odd years)

This course surveys European culture from the fall of Rome through 1500. Prerequisite: None.

**HIS 333 History of Modern Europe** (3 hours, fall odd years)

This course surveys European history from 1500 to the present. Prerequisite: None.

**HIS 353 Church History** (3 hours, fall)

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)

The history of the church in the United States from its beginning to the present. Special attention will be given to the emergence of evangelicalism, revivalism, denominationalism, and the interaction of the church with American culture. Prerequisite: None.

**HIS 383 Study Abroad in History** (3 hours, Winterim or Summer II or offered as announced)

A special study of history in an international setting. The professor designs each course special, 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 Non-Western History Since 1500** (3 hours, spring, even years)

This course offers a broad survey of political, economic, social, and cultural developments on the African and Asian continents from 1500 to the present. Pre-Columbian American civilizations are also given due attention.

**HIS 473 History Seminar** (3 hours, fall even years)

This course places emphasis on historical method and research. Topics and historical periods will be chosen on the basis of faculty interest and student demand. Prerequisites: 6 hours of history.

**HOM - HOMILETICS****HOM 313 Sermon Preparation** (3 hours, spring)

A study of sermon building for expository preaching, including scriptural exegesis, outlining, and collecting, filing and using illustrative material. Instruction in personal preparation for delivery is included. Prerequisite: COM 113.

**HOM 423 Sermon Delivery** (3 hours, fall)

Sermon production and student preaching, with formal evaluation of delivery and content, to prepare the student for confident pulpit proclamation. Prerequisite: HOM 313.

**HOM 433 Pulpit Preaching** (3 hours, spring)

Further studies in pulpit proclamation, including in-depth instruction and student preaching, to refine students' methodology and cultivate their ability to prepare and preach sermons with forcefulness, persuasiveness and variety. Prerequisite: HOM 313.

**HOM 462 Evangelistic Preaching** (2 hours, spring even years)

A course accenting the unique character of evangelistic proclamation as distinct from pastoral preaching, both in style and content. Ways of integrating the necessary ingredients of all good preaching into effective evangelistic appeal. Prerequisite: None.

**HUM - HUMANITIES****HUM 103 Western Thought & Culture** (3 hours, either semester or summer)

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)

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, and Goals** (3 hours, either semester)

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 203 Introduction to Qualitative Research** (3 hours, winterim)

Social research involves both quantitative and qualitative approaches. Mainstream research has historically been dominated by quantitative, statistically based data analysis. Shifts are occurring in educational research, medical research, and social work that emphasize description, induction, and the importance of understanding issues from the perspectives of those directly involved in the issue--a qualitative approach. This approach is useful to anyone preparing for people-focused ministry because it provides research approaches that allows the researcher to better understand the perspective of those being studied. Qualitative approaches borrow heavily from anthropology and sociology. This course introduces students to the emerging

field of qualitative research, outlines key approaches, and reviews exemplary qualitative studies. Prerequisite: None

**ICS 212 Local Church in World Missions** (2 hours, spring even years)

This is a course for majors in schools other than World Missions that emphasizes the importance of having a world perspective in the ministry of the local church. Attention is focused on the concept that all believers are to be *World Christians*. It deals with mission education in the local church and practical methods for informing, motivating, and sending out cross-cultural workers and supporting them through the local church. Prerequisite: None.

**ICS 222 Introduction to Bible Translation** (2 hours, fall odd years)

This course introduces the student to the history and process of Bible translation, as well as to the translation needs of particular people groups around the world. An experienced translator presents an overview of a full translation project. Prerequisite: None.

**ICS 243 Introduction to Church Growth (PAM 243X)** (3 hours, either semester)

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 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 302 New Religious Movements (REL 302X)** (2 hours, spring odd years)

This course assesses the historical foundations and resulting unique features found in new religious movements in the West and their genesis in Eastern religions. Special attention is given to the "New Age" movement and apologetic responses in light of current social, political and economic situations. Prerequisite: ICS 323.

**ICS 311 Computer-Based Missions Research** (1 hour, fall)

This course will examine the resources available for research in intercultural issues that will form the focal point of junior and senior courses in the School of World Missions. Hands-on research techniques will allow the student to learn and become familiar with the collective power of internet research and its value in Christian ministry. 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, winterim)

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: None

**ICS 342 Women in International Ministry** (2 hours, spring)

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)

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. Prerequisite: None.

**ICS 373 Church Planting & Development** (3 hours, fall odd years)

A course aimed at practical and biblical step-by-step development of a master plan for church planting. 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 383 Training & Discipling** (3 hours, either semester)

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 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 Director of the School of World Missions. Prerequisite: None.

**ICS 442 Cross-Cultural Storytelling** (2 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 (COM 453X)** (3 hours, spring)

This course enables the student to develop an understanding of culture's effects on the communication process. Concentration 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 462 Christian Education in Other Cultures** (2 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 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, spring)

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 493 Missiology Research Project** (3 hours, spring)  
This course provides concentration of individual research in the study of the planting and growth of the church in a specific area of individual interest. Focus is on the development of a personal strategy of cross-cultural evangelism for a prospective area of ministry in a second culture. Prerequisites: ANT 483 and ICS 363.

## **IPC – INTERPERSONAL AND PUBLIC COMMUNICATION**

**IPC 201 Interpersonal & Public Communication Practicum** (1 hour, either semester)

The practicum will allow students to gain hands-on experience working in areas of interest related to their study. Projects may include School of Communication publications, The Talon, or other projects as approved by Director of the School of Communication. Course may be repeated up to four times over four semesters. Graded on an S/U basis. Prerequisite: COM 213.

**IPC 243 Nonverbal Communication** (3 hours, spring even years)

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 323 Public Relations** (3 hours, fall)

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. These include: fact-finding and feedback, planning and programming, action and communication evaluation. Prerequisite: COM 213 or permission of the instructor.

**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: COM 213 or permission of the instructor.

**IPC 343 Advanced Public Speaking** (3 hours, spring even 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 and permission of instructor.

**IPC 353 Leadership Communication** (3 hours, spring even years)

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 what makes effective leaders and what skills and components add to leadership potential. Prerequisite: COM 213 or permission of the instructor.

**IPC 373 Mentoring** (3 hours, spring odd years)

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: COM 213 and COM 293 or permission of instructor.

**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 240 hours of on the job experience required. Assessment is required. Graded on an S/U basis. Prerequisite: COM 213 and COM 313.

## **MAN – MANAGEMENT**

**MAN 313 Principles of Management** (3 hours, fall)

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)

A study of the use of resources related to production of goods and services. The concepts and techniques of planning, scheduling, and controlling production activities and physical resources are included. Other topics include product design, capital investment, facilities and equipment, maintenance, work methods and control, measurement, safety and health, production planning and control, materials management, project management, and quality control. Current issues such as energy, ecology, productivity, (quality circles) and total quality management are discussed. Prerequisites: MAN 313.

