

HYLESANDERSON
COLLEGE

academic catalog

2023–2024

Table of Contents



Philosophy & Leadership

<u>Mission Statement</u>	P3
<u>Calendar</u>	P4
<u>Additional Resources</u>	P6
<u>Administrative Team</u>	P7
<u>Faculty & Staff</u>	P8

General Information

<u>Campus Information</u>	P13
<u>Notices</u>	P15
<u>Financial Information</u>	P16
<u>Admissions</u>	P22

Academics

<u>Academic Information</u>	P24
<u>Programs of Study</u>	P28
<u>Description of Courses</u>	P75

Hyles-Anderson College may change, modify, or alter, with or without notice, any information contained in the Catalog, Student Handbook; or other issued materials or information at its sole discretion. Students are responsible for understanding all requirements of the college, making themselves aware of any changes, and conforming to those changes.

Those changes include, but are not limited to, changes to the calendar; admission and degree requirements; fees; procedures, policies/regulations; programs, class schedules, and scheduling; offering patterns; events; class offerings and availability (including canceling scheduled classes); events; and other academic activities.

I Timothy Principles

Chapter 1

Sound Doctrine

Chapter 2

A Personal Walk with God

Chapter 3

Spiritual Reproduction

Chapter 4

A Godly Example

Chapter 5

Treatment of God's People

Chapter 6

Financial Management

MISSION STATEMENT

“And he gave some, apostles; and some, prophets; and some, evangelists; and some, pastors and teachers; For the perfecting of the saints, for the work of the ministry, for the edifying of the body of Christ.” Ephesians 4:11-12

The mission of Hyles-Anderson College is to educate, equip, and empower the next generation of Christian servants to influence the world for Christ.

EDUCATE

Modern teaching methods are utilized to convey old-fashioned Biblical truths, while applying high academic and moral standards.

EQUIP

By providing resources, experiences, and opportunities applicable to their field of study, students are equipped with tools necessary to be productive ministry workers.

EMPOWER

Our curriculum, chapel services, church services, and ministry outreach are coordinated to help connect students to the source of all power, a lifelong, personal relationship with Christ. This relationship is paramount in preparing for a life of serving God and His people.

Hyles-Anderson College is an institution geared toward preparing servants of Christ to serve Him in full-time ministry in a local church, in a Christian school, or on the mission field.



2023 FALL SEMESTER

TUESDAY, AUGUST 29

Residence halls open, and registration begins for all students.

FRIDAY, SEPTEMBER 1

First day of classes

FRIDAY, SEPTEMBER 8

Late registration ends at 3:30 p.m.

TUESDAY, SEPTEMBER 12

Final day to add or drop a class

OCTOBER 16-20

Mid-semester examinations

TUESDAY, NOVEMBER 21

Thanksgiving Break begins at 1:00 p.m.

MONDAY, NOVEMBER 27

Thanksgiving Break ends. All resident students must return by curfew.

TUESDAY, NOVEMBER 28

Classes resume

DECEMBER 7-13

Final examinations

WEDNESDAY, DECEMBER 13

Christmas Break begins at 1:00 p.m.

2024 SPRING SEMESTER

THURSDAY, JANUARY 4

Resident students return, complete registration, and attend the first chapel service.

FRIDAY, JANUARY 5

First day of classes

FRIDAY, JANUARY 12

Late registration ends at 3:30 p.m.

FRIDAY, JANUARY 19

Final day to add or drop a class

FEBRUARY 19-23

Mid-semester examinations

FRIDAY, MARCH 22

Spring Break begins at 1:00 p.m.

THURSDAY, MARCH 28

Spring Break ends. All resident students must return by curfew.

FRIDAY, MARCH 29

Classes resume

APRIL 24-MAY 1

Final examinations

FRIDAY, MAY 3

Commencement exercises



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Statement of Faith](#)



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Resources](#)



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Promotional Video](#)



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Viewbook](#)



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**ADDITIONAL
RESOURCES**

ADMINISTRATIVE TEAM



JOHN WILKERSON B.S., M.C.Ed., D.D.

Chancellor & President



RAY YOUNG B.S., D.D.

Vice Chancellor



DAVID STUBBLEFIELD B.S., M.Ed., L.H.D.

Vice President of Academics



AARON KING B.S.

Vice President of Student Life



ANTHONY COLLINS B.S., M.Ed.

Vice President of Operations



JOE PEETE B.S.

Director of Admissions



JUSTIN ZARSKY B.S., M.P.Th.

Bursar



JACK MITCHELL B.S., M.Ed.

Assistant to the Chancellor

FACULTY & STAFF

BAILEY ADKINS A.S.

Athletics

JONATHAN ADKINS B.S.

Music Faculty

JAY ALLEN

Dining Hall

JOHN ALLEN

Dining Hall

NANCY AUCLAIR B.S., M.Ed.

Education Faculty

MOLLY AUDISS B.S.

Education Faculty

JOEL BARNES B.S.

Media Faculty

RACHEL BELISLE B.S.

Activities & Music

JANE BILLINGSLEY

Dining Hall

REBEKAH BOGGESS B.S.

Dining Hall

DEBBIE BORSH B.S.

Education Faculty

AMBER BOSJE B.S.

Counseling, Homemaking, & Missions Faculty

MARK BOSJE B.S., D.D.

Bible & Missions Faculty

CHRISTY COLLINS B.S.

Front Desk

SAM CORDREY B.S., M.P.Th.

Maintenance

FRIEDA COWLING B.S., M.A., L.H.D.

Homemaking & Education Faculty

KEITH COWLING B.S.

Bible Faculty

PETER COWLING B.S., M.S., Ph.D., L.H.D.

Science Faculty

MARIO CUOZZO B.S., M.Ed., L.H.D.

Music Faculty

BRITTANY DEMOVILLE B.S.

Business Office

AARON EGGERS B.S., M.P.Th.

Music Faculty

MIKE FISH A.A.S., B.S., M.Ed.

Bible & Education Faculty

RENA FISH B.S., M.Ed.

Education & Secretarial Faculty

LINDA FLESHER B.S., M.Ed.

Education Faculty

STEPHANIE FLESHER B.S.

Secretarial Faculty & Admissions

JOHN FRANCIS B.S., D.D

Christian Education Faculty

KONNY FROELKE

Counseling Faculty & Alumni Department

STEVE FROELKE B.S.

Bible Faculty & Alumni Department

ANDY GOMEZ JR. B.S., M.Ed

Christian Education Faculty

ANNE GOODALL B.S., M.Ed.

Education Faculty

COURTNEY GUZMAN B.S.

Media Faculty

TIM HARRELL B.S., M.Ed.

Education & Music Faculty

RAY HIGHFILL B.S., M.Ed.

Campus Bookstore

JON HOUSE

Information Technology & Transportation

RACHEL HOUSE A.S.

Dining Hall & Transportation

RITA IVY B.S.

Post Office

RACHEL JORDAN B.S.

Media Faculty

CHARITY JOSLYN B.S.

Campus Clinic

ABDEL JUDEH B.S.

Bible Faculty

EDDIE LAPINA B.S., D.D.

Youth Work Faculty

JAMIE LAPINA SSC

Business & Mathematics Faculty

ADRI LUDWICK B.S.

Music Faculty

ADAM MARKOWSKI B.S.

Bus Garage

LEAH MARKOWSKI B.S.

Office of Student Life

JEFF MARSACK EMT-P, EMS-PI, FF I & II

Science Faculty

KIM MARSACK B.S.

Proofreader

MARITZA MARTINEZ B.S.

Campus Clinic

STEVE McGRAW GSC

Campus Security

BILL McSPADDEN B.S., M.Th., D.D.

Bible Faculty

MATT MILLEN B.S.

Bible Faculty

JOJO MOFFITT A.D.

Homemaker Faculty

ROY MOFFITT B.S., D.D.

Bible Faculty

ANGEY NELSON B.S.

Office of Student Life & Music Faculty

DAN NELSON BS.

Bible Faculty & Maintenance Department

FACULTY & STAFF CONT.

EMILY NELSON B.S.,

Office of Student Life

BRIAN NORTH B.S., M.P.Th.

Media Faculty

ROBERT OSGOOD B.S.

Christian Education Faculty & Office of Student Life

JERRY OSSEWAARDE B.S., M.Ed.

Bus Garage

RYAN OSSEWAARDE B.S.

Quality Control

JOE PALMER B.S., M.Ed., M.P.Th.

Missions Faculty

MARK PFEIFER B.S., M.Ed.

Grounds Department

TERRY PFEIFER B.S., M.Ed.

Business Faculty & Business Office

MARY PIFER B.S., M.Ed.

Christian Education Faculty

JOYCE PINS B.S.

Homemaking Faculty

PHIL PINS B.S., M.S., M.Ed., L.H.D.

Bible Faculty

REBECCA PISCITELLI B.A., Ph.D.

Education & Science Faculty

TODD POYNTER B.S.

Bible & Education Faculty

DANIEL RALSTON B.S., M.P.Th.

Media Department & Transportation Department

CARRIE ROMAN B.S.

Music Faculty

DYNAH RUSH B.S.

Admissions & Campus Bookstore

LUCI SADLOWSKI B.S.

Christian Education Faculty

ADSTRID SANTANA A.A.

Academic Office

DARIN SCUDDER B.S.

Grounds Department

LYDIA SCUDDER B.S.

Dining Hall

DANIEL SIEMER B.S., M.D.

Missions & Science Faculty

ANGELA SMITH A.A.

Office of Student Life

JEREMY SNIPES B.S., M.Ed.

Bible & Missions Faculty

RICK SPARKS B.S., M.P.Th., D.D.

Christian Education Faculty

DAVIDA STEVENSON B.S.

Campus Bookstore

LESLIE SWARTZ B.S.

Education Faculty & Academic Office

ROSIE TOMPKINS

Dining Hall

SANDY TURNER B.S., M.Ed.

Education Faculty

REBECA TORRES B.S.

Science Faculty

JERRY VARGO B.S., Th.M., D.Hum.

Bible & Education Faculty

LESLIE WALKER B.S.

Campus Bookstore

JOY WHITE B.S.

Summer Tour

CRAIG WIBLE B.S., M.P.Th.

Media Faculty & Online College

LINDA WILKERSON B.S.

Homemaking Faculty

PRESTON WILKERSON B.S.

Bible Faculty

LAWRENCE WILLIAMS B.S.

Bible Faculty

JOHN WILLIAMSON B.S., M.Ed.

Science Faculty

MIKE WOLFE

Maintenance Department

LAURIE WORLAND B.S.

Office of the President

DANIEL WRUCK B.S.

Media Faculty & Information Technology

MISTY WRUCK B.S.

The Square

DEBI YOUNG B.S., M.Ed.

Homemaking Faculty

LACEY ZARSKY B.S.

Media



ABOUT OUR CAMPUS



Hyles-Anderson College is located at 8400 Burr Street in Crown Point, Indiana.

Hyles-Anderson College is located in rural Lake County of Northwest Indiana. The 107-acre campus includes wooded hills overlooking a four-acre lake, a spacious gymnasium, athletic fields, a dining facility, the Wendell Evans Auditorium, and a main building complex with attached residence halls.

The beautiful front entrance of the college is accented by Founders' Park; and Roloff Park, an open-air courtyard, is situated in a central location for all students to enjoy on a daily basis. A wonderful college atmosphere is provided by the beauty of the Hyles-Anderson College campus.

Hyles-Anderson College is located in a suburban area, yet it is only 30 minutes from the First Baptist Church of Hammond and less than a one-hour drive from downtown Chicago. Easily accessible within a short distance from the campus are two libraries, several malls and shopping areas, and a multitude of restaurants and eateries.



GENERAL INFORMATION



RESIDENCE HALLS

The residence halls are a place where many lifelong friendships are forged. They are supervised by the Vice President of Student Life and his staff. The residence hall staff is available around the clock to support the needs of the on-campus students. Although the residence halls are not a replacement for home, they are a place where students develop a portion of their spiritual and social life.

Each student is expected to furnish linens, pillow, bedspread, and blankets for a twin-sized bed. For more information, contact the Office of Student Life.



CHURCH ATTENDANCE

Students are required to attend either the First Baptist Church of Hammond or their home church in the local area. All requests to attend any church other than the First Baptist Church of Hammond must be individually approved by the administrative committee of the college.

The administration occasionally will allow a junior or senior to serve as interns or paid staff members of other fundamental churches.



NOTICES

NOTICE OF NONDISCRIMINATORY POLICY AS TO STUDENTS

Hyles-Anderson College admits students of any race, color, national, and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate based on race, color, national, or ethnic origin in administration of its educational policies, admissions policies, scholarship and loan programs, athletic programs, and other school-administered programs.

NOTICE TO STUDENTS, STAFF, AND FACULTY MEMBERS

In the event of a catastrophe such as, but not limited to, fire, windstorm, hail, explosion, riot attending a strike, riot, civil commotion, aircraft, vehicles, and smoke, Hyles-Anderson College is not liable for damage to any personal belongings of students. Neither is Hyles-Anderson College liable for the theft of personal belongings of students, staff, or faculty members.

Hyles-Anderson College reserves the right to withdraw courses at any time, to change the fees, to change the calendar, or to change the rules regarding admission, as well as graduation requirements or any other regulations affecting the student body. Changes shall become effective whenever the proper authorities so determine and shall apply not only to prospective students but also to those who, at that time, are matriculated in the college.

FINANCIAL INFORMATION

SUMMARY OF FINANCES

All prices are subject to change. All charges are due and payable upon registration each semester. Monthly installment payments may be made with pre-determined payment plans. Tuition, registration fee, and/or room and board may be paid in either eight or twelve payments per year. The first payment of the 12-month plan is due June 1.

These general costs do not include private music lessons, class fees, or miscellaneous charges.

Resident Students

	Semester	Year
Tuition (12-18 hours)	\$2,500	\$5,000
Room & Board	\$2,500	\$5,000
Registration Fee	\$450	\$900
	\$5,450	\$10,900

Nonresident Students

	Semester	Year
Tuition (12-18 hours)	\$2,500	\$5,000
Registration Fee	\$450	\$900
Total	\$2,950	\$5,900

Payment Plans

	8-Month	12-Month
Resident Students	\$1,362	\$908
Nonresident Students	\$738	\$492

EXPLANATION OF FEES

APPLICATION FEE

A non-refundable fee of \$50 must accompany each application for admission.

ACT TEST FEE

An accepted student who does not take the ACT test before enrolling must take the test on campus at a cost of \$100.

REGISTRATION FEES

TUITION FEE

There is a charge of \$2,500 per semester for tuition. The hourly rate of \$210 is charged for each credit hour over 18. This is in addition to the regular tuition fee. A student taking fewer than 12 semester hours is charged at the rate of \$210 per semester hour.

REGISTRATION FEE

There is a charge of \$450 each time a student registers for classes. If a student takes 5 credits or fewer, the charge is \$225 per semester. The registration fee is non-refundable.

LATE REGISTRATION FEE

A fee of \$100 is charged to a student registering after the scheduled registration date.

ROOM & BOARD FEE

The charge of \$2,500 per semester for room and board includes on-campus housing and all of the student's meals in on-campus dining facilities. The charge of \$125 per week is charged during the summer for room and board. There is a charge of \$10/night for each night a student stays in the residence halls after the fall semester ends and before the spring semester begins.

RESIDENCE HALL KEY DEPOSIT

A fee of \$15 per key is charged to a resident student. This fee is refunded when the key is returned to the proper supervisor.

TECHNOLOGY FEE

A fee of \$15 per semester is charged for each student taking over 7 credit hours.

ENTRY CARD FEE

A fee of \$10 is charged for each entry card.

CAMPUS POST OFFICE BOX KEY

A refundable fee of \$10 is charged to all students for their campus post office box keys. Each student is required to register for a campus post office box.

VEHICLE REGISTRATION FEE

A fee of \$25 per semester is charged for each student vehicle that will be driven or parked on campus.

GRADUATION FEE

Each student participating in graduation will be charged a \$125 graduation fee.

AUDITING COURSES

A student who wishes to benefit from certain classes without taking them for credit may register for such classes on an "audit" basis. An audit student must meet the required procedures for admissions and registration. He is subject to all rules of the college concerning discipline, church attendance, and Christian-service obligations. An audit student is under all of the regular class-attendance policies unless he is eligible to take the course without charge. [Questions may be directed to the Academic Vice President.](#) Auditing a course costs \$105.

ACADEMIC FEES

BOOKS & CLASSES FEES

Class expenses vary depending on the course of study, number of hours, etc. The average student's cost for books and supplies is \$25 per semester hour. This cost is in addition to expenses paid to the college and class fees. A class fee of \$2.00 per semester hour is charged at the beginning of each semester.

PRIVATE MUSIC LESSONS

A fee of \$175 per semester is charged for all private music lessons, including piano, voice, or other private lessons.

PIANO LAB FEE

A fee of \$40 per semester is charged for a student enrolled in courses using the piano lab.

SEWING LAB FEE

A fee of \$45 is charged for each sewing class held in the sewing room.

COOKING LAB FEE

A fee of \$45 is charged to a lady who enrolls in each cooking class to cover the cost of food used.

COMPUTER LAB FEE

A fee of \$45 per semester is charged for a student enrolled in each course using the computers in the computer lab.

HOMEMAKING LAB FEE

A fee of \$45 per course is charged to a student enrolled in Home Decorating.

MEDIA MAJOR FEE

A student enrolled in the media program is required to have a laptop and an Adobe Creative Cloud membership to use for class. Software can be purchased at an educational discount. There is a \$20 per credit hour fee for media courses.

FINANCIAL TERMS WITHDRAWAL

Since the required faculty is determined yearly, any student who is expelled or withdraws, regardless of the reason, will owe the full amount of the tuition and room and board payments that were due on or before the official date of his withdrawal or expulsion. Also, the student will be responsible for a portion of the tuition and the room and board which is due after the date of his withdrawal or expulsion. The amount due is available at the Business Office. Should a student leave the college for any reason after having paid more than the amounts outlined above, a refund would be made to him for any overpayment. No other refunds will be made to a student for any other reason.

Before withdrawing from school, a student must notify the Academic Vice President in person and follow the procedure outlined. The student will be expected to attend all classes and pay the full charges until the withdrawal process is complete.

A refund of the unused portion of the student's tuition, fees, and other charges will be made to a veteran or an eligible person who fails to enter or fails to complete the course as required by Veterans Administration regulations. The refund will be within 10% of an exact pro-rata refund. No more than \$10 of the established registration fee will be retained if a veteran or eligible person fails to enter the course.

