

# ACCREDITATION

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

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



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

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

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

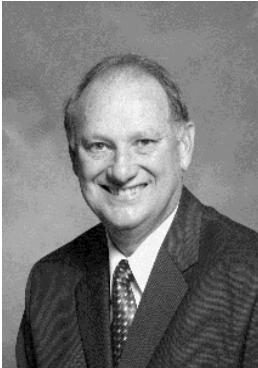
Toccoa Falls College is approved by the Professional Standards Commission of the State of Georgia, to award Bachelor degrees in Teacher Education. Contact the PSC at 1452 Twin Towers East Atlanta, GA 30334 or call 404-657-9000 for questions about the status of Toccoa Falls College.

Toccoa Falls College is accredited by the International Assembly for Collegiate Business Education to award Bachelor degrees in Business Administration. Contact the IACBE at PO Box 3960 Olathe, KS 66063 or call 913-631-3009 for questions about the accreditation of Toccoa Falls College.

## 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



W. Wayne Gardner, D.D.  
President

Toccoa Falls College is committed to developing servant leaders who will impact their world with the love and message of Jesus Christ. As you are prepared academically to be a servant leader you will also be prepared with strong Christian character through intentional spiritual formation. You will be developed under the mentoring of a committed and dedicated Christian faculty. You will be valued and your input valued in the classroom and on the campus.

Our founder, Dr. R. A. Forrest, believed in achieving the impossible with God. This year, as we begin our second century of Christian higher education we celebrate God's continuing faithfulness to the college. I personally invite you to come and join us as you prepare for a lifetime of service to the Lord. You will enjoy the beautiful campus and you will appreciate the fine men and women who will provide insight and wisdom for you as the Lord prepares you for His service.

The enrollment at Toccoa Falls College has been steadily increasing during the last few years. We have added several highly qualified new professors to the teaching faculty. These professors bring with them solid academic credentials as well as experience which enables them to integrate biblical perspectives with educational excellence in the courses they teach.

Toccoa Falls College has strengthened its offerings in science with a Biology major. This opens the door to careers in numerous areas of medical practice and health services. In addition the Secondary Education Science major now prepares students for careers as high school science teachers.

We continue to send groups of students to England and Europe in our study abroad experience. Many of our majors offer internship programs.

Toccoa Falls College is a premier Christian college that uniquely integrates biblical truth, academic excellence, and intentional spiritual formation within a caring Christian community. We believe that you will enjoy growing spiritually and academically at Toccoa Falls College during your educational experience.

Toccoa Falls College is committed to offering the highest quality education available to you during your college career. We trust that we will have the privilege of serving you during the coming years.



Barbara K. Bellefeuille, Ed.D.  
Vice President for Academic Affairs

I also welcome your consideration of Toccoa Falls College as a place to live and learn in a caring Christian community. From a classroom professor to my current role as Academic Dean, I have been associated with the college for 17 years. I have experienced for myself the community of believers that has been uniquely gathered to this campus for the sole purpose of training future Christian servant leaders. It is an exciting place to be!

You will find that our professors are well qualified, most of them having a doctorate. More importantly however, they each express a personal and deep commitment to biblical thinking and a biblical lifestyle. They cannot help but saturate their teaching with Bible-centered reflection and application. If this is the kind of education you desire, this is the place to be.

Toccoa Falls College has majors that offer preparation for ministry in the church, but we also provide training in many majors that give you opportunity to serve God in other careers. A few minutes glancing through this catalog will give you an idea of how your life can be eternally impacted by choosing to study at Toccoa Falls College. May we have the privilege of impacting your life?

# 2008-2009 CATALOG

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# ACADEMIC CALENDAR 2008-2009

## FALL SEMESTER 2008

### JULY 2008

1 2 3 4 5  
6 7 8 9 10 11 12  
13 14 15 16 17 18 19  
20 21 22 23 24 25 26  
27 28 29 30 31

### AUGUST 2008

1 2  
3 4 5 6 7 8 9  
10 11 12 13 14 15 16  
17 18 19 20 21 22 23  
24 25 26 27 28 29 30  
31

### SEPTEMBER 2008

1 2 3 4 5 6  
7 8 9 10 11 12 13  
14 15 16 17 18 19 20  
21 22 23 24 25 26 27  
28 29 30

### OCTOBER 2008

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5 6 7 8 9 10 11  
12 13 14 15 16 17 18  
19 20 21 22 23 24 25  
26 27 28 29 30 31

### NOVEMBER 2008

1  
2 3 4 5 6 7 8  
9 10 11 12 13 14 15  
16 17 18 19 20 21 22  
23 24 25 26 27 28 29  
30

### DECEMBER 2008

1 2 3 4 5 6  
7 8 9 10 11 12 13  
14 15 16 17 18 19 20  
21 22 23 24 25 26 27  
28 29 30 31

### JULY

01 Fall Semester Rebate deadline with payment in full

### AUGUST

01 Fall Semester and Winterim Student Account Payment Deadline  
01 Fall Semester Pre-registration/Schedule Change Deadline  
16 New & transfer student residence halls move-in (10 a.m.-5 p.m.)  
17-22 New & transfer student Orientation, TFC 100  
19-22 Faculty Preplanning  
21 Faculty & Staff Welcome Dinner (6 p.m.)  
23 Returning & former student residence halls move-in (10 a.m.-5 p.m.)  
23 All student Registration (9 a.m.-2:00 p.m.)  
24 All-Campus Welcome Chapel (6:30 p.m.)  
25 First day of classes / Drop-Add begins  
29 TFC 100 (10 a.m.)  
29 Drop-add ends at 5 p.m., Last day to enter classes

### SEPTEMBER

08-10 Spiritual Emphasis Week (M & T evening chapels)  
09 Day of Prayer (classes held)  
26 TFC 100 (10 a.m.)

### OCTOBER

01 Majors' Chapel  
10-12 Homecoming  
13 Midpoint in semester  
16-17 Board of Trustees  
20-21 Fall Break (no classes)  
24 Last day to withdraw failing from a class without penalty  
24 TFC 100 (10 a.m.)  
27 Pre-registration for Winterim and Spring semester begins  
27 Application for Graduation Dec. 2009 and Jan. 2010 period begins

### NOVEMBER

03-05 Woerner Missionary Lecture Series (M & T evening chapels)  
07 Application for Graduation Dec. 2009 period ends  
12 Senior Bible & Doctrine Exam – Dec. 2008 and Jan. 2009 graduates  
24-25 Founders Week  
26-28 Thanksgiving Break (no classes)

### DECEMBER

01 Spring Semester Rebate deadline with payment in full  
01 Spring Semester Student Account Payment Deadline  
01 Winterim/Spring Semester Pre-registration/Schedule Change Deadline  
04 Candlelight Concert (8 p.m.)  
05 Last day of class  
08-11 Final exams  
11 Faculty & Staff Christmas Dinner (6 p.m.)  
12 Baccalaureate (7:30 p.m.)  
13 Commencement (10:30 a.m.)

# ACADEMIC CALENDAR 2008-2009

## WINTERIM, SPRING SEMESTER & SUMMER SESSIONS 2009

### JANUARY

- 04 All Winterim student residence halls move-in (10 a.m.-5 p.m.)
- 05 Winterim Registration (8-9 a.m.)/First Day of Classes
- 06 Drop-add ends at 5 p.m. Last day to enter classes
- 15 Last day of Winterim classes
- 16 Winterim Finals
- 17 Spring Registration (1-3 p.m.)/All student residence halls move-in (10 a.m.-5 p.m.)
- 19 Martin Luther King, Jr. Day – MLK Service 7:00 p.m.
- 20 First day of classes/Drop-Add begins
- 26 Drop-add ends at 5 pm. Last day to enter classes

### JANUARY 2009

1 2 3  
4 5 6 7 8 9 10  
11 12 13 14 15 16 17  
18 19 20 21 22 23 24  
25 26 27 28 29 30 31

### FEBRUARY 2009

1 2 3 4 5 6 7  
8 9 10 11 12 13 14  
15 16 17 18 19 20 21  
22 23 24 25 26 27 28

### FEBRUARY

- 02-04 World Outreach Conference (M, T, & W evening chapels)
- 03 Day of Prayer (no classes)
- 11 Majors' Chapel (School Director's)

### MARCH 2009

1 2 3 4 5 6 7  
8 9 10 11 12 13 14  
15 16 17 18 19 20 21  
22 23 24 25 26 27 28  
29 30 31

### MARCH

- 09-11 Faith and Life Series (No evening chapels)
- 12 Midpoint in semester
- 16-20 Spring Break
- 27 Last day to withdraw failing from a class without penalty
- 26-28 Campus Preview
- 30 Pre-registration for summer sessions and fall begins
- 30 Application period for May & Summer 2010 grads begins

### APRIL 2009

1 2 3 4  
5 6 7 8 9 10 11  
12 13 14 15 16 17 18  
19 20 21 22 23 24 25  
26 27 28 29 30

### APRIL

- 06 Application period for May & Summer 2010 grads ends
- 08 Senior Bible & Doctrine Exam – May & Summer 2009 graduates
- 10 Good Friday (no classes)
- 16-17 Board of Trustees

### MAY 2009

1 2  
3 4 5 6 7 8 9  
10 11 12 13 14 15 16  
17 18 19 20 21 22 23  
24 25 26 27 28 29 30  
31

### MAY

- 01 Summer Sessions I & II Student Account Payment Deadline
- 01 Summer Sessions I & II Pre-registration/Schedule Change Deadline
- 01 Financial aid (FAFSA, GTEG) priority date for 2009-2010
- 06 Last day of classes
- 07 Study Day
- 07 Faculty Post-planning 1:00p.m.
- 08-13 Final Exams
- 14 Faculty & Staff Spring Dinner (6 p.m.)
- 15 Baccalaureate (7:30 p.m.)
- 16 Commencement (10:30 a.m.)
- 20 All student residence hall move in & Registration for Summer Session I (9 a.m.-4 p.m.)
- 21 First day of classes, drop-add begins for Summer Session I
- 22 Summer Session I drop-add ends at 5 p.m.
- 25 Memorial Day (no classes)

### JUNE 2009

1 2 3 4 5 6  
7 8 9 10 11 12 13  
14 15 16 17 18 19 20  
21 22 23 24 25 26 27  
28 29 30 31

### JULY 2009

1 2 3 4  
5 6 7 8 9 10 11  
12 13 14 15 16 17 18  
19 20 21 22 23 24 25  
26 27 28 29 30 31

### JUNE

- 15 Completion Deadline for Financial Aid File
- 16 Last day of classes for Summer Session I
- 17 Final exams for Summer Session I
- 17 All student residence hall move in & Registration for Summer Session II (9 a.m.-4 p.m.)
- 18 First day of classes, drop-add begins for Summer Session II
- 19 Summer Session II drop-add ends at 5 p.m.

### AUGUST 2009

1  
2 3 4 5 6 7 8  
9 10 11 12 13 14 15  
16 17 18 19 20 21 22  
23 24 25 26 27 28 29  
30 31

### JULY

- 01 Fall Semester Rebate deadline with payment in full
- 03 Independence Day (no classes)
- 14 Last day of classes for Summer Session II
- 15 Final exams for Summer Session II

### AUGUST

- 01 Fall Semester and Winterim Student Account Payment Deadline
- 01 Fall Semester Pre-registration/Schedule Change 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 higher than Niagara Falls. The Cherokee Indians named the falls, *Toccoah*, meaning beautiful.

## HISTORY

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

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

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

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

During the history of the institution, there have been 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 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 affiliate college of the Christian and Missionary Alliance denomination. Graduates serve in places of Christian leadership throughout the United States and in most nations of the free world. The college functions under a Board of Trustees that sets policy and an administration and faculty that implement the policy.

## TODAY

As we enter our second century, Toccoa Falls College continues to focus on students who are dedicated to Christ and aspire toward academic excellence in preparing to invest their lives either in full-time Christian ministry or in ministry through their secular employment. TFC currently has 25 majors and 36 minors in nine different schools: Arts & Sciences, Bible & Theology, Business Administration, Christian Education, Communication, Counseling, Music, Teacher Education, and World Missions.

## CURRICULUM

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

*Biblical education* is provided through course offerings primarily in the 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 that has sought to create and encourage the kind of atmosphere in which quality Christian education can flourish. It is believed that the college should provide the student with precept and example from which a student can develop personal values within a biblical framework.

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

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

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

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

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

## STUDENT BODY

In the fall 2007 academic semester, the main campus of Toccoa Falls College enrolled 925 students representing 30 different denominations from 41 states and 14 countries. Of the total number of students enrolled, 56% were women; 67% lived on campus; 13% 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

### MISSION STATEMENT

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

### MISSION DISTINCTIVES

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

### MISSION GOALS

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

### MOTTO

*"Where Character is Developed with Intellect"*

### ATHLETICS

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

### COLORS

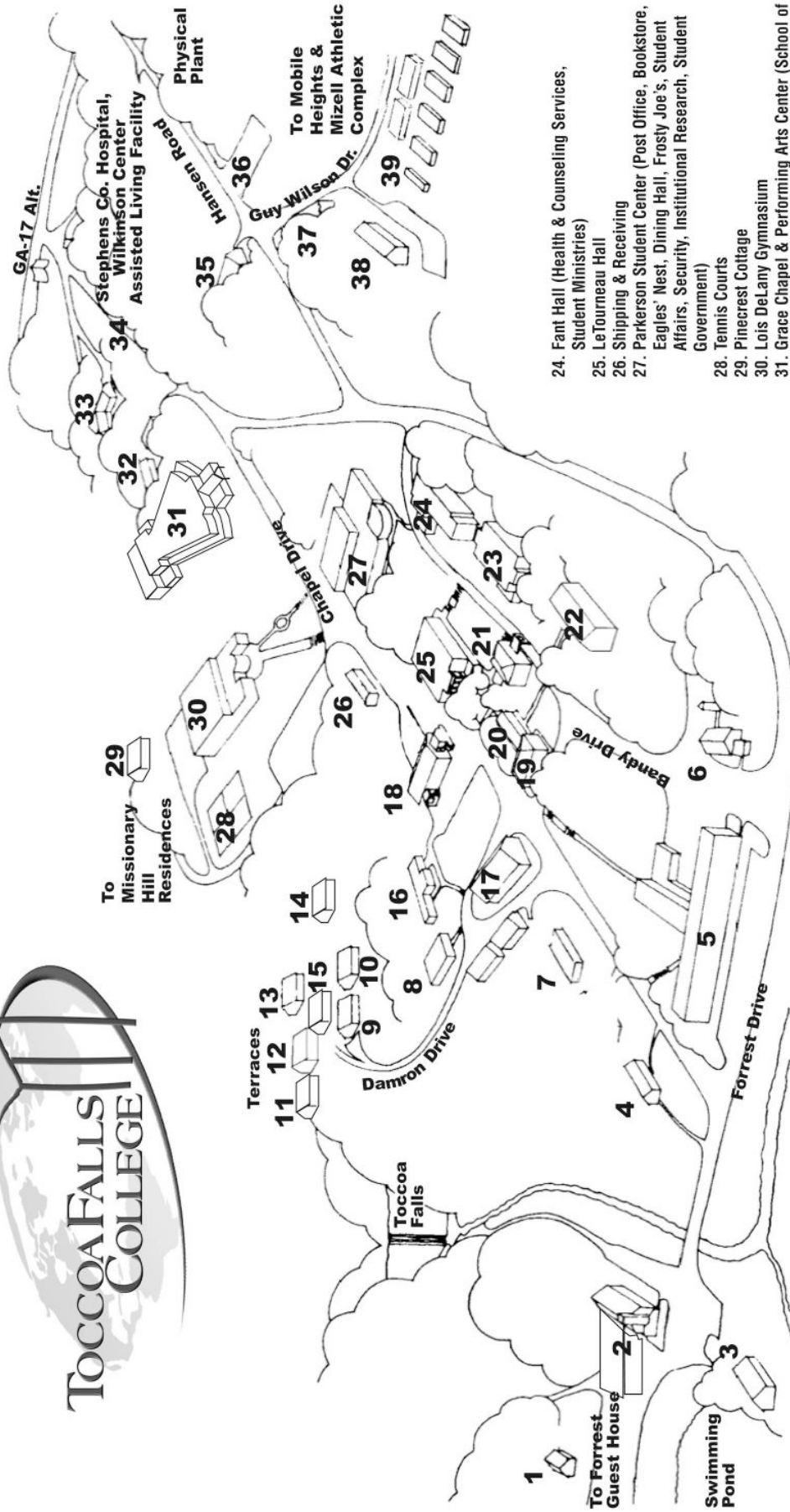
Blue and Gold

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### Modification of Regulations

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



- 1. Historic Toccoa Falls Power Plant
- 2. Gate Cottage (School of Counseling, Restaurant, Gift Shop)
- 3. Alumni House (Advancement, Church Relations)
- 4. Prentice Cottage
- 5. Forrest Hall (School of Communication, Talon/ Year Book)
- 6. Bandy Recital Hall (Communication Lab, WTXR Radio Station)
- 7. Oak Cottage
- 8. Business Administration Building (School of Business Administration, Learning Support Services)
- 9. Damron Terrace
- 10. McDuffie Terrace
- 11. Reeder Terrace
- 12. Powell Terrace
- 13. Roose Terrace
- 14. Wildwood Cottage
- 15. Houston Terrace
- 16. McCarthy Hall (School of Teacher Education)
- 17. Clary Science Building
- 18. Earl Hall (Admissions, Registrar, Computer Lab, Student Accounts, Financial Aid)
- 19. Williams Chapel (School of Bible & Theology)
- 20. Chapel Wing (School of Arts & Sciences, Media Center)
- 21. Administrative Building (President, Academic Dean, Business Office, Student Employment)
- 22. Woerner World Missions Center (School of World Missions)
- 23. Seby Jones Library
- 24. Fant Hall (Health & Counseling Services, Student Ministries)
- 25. LeTourneau Hall
- 26. Shipping & Receiving
- 27. Parkerson Student Center (Post Office, Bookstore, Eagles' Nest, Dining Hall, Frosty Joe's, Student Affairs, Security, Institutional Research, Student Government)
- 28. Tennis Courts
- 29. Pinecrest Cottage
- 30. Lois DeLany Gymnasium
- 31. Grace Chapel & Performing Arts Center (School of Music, Campus Pastor)
- 32. Edgewood Cottages
- 33. WRAF Radio Station & Welcome Center
- 34. Campus Security Station
- 35. White Memorial Photo Lab (School of Christian Education)
- 36. RV Campground
- 37. Print Shop
- 38. Boykin Married Student Apartments
- 39. Valley Court



# ADMISSIONS

## OFFICE OF ADMISSIONS

(888) 785-5624

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

### Director of Admissions

John E. Gailer, III, M.Ed.

### Assistant Director of Admissions

Amy M. Gasaway, B.S.

## ADMISSION PROCEDURES

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

1. Completed and signed application for admission.
2. \$25 non-refundable application fee.
3. Official high school transcript indicating graduation date and diploma type or an official General Educational Development Test report indicating a passing score.
4. Official transcripts from all colleges attended.
5. Official SAT or ACT score report.
6. 250-word testimony.
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

1. All applicants must have graduated from high school prior to enrollment or passed the GED Test prior to acceptance.
2. TFC requires all students who do not have 24 earned college-level credits to take the Scholastic Achievement Test (SAT) or the American College Test (ACT) as part of the admission process. Students should arrange to have scores sent directly from the testing agencies to the Office of Admissions at TFC. Students can find information about the SAT at

[www.collegeboard.com](http://www.collegeboard.com). The SAT school code for TFC is **5799**. Students can find information about the ACT at [www.act.org](http://www.act.org). The ACT school code for TFC is **0868**.

## HIGH SCHOOL CURRICULUM

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

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

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

## HOME-SCHOOLED STUDENTS

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

## TRANSFER STUDENTS

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

## NON-TRADITIONAL STUDENTS

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

## FORMER TFC STUDENTS

The Office the Registrar, Office of Financial Aid, Student Accounts Dept., and Student Development must approve students applying for readmission to the college. The Office of Admissions initiates this process once the former student submits an application for admission. TFC requires former students to submit all required documents to complete the admissions file. Former students, however, do not pay another \$25 application fee.

If a student-on-leave form was submitted prior to the end of the last term of enrollment, the application, testimony, and pastoral reference forms will not be required for readmission. A student whom the college suspends academically may reapply to continue at the college on academic probation through the Office of Admissions after an absence of one regular semester. A student whom the college dismisses academically may not apply for readmission to the college on academic probation until the student documents earning at least 12 semester credit hours of college level work with a 2.0 grade point average at another regionally accredited college.

## INTERNATIONAL STUDENTS

TFC requires all international students to submit certified, translated copies of all academic records as part of the application review process. Since all instruction, reading, and research is in English, it is essential that all international students be able to understand and speak English fluently immediately upon arrival on campus. In this light, the college requires a paper-based TOEFL score of 550 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 Financial Certification Form and original bank statements showing support in US funds for one academic year to the college. This is required for the college to issue an I-20 immigration form. TFC also recommends international students show proof of medical insurance equivalent to the plan that students may purchase through TFC. Federal law requires international students admitted to the United States on an F-1 student visa to enroll as full-time students, carrying a minimum of 12 credit hours each semester.

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

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.

## **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.

## **AUDITING STUDENTS**

The Office of Admissions requires only an application, application fee, and testimony from high school graduates who apply as audit only students. Students may only audit certain courses.

Registering as an audit student also requires the permission of the Registrar and the course instructor. No college credit or grades are given. Students who do not attend at least 60% of the classes receive a "W" for the course. Students must register to audit a course before the end of the drop and add period.

Students may not change from credit to audit or audit to credit after the end of the drop and add period. The audit fee is not included in tuition. Parking is available to audit students for \$25 per semester. High school students who desire to audit a course must first be accepted under the terms of the joint enrollment program. For audit fees, see the Student Accounts section of this publication.

## **ADMITTED STUDENTS NOTIFICATION**

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

## **DEPOSIT**

The college requires a non-transferable \$200 deposit after students receive their notification of acceptance. TFC makes room assignments, 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's account during the first semester of attendance. The advance deposit is refundable to students who request cancellation prior to May 1 for Summer and Fall semesters and November 1 for the Spring semester.

## **IMMUNIZATION INFORMATION**

Students who enroll in at least six credit hours must submit a completed Medical Form. Health Services must receive the completed medical form before the Registrar's Office may enroll students in classes. Enrolling former students may be required to submit updated information.

## **REGISTRATION**

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

## **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 themselves 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 DEVELOPMENT**  
**(706) 886-7299, ext. 5320**  
**student@tfc.edu**

**VICE PRESIDENT FOR STUDENT DEVELOPMENT**  
Douglas A. White, M.R.E.

## STAFF

Jon Kerr, M.A.  
Director of Counseling  
Lance Martin, M.Ed.  
Athletic Director  
Marilyn L. Ongley, M.Ed.  
Director of Student Leadership Development  
Paul Shiffer  
Director of Security  
Marcia Walker, R.N.  
Director of Health Services  
T. Dale Scully, M.A.  
Associate Dean of Residence Life

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 to develop Christian community 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 Development. 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 co-curricular 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 that are binding on the entire Christian community have been taken into consideration in the formation of all guidelines.

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

### Social Activities

Toccoa Falls College provides many opportunities to foster Christian community and for the enrichment of Christian personality. Students, however, have an obligation to maintain standards of conduct which are foundational to developing Christian servant leadership. 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 participates. These social events provide an opportunity for the students to mature in relation to oneself, 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 Development.

### 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.

### Athletics

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

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

### Spiritual Life

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

The college recognizes the importance of collective worship as a means of spiritual formation. Throughout the year many leaders in the fields of missions, youth work, Christian education, evangelism, and pastoral ministries are invited to speak. In 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 and FedEx are 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 ORGANIZATIONS**

### **Outdoor Club**

The purpose of the Outdoor Club is to promote outdoor activities in moral and Christian atmosphere for all who 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.

### **Philosophy Club**

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

### **Student Government Association**

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

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

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

### **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 or her new surroundings. Through the advisors, students have the opportunity for counsel to help them meet these new challenges.

## **STUDENT DEVELOPMENT**

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	Resident living
Career counseling	Freshman orientation
Student Government Assoc.	Off-campus housing
Student health services	Intramurals

Student organizations  
TFC 100 course  
Intercollegiate athletics

Student activities  
Married student life  
Publications

### **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 that could 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.

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. This insurance becomes void if you withdraw or are dismissed from school. *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 Development Office, and room deposits should be made as early as possible.

Residence halls for women are Fant Hall, LeTourneau Hall, and Troy Damron, Houston, 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 the *School of Communication*. *The Messenger* is posted online 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 DEVELOPMENT**

Toccoa Falls College has a contingent of married students who 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 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 Development.

### **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 Development.

In addition, the full-time student who drops below full-time status makes the spouse ineligible for the one-free-class waiver for the remainder of their tenure. (Audit hours do not qualify the student for any government assistance.) An application form must be picked up from the Business Office and submitted *before the drop/add period ends*.

# 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 \$25 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.

## REGISTRATION

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

## TUITION

Part-time student tuition for the 2008-2009 academic year is \$604.00 per credit hour. Full-time student tuition (12-19 credit hours) for the 2008-2009 academic year is \$7,250.00 per semester. Credit hours over 19 are \$604.00 per credit hour.

## RESIDENCE HALL CHARGES

The room and board charge for the 2008-2009 academic year is \$2,675.00 per semester. Students who move off campus before the end of the published drop and add period will not incur any room and board charges. Students who move off campus after the end of the published drop and add period but remain enrolled at the college are responsible for the appropriate room and board charges for the entire semester. Students who move from the full meal plan to the five-meal per week plan after the end of the published drop 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 Development 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 Development by the end of the previous semester. Petitions to live off-campus for reasons not specified in the *Fallife Student Handbook* must be submitted to the Office of Student Development by the end of the previous semester.

## WINTERIM SESSION

Tuition for the 2009 winterim session is \$302.00 per credit hour. The room and board charge for Winterim 2009 is \$220.00. The cost associated with Winterim must be reconciled no later than the payment deadline associated with the fall semester (see front

of this publication for payment deadlines). There will be no refunds on withdrawal from Winterim after the drop/add period.

## SUMMER SESSIONS

Tuition for the 2009 summer sessions is \$302.00 per credit hour. The room charge for summer 2009 is \$160.00 per session. The cost for Summer must be reconciled no later than the payment deadline associated with the summer semester (see front of this publication for payment deadlines).

## STUDENT FEE

The college charges a \$62.50 student fee to all new students in their first semester of attendance and each semester thereafter.

## MUSIC FEES

The charge for private music applied lessons for the 2008-2009 academic year is \$390.00 per credit hour. The charge for class applied music lessons for the 2008-2009 academic year is \$195.00 per credit hour. Music fees are not included in tuition or the student fee.

## AUDIT FEE

The charge to audit a course for the 2008-2009 academic year is \$100.00 per credit hour. The audit fee is not included in tuition or the student fee. The audit fee is included for students who are currently paying full tuition in the 12-19 credit hour range, but is charged for any credit hours beyond 19.

## WITHDRAWAL FEE

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

## BOOK VOUCHERS

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

The book voucher 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 voucher itself has no cash value. Other regulations are printed on the book voucher. (Not applicable for winterim and summer semesters.)

## POST OFFICE BOX KEY DEPOSIT

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

## REFUND FOR WITHDRAWALS

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

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

There is no refund, in whole or part, on all fees, including the student fee and music fees, as well as room charges for students who withdraw after the end of the drop 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 Development and personally process it through the offices listed on that form. The official withdrawal date is the date the student signs the withdrawal form when the student initiates the withdrawal process. The withdrawal form must be completed and returned within two business days for the withdrawal date to be effective.

#### REFUND POLICY FOR CREDIT BALANCES

Students with a credit balance on their account can request a refund from the Office of Student Accounts. Students must submit all requests electronically 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**) no later than the payment deadline for the semester. Students can reconcile their account balances by paying the balance in full via cash, check, echeck, credit card or registering for the FACTS payment plan. There will be a \$50.00 late fee assessed on accounts of previously enrolled students not reconciled by the payment deadline.

#### PRE-PAY REBATE

TFC credits a rebate to students who pay the balance of their account in full for the fall semester by July 1 or spring semester by December 1. The college calculates the rebate amount after it deducts all confirmed federal and state aid (**not including work-study**) as well as all confirmed institutional and outside scholarships and grants from the cost of tuition, fees, room, and board. The rebate will be posted to their account and available once all charges and aid have been posted and a credit balance shows on the account, in compliance with the refund policy for credit balances.

#### FACTS PAYMENT PLAN

Students may register for the FACTS payment plan to reconcile their student accounts. The FACTS Tuition Management Company charges a \$25.00 per semester registration fee for any student who registers for the plan. Students who choose this option must register for the plan in advance of enrollment since payments begin before classes start. Students can enroll in 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 writing privileges at TFC for six months.**

#### UNPAID ACCOUNTS

Students with an outstanding balance from a previous semester cannot re-enroll unless the account is reconciled in full or the 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.

#### COST OF ATTENDANCE (2008-2009)

	Per Sem.	Per Year
Full-time Tuition (12-19 credits)	\$7,250.00	\$14,500.00
Room and Board	\$2,675.00	\$5,350.00
<b>Total</b>	<b>\$9,925.00</b>	<b>\$19,850.00</b>
Room & 5-meal/week Only*	\$1,865.00	\$3,730.00
Books (estimate)	\$500.00	\$1,000.00
Student Fee	\$62.50	

	One Time	Per Credit
Application Fee	\$25.00	
Audit Fee		\$100.00
Part-time Tuition (1-11 credits)		\$604.00
Tuition over 19 credits		\$604.00
Summer Tuition		\$302.00
Summer Room Only (per term)	\$160.00	
Winterim Tuition		\$302.00
Required HUM 103 (Winterim only)		\$100.00
Winterim Room & Board	\$220.00	
Class Applied Music Lesson		\$195.00
Private Applied Music Lesson		\$390.00
OLE Winterim course fee	\$500.00	

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

# FINANCIAL AID

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

**Director of Financial Aid**  
Holly Howard, B.S.

## Staff

Cyndie Finney, Financial Aid Counselor  
Niki Stinson, B.S., Financial Aid Counselor  
Sylvia Eby, B.A., Financial Aid Assistant

## FINANCIAL AID PROCEDURES

### FINANCIAL AID APPLICATIONS

TFC requires students seeking financial aid to submit the TFC Financial Aid Application (available on the Forms Online web page) and the results of the Free Application for Federal Student Aid (FAFSA) which is 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 are encouraged to complete their federal taxes as soon as possible after January 1 in order to complete the FAFSA. Early submission places students on federal, state, and college rosters for priority processing.

### NEED ANALYSIS

The Federal Processing Center uses the information from the FAFSA to calculate the student's Expected Family Contribution (EFC) toward the student's education. 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.

### VERIFICATION

Approximately thirty percent of all FAFSA applications are selected by the U.S. Department of Education for a process called verification. During this process, the Office of Financial Aid will be comparing information from your application with signed copies of Federal tax forms, W-2 forms and/or other financial documents. If there are differences between your application information and your financial documents, the Office of Financial Aid may send corrections electronically, to have your application reprocessed.

### 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 review the award letter 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

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

The Office of Financial Aid determines Satisfactory Academic Progress by evaluating the cumulative grade point average (GPA) and credit hours attempted at the conclusion of the spring semester of each academic year. The evaluation period begins with the first session of summer school and ends with the spring semester.

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

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

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

The minimum number of hours a student must earn each academic year is at least 75% of the credit hours attempted per year.

The following grades are used in computing the percentage of course work completed: A, B, C, D, F, FX, U and I. Grades of AU, W, WF and WP are not used in computing the percentage of coursework completed. Course incompletes will impact the quantitative standard of satisfactory academic progress and should be completed as soon as possible.

The maximum time frame that a full-time student has for completing a bachelors degree is six years. The maximum time frame that a full-time student has for completing an associates degree is three years.

The college places a student who does not meet the minimum requirements for satisfactory progress on financial aid suspension beginning the fall semester of the next academic year. Students who are attending summer school prior to the ineligibility period will be allowed to receive financial aid. The student is ineligible to receive financial aid until the student achieves satisfactory academic progress. This means that the student will have to bear the full cost of attendance without financial aid until the student achieves satisfactory academic progress.

In cases of extreme and unusual circumstances, the student may appeal a loss of financial aid in writing to the Director of Financial Aid for the Financial Aid Appeals Committee to review. The Financial Aid Appeals Committee is comprised of the student's Financial Aid Counselor, Director of Financial Aid, and the Vice President 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 Federal Pell Grant is awarded to undergraduate students who have not earned a bachelor's or a professional degree. Students do not have to repay a Federal Pell Grant. The award for the 2008-2009 academic year ranges from \$400 to \$2,365 per semester. The amount of the award is based on the cost of attendance, the EFC, enrollment status (full-time or part-time) and the number of semesters attended in the academic year. Students do not have to repay a Federal Pell Grant.

### FEDERAL SUPPLEMENTAL EDUCATIONAL OPPORTUNITY GRANT (SEOG)

The Federal Supplemental Educational Opportunity Grant (FSEOG) is for undergraduates with exceptional financial need. Pell Grant recipients with "00000" EFCs will be the first to receive FSEOG. The maximum award for the 2007-2008 academic year is \$500 per semester. The amount of the award is based on the EFC and enrollment status (full-time or part-time). Like the Pell Grant, students do not have to repay a SEOG.

### FEDERAL WORK-STUDY PROGRAM

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

### FEDERAL FAMILY EDUCATION LOAN PROGRAM

#### SUBSIDIZED STAFFORD LOAN

The subsidized loan is a low-interest student loan, funded by a private lender and awarded on the basis of financial need. The federal government does not charge interest on subsidized loans while borrowers are enrolled at an eligible school at least half time. The federal government pays the interest to the lender until the borrower begins repayment. The Office of Financial Aid awards subsidized loans based on financial need. 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. Once the borrower begins repayment of the loan, interest charges will start accruing.

#### UNSUBSIDIZED STAFFORD LOAN

The unsubsidized loan is a low-interest loan for students who do not meet the financial-need criteria for a subsidized loan. The Office of Financial Aid may award unsubsidized loans based on the cost of attendance. The federal government does not make interest payments for the borrower. The borrower is responsible for all interest charges on the loan, which is funded by a private lender. The lender charges interest to the borrower from the time the lender disburses the loan until the student pays it in full. The maximum a student may borrow in a single year is equal to the

cost of attendance minus the sum of all forms of financial aid already awarded, not to exceed the limits outlined below.

### STAFFORD LOAN AMOUNTS AND LIMITS

Eligible students enrolled at least half-time may qualify for a federal Stafford loan. Beginning with the 2007-2008 award year, dependent students can borrow up to \$3,500 per year as a freshman, \$4,500 per year as a sophomore and \$5,500 per year as a junior or senior. 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 \$7,500 (up to \$3,500 of this may be subsidized) per year for freshmen, \$8,500 (up to \$4,500 of this may be subsidized) for sophomores, and \$10,500 (up to \$5,500 of this may be 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 may be subsidized). 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.

### FEDERAL PLUS (PARENT) LOAN

A parent of a dependent student enrolled at least half-time is eligible to apply for a PLUS loan. The parent applying for the loan must also be a citizen or resident of the United States, pass a credit check, and not be in default or owe a refund to any student financial assistance program. 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 fixed at 8.5% (Congress may change this rate) 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. Certification of V.A. Benefits is handled by the Office of the Registrar.

## 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 enrollment. Students must enroll full-time in an undergraduate program. Certain other conditions apply. The award for the 2008-2009 academic year is \$550.00 per semester. Students who will be receiving the GTEG for full-time attendance must remain full-time (enrolled for a minimum of 12 credit hours per semester) during the two weeks after the drop/add period for each 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 2008-2009 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. Students who will be receiving the HOPE Scholarship for full-time attendance must be full-time (enrolled for a minimum of 12 credit hours per semester) during the two weeks after the drop/add period for each semester. Students who will be receiving the HOPE Scholarship for part-time attendance must be enrolled at least half-time (enrolled for a total of at least 6 credit hours per semester) during the two weeks after the drop/add period for each semester.

## **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 and have not been approved for Student On Leave status, 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, providing they continue to meet the 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. 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. Endowed scholarships require completion of the FAFSA and the TFC Financial Aid Application. Because of limited funding, these scholarships are awarded on a first-come basis. The deadline for applying for endowed scholarships is April 15.

### **INTERNATIONAL STUDENT SCHOLARSHIP**

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

### **CHRISTIAN WORKER DEPENDENT GRANT**

This grant is only for dependent children of clergy according to the following categories: a) pastor, b) currently serving full-time ministerial staff or c) currently serving missionaries appointed by their denomination. The qualifying minister 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 full-time at the same time. The amount of the grant is \$250 per semester or \$500 per year for each child.

### **MARRIED STUDENT SPOUSE GRANT**

This grant is for the spouse of a full-time student. The grant covers the cost of one course of up to three-credit hours for audit or for credit per fall or spring semester. The grant is not available for winterim or summer school. The couple must be married prior to first-time matriculation 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 \$413 per credit hour for the 2008-2009 academic year, up to a maximum of \$4,956 per semester. 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 enrollment status.