**MAN 383 Organizational Behavior & Development** (3 hours, spring)

A study of 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 313 recommended.

**MAN 413 Human Resources Management** (3 hours, fall odd years)

This course is an in-depth 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 employee selection and retention, testing, training, pay incentives, performance evaluating, discipline, and legal compliance. Compensation for international employees is introduced. Prerequisite: MAN 313.

**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, except by permission.

**MAN 453 International Management** (3 hours, spring even years)

An examination of the management processes, organizational behavior, and human resource 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. Prerequisite: MAN 313.

**MAN 483 Entrepreneurship & Small Business Management** (3 hours, offered as announced)

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. Prerequisites: MAN 313.

**MAT - MATHEMATICS**

**MAT 113 General College Mathematics** (3 hours, either semester)

This course is a survey covering the basics of set theory, numbers systems logic, statistics, algebra (including problem solving), and geometry (including measurement, perimeter, area, and volume). 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, probability, statistics, geometric concepts including coordinate geometry and transformations, metric and non-metric units of measurement. The historical development of mathematics is examined. The "Abacists vs Algorists" 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)

This course is a survey of basics of statistics. Topics include various graphs, measures of central tendency, measures of variation, probability rules, probability distributions, binomial probabilities, Central Limit Theorem, estimating, hypothesis testing, linear regressions, and linear correlation. 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 equivalent.

**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 equivalent.

**MAT 323 Elements of Calculus** (3 hours, spring even years)

This course is a study of limits and their properties, differentiation, integration, and applying calculus concepts to real-world settings. Prerequisite: MAT 133 or equivalent.

**MCM - MASS COMMUNICATION**

**MCM 201 Mass Communication Practicum** (1 hour, either semester)

This course will offer opportunities for special training or specific project work in video, radio broadcasting, or journalism. Limited to four hours of credit in four semesters. Graded on an S/U basis.

Requires permission of the instructor. Prerequisite: MCM 203 and one of the following: MCM 213, MCM 233 or MCM 313.

**MCM 203 Introduction to Mass Communication** (3 hours, spring)

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 prerequisite for all Mass Communication courses for majors.

**MCM 213 Radio Production I** (3 hours, fall)

This course surveys the fundamental principles and skills of broadcasting to gain an understanding of the potentials and limitations of the broadcast medium. Basic proficiency is achieved in editing, operating the console, CDs and DATs, tape decks, and general studio equipment. This course offers both hands-on experience in a practice studio and observation of a functioning radio station. Prerequisite: MCM 203 or permission from the instructor.

**MCM 223 Radio Production II** (3 hours, spring)

This course in radio programming and promotions relates well to television and Internet applications. Various programming and promotional topics are discussed including listener uses and gratifications, station objectives, Christian vs. secular radio issues and music selection scheduling and progression theories. Students analyze and compare radio stations based on programming and audience characteristics, production techniques, and effectiveness. Prerequisites: MCM 213 and MCM 203, or permission from the instructor.

**MCM 233 Video Production I** (3 hours, fall)

This course introduces video production and television arts. Students will gain experience with video cameras, editing, sound, and the video business. Emphasis is placed on television news and commercial production. Prerequisite: MCM 203.

**MCM 243 Video Production II** (3 hours, spring)

This course is a continuation of MCM 233 with emphasis on production skills and management. Studio production and multi-camera directing is stressed along with writing, directing, and producing skills. Prerequisites: MCM 233, MCM 203, or permission of the instructor.

**MCM 253 Dramatic Production** (3 hours, fall)

A course of introduction to drama, its history, theories, methods of acting, various types of performance styles, stage lighting, make-up, set design, and costuming. Emphasis is placed on the creative use of drama in the community, church and ministry. Public performance of a suitable theatrical production will be part of the course. Prerequisite: COM 113.

**MCM 293 Film & Digital Photography** (3 hours, fall)

This course includes the rudiments of film photography with special attention given to the use of digital photographic cameras and equipment. Prerequisite: None.

**MCM 313 Introduction to Journalism** (3 hours, spring)

A study of the principles of news gathering and writing for the mass media and applying those principles in writing a number of news stories. Prerequisites: ENG 113 and MCM 203.

**MCM 323 Editing** (3 hours, fall)

Designed to give the advanced journalism student instruction and practical experience in copy editing, photo editing, headline writing, and page design with an introduction to typography, format, and newspaper production methods. Prerequisite: MCM 313 or permission of instructor.)

**MCM 343 Video Editing** (3 hours, spring)

Training and practical experience in desktop video will be the center of instruction. Students will produce professional videos for distribution. Skills will be taught on computer graphics, video art, and computer editing. Prerequisites: MCM 233 and MCM 243.

**MCM 353 Broadcast Journalism** (3 hours, spring odd years)

This course considers the process and practical aspects of gathering, writing, editing, and reporting news for the electronic media. Also provides a framework for evaluation of these skills on a continual basis. Prerequisite: MCM 203.

**MCM 373 Copywriting for Broadcast** (3 hours, spring even years)

This course emphasizes the particular requirement in writing commercial copy for the electronic media. Radio, television, and cable spot advertisements are taught. Special emphasis is placed on adapting to the senses of sound and sight within the time constraints of the industry. Various types of script and styles of writing are examined. Prerequisites: ENG 123 and MCM 203.

**MCM 401-3 Independent Study** (1-3 hours, either semester)

Individual study for the advanced broadcasting student. Advance approval by the Director of the School of Communication is required. Prerequisite: None.

**MCM 413 Advanced Radio Production I** (3 hours, offered as announced)

This course offers training and practical experience in these specialized areas: in-depth news productions, such as documentaries and remote broadcasts such as coverage of sporting events. 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. Prerequisites: MCM 213 and MCM 223, or permission of the instructor.

**MCM 423 Advanced Radio Production II** (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. Prerequisites: MCM 213, and 223, or permission of the instructor.

**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. Prerequisites: MCM 233 and MCM 243.

**MCM 493 Mass Communication Internship** (3 hours, either semester or summer)

Work in a radio or television station, or production house. Minimum of 80 hours of work is required. Supervised preparation and assessment of the experience will be given. Graded on an S/U basis. Prerequisites: MCM 213 and 223 or MCM 233 and 243.

**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, exploratories, general classroom, advanced placement, and elective possibilities using content specified by NASM and Georgia curriculum standards (QCC's). *Directed field-based experience is a critical element embedded in this course.* 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 Georgia curriculum

standards (QCC's). 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: None.

**MED 222 Teaching Music in the Elementary School** (2 hours, spring)

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 Georgia curriculum standards (QCC's). *Directed field-based experience is a critical element embedded in this course.* Prerequisite: None.