PAYMENTS

SCHEDULE OF PAYMENT

To complete registration, a student is to pay the first payment of the semester’s charges. A student must make additional payments throughout the semester as scheduled in the *Student Handbook*. A late payment fee of \$20 is charged if a student’s bill is in arrears. The college receives no government funds or assistance from any state or denomination. If the student’s account should be in arrears, it will result in the student’s withdrawal from classes.

LATE PAYMENT FEE

A charge of \$20 is charged for each month a student’s bill is in arrears. The first charge is assessed the first business day after the due date.

RETURN CHECK FEE

Any check submitted to Hyles-Anderson College that is returned by a bank will be assessed a \$10 fee. A student with multiple returns may be prohibited from using personal checks and/or online payments.

HOLIDAY FEE

The Christmas holiday period is not included in the regular academic year; therefore, any student who remains on campus during the holiday period will be charged the rate of \$10 per day for room and board.

ONLINE COLLEGE FEES

The online college application fee is \$25. The online college tuition fee is \$225 per credit.

FOREIGN CURRENCY ACCEPTANCE

Foreign currency is not accepted by Hyles-Anderson College. This would include cash, credit cards, and checks.

VETERANS BENEFITS

Hyles-Anderson College is approved for veterans and other eligible persons under the provision of Section 1776, Title 38, United States Code. The following Bachelor of Science programs of study offered by Hyles-Anderson College, namely Pastoral Theology, Pastoral Assistant, Missions, Elementary Education, and Secondary Education, are approved for veterans benefits. Veterans who wish to receive benefits while in school should apply for the Certificate of Eligibility at the nearest Veterans Administration office. [The student should present their Certificate of Eligibility to the Academic Vice President](#). Official papers should not be mailed directly to the Veterans Administration.

Any veteran not maintaining at least a 2.0 cumulative grade point average will be placed on academic probation. For further details, see “Academic Standards” on page 50. A student receiving veterans’ benefits will not be allowed to take Applied Bus Work toward the Church Education requirement and will not receive veterans’ benefits for Applied Bus Work. Hyles-Anderson College is considered by the Veterans Administration on a “credit hour” basis. The following table shows a breakdown of benefit levels:

SEMESTER HOURS	VA BENEFITS
6-8	50%
9-11	75%
12-20	100%

FEDERAL GRANTS

A student attending Hyles-Anderson College is ineligible to receive loans or grants which must be approved through federally sponsored programs, such as the Guaranteed Student Loan Program.

FINANCIAL ASSISTANCE

Hyles-Anderson College strives to keep academic fees as low as possible to enable students to work their way through college. This prevents students from accumulating student loans that must be paid after graduation. [A prospective student should contact the Admissions Office for financial preparation details.](#)

SCHOLARSHIPS

Hyles-Anderson College offers a variety of scholarships to make a Bible college education affordable for almost anyone. [Applications for scholarships are available at the college's website, hylesanderson.edu, under the Admissions tab.](#)

- [All applications must be submitted to the Admissions Office no later than four weeks before the semester begins.](#)
- Scholarships or discounts do not apply to summer school or online classes.
- Completion of the admissions process is a prerequisite before scholarships are awarded.
- If an applicant chooses one of the monthly payment plans, scholarships, and discounts will be applied to each payment equally.
- Scholarships and discounts are nontransferable and may not exceed the total amount of tuition for any student.
- Scholarships/discounts cannot be combined; however, one supplemental scholarship may be combined with one base scholarship.
- All scholarships/discounts are subject to final approval by the college and subject to change without notice.
- Scholarship applicants will be notified by mail of their scholarship status.

PASTOR'S CHILD SCHOLARSHIP

The applicant must be the child of the senior pastor or the child of an associated Spanish Ministry pastor who is employed full-time by a Bible-believing church of like faith. Spanish Ministry pastors must have held this position for a minimum of one year and must be approved by their senior pastor to qualify. The scholarship would cover 60% of the normal tuition

cost for up to 18 credits of resident college. Class fees, registration fees, and room and board will still be the responsibility of each student. This is a base scholarship and may not be combined with any other supplemental scholarship. The applicant must be a new or transfer student.

The applicant must be a resident student for each semester the scholarship is awarded and must maintain a minimum GPA of 2.0 to qualify for the scholarship for each subsequent semester to the initial semester enrolled. The applicant could regain the scholarship by meeting the GPA minimum the next semester.

The maximum number of semesters this scholarship can be applied is eight; the scholarship is applied each semester at registration once all requirements have been met and verified.

[CLICK HERE TO APPLY FOR THIS SCHOLARSHIP.](#)

CHRISTIAN WORKER'S CHILD SCHOLARSHIP

The applicant must have a parent who is the head of the household and who is employed full-time in Christian service.

This base-level scholarship is for a first-year student and is divided equally between the first two semesters enrolled. The total value of the scholarship is not to exceed \$1,000. Each scholarship recipient must be enrolled in a minimum of 12 credits.

[CLICK HERE TO APPLY FOR THIS SCHOLARSHIP.](#)

VALEDICTORIAN/SALUTATORIAN SCHOLARSHIP

The applicant must be the valedictorian or salutatorian of a high school with a minimum graduating class of five and must have a minimum ACT score of 21.

This base-level scholarship is for a first-year student and is divided equally between the first two semesters

enrolled. The total value of this scholarship is not to exceed \$1,000. Each scholarship recipient must be enrolled in a minimum of 12 credits.

[CLICK HERE TO APPLY FOR THIS SCHOLARSHIP.](#)

ACT ACADEMIC SCHOLARSHIP

This supplemental-level scholarship has three levels of an award based on the ACT score of the applicant. Each scholarship recipient must be enrolled in a minimum of 12 credits. The scholarship is awarded for the first year the student is enrolled and is divided equally between semesters.

An applicant with an ACT score of 23-25 qualifies for a \$500 scholarship, an ACT score of 26-29 qualifies the applicant for a \$1,000 scholarship, and an ACT score of 30-36 qualifies the applicant for a \$1,500 scholarship.

[CLICK HERE TO APPLY FOR THIS SCHOLARSHIP.](#)

CHURCH MULTI-NEW STUDENT SCHOLARSHIP

This supplemental-level scholarship applies to three or more new students who are members of the same church. The pastor must verify their eligibility for this scholarship. It will be awarded after registration has been completed by all participating students, and the scholarship will be applied beginning with the next scheduled school bill after registration.

Each participant must register as a full-time resident student, and the total value of each student's scholarship will not exceed \$1,000 equally divided between the first two semesters.

[CLICK HERE TO APPLY FOR THIS SCHOLARSHIP.](#)

CHURCH-MATCH SCHOLARSHIP

This scholarship is based solely on available funds and is combinable with other scholarship(s).

New or transfer students whose church donates up to \$500 to their school bill can apply for a matching scholarship from the Scholarship Fund. Each church donation is subject to approval from the Admissions and Finance Office as a legitimate church donation.

The college matching amount will be applied to the first billing installment.

This scholarship can be combined with any scholarship(s) up to the total amount of tuition. Each scholarship recipient must be enrolled in a minimum of 12 credits. This scholarship can only be received one time.

[CLICK HERE TO APPLY FOR THIS SCHOLARSHIP.](#)

STUDENT WORK-ASSISTANCE PROGRAM

A student may apply for on-campus employment, which is awarded based on availability. These positions are hourly positions where the net pay is applied directly to a student's room and board.

[CLICK HERE TO APPLY FOR THIS SCHOLARSHIP.](#)

All scholarship application forms and information may be downloaded by going to www.hylesanderson.edu.

ADMISSIONS INFORMATION

ADMISSIONS POLICIES

Married students must be at least 20 years old by the first day of registration for each semester.

Single, divorced students must be at least 25 years of age by the first day of registration for each semester.

Every student under 20 years of age on the first day of registration for each semester must be either a high school graduate or have a GED certificate.

ACT scores are required for students applying to Hyles-Anderson College. For those who take the test multiple times, the college will use the highest score achieved in each section. An accepted student who does not take the ACT test before enrolling must take the test on campus at a cost of \$100.

[For more information about test dates and locations, refer to \[act.org\]\(https://act.org\).](#) **The ACT code number for Hyles-Anderson College is 1199.** Students should use this code to have their scores sent directly to the Admissions Office.



INTERNATIONAL STUDENTS

Hyles-Anderson College is authorized under federal law to enroll non-immigrant alien students. An international student should apply for admission to Hyles-Anderson College well in advance of when he plans to register as a student. The government requires that, before the forms to assist the international student in entering America to study can be issued from the college, the prospective student must complete the application procedure and be accepted as a student at Hyles-Anderson College. He must also furnish adequate evidence of his ability to meet his financial responsibilities. It is very rare for F1 students to be permitted to work off campus. This permission is given by the federal government, not Hyles-Anderson College. An international student applicant must have a minimum score of 500 on the TOEFL exam. An F1 student must enroll in the bachelor of science program.

TRANSFER-STUDENT TRANSCRIPTS FROM OTHER COLLEGES

A student transferring from another college must have all transcripts sent directly to Hyles-Anderson College from the schools attended, whether or not credits have been received. It is expected that a transfer student be in good standing at the school last attended. Credit is given for all subjects which are equivalent to those offered in our catalog and in which a minimum grade of C was earned. An evaluation of a transcript must be made by the Academic Vice President to determine which credits can be accepted and to determine the classification of a transfer student. A student must earn at least 38 semester hour credits in residence at Hyles-Anderson College to receive a degree from this institution. Any applicant who has attended another college must have a transcript sent to Hyles-Anderson College by every college attended, even if they do not desire to transfer any credits or if no credits were earned there.

TRANSFER CREDITS

A student who desires to transfer credits to Hyles-Anderson College must care for this matter as soon as possible. Every student must earn 30 of his last 36 hours at Hyles-Anderson College. The other 6 hours must be approved in advance by the Academic Vice President. A maximum of 20 hours is transferable from another college into an associate of science diploma and the secretarial program. A minimum of one semester of keyboarding must be earned at Hyles-Anderson College for the administrative assistant certificate. Under rare circumstances, a student may be exempted from some business courses; i.e., passing a proficiency test. A student may take courses at other colleges during the summers between regular semesters while enrolled at Hyles-Anderson College. They must receive written permission in advance to have these credits transferred to Hyles-Anderson College. This approval will come from the Academic Vice President and must include approval of the school and specific courses to be transferred.

TRANSCRIPT REQUESTS

Transcript requests may be submitted by going to the college's website, hylesanderson.edu/transcript-request-form/. The transcript request should be filled out, signed, and the transcript fee paid online. Official copies will be sent directly to a school or business. Unofficial copies will be given or sent directly to the student requesting them.

ACADEMIC INFORMATION

ACADEMIC STANDARDS

GOOD STANDING

A student's overall GPA is C or above (2.00).

During the first four semesters, a student will be considered in good standing if they meet the standard as listed in the following chart:

SEMESTER	MIN. CREDITS EARNED	MIN. CUMULATIVE GPA
1	8	1.5
2	16	1.7
3	24	1.9
4	32	2.0

ACADEMIC PROBATION

If a student's overall GPA is less than a C (2.00) or does not meet the standard listed on the Academic Probation Chart at the end of the second semester, the student is required to meet monthly with an approved counselor.

RESTRICTED ACADEMIC PROBATION

A student on academic probation who has less than a C (2.00) for the semester may not register for more than 12 credits. This probation will be enacted at the end of the third semester with an academic deficit. The student is required to meet weekly with an academic counselor.

ACADEMIC TERMINATION

At the end of the fourth semester with an academic deficit, the student will not be allowed to automatically enroll. The student may apply to reenter college after one semester and after submitting a reinstatement essay and letters of recommendation. Please contact the Academic Office for the guidelines for the essay and letters.

A student who has a C (2.00) average for an individual semester may go back to the academic probation level. A student with a GPA below 3.0 or the grade of F during the previous semester will be limited to taking 16 credits or fewer. Part-time students must maintain a cumulative grade average of C (2.0).

UNIT OF CREDIT

The unit of credit is the semester hour. A semester hour is one 50-minute period of instruction per week for 16 weeks per semester. Resident students are required to enroll in a minimum of 12 semester hours.

Classification of Students:

A student is classified as detailed in the following chart:

CLASS	SEMESTER HOURS	HONOR POINTS
Sophomore	32	64
Junior	64	128
Senior	96	192

PLACEMENT TESTS

Hyles-Anderson College offers the following placement tests which cover introductory courses taught by the college:

GENERAL MATH TEST

An elementary and secondary education major should take the General Math Test as early as possible. An elementary education major who passes this test may take an elective course in its place. A secondary education major who fails this test must take General Mathematics (MA 101) as their first elective.

ENGLISH PLACEMENT

A student will be placed in an English class based on English scores on the American College Test (ACT). A student who scores 21 or lower will be placed into Grammar I and will also take Grammar II and English Composition I. A student who scores 22-24 will be placed into Grammar II and will also take English Composition I and English Composition II. A student who scores 29-34 will be placed in English Composition I and will then take English Composition II.

FUNDAMENTALS OF MUSIC

All elementary education majors, all students with a music teaching field, and all music majors must either pass the [Fundamentals of Music Test](#) or enroll in the course Fundamentals of Music (MU 101).

GRADING SYSTEM

Hyles-Anderson College uses the four-point system for determining a student's grades as illustrated below:

GRADE	HONOR POINTS PER SEMESTER HOUR
A	4
B	3
C	2
D	1
F	0
W	Withdrawal

A student who made an incomplete (I) during a semester will have three weeks after the last final exam of that semester to make up the work. If the work is not completed by the required deadline, the (I) will be changed to a punitive grade (F).

A student must make a grade of C (2.00 GPA) or higher in all courses that are a part of the majors, minors, all English courses, all Bible courses, and Church Education.

At the close of each semester, every student whose school bill is current will receive a copy of their grades for that semester. A student with a delinquent account will receive a copy of their grades as soon as the outstanding bill is paid.

GRADUATION

A candidate for graduation for the Bachelor of Science degree must take a minimum of 38 semester hours at Hyles-Anderson College, must meet the normal requirements for a major field of study, and must have a minimum GPA of 1.8 at the end of the semester preceding graduation.

A student who expects to march in any commencement exercises must notify the Academic Vice President at least 60 days prior to the date of the commencement exercises.

Each year at the commencement exercises, a valedictorian and salutatorian will be announced. They will be the two graduating seniors who have the highest academic average at Hyles-Anderson College. A minimum of 90 hours must be completed at Hyles-Anderson College to be eligible for these honors. Correspondence work done while enrolled in college would not be considered as classroom work done at the college. In the event of a tie, those with less than 128 hours at Hyles-Anderson College would not be eligible; also, +’s and -’s on grades would be considered.

At least 128 hours must be earned for the bachelor of science degree. Also, a student must have an academic average of at least a C (2.00) in courses taken at Hyles-Anderson College to receive the bachelor of science degree. However, a student must take all required courses. This may necessitate his taking 131 hours or more.

At least 34 hours and a C (2.00) average must be earned for the pastor’s refresher diploma.

At least 36 graduate hours and a B (3.00) average must be earned for the master of education and master of arts degrees.

At least 64 hours must be earned for the associate of science diploma. Also, a student must have an academic average of at least a C (2.00) in courses taken at Hyles-Anderson College to receive the associate of science diploma.

A student who receives a bachelor’s degree and who maintains a high academic average at Hyles-Anderson College will graduate with honors as follows:

Academic Average	Honor
3.50 or higher	Cum Laude
3.75 or higher	Magna Cum Laude
3.90 or higher	Summa Cum Laude

COURSE NUMBERS

A student is usually scheduled in courses according to course numbers as detailed in the following chart:

CLASS	COURSE NUMBERS
FRESHMAN	100-199
SOPHOMORE	200-299
JUNIOR	300-399
SENIOR	400-499
GRADUATE	500-599

CHURCH EDUCATION

All men enrolled in pastoral theology, pastoral assistant, Bible, missions, or youth ministry are required to take and complete Church Education with at least the grade of a C. Men are required to pass a minimum of 12 semester hours of Church Education during the regular fall and spring semesters.

Church Education credits may be completed with up to 5 credits of Applied Bus Work. A student receiving veterans benefits will not be allowed to take Applied Bus Work toward the Church Education requirement. A student in the pastor’s refresher program is also required to take Church Education every fall or spring semester they are enrolled. A student with a B (3.0) average in Church Education may replace the last semester of Church Education with electives.

ONLINE COURSES

After enrolling in the Hyles-Anderson College resident program, there is a limit of 16 online credits taken from Hyles-Anderson Online and a limit of 5 credits taken from other online colleges. Classes must be approved in advance. This policy does not apply to students who are married or are 25 years old.

MISSIONS TRIPS

A student may receive credit for missions trips under certain circumstances. Approval is required through the Academic Office before leaving on the trip.

CORRESPONDENCE COURSES

In rare circumstances, credit for correspondence courses approved in advance by the Academic Vice President may be transferred from other colleges to Hyles-Anderson College.

TEACHING FIELDS

Education majors are expected to be proficient in their chosen teaching field. During their first year in college, education majors will be required to pass a proficiency test for their chosen teaching field. A student who does not pass the test would be required to take remedial classes in the teaching field. This would mean that the student could not complete this major in four years.

BACHELOR OF SCIENCE DEGREES

DEPARTMENT OF BIBLE

- Pastoral Theology*
- Pastoral Assistant*
- Bible*
- Youth Ministry*
- General Studies**

DEPARTMENT OF EDUCATION

- Elementary Education
- Secondary Education
- Marriage & Motherhood**

DEPARTMENT OF MEDIA

- Local-Church Media
- Administrative Assistant

DEPARTMENT OF MISSIONS

- Missions*
- Missionary Education**

DEPARTMENT OF MUSIC

- Local-Church Music
- Music Education

*Men only

**Ladies only



Each student in the Bachelor of Science degree program will take core classes and a major. In addition, some majors require a minor consisting of 22 semester hours. A minimum of 128 credits must be earned to receive a Bachelor of Science degree, however, more may be required depending on the student's course requirements. They must have an overall grade point average of C (2.00) in order to graduate. A student may choose to take additional majors and minors.