### **FINANCIAL ASSISTANCE DISCLOSURE**

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

# SEBY JONES LIBRARY

## Library Office

(706) 886-7299, ext. 5302

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

## Director of Information Services

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

## Library Staff

Sara A. Dodge, M.L.S., Public Services Librarian  
Jamey M. Wilkes, M.L.I.S., Cataloger & Music Librarian  
Selina E. Slate, B.S., Library Operations Manager  
Heather L. Samsa, B.S., Media Services Coordinator  
Aaron G. Prosser, B.A., Public Services Assistant

## 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 members of the college community with resources for their intellectual, spiritual, and cultural development. The library's total learning resources include holdings of over 145,000 volumes. Periodicals, including scholarly journals, total 225 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 150 databases, including over 45,000 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. A curriculum lab for early childhood, middle grades, and secondary education curriculum is 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 AND INFORMATION COMMONS

The media and information commons is housed in a separate facility located adjacent to Valley Court. It provides computers, additional study space, the music library and a work space for media editing. Equipment for listening and viewing audiovisual materials is provided. DVDs, CDs, videos, kits, and scores are available for checkout. The main library houses music books and music reference materials. The media commons also provides laminating services and materials for making bulletin boards and transparencies.

The media and information commons supplies and maintains permanent projection equipment in campus classrooms as well as provides portable multimedia projectors and laptops for checkout to faculty, staff and students for campus use.

## 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 56,000 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 – 11:30 p.m., Friday, 9:00 a.m. – 5:00 p.m., and Saturday 1:00 – 5:00 p.m. and Sunday 6:00 p.m. – 11:30 p.m. Online reference help is available through email, instant message and phone during posted hours.

The library allows faculty and students to borrow materials from other libraries 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 through email at [ill@tfc.edu](mailto:ill@tfc.edu).

## INTERNET USAGE

The library expects students to abide by the campus "Internet Usage Policy" outlined in the *Fallife 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 commons. Videos and DVDs 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.

Wireless Internet access is available throughout the library for students who bring their own laptops. Networked connections are also available in the carrels on the second floor of the main library. 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 HOURS

Regular library hours are:

Monday - Thursday, 8:00 a.m. – 11:30 p.m.  
Friday, 8:00 a.m. – 5:30 p.m.  
Saturday, 10:00 a.m. – 10:00 p.m.  
Sunday 6:00 p.m. – 11:30 p.m.

Exceptions are posted on the library door.

## ARCHIVES

The library maintains the College archive, which is located on the second floor of the 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.

# ACADEMIC INFORMATION

**VICE PRESIDENT FOR ACADEMIC AFFAIRS**  
**(706)886-7299, ext. 5250**  
[academic@tfc.edu](mailto:academic@tfc.edu)

**Barbara K. Bellefeuille, Ed.D., Academic Dean**  
**Sharlene Kaye, B.S., Executive Administrative Assistant**

**REGISTRAR'S OFFICE**  
**(706) 886-7299, ext. 5396**  
[registrar@tfc.edu](mailto:registrar@tfc.edu)

**Kelly Vickers, M.A., Registrar**  
**Linda Baine, Assistant for Scheduling & Transfer Evaluation Services**  
**Chris Gibson, M.A.T.S., Assistant for Registration & Certification**  
**Kathy Reibsome, B.S., Assistant for Graduation & Transcript Services**

## ACCREDITATION AND MEMBERSHIPS

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

Toccoa Falls College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award Associate and Bachelor degrees. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the accreditation of Toccoa Falls College. Toccoa Falls College is also accredited by the Association of Biblical Higher Education to award Associate and Bachelor degrees. Contact the Association of Biblical Higher Education at 5900 S. Semoran Blvd., PO Box 780339, Orlando, Florida 32878-0339 or call 407-207-0808 for questions about the accreditation of Toccoa Falls College. 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 for all new freshmen and transfer students. Additional courses are offered during Winterim for other students. Summer school is made up of two four-week sessions in May, June and July.

## ACADEMIC DIVISIONS

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

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

### REQUEST TO PREVENT DISCLOSURE OF DIRECTORY INFORMATION

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

### RECORDS RETENTION POLICY

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

### TRANSCRIPTS

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

## REGISTRATION AND SCHEDULING CONCERNS

### COURSE LOAD

The normal course load for fall and spring semesters is 12 to 18 credit hours with additional charges for any credit hours over 19. Fewer than 12 credit hours is considered a part-time load. Summer school is made up of two four-week sessions. Students may take up to 6 credit hours each session. A student must enroll in 12 credit hours over the two sessions for full-time enrollment.

**CLASS OVERLOAD**

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

**CLASS STANDING**

The college classifies students based on total credit hours earned:

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

**ROLE OF THE ACADEMIC ADVISOR**

The college assigns each incoming student an academic advisor in the anticipated field of study as designated on his/her 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 for continuing students through TFC Self-Service. Instructions for registration are also on the TFC website.

**INCOMING STUDENT SCHEDULING**

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

**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 DAY**

The college charges a \$50.00 late registration fee to students who do not attend their scheduled registration 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 TFC Self-Service. Students may not add new courses after the end of the drop and add period. Students should consult the calendar at the beginning of this publication for specific dates.

**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. This grade penalty shall take precedence over a course withdrawal received by the Registrar's Office on the same day or later than the incidence of academic dishonesty. The 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 Academic Dean's office.

## **WITHDRAWING FROM COURSES**

Withdrawals after the drop and add period of any academic term note whether the student was passing or failing. Students must return a completed course withdrawal form to the Registrar's Office within 48 hours of the date noted on the form, for that date to be effective. The last day to withdraw failing from a class 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.

## **VOLUNTARY WITHDRAWAL FROM THE COLLEGE**

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

## **INVOLUNTARY WITHDRAWAL POLICY**

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

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

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

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

An administrative withdrawal, however, renders the student ineligible for any refund of institutional charges. Such a

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

## **BIBLE COURSES AND BIBLE GPA**

Courses having the following prefixes count toward the college's minimum requirement of Bible and theology: BIB, BMI, BSF, NTE, OTE, SYT, THE, HEB (except 314), GRK (except 213 and 223). Courses prefixed HOM, PAM, and REL do not count as Bible and theology courses. The college requires full-time students to take at least one Bible or theology course each semester until the Bible and theology general education requirement for the degree sought is fulfilled.

The college requires a minimum of 30 credit hours of Bible and theology as specified with a 2.0 Bible GPA as one of the requirements for graduation. Students should divide the total quality points earned in Bible and theology courses by the credit hours attempted in Bible and theology courses to calculate their Bible grade point average.

## **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. A student 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.
6. A student may not enroll for a course as directed study if the student previously earned a "D" or an "F" in that course.
7. Students understand and contract with the instructor to spend a minimum of 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 in lieu of Registration Day to complete their Registration process and receive credit.

**TRANSFER CREDIT**

**EVALUATION AND TRANSFER POLICY**

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

1. An official transcript from each institution attended must be submitted to TFC's Office of Admissions. For students currently enrolled in another institution, an updated complete official transcript must be submitted to TFC within 30 days of completion for the additional transfer work to be considered.
2. The Registrar's Office evaluates transferability of credit from most institutions accredited by agencies authorized by the Council for Higher Education Accreditation. The Registrar serves as the final authority in determining the general acceptability of work completed at other institutions.
3. While much or all of a student's transfer credit may be accepted at TFC, all of the transfer credit may not be applicable to the student's major. The final transfer credit evaluation should be compared to the major program of choice listed in the catalog. Courses accepted in transfer that do not fulfill a specific course requirement in the chosen major count as open electives.
4. Transfer course work must have at least two-thirds equivalent content and credit to be granted course equivalency. When this occurs, the lacking hour must be balanced with open electives to meet the total graduation credit hour requirement.
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 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 Elective	2 - HIS Electives
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: Virgil	LAT 113	LAT 113 & LAT 123
Latin: Cat-Horace	LAT 113	LAT 113 & LAT 123
Math Calculus AB	Math Elective	2 - Math Electives
Math Calculus BC	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
World History	HIS 113	HIS 113 & HIS 123

**College Level Examination Program (CLEP)**

CLEP is the most widely accepted credit-by-examination program in the country. CLEP exams may be taken to validate prior course work from an unaccredited institution, self-study, prior job or work experience, extension classes, etc. Students may attempt each CLEP only one time. All CLEP testing must be complete prior to earning 60 semester hours. Credit earned through CLEP does not count toward residency requirements. Students may not take the CLEP if they are currently taking the course or have attempted the course already at TFC. The current cost for taking each exam is \$80.00, 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
American Government	50	POL 213
American Literature	50	AML 213
Biology	50	BIO 114
Calculus	50	MAT Elective
Chemistry	50	CHM 214
College Algebra	50	MAT 133
College Mathematics	50	MAT 113
English Comp (without essay)	50	ENG 113
English Lit	50	ENG 223
French, Level I (II)	50 (62)	FRN 113, 123 (233 243)
Freshman College Comp *	50	ENG 113
German, Level I (II)	50 (63)	GRM 113 123 (233 243)
Human Growth & Development	50	PSY 243
Humanities	50	HUM Elective
Intro to Psychology	50	PSY 213
Intro to Sociology	50	SOC 213
Natural Sciences	50	SCI Elective
Principles of Macroeconomics	50	ECO 213
Principles of Management	50	MAN 213
Principles of Marketing	50	MKT 213
Principles of Microeconomics	50	ECO 213
Social Sci & History	50	SOC Elective
Spanish, Level I (II)	50 (63)	SPN 113, 123 (233 243)
US History I	50	HIS 233
US History II	50	HIS 243
Western Civilization I	50	HIS 113
Western Civilization II	50	HIS 123

\* Recommended for incoming students with ACT English and Reading sub-scores of 27 or above or a SAT Verbal score of 600 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 Center for Academic Success. 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 Academic Success and School Director approve the request and the Director of Student Accounts also documents on the form that the student paid the \$80.00 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" (73).
3. Students may not take the Institutional Challenge Examination if they are currently taking the course or have taken the course already at TFC.
4. Students may not take an ICE for a course that is available through the CLEP or DANTES programs.
5. The student may attempt each ICE only one time.
6. The credit hours earned do not count toward residency requirements.
7. There is no fee to place the credit hours earned through ICE on the student academic record. However, students must pay the \$80.00 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 an 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
Language A1: English	ENG 113
Mathematics	MAT 113
Music	GMU 113
Philosophy	PHY 113
Physics	PHS 214
Psychology	PSY 213
Social & Cultural Anthropology	ANT 203
Theatre Arts	MCM elective
Visual Arts	HUM elective

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

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

## GRADES AND ACADEMIC STANDING

### GRADING POLICIES & PROCEDURES

Students access their grades through the internet using 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 the Center for Academic Success.

#### Academic Probation

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

#### Academic Suspension

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

#### Academic Dismissal

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

### Academic Discipline Appeals

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

### ACADEMIC PROGRAM SELECTION

#### DECLARATION OF A MAJOR

The college encourages students to declare a major after successful completion of 12 credit hours. Transfer students who have previously transferred 12 credit hours may declare a major immediately, subject to 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 the transcript and awards only one Bachelor's Degree. If, after graduating with a Bachelor's Degree, a student decides to return to complete another major, the college awards a second Bachelor's Degree under the following conditions:

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

The following academic 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.

## **CENTER FOR ACADEMIC SUCCESS**

The Center for Academic Success assists Toccoa Falls College in fulfilling its commitment to educate and serve students. The Center for Academic Success coordinates and provides a variety of academic and support services to students. The goal of the Center for Academic Success is to provide counsel for students concerning academic issues including academic tutoring for students seeking help, academic support for students with documented disabilities, and administration of institutional and various nationally-normed tests. The Center for Academic Success 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 Center for Academic Success. 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 include the Institutional Challenge Examination (ICE). Nationally-normed tests include the College Level Examination (CLEP) Tests. These institutional and nationally-normed tests are administered through the Center for Academic Success at various times throughout the year.

## **TUTORING SERVICES**

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

## **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 occasionally includes a summer course led by TFC professors to Europe. 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 through TFC. A minimum of 50 percent of major course hours must be completed in residence through TFC. A minimum of 50 percent of minor course hours must be completed in residence through TFC.

### COMMENCEMENT

The college holds commencement ceremonies in May 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 Development. It requires signatures from the Office of Student Development, Office of Student Accounts, Office of Financial Aid, and the Registrar's Office. Students submit the completed form to the Registrar's Office. Students under 18 years of age, or whose parents are paying a portion of the student's bill, must notify their parents or guardians prior to the withdrawal process.

### REQUEST FOR INCOMPLETE

In case some emergency or other extreme circumstance prevents students from completing their coursework by the end of the semester, they should first explain their situation to their instructor. Instructors must submit any requests for an incomplete on the proper form to the 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 during which the 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.

# CURRICULUM STRUCTURE & DEGREE REQUIREMENTS

## CURRICULUM STRUCTURE

The college structures the curriculum around the following:

### GENERAL EDUCATION CORE CURRICULUM

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

### MAJOR

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

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

Normally a major consists of at least 36 credit hours of courses related to a given area. A minimum of 30 required major hours must be from among prefixes offered by the School providing the major. At least 30 hours must be unique to each major. At least two-thirds of the courses for a major will be upper level courses with prefixes in the 300's or 400's. Exceptions to the preceding definitions may be made for programs with specific accreditation or state certification requirements, i.e., majors in the Schools of Music and Teacher Education.

### CONCENTRATION

A concentration is a selection of courses within a student's major consisting of 21-27 hours that provides a particular specialization or focus for the major and is designed to give a student specialized knowledge, competence or skill within the major. The Professional Standards Commission of the State of Georgia specifies that Middle Grades Education majors 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 track is 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

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

over and above defined requirements of the major. 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	Accounting
Biology	Anthropology
Business Administration	Behavioral Science
Christian Education	Biblical Languages
Church Music (B.M.)	Biblical & Theological Studies
Communication Studies	Biology
Counseling Psychology	Business Administration
Cross-Cultural Adult Education	Christian Education
Cross-Cultural Business Administration	Counseling
Cross-Cultural Studies	Cross-Cultural Studies
Early Childhood Education	English
English (B.A.)	Family Ministries
English Education (6-12)	Greek
Family & Children's Ministries	Hebrew
General Studies (A.A.)	History
History (B.A.)	International Business
History Education (6-12)	Interpersonal Comm
Middle Grades Education	Journalism
Music	Leadership
Music Education (B.S.)	Management
Music Performance (B.M.)	Marketing
Outdoor Leadership & Education	Mass Communication
Pastoral Ministries	Music
Philosophy	New Testament
Science Education (6-12)	Old Testament
Youth Ministries	Outdoor Leadership & Education
	Pastoral Ministries
	Philosophy
<b>ONLINE MAJOR</b>	Physical Ed. Coaching
Ministry Leadership	Psychology
(degree completion)	Public Relations
	Pre-Ethnomusicology
	Religion
	Teacher Education
	TESOL
	Youth Ministries

\*Schools of Business Administration and World Missions Majors should check their respective sections of this catalog to see minors available to these majors only.

## 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
PHY	Philosophy
POL	Political Science
SCI	Science
SOC	Sociology
SPN	Spanish

### BIBLE & THEOLOGY

BEV	Biblical Evangelism
BIB	General Biblical Studies
BMI	Biblical Missions
BSF	Biblical Spiritual Formation
GRK	Greek
HEB	Hebrew
HOM	Homiletics
NTE	New Testament
OTE	Old Testament
PAM	Pastoral Ministries
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
LIM	Ministry Leadership
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
CAE	Cross-Cultural Adult Education
ESL	Teaching English to Speakers of Other Languages
ICS	Intercultural Studies

### COURSE NUMBERING

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

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

### DIGITS

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

### SUFFIXES

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

### 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 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 OUTCOME GOALS

Learning objectives for this core include the following:

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

## BIBLE & THEOLOGY - 30 hours

BIB 213	Hermeneutics
BSF 103	Foundations of Spiritual Formation
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.

## ARTS & SCIENCES PURPOSE

The Arts & Sciences 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.

## ARTS & SCIENCES OUTCOME GOALS

Learning objectives for this core include the following:

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

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

## HUMANITIES – 15-18 hours

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

*Choose one 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 – 12-15 hours (Music Performance and Church Music majors only require 9 hours)

*Choose one of the following Psychology courses:*

PSY 213	General Psychology
PSY 243	Developmental Psychology

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

HIS 113	History of Western Civilization I
HIS 123	History of Western Civilization II
HIS 223	Twentieth Century World History
HIS 233	History of the United States I
HIS 243	History of the United States II
HIS 313	History of Greece and Rome

HIS 323	History of Medieval Europe
HIS 343	History of Latin America
HIS 353	Church History
HIS 363	American Church History
HIS 373	History of Africa
HIS 383	Study Abroad in History
HIS 393	History of Asia

\* 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 – 9-12 hours

CSC 113	Introduction to Computers <sup>1, 2, 3</sup>
SCI 113	Scientific Literacy or equivalent <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 CSC 303 Technology for Teachers for the course in this requirement.

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

## 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.

# ONLINE PROGRAMS

## CONTACT INFORMATION

Toccoa Falls College Online  
P.O. Box 800808  
Toccoa Falls, GA 30598

Office Hours Monday – Friday, 8:30 am – 4:30 pm  
Phone (706) 886-6831 ext 5319  
FAX (706) 282-6002  
Email: [tfconline@tfc.edu](mailto:tfconline@tfc.edu)  
Website: [www.tfc.edu/online](http://www.tfc.edu/online)

William J. Hyndman, Ed.D. Distance Education Director

## TOCCOA FALLS COLLEGE ONLINE PROGRAMS

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

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

Currently there are two programs available online.

1. **CLIMB.** College Level Instruction with Maximum Bible, offered through the School of Bible and Theology, is a collection of Bible courses that constitute the Bible core of our curriculum. A student who takes all thirty hours of the CLIMB program is eligible to receive a certificate.

2. **LEADS.** Leadership Education for Adult Degree Seekers is a degree completion program offered through the School of Christian Education. It builds on a foundation of core courses already taken by a student, and leads to a Bachelor of Science degree with a major in Ministry Leadership. More details on each of these programs are provided below.

## ADMISSION

Acceptance into the online programs follows the same general procedures and policies for admissions given in the catalog ([www.tfc.edu/adm](http://www.tfc.edu/adm)). Because these programs are distance education, however, the catalog sections on joint enrollment, immunization information, registration check-in, orientation for the Toccoa campus, and immigration procedures for international students do not apply. In addition, for the LEADS program, applicants must be at least 23 years old or have been out of high school for at least five years.

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

Applicants who plan to enroll in one of TFC's *resident* degree programs at any point should not consider the online CLIMB program. Resident students are required to distribute their Bible courses throughout the curriculum, taking one each semester until all requirements are fulfilled. Therefore the CLIMB program is not designed for applicants that might be considering one of TFC's resident programs. In the event that a student who enrolled in the CLIMB program, not intending to be a resident student, later changes his or her mind and desires to apply as a resident student, the normal resident student policy of allowing only six hours of TFC on-line courses in a resident program will apply. Refer to the section below on Resident Student Issues.

In addition to the regular admissions policies, the following specifically apply only to the LEADS degree completion program:

1. Because this program is structured as a degree completion major, students must have accumulated a total of at least 72 credit hours before applying for acceptance into this program. These hours will consist of undergraduate studies including the fulfillment of a core of general education courses and basic Bible courses.
2. Pre-requisite courses as listed below must be completed before the student is accepted in the LEADS program. *However, students who lack up to 15 unmet prerequisite hours may be considered for admission with a documented plan as to how they plan to meet the remaining pre-requisites prior to the final 24 hours of LEADS major courses.*

### Pre-Requisites for the LEADS Program

Completion of 72 hours is required as distributed in the following core areas:

1. Humanities - 15 credit hours  
ENG 113 Freshman Comp I  
ENG 123 Freshman Comp II  
HUM 103 Western Thought & Culture\*  
3 hrs. Literature elective  
3 hrs. Communication elective
2. Social Science - 12 credit hours  
3 hrs. Psychology elective  
3 hrs. History elective  
6 hours social science electives
3. Math, Science, Computers - 9 credit hours  
3 hrs. Math elective  
3 hrs. Science elective  
3 hrs. Computer Science elective\* (*An online computer competency test is available for which a student may receive three credits for a passing score.*)
4. Bible - 18 credit hours\*  
BSF 103 Foundations of Spiritual Formation  
BIB 213 Hermeneutics  
NTE 113 Life & Revelation of Christ  
NTE 123 Early Church: History & Letters  
OTE 213 Law & History  
OTE 223 Poetry & Prophecy

*\*Offered through TFC online coursework*

5. Open electives - 18 credit hours  
There will be a brief online Orientation Course (TFC 100) students must take before beginning regular courses. Part of the orientation will involve reading *The Chronicles of Faith*, the history of the college.

## Resident Student Issues

Resident students may apply for and take up to six hours of online coursework, provided that it does not put them into an overload situation. The cost of these courses is not included in the flat-rate semester tuition, and must be paid separately. Resident students must register for any online courses along with their resident courses by the end of the regular registration and drop/add period for that resident term. Registration for online courses will not be permitted after the drop/add period for that semester. Note: The tuition remission program for TFC dependents is valid for entry to LEADS classes depending on space available.

## STUDENT ACCOUNTS: Tuition and Fees

Application fee:	\$25 one time only
Audit fee:	\$100 per credit hour
Tuition:	\$225/credit hour
Books (est.):	\$300-\$400/semester
Drop/Withdrawal fee:	\$25
Graduation fee:	\$40 (paid with application for graduation)

Once an applicant has been accepted for admission, paid the new student deposit, completed the TFC Online Self Invoice (<https://secure.tfc.edu/adm/sa/online/>), and registered for classes with the Registrar's Office, payment must be made in person or online. Online payment may be made by accessing <https://secure.tfc.edu/adm/admforms>, selecting "Make payment" under the Student Accounts heading, and completing the form. Once payment has been processed and verified, access to the course will be granted from the Distance Education Office. If financial aid is needed to reconcile charges, all financial aid documents must be submitted 30 days prior to the first day of the class. Access to the online course is possible only after all financial arrangements have been met.

## SCHOLARSHIPS, GRANTS & FINANCIAL AID

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

## SATISFACTORY ACADEMIC PROGRESS STANDARDS

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

## STUDENT SERVICES

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

Library Services:  
Phone: 706-886-7299, ext 5337  
Email [sdodge@tfc.edu](mailto:sdodge@tfc.edu)  
Web: <http://www.tfc.edu/library/tfconline.htm>

Bookstore Services:  
Book Store Manager: 706-886-7299, ext. 5257  
Assistant Manager: 706-886-7299, ext. 5259  
Email: [bookstore@tfc.edu](mailto:bookstore@tfc.edu)

Student Accounts (Billing and Payments):  
Phone: 706-886-7299, ext. 5223  
Email: [stuacct@tfc.edu](mailto:stuacct@tfc.edu)

Financial Aid:  
Phone: 706-886-7299, ext. 5435  
Email: [finaid@tfc.edu](mailto:finaid@tfc.edu)

Registrar's Office (Registration & Transcripts):  
Phone: 706-886-7299, ext 5396  
Email: [registrar@tfc.edu](mailto:registrar@tfc.edu)

Student Ministry:  
Bill Matko, Director  
Phone: 706-886-7299, ext 5224  
Email: [bmanko@tfc.edu](mailto:bmanko@tfc.edu)

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

Dr. William Hyndman, Distance Education Director  
Phone: 706-886-7299, ext 5319  
Email: [TFCOnline@tfc.edu](mailto:TFCOnline@tfc.edu) or [whyndman@tfc.edu](mailto:whyndman@tfc.edu)  
Fax: 706-282-6020

## 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. In ministry assignments, students should demonstrate emotional maturity, Christian commitment with a wholesome attitude, spiritual depth, and ethical principles. Students represent not only TFC in ministry, but also represent the Lord Jesus Christ. In the performance of these ministries, honor is brought to the Lord and respect to the college.

For the Bachelor's degree (LEADS) one assignment for each semester enrolled must be successfully completed, with a maximum of four assignments. These requirements must be met in order to graduate, participate in the commencement program or receive a diploma. All ministries are graded and become part of the student's permanent record. Weekly reports of ministry participation must be recorded at <http://www.tfc.edu/adm/admforms/studentminattendance>.

Various opportunities for ministry exist, including ministry with children, youth, adults, or elderly people in preaching, teaching, counseling, music, drama, and other serving situations. Decisions on a particular ministry will be made on the basis of student preference, previous experience, and program requirements, with the approval of the Director of Student Ministry. The Student Ministry web page may be consulted for program descriptions, policies, and suggested opportunities at <http://www.tfc.edu/academics/ministries>.

## GRADUATION REQUIREMENTS

### Applying For Graduation

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

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

### LEADS Program Graduation

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

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

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

### CLIMB Certificate Program Graduation

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

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

### CLIMB CERTIFICATE PROGRAM (College Level Instruction With Maximum Bible)

#### PROGRAM PURPOSE & OUTCOME GOALS

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

or other Christian organization. Ministry-related graduate students may need to take courses from this program to fulfill entrance prerequisites for their graduate programs.

Learning objectives for this program include the following:

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

### CLIMB PROGRAM SCHEDULE

#### Fall Semester

BIB 213	Hermeneutics	3
BSF 103	Foundations of Spiritual Formation	3
NTE 113	Life & Revelation of Christ	3
NTE 123	Early Church: History & Letters	3
		12

#### Spring Semester

NTE 243	Gospel of John	3
NTE 473	Romans & Galatians	3
OTE 213	Law & History	3
OTE 223	Poetry & Prophecy	3
		12

#### Summer Semester

SYT 313	God & Redemption	3
SYT 323	The Church: Its Truth & Destiny	3
		6

Minimum hours required = 30

### BACHELOR OF SCIENCE DEGREE COMPLETION PROGRAM (Leadership Education For Adult Degree Seekers)

#### MINISTRY LEADERSHIP MAJOR PURPOSE & OUTCOME GOALS

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

The learning objectives for this major include the following:

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

**BACHELOR OF SCIENCE DEGREE  
MINISTRY LEADERSHIP MAJOR**

**PRE-REQUISITES - 72 hours**

**BIBLE & THEOLOGY – 18 hours**

BIB 213	Hermeneutics
BSF 103	Foundations of Spiritual Formation
NTE 113	Life & Revelation of Christ
NTE 123	Early Church: History & Letters
OTE 213	Law & History
OTE 223	Poetry & Prophecy

**HUMANITIES – 15 hours**

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

**SOCIAL SCIENCES – 12 hours**

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

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

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

**OPEN ELECTIVES - 18 hours**

**MINISTRY LEADERSHIP MAJOR - 54 hours**

**BIBLE & THEOLOGY – 12 hours**

SYT 313	God & Redemption
SYT 323	The Church: Its Truth & Destiny
6 credit hours of Bible or Theology from any: BIB, BMI, GRK 333, 343, HEB 323, 433, NTE, OTE, SYT, THE	

**CHRISTIAN EDUCATION CORE – 15 hours**

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

**MINISTRY LEADERSHIP SPECIALIZATION – 27 hours**

LIM 233	Biblical Foundations of Leadership
LIM 313	Ministry Leadership and Society
LIM 323	Leadership and Management Theory
LIM 333	Leadership Communication
LIM 413	Strategies For Leadership Development
LIM 423	Change, Conflict, and Organizational Culture
LIM 433	Leadership Formation
LIM 473	The Leader as Teacher
LIM 483	Seminar in Ministry Leadership

**TOTAL = 126 hours**

**B.S. IN MINISTRY LEADERSHIP SCHEDULE**

**First Year**

**Fall Semester**

CED 113	Educational Ministries of the Church	3
CED 353	Small Groups in the Church	3
LIM 233	Biblical Foundations of Leadership	3
LIM 313	Ministry Leadership and Society	<u>3</u>
		12

**Spring Semester**

CED 383	Organization and Administration of CE	3
LIM 323	Leadership & Management Theory	3
LIM 333	Leadership Communication	3
NTE 243	Gospel of John	<u>3</u>
		12

**Summer**

SYT 313	God & Redemption	3
SYT 323	The Church: Its Truth & Destiny	<u>3</u>
		6

**Second Year**

**Fall Semester**

CED 423	History & Philosophy of Christian Ed	3
LIM 413	Strategies for Leadership Development	3
LIM 423	Change, Conflict, & Organizational Culture	3
LIM 433	Leadership Formation	<u>3</u>
		12

**Spring Semester**

CED 463	Spiritual Formation	3
LIM 473	The Leader as Teacher	3
LIM 483	Seminar in Ministry Leadership	3
NTE 473	Romans and Galatians	<u>3</u>
		12

Minimum hours required = 126



# SCHOOL OF ARTS & SCIENCES

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

## SCHOOL DIRECTOR

Donald T. Williams, Ph.D.

## FULL-TIME FACULTY

Kieran M. Clements, Ph.D.  
Gary S. Elkins, Ph.D.  
Ruth E. Hoffman, M.Ed.  
David A. Jalovick, Ph.D.  
Lance E. Martin, M.Ed.  
Brian J. McRae, Ph.D.  
Mark A. Murphree, M.A.  
Keitha I. Phares, Ph.D.  
Alisa M. Thomas, M.A.  
Richard W. Thomas, M.D.  
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. degrees in English, History, and Philosophy prepare students for graduate school or professional school (i.e., seminary or law school) and for careers in teaching, journalism, Christian writing, etc. A Pre-Med program along with the Biology major also prepares students for professional service. 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 (2.5 for Philosophy major), and have at least 12 earned hours, for consideration for admittance to the School of Arts & Sciences.

## GRADUATION REQUIREMENTS (A.A.)

1. Fulfillment of all the "General Requirements for Graduation" for the Associate of Arts Degree (see section on "Degree Requirements")
2. For minors in Behavioral Science, Biology, Coaching, English, History, or Philosophy, 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

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

1. Fulfillment of all the "General Requirements for Graduation" (see section on "Degree Requirements")
2. For the Biology Major (B.S.): Satisfactory completion of a minimum of 15 hours in Biology above the 100 level and two semesters each of inorganic chemistry, organic chemistry and physics are required, plus one semester of biochemistry, for a total of 28 additional credit hours. A grade of "C-" or better must be achieved in all science courses, along with a cumulative grade point average of 2.0 for the total hours applied to the major
3. For the English and History Majors (B.A.): Satisfactory completion of a minimum of 30 hours in either English or History above the 100 level, with a grade of "C-" or better in all major prefixed courses, and a cumulative grade point average of 2.0 for the total hours applied to the major. At least 12 ENG or HIS hours must be at the 300-level or above and at least six hours at the 400-level. Two years of the same foreign language is required. If Greek is chosen, GRK 333 and GRK 343 may also count as the six hours of Bible electives in the Bible and Theology requirement. In this case an additional six hours of English or History must be taken
4. For the Philosophy Major: Satisfactory completion of 42 hours in Philosophy 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
5. A minimum grade of "C-" is required in each course taken to fulfill requirements for a minor if the student elects to have a minor

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

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

The learning objectives for this major include:

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

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

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

The learning objectives for this major include:

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

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

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

The learning objectives for this major include:

- Gaining factual knowledge of periods, movements, and events in history (IDEA 1)
- Learning fundamental principles and theories of historical interpretation (IDEA 2)
- Developing specific skills, competencies, and points of view needed by professionals in the fields of historical research, teaching, or pre-professional studies (IDEA 4)
- Developing a clear understanding of and commitment to biblical values relating to history (IDEA 10)

## PHILOSOPHY MAJOR PURPOSE & OUTCOME GOALS

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

The learning objectives for this major include:

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

## ASSOCIATE OF ARTS DEGREE PURPOSE & OUTCOME GOALS

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

The learning objectives for this major include:

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

## BIOLOGY MAJOR

### GENERAL EDUCATION - 71 hours

#### BIBLE & THEOLOGY – 30 hours

BIB 213	Hermeneutics
BSF 103	Foundations of Spiritual Formation
NTE 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 113, 123, 233, 243  
Choose either ANT 203, Cultural Anthropology, or CSG 203, Introduction to Counseling.

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

BIO 114	Biology I
BIO 124	Biology II
CSC 113	Introduction to Computers <sup>1</sup>
MAT 133	College Algebra

<sup>1</sup>Students may exempt CSC 113, Introduction to Computers, by taking the Institutional Challenge Exam.

#### MAJOR - 44 hours

BIO 314	Genetics
BIO 234	Microbiology
BIO 412	Senior Seminar
BIO 413	Cell Biology
BIO 423	Ecology
CHM 214	Chemistry I
CHM 224	Chemistry II
CHM 314	Organic Chemistry I
CHM 324	Organic Chemistry II
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 = 130 hours**

### First Year

#### Fall Semester

NTE 113	Life & Revelation of Christ	3
ENG 113	Freshman Composition I	3
MAT 133	College Algebra	3
BIO 114	Biology I	4
CSC 113	Introduction to Computers (ICE)	3
TFC 100	Success Seminar	0
		16

#### Winterim

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

BSF 103	Foundations of Spiritual Formation	3
NTE 123	Early Church: History & Letters	3
ENG 123	Freshman Composition II	3
COM 113	Introduction to Communication	3
BIO 124	Biology II	4
		16

### Second Year

#### Fall Semester

OTE 213	Law & History	3
ANT 203	Cultural Anthropology <i>or</i>	
CSG 203	Intro. to Counseling	3
CHM 214	Chemistry I	4
PHS 214	Physics I <i>or</i> Open Elective	4
STM ___	Student Ministry	0
		14

#### Spring Semester

BIB 213	Hermeneutics	3
OTE 223	Poetry & Prophecy	3
SOC 213	Introduction to Sociology	3
CHM 224	Chemistry II	4
PHS 224	Physics II <i>or</i> Open Elective	4
STM ___	Student Ministry	0
		17

### Third Year

#### Fall Semester

SYT 313	God & Redemption	3
PSY 243	Developmental Psychology	3
CHM 314	Organic Chemistry I	4
PHS 214	Physics I <i>or</i> Open Elective	4
BIO ___	Genetics <i>or</i> Cell Biology	4/3
STM ___	Student Ministry	0
		17/18

#### Spring Semester

SYT 323	Church: Its Truth & Destiny	3
___	Open Elective	1
CHM 324	Organic Chemistry II	4
PHS 224	Physics II <i>or</i> Open Elective	4
___	Microbiology <i>or</i> Biochemistry	4
STM ___	Student Ministry	0
		16

### Fourth Year

#### Fall Semester

___	Bible & Theology Elective	3
BIO 423	Ecology	3
BIO ___	Genetics <i>or</i> Cell Biology	4/3
HIS ___	History Elective	3
___	Open Elective	3
		15/16

#### Spring Semester

___	Bible & Theology Elective	3
BIO 412	Senior Seminar	2
___	200-level Literature elective	3
___	Open Elective	3
___	Microbiology <i>or</i> Biochemistry	4
		15

Minimum hours required = 130

\*Required core



## ENGLISH MAJOR

### GENERAL EDUCATION - 69 hours

#### BIBLE & THEOLOGY - 30 hours

BIB 213	Hermeneutics
BSF 103	Foundations of Spiritual Formation
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 - 18 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
PHY 113	Introduction to Philosophy

#### SOCIAL SCIENCES - 12 hours

PSY 213	General Psychology
Two courses from: HIS 113, 123, 223, 233, 243, 313, 323, 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 or equivalent
One Mathematics course from: MAT 113, 133, 253	
<sup>1</sup> Students may exempt CSC 113, Introduction to Computers, by taking the Institutional Challenge Exam.	

#### MAJOR - 42 hours

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

<sup>1</sup>If Greek 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 353 Apologetics; any PHY or HIS.

**TOTAL = 126 hours**

### First Year

#### Fall Semester

BSF 103	Foundations of Spiritual Formation	3
NTE 113	Life & Revelation of Christ	3
ENG 113	Freshman Composition I	3
_____	Scientific Literacy or equivalent	3
MAT _____	Math Elective	3
TFC 100	Success Seminar	0
		<u>15</u>

#### Winterim

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

NTE 123	Early Church: History & Letters	3
COM 113	Introduction to Communication	3
_____	Social Science Elective	3
ENG 123	Freshman Composition II	3
ENG 213	World Literature	3
		<u>15</u>

### Second Year

#### Fall Semester

BIB 213	Hermeneutics	3
OTE 213	Law & History	3
CSC 113	Introduction to Computers	3
HIS _____	History 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
_____	Elem. French, Greek, Hebrew or Spanish I	3
ENG 313	History & Structure of the English Lang. <b>or</b>	
ENG 323E	Topics in Early English Literature	3
PHY 113	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
_____	Elem. French, Greek, Hebrew 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
_____	Inter. French, Greek, Hebrew 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	3
_____	Minor <b>or</b> Open Elective	3
		<u>15</u>

#### Spring Semester

_____	Bible & Theology Elective	3
_____	Inter. French, Greek, Hebrew 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

# HISTORY MAJOR

## GENERAL EDUCATION - 69 hours

### BIBLE AND THEOLOGY – 30 hours

BIB 213	Hermeneutics
BSF 103	Foundations of Spiritual Formation
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 – 18 hours

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

One 200 level AML or ENG elective

### SOCIAL SCIENCES – 12 hours

HIS 113	History of Western Civilization I
HIS 123	History of Western Civilization II
POL 213	American Government
PSY 213	General Psychology

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

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

<sup>1</sup>Students may exempt CSC 113, Introduction to Computers, by taking the Institutional Challenge Exam.