**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 Georgia curriculum standards (QCC's). Prerequisite: None.

**MED 312 Music Methods & Materials for Middle and High School** (2 hours, fall)

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 Georgia curriculum standards (QCC's). 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 QCC's. Students will teach at least one of these units in the public schools. *Directed field-based experience is a critical element embedded in this course.* Prerequisite: None.

**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 Georgia curriculum standards (QCC's). 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: None.

**MED 411 String Methods** (1 hour, fall)

A basic laboratory course covering teaching principles, methods, and materials for string orchestral instruments using content specified by NASM and Georgia curriculum standards (QCC's). Through hands-on experience students will learn proper playing position, tone production, bowings, routine maintenance and care of all the standard string instruments. Prerequisite: None.

**MED 432 Integration of Music Education** (2 hours, either semester)

A major component of the course is to prepare the student for teaching practicum using content specified by NASM and Georgia curriculum standards (QCC's). Students will complete one, one-week, full-time, field experience in the public schools. This field experience, combined with the twelve-week teaching practicum experience, will include experiences at all grade levels K-12. *Directed field-based experience is a critical element embedded in this course.* Prerequisite: None.

**MKT - MARKETING****MKT 313 Principles of Marketing** (3 hours, spring)

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: MAN 113 recommended.

**MKT 323 Consumer Behavior** (3 hours, offered as announced)  
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 313 is recommended.

**MKT 333 Advertising & Promotions** (3 hours, offered as announced)  
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 313 is recommended.

**MKT 433 Marketing Research** (3 hours, offered as announced)  
A study of 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 313, MKT 323 or 333, MAT 253.

**MKT 493 Marketing Internship** (3 hours, either semester or summer)  
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 SBA Director.

**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	

**MGT 110 Beginning Guitar** (0.5 hour, either semester)  
The student will learn chord positions and basic strumming. This is a class applied music lesson. Prerequisite: None.

**MPN 111, 121, 231, 241 Class Piano** (1 hour, either semester)  
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.

**MPN 191 Beginning Piano for Non-majors** (1 hour, either semester)  
This course is offered for beginning pianists with no prior music experience or knowledge. This is a class applied music lesson. Prerequisite: None.

**MPN 210 Hymn Playing** (0.5 hour, either semester)  
This course provides application of basic musical and pianistic principles to accompanying singing, accompanying instrumental solos, duets, etc.; preludes, offertories, etc. This is a class applied music lesson. Prerequisite: intermediate pianist ability.

**MVC 111 Voice Class for Non-majors** (1 hour, either semester)  
This course is open to all non-voice majors. It offers basic instruction in voice, tone-production, breathing, etc. This is a class applied music lesson. Prerequisite: None.

**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 I** (2 hours, either semester)  
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.

**MPD 442 Pedagogy of Music II** (2 hours, either semester)  
This course is a continuation of MPD 432. Prerequisite: MPD 432.

**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, each semester)  
These courses feature a survey of important musical styles, forms, and composers and includes extensive listening requirements. Emphasis is given to the history and development of American music, electronic music, and non-Western music. Prerequisite: None.

**MUH 223 Music History & Literature II** (3 hours, each semester)  
This course is a continuation of MUH 213. Prerequisite: MUH 213.

**MUS - MUSIC MAJOR**

**MUS 111 Music Orientation** (1 hour, either semester)  
This course discusses issues facing the music student in the college environment. It is required in all programs leading to a degree in music. This course is open only to students majoring in music. Prerequisite: None.

**MUS 110,120 Touring Music Teams** (0-0.5 hour, either semester)  
This course offers credit to members of Music Teams who represent the college. Members receive a scholarship. Audition and tour responsibilities are required. Prerequisite: None.

**MUS 130,140 Chapel Music Ministry** (0-0.5 hour, either semester)  
This is a practical music ministry on campus, including, but not necessarily limited to, College Chapel. Prerequisite: None.

**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 480 Comprehensive Examination in Music** (0 hour, either semester)

This is a test of student comprehension of repertory, history, synthesis, aural skills, analysis, and technology. It is also designed to evaluate program effectiveness. Prerequisite: None.

## **MUT - MUSIC THEORY**

**MUT 101 Fundamental Aural Skills** (1 hour, either semester)

This is a companion course to MUT 103. It offers sight-singing and ear-training in rhythm, scales, intervals, and chords. Prerequisite: None.

**MUT 103 Fundamentals of Music** (3 hours, either semester)

This course includes fundamentals of conducting, major and minor scales, intervals, chords. Prerequisite: None.

**MUT 111 Aural Skills I** (1 hour, spring)

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: MUT 101.

**MUT 113 Music Theory I** (3 hours, spring)

This course is designed to give the student a basic understanding of the construction of music, featuring triads. Prerequisite: MUT 103.

**MUT 121 Aural Skills II** (1 hour, fall)

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, fall)

This is a continuation of MUT 113. It introduces four-part chordal harmonization of music encountered in the 18th and 19th centuries. Prerequisite: MUT 113.

**MUT 231 Aural Skills III** (1 hour, spring)

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, spring)

This course is a continuation of skills learned in MUT 123. Emphasis is placed on part-writing and analysis of modulation, seventh chords, and borrowed chords. Prerequisite: MUT 123.

**MUT 241 Aural Skills IV** (1 hour, fall)

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, fall)

This is a continuation of skills learned in MUT 233. Emphasis is placed on part-writing and analysis of altered chords and advanced modulation. Prerequisite: MUT 233.

## **NTE - NEW TESTAMENT**

**NTE 113 Life & Revelation of Christ** (3 hours, fall)

This course consists of a systematized study of the four Gospels as primary sources on Jesus' life to understand his works, teachings, death, resurrection, ascension, and predicted return. Attention is given to the contribution, historical setting, and doctrinal themes of each Gospel. The course treats the concept of Jesus' kingdom through examining the structure, contents, and interpretations of Revelation. Prerequisite: None.

**NTE 123 Early Church: History & Letters** (3 hours, spring)

This course is a study of Acts, Pauline Epistles, and General Epistles. Attention will be given to background, structure, authorship, and doctrinal studies. Prerequisite: None.

**NTE 213 Gospel of Matthew** (3 hours, spring even years or summer)

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. Attention is also given to Matthew's use of the Old Testament and the theme of fulfillment. Prerequisite: NTE 113.

**NTE 243 Gospel of John** (3 hours, spring)

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 113.

**NTE 323 Acts** (3 hours, either semester or summer)

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 123.

**NTE 333 Early Pauline Epistles** (3 hours, either semester or summer)

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 123.

**NTE 343 General Epistles** (3 hours, spring)

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 123.

