



**Providence Bible College**  
&  
**Theological Seminary**

***Academic Catalog***

***2024-2025***

**301 Goode Way, Ste. 205  
Portsmouth, VA 23704-2266**

**(757) 625-7996**

**[www.pbcts.edu](http://www.pbcts.edu)**

*“Providence Bible College and Theological Seminary is a religious institution exempt from state regulation and oversight in the Commonwealth of Virginia.” – SCHEV, 2021-2022*

This catalog contains current information regarding the calendar, admissions, degree requirements, fees, regulations, and course offerings. Providence Bible College and Theological Seminary reserves the right to withdraw courses at any time, change tuition, and other fees, change the calendar and rules regarding admission and graduation requirements and change any other regulations affecting the student body. Changes shall become effective whenever the proper authorities so determine and shall, at the discretion of such authorities, apply not only to prospective students but also to those who at that time are matriculated in the college.

***Providence Bible College and Theological Seminary admits students of any race, color, and national or ethnic origin and with all the rights, privileges, programs, and activities accorded or made available to applying or enrolled students at the College. It does not discriminate by race, color, and national or ethnic origin, in the administration of its educational policies, admissions policies, and school-administered programs.***

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# WELCOME

## Letter from the President



Hello future student,

I greet you in the marvelous, matchless, and mighty name of our Lord and Savior, Jesus Christ!

It is with great joy that I welcome you to Providence Bible and Theological Seminary. An incredible privilege has been bestowed upon us, and that is the call of God to the ministry. The opportunity is priceless, challenging, and stimulating. For those who pass it by, there is a void. For those who grasp it, accomplishments and memories have lifelong significance.

The decision to attend Providence Bible College and Theological Seminary is a step into an oasis of opportunity, and may I say it's providential. Distinct in its blend of tradition and innovation, PBCTS is building the lives of its students to impact the world for Christ through the various professions, ministries, and businesses to which He has called them to serve for His kingdom.

We have a dedicated and caring faculty, a warm and friendly student body from all over the Hampton Roads area and the nation, which are all key ingredients in this unique opportunity. We offer this most affordable, once-in-a-lifetime academic and spiritual experience to you.

Established in 1987, PBCTS have a proven record of 36 years providing a quality biblical education advancing the kingdom of God, on earth for heaven's sake.

I invite you to become a part of our school's growing family. I look forward to meeting you in person and welcoming you to a journey to be remembered for the rest of your life.

Dr. LeRoy Hill, Jr.

President



## Philosophy of Education

Education at Providence Bible College and Theological Seminary is based on the traditional Christian approach in contrast to the humanistic, progressive systems of education. We believe the traditional Christian approach provides students with the best possible programs and methods of studies. We seek to impart to each student Christian character development, communicative skills of language, and subject matter in harmony with God's truth in the various academic disciplines. The objective of Christian education is to develop, within the framework of the student's God-given personality, potential, and abilities, individuals who are articulate, knowledgeable, and of good Christian character.

We believe that the content of Christian education must be in harmony with "whatsoever things are true...honest...just...pure, and... lovely," (Philippians 4:8). We believe that the classroom methods should be teacher-directed (Deut. 6:7), with the student acquiring knowledge through studying (II Tim. 2:15), researching (John 5:39), reasoning (Acts 24:25), relating (Luke 24:27), and recording (III John 12).

We believe the scriptures give us the true view of God and man. The scriptures tell us that God is an orderly Personality who created man and the universe and that He is the Author of order, reason, and reality that reflects in the universe. Christian traditional education is rooted in objective reality and absolutes, as opposed to relativism. All truth is God's truth.

Christian Education must deal with the social and spiritual, as well as the academic dimensions of the student. Thus, our academic programs are only a part of the educational process of college life. The essence of a disciple of Christ is self-denial (Titus 2:12) and self-discipline. Our instruction and training programs help support this process. Our students are taught the Christian philosophy of life, so that he or she is armed "lest any man spoil (him) through philosophy and vain deceit" (Colossians 2:8).

Through Christian education, the student must be brought to "unity of the faith, and of the knowledge of the Son of God, unto a perfect man. Unto the measure of the stature of the fullness of Christ" (Ephesians 4:13). Thus, the graduate can be an effective witness for Christ, is academically equipped in a free society, and can manifest the fruit of the Spirit in his or her daily life

## Mission

In partnership with the Church, the mission of Providence Bible College and Theological Seminary is to prepare Christians for leadership and service in the Church and society through Higher Education, spiritual formation, and direct application.

The foundation of the educational process of Providence Bible College and Theological Seminary is to be Christ-Centered, Biblical, practical, and multicultural.

### ***“Equipping Believers for Christ’s Service”***

## Purpose

In accordance with our Mission Statement, Providence Bible College and Theological Seminary has the purpose of training men and women for a life of service to the Lord Jesus Christ. Our college is unlike any other institution. It has its personality, character, and philosophy of education. God has called this institution into existence for His glory. Therefore, the administration, faculty, and staff are dedicated to training people for His service.

## History

Founded as Whitfield Institute of Tidewater in 1952, the history of Providence Bible College has been one of progressive development. In the desire to model itself after the ministry of George Whitfield, “that wherever a group of disciples will gather, leadership training is provided to build up God’s people,” the Institute emerged with a small group of students and mostly volunteer staff, bringing an innovated approach to providing local church members with excellent training. The rapid growth of the Institute brought with it an enthusiasm for a more “structured” academic program. This led the directors to explore the possibilities of establishing a Christian Liberal Arts University here in Hampton Roads, thereby serving the community need for a solely Christian undergraduate program. This endeavor, however, proved to be too expensive for the fledgling university, and after much prayer and counsel, the directors concluded that God’s desire was that, rather than a university, what He wanted here was a good solid Bible College. In April of 1987, Providence Bible College was established. It established a corporation under the regulations of the State of Virginia. It is recognized by the Virginia Council of Higher Education (SCHEV) as a “Religious Institution,” and is authorized to grant degrees in “Religion.” These degrees range from two-year Associate’s degrees, four-year Bachelor’s degrees, through Master’s and Doctorate. In August 1990 the school received its 501 (c) (3) status determined by the Internal Revenue Service.

In 1995, Dr. Raymond W. Stiles became the president of Providence Bible College. Dr. Stiles formed the Distance, Ed. Program and launched the *first* iteration of the pbcts.edu website, the creation of the Graduate School, and obtained ACSI membership and Veteran's VA approval. Dr. Stiles also contributed to the development of the College's logo.

Dr. LeRoy Hill, Jr. is the current president who is leading our institution into new avenues of influence and ministry in the upcoming years.

## Articles of Faith

**We believe** the Bible to be the inspired, inerrant, and the only infallible, authoritative Word of God.

**We believe** that there is one God, eternally existent in the persons of Father, Son, and Holy Spirit.

**We believe** in the deity of our Lord Jesus Christ, His virgin birth, His sinless life, His miracles, His vicarious and atoning death through His shed blood, His bodily resurrection, His ascension to the right hand of the Father, and in His personal coming again for the saints in power and glory.

**We believe** that for the salvation of lost and sinful man, regeneration by the Holy Spirit is essential.

**We believe** in the resurrection of both the saved and the lost: those that are saved unto the resurrection of life and those that are lost unto the resurrection of damnation.

**We believe** in the spiritual unity of believers in our Lord Jesus Christ.

**We believe** in the present ministry of the Holy Spirit and His Gifts by whose indwelling the Christian is enabled to live a godly life.

**We believe** God has ordained the Church for the perpetrating of His truth and work in the world.

Without meaning to be unfriendly or unkind to anyone, we feel it only fair to say that Providence Bible College and Theological Seminary does not agree with the modern-day New Age movement, and we believe that students who are a part of this movement should seek their college education elsewhere as they would not be allowed to participate in or promote any New Age activities.

At Providence Bible College and Theological Seminary, we believe in the plenary, verbal inspiration of the Bible, and it is our practice to use the Bible in classroom instruction. Our school serves a constituency of churches across the Hampton

Roads area that are Evangelical and Bible believing. The faculty and staff are born again Christians and hold Christ's teachings as the only true way of life.

## Goals & Objectives

The objectives of our school relate specifically to our purpose and the central theme of education and training the Christian to make his or her life a unique and distinctively Christian ministry. The general objectives in meeting this goal are that the graduate will be:

- Academically and intellectually competent in his or her chosen field of study.
- Knowledgeable and capable of rightly dividing the Word and the Truth of God in Biblical studies and exposition.
- Scripturally sound and spiritually equipped to serve God with his or her life in America and around the world.
- Above all, able to bring the salvation message of the gospel to the world through a life which is a testimony in character and example to the unsaved people of the world.

## Accreditation



Providence Bible and Theological Seminary is accredited by Transworld Accrediting Commission International, (<http://transworldaccrediting.com>) an international accrediting agency overseeing the quality of education provided by smaller Christian colleges and seminaries. They may be contacted at 2310 E. Alessandro Blvd., Suite A-210, Riverside, CA 92508 or by phone at (951) 656-3590.

## Location

Providence Bible College is located in the City of Portsmouth, Virginia, surrounded by the Chesapeake Bay and adjacent to the resort City of Virginia Beach.

### **Campus Address**

301 Goode Way, Ste. 205  
Portsmouth, VA 23704-2266  
757-625-7996  
[www.pbcts.edu](http://www.pbcts.edu)

# ACADEMIC PROGRAMS

## Letter from the Dean of Academic Affairs



Dear Student:

Welcome to Providence Bible College and Theological Seminary! We are delighted to have you as part of our academic community. We believe that the mind is one of God's most precious gifts, entrusted to us for careful stewardship. God desires that each of His followers have renewed minds that lead to spiritual transformation (Romans 12:1-2). At PBCTS, our goal is to immerse you in biblical and theological studies, along with related disciplines, to refine your Christian worldview and establish a solid foundation for a lifetime of impactful Christian leadership and influence. May the Lord bless you abundantly in your studies!

Donald W. Mills, Ph.D.  
Dean of Academic Affairs



## 2024-2025 Academic Calendar

<b>Registration for Fall Quarter 2024</b>	<b>August 5, 2024-August 26, 2024</b>
<b>Application for Admission</b>	<b>Open</b>
<b>FALL QUARTER 2024</b>	<b>August 19, 2024-October 25, 2024</b>
<b>Classes Start</b>	<b>August 19, 2024</b>
<b>Deadline for adding courses</b>	<b>August 26, 2024</b>
<b>Deadline for dropping courses</b>	<b>September 3, 2024</b>
<b>Classes End</b>	<b>October 25, 2024</b>
<b>Labor Day-No Classes</b>	<b>September 2, 2024</b>
<b>Registration for Winter Quarter 2024-2025</b>	<b>October 28, 2024-November 18, 2024</b>
<b>Application for Admission</b>	<b>Open</b>
<b>WINTER QUARTER 2024-2025</b>	<b>November 11, 2024- January 24, 2025</b>
<b>Classes Start</b>	<b>November 11, 2024</b>
<b>Deadline for adding courses</b>	<b>November 18, 2024</b>
<b>Thanksgiving-No Classes</b>	<b>November 28, 2024</b>
<b>Deadline for dropping courses</b>	<b>December 2, 2024</b>
<b>Classes End</b>	<b>January 24, 2025</b>
<b>Christmas Break-No Classes</b>	<b>December 25, 2024 - January 1, 2025</b>
<b>MARTIN LUTHER KING-No Classes</b>	<b>January 20, 2025</b>
<b>Classes Resume</b>	<b>January 2, 2025</b>
<b>Registration for Spring Quarter 2025</b>	<b>January 27, 2025-February 17, 2025</b>
<b>Application for Admission</b>	<b>Open</b>
<b>SPRING QUARTER 2025</b>	<b>February 10, 2025- April 25, 2025</b>
<b>Classes Start</b>	<b>February 10 2025</b>
<b>Deadline for adding courses</b>	<b>February 17, 2025</b>
<b>Deadline for dropping courses</b>	<b>February 24, 2025</b>
<b>Spring Break -No classes</b>	<b>March 24, 2025-March 28, 2025</b>
<b>Classes End</b>	<b>April 25, 2025</b>
<b>Registration for Summer Quarter 2024</b>	<b>April 28, 2025-May 19, 2025</b>
<b>Application for Admission</b>	<b>Open</b>
<b>SUMMER QUARTER 2025</b>	<b>May 12, 2025-July 18, 2025</b>
<b>Classes Start</b>	<b>May 12, 2025</b>
<b>Deadline for adding courses</b>	<b>May 19, 2025</b>
<b>Deadline for dropping courses</b>	<b>May 26, 2025</b>
<b>Memorial Day-No Classes</b>	<b>May 26, 2025</b>
<b>Independence Day-No Classes</b>	<b>July 4, 2025</b>
<b>Classes End</b>	<b>July 18, 2025</b>





## Biblically Based Education Policies

Providing biblically based education for the Body of Christ and equipping PBCTS students with a biblical worldview for ministry, the faculty selected the following standard competencies for all degree programs:

1. Successful students will be able to distinguish the basic content of each of the biblical books.
2. Successful students will be able to describe major characters in the Bible
3. Successful students will be able to articulate the major doctrines of the Bible.
4. Successful students will be able to develop a biblical worldview.
5. Successful students will demonstrate growth in their spiritual life.
6. Successful students will know the foundational principles of inductive biblical interpretation.

## General Education Competencies

Biblical truth and theological knowledge remain in isolation until applied to human life and experience. The emphasis of a Bible College is to develop persons equipped for Christian service and leadership. Therefore, to ensure breadth of knowledge, promote intellectual inquiry, stimulate the examination and understanding of personal and social and civic values, PBCTS has designed a general core within degree programs that seek to engender within its students the following competencies:

1. Successful students will be able to demonstrate the ability to communicate effectively in spoken and written English.
2. Successful students will be able to demonstrate an understanding of the issues related to human experience and society.
3. Successful students will be able to demonstrate an understanding of the historical and geographical implications of the world.
4. Successful students will be to demonstrate the recognition and understanding of scientific, technological, abstract, logical, symbolic modes of thinking, and the exercise of critical thinking.

All the academic programs at Providence Bible College are structured to provide every student with a thorough grounding in the Bible and Biblical doctrine.

## AN OVERVIEW OF OUR ACADEMIC PROGRAMS

<b>Ministry Certificate Program</b>	Total Hours
A non-degree program that provides a basic theological education	36 (CEUs)
<b>Associates in Biblical Studies</b>	
A degree program focusing on Bible, Theology, Ministry Skills and General Education	96 (QH) or 64 (SH)
<b>Bachelor of Biblical Studies</b>	
A degree program designed to provide a solid Biblical and Theological foundation at a seminary.	180(QH) or 120 (SH)
<b>Master of Biblical Studies (M.B.S.)</b>	
A degree program with a concentration in Biblical Studies, a basic introduction to Hebrew and Greek, Hermeneutical and Theological components, and basic Church History.	64 (QH) or 42 (SH)
<b>Master of Divinity (M.Div.)</b>	96(QH) or 64 (SM)
A degree program designed for the student who desires to serve the Lord in full-time pastoral care. The program has five major concentrations: Church Ministry, Women's Ministry, Youth Ministry, Inner-City Ministry, and Missions.	
<b>Doctor of Ministry (D. Min)</b>	45(QH) or 30(SH)
A professional degree designed to integrate theological learning in the context of responsible Ministry and service in the Kingdom of God.	

CEU-Continuing Education Unit  
 QH-Quarter Hour  
 SH-Semester Hour

## MINISTRY CERTIFICATE PROGRAM

*Program Coordinator: Larry Brayboy, D. Min*

**Purpose and Objectives:** The 36-hour Ministry Certificate Program is designed to provide a basic theological education suitable for lay and ordained leaders. Upon completion of the program, successful students will be able to:

1. Through the proper use of their spiritual gifts, formulate teachings and ministries from an academic, intellectual and Biblical perspective.
2. Rightly divide the Word of God through scripturally sound exposition, teaching, and proclamation.
3. Develop basic, scripturally sound strategies and methods in the work and ministry/operations of the Holy Spirit as expressed through the gifts in the church.
4. Demonstrate through course work and practical exercises sufficient understanding of church leadership and management practices.
5. Demonstrate competence in sharing the Gospel message of salvation with all people by using their spiritual gifts, and participating in approved missions, leadership roles, and Christian service internships
6. Pledge to return to their church and remain in submission to the church leadership.

### Graduation Requirements

1. Satisfactory completion of all courses
2. Cumulative 2.0-grade point average
3. Completed the "Intent to Graduate Form" by the deadline
4. Graduation Fee
5. Entrance and Exit Interviews with evaluation
6. No unresolved disciplinary matter, including but not limited to, the student code of conduct violations, library or financial obligations.
7. Approved by PBCTS faculty



## ASSOCIATES IN BIBLICAL STUDIES-Two Year Program

*Program Coordinator:* Larry Brayboy, D. Min.

### Purpose and Objectives

The associate's degree is a two-year program aimed at expanding students' knowledge and understanding of God and His design. Students can choose to concentrate on Biblical Studies or Education, both of which include a Bible core curriculum supplemented by general education and Bible-related courses. These courses are designed to help students become effective in life and ministry. All credits earned are transferable towards more advanced degrees within the College. Upon completing the program, successful students will demonstrate:

1. Through the proper use of their spiritual gifts, formulate teachings and ministries from an academic, intellectual and Biblical perspective.
2. Rightly divide the Word of God through scripturally sound exposition, teaching, and proclamation.
3. Develop basic, scripturally sound strategies and methods in the work and ministry/operations of the Holy Spirit as expressed through the gifts in the church.
4. Demonstrate through course work and practical exercises sufficient understanding of church leadership and management practices.
5. Demonstrate competence in sharing the Gospel message of salvation with all people by using their spiritual gifts, and participating in approved missions, leadership roles, and Christian service internships
6. Pledge to return to their church and remain in submission to the church leadership.

### Graduation Requirements

1. Satisfactory completion of all admission requirements
2. Satisfactory completion of all requirements for official Degree Plan
3. Cumulative 2.5-grade point average
4. Graduation Fee
5. Academic Advising sessions including pre and post testing/measurements
6. Intent to Graduate Form filed by submitted deadlines.

7. Graduation/Diploma Fee
8. No unnecessary disciplinary matter, including but not limited to, student code of conduct violations, library, or financial obligations
9. Approved by PBCTS faculty

## Associates in Biblical Studies Curriculum

<b>General Education</b>	<b>30 QH</b>	<b>Concentrated Studies</b>	<b>36 QH</b>
SPCH 101 Public Speaking	3	THEO 202 Intro to Systematic Theo.	3
ENG 101 English Comp. I	3	THEO 203 Systematic Theology I	3
ENG 102 English Comp. II	3	THEO 205 Systematic Theology II	3
BLAN 301 Biblical Languages	3	BIBL 359 Hermeneutics	3
BSCI 202 Intro to Psychology	3	MM 206 World Religion	3
HIST 230 Western Civ. I	3	HIST 190 Church History	3
MATH 101 College Math	3	THEO 347 Christian Ethics I	3
SCI 210 Physical Science	3	THEO 366 Covenants	3
BIO 102 Biology	3	HIST 310 Apologetics	3
HIST 240 Western Civ. II	3	CM 107 Spiritual Leadership	3
		OT 302 Foundations of God's Gov't	3
		OT 320 Pentateuch	3
<b>BIBLE</b>	<b>30QH</b>		
THEO 347 Christian Ethics	3		
CM 115 Current Issues	3		
CM 204 Major Themes in the Life of Christ	3		
CM 225 Biblical Interpersonal Relationships	3		
MM 130 Intro. to Missions	3		
BIBL 220 Bible Study Methods	3		
OT Testament Survey I	3		
OT Testament Survey II	3		
NT Testament Survey I	3		
NT Testament Survey II	3		

**TOTAL QHs: 96**

**SEM HRs: 64**



## BACHELOR OF BIBLICAL STUDIES-Four Year Program

*Program Coordinator- Larry Brayboy, D. Min.*

### Purpose and Objectives

The Bachelor's degree focuses on the academic preparation and real-life applications, which allows students to think, examine their Christian heritage, write distinctively, from a biblical theology and worldview, and communicate the gospel effectively. The program is designed to provide a solid biblical and theological foundation for those students intending to pursue graduate study at a seminary. The degree program operates on a quarter system. Upon completion of the program, successful students will:

1. Articulate and defend one's position on major biblical interpretive issues using a biblical framework.
2. Demonstrate an understanding of the servant leader model for leadership.
3. Learn and apply principles of Christian ministry.