PROGRAMS OF STUDY

OTHER PROGRAMS OF STUDY

ONE-YEAR PROGRAMS

- General Studies
- Pastors' Refresher*
- Missionary Wife**
- Bible*

TWO-YEAR PROGRAMS

- Administrative Assistant
- Associate of Science in Education

THREE-YEAR PROGRAM

- Administrative Assistant**

GRADUATE PROGRAMS

- Master of Education
- Master of Pastoral Theology*
- Bachelor of Theology*
- Bachelor of Religious Education
- Master of Missions*
- Master of Practical Pastoral Theology*

*Men only

**Ladies only



Hyles-Anderson College reserves the right to update the curriculum at any time. This is a listing of all required courses. Adjustments to the schedule will be made due to taking summer school, online courses, class availability, etc.

PASTORAL THEOLOGY

This academic program is designed specifically for men preparing for the pastorate. Students will receive instruction in areas such as Biblical languages, discipleship, homiletics, hermeneutics, youth ministry, and church business. All Bible majors include extensive education in Bible doctrines. The pastoral theology major is to be completed in four years.

FRESHMAN YEAR

FALL SEMESTER

CREDITS

21 st -Century Missions	1
Biblical Standards	2
Christian Manhood I	1
English	3
How to Study the Bible	1
Ministry & Effective Risk Management	2
Old Testament Survey	3
Personal Evangelism	2
Preparation for Leadership	1

SPRING SEMESTER

CREDITS

Basic Homiletics	2
Church Education	4
Christian Manhood II	1
Discipleship	1
English	3
New Testament Survey	3
Personal Finance	2

SOPHOMORE YEAR

FALL SEMESTER

CREDITS

Advanced Homiletics	2
Bible elective	2
Church Education	4
Electives	2
English	3
Introduction to Biblical Counseling	2
Music in the Soul-Winning Church	2

SPRING SEMESTER

CREDITS

Biblical Articles of Faith	3
Baptist Principles & Preachers	2
Church Education	4
Evangelistic Song Leading	2
Preachers' Writing Seminar	2
United States History I	3

JUNIOR YEAR

FALL SEMESTER

CREDITS

Church Education	4
Credits toward minor	6
Elementary Greek I	3
Systematic Theology I	3

SPRING SEMESTER

CREDITS

Church Education	4
Credits toward minor	4
Elementary Greek II	3
Systematic Theology II	3
Theology & Application of Ministry Finance	1

SENIOR YEAR

FALL SEMESTER	CREDITS	SPRING SEMESTER	CREDITS
Church Education	4	Church & School Transportation	1
Counseling Moral Failures	2	Church Education	4
Credits toward minor	3	Credits toward minor	3
Electives	3	Electives	2
Elementary Hebrew	2	Ministry Ethics & Relationships	2
Systematic Theology III	3	Principles of Church Growth	2
		Principles of Leadership	1
		Starting a New Testament Church	1



PASTORAL ASSISTANT

This academic program is designed specifically for prospective assistant pastors, youth directors, bus directors, and evangelists. Students will receive instruction in areas such as Biblical languages, discipleship, homiletics, hermeneutics, youth ministry, and church business. All Bible majors include extensive education in Bible doctrines. The pastoral assistant major is to be completed in four years.

FRESHMAN YEAR

FALL SEMESTER

CREDITS

21 st -Century Missions	1
Biblical Standards	2
Christian Manhood I	1
English	3
How to Study the Bible.	1
Ministry & Effective Risk Management	2
Old Testament Survey	3
Personal Evangelism	2
Preparation for Leadership	1

SPRING SEMESTER

CREDITS

Basic Homiletics	2
Church Education	4
Christian Manhood II.	1
Discipleship	1
English	3
New Testament Survey	3
Personal Finance	2

SOPHOMORE YEAR

FALL SEMESTER

CREDITS

Advanced Homiletics	2
Bible elective	1
Church Education	4
Electives	2
English	3
Music in the Soul-Winning Church	2
Philosophy of Education	3

SPRING SEMESTER

CREDITS

Biblical Articles of Faith	3
Baptist Principles & Preachers	2
Bible electives	1
Church Education	4
The Assistant Pastor	2
United States History I	3

JUNIOR YEAR

FALL SEMESTER

CREDITS

Church Education	4
Credits toward minor	5
Introduction to Biblical Counseling	2
Preachers' Writing Seminar	2
Systematic Theology I	3

SPRING SEMESTER

CREDITS

Bible electives	2
Church Education	4
Credits toward minor	4
Evangelistic Song Leading	2
Systematic Theology II	3
Theology & Application of Ministry Finance	1

SENIOR YEAR

FALL SEMESTER

CREDITS

Church Education	4
Counseling Moral Failures	2
Credits toward minor	4
Practical Youth Work I	3
Systematic Theology III	3

SPRING SEMESTER

CREDITS

Church & School Transportation	1
Church Education	4
Credits toward minor	8
Ministry Ethics & Relationships	2
Principles of Leadership	1



BIBLE

This program provides extensive Biblical training for those preparing for the Christian ministry. Students will receive instruction in areas such as evangelism, discipleship, Biblical languages, homiletics, and church business. All Bible majors include extensive education in Bible doctrines. The Bible major is to be completed in four years.

FRESHMAN YEAR

FALL SEMESTER

CREDITS

21 st -Century Missions	1
Biblical Standards	2
Christian Mandhood I	1
English	3
How to Study the Bible	1
Ministry & Effective Risk Management	2
Old Testament Survey	3
Personal Evangelism	2
Preparation for Leadership	1

SPRING SEMESTER

CREDITS

Basic Homiletics	2
Bible elective	1
Christian Manhood II.	1
Church Education	4
Discipleship	1
English	3
New Testament Survey	3
Personal Finance	2

SOPHOMORE YEAR

FALL SEMESTER

CREDITS

Advanced Homiletics	2
Church Education	4
Elementary Greek I	3
English	3
Music in the Soul-Winning Church	2
Systematic Theology I	3

SPRING SEMESTER

CREDITS

Baptist Principles & Preachers	2
Biblical Articles of Faith	3
Church Education	4
Elementary Greek II	3
Preachers' Writing Seminar	2
Systematic Theology II	3

JUNIOR YEAR

FALL SEMESTER

CREDITS

Church Education	4
Credits toward minor	2
Daniel & Revelation	2
Hermeneutics	2
Introduction to Biblical Counseling	2
Systematic Theology III	3

SPRING SEMESTER

CREDITS

Church Education	4
Credits toward minor	4
Elementary Hebrew	2
Old Testament Leaders	1
Theology & Application of Ministry Finance	1
United States History I	3

SENIOR YEAR

FALL SEMESTER	CREDITS	SPRING SEMESTER	CREDITS
Bible electives	3	Church & School Transportation	1
Church Education	4	Church Education	4
Counseling Moral Failures	2	Credits toward minor	5
Credits toward minor	5	Ministry Ethics & Relationships	2
The Book of Hebrews	2	Evangelistic Song Leading	2
		Principles of Leadership	1



YOUTH MINISTRY

This course of study prepares those working with the youth program of the local church. Students will receive instruction in areas such as youth ministry, discipleship, homiletics, counseling, and church business. All Bible majors include extensive education in Bible doctrines. The youth ministry major is to be completed in four years.

FRESHMAN YEAR

FALL SEMESTER

CREDITS

21 st -Century Missions	1
Biblical Standards	2
Christian Manhood I	1
English	3
How to Study the Bible	1
Ministry & Effective Risk Management	2
Old Testament Survey	3
Personal Evangelism	2
Preparation for Leadership	1

SPRING SEMESTER

CREDITS

Basic Homiletics	2
Church Education	4
Christian Manhood II	1
Discipleship	1
English	3
New Testament Survey	3
Personal Finance	2

SOPHOMORE YEAR

FALL SEMESTER

CREDITS

Advanced Homiletics	2
Church Education	4
English	2
Introduction to Biblical Counseling	2
Music in the Soul-Winning Church	2
Systematic Theology I	3

SPRING SEMESTER

CREDITS

Baptist Principles & Preachers	2
Church Education	4
Evangelistic Song Leading	2
Preachers' Writing Seminar	2
Systematic Theology II	3
United States History I	3

JUNIOR YEAR

FALL SEMESTER

CREDITS

Church Education	4
Counseling Moral Failures	2
Elementary Greek I	3
Practical Youth Work I	3
Systematic Theology III	3

SPRING SEMESTER

CREDITS

Biblical Articles of Faith	3
Church Education	4
Credits toward minor	4
Practical Youth Work II	3
The Assistant Pastor	2
Theology & Application of Ministry Finance	1

SENIOR YEAR

FALL SEMESTER

CREDITS

Church and School Transportation	1
Church Education	4
Credits toward minor	6
Electives	3
Practical Youth Work III	3

SPRING SEMESTER

CREDITS

Church Education	4
Credits toward minor	6
Ministry Ethics & Relationships	2
Practical Youth Work IV	3
Principles of Leadership	1



GENERAL STUDIES

This course of study is designed to provide ladies with a well-rounded education while strengthening the student's Biblical perspective. The general studies major is to be completed in four years.

FRESHMAN YEAR

FALL SEMESTER

CREDITS

21 st -Century Missions	1
Biblical Standards	2
Christian Womanhood I	1
Elective	1
English	3
Ministry & Effective Risk Management	2
Old Testament Survey	3
Personal Evangelism	2
Preparation for Leadership	1

SPRING SEMESTER

CREDITS

Child Psychology	2
Christian Womanhood II	1
Discipleship	1
English	3
General Mathematics	3
New Testament Survey	3
Personal Finance	2
Speech	2

SOPHOMORE YEAR

FALL SEMESTER

CREDITS

Clothing Design & Construction I	3
English	3
Introduction to Education	2
Philosophy of Education	3
Physical Science Survey I	3
United States History I	3

SPRING SEMESTER

CREDITS

Baptist Principles & Preachers	2
Beginning Cooking	4
Bible electives	3
Biblical Articles of Faith	3
Women in Christian Ministry	2
Women of the Bible	2

JUNIOR YEAR

FALL SEMESTER

CREDITS

Bible elective	1
Electives	2
Fundamentals of Music	2
Great Teaching Methods	3
History electives.	3
How to Rear Infants	3

SPRING SEMESTER

CREDITS

Bible electives	2
Credits toward minor	6
Literature electives	3
Teaching Reading & Language Arts in the Elementary School	3
The Christian Wife	2

SENIOR YEAR

FALL SEMESTER	CREDITS	SPRING SEMESTER	CREDITS
Biological Science Survey I	3	Credits toward minor	5
Children’s Literature	3	Nursery & Childcare Safety	1
Counseling Women	2	Principles of Leadership	1
Credits toward minor	5	Student Counseling & Evaluation	3
Home Decorating	2	Teachers’ Writing Seminar	2
		Electives	8



ELEMENTARY EDUCATION

This academic program is designed to train teachers for the Christian elementary school. The Education Department has been carefully crafted with Spirit-filled classroom instruction and practical teaching opportunities. We believe it is urgent to train future educators to become proficient in their field to meet the high demand for quality Christian educators around the world. The elementary education major is to be completed in four years.

Elementary Education majors will not be required to take a minor.

Neither this course of study nor any other major at Hyles-Anderson College is to be construed as preparation for public school teaching.

FRESHMAN YEAR

FALL SEMESTER

CREDITS

21 st -Century Missions	1
Biblical Standards	2
English	3
Ministry & Effective Risk Management	2
Old Testament Survey	3
Personal Evangelism	2
Preparation for Leadership	1
Christian Manhood I (men only)	1
How to Study the Bible (men only)	1
Christian Womanhood I (ladies only)	1
Elective (ladies only)	1

SPRING SEMESTER

CREDITS

Discipleship	1
English	3
New Testament Survey	3
Personal Finance	2
Basic Homiletics (men only)	2
Christian Manhood II (men only)	1
Church Education (men only)	4
Bible Elective (ladies only)	1
Christian Womanhood II (ladies only)	1
General Mathematics (ladies only)	3
Speech (ladies only)	2

SOPHOMORE YEAR

FALL SEMESTER

CREDITS

English	3
Introduction to Biblical Counseling	2
Introduction to Education	2
Literature electives	3
Church Education (men only)	4
Electives (ladies only)	1
Nursery & Childcare Safety (ladies only)	1
Women of the Bible (ladies only)	2

SPRING SEMESTER

CREDITS

Baptist Principles & Preachers	2
Student Counseling & Evaluation	3
Literature electives	3
Philosophy of Education	3
Science electives	3
Ministry Ethics & Relationships (men only)	2
Women in Christian Ministry (ladies only)	2

JUNIOR YEAR

FALL SEMESTER

CREDITS

Advanced Educational Methods I	2
Child Psychology	2
Fundamentals of Music	2
Great Teaching Methods	3
History I	3
Science	3
Public Speaking (men only)	2
Class Projects for the Elementary School (ladies only)	2

SPRING SEMESTER

CREDITS

Advanced Educational Methods II	2
Biblical Articles of Faith	3
Children's Literature	3
History II	3
Principles of Leadership	1
Teaching Math in the Elementary School	3
Teaching Music in the Christian School	2

SENIOR YEAR

FALL SEMESTER

CREDITS

Electives	1
Science	3
Teachers' Writing Seminar	2
Teaching Physical Education in the Elementary School	2
Teaching Reading & Language Arts in the Elementary School	3
Teaching Science in the Elementary School	3
Church & School Transportation (men only)	1

SPRING SEMESTER

CREDITS

Student-Teaching Residency	16
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An education major may not student teach during the fall semester if they are lacking more than 18 credits of required courses. (This is in addition to student teaching, Bible, and electives.)

No one may student teach during the spring semester and finish during the following summer unless they are lacking ten hours or fewer of required courses. (This is in addition to student teaching, Bible, and electives.)

No one may student teach whose grade point average at the beginning of the semester in which they student teach is not at least 2.00 (C).

A student whose primary language is not English must demonstrate an English proficiency before student teaching.

SECONDARY EDUCATION

This academic program is designed to train teachers for the Christian junior high or high school. The secondary education major requires a student to choose two teaching fields. The Education Department has been carefully crafted with Spirit-filled classroom instruction and practical teaching opportunities. We believe it is urgent to train future educators to become proficient in their field to meet the high demand for quality Christian educators around the world. The secondary education major is to be completed in four years.

A student in this major would not be required to take a minor.

AVAILABLE TEACHING FIELDS:

English • History • Mathematics • Biological Science • Physical Science • Music

Secondary education majors are expected to be proficient in their chosen teaching field. During their first year in college, education majors will be required to pass a proficiency test for their chosen teaching field. A student who does not pass the test would be required to take remedial classes in the teaching field.

Neither this course of study nor any other major at Hyles-Anderson College is to be construed as preparation for public school teaching.

FRESHMAN YEAR

FALL SEMESTER

CREDITS

21 st -Century Missions	1
Biblical Standards	2
English	3
Ministry & Effective Risk Management	2
Old Testament Survey	3
Personal Evangelism	2
Preparation for Leadership	1
Bible electives (men only)	2
Christian Manhood I (men only)	1
Christian Womanhood I (ladies only)	1
Elective (Ladies only)	1

SPRING SEMESTER

CREDITS

Discipleship	1
English	3
New Testament Survey	3
Personal Finance	2
Christian Manhood II (men only)	1
Church Education (men only)	4
Public Speaking (men only)	2
Bible elective (ladies only)	2
Child Psychology (ladies only)	2
Christian Womanhood II (ladies only)	1
Speech (ladies only)	2

SOPHOMORE YEAR

FALL SEMESTER

CREDITS

Biblical Articles of Faith	3
English	3
Introduction to Biblical Counseling	2
Introduction to Education	2
Student Counseling & Evaluation	3
Church Education (men only)	4
Bible electives (ladies only)	4

SPRING SEMESTER

CREDITS

Advanced Educational Methods I	2
Baptist Principles and Preachers	2
Electives	2
Teaching field courses	6
United States History I	3
Ministry Ethics and Relationships (men only)	2
Women of the Bible (ladies only)	2

JUNIOR YEAR

FALL SEMESTER

CREDITS

Advanced Educational Methods II	2
Philosophy of Education	3
Teachers' Writing Seminar	2
Teaching field courses	12

SPRING SEMESTER

CREDITS

Great Teaching Methods	3
Principles of Leadership	1
Teaching field courses	12
Electives (men only)	2
Women in Christian Ministry (ladies only)	2

SENIOR YEAR

FALL SEMESTER

CREDITS

Teaching field courses	14
Church & School Transportation (men only)	1
Nursery & Childcare (ladies only)	1

SPRING SEMESTER

CREDITS

Student-Teaching Residency	16
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An education major may not student teach during the fall semester if they are lacking more than 18 credits of required courses. (This is in addition to student teaching, Bible, and electives.)

No one may student teach during the spring semester and finish during the following summer unless they are lacking ten hours or fewer of required courses. (This is in addition to student teaching, Bible, and electives.)

No one may student teach whose grade point average at the beginning of the semester in which they student teach is not at least 2.00 (C).

A student whose primary language is not English must demonstrate an English proficiency before student teaching.

The secondary education major requires a student to choose two teaching fields. A student is expected to be proficient in their chosen fields. During their first year of college, students will be required to pass a proficiency test for their chosen teaching fields. A student who does not pass the test would be required to take remedial classes for the field. This would mean that the student could not complete this major in four years. A student who has one teaching field from English, history, or science will be able to complete this program in 128 hours. A student who chooses teaching fields from mathematics or music will likely require 131 hours to complete the program.

A secondary education major who fails to pass the General Math Test must take General Math (MA 101) as their first elective.

SECONDARY EDUCATION

TEACHING FIELDS

ENGLISH

CREDITS

American Literature I & II	6
Creative Writing	3
Editing and Proofreading	3
English Literature I & II	6
Teaching English in the Secondary School	3
Teaching Diagramming and Spelling in the Secondary School	3

MATHEMATICS

CREDITS

Advanced Calculus	3
Algebra	3
Calculus & Analytic Geometry I & II	10
Linear Algebra	3
Teaching Algebra in the Secondary School	3*

*Students must pass the Algebra I placement test or take Algebra I as an elective.

MUSIC

CREDITS

Choral Directing	2
Choir or Orchestra	2
History of Music II	2
Music in the Bible	2
Music Theory I & II	8
Philosophy of Music	2
Private Study	2
Teaching Music in the Christian School	2

A student is required to pass the Basic Piano Proficiency Test prior to being able to graduate with a music teaching field.