**NTE 463 Later Pauline Epistles** (3 hours, fall)

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 123.

**NTE 473 Romans & Galatians** (3 hours, either semester or summer)

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 123.

## **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, offered as announced)

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 \$475 will be charged. Prerequisite: None.

**OLE 213 Camp Programming & Leadership** (3 hours, fall odd years)

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 Outdoor & Wilderness Leadership** (3 hours, spring odd years)

This course develops leaders through various organized outdoor experiences. Students will be involved in group initiatives, individual assessment, and will be exposed to technical skills needed for various outdoor opportunities. They will plan and direct several positive outdoor/wilderness experiences throughout the course of the semester. Students will need to commit to 2 weekends off campus. Prerequisite: OLE 103.

**OLE 313 Adventure-based Education** (3 hours, spring even years)

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 Outdoor & Environmental Education** (3 hours, fall even years)

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. Prerequisite: OLE 103.

**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 School of Christian Education.

**OTE - OLD TESTAMENT**

**OTE 213 Law & History** (3 hours, fall or summer)

This course surveys the content, structure, events and theological themes of the Pentateuch and the historical books of the Old Testament (the first 17 books) in the light of their ancient Near Eastern setting. Acquaintance with individual books by personal and class survey to prepare for more intensive future study. Prerequisite: None.

**OTE 223 Poetry & Prophecy** (3 hours, spring or summer)

This course surveys the content, structure, events, and theological themes of the Old Testament poetical and prophetic books (the last 22 books) in the light of their historical and canonical setting. Acquaintance with individual books by personal and class survey to prepare for more intensive future study. Prerequisites: None.

**OTE 233 Psalms and Proverbs** (3 hours, spring or summer)

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: 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 213.

**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 213.

**OTE 323 Isaiah** (3 hours, fall)

This course surveys important passages in their contexts and historical background of the book of Isaiah. Stresses exegetical method and interpretation of Isaiah's messianic hope with attention to authorship and unity. Prerequisites: BIB 213 and OTE 223.

**OTE 343 Minor Prophets** (3 hours, fall)

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 223.

**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 213.

**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 223.

**PAM - PASTORAL MINISTRIES**

**PAM 202 Wives & the Christian Ministries** (2 hours; offered as announced)

This course studies the role, responsibilities, and priorities of a wife in relation to professional ministries. It consists of solution of problems and candid appraisal of tensions encountered by a minister's wife. Prerequisite: None.

**PAM 243X Introduction to Church Growth**

See ICS 243 for course description.

**PAM 251 Talents & Life's Work** (1 hour, offered as announced)

This is a practical study of the importance of matching individual interests, values, and talents to vocational goals. The student will personally explore and confirm God's leading towards life's work. Emphasis is placed on the stewardship of God-given talent in the pursuit of secular work as well as lay or traditional ministry. Prerequisite: age 20 or 36 semester hours completed.

**PAM 322 Evangelism Practicum** (2 hours, offered as announced)

A practicum designed to equip effective witness-disciplers in individual and church contexts. Utilizing certain Evangelism Explosion techniques, the course includes lectures, biblical studies, personal inventories, prayer cells, and demonstrations, prior to practical involvement in applications. Prerequisite: None.



**PAM 332 Pastoral Methods I** (2 hours, fall)

This course consists of duties and problems of the minister in non-pulpit pastoral responsibilities. Attention is given to the call to, and the qualifications for, the ministry. Opportunities for practical application of pastoral procedures, e.g., designing worship services, administering the ordinances, and conducting weddings and funerals are studied. Prerequisite: None.

**PAM 342 Communicating the Bible** (2 hours, fall even years)

Communication theory applied to effective transmission of biblical material. This course examines a wide variety of methods and techniques in view of changing societal patterns. It does not count toward a pastoral-ministries minor. Prerequisite: None.

**PAM 352 Church Evangelism** (2 hours; offered as announced)

A practical course considering functional contemporary methodology for combining in the local church program both personal and corporate evangelism. The course investigates tested programs. Prerequisite: None.

**PAM 362 Pastoral Methods II** (2 hours, spring)

This course consists of duties and problems of the minister in non-pulpit pastoral responsibilities with special attention to interpersonal relationships. The course focuses on personal stress, conflict management, and communication. Rudiments of church finance, fellowship, and program administration are emphasized. Prerequisite: Not required but recommended: PAM 332.

**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 Director of the School of Bible and Theology. Prerequisite: None.

**PAM 411-3 Practicum in Ministry** (1-3 hours; offered as announced)

A carefully guided practical project at the core of ministry, such as church planting, ministry research, pastoral visitation, discovering evangelistic projects, and church growth. Different projects will be pursued different years at the School's discretion. This course may be taken more than once with the permission of the professor. This course does *not* provide Student Ministry credit. Prerequisites: PAM 332, and HOM 323.

**PAM 432 Theory of Revival** (2 hours, offered as announced)

The underlying philosophy, principles, and procedures of spiritual awakenings in the Old and New Testaments and history of Christianity are analyzed. Applications are made to the contemporary scene. Prerequisite: None.

**PAM 452 Seminar in Evangelist's Ministry** (2 hours, offered as announced)

This course is a detailed seminar on the functions and problems inherent in the ministry of a professional evangelist. It includes lectures, student presentations, and discussions. Prerequisite: None.

**PAM 482 Pastoral Internship** (2 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. Some class time will prepare the student for internship and help him assess results afterward. This course does *not* provide Student Ministry credit. Prerequisites: HOM 313 and PAM 362.

**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, and 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 and Care of Injuries** (3 hours, spring odd years)

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.

**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.

**PED 473 Organization & Administration of Athletics** (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.

**PHS – PHYSICS****PHS 214 Physics I** (4 hours, fall)

Investigation of the fundamental principles of physics. 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. Prerequisites: MAT 323.

**PHS 224 Physics II** (4 hours, spring)

A continuation of PHS 214 covering electricity, magnetism, optics and modern physics. A thorough working knowledge of algebra and trigonometry, and a basic grasp of calculus, is assumed. Prerequisites: MAT 323, PHS 214.

**PHY - PHILOSOPHY****PHY 213 Introduction to Philosophy** (3 hours, either semester or summer)

In this course, the student is introduced to the nature and importance of philosophy, the concept of a worldview, and an introduction to critical thinking, epistemology, metaphysics, philosophy of religion, and ethics. The student will learn philosophy by means of lecture (power point), team projects, discussion, and videos. Recommended: sophomore standing or above.

**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 even years)

Students will be introduced to the art of critical thinking. The student will learn to recognize and assess the two essential components of a good argument--the plausibility of the premises and the connection between the premises and the conclusion. In

addition, the student will learn how to avoid "bad arguments" and fallacious reasoning. Prerequisite: None.