### Graduation Requirements

1. Satisfactory completion of all requirements for official Degree Plan
2. Cumulative 2.5-grade point average
3. Graduation/Diploma Fee
4. Academic Advising sessions including pre and post testing/measurements
5. Intent to Graduate Form filed by submitted deadlines.
6. Graduation/Diploma Fee
7. No unnecessary disciplinary matter, including but not limited to, student code of conduct violations, library, or financial obligations
8. Approved by PBCTS faculty

## Bachelor of Biblical Studies Curriculum

General Education	Hours	Major	Hours
SPCH 101 Public Speaking	3	THEO 202 Intro to Systematic Theo	3
ENG 101 English Comp. I	3	THEO 203 Systematic Theology I	3
ENG 102 English Comp. II	3	THEO 205 Systematic Theology II	3
BLAN 301 Biblical Languages	3	OT 290 Old Testament Survey	3
BSCI 202 Intro to Psychology	3	OT 320 Pentateuch	3
LIT 210 Literature	3	OT 106 Minor Prophets	3
MATH 101 College Math	3	BIBL 220 Bible Study Methods	3
COU 300 Foundations of Counseling	3	BIBL 359 Hermeneutics	3
SCI 210 Physical Science	3	NT 327 Romans	3
BIO 101 Biology I (plant)	3	NT 133 Gospel of John	3
BIO 102 Biology II (human)	3	NT 134 Ephesians & Colossians	3
SOC 201 Intro to Sociology	3	NT 160 NT Survey I	3
HIST 230 Western Civ. I	3	NT 161 NT Survey II	3
HIST 240 Western Civ. II	3	NT 186 Life of Christ	3
HIST 101 American History I	3	NT 263 Acts of the Apostles	3
HIST 102 American History II	3	NT 264 I & II Corinthians	3
HIST 104 American Government	3	NT 267 Pastoral Epistles	3
HED 101 Health & Nutrition	3	NT 384 Hebrews	3
CBIT Understanding Technology	3	HIST 190 Church History	3
CBIT 304 Computer Literacy	3	THEO 347 Christian Ethics I	3
	<b>60 QH</b>	THEO 366 Covenants	3
		THEO 238 Process of Making Disciples	3
		THEO 450 The Church	3
<b>Electives</b>	<b>18QH</b>	HIST 310 Apologetics	3
		CM 107 Spiritual Leadership	3
		CM 115 Current Issues	3
		CM 118 Ministry Calling	3
		CBA 102 Church Management	3
		PRAC 353 Expository Preaching	3
		PRAC 461 Principles of Worship	3
		PRAC 252 Homiletics	3
		MM 130 Introduction to Missions	3
		MM 133 Principles of Evangelism	3
		MM 206 World Religions	
			<b>102 QH</b>

## MASTER OF BIBLICAL STUDIES—Two Year Program

***Program Coordinator—Donald W. Mills, Ph.D.***

### Purpose and Objectives

The degree program includes a focus on Biblical Studies, introductory courses in Hebrew and Greek, components in hermeneutics and theology, basic church history, and various electives. The Master of Biblical Studies program offers a specialization in Bible, biblical interpretation, and theology. A key aspect of the program is the student's ability to use original language tools and conduct research on theological topics. The program culminates in a thesis, which showcases the student's understanding and research in a specific area of biblical study. Upon successful completion of the program, the student will:

1. Clearly express the key themes and content of the Bible.
2. Address and analyze interpretative challenges within the biblical text.
3. Utilize the most effective exegetical tools available for biblical study.
4. Critically engage with major scholarly resources in biblical studies.
5. Apply critical research skills to produce and defend scholarly research papers and a thesis.

### Vocational Options

The M.B.S. degree enhances student preparation for a variety of vocational directions: preparation for further graduate and doctoral studies

- Preparation for further graduate and doctoral studies
- Teaching Bible in Christian primary and secondary schools
- Christian writing ministries
- Campus ministry and parachurch organizations
- Intercultural and global missions

### Admission Requirements

1. Must possess a bachelor's degree from an approved institution with a minimum of 32 semester hours of general studies.
2. Must hold a minimum of 2.5 undergraduate grade point average.
3. See admission, and financial information section of the catalog for other admission requirements

### Graduation Requirements

1. Complete all general graduation requirements as listed earlier in this section.
2. Complete required program credits with at least 30 credits earned at Providence Bible College and Theological Seminary.
3. Earn a minimum cumulative grade point average of 3.0 (4.0 scale).
4. Normally, complete the program within four years from the date of matriculation.

Master of Biblical Studies (MBS) Curriculum  
**Program of Study**

<b>Bible</b>		<b>33 QH</b>
OT 511	OT Introduction	3
OT 520	Pentateuch	3
OT 536	Psalms and Proverbs	3
OT 590	Old Testament Prophets	3
NT 504	NT Introduction	3
NT 512	Life of Christ	3
THEO 550	Ecclesiology	3
NT 527	Romans	3
THEO 538	The Process of Making Disciples	3
PRAC 561	Worship	3
PRAC 556	Christian Spirituality	3
<b>BIBLICAL LANGUAGE</b>		<b>6 QH</b>
BLGK 501	Greek for Biblical Exegesis	3
BLHB 503	Hebrew for Biblical Exegesis	3
<b>CHURCH HISTORY</b>		<b>6 QH</b>
GHS 510	Hist. Theo of the Church	3
GHS 511	Hist. Theo of the Church II	3
<b>THEOLOGY</b>		<b>9 QH</b>
THEO 559	Hermeneutics & Exegesis	3
THEO 531	Systematic Theology I	3
THEO 532	Systematic Theology II	3
<b>ELECTIVES</b>		<b>9 QH</b>
<b>THESIS</b>		<b>1 QH</b>

**TOTAL QH: 64 = 42.24 Sem Hrs.**

Students in the MBS program are strongly encouraged to use their electives for Theology and Biblical Exegesis Courses, including Ethics, The Providence of God, Hebrews, The Gospel of John, and Revelation.

## MASTER OF DIVINITY—Three Year Program

***Program Coordinator—Donald W. Mills, Ph.D.***

### Purpose and Objectives

The Master of Divinity (M.Div.) at PBCTS is a graduate program in theology that prepares students for ordination to the ministry. It is a comprehensive three-year course of study, combining robust exegetical, theological, historical, and practical studies with a view toward caring for Christ's church in various vocational callings. M.Div. Students should be able to defend and articulate the Christian worldview, produce scholarly biblical and theological research, and integrate these principles into all aspects of ministry. A minimum of 96 quarter hours is required to complete this degree.

### Core Components

**Biblical Studies:** Students engage deeply with the Old and New Testaments, learning about their historical contexts, literary genres, and theological themes. Courses often include Biblical Exegesis, Hebrew and Greek language studies, and Biblical Theology.

**Theological Studies:** This area covers systematic theology, exploring doctrines such as the nature of God, Christology, soteriology, and eschatology. Theological studies also include Church History and Historical Theology to provide a historical perspective on Christian doctrines and practices.

**Ministry and Leadership Training:** Courses focus on practical aspects of ministry, including pastoral care, preaching, evangelism, church administration, and counseling. These courses aim to develop effective leadership skills and prepare students to handle the real-world challenges of ministry.

**Spiritual Formation:** Emphasis is placed on personal spiritual development, including practices like prayer, reflection, and ethical living. This component helps students integrate their faith into their personal lives and ministry practices.

### Program Outcomes

1. Show evidence of spiritual maturity as fully committed followers of Jesus Christ by participating in established Christian formation practices, immersion in the Bible, and reliance upon the Holy Spirit. Be able to mentor others in developing a comparable intimate connection with Christ.
2. Demonstrate both a comprehensive knowledge of the Bible and competence in biblical interpretation.

3. Reflect on life and ministry from biblical, historical, and theological perspectives in ways that are consistent with evangelical orthodoxy.
4. Graduates will demonstrate a capacity to articulate their theological convictions as evidenced by a personal statement of faith.
5. Model competent and Christ-like ministry leadership in the Church and marketplace.
6. Communicate the Christian message effectively to today's culture.

### Admissions

1. Students must possess a bachelor's degree with a minimum of 32 semester hours of general studies from an approved institution.
2. Must hold a minimum 2.5 undergraduate grade point average (4.0 scale).
3. The candidate must demonstrate proven Christian character, as attested by others within Christian ministry.

### Graduation Requirements

1. Complete all general graduation requirements as listed earlier in this section
2. Complete required program credits (96) with at least 30 credits earned at Providence Bible College and Theological Seminary
3. Earn a minimum cumulative grade point average of 3.0 (4.0 scale)
4. Complete the program within six years from the date of matriculation.

*Master of Divinity (MDiv) Curriculum*

<b>BIBLE</b>		
OT 512/NT 505	Biblical Hermeneutics	3
BIBL 520	Introduction to Logos	3
<b>BIBLICAL LANGUAGE</b>		
BLGK 501	Basic Greek I	3
BLGK 502	Basic Greek II	3
NT Exegesis (NT600 or NT601)	Exegesis of the Gospels Exegesis of Paul's Letters	3
BLHB 503	Basic Hebrew I	3
BLHB 504	Basic Hebrew II	3
OT Exegesis (OT600 or OT 601)	Exegesis of OT Narratives Exegesis of Wisdom Literature & Psalms	3
		24 QH
<b>THEOLOGY &amp; CHURCH HISTORY</b>		
THEO 530	Introduction to Systematic Theology	3
THEO 531	Systematic Theology I	3
THEO 532	Systematic Theology II	3
THEO 533	Systematic Theology III	3
GHS 510	Church History I	3
GHS 511	Church History II	3
THEO 646	Apologetics & Philosophy	3
THEO 347	Biblical Ethics	3
		24 QH
<b>CHURCH MINISTRY</b>		
CED 514	Christian Education	3
CHM 520	Practical Theology	3
THEO 538	Making Disciples	3
MM 530	Introduction to Missions	3
MM 537	Introduction to Evangelism	3
COU 501	Pastoral Counseling	3
PRAC 553	Expository Preaching	3
		21 QH
<b>ELECTIVES/CONCENTRATION</b>		<b>27QH</b>
<b>9 Graduate Electives</b>		
<b>No Thesis is required</b>		

## DOCTOR OF MINISTRY - Three-Year Program

***Program Coordinator: LeRoy Hill Jr., DMin.***

### Purpose and Objectives

The Doctor of Ministry is a professional degree designed to integrate theological learning in the context of responsible ministry and service in the kingdom of God. Providing ministry leaders with further education and training is a key aspect of the program. Students focus their studies on one of these ministry areas: pastoral ministry, worship, Black church studies, church and community relations, the chaplaincy, theological education, or administration/leadership. The program culminates with a project and its accompanying dissertation. Upon completion of the program the successful student will be able to:

1. Develop and articulate a theology of ministry and leadership that is grounded in biblical principles and critically engages with diverse perspectives relevant to their cohort's focus.
2. Develop or significantly enhance ministry skills indicative of their project ministry track.
3. Exhibit an advanced understanding of cross-cultural and intercultural issues and dynamics within their ministry setting
4. Demonstrate proficiency in synthesizing insights from diverse sources, including the social sciences and various academic disciplines, to develop a holistic strategy for personal, congregational, or organizational ministry.
5. Through the disciplines of spiritual formation, engage in practices that foster personal maturity, strengthen Christian character, and enhance spiritual leadership.

### Vocational Options

Because this program is designed for experienced ministry leaders; its students are already engaged in vocational ministry. The degree is suitable for:

1. Senior and solo pastors
2. Associate pastors and program staff
3. Neighborhood/community development leaders
4. Church planters
5. Campus and parachurch ministry leaders
6. Missionaries
7. Christian educators
8. Worship and other ministry leaders
9. Chaplains



## 10. Evangelists

### Admission Requirements

1. Meet general admission requirements as listed in the “Admission and Financial Information” catalog section.
2. Applicants for admission must hold a master’s degree from an approved college or university with a minimum 3.0-grade point average (4.0 scale), which includes a minimum of 72-semester credits that represent broad-based work in theology and biblical studies.
3. Through the submission of a professional resume, demonstrate at least three years of ministry leadership experience after completion of the first graduate theological degree.
4. Applications can be submitted at any time.
5. Applicants holding master’s degrees related to the field of Divinity are not required to have supplemental courses beyond the DMin requirements. However, those who hold a master’s degree outside of the field of Divinity are required to complete supplemental coursework (see below under “Provisional Doctor of Ministry” Program).
6. Through the submission of a professional resume, demonstrate at least three years of ministry leadership experience after completion of the first graduate theological degree.
7. Full admission to DMin degree candidacy is dependent upon the successful completion of both required and elective courses, as well as the approval of the project proposal by the student's faculty advisor and the DMin Committee.
8. Work for the degree may normally be completed in three years of extensive study including completion of doctoral project and dissertation. All students are required to complete the degree within five years after beginning course work.

### Graduation Requirements

1. Complete all general graduation requirements as listed in this section.
2. Complete 12 specialized elective credits.
3. Approval of the student portfolio at the midpoint and end of the program.
4. Earn a minimum cumulative grade point average of 3.0 (4.0 scale).
5. Normally, complete the program within four years of the date of matriculation.

## Doctor of Ministry Provisional Enrollment Program

Program Coordinator: Donald W. Mills, Ph.D.

The Doctor of Ministry Provisional Enrollment Program is tailored for working professionals and church ministry leaders holding master's degrees in non-theological fields (such as an MBA, M.Ed., or similar degrees). It is designed for those who feel called by God to serve in pastoral ministry or advanced theological roles. Candidates may not currently be active pastors but must demonstrate a commitment to serving God and His people through leadership experience, teaching, missionary work, or supporting the vision and mission of a local church.

Participants must complete a minimum of 13 required master's-level courses from the MBS curriculum (consult your academic advisor for specific courses) before enrolling in Doctor of Ministry courses. All other requirements for the DMin degree remain unchanged.

### Doctor of Ministry - Program of Study

Specialized Electives (12 QH)

Core Courses (15 QH)

DM 875 Strategies in Evangelism & Church Growth (3 QH)

DM 880 Leadership in the Context of Church and Community (3 QH)

DM 885 Communicating the Gospel in the Contemporary World (3 QH)

DM 890 Strategies in World Missions (3 QH)

DM 895 Research Methods (3 QH)

DM 989 Project in Ministry (9 QH)

DM 990 Doctoral Dissertation

The dissertation serves as the written documentation of the project. Students are required to adhere to the format and structure outlined in the seminary's DMin Dissertation Manual, which primarily follows 'A Manual for Writers of Research Papers, Theses, and Dissertations (Chicago Guides to Writing, Editing, and Publishing), 8th Edition' by Kate Turabian. If a student does not successfully defend their dissertation by the end of the quarter in which they are registered for DM 989-Dissertation, they must enroll in DM 989B—Continuing Dissertation each semester until they successfully defend their dissertation.

## Doctor of Ministry Suggested Sequence

<b>YEAR 1</b>			
<b>FALL QUARTER</b>			
	Specialized Elective		3
DM 875	Strategies in Evangelism and Church		3
<b>Total</b>			<b>6</b>
<b>WINTER QUARTER</b>			
	Specialized Elective		3
DM 880	Leadership in the Context of Church and Community		3
<b>Total</b>			<b>6</b>
<b>SPRING QUARTER</b>			
	Specialized Elective		3
DM 885	Communicating the Gospel in the Contemporary World		3
<b>Total</b>			<b>6</b>
<b>YEAR 2</b>			
<b>FALL QUARTER</b>			
	Specialized Elective		3
DM 890	Strategies in World Missions		3
<b>Total</b>			<b>6</b>
<b>WINTER QUARTER</b>			
DM 895	Research Methods		3
<b>Total</b>			<b>3</b>
<b>SPRING QUARTER</b>			
DM 989	Project in Ministry		9
<b>Total</b>			<b>9</b>
<b>YEAR 3</b>			
<b>FALL QUARTER</b>			
*DM 990	Dissertation		9
<b>Total</b>			<b>9</b>
<b>SPRING Quarter</b>			
	Graduation		
<p>*Note: If the student does not defend their dissertation successfully by the end of the quarter for which they are registered for DM 990, then they must register for DM 990B--Continuing Dissertation, each semester until they have defended their dissertation successfully.</p>			

# ADMISSIONS

## Introduction

Providence Bible College and Theological Seminary welcomes applications from all prospective students – regardless of race, color, national origin, gender, age or disability – who are personally committed to faith in Jesus Christ and whose standards and lifestyle are in line with the mission, goals, and core values of PBCTS. A student is expected to demonstrate the maturity of Christian character, total agreement with the statement of faith, competence in the Christian ministry, and commitment to the purpose and position of the school.

Providence is a school that stands squarely in the tradition of an Evangelical, Christian education institution; several clear distinctives exemplify the standards and direction of the school.

## Distinctives

- Christian--Providence Theological Seminary stands without apology for Christian distinctives. Christian principles and policy are taught in the classroom and practiced in the personal ministries of each faculty member.
- Biblical--Providence Theological Seminary believes in the verbal, plenary (in all of its parts) inspiration of the Scriptures. The Bible is considered the sole authority for faith and practice and inerrant in all matters it addresses. The literal, historical-grammatical approach to the interpretation of God's Word is emphasized through the entire curriculum.
- Evangelistic-- Providence Theological Seminary challenges and prepares students to have warm, soul winner's hearts and to build strong evangelistic churches and ministries. The faculty includes teachers who have many years of experience in building and developing soul-winning ministries

## Application Process

An official application for admission to enter any form of study at Providence Bible College and Theological Seminary must be submitted for consideration. The admissions form can be completed on campus or via an online Admissions electronic form (see [www.pbcts.edu/admissions](http://www.pbcts.edu/admissions))

- All applicants must provide official transcripts to the Admissions office before acceptance.
- All applicants must have a personal interview with the Admission Committee before acceptance.
- Mail application, or bring it personally, to Providence Bible College, 301 Goode Way, Suite 205, Portsmouth, Virginia, 23704-2266.

## Admission application checklist:

1. Submit the Admission Application-Complete the PBCTS application online or on campus.
2. Admission Fee-A one-time \$50.00 fee must be submitted with the application. This is a non-refundable processing fee.
  - Admission Reference Letter-Submit 2 Letters of Reference (one from student's current pastor or ordained minister, and one reference letter from a current employer, a colleague, or professor). References submitted by family members and current PBCTS students are considered invalid.
  - Request Transcript (an official transcript from applicant's former college to be mailed or e-mailed to PBCTS). Applicants may deliver an official transcript if it is in its original unsealed envelope.
  - Submit an essay of 500 words addressing:
    - Your current relationship with Jesus Christ
    - Why you wish to attend Providence Bible College and Theological Seminary
    - Your personal and vocational goals in completing this degree
  - Admission Permission Identification Information form--applicant must sign this document, specifying who has the right to view their personally identifiable record information.
  - Admissions Interview--once Providence Bible College and Theological Seminary has received completed applications from prospective students, an interview will be scheduled with a member of our admissions team.
  - Admission to PBCTS Notification—Once the student has completed all the required steps for admission, they will be notified of the admission decision via mail, email, or phone call. An assigned official in Academic Affairs will then coordinate the next step, which involves enrolling in classes."