HISTORY

CREDITS

Advanced-level history courses	10
History of Civilization I & II	6
United States History I & II	6

BIOLOGICAL SCIENCE

CREDITS

Botany	3
Human Biology and Physiology	4
Invertebrate Biology	4
Organic Chemistry	4
Physical Science Survey I	3
Vertebrate Biology	4

PHYSICAL SCIENCE

CREDITS

Basic Physics I & II	10
General Chemistry I & II	10
Science electives	2

Basic Piano Proficiency Test

1. Major scales (hands together, two octaves)
2. Major chord inversions (right hand only)
3. Learn four hymns of the student's choice played in four-part, congregational style. Each hymn must be in a different key.
4. A music faculty member will assign an . . . arrangement not previously practiced. This . . . arrangement must be learned and presented to the faculty member within two weeks of having received the assignment.

ADDITIONAL FIELDS FOR LADIES

HOMEMAKING	CREDITS	BUSINESS	CREDITS
Baking	2	Advanced-level business electives	7
Beginning Cooking	4	Advanced Keyboarding	9
Canning & Freezing	2	Business Communications	2
Child Psychology	2	Church and School Finances	2
Clothing Design & Construction II	3	Secretarial Procedures	2
Clothing Design & Construction III	3		
Home Decorating	2		
How to Rear Infants	2	Minimum Keyboarding Speed Requirements	
Women Used of God	2	Beginning Keyboarding I 30 wpm	
		Beginning Keyboarding II 40 wpm	
		Advanced Keyboarding I 50 wpm	
		Advanced Keyboarding II 60 wpm	
		Advanced Keyboarding Applications 70 wpm	



MARRIAGE & MOTHERHOOD

This course of study is designed to train ladies to be capable wives and mothers. Ladies are given vital training in Biblical concepts of marriage and child-rearing, as well as in practical skills such as cooking, sewing, and household management. The marriage and motherhood major is to be completed in four years.

FRESHMAN YEAR

FALL SEMESTER

CREDITS

21 st -Century Missions	1
Bible electives	2
Biblical Standards	2
Christian Womanhood I	1
English	3
Ministry & Effective Risk Management	2
Old Testament Survey	3
Personal Evangelism	2
Preparation for Leadership	1

SPRING SEMESTER

CREDITS

Child Psychology	2
Christian Womanhood II	1
Discipleship	1
Elective	1
English	3
New Testament Survey	3
Personal Finance	2
Speech	2

SOPHOMORE YEAR

FALL SEMESTER

CREDITS

Biblical Articles of Faith	3
Clothing Design & Construction I	3
English	3
Introduction to Biblical Counseling	2
The Christian Wife	2
United States History I	3
Women of the Bible	2

SPRING SEMESTER

CREDITS

Baking	2
Baptist Principles & Preachers	3
Beginning Cooking	4
Clothing Design & Construction II	3
Home Management	2
Women Used of God	2

JUNIOR YEAR

FALL SEMESTER

CREDITS

Canning & Freezing	2
Clothing Design & Construction III	3
Credits toward minor	3
Fundamentals of Music	2
How to Rear Infants	3
How to Schedule Your Time	2
Philosophy of Education	3

SPRING SEMESTER

CREDITS

Activities for the Home, Church, & School	2
Children's Literature	3
Cooking for Guests	2
Crock-Pot Cooking	1
Home Decorating	2
Nutrition	3
Teachers' Writing Seminar	2

SENIOR YEAR

FALL SEMESTER	CREDITS	SPRING SEMESTER	CREDITS
Bible electives	2	Credits toward minor	7
Counseling Women	2	Elective	6
Credits toward minor	6	Nursery & Childcare Safety	1
How to Rear Teenagers	2	Principles of Leadership	1
Woman the Completer	2		
Women in Christian Ministry	2		



LOCAL-CHURCH MEDIA

This major prepares students to utilize modern media as an effective tool in local-church ministry. The program will cover a broad range of areas, including photography, video, web and graphic design. Certifications in Adobe programs will be available upon completion of Adobe software classes. The local-church media major is to be completed in four years.

FRESHMAN YEAR

FALL SEMESTER

CREDITS

21 st -Century Missions	1
Biblical Standards	2
English	3
Ministry and Effective Risk Management	2
Old Testament Survey	3
Personal Evangelism	2
Preparation for Leadership	1
Christian Manhood I (men only)	1
Christian Womanhood I (ladies only)	1

SPRING SEMESTER

CREDITS

Discipleship	1
English	3
Introduction to Local Church Media	2
New Testament Survey	3
Personal Finance	2
Speech/Public Speaking	2
Church Education (men only)	4
Christian Womanhood II (ladies only)	1
Women of the Bible (ladies only)	2

SOPHOMORE YEAR

FALL SEMESTER

CREDITS

Biblical Articles of Faith	3
English	3
History	3
InDesign	2
Premiere Pro	3
Church Education (men only)	4
Bible Elective (ladies only)	2
Women in Christian Ministry (ladies only)	2

SPRING SEMESTER

CREDITS

Bible Elective	2
Creative Writing	3
Credits toward minor	2
HTML & CSS.	4
Illustrator	3
Photoshop.	3
Principles of Leadership (men only)	1
Nursery and Childcare Safety (ladies only)	1

JUNIOR YEAR

FALL SEMESTER

CREDITS

Bible Elective	3
Church Technical Support	2
Digital Photography	3
Local Church Media I	2
Media Copy Writing	2
Principles of Graphic Design	3
Video Production I	3

SPRING SEMESTER

CREDITS

Credits toward minor	3
Local Church Media II	2
Practical Graphic Design	1
Video Production II.	3
Web Design	3
Ministry Ethics and Relationships (men only)	2
Bible Elective (ladies only)	2
Principles of Leadership (ladies only)	1

SENIOR YEAR

FALL SEMESTER

CREDITS

Bible Elective	3
Credits toward minor	5
Editing & Proofreading	3
Live Audio Engineering	2
Media Outreach	2
Microsoft Office	2

SPRING SEMESTER

CREDITS

Bible Elective	3
Credits toward Minor	6
Media Capstone	6

ADMINISTRATIVE ASSISTANT

This course of study prepares students to perform the duties of administrative assistants and/or secretaries. Students will be challenged to develop proficiency in office procedures and skills, business software, and financial management. The administrative assistant major is to be completed in four years.

FRESHMAN YEAR

FALL SEMESTER

CREDITS

21 st -Century Missions	1
Biblical Standards	2
Christian Womanhood I	1
Discipleship	1
English	3
Ministry & Effective Risk Management	2
Old Testament Survey	3
Personal Evangelism	2
Preparation for Leadership	1

SPRING SEMESTER

CREDITS

Child Psychology	2
Christian Womanhood II	1
Discipleship	1
English	3
New Testament Survey	3
Personal Finance	2
Speech	2
Women in Christian Ministry	2

SOPHOMORE YEAR

FALL SEMESTER

CREDITS

Beginning Keyboarding I	3
Biblical Articles of Faith	3
English	3
Philosophy of Education	3
Secretarial Procedures	2
United States History I	3

SPRING SEMESTER

CREDITS

Baptist Principles & Preachers	2
Beginning Keyboarding II	3
Bible electives	3
Business Communications	2
Electives	2
Systematic Theology I	3

JUNIOR YEAR

FALL SEMESTER

CREDITS

Advanced Keyboarding I	3
Church & School Finance	2
Credits toward minor	3
Electives	2
Microsoft Office	3
Secretarial Applications	2
Women in Christian Ministry	2

SPRING SEMESTER

CREDITS

Advanced Keyboarding II	3
Credits toward minor	6
Electives	2
Nursery & Childcare Safety	1
Principles of Leadership	1
Computer Accounting Procedures	2
Women of the Bible	2

SENIOR YEAR

FALL SEMESTER	CREDITS	SPRING SEMESTER	CREDITS
Advanced Keyboarding Applications	3	Secretarial Seminar	16
Credits toward minor	7		
Editing & Proofreading	3		
Electives	3		



MISSIONS

This program is designed to prepare men for service on the mission field, either foreign or domestic. Emphasis will be placed on Bible doctrine and leadership classes, with specialized training in every aspect of mission work. The Hyles-Anderson College Missions Department partners with Fundamental Baptist Missions International (FBMI), utilizing veteran missionaries to prepare our students and to allow for a seamless transition from the classroom, to deputation, and then to the mission field. The missions major is to be completed in four years.

FRESHMAN YEAR

FALL SEMESTER

CREDITS

21 st -Century Missions	1
Biblical Standards	2
Christian Manhood I	1
English	3
Ministry & Effective Risk Management	2
Old Testament Survey	3
Personal Evangelism	2
Preparation for Leadership	1

SPRING SEMESTER

CREDITS

Basic Homiletics	2
Church Education	4
Christian Manhood II	1
Discipleship	1
English	3
New Testament Survey	3
Personal Finance	2

SOPHOMORE YEAR

FALL SEMESTER

CREDITS

Advanced Homiletics	2
Church Education	4
Cults	2
English	3
Introduction to Biblical Counseling	2
United States History I	3

SPRING SEMESTER

CREDITS

Biblical Articles of Faith	3
Baptist Principles and Preachers	2
Church Education	4
Introduction to Missions	2
Practical Medical Training	3
Systematic Theology I	3

JUNIOR YEAR

FALL SEMESTER

CREDITS

Church Education	4
Credits toward minor	3
Elementary Greek I	3
Preachers' Writing Seminar	2
Systematic Theology II	3
Theology & Application of Ministry Finance	1

SPRING SEMESTER

CREDITS

Church & School Transportation	1
Church Education	4
Credits toward minor	5
Missionary Strategy	2
Systematic Theology III	3
Team Missions I	2

SENIOR YEAR

FALL SEMESTER	CREDITS	SPRING SEMESTER	CREDITS
Church Education	4	Biographies of Great Missionaries	2
Countries Without Christ I	2	Church Education	4
Missionary Communications	2	Countries Without Christ II	2
Missionary Deputation	2	Credits toward minor	8
Missionary Education	3	Principles of Leadership	1
Missionary Relationships	3		
Problems of the Mission Field	2		



MISSIONARY EDUCATION

This course of study is designed for ladies to prepare educators to serve on the foreign mission field. Training will coincide with education and missions classes to prepare well-rounded missionary educators to be effective on the field. The missionary education major is to be completed in four years.

FRESHMAN YEAR

FALL SEMESTER

CREDITS

21 st -Century Missions	1
Biblical Standards	2
Christian Womanhood I	1
English	3
Ministry & Effective Risk Management	2
Old Testament Survey	3
Personal Evangelism	2
Preparation for Leadership	1

SPRING SEMESTER

CREDITS

Child Psychology	2
Christian Womanhood II	1
Discipleship	1
English	3
Introduction to Missions	2
New Testament Survey	3
Personal Finance	2
Speech	2

SOPHOMORE YEAR

FALL SEMESTER

CREDITS

English	3
General Mathematics	3
Great Teaching Methods	3
Philosophy of Education	3
Teaching Music in the Christian School	2
Women on the Mission Field	2
Women in Christian Ministry	2

SPRING SEMESTER

CREDITS

Baptist Principles & Preachers	2
Cults	2
Biblical Articles of Faith	3
Teaching Reading & Language Arts in the Elementary School	3
Student Counseling & Evaluation	3
Team Missions I	2

JUNIOR YEAR

FALL SEMESTER

CREDITS

Advanced Educational Methods I	2
Biographies of Great Missionaries	2
Class Projects in the Elementary School	2
Fundamentals of Music	2
Missionary Deputation	2
Missionary Education	3
Nursery & Childcare Safety	1
United States History I	3

SPRING SEMESTER

CREDITS

Advanced Educational Methods II	2
Children's Literature	3
Countries Without Christ I	2
Practical Medical Training	3
Principles of Leadership	1
Teaching Math in the Elementary School	3
Women of the Bible	2

SENIOR YEAR

FALL SEMESTER

CREDITS

Bible Electives	3
Countries Without Christ II	2
Missionary Communications	2
Missionary Relationships	2
Physical Science Survey I	3
Problems of the Mission Field	2
Teachers' Writing Seminar	2

SPRING SEMESTER

CREDITS

Student-Teaching Residency	16
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LOCAL-CHURCH MUSIC

The local-church music major places a strong emphasis on a prime music education for the purpose of serving the Lord through the music program of a local, New Testament church. Musicians are not only equipped with music theory and philosophy but also the practical tools and experience needed to develop a high-quality music program. A student in this major will not be required to take a minor. The local-church Music major is to be completed in four years.

FRESHMAN YEAR

FALL SEMESTER

CREDITS

21 st -Century Missions	1
Biblical Standards	2
English	3
Ministry & Effective Risk Management	2
Old Testament Survey	3
Personal Evangelism	2
Preparation for Leadership	1
Christian Manhood I (men only)	1
Christian Womanhood I (ladies only)	1

SPRING SEMESTER

CREDITS

Choir or Orchestra	1
Discipleship	1
English	3
New Testament Survey	3
Personal Finance	2
Basic Homiletics (men only)	2
Christian Manhood II (men only)	1
Church Education (men only)	4
Bible electives (ladies only)	4
Christian Womanhood II (ladies only)	1
Speech (ladies only)	2

SOPHOMORE YEAR

FALL SEMESTER

CREDITS

Choir or Orchestra	1
English	3
Music Theory I	4
Private Study/Music Lab	2
United States History I	3
Introduction to Biblical Counseling (men only)	2
Public Speaking (men only).	2
Philosophy of Education (ladies only)	3
Women of the Bible (ladies only)	2

SPRING SEMESTER

CREDITS

Baptist Principles & Preachers	2
Choir or Orchestra	1
Music Theory II	4
Philosophy of Music	2
Private Study/Music Lab	2
Voice Class	2
Instrumental Methods	2
Electives (men only)	1

JUNIOR YEAR

FALL SEMESTER

CREDITS

Biblical Articles of Faith	3
Choir or Orchestra	1
History of Music I	2
Local-Church Music Project	2
Music Theory III	4
Private Study/Music Lab	2
Bible electives (men only)	2
Evangelistic Song Leading (men only)	2
Music Program Administration (ladies only)	2

SPRING SEMESTER

CREDITS

Choir or Orchestra	1
Choral Directing	2
Local-Church Music Project	2
Music in the Bible	2
Music Theory IV	4
Private Study/Music Lab	2
Church and School Transportation (men only)	1
Nursery & Childcare Safety (ladies only)	1
Teaching Music in the Christian School (ladies only)	2

SENIOR YEAR

FALL SEMESTER

CREDITS

Choir or Orchestra	1
Instruction in Gospel Hymn Playing	2
Orchestra/Band Methods	2
Private Study/Music Lab	2
Church Education (men only)	4
Electives (men only)	3
Music electives (men only)	2
Bible electives (ladies only)	4
Electives (ladies only)	1
Music electives (ladies only)	4

SPRING SEMESTER

CREDITS

Choir or Orchestra	1
Music in the Soul-Winning Church	2
Principles of Leadership	1
Private Study/Music Lab	2
Teachers' Writing Seminar	2
History of Music II	2
Ministry Ethics & Relationships (men only)	2
Music electives (men only)	4
Electives (ladies only)	4
Music electives (ladies only)	2

A student is required to pass the Basic Piano Proficiency Test prior to being able to graduate with a music major or minor.

BASIC PIANO PROFICIENCY TEST

1. Major scales (hands together for two octaves)
2. Major chord inversions (right hand only)
3. Learn four hymns of the student's choice played in four-part, congregational style. Each hymn must be in a different key.
4. A music faculty member will assign an arrangement not previously practiced. This arrangement must be learned and presented to the faculty member within two weeks of having received the assignment.

MUSIC EDUCATION

This course of study is designed to train future teachers in the field of music for the Christian school. The Music Education Major places an emphasis not only on a quality music education but also on the student's development to clearly communicate the principles they have learned and inspire others to reach their full potential. The Music Education major is to be completed in four years.

An education major may not student teach during the fall semester if they are lacking more than 18 credits of required courses. (This is in addition to student teaching, Bible, and electives.)

No one may student teach during the spring semester and finish during the following summer unless they are lacking ten hours or fewer of required courses. (This is in addition to student teaching, Bible, and electives.)

No one may student teach whose grade point average at the beginning of the semester in which they student teach is not at least 2.00 (C).

A student whose primary language is not English must demonstrate an English proficiency before student teaching.

FRESHMAN YEAR

FALL SEMESTER

CREDITS

21 st -Century Missions	1
Biblical Standards	2
English	3
Ministry & Effective Risk Management	2
Old Testament Survey	3
Personal Evangelism	2
Preparation for Leadership	1
Christian Manhood I (men only)	1
Christian Womanhood I (ladies only)	1

SPRING SEMESTER

CREDITS

Choir or Orchestra	1
Discipleship	1
English	3
New Testament Survey	3
Personal Finance	2
Basic Homiletics (men only)	2
Christian Manhood II (men only)	1
Church Education (men only)	4
Bible Elective (ladies only)	2
Christian Womanhood II (ladies only)	1
Speech (ladies only)	2
Women of the Bible (ladies only)	2

SOPHOMORE YEAR

FALL SEMESTER

CREDITS

Choir or Orchestra	1
English	3
Introduction to Education	2
Music Theory I	4
Philosophy of Education	3
Private Study/Music Lab	2
United States History I	3

SPRING SEMESTER

CREDITS

Baptist Principles & Preachers	2
Biblical Articles of Faith	3
Choir or Orchestra	1
Music in the Bible	2
Music Theory II	4
Private Study/Music Lab	2
United States History II	3

JUNIOR YEAR

FALL SEMESTER

CREDITS

Advanced Educational Methods I	2
Choir or Orchestra	1
Great Teaching Methods	3
History of Music I	2
Music Theory III	4
Private Study/Music Lab	2
Church & School Transportation (men only) . .	1
Evangelistic Song Leading (men only).	2
Nursery & Childcare Safety (ladies only) . . .	1
Women in Christian Ministry (ladies only) . . .	2

SPRING SEMESTER

CREDITS

Advanced Educational Methods II	2
Choir or Orchestra	1
Choral Directing	2
History of Music II	2
Instrumental Methods	2
Music Theory IV	4
Principles of Leadership	1
Private Study/Music Lab	2
Public Speaking (men only)	2
Piano Pedagogy I (ladies only)	2

SENIOR YEAR

FALL SEMESTER

CREDITS

Choir or Orchestra	1
Introduction to Biblical Counseling	2
Music in the Soul-Winning Church	2
Orchestra/Band Methods	2
Philosophy of Music	2
Private Study/Music Lab	2
Teachers' Writing Seminar	2
Teaching Music in the Christian School	2
Electives (men only)	2
Music electives (ladies only)	1
Piano Pedagogy II (ladies only)	1

SPRING SEMESTER

CREDITS

Student-Teaching Residency	16
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A student is expected to be proficient in the field of music and is required to pass the Basic Piano Proficiency Test prior to being able to graduate with a music education major.