#### **PHY 343 Ethics** (3 hours, fall)

The course introduces ethical theories (e.g., egoism, utilitarianism, natural law, etc.) and moral issues (e.g., divorce homosexuality, capital punishment, euthanasia, cloning, etc.). The professor utilizes lecture (power point), class and group discussion, and videos to present the material. Prerequisite: None.

#### **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, a reflection on specific philosophy, 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.

#### **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 literature on a selected area of philosophy. 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 philosophy and approval from the Director of the School of Bible & Theology.

#### **PHY 453 Apologetics** (3 hours, fall)

This course studies the justification of apologetics, apologetic options (e.g., Reformed epistemology, presuppositionalism, classical apologetics, evidentialism, and informalism) and the evidences for and against Christianity. In addition, the student is required to do apologetic interviews. The professor utilizes lecture (power point), class and group discussion, and videos to present the material. Prerequisite: PHY 213 or permission from the professor.

#### **PHY 462X Applied Apologetics** (2 hours, spring)

See REL 462 for course description.

#### **PHY 483 Ancient & Medieval Western Philosophy** (3 hours, spring 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 philosophy of religion. The course is seminar format involving student-led discussion and dialog. Prerequisite: PHY 213 or permission from the professor.

#### **PHY 493 Contemporary Philosophy** (3 hours, spring even years)

A survey of contemporary philosophy from Nietzsche to Postmodernism, 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 213 or permission from the professor.

### **POL - POLITICAL SCIENCE**

#### **POL 213 American Government** (3 hours, spring even years)

This course is a survey of the structure and operation of government in America, particularly at the federal level. Attention is given to political culture, ideology, and behavior. Prerequisite: None.

### **PSY - PSYCHOLOGY**

#### **PSY 213 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 313 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 and PSY 213. Permission from instructor for non-Counseling Psychology majors must be received.

#### **PSY 323X Educational Psychology** (3 hours, either semester)

See EDU 323 for course description.

#### **PSY 353 Personality Theories** (3 hours, fall)

This course will give the student an overview of the major personality theories. This will include the psychodynamic and related viewpoints, the behavioral and cognitive perspectives, and the phenomenological and related aspects of personality. Trait and biological theories will also be considered as well. Each theory will be examined for its adherence or lack thereof to Biblical principles. Students are encouraged to evaluate these theories from their own Christian world view. Prerequisite: PSY 243, HUM 103 or PHY 213 is also recommended.

#### **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 203. The student must obtain approval from Director of School of Counseling. The student also must be a junior or senior status and have a grade point average of 2.2 or better.

#### **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 463 Abnormal Psychology** (3 hours, spring)

This course introduces the student 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: PSY 353, CSG 423 is also recommended.

#### **PSY 473 Psychology Research Project** (3 hours, spring)

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 213, PSY 313 and PSY 423.

**PSY 493 Senior Seminar** (3 hours, spring)

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. Prerequisite: None.

**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 School of Music 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 School of Music Handbook.

**REC 130 Note Check** (0 hour, either semester)

The student presents the private performance of the REC 140 Recital in the applied major 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 140 Recital. The performance is at the discretion of the applied teacher. Prerequisite: None.

**REC 140 Recital** (0 hour, either semester)

The student presents a public recital for the music minor featuring 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 School of Music 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 School of Music Handbook.

**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 School of Music 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 School of Music 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 480(484) Recital in the principal applied area during the semester prior to the public recital for at least two members of the performance faculty. Composition students need not have the recital performed, but must present evidence that the pieces have been written and that competent performers are available and willing to perform on the recital date. This course must be passed to receive permission to enroll for REC 480(484) Recital. The performance is at the discretion of the applied (or composition) teacher. Prerequisite: completion of REC 360(362) Recital.

**REC 480 Senior Recital** (0 hour, either semester)

The student presents a public recital of compositions featuring broad representation of the student's work. Specific requirements are in the School of Music Handbook. Prerequisite: completion of REC 470 Note Check during the previous semester. The performance is at the discretion of the composition teacher.

**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 School of Music 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 302X New Religious Movements** (2 hours, spring odd years)

See ICS 302 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 332 Roman Catholicism** (2 hours, spring odd years)

A study of the doctrine, history, liturgy, and practice of the Roman Catholic Church with special emphasis on the changes in church theology and practice since Vatican II. Prerequisite: None.

**REL 343X Introduction to Islam** (3 hours, fall)

See ICS 343 for course description.

**REL 352 Judaism** (2 hours, spring, even 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 372 Eastern Orthodoxy** (2 hours, winterim)

A study of the doctrine, history, liturgy, organization, and practice of the Eastern Orthodox Church, with special emphasis on its unique worship, conciliar decisions, and recent ecumenical trends. Prerequisite: None.

**REL 383 Study Abroad in Religion** (3 hours, summer II or offered as announced)

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 Director of the School of Bible & Theology, junior or senior status, and a grade point average of 2.2 or better.

**REL 462 Nontraditional Religious Movements (PHY 462X)** (2 hours, spring)  
This course assesses the beliefs and rationale of selected contemporary nonevangelical systems that deviate from traditional religions. Applying apologetical principles, the course majors on systems commonly described as cults that have originated within Christendom. Prerequisite: None.

**REL 472 Baptist Distinctives** (2 hours, fall odd 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.

**REL 482 Alliance Distinctives** (2 hours, fall)  
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.

**REL 491 Devotional Classics** (1 hour, fall)  
Readings in noteworthy devotional literature-ancient, modern, and contemporary are taught. The course touches the theology and discipline of personal prayer and family worship. Prerequisite: None.

## SCI - SCIENCE

**SCI 113 Scientific Literacy** (3 hours, either semester)  
This course surveys the most important revolutions in scientific thought and how they have influenced modern society. Special emphasis is placed on topics crucial to the formulation of an integrated Christian worldview. Questions to be addressed include: What are the assumptions underlying scientific thought? Is science always hostile to Christianity? What is DNA and why is it important? How old is the universe? What is wrong with evolutionary theory? Prerequisite: None.

**SCI 243 Physical Science: Earth Science** (3 hours, spring)  
This course is one of consideration of the disciplines of astronomy, meteorology, and geology. Two lecture hours and two lab hours are held each week. Prerequisite: None.

## SOC - SOCIOLOGY

**SOC 213 Introduction to Sociology** (3 hours, either semester)  
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, 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 even years)  
Essentials of grammar, pronunciation, reading, composition, and their application in oral and written work are taught. Lab work outside of class may be required. Prerequisite: None.

**SPN 123 Elementary Spanish II** (3 hours, spring odd years)  
This course consists of further work on elementary grammar, pronunciation, reading, composition, and their application in oral and written work. Lab work outside of class may be required. Prerequisite: SPN 113.