## Enrollment Status

Upon completion of the admissions application process, and admission to PBCTS as a student, students are provided with copies of the approved course/program outline, a schedule of the tuition per designated course program, any other fees required, a statement of the regulations pertaining to absences, grading policy and the rules of operations and conduct. The completion of the enrollment process culminates with registration in the approved selected classes for the upcoming quarter term.

## Student Status

- Curricular--Students who meet all the requirements and intend to pursue any undergraduate or graduate degree program.
- Non-Curricular--Students who desire to take courses on a regular basis but do not intend to obtain a bachelor's or graduate degree. Those interested in obtaining a one-year certificate program are included in this category.
- Auditing a Course-Students desiring to attend a course without taking exams or credit, may do so by registering, in a regular manner, to audit that course, and by paying a "personal enrichment fee." Audited courses carry no credit. A student desiring to change status in a course from audit to credit must complete the change during the first week of class.

## Academic Preparation for Seminary

The graduate degree programs of Providence Theological Seminary are open to students who have earned a bachelor's degree from an approved college or university. The Admissions Committee evaluates a student's prior undergraduate program for evidence of academic competence, rather than just the completion of coursework. Indicators of potential success in the rigorous academic environment of graduate school include the GPA of previous courses, as well as relevant current and past life experience in ministry and church leadership, if applicable.

Graduate-level credits from another institution may be transferred into our master's programs if the courses are required by Providence or meet the criteria for a specific concentration track. All transfer credit requests must be reviewed and approved by the Academic Committee. Any approved transfer credits will be recorded on the student's academic record will document the extent to which the duration of the program at PBCTS would be shortened. The details of transferred credits and any resulting reduction in the program length will be reported to the State Approving Agency (SAA) for VA students and active-duty enrolled students

## Self-Study Courses

There is also an optional format for completing required curriculum courses via the Self-Study mode. These classes are designed to enable self-paced independent study while also providing instructor facilitation.

Typically, the self-study courses are found in the General Education curriculum and for some selected concentration or elective courses. Completing such self-study in a satisfactory would entail viewing course videos, textbook readings and completing test assessments and/or writing a final paper or report.

Tuition costs are lower for students enrolled in Self-Study courses, with all Self-Study courses priced at \$236 per quarter term. For more information about Self-Study courses, please contact the Academic Affairs office."

## Re-Admission

Degree program students who have allowed three years to elapse since completion of their last course, may submit a Readmission application and pay a \$35.00 fee, along with a recommendation from their church.

Military veterans and/or active-duty military who process a Withdrawal due to any circumstances deemed concerning to the student (e.g. like receiving orders to undergo training or a new assignment) are eligible to return to their academic program without incurring any financial penalty or need to reapply as a first-time student seeking admission. The process for resuming their studies after meeting such extenuating obligations is to contact the Academic Affairs Office and request permission to resume their studies (this can be a verbal permission request or a statement in writing signed by the returning student).

# FINANCIAL INFORMATION

## Tuition and Fees

All fees must be paid at the designated time per each scheduled school quarter and are not refundable (this rule applies only to fees and not tuition payments). All tuition (excluding the Certificate program) is based on the quarter hour credit system. Tuition below is based upon the standard 3 quarter hour course.

<b>Tuition and Fee Chart</b>	
Admission Application Fee	\$50.00
Late Registration Fee	\$35.00 (each occurrence)
Tuition for Certificate Program	\$131.00 per course
Tuition for Associate's Program	\$367.00 per course
Tuition for Bachelor's Program	\$367.00 per course
Tuition for Master's Program	\$446.00 per course
Tuition for Doctoral Program	\$577.00 per course
Tuition for Self-Study (all levels)	\$236.00 per course
Graduation Undergraduate Fee	\$250.00
Graduation Graduate Fee	\$250.00
Graduation and Certificate Diploma Fee	\$50.00
Replacement Diploma Fee	\$20.00
Re-Admission to the College Fee	\$35.00
Transcript Fee	\$10.00
Inactive Fee (Doctoral Students)	\$100.00 per quarter – If applicable
Program Extension Maintenance Fee	\$300.00 per year – If applicable
Technology Fee	\$100.00 per quarter
Returned Check Fee	\$35.00 (each occurrence)
Course Audit Fee (all programs)	\$105.00
Life Experience Credit Fee	\$35.00 per quarter hour

Tuition and course fees may be adjusted, with adequate notice.



## Debts and Returned Checks

No degree, diploma, or certificate will be granted, or transcript of credits be furnished a student until all financial obligations to the College and Seminary have been paid.

All previously incurred financial obligations and indebtedness must be fully paid before a student may re-enter at the beginning of any quarter. A \$35.00 charge will be made by the Finance office for any returned checks.

Any outstanding debt due to the College will be turned over to a collection agency.

## Payments

Providence Bible College functions under the biblical order and leadership of the Holy Spirit, and it strives to be a good steward of the gifts and talents and abilities that are part of it and available to it. Therefore, based upon the Word of God Providence Bible College believes that debt is not glorifying of our Lord and maintains itself on a sound financial basis. It becomes necessary then to adhere to the following policies.

1. Tuition is expected at the time of class registration.
2. All students are required to pay tuition and course fees on or before the first day of the quarter unless payment arrangements have been made with the Registrar (and/or through the Academic Affairs office),
3. Any student with a previously incurred indebtedness to the college will not be allowed to register for classes until the current indebtedness is paid. *This rule does not apply to enrolled students who receive VA-GI Bill tuition benefits.*
4. No degree, diploma, or certificate will be granted, or transcript of credits furnished a student until all financial obligations to the college are paid.
5. Any outstanding debts to the college can and will be turned over to a collection agency.

# POLICIES

## Graduation Policies

Students must apply for graduation when they enroll for the last course of their program. Upon receipt of the graduation application and the nonrefundable \$250.00 graduation application fee, the Academic Dean will conduct an evaluation of the student's work. If all the coursework and program requirements have been met, the Dean will forward the records to the Academic Affairs office with a recommendation that the student has met all enrolled program criteria and is awarded the degree, diploma or certificate for which they have been studying. Students may choose to participate in the next PBCTS graduation ceremonies that follow upon the completion of their final program class.

## Requirements for PBCTS Graduation

Any student who receives a degree from PBCTS must have completed at least one year of enrollment (a minimum of 27 quarter hours) in resident study at PBCTS to qualify for graduation. Those who enroll and transfer in prior completed coursework are allowed to transfer in no more than one half of the minimum quarter hours required in the student's program.

A student must also meet the curriculum requirements of the catalog under which he or she enters or of some subsequent catalog. No student, however, will be permitted to graduate under a catalog or supplement issued more than five years before the date of graduation.

To graduate, all students must have earned a grade point average of 2.5 across their program of study. Grades earned on courses taken at other colleges and universities will not be considered.

An INTENT TO GRADUATE form must be submitted to the Registrar's office no later than three quarters before completing the degree requirements, along with a graduation fee of \$250.00. A diploma fee of \$50.00 must also accompany the application. Both fees are non-refundable and contribute to funding the pre-graduation banquet and other graduation-related activities provided by PBCTS for graduating students and their invited guests

## Attendance

All students are expected to attend all scheduled classes on time. A student who adds a class or registers after the first class session will be marked absent for that session. Instructors and discussion group facilitators consider attendance when determining final grades. Students who miss more than two classes, without having received an 'Excused' absence from the instructor, will receive a Fail grade (FN) for non-attendance."

**Military veterans** and active-duty students who register late or add a class after the first session will have their absences documented, but instructors will waive the impact of these absences on the student's final grade. Missed classes can be made up at the instructor's discretion. To excuse an absence, the student must complete an Absence Excuse Form, indicating the date and arrangements for makeup work, and submit it to the Academic Affairs Office. Each request for excused absences is reviewed individually, with no set limit on the number of excused absences for military veterans. The Office of Academic Affairs monitors class attendance for veteran and active-duty students. If students adhere to the stated process by communicating with Academic Affairs or their class instructor, no further action, disciplinary or otherwise, will be taken. Any missed class sessions by veteran or active-duty students will be documented and reported to the DVA/SAA during routine filing of student tuition forms and applications. This report will include the necessary paperwork explaining the reasons for the missed attendance and how the student made up the missed class time.

## Absence and Makeup Policy

The staff of PBCTS seeks to serve students in their endeavor to succeed academically. It is imperative that students attend every class of a particular course. The Absence Excuse Form must be used to indicate the date and arrangements for completion of make-up work. Absences will not be excused until this form is completed and returned to the Registrar. Only two class sessions per course may be excused.

Students with more than two absences per class must receive permission to return to class from the academic dean.

1. The amount of material covered in a three-hour session makes it impossible for the student to function properly if more than two classes are missed. A student can only miss two classes per quarter and must make-up that absence accompanied with the requisite proper form and classwork. If a student misses more than two classes, it is deemed that the student will Withdraw from the class (this policy does not apply to Veterans, active duty or Reserve military students).
2. Students with excessive absences will be placed on probation and must obtain permission from the Academic Dean to resume classes in the following quarter. Continued inability to attend classes regularly may lead to further disciplinary actions, including possible dismissal from the college. PBCTS emphasizes the importance of each student dedicating themselves to the learning process and upholding the necessary lifestyle to effectively serve Christ in the world.

## Payment Policy

PBCTS operates under the guidance of the Holy Spirit and seeks to be a good steward of the gifts, talents, and abilities within its community. Based on the Word of God, PBCTS believes that debt does not honor the Lord and thus strives to maintain a sound financial foundation. Therefore, it is necessary to adhere to the following policies.

1. Tuition is expected at the time of registration
2. Any student with a previously incurred indebtedness to the college will not be allowed to register for classes until the current indebtedness is paid
3. No degree, diploma, or certificate will be granted, or transcript of credits furnished to any student until all financial obligations to the college are paid.
4. Any outstanding debts to the college can and will be turned over to a collection agency

For more detailed information, and for students who are completing the enrollment and registration process for the first time, please refer to Addendum C, **PBCTS Truth in Lending Act and Billing Rights Disclosures Agreement**, which all new students are required to read and sign off on (previously enrolled students must also complete this agreement to have their accounts updated).

### TUITION REFUND POLICY

Providence Bible College and Theological Seminary assumes certain financial obligations based on student enrollment. Expenses continue for the program even if a student should discontinue the course. After the authorized drop/add period, a student may withdraw from a course with a grade of W (withdrawal), up to the seventh week of a quarter or the halfway point of other sessions. A course may be dropped after the authorized date only for unusual reasons with the approval of the Dean of Academic Affairs.

A refund policy that is fair to both the student and PBCTS is essential. Therefore, the following policies have been adopted.

A student who desires to withdraw from a course, or courses, must initiate proceedings with the Academic Affairs office. The request for a Withdrawal from class should be made in writing and either emailed or mailed to our office. Refunds will be computed as of the date on which a letter indicating the desire to withdraw is received by the PBCTS office.

Refund charges on tuition will be made according to the following schedule:

Withdrawal before the first classes begin	100%
Withdrawal after 10% of hours are completed	90%
Withdrawal after 20% of hours are completed	80%
Withdrawal after 30% of hours are completed	70%
Withdrawal after 40% of hours are completed	60%
Withdrawal after 50% of hours are completed	50%
*After 50% of hours are completed	0%

\*PBCTS has set this threshold to reflect the point at which the institution has already committed significant resources to the course, including faculty time and administrative

support, and thus cannot recoup those costs through a partial refund. All prospective students are urged to be aware of this before enrolling.

## Active Duty and/or Reserve Military Students

The College will provide the following options for our active-duty students who have been deployed or reassigned for military service in order to appropriately maintain the student's academic and financial records with PBCTS.

"If an active-duty student or a member of the Virginia National Guard or any other reserve component of the U.S. armed forces is called to active duty, they can request and be granted a military leave of absence from PBCTS. This leave ensures that the student retains admission to PBCTS and can re-enter their program of study, including completing any coursework marked as Incomplete due to deployment or reassignment. This option is available for the student to consider.

Active-duty students who request an Incomplete grade can complete their courses upon returning from deployment or special assignment without losing academic credits, scholarships, grants, or previously paid tuition and fees. Alternatively, students may choose to terminate their courses, in which case they can receive a refund or credit for tuition and fees. This is considered a Military Withdrawal due to extenuating military responsibilities, with full reimbursement for up to 50% of the class term. Refunds for any time beyond 50% will follow the standard PBCTS withdrawal policy.

Further, upon returning from completed military duty, the student will be restored to the educational status enjoyed prior to the duty period. Without deployment orders, the student must follow standard PBCTS drop or withdrawal procedures. A retroactive appeal to consider a military withdrawal can be initiated upon delivery of the applicable deployment orders.

In accordance with PBCTS Grading Policy, the College can provide the reserve or active-duty student with an option to apply for a grade of "I" (Incomplete) with the course instructor. The incomplete grade (I) must be completed by the end of the semester following deployment. If the course is not completed and the student submitted a copy of the appropriate deployment orders prior to leaving, the incomplete grade (I) will be converted to a military withdrawal grade (M). If deployment orders were not submitted, the incomplete grade (I) will be converted to a failing grade (F). The student may appeal the grade and tuition considerations upon return to the College with submission of the appropriate deployment orders.

## Record Retention Policy

The college will retain student folder data for three years following the student's separation from the institution. After this period, only grade reports, documentation of fees and tuition payments, and PBCTS transcripts will be kept. All other non-essential information, including personal data and student identification, will be securely discarded.

## Grading Policy

The Academic Committee is the official body responsible for administering grading policy. Course grades are determined by the instructor and will be issued at the end of the quarter. (Specific requirements may vary according to the instructor). All final class grades reports are provided to each student within a week after the quarter ends.

## Grade Scale

4.0 = A+; 3.0 = B+; 2.0 = C+ ; 1.0 = D+; 0.0 = F

GRADE	GRADE POINT	MEANING
A+ 95-100	4.00	Superior
A 92-94	3.70	Superior
A- 90-91	3.30	Good
B+ 89-88	3.00	Good
B 87-86	2.70	Good
B- 85-81	2.30	Good
C+ 80-79	2.00	Satisfactory
C 78-76	1.70	Satisfactory
C- 75-73	1.30	Satisfactory
D+ 72-70	1.00	Passing
D 69-66	0.70	Passing
D- 65-60	0.30	Passing
F 0-59	0.00	Fail
P/F	None	Pass/Fail
W	None	Withdrawal
M	None	Military Withdrawal
I	None	Incomplete
FN	None	Fail, Non-Attendance
AUDIT	None	Audit

Plus (+) grades may be given for the highest percentage points in a given grade range as noted above. Minus (-) grades may be given for the lowest percentage points in a given grade range.

## Incomplete

An “I” indicates that a portion of the classwork was not completed by the student within the grading period. All incomplete work must be turned in within two weeks of the last class session unless an approved waiver is on file.

## Audit

An “AUD” indicates that a student took the course as non-credit and was not responsible for participating in discussion groups, examinations, or other required assignments. This must be indicated on the form at the time of registration.

## Withdrawal

A “W” indicates the student withdrew before the fourth-class session without an applied academic penalty.

## Military Withdrawal

In accordance with PBCTS Grading Policy, if an active duty or reserve military student submits deployment orders while enrolled in a class(s) but was unable to return to complete the class(s), the pending Incomplete grade (I) will be converted to a military withdrawal grade “**M**”. This change of grade status will not have a negative impact on the student’s GPA. If deployment orders were not submitted, the Incomplete grade (I) will be converted to a failing grade “**F**”. The student may appeal the grade and any request for tuition reconsiderations upon submitting to the office of Academic Affairs a copy of the appropriate deployment orders.

Any veteran, active duty and/or reserves student’s *reinstatement* into a formerly enrolled class, and/or who was not able to complete their academic program, can occur by making an appeal to the Academic Affairs office (i.e., the student would submit a written statement explaining the reason for their Withdrawal and provide the relevant documentation for such a reason).

## Fail for Non-Attendance

An FN grade indicates that a student was issued a Fail (F) grade for not attending an enrolled class for a consecutive period of 21 days or more, and who did not provide any documentation to request an extension from the Instructor or Academic Affairs (there may be exceptions at times for military active duty or students in the Reserves, and such would be reviewed on a case-by-case basis).

## Academic Probation

A student is placed on academic probation if their quarterly GPA falls below 2.00 or if

they receive an F for any course. Probation is an indication that a student's academic performance has fallen below the institution's required standards. Academic probation lasts for one academic term. During this period, students must work to improve their academic standing.

While on academic probation, students are required to:

1. Meet with an academic advisor to develop a plan for academic improvement.
2. Limit their course load to no more than 12 credits (or equivalent) per term.
3. Achieve a term GPA of 2.00 or higher and pass all courses during the probationary period.

Failure to meet the conditions of academic probation may result in academic suspension.

## Academic Suspension

Academic suspension is a temporary dismissal from the institution due to continued poor academic performance. A student is placed on academic suspension when:

1. A student's current status is one of academic probation
2. The student fails to meet the conditions of academic probation
3. Cumulative hours attempted are less than thirty-six (36).

Academic suspension normally will be for two-quarters. The statement "placed on academic suspension" will be entered on the student's permanent record. A student who has been informed that he/she is on an academic suspension may submit an appeal in writing to the Chairman of the Admission Committee for reconsideration.

## Repeating a Course

When a course is repeated, the last grade earned replaces the previous grade in computing the cumulative student G.P.A. However, all grades entered on the transcript remain a part of the student's permanent academic record. If a course is being repeated, it will be stated upon the completion of a class registration.

## Grievances and Reporting Policy

The correct procedure for filing a complaint or reporting an issue at PBCTS involving another student, faculty member, or administrative staff is to first submit the complaint or concern in writing. The next step is to contact the Academic Dean's office to request a meeting with the Dean. The Academic Dean will then investigate the matter and recommend an appropriate course of action to the Academic Affairs office to resolve the issue.



## Handling grievances for Veterans and Active-Duty students

The procedure for handling a complaint or issue experienced by a veteran or active-duty student at PBCTS follows the same policy as for any enrolled student. However, an additional provision applies to veterans and active-duty students: If the complaint or grievance is not resolved to the student's satisfaction, they should contact the Virginia State Approving Agency (SAA). The SAA can be reached via email at [saa@dvs.virginia.gov](mailto:saa@dvs.virginia.gov)."

## COURSE DESCRIPTIONS

## UNDERGRADUATE COURSES

### Introduction to Biblical Studies

#### **BIBL 105 - BIBLE SURVEY (3 QH)**

This course presents an exciting overview of the “grand design” of the Bible. A comprehensive understanding of the “how” and “why” of God’s plan for the universe and his people will be seen.

#### **BIBLE 220- HOW TO STUDY THE BIBLE (3 QH)**

This course is a “how to” guide for proper Bible Study. It will give practical instruction and helpful techniques on the various methods of Bible study.

#### **BIBLE 359- HERMENEUTICS: THE ART OF INTERPRETATION (3 QH)**

Hermeneutics is the science and art of Biblical interpretation, attempting to ascertain what God has said to the man in sacred Scripture. It is a science based upon principles for discovering the meaning of a document. It is also an art because principles or rules cannot be applied mechanically to Scripture but must involve the skill of the interpreter.