BASIC PIANO PROFICIENCY TEST

1. Major scales (hands together for two octaves)
2. Major chord inversions (right hand only)
3. Learn four hymns of the student's choice played in four-part, congregational style. Each hymn must be in a different key.
4. A music faculty member will assign an arrangement not previously practiced. This arrangement must be learned and presented to the faculty member within two weeks of having received the assignment.

MINORS

CONCENTRATIONS

COUNSELING

CREDITS

Biblical Intervention Counseling	2
Contemporary Issues Facing the Biblical Counselor	2
Counseling Moral Failures	2
Developmental Psychology I	2
Developmental Psychology II	2
Introduction to Biblical Counseling	2
Marriage Counseling	2
Spiritual Warfare	2

EDUCATION

CREDITS

Advanced Educational Methods I, II	4
American Literature I	3
Education electives	4
Great Teaching Methods	3
Introduction to Education	2

LOCAL-CHURCH MUSIC

CREDITS

Choir or Orchestra	2
Choral Directing	2
History of Music II	2
Music in the Bible	2
Music in the Soul-Winning Church	2
Music Theory I, II	8
Philosophy of Music	2
Private Study	2

LOCAL-CHURCH MEDIA

CREDITS

InDesign	2
Photoshop.	3
Premiere	3
Principles of Graphic Design	2
Media Outreach	2
Microsoft Office	2
Digital Photography	3
Video Production I	3

MISSIONS

CREDITS

Introduction to Missions	2
Missionary Deputation	2
Missionary Education	3
Missionary Relationships	2
Practical Medical Training	3
Team Missions	2
Problems of the Mission Field (men only)	2
The Missionary Wife (ladies only)	2

ADDITIONAL CONCENTRATIONS FOR MEN

BIBLE

CREDITS

Systematic Theology II & III	6
The Book of Genesis	2
The Book of Romans	2
Daniel & Revelation	2
The Book of Hebrews	2
Gospels	2

HISTORY

CREDITS

History of Civilization	6
United States History I	3
Advanced-level history courses	7

PASTORAL ASSISTANT

CREDITS

Systematic Theology II & III	6
Practical Youth Work I	3
Philosophy of Education	3
The Second Man	2
Counseling electives	2

PASTORAL THEOLOGY

CREDITS

Elementary Greek I	3
Systematic Theology II & III	6
Starting a New Testament Church	1
Bible electives	2
Apologetics	2
Evangelistic Song Leading	2

YOUTH MINISTRY

CREDITS

Systematic Theology II, III	6
Practical Youth Work I, II, & III	9
Bible elective	1

ADDITIONAL CONCENTRATIONS FOR LADIES

HOMEMAKING

CREDITS

Beginning Cooking	4
How to Rear Infants	3
Children's Literature	3
Clothing Design & Construction I	3
Cooking electives	3

SECRETARIAL

CREDITS

Beginning Keyboarding I & II	6
Microsoft Excel	3
Computer Accounting Procedures	2
Secretarial Procedures	2
Editing & Proofreading	3

3-YEAR ADMINISTRATIVE ASSISTANT

This three-year program trains secretaries for the Christian ministry, focusing on a variety of business skills and one semester of on-the-job training.

FIRST YEAR

FALL SEMESTER

CREDITS

21 st -Century Missions	1
Beginning Keyboarding I	3
Christian Womanhood I	1
English	3
Ministry & Effective Risk Management	2
Old Testament Survey	3
Personal Evangelism	2
Preparation for Leadership	1
The Life of Christ	2

SPRING SEMESTER

CREDITS

Beginning Keyboarding II	3
Christian Womanhood II	1
Discipleship	1
Elective	1
English	3
New Testament Survey	3
Personal Finance	2
Secretarial Procedures I	2

SECOND YEAR

FALL SEMESTER

CREDITS

Advanced Keyboarding I	3
Biblical Articles of Faith	3
Bible electives	4
Business Communications	2
Editing & Proofreading	3

SPRING SEMESTER

CREDITS

Advanced Keyboarding II	3
Bible Electives	2
Computer Accounting Procedures	2
General Math	3
Principles of Leadership	1
Secretarial Procedures III	2
Theology & Application of Ministry Finance	2
Elective	1

THIRD YEAR

FALL SEMESTER

CREDITS

Advanced Keyboarding Applications	3
Bible electives	2
Biblical Character Traits	2
Church & School Finance	2
Electives	2
Microsoft Office	1
Nursery & Childcare Safety	1
Women of the Bible	2

SPRING SEMESTER

CREDITS

Secretarial Seminar	16
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2-YEAR ADMINISTRATIVE ASSISTANT

This program is designed to train secretaries entering full-time Christian work with basic business skills.

FIRST YEAR

FALL SEMESTER

CREDITS

21 st -Century Missions	1
Beginning Keyboarding I	3
Christian Womanhood I	1
English	3
Ministry & Effective Rick Management	2
Old Testament Survey	3
Personal Evangelism	2
Preparation for Leadership	1

SPRING SEMESTER

CREDITS

Beginning Keyboarding II	3
Business Communications	2
Christian Womanhood II	1
Discipleship	1
English	3
New Testament Survey	3
Personal Finance	2
Secretarial Procedures I	2

SECOND YEAR

FALL SEMESTER

CREDITS

Advanced Keyboarding I	3
Business electives	3
Church & School Finance	2
Women in Christian Ministry	2
Microsoft Excel	3
Nursery & Childcare Safety	1
The Book of Genesis	2

SPRING SEMESTER

CREDITS

Advanced Keyboarding II	3
Computer Accounting Procedures	2
Editing and Proofreading	3
Secretarial Applications	3
Theology & Application of Ministry Finance	2
Women of the Bible	2

2-YEAR ASSOCIATE OF SCIENCE

FIRST YEAR

FALL SEMESTER

CREDITS

21 st -Century Missions	1
Biblical Standards	2
English	3
Ministry & Effective Risk Management	2
Old Testament Survey	3
Personal Evangelism	2
Preparation for Leadership	1
Christian Manhood(men only)	1
Christian Womanhood I (ladies only)	1

SPRING SEMESTER

CREDITS

Concentration*	4
Discipleship	1
English	3
New Testament Survey	3
Personal Finance	2
Church Education (men only)	4
Child Psychology (ladies only)	2
Christian Womanhood II (ladies only)	1
Nursery & Childcare Safety (ladies only)	1

SECOND YEAR

FALL SEMESTER

CREDITS

Concentration*	9
Philosophy of Education	3
Church Education (men only)	4
Speech (ladies only)	2
Women in Christian Ministry (ladies only)	2

SPRING SEMESTER

CREDITS

Baptist Principles & Preachers	2
Concentration*	10
Principles of Leadership	1
Women of the Bible (ladies only)	2

CONCENTRATIONS

ELEMENTARY

CREDITS

Children's Literature	3
General Mathematics	3
Great Teaching Methods	3
History electives	3
Introduction to Education	2
Teaching Math in the Elementary School	3
Teaching Reading & Language Arts in the Elementary School	3
Science electives	3

GENERAL EDUCATION

CREDITS

Bible electives	6
Education electives	8
Great Teaching Methods	2
General education electives	5
(English, history, science, math, music, or education)	
Introduction to Biblical Counseling	2

2-YEAR MARRIAGE & MOTHERHOOD

This abbreviated version of the marriage and motherhood major is designed to train ladies to be capable wives and mothers. Ladies are given vital training in Biblical concepts of marriage and child-rearing, as well as basic skills in areas such as cooking, sewing, and household management.

FIRST YEAR

FALL SEMESTER

CREDITS

21 st -Century Missions	1
Biblical Standards	2
Christian Womanhood I	1
English	3
Ministry & Effective Risk Management	2
Old Testament Survey	3
Personal Evangelism	2
Preparation for Leadership	1

SPRING SEMESTER

CREDITS

Beginning Cooking	4
Child Psychology	2
Christian Womanhood II	1
Discipleship	1
English	3
New Testament Survey	3
Personal Finance	2

SECOND YEAR

FALL SEMESTER

CREDITS

Clothing Design & Construction I	3
Homemaking electives	4
How to Rear Infants	3
Speech	2
Women of the Bible	2
Women Used of God	2

SPRING SEMESTER

CREDITS

Baptist Principles & Preachers	2
Home Decorating	2
Homemaking electives	6
How to Rear Teenagers	2
Nursery and Childcare Safety	1
Philosophy of Education	3
Principles of Leadership	1

1-YEAR MISSIONARY'S WIFE

ONE YEAR

FALL SEMESTER

CREDITS

Bible Elective	1
Biblical Standards	2
Christian Womanhood I	1
English	3
Ministry & Effective Risk Management	2
Old Testament Survey	3
Personal Evangelism	2
Preparation for Leadership	1

SPRING SEMESTER

CREDITS

Christian Womanhood II	1
Cooking Electives	2
Discipleship	1
English	3
Introduction to Missions	2
Personal Finance	2
Practical Medical Training	3
Principles of Leadership	1
Women on the Mission Field	2

1-YEAR GENERAL STUDIES

ONE YEAR

FALL SEMESTER

CREDITS

21 st -Century Missions	1
Acts of the Apostles	2
Biblical Standards	2
Christian Womanhood I (ladies only)	1
Ministry & Effective Risk Management	2
Old Testament Survey	3
Personal Evangelism	2
Preparation for Leadership	1
The Book of Romans	2
Christian Manhood I (men only)	1

SPRING SEMESTER

CREDITS

Christian Womanhood II	1
Discipleship	1
English	3
Nursery & Childcare Safety	1
Personal Finance	2
Electives	2
Principles of Leadership	1
Women of the Bible	2
Christian Manhood II (men only)	1
New Testament Survey	3
Church Education (men only)	4
Bible (ladies only)	2

1-YEAR BIBLE

This academic program is designed specifically for men and ladies seeking a firm foundation in the Scriptures while gaining the practical “how to” experience that the First Baptist Church ministries can provide. Soulwinning, discipleship, basic Bible doctrines, and Christian ethics will be covered.

ONE YEAR

FALL SEMESTER

CREDITS

21 st -Century Missions	1
Biblical Standards	2
Ministry & Effective Risk Management	2
Old Testament Survey	3
Personal Evangelism	2
Preparation for Leadership	1
Bible Elective (ladies only)	1
Christian Manhood I (men only)	1
Church Education (men only)	4

SPRING SEMESTER

CREDITS

Discipleship	1
English	3
New Testament Survey	3
Personal Finance	2
Principles of Leadership	1
Bible Elective (ladies only)	6
Basic Homiletics (men only)	2
Church Education (men only)	4

1-YEAR PASTOR'S REFRESHER

This academic program is designed specifically for men serving or preparing for the full-time pastorate. Students will receive instruction in areas such as Biblical languages, discipleship, homiletics, hermeneutics, youth ministry, and church business.

ONE YEAR

FALL SEMESTER

CREDITS

21 st -Century Missions	1
Bible Electives	2
Biblical Standards	2
Church Education	4
Ministry & Effective Risk Management	2
Personal Evangelism	2
Preachers' Writing Seminar	2
Preparation for Leadership	1

SPRING SEMESTER

CREDITS

Baptist Principles & Preachers	2
Basic Homiletics	2
Bible Electives	2
Church Education	4
Discipleship	1
Music in the Soul-Winning Church	2
Personal Finance	2
Principles of Leadership	1

MASTER OF EDUCATION

FIRST YEAR

FALL SEMESTER

CREDITS

Advanced Educational Methods I	2
Bible Electives	2
Concentration*	6
Electives	2
Teaching Reading & Language Arts in the Elementary School	3
Thesis	3

SPRING SEMESTER

CREDITS

Bible Electives	3
Concentration*	4
Electives	5
Introduction to Biblical Counseling	2
Church Education (men only)	4
Church & School Finance (ladies only)	2
Child Psychology (ladies only)	2

A student must complete the following courses for graduate or undergraduate credit before completing the master of education program:

Philosophy of Education	3
Great Teaching Methods	3
Introduction to Education	2
Essentials of Student Counseling	2
Personal Finance	2
Discipleship	1
21 st -Century Missions	1
Personal Evangelism	2
Christian Womanhood (ladies only)	2
Student-Teaching Residency	16
Principles of Leadership	1
Biblical Standards	2
Ministry & Effective Risk Management	2

CONCENTRATIONS

SCHOOL ADMINISTRATOR CREDITS

Church & School Finance	2
Child Psychology	2
Education electives	2
School Administration	4

INSTRUCTIONAL ARTS

*A student is required to take 10 credits from a secondary-education teaching field or elementary-education methods courses.

BACHELOR OF RELIGIOUS EDUCATION

FIRST YEAR

FALL SEMESTER

CREDITS

21 st -Century Missions	1
Bible electives	2
Church Education	4
Music in the Soul-Winning Church	2
Personal Evangelism	2
Preachers' Writing Seminar	2
Preparation for Leadership	1
Thesis	3

SPRING SEMESTER

CREDITS

Baptist Principles & Preachers	2
Basic Homiletics	2
Bible electives	5
Church Education	4
Discipleship	1
Personal Finance	2
Principles of Leadership	1

MASTOR OF PRACTICAL THEOLOGY

Select students will be admitted into this two-year program. They will work as an intern, side by side with ministry staff members. [To apply for this program, please contact the Academic Office.](#)

DESCRIPTION OF COURSES

ACADEMIC DEPARTMENTS

BC—BIBLICAL COUNSELING

BI—BIBLE

BU—BUSINESS

CE—CHRISTIAN EDUCATION

ED—EDUCATION

EN—ENGLISH

HI—HISTORY

HO—HOMEMAKING

LS—LEADERSHIP

MA—MATHEMATICS

MD—MEDIA & GRAPHIC DESIGN

MI—MISSIONS

MU—MUSIC

PS—PSYCHOLOGY

SC—SCIENCE

YH—YOUTH WORK

BC—BIBLICAL COUNSELING

BC201 INTRODUCTION TO BIBLICAL COUNSELING

2

This course provides the foundation for a Biblical counseling ministry, including an accurate view of man, the doctrines of Biblical sufficiency and progressive sanctification, the role of the counselor, and ethics. Practical help is provided in gathering information, determining the problem, working on change, and using homework.

BC205 CONTEMPORARY ISSUES FACING THE BIBLICAL COUNSELOR

2

This course introduces students to the concepts regarding the issues they will face as Biblical counselors in a modern-day environment, including integrationism, Christian psychology, secular psychology, mental illness, the DSM-V, psychopharmacology, and worldviews. The sufficiency of Scripture and the work of the Holy Spirit through the Biblical counselor are emphasized and explored throughout the course.

Prerequisite: BC201

BC206 COUNSELING MORAL FAILURES

2

This course seeks to examine and practically address moral issues that people face, including adultery, pornography, fornication, and more. These moral issues are explored from their deepest root source in the heart with the doctrines of guilt, shame, fear, deliverance, and redemption emphasized in the Scriptures.

Prerequisite: BC201

BC211 SPIRITUAL WARFARE

2

This course seeks to address the spiritual issues at work behind the scenes in the Christian's life. The doctrines of the Holy Spirit, Satan, angels, and demons are explored, with practical counseling applications being examined in light of one's battle with entities not of "flesh and blood."

Prerequisite: BC201

BC212 SPIRITUAL WARFARE II

1

This course will help strengthen an individual's moral purity. Tools, including many Bible verses, will help the student and show how to help others.

Prerequisite: BC201

BC215 DEVELOPMENTAL PSYCHOLOGY I

2

Otherwise known as "Lifespan Development," this course Biblically addresses the problems and issues one faces spiritually, physically, and mentally from conception through adolescence. Medical concerns are also examined with the role of the Bible and the Biblical counselor defined.

Prerequisite: BC201

BC216 DEVELOPMENTAL PSYCHOLOGY II

2

Building on Developmental Psychology I, this course explores the spiritual, physical, and mental issues one faces, beginning with the young adult years through one's death. Medical concerns relative to the stages of life are also explored with the Bible and the role of the Biblical counselor.

Prerequisite: BC201

BC217 ADDICTION COUNSELING

2

This course seeks to examine the nature of addictions, their effects on a person, and what the Bible teaches with regard to the heavy influence addictions have on a person's life. Practical Biblical methods of counseling in these situations are explored through case studies and homework with Biblical principles, answers, and illustrations.

Prerequisite: BC201

BC223 BIBLICAL INTERVENTION COUNSELING

1

This course provides students with both practical and philosophical instruction on how to give counsel to others in a crisis situation.

Prerequisite: BC201

BC291 MARRIAGE COUNSELING

2

This course addresses the role of premarital counseling and the effects of premarriage activity on the marriage relationship. Methods and principles of premarital counseling are also examined, with their practical applications emphasized. This course instructs students on issues facing couples in the early stages of marriage, including communication, romance, in-laws, finances, child-rearing, and the role of church involvement.

BC321 COUNSELING WOMEN

2

Foundational issues and Biblical principles in counseling women are addressed.

Prerequisite: BC201

BI—BIBLE

BI082 HOW TO STUDY THE BIBLE

1

This course reviews various Bible study methods, including topical, typical, biographical, chronological, and several other methods.

BI101 OLD TESTAMENT SURVEY

3

This course is a foundational survey of the Old Testament. The purpose, distinctives, characteristics, and broad outline of each book are presented to give a grasp of the entire Old Testament.

BI102 NEW TESTAMENT SURVEY

3

This foundational survey of the New Testament covers the author, background, and purpose, as well as a broad outline of each book to give a grasp of the entire New Testament. Special emphasis is placed on the beginning, purpose, place, and instructions concerning the New Testament church.

BI103 PERSONAL EVANGELISM

2

This course is a careful study of the Spirit-filled life of the soul winner that puts emphasis on the man, methods, message, and means of evangelism.

BI104 BIBLE GEOGRAPHY AND CUSTOMS

2

This course is a study of the geography, history, and tribes of Israel and the surrounding countries. Core principles, daily life, rituals, celebrations, and businesses of Israel are discussed.