**SPN 233 Intermediate Spanish I** (3 hours, fall odd years)  
This course is a review of elementary grammar, irregular verbs, and idioms, along with additional practice in oral and written work. Prerequisite: SPN 123 or two entrance units in Spanish.

**SPN 243 Intermediate Spanish II** (3 hours, spring even years)  
Selected reading passages with continued practice in pronunciation, conversation, composition, and idiomatic structures are applied. Prerequisite: SPN 233 or equivalent.

## STM - STUDENT MINISTRY

**STM 100-290 Student Ministry** (0 hour, either semester or summer)  
Field experience in ministry conducted through the Office of Student Ministry. 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.

## SYT - SYSTEMATIC THEOLOGICAL STUDIES

**SYT 313 God & Redemption** (3 hours, fall or summer)  
An examination of foundational biblical teachings, this course explores the doctrines of God, Christ, the Holy Spirit, humanity, sin, and the major facets of redemption and salvation. Prerequisite: BIB 213.

**SYT 323 The Church: Its Truth & Destiny** (3 hours, spring or summer)  
A systematic survey of the church in relation to the ways God has revealed Himself, with emphasis on the nature of the Bible. The course notes the personality and work of good and evil angels as well as the future state of all human beings. Prerequisite: BIB 213, not required but recommended: SYT 313.

**SYT 433 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: SYT 313 and SYT 323.

## TFC - TOCCOA FALLS COLLEGE

**TFC 100 TFC Success Seminar** (0 hour, either semester)  
The Toccoa Falls College Success Seminar 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. Since the course is new to TFC as of the fall 2002 semester, it is only required of new and transfer students who matriculate at TFC for the first time in fall 2002 or later. 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, AND SPECIALIZED THEOLOGICAL STUDIES**

### **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 NTE 113.

### **THE 383 Study Abroad in Theology** (3 hours, summer II or offered as announced)

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, winterim)

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 and OTE 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 Director of the School of Bible & Theology.

### **THE 413 Pauline Theology** (3 hours, spring odd years)

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 113 and NTE 123.

### **THE 433 Theology of Worship and Prayer** (3 hours, fall)

An examination of 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: None.

### **THE 453 History of Theology** (3 hours, spring)

A survey of the teachings of great theologians and movements that shaped Christian doctrine from the end of the first century to the present, with a special analysis of significant contemporary trends. Prerequisites: SYT 313 and 323 or an equivalent six hours of systematic theology. Recommended: HIS 353.

### **THE 472 Theological Research Seminar** (2 hours, either semester or summer)

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: ENG 123, BIB 213, SYT 313, SYT 323, and junior or senior status.

## **YTH - YOUTH**

### **YTH 253 Foundations for Youth Ministry** (3 hours, either semester)

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. Students are required to attend Sonlife Strategy seminar. Prerequisite: CED 113 or permission from instructor.

### **YTH 333 Communicating to Youth** (3 hours, spring)

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 353 Youth Ministry Skills** (3 hours, fall)

This course deals with special advanced skills necessary for effective youth ministry. It examines ways to build and develop a ministry of adult and student leaders, addresses issues relating to the youth pastor and leadership, it introduces the student to the realm of developing budgets for youth ministry, it involves the class in planning a retreat, and it introduces students to informal adolescent counseling. Prerequisite: YTH 253 or permission from instructor.

### **YTH 363 Youth Culture & Issues** (3 hours, spring even years)

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. Prerequisite for non-youth majors: PSY 213, 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 Director of the School of Christian Education is required. Prerequisite: None.

### **YTH 423 Youth Evangelism & Discipleship** (3 hours, spring)

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 353.

### **YTH 443 Counseling Adolescents** (3 hours, fall)

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 353; for non YTH majors, CSG 203.

### **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. Prerequisite: 90 completed hours or approval of the School of Christian Education.

# DIRECTORY

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## ADMINISTRATION

**Gangel, Jeffrey S., D.Min.**, Director of Spiritual Formation, Campus Pastor, B.A., Miami Christian College; Th.M., D.Min., Dallas Theological Seminary. (1995-present)

**Gardner, W. Wayne, D.D.**, President, Southern Tech Institute; B.S., Toccoa Falls College; Drew University; M.Div., Luther Rice; M.P.S., Alliance Theological Seminary; D.D., Toccoa Falls College. (1983-present)

**Gruen, David, B.S.** Director for Finance, B.S. Nyack College; B.S. University of South Florida (2002-present)

**Howell, John G., M.S.**, Vice President for Institutional Advancement and Marketing, B.A., Luther Rice Bible College and Seminary; B.A., Theology Baptist College of Florida; M.S., Troy University. (2004-present)

**Reese, David G., Ph.D.**, Vice President for Academic Affairs, Academic Dean, B.S., Nyack College; M.Div., Asbury Theological Seminary; Ph.D., Southern Baptist Theological Seminary. (1988-2000; 2001-present)

**Sanders, Kenneth A., M.Ed.**, Vice President for Student Affairs B.A., Piedmont College; M.Ed., University of Georgia. (1976-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)

**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)

## ADMINISTRATIVE FACULTY

**Aldridge, Janelle M., B.S.**, Director, Student Ministry B.S., Toccoa Falls College. (2000-present)

**Dodge, Sara A., M.L.S.**, Reference Librarian, B.S., Westchester State University; M.L.S., Kutztown University. (1990-present)

**Fisher, Patricia J., M.S.L.S.**, Director of Library Services, B.R.E., Tennessee Temple University; M.A.B.S., Temple Baptist Seminary; M.S.L.S., University of Tennessee. (1995-present)

**Gangel, Jeffrey S., D.Min.**, Director of Spiritual Formation, Campus Pastor, B.A., Miami Christian College; Th.M., D.Min., Dallas Theological Seminary. (1995-present)

**McCarthy, David W., Ed.D.**, Director, Institutional Research and Planning, B.S., LeTourneau College; Toccoa Falls College; M.Div., Trinity Evangelical Div. School; Ed.D., University of Georgia. (1994-present)

**Reese, David G., Ph.D.**, Vice President for Academic Affairs, Academic Dean, B.S., Nyack College; M.Div., Asbury Theological Seminary; Ph.D., Southern Baptist Theological Seminary. (1988-2000; 2001-present)

**Vickers, Kelly G., M.A.**, Registrar, B.S., Toccoa Falls College; University of Central Florida; M.A., Trinity Evangelical Div. School. (1986-present)

**Wilkes, Jamey M., M.L.I.S.**, Assistant Cataloger and Music Librarian, B.S., Toccoa Falls College; M.L.I.S., University of South Carolina. (1996-present)

## FULL-TIME TEACHING FACULTY

**Atkinson, Harley T., Ph.D.**, Director, School of Christian Education, Professor of Christian Education, A.A., Trinity Western College; B.R.E., Canadian Bible College; M.A., Ph.D., Talbot School of Theology. (1989-present)