### Old Testament Studies

#### **OT 106-BIBLE SURVEY-MAJOR PROPHETS (3 QH)**

This course will survey whom these men were what they preached, and how we can apply their messages today.

#### **OT 312 SOVEREIGNTY OF GOD (3 QH)**

This course defines God’s sovereignty and examines same in creation, administration, salvation, reprobation, operation, the human will. Human responsibility, prayer, our attitudes towards God’s sovereignty, difficulties and objections and the values of this subject.

#### **OT 280 -OLD TESTAMENT SURVEY I (3 QH)**

A course designed to give an overview of all 39 books of the Old Testament dealing with their history and teaching.

#### **OT 281 OLD TESTAMENT SURVEY II (3 QH)**

This course will complete the study of part I concerning the books of the Old Testament.

### **OT 290-MINOR PROPHETS (3 QH)**

This course will study the Minor Prophets whose messages were not as long as those of the major prophets but were ordained by God to deal with the problems of the nation of Israel and apply to the Church.

### **OT 302- APPROACHING GOD THROUGH THE TABERNACLE OF MOSES (3 QH)**

The Tabernacle of Moses furnishes a gold mine of truth for the people upon whom the end of this age has come. Contained in Old Testament object lessons are many vital New Testament doctrines. The student will learn to approach God through the steps laid out in the study.

### **OT 306-GENESIS (3 QH)**

This course is a survey of the book of beginnings. The student will see the origin of the universe, the earth, man, woman, the family, sin, conflict, faith, redemption, and the major characters of the book whose lives are a testimony of both the work of God did in them and the work God is doing in the earth.

### **OT 320-PENTATEUCH (3 QH)**

This course will study the first five books of the Old Testament with an emphasis on the various areas of God's relationship to His chosen people. This includes their calling, deliverance from Egypt, the giving of the Law with its sacrificial, moral and civil parts as God uses man to establish a foothold in the earth for His work.

### **OT 330-TABERNACLE OF DAVID (3 QH)**

This study will examine the passage found in Amos which foretells God's restoration of the Tabernacle of David in the latter days. The study will center upon the fulfillment declared in Acts and whether it is of a spiritual nature, covenantal or dealing with worship.

### **OT 410-ISAIAH (3 QH)**

The book is covered from its historical background, its structure themes, Messianic prophecies, and application to the believer. Particular attention is paid to the Servant Songs, eschatological prophecy and the unity of the book.

### **OT 415-JEREMIAH (3 QH)**

The book is covered with its historical background, its structure, themes, prophecies and application to the believer. Selected passages of study will include the theme of backsliding, national sin and repentance, God's judgment on individuals and nations, His restoration of those who turn to HIM, the new covenant of the Christian era and hope for

the future.

### **OT 420- EZEKIEL (3 QH)**

The book covered from its historical background its structure themes, prophecies and application to the believer. Selected passages of study will include the themes of God's judgment on an ungodly nation, His holiness, Israel's restoration, the kind of shepherd-leaders God desires, and the importance of true worship.

### **OT 425-DANIEL (3 QH)**

The book is covered with its historical background, its structure, themes, Messianic prophecies, and application to the believer. Selected passages of study will include the themes of God's sovereignty, our purpose in serving Him, perseverance in the midst of uncertainty and persecution, God's faithfulness, Daniels's faith, prophecies of the immediate future the coming Messiah and the end times.

### **OT 430- ZECHARIAH (3 QH)**

The book is covered with its historical background, its structure, themes, Messianic prophecies, and application to the believer. Selected passages of study will include the themes of God's jealousy of sin among His people, the need to rebuild the temple after the exile, the coming Messiah and His protection for His people.

### **OT 435- JOB (3 QH)**

The book is covered with its historical background, its structure themes and application to the believer, Job's strengths, and weaknesses are discussed in light of his divine ordeal. Suffering and our response to it are dealt with along with themes of trusting God, pride, spiritual warfare and God's eternal sovereignty and goodness.

## **New Testament Studies**

### **NT 327 – ROMANS (3 QH)**

An in-depth study of the theology of the apostle Paul as written to the Roman church. Topics include sin, justification, election and sanctifying work of the cross in the life of the believer.

### **NT 130- I, II, & III JOHN (3 QH)**

This course examines the "situation in question" that leads the student to dwell chiefly on the character of the Christian life, its moral test, and endowments, and on the radical conflict between the church and world in the last days.

### **NT 133 – THE GOSPEL OF JOHN (3 QH)**

An in-depth study of the life of Jesus Christ as portrayed by the beloved disciple. This gospel gives the seven signs proving the divinity of Christ. Topics include the abiding life in Christ with a look at the historical context and the divine perspective.

### **NT 134 – EPHESIANS AND COLOSSIANS (3 QH)**

This course offers a detailed analysis of these Pauline epistles concerning their occasion and purpose, as well as historical and theological content. These “twin letters” will be covered to show the greatness of Christ within us and His outworking through our lives.

### **NT 160 – NEW TESTAMENT SURVEY I (3 QH)**

An overview is made of the New Testament studying its messages, doctrines, personalities, and problems of interpretation. The focus will be on the life of Christ in the Gospels, the coming of the Holy Spirit and the building of the Church in Acts.

### **NT 161 – NEW TESTAMENT SURVEY II (3 QH)**

This course will continue the study beginning with the book Romans surveying the rest of the NT: The Pauline writings, the General Epistles, Hebrews, and Revelation.

### **NT 262 – THE MESSIAH (3 QH)**

This course will help you understand Jesus in a deeper, more personal way. Special emphasis will be on the Old Testament prophecies and their fulfillment in the Gospel accounts.

### **NT 263 – ACTS OF THE APOSTLES (3 QH)**

A study is made of the apostles from the day of Pentecost until Paul's imprisonment in Rome. The student will see the growth of the early Church and how apparent defects became actual victories and advances for the Gospel.

### **NT 264 – I AND II CORINTHIANS (3 QH)**

A verse-by-verse exposition of these two epistles, emphasizing the practical solution to common church problems through the application of the principles set down for the Corinthian congregation.

### **NT 267 – PASTORAL EPISTLES (3 QH)**

A study of the principles and qualifications for leadership as found in I and II Timothy, Titus and Philemon; and how to apply them.

### **NT 370 – LIVING EPISTLES (3 QH)**

A study of the concerns of the apostles Peter and John as they instruct the church for a living and dealing with the heresies that began to infiltrate the Church.

### **NT 384 – HEBREWS (3 QH)**

A study is made of the new and better way and the finished work of Christ. Fulfillment of the Old Testament types, promises, and covenants will be investigated.

### **NT 185 – JAMES (3 QH)**

This course is a verse by verse exposition in practical Christian living. Special emphasis is placed on James' demonstration of Jesus' Sermon on the Mount; it is moral and ethical teaching; its relevance to the Church of the first century and practical application for today's Christian society.

### **NT 186 – THE LIFE OF CHRIST (3 QH)**

An in-depth study is made of the life of Christ from His birth, to the completion of His ministry at Calvary. Emphasis will be on His teachings, and His fulfillment of the coming prophesied Messiah.

### **NT 320 – GALATIANS (3 QH)**

A verse-by-verse exposition of Paul's epistle to the Galatian church with attention to the occasion and purpose of the letter, its implications for the law of God in the life of the believer, the fruit of the Spirit and its application to the Christian life.

### **NT 468 – REVELATION (3 QH)**

A study is made of Apostle John's book of Apocalypse regarding its imagery, predictive prophecy, and admonitions for the church today. Some attention is paid to various views regarding the tribulation, rapture, and the millennium.

## **Biblical Languages**

### **BLAN 301- INTRODUCTION TO NEW TESTAMENT GREEK (3 QH)**

This course is an introduction to the language stressing the alphabet and other basics to the Greek language.

**BLAN 302- BASIC GREEK I (3 QH)**

This course builds upon the introduction with more advanced pronunciation, verbs and the meanings of hundreds of New Testament words.

**BLAN 303-BASIC GREEK II (3 QH)**

This course continues to build on the preceding courses to enable the student to be able to read the texts from a Greek manuscript.

**BLAN 401- INTRODUCTION TO OLD TESTAMENT HEBREW (3 QH)**

An introduction to the alphabet, verbs forms, words, and pronunciation of the Hebrew language.

**BLAN 402- BASIC HEBREW I (3 QH)**

This course builds upon the introduction to prepare the student to use the verb and noun systems and to do the elementary translation.

**BLAN 403-BASIC HEBREW II (3 QH)**

A continuation of Hebrew grammar and vocabulary with emphasis upon translation.

**BLAN 250 LATIN I (3 QH)**

This course is an introduction to Latin emphasizing basic vocabulary, grammar, syntax, and usage in elementary readings. Emphasis will be placed on etymology with its influence on the English language.

## Theology

**THEO 201- COUNTERFEITS (3 QH)**

This course examines such contemporary movements as the New Age, Mormonism, Jehovah's Witness, and the disturbing growth of witchcraft and Satanism. This course will help you recognize counterfeits and help you protect your family from them.

**THEO 202-INTRODUCTION TO SYSTEMATIC THEOLOGY (3 QH)**

This course examines the "first things" of a comprehensive theological system that argues "Scripture, and Scripture alone," must be the single foundation of authentic evangelical Christian faith.



### **THEO 203- SYSTEMATIC THEOLOGY I (3 QH)**

This course examines the nature of God's communicable and incommunicable Attributes, His personality, and constancy. His plan for His Creation, Providence, Evil and Angels, Humanity and Sin.

### **THEO 205- SYSTEMATIC THEOLOGY II (3 QH)**

This course examines the deity of Christ, His humanity, His virgin birth, Atonement, the person and works of the Holy Spirit and Salvation.

### **THEO 235- PRINCIPLES OF THE KINGDOM (3 QH)**

This course will help you define what the Gospel of the Kingdom is, and how we can live in the principles and attitudes of the Kingdom more fully. It is a verse-by-verse examination of the Sermon on the Mount, studying how the citizens of the Kingdom should be developing in their character.

### **THEO 238- THE PROCESS OF MAKING DISCIPLES (3 QH)**

The course examines the process of making disciples in the context of the multi-cultural church with an exclusive message in a post-modern world.

### **THEO 366- THE COVENANTS (3 QH)**

The Bible reveals that God is a covenant making, covenant keeping God. The Old and New Testaments contain a progressive revelation of the nine major covenants. These covenants comprise the purpose of God in both creation and redemption. This course will study all nine of the covenants and how each is fulfilled in the blood covenant relationship with God.

### **THEO 309- SYSTEMATIC THEOLOGY III (3 QH)**

This course examines the nature, role, government, baptism, and unity of the Church, the Lord's Supper, Eschatology, The Second Coming, Millennial and Tribulation views and heaven.

### **THEO 381- THE FEASTS OF ISRAEL (3 QH)**

An in-depth examination is made of the feasts of Israel, their historical foundation and their spiritual fulfillment in Christ and the Church.

### **THEO 347-CHRISTIAN ETHICS I (3 QH)**

A study is made of theological and Biblical foundations which determine the formation of Christian moral decisions and shape a personal lifestyle.

### **THEO 348- CHRISTIAN ETHICS II (3 QH)**

A continued look at Christian morals and decisions to shape a personal lifestyle regarding select moral issues facing the Church today.

### **THEO 450- THE CHURCH (3 QH)**

This course studies the Biblical basis of the Church; what God intends for the church to be like, what its function is in society, its role in God's eternal plan and such topics as the birth of the Church, Church unity, evangelism, worship, our stewardship, and authority. Specific challenges of the Church will be explored such as legalism, idolatry, persecution and the relationship between the church and state. The discussion will also be on church officers, church discipline and women in ministry.

### **THEO 355- OLD TESTAMENT THEOLOGY (3 QH)**

This course traces the development of major Old Testament doctrines. Topics include God, creation, man, sin, the Messiah, revelation, inspiration, angels, Satan, covenants, judgments and life after death.

### **THEO 437-PNEUMATOLOGY (3 QH)**

The Person, work, gifts and ministry of the Holy Spirit are the topics examined in this study.

### **THEO 438- ESCHATOLOGY (3 QH)**

This course will study the teachings concerning the last things and the outcome of the present order. Topics include the Second Coming of Christ, the Great Tribulation, and the nature of predictive prophecy.

## **Church History**

### **HIST 190-CHURCH HISTORY (3 QH)**

A study of the Church from the first century to the present day. The study will cover the divisions of the

Christian faith, its victories, and its awful defeats.

### **HIST 220-INTERTESTAMENTAL HISTORY (3 QH)**

A study of the nearly four hundred years between the Old and New Testament. Topics will include the Maccabees and Apocrypha.

### **HIST 310- APOLOGETICS I (3 QH)**

A look at some of the early fathers of the Church and their teaching in defense of the gospel of Christ. Evidence and studies will be presented to give the student a clear and concise appreciation of the truths as found in the Word of God.

### **HIST 320-APOLOGETICS II (3 QH)**

A look at some of the early fathers of the Church and their teaching in defense of the gospel of Christ. Evidence and studies will be presented to give the student a clear and concise appreciation of the truths as found in the Word of God.

### **HIST 330-EARLY CHURCH FATHERS (3 QH)**

This course will study some of the early Church Fathers and how they guided the Church after the death of the apostles. Not only will their teachings be examined, but also how their lives and leadership have brought the Church a solid Biblical basis upon which we still stand.

### **HIST 360- CHRISTIANITY IN AMERICA (3 QH)**

A study of Christianity in America from its early founders, the Pilgrims; how it laid the foundation for the government of America; how it has impacted and touched every aspect of American life, and where it will take us in the twenty-first century. American revivals will be examined as well.

### **HIST 410- HELLENIZATION AND PHILOSOPHY (3 QH)**

This course charts the influence of Hellenization and philosophy on Judaism and Christianity; it is thought, culture, language and history, and how it wove its mark on the religions of its day.

### **HIST 420-THE PROTESTANT REFORMATION (3 QH)**

This course will explore the impact of the important leaders of the Reformation: Luther, Calvin, Zwingli, Knox, and others. The social, religious and cultural changes in Europe and the British Isles will also be examined.

## Church Ministry

### **CM 107-SPIRITUAL LEADERSHIP (3 QH)**

An examination is given of the call, concept, and commission of leadership and what roles are considered

“leadership” in the body of Christ. Emphasis will be placed on the personal preparation and the spiritual life of leaders.

### **CM 115- CURRENT ISSUES (3 QH)**

There are important issues facing the church today and are being played out in society. We explore some of the pressing problems facing America and the world today. We shall study and wrestle with the political, ethical, social and spiritual implications of these issues in all of their complexity.

### **CM 116-CHURCH AND STATE: A PERSPECTIVE (3 QH)**

The issue of the Church’s involvement in political affairs, as well as the state's control over the church, is discussed examining various theories. The examination will be made on the way church and state issues have been addressed in America’s history through legislation.

### **CM 118-MINISTRY (3 QH)**

This course presents the Biblical basis of ministry in general. Christ’s teaching regarding ministry is considered along with that of the Apostles. Applications are made to the local church and specific ministries that students are involved. The discussion is made of how to meet the spiritual needs of others in the ministry calling and tasks.

### **CM 203- YOUTH MINISTRIES (3 QH)**

Definitions and descriptions will be outlined concerning youth ministry and the youth minister. Current trends will be observed for various age groups. Priorities will be established for youth ministry with the developing of goals and objectives.

### **CM 204- MAJOR THEMES IN THE LIFE OF CHRIST (3 QH)**

A study of the heart of God as revealed through Jesus from the time of the Sermon on the Mount to His crucifixion at Calvary. Emphasis will be on the obedience of the believer.

### **CM 225-BIBLICAL INTERPERSONAL RELATIONSHIPS (3 QH)**

A study of the Biblical principles of interpersonal relations. Both Christian and secular literature will be examined. All conclusions will be based on the Word of God.

### **CM 323-DYNAMIC COMMUNICATION (3 QH)**

This course explores the principles behind dynamic communication. What they are, how they work and what the expected result might be. The student will learn to become a dynamic communicator.

### **CM 350- DISTINCTIVES OF A SUCCESSFUL CHURCH (3 QH)**

The principles of successful church ministry are explored from a biblical standpoint regarding the NT definitions. Current models of successful churches are evaluated on a case study basis, and the student will fashion their philosophy of ministry from a theological and practical point of view.

### **CM 401-MINISTRY EMPOWERMENT (3 QH)**

An examination is given of the enlightened view of the Western world against the Biblical worldview with an analysis of the role of Christian ministry. The focus is on the Holy Spirit to empower the Church.

## **Practical Theology**

### **PRAC 252- HOMILETICS (3 QH)**

This course is an introduction to the spiritual and practical techniques of sermon preparation and delivery. Attention is given to sermons, their organization, content, logical structure, functional elements, and spiritual principles.

### **PRAC 353- EXPOSITORY PREACHING (3 QH)**

A practical course in the methodology of preaching, emphasizing the step-by-step process of building expository sermons. Including procedures for analysis and exposition of Scripture passages and the building of a preaching program. Students will build sermons for their pulpit ministry from the gospel of Matthew and the book of Ephesians.

### **PRAC 451-PASTORAL THEOLOGY (3 QH)**

This course deals with the basic principles that guide the minister in his relationships “Am I called to God to do ministry?” These and other questions will be addressed. This is a study of ministers, their preparation relationships, and primary ministerial responsibilities.

### **PRAC 461- WORSHIP (3 QH)**

This course reaches the Biblical text from Genesis to Revelation, reviewing and interpreting those scriptures with providing insights for worship.

### **PRAC 486-MENTORING (3 QH)**

This course provides students opportunity to serve in a ministry situation under the leadership of an experienced minister. Students accept a position of service under the minister. They observe, study and practices some of the things that they learn.

### **PRAC 488- MINISTERIAL INTERNSHIP (3 QH)**

This is an off-campus, local church ministry experience. Students are placed with a mature pastor to train in a

local church. The emphasis is tailored to the particular major and interest of the student. This course helps the student to understand the relationship of their ministries to the Church.

### **PRAC 495- SENIOR PROJECT (3 QH)**

This is a culminating learning experience in which the students apply the learning gained from their four years of study, especially in their major field. Specific requirements are listed in the course syllabus, and it is the final work a student must complete to be eligible for their degree.

## **Christian Living**

### **CL 102-FAMILIES (3 QH)**

This course will help you address the challenges families face today including discipline, drug abuse, single parenting and aging parents. A unique feature is the discussion of personality types, gifts, and interpersonal communication.

### **CL 110- CAREERS (3 QH)**

This course will give you Biblical insight on career planning, business ethics, sharing your faith in the workplace, job searching and knowing God's will for your working life.

### **CL 123- MARRIAGE (3 QH)**

This course addresses critical issues such as communication sexual relationships, spiritual leadership, finances. Infidelity and abuse. You will gain a solid Scriptural

understanding of the roles, responsibilities, and privileges God has planned for men and women in marriage.

#### **CL 124- COMMUNION WITH GOD (3 QH)**

A thoroughly practical course on discerning God's voice. The goal is that one could commune or converse with God through the fellowship of the Holy Spirit and that this communion flows both ways.

#### **CL 125- FINANCES (3 QH)**

This course will help you gain insight and help with managing your finances, including tax reduction, credit card debt, budgeting, investing, saving, home mortgages, and estate and retirement planning.

#### **CL 217- REVIVAL (3 QH)**

This course looks at historical movements of God's Spirit in the church and society. Emphasis will be on authentic revival.

#### **CL 222- SPIRIT-FILLED LIVING (3 QH)**

This course explores the fundamentals of Christian discipleship such as repentance, forgiveness, worship, and prayer to help you enjoy the abundant life of Christ.