BI143 MARRIAGE AND MINISTRY

1

This course is designed to assist students to seek to have a Christ-centered marriage and ministry. The aspects of the marriage relationship from a biblical standpoint, in preparation for marriage and in preparation to help others in your future ministry are covered.

BI155 DISCIPLESHIP

1

Students learn in this course how to train others in the foundational truths of the Bible.

BI181 HERMENEUTICS

2

This course examines Bible study techniques, tools, and tips to aid in the searching of the Scriptures. This course includes a historical survey of the Bible, as well as the tools necessary to enrich a student's love for the Bible.

BI200 THE BOOK OF GENESIS

2

This thorough study of the first book of the Bible places special emphasis on Creation, the Flood, and the early history of the world as taught in God's Word.

BI207 BIBLICAL CHARACTER TRAITS

2

Personal character traits that should be present in a Christian's life are addressed. Christian character is the subconscious doing of right. Before one can accomplish this, he must first consciously do right. This class teaches what traits the believer should consciously practice so that he might someday have Christian character.

BI209 ELEMENTARY GREEK I

3

This is an introduction to the Greek language, which includes characteristics of Greek nouns and verbs and an exegesis of the Greek present tense and imperfect tense.

Prerequisite: EN142

BI210 ELEMENTARY GREEK II

3

This course is a study of the use of Greek adjectives, personal pronouns, interrogatives, and prepositions. Understanding and exegeting the Greek future tense, aorist tense, and perfect tense, along with the use of imperative, subjunctive, and optative moods are covered. Greek word studies and using Bible software resources are introduced.

Prerequisite: BI209

BI211 ELEMENTARY HEBREW

2

This foundational survey of the New Testament covers the author, background, and purpose, as well as a broad outline of each book, to give a grasp of the entire New Testament. Special emphasis is placed on the beginning, purpose, place, and instructions concerning the New Testament church.

BI213 BIBLE AND SCIENCE	2
This course gives a definition of science, along with its applications and limitations, shows that science points to and is in harmony with the Bible, and develops the idea that secular humanism requires more faith than literal Bible belief.	
BI217 PASTORAL EPISTLES	2
This course acquaints students with the various blessings, dangers, and responsibilities of pastoring as presented in the only three epistles specifically addressed to the pastor.	
BI219 THE BOOK OF JAMES	1
This course covers the General Epistle of James, with a focus on Christian maturity and what develops maturity.	
BI221 THE BOOK OF MATTHEW	1
This course covers the first book of the New Testament verse by verse.	
BI222 THE BOOK OF ROMANS	2
Emphasis placed on Paul's presentation of salvation through faith will increase the student's personal understanding and appreciation for salvation. The student will also mature in his proficiency in propagating the Gospel as a result of studying this book.	
BI225 PRAYER	2
This course covers the importance of prayer for the Christian, with emphasis placed on the Biblical explanation and practical application of vital lessons.	
BI227 BIBLICAL STANDARDS	2
A practical, historical, and Scriptural approach to understanding Bible standards is given, with special emphasis given to the King James Bible issue, marriage, divorce and remarriage, dress and hair standards for men and women, dating standards, alcohol, tobacco, gambling, etc.	
BI229 ACTS OF THE APOSTLES	2
This course covers the book of Acts with its evangelism and church growth.	
BI248 THE BOOK OF JOHN	1
A study of the Gospel of John emphasizes the deity of Jesus, and His life, burial, and resurrection are addressed.	
BI259 THEOLOGY AND APPLICATION OF MINISTRY FINANCE	2
This course covers basic financial principles, both Biblical and practical, which are necessary for anyone involved in the ministry. Special emphasis is given to correct Biblical thinking concerning finances, caring for both personal and ministry finances, creating budgets, and working with financial professionals.	

BI261 THE BOOK OF PSALMS

2

A verse-by-verse study of the book of Psalms, including the setting of each Psalm and practical applications, is given.

BI273 WOMEN OF HOLINESS

2

Becoming “Women of Holiness” requires an understanding of the love of God, the power of Christ, and the unseen battle for holiness that each of us face. This course will provide you with a battle plan to fight and win against sexual sins. Whether you’re here to help yourself or preparing to help others, you will gain a greater understanding of the battle in our hearts, homes and churches.

BI275 BIBLICAL ARTICLES OF FAITH

3

A course designed to contribute to a clear understanding of basic Bible doctrine. This class gives a greater understanding of what we believe, why we believe is, grows your love for God and His Word.

BI306 JEREMIAH AND LAMENTATIONS

2

This concise study of the prophet Jeremiah gives his purpose, time, and an overview of his predictions, especially emphasizing the foretelling of Christ and concluding with an analysis of the poetry in Lamentations.

BI308 POETRY AND WISDOM LITERATURE

2

This course is a survey of the Old Testament books of Job, Psalms, Proverbs, Ecclesiastes, and Song of Solomon.

Prerequisite: BI101

BI311 THE BOOK OF HEBREWS

2

A verse-by-verse study of the book of Hebrews is given in this course.

BI313 HISTORICAL BOOKS I

3

A chapter-by-chapter study of Joshua, Judges, and Ruth emphasizes successful Christian living and the leadership principles found in these books.

BI314 HISTORICAL BOOKS II

3

A survey with a biographical approach to I & II Samuel, I & II Kings, I & II Chronicles, Ezra, Nehemiah, and Esther gives special attention to the leaders discussed in these books.

BI315 EZRA, NEHEMIAH, AND ESTHER

3

A chapter-by-chapter study of Ezra, Nehemiah, and Esther emphasizes truths that will better equip the student for the Christian life.

BI316 THE BOOK OF PROVERBS

1

This is a practical verse-by-verse study of Solomon’s instructions to his son, with a focus on the analysis, interpretation, and application of the qualities and characteristics of a righteous man, a wicked man, and a virtuous woman.

BI324 THE BOOK OF JOSHUA	1
An in-depth study of the book of Joshua reveals principles of leadership and followership.	
BI326 JOSHUA, JUDGES, AND RUTH	2
This course is a survey of the doctrines and concepts of courage, faith, unholy alliances, cities of refuge, judges, and how God uses foolish things to accomplish His will.	
BI334 PAUL'S SHORTER EPISTLES	2
This course is a study with emphasis on principles for the Christian life.	
BI341 TEACHING THE BIBLE	2
This course covers the preparation of the teacher, student interactions, four questions to ask as you prepare a Bible lesson or sermon, how to make the Bible meaningful to others, six characteristics of a good outline, illustrations, how to create curiosity, and more.	
BI346 THE BOOK OF PROVERBS II	2
This is a study of the wise, simple, and foolish in the book of Proverbs and a look at God's wisdom book.	
BI351 THE BOOK OF JOB	1
The question, "Why do the righteous suffer?" is addressed in this course. How the book of Job relates to present-day lives is studied.	
BI354 OLD TESTAMENT LEADERS	1
Some of the greatest leaders in history—Moses, Joseph, and David—who are found in the Old Testament, demand the Bible student's attention.	
BI366 APOLOGETICS	2
This introductory course surveys the system of apologetics, as well as the evidences for the central truths of the Christian faith. This course will assist students in understanding the key attacks against the existence of God, Hell, the authenticity and reliability of the Bible, Jesus, and the Resurrection, with evil and world suffering also addressed. Students will be equipped to give a solid response in defense of their faith.	
BI368 MINISTRY ETHICS AND RELATIONSHIPS	2
This is a study of the broad spectrum of relationships experienced by Biblical ministers, with a focus on the methods, motives, ministry, and roles ministers may be expected to provide.	
BI371 SYSTEMATIC THEOLOGY I	3
This is a study of the Bible doctrines of the Trinity, the Church, Heaven, and Hell.	
BI372 SYSTEMATIC THEOLOGY II	3
A study of the Bible doctrines of salvation, sin, man, angels, and Satan is given.	

BI402 DANIEL AND REVELATION

3

Daniel gives many answers to the end times, especially for Israel. Studied in the light of Middle East problems, Daniel is extremely important. Revelation, instead of being a “closed book,” is a great revelation of the last days and a chronology of events to come.

BI404 MINOR PROPHETS

2

This is a study of the prophets from Daniel through Malachi, including the historical setting, the ministry of each prophet, and an analysis of the message and prophetic content of each book.

BI405 GENERAL EPISTLES

2

A historical, doctrinal, and practical study of the epistles of James; I & II Peter; I, II, & III John; and Jude is given.

BI406 THE BOOK OF TITUS

1

This course covers the Pastoral Epistle to Titus that was written by the Apostle Paul. It covers the book from the standpoint of a Christian’s duty to godliness through good works.

BI409 APPLICATIONS OF NEW TESTAMENT GREEK

3

This study of various portions of the New Testament in Greek applies those skills learned in Elementary Greek I & II.

Prerequisite: BI210

BI414 THE LIFE OF CHRIST

2

This overview of the fourfold picture of Jesus emphasizes His birth, ministry, death, resurrection, post-resurrection appearances, and ascension. The inspired harmony of the books is shown.

BI432 BIBLICAL PRINCIPLES AND PHILOSOPHIES

2

The purpose of this course is to learn how to discover the principles of God’s Word and apply them to every area of our lives – to have the mind of Christ in everything we do. Students are directed to discover those truths for themselves as a guide to prepare students for making wise decisions the rest of their life.

BI471 SYSTEMATIC THEOLOGY III

3

This is a study of the Bible doctrines of Christ, the Holy Spirit, the Last Days, and the Scriptures.

BI504 CULTS

2

The historical and theological positions of modern-day perversions of Biblical truth, such as Jehovah’s Witnesses, Christian Scientists, Mormons, Seventh-Day Adventists, and Roman Catholics are addressed.

BI511 THE DOCTRINE OF THE HOLY SPIRIT

1

The ministry of the Holy Spirit as He works in and through the believer is examined in this course.

BU—BUSINESS

BU100 PERSONAL FINANCE **2**

This course, presented with a Biblical view of money and finances, trains students to handle financial matters, including the basics of setting up a family budget, dealing with credit, types of insurance coverage, and bank accounts.

BU105 BEGINNING KEYBOARDING I **3**

This course, which is designed to teach proper techniques of keyboarding, places emphasis on rhythm and speed.

BU106 BEGINNING KEYBOARDING II **3**

This course emphasizes further development of keyboard speed and skill. How to create basic forms and letters is covered.

Prerequisite: BU105

BU206 BUSINESS COMMUNICATIONS **2**

This course emphasizes the proper construction of letters, memos, and emails. Phone communication is also included.

BU207 SECRETARIAL PROCEDURES **2**

This study emphasizes training in secretarial duties and office procedures and gives valuable training through experience in actual business problems.

BU210 CHURCH AND SCHOOL FINANCE **2**

Prime emphasis is given to the methods and means used in running the financial affairs of successful churches and schools, including the preparation of the budget and the control of expenditures in order to balance them with the operational budget.

BU221 SECRETARIAL APPLICATIONS **2**

This course, featuring “on the job” training in various office situations, includes office procedures and general secretarial skills.

BU231 ADVANCED KEYBOARDING I **3**

This course is designed to further develop the proper techniques of keyboarding, as well as the typing of business letters, forms, reports, and documents.

Prerequisite: BU106

BU232 ADVANCED KEYBOARDING II **3**

This course emphasizes letter and form production, keyboard speed, and secretarial skills.

Prerequisite: BU231

BU233 KEYBOARDING—ADVANCED APPLICATIONS

2

This course, offering “on the job” training, will assign the student office work on various keyboard applications.

Prerequisite: BU232

BU301 QUICKBOOKS

1

This is a basic course introducing students to the various applications of QuickBooks.

BU 400 SECRETARIAL SEMINAR

16

Supervised work in an office is done within the ministry.

CE—CHRISTIAN EDUCATION

CE150-159 CHURCH EDUCATION

4 EACH SEMESTER

This course teaches church work, including Sunday school, promotion, nursery work, bus ministry, deaf work, Spanish work, youth work, rescue-mission work, and work with the educable slow. The duties of a pastor as an administrator are emphasized, including church financing, building design, church planting, and pastoral duties.

CE163 AMERICAN SIGN LANGUAGE I

2

This course is an introduction to the structure of American Sign Language, as well as to the history and culture of the deaf community. Grammar will be introduced in context, with an emphasis on developing questioning and answering skills.

CE164 AMERICAN SIGN LANGUAGE II

2

This course is an introduction to the structure of American Sign Language, as well as to the history and culture of the deaf community. Grammar will be introduced in context, with an emphasis on developing questioning and answering skills.

Prerequisite: CE163

CE204 THE ASSISTANT PASTOR

2

An in-depth study of the relationships, duties, and responsibilities of the “second man” is given.

CE205 PRINCIPLES OF CHURCH GROWTH

1

This course on how to build the Sunday school includes topics such as visiting prospects, preparing lessons, and following up on converts.

CE211, 228 CHRISTIAN MANHOOD I & II

1 EACH SEMESTER

This two semester course covers topics in ethics. Character, integrity, leadership skills, loyalty, faithfulness, and appropriateness are covered in this course.

CE241-248 Applied Bus Work

1 EACH SEMESTER

Students may earn one credit per semester by attending the First Baptist Church bus meetings, riding the bus to and from the church, and visiting the bus route at least six hours per week.

CE266 WOMEN IN CHRISTIAN MINISTRY

2

This course focuses on the practical challenges, opportunities, and demands a Christian lady faces in whichever ministry she is serving. Various strategic areas of self and service are practically addressed in the context of her relationship with Jesus Christ.

CE300 CHURCH AND SCHOOL TRANSPORTATION

2

Designed to instruct the students to become proficient in operating buses and vans used in church and school transportation, this class will give comprehensive training in general driving and safety education.

CE303 STARTING A NEW TESTAMENT CHURCH

2

Practical ideas, including how to choose a location, conduct your first service, hire staff, and other topics are addressed in this comprehensive course about starting a church.

CE 327 MINISTRY AND EFFECTIVE RISK MANAGEMENT

2

This course is a survey of the components of the Risk Management program for a church. It will include mandatory-reporting requirements, analysis of the different insurance products available, and active steps a pastoral staff can take to keep their people and property safe.

ED—EDUCATION

ED108 EDUCATION BASICS

1

This class is designed to equip the students with the basic understanding and skills to be part of the ministry of teaching in the home, church and school. In this class, students will discuss topics and begin to develop your skill set needed for this ministry.

ED201 INTRODUCTION TO EDUCATION

2

This course includes a brief history of education and its importance to our culture. It also gives an introduction to the art of teaching.

ED213 PHILOSOPHY OF EDUCATION

3

This study places Christian education in its proper perspective, with an emphasis on its historical and philosophical developments. The course also emphasizes the philosophy behind the methods and goals of Christian education.

ED214 GREAT TEACHING METHODS

3

Various teaching techniques, making provision for individual differences, discipline methods, and lesson planning are covered. This course is a prerequisite to all other method courses.

ED232 PEDAGOGY FOR THE SUNDAY SCHOOL

2

This course is designed to give you the tools necessary to become an effective, enthusiastic, and evangelistic Sunday school teacher - from preparation to storytelling, pupil participation, developing relationships, visuals, visitation, learning to pray for your students, building attendance, and more.

ED300 TEACHING MUSIC IN THE CHRISTIAN SCHOOL 2

This course involves basic techniques used in teaching songs, rhythm, notation, instruments, and the appreciation of music, along with the organization of music materials, sources of music, and how to teach general music in the Christian school.

Prerequisite: MU101

ED303 Teaching Physical Education in the Elementary School 2

This program will include lesson planning of games, activities, and skills appropriate to the grade level of students in the elementary school. This course includes the teaching of individual skills, team sports, and physical fitness, as well as written knowledge of rules, procedures, and teaching methods.

ED311 TEACHING SCIENCE IN THE ELEMENTARY SCHOOL 3

This course is a study of the methods for teaching science in the elementary classroom. Opportunities for practice teaching in the class are made available with the application of scientific concepts in line with spiritual application.

ED312 TEACHING READING AND LANGUAGE ARTS IN THE ELEMENTARY SCHOOL 3

This is a study of the broad spectrum of relationships experienced by Biblical ministers, with a focus on the methods, motives, ministry, and roles ministers may be expected to provide.

ED325 TEACHING HISTORY AND SCIENCE IN THE ELEMENTARY SCHOOL 3

The goal for this class is to help students learn basic principles of teaching in the fields of history and science on the elementary level. Learning truth and how God has had a hand in the affairs of men, how He has created all things, and is in control of all things.

ED332 TEACHING MATH IN THE ELEMENTARY SCHOOL 3

Instruction is given in the transfer of mathematical principles in line with the spiritual and physical life with practice in the class on how to instruct children.

Prerequisite: MA101

ED334 TEACHING ALGEBRA IN THE SECONDARY SCHOOL 2

This practical course is designed to improve the student's confidence and teaching skills in the classroom, to develop an understanding of the material, to apply ideas learned, and to think logically.

ED335 TEACHING ENGLISH IN THE SECONDARY SCHOOL 3

This course focuses on the analysis of the grammatical sentence, as well as a review of English teaching methods for the Christian high school.

Prerequisite: EN451

ED336 CLASS PROJECTS IN THE ELEMENTARY SCHOOL 1

This course incorporates various ideas that can be used as projects in the elementary classroom. Thematic, seasonal, and art project ideas will be given. Emphasis will be placed on preparing future teachers for parent-teacher meetings and fundraising events.

ED351 PRINCIPLES OF TEACHING

2

This class is designed to equip each student to be the teacher God has called them to be. Principles of Teaching covers seven laws of teaching.

ED400 STUDENT TEACHING

16

Supervised practice teaching is given at Hammond Baptist School or City Baptist School.

ED401 CHILDREN'S LITERATURE

3

This course is a survey of literature for children at different grade levels, with an emphasis on the telling of children's stories.

ED402 SCHOOL ADMINISTRATION

2

An overview of curriculum development, public relations, educational law, parent conferences, student safety and activities, and efficient management of staff and faculty is studied in the context of a Christian school environment.

ED410 Principles and Methods of Education

3

This course is an introduction to the main principles of the teaching experience and the general methods that are used to effectively fulfill them in the Christian school experience.

ED511 ADVANCED EDUCATIONAL METHODS I

2

This course is designed to help prospective teachers refine their teaching abilities. Lesson planning, methodology, and pedagogy are covered. The student is required to give many in-class presentations.

ED513 ADVANCED EDUCATIONAL METHODS II

2

This course is designed to help prospective teachers refine their teaching abilities. Additional lesson planning, methodology, and pedagogy are covered. The student is required to give several in-class presentations.