### MAJOR – 42 hours

HIS 223	Twentieth Century World History
HIS 233	History of the United States I
HIS 243	History of the United States II
HIS 413	Historiography
HIS 473	History Seminar
_____	Elementary French, Greek, Hebrew or Spanish I
_____	Elementary French, Greek, Hebrew or Spanish II
_____	Intermediate French, Greek, Hebrew or Spanish I
_____	Intermediate French, Greek, Hebrew or Spanish II

Choose 5 of the following:

HIS 313	History of Greece and Rome
HIS 323	History of Medieval Europe
HIS 343	History of Latin America
HIS 353	Church History
HIS 363	American Church History
HIS 373	History of Africa
HIS 383	Study Abroad in History
HIS 393	History of Asia

### MINOR OR OPEN ELECTIVES – 15 hours

Recommended minors for History Majors: English, Philosophy  
 Recommended elective courses for History Majors:

ANT 203	Cultural Anthropology
GHY 213	World Geography
PHY 483	Ancient and Medieval Western Philosophy
PHY 493	Contemporary Philosophy
THE 453	History of Theology

Any AML or ENG course

**TOTAL = 126 hours**

## First Year

### Fall Semester

BSF 103	Foundations of Spiritual Formation	3
NTE 113	Life & Revelation of Christ	3
ENG 113	Freshman Composition I	3
CSC 113	Introduction to Computers	3
HIS 113	History of Western Civilization I	3
TFC 100	Success Seminar	0
		<u>15</u>

### Winterim

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

NTE 123	Early Church: History & Letters	3
COM 113	Introduction to Communication	3
ENG 123	Freshman Composition II	3
PSY 213	General Psychology	3
HIS 123	History of Western Civilization II	3
STM _____	Student Ministry	0
		<u>15</u>

## Second Year

### Fall Semester

BIB 213	Hermeneutics	3
OTE 213	Law & History	3
_____	200 level literature elective	3
HIS 223	Twentieth Century World History	3
HIS 233	History of the United States I	3
STM _____	Student Ministry	0
		<u>15</u>

### Spring Semester

OTE 223	Poetry & Prophecy	3
MAT 253	Introduction to Statistics	3
SCI 113	Scientific Literacy	3
HIS 243	History of United States II	3
POL 213	American Government	3
_____	Minor <b>or</b> Open Elective	3
STM _____	Student Ministry	0
		<u>18</u>

## Third Year

### Fall Semester

SYT 313	God & Redemption	3
_____	Elem. French, Greek, Hebrew or Spanish I	3
HIS _____	300 level History Elective	3
HIS _____	300 level History Elective	3
_____	Minor <b>or</b> Open Elective	3
		<u>15</u>

### Spring Semester

SYT 323	The Church: Its Truth & Destiny	3
_____	Elem. French, Greek, Hebrew or Spanish II	3
PHY 113	Introduction to Philosophy	3
HIS _____	300 level History Elective	3
_____	Minor <b>or</b> Open Elective	3
STM _____	Student Ministry	0
		<u>15</u>

## Fourth Year

### Fall Semester

_____	Bible & Theology Elective	3
_____	Inter. French, Greek, Hebrew or Spanish I	3
HIS _____	300 level History Elective	3
HIS 413	Historiography	3
_____	Minor <b>or</b> Open Elective	3
		<u>15</u>

### Spring Semester

_____	Bible & Theology Elective	3
_____	Inter. French, Greek, Hebrew or Spanish II	3
HIS _____	300 level History Elective	3
HIS 473	History Seminar	3
_____	Minor <b>or</b> Open Elective	3
		<u>15</u>

Minimum hours required = 126

# PHILOSOPHY MAJOR

## GENERAL EDUCATION - 69 hours

### BIBLE & THEOLOGY - 30 hours

BIB 213	Hermeneutics
BSF 103	Foundations of Spiritual Formation
NTE 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*	
*SYT 433, THE 453 are strongly recommended	

### 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	
*recommended	

### SOCIAL SCIENCES - 15 hours

HIS 313	History of Greece and Rome
HIS 353	Church History
PSY 213	General Psychology
PSY 243	Developmental Psychology
One social science course from ANT 203, SOC 213	

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

CSC 113	Introduction to Computers <sup>1</sup>
SCI 113	Scientific Literacy or equivalent
One Mathematics course from: MAT 113, 133, 253	
<sup>1</sup> Students may exempt CSC 113, Introduction to Computers, by taking the Institutional Challenge Exam.	

### MAJOR - 42 hours

PHY 113	Introduction to Philosophy
PHY 233	Critical Thinking
PHY 243	Ethics
PHY 313	Epistemology
PHY 323	Metaphysics
PHY 333	Bioethics
PHY 353	Apologetics
PHY 363	Philosophy of Language and Hermeneutics
PHY 413	Ancient and Medieval Philosophy
PHY 423	Modern Philosophy
PHY 433	Contemporary Philosophy
PHY 443	Senior Philosophy Thesis
PHY 463	Philosophy Practicum
PHY 473	Philosophy of Religion

### MINOR or OPEN ELECTIVES - 15 hours

The following courses are recommended:

PHY 223	Logic (offered as announced)
PHY 383	Study Abroad in Philosophy (offered as announced)
REL 323X	World Religions
REL 333	Roman Catholicism & Orthodoxy
SYT 433	Critical Issues in Theology (strongly recommended)
THE 453	History of Theology (strongly recommended)

**TOTAL = 126 hours**

## First Year

<b>Fall Semester</b>		
BSF 103	Foundations of Spiritual Formation	3
NTE 113	Life & Revelation of Christ	3
COM 113	Introduction to Communication	3
ENG 113	Freshman Composition I	3
PHY 113	Introduction to Philosophy	3
TFC 100	Success Seminar	0
		<hr/>
		15

<b>Winterim</b>		
HUM 103	Western Thought & Culture	3

<b>Spring Semester</b>		
NTE 123	Early Church: History & Letters	3
CSC 113	Introduction to Computers	3
ENG 123	Freshman Composition II	3
SCI 113	Scientific Literacy or equivalent	3
MAT ____	Mathematics elective	3
		<hr/>
		15

## Second Year

<b>Fall Semester</b>		
BIB 213	Hermeneutics	3
OTE 213	Law & History	3
GRK 213	Elementary Greek I or Open Elective	3
_____	Social Science Elective	3
PSY 213	General Psychology	3
PHY 243	Ethics	3
STM ____	Student Ministry	0
		<hr/>
		18

<b>Spring Semester</b>		
OTE 223	Poetry & Prophecy	3
GRK 223	Elementary Greek II or Open Elective	3
_____	Literature elective	3
PSY 243	Developmental Psychology	3
PHY 233	Critical Thinking	3
STM ____	Student Ministry	0
		<hr/>
		15

## Third Year

<b>Fall Semester</b>		
SYT 313	God & Redemption	3
HIS 353	Church History	3
HIS 313	History of Greece and Rome (o) or	
PHY 333	Bioethics (e)	3
PHY 413	Ancient & Medieval Philosophy (o) or	
PHY 423	Modern Philosophy (e)	3
PHY 353	Apologetics	3
STM ____	Student Ministry	0
		<hr/>
		15

<b>Spring Semester</b>		
SYT 323	The Church: Its Truth & Destiny	3
PHY 473	Philosophy of Religion (e) or Open Elective	3
PHY 313	Epistemology (o) or	
PHY 323	Metaphysics (e)	3
PHY 363	Philosophy of Lang. & Hermeneutics (o) or	
PHY 433	Contemporary Philosophy (e)	3
_____	Minor or Open Elective	3
STM ____	Student Ministry	0
		<hr/>
		15

## Fourth Year

<b>Fall Semester</b>		
_____	Bible & Theology Elective	3
HIS 313	History of Greece and Rome (o) or	
PHY 333	Bioethics (e)	3
PHY 413	Ancient & Medieval Philosophy (o) or	
PHY 423	Modern Philosophy (e)	3
PHY 443	Senior Philosophy Thesis	3
____	Minor or Open Elective	3
		<hr/>
		15

<b>Spring Semester</b>		
_____	Bible & Theology Elective	3
PHY 473	Philosophy of Religion (e) or Open Elective	3
PHY 313	Epistemology (o) or	
PHY 323	Metaphysics (e)	3
PHY 363	Philosophy of Lang. & Hermeneutics (o) or	
PHY 433	Contemporary Philosophy (e)	3
PHY 463	Philosophy Practicum	3
		<hr/>
		15

Minimum hours required = 126

## ASSOCIATE OF ARTS DEGREE

### GENERAL EDUCATION - 54 hours

#### BIBLE & THEOLOGY - 18 hours

BIB 213	Hermeneutics	
BSF 103	Foundations of Spiritual Formation	
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 113, 123, 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 or equivalent	
One Mathematics course from: MAT 113, 133, 253		
<sup>1</sup> Students may 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
_____	Scientific Literacy or equivalent	3
MAT _____	Math Elective	3
CSC 113	Introduction to Computers	3
TFC 100	Success Seminar	0
		<hr/> 15

##### Winterim

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

BSF 103	Foundations of Spiritual Formation	3
NTE 123	Early Church: History & Letters	3
COM 113	Introduction to Communication	3
ENG 123	Freshman Composition II	3
		<hr/> 12

#### Second Year

##### Fall Semester

BIB 213	Hermeneutics	3
OTE 213	Law & History	3
HIS _____	History Elective	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 or Developmental Psychology	3
_____	Social Science Elective	3
_____	Open Elective	3
STM _____	Student Ministry	0
		<hr/> 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. Minors must have 15 unique hours from major prefixed courses. Substitutions may be necessary depending on major choice.

### BIOLOGY MINOR - 15-16 hours

The Biology minor provides students with unique opportunities to integrate Christian faith with scientific learning. Understanding basic cell biology strengthens appreciation for the design of life and gives greater understanding of contemporary bioethical issues facing society.

Required courses:

BIO 114	Biology I	4
BIO 124	Biology II	4

Select at least 7 hours from the following courses:

BIO 234	Microbiology	4
BIO 314	Genetics	4
BIO 413	Cell Biology	3
BIO 423	Ecology	3

### ENGLISH MINOR - 15 hours

A minor in English provides an opportunity for the student to obtain some knowledge of literature, which can enrich the Christian life and testimony by a vicarious exposure to all kinds of people, situations, and values in the works studied. An advanced writing course offers the student intensive practice in integrating Christian faith with its written expression. ENG 201 cannot be used to fulfill the requirements of this minor.

AML/ENG _____	200-level or above Literature Elective	3
AML/ENG _____	200-level or above Literature Elective	3
AML/ENG _____	200-level or above Literature Elective	3
AML/ENG _____	200-level or above Literature Elective	3
AML/ENG _____	200-level or above Literature Elective	3

### HISTORY MINOR - 15 hours

A minor in History at a Christian college enables the student to view history from the conceptual framework of the Christian faith, to develop critical insight into historical problems, to relate the history of the Christian church with other developments, and to learn some of the methods of historical inquiry.

HIS _____	History Elective	3
HIS _____	History Elective	3
HIS _____	History Elective	3
HIS _____	History Elective	3
HIS 413	Historiography	3

### PHILOSOPHY MINOR - 15 hours

A minor in philosophy offers Christian students an opportunity to pursue the examined life by honing their critical thinking skills while exploring the answers given to the Great Questions by both secular and Christian thinkers.

PHY 113	Introduction to Philosophy	3
PHY _____	Philosophy Elective	3
PHY _____	Philosophy Elective	3
PHY _____	Philosophy Elective	3
PHY _____	Philosophy Elective	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 would give you a strong background in critical thinking and ethics. Music would be an obvious choice for a field such as music therapy. Business would prepare you for management in health services. Communication Studies would enhance your ability to relate well to others. English would open doors for writing in the area of medicine and health services. Others majors would be possible as well.

We also have available a biology major for those who want a narrower focus particularly on science. This major has the advantage of enabling you to complete all the requirements for pre-med in the fewest number of semester hours.

Your choice of a major should also take into consideration the possibility that you may not be accepted into a graduate medical school. Competition for entrance is keen. At the University of Georgia, for instance, only about one in five students who apply will be accepted. You should view your major as something that will prepare you for an alternate career or open doors to graduate study in another area of real interest to you.

### What courses are 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
- Nurse Practitioner
- Physical Therapist
- Respiratory Therapist
- Occupational Therapist
- Veterinarian
- Medical research
- Medical technology
- Medical missions
- Psychiatrist (with counseling major)
- Nursing (two-year pre-nursing track leading to the associates degree)

**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**

**Fall Semester**

BSF 103	Foundations of Spiritual Formation	3
NTE 113	Life & Revelation of Christ	3
ENG 123	Freshman Composition I <sup>3</sup>	3
BIO 114	Biology I & Lab	4
_____	Major Course #1	3
TFC 100	Success Seminar	0
		<u>16</u>

**Winterim**

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

NTE 123	Early Church: History & Letters	3
COM 113	Introduction to Communication	3
HIS _____	History Elective	3
_____	Calculus <b>or</b> Intro to Sociology <sup>4</sup>	3
BIO 124	Biology II & Lab	4
		<u>16</u>

**Second Year**

**Fall Semester**

BIB 213	Hermeneutics	3
OTE 213	Law & History	3
CHM 214	Chemistry I & Lab	4
_____	Anatomy/Phy I <b>or</b> Physics I & Lab <sup>2,4</sup>	4
_____	Major Course #2	3
STM _____	Student Ministry	0
		<u>17</u>

**Spring Semester**

OTE 223	Poetry & Prophecy	3
_____	Calculus <b>or</b> Intro to Sociology <sup>4</sup>	3
_____	Anatomy/Phy II <b>or</b> Physics II & Lab <sup>2,4</sup>	4
CHM 224	Chemistry II & Lab	4
_____	Major Course #3	3
STM _____	Student Ministry	0
		<u>17</u>

**Third Year**

**Fall Semester**

SYT 313	God & Redemption	3
_____	Anatomy/Phy I <b>or</b> Physics I & Lab <sup>2,4</sup>	4
_____	Organic Chemistry I & Lab	4
_____	Major Course #4	3
_____	Major Course #5	3
STM _____	Student Ministry	0
		<u>17</u>

**Spring Semester**

SYT 323	The Church: Its Truth & Destiny	3
_____	Anatomy/Phy II <b>or</b> Physics II & Lab <sup>2,4</sup>	4
_____	Organic Chemistry II & Lab	4
_____	Major Course #6	3
_____	Major Course #7	3
STM _____	Student Ministry	0
		<u>17</u>

**Summer School**

PSY 243	Developmental Psychology <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
CSG 203	Introduction to Counseling	3
_____	Major Course #9	3
_____	Major Course #10	3
_____	Major Course #11	3
		<u>15</u>

**Spring Semester**

_____	Bible & Theology Elective	3
MAT 253	Introduction to Statistics	3
_____	Major Course #12	3
_____	Major Course #13	3
_____	Major Course #14	3
		<u>15</u>

Minimum hours required = 142

<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.

## PRE-LAW STUDY AT TFC

Law schools do not specify a particular major at the undergraduate level. They require only a bachelor's degree from an accredited four-year college or university. Therefore, most colleges do not offer a specific "Pre-Law" major. Students with any major at TFC, a good GPA, and a strong performance on the LSAT (Law School Application Test) will have a good chance of being accepted to law school and performing well when they get there.

Law school admissions counselors generally tell inquirers that English, History, or Philosophy majors tend to do well in law school. They often advise prospective students to major in one of those three fields and minor in one of the other two; it is especially good to include History as either the major or the minor. Communication and Business majors also acquire a useful background in fields where law is much applied. A student interested in international law might want to major in Cross-Cultural Business or Cross-Cultural Studies. Counseling majors will gain skills useful in consulting with and advising clients. But these are only suggestions. Again, any major at TFC that interests you will be acceptable if you have a good GPA and a strong score on the LSAT.

Law students are expected to have good critical thinking and communication skills. Therefore, electives such as COM 283 Persuasion, ENG 383 Advanced Composition, IPC 343 Advanced Public Speaking, and PHY 233 Critical Thinking are recommended for students preparing for legal studies. PHY 343 Ethics and POL 213 American Government are also good choices.





# SCHOOL OF BIBLE & THEOLOGY

(706) 886-7299, ext. 5279

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

## SCHOOL DIRECTOR

David G. Reese, Ph.D.

## FULL-TIME FACULTY

Kevin R. Burris, M.Div.  
Robert W. Claytor, D.Min.  
Richard F. Collier, Th.M.  
William H. Farley, Th.M.  
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.

## PART-TIME FACULTY

Betty J. Gangel, M.A.  
Jon Tal Murphree, M.Div.  
Fred A. Sylvester, M.A.  
Christopher J. Vena, M.A.  
Clarence W. Wulf, L.L.D.

## 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
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 two 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 other Christian ministries.

The learning objectives for this major include:

- Gaining detailed factual knowledge of Biblical Literature beyond the general knowledge provided by the core (IDEA 1)
- Developing skills in expressing oneself orally or in writing and presenting material appropriate to the student's professional goals (IDEA 8)
- Developing a clearer understanding of and commitment to biblical values (IDEA 10)
- Learning to analyze and critically evaluate ideas and arguments relevant to the major and advanced biblical knowledge (IDEA 11)

## 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.

The learning objectives for this major include:

- Gaining factual knowledge through comprehension of the major elements of a biblical text as it relates to the sermon (IDEA 1)
- Gaining factual knowledge through demonstrating familiarity with the various roles of the office of pastor and demonstrating awareness of the various expectations of the local congregation (IDEA 1)
- Developing skills, competencies and points of view in all facets of the office of pastor (IDEA 4)
- Developing skills in expressing oneself orally by constructing and presenting expository sermons (IDEA 8)
- Developing a clearer understanding of and commitment to personal biblical values, demonstrating spiritual character and maturity (IDEA 10)

## BIBLICAL STUDIES MAJOR

### GENERAL EDUCATION - 69 hours

#### BIBLE & THEOLOGY - 30 hours

BIB 213	Hermeneutics
BSF 103	Foundations for Spiritual Formation
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 - 18 hours

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

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 113	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 or equivalent

One Mathematics course from: MAT 113, 133, 253

#### MAJOR - 37 hours

BIB 443	Daniel & Revelation <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>
____	300 or 400-level NTE or OTE elective

<sup>1</sup>This course counts toward the required 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>Students may exempt CSC 113, Introduction to Computers, by taking the Institutional Challenge Exam.

#### 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

BSF 103	Foundations for Spiritual Formation	3
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>15</u>

#### Winterim

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

NTE 123	Early Church: History & Letters	3
ENG 123	Freshman Composition II	3
CSC 113	Introduction to Computers	3
____	Scientific Literacy or equivalent	3
NTE 243	Gospel of John	3
STM ____	Student Ministry	0
		<u>15</u>

### Second Year

#### Fall Semester

BIB 213	Hermeneutics	3
OTE 213	Law & History	3
____	Social Science Elective	3
PHY 113	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
____	300 or 400-level NTE or OTE elective	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
HIS 363	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 - 69 HOURS**

**BIBLE & THEOLOGY - 30 hours**

- BIB 213 Hermeneutics
  - BSF 103 Foundations for Spiritual Formation
  - 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 213, 473, GRK 333, 343, HEB 323, 433, NTE, OTE, SYT, THE

**HUMANITIES - 18 hours**

- COM 113 Introduction to Communication
  - ENG 113 Freshman Composition I
  - ENG 123 Freshman Composition II
  - HUM 103 Western Thought & Culture
  - PHY 113 Introduction to Philosophy
- 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 or equivalent
- One Mathematics course from: MAT 113, 133, 253

**MAJOR - 43 hours**

- CED 383 Organization & Administration of Christian Education
- CSG 383 Counseling for Ministry
- GRK 333 Intermediate Greek I *or* Bible & Theology Elective<sup>1</sup>
- GRK 343 Intermediate Greek II *or* 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 *or* REL Elective<sup>2</sup>
- SYT 433 Critical Issues in Theology<sup>1</sup>

<sup>1</sup> This course counts toward the required 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> Students may exempt CSC 113, Introduction to Computers, by taking the Institutional Challenge Exam.

**MINOR or OPEN ELECTIVES - 15 hours**

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

**TOTAL = 127 hours**

**PASTORAL MINISTRIES MAJOR COURSE SCHEDULE**

**First Year**

**Fall Semester**

BSF 103	Foundations for Spiritual Formation	3
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	<u>0</u>
		15

**Winterim**

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

NTE 123	Early Church: History & Letters	3
ENG 123	Freshman Composition II	3
CSC 113	Introduction to Computers	3
___	Scientific Literacy or equivalent	3
NTE ___	New Testament Elective <i>or</i>	
ICS 212	Local Church in World Missions	2/3
STM ___	Student Ministry	<u>0</u>
		14/15

**Second Year**

**Fall Semester**

BIB 213	Hermeneutics	3
OTE 213	Law & History	3
CSG 203	Introduction to Counseling	3
PHY 113	Introduction to Philosophy	3
GRK 213	Elementary Greek I <i>or</i> Open Elective	3
STM ___	Student Ministry	<u>0</u>
		15

**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	<u>0</u>
		17/18

**Third Year**

**Fall Semester**

SYT 313	God & Redemption	3
CSG 383	Counseling for Ministry <i>or</i>	
___	Bible/Theology Elective	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	<u>0</u>
		16

**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	<u>0</u>
		14

**Summer Session**

PAM 482	Pastoral Internship	2
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**Fourth Year**

**Fall Semester**

CSG 383	Counseling for Ministry <i>or</i>	
___	Bible/Theology Elective	3
SYT 433	Critical Issues in Theology	3
HIS 353	Church History	3
HOM 423	Sermon Delivery	3
PHY 453	Apologetics	<u>3</u>
		15

**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	<u>3</u>
		15

Minimum hours required = 127

## BIBLE & THEOLOGY MINORS

The School of Bible & Theology offers the following 8 minors: Biblical Languages, Biblical/theological Studies, Greek, Hebrew, New Testament, Old Testament, Pastoral Ministries and Religion.

### BIBLICAL LANGUAGES MINOR - 19 hours<sup>1</sup>

GRK 213	Elementary Greek I	3
GRK 223	Elementary Greek II	3
GRK 333	Intermediate Greek I: Johannine Literature	3
GRK 343	Intermediate Greek II: 1 Thessalonians	3
HEB 314	Elementary Hebrew	4
HEB 323	Introduction to Hebrew Exegesis	3

<sup>1</sup>Students taking this minor may not enroll in the Greek minor.

### BIBLICAL/THEOLOGICAL STUDIES MINOR - 18 hours<sup>2</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>2</sup>This minor is not available to majors in the School of Bible & Theology.

### GREEK MINOR - 15 hours<sup>3</sup>

GRK 213	Elementary Greek I	3
GRK 223	Elementary Greek II	3
GRK 333	Intermediate Greek I: Johannine Literature	3
GRK 343	Intermediate Greek II: 1 Thessalonians	3
GRK 453	Greek Exegesis: Selected Passages or	
GRK 463	Greek Readings: Selected Passages	3

<sup>3</sup>Students taking this minor may not enroll in the Biblical Languages minor.

### HEBREW MINOR - 15 hours<sup>3</sup>

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

<sup>3</sup>Students taking this minor may not enroll in the Biblical Languages minor.

### NEW TESTAMENT MINOR - 15 hours

GRK 343	Intermediate Greek II: 1 Thessalonians	3
NTE ___	New Testament Elective	3
NTE ___	New Testament Elective	3
NTE ___	New Testament Elective	3
NTE ___	New Testament Elective	3

### OLD TESTAMENT MINOR - 15 hours

HEB 314	Elementary Hebrew	4
<i>Choose 11 hours from the following:</i>		
THE 393	Old Testament Theology	3
OTE ___	Old Testament Electives	5-7
HEB ___	Hebrew Electives <sup>4</sup>	2-4

<sup>4</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

### RELIGION MINOR - 17 hours

REL 303X	Nontraditional Religious Movements	3
REL 323X	World Religions	3
REL ___	Alliance, Baptist Distinctives <sup>5</sup> or REL Elect.	2

*Choose 9 hours from the following:*

REL 313X	Introduction to Hinduism & Buddhism	3
REL 333	Catholicism & Orthodoxy	3
REL 343X	Introduction to Islam	3
REL 353	Judaism	3
REL 363X	Religious Belief Systems	3

<sup>5</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.

## CLIMB CERTIFICATE PROGRAM

(College Level Instruction With Maximum Bible)

### PROGRAM PURPOSE & OUTCOME GOALS

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

Learning objectives for this program include the following:

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

### CLIMB PROGRAM SCHEDULE

<i>Fall Semester</i>		
BIB 213	Hermeneutics	3
BSF 103	Foundations of Spiritual Formation	3
NTE 113	Life & Revelation of Christ	3
OTE 213	Law & History	<u>3</u>
		12
<i>Spring Semester</i>		
NTE 123	Early Church: History & Letters	3
NTE 243	Gospel of John	3
NTE 473	Romans & Galatians	3
OTE 223	Poetry & Prophecy	<u>3</u>
		12
<b>Summer Semester</b>		
SYT 313	God & Redemption	3
SYT 323	The Church: Its Truth & Destiny	<u>3</u>
		6

Minimum hours required = 30

# SCHOOL OF BUSINESS ADMINISTRATION

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

## SCHOOL DIRECTOR

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

## FULL-TIME FACULTY

Nathan A. Clay, M.B.A.

## PART-TIME FACULTY

George A. Adams, B.B.A.  
Louie W. Cleveland, Jr., Ed.S.  
David G. Gruen, M.B.A.  
George N. Guest, J.D.  
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 in Accounting, Management or Marketing. 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. Students must also take the FOCUS Career-Educational Planning Test and discuss the results with the 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 36 hours of Business Core Curriculum courses and 6 hours of Business elective courses with a minimum of "C-" in each business course
3. A minimum grade of "C-" for each course taken to fulfill requirements for a minor if the student elects to have a minor
4. A cumulative grade point average of 2.0 will be required for the total hours applied to the major

## SCHOOL OF BUSINESS ADMINISTRATION'S MISSION STATEMENT

The School of Business Administration equips future servant leaders with knowledge, skills and character pertinent to service as professionals in national, international, cross-cultural, and multi-ethnic business and ministry organizations from a biblical worldview for Kingdom service.

## 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 MAJOR PURPOSE & OUTCOME GOALS

The Business Administration major equips future servant leaders with knowledge, skills and character pertinent to serving as professionals in accounting, management, marketing, and other business disciplines from a biblical worldview for Kingdom service.

The learning objectives for this major include the following:

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

## CROSS-CULTURAL BUSINESS ADMINISTRATION MAJOR PURPOSE & OUTCOME GOALS

The cross-cultural business administration major equips future servant leaders with knowledge, skills and character pertinent to living and ministering in the realm of international business, tent-making employment, missions administration and non-profit organization careers from a biblical worldview for Kingdom service.

The learning objectives for this major include the following:

- Learning fundamental principles, generalizations, or theories—necessary to interpret cross-cultural business settings for ministry purposes (IDEA 2)
- Learning to apply course material in cross-cultural business settings to enable more effective ministry (IDEA 3)
- Developing skills, competencies, and points of view needed by professionals to understand an unfamiliar business settings in a diverse culture (IDEA 4)
- Developing a clearer understanding of, and commitment to, personal Biblical values in order to contextualize those values into another cultural setting (IDEA 10)

# BUSINESS ADMINISTRATION MAJOR

## GENERAL EDUCATION - 69 hours

### BIBLE & THEOLOGY - 30 hours

BIB 213	Hermeneutics
BSF 103	Foundations of Spiritual Formation
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

The following course selections must total 39 hours while maintaining at least the minimums in each section.

### HUMANITIES – 15-18 hours

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

One Literature course from: AML 213, 223, ENG 213, 223, 233  
PHY 113 or PHY 233-Only if choosing 18 hours in this section

### SOCIAL SCIENCES - 12 hours

PSY 213	General Psychology
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One 100, 200 or 300 level HIS elective

ECO 213	Microeconomics
ECO 223	Macroeconomics

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

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

MAT 133-Only if choosing 12 hours in this section  
<sup>1</sup>Students may exempt CSC 113, Introduction to Computers, by taking the Institutional Challenge Exam.

## 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 213	Principles of Management
MAN 383	Organizational Behavior & Development
MAN 433	Business Policy & Strategy
MKT 213	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 343	Selling & Sales Management
MKT 353	E-Marketing
MKT 393	Nonprofit Marketing
MKT 433	Marketing Research

\*Select a minimum of 2 elective courses per your employment and graduate school interests; students may take additional courses using minor or open electives.

## OPEN ELECTIVES - 15 hours

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
COM 113	Introduction to Communication	3
CSC 113	Introduction to Computers	3
___	Scientific Literacy or equivalent	3
TFC 100	Success Seminar	0
		<hr/> 15

## Winterim

HUM 103	Western Thought & Culture	3
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## Spring Semester

BSF 103	Foundations of Spiritual Formation	3
MAT 253	Introduction to Statistics	3
NTE 123	Early Church: History & Letters	3
ENG 123	Freshman Composition II	3
<b>BUS 113</b>	<b>Introduction to Business</b>	<b>3</b>
		<hr/> 15

## Second Year

### Fall Semester

OTE 213	Law & History	3
___	200-level Literature Elective (AML or ENG)	3
ECO 213	Microeconomics	3
<b>ACC 213</b>	<b>Principles of Accounting I</b>	<b>3</b>
<b>MAN 213</b>	<b>Principles of Management</b>	<b>3</b>
STM ___	Student Ministry	0
		<hr/> 15

### Spring Semester

BIB 213	Hermeneutics	3
OTE 223	Poetry & Prophecy	3
ECO 223	Macroeconomics	3
<b>ACC 223</b>	<b>Principles of Accounting II</b>	<b>3</b>
<b>MKT 213</b>	<b>Principles of Marketing</b>	<b>3</b>
STM ___	Student Ministry	0
		<hr/> 15

## Third Year

### Fall Semester

SYT 313	God & Redemption	3
HIS ___	History Elective	3
___	MAT 133, PHY 113, or PHY 233	3
___	Minor or Open Elective #1	3
<b>BUS 343</b>	<b>Business Law</b>	<b>3</b>
STM ___	Student Ministry	0
		<hr/> 15

### Spring Semester

SYT 323	The Church: Its Truth & Destiny	3
PSY 213	General Psychology	3
___	Minor or Open Elective #2	3
___	Minor or Open Elective #3	3
<b>MAN 383</b>	<b>Organizational Behavior &amp; Development</b>	<b>3</b>
STM ___	Student Ministry	0
		<hr/> 15

### Summer Session

___ 493	Acc., Mgmt., or Mkt. Internship	3
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## Fourth Year

### Fall Semester

___	Bible & Theology Elective #1	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 #4	3
		<hr/> 15

### Spring Semester

___	Bible & Theology Elective #2	3
<b>BUS 393T</b>	<b>Information Systems</b>	<b>3</b>
<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 #5	3
		<hr/> 15

Minimum hours required = 126

**Bold** = Business Administration courses

## CROSS-CULTURAL BUSINESS ADMINISTRATION MAJOR

### GENERAL EDUCATION - 69 hours

#### BIBLE & THEOLOGY - 30 hours

BIB 213	Hermeneutics
BMI 213	Theology of Missions
BMI 473	Power Encounter
BSF 103	Foundations of Spiritual Formation
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 - 18 hours

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

#### SOCIAL SCIENCES - 12 hours

ANT 203	Cultural Anthropology
ECO 213	Microeconomics
HIS 223	Twentieth Century World History
PSY 213	General Psychology

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

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

<sup>1</sup>Students may exempt CSC 113, Introduction to Computers, by taking the Institutional Challenge Exam.

### MAJOR - 52 hours

#### SWM Core for CCBA (28 hours)

ANT 323	Applied Ethnography
ANT 363	Religious Belief Systems
ANT 372	Sociolinguistics
ANT 483	Anthropology Research Project
ICS 113	Gifts, Guidance, & Goals
ICS 323	World Religions
ICS 362	International Business Internship
ICS 453	Cross-Cultural Communication
ICS 463	Strategy of Missions
ICS 483	Intercultural Development Strategy 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
BUS 473	Business Finance
MAN 213	Principles of Management
MAN 453	International Management
MKT 213	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 Systems
BUS/MAN	_____
or ICS 473 Urban Ministry/Practicum	
MAN 413	Human Resource Management
ICS 383	Training & Discipling
ANT	_____
or ICS 273 Church Planting & Development	

**TOTAL = 136 hours**

## CROSS-CULTURAL BUSINESS ADMINISTRATION MAJOR COURSE SCHEDULE

### First Year

#### Fall Semester

BSF 103	Foundations of Spiritual Formation	3
NTE 113	Life & Revelation of Christ	3
COM 113	Introduction to Communication	3
ENG 113	Freshman Composition I	3
CSC 113	Introduction to Computers (ICE rec.)	3
TFC 100	Success Seminar	0
		<hr/>
		15

#### Winterim

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

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

### Second Year

#### Fall Semester

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

#### Spring Semester

OTE 223	Poetry & Prophecy	3	
HIS 223	Twentieth Century World History	3	
ACC 223	Principles of Accounting II	3	
ANT 203	Cultural Anthropology	3	
ICS 383	Training & Discipling <b>or</b> Open Elective	3	
MKT 213	Principles of Marketing	3	
STM	Student Ministry	0	
		<hr/>	18

### Third Year

#### Fall Semester

SYT 313	God & Redemption	3	
ANT 323	Applied Ethnography	3	
ANT 372	Sociolinguistics	2	
BUS 473	Business Finance	3	
ICS 273	Church Planting & Development <b>or</b> Open Elective	3	
MAN 213	Principles of Management	3	
STM	Student Ministry	0	
		<hr/>	17

#### Spring Semester

SYT 323	The Church: Its Truth & Destiny	3	
		200-level Literature Elective	3
PHY 113	Introduction to Philosophy	3	
PSY 213	General Psychology	3	
ANT 363	Religious Belief Systems	3	
STM	Student Ministry	0	
		<hr/>	15

#### Summer Session

ICS 362	International Bus. Internship	2
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### Fourth Year

#### Fall Semester

ANT 483	Anthropology Research Project	3	
BMI 213	Theology of Missions	3	
BUS 303	Business for Non-Profit Organ. <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/>	3
		18	

#### Spring Semester

BMI 473	Power Encounter	3	
BUS 393T	Information Systems <b>or</b> Open Elective	3	
ICS 453	Cross-Cultural Communication	3	
ICS 483	Intercultural Development Strategy Proj.	3	
MAN 453	International Management	3	
		<hr/>	3
		15	

Minimum hours required = 136

**MINORS AVAILABLE TO BUSINESS ADMINISTRATION MAJORS ONLY**

To train students majoring in Business Administration, the School of Business Administration offers three minors designed to supplement the major for graduate school and career choices. Students should carefully match the selection of a minor with career interest, requirements within the business world, or training needed in an additional discipline. Academic advisors will help with selecting this option. The following minors and course requirements are available. None of these minor courses may be used toward any major or core-required course.

**ACCOUNTING - 15 hours**

ACC 313	Intermediate Accounting I	3
ACC 323	Intermediate Accounting II	3
ACC 373	Managerial Accounting	3
<i>Choose two of the following courses:</i>		
ACC 413	Tax Accounting	3
ACC 443	Auditing	3
BUS 303	Business for Nonprofit Organizations	3
BUS 333	Business Ethics	3

**MANAGEMENT - 15 hours**

MAN 323	Production and Operations Management	3
MAN 413	Human Resource Management	3
MAN 453	International Management	3
<i>Choose two of the following courses:</i>		
ACC 373	Managerial Accounting	3
BUS 303	Business for Nonprofit Organizations	3
BUS 333	Business Ethics	3
BUS 353	Business Communication	3
BUS 373T	Quantitative Methods for Business	3
MAN 483	Entrepreneurship & Small Business Management	3

**MARKETING – 15 hours**

MKT 323	Consumer Behavior	3
MKT 333	Advertising & Promotion	3
MKT 433	Marketing Research	3
<i>Choose two of the following courses:</i>		
MKT ____	200-level or above Marketing Elective	3
MKT ____	200-level or above Marketing Elective	3
IPC 323	Public Relations	3

**MINORS FOR STUDENTS OF OTHER SCHOOLS**

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 and employment. The knowledge gained in how to handle money, people, projects, plans, budgets, and business resources more effectively will enable students to experience greater success in the administration and leadership of for-profit and non-profit organizations and ministries. Students are encouraged to take ECO 213 Microeconomics or ECO 223 Macroeconomics as Social Science or open electives.

**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
MAN 213	Principles of Management	3

*Choose one of the following courses:*

BUS 303	Business for Nonprofit Organizations	3
BUS 333	Business Ethics	3
BUS 353	Business Communication	3
BUS 373T	Quantitative Methods for Business	3
BUS 473	Business Finance	3
MAN 483	Entrepreneurship & Small Business Management	3

**INTERNATIONAL BUSINESS – 15 Hours**

BUS 113	Introduction to Business	3
BUS 443	International Business	3
MAN 213	Principles of Management	3
MAN 453	International Management	3

*Choose one of the following courses:*

ANT 203	Cultural Anthropology	3
BUS 303	Business for Nonprofit Organizations	3
BUS 333	Business Ethics	3

**MANAGEMENT – 15 Hours**

BUS 113	Introduction to Business	3
BUS 303	Business for Nonprofit Organizations	3
MAN 213	Principles of Management	3
MAN 323	Production and Operations Management	3

*Choose one of the following courses:*

MAN 413	Human Resource Management	3
MAN 453	International Management	3
ACC 373	Managerial Accounting	3
BUS 303	Business for Nonprofit Organizations	3
BUS 333	Business Ethics	3
BUS 353	Business Communication	3

**MARKETING – 15 Hours**

MKT 213	Principles of Marketing	3
MKT 323	Consumer Behavior	3
MKT 333	Advertising & Promotion	3
MKT 433	Marketing Research	3

*Choose one of the following electives:*

MKT ____	200-level or above Marketing Elective	3
IPC 323	Public Relations	3



# 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.

## PART-TIME FACULTY

Nancy F. Hyndman, M.A.

