

A blurred photograph of a classroom. In the foreground, several students are seen from behind, sitting at desks. They are wearing various colored shirts, including a blue and white striped shirt, a pink shirt, and a purple shirt. In the background, a teacher in a white shirt is standing at the front of the room, possibly pointing at a whiteboard. The overall scene is out of focus, creating a sense of a busy, active learning environment.

# 2021-22 CATALOG

# Table of Contents

## 2021-2022 Academic Catalog | Page 3

### About CCCB | Page 3

Letter from the Vice President of Academics | Page 3  
Mission, Vision & Values | Page 3  
Institutional Goals | Page 4  
Accreditation | Page 4  
Approval | Page 4  
Affiliation | Page 4  
Theological Affirmations | Page 4  
History | Page 5  
Presidents | Page 5  
Faculty Emeriti | Page 6  
Moberly Campus | Page 6  
CCCB - Florence, KY | Page 6  
Board of Trustees | Page 6  
Executive Team | Page 7  
Faculty | Page 7  
Departmental Contact Information | Page 8

### Educational Principles | Page 10

Undergraduate Education | Page 10  
Certificate Programs | Page 10  
Associate Degrees | Page 10  
Baccalaureate Degrees | Page 10  
Minors | Page 11  
Education Formats | Page 11  
Program Requirements & Objectives | Page 12  
Graduate Degree | Page 13  
Education Format | Page 14  
Educational Partnerships | Page 14  
Ministry Partnerships | Page 14  
Course Numbering System | Page 15

### Admission & Aid | Page 15

The Central Student | Page 15  
Applying to CCCB | Page 15  
Admission Requirements | Page 16  
Enrollment Eligibility | Page 19  
Partnership Programs | Page 20  
Admission Requirements | Page 20  
Financial Information | Page 21  
Cost | Page 21  
Undergraduate Program Cost | Page 21  
Graduate Program Cost | Page 21  
Financial Aid | Page 21  
Institutional Aid | Page 21  
Federal Student Aid | Page 23  
Additional Ways to Pay for School | Page 24  
Reductions to & Loss of Financial Aid | Page 24

### Academic Information | Page 25

Moberly Campus Calendar | Page 25  
Online Calendar | Page 26  
Academic Terminology | Page 26

Classification of Students | Page 27  
Academic Deadlines | Page 28  
Academic Policies | Page 28  
Program Policies | Page 28  
Registration Policies | Page 29  
Classroom Policies | Page 33  
Attendance Policies | Page 33  
Course Work Policies | Page 34  
Grading Policies | Page 35  
Professor Discretion | Page 36  
Satisfactory Academic Progress | Page 36  
Exit Policies | Page 37  
Graduation & Honors | Page 39  
Learning Assistance | Page 40  
Graduate Placement Services | Page 41  
Transcripts | Page 41

### Areas of Study | Page 42

Bible & Ministry Program | Page 42  
Christian Counseling Program | Page 45  
Christian Education | Page 47  
Christian Ministries | Page 50  
Collaborative Education with Indiana Wesleyan University | Page 51  
Collaborative Education With Moberly Area Community College | Page 53  
Cross-Cultural Ministry | Page 54  
Division of General Studies | Page 56  
Preaching | Page 57  
Youth & Family Ministry | Page 59  
Parachurch/Organizational Leadership | Page 61  
Partnership Programs | Page 62  
Worship Ministry | Page 64

### Courses | Page 67

CHM | Page 67  
Christian Leadership Apprenticeship | Page 67  
Co-Curricular Transcript | Page 67  
Bible (General) | Page 68  
New Testament | Page 68  
Old Testament | Page 70  
Theology | Page 71  
Church History | Page 71  
Communication | Page 72  
General Studies Electives | Page 74  
Greek Language | Page 74  
Hebrew Language | Page 75  
Physical Education | Page 75  
Division of Ministry Leadership | Page 75  
Christian Ministry | Page 76  
Education | Page 79  
Missions & Cross-Cultural Ministry | Page 80  
Worship Ministry & Music | Page 80  
Spiritual Practices | Page 81  
Supervised Ministry Experience | Page 81

# 2021-2022 Academic Catalog

## About CCCB Who We Are

### Letter from the Vice President of Academics

This is not just a college catalog. It's a map. It's a map that will guide you over the next several years on a journey of exploration. You will explore God's Word, receiving more instruction in Scripture over the next four years than the average Christian receives in a lifetime. You will explore your vocation, not just career or job, but your calling, whether that's to a ministry within a congregation or as a witness in the marketplace. You'll explore the world, whether that's through relationships built with faculty and staff, or through interactions with your fellow students who have come from across the state, nation, and globe; not to mention the opportunity for mission trips. However, you will also explore yourself, your identity in Christ, your place in His work, your gifts and talents, and how you fit into God's work in this world.

Central Christian College of the Bible has the pleasure of being your guide on this journey of exploration. The catalog contains vital information about each of our degree programs, the pathway your journey will take over the next two to four years. It introduces you to the institution (your future alma mater) and the faculty. It also contains information that will assist you along the way, such as policies and procedures to make your travel more enjoyable.

I was installed as vice president of academics at Convocation in August 2019. My message that evening came from Romans 15:7, "Therefore, accept one another, just as Christ also accepted us to the glory of God" (NASB). Most importantly, regardless of how long your tenure at CCCB may be, we want to form a community that is distinctively Christian, one that is centered on Christ, devoted to His Word, and the work of disciple-making. This catalog reminds us that we are also a learning community and that the path has been set before us by those who have traveled ahead of us to prepare us for the next journey - eternal life!

In Service to the King,  
James Riley Estep, Jr., D.Min., Ph.D.

## Mission, Vision & Values

### Mission

**Central Christian College of the Bible exists to develop servant-leaders for the church.** As a distinctive undergraduate Bible college, CCCB equips men and women for leadership in the kingdom of God both nationally and internationally.

CCCB seeks spiritually-minded students who actively participate in their local congregations, are curious in their pursuit of good information, and desire to become equipped with the knowledge, attitudes, and skills for vocational and volunteer church leadership positions.

CCCB provides degrees and certificates that equip students with a Bible-centered higher education within the context of a Christian worldview and helps students become productive, contributing members of their communities.

Affiliated with the Restoration Movement, CCCB seeks to graduate faithful servant-leaders distinguished by authentic Christian character, who have the ability to communicate the Gospel effectively and become disciple-makers worldwide. This mission obeys the biblical mandates of 2 Timothy 2:2, "Pass on what you heard from me...to reliable leaders who are competent to teach others" (The Message) and Matthew 28:19, "Go, therefore, and make disciples of all the nations..." (NASB).

### Vision

Our vision is for the servant-leaders we produce to be **dedicated disciples who know God's word and serve His kingdom.** The vision includes enrolling students who display dedication in their walk with Christ. Our work helps them develop in their discipleship while they are enrolled to prepare for a lifetime of dedication to Christ. regarding God's word, our students will thirst for biblical truth, trust in its inspired authority, and train others to understand it. They serve the kingdom through ministry careers, volunteer capacities, and vocational contexts. These are the key areas where we work to develop servant-leaders.

### Values

Our students, staff, and faculty work to support this statement of cultural values: **a ministry community of servant-leaders, growing together in grace and truth.** Our College is also committed to the following core values:

#### Heritage of Biblical Authority

We continue the legacy of New Testament Christianity within the restoration Movement and CCCB.

### **Discipleship in Community**

We forge personal transformation through spiritual mentorship in a mutually supportive environment.

### **Prayerful Ministry**

We ask God's blessing upon every opportunity for leadership and service in the church and in the world.

### **Inspired Achievement**

We challenge students to accomplish life-changing outcomes by reaching their potential and leading others.

### **Kingdom Collaboration**

We work with other organizations to benefit enrollment, local church success, and kingdom growth.

### **Personalized Attention**

We treat each constituent in ways appropriate to their needs, abilities, and plans.

### **Affordable Opportunities**

We offer access to excellent and relevant academic programs and personal development experiences.

## **Institutional Goals**

### **Sound Operations**

CCCB preserves its health through financial stability, modern facilities, and viable programs.

### **Student Outcomes**

CCCB produces dedicated disciples who know God's Word and serve his Kingdom.

### **Strategic Opportunities**

CCCB plans for future success through attractive programs, formative experiences, productive partners, and supportive resources.

## **Accreditation**

CCCB is an accredited Institution with the Commission on Accreditation of

### **The Association for Biblical Higher Education**

5850 T. G. Lee Blvd, Ste 130, Orlando, FL, 32822  
(407) 207-0808 • [abhe.org](http://abhe.org)

ABHE is also listed by the United States Department of Education as a recognized agency for higher education. ABHE is recognized by the International Council for Evangelical Theological Education, the theological education affiliate of the World Evangelical Alliance. The Association's member institutions are

recognized by the Department of Justice, the Veteran's Administration, and other relevant federal agencies in the United States.

ABHE is recognized by Council for Higher Education Accreditation (CHEA), the national accrediting organization that serves as an umbrella over all recognized accrediting bodies.

## **Approval Educational Status and Funding**

As a result of being listed in the Directory of Higher Education, CCCB is approved by the Missouri Department of Higher Education for certification and distribution of veteran's benefits, allowing veterans to receive all the benefits they have earned by serving our country.

Since CCCB is a United States Department of Education approved institution, CCCB students are eligible for participation in federal grant and loan programs. CCCB participates in the Pell Grant program, the work study program, the Federal Supplemental Educational Opportunity Grant program, and the Federal Direct Loans and Parent PLUS Loan programs.

## **Churches**

Churches have indicated their approval of CCCB by their support in financial gifts, by sending men and women to be trained for Christian service, and by employing CCCB alumni.

## **Affiliation**

We are affiliated with the Restoration Movement and the resulting Christian churches. These are non-denominational independent churches governed by the congregation that value a return to the church as written about in the New Testament. Because of this background, we hold a deep value in the authority of the inspired word of God and its authoritative voice in our lives today.

## **Theological Affirmations**

The faculty of Central Christian College of the Bible ascribe to the following theological affirmations. Students are expected to be able to know CCCB's positions on these topics while coming to their own biblical conclusions.

1. The one God (Yahweh) exists eternally in the three persons of Father, Son, and holy Spirit (Matt 28:19; 2 Cor 13:14).
2. Scripture is inspired, wholly without error in the original manuscripts, and the sole authority for the Christian's faith and practice (1 Tim 3:16; 2 Pet 1:19-21; John 10:35, 17:17; 1 Cor 2:12-13).
3. All that exists was created by God; He made humanity in His own image (Gen 1:1-27; Matt 19:4).
4. Adam and Eve's disobedience introduced sin and death to all mankind, who fall short of God's glory because of their own sin (Gen 3:1-19; Rom 3:23, 5:12-14).
5. Jesus Christ, God incarnate, was born of a virgin, tempted but without sin, fully human and fully divine (Phil 2:5-11; John 1:1-15; Isa 7:14; Luke 1:26-35; Heb 4:15).
6. The atoning death of Christ on the cross and his bodily resurrection from the grave demonstrate God's love and provide forgiveness and eternal life (Rom 5:6-11; 1 Cor 15:3-11).
7. By God's grace, salvation is available to all people, through personal faith in Christ, at the immersion of a penitent believer (Rom 3:21-25, 6:1-14; Gal 3:26-29; Eph 2:8-10; Acts 2:38).
8. The holy Spirit inspired the authors of Scripture and miraculously empowered apostles and prophets to be the foundation of the church. Today, the holy Spirit convicts the world of sin, regenerates believers, and indwells them for comfort, sanctification, and Kingdom service (2 Pet 1:19-21; John 3:5-8, 16:8-11; Titus 3:5-7; Gal 5:16-25; 1 Cor 12:4-7; Eph 2:20).
9. The bodily return of Christ will bring the resurrection of the dead and the final judgment of the righteous to eternal life and the wicked to everlasting destruction (Matt 24:29-51; 1 Cor 15:50-58; 2 Thess 1:9; Rev 20:7-15).
10. Christ has called the church to be holy, to carry out his Great Commission, and to build up all Christians. Each local congregation should be autonomous and unified, following the model of the New Testament church in government and practice (Matthew 16:18, 19, 28:18-20; Ephesians 4:16ff.).

CCCB also ascribes to the Tenets of Faith shared by all members of the Association for Biblical higher Education ([abhe.org/about-abhe/tenets-of-faith](http://abhe.org/about-abhe/tenets-of-faith)).

## History

### History

Central Christian College of the Bible was founded in February of 1957, when the board of directors, led by chairman O. S. Lincoln, unanimously declared and affirmed that "the purpose of the school is to recruit and train leadership for the church at large, according to the New Testament teaching." CCCB remains exclusively committed to pursuing this purpose.

Through the years, growth has come in facilities and resources. From 1957-1968 the campus was located east of downtown Moberly on Ault Street. In 1968, CCCB moved to its present campus in southeastern Moberly.

CCCB expanded its kingdom influence by launching a robust online program in 2011 and an extension site in Florence, Kentucky, in 2020.

Graduates of CCCB are serving across the nation and around the world. CCCB's impact has become not merely regional, but global. With the worldwide placement of CCCB's graduates, alumni are serving the Lord's kingdom in the "uttermost parts of the earth."

### Presidents

Several dedicated presidents have led CCCB in its history.

John W. Hall (1957-1959), a minister in Vandalia, Missouri, was charged with the task of setting the college in order. He selected the first faculty of five men, two of whom still teach for CCCB: **Lloyd M. Pelfrey** and **Gareth Reese**.

Grayson H. Ensign (1959-1966) made improvements in the administrative and bookkeeping procedures of the college. In addition, he was able to eliminate the first mortgage as well as purchase other property to provide room for expansion.

Walter L. "Jack" Spratt (1966-1972) led CCCB's acquisition of the current campus property. Several buildings were erected during that time, including a Cafetorium (a combined cafeteria, library, and assembly area) and dormitories, which also housed classrooms.

**Lloyd M. Pelfrey** (1972-1998) worked to eliminate the debts from construction. In 1980, Memorial Hall (later renamed Pelfrey Hall) was completed, which housed offices, classrooms, food services, and a gymnasium. Initial accreditation with the Accrediting Association of

Bible Colleges (now The Association for Biblical Higher Education) was received in 1982, with reaffirmations in 1987 and 1992.

Dr. Russell James (2000–2005) led CCCB’s transition to the Full-Tuition Scholarship Program with careful planning and successful fundraising. This contributed to a period of rapid growth, culminating in the highest enrollment in the institution’s history. During his tenure, the facilities were renovated and expanded. ABHE accreditation was reaffirmed in 2003.

Dr. Ron Oakes (2006–2013) led CCCB’s pursuit of regional accreditation, resulting in candidate status in 2013. Under his leadership, the Walton Student Center was constructed, online education was developed, and ABHE accreditation was reaffirmed in 2013.

**Dr. David Fincher** (2014–present) has focused on connecting with alumni, defining the institution’s vision, and implementing a five-year strategic plan.

## Faculty Emeriti

### **Richard A. Koffarnus (1979–present)**

Professor Emeritus of History, Theology, & Philosophy  
M.A., Truman State University  
M.Div., Cincinnati Christian University  
B.A., Cincinnati Christian University

### **Dr. Tarry A. Koutz (1971–2009)**

Professor Emeritus of Music & Worship  
Ph.D., University of Missouri  
M.M., Central Michigan University,  
B.A., Alma College

### **Dr. Lloyd M. Pelfrey (1957–present)**

Professor Emeritus of Old Testament, President Emeritus  
Doctor of Literature, Central Christian College of the Bible  
M.A., Cincinnati Christian University  
B.A., B.D., Cincinnati Christian University

### **Dr. Gareth L. Reese (1957–present)**

Professor Emeritus of New Testament  
Doctor of Letters, Central Christian College of the Bible  
M.L.S., University of Missouri  
M.A., M.Div., Cincinnati Christian University  
B.A., Cincinnati Christian University

### **Daniel D. Schantz (1968–2011)**

Professor Emeritus of Christian Education  
M.A., University of Missouri  
B.A., B.Th., Central Christian College of the Bible

## Campuses

### Moberly Campus

CCCB is located in the north-central Missouri city of Moberly, the largest town in Randolph County, with a population of approximately 13,000. Moberly is located at the intersection of Highway 63 and Highway 24. It is a short 30-minute drive from Columbia, the educational center of the state, and is within a reasonable drive of St. Louis, Kansas City, Iowa, and Illinois. Other educational opportunities in the immediate area are provided by Moberly Area Community College and an extension campus of Columbia College.

CCCB’s property (911 East Urbandale Drive, Moberly Missouri 65270) is adjacent to Moberly High School and Moberly Middle School and is near Timber Lake Christian Church. To find the campus, take U.S. Highway 63 to Moberly and exit at Urbandale Drive/Route M. Follow the signs one mile west and the campus is on the north side of the street.