ED515 INTERNSHIP

16

Students in this program work alongside the staff of First Baptist Church ministries as they learn many practical principles.

ED518 CHURCH AND SCHOOL FINANCE

2

The course examines the study of the operation of the financial affairs of successful churches and schools, with prime emphasis given to the preparation of the budget and control of expenditures in order to balance the expenses with the operational budget. This is for graduate students only.

EN—ENGLISH

EN112 SPEECH

2

Basic principles of public speaking, with a special emphasis on pulpit and platform techniques, are taught.

EN141 ENGLISH GRAMMAR I

3

This course is a study of basic English grammar, which includes the eight parts of speech, agreement, and case, and a detailed study of the verb, verb tense, the voice of the verb, and the emphatic and progressive forms of the verb.

EN142 ENGLISH GRAMMAR II

3

This course is a study of basic English grammar, which includes a review of agreement and case and a detailed study of noun functions, verbal phrases, dependent clauses, and sentence structure. Prerequisite: EN141

EN143 ENGLISH COMPOSITION I

3

This is a study of English-related topics. Students prepare short stories, descriptive paragraphs, and essays. Prerequisites: EN141-142

EN144 ENGLISH COMPOSITION II

3

This course is a continuation of English Composition I, with additional writing instruction and assignments.

Prerequisite: EN143 **EN202 Editing and Proofreading**

3

This course is designed to help the student put into practice the basic tools of grammar. Emphasis is given to usage, punctuation, and general observational skills.

EN211 ENGLISH LITERATURE I

3

This course is an English literature survey designed to acquaint the student with the major works and authors of the Anglo-Saxon Era, the Medieval Age, the Elizabethan Age, and the 17th century.

EN212 ENGLISH LITERATURE II

3

This course is an English literature survey designed to acquaint the student with the major works and authors of the 18th century, the Romantic Age, and the Victorian Age.

EN225 BASIC HOMILETICS

2

This study of the preparation and delivery of sermons is designed to instruct in selecting, outlining, and gathering materials, as well as in delivering the message.

EN226 ADVANCED HOMILETICS

2

Further study in the preparation and delivery of sermons is given, with emphasis placed on the preparation of messages for special occasions as well as for regular preaching. Practice preaching with careful evaluation is included.

Prerequisite: EN225

EN228 PUBLIC SPEAKING

2

Basic principles of public speaking, with a special emphasis on pulpit and platform techniques, are taught. Attention is given to overcoming fear and frustration and developing poise, confidence, and an excited voice when speaking.

EN301 AMERICAN LITERATURE I

3

This is a survey of outstanding American literature from the colonial period to the present. This American literature survey course acquaints the student with the major works and authors representing the years 1600 to 1850.

EN302 AMERICAN LITERATURE II

3

This American literature survey course is designed to acquaint the student with the major works and authors representing the year 1850 to the present.

EN311 BIOGRAPHIES OF GREAT MEN

2

The characteristics of Christians from history are studied.

ED311 TEACHING DIAGRAMMING AND SPELLING IN THE SECONDARY SCHOOL

3

This course develops skills in advanced diagramming and spelling, with the discussion of methods for teaching both on the secondary level.

Prerequisite: EN451

EN314 LINGUISTICS

2

This course studies the basic building blocks of language, including how words are formed, morphology, phonetics, speech sounds, phonology, and syntax.

EN316 CREATIVE WRITING

3

The purpose of this class is to help students maximize their potential and create optimal first impressions through the professional, first-class writing put forth for others to read. These writings may include any of the following: PowerPoint slides; blog entries or podcast episode descriptions; song/hymn lyrics; preaching or teaching outlines; skits or plays; resumes or business letters; articles, book chapters, or any other writings

EN420 TEACHERS' WRITING SEMINAR

2

This course is a study of the mechanics of writing, giving practice in revision. The curriculum includes the development of technique and style, punctuation and capitalization, and practice in writing letters, narrative writings, essays, and descriptive paragraphs.

EN422 PREACHERS' WRITING SEMINAR

2

The mechanics of writing and a review of punctuation and sentence structure are taught. Assignments include the writing of a brochure, letters, a church bulletin, a Sunday school lesson, and a narrative.

HI—HISTORY

HI101 HISTORY OF CIVILIZATION I

3

The history of man on earth from the beginning of written records to the fall of Rome in 476 A.D. is studied.

HI102 HISTORY OF CIVILIZATION II

3

An overview of the history of man from the fall of Rome in 476 A.D. to the present day is studied.

HI105 BAPTIST HISTORY

1

This course will familiarize the student with church history, Baptist history, and Baptist distinctives

HI201 UNITED STATES HISTORY I

3

The history of the United States from the pre-Columbian civilizations to 1877, studying the political, social, and economic developments of America, is studied.

HI202 UNITED STATES HISTORY II

3

This is a study of the history of the United States from 1877 to the present day, covering the major eras during this time period.

HI253 AMERICAN FIRST FAMILIES

3

This course provides a brief overview of each of the American Presidents, including their chief accomplishments and contributions, as well as a look into their personal lives. Also discussed are these men as sons, husbands, fathers, citizens, and friends. Life at the White House is discussed with the lifestyles of its inhabitants over the last two centuries.

HI341 BAPTIST PRINCIPLES AND PREACHERS

2

This course covers the foundational beliefs of Baptists and the leaders of fundamental, independent Baptists in America.

HI403 RECENT AMERICAN HISTORY I

3

This course is an analysis of the major political, economic, social, and cultural-historical events in United States history, covering 1929-1945.

HI408 HISTORY OF WORLD WAR II

3

This course is a study of the war itself, as well as the major events that led to the war. Included in the course is a review of the major postwar results.

HO—HOMEMAKING

HO101 BEGINNING COOKING

4

With an emphasis on nutrition and menu preparation, students cook different items each week, including baked goods, desserts, and full meals. Students also begin a recipe file.

HO102 CLOTHING DESIGN AND CONSTRUCTION I

4

This course is a study of the basic principles of purchasing and preparing different types of fabric for sewing, including a study of basic stitches, the use of a pattern, the use of a machine, and the actual making of several elementary items.

HO203 CHRISTIAN WOMANHOOD I**1**

This is a Bible-based course covering concepts and philosophies of women in Christian ministry. Biblical expectations and applications of key Scriptures pertaining primarily to women and the ministries in which they are involved are explored and discussed.

HO204 WOMEN USED OF GOD**2**

This course is a comparison study of Bible women and women of the past, like Susanna Wesley and Ann Judson, who have been greatly used by God, along with women God is currently using.

HO205 THE CHRISTIAN WIFE**2**

This course is a study of how a wife should treat her husband in order to have a Christ-honoring marriage.

HO208 COMMUNICATION IN MARRIAGE**2**

The husband-wife relationship and the parent-child relationship are addressed in addition to being a consistent, Christ-like person in the pressures of life.

HO210 WOMAN THE COMPLETER**2**

The course studies the role of the wife in making her husband and home complete.

HO214 WOMEN OF THE BIBLE**2**

This course is a study of various women in the Bible examining their faith, spirituality, strengths, weaknesses, qualities, ethics, and ultimate successes and/or failures in God's prescribed role for their lives.

HO218 INSTITUTIONAL COOKING**2**

This course emphasizes working with meal preparation for banquets and large groups.

HO223 CHRISTIAN WOMANHOOD II**1**

This is a Bible-based course covering advanced concepts and philosophies of women in Christian ministry. Behavior, thought processes, and relational dynamics in both personal and professional venues are highlighted in this course.

HO228 CLOTHING DESIGN AND CONSTRUCTION II**3**

This class broadens the intermediate student's understanding of the techniques and methods of garment construction and will perfect her sewing skills.

Prerequisite: H0102

HO231 HOME MANAGEMENT**2**

Organization skills are emphasized in this course on managing a household.

HO268 WOMAN THE ENCOURAGER**2**

This class teaches a lady how to develop compassion and empathy in her roles of being a helpmeet, a need filler, and a servant.

HO304 BAKING**2**

This course is an advanced study of baking from basic ingredients in which students bake breads, rolls, pies, cakes, and quiches.

HO305 HOW TO REAR INFANTS**2**

This course includes how to put a baby on a schedule, basic prenatal care, childhood diseases, and age-group characteristics.

HO307 HOME DECORATING**2**

Basic principles of color, line, and form prepare the student to design room arrangements and to plan decorating ideas for the home.

HO310 UNDERSTANDING YOUR HUSBAND**2**

This course includes a study of the male temperament and personality.

HO311 HOW TO REAR TEENAGERS**2**

This is a detailed study of the parent-teen relationship, including such topics as schedule management, communication, love, punishment, discipline, and schooling, as well as the preparation of teenagers for adulthood.

HO312 HOW TO SCHEDULE YOUR TIME**2**

This course is a study of the day-to-day aspects of housekeeping and living by schedule to accomplish a variety of tasks, including basic instruction in cleaning, ironing, and household responsibilities.

HO313 NUTRITION**3**

This course emphasizes eating good foods and staying healthy while on a budget.

HO320 CLOTHING DESIGN AND CONSTRUCTION III**3**

This course is a concentrated study of the sewing of garments for ladies. Basic steps in altering ladies' clothes and the remaking of garments are also studied. More advanced students in this course may sew a ladies' suit.

Prerequisite: H0228

HO323 CHRISTIAN LADIES' ATTITUDE AND APPEARANCE**2**

This course is based on the Biblical fact that the Christian lady is a daughter of the King. Self-worth, posture, cleanliness, skin and hair care, and wardrobe planning are discussed.

HO341 ACTIVITIES FOR THE HOME, CHURCH, AND SCHOOL**2**

This is a practical course on organizing, planning, preparing, performing, and cleaning up after an activity. Topics include skits, holiday decorating, banquets, honoring, sign making, and brainstorming.

HO403 CROCK-POT COOKING**1**

This course emphasizes how to make nutritious, filling meals in a Crock-Pot, saving time and energy for those on a busy schedule.

HO411 CANNING AND FREEZING

2

This class is a study of various methods of food preservation, with special emphasis placed on preserving the basic nutrients of the food.

HO412 COOKING FOR GUESTS

2

This course is a study of the types of food and planning involved in hosting events such as wedding showers and receptions, or church banquets.

LS—LEADERSHIP

LS112 PREPARATION FOR LEADERSHIP

1

This is a study of the relationship between followers and leaders and an introduction to ethics.

LS114 CHRISTIAN ETHICS

1

This is a study of ethics and the treatment of people in various situations.

LS412 PRINCIPLES OF LEADERSHIP

1

This course is a study of the responsibilities and ethical treatment of peers, leaders, and patrons.

MA—MATHEMATICS

MA101 GENERAL MATHEMATICS

3

This course includes simple arithmetic, fractions, decimals, percentages, proportions, word problems, properties of real numbers, exponents, and an introduction to algebra.

MA107 ALGEBRA

3

This study of algebraic and trigonometric functions uses polynomials, logarithms, and exponents with the goal of laying a mathematical foundation for calculus.

MA201 Calculus and Analytic Geometry I 5

This is a study of limits and derivatives to analyze the behavior of algebraic functions in order to develop solutions to practical problems.

MA202 CALCULUS AND ANALYTIC GEOMETRY II

5

This study utilizes integrals to solve problems involving transcendental functions as tools for methods of integration. This course also includes studies of analytical geometry as related to quadratic equations.

Prerequisites: MA201

MA301 ADVANCED CALCULUS

3

This course is primarily a study of partial derivatives and multiple integration.

Prerequisites: MA201, 202

MA303 LINEAR ALGEBRA

3

This course is an introduction to the topics of linear algebra, including matrices, systems of equations, linear transformations, and finite dimensional vector spaces. Geometric and other applications are included.

MD—LOCAL-CHURCH MEDIA

MD100 INTRODUCTION TO LOCAL-CHURCH MEDIA

2

An introductory presentation of key aspects of the media program. This course will provide an overview of necessary concepts for the local-church media major.

MD200 PHOTOSHOP

3

This is a technical class teaching the Adobe Photoshop software. At the conclusion of the class, students will have the option to take the Adobe certification test to be Photoshop certified.

MD201 INDESIGN

2

This is a technical class teaching the Adobe InDesign software. At the conclusion of the class, students will have the option to take the Adobe certification test to be InDesign certified.

MD202 PREMIERE

3

This is a technical class teaching the Adobe Premiere software. At the conclusion of the class, students will have the option to take the Adobe certification test to be Premiere certified.

MD203 ILLUSTRATOR

1

Elements of creative design utilizing Adobe Illustrator. At the conclusion of the class students will have the option to take the Adobe certification test to be Illustrator certified.

MD208 PREMIER PRO

3

Premiere Pro is a course designed to start the student's journey of video editing. In this class, the student will learn how to operate the Adobe Premiere Pro software, perform basic video editing exercises, and implement basic Adobe After Effects graphics into a video.

MD212 PRINCIPLES OF GRAPHIC DESIGN

2

Students learn the four basic principles of design, proximity, the color wheel, branding, typography, and more.

MD216 HTML & CSS

3

This course teaches coding for web design using HTML and CSS language.

MD227 LOCAL CHURCH MEDIA

2

Introduction to Local Church Media will give an overview of the areas of media covered in the courses at Hyles-Anderson College

MD300 Principles of Graphic Design

3

This course covers the basic principles, guidelines, and techniques of graphic design.
(MD 200 and MD 201 prerequisites)

MD305 DIGITAL PHOTOGRAPHY

3

This course provides technical instruction in the use of digital cameras. This study includes the specific aspects of proper exposure, techniques for good composition, lighting, editing, and overall presentation.

Prerequisites: MD200

MD310 MEDIA COPY WRITING

2

This course focuses on the art of writing copy for a variety of media applications. The semester will be broken down to cover social media, website, journalism, and marketing.

Prerequisites: EN316

MD316 CHURCH TECHNICAL SUPPORT

2

This two-part class will cover general practices for technical support infrastructure in a church or school setting. This course will include the foundation of website design including securing a domain, connecting to a server, and basic web hosting. Students will build the foundation to launch their own website. (MD 216 prerequisite)

MD350 VIDEO PRODUCTION I

3

This course takes a deep dive into the aspects and techniques of video production. It will cover camera techniques, audio recording, lighting, editing, Adobe After Effects, and presentation. This course will include live video production in public services and events.

Prerequisites: MD202

MD351 VIDEO PRODUCTION II

3

This course builds on MD350 and details advanced techniques of video production. It includes hands-on experience for both studio work and live production work.

Prerequisites: MD202 and MD350

MD360-361 LOCAL-CHURCH MEDIA

2

This two-semester course will be taught modular-style, with emphasis on key elements of church media work. This will include significant lab work with hands-on experience in a wide variety of areas.

MD370 WEB DESIGN

3

This is the continuation of HTML & CSS and Church Technical Support that will focus on the aesthetic elements of web design. Students will customize the website they began in previous classes to conclude with a final product of a personal, customized website. All three courses together will teach students how to build a complete website from the ground up.

Prerequisites: MD203 and MD216

MD381 LIVE AUDIO ENGINEERING

2

This course provides practical audio experience in a live setting. Students will gain hands-on experience in daily chapel services and in weekly services at First Baptist Church. This includes microphones, mixing, recording, editing, and exporting live sound.

MD 410 MEDIA OUTREACH

2

This course focuses on effective uses of various media mediums to share the Gospel. This will include print, web, social media, radio, and television.

MD416 MEDIA CAPSTONE

6

Students will be given a variety of topics from which to choose for a final media project. These projects will be prepared and publicly displayed following strict guidelines. Media presentations will include multiple elements and various mediums. This course is a self-paced program that will meet in person periodically. Students will be expected to meet deadlines, follow strict guidelines, and do a public presentation.

MI—MISSIONS

MI130 MISSIONARY FINANCE

1

This course covers basic financial principles for the missionary. The records that a missionary would keep on deputation and on the field are emphasized.

MI132 21ST-CENTURY MISSIONS

1

This course is an overview of the philosophy and purpose of modern missions. The student will study their responsibilities from a Biblical viewpoint.

MI201 INTRODUCTION TO MISSIONS

2

This introductory course will challenge the students for missions and to live sacrificial lives as Christians. Included is a study of the Biblical basis for missions, an overview of a missionary's call, the responsibility of a pastor in missions, and the authority and accountability of a missionary.

MI203 PRACTICAL MEDICAL TRAINING

3

Preparing the student for many of life's difficult decisions, this course introduces the student to the fundamentals of anatomy, physiology, and pathology. Building on this foundation, the student will progress to practical applications, such as disease prevention, CPR, first-aid essentials, and much more.

MI205 COUNTRIES WITHOUT CHRIST I

2

This course gives a study of specific countries that have a great need for missionaries to give them the Gospel. Many countries that need God to open their doors to the Gospel will be covered. Students will learn how to present a country's need effectively.

MI206 COUNTRIES WITHOUT CHRIST II

2

This course is a continuation of Countries Without Christ I, but it will be more focused on people groups as opposed to entire countries. Students will present to the class the best way to get into certain countries, as well as the best means to learn the language of each country.

MI250 WOMEN ON THE MISSION FIELD 3

This course is designed to prepare lady missionaries, both married and single, how to thrive on deputation and on the mission field. The spiritual, mental, and physical aspects are examined.

MI280 Problems of the Mission Field 2

This course focuses on unique pressures placed on the family on the mission field. It includes caring for the physical, spiritual, and emotional needs of each family member. Safety, culture shock, and other frustrations on the field are emphasized, as well as settling in to the country and securing a house.

MI301 TEAM MISSIONS I 2

This course serves to lay the foundation for team missions, including giving its Biblical, historical, philosophical, and practical background.

MI304 MISSIONARY COMMUNICATIONS 2

This course focuses on ideas for corresponding with supporting churches and others in the missionary's ministry. Emphasis is placed on writing prayer letters and questionnaires, teaching and preaching on deputation and the field, learning a new language, and establishing a Biblical relationship with supporting churches.

MI314 BIOGRAPHIES OF GREAT MISSIONARIES 2

This course covers the lives of past missionaries and their ministries, the challenges they faced, and how they overcame them with limited means.

MI322 MISSIONARY RELATIONSHIPS 3

This course prepares the prospective missionary in arranging meetings, presenting his field, corresponding with churches, and handling family situations. Making survey trips to the field and solving problems while on deputation are covered.