Cynthia L. Quarterman, M.S.

Shane D. Sullards, M.S.

## INTRODUCTION

The School of Christian Education prepares men and women for specializations in disciple-making ministries in the church and parachurch organizations. It builds upon a strong biblical and theological base while integrating insights from the social sciences and educational technology. This program contributes to an understanding of the biblical imperative for church training and discipleship, the ability to communicate effectively the significant role that teaching has in personal growth and leadership development, and the ability to construct a biblically sound philosophy of ministry that will endure sociological and cultural change. It also provides the ability to teach and effectively minister to selected age groups as well as the ability to design, administer, and evaluate educational ministries within the local church and parachurch 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*.

## THE OUTDOOR LEADERSHIP AND EDUCATION PROGRAM

Students preparing for this major should be aware of the following demands and expectations that may not be in other Christian Education majors:

1. Additional course fees of \$500 each for OLE 203 Wilderness First Responder and OLE 343 Expedition Module will be added to the regular tuition.
2. Students are strongly encouraged, but not required, to minor in Youth Ministry, Family and Children's Ministry, or Christian Education.
3. Two OLE courses are completed during the Winterim session.

## CHRISTIAN EDUCATION PURPOSE & OUTCOME GOALS

The Christian Education major equips future servant leaders with knowledge, skill, and character pertinent to disciple-making ministries with children, youth, and adults in church and faith-based organizations, from a biblical world-view for kingdom service.

The learning objectives for this major include the following:

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

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

The Family and Children's Ministries major equips future servant leaders with knowledge, skill, and character pertinent to disciple-making ministries with families and children in church and faith-based organizations, from a biblical world view for kingdom service.

The learning objectives for this major include the following:

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

## OUTDOOR LEADERSHIP AND EDUCATION PURPOSE & OUTCOME GOALS

The Outdoor Leadership and Education major equips future servant leaders with knowledge, skill, and character pertinent to disciple-making in the context of camping and outdoor settings, from a biblical world view for kingdom service.

The learning objectives for this major include the following:

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

## YOUTH MINISTRIES PURPOSE & OUTCOME GOALS

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

The learning objectives for this major include the following:

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

## CHRISTIAN EDUCATION MAJOR

### GENERAL EDUCATION - 69 hours

#### BIBLE & THEOLOGY - 30 hours

BIB 213	Hermeneutics
BSF 103	Foundations of Spiritual Formation
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 - 15 hours

PSY 213	General Psychology
PSY 243	Developmental Psychology
One 100, 200 or 300 level HIS course	
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 or equivalent
One Mathematics course from: MAT 113, 133, 253	
<sup>1</sup> Students may exempt CSC 113, Introduction to Computers, by taking the Institutional Challenge Exam.	

### 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

#### SPECIALIZATION – 27 hours

CED 333	Teaching the Bible in Non-formal Education
CED 473	Christian Education Internship
FAM 253	Foundations for Children's Ministry
FAM 313	Ministry to Adults
LIM 423	Change, Conflict, & Organizational Culture
LIM 433	Leadership Formation
YTH 253	Foundations for Youth Ministry
6 hours of CED, FAM, LIM, OLE, or YTH electives	

#### MINOR or OPEN ELECTIVES - 15 hours

**TOTAL = 126 hours**

## CHRISTIAN EDUCATION MAJOR COURSE SCHEDULE

### First Year

#### Fall Semester

BSF 103	Foundations of Spiritual Formation	3
NTE 113	Life & Revelation of Christ	3
COM 113	Introduction to Communication	3
ENG 113	Freshman Composition I	3
_____	Scientific Literacy or equivalent	3
TFC 100	Success Seminar	0
		<u>15</u>

#### Winterim

HUM 103	Western Thought & Culture	3
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#### 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
CED 113	Educational Ministries of the Church	3
		<u>15</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
FAM 253	Foundations for Children's Ministry	3
_____	FAM, OLE or 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 or Open Elective	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
CED 333	Teaching the Bible in Non-formal Education	3
FAM 313	Ministry to Adults	3
_____	Social Science Elective	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
LIM 423	Change, Conflict, & Organizational Culture	3
CED 463	Spiritual Formation	3
_____	FAM, OLE or 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
LIM 433	Leadership Formation	3
_____	Minor or Open Elective	3
_____	Minor or Open Elective	3
		<u>15</u>

Minimum hours required = 126

**FAMILY AND CHILDREN'S MINISTRIES MAJOR**

**GENERAL EDUCATION - 69 hours**

**BIBLE & THEOLOGY - 30 hours**

BIB 213	Hermeneutics
BSF 103	Foundations of Spiritual Formation
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 - 15 hours**

PSY 213	General Psychology
PSY 243	Developmental Psychology

One 100, 200 or 300 level HIS course  
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 or equivalent

One Mathematics course from: MAT 113, 133, 253  
<sup>1</sup>Students may exempt CSC 113, Introduction to Computers, by taking the Institutional Challenge Exam.

**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

**SPECIALIZATION – 27 hours**

FAM 233	Marriage & Family Relationships
FAM 243	Ministry to Families
FAM 253	Foundations for Children's Ministry
FAM 313	Ministry to Adults
FAM 323	Methods and Materials for Teaching Children
FAM 333	Programming for Children's Ministry
FAM 443	Family Ministry Strategies
FAM 473	Family Ministry Internship
LIM 433	Leadership Formation

**MINOR or OPEN ELECTIVES - 15 hours**

**TOTAL = 126 hours**

**FAMILY AND CHILDREN'S MINISTRIES MAJOR COURSE SCHEDULE**

**First Year**

**Fall Semester**

BSF 103	Foundations of Spiritual Formation	3
NTE 113	Life & Revelation of Christ	3
COM 113	Introduction to Communication	3
ENG 113	Freshman Composition I	3
_____	Scientific Literacy or equivalent	3
TFC 100	Success Seminar	0
		<u>15</u>

**Winterim**

HUM 103	Western Thought & Culture	3
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**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
CED 113	Educational Ministries of the Church	3
		<u>15</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
FAM 253	Foundations for Children's Ministry	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
FAM 323	Methods & Materials for Teaching Children	3
CED 353	Small Groups in the Church	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
CED 383	Organization & Administration of C. E.	3
FAM 333	Programming for Children's Ministry	3
FAM 313	Ministry to Adults	3
_____	Social Science 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 <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
LIM 433	Leadership Formation	3
_____	Minor <b>or</b> Open Elective	3
_____	Minor <b>or</b> Open Elective	3
		<u>15</u>

Minimum hours required = 126

## OUTDOOR LEADERSHIP AND EDUCATION MAJOR

### GENERAL EDUCATION - 69 hours

#### BIBLE & THEOLOGY - 30 hours

BIB 213	Hermeneutics
BSF 103	Foundations of Spiritual Formation
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 - 15 hours

PSY 213	General Psychology
PSY 243	Developmental Psychology
One 100, 200 or 300 level HIS course	
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 or equivalent
One Mathematics course from: MAT 113, 133, 253	
<sup>1</sup> Students may exempt CSC 113, Introduction to Computers, by taking the Institutional Challenge Exam.	

### MAJOR - 45 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

#### SPECIALIZATION – 30 hours

OLE 103	Foundations for Outdoor Leadership & Education
OLE 203	Wilderness First Responder
OLE 213	Camp Programming & Leadership
OLE 223	Backcountry Education
OLE 233	Rock Climbing
OLE 313	Adventure-based Education
OLE 323	Environmental Education
OLE 333	Outdoor Program Management
OLE 343	Expedition Module
OLE 473	Outdoor Leadership and Education Internship

### MINOR or OPEN ELECTIVES - 15 hours

**TOTAL = 129 hours**

## OUTDOOR LEADERSHIP & EDUCATION MAJOR COURSE SCHEDULE

### First Year

#### Fall Semester

BSF 103	Foundations of Spiritual Formation	3
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>

#### Winterim

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

NTE 123	Early Church: History & Letters	3
ENG 123	Freshman Composition II	3
CSC 113	Introduction to Computers	3
_____	Scientific Literacy or equivalent	3
OLE 103	Foundations for Outdoor Leadership & Ed.	3
		<u>15</u>

### Second Year

#### Fall Semester

BIB 213	Hermeneutics	3
OTE 213	Law & History	3
PSY 243	Developmental Psychology	3
OLE 213	Camp Programming & Leadership	3
OLE 233	Rock Climbing	3
STM _____	Student Ministry	0
		<u>15</u>

#### Winterim

OLE 203	Wilderness First Responder	3
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#### Spring Semester

OTE 223	Poetry & Prophecy	3
_____	200-level Literature Elective	3
PSY 213	General Psychology	3
MAT _____	Math Elective	3
OLE 223	Backcountry Education	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
OLE 323	Environmental Education	3
OLE 333	Outdoor Program Management	3
STM _____	Student Ministry	0
		<u>15</u>

#### Winterim

OLE 343	Expedition Module	3
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#### Spring Semester

SYT 323	The Church: Its Truth & Destiny	3
CED 383	Organization & Administration of C. E.	3
OLE 313	Adventure-based Education	3
_____	Minor <i>or</i> Open Elective	3
_____	Minor <i>or</i> 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 <i>or</i> Open Elective	3
_____	Minor <i>or</i> Open Elective	3
		<u>15</u>

#### Spring Semester

_____	Bible & Theology Elective	3
CED 423	History & Philosophy of Christian Education	3
_____	Social Science Elective	3
_____	Minor <i>or</i> Open Elective	3
		<u>12</u>

Minimum hours required = 129

## YOUTH MINISTRIES MAJOR

### GENERAL EDUCATION - 69 hours

#### BIBLE & THEOLOGY - 30 hours

BIB 213	Hermeneutics
BSF 103	Foundations of Spiritual Formation
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 - 15 hours

PSY 213	General Psychology
PSY 243	Developmental Psychology
One 100, 200 or 300 level HIS course	
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 or equivalent
One Mathematics course from: MAT 113, 133, 253	
<sup>1</sup> Students may exempt CSC 113, Introduction to Computers, by taking the Institutional Challenge Exam.	

### 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

#### SPECIALIZATION – 27 hours

FAM 233	Marriage & Family Relationships
LIM 433	Leadership Formation
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

BSF 103	Foundations of Spiritual Formation	3
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>

#### Winterim

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

NTE 123	Early Church: History & Letters	3
ENG 123	Freshman Composition II	3
CSC 113	Introduction to Computers	3
_____	Scientific Literacy or equivalent	3
MAT ____	Math Elective	3
		<u>15</u>

### Second Year

#### Fall Semester

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

### Third Year

#### Fall Semester

SYT 313	God & Redemption	3
_____	Social Science Elective	3
CED 353	Small Groups in the Church	3
YTH 353	Youth Ministry Skills	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
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 <b>or</b> Open Elective	3
		<u>15</u>

#### Spring Semester

_____	Bible & Theology Elective	3
LIM 433	Leadership Formation	3
YTH 423	Youth Evangelism & Discipleship	3
_____	Minor <b>or</b> Open Elective	3
_____	Minor <b>or</b> 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 majoring in Outdoor Leadership and Education are encouraged to minor in Youth Ministries, Family & Children's Ministries, or Christian Education. CED 113 Educational Ministries of the Church must be substituted with a course prefixed CED, YTH, FAM, or LIM. Minors must have 15 unique hours from major courses. Additional substitutions may be necessary.

Other students with majors within the School of Christian Education may only minor in Outdoor Leadership and Education from the minors offered by the School of Christian Education. SCE students are encouraged to consider the many minors offered in other schools.

### 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

*Choose one of the following courses:*

CED 423	History & Philosophy of C. E.	3
CED 463	Spiritual Formation	3
LIM 423	Change, Conflict, & Organizational Culture	3
LIM 433	Leadership 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 253	Foundations for Children's Ministry	3

*Choose one of the following courses:*

FAM 313	Ministry to Adults	3
FAM 323	Methods & Materials for Teaching Children	3
FAM 333	Programming for Children's Ministry	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	Backcountry Education	3
OLE 323	Environmental Education	3

*Choose one of the following courses:*

OLE 203	Wilderness First Responder	3
OLE 233	Rock Climbing	3
OLE 313	Adventure-based Education	3
OLE 333	Outdoor Program Management	3
OLE 343	Expedition Module	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

*Choose one of the following courses:*

YTH 363	Youth Culture & Issues	3
YTH 333	Communicating to Youth	3
YTH 443	Counseling Adolescents	3

## BACHELOR OF SCIENCE DEGREE COMPLETION PROGRAM

(Leadership Education For Adult Degree Seekers)  
(See OnLine Section of Catalog for more information)

### MINISTRY LEADERSHIP MAJOR PURPOSE & OUTCOME GOALS

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

The learning objectives for this major include the following:

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

**BACHELOR OF SCIENCE DEGREE  
MINISTRY LEADERSHIP MAJOR**

Online only

**PRE-REQUISITES - 72 hours**

**BIBLE & THEOLOGY – 18 hours**

BIB 213	Hermeneutics
BSF 103	Foundations of Spiritual Formation
NTE 113	Life & Revelation of Christ
NTE 123	Early Church: History & Letters
OTE 213	Law & History
OTE 223	Poetry & Prophecy

**HUMANITIES – 15 hours**

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

**SOCIAL SCIENCES – 12 hours**

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

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

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

**OPEN ELECTIVES - 18 hours**

**MINISTRY LEADERSHIP MAJOR - 54 hours**

**BIBLE & THEOLOGY – 12 hours**

SYT 313	God & Redemption
SYT 323	The Church: Its Truth & Destiny
6 credit hours	of Bible or Theology from any: BIB, BMI, GRK 333, 343, HEB 323, 433, NTE, OTE, SYT, THE

**CHRISTIAN EDUCATION CORE – 15 hours**

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

**MINISTRY LEADERSHIP SPECIALIZATION – 27 hours**

LIM 233	Biblical Foundations of Leadership
LIM 313	Ministry Leadership and Society
LIM 323	Leadership and Management Theory
LIM 333	Leadership Communication
LIM 413	Strategies For Leadership Development
LIM 423	Change, Conflict, and Organizational Culture
LIM 433	Leadership Formation
LIM 473	The Leader as Teacher
LIM 483	Seminar in Ministry Leadership

**TOTAL = 126 hours**

**B.S. IN MINISTRY LEADERSHIP SCHEDULE**

**First Year**

**Fall Semester**

CED 113	Educational Ministries of the Church	3
CED 353	Small Groups in the Church	3
LIM 233	Biblical Foundations of Leadership	3
LIM 313	Ministry Leadership and Society	3
		<u>12</u>

**Spring Semester**

CED 383	Organization and Administration of CE	3
LIM 323	Leadership & Management Theory	3
LIM 333	Leadership Communication	3
NTE 243	Gospel of John	3
		<u>12</u>

**Summer**

SYT 313	God & Redemption	3
SYT 323	The Church: Its Truth & Destiny	3
		<u>6</u>

**Second Year**

**Fall Semester**

CED 423	History & Philosophy of Christian Ed	3
LIM 413	Strategies for Leadership Development	3
LIM 423	Change, Conflict, & Organizational Culture	3
LIM 433	Leadership Formation	3
		<u>12</u>

**Spring Semester**

CED 463	Spiritual Formation	3
LIM 473	The Leader as Teacher	3
LIM 483	Seminar in Ministry Leadership	3
NTE 473	Romans and Galatians	3
		<u>12</u>

Minimum hours required = 126





# SCHOOL OF COMMUNICATION

(706) 886-7299, ext. 5270

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

## SCHOOL DIRECTOR

Jerry E. Fliger, Ph.D.

## FULL-TIME FACULTY

Curt N. Wanner, M.A.

## PART-TIME FACULTY

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 concentrations in Interpersonal & Public Communication and Mass Communication, students are given the opportunity to explore the major areas of communication studies.

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

## PROCEDURE FOR ADMISSION

A student desiring to pursue a major in the School of Communication should complete a Declaration of Major form as an applicant to the School of Communication. Students completing 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. 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.
5. Satisfactory completion of a Senior Portfolio that provides evidence of successful attainment of the outcomes of the major.
6. Satisfactory completion of the comprehensive oral examination. The oral exam will be taken during one of the final two semesters at Toccoa Falls College. At least two weeks prior to the exam students will submit a faith integration paper that evidences an intentional and thoughtful review of their course work in light of a biblical worldview.

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

## COMMUNICATION STUDIES MAJOR PURPOSE & OUTCOME GOALS

The major in Communication Studies provides training and education necessary for a successful life in the many areas supported by professional communication. Whether pursuing a concentration or not, the Communication student will gain valuable knowledge, skills and an attitude necessary for pursuing his/her career and life goals.

The Communication Studies major offers concentrations for those who want to pursue a more dedicated line of study. The concentration in Mass Communication provides professional training that can lead directly to employment and service to the Kingdom in the field of mass communication by studying issues in mass media and production techniques as well as the theory behind both. The School of Communication maintains a radio studio entirely for student use as well as graphic design and television and video production equipment enabling students to gain hands-on experience in their field. Valuable first-hand experience can be gained 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](#).

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

The learning objectives for this major include the following:

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

**COMMUNICATION STUDIES MAJOR**

**INTERPERSONAL & PUBLIC COMMUNICATION CONCENTRATION**

**GENERAL EDUCATION - 69 hours**

**BIBLE & THEOLOGY - 30 hours**

BIB 213 Hermeneutics  
 BSF 103 Foundations of Spiritual Formation  
 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 *or*  
 PSY 243 Developmental Psychology  
 One HIS course from: HIS 113, 123, 223, 233, 243, 313, 323, 353, 363, 393  
 Choose two from : ANT 203, CSG 203, ECO 213, 223, GHY 213, POL 213 or SOC 213

**COMPUTER, SCIENCE, & MATHEMATICS - 12 hours**

CSC 113 Introduction to Computers  
 MAT 253 Introduction to Statistics  
 SCI 113 Scientific Literacy or equivalent  
 One course from BIO, CHM, MAT, PHS, or SCI

**MAJOR - 37 hours**

**COMMUNICATION STUDIES CORE – 12 hours**

COM 213 Introduction to Communication Theory  
 COM 313 Introduction to Communication Research Methods  
 COM 363 Media & Society  
 COM 423 Communication Ethics

**IPC CONCENTRATION – 25 hours**

COM 283 Persuasion *or*  
 IPC 343 Advanced Public Speaking  
 IPC 201 Inter. & Public Com. Practicum (May be repeated)  
 IPC 293 Interpersonal Communication  
 IPC 313 Organizational Communication  
 IPC 333 Small Group Communication  
 IPC 493 Inter. & Public Communication Internship  
 IPC \_\_\_ 2 electives at 300 or 400 level  
 COM, IPC, MCM elective

**MINOR or OPEN ELECTIVES - 20 hours**

**TOTAL = 126 hours**

**INTERPERSONAL & PUBLIC COMMUNICATION COURSE SCHEDULE**

**First Year**

**Fall Semester**  
 NTE 113 Life & Revelation of Christ 3  
 ENG 113 Freshman Composition I 3  
 CSC 113 Introduction to Computers 3  
 MAT 253 Introduction to Statistics 3  
 Scientific Literacy or equivalent 3  
 TFC 100 Success Seminar 0  
 15

**Winterim**  
 HUM 103 Western Thought & Culture 3

**Spring Semester**  
 BSF 103 Foundations of Spiritual Formation 3  
 NTE 123 Early Church: History & Letters 3  
 COM 113 Introduction to Communication 3  
 ENG 123 Freshman Composition II 3  
 IPC 293 Interpersonal Communication 3  
 15

**Second Year**

**Fall Semester**  
 OTE 213 Law & History 3  
 \_\_\_ 200-level Literature Elective 3  
 \_\_\_ Social Science elective 3  
 PSY 213 General Psychology *or*  
 PSY 243 Developmental Psychology 3  
 COM 213 Intro to Communication Theory 3  
 STM \_\_\_ Student Ministry 0  
 15

**Spring Semester**  
 BIB 213 Hermeneutics 3  
 OTE 223 Poetry & Prophecy 3  
 HIS \_\_\_ History Elective 3  
 \_\_\_ Social Science elective 3  
 COM 283 Persuasion *or* Open Elective 3  
 STM \_\_\_ Student Ministry 0  
 15

**Third Year**

**Fall Semester**  
 SYT 313 God & Redemption 3  
 \_\_\_ Science or Math elective 3  
 COM 363 Media & Society *or*  
 COM 313 Intro to Communication Research Methods 3  
 IPC 201 Interpersonal & Public Com. Practicum 1  
 IPC \_\_\_ IPC Elective 3  
 IPC 343 Advanced Public Speaking *or*  
 \_\_\_ Minor *or* Open Elective 3  
 STM \_\_\_ Student Ministry 0  
 16

**Spring Semester**  
 SYT 323 The Church: Its Truth & Destiny 3  
 IPC 333 Small Group Communication *or*  
 IPC \_\_\_ IPC Elective 3  
 \_\_\_ COM, IPC *or* MCM Elective 3  
 \_\_\_ Minor *or* Open Elective 3  
 \_\_\_ Minor *or* Open Elective 3  
 STM \_\_\_ Student Ministry 0  
 15

**SUMMER SESSION**

IPC 493 Interpersonal & Public Com. Internship 3

**Fourth Year**

**Fall Semester**  
 \_\_\_ Bible & Theology Elective 3  
 IPC 313 Organizational Communication 3  
 COM 363 Media & Society *or*  
 COM 313 Intro to Communication Research Methods 3  
 \_\_\_ Minor *or* Open Elective 3  
 \_\_\_ Minor *or* Open Elective 3  
 15

**Spring Semester**  
 \_\_\_ Bible & Theology Elective 3  
 COM 423 Communication Ethics 3  
 IPC 333 Small Group Communication *or*  
 IPC \_\_\_ IPC Elective 3  
 \_\_\_ Minor *or* Open Elective 3  
 \_\_\_ Open Elective 2  
 14

Minimum hours required = 126

**COMMUNICATION STUDIES MAJOR**

**MASS COMMUNICATION CONCENTRATION**

**GENERAL EDUCATION - 69 hours**

**BIBLE & THEOLOGY - 30 hours**

- BIB 213 Hermeneutics
  - BSF 103 Foundations of Spiritual Formation
  - 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 *or*
  - PSY 243 Developmental Psychology
- One HIS course from: HIS 113, 123, 223, 233, 243, 313, 323, 353, 363, 393
- Choose two from : ANT 203, CSG 203, ECO 213, 223, GHY 213, POL 213 or SOC 213

**COMPUTER, SCIENCE, & MATHEMATICS - 12 hours**

- CSC 113 Introduction to Computers
  - MAT 253 Introduction to Statistics
  - SCI 113 Scientific Literacy or equivalent
- One course from BIO, CHM, MAT, PHS, or SCI

**MAJOR - 37 hours**

**COMMUNICATION STUDIES CORE - 12 hours**

- COM 213 Introduction to Communication Theory
- COM 313 Introduction to Communication Research Methods
- COM 363 Media & Society
- COM 423 Communication Ethics

**MASS COMMUNICATION CONCENTRATION – 25 hours**

- MCM 201 Mass Communication Practicum (May be repeated)
- MCM 203 Introduction to Mass Communication
- MCM 213 Media Production
- MCM 333 Rhetoric of Media *or*
- MCM 453 Faith, Media & Culture
- MCM 373 Writing for Media
- MCM 493 Mass Communication Internship
- MCM \_\_\_ 2 electives at 300 or 400 level
- COM, IPC, MCM elective

**OPEN ELECTIVES - 20 hours**

**TOTAL = 126 hours**

**MASS COMMUNICATION COURSE SCHEDULE**

**First Year**

**Fall Semester**

NTE 113	Life & Revelation of Christ	3
ENG 113	Freshman Composition I	3
CSC 113	Introduction to Computers	3
MAT 253	Introduction to Statistics	3
_____	Scientific Literacy or equivalent	3
TFC 100	Success Seminar	0
		<u>15</u>

**Winterim**

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

BSF 103	Foundations of Spiritual Formation	3
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
_____	Social Science Elective	3
MCM 213	Media Production	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
_____	Social Science Elective	3
_____	Open Elective	3
STM _____	Student Ministry	0
		<u>15</u>

**Third Year**

**Fall Semester**

SYT 313	God & Redemption	3
PSY 213	General Psychology <i>or</i>	
PSY 243	Developmental Psychology	3
MCM 333	Rhetoric of Media <i>or</i>	
_____	Open Elective	3
COM _____	Intro to Res Methods <i>or</i> Media & Society	3
MCM 201	Mass Communication Practicum	1
_____	Open Elective	2
STM _____	Student Ministry	0
		<u>15</u>

**Spring Semester**

SYT 323	The Church: Its Truth & Destiny	3
_____	Science or Math elective	3
MCM 373	Writing for Media <i>or</i>	
MCM _____	MCM Elective	3
_____	COM, IPC <i>or</i> MCM Elective	3
MCM 453	Faith, Media & Culture <i>or</i>	
_____	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
MCM _____	MCM Elective	3
_____	Minor <i>or</i> Open Elective	3
_____	Minor <i>or</i> Open Elective	3
		<u>15</u>

**Spring Semester**

_____	Bible & Theology Elective	3
COM 423	Communication Ethics	3
MCM 373	Writing for Media <i>or</i>	
MCM _____	MCM Elective	3
_____	Minor <i>or</i> Open Elective	3
_____	Minor <i>or</i> Open Elective	3
		<u>15</u>

Minimum hours required = 126

## COMMUNICATION MINORS

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

### 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
IPC 293	Interpersonal Communication	3
IPC 313	Organizational 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
Two of the following electives:		
MCM 353	Broadcast Journalism	3
MCM/COM ____	Communication Elective	3
COM 363	Media & Society	3

### LEADERSHIP MINOR – 15 hours

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

COM 283	Persuasion	3
IPC 293	Interpersonal Communication	3
IPC 353	Leadership Communication	3
IPC 373	Mentoring	3
LIM 433	Leadership Formation	3

### 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 213	Media Production	3
MCM 373	Writing for Media	3
COM 363	Media & Society	3
MCM ____	Mass Communication Elective	3

### PUBLIC RELATIONS MINOR - 15 hours

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

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

# 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.  
Corey J. Gilbert, Ph.D.  
Mark A. Koser, M.A.

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

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

1. Fulfillment of all the "General Requirements for Graduation" (see section on "Academic Information")
2. Satisfactory completion of all required courses listed with a minimum grade of "C-" in all counseling and psychology courses. A cumulative average of 2.0 will be required for the total hours applied to the major

3. Satisfactory completion of a counseling internship served in a community agency or professional setting, or a senior research paper
4. Student portfolio

## COUNSELING PSYCHOLOGY MAJOR PURPOSE & OUTCOME GOALS

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

The learning objectives for this program include the following:

- Gaining faculty knowledge leading to competency in the knowledge base of counseling and psychology (IDEA 1)
- Learning fundamental principles, generalizations, or theories related to counseling and psychology (IDEA 2)
- Developing skills, competencies, and points of view needed by professionals in the counseling field (IDEA 4)
- Developing a clearer understanding of, and commitment to, personal Biblical values for use in Christian counseling (IDEA 10)
- Learning to analyze and critically evaluate ideas, arguments, and points of view related to the counseling psychology field (IDEA 11)

## 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 333	Crisis Counseling	3
CSG 363	Family Therapy	3
CSG 423	Counseling for Addictions	3
CSG 443	Premarital & Marital Counseling	3
CSG 463	Group Counseling	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 junior or senior year.

### PSYCHOLOGY MINOR - 15 hours

PSY 213	General Psychology	3
PSY 243	Developmental Psychology	3
PSY 353	Personality Theories	3
PSY 363	Abnormal Psychology	3

*Choose one of the following courses:*

PSY 413	Research Methods in Psychology	3
PSY 423	Tests & Measurements	3

## COUNSELING PSYCHOLOGY MAJOR

### GENERAL EDUCATION - 69 hours

#### BIBLE & THEOLOGY - 30 hours

BIB 213	Hermeneutics
BSF 103	Foundations of Spiritual Formation
NTE 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

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: PHY 213 or PHY 343	
One Literature course from: AML 213, 223, ENG 213, 223, 233	

#### SOCIAL SCIENCES - 12 hours

CSG 203	Introduction to Counseling
PSY 113	General Psychology
One 100, 200 or 300 level HIS elective	
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 or equivalent
<sup>1</sup> Students may exempt CSC 113, Introduction to Computers, by taking the Institutional Challenge Exam.	

### MAJOR - 42 hours

#### CSG PSYCHOLOGY CORE - 39 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 363	Family Therapy
CSG 443	Premarital & Marital Counseling
CSG 463	Group Counseling
PSY 243	Developmental Psychology
PSY 353	Personality Theories
PSY 363	Abnormal Psychology
PSY 413	Research Methods in Psychology <b>or</b>
PSY 423	Tests & Measurements
PSY 493	Senior Seminar
CSG 473	Counseling Internship <b>or</b>
PSY 473	Psychology Research Project

#### CSG PSYCHOLOGY ELECTIVES - 3 hours

CSG 223	Identity, God's Call & Leadership
CSG 383	Counseling for Ministry
CSG 423	Counseling for Addictions
PSY 253	Human Sexuality
PSY 323	Educational Psychology

### MINOR or OPEN ELECTIVES - 15 hours

**TOTAL = 126 hours**

## COURSE SCHEDULE

### First Year

#### Fall Semester

BSF 103	Foundations of Spiritual Formation	3
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>

#### Winterim

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

NTE 123	Early Church: History & Letters	3
COM 113	Introduction to Communication	3
ENG 123	Freshman Composition II	3
_____	Scientific Literacy or equivalent	3
CSG 203	Introduction to Counseling	3
		<u>15</u>

### Second Year

#### Fall Semester

OTE 213	Law & History	3
_____	200-level Literature Elective (AML or ENG)	3
MAT 253	Introduction to Statistics	3
PSY 243	Developmental Psychology	3
CSG 313	Coun Skills I: Interviewing & Interventions	3
STM _____	Student Ministry	0
		<u>15</u>

#### Spring Semester

BIB 213	Hermeneutics	3
OTE 223	Poetry & Prophecy	3
HIS _____	History Elective	3
CSG 213	Christ-Centered Counseling	3
CSG 323	Coun Skills II: Therapeutic Meth & Interven	3
STM _____	Student Ministry	0
		<u>15</u>

### Third Year

#### Fall Semester

SYT 313	God & Redemption	3
CSG 333	Crisis Counseling	3
PSY 353	Personality Theories	3
_____	Social Science Elective	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 113/PHY 343	Intro to Philosophy <b>or</b> Ethics	3
CSG 363	Family Therapy	3
PSY 363	Abnormal Psychology	3
_____	Minor <b>or</b> Open Elective	3
STM _____	Student Ministry	0
		<u>15</u>

### Fourth Year

#### Fall Semester

_____	Bible & Theology Elective	3
CSG 443	Premarital & Marital Counseling	3
CSG 463	Group Counseling	3
CSG/PSY	Csg Psychology Elective	3
_____	Minor <b>or</b> Open Elective	3
		<u>15</u>

#### Spring Semester

_____	Bible & Theology Elective	3
PSY 313	Research Methods in Psychology <b>or</b>	3
PSY 423	Tests & Measurements	3
CSG 473	Counseling Internship <b>or</b>	3
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.  
You Ju Lee, D.M.A.  
James R. Morden, M.M.  
W. David Stufft, M.Ed.

## PART-TIME FACULTY

Lisa Bartholow, M.M.  
Loretta Cheek, M.Ed.  
Martin J. Dean, B.M.  
Keith Gehle, B.M.  
Mary Hixson, M.M.Ed.  
Marissa J. Knaub, M.M.  
Marcia J. Little, M.M.  
Catherine Kilroe-Smith, M.M.  
Heather Strachan, B.M.  
Jill S. Venter, M.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. Twentieth Century Period—Debussy: Children's Corner Suite, easier Preludes, or either of the two Arabesques—Bartok: Allegro Barbaro, later books of the Mikrokosmos—Gershwin: Preludes—Hindemith: Sonata No. 2—Tcherepnin: Bagatelles, op. 5—Copland: Cat and the Mouse. Candidate should be able to play major and minor scales, (hands together, four octaves, sixteenth notes, quarter note MM 92) as well as sight-read an accompaniment of an art song.

*Harp:* (Student must bring instrument, storage is provided.) Slow scales, one and one-half octaves, hands alone; one selected study of the difficulty of Lariviere "Exercise et Etudes;" and a selected romantic, classical, or contemporary piece.

*Guitar:* Three major and minor scales in two octaves; a composition of moderate difficulty from any period; a study or exercise demonstrating an understanding of various techniques

such as legato, arpeggios, and barre; and ability to sight read a composition of moderate difficulty.

### **VOCAL SOLO PERFORMANCE**

In addition to 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**

Students should be familiar with primary style periods of music; knowledge of primary composers; and of various genres, for example, opera, symphony, chamber music, etc. Students may prepare by studying any standard music appreciation text.

#### **PIANO**

Students should be adept at scales and chord progressions, harmonization, sight-reading, and have adequate repertoire. Students may prepare by taking private piano lessons.

#### **SIGHT-SINGING**

Students will be expected to sight-sing musical material of the difficulty of an average folk song.

#### **EAR TRAINING**

Students will be given a brief aural quiz in recognizing intervals, melodies, and rhythms.

### **GRADUATION REQUIREMENTS**

1. Fulfillment of all the "General Requirements for Graduation" (see section on "Degree Requirements).
2. Satisfactory completion of all required courses as listed in the curriculum below with a minimum grade of "C-" in all courses taken in the 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 an orchestral instrument. School of Music majors will select their primary area from piano, organ, voice, or an instrument, this selection being subject to faculty approval.

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

The Church Music major equips future servant leaders with knowledge, skill, and character pertinent to church music ministries from a biblical world view for kingdom service.

The learning objectives for this program include the following:

- Gaining factual knowledge in the areas of music history repertory and music theory (IDEA 1)
- Developing skills, competencies, and points of view needed by professionals—in the areas of Aural Skills, analysis, technology, piano/keyboard, composition, and improvisation and performance (IDEA 4)
- Gaining a broad understanding, appreciation or intellectual/cultural activity—in the area of church music and an increased understanding and appreciation for various

forms and styles of music appropriate for church worship services (IDEA 7)

- Developing a clearer understanding of, and commitment to, personal Biblical values reflecting God's call on his or her life for service in a career in church music ministry (IDEA 10)

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

The Music Performance major equips future servant leaders with knowledge, skill, and character pertinent to music performance from a biblical world view for kingdom service.

The learning objectives for this program include the following:

- Gaining factual knowledge in the areas of music history repertory and music theory (IDEA 1)
- Developing skills, competencies, and points of view needed by professionals—in the areas of Aural Skills, analysis, technology, piano/keyboard, composition, and improvisation and performance, including mastery of performance skills in the applied area (IDEA 4)
- Gaining a broad understanding, appreciation or intellectual/cultural activity—in the ability to synthesize knowledge in the area of music performance and various forms and styles of music (IDEA 7)
- Developing a clearer understanding of, and commitment to, personal Biblical values reflecting God's call on his or her life for service in a career in music performance (IDEA 10)

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

The Music major equips future servant leaders with knowledge, skill, and character pertinent to general music-related careers from a biblical world view for kingdom service.