CCCB’s campus features seven buildings and two outdoor athletic fields. Pelfrey Hall contains the dining hall, gymnasium, offices, and classrooms. The Reese Resource Center, completed in 2001, contains the library and bookstore. Spurling Hall, Lang Hall and Mabee Foundation Hall are residential halls. North of Pelfrey Hall is the maintenance facility. The Walton Student Center opened in Fall 2010 to provide a place for CCCB’s student body to relax and fellowship together.

### CCCB - Florence, KY

Located in Florence, Kentucky, CCCB’s first extension site opened in summer 2021 at the Christian Church Leadership Center (8095 Connector Drive, Florence, Kentucky, 41042).

## Personnel & Departments

### Board of Trustees

Dr. Arther L. Rawlings, Chairman, Columbia, MO  
Dr. David L. Huskey, Vice Chairman, Omaha, NE  
D. Christian Reynolds, Secretary, Eldon, MO  
Lesana S. Burkhardt, Ft. Mitchell, KY  
Debra L. Fitzgerald, Quincy, IL  
Frank K. Grimshaw, Macon, MO  
Kenneth W. Harland, Jeff City, MO  
Alisa R. Kigar, Bible Grove, MO  
Austin L. Jones, D.O. Clinton, MO  
L. Eugene McCoy, Harrisburg, MO

Thomas M. Nobis, Quincy, IL  
Dr. Alan N. Rabe, Quincy, IL  
Dr. Sid Tiller, Warrensburg, MO  
Lance Vestal, Conway, MO

## Executive Team

### **Dr. David B. Fincher**

President  
Ph.D., University of Missouri  
M.A., Lincoln Christian University  
B.A., B.Th., CCCB

### **Darryl C. Ammon**

VP of Student Development  
M.A., Lincoln Christian University  
B.A., CCCB

### **Brian D. Taylor**

VP of Enrollment & Marketing  
M.A., University of Kentucky  
B.A., Cornell College

### **Dr. James R. Estep, Jr.**

VP of Academics Ph.D.,  
Trinity Evangelical Divinity School  
D.Min., Southern Baptist Theo. Seminary  
M.A., M.A., M.Div., Cincinnati Christian Univ  
B.A., Cincinnati Christian University

### **Lara J. Lawrence, CPA**

Vice President of Business & Finance  
B.S., Columbia College

### **M. Janeil Owen**

VP of Operations & Advancement  
B.A., Cincinnati Christian University

## Faculty

### MOBERLY CAMPUS FULL-TIME FACULTY

Patricia A. Agee  
Librarian  
M.L.S., University of Missouri  
B.A., Central Christian College of the Bible

Brandon A. Bradley  
Dean of Professional Studies,  
Professor of Ministry  
M.Div., M.Min., Hope Int. University  
B.S., Central Christian College of the Bible

Dr. Micheal J. Curtice  
Professor of Bible & Missions, Director of Cross-Cultural

Ministry  
M. Min., Trinity Theological Seminary  
B.R.E., B.A., Nebraska Christian College

Walter B. Harper  
Professor of Bible & Ministry, Director of Youth & Family  
Ministry  
M.A., Lincoln Christian University  
B.A., Central Christian College of the Bible

William L. Thomas  
Registrar, Director of Christian Education  
M.A., Johnson University  
B.Th., Manhattan Christian College  
B.S., University of Kansas

Dr. D. Kris Small  
Professor of Christian Counseling,  
Director of Christian Counseling  
Ph.D., Southern Baptist Theo. Seminary  
M.S., Indiana University  
M.Div., M.A., Cincinnati Christian University  
B.A., Cincinnati Christian University

Dr. Eric A. Stevens  
Dean of Student Success,  
Professor of New Testament  
D.Min., Lincoln Christian University  
M.Div., M.A., Cincinnati Christian University  
B.A., Central Christian College of the Bible

Dr. William H. Strother  
Dean of Graduate Studies, Professor of New Testament  
& Preaching, Director of Preaching Ministry  
Ph.D., Southern Baptist Theo. Seminary  
M.Div., Southern Baptist Theo. Seminary  
B.A., Cincinnati Christian University

Dr. Chad W. Summa  
Professor of Old Testament  
Ph.D., Midwest Baptist Theological  
S.T.M., Concordia Seminary  
M.A., Cincinnati Christian University  
B.A., Central Christian College of the Bible

Sheri A. Tesar  
Professor of Worship Ministry,  
Director of Worship Ministry  
M.A., Lincoln Christian Seminary  
B.S., Dallas Christian College

### MOBERLY CAMPUS PART-TIME FACULTY

**Darryl C. Ammon**  
Professor of Greek Studies

Cheryl Botkins  
Instructor of Christian Counseling  
M.S.C.C., Central Methodist University  
B.A., Central Christian College of the Bible

Christina M. Nipper  
Instructor of English & TESOL  
M.A., Wheaton College Graduate School  
B.S., Central Christian College of the Bible

**Dr. Lloyd M. Pelfrey**  
Professor Emeritus of Old Testament

**Dr. Gareth L. Reese**  
Professor Emeritus of New Testament

Brian D. Sevits  
Instructor of Worship Ministry  
M.A., Lincoln Christian University  
B.S., Central Christian College of the Bible

## ONLINE FACULTY

Dr. James R. Franke  
Instructor of New Testament  
Ph.D., Johnson University  
M.A., Johnson University  
B.A., Central Christian College of the Bible

Dr. Rick Bullard  
Professor of Science

Ryan Eidson  
Instructor of Communications

Tyler Hallstrom  
Instructor of New Testament  
M.Div., Cincinnati Christian University  
B.R.S., Central Christian College of the Bible

Nick Hatch  
Instructor of Youth Ministry

Casey Kleeman  
Instructor of Ministry  
M.A., Lincoln Christian University  
B.Th., Ozark Christian College

Jason Leinbaugh  
Instructor of Counseling  
M.Ed., Lincoln University  
B.S., Central Christian College of the Bible

Richard Koffarnus  
Professor Emeritus of History, Philosophy & Theology

Kevin Morrow  
Instructor of Old Testament  
M.Div., Cincinnati Christian University  
B.S., Cincinnati Christian University

John Pape  
Instructor of Bible & Ministry  
M.A.R., Cincinnati Christian University  
B.A., Johnson University

Chris Solwecki  
Instructor of Ministry  
S.T.M., Liberty University  
M.Div., Liberty University  
B.S., Cincinnati Christian University

Bill Thomas  
Instructor of Bible

Hany White  
Instructor of Counseling  
M.Ed., Stephens College  
B.S., Central Christian College of the Bible

Jeff Wickert  
Instructor of Bible  
M.Div., Liberty University  
B.S., Johnson University

Dr. John Wineland  
Instructor of History  
Ph.D., Miami University (OH)  
M.Div., M.A., Cincinnati Christian University  
B.A., Valparaiso

## Departmental Contact Information

### Academic Services

#### Academic Services Office (ASO)

ccc.edu/academics	registrar@ccc.edu	(660) 372-2535
Vice President of Academics	Jim Estep	jimestep@ccc.edu
Registrar	Bill Thomas	registrar@ccc.edu
Dean of Graduate Studies	Billy Strother	bilystrother@ccc.edu
Dean of Student Success	Eric Stevens	ericstevens@ccc.edu
Academic Office Assistant	Caitlin Ratliff	caitlinratliff@ccc.edu
Graduate Placement Service	gpsoffice@ccc.edu	660-263-3900 x161
Dean of Professional Studies	Brandon Bradley	brandonbradley@ccc.edu
Assist. Director of GPS	Tammy Ramey	tammyramey@ccc.edu

## Admissions

cccb.edu/learn-more admissions@cccb.edu 1-888-263-3900  
VP of Enrollment & Marketing Brian Taylor briantaylor@cccb.edu  
Director of Admissions Jeremiah Ratliff jeremiahratliff@cccb.edu  
Executive Assistant to Admissions Alex Miller alexmiller@cccb.edu  
Admissions Counselor @cccb.edu

## Public Relations

Public Relations cccb.edu/alumni-association (660) 372-2512  
Executive Assistant Sherry Wallis sherrywallis@cccb.edu  
Communications Assistant Anna Culberston aافر847@cccb.edu

## Athletics

cccb.saints.com athletics@cccb.edu (660) 372-2539  
Director of Athletics Jack Defreitas jackdefreitas@cccb.edu

## Basketball

Head Men's Coach Jack Defreitas jackdefreitas@cccb.edu  
Head Women's Coach Kori Zarzutski korizarzutski@cccb.edu

## Cross Country

Head Coach Tina Defreitas tinadefreitas@cccb.edu

## Soccer

Head Coach Art Hartle arthartle@cccb.edu

## Bookstore

cccb.edu/bookstore bookstore@cccb.edu (660) 263-3909  
Bookstore Manager Tracey Williamson traceywilliamson@cccb.edu

## Business & Finance

cccb.edu/value cfo@cccb.edu (660) 372-2483  
VP of Business & Finance Lara Lawrence laralawrence@cccb.edu  
Accounting Manager Michele Francisco michelefrancisco@cccb.edu  
Accounts Payable Scott Smith scottsmith@cccb.edu  
Student Accounts Kathie Stephenson kathiestephenson@cccb.edu  
Human Resources Michele Francisco michelefrancisco@cccb.edu  
Receptionist & Indiv. Visit Coordinator Glenda Perry glendaperry@cccb.edu

## Church Relations

(660) 372-2512  
Ministry Openings (Job Listings) Saints GPS Office gpsoffice@cccb.edu  
Supply Preaching Service Sherry Wallis sherrywallis@cccb.edu

## Financial Aid

cccb.edu/financial-aid aid@cccb.edu (660) 372-2533  
Director of Financial Aid Veronica Hamblin veronicahamblin@cccb.edu

## Donor Relations

(660) 372-2484  
VP of Operations & Advancement Janeil Owen janeilowen@cccb.edu  
Director of Donor Relations Kevin Brown kevinbrown@cccb.edu  
Donor Relations Assistant Alan Wilson alanwilson@cccb.edu

## Events

Chapel Coordinator Sheri Tesar sheritesar@cccb.edu  
Events Coordinator Sherry Wallis sherrywallis@cccb.edu  
Assistant Events Coordinator Jessica Sevits jessicasevits@cccb.edu

## Campus Operations

(660) 372-2489  
VP of Operations & Advancement Janeil Owen janeilowen@cccb.edu  
Physical Plant Manager Mark Dunham markdunham@cccb.edu  
Hospitality Supervisor Justin Colvin justincolvin@cccb.edu  
Food Services (660) 372-2517

Director of Food Service Tim Schroeder timschroeder@cccb.edu  
Head Line Cook Trisha Devries trishadevries@cccb.edu

## Harvest House

(660) 372-2526

## Information Technology

(660) 372-2500  
VP of Enrollment & Marketing Brian Taylor briantaylor@cccb.edu  
Director of IT James Williamson jameswilliamson@cccb.edu  
Director of Communications Kevin DiGennaro kevin.digennaro@cclleadership.org  
Webmaster David Echols davidechols@cccb.edu

## Library

cccb.edu/library (660) 263-3933  
Librarian Patty Agee pattyagee@cccb.edu  
Assistant Librarian Crystal Applegarth crystalapplegarth@cccb.edu  
Library Assistant/Cataloger Teresa Ammon teresammon@cccb.edu

## President's Office

(660) 372-2512  
President David Fincher davidfincher@cccb.edu  
Executive Assist. to the President Sherry Wallis sherrywallis@cccb.edu

## Online Education

		ccc.edu/online
Director of Online Education	Jim Estep	jimestep@ccc.edu
Online Student Advisor	Crystal Applegarth	crystalapplegarth@ccc.edu

## Student Development & Services

(660) 372-2526

VP of Student Development	Darryl Ammon	darrylammon@ccc.edu
Dean of Students	Joshua Miller	joshuamiller@ccc.edu

## Residence

### Directors

Men's Residence Director	James Williamson	jameswilliamson@ccc.edu
Women's Residence Director	Tina Nipper	tinanipper@ccc.edu

## Educational Principles

### Undergraduate Education

## Undergraduate Education

Undergraduate education is post-high school education in a specific area of study in which the goal is a degree achieved. Students select an academic program and the degree they desire, and progress in the program is determined by credit hours completed.

### Academic Program

A specific area of study. Students choose their own program of study through majors, minors, and certificates and through bachelor, associate, or master's degrees.

### Credit Hour

An amount of work that includes one contact hour of direct faculty instruction and two hours of out-of-classroom student work each week for approximately 15 weeks. Thus, a one-credit class requires approximately 45 clock-hours throughout the semester of lecture, recitation, discussion, seminar, or colloquium, or other classroom work, plus assignments and other activities outside the classroom.

Upon completion of a program, students will earn:

- Bachelor's degree
- Associate's degree
- Certificate

## Certificate Programs

CCCB provides opportunities for students to earn certificates. A certificate is the recognition one receives for one year of work in an area of study. A certificate equips students for part-time or volunteer work in an entry-level position in the workforce. These shorter programs are available for vocational training, biblical knowledge, and specialized ministry opportunities. Though a certificate may be the main credential used when seeking employment, most likely it will be a supplemental credential that demonstrates the student has mastered basic material on a subject. CCCB offers five certificates:

- **Certificate of Bible & Ministry**
- **Certificate of Biblical Knowledge**
- **Children's Ministry Certificate**
- **Teacher Preparation Certificate**
- **TESOL Certificate**

## Associate Degrees

An associate degree is the recognition one receives for two years of work in introductory areas of study. An associate degree equips students for part-time work in an entry-level position in the local congregation or community. Associate degrees give students an introduction to biblical studies along with another emphasis in two years of study. Students may continue their education at CCCB or elsewhere in pursuit of a bachelor's degree. CCCB offers the following associate degrees:

- **Associate of Biblical Studies (ABS)**
- **Associate of Professional Studies (APS)**

## Baccalaureate Degrees

A bachelor's degree is the recognition one receives for four years of work in a specific area of study. A bachelor's degree equips students for full-time work in an entry level or higher position in the workforce. CCCB offers three bachelor's degrees:

- **Bachelor of Arts**
- **Bachelor of Science**
- **Bachelor of Religious Studies**

## BACHELOR OF ARTS

The Bachelor of Arts (BA) degree contains an undergraduate curriculum of 120 credits that includes both a Bible emphasis and a ministry major. The BA degree also requires 15 credit hours in the biblical languages of Hebrew (Old Testament) and Greek (New

Testament). This degree is designed to enable students to engage in biblical studies at the highest level to emphasize Bible teaching in their leadership ministry. It typically requires four years of full-time study to graduate. CCCB offers the BA degree with the following programs:

- [Christian Counseling](#)
- [Christian Education](#)
- [Christian Ministries](#)
- [Cross-Cultural Ministry](#)
- [Preaching](#)
- [Youth & Family Ministry](#)

## BACHELOR OF SCIENCE

The Bachelor of Science (BS) degree is our most popular degree. It prepares students for entry-level professional employment in a church or parachurch ministry. The BS contains an undergraduate curriculum of 120 credits, including a Bible major and a ministry major. The BS degree typically requires four years of full-time study to graduate. CCCB offers the BS degree with the following programs:

- [Biblical Ministry](#)
- [Christian Counseling](#)
- [Christian Education](#)
- [Christian Ministries](#)
- [Cross-Cultural Ministry](#)
- [Parachurch/Organizational Leadership](#)
- [Preaching](#)
- [Worship Ministry](#)
- [Youth & Family Ministry](#)

## BACHELOR OF RELIGIOUS STUDIES

The Bachelor of Religious Studies (BRS) degree is a 120-credit program for students who have earned significant college credit from a college other than CCCB. A student who transfers 60 hours of college credit or an associate degree can earn a BRS degree by taking 60 hours of credit from CCCB. The transfer credits may be taken before enrolling at CCCB, while a student attends CCCB (through a partner college), or after a student finishes CCCB's requirements. There are two versions of the BRS degree:

- [Bachelor of Religious Studies—Christian Leadership \(BRSL\)](#)
- [Bachelor of Religious Studies—Missional Occupations \(BRSMO\)](#)

## Minors

Minors are an additional 15 credits of study, in which a student earns expertise in a field beyond the major. CCCB offers minors (*see page 63*) in:

- [Biblical Languages](#)
- [Christian Communication](#)
- [Christian Education](#)
- [Cross-Cultural Ministry](#)
- [Pastoral Counseling](#)
- [Preaching](#)
- [Worship Ministry](#)
- [Youth & Family Ministry](#)

## Education Formats

CCCB utilizes many course and credit-earning formats to educate our students.

### In-Seat

Courses CCCB offers most courses as in-seat courses. They meet on a weekly basis in a classroom. Some in-seat courses may include travel or attendance at a conference or event.

### Online Courses

CCCB offers online courses that apply to degrees or certificates. These courses require Internet access and regular access to a computer. Online courses are taught by CCCB professors and last eight weeks.