**Bellefeuille, Barbara K., Ed.D.**, Director, School of Teacher Education, Professor of Teacher Education, B.S., Columbia International University; M.Ed., Reformed Theological Seminary; Ed.D., Virginia Polytechnic Institute & State University. (1991-present)

**Brock, Dottie, Ph.D.**, Assistant Professor of Counseling, B.S. Oral Roberts University; M.Ed. Georgia State University; Ph.D., Georgia State University. (2001-present)

**Clayton, Robert W., D.Min.**, Associate Professor of Pastoral Ministries, B.A., Toccoa Falls College; M.Div., D.Min., Southwestern Baptist Theological Seminary. (1995-present)

**Clements, Kieran M., Ph.D.**, Associate Professor of Natural Sciences, B.S., Saint Francis College; Ph.D., North Carolina State University. (1999-present)

**Collier, Richard F., Th.M.**, Assistant Professor of New Testament & Greek, B.A., Asbury College; M.Div., Asbury Theological Seminary; Th.M., Pittsburgh Theological Seminary. (1978-present)

**Council, Thomas M., Ph.D.**, Director, School of Music, Associate Professor of Choral Music, B.S., Toccoa Falls College; M.M., Samford University; Ph.D., Auburn University. (2000-present)

**Crosby, Jarvis L., Ed.D.**, Associate Professor of Cross-Cultural Studies, B.S., Nyack College; M.P.S., Alliance Theological Seminary; Ed.D., University of Georgia. (1984-85, 1994-95, 1998-present)

**Dunagan, A. Eli, Ph.D.**, Associate Professor of Teacher Education, A.A., Truett-McConnell College; A.B., M.A.T., Ph.D., Georgia State University. (1989-present)

**Elkins, Gary S., Ph.D.**, Professor of Theology & Philosophy, B.S., Columbia Bible College; M.A., Denver Seminary; M.A., University of Denver; Ph.D., University College Dublin, Ireland. (1999-present)

**Evearitt, Daniel J., Ph.D.**, Professor of Religion, Theology & Sociology, B.A., Nyack College; M.P.S., Alliance Theological Seminary; M.A., Ph.D., Drew University; Columbia University. (1989-present)

**Farley, William H., Th.M.**, Director, School of Bible & Theology, Assistant Professor of Old Testament & Greek, B.A., St. Paul Bible College; M.Div., Bethel Theological Seminary; Th.M., Southern Baptist Theological Seminary. (1976-present)

**Fliger, Jerry E., A.B.D.**, Director, School of Communication, Assistant Professor of Communication, B.A., Purdue University; M.A., Miami University; A.B.D., Bowling Green State University. (2003-present)

**Frakes, David M., M.A.**, Instructor of Communication, B.A., Florida State University; M.A., Wheaton College Graduate School. (2004-present)

**Frederick, L. Ruth, Ed.D.**, Associate Professor of Teacher Education, B.S., Bryan College; M.Ed., Florida Atlantic University; M.S., Azusa Pacific College; Ed.S., Florida Atlantic University; Ed.D., University of Georgia. (1990-present)

**Gardner, Donna R., Ed.D.**, Professor of Teacher Education, B.S.Ed., Geneva College; M.Ed., University of Pittsburgh; Ed.D., University of Georgia. (1987-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.**, Associate Professor of Old Testament, 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.**, Assistant Professor of Christian Education, B.S., Gordon College; M.R.E., Gordon-Conwell Theological Seminary; Ph.D., Trinity International University. (1997-present)

**Hyndman, William J., Ed.D.**, Associate Professor of Online Instruction, B.A., Vennard College; M.M., Bethel College; Ed.D., Nova Southeastern University. (2005-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)

**Jenks, Lawrence E., M.P.S.**, Assistant Professor of New Testament/Greek, B.A., Asbury College, M.Div., Asbury Theological Seminary; M.P.S., Alliance Theological Seminary. (1991-present)

**Jones, David A., M.M.**, Assistant Professor of Voice, M.M., B.A., University of Georgia; M.C.M., Southwestern Baptist Theological Seminary. (1998-present)

**Juncker, Günther H., Ph.D.**, Assistant Professor of New Testament & Greek, B.A., University of California, Davis; M.Div., Ph.D. Trinity Evangelical Divinity School. (2001-present)

**Kilpatrick, Joseph W., D.I.B.A.**, Director, School of Business Administration, Professor of Business, B.S., Bob Jones University; M.B.A., Drury University; D.I.B.A., Nova Southeastern University. (2001-present)

**Koser, Mark A., M.A.**, Assistant Professor of Counseling, B.A., Nyack College; M.A., Ashland Theological Seminary. (2000-present)

**Martin, Lance E., M.Ed.**, Athletic Director, Assistant Professor of Physical Education, B.A., Toccoa Falls College; M.Ed., University of Georgia. (1988-present)

**Murphree, Mark A., M.A.**, Instructor of English, B.A., Asbury College; M.A., University of Georgia. (2004-present)

**Morden, James R., M.M.**, Assistant Professor of Music and Trumpet, B.A., M.M., University of South Florida. (1974-present)

**Penland, Jonathan S., Ph.D.**, Associate Professor of Missions and Anthropology, B.A., Toccoa Falls College; M.A., Columbia International University, Ph.D., University of Georgia. (2000-present)

**Phares, Keitha I., Ph.D.**, Assistant Professor of Freshman Writing, B.A., Belhaven, M.Ed., Reformed Theological Seminary, Ph.D., Louisiana State University. (2002-present)

**Quarterman, Cynthia L., M.S.**, Assistant Professor of Christian, Education & Counseling, B.A., Trinity College; M.S., George Williams College. (1988-90, 1992-present)

**Quarterman, G. William, Ed.D.**, Director, School of Counseling, 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)

**Rolle, Spencer H., M.A.**, Assistant Professor of Teacher Education, A.A., College of the Bahamas; B.S., Toccoa Falls College; M.A., Piedmont College. (1997-present)

**Shelton, W. Brian, Ph.D.**, Assistant Professor of Systematic & Historical Theology, B.A., Asbury College; M.Div., Covenant Theological Seminary; Ph.D., Saint Louis University. (2001-present)

**Smith, Fred H., Ph.D.**, Director, School of World Missions, Assistant Professor of Missions, B.S., Toccoa Falls College; M.A., Ph.D., Fuller Theological Seminary. (2003-present)

**Stufft, W. David, M.Ed.**, Assistant Professor of Music Education B.S., M.Ed., Indiana University of Pennsylvania. (1985-present)

**Thomas, Alisa M., M.A.**, Assistant Professor of English, B.A., Georgetown College; M.A., University of Louisville. (2000-present)