The learning objectives for this program include the following:

- Gaining factual knowledge in the areas of music history repertory and music theory (IDEA 1)
- Developing skills, competencies, and points of view needed by professionals—in the areas of Aural Skills, analysis, technology, piano/keyboard, composition, and improvisation and performance (IDEA 4)
- Gaining a broad understanding, appreciation or intellectual/cultural activity—The successful student will demonstrate the ability to synthesize knowledge in the area of general music and an increased understanding and appreciation for various forms and styles of music (IDEA 7)
- Developing a clearer understanding of, and commitment to, personal Biblical values reflecting God's call on his or her life for service in a general music-related career (IDEA 10)

## CHURCH MUSIC MAJOR (B.M.)

### GENERAL EDUCATION - 66 hours

#### BIBLE & THEOLOGY - 30 hours

BIB 213 Hermeneutics  
BSF 103 Foundations of Spiritual Formation  
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 - 18 hours

COM 113 Introduction to Communication  
ENG 113 Freshman Composition I  
ENG 123 Freshman Composition II  
GMU 113 Introduction to Music  
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 or equivalent  
One Mathematics course from: MAT 113, 133, 253

### 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 (MPN 111, 121, 231 prerequisites)  
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**

BSF 103	Foundations of Spiritual Formation	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 111	Class Piano I (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
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>0</u>

14/15/16

**Winterim**

HUM 103	Western Thought & Culture	3
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**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 121	Class Piano II (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>0</u>

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**Second Year**

**Fall Semester**

BIB 213	Hermeneutics	3
NTE 113	Life & Revelation of Christ	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 231	Class Piano III (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>0</u>

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**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>0</u>

15/16

**Third Year**

**Fall Semester**

SYT 313	God & Redemption	3
____	Scientific Literacy or equivalent	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>0</u>

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**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>0</u>

18

**Fourth Year**

**Fall Semester**

OTE 213	Law & History	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>0</u>

17

**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>0</u>

16/18

Minimum hours required = 136

## MUSIC MAJOR (B.A. or B.S.)

### GENERAL EDUCATION - 69 hours

#### BIBLE & THEOLOGY - 30 hours

BIB 213 Hermeneutics  
BSF 103 Foundations of Spiritual Formation  
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 100, 200 or 300 level HIS elective  
Two Social Science courses from: ANT 203, CSG 203, ECO 213,  
223, GHY 213, POL 213, SOC 213

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

CSC 373 Introduction to Music Technology  
SCI 113 Scientific Literacy or equivalent  
One Mathematics course from: MAT 113, 133, 253  
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 (6 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**

BSF 103	Foundations of Spiritual Formation	3
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 111	Class Piano I	1
TFC 100	Success Seminar	0
		<u>17</u>

**Winterim**

HUM 103	Western Thought & Culture	3
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**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 121	Class Piano II	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 231	Class Piano III	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
_____	Scientific Literacy or equivalent	3
CON 311	Choral Conducting I	1
MRA 110	Recital Attendance	0
MUT 241	Aural Skills IV	1
MUT 243	Music Theory IV	3
REC 110	Recital Performance	0
_____	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
REC 110	Recital Performance	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
_____	Social Science Elective	3
_____	Science Elective	3
MUS 480	Comprehensive Exam in Music	0
_____	Open Elective	3
ENS _____	Required Ensemble	0.5
		<u>12.5</u>

Minimum hours required = 132

## MUSIC PERFORMANCE MAJOR (B.M.)

### GENERAL EDUCATION - 66 hours

#### BIBLE & THEOLOGY - 30 hours

BIB 213 Hermeneutics  
BSF 103 Foundations of Spiritual Formation  
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

COM 113 Introduction to Communication  
ENG 113 Freshman Composition I  
ENG 123 Freshman Composition II  
GMU 113 Introduction to Music  
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 or equivalent  
One Mathematics course from: MAT 113, 133, 253

### 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 (MPN 111,121, 231 prerequisites)  
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**

BSF 103	Foundations of Spiritual Formation	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 111	Class Piano I (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>15/17</u>

**Winterim**

HUM 103	Western Thought & Culture	3
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**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 121	Class Piano II (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
NTE 113	Life & Revelation of Christ	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 231	Class Piano III (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**

OTE 213	Law & History	3
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>16/19</u>

**Spring Semester**

SYT 323	The Church: Its Truth & Destiny	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>14/15/16</u>

**Fourth Year**

**Fall Semester**

____	Bible & Theology Elective	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>14/16</u>

**Spring Semester**

____	Bible & Theology Elective	3
PSY 213	General Psychology	3
____	Scientific Literacy or equivalent	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>17/18</u>

Minimum hours required = 135 (i, k): 139 (v)



**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.

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

**MUSIC MINOR - 19 hours**

ENS ____	Required Ensemble	3
GMU 113	Introduction to Music	3
MPN 111	Class Piano I	1
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

**PRE-ETHNOMUSICOLOGY MINOR PURPOSE AND OUTCOME GOALS**

The minor in Pre-Ethnomusicology is designed to equip non-music majors desiring to incorporate music into their future career and ministries in cross-cultural settings. The curriculum includes studies in cross cultural music and general music knowledge.

Students taking this minor will learn to identify, perform and interact with the music of various people groups from around the world.

**PRE-ETHNOMUSICOLOGY MINOR – 19 hours**

ANT 203	Cultural Anthropology <sup>1</sup>	3
GMU 113	Introduction to Music	3
GMU 123	Introduction to World Music	3
GMU 213	U.S. Music	3
MUT 101	Fundamentals of Aural Skills	1
MUT 103	Fundamentals of Music	3
ENS 190	Multicultural Music Ensemble <sup>2</sup>	2
MGT 110	Beginning Guitar <sup>3</sup>	.05
ENS ____	Ensemble Elective	.05
MRA 110	Recital Attendance <sup>4</sup>	0

<sup>1</sup>Students should check with their advisor to see if a substitution is possible for another social science elective.

<sup>2</sup>Four consecutive semesters.

<sup>3</sup>Advanced guitar students may substitute Private Applied Guitar lessons or Guitar Ensemble. Permission of the instructor is required. Note: class applied lesson fees are charged for the guitar classes and private lesson fees are charged for Private Applied Guitar lessons. All students are required to provide their own guitar and are strongly encouraged to seek guidance from the professor as to the type of guitar needed.

<sup>4</sup>Four semesters required



# SCHOOL OF TEACHER EDUCATION

(706) 886-7299, ext. 5298  
e-mail: teacher@tfc.edu

**INTERIM SCHOOL DIRECTOR**  
Donna R. Gardner, Ed.D.

**FULL-TIME FACULTY**  
Eli Dunagan, Ph.D.  
L. Ruth Frederick, Ed.D.  
Spencer H. Rolle, M.A.  
W. David Stuftt, M.Ed.

**PART-TIME FACULTY**  
Dena A. Rapp, Ed.D.

## INTRODUCTION

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 *knowledge, skills and character* appropriate to help all students learn. Those servant leaders called by God to this vocation will be prepared in *knowledge, skills and character* for effective and Christ-like service in the diverse and dynamic classroom of the 21<sup>st</sup> century.

The program is approved by the Professional Standards Commission of the State of Georgia, and graduates are eligible for teacher certification. Students are qualified to teach in Christian, International, private and public schools.

## PROCEDURES FOR ADMISSION

During the end of the freshman year, students apply for admission to the 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 Critical Reading and Math, (SAT = 1,000 **or** ACT = 43), or passing GACE I
4. References completed by two TFC faculty members
5. A reference form completed by 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 AND OVERSEAS PRACTICUM

In the spring semester of a student's junior year, teaching candidates must seek admission to student teaching. The process required the completion of an Interview Portfolio, and interview and a cum GPA of 2.5.

Students desiring to student teach overseas must have a cum GPA of 3.0, complete the admission process to student teaching and manifest both the desire and ability to function in an international setting. Applications must be submitted the fall semester of a student's junior year.

## SPECIAL COURSE PREREQUISITES

All 300 and 400-level 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

All students involved with the School of Teacher Education must complete all of the following areas:

1. *Field Experiences*: This consists of PTO Field Experience I, PTO Field Experience II, Content Literacy Field Experience and Student Teaching.
2. *Portfolios*: This consists of an Introductory Portfolio, Interview Portfolio and an Internship Portfolio.
3. *Student Teaching*: Students practice the skills they have learned and demonstrate the ability to be competent teachers upon graduation. Student teaching is 12 weeks long and is only done in the spring semester.
4. *GACE II*: To receive a "clear-renewable" certification students are required to pass the GACE II (a subject assessment taken the junior or senior year for certification in Georgia).

## CERTIFICATION PROGRAM

Individuals who have already completed a baccalaureate degree at an accredited institution may complete one of the approved programs in the 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.

## TEACHER EDUCATION MAJOR PURPOSE & OUTCOME GOALS

The Teacher Education Majors in Early Childhood, Middle Grades, Secondary and Music equip future servant leaders with *knowledge* of the diverse learners and the content they teach, *skills* in planning instruction, assessing, managing, and interacting with the school community, and *character* reflecting life-long learning and a calling as a Christian servant leader all from a Biblical world view for kingdom service.

The Professional Teaching Objectives for these majors include the following:

- Gains factual knowledge in the content field necessary for teaching (IDEA 1)
- Learns fundamental principles, generalizations, or theories about the characteristics of learners (IDEA 2)
- Learns to apply course material to structure classroom opportunities for different learners (IDEA 3)
- Develops specific skills, competencies and points of view needed by educational professionals in lesson planning that demonstrates use of a variety of instructional methods and resources (IDEA 4)
- Develops skills in promoting creative, critical and independent thinking (IDEA 4)
- Develops specific skills in planning and utilizing appropriate methods of assessment (IDEA 4)
- Develops effective classroom management philosophy and practices (IDEA 4)
- Acquires skills in interacting appropriately with others as a member of the school community (IDEA 5)
- Demonstrates skills as a life-long learner by finding and using resources for answering questions or solving problems (IDEA 9)
- Develops a commitment to calling through character that demonstrates Christ-like values (IDEA 10)
- Changes professional behavior based on reflection, analysis and critical evaluation (IDEA 12)

## EARLY CHILDHOOD MAJOR

The Early Childhood program leads to certification in grades preschool through five.

### GENERAL EDUCATION - 73 hours

#### BIBLE & THEOLOGY - 30 hours

BIB 213	Hermeneutics	
BSF 103	Foundations of Spiritual Formation	
NTE 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	
HIS 243	Twentieth Century World History	
PSY 243	Developmental Psychology	
PSY 323X	Educational Psychology	

#### COMPUTER, SCIENCE, & MATHEMATICS – 16 hours

BIO 114	Biology I	
CSC 303	Technology for Teachers	
MAT 113	General College Math	
MAT 123	Math for Teachers	
SCI 243	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 423	Curriculum & Assessment	
EDC 433	Classroom Management & Philosophy	
EDC 453	Reading Diagnosis & Remediation	
EDU 111	Teacher Education Orientation	
EDU 133	Foundations & Trends in Education	
EDU 211	PTO Field Experience I	
EDU 221	PTO Field Experience II	
EDU 300	Content and Literacy Field Experience	
EDU 311	Education Seminar	
EDU 422	Professional Integration	
EDU 453	The Exceptional Child	
EDU 4110	Teaching Practicum	

### TOTAL = 128 hours

For ESOL Endorsement on your teaching certificate add the following classes to ANT 203 Cultural Anthropology (These courses are embedded in the following course schedule in parentheses.)

ESL 313 Introduction to TESOL  
EDE 323 Classroom ESL: Methodology and Practicum

(e) = even year (o) = odd year

## EARLY CHILDHOOD EDUCATION (P-5) COURSE SCHEDULE

### First Year

#### Fall Semester

BSF 103	Foundations of Spiritual Formation	3
NTE 113	Life & Revelation of Christ	3
ENG 113	Freshman Composition I	3
BIO 114	Biology I	4
MAT 113	General College Math	3
EDU 111	Teacher Education Orientation	1
TFC 100	Success Seminar	0
		<u>17</u>

#### Winterim

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

NTE 123	Early Church: History & Letters	3
ENG 123	Freshman Composition II	3
MAT 123	Math for Teachers	3
PSY 243	Developmental Psychology	3
EDU 133	Foundations & Trends in Education	3
STM 1__	Student Ministry	0
		<u>15</u>

#### Summer I, II (or following Winterim)

EDU 211	PTO Field Experience I	1
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### Second Year

#### Fall Semester

OTE 213	Law & History	3
ANT 203	Cultural Anthropology	3
HIS 223	Twentieth Century World History (o) <i>or</i> 200-level literature elective (e)	3
EDC 263	Creative & Fine Arts	3
STM 2__	Student Ministry	0
(ESL 313)	Intro to TESOL	3
		<u>12/15</u>

#### Winterim (or Summer I or II)

EDU 221	PTO Field Experience II	1
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#### Spring Semester

BIB 213	Hermeneutics	3
OTE 223	Poetry & Prophecy	3
EDC 253	Intro to Reading Methods	3
EDC 273	Early Childhood Methods	3
(EDE 323)	Classroom ESL: Meth/Practicum	3
PSY 323X	Educational Psychology	3
STM 3__	Student Ministry	0
		<u>15/18</u>

### Third Year

#### Fall Semester

SYT 313	God & Redemption	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
HIS 223	Twentieth Century World History (o) <i>or</i> 200-level literature elective (e)	3
STM 4__	Student Ministry	0
		<u>18</u>

#### Winterim

EDU 300	Content and Literacy Field Experience	0
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#### Spring Semester

__	Bible & Theology Elective	3
SYT 323	The Church: Its Truth & Destiny	3
SCI 243	Earth Science	3
EDC 353	Reading & Writing: EC	3
EDC 373	Health & PE Methods: EC	3
CSC 303	Technology for Teachers	3
EDU 311	Education Seminar	1
		<u>19</u>

### Fourth Year

#### Fall Semester

__	Bible & Theology Elective	3
EDC 433	Classroom Management & Philosophy	3
EDC 453	Reading Diagnosis & Remediation	3
EDC 423	Curriculum & Assessment	3
EDU 453	The Exceptional Child	3
		<u>15</u>

#### Spring Semester (no additional hours allowed)

EDU 422	Professional Integration	2
EDU 4110	Teaching Practicum: EC (12 weeks)	10
		<u>12</u>

Minimum hours required = 128 (134)

## 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 who 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

BIB 213 Hermeneutics  
BSF 103 Foundations of Spiritual Formation  
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

### COMPUTER, SCIENCE, & MATHEMATICS – 16 hours

CSC 303 Technology for Teachers  
MAT 113 General College Math  
MAT 123 Math For Teachers  
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 383 Social Studies & Language Arts Methods: MG  
EDM 353 Reading & Writing in the Content Area: MG/SEC  
EDM 363 Young Adult Literature  
EDM 423 Curriculum Assessment  
EDM 433 Classroom Management & Philosophy  
EDU 111 Teacher Education Orientation  
EDU 133 Foundations & Trends in Education  
EDU 211 PTO Field Experience I  
EDU 221 PTO Field Experience II  
EDU 300 Content and Literacy Field Experience  
EDU 311 Education Seminar  
EDU 422 Professional Integration  
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  
EDM 363 Young Adult Literature  
ENG 383 Advanced Composition

#### Social Science - 15 hours

GHY 213 World Geography  
HIS 223 Twentieth Century World History  
HIS 233 History of the United States I  
HIS 243 History of the United States II  
POL 213 American Government

### MATHEMATICS & 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 Earth Science

**TOTAL = 128 -130 hours**

**MIDDLE GRADES EDUCATION (4-8): LANGUAGE ARTS & SOCIAL SCIENCE COURSE SCHEDULE**

**First Year**

**Fall Semester**

BSF 103	Foundations of Spiritual Formation	3
NTE 113	Life & Revelation of Christ	3
BIO 114	General Biology I	4
ENG 113	Freshman Composition I	3
MAT 113	General College Math	3
EDU 111	Teacher Education Orientation	1
TFC 100	Success Seminar	0
		<u>17</u>

**Winterim**

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

NTE 123	Early Church: History & Letters	3
ENG 123	Freshman Composition II	3
HIS 243	History of the United States II	3
MAT 123	Math for Teachers	3
EDU 133	Foundations & Trends in Education	3
STM 1__	Student Ministry	0
		<u>15</u>

**Summer I, II (or following Winterim)**

EDU 211	PTO Field Experience I	1
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**Second Year**

**Fall Semester**

BIB 213	Hermeneutics	3
OTE 213	Law & History	3
GHY 213	World Geography	3
SCI 113	Scientific Literacy	3
PSY 243	Developmental Psychology	3
STM 2__	Student Ministry	0
		<u>15</u>

**Winterim (or Summer I or II)**

EDU 221	PTO Field Experience II	1
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**Spring Semester**

OTE 233	Poetry & Prophecy	3
AML 223	American Literature II (o) <b>or</b>	
ENG 383	Advanced Comp. (e)	3
ENG 213	World Literature	3
HIS 223	Twentieth Century World History	3
EDM 273	The Middle School Teacher	3
STM 3__	Student Ministry	0
		<u>15</u>

**Third Year**

**Fall Semester**

SYT 313	God & Redemption	3
HIS 233	History of the United States I	3
EDM 353	Reading & Writing: MG/SEC	3
EDM 383	Social Studies & Lang. Arts Methods: MG	3
CSC 303	Technology for Teachers	3
EDU 300	Content and Literacy Field Exp.	0
		<u>15</u>

**Spring Semester**

SYT 323	The Church: Its Truth & Destiny	3
_____	Bible & Theology Elective	3
AML 223	American Literature II (o) <b>or</b>	
ENG 383	Advanced Comp. (e)	3
POL 213	American Government	3
PSY 323X	Educational Psychology	3
EDM 363	Young Adult Literature	3
EDU 311	Education Seminar	1
STM 4__	Student Ministry	0
		<u>19</u>

**Fourth Year**

**Fall Semester**

_____	Bible & Theology Elective	3
ENG 393E	Grammar for Teachers	3
EDM 423	Curriculum & Assessment	3
EDM 433	Classroom Management & Philosophy: MG	3
EDU 453	The Exceptional Child	3
		<u>15</u>

**Spring Semester (no additional hours allowed)**

EDU 422	Professional Integration	2
EDU 4110	Teaching Practicum: MG (12 weeks)	10
		<u>12</u>

Minimum hours required = 128

**MIDDLE GRADES EDUCATION (4-8): MATHEMATICS & SCIENCE COURSE SCHEDULE**

**First Year**

**Fall Semester**

BSF 103	Foundations of Spiritual Formation	3
NTE 113	Life & Revelation of Christ	3
BIO 114	Biology I	4
ENG 113	Freshman Composition I	3
MAT 133	College Algebra	3
EDU 111	Teacher Education Orientation	1
TFC 100	Success Seminar	0
		<u>17</u>

**Winterim**

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

NTE 123	Early Church: History & Letters	3
ENG 123	Freshman Composition II	3
MAT 123	Math for Teachers	3
SCI 243	Earth Science	3
EDU 133	Foundations & Trends in Education	3
STM 1__	Student Ministry	0
		<u>15</u>

**Summer I, II (or following Winterim)**

EDU 211	PTO Field Experience I	1
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**Second Year**

**Fall Semester**

BIB 213	Hermeneutics	3
OTE 213	Law & History	3
PSY 323X	Educational Psychology	3
CHM 214	Chemistry I	4
HIS 233	History of the United States I	3
STM 2__	Student Ministry	0
		<u>16</u>

**Winterim (or Summer I or II)**

EDU 221	PTO Field Experience II	1
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**Spring Semester**

OTE 233	Poetry & Prophecy	3
BIO 124	Biology II	4
MAT 323	Elements of Calculus	3
MAT 263/313	College Trig (e) <b>or</b> Modern Geometry (o)	3
EDU 273	The Middle School Teacher	3
STM 3__	Student Ministry	0
		<u>16</u>

**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	3
CSC 303	Technology for Teachers	3
EDU 300	Content and Literacy Field Exp.	0
STM 4__	Student Ministry	0
		<u>15</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 Trig (e) <b>or</b> Modern Geometry (o)	3
AML 223	American Literature II	3
EDM 363	Young Adult Literature	3
EDU 311	Education Seminar	1
		<u>19</u>

**Fourth Year**

**Fall Semester**

_____	Bible & Theology Elective	3
PSY 243	Developmental Psychology	3
EDM 423	Curriculum & Assessment	3
EDM 433	Classroom Management & Philosophy: MG	3
EDU 453	The Exceptional Child	3
		<u>15</u>

**Spring Semester (no additional hours allowed)**

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

**(e) = even year (o) = odd year**

## SECONDARY EDUCATION MAJORS

Secondary Education: English, History, or Science Education majors lead to certification in grades 6 through 12. Students in these majors must concentrate their academic focus in their field of choice.

### ENGLISH EDUCATION (6-12) MAJOR

#### GENERAL EDUCATION - 69 hours

##### BIBLE & THEOLOGY - 30 hours

BIB 213	Hermeneutics
BSF 103	Foundations of Spiritual Formation
NTE 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, BML, 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
HIS 233	History of the United States I

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

CSC 303	Technology for Teachers
MAT 113	General College Math
SCI 113	Scientific Literacy

##### MAJOR - 58 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 353	Secondary Methods
EDS 423	Curriculum & Assessment
EDS 433T	Classroom Management and Philosophy
EDU 111	Teacher Education Orientation
EDU 133	Foundations & Trends in Education
EDU 211	PTO Field Experience I
EDU 221	PTO Field Experience II
EDU 300	Content and Literacy Field Experience
EDU 311	Education Seminar
EDU 422	Professional Integration
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 = 127 hours

For ESOL Endorsement on your teaching certificate add the following classes to ANT 203 Cultural Anthropology (These courses are embedded in the following course schedule in parentheses.)

ESL 313 Introduction to TESOL  
EDE 323 Classroom ESL: Methodology and Practicum

## ENGLISH EDUCATION COURSE SCHEDULE

### First Year

#### Fall Semester

BSF 103	Foundations of Spiritual Formation	3
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	3
EDU 111	Teacher Education Orientation	1
TFC 100	Success Seminar	0
		<u>16</u>

#### Winterim

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

NTE 123	Early Church: History & Letters	3
ENG 123	Freshman Composition II	3
ANT 203	Cultural Anthropology	3
SCI 113	Scientific Literacy	3
EDU 133	Foundations & Trends in Education	3
STM 1__	Student Ministry	0
		<u>15</u>

#### Summer I, II (or following Winterim)

EDU 211	PTO Field Experience I	1
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### 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
STM 2__	Student Ministry	0
(ESL 313	Intro to TESOL	3)
		<u>12/15</u>

#### Winterim (or Summer I or II)

EDU 221	PTO Field Experience II	1
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#### Spring Semester

OTE 223	Poetry & Prophecy	3
(EDE 323	Classroom ESL: methods/Practicum	3)
ENG 383	Advanced Comp	3
ENG 213	World Literature	3
ENG 413/PSY 323X	Shakespeare (e) or Educ Psychology (o)	3
PSY 243	Developmental Psychology	3
STM 3__	Student Ministry	0
		<u>15/18</u>

### Third Year

#### Fall Semester

SYT 313	God & Redemption	3
___	Bible/Theology Elective	3
COM 363/CSC 303	Media & Society (e) or Tech for Teachers (o)	3
ENG 313/393E	Hist & Str of Eng Lang (o) or Gramr for Teach (e)	3
EDS 353	Secondary Methods	3
EDM 353	Reading & Writing: MG/SEC	3
EDU 300	Content and Literacy Field Experience	0
		<u>18</u>

#### Spring Semester

SYT 323	The Church: Its Truth & Destiny	3
AML 223	American Literature II	3
ENG 233	English Literature II	3
ENG 413/PSY 323X	Shakespeare (e) or Educ Psychology (o)	3
EDM 363	Young Adult Literature	3
EDU 311	Education Seminar	1
STM 4__	Student Ministry	0
		<u>16</u>

### Fourth Year

#### Fall Semester

___	Bible & Theology Elective	3
COM 363/CSC 303	Media & Society (e) or Tech for Teachers (o)	3
ENG 313/393E	Hist & Str of Eng Lang (o) or Gramr for Teach (e)	3
EDS 423	Curriculum & Assessment	3
EDS 433T	Classroom Management & Philosophy	3
EDU 453	The Exceptional Child	3
		<u>18</u>

#### Spring Semester (no additional hours allowed)

EDU 4110	Teaching Practicum: SEC (12 weeks)	10
EDU 422	Professional Integration	2
		<u>12</u>

Minimum hours required = 127 (133)

(e) = even year, (o) = odd year

**HISTORY EDUCATION (6-12) MAJOR**

**GENERAL EDUCATION - 69 hours**

**BIBLE & THEOLOGY - 30 hours**

BIB 213	Hermeneutics
BSF 103	Foundations of Spiritual Formation
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
HIS 233	History of the United States I
POL 213	American Government
PSY 243	Developmental Psychology
PSY 323X	Educational Psychology

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

CSC 303	Technology for Teachers
MAT 113	General College Math
SCI 113	Scientific Literacy

**MAJOR - 61 hours**

EDS 353	Secondary Methods
EDS 423	Curriculum & Assessment
EDS 433T	Classroom Management and Philosophy
EDU 111	Teacher Education Orientation
EDU 133	Foundations & Trends in Education
EDU 211	PTO Field Experience I
EDU 221	PTO Field Experience II
EDU 300	Content and Literacy Field Experience
EDU 311	Education Seminar
EDU 422	Professional Integration
EDU 453	The Exceptional Child
EDU 4110	Teaching Practicum
GHY 213	World Geography
HIS 113	History of Western Civilization I
HIS 123	History of Western Civilization II
HIS 243	History of the United States II
HIS 313	History of Greece and Rome
HIS 323	History of Medieval Europe
HIS 343	History of Latin America
HIS 373	History of Africa
HIS 393	History of Asia
HIS 413	Historiography

**TOTAL = 130 hours**

For ESOL Endorsement on your teaching certificate add the following classes to ANT 203 Cultural Anthropology (These courses are embedded in the following course schedule in parentheses.)

**ESL 313 Introduction to TESOL**  
**EDE 323 Classroom ESL: Methodology and Practicum**

**HISTORY EDUCATION COURSE SCHEDULE**  
**First Year**

**Fall Semester**

BSF 103	Foundations of Spiritual Formation	3
NTE 113	Life & Revelation of Christ	3
ENG 113	Freshman Composition I	3
HIS 113	History of Western Civilization I	3
MAT 113	General College Math <b>or</b> equivalent	3
EDU 111	Teacher Education Orientation	1
TFC 100	Success Seminar	<u>0</u>
		16

**Winterim**

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

NTE 123	Early Church: History & Letters	3
ANT 203	Cultural Anthropology	3
ENG 123	Freshman Composition II	3
HIS 123	History of Western Civilization II	3
EDU 133	Foundations & Trends in Education	3
STM 1__	Student Ministry	<u>0</u>
		15

**Summer I, II (or following Winterim)**

EDU 211	PTO Field Experience I	<u>1</u>
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**Second Year**

**Fall Semester**

BIB 213	Hermeneutics	3
OTE 213	Law & History	3
GHY 213	World Geography	3
HIS 233	History of the United States I	3
PSY 243	Developmental Psychology	3
STM 2__	Student Ministry	<u>0</u>
		15

**Winterim (or Summer I or II)**

EDU 221	PTO Field Experience II	<u>1</u>
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**Spring Semester**

OTE 223	Poetry & Prophecy	3
_____	Bible & Theology Elective	3
HIS 243/POL 213	History of US II (o) <b>or</b> Amer. Gov. (e)	3
HIS 393/PSY 323X	History of Asia (e) <b>or</b> Ed. Psy. (o)	3
SCI 113	Scientific Literacy	3
STM 3__	Student Ministry	<u>0</u>
		15

**Third Year**

**Fall Semester**

SYT 313	God & Redemption	3
ENG 393E	Grammar for Teachers	3
HIS 343/373	Hist. of Latin Amer. (e) <b>or</b> Hist. of Africa(o)	3
HIS 313/323	Greece & Rome (o) <b>or</b> Med. Europe (e)	3
HIS 413	Historiography	3
EDS 353	Secondary Methods	3
EDU 300	Content and Literacy Field Experience	<u>0</u>
		18

**Spring Semester**

SYT 323	The Church: Its Truth & Destiny	3
_____	200-level Literature elective	3
HIS 243/POL 213	History of US II (o) <b>or</b> Amer. Gov. (e)	3
HIS 393/PSY 323X	History of Asia (e) <b>or</b> Ed. Psy. (o)	3
CSC 303	Technology for Teachers	3
EDU 311	Education Seminar	1
STM 4__	Student Ministry	<u>0</u>
		16

**Fourth Year**

**Fall Semester**

_____	Bible & Theology Elective	3
HIS 343/373	Hist. of Latin Amer. (e) <b>or</b> Hist. of Africa(o)	3
HIS 313/323	Greece & Rome (o) <b>or</b> Med. Europe (e)	3
EDS 433T	Classroom Management & Philosophy	3
EDS 423	Curriculum & Assessment	3
EDU 453	The Exceptional Child	<u>3</u>
		18

**Spring Semester (no additional hours allowed)**

EDU 4110	Teaching Practicum: SEC (12 weeks)	10
EDU 422	Professional Integration	<u>2</u>
		12

Minimum hours required = 130

**(e) = even year, (o) = odd year**



**SCIENCE EDUCATION (6-12) MAJOR**

The Science Education major leads to certification in grades six through twelve. Students in this major must concentrate their academic focus in their field of choice

**GENERAL EDUCATION – 65 hours****BIBLE & THEOLOGY - 30 hours**

BIB 213 Hermeneutics  
 BSF 103 Foundations of Spiritual Formation  
 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 - 12 hours**

ENG 113 Freshman Composition I  
 ENG 123 Freshman Composition II  
 HUM 103 Western Thought & Culture  
 ENG/AML elective

**SOCIAL SCIENCES - 6 hours**

HIS 2\_3 History of the United States I or II  
 PSY 323X Educational Psychology

**COMPUTER, SCIENCE, & MATHEMATICS - 17 hours**

BIO 114 Biology I  
 BIO 124 Biology II  
 CSC 303 Technology for Teachers  
 MAT 133 College Algebra  
 MAT 323 Elements of Calculus

**MAJOR – 69 hours**

EDS 453 Secondary Methods  
 EDU 111 Teacher Education Orientation  
 EDU 133 Foundations & Trends in Education  
 EDU 211 PTO Field Experience I  
 EDU 221 PTO Field Experience II  
 EDU 300 Content and Literacy Field Experience  
 EDU 311 Education Seminar  
 EDU 422 Professional Integration  
 EDU 423 Curriculum & Assessment  
 EDU 433 Classroom Mngmt. and Philosophy  
 EDU 453 The Exceptional Child  
 EDU 4110 Teaching Practicum

**MAJOR CLASSES: Choose one field****BROAD FIELD SCIENCE: BIOLOGY CONCENTRATION****46 hours in field (includes BIO 114, 124 from General Ed.)**

BIO 314 Genetics  
 BIO 234 Microbiology  
 BIO 423 Ecology  
 BIO 214 Anatomy and Physiology I  
 CHM 214 Chemistry I  
 CHM 224 Chemistry II  
 CHM 414 Biochemistry  
 PHS 214 Physics I  
 PHS 224 Physics II  
 SCI 243 Earth Science

**BROAD FIELD SCIENCE: CHEMISTRY CONCENTRATION****46 hours in field (includes BIO 114, 124 from General Ed.)**

CHM 214 Chemistry I  
 CHM 224 Chemistry II  
 CHM 314 Organic Chemistry I  
 CHM 324 Organic Chemistry II  
 CHM 414 Biochemistry  
 BIO 314 Genetics  
 BIO 423 Ecology  
 PHS 214 Physics I  
 PHS 224 Physics II  
 SCI 243 Earth Science

**TOTAL = 134 hours**

**SCIENCE EDUCATION (6-12) BROAD FIELD SCIENCE: BIOLOGY**

**First Year**

**Fall Semester**

NTE 113	Life & Revelation of Christ	3
ENG 113	Freshman Composition I	3
BIO 114	Biology I	4
HIS 233	History of the United States I	3
MAT 133	College Algebra	3
EDU 111	Teacher Education Orientation	1
TFC 100	Success Seminar	<u>0</u>
		17

**Winterim**

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

BSF 103	Foundations of Spiritual Formation	3
NTE 123	Early Church: History & Letters	3
ENG 123	Freshman Composition II	3
BIO 124	Biology II	4
EDU 133	Foundations & Trends in Education	3
STM 1__	Student Ministry	<u>0</u>
		16

**Summer I, II (or following Winterim)**

EDU 211	PTO Field Experience I	<u>1</u>
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**Second Year**

**Fall Semester**

OTE 213	Law & History	3
BIO 214	Anatomy/Physiology I	4
CHM 214	Chemistry I	4
BIB 213/PHS 214	Hermeneutics (e) <b>or</b> Physics I (o)	3/4
BIO 314/PSY 323X	Genetics (o) <b>or</b> Educational Psych (e)	3/4
STM 2__	Student Ministry	<u>0</u>
		17/19

**Winterim (or Summer I or II)**

EDU 221	PTO Field Experience II	<u>1</u>
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**Spring Semester**

OTE 223	Poetry & Prophecy	3
BIO 234	Microbiology	4
CHM 224	Chemistry II	4
CHM 414/PHS 224	Biochemistry (o) <b>or</b> Physics II (e)	4
MAT 323/SCI 243	Elem of Calculus (e) <b>or</b> Earth Science (o)	3
STM 3__	Student Ministry	<u>0</u>
		18

**Third Year**

**Fall Semester**

SYT 313	God & Redemption	3
BIB 213/PHS 214	Hermeneutics (e) <b>or</b> Physics I (o)	3/4
EDS 453	Secondary Methods	3
CSC 303	Technology for Teachers	3
BIO 314/PSY 323X	Genetics (o) <b>or</b> Educational Psych (e)	3/4
EDU 300	Content/Literacy Field Exp*	<u>0</u>
		15/17

**Spring Semester**

SYT 323	The Church: Its Truth & Destiny	3
_____	Bible & Theology Elective	3
_____	200-level ENG/AML Elective	3
CHM 414/PHS 224	Biochemistry (o) <b>or</b> Physics II (e)	4
MAT 323/SCI 243	Elem of Calculus (e) <b>or</b> Earth Science (o)	3
EDU 311	Education Seminar	1
STM 4__	Student Ministry	<u>0</u>
		17

**Fourth Year**

**Fall Semester**

_____	Bible & Theology Elective	3
BIO 423	Ecology	3
EDM 433	Classroom Manag/Philosophy	3
EDU 423	Curriculum/Assessment	3
EDU 453	The Exceptional Child	<u>3</u>
		15

**Spring Semester (no additional hours allowed)**

EDU 4110	Teaching Practicum: SEC (12 weeks)	10
EDU 422	Professional Integration	<u>2</u>
		12

Minimum hours required = 134

(e) = even year, (o) = odd year

**SCIENCE EDUCATION (6-12) BROAD FIELD SCIENCE: CHEMISTRY**

**First Year**

**Fall Semester**

NTE 113	Life & Revelation of Christ	3
ENG 113	Freshman Composition I	3
BIO 114	Biology I	4
HIS 233	History of the United States I	3
MAT 133	College Algebra	3
EDU 111	Teacher Education Orientation	1
TFC 100	Success Seminar	<u>0</u>
		17

**Winterim**

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

BSF 103	Foundations of Spiritual Formation	3
NTE 123	Early Church: History & Letters	3
ENG 123	Freshman Composition II	3
BIO 124	Biology II	4
EDU 133	Foundations & Trends in Education	3
STM 1__	Student Ministry	<u>0</u>
		16

**Summer I, II (or following Winterim)**

EDU 211	PTO Field Experience I	<u>1</u>
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**Second Year**

**Fall Semester**

OTE 213	Law & History	3
_____	200-level ENG/AML Elective	3
CHM 214	Chemistry I	4
BIB 213/PHS 214	Hermeneutics (e) <b>or</b> Physics I (o)	3/4
BIO 314/PSY 323X	Genetics (o) <b>or</b> Educational Psych (e)	3/4
STM 2__	Student Ministry	<u>0</u>
		16/18

**Winterim (or Summer I or II)**

EDU 221	PTO Field Experience II	<u>1</u>
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**Spring Semester**

OTE 223	Poetry & Prophecy	3
CSC 303	Technology for Teachers	3
CHM 224	Chemistry II	4
CHM 414/PHS 224	Biochemistry (o) <b>or</b> Physics II (e)	4
MAT 323/SCI 243	Elem of Calculus (e) <b>or</b> Earth Science (o)	3
STM 3__	Student Ministry	<u>0</u>
		17

**Third Year**

**Fall Semester**

SYT 313	God & Redemption	3
BIB 213/PHS 214	Hermeneutics (e) <b>or</b> Physics I (o)	3/4
BIO 314/PSY 323X	Genetics (o) <b>or</b> Educational Psych (e)	3/4
CHM 314	Organic Chemistry I	4
EDS 453	Secondary Methods	3
EDU 300	Content/Literacy Field Exp	<u>0</u>
		16/18

**Spring Semester**

SYT 323	The Church: Its Truth & Destiny	3
_____	Bible & Theology Elective	3
CHM 324	Organic Chemistry II	4
CHM 414/PHS 224	Biochemistry (o) <b>or</b> Physics II (e)	4
MAT 323/SCI 243	Elem of Calculus (e) <b>or</b> Earth Science (o)	3
EDU 311	Education Seminar	1
STM 4__	Student Ministry	<u>0</u>
		18

**Fourth Year**

**Fall Semester**

_____	Bible & Theology Elective	3
BIO 423	Ecology	3
EDM 433	Classroom Manag/Philosophy	3
EDU 423	Curriculum/Assessment	3
EDU 453	The Exceptional Child	<u>3</u>
		15

**Spring Semester (no additional hours allowed)**

EDU 4110	Teaching Practicum: SEC (12 weeks)	10
EDU 422	Professional Integration	<u>2</u>
		12

Minimum hours required = 134

(e) = even year, (o) = odd year

## MUSIC EDUCATION MAJOR (K-12)

The Music Education major leads to certification in grades kindergarten through 12. Students in this major specialize in either choral or instrumental music. Before admission to the Music Education program, the prospective Music Education major is required to present an audition in the principal applied area of concentration as well as to demonstrate a musical background sufficient for the undertaking of basic musicianship studies at the level of entry into the music program. This audition should be completed before or during the student's first semester of study. Audition requirements are listed in this catalog under the School of Music entrance requirements.