### Focused Courses

CCCB offers courses in a non-traditional format. These courses are week-long focused classes and eight-week focused classes. These courses are offered onsite in both Moberly and Kentucky campuses.

### Internships

CCCB offers two types of internships, depending on the program in which the student is enrolled:

- [Field Education Experience](#)
- [Christian Leadership Apprenticeship](#)

### Field Education Experience (FEE)

CCCB's FEE program provides the opportunity to serve in a located ministry under the supervision of an experienced leader. Most Bachelor of Science or Bachelor of Arts ministry programs require students to complete this program. The field education requirement is normally completed before or during the student's senior year. (*See also "Field Education Experience (FEE)"*)

## Christian Leadership Apprenticeship (CLA)

Students seeking a BRS degree in Christian Leadership are required to complete a CLA. The apprenticeship program allows the opportunity for students to serve in various capacities under the supervision of faculty or staff or in a located ministry under the supervision of an experienced leader. (See also "*Christian Leadership Apprenticeship (CLA)*")

## Independent Studies

To meet the individual needs of students, faculty may provide courses not offered in the regular schedule. Students are allowed to take an independent study course when a course required for graduation is not available. The instructor creates a syllabus which lists reading, writing, meeting, and testing assignments with a workload comparable to taking the course in the classroom. (See also "*Independent Studies*")

## Program Requirements & Objectives

CCCB's undergraduate program has chosen to divide its curriculum into three areas. Each area contributes to the success of others. Students who complete a degree demonstrate achievement of key objectives in the areas of:

- Biblical Studies
- General Studies
- Professional Studies

Programs follow a progression from introductory/beginning to focused/advanced courses. The introductory/beginning courses are a necessary foundation for the focused/advanced courses.

## BIBLICAL STUDIES

In order to serve our mission and vision, we help students grow in their knowledge and skills for understanding and applying the teachings of the Bible in a variety of contexts. Graduates have a strong foundational knowledge of the content of Scripture, utilize sound principles of biblical interpretation, gain contemporary skills for ministry, and apply the knowledge, principles, and skills learned in their personal and professional lives.

## Requirements

Our mission leads us to emphasize biblical studies in our curriculum. **ABHE accreditation** requires at least 30 Bible and theology credits in a bachelor's degree. Biblical studies courses are offered in the areas of:

- **New Testament**
- **Old Testament**
- **Theology**

The BA and BS degrees include a Bible major of 51 credits and the BRS degrees include a Bible major of 33 credits. ABHE accreditation also requires at least 18 Bible and theology credits in an associate degree. All three of CCCB's associate degrees include 21–24 credits in biblical studies.

## Student Objectives

1. Display knowledge of key Bible passages, characters, and events.
2. Affirm and defend the truthfulness of the Bible and Christian faith.
3. Discover the meaning and spiritual application of biblical texts through the historical-grammatical method of interpretation.
4. Identify the geographical, historical, linguistic, and cultural contexts of biblical events and books.
5. Explain the biblical teaching of major Christian doctrines.
6. Identify the biblical values that guide ethical conduct in life.
7. Articulate biblical principles of Christian life and leadership.

## GENERAL STUDIES

Students equipped to interact with the global society need to have knowledge and understanding of common areas of study. General studies courses inform the student intellectually; providing knowledge, the ability to gain knowledge, and the ability to think critically. They inform the student practically; providing knowledge regarding communication, literature, and social science. They inform the student globally; providing knowledge concerning cultures and worldviews. General studies courses equip students to understand the liberal arts from a Christian worldview.

## Requirements

Accreditation standards require a curriculum in humanities, arts, and sciences to provide a core of knowledge to students and accomplish our mission. General studies courses are offered in the following areas:

- **Communication**
- **Literature & Arts**
- **Foreign Language**
- **History**
- **Mathematics**
- **Philosophy**
- **Science**
- **Social Sciences**

The BA and BS degrees include 39 credits in general studies. The curriculum places emphasis on communication and social sciences because our graduates will be utilizing knowledge and skills in those areas in their employment. The BRS degrees include 42–45 credits in general studies, some of which are taken at CCCB, and most of which are transferred from other accredited college work. The associate degrees each include 18 credits in general studies to maximize communication and critical thinking skills in two years of study.

## Student Objectives

1. Demonstrate basic knowledge in communication, the humanities, and social sciences.
2. Exhibit independent, critical, and creative thinking skills.
3. Locate and evaluate learning resources.
4. Recognize the contributions of various cultures to the human experience.
5. Communicate effectively through written and spoken methods.
6. Identify the values necessary to guide ethical conduct and social responsibility.
7. List characteristics and examples of servant-leadership.

## PROFESSIONAL STUDIES

A servant-leader is informed, inquisitive, creative, and skilled. Professional studies courses take students on a journey from introducing various ministries as a profession to the concepts, attitudes, and skills that will help them be effective in their chosen field. Professional studies courses equip students for discipleship and entry-level vocational ministry. Professional studies courses are offered in:

- Christian Ministry
- Counseling
- Education
- Leadership
- Missions & Cross-Cultural Ministry
- Preaching
- Service and Leadership Training
- Worship Ministry & Music
- Youth & Family Ministry

## Requirements

The BA and BS degrees require 30 credits of study toward professional studies. The BRS degrees require 42–45 credits, and the associate degrees include 18 credits.

## Student Objectives

1. Display a breadth of general knowledge of ministry and leadership.
2. Determine biblical and effective approaches to ministry and leadership for the contemporary church.
3. Lead people to salvation in Jesus Christ and equip them for active service in the body of Christ.
4. Conduct a biblical ministry sensitive to historical, social, and cultural contexts.
5. Communicate the Bible clearly and contextually.
6. Identify the biblical values that guide ethical conduct in professional responsibilities.
7. Exhibit the character and gifts of a Christ-like servant-leader.

## OBJECTIVES ASSESSMENT

CCCB is involved in an ongoing process of objectives assessment in accordance with the requirements of accreditation in higher education. The purpose of assessment is to evaluate learning objectives and the quality of the various programs, including the general education core. Students are expected to participate in assessment by giving their best efforts. Assessment results serve to improve the academic experience at CCCB.

## Graduate Education

### Graduate Degree

Graduate studies build on the education students have already received, and the experience they have already gleaned. The Master of Arts (MA) is a degree that requires integration: the integration of theology/Bible, pastoral studies, and the student's own ministry. The academic rigor of the program is greater than undergraduate education both in terms of expectations on preparations and assignments. The curriculum is indeed more integrated and requires a personal element of theological and pastoral reflection on the content of instruction. Likewise, the curriculum is not only comprised of more focused content, but the processing of the content requires more significant engagement of the information both cognitively and affectively, ultimately applying itself to how the student does ministry in his or her congregation.

An intentional aspect of CCCB's approach to graduate studies includes the formation of a network of resources. This is accomplished by engaging the personnel associated with partner organizations and individuals actively engaged in diverse disciplines in ministry, which adds not only to the learning experience in the classroom, but also outside the classroom.

CCCB accepts select master's-level courses into the MA programs, and any of CCCB's certificates can be added to them.

CCCB offers the MA degree with the following program:

- Ministry Leadership

## Education Format

The Master of Arts degrees employ a unique three-format learning model:

### Online

Eight-week online courses offered in partnership through Hope International University.

### On-Campus

A week-long intensive course on CCCB's campus in Moberly allows students to work collaboratively with their peers and network within their constituency.

### Onsite

Coaching and mentoring at the student's place of ministry.

## Partnerships

### Educational Partnerships

CCCB partners with other institutions to collaboratively provide programs that require a combination of credits from CCCB and concentrated training from the partner.

### MOBERLY AREA COMMUNITY COLLEGE

*Moberly Area Community College (MACC)* ([macc.edu](http://macc.edu)) provides career programs through their seven sites and online. They offer a wide assortment of vocational certificates and degrees that may be used as the professional studies requirement of the APS or BRS degrees. MACC is accredited by the *Higher Learning Commission* ([hlcommission.org](http://hlcommission.org)).

### INDIANA WESLEYAN UNIVERSITY

With more than 20 Bachelor degree programs, and special emphasis of study, to choose from, CCCB's partnership with *Indiana Wesleyan University (IWU)* ([indwes.edu](http://indwes.edu)) provides students with the training they need to serve Jesus in almost any area of today's marketplace. Exciting degree options like Healthcare

Administration, Cybersecurity, Early Childhood Education, Business Administration, Information Technology, and Addictions Counseling are available through IWU's accelerated online program. IWU is accredited by the *Higher Learning Commission (HLC)* ([hlcommission.org](http://hlcommission.org)).

### HOPE INTERNATIONAL UNIVERSITY

*Hope International University (HIU)* ([hiu.edu](http://hiu.edu)) delivers a variety of undergraduate and graduate programs through their campus in Fullerton California. Central's graduate students benefit from this partnership with their graduate studies program. A third, 12 credits, of CCCB's graduate program are provided through our partnership with HIU, and our MA is fully accepted into the HIU's M.Div. program! HIU is accredited by the *Association for Biblical Higher Education (ABHE)* ([abhe.org](http://abhe.org)).

### POINT UNIVERSITY

*Point University (PU)* ([point.edu](http://point.edu)), located in West Point, Georgia, offers both undergraduate and graduate programs. The courses comprising CCCB's major in Parachurch/Organizational Leadership program are borrowed from Point as part of our partnership with them, enabling CCCB students to prepare for ministry beyond traditional ministry vocations. PU is accredited by the *Southern Association of Colleges and Schools Commission on Colleges (SACSCOC)* ([sacscoc.org](http://sacscoc.org)).

### Ministry Partnerships

CCCB partners with other ministries to enhance programs and courses with the specific expertise of the ministry.

### RETHINK GROUP

*reThink Group* ([thinkorange.com](http://thinkorange.com)) believes that the combined influences of church and home make a greater impact than just the two individual influences. reThink partners with CCCB to offer a course that helps students rethink their ministry to leverage influence throughout the church.

### E2: EFFECTIVE ELDERS

Located in Indianapolis, Indiana, the *e2: Effective Elders (e2) organization* ([e2elders.org](http://e2elders.org)) seeks to equip elders for leadership in the local congregation. The leaders of e2 partner with CCCB to teach courses in the master's programs.

## CHRISTIAN CHURCH LEADERSHIP NETWORK

The Christian Church Leadership Network (CCLN) ([ccl.network](http://ccl.network)), based in Florence, Kentucky, is a national network of churches and leaders that supports and empowers churches and leaders to thrive in ministry.

### Courses

## Course Numbering System

In the course numbering system for undergraduate courses, the first letter indicates each course's division:

- Biblical (B)
- General (G)
- Professional (P)
  - Co-Curricular Transcript (CCT)
  - Supervised Ministry Experience (SME)
  - Christian Leadership Apprenticeship (CLA)

The next two letters indicate subdivision, such as:

Communication Arts (CA)  
Christian Ministry (CM)  
Education (ED)  
Greek Language (GL)  
Hebrew Language (HE)  
History (HS)  
General Bible (IB)  
Missions and Intercultural (MI)  
Music (MU)  
New Testament (NT)  
Old Testament (OT)  
Philosophy Studies (PS)

For graduate courses, the lettering indicates the program for which the course was created:

- Masters in Ministry Leadership (MML)

The three numbers indicate the level of the course:

- 100's are freshman-level
- 200's are sophomore-level
- 300's are upper-level or junior/senior-level
- 600's and 700's are master's-level

For example, BOT101 is in the Biblical Studies division, Old Testament subdivision, and is freshman level.

## Admission & Aid

### Admission Information

## The Central Student

CCCB strives to enroll mission-fit students who actively participate in a local congregation, have the intellectual ability to study at the college level, and desire to become equipped with the knowledge, attitudes, and skills needed for vocational and volunteer leadership in the church.

Each applicant for admission is given personal attention and will be considered on the basis of:

- Personal attributes and character
- Previous academic performance
- Standardized test scores
- Recommendations from church leaders, teachers, or others who are familiar with their character and spiritual development
- Interest in and desire for Christian leadership and ministry

## STATEMENT OF NON-DISCRIMINATION

CCCB does not unlawfully discriminate on the basis of race, color, sex, age, disability, national or ethnic origin in employment, admissions, financial aid, or participation in CCCB programs.

## Applying to CCCB

CCCB evaluates each candidate for admission on an individual basis. Students are required to submit a completed and signed application form to the admissions office ([cccb.edu/apply](http://cccb.edu/apply)). The admissions office will accept noninstitutional applications as equal to the institutional application. Any other applications and their acceptability are subject to the approval of the director of admissions.

All credentials and documents submitted to CCCB in the application and admission process become the property of CCCB and will not be returned to the applicant or forwarded to other institutions. Documents may be returned to international students upon the discretion of the admissions and/or academic offices after certified copies are made.

Applicants who have been incarcerated must demonstrate acceptable personal attributes and character and an active relationship with a local

congregation as verified by the church leader reference for a minimum of one year immediately before enrollment.

Applicants who have been convicted of any law violation other than a minor traffic violation must provide a full explanation in order to be considered for admittance.

Applicants who were placed on disciplinary probation, suspended, or dismissed from a college or university must provide a full explanation in order to be reviewed for admittance.

Applicants who are admitted based upon false or incomplete information may be denied enrollment eligibility and/or dismissed from CCCB.

CCCB reserves the right to deny admission to any applicant whose academic history or personal qualifications are judged to be unsuitable for college work at CCCB.

An admitted student who demonstrates personal attributes or character that do not align with CCCB's core values, community covenant, or student code before enrolling in CCCB may be denied enrollment or enrolled with sanctions by the admissions committee based upon a review of the available information by CCCB's academic leadership team.

## Undergraduate Admission

### Admission Requirements

Prospective students desiring admission to pursue a certificate or degree at CCCB are typically expected to have completed the recommended college preparatory courses at an accredited secondary school or equivalent. A proper foundation to facilitate success in college-level studies will include:

- 4 years of English
- 3 years of mathematics
- 3 years of social studies
- 3 years of science

### FIRST-YEAR ADMISSION

In addition to the application for admission, applicants for first-time degree seeking admission are required to submit the following materials:

1. Official high school transcript: Submit a transcript from an accredited high school or equivalent. It is the student's responsibility to request transcripts early in the application process and again when the coursework at the institution is completed. The

transcript should include a CGPA. See "**Enrollment Eligibility**" for guidelines with official final transcripts.

2. Official ACT or SAT results: For a student to be considered for acceptance to CCCB, students must submit a standardized test score from ACT and/or SAT.

Applicants for first-time degree-seeking admission will be considered for admission if they meet the following requirements through a three-tiered system of admissions.

### Regular Admission

Requires both components:

1. Minimum composite ACT of 17 (SAT CR+M combined 940)
2. Minimum 2.0 high school GPA OR
3. Minimum composite ACT of 16 (SAT CR+M combined 900)
4. Minimum 3.0 high school GPA

### Committee Admission

First-year applicants who do not meet the above criteria for admission may be sent for approval by the Admissions Committee. Students eligible for consideration by the admissions committee are also required to submit a personal statement and educator reference for consideration. This group will review, and approve or deny admission based on the following conditions:

- A high school GPA below a 2.0, regardless of ACT or SAT composite score

OR

- Composite ACT of 15 or below (SAT CR+M combined 810 or below)

Conditions on 1st semester:

- May take no more than 18 semester credit hours (3 hours are lab courses); online students are limited to only one course in the first two sessions of enrollment
- May be enrolled in remedial course instruction
- Must maintain **SAP**

Students admitted with conditions will be notified in their initial acceptance letter.

## Denied Admission

Students denied by the admissions committee may be reconsidered for admission if the student provides updated information, such as a standardized test score or a transcript.

## Saints Success Program

Students admitted to CCCB will be placed in the **Saints Success Program** based on these factors, regardless of admissions status:

- ACT (SAT equivalent) of 17 and below and a 3.29 GPA and below (only required to take **GCA031** Private Study Skills if English & reading subscores are 20 ACT and above)
- Any student with less than a 2.0 GPA (regardless of test score) will be enrolled in **GCA031** Private Study Skills.

## TRANSFER ADMISSION

Students are considered transfer students if they can be classified in one of three ways:

- Matriculated full-time at a previous institution
- Have a minimum of 64 hours of college credit
- Completed an associate degree while enrolled in high school
  - Students with a completed associate degree upon completion of high school are considered for admission based upon a final high school transcript, ACT/SAT score, and college CGPA

In addition to the application for admission, transfer, and readmit applicants for degree-seeking admission are required to submit the following materials:

- Transcripts from all colleges/universities attended: Students attending any college or university prior to application to CCCB must submit transcripts from all colleges and universities attended, and again when the coursework at the institution is completed. Each transcript should include a CGPA. For a student to be considered for acceptance to CCCB, a minimum CGPA of 2.0 on a 4.0 scale must be submitted. Readmit students must submit transcripts from all colleges attended after leaving CCCB.
- Additional documents for consideration: If a transfer applicant has less than 24 hours of attempted college credit, a high school transcript and ACT/SAT is required for admission consideration.