#### **CL 230 GUIDANCE (3 QH)**

This course is an eye-opening study of one of the most crucial but least understood aspects of the Christian life: how to discern God's will. You will learn the meaning of the Lord's call, how God opens and closes doors, how to evaluate your gifts, how to use the Bible in God's guidance for your life.

#### **CL 246- WITNESSING (3 QH)**

You will discover the Scriptural basis for evangelism, unconditional love, and the power of prayer in salvation. You will learn how to answer difficult questions of unbelievers.

#### **CL 314- SPIRITUAL MOUNTAIN CLIMBING (3 QH)**

This course will give you insights from the scriptures to help you deal with real life issues such as sickness, job loss, divorce, and death. Themes such as faith trusting God, spiritual warfare, Satan's limitations, and the believer's final victory are explored.

## **Missions**

### **MM 122-BIBLICAL PRINCIPLES OF EVANGELISM (3 QH)**

This course examines the Biblical principles and modern techniques of effective evangelism. The course will present how God is working through His people today, how basic evangelism methods can be used in a variety of ways, as well as methods of personal and mass evangelism, and how the local church can work to evangelize the world.

### **MM 130- INTRODUCTION TO MISSIONS (3 QH)**

This course is a study of the true nature of missions, and some practical help on problems encountered in the field with practical answers.

### **MM 133- SHORT-TERM MISSIONS (3 QH)**

This is a practical study of the necessary steps involved in preparing for short-term cross-cultural services in a foreign country.

### **MM 134-CONTEMPORARY TENTMAKING (3 QH)**

This course considers the opportunities missionaries might have in a self-supporting ministry. The Biblical, historical and practical aspects are studied as well as examples of successful tentmakers.

### **MM 135- CROSS CULTURAL COMMUNICATIONS (3 QH)**

This is a study dealing with the effective and ineffective methods of communication the gospel to people of other nations.

### **MM 206- WORLD RELIGIONS (3 QH)**

A study of the major religions of the world with the purpose of helping the student effectively lead someone out of their darkness and into the light of the Lord Jesus Christ.

### **MM 207- INTRODUCTION TO EVANGELISM (3 QH)**

This course delves into the Biblical basis for doing evangelism. Students will memorize scripture that will be helpful in explaining the Gospel to people, and there will be role playing the class as students have an opportunity to practice sharing the faith. Biblical models of apostolic preaching will be examined and emulated as well.



**MM 256- AREA STUDIES (3 QH)**

This course is designed to help the mission student become intimately familiar with the historical, geographical, political, ethnic, and religious facts of the country in which he/she is expecting to serve Christ. Research and writing will be emphasized.

**MM 260- CHURCH GROWTH DYNAMICS (3 QH)**

This course is designed to acquaint students with the importance of the Great Commission in relations to the world evangelization and church planting concepts. This course will help the student to identify principles that underlie growth or lack of growth.

**MM 332- MISSIONS THROUGHOUT THE AGES (3 QH)**

This course studies the expansion of Christianity from Pentecost to the present.

**MM 334- CHURCH PLANTING (3 QH)**

A study of the Biblical principles of establishing a New Testament Type Church in a cross-cultural environment as well as locally.

**MM 335- CHURCH GROWTH ON THE MISSION FIELD (3 QH)**

A study of Church growth principles as they relate to missions.

**MM 336- WORLD EVANGELIZATION STRATEGIES I (3 QH)**

A study of the evangelistic methods that have been effective in reaching the lost for Christ. Practical instruction will be given on how to establish and carry on an effective evangelistic strategy.

**MM 337-WORLD EVANGELIZATION STRATEGIES II (3 QH)**

A continuation of Part I in the methods of evangelism that are effective in reaching the lost for Christ.

**MM 338- MISSIONARY PRINCIPLES AND PRACTICES (3 QH)**

A study is made of the fundamental principles and practices that apply to establishing a missionary work in a cross-cultural setting.

**MM 339- MISSIONS IN THE LOCAL CHURCH (3 QH)**

This course is a study of how to effectively establish a mission's program within the local church and its influence on the ministry of the Church.

## Education

### **CED 150- FOUNDATIONS OF TEACHER EDUCATION (3 QH)**

This course presents a Christian philosophy of education based upon the concepts implied in Luke 2:52, "And Jesus grew in wisdom and stature, and in favor with God and men." The first unit deals primarily with the characteristics and needs of students at different ages. The second unit looks into the fundamental responsibilities of the teacher and how to fulfill them. The third unit presents the steps in preparing, presenting, and evaluating the lesson.

### **CED 152-INTRODUCTION TO CHRISTIAN EDUCATION (3 QH)**

This course presents an overview of the function and the place of Christian Education in the local church today. It summarizes the Biblical, theological, historical, and philosophical foundations, as well as the basic objectives of Christian education. It also examines the materials and methods of Christian teaching and the process of administering a Christian education program. It covers how to develop effective leadership and the specific roles of the pastor and the director of the Christian education.

### **CM 205- EDUCATION ORGANIZATION WITHIN THE CHURCH (3 QH)**

This course is designed for every teacher, as well as those in administration. One aim is to point out the necessity for an entire staff to work effectively as a team, enhancing the church's program.

### **CED 260- PRINCIPLES AND METHODS IN CHRISTIAN EDUCATION (3 QH)**

This course starts with a review of various views of revelation and the Bible. It draws from modern teaching and learning theory to be applied in practice with varying age groups. The course helps students to understand the problems and possibilities associated with creative thinking. Each student is required to submit record themselves teaching a class.

### **CED 301- INTRODUCTION TO EARLY CHILDHOOD EDUCATION (3 QH)**

This course will introduce the student to the special needs of small children and present some of the problems to overcome in the teaching of this age group.

### **CED 305- METHODS AND MATERIALS (3 QH)**

This course will introduce the student to the various methods of teaching small children and the materials needed for a creative approach to teaching.

### **CED 307- PERSONAL AND COMMUNITY HEALTH (3 QH)**

An examination is given to the various needs of both the teacher and the child. This course will study various health techniques and deal with the problem of sickness in the classroom.

### **CED 309- CHILD PSYCHOLOGY (3 QH)**

This course will deal with the make-up of the child, his special needs, family problems, growth, and maturity. Emphasis will be upon conditions within the learner and within his environment which affect the receiving and applying knowledge.

### **CED 311- TEACHING READING (3 QH)**

This course will help the student to learn the various techniques of teaching a child to read from sight reading to phonics.

### **CED 315- TEACHING LANGUAGE SKILLS (3 QH)**

This course will teach the student how to train the child to use language grammatically correct in sentence form and meaning.

### **CED 317- TEACHING ARITHMETIC (3 QH)**

This course will teach the student how to teach math from identification of numbers to simple math problems. Emphasis will be on the various methods of learning the basics.

### **CED 320- TEACHING ART (3 QH)**

This course is designed to enable the child to open up and express himself using drawing or painting with an understanding of forms and colors.

### **CED 325- TEACHING MUSIC (3 QH)**

This course will train the student to teach the mechanics of music. Emphasis will be on the rhythm, different sounds, various instruments and an overall appreciation for music.

### **CED 330 STORYTELLING (3 QH)**

This course is designed to present the various methods of storytelling and how to be creative and hold the child's attention.

### **CED 335-CHILDREN'S LITERATURE (3 QH)**

An examination is given of the various types of literature available for the child today. Emphasis will be upon the selection of Christian materials.

**CED 335- CREATIVE ACTIVITIES (3 QH)**

This course will teach the student how to be creative in ideas and presentation. Emphasis will be on how to create new ways of keeping the child's interest.

**CED 342- INTRODUCTION TO SPECIAL EDUCATION (3 QH)**

This course will deal with the special needs presented by children who are emotional, mentally, or physically challenged and do not fall within the normal academic range of children.

**CED 345-AUDIO VISUAL (3 QH)**

This course will train the student in the various forms of audio and visual teaching, as for how to correctly use the materials and equipment necessary to teach.

**CED 447-OBSERVATION OF TEACHING (3 QH)**

This course is designed as a means of introducing the student to the educational process. The student will observe and participate in a live classroom situation overseen by a mentor.

**CED 349- PRACTICE TEACHING (3 QH)**

This course is designed to put the student a live classroom to do the actual teaching under the supervision of an experienced teacher. The student will do lesson plans, actual teaching and follow up in all areas expected of a teacher.

**CED 350- PRESCHOOL ADMINISTRATION (3 QH)**

This course will teach the student the various records and books to keep. It will also deal with standards, keeping state regulations hiring and training of employees and effective administration.

**CED 351- CHRISTIAN SCHOOL ADMINISTRATION (3 QH)**

This course gives an overview of the principal's job in a Christian school: oversight of accounting procedures, administration of program and budget, goal setting, teacher management, board liaison, parent relations, fund raising, philosophy of education, grade requirements, building oversight, church liaison, student discipline, substitute teaching, food management, etc.

### **CED 452- PERSONNEL SUPERVISION (3 QH)**

This course will train those going into administration how to be aware of the teaching and practices of all personnel; of maintaining standards and expectations of the state and Christian education in general.

### **CED 459-EDUCATIONAL PSYCHOLOGY (3 QH)**

This course deals with the application of psychology principles to the design and guidance of educational experiences. This gives the student the tools necessary to make the teaching-learning process a more effective and rewarding part of the ministry. It considers the conditions within the learner which affect the receiving and applying of knowledge.

### **CED 460-SUPERVISION OF CHRISTIAN EDUCATION (3 QH)**

This course increases the student's knowledge of the theoretical aspects of leadership and administrative roles. It also presents practical applications in the local church situation.

## **Counseling**

### **COU 300- FOUNDATIONS OF COUNSELING (3 QH)**

A course designed to introduce students to fundamental counseling skills. Emphasis is placed on developing the student's skills of observation, listening, and exploration within a therapeutic relationship.

### **COU 301- CHURCH BASED COUNSELING (3 QH)**

A course is focusing on the pragmatic components of counseling in the context of the local church. Students will have the opportunity to examine the practical application of church-based counseling using different functional models from both informal and formal paraprofessional and professional domains.

### **COU 303- PERSONALITY THEORY (3 QH)**

An overview is given of the major theories of personality development from the perspective of Evangelical Christianity. Students will explore the religious implications of various models of personality formation and develop their perspective on human functioning.

### **COU 305- COUNSELING THEORY AND PRACTICE (3 QH)**

A survey is made of the application of major personality theories to the practice of counseling. This course emphasizes the practical counseling techniques associated with various theoretical models of human development. (Prerequisites are COU 300 and 303).

### **COU 306- INTRODUCTION TO PSYCHOPATHOLOGY (3 QH)**

A foundational study is made of abnormal behavior as defined by contemporary psychology. An examination is made of mental disorders from the perspective of pastoral counseling. The course is designed to train ministers and church-based counselors to recognize the more common mental disorders seen by pastoral counselors, determine when a referral is appropriate; and understand the kinds of treatments that are available. (Prerequisites are COU 300 and 303).

### **COU 307-COUNSELING THE ADDICTED (3 QH)**

An examination is made of addiction to substances and behaviors. The course is structured to help pastors and church staff recognize and evaluate addictive behavior; understand counseling models used to treat addictions, and determine how to link families to available services.

### **COU 308-COUNSELING THE ABUSED (3 QH)**

An overview is given in the recognition and treatment of persons living with the residual efforts of physical, sexual, and verbal abuse. Emphasis is placed on helping abuse victims overcome the trauma of abuse through spiritual healing, forgiveness, and life change. This course will examine co-dependency, domestic violence, post-traumatic stress disorder and adult children of alcoholics.

### **COU 309- COUNSELING CHILDREN AND ADOLESCENTS (3 QH)**

An examination of the counseling strategies used with preschool, elementary, and high school students. The focus will be placed on various issues lie in attention deficit disorder and self-esteem. (Prerequisites are COU 300 and 303)

### **COU 310-CRISIS COUNSELING (3 QH)**

An introduction is given to critical issues of crisis management and counseling. Emphasis will be placed on the process of intervention and Biblical application. (Prerequisite COU 305)

### **COU 311-FOUNDATIONS OF MARRIAGE AND FAMILY COUNSELING (3 QH)**

An in-depth analysis is made of marital and family relationships from a Biblical, systems model of interpersonal functioning. The focus will be on interpersonal structures, boundaries, dynamics, and communication.

### **COU 312 MARRIAGE COUNSELING I (3 QH)**

A practical application of counseling techniques to marital stress. Emphasis will be placed on skill development in assessing marital distress and applying practical counseling interventions. Students will have opportunity to practice counseling various marital problems (Prerequisite: COU 311).

### **COU 314- MARRIAGE COUNSELING II (3 QH)**

This is a praxis course for developing advanced skills in marital interviewing and intervention. Students will practice using structured interviews and other assessment instruments and applying strategic, solution-focused counseling.

### **COU 320-BIBLICAL COUNSELING I (3 QH)**

An overview of contemporary models of Biblical counseling. Emphasis will be placed on the development of a Biblical perspective of identity formation, origination, and treatment of psychological problems.

### **COU 322-BIBLICAL COUNSELING II (3 QH)**

A continuation of Biblical Counseling I.

### **COU 321- CLINICAL PASTORAL COUNSELING (3 QH)**

This course is an introduction to the context and practice of pastoral counseling. Consideration will be given to the role, resources, and responsibilities of pastor care-givers. Students will develop their model of pastoral counseling integrating a clinical perspective.

### **COU 330- FOUNDATIONS OF GROUP COUNSELING (3 QH)**

This course gives an overview of the concepts and practice of group counseling. Emphasis will be placed on the individual exploration of ethical issues and presentation of solutions to class members. Permission of Providence faculty advisor required.

### **COU 340- ETHICS OF COUNSELING (3 QH)**

An overview is given of ethical problems and solutions in the practice of counseling. Emphasis will be placed on the individual exploration of ethical issues and presentation of solutions to class members. Permission of Providence faculty advisor required.

### **COU 435 -PSYCHOLOGICAL TESTING (3 QH)**

This course features various modes of testing for marriage counseling, personality determination, anger management, psychological problems, etc. Students will learn about the tests that are available and take some of them.

### **COU 440- GROUP COUNSELING (3 QH)**

This course will be a combination of lecture and practice in the process of group counseling. Such counseling might be with a family, a couple, or a support group with a common problem. The class will role play among themselves on dealing with various kinds of problems.

### **COU 445-DEATH, DYING, AND LOSS (3 QH)**

This course will deal with the impacting results of death, dying or loss in the human factor. It will look at issues that arise when individuals find they are facing mortality and how this affects those around them. It will also serve to supply means to comfort and redirect those who will suffer the loss of a loved one. The purpose is to help the student to minister and counsel those who are being touched by these experiences.

## **Business Administration**

### **CBA 101-INTRODUCTION TO CHURCH BUSINESS (3 QH)**

A survey of the practical aspects of church business administration, including each topic as planning and budget, records and fund accounting, personnel and insurance.

### **CBA 102-CHURCH MANAGEMENT I (3 QH)**

This course presents the concepts of planning and control which draw on management science. Concepts of ethics, behavior, leadership motivation and organization are emphasized through different analyses of the management process (Prerequisite: CBA 101)

### **CBA 103- CHURCH MANAGEMENT II (3 QH)**

This course builds on the foundation laid in CBA 102, with a concentration on leadership and organization. (Prerequisite: CBA 102)



**CBA 112- PRINCIPLES OF ACCOUNTING I (3 QH)**

This course includes a study of the basic structure of accounting, including the accounting cycle. Also studied are the theories matching revenues and costs, income measurements and asset acquisition valuation.

**CBA 113- PRINCIPLES OF ACCOUNTING II (3 QH)**

This course provides a study of church corporate structure, including their organizations and operations, accounting for development and endowment, investments. Financial statement analysis and interpretation. (Prerequisite: CBA 112)

**CBA 201-BUSINESS MATH (3 QH)**

This course includes a comprehensive review of basic and consumer arithmetic including algebra, from a business perspective.

**CBA 213-MARKETING THE CHURCH (3 QH)**

In this course, the components of marketing mix and marketing environment are examined. Attention is given to such areas as marketing strategies, marketing segmentation, and the role of ministry promotion. Special consideration is given to developing and implementing an advertising campaign.

**CBA 220-MANAGING SENIOR ADULT PROGRAMS (3 QH)**

This course deals with the special needs of senior adults and how to develop programs for them and how to administer them.

**CBA 221-SUNDAY SCHOOL ADMINISTRATION & YOUTH (3 QH)**

The organization, curriculum, and development of the Sunday School in the local church are surveyed. Emphasis is given to the methods, materials, and procedures used in teaching and evangelizing children.

**CBA 232- BUS MINISTRY (3 QH)**

An in-depth study of the particular phase of the Sunday School program. Emphasis is given to philosophy, organization, and all practical aspects of this ministry, (bus size, DOT regulations, safety programs)

**CBA 301-PASTOR, CHURCH, & CIVIL LAW (3 QH)**

This course is designed to provide the student with a comprehensive analysis of the major laws affecting churches and clergymen. Technical materials and citations of

authority are presented which will assist pastors and church administrators in further understanding the church's legal position and legal responsibilities.

### **CBA 302- CHRISTIAN SCHOOL AND THE LAW (3 QH)**

This course is designed to provide the student with a comprehensive analysis of the major laws affecting Christian schools. Technical materials and citations of authority are presented which will assist principals and administrators in further understanding the school's legal position and responsibilities.

### **CBA 322- STATISTICAL ANALYSIS (3 QH)**

This course presents the foundations of statistical measurement and analysis utilizing both descriptive and inferential statistics in a church business framework. Some of the topics covered are frequency distributions, sampling theory, forecasting and hypothesis testing, and correlation.

### **CBA 333-VACATION BIBLE SCHOOL & CHURCH CAMPS (3 QH)**

This course deals with curriculum development, handicrafts, puppetry and supply acquisition. Also covered are such things as organizing summer sports camps for summertime evangelism.

### **CBA 401- CHURCH FINANCE (3 QH)**

Fundamental concepts of managerial finance are studied, including the function of finance, the financial environment, and the church. Much emphasis is given to the study of the time value of money. Topics covered include financial planning and control, working capital policies, inventory models and credit management and policy. (Prerequisite CBA 101, 112, 113).

### **CBA 411- PURCHASES & ACQUISITIONS (3 QH)**

This course introduces the student to purchasing procedures, departmental operations, and immediate and long- range planning. The course covers both food and non-food products that must be purchased and examines various purchasing methods about price, service, and costs.

### **CBA 412- INTRODUCTION TO CHURCH DAY-CARE MANAGEMENT (3 QH)**

This course will equip the student with a general knowledge of the essentials of Christian Day School administration. Emphasis will be on the practical aspects of the daily operations, organization and supervision of the Christian Day School.

## General Education

### History

#### **HIST 101- AMERICAN HISTORY (3 QH)**

This course is designed to acquaint the student with a background in the political history of the American nation from its early beginnings with the explorers through the Civil War. Included will be a discussion of the social, economic, cultural and religious development of each period.

#### **HIST 102- AMERICAN HISTORY II (3 QH)**

Same format as HIST 101 with a survey from the Reconstruction period to the modern era.

#### **HIST 230- WESTERN CIVILIZATION (3 QH)**

A study of humanity and the forces that have shaped history in Western civilization up to the time of the Reformation.

#### **HIST 240- WESTERN CIVILIZATION II (3 QH)**

A continuation of HIST 130 from the Reformation to the modern era.

#### **HIST 304- AMERICAN GOVERNMENT (3 QH)**

A study of the structure of the American Government, how it works, decides policy and institutes law. Attention is paid to the three branches of government with attention to its bureaucracy. How citizens elect their leaders on a local, state and national basis will be covered.

### Mathematics

#### **MATH 101 COLLEGE MATH (3 QH)**

This course is designed to give the student the basics of math and introductory algebra.