**Vena, Julio C., M.Div.**, Assistant Professor of New Testament, B.A., Central Bible College; M.A., M.Div., Trinity Evangelical Divinity School. (1971-present)

**Wetmore, Robert K., Th.D.**, Associate Professor of Theology, Canadian Bible College; B.A., Nyack College; M.Div., Th.M., Trinity Evangelical Divinity School; Th.D., Concordia Seminary. (1995-present)

**White, Douglas A., M.R.E.**, Assistant Professor of Christian Education, B.A., Houghton College; M.R.E., Trinity Evangelical Divinity School. (1996-present)

**Williams, Donald T., Ph.D.**, Director, School of Arts & Sciences, Professor of English, B.A., Taylor University; M.Div., Trinity Evangelical Div. School; Ph.D., University of Georgia. (1988-present)

**Zhuño, Jean M., M.A.**, Assistant Professor of English, B.Th., Ozark Bible College; M.A., Agnes Scott College. (2003-present)

#### **PART-TIME & ADJUNCT TEACHING FACULTY**

**Allison, Mark, M.A.**, Part-time Instructor of Anthropology, B.S., Toccoa Falls College; M.A., University of Georgia. (2001-present)

**Barbee, G. Allen, M.M.**, Part-time Instructor of Music, B.M., Furman University; M.M., DePaul University School of Music. (2004-present)

**Bartholow, Lisa H., M.M.**, Part-time Instructor of Music, B.M., St. Louis Conservatory of Music; M.M., DePaul University. (2004-present)

**Cheek, Loretta C., M.Ed.**, Part-time Instructor of Music, B.Med., Converse College; M.Ed., Brenau University. (2003-present)

**Cleveland, Jr., Louie W., M.S.**, Part-time Instructor of Management and Business, B.S., M.S., University of Georgia. (2002-present)

**Gailer, John E., M.Ed.**, Part-time Instructor of Communication, B.S., Toccoa Falls College; M.Ed., University of Georgia. (2001-present)

**Gangel, Beth J., M.A.**, Part-time Instructor of Christian Education, B.S., Miami Christian College; M.A., Toccoa Falls College. (1996-present)

**Harvey, David P., D.Min.**, Part-time Associate Professor of Missiology, B.A., John Brown University; Th.B., St. Paul Bible College; M.A., Wheaton Graduate School; D.Min., Columbia International University. (1987-present)

**Hixson, Mary H., M.M.Ed.**, Part-time Instructor of Music, B.S., Toccoa Falls College; M.M.Ed., University of Georgia. (1998-present)

**Lee, You Ju, D.M.A.**, Part-time Instructor of Music, B.A., Ehwa Women's University; M.M., Georgia State University; D.M.A., Eastman School of Music. (2004-present)

**Lucas, Heidi A., M.M.**, Part-time Instructor of Music, B.M., Crane School of Music; M.M., Eastman School of Music. (2003-present)

**Sharretts, Archie B., Ph.D.**, Part-time Instructor of Low Brass, B.M., Florida State University; M.M., Florida State University; Ph.D., Florida State University. (1998-present)

**Titshaw, William G., M.Ed.**, Part-time Instructor of Management and Business, B.B.A., M.Ed., University of Georgia. (2002-present)

**Worley, L. Daryle, M.M.**, Part-time Instructor of Music, B.A., Toccoa Falls College; B.M., M.M., Virginia Commonwealth University. (1985-present)

**Wulf, Clarence W., M.Div., Litt.D.**, Part-time Associate Professor of Communication, B.A., San Francisco Baptist College; B.D., M.Div., Talbot Theological Seminary. Litt.D., Toccoa Falls College. (1979-present)

#### **SPECIAL INSTRUCTORS**

**Gehle, Keith, B.M.**, Part-time Instructor of Guitar, B.M., University of Georgia. (2000-present)

**Strachan, Heather, B.M.**, Part-time Instructor of Music, B.M., Ohio State University. (2004-present)

#### **EPWORTH FACULTY**

**Abbott, Barry M.**, Part-time Instructor of Education and Computers, B.S., Berry College; M.Ed., North Georgia College; Ed.S., Lincoln Memorial University; Ed.D., Trevecca Nazarene University. (2002-present)

**Boye, Edward L.**, Part-time Instructor of Psychology, B.A., Emory and Henry College; M.A., West Georgia College; M.Div., D.Min., Emory University. (2002-present)

**Brackett, Jane H.**, Part-time Instructor of Computers, B.A., Vanderbilt University; M.S., University of Tennessee. (2003-present)

**Harris, Kevin J.**, Part-time Instructor of Political Science, B.A., M.P.A., University of Georgia. (2002-present)

**Jordan, Tommy W.**, Assistant Professor of Bible & Theology, B.A., Mercer University; M.Div., Southeastern Seminary. (2002-present)

**Lewis, Helen M.**, Part-time Professor of Sociology, M.A., University of Virginia; Ph.D., University of Kentucky. (2002-present)

**Lockett, William E.**, Part-time Instructor of Western Thought and Culture, B.S., M.S., Florida State University; M.A., University of Houston. (2002-present)

**McFarland, Robert E.**, Part-time Instructor of History, B.A., West Georgia College; M.A., University of Georgia; Ph.D., University of Alabama. (2002-present)

**Mitchell, Amber B.**, Part-time Instructor of Education, B.S., M.Ed., North Georgia College. (2003-present)

**McRoberts, Marvin A.**, Part-time Instructor of Counseling, B.A., Otterbein College; M.A., Georgia State University. (2004-present)

**Patterson, A. Glenn**, Part-time Instructor of Education, B.B.A., M.Ed., Georgia State University. (2003-present)

**Simonds, Douglas M., M.C.M.**, Part-time Instructor of Music, B.C.M., Shorter College; M.C.M., Southwestern Baptist Theological Seminary. (2004-present)

**Stanley, Shirley**, Part-time Instructor of Mathematics, B.S., Murray State University; M.Ed., North Georgia College (2002-present)

**Starring, Rebecca**, Part-time Instructor of English, B.S., University of Tennessee; PBT-5, Tusculum College; PBT-6, Lincoln Memorial University. (2002-present)

**Thompson, Kathleen M.**, Part-time Instructor of Education, B.A., Wayne State University; M.Ed., Ed.D., University of Georgia. (2003-present)

**Trotter, William E.**, Part-time Instructor of Science, B.S., M.Ed., North Georgia College. (2002-present)

**Turner, Coy Clayton**, Part-time Instructor of Music, B.S., Peabody College; M.C.M., New Orleans Theological Seminary. (2002-present)

**Turner, William L.**, Part-time Instructor of Business, B.S., Georgia Southern; M.Ed., State University of West Georgia. (2002-present)



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