## GENERAL EDUCATION - 66 hours

### BIBLE & THEOLOGY - 30 hours

BIB 213 Hermeneutics  
BSF 103 Foundations of Spiritual Formation  
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, SCIENCE, & MATHEMATICS – 12 hours

CSC 373 Introduction to Music Technology  
CSC 303 Technology for Teachers  
SCI 113 Scientific Literacy  
One Mathematics course from: MAT 113, 123, 133, 253

## MAJOR – 71 hours

### MUSIC CORE - 33 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 - 20 hours

EDU 111 Teacher Education Orientation  
EDU 133 Foundations & Trends in Education  
EDU 211 PTO Field Experience I  
EDU 221 PTO Field Experience II  
EDU 300 Content and Literacy Field Experience  
EDU 311 Education Seminar  
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 = 137 hours**

**MUSIC EDUCATION MAJOR: CHORAL (c) AND INSTRUMENTAL (i)  
COURSE SCHEDULE**

First Year	
<b>Fall Semester</b>	
BSF 103	Foundations of Spiritual Formation 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 or 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
	15/17
<b>Winterim</b>	
HUM 103	Western Thought & Culture 3
<b>Spring Semester</b>	
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 or 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
STM 1_	Student Ministry 0
	18
<b>Summer I, II (or following Winterim)</b>	
EDU 300	Content Literacy Field Experience 0
EDU 211	PTO Field Experience I 1
<b>Second Year</b>	
<b>Fall Semester</b>	
BIB 213	Hermeneutics 3
NTE 113	Life & Revelation of Christ 3
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 or 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 2_	Student Ministry 0
	17
<b>Winterim (or Summer I or II)</b>	
EDU 300	Content Literacy Field Experience 0
EDU 221	PTO Field Experience II 1
<b>Spring Semester</b>	
OTE 223	Poetry & Prophecy 3
___	Bible & Theology Elective (i only) 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 or 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
	15/18

Third Year	
<b>Fall Semester</b>	
OTE 213	Law & History 3
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
EDU 300	Content and Literacy Field Experience 0
ENS 120	College Choir (c only) 0.5
ENS 1_0	Concert Band or 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 3_	Student Ministry 0
	18/19
<b>Spring Semester</b>	
SYT 323	The Church: Its Truth & Destiny 3
___	Bible & Theology Elective (c only) 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
PSY 243	Developmental Psychology 3
EDU 311	Education Seminar 1
ENS 120	College Choir (c only) 0.5
ENS 1_0	Concert Band or 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
	17

Fourth Year	
<b>Fall Semester</b>	
___	Bible & Theology Elective 3
ENG 393E	Grammar for Teachers 3
MAT ___	Mathematics Elective 3
CSC 303	Technology for Teachers 3
EDU 453	The Exceptional Child: <i>Field Experience</i> 3
MED 411	String Methods 1
MUS 480	Comprehensive Exam in Music 0
REC 110	Recital Performance 0
___	Applied Principal 1
STM 4_	Student Ministry 0
	17

<b>Spring Semester (no additional hours allowed)</b>	
EDU 4110	Teaching Practicum (12 weeks) 10
MED 432	Integration of Music Education 2
	12

Minimum hours required = 137

**TEACHER EDUCATION MINOR**

<b>TEACHER EDUCATION MINOR - 15 hours</b>	
PSY 243	Developmental Psychology 3
Choose 12 hours from EDC, EDM, EDS, EDU courses.	

<b>ENDORSEMENT IN ESOL</b>	
<b>(English to Speakers of Other Languages) - 9 hours</b>	
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

Gary R. Roedding, M.A.

Quito, 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 effectively in a second culture requires ethnographic knowledge and communication skills that can be learned, practiced, and refined. This does not eliminate the necessity for God's guidance and the empowering of His Spirit. In fact, thorough training enhances the cooperative efforts of God and the Christian communicator to the extent that reaching the thousands of unreached people groups and ministry support for those many unevangelized areas becomes an attainable goal.

The faculty in the 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 prospective 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 three majors, Cross-Cultural Studies, Cross-Cultural Business Administration, and Cross-Cultural Adult Education 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.

## CROSS-CULTURAL STUDIES MAJOR PURPOSE & OUTCOME GOALS

This major equips future servant leaders with knowledge, skill, and character pertinent to communicate the Gospel of Jesus Christ to people of other cultures from a biblical world view for kingdom service.

The learning objectives for this program include the following:

- Gaining factual knowledge of cultural issues in diverse cultures in order to be able to relate to the context (IDEA 1)
- Learning fundamental principles, generalizations, or theories necessary to interpret the cross-cultural setting for ministry purposes (IDEA 2)
- Learning to apply course material in cross-cultural setting to enable more effective ministry (IDEA 3)
- Developing skills, competencies, and points of view needed by professionals to understand an unfamiliar cultural setting in order to establish a culturally sensitive church (IDEA 4)
- Developing a clearer understanding of, and commitment to, personal Biblical values in order to contextualize those values into another cultural setting (IDEA 10)
- Learning to analyze and critically judge cross-cultural realities which are valuable/not valuable in contextualizing the Gospel (IDEA 11)

**The Cross-Cultural Business Administration major** is an interdisciplinary degree that integrates missiological principles with business principles to prepare students in the area of international business 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 Masters program in either arena.

## CROSS-CULTURAL BUSINESS ADMINISTRATION MAJOR PURPOSE & OUTCOME GOALS

The Cross-Cultural Business Administration major equips future servant leaders with knowledge, skills and character pertinent to living and ministering in the realm of international business, tent-making employment, missions administration and non-profit organization careers from a biblical worldview for kingdom service.

The learning objectives for this program include the following:

- Learning fundamental principles, generalizations, or theories—necessary to interpret cross-cultural business settings for ministry purposes (IDEA 2)
- Learning to apply course material in cross-cultural business settings to enable more effective ministry (IDEA 3)

- Developing skills, competencies, and points of view needed by professionals to understand an unfamiliar business settings in a diverse culture (IDEA 4)
- Developing a clearer understanding of, and commitment to, personal Biblical values in order to contextualize those values into another cultural setting (IDEA 10)

The Cross-Cultural Business Administration major is jointly sponsored, supervised, and promoted by the Schools of World Missions and Business Administration. Students must select membership and an advisor from the School that suits their employment and/or graduate school interest.

**The Cross-Cultural Adult Education major** is an interdisciplinary degree that combines missiological principles with andragogical principles to prepare students to design a wide continuum of adult education programs based on cross-cultural knowledge and detailed ethnographic study. This major enables the student to enter creative access countries with marketable skill in the planning and implementation of adult education programs. Students are prepared to research, plan, and implement adult education programs. These programs can be in such areas as business training classes, health education, literacy programs, AIDS prevention training, English as a foreign language programs, computer literacy, and physical exercise classes. Students are also prepared to assist mission agencies in the planning of leadership development programs, Theological Education by Extension programs, and the development of Bible Institutes. This major prepares the student for immediate deployment as a cross-cultural adult educator. Students who minor in TESOL would find immediate opportunities available through ELIC and other English language organizations. Students are prepared to enter additional training programs in specialized fields such as community health education, relief and development, aids prevention, computer technology, physical exercise, and literacy. This major also provides a training track for students preparing to enter ethnic ministries within the United States who are seeking cross-cultural ministry training that prepares students to plan and provide viable community service within the ethnic community such as ESL or GED completion.

#### **CROSS-CULTURAL ADULT EDUCATION MAJOR PURPOSE & OUTCOME GOALS**

The Cross-Cultural Adult Education major equips future servant leaders with knowledge, skills and character pertinent to prepare people with a marketable skill in the planning and implementation of adult education programs in cross-cultural settings.

The learning objectives for this program include the following:

- Learning fundamental principles, generalizations, or theories necessary to develop curriculum for ministry purposes in cross-cultural settings (IDEA 2)
- Learning to apply course material in cross-cultural educational settings to enable more effective ministry (IDEA 3)
- Developing skills, competencies, and points of view needed by professionals to understand an unfamiliar cultural setting in order to establish a culturally sensitive curriculum (IDEA 4)
- Developing a clearer understanding of, and commitment to, personal Biblical values in order to contextualize those values into another cultural setting (IDEA 10)

#### **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 courses in a student's 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. A minimum grade of "C-" for each course taken to fulfill requirements for a minor if the student elects to take a minor
5. Completion of six weeks of cross-cultural field internship in a new culture

#### **MINOR IN PRE-ETHNOMUSICOLOGY**

The School of World Missions desires to draw attention to our students that there is a Minor in Pre-Ethnomusicology offered by the School of Music. It is well documented that "music" is an excellent "bridge" into most cultures. For SWM students interested in using their love for music as a means to gain access to a culture we recommend this Minor.

#### **PRE-ETHNOMUSICOLOGY MINOR – 19 hours**

ANT 203	Cultural Anthropology <sup>1</sup>	3
GMU 113	Introduction to Music	3
GMU 123	Introduction to World Music	3
GMU 213	U.S. Music	3
MUT 101	Fundamentals of Aural Skills	1
MUT 103	Fundamentals of Music	3
ENS 190	Multicultural Music Ensemble <sup>2</sup>	2
MGT 110	Beginning Guitar <sup>3</sup>	.05
ENS ____	Ensemble Elective	.05
MRA 110	Recital Attendance <sup>4</sup>	0

<sup>1</sup>Students should check with their advisor to see if a substitution is possible for another social science elective. It is highly recommended that ANT 203 be taken by any student anticipating in ministry in a culture other than their own.

<sup>2</sup>Four consecutive semesters.

<sup>3</sup>Advanced guitar students may substitute Private Applied Guitar lessons or Guitar Ensemble. Permission of the instructor is required. Note: class applied lesson fees are charged for the guitar classes and private lesson fees are charged for Private Applied Guitar lessons. All students are required to provide their own guitar and are strongly encouraged to seek guidance from the professor as to the type of guitar needed.

<sup>4</sup>Four semesters required

## CROSS-CULTURAL STUDIES MAJOR

### GENERAL EDUCATION –69 hours

#### BIBLE & THEOLOGY - 30 hours

BIB 213	Hermeneutics
BSF 103	Foundations of Spiritual Formation
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 - 18 hours

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

\*Students with TESOL Minor must elect SPN 113 or FRN 113

#### SOCIAL SCIENCES - 12 hours

ANT 203	Cultural Anthropology
CSG 203	Introduction to Counseling
PSY 213	General Psychology
One history elective from: HIS 223, 343, 353, 373, 393	

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

CSC 113	Introduction to Computers <sup>1</sup>
SCI 113	Scientific Literacy or equivalent
One Mathematics course from: MAT 113, 133, 253	
<sup>1</sup> Students may exempt CSC 113, Introduction to Computers, by taking the Institutional Challenge Exam.	

### MAJOR - 47 hours

ANT 323	Applied Ethnography
ANT 363	Religious Belief Systems
ANT 372	Sociolinguistics
ANT 483	Anthropology Research Project
ICS 113	Gifts, Guidance, & Goals
ICS 253	History of Missions
ICS 273	Church Planting & Development
ICS 311	Computer Based Missions Research
ICS 323	World Religions
ICS 383	Training & Discipling
ICS 352	Cross-Cultural Internship
ICS 393	Introduction to Church Growth
ICS 453	Cross-Cultural Communication
ICS 463	Strategy of Missions
ICS 473	Urban Ministry & Practicum
ICS 493	Missiology Strategy Project
NTE 383	Acts

### MINOR, or OPEN ELECTIVES – 15 hours

**TOTAL = 131 hours**

## CROSS-CULTURAL STUDIES MAJOR COURSE SCHEDULE

### First Year

#### Fall Semester

BSF 103	Foundations of Spiritual Formation	3
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

#### Winterim

HUM 103	Western Thought & Culture	3
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#### 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
____	Scientific Literacy or equivalent	3
		<hr/> 15

### Second Year

#### Fall Semester

BIB 213	Hermeneutics	3
OTE 213	Law & History	3
HIS ____	History Elective	3
PHY 113	Introduction to Philosophy*	3
ICS 273	Church Planting & Development	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

SYT 313	God & Redemption	3
ANT 323	Applied Ethnography	3
ANT 372	Sociolinguistics	2
ICS 311	Computer-Based Missions Research	1
ICS 393	Introduction to Church Growth	3
____	Minor <b>or</b> Open Elective	3
STM ____	Student Ministry	0
		<hr/> 15

#### Spring Semester

SYT 323	The Church: Its Truth & Destiny	3
CSG 203	Introduction to Counseling	3
ANT 363	Religious Belief Systems	3
ICS 323	World Religions	3
ICS 383	Training & Discipling	3
ICS 473	Urban Ministry & Practicum	3
STM ____	Student Ministry	0
		<hr/> 18

#### Summer Session

ICS 352	Cross-Cultural Internship	2
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### Fourth Year

#### Fall Semester

NTE 323	Acts	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

ICS 453	Cross-Cultural Communication	3
BMI 473	Power Encounter	3
ICS 493	Missiology Strategy Project	3
____	Minor <b>or</b> Open Elective	3
____	Minor <b>or</b> Open Elective	3
		<hr/> 15

Minimum hours required = 131

## CROSS-CULTURAL BUSINESS ADMINISTRATION MAJOR

### GENERAL EDUCATION - 69 hours

#### BIBLE & THEOLOGY - 30 hours

BIB 213	Hermeneutics
BMI 213	Theology of Missions
BMI 473	Power Encounter
BSF 103	Foundations of Spiritual Formation
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 - 18 hours

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

#### SOCIAL SCIENCES - 12 hours

ANT 203	Cultural Anthropology
ECO 213	Microeconomics
HIS 223	Twentieth Century World History
PSY 213	General Psychology

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

CSC 113	Introduction to Computers <sup>1</sup>
SCI 113	Scientific Literacy or equivalent
MAT 253	Introduction to Statistics
<sup>1</sup> Students may exempt CSC 113, Introduction to Computers, by taking the Institutional Challenge Exam.	

### MAJOR - 52 hours

#### SWM Core for CCBA (28 hours)

ANT 323	Applied Ethnography
ANT 363	Religious Belief Systems
ANT 372	Sociolinguistics
ANT 483	Anthropology Research Project
ICS 113	Gifts, Guidance, & Goals
ICS 323	World Religions
ICS 362	International Business Internship
ICS 453	Cross-Cultural Communication
ICS 463	Strategy of Missions
ICS 483	Intercultural Development Strategy 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 213	Principles of Management
MAN 453	International Management
MKT 213	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 Systems
BUS/MAN	_____
or ICS 473 Urban Ministry/Practicum	
MAN 413	Human Resource Management
ICS 383	Training & Discipling
ANT	_____
or ICS 273 Church Planting & Development	

**TOTAL = 136 hours**

## CROSS-CULTURAL BUSINESS ADMINISTRATION MAJOR COURSE SCHEDULE

### First Year

#### Fall Semester

BSF 103	Foundations of Spiritual Formation	3
NTE 113	Life & Revelation of Christ	3
COM 113	Introduction to Communication	3
ENG 113	Freshman Composition I	3
CSC 113	Introduction to Computers (ICE rec.)	3
TFC 100	Success Seminar	0
		<hr/>
		15

#### Winterim

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

NTE 123	Early Church: History & Letters	3
ENG 123	Freshman Composition II	3
_____	Scientific Literacy or equivalent	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
ACC 213	Principles of Accounting I	3
ECO 213	Microeconomics	3
ICS 113	Gifts, Guidance, Goals	3
ICS 323	World Religions	3
STM _____	Student Ministry	0
		<hr/>
		18

#### Spring Semester

OTE 223	Poetry & Prophecy	3
HIS 223	Twentieth Century World History	3
ACC 223	Principles of Accounting II	3
ANT 203	Cultural Anthropology	3
ICS 383	Training & Discipling <b>or</b> Open Elective	3
MKT 213	Principles of Marketing	3
STM _____	Student Ministry	0
		<hr/>
		18

### Third Year

#### Fall Semester

SYT 313	God & Redemption	3
ANT 323	Applied Ethnography	3
ANT 372	Sociolinguistics	2
BUS 473	Business Finance	3
ICS 273	Church Planting & Development <b>or</b> Open Elective	3
MAN 213	Principles of Management	3
STM _____	Student Ministry	0
		<hr/>
		17

#### Spring Semester

SYT 323	The Church: Its Truth & Destiny	3
PHY 113	Introduction to Philosophy	3
PSY 213	General Psychology	3
_____	200-level Literature Elective	3
ANT 363	Religious Belief Systems	3
STM _____	Student Ministry	0
		<hr/>
		15

#### Summer Session

ICS 362	International Bus Internship	2
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### Fourth Year

#### Fall Semester

ANT 483	Anthropology Research Project	3
BMI 213	Theology of Missions	3
BUS 303	Business for Non-Profit Organ. <b>or</b> Open Elective	3
BUS 443	International Business (Research Project)	3
ICS 463	Strategy of Missions	3
MAN 413	Human Resource Management <b>or</b> Open Elective	3
_____	_____	0
		<hr/>
		18

#### Spring Semester

BMI 473	Power Encounter	3
BUS 393T	Information Systems <b>or</b> Open Elective	3
ICS 453	Cross-Cultural Communication	3
ICS 483	Intercultural Development Strategy Proj.	3
MAN 453	International Management	3
		<hr/>
		15

Minimum hours required = 136



## CROSS-CULTURAL ADULT EDUCATION MAJOR

### GENERAL EDUCATION - 69 hours

#### BIBLE & THEOLOGY - 30 hours

BIB 213	Hermeneutics
BSF 103	Foundations of Spiritual Formation
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 - 18 hours

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

One 200 level ENG or AML elective

\*Students with TESOL Minor must elect SPN 113 or FRN 113

#### 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, 373, 393

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

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

One Mathematics course from : MAT 113, 113, 253

<sup>1</sup>Students may exempt CSC 113, Introduction to Computers, by taking the Institutional Challenge Exam.

### MAJOR - 46 hours

#### SWM Core (17 hours)

ANT 323	Applied Ethnography
ANT 363	Religious Belief Systems
ANT 372	Sociolinguistics
ANT 483	Anthropology Research Project
ICS 113	Gifts, Guidance, & Goals
ICS 323	World Religions

#### Adult Education Core (29 hours)

CAE 213	Introduction to Adult Education
CAE 313	Planning & Administration of Adult Education
CAE 323	Adult Teaching Practice
CAE 352	Adult Education Internship
CAE 493	Adult Education Strategy Project
CED 353	Small Groups in the Church
EDU 323	Educational Psychology
ICS 433	CE in Other Cultures
ICS 443	Cross-Cultural Storytelling
LIM 423	Change, Conflict, and Organizational Culture

### MINOR or OPEN ELECTIVES – 15 hours

**TOTAL = 130 hours**

## CROSS-CULTURAL ADULT EDUCATION MAJOR COURSE SCHEDULE

### First Year

#### Fall Semester

BSF 103	Foundations of Spiritual Formation	3
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
		<u>15</u>

#### Winterim

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

NTE 123	Early Church: History & Letters	3
CSC 113	Introduction to Computers	3
ENG 123	Freshman Composition II	3
MAT ____	Math Elective	3
____	Scientific Literacy or equivalent	3
		<u>15</u>

### Second Year

#### Fall Semester

BIB 213	Hermeneutics	3
OTE 213	Law & History	3
HIS ____	History Elective	3
PHY 113	Introduction to Philosophy*	3
____	Minor <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
ANT 203	Cultural Anthropology	3
CAE 213	Introduction to Adult Education	3
CED 353	Small Groups in the Church	3
STM ____	Student Ministry	0
		<u>18</u>

### Third Year

#### Fall Semester

SYT 313	God & Redemption	3
ANT 323	Applied Ethnography	3
ANT 372	Sociolinguistics	2
CAE 313	Planning & Admin. of Adult Education	3
____	Minor <i>or</i> Open Elective	3
____	Minor <i>or</i> Open Elective	3
STM ____	Student Ministry	0
		<u>17</u>

#### Spring Semester

SYT 323	The Church: Its Truth & Destiny	3
CSG 203	Introduction to Counseling	3
ANT 363	Religious Belief Systems	3
CAE 323	Adult Teaching Practice	3
____	Minor <i>or</i> Open Elective	3
STM ____	Student Ministry	0
		<u>15</u>

#### Summer Session

CAE 352	Adult Education Internship	2
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### Fourth Year

#### Fall Semester

ANT 483	Anthropology Research Project	3
BMI 213	Theology of Missions	3
LIM 423	Change, Conflict, & Organ. Culture	3
EDU 323	Educational Psychology	3
ICS 433	CE in Other Cultures	3
		<u>15</u>

#### Spring Semester

CAE 493	Adult Education Strategy Project	3
BMI 473	Power Encounter	3
ICS 323	World Religions	3
ICS 443	Cross-Cultural Storytelling	3
____	Minor <i>or</i> Open Elective	3
		<u>15</u>

Minimum hours required = 130

## 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.

### 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: Johannine Lit.	3
HEB 323	Introduction to Hebrew Exegesis	3

### CROSS-CULTURAL 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.

### CROSS-CULTURAL BIBLE TEACHING & COUNSELING – 15 hours

CED 333	Teaching the Bible in Non-formal Education	3
PHY 353	Apologetics	3

Choose one of the following courses:

PSY 243	Developmental Psychology	3
EDU 323	Educational Psychology	3

Six hours from the following courses or any elective related to Bible teaching or Counseling:

ANT 333	Peoples of the World	3
ICS 342	Women in International Ministry	2
CED 353	Small Groups in the Church	3
ICS 433	Christian Education in Other Cultures	3
ICS 443	Cross-Cultural Storytelling	3

### CROSS-CULTURAL TESOL MINOR

This minor is designed to integrate Bible, missions, and anthropology with training in TESOL to provide students who plan to minister cross-culturally with this professional skill. This minor leads primarily toward a non-traditional cross-cultural vocation. TESOL skills are used by regular missionaries and tentmakers around the world as a 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 353	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

### DISCIPLESHIP 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. Through continuing contacts with friends and relatives of the new believers the missionary has won to Christ, the church planter forms a small group of Christians, whom he/she is discipling, into a local church.

This minor is designed to aid the SWM graduate in developing a discipling ministry in a more personal manner. It is an excellent companion minor for the ICS major as it prepares the student for a ministry in small groups (ideal for urban settings) and discipling new converts.

### DISCIPLESHIP MINOR – 16/17 hours

CED 353	Small Groups in the Church	3
ICS 443	Cross-Cultural Storytelling	3
CED 333	Teaching the Bible in Non-formal Education	3

Choose two from the following:

ICS 342	Women in International Ministry	2
ICS 433	Christian Education in Other Cultures	3
ICS 303	Non-Traditional Religious Movements	3

Choose one from the following:

ANT 333	Peoples of the World	3
ICS 343	Introduction to Islam	3
ICS 313	Introduction to Hinduism & Buddhism	3
PHY 353	Apologetics	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 303	Non-Traditional Religious Movements	3
ICS 313	Introduction to Hinduism & Buddhism	3
ICS 343	Introduction to Islam	3
PHY 353	Apologetics	3

Choose one of the following courses:

REL 333	Catholicism & Orthodoxy	3
REL 373	Judaism	3

### TWO-YEAR PROGRAM – CROSS-CULTURAL MEDICAL FIELDS CAREER PLAN

SWM highly recommends that the student desiring to take this degree first complete certification as an RN. The granting of a B. S. degree in *Cross-Cultural Studies for Medical Professionals* requires passing the board exams for RN. If you take the first two years at TFC in the Cross-Cultural Medical Fields yet fail to pass the RN board exams you will not be eligible to receive the B. S. in Cross-Cultural Studies for Medical Professionals.

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 Cross-Cultural Medical Career Plan will be awarded a bachelor's degree. Medical training may be obtained in North Georgia or Atlanta at the student's option.

**Plan Two** - Attend a school to receive medical training first, and upon graduation with R.N. or other equivalent recognized certification, complete the required hours at Toccoa Falls College for a B.S. degree in Cross-Cultural Studies. Those who come with prior medical training will often be employed at the hospital at the campus entrance.

**Plan Three** - Attend Toccoa Falls College for one year, then transfer to complete medical requirements (normally two or three years for R.N.). Return to Toccoa Falls College for the senior and final year of this Career Plan.

**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 most 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. certification. 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. certification must have transfer of credits evaluated by the Registrar prior to admission.

#### CROSS-CULTURAL MEDICAL FIELDS – 24 hours

Students not transferring the following classes in must take them either while here at TFC or in another accredited institution.

ENG 113	Freshmen Composition I	3
ENG 123	Freshmen Composition II	3
COM 113	Intro to Communication	3
CSC 113	Intro to Computers	3
PSY 213	General Psychology	3

The student can CLEP/ICE some of these classes at TFC but only in the freshmen and sophomore years. If you are a transfer student and entering TFC as a junior or senior permission to CLEP/ICE any of the above will require approval from the Academic Affairs Committee. Math and Science core requirements are usually taken during medical training.

## CROSS-CULTURAL MEDICAL FIELDS COURSE SCHEDULE

### First Year

#### Fall Semester

BSF 103	Foundations of Spiritual Formation	3
NTE 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
MAT 253	Intro to Statistics	3
TFC 100	Success Seminar	0
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#### Winterim

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

BIB 213	Hermeneutics	3
NTE 123	Early Church: History & Letters	3
ANT 203	Cultural Anthropology	3
_____	Career Plan Elective <sup>1</sup>	3
ENG _____	World Literature or English Literature II	3
STM _____	Student Ministry	0
		<hr/> 15

#### Summer Session

ICS 352	Cross-Cultural Internship	2
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### Second Year

#### Fall Semester

OTE 213	Law & History	3
SYT 313	God & Redemption	3
ANT 323	Applied Ethnography	3
ICS 363	Strategy of Missions	3
_____	Acts <i>or</i> Power Encounter	3
HIS _____	One history at 200 level	3
STM _____	Student Ministry	0
		<hr/> 18

#### 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
PSY 213	General Psychology	3
_____	Career Plan Elective <sup>1</sup>	3
		<hr/> 18

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 433 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 Ethnography	3
ANT 333	Peoples of the World	3
ANT 363	Religious Belief Systems	3
ANT _____	Anthropology Elective	3

#### CROSS-CULTURAL STUDIES MINOR - 15 hours

ANT 203	Cultural Anthropology	3
ICS 253	History of Missions	3
ICS 323	World Religions	3
ICS 383	Training & Discipling	3
BMI 473	Power Encounter	3

#### TESOL MINOR - 16 hours

ANT 203	Cultural Anthropology	3
ANT 372	Sociolinguistics	2
ICS 453	Cross-Cultural Communication	3
ESL 313	Introduction to TESOL	3
ESL 323	TESOL Methods & Materials	3
ESL 332	TESOL Practicum	2

# 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
PHY	Philosophy
POL	Political Science
SCI	Science
SOC	Sociology
SPN	Spanish

## BIBLE & THEOLOGY

BEV	Biblical Evangelism
BIB	General Biblical Studies
BMI	Biblical Missions
BSF	Biblical Spiritual Formation
GRK	Greek
HEB	Hebrew
HOM	Homiletics
NTE	New Testament
OTE	Old Testament
PAM	Pastoral Ministries
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
LIM	Ministry Leadership
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
CAE	Cross-Cultural Adult Education
ESL	Teaching English to Speakers of Other Languages
ICS	Intercultural Studies

# COURSE DESCRIPTIONS

## ACC - ACCOUNTING

### ACC 213 Principles of Accounting I (3 hours, fall)

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 123.

### 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 123.

### AML 313 Literature of the American Renaissance (1820-1865) (3 hours, offered as announced)

This course covers major essayists, fiction writers, and poets in relation to mid nineteenth-century American religious, intellectual, and social life. Prerequisite: ENG 123.

### AML 313E Topics in American Literature (3 hours, fall)

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 Ethnography (3 hours, fall)

The basic principles learned in cultural anthropology are applied to the life and work of the Christian ethnographer. Students begin ethnographic data collection focusing on a specific people group and build a comprehensive data file using the OCM filing system. Students learn principles for effective cross-cultural ministry from social psychology, sociology, anthropology, and adult education and actual case studies bridge the gap between theoretical models and meaningful application. Prerequisite: ANT 203.

### ANT 333 Peoples of the World (3 hours, spring)

This course studies the specific area in the specialization of the resident missionary with emphasis on customs, art, history, religion, and social structure. Prerequisite: None.

### ANT 363 Religious Belief Systems (REL 363X) (3 hours, spring)

This course is an examination of the structural properties of belief systems and their expression in the lives and rituals of people. Actual case studies are used to refer anthropological insights to life situations. Particular emphasis is placed on the communication of the gospel in the context of animistic practices and practitioners. Prerequisite: ANT 323.

### ANT 372 Sociolinguistics (2 hours, fall)

This course is designed to give an understanding of the relationship between language and culture. Its approach to the ethnic group is through the symbolic medium of language, and language-learning techniques are presented which aim at teaching effective communication in a cross-cultural context. Phonetic transcription is introduced to enable the student to understand how sounds can be described, written, and reproduced. Prerequisite: None.

**ANT 401-3 Independent Study** (1-3 hours, either semester or summer)

The content and method within this course framework will be directed by the professor in charge through consultation with the student. This course is offered by approval of the 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 363 and ICS 352/CAE 352/ICS 362.

**ANT 492 Ethnotheology (REL 492X)** (2 hours, offered as announced)

Building upon a background in anthropology and theology, this course is a study of the practical problems of grappling with theology in various cultural settings. It deals with the innovation of theologies relevant to contemporary peoples in new cultures. Prerequisites: ANT 203, SYT 313, SYT 323 and a grade point average of 3.0 or better.

## **BEV - BIBLICAL EVANGELISM**

**BEV 112 Principles of Evangelism** (2 hours, offered as announced)

This course is a survey of effective biblical principles and methods, including both relational and confrontational evangelism, and an equipping of individuals and churches with biblical tools for Christian witness. The class aims to solve practical Christian-service problems. Prerequisite: None.

## **BIB - GENERAL BIBLICAL STUDIES**

**BIB 213 Hermeneutics** (3 hours, either semester 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 authors' understanding of the redemptive work of Jesus Christ. It also deals with such areas as authorship and destination of Hebrews, spiritual state of the epistle's original readers, author's purpose and method, and the relation between Old and New Covenants. Prerequisites: BIB 213, 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.

## **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: BIO 114.

**BIO 214 Anatomy & Physiology I** (4 hours, fall)

This course studies the anatomy and physiology of the human body. Chemical topics include solutions and ions, acid - bases, simple organic compounds, structures and reactions of carbohydrates, lipids and proteins. It also focuses on cells, tissues, physiological stress, and body systems such as skeletal, muscular, nervous and endocrine. The laboratories incorporate the use of models, specimens, and the collecting of physiological data. Three lecture hours and one two-hour lab are held each week. Prerequisites: BIO 114 and BIO 124.

**BIO 224 Anatomy & Physiology II** (4 hours, spring)

This class is a continuation of BIO 214. The anatomy and physiology of the human body with appropriate chemical concepts is included. Body systems examined include respiratory, cardiovascular, lymphatic and immune response, digestive, renal, reproductive, genetics and human development. Anatomical and physiological changes associated with aging are also studied. Laboratory activities incorporate the use of models, specimens, and the collection of physiological data on human subjects. Three lecture hours and one two-hour lab are held each week. Prerequisite: BIO 214.

**BIO 234 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 412 Senior Seminar** (2 hours, spring)

A forum promoting the integration of intellectual and spiritual development for the student majoring in biology. This capstone course is taught in a seminar format, stresses the importance of interdisciplinary thinking and the formation of a thorough Christian worldview, and requires the completion of a substantial research paper/presentation. Major topics of discussion include bioethics, philosophies of science, and the relationship between science and Christianity.

**BIO 413 Cell Biology** (3 hours, fall even years)

In-depth analysis of cell architecture, the function of cellular components, and the regulation of cellular processes. Major topics include membrane structure and function, the cell cycle, signal transduction, organellogenesis, protein trafficking, and mechanisms of cellular control. Prerequisite: BIO 114 and BIO 124.

**BIO 423 Ecology** (3 hours, fall, beginning 2008)

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 213 Theology of Missions** (3 hours, offered as announce)

This course is a study of the biblical basis of missions and its centrality to the nature of God, the church, the evangelistic mandate, and one's own personal life. The second half of the study deals primarily with discussing new paradigms for missions in today's world. Prerequisite: None.

### **BMI 473 Power Encounter** (3 hours, spring)

This course examines a biblical worldview concerning the "spiritual forces of evil." It considers cross-cultural and intra-cultural power encounters in Scripture, church history and the contemporary scene and principles and methodologies for ministry to people involved with forces of evil. It discusses the relationship of power encounter to world evangelism, healing, human behavior and pastoral activity. Prerequisite: junior or senior status.

## **BSF – BIBLICAL SPIRITUAL FORMATION**

### **BSF 103 Foundations of Spiritual Formation** (either semester)

This course serves as the gateway course into the curriculum and student-life experience of Toccoa Falls College. Building on a foundation of biblical texts and principles, this course is designed to orient the student to the cognitive, affective, and volitional nature of spiritual formation, its practices and potential challenges, and explores how spiritual formation is integrated throughout the curricular and co-curricular components of Christian higher education. This course will also help students learn how personal evangelism, world evangelism and effective ministry flow from a commitment to spiritual formation.

## **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, fall)

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, offered as announced)

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: None.

### **BUS 343 Business Law** (3 hours, fall)

This course is a study of the basic principles of law that apply to business transactions and the legal environment of business. Topics cover contracts, agency, bailments, negotiable instruments, forms of business organization, sales, estates, real property, and bankruptcy. Prerequisite: None.

### **BUS 353 Business Communication** (3 hours, offered as announced)

This course is a study of written and oral communication skills necessary in a business environment. Emphasis is on the preparation of effective correspondence such as letters, memorandums, reports, and other forms of business writing on the computer. Also stressed is the preparation and presentation of oral reports and electronic presentations. Prerequisite: None.

### **BUS 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 213 and MAT 253.

### **BUS 393T Information Systems** (3 hours, spring)

Examining information systems from a business perspective, this course is designed to facilitate improvement of problem-solving skills and business professionalism within the context of information systems. Emphasis will be placed on the use and design of information systems within the organization, including developments in both hardware and software used to solve management problems. Prerequisite: CSC 113; ACC 213 is recommended.

### **BUS 443 International Business** (3 hours, fall)

An introductory analysis of conducting business in the international environment leading to a better understanding of intercultural relationships with customers, trading partners, suppliers, and host countries. Emphasis is given to the structure, strategies, resources, partnerships, trade, e-commerce, finances, and economics for going international. Students will prepare a global business plan. Prerequisites: BUS 113, MAN 213 and ECO 213.

### **BUS 473 Business Finance** (3 hours, fall)

An examination of the art and science of handling money, this course studies the sources and uses of funds in today's business environment. Topics covered include financial analysis, capital budgeting, working capital, sources of financing, cost of capital, financial forecasting, cash flow, and techniques of the time value of money, risks, and rates of return. Prerequisites: ACC 213, BUS 113 and ECO 213.

### **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.

## **CAE – CROSS-CULTURAL ADULT EDUCATION**

### **CAE 213 Introduction to Adult Education** (3 hours, spring)

This course surveys the profession of Adult Education with topics such as the history and philosophy of the adult education movement, theories of adult education, learning styles, delivery systems including teaching/learning and trends and issues. Prerequisite: None.

### **CAE 313 Planning & Administration of Adult Education** (3 hours, fall)

This course introduces students to the planning and administration of education programs for adults. Special emphasis is placed on ethnographically based critical planning theory. Students will be introduced to the work of Tyler, Freire, and Cervero. Prerequisite: None

**CAE 323 Adult Teaching Practice** (3 hours, spring)

This course is designed to develop the student's knowledge and skill in the practice of teaching adults. Topics such as qualitative research in teaching, critical reflective practice, lesson plan development, and teaching methodology are covered. Students are also given opportunity to develop their skills in teaching adults through in-class teaching modules. Prerequisite: CAE 213 Introduction to Adult Education.

**CAE 352 Adult Education Internship** (2 hours, summer)

Students are provided the opportunity to sharpen their adult teaching and organizational skills through practical service in a cross-cultural adult educational situation. Time necessary in the teaching context is at least six weeks. Prerequisite: CAE 323 Adult Teaching Practice.

**CAE 493 Adult Education Strategy Project** (3 hours, spring)

This course provides the student majoring in Cross-cultural Adult Education the opportunity to be a part of a diverse team which, in conjunction with church planting, develops a strategy to establish an adult education program among a specific people group. Skills in teamwork, critical thinking, strategic planning, and project presentation are refined. Prerequisite: CAE 352 and ANT 483 Anthropology Research Project.

**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 for CE and FAM majors: CED 113. Prerequisite for non-majors: None.

**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.

**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 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, and acceptance to 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)

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)

As the second semester course in the two-semester sequence, Topics include an in-depth study of reaction mechanisms and the synthesis of more complex molecules. The study of sugars, organic acids, aldehydes, ketones, aromatic compounds, and molecular spectroscopy is included. A three-hour lab per week is included as part of this course. Prerequisite: Completion of Organic Chemistry I with "C-" or better.

**CHM 414 Biochemistry** (4 hours, spring)

An overview of the fundamental chemical processes of living organisms. Topics emphasized include the structure of biological macromolecules, metabolic pathways, enzyme kinetics, and structure-function relationships. Prerequisites: BIO 114, BIO 124, CHM 214, CHM 224.

**CMP – MUSIC COMPOSITION****CMP 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)  
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: None.

**COM 313 Introduction to Communication Research Methods** (3 hours, fall odd years)

This course introduces and explores the practice of research within the field of communication. Students will learn both how to read and understand research and structure a research study. The areas of quantitative and qualitative research will both be explored. Prerequisite: None.

**COM 363 Media & Society** (3 hours, fall even years)  
This course explores the 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: None.

**COM 373 Communication Law** (3 hours, offered as announced)  
The legal restrictions, freedoms and tensions pertaining to the field of communication are examined. Students will gain an understanding of the legal, ethical and moral dimensions of professional communication in light of a biblical worldview. Prerequisites: None.

**COM 383 Study Abroad** (3 hours, offered as announced)  
This course will involve the study of communication during an international field experience. Prerequisites: None.

**COM 401-3 Independent Study** (1-3 hours, offered as announced)  
This course is an individual study course for the advanced communication student. Prerequisite: Advance approval by the Director of the School of Communication.