### Natural Sciences

#### **BIO 101- BIOLOGY-PLANT AND ANIMAL (3 QH)**

A general introductory study of the plant and animal world according to their species and classification.

**BIO 102 BIOLOGY (3 QH)**

A study of the human body with attention to physiology, chemical functions, and necessities for life.

**BIO 201-HUMAN BIOLOGY/HEALTH (3 QH)**

This course surveys a basic understanding of the human body analyzing its composition, functions and its needs. Various diseases will be discussed in connection with the study of health and physical wholeness.

**SCI 210-PHYSICAL SCIENCE (3 QH)**

This course reviews the fundamentals of science with particular emphasis on those areas of the physical sciences with affect people from day to day.

**SCI 220- PHYSICAL SCIENCE (3 QH)**

A continuation of Part I

**SPEECH COMMUNICATION****SPCH 101- PUBLIC SPEAKING (3 QH)**

This course deals with the presentation, delivery, and analysis of types of speeches with stress extemporaneous speaking.

**English****ENGL 101-ENGLISH COMPOSITION I (3 QH)**

This course is designed to improve the grammar and punctuation of the student's writing. Emphasis will be placed on grammar and the basics of the English language.

**ENGL 110- ENGLISH COMPOSITION II (3 QH)**

This course continues the development of writing skills. Emphasis will be on the principles of argumentative, analytical, and critical writing. The student will learn the details of report and thesis writing and the use and adaptation of sources in research writing.

**ENGL 120- ENGLISH COMPOSITION III (3 QH)**

In this course, the student will learn the process of writing short essays for various purposes. Emphasis will be on strong paragraphs and the basic unit of composition, and the fundamentals of grammar and punctuation.

### **ENGL 130- ENGLISH COMPOSITION IV (3 QH)**

The purpose of this course is to enable the student to communicate clearly and effectively. It deals with logic, the critical essay and research. The student will learn to use sources and develop ideas.

### **LIT 210- LITERATURE APPRECIATION (3 QH)**

Selected literary works are examined and interpreted with the intent of seeing how an author's worldview influences their writing. Emphasis will be on how literature serves to communicate important values to readers.

### **LIT 211-AMERICAN LITERATURE (3 QH)**

A survey of literary works that are a part of America's cultural past. Various authors will be read in a variety of progressive eras and genre of literature.

### **Psychology**

### **BSCI 202- INTRODUCTION TO PSYCHOLOGY I (3 QH)**

The student will be introduced to fundamental terms, facts, and concepts dealing with motivation learning, perception, intelligence, measurement, personality structure, behavior disorders, psychological development, and social processes.

### **BSCI 210- INTRODUCTION TO PSYCHOLOGY II (3 QH)**

This course will continue the process begun in Introduction to Psychology I.

### **Sociology**

### **SOC 201-INTRODUCTION TO SOCIOLOGY I (3 QH)**

An introduction to the discipline and methods of sociology. Major topics include culture, socialization, social inequality, family education, gender roles, ethnic and minority relations.

### **SOC 210- INTRODUCTION TO SOCIOLOGY II (3 QH)**

This course will continue the study of part I with emphasis placed on the various branches of sociology and various fields works.

## Philosophy

### **PHIL 150- WORLD RELIGIONS (3 QH)**

This course is a comparative and philosophical study of major world religions in the eastern and western tradition. Emphasis will be on the foundations of religious knowledge and belief, the meaning of human life, the basis of right action, the nature of good and evil, divinity, death, and immortality.

### **PHIL 220- WESTERN RELIGIONS (3 QH)**

A study of origin, evolution, and contemporary status of Judaism, Christianity, and Islam.

### **PHIL 235- LOGIC (3 QH)**

A study of the rules of correct thinking, the rules to employ to arrive at reasonable conclusions or to adopt reasonable attitudes and policies, or to solve problems reasonably.

## Health

### **HED 101-HEALTH AND NUTRITION (3 QH)**

This course is designed to survey the general health of the human body based on its form and structure. It will equip the student with general dietary information and nutritional standards for good health; discuss disease; proper exercise and general care of the body.

## Music

### **FA110-MUSIC APPRECIATION (3 QH)**

This course familiarizes the student with various forms of music. The enjoyment of music and an appreciation for its contributions to life are emphasized.

## GRADUATE COURSES

### Old Testament

#### **OT 506-GENESIS**

A survey of the book of beginnings. The student will see the origin of the universe, the earth, man, woman, sin, the fall of man, the family, faith, redemption, and many other subjects dealing the foundations of our society and relationship with God. (3 QH)

#### **OT 511-OLD TESTAMENT INTRODUCTION**

A general survey of the Old Testament which will examine its history with special attention given to the authorship, date, and genuineness if each Old Testament book. (3 QH)

#### **OT 512-HERMENEUTICS**

This course provides the foundations for interpreting the OT regarding its theology, historical-grammatical context and structure and the application of sound exegesis to daily life. The various genres of OT books will be examined, and evangelical variations of interpretations will be discussed. (3 QH)

#### **OT 520- PENTATEUCH**

This course will study the first five books of the Old Testament. Emphasis will be on the various areas of God's relationship to His chosen people, including their calling, and deliverance from Egypt; the giving of the Law, with its sacrificial, moral, and civil applications, as God uses man to establish a foundation for His work upon earth. (3 QH)

#### **OT 525-THE TABERNACLE IN THE WILDERNESS**

The Tabernacle in the Wilderness furnishes a gold mine of truth for the people upon whom the end of this age has come. Contained in this Old Testament object lesson are many vital New Testament doctrines. The student will learn to approach God through the steps laid out in the Tabernacle in the Wilderness. (3 QH)

#### **OT 526-LEVITICUS**

A study in the sacrifices and laws governing worship and conduct of the House of Israel. (3 QH)

#### **OT 530- GREAT LEADERS OF THE OLD TESTAMENT**

This course offers a systemic and fascinating character study of both well-known, and not so well known leaders found in the Old Testament. In this study, the student will be

encouraged by their strengths and warned by their weaknesses. (3 QH)

### **OT 534- THE SOVEREIGNTY OF GOD**

This course defines God's sovereignty and examines same in creation, administration, salvation, reprobation, operation, the human will, human responsibility, prayer, our attitudes towards God's sovereignty, difficulties and objections and the values of this subject. (3 QH)

### **OT 535- THE KINGS OF ISRAEL & JUDAH**

After the reign of Solomon, the nation of Israel was divided into separate two nations. The Northern Kingdom of Israel and the Southern Kingdom of Judah. In this study, the student will learn the reason for the division, as well as study the personalities of the two nations through an examination of their kings. (3 QH)

### **OT 536-PSALMS AND PROVERBS**

Selections from these books are highlighted with interest in background history, structure, and genre, major themes, Messianic prophecy, authors, theology and application to the believer. (3 QH)

### **OT 540-ISAIAH**

The book is covered with its historical background, its structure, themes, Messianic prophecies, and application to the believer. Particular attention is paid to the Servant Songs, eschatological prophecy and the unity of the book. (3 QH)

### **OT 545-JEREMIAH**

The book is covered with its historical background, its structure, themes, Messianic prophecies, and application to the believer. Selected passages of study will include the theme of backsliding, national sin repentance, God's judgment on individuals and nations. His restoration of those who turn to Him, the New Covenant of the Christian era and hope for the future. (3 QH)

### **OT 550- EZEKIEL**

This book is covered with its historical background, its structure, themes, prophecies, and application to the believer. Selected passages of study will include the themes of God's judgment on an ungodly nation, His holiness, Israel's restoration, the kind of shepherd-leaders God desires, and the importance of true worship. (3QH)



## **OT 560- DANIEL**

The book is covered with its historical background, its structure, themes, Messianic prophecies, and application to the believer. Selected passages of study will include the themes of God's sovereignty, our purpose in serving Him, perseverance in the midst of uncertainty and persecution, God's faithfulness, Daniel's faith, prophecies of the immediate future the coming Messiah and the end times. (3 QH)

## **OT 570-JEWISH LIFE: CUSTOMS AND CULTURE**

This course surveys the Biblical traditions of the Jewish people from their beginnings and throughout the OT. Attention will be paid to Jewish law, feasts, and observances, how Israel historically observed their traditions and the development of Messianic expectations up until the time of Christ. Also discussed with being the continuity of Jewish life to modern times, the Holocaust, the founding of the modern state of Israel and current political struggles. This course serves to enrich our Judeo-Christian heritage and enables us to understand better how Jews can be evangelized. (3 QH)

## **OT 590- THE MINOR PROPHETS**

This course will study the messages of the twelve Minor Prophets: Hosea, Joel, Amos, Obadiah, Jonah, Micah, Nahum, Habakkuk, Zephaniah, Haggai, Zechariah, and Malachi. Attention will be paid to the purpose and occasion of the prophecy, its symbolism, historical-grammatical background and application to the Church today. (3 QH)

## **OT 600- EXEGESIS IN OT NARRATIVES**

Selected passages in narratives of the OT, i.e. stories about events and characters with dialogue and descriptions. Students will demonstrate a basic grasp for Hebrew and learn to do the translation for sermon exegesis. An exegesis paper is required. (Prerequisite: Hebrew I & II; fulfills and exegesis requirement for Th. M. and M. Div.) (3 QH)

## **OT 601- EXEGESIS INTO WISDOM LITERATURE & PSALM**

Selected passages in wisdom literature narratives of the OT, i.e., Psalms, Proverbs, Job, etc. Students will demonstrate a basic grasp of Hebrew and learn to do the translation for sermon exegesis. An exegesis paper is required. (Prerequisite: Hebrew I T& II; fulfills an exegesis requirement for Th.M. and M. Div.) (3 QH)

## New Testament

### **NT 503- I, II & III JOHN**

The course examines the “situation in question” that leads the student to dwell chiefly on the character of the Christian life, its moral tests, and endowments, and on the radical conflict between the church and world in the last days. (3 QH)

### **NT 504- NEW TESTAMENT INTRODUCTION**

An overview of the New Testament studying its messages, doctrines, personalities, and problems of interpretation. The focus will be on the life of Christ, the coming of the Holy Spirit, and the building of the Church.(3 QH)

### **NT 505-NEW TESTAMENT HERMENEUTICS (GREEK I prerequisite)**

Introduction to the tools and methods of exegesis involves the study of NT manuscripts, a bibliography for exegesis and the methods and procedures for interpretation. An exegesis paper is required. (3 QH)

### **NT 512- LIFE OF CHRIST**

A chronological development of the life and ministry of our Lord Jesus in the Gospels emphasizing His person and work. A special emphasis will be placed on His character as God manifested in the flesh. (3 QH)

### **NT 527- ROMANS**

An in-depth study of John’s great gospel. The student will focus on the divinity of Jesus as the incarnate God. This study will also examine the humanity of Jesus as the Son of Man. Attention will be paid to exegetical issues from the Greek text, the purpose, occasion and historical background. (3 QH)

### **NT 533- GOSPEL OF JOHN**

An in-depth study of John’s great gospel. The student will focus on the divinity of Jesus as the incarnate God. This study will also examine the humanity of Jesus as the Son of Man. Attention will be paid to exegetical issues from the Greek text, the purpose, occasion and historical background. (3 QH)

### **NT 528- GALATIANS**

A verse-by-verse exposition of Paul’s epistle to the Galatian church with attention to the occasion and purpose of the letter, its implications for the law of God in the life of the believer, the fruit of the Spirit and its application to the Christian life. (3 QH)

## **NT 534-EPHESIANS & COLOSSIANS**

This course offers a detailed analysis of these Pauline epistles concerning their occasion and purpose, as well as historical and theological content. These “twin letters” will cover to show the greatness of Christ within us and His outworking through our lives. (3 QH)

## **NT 563- THE ACTS OF THE APOSTLES**

A better title for this study would be “the Acts of the Holy Spirit through the Apostles” This study will follow the world of the Spirit through the apostles from the day of Pentecost until Paul’s imprisonment. The student will see the growth of the early Church and how apparent defects became actual victories and advances for the Gospel. Attention will be paid to exegetical issues from the Greek text, the purpose, occasion and historical background. (3 QH)

## **NT 564-I & II CORINTHIANS**

A verse-by-verse exposition of these two epistles, emphasizing the practical solution to common church problems through the application of the principles set down for, not only the Corinthian church, but also “to those who are sanctified in Christ Jesus, called to be saints with all that in every place call upon the name of Jesus Christ our Lord, both theirs and ours.” Attention will be paid to exegetical issues from the Greek text, the purpose, and occasion of the letters and their historical background. (3 QH)

## **NT 565-JAMES**

This course is a verse by verse exposition in practical Christian living. Special emphasis is placed on James’ demonstration of Jesus’ Sermon on the Mount; it is moral and ethical teaching; its relevance to the Church of the first century and practical applications for today’s Christian society. (3 QH)

## **NT 567- PASTORAL EPISTLES**

A study of the principles and qualifications for leadership as found in I & II Timothy, Titus, and Philemon, and how they apply. Attention will be paid to exegetical issues from the Greek text, the purpose, and occasion of the letters and their historical background. (3 QH)

## **NT 568-REVELATION**

A chapter-by-chapter survey of this often misunderstood book. The student will examine the addresses to the seven churches as a prophetic history of the Church, as well as, the opening of the seals, the pouring out of the vials. There will be a discussion on the beasts, the two witnesses, and the marriage feast of the Lamb, and the New Jerusalem. Attention will be paid to exegetical issues from the Greek text, the purpose, and occasion of the letters and their historical background. (3 QH)

## **NT 600-EXEGESIS IN THE GOSPELS**

Selected passages in Gospel narratives of the NT. Students will demonstrate a basic grasp of Greek and learn to do the translation for sermon exegesis. An exegesis paper is required. (Prerequisite: Greek I & II; fulfills and exegesis requirement for Th.M. and M. Div.) (3 QH)

## **NT 601-EXEGESIS IN PAULINE LETTERS**

Selected passages in Pauline literature of the NT. Students will demonstrate a basic grasp of Greek and learn to do the translation for sermon exegesis. An exegesis paper is required. (Prerequisite: Greek I & II; fulfills and exegesis requirement for Th.M. and M. Div.) (3 QH)

## **Biblical Languages**

### **BLGK 501-GREEK I**

This course will be an introduction to the NT Greek alphabet, pronunciation, vocabulary, and basic grammar of nouns, verbs, adjectives, participles, etc. (3 QH)

### **BLGK 502-GREEK II**

This course builds on the preceding course (BLGK 1) to enable the student to be able to read the texts from the

NT Greek. There will be exercises in translation, application of grammar rules and syntax, and an introduction to the tools of Greek exegesis. (3 QH)

### **BLHB 503-HEBREW I**

This course introduces the student to the Biblical Hebrew alphabet and pronunciation. There will be the general usage of the verb and noun systems and elementary translation. (3 QH)

### **BLHB 504- HEBREW II**

This course builds on the preceding course (BLHB 503) to enable the student to be able to read the texts from the OT. There will exercise in translation, application of grammar rules and syntax, and an introduction to the tools of Hebrew exegesis. (3 QH)

## Theology

### **THEO 530- INTRODUCTION TO SYSTEMATIC THEOLOGY**

The course examines the “first things’ of a comprehensive theological system that argues “Scripture, and Scripture alone,” must be the single foundation of authentic evangelical Christian faith. (3 QH)

### **THEO 531- SYSTEMATIC THEOLOGY I**

This course examines the nature of God’s communicable and incommunicable Attributes, His personality, and constancy. His plan for His Creation, Providence, Evil and Angels, Humanity and Sin. (3 QH)

### **THEO 532- SYSTEMATIC THEOLOGY II**

This course examines the deity of Christ, His humanity, His Virgin birth, Atonement, the person and works of the Holy Spirit and Salvation. (3 QH)

### **THEO 533- SYSTEMATIC THEOLOGY) III**

This course examines the nature, role, government, baptism, and unity of the Church, the Lord’s Supper, Eschatology, the Second Coming, Millennial and tribulation views and heaven. (3 QH)

### **THEO 535 – KINGDOM PRINCIPLES**

A survey and analysis of the basic principles of the Kingdom of God as they are described in the Bible.

### **THEO 537- PNEUMATOLOGY**

An in-depth study of the Person, work, gifts and ministry of the Holy Spirit. (3 QH)

### **THEO 538- THE PROCESS OF MAKING DISCIPLES**

This course examines the process of making disciples in the context of the multi-cultural church with an exclusive message in a post-modern world. (3 QH)

### **THEO 546- APOLOGETICS**

This course will deal with such questions of faith as “how do we know God exists?”, how do you deal with doubt?”, “Can the scriptures be verified?”, moreover, “Are miracles possible?” Faith and knowledge and their relationship to each other are the two themes of this course. (3 QH)

### **THEO 548- ESCHATOLOGY**

This course will study the teachings concerning prophecy throughout the scriptures. The student will learn of God's promise made and God's promises fulfilled, as well as, those promises yet to be fulfilled. Specific topics will be The Second Coming of Christ; the Tribulation; and the nature of predictive prophecy. (3 QH)

### **THEO 550- ECCLESIOLOGY**

This course studies what God intended the "visible" church to portray, what its function is in society, its role in God's eternal plan, and such topics as the birth of the church, church unity, evangelism, worship, stewardship, and authority. This will be a Biblical study, and the student will not use any text other than the Bible. (3QH)

### **THEO 555- OLD TESTAMENT THEOLOGY**

This course traces the development of major Old Testament doctrines such as creation, man, sin, the Messiah, revelation, inspiration, angels, Satan, etc. (3 QH)

### **THEO 559-HERMENEUTICS (The Art of Biblical Interpretation)**

Hermeneutics is the science and art of Biblical interpretation, attempting to ascertain what God has said to mankind in sacred Scripture. It is a science based upon principles for discovering the meaning of a document. Principles or rules cannot be applied mechanically to Scripture but must involve the skill of the interpreter. (3 QH)

### **THEO 560- CHRISTOLOGY**

This course is designed to examine the person and work of Jesus Christ from a Biblical and theological perspective. This discussion will be in the context of OT prophecies fulfilled in His person and work and the NT context regarding His mission in a time of Messianic expectation. His nature as divine and human are examined as well as how those natures related to each other. Later church creeds will be examined that sought to define exactly who He was in light of heresies that forced their definition as a defense. Modern controversy still forces our inquiry as evangelicals. (3 QH)

### **THEO 561- ATONEMENT**

Then atoning work of Jesus Christ is examined regarding its Old Testament relevance (sacrificial lamb, the priesthood, the substitutionary shedding of blood sin); its New Testament fulfillment and Biblical theology as interpreted by the Apostles and Gospels writers, Paul, and the writer of Hebrews. Important theories of the atonement will be examined as well as the ways the Church has explained its beliefs through historical creeds. Its implications and applications for today are discussed regarding the personal and supreme importance that is placed on the cross. (3 QH)

## **THEO 562- CONTEMPORARY THEOLOGY**

This course examines 20<sup>th</sup>-century modern theologies that differ from mainstream Protestant evangelism: Liberalism, Neo-Orthodoxy, Liberation Theology, Process Theology, Roman Catholic Revisionism, Post- liberalism, Existentialism, Ethno-Centrism, and Feminist Theology. These will be summarized from the primary source material of the theologians that represent each view and evaluated regarding whether they agree or disagree with the Bible. (3 QH)

## **THEO 563- NEW TESTAMENT THEOLOGY**

Various methods of doing an NT theology will be explored; the place of exegesis in the process of development; setting the NT theology in the context of its OT roots; and a survey of important themes such as the Kingdom of God, Son of God, Son of Man, Christology, Sin, Salvation, Redemption. Atonement, Resurrection. Etc. (3 QH)