Applicants for degree-seeking transfer admission will be considered for admission if they meet the following requirements through the admissions process.

## Regular Admission

- 2.0 or higher CPGA

OR

- An evaluation of previously taken credits at a prior institution warrants additional review, regardless of CGPA

## Committee Admission

For transfer applicants who do not meet the above criteria for admission. Students eligible for admission consideration by the admissions committee are also required to submit a personal statement and an educator reference for consideration. This group will be reviewed, and approved or denied admission by the admissions committee which has its own set of conditions:

- Below a 2.0 CGPA

OR

- An evaluation of previously taken credits at a prior institution warrants additional review, regardless of CGPA

Conditions on 1st semester: Enrolled in Student Success Program. Students admitted with conditions will be notified in their initial acceptance letter.

## Denied Admission

Students denied by the admissions committee may be reconsidered for admission if the student provides updated information, such as a standardized test score, an updated transcript, or similar.

## Student Success Program

Students admitted to CCCB will be placed in the **Saints Success Program** based on these factors, regardless of admission status:

- Students with less than a 2.0 CGPA will be enrolled in **GCA031** Private Study Skills
- Students with less than a 2.0 GPA and no previous college credit applied for the following courses will be required to take:
  - **BIB120** Discovering the Bible with Lab
  - **GCA151** English Composition I with Lab
  - **BNT101** Life of Christ I with Lab
  - **GCA031** Private Study Skills

## READMISSION

Applicants seeking readmission to CCCB follow the same guidelines as transfer students, but may need to be considered by the appeals committee if they were on

academic suspension or academic probation when leaving CCCB. Readmit applicants are also required to gain approval not only from the academic services office, but also the student development office and the business office prior to admission.

- Readmit applicants are considered by the applicant's application, a church leader reference, and recommendations from the student development office and the academic services office.
- Returning students must be reviewed by each office and approved with or without stipulations. Possible stipulations include:
  - Academic sanctions as determined by the vice president of academics or acting agent. Based upon an applicant's academic standing with CCCB, the applicant may be admitted as a student on academic warning or academic probation.
  - Disciplinary sanctions as determined by the Dean of Student Conduct or acting agent. Based upon an applicant's disciplinary standing with CCCB, the applicant may be admitted with student life stipulations.

## NON-TRADITIONAL ADMISSION

Students who are not graduates of accredited high schools may submit a GED (General Education Development) or a HiSET score in lieu of a high school transcript for evaluation and must earn the high school equivalency credential. These students are required to submit a personal statement and are subject to review by the admissions committee prior to an admissions decision.

Students who have graduated from high school, but have not attended a college, are not required to take the ACT or SAT test after five years have passed since their high school graduation.

Students that have been out of high school for more than five years and have less than a 2.5 high school GPA or do not meet the GED/HiSET requirement must be reviewed by the admissions committee.

## INTERNATIONAL ADMISSION

International applicants, whether first-year, transfer, readmit, or online, have the same admission requirements as domestic students but are also required to be proficient in English. International students are also expected to demonstrate sufficient financial support to attend CCCB.

In addition to the application materials required for domestic applicants, international applicants are also required to provide the following materials for admission consideration:

1. Evidence of English competency: A Test of English as a Foreign Language (TOEFL) or an International English Language Testing System (IELTS) score is required.
  - a. Minimum TOEFL score of 500 (paper-based), 173 (computerbased), or 61 (internet-based). OR
  - b. Minimum IELTS score of 5.0. The TOEFL or IELTS can be waived if applicants:
    - i. Prior to review for admission, came from an English-speaking country.
    - ii. Have an ACT or SAT test score (acceptable).
    - iii. Have received a U.S. high school diploma or graduated from an international high school in their home country (with all English instruction).
    - iv. Enrolled for at least one semester at a college or university in the United States.
    - v. Completed an English as a Second Language program (ESL or ELL).
    - vi. Further requirements are reviewed on a case-by-case basis and could include an interview and writing sample.
2. Personal funding statement: A document demonstrating financial ability to attend CCCB and including sponsorship information.
3. I-134 Affidavit of Support: If student has a U.S. sponsor, this form must be completed to show that the sponsor can financially support the student to attend CCCB. If the student has a sponsor that is not a U.S. Citizen, a sponsorship and affidavit of support form is to be completed by the sponsor.

International students will be considered for admission on the respective tier of admission, based on whether they are a first-year student, transfer student, or a readmit student.

International students who do not meet the minimum English requirements will be enrolled in the **Saints Success Program** or could be enrolled in the program at the discretion of the academic services office.

## NON-DEGREE STUDENTS

**Non-degree students** who desire to become certificate-seeking or degree-seeking students must complete the application process for degreeseeking students before taking additional classes. Because non-degreeseeking students are not pursuing a degree, these students are

required to complete a non-degree-seeking application for enrollment and discuss course registration options with the registrar.

## CONCURRENT HIGH SCHOOL STUDENTS

Concurrent high school students may take up to 60 credits at CCCB. Students wishing to enroll at CCCB as a concurrent student must complete the concurrent student application online at [cccb.edu/checklists/dual-enrollment/](http://cccb.edu/checklists/dual-enrollment/).

Students are considered for the concurrent student program with the following requirements:

1. A sophomore, junior, or senior in high school
2. A minimum 2.75 CGPA

Students below the minimum standards of age, year in school, or GPA may be considered by the admissions committee for admission, but may be required to submit additional support information such as a letter of reference from an educator and/or a personal statement from the student.

Prior to enrollment, concurrent students must submit the following:

1. Parental consent form
2. An official high school transcript or homeschool transcript
3. Church leader reference

## Enrollment Eligibility OFFICIAL FINAL DOCUMENTS

Based on record type, admitted students wishing to enroll at CCCB must submit documents to solidify enrollment eligibility.

- High school transcripts: An official final transcript verifying that secondary education requirements have been completed and thus indicated by a graduation date and signature by a school official.
  - An official homeschool transcript that verifies that the applicant has met the student's state requirements for high school graduation and that is signed by a parent.
  - An official transcript (in print or digital) of a high school equivalency test designated by a state as the state's high school equivalency test.
- Test scores: Submit an official ACT or SAT score report issued by the test provider directly to CCCB, either in print or included on an official high school

transcript (in print or digital). If the scores are not included on the applicant's high school transcript, students will need to request official scores to be sent to CCCB. International students must also submit official TOEFL and/or IELTS scores.

- Transcripts from all colleges/universities attended: Official final transcripts from all colleges and universities attended must be submitted, including dual credit course credits.
- AP/CLEP credit: Advanced Placement and/or College Level Examination Program official scores must be submitted.

## ENROLLMENT FORMS

Prior to enrollment, the following documents or credentials are to be submitted for final enrollment in courses at CCCB.

- Registration form for all students
- Housing form for all resident students
- Complete, final, and official transcripts
- Completed registration materials
- Completed Enrollment Agreement
- Acceptable payment or arrangements for student account balances

Online students must also submit the following:

- Identity & statement of educational purpose form
- Notarized photocopy of a government issued photo identification

Federal student aid will not be disbursed until both the statement and the photo ID have been submitted to CCCB.

## DOWN PAYMENT (ENROLLMENT FEE)

Degree-seeking onsite students (regardless of residency status) are required to pay a non-refundable \$100 down payment (previously referred to as an enrollment fee) to reserve their place in the classroom.

After two consecutive semesters after leaving CCCB, a readmitted student will need to pay the enrollment fee again. A CCCB student who has been granted a leave of absence will not be required to pay the enrollment fee again.

## CHURCH LEADER REFERENCE

Students are required to provide at least one reference that attests to the personal attributes and character that are in alignment with the Community Covenant and the Student Code of Conduct as found in the CCCB Student Handbook. Church leaders include ministers officially

recognized by the congregation, Sunday school teachers, elders, deacons, pastors, FCA advisors, etc. References must not be related to the applicant.

- Reference forms must be submitted directly to CCCB either in print or digitally by the reference or be verified by CCCB by contacting the reference if received in other ways. All reference forms are valid for one year.
- Expired references may be validated at the time when the applicant's application is completed by CCCB at CCCB's discretion by contacting the reference.
- The director of admissions may choose to contact the church leader to confirm and validate the church leader reference and to ask additional questions of the reference.
- Students with a below-standard reference must be considered for enrollment eligibility by the admissions committee. A personal statement or a second reference may be requested from the student for further enrollment consideration.

## DEADLINES

Admission deadlines for each semester can be found on CCCB's website. A paper copy can be made available upon request.

New or readmitted onsite students must have appropriate application materials completed and gain admission by the Wednesday prior to orientation.

Online students must have appropriate application materials completed and gain admission three weeks before the first day of the course.

## Partnership Programs

### ADVANCED PLACEMENT (AP)

CCCB accepts AP scores of 3 or higher for college credit in place of general studies courses. Each examination is worth 3 hours of college credit at CCCB. Students must request score documentation be sent directly to the admissions office.

### COLLEGE LEVEL EXAMINATION PROGRAM (CLEP)

CCCB accepts CLEP scores of 50 or higher for college credit in place of required general studies courses. Each examination is worth 3 hours of college credit at CCCB. Students must request score documentation be sent directly to the admissions office.

#### CLEP/AP Examinations

Any History or Social Science exam  
Any Math exam  
Any Science exam  
Any Foreign Language exam  
Any Literature exam  
Any Composition exam

#### CCCB Courses Fulfilled

History Elective  
Math Elective  
Science Elective  
Foreign Language Elective  
Literature Elective  
English Composition I

## CREDIT FOR TRANSFER FROM OTHER COLLEGES

Credits which are earned at accredited institutions and apply to a program at CCCB are fully accepted, provided that the grade for the course is a "C-" or above. CCCB accepts credits from all ABHE colleges. Comparable credits earned at non-accredited institutions may be accepted provisionally, subject to validation by the student satisfactorily completing 15 hours work at CCCB with a "C" (2.00) average.

### Correspondence Credit

CCCB may accept a maximum of 30 hours of correspondence credit toward a degree, providing it applies to the student's degree program requirements, is listed on an official transcript from an accredited college, and has grades of "C-" or above.

## Graduate Admission

### Admission Requirements

Prospective students desiring admission to pursue a graduate-level degree at CCCB are expected to have completed a Bachelor's degree.

- Application for Admission: A \$100 non-refundable application fee must be submitted with the application.
- Transcripts from all undergraduate and graduate institutions attended with a minimum 2.5 GPA (preference is given to those with exposure to Christian higher education).
- Writing sample of work, received by admissions and reviewed by Program Director
- Interview with dean of graduate studies

A writing sample may be waived if GPA is above a 3.0 GPA with a bachelor's degree from a Bible college or candidate has work experience in ministry.

Students who do not meet any or all of the minimum requirements may be considered for admission by a subcommittee of the academic leadership team, which includes the vice president of academics, registrar, dean of student success, and dean of professional studies.

All candidates with completed applications will be admitted or denied after review by the director of admissions and the dean of graduate studies.

## Financial Information

### Financial Information

Students are expected to pay bills in a timely manner. Such financial integrity is expected of Christian leaders. To pay for living expenses and other costs, several different resources are available for students desiring an education at CCCB, such as internal and external scholarships, federal aid programs, and campus jobs.

### Cost

Charges and fees may be found at [cccb.edu/costs](http://cccb.edu/costs). Send any questions concerning charges or fees to the business office.

## Undergraduate Program Cost Onsite Charges

Tuition	\$275/credit
Student Fee	\$1000/annually
Orientation Fee	\$200 first semester
Room & Board	\$8500/annually

Includes 2-person room, meals, air conditioner, and laundry facilities

Single Room Fee*	\$1400/annually
Exit Fee	\$300
Graduation Fee	\$100

\*all students are being given a complimentary single-room/students can receive a discount for havchoosing to have a roommate during the 2021-2022 school year.

### Online Charges

Tuition	\$275/credit hour
Session Fee	\$200/session
Orientation Fee	\$100 first session
Exit Fee	\$100/course

## Non-Degree/Dual-Enrollment HS Charges

Non-Degree Tuition	\$100/credit hour up to 15 hours
Non-Degree Student Fee	\$100/semester or \$50/session
Non-Degree Exit Fee	\$50

## Graduate Program Cost

Tuition \$275/credit hour

## Financial Aid

### Financial Aid

Financial aid is money lent or given to students to help pay for the costs of attending college. A student's financial aid package and is managed by the financial aid office. That package may include:

- **Institutional aid**
  - Merit scholarships
  - Need-based grants
- **Federal aid**
  - Federal Pell Grant
  - Federal Direct Loans
  - Federal Work-Study
  - FSEOG Grant
- **State aid**
  - Vocational rehabilitation
- **Veteran's aid**
  - Chapter 33 (Post-911 benefits)
  - Chapter 35 (Dependent benefits)
- **Private aid sources**
  - Churches
  - Private foundations
  - Civic organizations
  - School district scholarships

The financial aid office assists students and their families with college expenses by helping them identify and qualify for the financial resources needed to achieve their goal of becoming servant-leaders for the church.

## Institutional Aid

### TORCH SCHOLARSHIPS

CCCB has four levels of merit-based (academic) scholarships available to new or readmit degree-seeking students who begin enrollment in Fall 2020 or after. Students enrolled at CCCB before Fall 2020 are not eligible for one of the Torch Scholarships.

## Full-Tuition Torch Scholarship

This top-tier scholarship is competitive. It covers the total of all tuition and fees and is available for select Moberly campus students.

## President's Torch Scholarship

This second-tier scholarship is \$4000 per year for Moberly campus students and \$2000 for online students.

## Dean's Torch Scholarship

This third-tier scholarship is \$2500 per year for Moberly campus students and \$1250 for online students.

## Servant-Leader Scholarship

This fourth-tier scholarship is \$1500 per year for Moberly campus students and \$750 for online students.

Scholarships are disbursed each semester for a minimum of 12 hours per semester. A scholarship will not be increased if the student enrolls in more than 12 hours but will be prorated if the student enrolls in less than 12 hours. Proration of an institutional scholarship will be made if credit hours drop below 12 hours prior to the end of the published **grace period**.

These scholarships are automatically renewed each year, as long as **SAP** is maintained, until the first bachelor's degree is earned at CCCB. President's Torch, Dean's Torch, and Servant-Leader Scholarships can be awarded as long as a student is eligible for continued enrollment as a degreeseeking student for up to 150% of the total hours required for their degree program.

## Scholarship Requirements

Academic scholarships are based on a formula of ACT and GPA (for incoming first-year students) or transfer GPA (for transfer students).

- The student must maintain a 3.5 GPA to remain eligible to receive the Full-Tuition Torch Scholarship; eligibility is assessed at the end of each academic year.
- The student must meet CCCB's **SAP** policies.

## CENTRAL GRANT

CCCB will award need-based grants to eligible students upon evaluation of unmet financial need as determined by the financial aid office. These funds will be awarded to the student each semester through an award called the Central Grant. The amount will vary, depending upon the amount of funds available each year and as determined by the financial aid office.

## Central Grant Eligibility

- Students living on-campus are eligible for the full grant. Commuter students and online students are eligible for 50% of the grant.
- Students in the Torch Scholarship Program are eligible for consideration for need-based aid if they have filed a **FAFSA** and demonstrate financial need.
- Students are highly encouraged to file the FAFSA to be considered for aid eligibility. However, exceptions to filing a FAFSA may be considered on a case-by-case basis.

## LEGACY TUITION SCHOLARSHIP

Students who were enrolled at CCCB in Spring 2020 and received the Full-Tuition Scholarship will be awarded the Legacy Tuition Scholarship. This scholarship replaces the Full-Tuition Scholarship. It covers the same amount of the bill that the original scholarship did in order to keep the students' out of pocket costs stable.

## Scholarship Requirements

- Scholarship amount is based on a minimum of 12 hours per semester.
- Scholarship amount is reduced by 50% if a student moves to online or off-campus.
- Scholarship amount is reduced by up to 50% if there is academic or disciplinary suspension.

Legacy Scholarship recipients will also be eligible to retain any other institutional scholarships or supporting church scholarships, as long as they remain eligible, for the duration of their enrollment until the completion of a bachelor's degree.

## Scholarship Eligibility

- Only students who were enrolled in Spring 2020, either on-campus or off-campus, will be eligible for the Legacy Tuition Scholarship. No new students will be eligible for this scholarship for Fall 2020 or any future term.
- Students who received the Full-Tuition Scholarship are eligible for the full amount of the Legacy Tuition Scholarship in the fall 2020 semester. Institutional aid could be subject to reduction if residency status changes after the fall 2020 semester.