**COM 413 New Media** (3 hours, offered as announced)  
This course seeks to investigate and integrate the theory and forms that constitute new media. Students will be exposed to Mass Communication theory that seeks to explain the social/cultural significance of new media. Students will likewise be exposed to a variety of new media forms and techniques, focusing particularly on convergent media. Prerequisite: None.

**COM 423 Communication Ethics** (3 hours, spring)  
This course discusses the unique ethical tensions and commonalities inherent within the field of Communication. Through dialogue, case studies and discussion, students will examine the impact of a biblical worldview on the practice of communication. Prerequisite: None.

**COM 453X Cross-Cultural Communication** (3 hours, spring)  
See ICS 453 for course description. (Prerequisites apply.)

## 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 303 Technology for Teachers** (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. Prerequisite: Admission to Teacher Education.

**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. Prerequisite: None.

**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, offered as announced)

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 interviewing and crisis counseling. Course content covers crisis intervention models, basic interviewing techniques, and assessment strategies. A deeper understanding of abuse, death, and suicide, as well as common losses everyone faces in life are discussed. The CISM and CISM models are introduced. Prerequisites: CSG 203, CSG 213 and CSG 313.

**CSG 363 Family Therapy** (3 hours, spring)

This course introduces the student to the various models of family therapy used today. Structural and strategic family therapies will be presented, as well as multigenerational family therapy and experiential family therapy. Each approach will highlight key figures in the field, and their models will be discussed from a Christian counseling perspective. An emphasis on family systems including internal family systems will be addressed from a Christian worldview. Specific issues of working with families will be highlighted. Prerequisites: CSG 203, PSY 213.

**CSG 383 Counseling for Ministry** (3 hours, fall)

This course provides a broad overview of key areas of counseling most everyone will face in ministry settings. Discipleship counseling, parenting, finances, abuse and premarital counseling are topics that are discussed aimed at a deeper awareness and the foundation for further study for counseling in ministry. A biblical model of counseling, nouthetic approaches, and psychological theories are introduced. It builds on the approaches to Christ-centered counseling by emphasizing relevant issues faced in ministry today. This course provides a great opportunity for ministerial students and counselors alike to engage in topics of debate in the church and seek answers that provide hope and healing in the church. 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, spring)

This course will provide the student the opportunity to understand the problems, techniques, and practicalities of addictions treatment. Using case studies and role-played scenarios, the student will develop and apply an integrative model of change, as well as addressing the treatment and relapse issues of individuals and group members with addictions. Students will be directed in the Christ-centered integration and applications of the 12-step recovery model, and will be required to observe and participate in addictions recovery groups. Prerequisites: None.

**CSG 443 Premarital and Marital Counseling** (3 hours, either semester)

This course will consider the dynamics of the marital relationship as well as the premarital. 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. A premarital counseling model will be developed by each student. Biblical counseling models as well as alternatives to traditional therapy approaches will be discussed. Prerequisites: CSG 213 and CSG 313.

**CSG 463 Group Counseling** (3 hours, either semester or winterim)

This course will give the student a basic understanding of the group counseling process, from an academic and an experiential basis. Students will participate in a group counseling experience as well as take part in class discussion and demonstration of various aspects of the group 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. A minimum grade of "C-" is required for entrance into ENG 113.

## **ECO - ECONOMICS**

**ECO 213 Microeconomics** (3 hours, either semester)

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 is the basis for all content curriculum, thus this course is designed to study and evaluate teaching materials and techniques in reading with emphasis on various approaches to teaching reading in all of early childhood. Observation and practice are obtained through involvement requirements in local schools. Georgia Curriculum Standards (GPS's) are studied and incorporated. Prerequisite: 2.5 GPA.

**EDC 263 Creative & Fine Arts** (3 hours, fall)

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. Prerequisite: 2.5 GPA.

**EDC 273 Early Childhood Methods** (3 hours, spring)

This course introduces students to the concepts of developmentally appropriate practice in Early Childhood Education. Students will examine diverse methods, resources, and environments of the early childhood classroom. Students begin planning lessons and implementing them through reflective teaching. A directed field-based experience is required. Prerequisite: 2.5 GPA.

**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. Georgia Curriculum Standards are studied and incorporated. Prerequisite: MAT 123; Admission to Teacher Education.

**EDC 353 Reading & Writing in the Content Area: Early Childhood** (3 hours, spring)

This course examines the importance of literacy skills within language arts and content classes. Beginning teachers will learn how to teach reading and writing effectively in the early grades, how to create a classroom climate where literacy flourishes, and how to empower the diverse child in today's classroom. From teacher to the students, the school to the community, all are integrally partnered to develop readers and writers. The emphasis of this course will be on the vital skills and strategies to use to teach reading and writing skills within content teaching. A directed field-based experience (EDU 300) is taken previous to this class to provide observation in the early childhood classroom. Prerequisite: Admission to Teacher Education.

**EDC 363 Children's Literature** (3 hours, fall)

A study of the literature written for children, 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 and winners of children's book awards and a survey of books suitable for early childhood readers. Prerequisite: Admission to 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. Prerequisite: Admission to Teacher Education.

**EDC 383 Social Studies & Language Arts Methods in Early Childhood** (3 hours, fall)

This is a course that examines various methods of teaching in the early childhood classroom. Emphasis in this course is on long-range planning and implementing an instructional unit in a similar classroom. The course's focus is on social studies and language arts content (as specified from learned societies like NCSS or NCTE), and Georgia curriculum standards (GPS's). Integration of social studies and language arts with other content fields is encouraged, reviewed and practiced. Directed field-based experience required. Prerequisite: Admission to Teacher Education.

**EDC 423 Curriculum & Assessment** (3 hours, fall)

A study of curriculum designs emphasizing the relationship between curriculum, teaching practice, and assessment in the Early Childhood classroom. This course analyzes quantitative and qualitative concepts and practices used to assess student learning and behavior; and uses these assessments to provide useful feedback for the learner, the teacher, and the improvement of the instructional program. Prerequisite: Admission to Teacher Education

**EDC 433 Classroom Management & Philosophy** (3 hours, fall)

This course examines the important and pressing issues surrounding classroom management in today's schools. A biblical philosophy of education will also be studied along with legal issues concerning Bible and Religion in the public schools. Students will construct a management plan while observing the class in which they will be doing their student teaching. Prerequisite: Admission to Teacher Education.

**EDC 453 Reading Diagnosis & Remediation** (3 hours, fall)

This course is designed to help prospective classroom teachers pinpoint reading difficulties within their classroom, diagnose the difficulty, and remediate the problem appropriately for student success. Testing and procedures are practiced in local experiences. Prerequisite: Admission to Teacher Education.

**EDE – EDUCATION ESL****EDE 323 Classroom ESL Methodology & Practicum** (3 hours, spring)

This course distinguishes methodology of ESL that will be used in a North American curriculum (either in a U.S. or overseas International school). Brown's *Twelve Principles* will be viewed from the aspect of an immersion program. Methodology, technology, and techniques used to incorporate the ESL student into the regular classroom are the focus, enhanced by a 20-hour 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 introduces students to the concepts of developmentally appropriate practice in Middle Grades Education. Students will examine diverse methods, resources, and environments of the classroom. Students begin planning lessons and implementing them through reflective teaching. A directed field-based experience is required. Prerequisite: Admission to Teacher Education.

**EDM 313 Mathematics & Science Methods in Middle Grades** (3 hours, fall)

This course is designed to analyze and assess teaching resources and techniques in mathematics and science that will enable the Middle Grades teacher to effectively teach content and concepts to diverse students. It demonstrates appropriate strategies of instruction including hands-on lab experiences, discovery and inquiry methodologies, and directed field-based experience. Georgia Curriculum Standards are studied and incorporated. Prerequisite: MAT 123; Admission to Teacher Education.

**EDM 353 Reading & Writing in the Content Areas: MG/Sec** (3 hours, fall)

This course is designed to assess and analyze teaching materials and techniques in reading with emphasis on various approaches to teaching reading in middle and secondary grades. Content area literacy is a focus on upper grade achievement. Observation, practice, and diagnosis of remedial difficulties are integrated into a directed field-based experience in local schools. Prerequisite: Admission to Teacher Education.

**EDM 363 Young Adult Literature** (3 hours, spring)

This course focuses on the characteristics of young adult literature, the stages of literary appreciation, a history of young adult literature, the use of young adult literature in the classroom, and a survey of outstanding young adult literature. Prerequisite: Admission to Teacher Education.

**EDM 383 Social Studies & Language Arts Methods in Middle Grades** (3 hours, fall)

This course examines various methods of teaching in the middle grade classroom. Emphasis in this course is on long-range planning and implementing an instructional unit in a similar classroom. The course's focus is on social studies and languages arts content (GPS's). Integration of social studies and language arts with other content (as specified from learned societies like NCSS and NCTE), and Georgia curriculum standards (GPS's). Integration of social studies and language arts with other content field is encouraged, reviewed and practiced. Directed field-based experience required. Prerequisite: Admission to Teacher Education.

**EDM 423 Curriculum & Assessment** (3 hours, fall)

A study of curriculum designs emphasizing the relationship between curriculum, teaching practice, and assessment in the

Middle Grades classroom. This course analyzes quantitative and qualitative concepts and practices used to assess student learning and behavior; and uses these assessments to provide useful feedback for the learner, the teacher, and the improvement of the instructional program. Prerequisite: Admission to Teacher Education.

**EDM 433 Classroom Management & Philosophy** (3 hours, fall)

This course examines the important and pressing issues surrounding classroom management in today's schools. A biblical philosophy of education will also be studied along with legal issues concerning Bible and Religion in the public schools. Students will construct a management plan while observing the class in which they will be doing their student teaching. Prerequisite: Admission to Teacher Education.

**EDS - SECONDARY EDUCATION****EDS 353 Secondary Methods** (3 hours, fall)

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. Prerequisite: Admission to Teacher Education.

**EDS 423 Curriculum & Assessment** (3 hours, fall)

A study of curriculum designs emphasizing the relationship between curriculum, teaching practice, and assessment in the secondary classroom. This course analyzes quantitative and qualitative concepts and practices used to assess student learning and behavior; and uses these assessments to provide useful feedback for the learner, the teacher, and the improvement of the instructional program. Prerequisite: Admission to Teacher Education.

**EDS 433T Classroom Management & Philosophy** (3 hours, fall)

This course examines the important and pressing issues surrounding classroom management in today's schools. A biblical philosophy of education will also be studied along with legal issues concerning Bible and Religion in the public schools. Students will construct a management plan while observing the class in which they will be doing their student teaching. Prerequisite: Admission to Teacher Education.

**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 PTO Field Experience I** (1 hour, winterim/summer II)

This is part one of a directed field-based experience that allows students to observe, record and assess *knowledge, skills, and character* required by the classroom teacher. Students participate in the classroom as a teacher's aide for a two-week period. During this experience, students address six of the twelve Professional Teaching Objectives (PTO's) of the School of Teacher Education. Prerequisite: 2.5 GPA.

**EDU 221 PTO Field Experience II** (1 hour, winterim/summer II)

This is part two of a directed field-based experience that allows students to observe, record and assess *knowledge, skills, and character* required by the classroom teacher. Students participate in the classroom as a teacher's aide for a two-week period. During this experience, students address six of the twelve Professional Teaching Objectives (PTO's) of the School of Teacher Education. Prerequisite: 2.5 GPA.

**EDU 300 Content and Literacy Field Experience** (0 hour, fall, winterim and summer)

This course is a five-day, field based experience in any classroom for the purpose of observing literacy concerns at the grade level in which the student is interested. The objective for this field experience is to observe, record and assess *knowledge, skills and character* in any classroom. The Early Childhood, Middle Grades, Music Education and Secondary majors will also focus on content issues related to their respective fields. Prerequisite: Admission to Teacher Education.

**EDU 311 Education Seminar** (1 hour, spring)

This class assists students in their preparations for the Georgia Assessments for the Certification of Educators (GACE) examinations, pre-student teaching interview and PTO portfolio presentation and in credentialing for substitute teaching. Students taking this class must be student teaching the following spring semester. Prerequisite: Admission to Teacher Education.

**EDU 323 Educational Psychology (PSY 323X)** (3 hours, either semester)

This course is a study of the fundamental principles of the nature and conditions of learning. Application of educational psychology concepts related to instruction and student behavior is stressed. 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 410 Teaching Practicum** (10 hours, spring)

Students will be placed in a school for an actual teaching experience under a TFC supervising teacher. The Practicum will be approximately *twelve weeks long*. Students will meet with a college supervisor in weekly sessions to discuss activities pertinent to Teaching Practicum. Students will produce an Internship Portfolio showing mastery of the 12 Professional Teaching Objectives (PTO's) tied to the Conceptual Framework. Prerequisite: Admission to Student Teaching.

**EDU 422 Professional Integration** (2 hour, spring)

This course is designed to help graduating seniors integrate their faith with their profession and be prepared to immediately enter the teaching field. Students will reflect on their student teaching and receive help with classroom management, lesson planning and other issues that might become overwhelming during their practicum experience. Students will also prepare professionally by developing their resume, career placement folder and prepare to interview for a teaching position. Prerequisite: Admission to Teaching Practicum.

**EDU 453 The Exceptional Child** (3 hours, fall)

This course examines the foundation of special education including historical perspectives, service delivery models and educational trends and issues. It provides education majors with methods for teaching children who have mental retardation, learning disabilities, visual and hearing impairments, communication disorders, autism spectrum disorders, physical challenges and those who are gifted and talented, including students with limited English proficiency. Prerequisite: Admission to Teacher Education and student teaching.

## 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)

This course is a survey of best-known authors from the Ancient Greeks through the Renaissance. Prerequisite: ENG 123.

**ENG 223 English Literature I** (3 hours, fall)

This course surveys the Old English, Middle English, and Renaissance periods. Prerequisite: ENG 123.

**ENG 233 English Literature II** (3 hours, spring)

This is a course that surveys the Enlightenment, Romantic, Victorian, and Modern periods. Prerequisite: ENG 123.

**ENG 243 Oral Interpretation** (3 hours, offered as announced)

This course develops 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)

This course surveys the linguistic history of English from its Indo-European roots to the present, concentrating on lexicography, morphology, syntax, and grammar, along with their relevance for literary history, current usage, and the structures of modern English. Prerequisite: ENG 123.

**ENG 323 Renaissance Literature** (3 hours, offered as announced)

This course study is sixteenth-century prose and poetry, excluding drama. Emphasis on the relationship between the Renaissance and the Reformation, the rise of the English Sonnet, and Spenser. Prerequisite: ENG 123.

**ENG 323E Topics in Early English Literature** (3 hours, fall even years)

This course is an advanced study of major authors or topics in English Literature from the Medieval, Renaissance, and Baroque periods. Major research paper required. Prerequisite: ENG 123.

**ENG 333 Seventeenth-Century Literature** (3 hours, offered as announced)

This course studies late Renaissance and Baroque prose and poetry. Emphasis is placed on the great devotional poets and Milton. Prerequisite: ENG 123.

**ENG 333E Topics in Modern English Literature** (3 hours, spring even years)

This course is an advanced study of major authors or topics in English Literature from the Neoclassical, Romantic, Victorian, and Modern periods. Major research paper required. Prerequisite: ENG 123.

**ENG 343 Neoclassical Literature (1660-1789)** (3 hours, offered as announced)

This course studies British literature from the Restoration through the late eighteenth century. Varying focus-themes, authors, types. Prerequisite: ENG 123.

**ENG 353 Romantic Period (1789-1832)** (3 hours, offered as announced)

This course is a course studying selected themes, authors, and types of major figures from the pre-Romantics through Shelley, Byron, and Scott. It offers varying 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)  
ENG 383 offers rhetorical strategies that are applicable to student writing and publishable works. It offers students an opportunity to reflect on their writing/reading experiences through autobiography and to choose writing projects pertinent to their fields. Prerequisite: ENG 123.

**ENG 393E Grammar for Teachers** (3 hours, either semester)  
This course is an intensive review of traditional grammatical terminology and the rules of correct usage in Standard English, with special attention to appropriate methods of pedagogy. Prerequisite: ENG 123.

**ENG 413 Shakespeare** (3 hours, spring even years)  
This course is an in-depth survey of Shakespeare's major histories, comedies, and tragedies. Prerequisite: ENG 123.

**ENG 423 Middle Ages** (3 hours, offered as announced)  
This course covers major figures, issues, and movements of the Old and Middle English periods, mostly in translation, but with some exposure to Middle English texts. Prerequisite: ENG 123.

**ENG 433 Selected Topics** (3 hours, offered as announced)  
This course will study in depth a selected author or topic at the instructor's discretion: Dante, Milton, Lewis, 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 100 Community Chorus/Oratorio** (0.5 hour, either semester)  
This course includes the study of major works in choral literature and performances of this literature. Prerequisite: None.

**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. Interview with professor is required before registering for this course. 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. With the permission of the School Director, members of the community at large are permitted to participate in these groups without formal application or registration procedures. 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 non-native 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)

Many teachers working in limited-access countries are often restricted from using explicitly Christian materials. This course draws from a whole spectrum of world literature and equips the student to promote a Christian worldview using nonbiblical materials. Prerequisite: ESL 313; preferred ESL 323.

**FAM - FAMILY AND CHILDREN'S MINISTRIES**

**FAM 233 Marriage & Family Relationships** (3 hours, fall)  
This course will examine biblical and contemporary perspectives on marriage and family relationships. Beginning with an examination of dating and premarital relationships this course considers theological foundations for marriage and family, communication dynamics, conflict resolution, sexuality, parenting, and the cultivation of wholeness in marriage and family life. Preliminary consideration of the church's role in enhancing healthy marriage and family relationships will be given throughout the course. Prerequisite: None.

**FAM 243 Ministry to Families** (3 hours, spring)  
This course will introduce students to the field of family ministries. A biblical, theological, and sociological foundation for understanding families and designing ministries to the various forms of families is included. In addition, students are introduced to several family ministry models and ministry alternatives in both the church and para-church contexts. Prerequisite: FAM 233.

**FAM 253 Foundations for Children's Ministry** (3 hours, spring)  
This course is designed to prepare the student with the foundations for effective children's ministry. The course will include the biblical, theological, developmental, and sociological foundations. Prerequisite: CED 113.

**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.

**FAM 323 Methods and Materials for Teaching Children** (3 hours, fall)  
This course is designed to introduce the students to teaching resources and techniques that will enable the teacher to effectively deliver content and concepts to children. It requires the students to be involved in experiential lab opportunities. Prerequisite: FAM 253.

**FAM 333 Programming for Children's Ministry** (3 hours, spring)  
This course introduces the students to the various programs available to children's ministries, including Sunday School, Vacation Bible School, club ministries, and children's church. Prerequisite: FAM 253.

**FAM 401-3 Independent Study** (1-3 hours, either semester)  
This course offers individual study of family ministry education for the advanced student. Advance approval by the 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 and Children's 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 and Children's Ministry Internship** (3 hours, summer)

This internship is the practical application of the principles and practices learned in the student's classroom experiences in a family ministry situation. Students will be involved in an approved ministry and will receive benefit of supervision and evaluation. Prerequisites: 90 completed hours or School of Christian Education faculty approval. Prerequisites: 90 completed hours or approval by the School of Christian Education, and acceptance to the School of Christian Education.

**FRN - French**

**FRN 113 Elementary French I** (3 hours, fall)  
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)  
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)  
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)  
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, spring)  
This course is a general survey of music that includes fundamental terms and concepts of music, vocal and instrumental forms and genre, a chronological overview of art music from the various stylistic periods of Western culture and an extensive listening requirement. 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)  
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)  
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)

This course concentrates on 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, offered as announced)

This course offers the student translation and analysis of selected passages from the New Testament. Special attention is given to the normal sequence of steps in the exegetical process. Emphasis will also be placed on the resources useful for exegesis, such as lexicons, concordances, textual criticism guides, and commentaries. Each week's work includes direct study of the Greek NT text. Students may take this course more than once by concentrating on a different text of the NT. This course counts toward the college's minimum requirement of Bible and theology for graduation. Prerequisite: GRK 343.

**GRK 463 Greek Readings: Selected Passages** (3 hours, offered as announced)

This course consists of selected readings from the Greek New Testament with special emphasis on developing reading and translation skills. Attention will also be given to the special syntax, grammar, and vocabulary of the author. Each week's work will involve the study of the Greek NT. Students may take this course more than once by concentrating on a different part of the Greek NT. It counts toward the college's minimum requirement of Bible and theology for graduation. Prerequisite: GRK 343.

## HEB - HEBREW

**HEB 314 Elementary Hebrew I** (4 hours, fall odd years)

This course teaches the grammar and vocabulary of biblical Hebrew, including lexical tools. 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. This course counts towards the college's minimum requirement of Bible and theology for graduation. Prerequisite: HEB 314 or instructor's permission.

**HEB 401-3 Independent Study** (1-3 hours, either semester)

Selected students are permitted to secure specialized training in Hebrew composition and/or reading appropriate to individual needs. The project will involve extensive independent work under individualized direction of a professor. Availability of the course is contingent on availability of faculty. Independent study requires a *minimum* of 35 clock hours of work per semester hour. Prerequisites: HEB 314 and HEB 323.

**HEB 433 Intermediate Hebrew** (3 hours, fall even years)

This course involves application of exegetical methods to the study of selected passages in the Hebrew text. This course consists of translation, identification of grammatical forms, further acquisition of vocabulary and analysis of syntactical construction. It continues the reading of the Hebrew Scriptures begun in HEB 314 and HEB 323. This course counts towards the college's

minimum requirement of Bible and theology for graduation. Prerequisite: HEB 323 or instructor's permission.

**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 or instructor's permission.

**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 or instructor's permission.

## HIS - HISTORY

**HIS 113 History of Western Civilization I** (3 hours, fall)

This course traces political, social, economic, and cultural developments characterizing Western society from its beginnings in the Ancient Era through the end of the Middle Ages. Cause-and-effect interrelationships among individuals, issues, and events are emphasized. Interaction with primary source documents facilitates critical thinking and historical insight. Prerequisites: None.

**HIS 123 History of Western Civilization II** (3 hours, spring)

This course traces political, social, economic, and cultural developments characterizing Western society from the Early Modern Era through the end of the Twentieth Century. Cause-and-effect interrelationships among individuals, issues, and events are emphasized. Interaction with primary source documents facilitates critical thinking and historical insight. Prerequisites: None.

**HIS 223 Twentieth Century World History** (3 hours, fall, odd years)

This course traces global political, social, economic, and cultural developments from the late 19<sup>th</sup> century to the end of the 20<sup>th</sup>. Cause-and-effect interrelationships among individuals, issues, and events are emphasized, both within specific nations as well as those of an international character, are emphasized. Interaction with primary source documents facilitates critical thinking and historical insight. Prerequisites: None.

**HIS 233 History of the United States I** (3 hours, fall)

This course traces political, social, economic, and cultural developments from the Colonial Period through Reconstruction. Cause-and-effect interrelationships among individuals, issues, and events are emphasized. Interaction with primary source documents facilitate critical thinking and historical insight. Prerequisites: None.

**HIS 243 History of the United States II** (3 hours, spring)

This course traces political, social, economic, and cultural developments from Reconstruction through the Reagan-Bush Era. Cause-and-effect interrelationships among individuals, issues, and events are emphasized. Interaction with primary source documents facilitates critical thinking and historical insight. Prerequisites: None.

**HIS 313 History of Greece and Rome** (3 hours, fall, odd years)

This course traces political, social, economic, and cultural developments within these Mediterranean-centered civilizations from the Bronze Age beginnings of the Mycenaean Greeks to the collapse of the western portion of the Roman Empire on the eve of the Medieval Era. Cause-and-effect interrelationships among individuals, issues, and events are emphasized. Historiographical exploration of topics and interaction with primary source documents facilitate critical thinking and historical insight. Prerequisites: 3 hours of HIS or instructor's permission.



**HIS 323 History of Medieval Europe** (3 hours, fall, even years)  
This course traces political, social, economic, and cultural developments from the disintegration of the western portion of the Roman Empire to the emergent Renaissance Era. Cause-and-effect interrelationships among individuals, issues, and events are emphasized. Historiographical exploration of topics and interaction with primary source documents facilitate critical thinking and historical insight. Prerequisites: 3 hours of HIS or instructor's permission.

**HIS 343 History of Latin America** (3 hours, fall, even years)  
This course is a broad survey of political, economic, social, and cultural developments in South America, from the earliest civilizations to the end of the 20<sup>th</sup> century. Prerequisite: None.

**HIS 353 Church History** (3 hours, fall)  
This course studies 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, odd years)  
This course traces the growth and development of Christianity within the United States, from the Colonial Era through the late Twentieth Century. Attention is given to key individuals, issues, and events within their broader historical context. Historiographical exploration of topics and interaction with primary source documents facilitate critical thinking and historical insight. Prerequisites: 3 hours of HIS or instructor's permission.

**HIS 373 History of Africa** (3 hours, fall, odd years)  
This course broadly surveys political, economic, social, and cultural developments on the African continent, from the earliest civilizations to the end of the 20<sup>th</sup> century. Prerequisite: None.

**HIS 383 Study Abroad in History** (3 hours, Winterim or Summer II or offered as announced)  
This is a special study of history in an international setting. The professor designs each course, including reading in advance, study abroad at on-site locations, a reflection on specific historical features, and the articulation of ideas in writing based on the student's experience abroad. Prerequisites: Completion of one year at TFC, TFC Application for Study Abroad, and permission of instructor.

**HIS 393 History of Asia** (3 hours, spring, even years)  
This course traces political, social, economic, and cultural developments on the Asian continent from the Ancient Era through the late Twentieth Century. Attention is given to the civilizations of India, China, and Japan. Cause-and-effect interrelationships among individuals, issues, and events are emphasized. Historiographical exploration of topics and interaction with primary source documents facilitate critical thinking and historical insight. Prerequisites: 3 hours of HIS or instructor's permission.

**HIS 413 Historiography** (3 hours, fall)  
This course focuses on the "doing of history." Topics addressed include historians and their craft, philosophies of history, and historical methodologies. Oral and written, individual and group, projects facilitate the development of discipline-relevant skills. Prerequisites: 6 hours of HIS.

**HIS 473 History Seminar** (3 hours, spring)  
The capstone course of the major focuses primarily on the research and writing of an in-depth scholarly paper on a specific historical topic. Topics are chosen by students with the approval of the instructor. Prerequisites: 9 hours of HIS, including HIS 413.

## **HOM - HOMILETICS**

**HOM 313 Sermon Preparation** (3 hours, spring)  
This course studies 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)  
This course includes 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)  
This course highlights 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)  
This is 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 are included. Prerequisite: None.

## **HUM - HUMANITIES**

**HUM 103 Western Thought & Culture** (3 hours, winterim or summer I)  
This is an interdisciplinary study of cultural issues and problems, designed to help the student develop a Christian worldview. Prerequisite: None.

**HUM 383 Study Abroad in Humanities** (3 hours, Winterim or summer II or offered as announced)  
This course is an interdisciplinary, in-depth study of the humanities in an international setting. The professor designs each course special, including reading in advance, study abroad at on-site locations, a reflection on specific topics in the humanities, and the articulation of ideas in writing based on the student's experience abroad. Prerequisites: Completion of one year at TFC, TFC Application for Study Abroad, and permission of instructor.

## **ICS - INTERCULTURAL STUDIES**

**ICS 113 Gifts, Guidance, 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 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, winterim 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 253 History of Missions** (3 hours, spring)

This is a history of missions course pertaining to the progress of missions. It is presented from its inception to the present era including a study of the beginning, process, and advancement of modern missions on the various fields throughout the world. The latter part of the semester is concerned with case studies in historic patterns of church growth around the world. Prerequisite: None.

**ICS 273 Church Planting & Development** (3 hours, fall)

A course aimed at practical and biblical step-by-step development of a master plan for church planting. It emphasizes guidelines for the church leader to devise strategies and employ resources to enter new areas, win people to Christ, and organize them into local churches. Prerequisite: None.

**ICS 303 Non-Traditional Religious Movements (REL 303X)** (3 hours, spring odd years)

This course assesses the history, development, and beliefs of selected contemporary non-evangelical systems that deviate from traditional Christendom (cults) as well as selected new religious movements originating in major non-western world religions. Special attention is given to apologetic responses in light of current social, political and economic situations. Prerequisite: None.

**ICS 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, offered as announced)

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 Untied States or abroad. Prerequisite: None

**ICS 342 Women in International Ministry** (2 hours, spring odd years)

The role of women in the Church is explored through an examination of biblical truths, history, and present reality with a focus on ministry in the non-Western world. Challenges to women in the global community are dealt with and practical guidelines offered. Prerequisite: None.

**ICS 343 Introduction to Islam (REL 343X)** (3 hours, fall)

This is a study of the structure, beliefs, and practices of Islam, including an analysis of the Quran, the life of Muhammad, and the historical development of the religion. Emphasis will be given to apologetics and outreach to Muslims. Prerequisite: None.

**ICS 352-6 Cross-Cultural Internship** (2-6 hours, summer)

Designed to be integrated into an actual cross-cultural situation, this course is carried out through practical service in a new culture. Specially designed programmed materials serve as a guide to field work using participant-observation and other anthropological methods. Time necessary in a new culture is at least six weeks. Prerequisite: ANT 323.

**ICS 362-6 International Business Internship** (2-6 hours, summer)

This course is designed to integrate, either in an actual cross-cultural situation or in a mission agency office, the knowledge gained in the areas of business/missions in actual day-to-day field/home office operations. Time necessary for this practicum is a minimum of six weeks. Prerequisite: ANT 323 Applied Ethnography.

**ICS 383 Training & Discipling** (3 hours, 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 393 Introduction to Church Growth (PAM 393X)** (3 hours, fall, winterim)

This course is designed to investigate the Biblical basis and reasons for the growth of the church as well as church decline, and to learn ways to diagnose the health of a church and promote and measure its growth, both spiritually and numerically. Prerequisite: None.

**ICS 401-3 Independent Study** (1-3 hours, either semester or summer)

The content and method within this course framework will be directed by the professor in charge through consultation with the student. Offered by approval of the Director of the School of World Missions. Prerequisite: None.

**ICS 433 Christian Education in Other Cultures** (3 hours, fall odd years)

This course studies the basic philosophy of Christian education and the application of related principles to cultural situations. Emphasis will be on researching needs, designing curricula to meet those needs, and using teaching methods that are acceptable to the culture and reproducible by teachers within that culture. Prerequisite: None.

**ICS 443 Cross-Cultural Storytelling** (3 hours, spring)

This course will equip the cross-cultural communicator with the knowledge and skills necessary to communicate the gospel through the strategic way of storytelling. The historical background and principles of storytelling are studied and applied to the development of a story line. Prerequisite: None, but ANT 203 recommended.

**ICS 453 Cross-Cultural Communication (COM 453X)** (3 hours, spring)

This course enables the student to develop an understanding of culture's effects on the communication process. It concentrates in such areas as worldview, cognitive process as related to culture, and contextualization of supra-cultural meaning. Prerequisite: not required, but recommended, ANT 203.

**ICS 463 Strategy of Missions** (3 hours, fall)

The student will be taught to discern the ways and means of attaining the goals of missions in action. It is a critical examination of methods and purposes in order to establish relevant, functional, and biblical strategies. Prerequisite: BMI 213.

**ICS 473 Urban Ministry & Practicum** (3 hours, 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 483 Intercultural Development Strategy Project** (3 hours, spring)

This course provides the student majoring in Cross-cultural Business Administration the opportunity to be a part of a diverse planning team that develops a strategy to establish a development project among a specific people group. Skills in teamwork, critical thinking, strategic planning, and project presentation are refined. Prerequisite: ICS 362, ANT 363 and ANT 483 Anthropology Research Project.

**ICS 493 Missiology Strategy Project** (3 hours, spring)

This course provides the student majoring in Cross-cultural Studies the opportunity to be a part of a diverse team that develops a strategy to plant and establish a new church or accelerate the growth of an established church among a specific people group. Skills in teamwork, critical thinking, strategic planning, and project presentation are refined. Prerequisite: ANT 363 and ANT 483 Anthropology Research Project.

**IPC – INTERPERSONAL 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. This course may be repeated up to three times over three semesters. Graded on an S/U basis. Prerequisite: None.

**IPC 243 Nonverbal Communication** (3 hours, offered as announced)

This course teaches the nature and function of nonverbal communication. It is designed to heighten the student's ability to perceive and transmit meaning nonverbally. Included in the course are kinesics, proxemics, vocalic, and artifactual communication. Special attention is given to understanding the emotional significance of nonverbal communication and how it influences the communication process. Prerequisite: None.

**IPC 293 Interpersonal Communication** (3 hours, spring)

This course instructs the student on the fundamentals of understanding the process of interpersonal communication. 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: None.

**IPC 313 Organizational Communication** (3 hours, fall even years)

This course examines the interplay of structures and organizational practices with communication within an organization. The dynamic is examined from a systems, critical, and cultural theory approach. Prerequisite: None.

**IPC 323 Public Relations** (3 hours, spring even years)

This is a course that focuses on effective public relations principles which could be applied to church, business, institutional, or mass communication. Through reading, discussion, lecture, projects, and class guests, the student will gain understanding of basic aspects of the public relations process. Prerequisite: None.

**IPC 333 Small Group Communication** (3 hours, spring odd years)

This course introduces students to a deeper understanding of small groups. The course explores issues such as group dynamics, roles, and functions of small groups. Prerequisite: None.

**IPC 343 Advanced Public Speaking** (3 hours, fall odd years)

This course is designed to provide a deeper appreciation for the complexities of public speaking. Specifically, students will gain additional practice and more individualized instruction in developing their unique voice. More complex aspects of message construction, development, and adaptation will be covered. Prerequisite: COM 113 and permission of instructor.

**IPC 353 Leadership Communication** (3 hours, spring even years)

This course provides students with an overview of business communication as it relates to leadership practices and theory in business and professional settings. Students will examine what makes effective leaders and what skills and components add to leadership potential. Prerequisite: None.

**IPC 373 Mentoring** (3 hours, spring even 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: None.

**IPC 401-3 Independent Study** (1-3 hours, offered as announced)

This course is an individual study course for the advanced communication student. Prerequisite: Advance approval by the Director of the School of Communication.

**IPC 493 Interpersonal & Public Communication Internship** (3 hours, offered either semester or summer)

This course gives credit for supervised and approved work experience in related fields. Minimum of 210 hours of on the job experience required. Assessment is required. Graded on an S/U basis. Prerequisite: Junior status.

**LIM – MINISTRY LEADERSHIP****LIM 233 Biblical Foundations of Leadership** (3 hours, offered as announced, online)

This course explores the theology of leadership as well as the biblical models of leadership found in both the New and Old Testaments. Prerequisite: None.

**LIM 313 Ministry Leadership and Society** (3 hours, offered as announced, online)

This course will address Christian ministry leadership in the context of contemporary society or culture. Societal or cultural themes such as ethnic diversity, gender roles, technology, economics, and social change will be studied in regard to their influence on ministry leadership. Furthermore the class will explore the role of the leader in addressing societal issues and the responsibility of Christian leaders in impacting culture. Prerequisite: None.

**LIM 323 Leadership and Management Theory** (3 hours, offered as announced, online)

While leadership and management are not synonymous, leaders nonetheless must at various times perform functions of management. This course then, will address theories of both leadership and management. Theories of leadership attempt to explain either the factors involved in the emergence of leadership or the nature of leadership. Contemporary management theories such as systems and contingency theories attempt to describe how leaders and managers work with people through activities such as planning, evaluating, supervising, and staffing. Prerequisite: None.

**LIM 333 Leadership Communication** (3 hours, offered as announced, online)

This course provides students with an overview of communication as it relates to leadership practices and theory in church and Para church settings. Prerequisite: None.

**LIM 413 Strategies for Leadership Development** (3 hours, offered as announced, online)

In this course students will study the nature of equipping leaders through strategies such as mentoring and small groups. Topics including recruiting, supervising, and team-based leadership will be addressed as well. Prerequisite: None.

**LIM 423 Change, Conflict, & Organizational Culture in Ministry** (3 hours, fall; offered as announced, online)

This course will provide the theoretical and practical framework for understanding the significance of organizational culture and its impact on Christian education and disciple-making ministries. The material will lead to a comprehensive analysis of change and conflict in Christian organizations. Special attention will be given to the biblical and theological issues related to change and conflict management. Prerequisite: senior status.

**LIM 433 Leadership Formation** (3 hours, spring; offered as announced, online)

This course will examine the personal and spiritual developmental factors that shape a Christian leader's development. In particular, we will explore the convergence of various stages and specific influences that Christian leaders frequently encounter in their development. Assuming that effective leadership emerges from a leader's character and that leadership is a dynamic process, special emphasis will be placed on analyzing "core" issues in the leader's life and ministry/vocation in ways that will assist students in understanding their experience thus far and in anticipating future developmental experiences. Prerequisite: None.

**LIM 473 The Leader as Teacher** (3 hours, offered as announced, online)

This course introduces the critical role of the ministry leader as teacher. It introduces and integrates elements of educational theory and practice in order to cultivate effective biblical teaching in leadership contexts concerned with Christian discipleship. Based on Ephesians 4:11-12, this course emphasizes the equipping/teaching responsibility of leadership and will require the student to prepare and present multiple teaching presentations in a format other than the sermon. Prerequisite: None.

**LIM 483 Seminar in Ministry Leadership** (3 hours, offered as announced, online)

This is a capstone course designed to include at least three components: 1) a written doctrinal statement, 2) an integrative comprehensive exam (written and oral) related to ministry leadership and based on previous courses, and 3) the addressing of contemporary issues in leadership. Prerequisite: All course work completed or permission.