**THEO 564-CHRISTIAN ETHICS** This course examines critical issues of the day: abortion, homosexuality, euthanasia, divorce and remarriage, contraception, artificial insemination, in vitro fertilization, prenatal sex selection, genetic cloning, capital punishment. Civil disobedience, revolution, pacifism, justifiable war, and nuclear deterrence. These will be examined in light of the Biblical applications to each, and various viewpoints from evangelicals who disagree with each other. (3 QH)

## **Historical Theology**

### **GHS 510 – HISTORICAL THEOLOGY OF THE CHURCH I**

The beginnings of the Christian church are explored from its roots in the first century in the time of Christ and the apostles through the development of the canons, creeds, and councils on the nature of Christ and the Trinity until 500 AD. (3 QH)

### **GHS 511 – HISTORICAL THEOLOGY OF THE CHURCH II**

The development of the medieval Christian church is followed beginning in 500 AD through the Middle Ages, through the time of Charlemagne to the period of monasticism and scholasticism; tracking the development of the Greek Orthodox and Roman Catholic churches; major figures in theological influence leading into the Renaissance period at the beginning of the Reformation. (3 QH)

### **GHS 512 – HELLENIZATION & PHILOSOPHY: Influence Upon Judaism & Christianity.**

This course will examine the influence that Hellenistic philosophy had on Judaism during the Inter-Testament Period and the early Christian Church after the death and resurrection of Jesus. The student will explore the Greek Platonic influence on men like Philo, Origen, Clement and Josephus along with various others. (3 QH)

### **GHS 513 – EARLY CHURCH FATHERS**

This course will track the first 300 years of the New Testament Church and explore the writings of Origen, Clement, Irenaeus, Justin Martyr, Tertullian, Tacitus, Eusebius, and various others. The student will get a good understanding of the emerging Church and the difficulties in interpretation and doctrine, many of which linger today. (3 QH)

### **GHS 514 – HISTORICAL THEOLOGY OF THE CHURCH III**

The Reformation will be thoroughly analyzed with its profound changes to the Roman Catholic Church; major figures such as Luther, Calvin, Zwingli, Knox; the post-Reformation era with the Catholic Counter-Reformation and religious wars; their effect on society as a whole in terms of the Enlightenment and Age of Reason; the development of theology in the influence of the Puritans, the Wesley, Whitefield, missionary movements, both Protestant and Catholic; early American revivals of the Great Awakening in the 18<sup>th</sup> century and the Finney revivals of the 19<sup>th</sup> century; 20<sup>th</sup> century theological development and the emergence of evangelicalism. (3 QH)

### **GHS 525 – CHRISTIANITY IN AMERICA**

The settlement of the Americas came as Europe was dealing with the Christian Reformation. European religion was in a turmoil and America became a “haven” for a variety of religious groups fleeing Europe. This course will trace Christianity in North America from the time of the Protestant Puritans and Lord Baltimore’s Catholic influence to present times. (3 QH)

### **GHS 530 – HISTORY OF ISRAEL (1350 BC- 40 BC)**

A chronology of Old Testament events made easy to understand from the period of the Judges, the Monarchy, Divided Kingdom, the Exile and Restoration and Intertestamental Period. (3 QH)

### **GHS 535 – CONSTANTINE THE GREAT**

In the fourth century A.D., Constantine became the Emperor of the Roman Empire. The most significant aspect of his was the Christianization of the Roman world. The student will explore the historical, political and religious influence he had on the world, his strengths and weaknesses, and the enduring legacy of his policies. (3 QH)

### **GHS 538 – THE REFORMERS**

This course looks at the lives of William Tyndale, Martin Luther, John Calvin, John Knox, Ulrich Zwingli and others. Their religious, social, and political influence will be examined as well as examples from their writings and thought. Through biographical sketches of the



lives of these men, the student will get a feel for the price of biblical integrity and insight into what it means to live for Christ. (3 QH)

### **GHS 590 – CHURCH HISTORY**

A study of the Church from the first century to the present day. The study will cover the divisions of the Christian faith, its victories, and its awful defeats. (3QH)

### **GHS 920 – THE MEDIEVAL CHURCH**

A historical and critical study of selected aspects of the medieval church. (3 QH)

### **GHS 820 – CALVIN AND CALVINISM**

A study of the life and work of John Calvin with attention to his commentaries, books, and tracts; his influence on Reformed theology, on society, the continuing influence of his thought in the Church today. (3 QH)

### **GHS 930 – ENGLISH PURITANISM**

A study of the history of English Puritanism with attention to the context in which it arose, major features, representative thinkers and its role in modern American Christianity. (3 QH)

### **GHS 540 – THE BLACK CHURCH IN AMERICA**

Through the eyes of those who both observed it and experienced it, the student will explore the emergence of Christianity in Black America and the influence the Black Church has had on the American society. (3 QH)

### **GHS 545 – THE DEAD SEA SCROLLS**

This course will deal with the general significance of the Dead Sea Scrolls: where and when they were discovered, a survey of their contents, recent translations, and their importance, and the affirmation of the textual accuracy of our modern Bible. (3 QH)

### **GHS 548 – ARCHEOLOGY &THE OLD TESTAMENT**

A general survey of Biblical archeology. The student will be introduced to the importance of archeology in the substantiation of Old Testament Biblical accuracy. This covers the basic rudiments of how sites are developed, as well as basic archeological terms, the major discoveries and their impact on scholarship and research. (3 QH)

## Practical Theology

### **PRAC 511 – HOMILETICS**

A theoretical and practical study of the art of preaching, including the development and utilization of various kinds of sermons and their integral parts. (3 QH)

### **PRAC 514 – PASTORAL PROBLEMS & PROCEDURES**

A general study of the work of those called to “full-time” pastoral work in a local church. The study will include the work of administration, and proper organization structure, Scriptural requirements, duties, legitimate congregational expectations, and sound business and financial practices in a local church. (3 QH)

### **PRAC 551 – PASTORAL THEOLOGY**

The pastoral gift. It will question the student’s actual call or gift for this work as it is laid out and examined in the New Testament. (3 QH)

### **PRAC 553 – EXPOSITORY PREACHING**

A practical course in the methodology of preaching, emphasizing the step-by-step process of building expository sermons, Includes procedures for analysis and exposition of Scripture passages and the building of a preaching program. Students will build sermons to be presented to the class from the Gospel of John and the First Epistle of John. (3 QH)

### **PRAC 561- WORSHIP**

This course researches the Biblical text from Genesis to Revelation, reviewing and interpreting those scriptures which provide insights for worship. (3QH)

## Church Ministry

### **CHM 505 DISTINCTIVES OF A SUCCESSFUL CHURCH**

The distinctive of a successful church ministry are explored from a biblical standpoint regarding the NT definition. Current models of successful churches are evaluated on a case study basis, and the student will fashion their philosophy of ministry from a theological and practical point of view. (3QH)

### **CHM 507- SPIRITUAL LEADERSHIP**

An examination of the call to an oversight in the local church. Specific attention will be focused on elders and deacons, as well as the role of the evangelists, pastor, and teacher. Emphasis will be placed on personal preparation and the spiritual life of the leader. (3 QH)

### **CHM 513 YOUTH MINISTRY**

Definitions and descriptions will be outlined concerning youth ministry and the youth minister. Current trends will be observed for various age groups. Priorities will be established for youth ministry with the developing of goals and objectives. (3 QH)

### **CHM 520-PASTORAL MINISTRY OF THE CHURCH**

This study will examine the purpose of the church, its mission, and ministry. The various gifts given the church will also be examined so that an overview of the functioning body of Christ can be seen and appreciated by the student (3 QH)

### **CHM 525- INTERPERSONAL RELATIONSHIPS**

A study of the Biblical principles of interpersonal relationships. Both Christian and secular literature will be examined, all conclusions, however, will be based on the Word of God. (3 QH)

### **CHURCH MINISTRY- YOUTH CMY 534- CHILDREN'S PROGRAM**

This course is designed to give the youth pastor an introduction to a variety of programs geared solely for youth. There will be special emphasis on organization and implementation of the programs. (3 QH)

### **CMY 538- PHILOSOPHY OF YOUTH WORK**

Not everyone is called to work with youth. It takes a special calling from the Lord before anyone should enter the work. This course deals with youth, in general, taking a Biblical view of young people throughout the Bible and examines their problems and how they were dealt with. (3 QH)

### **CMY 521- SUNDAY SCHOOL ADMINISTRATION**

Designed to give the Youth leader knowledge of basic Sunday School Administration. The focus will be on the coordination of the Sunday School with the total youth ministry. (3 QH)

### **CMY 524- RECREATIONAL LEADERSHIP**

This course introduces the youth leader with various indoor and outdoor games and recreation activities for young people. This course not only deals with the recreational activities, but the planning and safety precautions need when putting the activities together. (3 QH)

## **CMY 530- EDUCATION OF YOUTH**

Having fun is a top priority for most young people. This course is designed to help the youth leader present spiritual messages and meaning into the recreational activities of young people, as well as how to make the Bible real to the young person a more formal setting. (3 QH)

## **CMY 540-CHRISTIAN CAMPING**

This course includes planning and putting together the weekend youth camping trip with tips and guidelines on how to make this endeavor a memorable event. Special emphasis is on planning, safety, and the potential difficulties connected with this type of activity. (2 QH)

## **CMY 541- FIRST AID AND SAFETY**

Energy, daring and speed describe the average youngster. In the process of youth activities, the youth leader is sure to experience his/her share of cuts and scratches, as well as possible fractures. This course in basic first aid will be helpful for any person wishing to work with young people. (2 QH)

## **CHRISTIAN MINISTRY CM 515- CURRENT ISSUES**

In this course, the student will explore some of the pressing issues facing America and the world today. The study will wrestle with political, ethical, social, and spiritual implications of these issues in all their complexity. (3 QH)

## **Inner-City Ministry**

### **ICM 501- INTRODUCTION TO PUBLIC HOUSING**

This course explores the nature of public housing, who lives there and why they do. Visitation to City Hall and the Housing Authority, as well as other departments of city government, will be a part of this class. The student will also be required to visit a Public Housing Project. (3 QH)

### **ICM 503- TEACHING GED**

What is the GED program? What are the requirements for graduation? This course will introduce the student to this program and prepare him/her to teach and prepare students for the GED exam. (3 QH)

### **ICM 505- INTRODUCTION TO THE GANG FAMILY**

In the Inter-city, the traditional family has been replaced by the 'gang family.' In this course the student will investigate the reasons for the deterioration of the traditional

family, and what makes up a gang family, and how to bring those in a gang out into the family of God. (3 QH)

### **ICM 510- INTRODUCTION TO SUBSTANCE ABUSE**

This course is designed to introduce the student with the various chemical substances abused by people for the sake of physical gratification, i.e., alcohol, heroin, cocaine, crack, LSD, etc. This course will focus on some of the reasons why people get “hold” on drugs, the dangers, and Biblical techniques on how to help people who are addicted. (3 QH)

### **ICM 540- PRACTICUM**

Off-campus work with an inner-city ministry. Here the student will get the first-hand experience in the field, working experience, full-time workers in the inner-city. (3 QH)

### **Women’s Ministry**

#### **WM 510- THE WOMAN OF HONOR**

An examination of women in marriage, motherhood, widowhood, and the world of work from God’s view. (3 QH)

#### **WM 520- THE WOMAN OF PRAYER**

Knowing God’s will and experiencing the life-changing dynamics and rewards of prayer. (3 QH)

#### **WM 525- WOMEN IN MINISTRY**

An examination of what the Bible teaches about the role of women in the church. An in-depth study of the roles, work and positions for women, and a discussion of cultural limitations. (3 QH)

#### **WM 530- WOMEN AND RELATIONSHIPS**

A study of how to enhance existing relationships, heal broken ones and learn their redemptive power and support. (3 QH)

#### **WM 535- WOMEN AND MARRIAGE**

An examination of the woman’s place in the marriage union. Topics include how to love your mate respect, encourage, and submit to him. (3 QH)

### **WM 540-WOMEN AND FAMILY**

A study of how the woman ministers in the family setting. Topics include single parenting, how to instill values in children and ministry in the family unit. (3 QH)  
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### **WM 545- WOMEN AND WORK**

An examination of the woman in the workplace today. How can she effectively witness, what are practical things to consider such as dress, how to deal with sexual harassment and more. (3 QH)

### **WM 550- WOMEN OF THE BIBLE**

A study of the Bible and the women used of God, how they functioned, their positions and function in the plan of God. (3 QH)

### **WM 555 -WOMEN AND THE ISSUES**

An examination of the issues of today about the woman of God. Topics include divorce, abortion, feminism, and more. (3 QH)

### **WM 660- SINGLE PARENTING**

This course explores the realities of women endeavoring to raise a family and be productive in the workplace at the same time. Various Christian women from the area who are successfully doing this be guest speakers, and there will be an opportunity for a support group kind of atmosphere throughout the class. (3 QH)

## **Missions**

### **MM 530- INTRODUCTION TO MISSIONS**

This course is a study of the true nature of missions, with practical discussions on the various problems encountered in the mission field and providing practical answers. (3 QH)

### **MM 533- SHORT-TERM MISSIONS**

This course is a practical study of the necessary steps involved in preparing for short-term cross-cultural service. (3 QH)

### **MM 534-CHURCH PLANTING**

A study of the Biblical principles of establishing a New Testament assembly in a cross-cultural environment. (3 QH)

### **MM 535- CROSS-CULTURAL COMMUNICATIONS**

This study deals with learning the culture of the country or group you wish to minister to. The focus will be directed toward learning the effective and ineffective methods of communication the gospel to the people of other countries. (3 QH)

### **MM 536- WORLD EVANGELIZATION STRATEGIES**

A study of the evangelistic methods that have been effective in reaching the lost for Christ. Practical instruction will be given on how to establish an evangelistic strategy. (3 QH)

### **MM 537-INTRODUCTION TO EVANGELISM**

This course is designed to help the student become confident in his/her role as an effective witness. Some discussion of methods, media, and models of evangelism will be presented. (3 QH)

### **MM 538- MISSIONARY PRINCIPLES AND PRACTICES**

A study of the foundational principles and practices that apply to establishing a missionary work in a foreign setting. (3 QH)

### **MM 540- MISSIONS IN THE LOCAL CHURCH**

This course is designed to help those who are missionary minded establish a mission program within the local church. (3 QH)

### **MM 545-CONTEMPORARY TENTMAKING**

This course shows how to utilize your present or future career while serving in a foreign country. (3 QH)

## **Christian Education**

### **CED-550 FOUNDATIONS OF TEACHER EDUCATION**

This course presents a Christian philosophy of education based upon the concepts implied in Luke 2:52, "And Jesus grew in wisdom and stature, and in favor with God and men." The first unit deals primarily with the characteristics and needs of students at different ages. The second unit looks into the fundamental responsibilities of the teacher and how to fulfill them. The third unit presents the steps in preparing, presenting, and evaluating the lesson. (3 QH)

## **CED- 505 EDUCATIONAL ORGANIZATION WITHIN CHURCH**

This course is designed for every teacher, as well as those in administration. One aim is to point out the necessity for an entire staff to work effectively as a team, enhancing the church's program. (3 QH)

## **CED 560- PRINCIPLES AND METHODS IN CHRISTIAN EDUCATION**

This course starts with a review of various views of revelation and the Bible. It draws from modern teaching and learning theory to be applied in practice with varying age groups. The course helps students to understand the problems and possibilities associated with creative thinking. Each student is required to submit a videotape of themselves teaching a class. (3 QH)

## **CED 201- INTRODUCTION TO EARLY CHILDHOOD EDUCATION**

This course will introduce the student to the special needs of small children and present some of the problems to overcome in the teaching of this age group. (3 QH)

## **CED 511- TEACHING READING**

This course will help the student to learn the various techniques of teaching a child to read from sight reading to phonics. (3 QH)

## **CED 505- METHODS AND MATERIALS**

This course will introduce the student to the various methods of teaching small children and the materials needed for a creative approach to teaching. (3 QH)

## **CED 514-CHRISTIAN EDUCATION OF THE CHURCH**

This course highlights the spiritual nurture and discipleship ministry of the church: the teaching/learning process; the Biblical foundations for disciple making in the local church; curriculum development in the Sunday School and cell groups; teacher training; overall Sunday School administration theory; and generally deals with the minister's role in oversight of the process. (3 QH)

## **CED 515- EDUCATIONAL ORGANIZATION WITHIN THE CHURCH**

Sunday School Administration Order is God's plan and purpose. Pastors, administrators, and teachers alike need a thorough knowledge of Sunday School administration. This course is designed for every teacher and worker, as well as, coordinators and administrators. The objective of this course is to point out the necessity for an entire staff to work effectively as a team. (3 QH)



## **CED 522- TEACHING ART & MUSIC**

This course is designed to enable the child to open up and express himself using drawing or painting with an understanding of forms and colors. It will also train the student to teach the mechanics of music. Emphasis will be on the rhythm, different sounds, various instruments and an overall appreciation for music. (3 QH)

## **CED 542-INTROUCTION TO SPECIAL EDUCATION**

This course will deal with the special needs presented by children who are emotional, mentally or physically challenged and do not fall within the normal academic range of children. (3 QH)

## **CED 551-CHRISTIAN SCHOOL ADMINISTRATION**

This course gives an overview of the principal's job in a Christian school; oversight of accounting procedures, administration of program and budget, goal setting, teacher management, board liaison, parent relations, fund raising, philosophy of education, grade requirements, building oversight, church liaison, student discipline, substitute teaching, food management, etc. (3 QH)

## **CED 552-PERSONNEL SUPERVISION**

This course will train those going into administration how to be aware of the teaching and practices of all personnel; of maintaining standards and expectations of the state and Christian education in general. (3 QH)

## **CED 553-TESTS AND MEASUREMENT METHODS**

This course is designed to equip the Christian school educator with various methods for testing students in classroom learning and measuring their progress. It progresses through the grades giving differentiation in development level and types of testing appropriate for each grade. (3 QH)

## **CED 554-SOCIAL SERVICES AND CHRISTIAN SCHOOLS**

With the growing fragmentation of society, it is important for the school administration to know how Social Services operates as an agency in regard to matters affecting children and their families. This course will help the student to know when to report matters to Social Services in the case of abuse, how to deal with a parent to parent conflict with children caught in the middle and when to call the police. Legal aspects are discussed, and experts are brought in for dialogue. (3 QH)

## **CED 530- STORYTELLING**

Being able to tell a good story is a definite plus in a teaching ministry, this course deals with not only the techniques of storytelling, but encourages the student to make up stories with spiritual meaning, and prepare to present them in class. This course is a definite must for the Sunday School teacher, daycare worker/teacher, youth leader, and even preachers. (3 QH)

## **CED 545- AUDIO VISUAL AIDS**

In this age of modern technology, the use of audio-visual aids is a must. This course deals with how to use technology. This course is a must for youth leaders, Sunday School teachers and those working in inner-city ministries, as well as those going to the mission field. (2 QH)

## **World Religions**

### **PHIL 520- WESTERN RELIGIONS**

A study of the origin, evolution, and contemporary status of Judaism, Christianity, and Islam. (3 QH)

### **PHIL 550- WORLD RELIGIONS**

A comparative and philosophical study of major world religions in the Eastern and Western tradition. Emphasis will be on the foundations of religious knowledge and belief, the meaning of human life, the basis of right action, the nature of good and evil, divinity, death, and immortality. (3 QH)

## **Sociology**

### **SOC 501-INTRODUCTION TO SOCIOLOGY**

An introduction to the discipline and methods of sociology. Major topics include culture, socialization, social inequality gender roles, ethics and minority relations. (3 QH)