## FUNDED SCHOLARSHIPS

Some scholarship funds have been designated by donors for special recipients each year. Those scholarships will be used, where possible, to underwrite the CCCB scholarships and grants awarded. The financial aid office will determine qualifying students, based on the scholarship's criteria, and award the scholarships as part of the scholarship award. A student will be notified of

any funded aid used for the scholarship. The student may be requested to write thank you letters where appropriate.

## DUAL-ENROLLMENT PROGRAM STUDENTS

Students simultaneously enrolled with another institution while enrolled fulltime at CCCB are eligible for financial aid through CCCB.

### Consortium Agreement

A consortium agreement should be used for any student who is not full-time at CCCB, but will be taking 12 or more total hours in a semester towards a degree program from CCCB. This makes CCCB the student's "home school" where all federal aid will be disbursed. If the student chooses to directly pay the partner school, the consortium will not be granted to the student through CCCB and credit hours not taken at CCCB will not be counted toward federal student aid eligibility.

### Articulation Agreement

All hours taken at a CCCB partner school with an articulation agreement must be approved by the vice president of academics for a student to receive full-time status.

## TUITION WAIVER PROGRAM

CCCB offers discounted pricing and tuition waivers for CCCB employees and their dependents and full-time employees of other Christian church colleges and universities. Contact the financial aid office for more information.

## FINANCIAL AID LIMITATIONS

A student may only receive financial aid for up to 150% of the total credits required for a single degree program. This cap will include the amount of credits a student has attempted at CCCB, as well as all credits that have been transferred into the student's degree program. This 150% restriction applies both to federal and institutional aid awarded by CCCB.

## Federal Student Aid FREE APPLICATION FOR FEDERAL STUDENT AID (FAFSA)

In order to receive federal student aid, including grants and student loans, the student must file the FAFSA. CCCB's federal school code is 014619. Students who have completed their FAFSA and CCCB's application process will receive a funding estimate listing the federal

and institutional aid for which they qualify. CCCB students are eligible for a variety of federal student aid, including grants, work-study, and loans.

## GRANTS

### Federal Pell Grant

Pell grants are a form of need-based aid that does not need to be repaid. A student's Pell Grant amount is determined by the demographic and financial information provided for the FAFSA. Awarding of the grant is based on the student's Expected Family Contribution as determined by the FAFSA, enrollment status as a student, and aggregate Pell Grant eligibility.

### Federal Supplemental Educational Opportunity Grant (FSEOG)

This grant is also need based and is awarded to students with very low expected family contributions (which is calculated on the FAFSA). This is generally awarded on a first-come, first-serve basis, but exceptions can be made by the financial aid office.

### Federal Work-Study (FWS)

This program provides jobs for students who need financial assistance. Students will generally work 5–15 hours per week during the school year. Actual work hours will be determined by each student's supervisor. The amount of earnings must not exceed the student's unmet need. The government provides funding to help pay the wages. Work-study earnings do not have to be repaid. Students wishing to apply for a Work-Study position must fill out a job application at [cccb.edu/current-students/student-employment](http://cccb.edu/current-students/student-employment) and submit it to the Director of GPS and Human Resources.

## FEDERAL DIRECT LOANS

CCCB participates in the Federal Direct student loan program, which includes three types of loans:

### Federal Direct Subsidized Loans

The federal government pays the interest on a subsidized loan for students enrolled in at least 6 hours per semester until students have been in their program of study up to 150 percent of the published program length. Once a student drops below half-time, withdraws, or graduates, interest for a student's subsidized loans will begin accruing.

### Federal Direct Unsubsidized Loans

Unlike the subsidized loan, the government does not pay the interest on this type of loan while students are in school. Students may defer the interest charges by adding these amounts to the principal for future

repayment. This loan program is not need-based; it is available to students regardless of their financial need. If students don't qualify for the subsidized loan, they probably will qualify for the unsubsidized loan.

## Direct PLUS Loans

PLUS Loans are for parents of dependent students. The PLUS Loan allows parents to borrow up to the cost of attendance not covered by other aid. If a parent chooses, payment may be deferred until the student graduates, leaves school, or drops below half-time.

## VETERANS SERVICES

Veterans benefits may be available to veterans of the armed services or their dependents. To begin the application process, visit the Veterans Benefit Page at [benefits.va.gov/gibill](https://benefits.va.gov/gibill). Once students have completed the application and receive confirmation of their eligibility from the Department of Veterans Affairs, they need to submit their eligibility information to the financial aid office.

## VOCATIONAL REHABILITATION BENEFITS

Students who have a disability may qualify for benefits under a vocational rehabilitation program. Questions concerning eligibility should be directed to the office of vocational rehabilitation in the student's home state or district.

## Additional Ways to Pay for School

### OUTSIDE SCHOLARSHIPS

CCCB accepts scholarships from a variety of sources, including outside businesses and organizations. Links to the most popular aid websites are:

- [fastweb.com](https://fastweb.com)
- [scholarshipamerica.org](https://scholarshipamerica.org)

Students are encouraged to check with the leadership and/or missions committee at their church to see if financial help is available to students attending a Christian college.

### PAYMENT PLANS

Students may enroll in a payment plan through Nelnet Business Solutions. Nelnet allows them to make monthly payments throughout the semester or school-year with no interest charges. More information may be found at [cccb.edu/financial-aid/payment-plan](https://cccb.edu/financial-aid/payment-plan).

## PARENTAL HELP

Students should talk with their parents to see if they are able to help pay college expenses. Parents can also check with their employers to see if there are scholarships or grants available through their places of employment, their life insurance companies, or service clubs.

## EMPLOYMENT

Students who wish to work while in school may seek job opportunities in the Moberly and Columbia areas. Check listings in the GPS office, online, and in the newspapers. CCCB offers a limited number of jobs that are not Federal Work-Study. Positions may be available in CCCB's maintenance, housekeeping, and cafeteria departments. Employment may also be available in office work, tutoring, computer and library support. Students who are interested may apply at [cccb.edu/current-students/student-employment](https://cccb.edu/current-students/student-employment).

## WEEKEND MINISTRY OPPORTUNITIES

Employment in some part-time ministry capacities is generally available in connection with the many congregations within driving distance of the campus. Such opportunities serve to reinforce the Christian education at CCCB as students find immediate application and experience in what they are learning.

## PRIVATE LOANS

The financial aid office will certify a private loan for up to the amount of the cost of attendance after all other aid is applied.

## Reductions to & Loss of Financial Aid

A student whose financial aid is subject to change will be notified by the financial aid office by email.

## FINANCIAL AID WARNING

A student will be placed on financial aid warning if any of the following conditions are true:

- A student is placed on **academic warning**.
- A student receiving federal student aid has not earned a "C" average (CGPA of 2.00) after attending 2 academic years. This means once a student has attended for 4 semesters, regardless of how many credit hours they have earned, they must have earned a "C" average. If a student is already on financial aid warning, then they will be placed on financial aid suspension.

Students have one semester to regain **SAP** or be suspended from federal student aid. If a student regains **SAP** after one semester on financial aid warning, they will be notified by the financial aid office by email.

## FINANCIAL AID SUSPENSION

A student is placed on financial aid suspension if any of the following conditions are true:

- A student is placed on **academic suspension**.
- It becomes mathematically impossible for a student to complete his program within 150% of the published program length.
- A student who had been on financial aid warning due to failing to earn a “C” average after 4 semesters at CCCB does not bring their CGPA to a “C” average after one semester.

Students on financial aid suspension who re-enroll:

- Are not eligible for **institutional aid**.
- Are not eligible for federal student aid.

Once it is determined that a student has regained **SAP**, all internal aid will be restored. For federal student aid purposes, a student must be earning a “C” average after they have completed 4 semesters at CCCB.

## FINANCIAL AID PROBATION

A student placed on financial aid probation will have all financial aid benefits restored. A student is placed on financial aid probation for one of the following reasons:

- The student successfully appealed financial aid suspension.
- The student is placed on academic probation because they regained **SAP**, even if they did not meet the **ARP** criteria.

## FINANCIAL AID FOR STUDENTS WITH ACADEMIC RECOVERY PLANS

A student on an **ARP** may receive delayed financial aid disbursements until it is determined that they are meeting the requirements of the ARP, including meeting with their tutor, studying in the learning lab, and maintaining their initial enrollment status. This is at the discretion of the financial aid office.

## FEDERAL RETURN OF FUNDS POLICY

The financial aid office will be informed by the registrar when a student withdraws from a course or exits school. The financial aid office will determine if a student’s financial aid will change.

CCCB uses the U.S. Department of Education’s software to calculate the appropriate return of funds for students who officially withdraw from all classes and have received Federal Title IV financial aid for the current semester of enrollment. CCCB will provide a printout of the calculation formula generated by the software upon request.

Students who leave school at any point in the semester before the 60% mark will be subject to a return of all or some of their Title IV funds. That means that, in many instances, students whose accounts were “paid in full” at the beginning of the semester may end up owing CCCB after withdrawing. Please contact the financial aid office for more information.

## RIGHT TO APPEAL

Students have the right to appeal any decision for removal or reduction of scholarships within 10 days of notification. Appeals must be made in writing and delivered to the financial aid office. The director of financial aid, registrar, and the vice president of student development comprise the appeals committee that determines the results of the appeal. Votes may be obtained by individual consultation, email, or meeting vote. Majority vote will rule all appeals.

Students also have the right to appeal existing CCCB institutional aid to request an increase, based on exceptional academic success and/or extenuating circumstances that affect the financial need of the student. This could require an institutional professional judgment completed by the financial aid office. All need-based federal aid must be exhausted before an increase in institutional need-based aid would be considered. Requests for increase of CCCB institutional aid must be made in writing to the appeals committee

## Academic Information 2021-2022 Academic Calendar

### Moberly Campus Calendar FA-21

Convocation	August 17
First Day of Classes	August 18
Grace Period Deadline	August 25
Heritage Day	September 3
Missions Emphasis Week	Sept 28 - Oct 2
Graduate (CCCB)	October 4-8
Withdraw Deadline	November 1
Thanksgiving Break (No Classes)	November 20-29
Last Week of Classes, Final Exams	December 7-9

## SP-22

Day of Service (No Classes)	January 17 (MLK)
First Day of Classes, Chapel	January 19
Grace Period Deadline	January 26
Graduate (CCCB)	February 21-25
Midterm	March 1
Outreach Week (No Classes)	March 11-21
Withdraw Deadline	April 4
Easter Break (No Classes)	April 15
Last Week of Classes, Final Exams	May 10-12
Honors Chapel, Commencement	May 13

## Online Calendar

### FA-21

AUG-21 Online Session	August 16–October 10
Grace Period Deadline	August 25
Withdraw Deadline	September 20
OCT-21 Online Session	October 11–December 12
Grace Period Deadline	October 20
Withdraw Deadline	November 15
Thanksgiving Break	November 20–29

### SP-22

AN-22 Online Session	January 10–March 6
Grace Period Deadline	January 19
Withdraw Deadline	February 14
MAR-22 Online Session	March 7–May 8
Grace Period Deadline	March 23
Withdraw Deadline	April 18
Honors Chapel, Commencement	May 13

### SU-22

JUN-22 Online Session	May 30–July 24
Grace Period Deadline	June 8
Withdraw Deadline	July 4

## Academic Information

## Academic Terminology

### CALENDAR DEFINITIONS

#### Academic Year

CCCB's academic year has 3 terms. It begins with a fall semester, followed by a spring semester, and ends with a summer term. CCCB offers courses in each term.

## Semester

A 15-week term. Semesters are commonly referenced as Fall or Spring or in the format using the corresponding year:

- FA-21
- SP-22

## Session

An 8-week term. CCCB's online courses are offered in sessions. There are two online sessions each semester and one session in the summer. Online sessions are referenced by their session name and the year:

- AUG-21
- OCT-21
- JAN-22
- MAR-22
- JUN-22

## Summer term

The summer term length varies depending on the format of the course the student is enrolling in. CCCB offers multiple formats of courses in the summer:

- Online courses
- Independent studies
- Field education experiences
- Focused courses

The summer term is not required, and students who do not enroll in summer courses do not lose their enrollment status from the spring to the fall. Students use the summer term to get ahead in their program, to regain **SAP**, or to do their internship.

## TRANSCRIPT DEFINITIONS

### Credit

The credit earned upon completion of credit hour courses.

### GPA

Grade Point Average is calculated by dividing the sum of final grades in a term by the number of credits taken in that term. The term GPA can affect the student's academic status and financial aid eligibility for future terms.

### CGPA

Cumulative GPA divides final grades earned in all terms by credits *attempted* in all terms, including withdrawn courses. The CGPA can affect the student's academic

status and financial aid eligibility. In some situations, the CGPA can include credits and attempted credits from other schools.

## Classification of Students

### Degree-seeking

Students who are actively pursuing the academic requirements of a certificate or degree. They are eligible for federal student aid. To be degree-seeking, students must have:

- Graduated from high school or have a GED
- Applied to be a student at CCCB
- Been accepted by CCCB's admissions department
- Declared a degree program

### Non-degree

Students who are not actively pursuing a certificate or a degree and are indicated as non-degree-seeking. Non-degree students are not eligible for federal aid. Such students are:

- Concurrent high school students
- Constituent students
- Audit students

### Onsite

Students who are pursuing a bachelor's degree, an associate degree, or certificate offered through on-campus courses and is not designated as an online program are considered onsite students for the purposes of fees and policies.

### Online

Students are considered online students if they have declared their program to be an online certificate or an online degree.

### Enrolled

Enrolled students have:

- Completed all admissions requirements
- Completed registration for the semester
- Fulfilled payment requirements for the semester

Students may enroll for any term; online students may begin their enrollment in the middle of a semester at the beginning of the second online session. An enrolled student is able to participate in courses.

## ENROLLMENT STATUS

Enrollment status indicates the level of hours a student is enrolled. This can affect the student's eligibility for internal and federal aid.

Enrollment status is determined semester-to-semester and can change within a semester due to schedule changes. For online students, credit hours from both sessions within a semester are calculated.

### Full-time student (FT)

A student must be enrolled in at least 12 credit hours to be considered full-time and to receive financial aid at a fulltime level.

### Three-quarter time student (3QT)

A student enrolled in 9–11 hours is considered three-quarter time.

### Half-time student (HT)

A student enrolled in 6–8 hours. For online students, this is the equivalent of 1 course per session.

### Less than half-time student (LHT)

A student enrolled in 5 credit hours or less is considered less than half-time. At CCCB, this is equal to one course per semester. LHT students are not eligible for federal student aid.

## GRADE LEVELS

A student's grade level classification will change after a semester in which the credits completed qualify the student to be classified at the higher level.

### Freshman

Students with less than 30 credits earned.

### Sophomore

Students who have earned over 30 and less than 60 credits.

### Junior

Students who have earned at least 60 and less than 90 credits.

### Senior

Students who have earned at least 90 credits.

### Graduate

Students who have earned a bachelor's degree and are enrolled in a graduate-level program.

## Academic Deadlines

### GRACE PERIOD

The grace period applies to all classes at CCCB. It lasts until the equivalent of at least one full week of instruction. The end of the grace period is also called the drop date.

- Onsite courses: 5:00 p.m. on the Monday after the 1st full week of classes of the semester. See [Moberly Campus Calendar](#) for specific deadlines.
- Online courses: 5:00 p.m. on the 2nd Monday of the beginning of each online session. See [Online Calendar](#) for specific deadlines.
- Focused courses: The grace period ends at 1:00 p.m. on the Monday of the 1st weekend of classes.

### WITHDRAW DEADLINE

The last day to withdraw from a course is noted on the semester calendar. Students may withdraw from a course before that date and receive a grade of “W,” which will not affect the GPA. It may however affect their [PACE](#) and their [SAP](#).

The deadlines for withdrawing from courses are:

- Onsite courses: 5:00 p.m. on the 11th Monday of the semester. See [Moberly Campus Calendar](#) for specific deadlines.
- Online courses: 5:00 p.m. on the 6th Monday of the course. See [Online Calendar](#) for specific deadlines.

## Academic Policies

### Academic Policies

All students are expected to follow the academic policies of CCCB in matters of their enrollment and coursework. In situations where online policies differ from onsite policies, onsite students must adhere to the online policies for any online course taken. Please consult the registrar if there are any questions about academic policies.

### Program Policies

#### ACADEMIC PROGRAM

Students choose their course of study by selecting a program (declaring a major). CCCB offers ministry programs and professional (also called marketplace ministry) programs:

- [Bible & Ministry](#)
- [Christian Counseling](#)

- [Christian Education](#)
- [Christian Ministries](#)
- [Cross-Cultural Ministry](#)
- [Parachurch/Organizational Leadership](#)
- [Preaching](#)
- [Worship Ministry/Arts](#)
- [Youth & Family Ministry](#)
- [Partnership Programs](#)

Students follow the program requirements according to the Academic Catalog the year they enroll in the program. Upon admittance to CCCB, students are contacted by the registrar to select a program and begin the pre-registration process.