## **MAN – MANAGEMENT**

**MAN 213 Principles of Management** (3 hours, fall)

This is an introduction to the foundational principles and basic management techniques which every manager must master to succeed in today's fast-changing competitive environment. Emphasis is on the managerial functions of planning, organizing, staffing, leading, and controlling. Prerequisite: None.

**MAN 323 Production & Operations Management** (3 hours, fall odd years)

This course studies the 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 213.

**MAN 383 Organizational Behavior & Development** (3 hours, spring)

This course examines behavior in organizational settings as affected by individual, group, and organizational processes with the goal of understanding and explaining why people act and react within organizations especially to change. Emphasis will be placed on the effects of organizational structure on patterns of communication and the role of leadership to describe, understand, predict, develop, and to some degree control human activity in the work place to bring about planned change. Students will be given opportunity to recognize and respond to change, motivation, morale, attitude, stress, corporate culture and politics, group dynamics, and decision-making processes. Prerequisite: MAN 213 recommended.

**MAN 413 Human Resources Management** (3 hours, fall 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 213.

**MAN 433 Business Policy & Strategy** (3 hours, spring)

This is a seminar course exploring current issues faced by management with special attention to business ethics and social responsibility. Relationship of business, government and society are discussed culminating in a major paper assignment. Ethical core values are taught as guidelines for development of organizational plans and strategies. Prerequisite: Senior business administration majors only, except by permission.

**MAN 453 International Management** (3 hours, spring)

This course studies the organizational structure, management processes, organizational behavior, and human resources as related to the global company's expatriates, third country nationals, and host country nationals. Emphasis is given to the international manager's job of staffing, training, motivating, leading, and controlling in cross-cultural environments. Students will prepare a comparative country portfolio. Prerequisite: MAN 213.

**MAN 483 Entrepreneurship & Small Business Management** (3 hours, offered as announced)

This is a study of the application of business and managerial principles to the establishing and operating of a small business in today's dynamic environment. Special emphasis is given to the entrepreneur, process entry strategies, market opportunities and threats, sources of capital and funding, legal and tax issues, operations, record keeping, growth challenges, and buying or selling a business. Students will select a product or service and prepare a comprehensive business plan for starting a small business. Prerequisites: MAN 213.

## **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)

This course is a study of limits and their properties, differentiation, integration, and applying calculus concepts to real-world settings. Prerequisite: MAT 133 or permission of the professor.

**MCM - MASS COMMUNICATION****MCM 201 Mass Communication Practicum** (1 hour, either semester)

This course will offer opportunities for special training or specific project work in video, radio broadcasting, or journalism. This course may be repeated up to three times over three semesters. It is graded on an S/U basis. Requires permission of the instructor. Prerequisite: None.

**MCM 203 Introduction to Mass Communication** (3 hours, fall)

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. Prerequisite: None.

**MCM 213 Media Production** (3 hours, fall)

This course introduces the basic principles, techniques and equipment of video and audio production and editing. Basic proficiency is achieved in video and audio production through hands-on experience with basic audio and video equipment. Students participate in both group and individual creative projects. Prerequisite: None.

**MCM 293 Film & Digital Photography** (3 hours, spring)

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 odd years)

This is 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 333 Rhetoric of Media** (3 hours, fall odd years)

This course will explore the history of communication arts and the medium employed to record and distribute information. The course will particularly emphasize the prominent place of rhetoric in the world of communications and demonstrate how rhetoric has been impacted by the development of communication technologies. It will further seek to demonstrate the inherent rhetoric present in communication technologies. Prerequisites: None.

**MCM 353 Broadcast Journalism** (3 hours, offered as announced)

This course considers the process and practical aspects of gathering, writing, editing, and reporting news for the electronic media. It also provides a framework for evaluation of these skills on a continual basis. Prerequisite: MCM 203.

**MCM 363 Narrative and Image** (3 hours, offered as announced)

This course will examine the relationship between the image and the word. Attention will be given to the use of verbal imagery in narratives and the translation of the word into the imagery of contemporary visual media. Special consideration will be paid to the theological constructs of Christ as image and Word. Prerequisite: None.

**MCM 373 Writing for Media** (3 hours, spring even years)

This course examines the process of writing for the varied genres of contemporary media. Emphasis will be placed on newswriting, editorials, scriptwriting, screenwriting and advertising. Prerequisite: None.

**MCM 383 Film Genres** (3 hours, offered as announced)

The focus of this course is the study of genre in film. The course will examine the development, history, definitions, sociocultural roles, and the blending of genres within visual media. Attention will be given to narrative structure, aesthetics, character and social group stereotyping, and popular appeal of generic patterns. Prerequisite: None.

**MCM 401-3 Independent Study** (1-3 hours, either semester)

This is an individual study for the advanced Mass Communication student. Advance approval by the Director of the School of Communication is required. Prerequisite: None.

**MCM 423 Advanced Radio Production** (3 hours, offered as announced)

This course offers training and practical experience in these specialized areas: multi-channel recording for use in commercials and promotional announcements plus syndication and satellite programming. This course will enable students to develop quality programming acceptable for use at any radio station. Current trends and principles used in radio production will also be discussed. Prerequisites: None.

**MCM 443 Advanced TV Studio Production** (3 hours, offered as announced)

Dramatic video production will explore single camera dramatic production. Students will produce a 30-second dramatic commercial and a dramatic scene on video tape. Students will learn how to work with a production crew, write dramatic scripts, etc. Prerequisites: None.

**MCM 453 Faith, Media and Culture** (3 hours, spring even years)

The focus of this course is the study of the persuasive influence of media, in its varied forms, in contemporary culture. Emphasis will be placed on developing a Christian critique of that influence as well as discussing an appropriate role for the Church, as producers and receivers, in today's media culture. Prerequisite: COM 363, MCM 203.

**MCM 493 Mass Communication Internship** (3 hours, either semester or summer)

This course involves work in a radio or television station, or production house. A minimum of 210 hours of work is required. Supervised preparation and assessment of the experience will be given. Graded on an S/U basis. Prerequisites: Junior status.

## **MED - MUSIC EDUCATION**

**MED 122 Introduction to the Teaching of Music** (2 hours, spring)

This course is designed to have the music education student begin to develop abilities related to the teaching of music K-12. Students will demonstrate knowledge and abilities in planning, teaching, and interpersonal skills related to the music content area. The course is structured to demonstrate appropriate models of instruction for performance classes, 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)

This is 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 this course is a two-week field experience completed after the student teaching experience. Because music teachers in Georgia are certified in Music, K-12, the MED 432 experience will be at a different grade level and may be in a different specialized music area than the student teaching experience. This "filling out" of the practicum experience will help prepare pre-service music teachers for the various staffing challenges they may face in the future. Prerequisite: None.

## **MKT - MARKETING**

**MKT 213 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: None.

**MKT 323 Consumer Behavior** (3 hours, fall, even years)

This is a course that examines fundamental areas of consumer decision-making processes such as information processing, external and internal influences, and business influences on consumer choices of products and services. Psychological and socio-cultural factors are examined along with a broad range of purchase and consumption situations. Appropriate target market strategies are explored. Prerequisites: none, but MKT 213 is recommended.

**MKT 333 Advertising & Promotions** (3 hours, fall, odd years)

This is a course that studies advertising and promotion methods used by organizations to promote and sell products and services. Emphasis is placed on the role of advertising and promotion in developing advertising plans and campaigns. Topics include creative design of ads, copy writing, direct mail, direct response advertising, catalogs, print media, broadcast media, media buying, telemarketing, and advertising on the Internet. Consideration will be given to the advertising and promotion of churches and mission ministries. Prerequisites: none, but MKT 213 is recommended.

**MKT 343 Selling & Sales Management** (3 hours, fall even years)

An introduction to the principles, concepts and terminology of personal selling and sales management. The sales process will be examined, paying particular attention to developing a relationship approach to the sales transaction. Prerequisite: None, but MKT 213 and PSY 213 are recommended.

**MKT 353 E-Marketing** (3 hours, fall, odd years)

Marketing operations as applied to Internet marketing, new media marketing, and direct marketing is this course's focus. The primary emphasis is customer relationship interactions using all marketing tools. Some topics include email, blogs, search engine positioning, virtual marketplaces, auctions, virtual communities, personalization, and personal privacy and security. Prerequisite: none, but MKT 213 is recommended.

**MKT 393 Nonprofit Marketing** (3 hours, spring, even years)

Application of marketing principles and practices to nonprofit organizations is the course focus. Key topics include the growth and development of nonprofit marketing, developing a core marketing strategy, positioning the organization, fundraising, and designing and managing the marketing mix. Also includes student design of an integrated marketing plan for a nonprofit organization. Prerequisite: none, but MKT 213 is recommended.

**MKT 433 Marketing Research** (3 hours, spring, odd years)

This course studies modern marketing research techniques and their problem-solving applications to marketing, sales, advertising, and promotions. Specific topics include research decisions, problem definition, exploratory research, hypothesis testing, research instrument design, data collection, data analysis, and the reporting of results. Prerequisites: MKT 213, MKT 323 or 333, MAT 253.

**MKT 493 Marketing Internship** (3 hours, either semester or summer)

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, 231 Class Piano** (1 hour, fall)  
The class piano sequence prepares the student for the piano proficiency examination. Scales, chord progressions, repertoire, harmonization, and other skills will be learned. This is a class applied music lesson. Prerequisite: None for MPN 111; MPN 111 and MPN 121 required for MPN 231.

**MPN 121, 241 Class Piano** (1 hour, spring)  
The class piano sequence prepares the student for the piano proficiency examination. Scales, chord progressions, repertoire, harmonization, and other skills will be learned. This is a class applied music lesson. Prerequisite: MPN 111 required for MPN 121; MPN 111, 121, and 231 required for MPN 241.

**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.

**MVC 111 Voice Class for Non-majors** (1 hour, spring)  
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. There are no class applied fees for this course. 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, fall)  
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, spring)  
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, fall)  
This course features a survey of the historical development of the art music of Western culture. In MUH 213 attention is focused on the musical developments in Medieval, Renaissance and Baroque art music and includes extensive listening requirements. Prerequisite: None.

**MUH 223 Music History & Literature II** (3 hours, spring)  
This course is a continuation of MUH 213. In MUH 223 attention is focused on the musical developments in classical, Romantic and 20<sup>th</sup>/21<sup>st</sup> century art music and includes extensive listening requirements. Prerequisite: MUH 213.

**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 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 repertoire, 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, fall)  
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, fall)  
This course includes a survey of the fundamental concepts and terms of music. The principal topics covered includes: notation of pitch, time classification, time signatures, intervals, scales, key signatures and triads. 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 insight into the design and structure of music with emphasis on developing skill in part-writing. The principal topics covered include the following: chord structure, cadences, part-writing diatonic chords in root position and inversion, C clefs and transposition. Prerequisite: 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 course is a continuation of MUT 113. The principal topics covered include the following: nonharmonic tones, dominant and supertonic seventh chords, the Phrygian cadence, harmonic sequences, secondary dominants and elementary modulation. Prerequisite: MUT 113.

**MUT 231 Aural Skills III** (1 hour, 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 MUT 123. The principal topics covered include the following: modulation, diminished triads and seventh chords, secondary leading-tone seventh chords, modulation with diminished seventh chords, binary and ternary forms and diatonic seventh chords. The application of theoretical concepts studied thus far is demonstrated through the harmonization and arranging of a given melody. Prerequisite: MUT 123.

**MUT 241 Aural Skills IV** (1 hour, 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. The principal topics covered include the following: chromatic chords (modal mixture, Neapolitan sixth, augmented triads), augmented sixth chords, augmented sixth chords used in modulation, chords of the ninth, eleventh and thirteenth. The application of theoretical concepts studied thus far is demonstrated through the creation of an original musical composition. Prerequisite: MUT 233.

**NTE - NEW TESTAMENT****NTE 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, winterim)

This course considers the background and interpretation of the Gospel of Matthew. Special attention is given to the author's presentation of Jesus as the promised Messiah, use of the Old Testament, and the theme of fulfillment. Prerequisite: NTE 113.

**NTE 243 Gospel of John** (3 hours, spring or summer even years)

This course is a study of the fourth Gospel and focuses on some of the major Christological themes, the prologue and the unique features of this book's presentation of Christ's message, ministry and passion. The course uses John's Gospel as a model for learning and using the inductive method of Bible study. Prerequisite: NTE 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, fall 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)

This is an analytical study of Romans and Galatians giving special attention to such themes as sin, justification, sanctification, glorification, and practical living. Prerequisites: BIB 213 and NTE 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, Winterim, 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 \$500 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 Backcountry Education** (3 hours, spring even years)  
This course develops leaders through various organized outdoor experiences. Students will be involved in the logistical arrangements necessary to implement two backcountry expeditions and will be exposed to technical skills needed for backcountry travel. Students will work and prepare assignments both individually and in small groups. Prerequisite: OLE 103.

**OLE 233 Rock Climbing** (3 hours, fall odd years)  
This course equips students with basic rock climbing skills and teaching techniques within the field. It emphasizes risk management, belaying, anchor systems, ascent and descent techniques, knots, basic rescue, and proper use of equipment, climbing site management, and ministry opportunities within this venue. Prerequisite: OLE 103.

**OLE 313 Adventure-based Education** (3 hours, spring odd 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 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 333 Outdoor Program Management** (3 hours, fall even years)  
This course is a study of administrative procedures for a broad scope of outdoor education programs. Topics will include personnel and facility management, boards and committees, developing a budget, public relations, conflict management, insurance, recordkeeping, and risk management. Prerequisite: OLE 103.

**OLE 343 Expedition Module** (3 hours, winterim, offered as announced)  
Students gain practical experience in a two-week wilderness opportunity equipping them to utilize backcountry experiences in positively impacting others. The goal of this class is to prepare students to successfully plan, lead and effectively carry out a successful wilderness experience. Emphasis is placed on leadership skills, decision-making, communicating effectively, group dynamics as well as basic outdoor skills. A \$500 course fee will be added to regular tuition. 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. Prerequisites: 90 completed hours or approval by the School of Christian Education, and acceptance to 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. It includes 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. It involves 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 or winterim odd 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. It 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 203 Wives & the Christian Ministries** (3 hours; offered as announced)  
This course studies the role, responsibilities, and priorities of a wife in relation to professional ministries. It consists of solutions for problems and candid appraisal of tensions encountered by a minister's wife. Prerequisite: None.

**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)

This is 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)

This course applies communication theory 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)

This practical course considers 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 393X Introduction to Church Growth**

See ICS 393 for course description.

**PAM 401-3 Independent Study** (1-3 hours, either semester)

Selected students are permitted to secure specialized training appropriate to individual needs. The student's project may involve intensive library investigation in a special field, individualized instruction, or the collection and analysis of original data pertinent to a given problem. Included among independent study programs are spiritual formation leadership, ministerial ethics, multiple staff ministry, rural ministry, and parachurch ministries. Innovative programs may be arranged depending on availability of faculty. Independent study requires a *minimum* of 35 clock hours of work per semester hour. Prerequisites: approval of the Director of the School of Bible and Theology. Prerequisite: None.

**PAM 411-3 Practicum in Ministry** (1-3 hours; offered as announced)

This course is 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)

Instruction is given for prompt and correct action in dealing with injuries, with major emphasis on accident prevention in home, school, and playground. It emphasizes fundamental procedures for care and prevention of injuries and physiological principles involved in athletics. Prerequisite: None.

**PED 323 Coaching Techniques** (3 hours, fall even years)

Organization, fundamentals, techniques, and strategy of coaching baseball, soccer, basketball, and volleyball are studied.

**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, odd years)

Investigation of the fundamental principles of physics is the focus of this course. Topics addressed include mechanics, thermodynamics, wave motion and sound. A thorough working knowledge of algebra and trigonometry, and a basic grasp of calculus, is assumed. Prerequisites: A working knowledge of Trigonometry is assumed.

**PHS 224 Physics II** (4 hours, spring, even years)

A continuation of PHS 214, this course covers electricity, magnetism, optics and modern physics. A thorough working knowledge of algebra and trigonometry, and a basic grasp of calculus, is assumed. Prerequisites: PHS 214.

## **PHY - PHILOSOPHY**

**PHY 113 Introduction to Philosophy** (3 hours, either semester)

This course introduces the student to the nature and importance of philosophy, the concept of a worldview, and an introduction to four key philosophical topics: epistemology, metaphysics, God and ethics. The student will learn to think critically by means of instruction (power point), an audience response system, team projects, discussion and various media. Prerequisite: None.

**PHY 223 Logic** (3 hours, offered as announced)

This course covers informal fallacies, induction, categorical propositions and syllogisms, formal (symbolic) sentential logic, and a brief exposure to predicate logic. Prerequisite: None.

**PHY 233 Critical Thinking** (3 hours, spring)

This course introduces the student to the essential and practical skill of critical thinking. Through instruction, discussion and debate, the student will learn to recognize and assess the essential components of a good argument as well as identify the signs of a fallacious argument. Prerequisite: None.

**PHY 243 Ethics** (3 hours, fall)

The course introduces the student to ethical theories (e.g., egoism, utilitarianism, natural law, etc.) and vital moral issues including business ethics, social ethics (e.g., divorce homosexuality, capital punishment) war, abortion, euthanasia, reproductive and genetic technology. The student will learn to think critically by means of instruction (power point), an audience response system, team projects, discussion and various media. Prerequisite: None.

**PHY 313 Epistemology** (3 hours, spring odd years)

The student will examine relevant epistemological topics including the sources and extent of knowledge, theories of knowledge, the problem of induction, the problem of justified true belief, internalism vs. externalism, realism vs. idealism, etc. The student will learn to think critically by means of instruction (power point), an audience response system, team projects, discussion and various media. Prerequisite: strongly recommended: PHY 113.

**PHY 323 Metaphysics** (3 hours, spring even years)

Metaphysics is an "umbrella term." It covers a variety of topics including the nature of reality, classifications of existence, the mind-body problem, the soul, the nature of time, etc. The student will learn to think critically by means of instruction (power point), an audience response system, team projects, discussion and various media. Prerequisite: strongly recommended: PHY 113.

**PHY 333 Bioethics** (3 hours, fall even years)

This course introduces the student to a range of bioethical topics from abortion to stem cell research. The student will learn to think critically by means of instruction (power point), an audience response system, team projects, discussion and various media. Prerequisite: strongly recommended: PHY 113.

**PHY 353 Apologetics** (3 hours, fall or summer I)

This course studies the justification of apologetics, apologetic options (e.g., Reformed epistemology, presuppositionalism, classical apologetics, evidentialism and integrative apologetics) and the evidences for and against the Christian faith. In addition, the student is required to do a worldview interview. The professor utilizes instruction (power point), class and group discussion and media to present the material. Prerequisite: strongly recommended: PHY 113.

**PHY 363 Philosophy of Language and Hermeneutics** (3 hours, spring odd years)

An overview of the main issues in philosophy of language and interpretation theory. Students will be introduced to the related questions of truth, meaning, intention, thought, text, and discourse by interacting with the seminal thinkers and key movements of the field. This interaction will shed light on the relationships between truth and meaning, thought and speech, and interpretation and understanding. The student will learn to think critically by means of instruction (power point), an audience response system, team projects, discussion and various media. Prerequisite: BIB 213, PHY 113.

**PHY 383 Study Abroad in Philosophy** (3 hours, summer II or offered as announced)

A special study of philosophy in an international setting. The professor specially designs each course, including reading in advance, study abroad at on-site locations, consideration of a specific philosopher, and the articulation of ideas in writing based on the student's experience abroad. 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 philosophical literature. Availability of the course is dependent upon availability of faculty. Independent study requires a *minimum* of 35 hours of work per semester hour. Prerequisites: at least two semesters of philosophy and approval from the professor and the Director of the School of Arts and Sciences.

**PHY 413 Ancient & Medieval Western Philosophy** (3 hours, fall odd years)

A survey of early Western philosophy from the pre-Socratics to Aquinas, this course will evaluate the thought of important philosophers with emphasis on issues relevant to the Christian faith. Students will be required to read primary sources. Lecture/seminar format including student-led discussions. Prerequisite: PHY 113.

**PHY 423 Modern Philosophy** (3 hours fall even years)

A survey of modern philosophy from Descartes to Nietzsche, this course will discuss and evaluate the thought of important modern philosophers with an emphasis on issues relevant to the Christian faith. Students will be required to read primary sources. Lecture/seminar format including student-led discussions. Prerequisite: PHY 113.

**PHY 433 Contemporary Philosophy** (3 hours, spring even years)

A survey of contemporary philosophy from 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 113.

**PHY 443 Senior Philosophy Thesis** (3 hours, fall)

This course presents the student with an opportunity to do intensive research in a selected philosophical topic. The student will demonstrate aptitude in research and writing proficiency by the preparation of an academic paper on a topic chosen by the student and approved by the professor. The class meets at the beginning and the end of the semester. The paper must be completed before the end of the fall semester. Prerequisite: Thesis cannot begin until student enters his/her final year.

**PHY 463 Philosophy Practicum** (3 hours, spring)

This course is designed to coach the student in the preparation and teaching of philosophy. The student will learn how to design a syllabus, select appropriate textbooks, prepare lesson plans and PowerPoint presentations, consider creative methods to teach philosophy, and be given several opportunities to teach in sections of introduction to philosophy courses. The student will be assigned to a professor who will oversee the student's progress. Prerequisite: the student must be in his/her final semester.

**PHY 473 Philosophy of Religion** (3 hours, spring even years)

In this course, the student will engage in a philosophical study of topics related to the existence and nature of God including religious epistemology, God and time, God's foreknowledge and human freedom, the problem of evil and suffering, etc. Lecture/seminar format including student-led discussions. Prerequisite: PHY 113. PHY 353 is strongly recommended.

**POL - POLITICAL SCIENCE****POL 213 American Government** (3 hours, spring even years)

This course concentrates on government institutions and the political process, primarily at the national level. Emphasis is placed upon the historical foundations of the political system as well as the historical contexts in which the process has been played out. Interaction with primary source documents facilitate critical thinking. Prerequisites: 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 253 Human Sexuality** (3 hours, fall)

This course investigates the biblical basis of sexuality. A basic introduction to human sexuality, counseling for sexual issues, and a theology of sex will be addressed. Special issues in sexuality will be discussed, as well as, the basics of sexual biology and psychology, sexual development, and sexual dysfunction. Students will also be challenged in their biblical analysis of special issues in sex research. Prerequisite: None.

**PSY 323X Educational Psychology** (3 hours, either semester)  
See EDU 323 for course description.

**PSY 353 Personality Theories** (3 hours, fall)

Personality dynamics, along with recognized theories of counseling, will be covered in this class. Such approaches as psychodynamic therapy, cognitive and behavioral therapy, and existential-humanistic therapies, will be included. Students are encouraged to evaluate the theories from their own Christian worldview. Practical application of techniques from each approach will also be given. From the theories presented, students will be able to develop their own model of personality and present it to the class. Prerequisite: PSY 243, HUM 103 or PHY 213 is also recommended.

**PSY 363 Abnormal Psychology** (3 hours, spring)

This course introduces students to a wide variety of disorders that they may encounter in their clinical work. Major disorders ranging from developmental disorders of childhood, anxiety and mood disorder to schizophrenia will be studied. Lesser known disorders will also be examined. Each disorder will be examined from the perspective of its clinical description, as well as its potential causation and treatment. Students will be introduced to the disorders through text and case studies and video clips. The focus will be on developing ways to better understand each disorder and to compassionately help the person struggling with it. Prerequisite: PSY 353.

**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 413 Research Methods in Psychology** (3 hours, spring)

This is an introductory course in psychological research. It covers the scientific method, the research process, research design and implementation. Students will learn first-hand the steps in applied research through participation in research projects. Prerequisites: MAT 253. Permission from instructor for non-Counseling Psychology majors must be received.

**PSY 423 Tests & Measurements** (3 hours, fall)

This course will give the student a basic understanding of the measurement process. This will include evaluating instruments, as well as familiarization with various types of test including intelligence tests, aptitudes tests, personality assessments, career and relationship measures. Testing procedures and report writing for counselors will also be covered. Prerequisite: MAT 253.

**PSY 473 Psychology Research Project** (3 hours, 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 and PSY 313.

**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. Guest speakers, inventories, and surveys will be part of the class format. A 10-page paper is required. Prerequisite: PSY 353.

## REC - RECITAL

**REC 110 Recital Performance** (0 hour, either semester)

The student participates in the public performance of at least one piece in the principal applied area in general student recital. The performance is at the discretion of the applied teacher. Course may be repeated. Prerequisite: None.

**REC 111 Recital Performance** (1 hour, either semester)

The student participates in the public performance of at least two pieces in the principal applied area in general student recital. The performance is at the discretion of the applied teacher. Course may be repeated. Prerequisite: None.

**REC 120 Freshman Platform** (0 hour, either semester)

The student presents the private performance of three pieces in contrasting styles in the principal applied area for the 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 484 Recital in the principal applied area during the semester prior to the public recital for at least two members of the performance faculty. This course must be passed to receive permission to enroll for REC 484 Recital. The performance is at the discretion of the applied teacher. Prerequisite: completion of REC 362 Recital.

**REC 484 Senior Recital** (4 hours, either semester)

The student presents a public recital featuring 55 minutes of music in the principal applied area. Specific requirements are in the 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 303X Non-Traditional Religious Movements** (3 hours, spring odd years)

See ICS 303 for course description.

**REL 313X Introduction to Hinduism & Buddhism** (3 hours, spring even years)

See ICS 313 for course description.

**REL 323X World Religions** (3 hours, either semester)

See ICS 323 for course description.

**REL 333 Catholicism & Orthodoxy** (3 hours, winterim)

This is a study of the doctrine, history, liturgy, and practice of the Roman Catholic and Eastern Orthodox churches, with special emphasis on their unique worship, development of doctrine and polity, conciliar decisions, global presence, and recent ecumenical trends. Prerequisite: None.

**REL 343X Introduction to Islam** (3 hours, fall)

See ICS 343 for course description.

**REL 353 Judaism** (3 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 383 Study Abroad in Religion** (3 hours, summer II or offered as announced)

This is a special study of religion in an international setting. The professor specially designs each course, including reading in advance, study abroad at on-site locations, a reflection on specific religious life and doctrine, and the articulation of ideas in writing based on the student's experience abroad. Prerequisite: Completion of one year at TFC, TFC Application for Study Abroad, and permission of instructor.

**REL 401-3 Independent Study** (1-3 hours, either semester)

Capable students are permitted to engage in specialized study appropriate to individual needs. The student's project may involve intensive or extensive reading in literature on a concept, ritual, or period of religion. It may concern denominational distinctives of a religion not covered by a standard course at this college. Availability of the course is dependent upon availability of faculty. Independent study requires a *minimum* of 35 clock hours of work per semester hour. Prerequisite: Approval of the Director of the School of Bible & Theology, junior or senior status, and a grade point average of 2.2 or better.

**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)

This course explains the doctrinal emphases of the Christian and Missionary Alliance centering in Christ as Savior, Sanctifier, Healer, and Coming King. History, polity, and missionary program of the denomination are addressed. Prerequisite: None.

**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 did modern medicine develop? What is wrong with evolutionary theory? What are the potential positive and negative consequences of technological advancement for humanity? Prerequisite: None.

**SCI 243 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)  
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)  
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)  
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)  
Selected reading passages with continued practice in pronunciation, conversation, composition, and idiomatic structures are applied. Prerequisite: SPN 233 or equivalent.

## **STM - STUDENT MINISTRY**

**STM 100-490 Student Ministry** (0 hour, either semester or summer)  
This is 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)  
This is 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. 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)  
This course provides a special study of theology in an international setting. The professor specially designs each course, including reading in advance, study abroad at on-site locations, a reflection on specific doctrines, and the articulation of ideas in writing based on the student's experience abroad. Prerequisite: Completion of one year at TFC, TFC Application for Study Abroad, and permission of Instructor.

**THE 393 Old Testament Theology** (3 hours, winterim even years)  
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)  
This course is an examination of the Apostle Paul's background, focusing on both Paul's sources in the Old Testament and in the Lord Jesus' teachings. It develops Paul's foundational theological themes and those doctrines which flow from them. Prerequisites: BIB 213, NTE 113 and NTE 123.

**THE 433 Theology of Worship and Prayer** (3 hours, fall)  
This course examines corporate and private worship and prayer, following the Bible's story-line concerning both subjects from Genesis to the Book of Revelation. The goal is to establish biblical principles which can be applied in today's church as well as in personal devotion. Prerequisite: None.

**THE 453 History of Theology** (3 hours, spring, odd years)  
This course surveys 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. Prerequisite: CED 113.

**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.

**YTH 363 Youth Culture & Issues** (3 hours, spring)

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. Prerequisites: 90 completed hours or approval by the School of Christian Education, and acceptance to the School of Christian Education.

# DIRECTORY

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\*Executive Committee Members

## TRUSTEE EMERITUS

O. W. Godwin, Jr. Dunn, North Carolina

## ADMINISTRATION

**Bellefeuille, Barbara K., Ed.D.**, Vice President for Academic Affairs, B.S., Columbia International University; M.Ed., Reformed Theological Seminary; Ed.D., Virginia Polytechnic Institute & State University. (1991-present)

**Coker, Alan N. M.S.M.**, Vice President for Operations, B.B.A., Valdosta State University; M.Div., Southeastern Baptist Theological Seminary; M.S.M., Troy State University. (2006-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)

**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 G., M.B.A.** Vice President for Finance, B.S. Nyack College; B.S. University of South Florida; M.B.A., North Central University. (2002-present)

**Shelton, W. Brian, Ph.D.**, Associate Vice President for Academic Affairs, Assistant Professor of Systematic & Historical Theology, B.A., Asbury College; M.Div., Covenant Theological Seminary; Ph.D., Saint Louis University. (2001-present)

**White, Douglas A., M.R.E.**, Vice President for Student Development, B.A., Houghton College; M.R.E., Trinity Evangelical Divinity School. (1996-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)

**Harvey, David P., D.Min.**, Professor Emeritus, B.A., John Brown University; Th.B., St. Paul Bible College; M.A., Wheaton Graduate School; D.Min., Columbia International University. (1987-present)

**McGraw, Gerald E., Ph.D.**, Professor Emeritus, Diploma, Nyack College; A.B., Houghton College; M.A., Wheaton College; M.Div., Chicago Graduate School of Theology; D.Min., Southeastern Baptist Theological Seminary; Ph.D., New York University. (1968-present)

**Murphree, Jon Tal, Litt.D.**, Professor Emeritus, A.B., Asbury College; M.A., University of Kentucky; M.Div., Asbury Theological Seminary; Litt.D., Toccoa Falls College. (1981-2002; 2005-present)

**Wulf, Clarence W., M.Div., Litt.D.**, Professor Emeritus, B.A., San Francisco Baptist College; B.D., M.Div., Talbot Theological Seminary. Litt.D., Toccoa Falls College. (1979-present)

## ADMINISTRATIVE FACULTY

**Dodge, Sara A., M.L.S.**, Reference Librarian, B.S., Westchester State University; M.L.S., Kutztown University. (1991-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)

**Hyndman, Nancy F., M.A.**, Director of Center for Academic Success, B.A., Vennard College; M.A., Asbury Theological Seminary. (2005-present)

**Hyndman, William J., Ed.D.**, Associate Professor of Online Instruction, B.A., Vennard College; M.M., Bethel College; M.A., Asbury Theological Seminary; Ed.D., Nova Southeastern University. (2005-present)

**Matko, William F., B.S.**, Director, Student Ministries, B.S., Toccoa Falls College. (2007-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)

**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)



**Brock, Dottie, Ph.D.**, Associate Professor of Counseling, B.S. Oral Roberts University; M.Ed. Georgia State University; Ph.D., Georgia State University. (2001-present)

**Burris, Kevin R., M.Div.**, Instructor of Old Testament; B.E.E., Georgia Institute of Technology; M.Div., Southern Baptist Theological Seminary. (2007-present)

**Clay, Nathan A., M.B.A.**, Assistant Professor of Business, B.S., Toccoa Falls College; M.B.A., Jones International University. (2006-present)

**Claytor, 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, 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 Philosophy, B.S., Columbia International University; M.A., Denver Seminary; M.A., University of Denver; Ph.D., University College Dublin, Ireland. (1999-present)

**Farley, William H., Th.M.**, 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., Ph.D.**, Director, School of Communication, Assistant Professor of Communication, B.A., Purdue University; M.A., Miami University; Ph.D., Bowling Green State University. (2003-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.**, Interim Director, School of Teacher Education, Professor of Teacher Education, B.S.Ed., Geneva College; M.Ed., University of Pittsburgh; Ed.D., University of Georgia. (1987-present)

**Gilbert, Corey J., Ph.D.**, Assistant Professor of Counseling, B.A., Ouachita Baptist University; M.A., Southwestern Baptist Theological Seminary; M.A., Southwestern Baptist Theological Seminary; Ph.D., Capella University. (2006-present)

**Griffin, Joyce A., M.A.**, Assistant Professor of Cross-Cultural Studies & World Religions, B.A., Crown College; M.A., Wheaton Graduate School. (1998-present)

**Hildenbrand, Michael D., Ph.D.**, Professor of Old Testament, 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.**, Associate Professor of Christian Education, B.S., Gordon College; M.R.E., Gordon-Conwell Theological Seminary; Ph.D., Trinity International University. (1997-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.**, Associate 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)

**Lee, You Ju, D.M.A.**, Assistant Professor of Piano, B.A., Ehwa Women's University; M.M., Georgia State University; D.M.A., University of Georgia. (2004-present) (Fulltime 2007-present)

**Martin, Lance E., M.Ed.**, Athletic Director, Assistant Professor of Physical Education, B.A., Toccoa Falls College; M.Ed., University of Georgia. (1988-present)

**McRae, Brian J., Ph.D.**, Associate Professor of Chemistry, B.A., Covenant College; M.S., Georgia Institute of Technology; Ph.D., Georgia Institute of Technology. (2006-present)

**Morden, James R., M.M.**, Assistant Professor of Music and Trumpet, B.A., M.M., University of South Florida. (1974-present)

**Murphree, Mark A., M.A.**, Assistant Professor of English, B.A., Asbury College; M.A., University of Georgia. (2004-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.**, Associate 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)

**Reese, David G., Ph.D.**, Director, School of Bible & Theology, Professor of New Testament, B.S., Nyack College; M.Div., Asbury Theological Seminary; Ph.D., Southern Baptist Theological Seminary. (1988-2000; 2001-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.**, Associate Vice President for Academic Affairs, 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, 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)

**Thomas, Richard W., M.D.**, Associate Professor of Biology, B.A., The King's College; M.D., SUNY Buffalo School of Medicine. (2007-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)

**Wanner, Curt N., M.A.**, Assistant Professor of Communication, B.A., Wheaton College; M.A., Regent University; M.Div., Gordon-Conwell Theological Seminary; Th.M., Gordon-Conwell Theological Seminary. (2006-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)

**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)

**Dean, Martin J., B.M.**, Special Instructor of Music, B.M., Columbus College. (2006-present)

**Gangel, Beth J., M.A.**, Part-time Instructor of Women's Ministries, B.S., Miami Christian College, M.A., Toccoa Falls College. (2008-present)

**Gruen, David G., M.B.A.** Vice President for Finance, B.S. Nyack College; B.S. University of South Florida; M.B.A., North Central University. (2002-present)

**Guest, George N., J.D.**, Part-time Instructor of Business, A.B.J., University of Georgia; J.D., University of Louisville. (2005-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)

**Kilroe-Smith, Catherine, M.M.**, Part-time Instructor of French Horn; B.M., Nelson Mandela Metropolitan University; M.A., University of Georgia. (2007-present)

**Knaub, Marissa J., M.M.**, Part-time Instructor of Harp; B.M., Berklee College of Music; M.M., Peabody Conservatory of the Johns Hopkins University. (2007-present)

**Little, Marsha J., M.M.**, Part-time Instructor of Music, B.M., Houghton College; M.M., University of Michigan. (2006-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)

**Marshall, Scott M., M.A.**, Part-time Instructor of Communication, B.S., Toccoa Falls College; M.A., Regent University. (2004-present)

**Murphree, Jon Tal, Litt.D.**, Assistant Professor of Bible and Theology, A.B., Asbury College; M.A., University of Kentucky; M.Div., Asbury Theological Seminary; Litt.D., Toccoa Falls College. (1981-2002; 2005-present)

**Rapp, Dena A., Ed.D.**, Part-time Instructor in Teacher Education; B.A., State University of New York; M.S., Baptist Bible College; Ed.S., University of Sarasota; Ed.D., University of Sarasota. (2007-present)

**Sullards, Shane D., M.S.**, Part-time Instructor in Christian Education; B.S., Montreat College; M.S., Minnesota State University. (2007-present)

**Sylvester, Fred A., M.A.**, Part-time Instructor in Bible; B.A., Lee University; M.A., The Citadel. (2007-present)

**Titshaw, William G., M.Ed.**, Part-time Instructor of Management and Business, B.B.A., M.Ed., University of Georgia. (2002-present)

**Vena, Christopher J., M.A.**, Part-time Instructor in Theology; B.A., Toccoa Falls College; M.A., Bethel Theological Seminary. (2007-present)

**Venter, Jill S., M.M.**, Part-time Instructor in Music; B.M., University of Kansas; M.M., University of Cincinnati; M.M., Pittsburg State University. (2007-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)

#### **SPECIAL INSTRUCTORS**

**Adams, George A., B.A.**, Part-time Instructor of Business, B.A., City University of New York. (2005-present)

**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)

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