## **Counseling**

### **COU 500- RELATIONSHIPS**

This course will deal with the counselor and client relationship. The focus will be on learning the basic skills of listening and exploring. (3 QH)

### **COU 501- PASTORAL COUNSELING**

An introduction to the counseling role of the pastor. This is distinguished from other forms of counseling of a more clinical nature. The emphasis will be on understanding various personality types, problems in the home and family, mediating reconciliation, listening skills, spiritual sensitivity, and discernment. The therapeutic use of Scripture for discipleship and repentance demonstrated. (3 QH)

### **COU 526- THEORIES OF COUNSELING**

An introduction to the various theories that undergird current counseling practice. Various behavioral, humanistic, and family systems will be evaluated. (3 QH)

### **COU 527-TECHNIQUES OF COUNSELING**

A look at various techniques used in the theories of counseling. Includes the demonstration and practice of various techniques. (3QH)

### **COU 521- PRACTICUM I**

This course deals with the application of learned counseling procedures in a counseling setting. Group participation is used for self-critique. (3 QH)

### **COU 523- PRACTICUM II**

This is a continuation of 521 with the student continuing to learn from a professional counseling setting and participation in group discussion. (3 QH)

### **COU 554- GROUP COUNSELING**

A practical overview of group counseling including a look at the leadership of the group, orienting members of the group, promoting discussion and evaluating therapy groups. Students must participate in a small group. (3 QH)

### **COU 517- RESEARCH METHODS**

A course designed to further the student's knowledge of research methods, academic writing, logical thinking, and principles of research. (3 QH)

### **COU 532- ASSESSMENT TECHNIQUES**

Principles of measurement and assessment using tests for personality, aptitude, intelligence, and others. (3 QH)

### **COU 536- CAREER AND LIFESTYLE DEVELOPMENT**

This course will deal with ethical issues, the changing roles of men and women, career families, and work settings. (3 QH)

### **COU 538-PSYCHOPATHOLOGY**

This course will deal with abnormal behavior, its diagnosis, treatment, and spiritual dimension. (3 QH)

### **COU 540- HUMAN GROWTH & DEVELOPMENT**

This course will deal the process of human growth in physical, mental, emotional and intellectual terms. (3 QH)

### **COU 556- NOUTHETIC COUNSELING**

This type of counseling comes from the Greek word which means to admonish, warn or instruct. The gospel ministry is a ministry of encouragement, but also of warning and admonition to follow the truth. This counseling encourages the counselor to listen to carefully and evaluate problems according to Biblical principles and then to admonish people to turn away from sin and repent for their good. This is where disciple making and counseling join to help people turn to God. (3 QH)

### **COU 561-ETHICS IN COUNSELING**

An examination of the ethical, moral, and spiritual issues in counseling. (3 QH)

### **COU 562- COMMUNITY COUNSELING**

This course will deal with the basic needs of community counseling and some of the settings in which it is done such as crisis, referral, support, and advocacy. (3 QH)

### **COU 570- MULTICULTURAL COUNSELING**

This course will deal with the basic differences between culture and race relations about counseling. (3 QH)

### **COU 502- HEALING METAPHORS**

An investigation of the use of metaphors as symbols, imagery, stories, and myths as a tool for healing the issues of a client's life. (3 QH)

### **COU 514- COUNSELING CHILDREN**

An examination of the problems, concerns, and dynamics of counseling children. (3 QH)

### **COU 515- COUNSELING AGING ADULTS**

A study of the techniques necessary to counsel older people with sensitivity to their special problems. (3 QH)

### **COU 535- SUBSTANCE ABUSE**

This course deals with the abuse of substances in society. It looks at their characteristics, spiritual aspects, treatment options, and prevention. (3 QH)

### **COU 545- MARRIAGE COUNSELING**

A study is dealing with the basic components of the Biblical marriage relationship such as communication, conflict, and sexuality. (3 QH)

### **COU 547 – FAMILY COUNSELING**

A look at the family and the problems of conflict, interaction, and healing. This course will illustrate family situations in the Bible and how they were or were not resolved. The discussion will follow as to its applicability for today. (3 QH)

### **COU 548- HUMAN SEXUALITY AND ABUSE**

This course deals with the problems of dysfunction, abuse, assessment, and treatment of sex in our society. There will be an extensive reference to how the Scriptures deal with these areas. (3 QH)

### **COU 549- COUNSELING ADDICTIONS**

An examination of the causes of addiction and its various forms. The means of their cure will be discussed from both the secular and Biblical approach. (3 QH)

### **COU 559- FOCUSED THERAPIES**

This course will allow the student to expand his/her experience in therapies. A workshop atmosphere will be conducted dealing with psychodrama, sculpture, music, and art. (3 QH)

### **COU 595- INTERNSHIP**

An internship will be made available to allow the student to participate in actual counseling settings with a professional practitioner. (3 QH)

## **COU 599- THESIS**

Done in conjunction with an advisor regarding its subject, structure, content, references, human resources and applicability to the student's interest, (3 QH)

## **Church Administration**

### **CBA 501- CHURCH BUSINESS ADMINISTRATION I**

A general survey of the basic structure and organization that includes starting a ministry as a non-profit, non- taxable church, writing a constitution and by-laws, basic risk management and church insurance. (3 QH)

### **CBA 502- CHURCH ADMINISTRATION II**

A general survey of church business dealing with accounting, personnel manuals, benefits, payroll, record keeping and budget planning. (3 QH)

### **CBA 503- CHURCH MANAGEMENT/LEADERSHIP**

This course examines styles of leadership using the servant leadership models of Moses, Nehemiah and Jesus Christ. (3 QH)

### **CBA 504- CHURCH MINISTRY RISK MANAGEMENT**

A detailed study of risk management related to ministries. The goal is to help the church provide a safe environment on all levels. (3 QH)

### **CBA 531- PASTOR, CHURCH & LAW**

This course is designed to provide the student with a comprehensive analysis of the major laws affecting churches and clergymen. Technical materials and citations of authority are presented which will assist pastors and church administrators in further understanding the church's legal position and responsibilities. (3 QH)

### **CBA 533- OFFICE PROCEDURES**

This course is designed to acquaint the pastor and administrator with an understanding of basic secretarial duties, including methods of filing, use of office machines, routine office procedures associated with the church office, with the view to developing resourcefulness in solving actual church office problems. (3 QH)

## **CBA 541- CHURCH FINANCE**

Fundamental concepts of managerial finance are studied, including the function of finance, the financial environment about the church. Much emphasis is given to the study of the time-value of money. Topics covered include financial planning and control, working capital policies, inventory models and credit management and policy. (3 QH)

## **DOCTOR OF MINISTRY COURSES**

### **Required Courses**

#### **DM875- STRATEGIES IN EVANGELISM AND CHURCH GROWTH**

This course considers current strategies in light of Biblical and theological criteria. It also explores appropriate strategies for contemporary societies. It culminates in a research paper that includes Biblical-theological reflection and the development of a strategy suitable for the student's setting in ministry. (3 QH)

#### **DM 880- LEADERSHIP IN THE CONTEXT OF CHURCH AND COMMUNITY**

The course encompasses an examination of leadership theory and practice in the context of church and community. It is vitally important that the principles of leadership, as taught in the Word of God, be first learned and subsequently put into practice within the framework of the student's ministry setting. This study considers the importance of grasping the true essence and implementation of the various leadership principles and skills presented in the assigned readings. A research paper will be presented on the last day of class that represents the student's assessment of the leadership skills in the context of church and community. (3 QH)

#### **DM885-COMMUNICATION OF THE GOSPEL IN THE CONTEMPORARY WORLD**

This course encompasses an examination of communication theory and practice in the context of worship and ministry. The student engages in various forms of communication appropriate for his/her setting in ministry. This study considers preaching, teaching and various forms of the media presentation. A research project is done which presents the student's assessment and application of communication theory suitable for his/her setting in ministry. (3 QH)

#### **DM890-STRATEGIES IN WORLD MISSIONS**

This course considers current strategies in light of Biblical and theological criteria. It also explores appropriate strategies for contemporary societies. It culminates in a research paper that includes Biblical-theological reflection and the development of a strategy suitable for the student's setting in ministry. (3 QH)

## **DM 895- RESEARCH METHODS AND THE PROJECT IN MINISTRY PROPOSAL**

This course introduces the student to the appropriate methods of research leading to a valid project proposal. Topics addressed include the development of a research problem, the analysis of subsidiary problems, the formulation of hypotheses, the implementation of resources and research tools, the determination of a schedule for completing the project, the use of data surveys and experimental studies, and the stylistic form of the study. The student writes a proposal which is presented and evaluated by the D. Min Committee. (3 QH)

## **DMN 989- PROJECT IN MINISTRY**

The student must have completed the mandatory curriculum of 15 hours, maintained at least a 3.0 GPA, and received approval of the project by the D. Min Committee. He or she will do the doctoral project in their ministry context. Such a project would be in an area of interest where the student desires to gain further expertise to improve their ministry in measured ways. (9 QH)

## **DMN 990 THE DOCTORAL DISSERTATION (9 HRS)**

The student must write a dissertation of approximately 200 pages and must follow the guidelines given by the professor and The Providence Bible College Theological Seminary Writing Guide. (9 QH)

## **Electives**

### **DM 810- INTRODUCTION TO TEXTUAL CRITICISM**

An introduction to the material, history, and principles of New Testament textual criticism, including persons, theories, and praxis with differing methodological and theoretical perspectives. (3 QH)

### **DM 825- AMERICAN RELIGIOUS HISTORY I**

This course will trace the development of American religion from the Colonial period to the present. Revivals and renewal movements will be discussed as well as major figures in the progress of Christianity in America. Such classical problems in the story of American religion as pluralism, denominationalism and the role of experience will be emphasized. (3 QH)

### **DM 826- AMERICAN RELIGIOUS HISTORY II**

The course is a continuation of American Religious History I which is a prerequisite for this course. (3 QH)



### **DM 830-CURRENT ISSUES IN MISSIOLOGY AND RELIGIOUS PLURALISM**

This course provides an opportunity for research into issues of concern for the Church and its mission in the context of religious pluralism. (3 QH)

### **DM 835-PRAYER AND EVANGELISM**

A study of Biblical links between prayer and evangelism, the role of prayer in the evangelistic ministry of individual believers, and the development of evangelistic prayer ministries in local congregations. (3 QH)

### **DM 840- EQUIPPING CHURCHES FOR EVANGELISM**

Intensive training in contemporary methods of equipping and leading small groups and individuals in a local church to engage in personal evangelism. Attention will be given to overcoming barriers to evangelization. (3 QH)

### **DM 845- CHRISTIAN FAITH AND SCIENCE**

A review of the history of the scientific movement and its implications for the Christian faith. (3 QH)

### **DM 850- RELIGIOUS AUTHORITY**

A study of the principle of authority in the Christian faith. Topics such as papal or liturgical authority, faith and reason, BIBLICAL inspiration, and experientialism and “new age” religion will be discussed. (3 QH)

### **DM 855- ETHICS OF RACE AND ETHNIC RELATIONS**

A study of race and ethnic relations in light of Christian principles, scientific conclusions, and historical expressions. Special attention is given to the church’s task in confronting prejudice and discrimination. (3 QH)

### **DM 860- INTERCULTURAL COUNSELING**

Principles of counseling are applied to cross-cultural settings. A thorough understanding of the impact of worldview and religious beliefs on mental health is considered. (3 QH)

### **DM 865-CRISIS INTERVENTION**

An intensive study of counseling persons who are experiencing marital conflict, mental illness, alcoholism, bereavement, divorce, aging, and mental retardation. (3 QH)

### **DM 901- CHURCH PUBLIC RELATIONS**

An exploration of how leadership and congregation communicate the mission of the church to its community through various media. (3 QH)

### **DM 902- CURRENT ISSUES IN LEADERSHIP**

A study of a selected issue in Christian leaders such as staff relationships, planning, decision-making processes, and organization design, concerning their application to ministry. This is a research project, and each student will be studying independently. (3 QH)

### **DM 903- SOCIAL SERVICES FOR CHILDREN AND FAMILIES**

This course is a survey of the services available through the area of child welfare. Emphasis is placed upon child-care institutions, foster care, adoptions, and protective services. A survey is made of laws concerning a child's welfare and the church's role in it. (3 QH)

### **DM 904—THE MINISTER THE CHURCH, AND THE LAW**

This course attempts to survey the legal rights and responsibilities of the church and its leadership, and church- related institutions such as camps and schools. It includes topics such as the tax laws affecting full-time ministers, church liabilities for contracts and injuries to persons and property, laws relating to church organization and administration, the resolution of intra-church disputes, employer/employee relationships, and the growing law of ministerial "malpractice." (3 QH)

### **DM 905- RURAL CHURCH DEVELOPMENT**

A study of the role in the community with attention to an adequate program for the church in the small community. (3 QH)

### **DM 910-HISTORICAL AND PHILOSOPHICAL FOUNDATIONS OF CHRISTIAN EDUCATION**

The historical and philosophical development of religious education with primary attention given to the Judeo- Christian tradition and with a special focus on contemporary Christian education. (3 QH)

### **DM 912- INTRODUCTION TO MINISTRY THROUGH MUSIC**

Discussion of the history, objectives, and functions of music ministry in the local church with an emphasis on organization and administration of a church music program. (3 QH)

# PERSONNEL

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# ACADEMIC TRANSCRIPTS

Requests for academic transcripts can be processed via pbcts.edu, or must be made in writing to:

## Registrar

**Providence Bible College and Theological Seminary**  
**301 Goode Way, Ste. 205**  
**Portsmouth, VA 23704**

## ADDENDUM

### **PBCTS Truth in Lending Act and Billing Rights Disclosures Agreement**

Important Information about the processing of tuition payments and fees

## TRUTH IN LENDING AND BILLING RIGHTS

The payment of your financial obligations to Providence Bible College and Theological Seminary will be governed by the ***PBCTS Truth in Lending and Billing Rights Disclosure Agreement***, which you will be required to sign prior to registration.

### ***Tuition Payment Plan Options***

Students experiencing financial hardship or seeking a month-by-month tuition payment plan can apply by completing the Tuition Installment Plan form. This form is available from the Academic Affairs office or can be downloaded online at <https://www.pbcts.edu/registration---fees.html>.

Eligibility Criteria for the Tuition Installment Plan:

- Proof of Ability to Pay: Submit documentation such as a pay stub.
- Banking Information: Must have a checking account or a credit/debit card.
- Commitment to Payment: Agree to a monthly payment plan acceptable to the PBCTS Academic Affairs office.

The monthly installment amount is determined by the number of classes enrolled in and the maximum payment qualified based on the student's stated income.

**Billing and Payment Compliance:** Under the Truth in Lending and Billing Rights Disclosure Agreement, all financial transactions with the College are processed through your student account. If there is a pending balance due, you must pay it according to the terms of the agreement. Failure to do so may result in being required to withdraw from the class unless an arrangement is made with the Registrar's office. Any outstanding balance on an installment plan must be cleared before registering for new classes.

Late Payment Fees: Student account balances not settled per the agreed installment plan after the end of a Quarter term may incur monthly late payment fees, not exceeding 10% of the pending balance. However, if the balance is paid before the start of a new Quarter term, no late payment fee will be applied.

### **Your Billing Rights: Keep This Document for Future Use**

*What To Do If You Find a Mistake on Your Statement to maintain your rights under the Fair Credit Billing Act.*

If you think there is an error on your statement, write to us at:

**Providence Bible College and Theological Seminary  
301 Goode Way  
Ste 205  
Virginia Beach, VA 23462**

In your letter, provide us with the following information:

*Account information:* Your name and School ID number.

*Dollar amount:* The dollar amount of the suspected error.

*Description of issue:* If you think there is an error on your bill, describe what you believe is wrong and why you believe it is a mistake.

**\*You may also provide us with this information via an email sent to:**

**[info@pbcts.edu](mailto:info@pbcts.edu)**

You must contact us:

Within 60 days after the error first appeared on your statement.

At least 3 business days before an automated payment is scheduled, if you want to stop payment on the amount you think is wrong.

You can notify us of any potential errors by sending a letter or an email. While you may also call us, a written statement describing the error is still required. If you do not contact us to report an error, we are not obligated to investigate it, and you may be responsible for paying the disputed amount.

*What Will Happen After We Receive Your Letter*

1. Within 30 days of receiving your letter, we must tell you that we received your letter. We will also tell you if we have already corrected the error.
2. Within 90 days of receiving your letter, we must either correct the error or explain to you why we believe the bill is correct.

While we investigate whether there has been an error, we cannot try to collect the amount in question or report you as delinquent on that amount.

The disputed charge may still appear on your statement; however, we will not apply a late payment penalty to that amount. While you are not required to pay the disputed amount during our investigation, you are still responsible for paying the rest of your balance. Any unpaid amount may be applied against your credit limit.

*After our investigation is complete, one of two outcomes will occur:*

1. **If a mistake was found:** You will not have to pay the disputed amount, nor any associated late payment penalties or fees.
2. **If no mistake was found:** You will be responsible for paying the disputed amount, along with any applicable late payment penalties and fees. You may request a reduction of the late payment penalty fee, up to 50%. We will provide you with a statement detailing the amount owed and the due date for payment. Failure to pay by the due date will result in your account being marked as late

## LATE PAYMENT PENALTY CHARGES

There is no Annual Percentage Rate (APR) charged with any approved payment plans. The late penalty fee for missing an agreed monthly payment per the installment plan is \$25. If the monthly payment is paid within 10 days of the due date, there will be no late payment fee applied.

For accounts in which there is a pending balance to pay a remaining monthly installment amount, there will be no late fee if:

You pay your balance due for the Fall quarter before the Winter quarter officially begins,

You pay your balance due for Spring quarter before the Summer quarter officially begins,

You pay your balance due for Summer quarter before the Fall quarter officially begins, or

All recognized payment obligations are met

## FEES

A returned payment fee of \$25 applies to payments made by check or electronic debit/credit card transactions. This fee may be waived if the student submits a written appeal explaining the reason for requesting the cancellation of the fee. The decision to waive the \$25 returned payment fee will be made by the financial administrator's office."

## AGREEMENT

"With my signature below, I [print name] \_\_\_\_\_  
acknowledge that I am aware of the above Truth in Lending Act and Billing Rights  
disclosures."

"I have read, understand and agree to the terms and conditions in this Payment and  
Disclosure Agreement. I will abide by the payment and refund policies established by  
Providence Bible College and Theological Seminary (PBCTS). I am aware of my  
responsibility to keep my contact information current with the College. This includes  
permanent postal mailing, e-mail address, and any cellular phone or other wireless  
device."

"I consent to receive all information pertaining to my student account at PBCTS via emails  
unless I request to have the billing statement mailed to me."

"I understand that if I fail to meet my payment obligations as required by PBCTS, my  
account may be referred to a collection agency for the full balance. I will not receive  
official grade transcripts or be allowed to enroll in subsequent quarters until all  
outstanding charges are paid in full. Additionally, my diploma will not be issued until all  
charges are settled and all exit requirements are completed."

This agreement shall remain in effect for the duration of the individual's enrollment at  
Providence Bible College and Theological Seminary. Veterans and active-duty students  
are exempt from this statement and agreement.

Please complete all requested information below and forward a copy (via a scanned copy  
attachment to email or by mailing PBCTS Financial Office).

Name \_\_\_\_\_

Student ID# \_\_\_\_\_

Email: \_\_\_\_\_

Soc. Sec. # (your SS Number will **not** be shared) \_\_\_\_\_

Phone # \_\_\_\_\_

Street Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Student Signature \_\_\_\_\_ Date \_\_\_\_\_