### Catalog Year

Students who have an enrollment lapse of one semester or more may be graduated under the catalog in which they initially enrolled if they can complete the requirements within one year of the date their class would have been graduated. Otherwise, reactivating students will be required to complete the degree requirements of the current catalog at the time they re-enroll.

Students who change programs during continuous enrollment may have to change catalog years due to course availability and/or credit transfer. The registrar will determine the best option and makes the final decision.

### PROGRESS SHEET

Once a student has declared a major, the registrar creates a progress sheet for the student. The progress sheet is a Google Spreadsheet that lists all requirements for the student’s program and shows their progress through it. The document will also include progress for declared minors, additional certificates, and Saints Scholars.

The registrar enters all accepted transfer credits into the progress sheet and updates it each semester with the student’s progress. It is shared with the student, the student’s advisor, and the academic services office.

Students should refer to their progress sheets for pre-registration for each term. Courses are listed by division and ordered by the standard curriculum sequence. This helps students to know what order to take their courses.

### ADVISOR

Students are assigned an advisor according to their program. Students should cultivate a relationship with their advisor that carries them through their academic career into employment. The advisor for onsite students is their program director. The advisor is also the

**FEE** advisor for bachelor degree students. The advisor for online students is the Online Advisor, who advises online students in scheduling and program policies.

## ADDING OR DROPPING A MINOR

Students may add one minor to a BA or a BS degree with the requirement of 15 additional credits. One minor may be added to a BRS degree with the requirement of at least 6 additional credits; nine credits of the minor may be completed as part of the student's BRS requirements.

A minor may be added after the student has reached 60 credits of progress towards a bachelor's degree. A minor may not be added after bachelor degree requirements are completed. Students must submit a form to the registrar to add the minor. A student must maintain a 2.00 CGPA in order to continue participating in a minor. Students are not required to take an additional **FEE** beyond what is included in their major.

Students may drop a minor by submitting a change of program form to the registrar.

## PROGRAM CHANGES

Students may change their undergraduate program by submitting a change of program form to the registrar. Program changes may result in a change of **SAP** and/or grade level. Students should seek the advice of their advisor and/or the vice president of academics before changing.

## ADDING A CERTIFICATE OR ASSOCIATE DEGREE TO A BACHELOR DEGREE

Some of CCCB's certificates and associate degrees have the same foundation as some of the bachelor degrees and will transfer easily into any of CCCB's Bible and ministry programs. The same foundation allows students to chronologically earn a certificate, then decide to continue and earn an associate degree, and then decide to earn a bachelor's degree. These are:

- **Certificate of Bible & Ministry**
- **Certificate of Biblical Knowledge**
- **Associate of Biblical Studies**
- **Bachelor of Science programs**
- **Bachelor of Arts programs**

Students who are enrolled in a bachelor degree program are eligible to also earn one of the foundational certificates or associate degree. To do this, students must have completed the requirements for the additional certificate or associate degree and submit a change of program form to the registrar.

## Registration Policies PLANNING A SCHEDULE

Students may plan their schedule by consulting their advisor, their progress sheet, and the standard curriculum sequencing. Students must consider:

- Any pre-requisites
- The level of the course
- The availability of the course
- The format of the course

### Course Load

The standard semester course load is:

- Onsite student: 15 credits
- Online student: 12 credits

### Course Order

In their first two semesters, students enroll in biblical studies and general studies courses. Students begin their professional studies courses in their second year.

Students should aim to take at least one course from each division (biblical, general, and professional) every semester. Courses should be taken in the order listed for the program, as noted in the student's progress sheet.

## PRE-REGISTRATION

Students create their schedules for the upcoming term through preregistration. First-time, transfer and reactivating onsite students will be assigned an initial schedule depending on their academic records. Onsite students should contact the registrar to confirm or change their initial schedule. A student who first enrolls in the second semester will not be allowed to enroll in classes for which the first semester's work is prerequisite without permission of the instructor.

Pre-registration for returning onsite students occurs at the end of the previous semester and is opened in stages based on grade level so that upperclassmen may have first access to courses. Returning students must visit the registrar to pre-register. Returning online students pre-register by emailing the Online Advisor.

## REGISTRATION

A student officially enrolls at registration. Once a student has signed their enrollment agreement, the student is official, is responsible for all charges, and is subject to all policies at CCCB.

New students must have all documents needed for enrollment submitted before they register. Returning students must have any previous balance paid before they may register.

In order to attend classes, a student's bill is to be paid in full by the Monday following registration week. The following exceptions will be honored:

- If a student has completed the process for federal student aid, CCCB will require only that the student pay the obligation that will remain after application of this aid and any internal aid. Completion of the federal student aid process includes completing all forms required to receive the aid, including, but not limited to, the **FAFSA**, satisfying the requirements of verification, and loan documents (if applicable).
- CCCB may consider non-federal awards (from churches, service clubs, or other promised awards) and decrease the payment required prior to attending classes by the amount of such awards only if CCCB receives written notice stating the award name, sponsor, amount, date of disbursement, and notice of no award restrictions.
- A signed payment plan is in place, and payments are current on that plan. However, if the student terminates the plan or defaults on the plan, full payment is due immediately.

If CCCB determines that the student's financial aid will not be available by the paid-in-full deadline, the student shall be notified by email of the remaining obligation. The student shall have seven days from the date of notification to settle the remaining obligation. Nonpayment will result in the student's exit from CCCB.

## Moberly Campus Registration

New students may register on several occasions throughout the summer, including during orientation weekend, and students are assigned a registration time by the student development office.

Registration for returning students may register during the designated registration period during each semester and summer. Returning students are responsible for arranging their registration times and completing registration by the deadline.

## Online Registration

New online students must have completed the registration process one week before the beginning of the related orientation session. New online students who have not paid for the current session or do not have financial aid in place seven days before the start of the orientation class will be dropped from the class and may

start the online program during the next session, assuming payment has been received or financial aid is in place.

All returning online students must have the appropriate registration materials completed three weeks before the first day of the course. Students are to make a payment at least seven days before the first day of the course (or have adequate financial aid in place) in order to remain registered for the class.

Students will be granted access to their current session courses upon completion of all enrollment requirements, including payment for the session/semester. If the student has not paid for the session/semester, or does not have adequate financial aid in place by the end of the **grace period**, the courses for the current session will be removed from their schedule.

## Late Registration

Once official registration closes for a term, any registration completed after that time is a late registration. Students who register late are charged a late registration fee and are responsible for any work missed. No student shall be allowed to register after the **grace period**. Exceptions may be made by the registrar in rare cases involving uncontrollable circumstances.

## Non-Attendance of Courses

Students who pre-register for a course, sign their enrollment agreement, and do not begin the class will be charged the **exit fee**. Online students who do not begin the Orientation class will be dropped from all remaining courses and will be charged the exit fee. Students are expected to inform the registrar if they decide not to attend.

## SCHEDULE CHANGES

Students must submit a schedule change form to the registrar who approves all schedule changes.

## Adding a Course

A student may add a course, subject to availability, until the end of the **grace period**. Students are responsible for missed work.

## Section Changes

Students may change from one section of the same course to another section during the first three weeks of the semester, but only under the following conditions:

- Open seats must be available in the other section.
- The professors must approve the change.
- Absences accrued in one section are transferred to the other section.

## Dropping a Course

A course is considered dropped if it is done during the **grace period**. It will not appear on the student's transcript and will not count as a course attempted in financial aid calculations. Any fees attached to a course will be refunded, and any institutional aid will be reduced to match the student's enrollment status.

## Withdrawing From a Course

A course is considered withdrawn if it is done after the **grace period** and before the withdraw deadline. A withdrawn course will remain on the student's transcript with a grade of "W"; it does not affect the student's GPA but will affect the student's completion rate. The student will not receive any refund of any charge, nor will any institutional aid be reduced.

Withdrawing from a course after the withdraw deadline is equivalent to failing the course. The student receives an "F" for the course and does not receive any refunds or reduced aid.

## Audit-to-Credit or Credit-to-Audit

If a student has been doing the coursework for an audited course, the student may choose to change the course registration from audit to credit by midterm. The student will then be responsible to pay tuition for the course. A student may choose to change the course from credit to audit within the **grace period**.

## TEXTBOOK LENDING PROGRAM

CCCB understands that textbooks can be a large expense for students. Students may elect to participate in the textbook lending program each semester. By participating in this program, the student receives required textbooks for their courses provided by CCCB. Books for partnership program courses, some workbooks, and other materials that are student specific will not be part of the program.

Textbooks are lent to the student for the period of one semester. If, at any time during the semester, the student decides they would like to own their borrowed textbook, the book is damaged, or not returned by the ascribed due date, the student will be charged 70% of retail cost of the book.

Students may write and highlight in their borrowed textbooks. Damage includes, but is not limited to, broken bindings, missing or torn pages, water damage, or anything that renders the book unable to be used in the future.

Failure to return borrowed textbooks by the deadline will result in a nonrefundable fine of \$25. This rental fine, plus 70% of the retail cost of each book, will be added to

the student's account and must be paid before they may enroll in the next semester. Students may appeal these charges up to one month after notification.

## Textbooks for Moberly Campus

Students For onsite students, textbooks may only be returned during the week of finals. All textbooks must be returned by 5 p.m. on the last day of finals. It is the student's responsibility to make sure their books are returned during this time frame. Any textbooks left in the lobby of the Reese Resource Center, the library, the library drop box, dormitory rooms or lobbies, or any other area of campus other than the bookstore, will not be processed until after 5 p.m. on the last day of finals and will incur a fine.

## Textbooks for Online Students

CCCB will provide shipping of the textbooks to online students. The cost of returning the books is the responsibility of the student. A trackable method through the postal service or UPS is recommended.

All textbooks for online students must be returned postmarked by 5 p.m. on the last day of finals. It is the student's responsibility to make sure their books are postmarked by 5 p.m. on the last day of finals. This date will be provided each semester.

## REGISTERING FOR NON-STANDARD COURSES

### Field Education Experience (FEE)

Before participating in a FEE, students must:

- Complete SALT300 Vocational Preparation
- Complete, submit, and get approval for their learning agreement

In order to earn credit, the student must comply with the standards and procedures presented in the SALT300 course. Students will not receive credit for an internship occurring prior to successful completion of SALT300. Transfer students must attend CCCB at least one semester before enrolling in SALT300.

Students must enroll in SALT301 Field Education Experience to earn credit for the FEE. Credit is given the semester during the FEE is completed. Students may maintain full-time enrollment status through online courses and independent studies.

Working with the vice president of academics, the dean of professional studies, and the student's advisor, a student chooses which term they will complete their FEE. A student may complete their FEE over the course

of an academic year, semester or summer session. Students should consider these things when deciding to do their FEE across multiple terms:

- A student who completes their FEE over the course of an academic year must do so in consecutive semesters or sessions.
- A student may request their FEE credit hours be split over two semesters. The FEE would be 1.5 credit hours per semester and will receive a grade for each semester in which the student is enrolled in their FEE.
- When a student uses federal student aid to help pay for their FEE, the credit hours must be applied to the semester or summer term in which the aid is used.

### Christian Leadership Apprenticeship (CLA)

The CLA for BRS students is fulfilled by completing the SALT300 Vocational Preparation and SALT303 Christian Leadership Apprenticeship.

### Independent Studies

Registering for an independent study course requires the approval of both the instructor and the registrar. Students must have a CGPA of at least 2.50 in order to request an independent study. If approved, students must pay an independent study fee. Independent study request forms are available in the academic services office.

Students are limited to one independent study course for each area of study (biblical, professional, general) and to a total of three such courses in a program. Independent study courses must be completed by the end of the registered semester. A student who does not successfully complete an independent study will not be allowed to register for a different independent study course.

Independent study courses apply to a student's maximum credits attempted in a semester.

### Summer Courses

Students may take up to 9 credit hours during the summer months. Students wishing to take more than 9 credit hours must receive approval from the registrar. Students may register for summer courses during the spring semester and up to a week before the courses begin. For an independent study, the student may start as early as the week after commencement and end as late as the day before the fall semester begins, however, they may not be registered until payment is made through personal funds or financial aid.

### Auditing a Course

As space is available, students may audit a course for no credit according to the following conditions:

- Current students must have a GPA of 2.50 and either be a Junior level or above or a BRS student.
- Students must pay an audit fee and any lab fees for the course.
- Students must attend all classes. Excessive absences will result in the course being administratively dropped from the schedule.
- There are no refunds for dropping an audit course, even within the **grace period**.

Employees who are approved by their supervisor and complete applicable paperwork can audit any course for free.

## REGISTRATION FOR NON-PROGRAM STUDENTS

### Dual-Enrollment Students

Dual-enrolled students will be charged the non-degree tuition rate for the first 15 hours of credit taken at CCCB, and will be charged the **regular tuition rate** for additional credit hours. They will also be charged the **nondegree student fee** each term they enroll at CCCB.

A student at another college who wishes to earn a 15-hour certificate from CCCB may do so and continue to pay the non-degree tuition rate as long as they continue to be enrolled as a full-time student at their home institution. If they decide to pursue a higher degree or a certificate from CCCB, they will be charged the regular tuition rate once they are enrolled as a degree-seeking student at CCCB.

### Concurrent High School Students

There are two categories by which **high school students** can enroll:

- Earn up to 60 credits (onsite or online) while enrolled in high school toward an **Associate of Biblical Studies degree**
- **Non-degree seeking** while enrolled in high school

Neither of the categories of students are eligible for federal or institutional aid, and are charged the **non-degree tuition rate** up to 15 hours of college credit. They are also charged the **non-degree student fee** each semester they enroll at CCCB.

### Non-Degree Students

Students who are not seeking a degree may enroll in courses as space is available. The course may apply to a CCCB certificate or degree in the future.

Non-degree students may register within one month of the first week of the semester, as space is available. They are charged the **non-degree tuition rate** and **non-degree student fee** but are not eligible for federal aid. Non-degree students do not have to meet chapel or Christian service requirements.

## Constituent Students

The purpose of the constituent student program is to equip CCCB alumni and professional ministers, including other church leaders, to continue their education, strengthen ministry skills, to advance and enhance servant leadership in the church. Constituent students include:

- An alumni student: Alumnus who have already completed a bachelor's degree may take one onsite course per semester for continuing education & ministry training at no cost, if space is available.
- A professional minister: A minister and his or her spouse may take one onsite course per semester for continued ministry training at no cost, if space is available.

## Classroom Policies

### CLASSROOM BEHAVIOR

Students help maintain an environment conducive for learning so the classroom experience is successful. A complete policy on classroom decorum is found in the CCCB Student Handbook. Students are expected to be ready to start class on time, stay in class until it is over, save conversations until after class, ask clarifying questions without creating argumentation, avoid distracting the class through inappropriate behavior, and respect the teacher's authority to set policies.

Students who violate the classroom decorum policy may receive penalties.

#### 1st Violation Warning.

The student will be given a verbal warning by the teacher, either at the time of the violation or the end of class.

#### 2nd Violation Written Notice.

The student will be issued a written reprimand by the teacher, copied to the vice president of academics.

#### 3rd Violation Dismissal.

The student will be officially removed from the class. The appeals committee will hear any appeal by dismissed students. The student may attend class until the appeal is resolved.

The appeals committee of the faculty will hear any petition by dismissed students.

## Attendance Policies

CCCB students are expected to be responsible members of a scholarly community. An essential component of ministry preparation is developing a professional work ethic that includes dependability, timeliness, and initiative.

### ONSITE CLASS ATTENDANCE

#### Tardiness

Each student is expected to be seated in the classroom when class begins. A student who arrives in class after the bell rings or leaves class early without permission is considered tardy. A student who misses over half a class period will receive two tardies. Students who leave class for an extended period of time may be counted tardy or absent. Three tardies count as one absence.

#### Absences

CCCB recognizes two types of absences:

##### College absences

Absences that result from participation in officially sponsored college activities, such as intercollegiate athletics, approved class field trips, ministry conferences, or admissions or outreach trips on behalf of the college.

##### Personal absences

Absences that result from sickness, personal/ family emergencies, or ministry-related situations (i.e., weddings, funerals, etc.).

Course work missed due to college absences may be made-up. Make-up work due dates should be pre-arranged with the professor prior to the absence and is subject to the professor and/or course policies. Course work missed due to personal absences may only be made up at the discretion of the professor and is subject to the professor and/or course policies.

All absences count toward the total semester absences for a class.

##### Excessive Absences

A student may be penalized for excessive absences (more than one week or 7%, but less than 20% of class meetings). The student's grade will be penalized according to the formula given in the syllabus. The penalty may be as much as 10% of the grade for the course, at the discretion of the instructor.

A student who misses over 20% of the class sessions for personal absences will fail the course. If the 20% limit is reached by the midterm grade report, the student will be dropped from the class and receive a grade of “FW” (“failure due to excessive absences and withdrawn”). If the 20% limit is reached after the midterm, students receive a final grade of “F” unless they drop the course before the deadline. A student who meets the absence limit in a consecutive time period will be subject to CCCB’s administrative withdrawal procedures (*see page 140*).