MI332 MISSIONARY DEPUTATION 2

This course will prepare the prospective missionary in arranging meetings, confirming meetings, presenting his field, preparing deputation materials, handling family situations, establishing propriety in dress, soul winning while traveling, and making survey trips to the field.

MI406 MISSIONARY EDUCATION 3

This course is a study of the practical methods of reaching people on the mission field by means of the local church. The duties of the missionary as an administrator, including church finances, church planting, and pastoral duties are covered.

MI421 MISSIONARY STRATEGY 2

This course discusses the various philosophies of missions, how to work with the government in the country, how to start a church on the field, how to homeschool effectively, how to get men involved in the ministry, how to produce soul winners in the ministry, how to reach all classes and ages of people, and how to recruit, motivate, and train workers.

MU—MUSIC

MU101 FUNDAMENTALS OF MUSIC

2

This course studies the fundamentals of music, including notation, basic forms of rhythm, keys, major scales, music terminology, and intervals.

MU142 MUSIC THEORY I

4

This is the first part of a two-year progressive course of study designed to give an extensive knowledge of music theory with the church musician in mind. This class will cover major and minor scales, specific intervals, triads, complex time, as well as basic transposition, ear training, and rhythmic dictation.

Prerequisite: MU101

MU143 MUSIC THEORY II

4

This is the second part of a two-year progressive course of study in music. This class will cover chord analysis and recognition, triad inversions and figured bass, basic part writing and composition, ear training and rhythmic dictation.

Prerequisite: MU 142

MU153 VOICE CLASS

2

This basic course studies the vocal instrument and the development of technique in the art of singing songs, hymns, and Gospel songs.

MU161 CONCERT CHOIR

1 EACH SEMESTER

This course gives experience singing in a large choir with specific training on blend, tone, breath control, intonation, and following a choir director. The Concert Choir performs regularly in college chapel, as well as at First Baptist Church, conferences, and special events.

MU 162, 170, 171, 172, 173 SMALL VOCAL ENSEMBLE

1 EACH SEMESTER

The college offers a number of trios, quartets, and more medium-sized groups through which the student may participate in a small ensemble. Students interested in participating in a group of this nature should contact a member of the music faculty. Most small ensembles are by audition only.

MU202 PHILOSOPHY OF MUSIC

2

This course covers the discernment, influence, and balance of music. Rock music, the philosophy of replacement, and the biblical purpose of music are discussed.

MU206 BAND METHODS

2

This course studies the various instruments used in a band or orchestra.

Prerequisite: MU 421

MU222 ORCHESTRA

1 EACH SEMESTER

The college orchestra performs daily in chapel, as well as accompanies vocal numbers in chapel, church services, conferences, and special events.

MU241 MUSIC THEORY III

4

This is the third part of a two-year progressive course of study in music. This class will cover chord spacing, harmonic motion, advanced part writing, the basics of understanding and using music notation, chord analysis and recognition, triad inversions and figured bass, basic part writing and composition, and ear training

Prerequisite: MU 143

MU242 MUSIC THEORY IV

4

This is the final part of a two-year progressive course of study in music. This class will cover transposing and arranging orchestration modulation, advanced part writing, choral arranging, and counterpointing using music-notation software.

Prerequisite: MU 142

MU250 PRIVATE STUDY—PIANO

1 EACH SEMESTER

This course consists of one private, thirtyminute lesson each week for one semester. Private lessons may be taken several semesters.

MU251 PRIVATE STUDY—VOICE

1 EACH SEMESTER

This course consists of one private, thirtyminute lesson each week for one semester. Private lessons may be taken several semesters.

MU254 PRIVATE STUDY—INSTRUMENTAL

1 EACH SEMESTER

This course consists of one private, thirtyminute lesson per week for one semester. Private study may be taken several semesters.

MU268 MUSIC IN THE BIBLE

2

This class provides an in-depth study on how, when, where, and for what purpose music is used throughout the Bible.

MU272 MUSIC LAB

1

This course is organized practice associatedwith private music lessons.

MU273 GUITAR I

1

This course is designed to help the beginning guitar student with little or no experience. Students will learn the structure of the guitar, names of the strings, how to tune the guitar, the basic major and minor chords, and strumming patterns. By the end of the course, students will be able to play an accompaniment for a variety of songs, along with tools to advance their future skills. Students will also be introduced to fingerstyle and barre chords.

MU290 EVANGELISTIC SONG LEADING

2

This practical course is designed to train Christian workers to effectively lead congregational singing. Music fundamentals, technical aspects of song leading, and leadership are discussed. (men only)

MU291 CHORAL DIRECTING

2

Basic beat patterns are coordinated with the specific demands of choral literature. Ear training and conducting exercises supplement instruction in manual technique. The study of choral performance includes warm-ups, physical preparation, posture, breath, tone, balance, diction, intonation, rhythm, and more. Other topics include organizing choral groups, testing and classifying voices, conducting an audition or a rehearsal, program building, arranging, score analysis, and marking techniques.

MU331 INSTRUCTION IN GOSPEL HYMN PLAYING

1

This course is designed for piano students who can play hymns as written but do not know how to fill in with chords and other additions. Some transposition and modulation will be done. Students must know chords and major scales.

MU332 ART OF ACCOMPANYING

2

In this course, concentration is placed on the pianist's ability to accompany a soloist or group in a live performance. This course pairs students as collaborators for performance opportunities throughout the year. Pianists are given accompanying assignments and are expected to work with their colleagues as well-prepared professionals when attending a private lesson or preparing for live performances, including senior recitals.

MU352 HISTORY OF MUSIC I

2

This course is an intensive study of the development of musical styles and forms from the early Middle Ages through the classical period.

MU355 HISTORY OF MUSIC II

2

This continues the study of the history of music beginning, at the classical period through modern day. This course focuses on the history of Gospel music specifically.

MU356 LOCAL-CHURCH MUSIC PROJECT

2 EACH SEMESTER

In this class, students will have the opportunity to participate in the choir or orchestra of the First Baptist Church of Hammond. They will be required to attend one practice per week and perform in both the Sunday morning and Sunday evening services of the First Baptist Church, as well as any conferences, concerts, or special programs. Those who do not attend the First Baptist Church of Hammond and those with other situations may apply to complete this requirement on campus.

MU357 MUSIC GROUP I

2

This class is designed for music-performance majors. It provides experience in forming and training music groups for public performance. Students will be required to prepare their own music specials for chapel and/or church services.

MU358 MUSIC GROUP II

2

In addition to the requirements for Music Group I, students will work with faculty conductors of groups to assist in the conducting and directing of official college groups. They may run practices, perform with the group, conduct the group in a performance, or oversee a group themselves. Music Group II allows students to take what they learned in Music Group I and put it into practice.

Prerequisite: MU 357

MU359 PERFORMANCE CLASS I

2

This class provides one hour of practice and one hour of performance per week. Students in the Performance Class will be required to perform in front of students and staff once per week in a classroom setting. They will also be required to perform in a public setting three times per semester.

MU401 MUSIC PROGRAM ADMINISTRATION

2

An emphasis is placed on the administration of a church/school music program. This course includes preparation and production of a program or play, organization of special music, overview of PA system operation, and the development of the church/school music program.

MU410 ADVANCED CONDUCTING TECHNIQUES

2

This course focuses on the refinement of manual technique, rehearsal procedures, and aspects of interpretation; i.e., performance practice, stylistic understanding, and arranging. Larger choral/orchestral works are discussed from the conductor's viewpoint. Specific emphasis will be placed on hand independence, timing, dynamics, and expression in conducting.

Prerequisite: MU 291

MU420 MUSIC COMPOSITION

2

This course provides training on how to compose, arrange, and produce musical pieces. It will take the student from the concept phase through writing lyrics, composing music, notating music, and performing the composition.

Prerequisite: MU 242

MU421 INSTRUMENTAL METHODS

2

This course provides a basic overview of the instruments in an orchestra, including strings, brass, woodwind, and percussion.

Prerequisite: MU 142

MU421 INSTRUMENTAL METHODS II

2

This course covers instrument families, transposing from different instruments, scores, melody and counter-melody, tempo, music grade levels, the art of conducting an orchestra/band, and more.

Prerequisite: MU 142

MU423 PERFORMANCE CLASS II

2

This class provides one hour of practice and one hour of performance per week. Students in Performance Class II will be required to perform in front of students and staff once per week in a classroom setting. They will also be required to perform in a public setting three times per semester.

Prerequisite MU 359

MU424 ADVANCED SOUND SYSTEM OPERATION

2

This advanced class provides hands-on experience operating a sound system in a public-service setting. Students will be trained on mixing, EQ, microphone techniques, and live mixing for a music production.

MU425 ADVANCED PIANO TECHNIQUES **2**

This course takes the pianist to the next level in his piano techniques. Skills acquired in this class will help develop the student's musicality and enhance the study of music theory, composition, conducting, and other areas. Knowledge of the keyboard is an essential skill for any musician and provides an invaluable tool for the study of harmony. Technical skills include scales, fingering, dexterity, sight reading, and keyboard theory.

MU426 SECONDARY PRIVATE STUDY—PIANO **1**

The course consists of weekly, thirty-minute lessons designed to give the performance major experience in a field other than his proficiency. This course must be taken in an instrument or voice other than the student's primary study. This class will require an additional Private Study class fee.

MU426 SECONDARY PRIVATE STUDY—VOICE **1**

The course consists of weekly, thirty-minute lessons designed to give the performance major experience in a field other than his proficiency. This course must be taken in an instrument or piano other than the student's primary study. This class will require an additional Private Study class fee.

MU426 SECONDARY PRIVATE STUDY—INSTRUMENTAL **1**

The course consists of weekly, thirty-minute lessons designed to give the performance major experience in a field other than his proficiency. This course must be taken in voice or piano other than the student's primary study. This class will require an additional Private Study class fee.

MU431 PIANO PEDAGOGY I **2**

This course allows the student to observe piano lessons, prepare to teach lessons, and read and create resources that will help the student become a better piano teacher.

MU434 PIANO PEDAGOGY II **1**

This class provides practical, hands-on experience teaching piano on the beginner level. Students will be monitored by music faculty as they teach beginner piano students one-on-one or in a group setting. This class is only for seniors and is permitted only by approval of the music faculty.

Prerequisite: MU 431

MU441 MUSIC IN THE SOUL-WINNING CHURCH **2**

This basic course on church music for the preacher, with the pastor and his congregation in mind, gives instruction regarding music personnel, congregational singing, the pastor and the music program, and the purpose of music.

MU497 MUSIC DIRECTOR'S PROJECT **1**

Students will be required to perform in public services, to prepare ensembles to sing in chapel services, to observe adult choir rehearsals, and to prepare a calendar for a church's music program.

MU498 MUSIC PROJECT **1**

This course demonstrates that the senior music major is competent to work with church and school music. Worked out individually with a member of the music faculty, the course requires performance, curriculum construction, and applied music theory.

MU499 RECITAL 1
The student gives an individual or joint recital his senior year. Only those with a Music Performance major will be required to give a recital.

MU 426 SECONDARY PRIVATE STUDY—VOICE 1
The course consists of weekly, thirty-minute lessons designed to give the performance major experience in a field other than his proficiency. This course must be taken in an instrument or piano other than the student's primary study. This class will require an additional Private Study class fee.

PS—PSYCHOLOGY

PS201 GENERAL PSYCHOLOGY 2
This course gives understanding concerning oneself and others.

PS301 EDUCATIONAL PSYCHOLOGY 3
This course deals with recognizes and helping those with educational disabilities, how to capture hearts and minds, helping slow learners, and helping advanced students

PS334 STUDENT COUNSELING AND EVALUATION 3
This course discusses how to counsel typical classroom issues. The goal is to help our students conquer sin in their lives and to face difficulties with a Biblical view. Students are lead to the Scriptures as they grow in their relationship with Jesus Christ.
Evaluations are examined, and the role of evaluations in the daily classroom in the seven most common methods are studied. Standardized evaluations of achievement, aptitude, cognitive, and placement testing are covered.

PS404 CHILD PSYCHOLOGY 1
The development of the child to adolescent age, including the physical, emotional, intellectual, cultural, social, moral, and spiritual phases of life is studied.

PS422 STUDENT COUNSELING & EVALUATION 1
Instruction is given concerning guidance and counseling in the Christian school. Topics include love, depression, listening skills, expectations, preventing problems, and a variety of other practical situations.

PS432 APPLIED PSYCHOLOGY 1
This is a practical application of Biblical principles and Christian psychology.

SC—SCIENCE

SC101 BIOLOGICAL SCIENCE SURVEY I 3
This course prepares students to understand the fundamental principles and characteristics of living organisms by examining biochemistry, cell biology, basic genetics, the origin of life, and microbiology.

- SC102 BIOLOGICAL SCIENCE SURVEY II** 3
The fundamental principles of living organisms are presented, along with an overview of the plant, fungi, and animal kingdoms, followed by a brief overview of essential human anatomy and physiology.
- SC201 PHYSICAL SCIENCE SURVEY I** 3
This course is a chemistry survey course, including topics such as the history of natural science, the origins and objectives of modern science, atomic and molecular theory, and chemical terminology.
- SC202 PHYSICAL SCIENCE SURVEY II** 3
This course is a physics survey course, including such topics as Newtonian mechanics, as well as electric and magnetic phenomena.
- SC203 BASIC PHYSICS I** 5
This is a study of mechanics, Newton's laws of motion, momentum, and the conservation of energy with regard to fluids and solids.
- SC204 BASIC PHYSICS II** 5
This course is a chemistry survey course, including topics such as the history of natural science, the origins and objectives of modern science, atomic and molecular theory, and chemical terminology.
- SC210 CREATION** 2
This course will study the Biblical account of the earth's creation, focusing on scientific evidence that not only supports the Biblical account, but shows overwhelming evidence that our earth was created solely by our omnipotent and omniscient God.
- SC211 BOTANY** 3
This is a basic study of soil, types of plants, photosynthesis, pollination, propagation, tropism, pesticides, insects, and pruning. Several lab sessions are included.
- SC212 BOTANY II** 3
The goal of this class is for students to master the truths of God's creation in the plant world and be able to apply those truths on a daily basis in order to be more effective for the kingdom of God. Besides classroom instruction, some time will be spent conducting laboratory trials, and going outside to observe truths in action.
- SC214 NURSERY & CHILDCARE SAFETY** 1
The students gain practical, supervised experience in baby care, safety procedures, nursery organization, teaching the youngest of preschoolers, and being the face of Christianity to the general public by taking the online nursery course, by completing and using various projects as they help to lead groups of children, and by practicing their baby-care techniques in the nurseries of the First Baptist Church of Hammond, Indiana. Students with extenuating situations can apply to the administration to have this course waived. Situations considered are those with health issues, those attending other churches, those receiving veterans benefits, etc.

SC301 GENERAL CHEMISTRY I **5**

This is an introduction to atomic and molecular structure and the periodical classification of the elements. This course also includes studies on chemical bonding, reactions, and stoichiometry.

Prerequisite: MA 101

SC302 GENERAL CHEMISTRY II **5**

This continuation study of SC 301 covers acid-base salt reactions, pH, oxidation-reduction reactions, and phase change reactions.

SC305 SCIENCE LAB **1**

This is a two-hour weekly lab course for those with a teaching field in science, where the student performs basic experiments in physics, chemistry, and biology. Emphasis will be placed on exposing the student to instructive experiments within the budget of a typical Christian school.

Prerequisites: SC 203, 204, 301, 302

SC307 MICROBIOLOGY **2**

This course focuses on the living microscopic organisms, such as bacterium, viruses, protozoans, and fungi that are unnoticed in our daily lives.

SC309 INVERTEBRATE BIOLOGY **1**

This specialized study of the invertebrate phyla includes a variety of live organism observations and preserved organism dissections.

SC310 VERTEBRATE BIOLOGY **3**

This course is a specialized study of the vertebrate phyla, including a variety of live organism observations and preserved organism dissections.

SC321 ORGANIC CHEMISTRY **4**

An overview of covalent bonding, molecular shapes, and acid-base relationships to molecular structure will help solidify general chemistry concepts. This will launch the class into understanding basic organic-chemistry reactions and molecular chirality, both of which are needed to understand all the biochemical reactions that constitute the metabolism of living organisms. These topics are relevant to both physical and biological science majors.

SC322 HUMAN BIOLOGY AND PHYSIOLOGY **4**

This course will begin with an overview of the essential physiology and structure of the human body regarding the cardiovascular, respiratory, digestive, endocrine, and immune systems. Special emphasis will be placed on the study of tissues and basic mechanisms of physiology in the following systems: skeletal, nervous, endocrine, urinary, muscular, cardiovascular, respiratory, digestive, and lymphatic/immune.

SC323 ORGANIC CHEMISTRY II **3**

This course introduces organic chemistry which is a study of the biologically relevant molecules. The class begins with a review general chemistry, specifically atomic structure and bonding, then will proceed with an overview of the properties and reactions of the different functional groups of organic molecules. The course reviews atomic bonding and molecular shape.

SC403 ASTRONOMY

2

This is a basic course in the factual aspects of astronomy, including a study of the solar system, moon, and sun; the properties of light instruments; methods of the astronomer; variable stars; and classification. Consideration is given the general cosmology of the universe.

SC405 INORGANIC CHEMISTRY

3

This continuation of the concepts of general chemistry includes chemical thermodynamics, ionic equilibria, chemistry of metals and processes, complexions, and qualitative techniques for the separation of ions into analytical groups.

SC421 EMT TRAINING

Emergency Medical Technician (EMT) class is a class that teaches basic lifesaving skills (BLS). At the end of the class, the students will take the National Registry EMT exam, which will make them nationally certified EMTs. The class material is approved by the Indiana Emergency Medical Services (EMS) Commission.

YH—YOUTH WORK

YH212 PRACTICAL YOUTH WORK I

3

This is an overview of the church and school's youth program, developing teens to serve the Lord.

YH213 PRACTICAL YOUTH WORK II

3

This course teaches students the basics of starting a youth program, including establishing policy and procedures in the youth program; establishing and building relationships with the church, home, and school; and starting music, soul-winning, Sunday school, and mentoring programs for teenagers.

YH214 PRACTICAL YOUTH WORK III

3

This class teaches an understanding of program concepts, implementation, and developmental principles for building an aggressive, Christ-honoring youth program. The current youth culture is also covered.

YH215 PRACTICAL YOUTH WORK IV

3

This is a study of ethics, developing the right goals, appropriate activities, and seeing the "big picture" for those working with junior high and high schoolers in the church.