The following chart details the penalties that apply for excessive absences.

	No Penalty	5% Penalty	10% Penalty	Failed
1 class/week	0–1 absence	2 absences	3 absences	>3 absences
2 class/week	0–2 absences	3–4 absences	5–6 absences	>6 absences
3 class/week	0–3 absences	4–6 absences	7–9 absences	>9 absences
4 class/week	0–4 absences	5–8 absences	8–12 absences	>12 absences

Two absences may be counted for each term that a student misses immediately preceding or following Thanksgiving Break in the fall or Outreach Week in the spring.

## ONLINE CLASS ATTENDANCE

In order for a student to continue in a course, they must demonstrate ongoing participation and interaction in the course by completing, at a minimum, all three of the following participation requirements for each unit of the course:

- Participation in the forum discussion with at least one post
- Completion of at least one unit assignment
- Completion of the unit reflection in which the student must ask a question of the professor about the course content and the professor has responded to the question

If a student, due to extenuating circumstances, fails to meet participation requirements in a timely manner, the student may complete work after the deadline at the professor’s discretion. If work is completed after the deadline, the professor may update the student’s participation tracking accordingly.

## ABSENCE APPEALS

If a student believes there are extenuating circumstances leading to excessive absences, it is the student’s responsibility to contact the vice president of academics with written evidence of the absences (documentation from medical facilities, family members, legal authorities, etc.). The student should continue to attend class and complete assignments while the appeal is being considered by the appeals committee. If the

appeal is approved, the student will be allowed to stay in the class. If the appeal is rejected, the student will receive a grade of “FW.”

## MONITORING ATTENDANCE

In order to ensure students are regularly attending class, the registrar will monitor attendance. If at any time it is evident that a student has either not met attendance for a class or it appears they have stopped attending altogether, the financial aid office will begin investigating whether a student simply withdrawing from a single class and no further action is needed or there is a need for a R2T4, aid adjusted, and exit counseling needed.

## Course Work Policies

The basic unit for an academic program is the class. The class and the coursework provide an accountable way for students to gain information, wisdom, and skills for life and work. Students and professors work together to achieve growth.

## TEXTBOOKS & COURSE MATERIALS

Textbooks are an integral part of the learning process. Professors select textbooks that will properly inform and support the students throughout the course.

Students are expected to read all textbooks and purchase all required course materials. Required materials may be purchased and/or rented at CCCB’s bookstore.

## ACADEMIC INTEGRITY

Academic integrity is expected of all students. Students are expected to avoid dishonest means to complete assignments and tests. This includes using plagiarism, using past materials, or cheating to improve performance.

### Plagiarism

Plagiarism is defined as using anyone else’s intellectual property without attribution. This includes copying materials from another student’s term papers, the Internet, or print sources without proper attribution. Also prohibited is recycling material from assignments in other courses without the permission of the professor.

### Cheating

Students are expected to demonstrate integrity by not giving or receiving information during any test or examination, or on any other individual assignment, unless the professor so specifies. Past tests or term papers should not be distributed to other students

without the express permission of the teacher. Students wanting academic help may obtain it from the Learning Center, but should not receive course materials from past students in a course. Any student having knowledge of an infraction of this principle should report the infraction to the professor, having first confronted the offender to give them an opportunity to confess.

## Penalties for Academic Dishonesty

In any case of academic dishonesty, the instructor may choose one of the following courses of action:

- Make the student repeat the test or assignment for full or reduced credit
- Give the student a zero on the test or assignment
- Give the student a failing grade for the course

Once the penalty is assessed, the faculty member will file a written report of the incident with the vice president of academics. Repeated academic dishonesty will result in the suspension or dismissal of the guilty party or parties. Any student accused of academic dishonesty may appeal in writing to the vice president of academics, who will convene the appeals committee to review the case.

## LATE OR INCOMPLETE WORK

All work in fulfillment of course requirements is due according to the schedule indicated by the instructor. Late work is generally not accepted by a professor. Some professors may allow late work, subject to a substantial grade penalty for lateness. Students who know they will miss a test or an assignment due date because of a college-related absence should inform their instructor, in advance, of the absence. Under no circumstances will work for a semester be accepted following the grading period for a semester.

## FINAL EXAMINATIONS

The finals schedule is published at the beginning of the semester. Students are expected to take their finals at the regularly scheduled times and plan accordingly. Weddings, airline flights, high school graduations, or convenience are not considered valid reasons to reschedule final examinations. Those who do not take the final at the prescribed time may receive a grade of zero.

## PETITION FOR INCOMPLETE

If a course has a major assignment which has not been completed by the end of the course, a student may fill out a petition for incomplete form and ask the instructor for an incomplete grade. This request must be made by the last day of scheduled classes for the term. The student is charged a \$50 fee if approved for an incomplete. A grade of "I" is entered when grades are submitted and counts

as a zero towards the student's semester GPA. Approved petitions allow work to be submitted within four weeks after the final exams. After that, all incomplete work receives a grade of zero and the final grade is calculated and included in the student's academic record.

## REPEATING A COURSE

A student may repeat a course in a later semester. CCCB allows grade forgiveness for four repeated classes. The grade for a course retaken at CCCB will replace the earlier grade earned. If the course is passed, only the higher grade is used for GPA calculations, although both grades will appear on the student's transcript and both attempts will be included in the student's PACE (see page 136). Any student desiring to take a course again after failing it twice must have the approval of the instructor. Students who fail a course are encouraged to retake it as soon as possible.

## Grading Policies

### GRADING SCALE

Grades are determined by some or all of the following:

- The student's participation in class discussion
- Tests, quizzes, collateral reading, and projects
- Term papers
- Paper formatting that follows Kate Turabian's Manual for Writers [9th ed.]
- A final examination

Course syllabi may indicate the exact formula to be used for calculating the grades in each course. Professors may occasionally modify the default grading scale in the course syllabus to suit the particular needs of the course. The following grade system prevails:

A	94-100 (4.0)	A-	90-93 (3.7)
B+	87-89 (3.3)	B	83-86 (3.0)
B-	80-82 (2.7)	C+	77-79 (2.3)
C	73-76 (2.0)	C-	70-72 (1.7)
D+	67-69 (1.3)	D	63-66 (1.0)
D-	60-62 (0.7)	F	0-59 (0.0)
P	Student earned at least 80% in a pass-fail course (4 quality points)		
FW	Failure due to excessive absences and withdrawn from course		
W	Withdrawn from a course		
AU	Course was audited by a student, no grade was given		
I	Incomplete grade (temporary)		
IP	In progress (temporary)		

## GRADE REPORTS

To help students and teachers track student progress, the semester is divided into two grading periods. At the end of the first grading period, mid-term grades are

posted to the student's online portal. A few weeks after the term ends, the final grades and GPA are available online within the student's portal.

## Professor Discretion

Teachers have the discretion to create policies on a number of issues; the student is expected to abide by all of them. These may include, but are not limited to, tardiness, food and drink restrictions, late work, usage of electronic devices, not accepting questions until the end of class, or anything that they think will be beneficial to the learning experience. Any student believing that a particular policy is inappropriate should address the concerns in writing to the teacher or the vice president of academics while continuing to follow the policy.

## Satisfactory Academic Progress

Satisfactory Academic Progress (SAP) is used to ensure a student is successfully progressing through their degree requirements. There are two components of SAP:

- Qualitative component: Based on the **CGPA**
- Quantitative component: Based on the **PACE** of progression to ensure completion of the degree within the maximum time frame

Students not making SAP will be placed on either academic alert, academic warning, academic suspension, or academic probation. They will be subject to financial consequences as well.

## PACE

PACE (Attempted/Completion Ratio) is a ratio of credit hours earned divided by credit hours attempted. Credit hours earned are credit hours in which the student earned a grade. This also includes credits that many have been transferred into the degree program from another college or university. Credit hours attempted are for classes the student either received a nonpassing grade or withdrew from the class after the published **grace period**.

Withdrawing from too many classes will have a negative impact on PACE and may lead to being suspended from federal and institutional financial aid as well as being placed on academic suspension. Repeating a class may affect a student's CGPA and/or PACE. For the CGPA, the higher grade will be used to figure the student's CGPA. However, both classes will be used in the calculation to establish how a student is progressing through their degree program, in other words, their PACE. CCCB students are only allowed to repeat 4 classes for their degree program.

## ACADEMIC ALERT

A student is placed on academic alert when:

1. Their semester GPA is below .70.
2. Their **CGPA** is 2.00 or greater.

The student on academic alert will receive following conditions:

- They must complete an ARP.
- They will be assigned a tutor and must attend scheduled study sessions.

A student placed on academic alert will be notified by the registrar by email. Students who have 2 consecutive semesters of a semester GPA below .70 will be placed on academic warning and academic standards for that status will apply. This will be true even if a student is meeting CCCB's CGPA and PACE standards.

## ACADEMIC WARNING

A student is placed on academic warning when either of the following conditions are true:

- A **CGPA** below 1.70 (less than 30 hours earned) or 2.00 (30+ hours earned)
- A **PACE** below 60% (less than 59 hours earned) or 70% (60+ hours earned)

A student placed on academic warning will receive an email from the registrar. Students who have been placed on academic warning have one semester to regain SAP. The student may re-enroll under certain restrictions:

- An onsite student will make an ARP with the dean of student success for the term.
- An online student will be allowed to take one online class per session until they recover their CGPA to a satisfactory level.
- The student will be placed on **financial aid warning**.

If the student regains SAP after one semester on academic warning, they will be notified by the registrar by email. A student who fails to raise their CGPA to meet their grade level SAP, but did follow the ARP, will be placed on academic suspension and will be notified by the registrar by email.

A student who withdrew from all semester classes before the drop date will not have a semester GPA and therefore will not be considered as a warning or suspended student due to their GPA. However, the dropped classes will be part of the student's PACE for SAP purposes and may result in a change in the student's academic standing if the PACE falls below SAP standards.

## ACADEMIC SUSPENSION

A student is placed on academic suspension if the student has not regained SAP after a semester on academic warning. A student placed on academic suspension will receive an email from the registrar. Suspended students may enroll with the following limitations:

- The student must successfully reapply to **enroll in classes**.
- The student cannot be **degree-seeking**.
- The student may only take two classes in a semester.
- The student may not live in on-campus housing without special permission from the vice president of student development.
- The student will be placed on **financial aid suspension**.

While academically suspended, a student who has earned 30 or more credit hours may regain SAP by regaining **CGPA** of 2.00 and a **PACE** of 70%. A student who has earned less than 30 hours of credit, may regain SAP with a **CGPA** of 1.70 and have a **PACE** of at least 60%. Once it is determined that a student has regained SAP, the student may become degree-seeking.

### Academic Suspension Appeals

A student on academic suspension may appeal the suspension within 10 days of receiving notification in order to enroll the following semester. Students will be given instructions in their email from the registrar on the process for academic appeal. They will go to [cccb.edu/academics/policies/academic-appeal/](http://cccb.edu/academics/policies/academic-appeal/) and submit the appeal form. If the appeal is not granted or the student chooses not to appeal within 10 days, they may appeal to enroll in future semesters. If the appeals committee approves the appeal, enrollment may be reestablished and the student will be placed on academic probation. The registrar will notify the student of the appeal results by email.

## ACADEMIC PROBATION

A student who successfully appeals academic suspension is placed on academic probation. The student will have one semester to regain SAP or be placed on academic suspension. The student may re-enroll under certain restrictions:

- Onsite students will make an ARP with the dean of student success for the term.
- Online students will be allowed to take one online class per session until they recover their **CGPA** to a satisfactory level.

While on academic probation, a student must establish and follow an ARP. Students on academic probation must earn a semester GPA of at least 2.00 and a **PACE** of at least 67%. Failure to follow the ARP will result in academic suspension the following semester. However, a student who regains SAP, even if they did not meet the ARP criteria, will be cleared. The appeals committee will determine the standing of each student on a case-by-case basis.

## ACADEMIC RECOVERY PLANS

An Academic Recovery Plan (ARP) for students on academic alert, academic warning, or academic probation may consist of the following components:

- Limited credit hours for the semester
- Retake any failed class(es) offered that semester
- Enrollment in **GCA031** Private Study Skills with a personal tutor
- Enrollment in Student Success class
- Restrictions on online or focused classes

Within the components, the dean of student success may customize the plan based on the student's needs or add additional items if it is deemed prudent. This will be decided on a case-by-case basis.

Copies of the plan will be kept in the files of the academic services office, the financial aid office, and the **Learning Center**. The student's tutor will meet with and counsel the student throughout the semester to ensure that the student follows the ARP. If a tutor finds that the student is not following the ARP, the tutor's supervisor will notify the dean of student success who will take appropriate action in order to provide further counseling for the student. At the end of each semester, the registrar will report each student's ARP success to the financial aid office via SAP reports.

## Exit Policies

### LEAVE OF ABSENCE

A Leave of Absence (LOA) allows students to return and complete a degree after one or two semesters away from CCCB. LOA applications are available in the academic services office and on CCCB's website. An approved LOA may last up to two consecutive semesters.

In order to receive an LOA, the following criteria are required:

- The student must have a **CGPA** of 2.00.
- The student must have all bills paid to CCCB.
- The student must be registered the semester immediately preceding the request for the LOA.

- The student must have no pending disciplinary action (dismissal, suspension, or probation).
- The student must submit documentation for an extended Field Education Experience, Medical LOA, or approved studies at another institution.
- The student may only apply for an LOA prior to the first semester in which the LOA would apply.

Results of a leave of absence:

- The student is allowed to pre-register for the next semester's classes as if currently enrolled as a student.
- The LOA is an academic leave of absence. For federal student aid purposes, students will be withdrawn from school and a Return of Title IV funds calculation will be completed if a student leaves in the middle of a semester. Exit counseling will be completed with the student or exit counseling information will be sent to the student if they are not available for a one on one interview.
- The student will withdraw from CCCB.

## EXITING SCHOOL

### Onsite Exit Procedure

A student who wishes to withdraw from CCCB at any point in the semester must go to the student development office and explain the situation to the vice president of student development or his designated representative. After that meeting, a student may begin the withdrawal process.

Students must do the following before classes can be officially dropped:

1. Meet with a representative of the student development office to initiate the process.
2. Conduct an exit interview with a representative of the financial aid office, if applicable
3. Withdraw from all classes with the registrar
4. Meet with the Account Manager or vice president of business & finance if the Return of Title IV calculations creates a balance owed on the student's account
5. Check out with the Residence Hall Director, if applicable
6. Return keys, student I.D., and library materials to CCCB
7. Provide forwarding address

Students who initiate the exit process by the end of the **grace period** will be refunded their tuition and student fee but are liable for the **exit fee** and **orientation fee**. The student is also responsible to pay for any outstanding charges that are not removed from their student account

or other purchases made at CCCB. This includes any charges accrued in the library, bookstore, or Harvest House.

Students who leave after the grace period do not receive a refund of tuition or the student fee, are not charged the exit fee, and are responsible for any unpaid charges accrued in the library, bookstore, or Harvest House.

Students who appeal for a refund and the refund is approved will receive a "W" for all withdrawn courses.

### Online Exit Procedure

Online students wishing to withdraw from all classes and exit from school must notify the online advisor. The online advisor will process a change of schedule and send it to the student to sign.

If an online student drops all courses for both sessions during the current session's **grace period**, they will be charged the **exit fee**.

If an online student withdraws from all courses for the semester after the current session's grace period, they will not receive a refund.

## SUSPENSION FROM SCHOOL

Students who are suspended or dismissed from CCCB must complete the withdrawal process to avoid receiving an "F" in every class. Suspended or dismissed students leaving after the **grace period** will receive a grade of "F" unless they meet one of the exceptions for an approved withdrawal. They are not charged the exit fee but are subject to the grace period in regards to refunds.

## ADMINISTRATIVE WITHDRAWAL

Students must demonstrate they are participating in each individual course in order to receive federal student aid and to continue in the course.

If it is determined a student is no longer meeting the participation requirements for a course, the financial aid office will evaluate the student's participation in all courses for the term to determine if a student has ceased participation and if a Return of Title IV calculation is needed for federal student aid, and the registrar may initiate the exit procedure for a student. If a student is withdrawn from all classes, the registrar will notify the student development office.

### Onsite Administrative Withdrawal

If an onsite student has exceeded the allowable number of absences in a class or has had 3 consecutive weeks of absences, the professor may request the student be withdrawn from the class. The registrar, through

attendance monitoring, may initiate a review by the professor to determine if a student needs to be administratively withdrawn from a class.

## Online Administrative Withdrawal

Students will be administratively withdrawn from all courses for the semester if they have not met all three participation requirements for the first Unit 1 of each course.

Students will receive a grade of “FW” for a course, if they have not participated for two or more weeks. The professor will notify the registrar of non-participation. If the **withdraw deadline** has not passed, the student may be given the opportunity to withdraw before receiving an “FW”.

A student who has not paid their student account by the end of the **grace period** will be dropped from the course. Payment may be made through personal payments, financial aid, or a payment plan.

## REFUND APPEALS

The refund policy may be waived if any of the following are documented:

- A student has received orders to report for Active Duty in the Military.
- A student is suspended in an effort to rehabilitate and is expected to do so.
- A student becomes unable to attend school due to a medical condition.
- A student's immediate family has an emergency because of major illness, death, or other family loss which would cause undue hardship for the family if the student remained enrolled. A written request must be submitted by the student's parent or guardian and the student explaining the situation and requesting a withdrawal for the semester.

Documentation for refunds must be given to the vice president of business & finance. Approved refunds are based on the date of submission. If a student's exception is approved, credits will be applied to the student's account in the following manner:

- During the first week, the student will be eligible for the grace period **exit fee**.
- After the **grace period**, refunds will be prorated according to the academic ratio and room & board according to the number of days remaining in the semester.

Refunds are given for the student fee and room & board fee. No refunds will be given on any other fees or charges, including single room charges. The student is

responsible to pay for any charges made in the bookstore, cafeteria, and Harvest House and can do so by using their financial aid.

## Graduation & Honors GRADUATION REQUIREMENTS

Degrees are awarded to those who have satisfactorily completed the following:

1. At least 30 credits earned at CCCB
2. All course requirements as outlined in the student's chosen program
3. A minimum **CGPA** of 2.00
4. Evidence of Christian character as demonstrated by compliance with the CCCB Student Handbook
5. Submission of an intent to graduate form
6. For students completing an associate degree or a BRS degree in the semester of degree completion, submission of:
  1. An experience essay
  2. A ministry reference
  3. A professor reference
7. Approval by the faculty after the intent to graduate form is submitted
8. Completion of all institutional assessments

Responsibility for understanding and meeting graduation requirements rests entirely with the student.

The intent to graduate form should be submitted by the first day of the student's final semester. Students are encouraged to submit the form in the spring semester when fewer than 42 credits remain for completion the next May or fewer than 20 credits remain for completion the next December. Early submission allows the student to receive the advising necessary to complete all degree requirements.

A student may participate in the commencement ceremony only if all requirements are completed by the end of the spring semester. This includes FEEs and CLAs, independent studies, online courses, all official transcripts received from previously attended colleges, and passing all courses taken in the final semester.

Diplomas are only released when all requirements are complete and payment of all financial accounts due CCCB has been made.

## ACADEMIC HONORS

### Dean's List

Recognizes students each semester who earn a minimum 3.50 semester GPA with at least nine credits attempted.

## Delta Epsilon Chi (DEC)

Recognizes graduating seniors who demonstrate superior achievement in academics, leadership, and Christian service as members of the academic honor society of the ABHE. DEC awards are selected by the faculty.

## Servant-Leader Award (SLA)

The SLA is an honor awarded by their peers for one female and one male senior student who have provided an outstanding example of servant-leadership for the campus community.

## Departmental Awards

Other awards specific to departments are chosen by faculty members and recognized at the annual Honors Chapel.

## Valedictorian & Salutatorian

Granted to the students with the highest and second highest CGPA, respectively. To qualify, students must have earned 90 credits from CCCB, complete the final 30 credits of their degree at CCCB or a partner institution, and graduate within ten semesters of original enrollment.

## Cume Laude

Bachelor's graduates with at least 60 credits taken at CCCB and have an exceptional GPA:

- Cum Laude: GPA of at least 3.50
- Magna Cum Laude: GPA of at least 3.75
- Summa Cum Laude: GPA of at least 3.90

## HONORS CHAPEL

Academic honors are awarded each year at the Honors Chapel, held the day of Commencement.

## COMMENCEMENT

CCCB holds one Commencement for all campuses in the spring following final examinations. Graduates are recognized for their completed degrees in a public ceremony.

## POST-CCCB GRADUATE PROGRAMS

As a nationally accredited institution, CCCB has many bachelor's degree recipients who are accepted into graduate programs at universities and seminaries. Seminaries often give preferred admissions and standing to students from Bible colleges. Recent graduates have been accepted into master's programs at Biola, Central Methodist University, Concordia Seminary, Dallas

Theological Seminary, Emporia State University, Fort Hays State University, Gordon-Conwell Theological Seminary, Harding University, Hope International University, Indiana Wesleyan University, Johnson University, Kentucky Christian University, Liberty University, Lincoln Christian University, Lincoln University, Midwestern Theological Seminary, Stephens College, Talbot School of Theology, Trinity Evangelical Divinity School, and Wheaton College.

## Academic Services

### Learning Assistance

Students who are in need of academic support are identified and provided with resources to improve their performance. Students may voluntarily request learning assistance in the form of a tutor.

### SAINTS SUCCESS PROGRAM

Saints Success is an academic support program to support students as they transition to college or seek to maintain academic health. The support consists of person-to-person tutoring, lab classes, and accountability and is overseen by the Dean of Student Success. Students may be required to participate in the program if they have been placed on an academic status.

### LEARNING CENTER

Students are expected to complete all coursework individually. However, limited assistance is available through the Learning Center, located in the Reese Resource Center. The Learning Center provides help with proofreading, accountability, planning, computer usage, and study strategies. In addition, it provides proctoring for examinations that students must take outside of class time. Allowing a test to be made up is at the instructor's discretion. The Learning Center will follow that policy. Proctored examinations must be taken by a deadline set by the instructor. Students with disabilities who need extra time or services, such as reading questions, may schedule to take exams in the Learning Center.

### PRIVATE TUTORING

A tutor may be available for any student who is failing a course at any time during the semester. When a student encounters academic trouble, the instructor may notify the dean of student success, who will assign a tutor to the student. Availability of such help is subject to the tutorial staff's overall workload.

## DISABILITIES ACCOMMODATIONS

CCCB will comply with the provisions of Title III of Americans with Disabilities Act as a public accommodation, and will provide reasonable accommodation to persons otherwise qualified who follow CCCB's ADA procedures, inasmuch as the reasonable accommodation does not constitute an undue burden or fundamental alteration for CCCB. A person with a disability is someone who has a physical or mental impairment, has a record of such impairment, and/or is regarded as having such impairment. A student is considered a qualified student with a disability if he or she can meet all standards and perform all functions required for admission, participation, and continuation in CCCB's programs and activities.

CCCB will make any appropriate and reasonable adjustments for students with disabilities to ensure accessibility to academic activities (courses and examinations) and non-academic activities (admissions and recruitment, admission to programs, academic adjustments, housing, financial assistance, and counseling). Students desiring help with a disability must notify the vice president of student development of the disability, provide current and comprehensive documentation concerning the nature and extent of the disability, and articulate their needs for the disabilities service provided on campus. Complaints concerning disabilities compliance can be presented to the student development office.

## Graduate Placement Services

The *Saints Graduate Placement Services (GPS)* office equips and empowers students and graduates to serve Jesus in the church, market place, and mission field. The goal is to assist students and alumni as they prepare to take the next step in their vocation, degree, or professional careers.

To aid in the development and better understanding of personal identity, Saints GPS offers introspective discussion, spiritual gifts and skills assessment, and workshops on varying subjects. For students and alumni seeking help in the area of vocation and jobs, Saints GPS services include:

- Maintaining a database of active service-learning and FEE (*see page 25*) opportunities
- FEE documentation and tracking
- Help with job searches
- Career coaching
- Network development
- Resume writing and proofreading services
- Interview skills development
- Workshops on varying subjects

- On-campus job applications

Saints GPS also partners with Student Services to provide students the opportunity to grow spiritually, academically, and professionally in areas such as discipleship and mentoring, co-curricular transcripts, and portfolio development.

## Transcripts

Past students may print their own unofficial transcript using the student portal or pay a transcript fee for each official transcript. A signed request is required using the transcript request form available in the academic services office or online at [cccb.edu/academics/transcript-request](http://cccb.edu/academics/transcript-request).

Any remaining balance on the student's account must be paid before an official transcript will be released. Current students who have paid the **student fee** may request up to 3 free official transcripts per semester.

Students need to allow 7–10 days for a transcript to be processed. Transcripts for a third party must remain sealed to be considered official.

### ***Policy on Name Change***

A student's name can be changed during enrollment if legal documentation is provided to verify the change. If a student is no longer enrolled, the student's name will remain the same in the records as it was when they were last enrolled.

If legal documentation of a name change accompanies a transcript request, the Registrar may provide a "Transcript Addendum" to provide confirmation of the student's identity.

## Areas of Study

### Bible & Ministry Program

Students focus their study in Bible more than with any other degree. Classes in introduction, content, and interpretation characterize this course of study. Students take courses in Old Testament, New Testament, and biblical theology. Students also receive a solid core of general studies courses and have the opportunity to create their own curriculum in professional studies.

## PROGRAM CONTACT

Dr. Jim Estep

[jimestep@ccb.edu](mailto:jimestep@ccb.edu)

## PROGRAM OBJECTIVES

1. Display knowledge of key Bible passages, characters, and events in their geographical and historical-cultural contexts.
2. Discover the meaning of biblical texts through the historical-grammatical method of interpretation.
3. Identify real life applications of biblical texts in the current socio-cultural context.
4. Affirm and defend the truthfulness of the Bible and Christian faith.
5. Explain the biblical teaching of major Christian doctrines.
6. Identify and explain biblical teaching and principles that guide ethical conduct in life.
7. Articulate biblical principles of Christian life and leadership.

## POSTGRADUATE & CAREER OPTIONS

### Postgraduate Options

- Bible, theology, and ministry programs in seminaries and universities

### Career Options

- Preacher or associate minister
- Teacher in a local church

- Servant-leader in a parachurch ministry
- Lesson writer or editor

## Associate of Biblical Studies

Type: Associate

### Biblical Studies

Item #	Title	Credits
BOT 101	Survey of Pentateuch	3
BOT 202	History of Israel	3
BNT 101	Life of Christ I	3
BNT 112	Acts of the Apostles	3
BNT 204	Life of Christ II	3
BNT 311	Life and Message of Paul	3
BIB 120	Discovering the Bible	3
BTH 201	Basic Biblical Theology	3

### General Studies

Item #	Title	Credits
GCA 131	Oral Communication	3
GCA 151	English Composition I	3
GCA 171	English Composition II	3
BIB 201	Interpreting Biblical Literature	3
GHS 212	Restoration History	3
GPS 200	Worldviews & Ethics	3

### Professional Studies

Item #	Title	Credits
PCM 120	Principles of Disciple-Making	3
	Foundations Elective	3
	Foundations Elective	3
	Ministry Elective	3
	Ministry Elective	3
	Ministry Elective	3
	<b>Total credits:</b>	<b>60</b>

## Associate of Biblical Studies - Russell

### School of Ministry

Type: Associate

## Biblical Studies

Item #	Title	Credits
BOT 101	Survey of Pentateuch	3
BOT 202	History of Israel	3
BNT 101	Life of Christ I	3
BNT 112	Acts of the Apostles	3
BNT 204	Life of Christ II	3
BNT 311	Life and Message of Paul	3
BIB 120	Discovering the Bible	3
BTH 201	Basic Biblical Theology	3
	Bible/Theology Elective	3
	Bible/Theology Elective	3

## General Studies

Item #	Title	Credits
CCT 103	RSM Orientation	1
	History Elective	3
	GHS, GCA, GGL, GHL, or GPS course	3
	GHS, GCA, GGL, GHL, or GPS course	3
	GHS, GCA, GGL, GHL, or GPS course	3
	GHS, GCA, GGL, GHL, or GPS course	3

## Professional Studies

Item #	Title	Credits
PCM 120	Principles of Disciple-Making	3
PCM 110A	Christian Formation A	1
PCM 110B	Christian Formation B	1
PCM 110C	Christian Formation C	1
PCM 110D	Christian Formation D	1
PCM 110E	Christian Formation E	1
PCM 110F	Christian Formation F	1
PCM 324	Principles of Church Health	3
	Ministry Elective	3
	<b>Total credits:</b>	<b>61</b>

## Associate of Ministry Studies

Type: Associate

### Biblical Studies

Item #	Title	Credits
BIB 120	Discovering the Bible	3
BTH 201	Basic Biblical Theology	3
BNT 101	Life of Christ I	3
BNT 112	Acts of the Apostles	3
BNT 204	Life of Christ II	3

## General Studies

Item #	Title	Credits
CCT 103	RSM Orientation	1
	History Elective	3
	GHS, GCA, GGL, GHL, or GPS course	3
	GHS, GCA, GGL, GHL, or GPS course	3
	GHS, GCA, GGL, GHL, or GPS course	3
	GHS, GCA, GGL, GHL, or GPS course	3

## Professional Studies

Item #	Title	Credits
PCM 120	Principles of Disciple-Making	3
PCM 110A	Christian Formation A	1
PCM 110B	Christian Formation B	1
PCM 110C	Christian Formation C	1
PCM 110D	Christian Formation D	1
PCM 110E	Christian Formation E	1
PCM 110F	Christian Formation F	1
PCM 110G	Christian Formation G	1
PCM 110H	Christian Formation H	1
PCM 324	Principles of Church Health	3
SME 301	Supervised Ministry Experience	3
SME 302	Supervised Ministry Experience	3
SME 305A	Counseling Supervised Ministry Experience	0.5
SME 305B	Counseling Supervised Ministry Experience	0.5
SME 305C	Counseling Supervised Ministry Experience	0.5
SME 305D	Counseling Supervised Ministry Experience	0.5
SME 305E	Counseling Supervised Ministry Experience	0.5
SME 306	Supervised Ministry Experience	6
SME 308	Supervised Ministry Experience	1.5
	<b>Total credits:</b>	<b>61</b>

## Bachelor of Science in Biblical Ministry

Program Director: Brandon Bradley

Type: Bachelor of Science

## Biblical Studies

Item #	Title	Credits
BOT 101	Survey of Pentateuch	3
BOT 202	History of Israel	3
BOT 342	Old Testament Poetry	3
BOT 361	Old Testament Prophets	3
BNT 101	Life of Christ I	3
BNT 204	Life of Christ II	3
BNT 112	Acts of the Apostles	3
BNT 311	Life and Message of Paul	3
BIB 120	Discovering the Bible	3
BTH 201	Basic Biblical Theology	3
BIB 201	Interpreting Biblical Literature	3
BTH 325	Advanced Biblical Theology	3
BTH 342	Apologetics	3
	Bible/Theology Elective	3

## General Studies

Item #	Title	Credits
CCT 101	Orientation to Online Studies	
GCA 131	Oral Communication	3
GCA 151	English Composition I	3
GCA 171	English Composition II	3
GPS 134	Introduction to Psychology	3
GGL 211	Greek Essentials	3
GHS 212	Restoration History	3
GPS 200	Worldviews & Ethics	3
	Church History Elective	3
	General Studies Elective	3
	General Studies Elective	3
	General Studies Elective	3
	General Studies Elective	3
	Advanced Communications Elective	3

## Professional Studies

Item #	Title	Credits
PCM 120	Principles of Disciple-Making	3
PCM 383	Leadership in the Local Church	3
PCM 201	Ministry in the Local Church	3
	Ministry Elective	3
CCT 250	Vocational Preparation	1
CLA 303	Christian Leadership Apprenticeship	2
	<b>Total credits:</b>	<b>120</b>

## Certificate of Bible & Ministry

Program Director: Dr. Eric Stevens

**Type:** Certificate

### Biblical Studies

Four of the following:

Item #	Title	Credits
BOT 101	Survey of Pentateuch	3
BNT 101	Life of Christ I	3
BIB 120	Discovering the Bible	3
BNT 112	Acts of the Apostles	3
BOT 202	History of Israel	3
BTH 201	Basic Biblical Theology	3

### Professional Studies

Item #	Title	Credits
	Ministry Elective	3
	<b>Total credits:</b>	<b>15</b>

## Certificate of Biblical Knowledge

Program Director: Dr. Eric Stevens

**Type:** Certificate

### Biblical Studies

Item #	Title	Credits
BOT 101	Survey of Pentateuch	3
BNT 101	Life of Christ I	3
BIB 120	Discovering the Bible	3
BNT 112	Acts of the Apostles	3
BOT 202	History of Israel	3
BTH 201	Basic Biblical Theology	3

### General Studies

Item #	Title	Credits
GCA 151	English Composition I	3
BIB 201	Interpreting Biblical Literature	3

### Professional Studies

Item #	Title	Credits
GPS 200	Worldviews & Ethics	3
PCM 120	Principles of Disciple-Making	3
	<b>Total credits:</b>	<b>30</b>

## Masters of Arts in Ministry Leadership

Program Director: Dr. Billy Strother

**Type:** Master of Arts

### Online Courses

Item #	Title	Credits
CHM 5203	Dynamics of Servant Leadership	3
SPT 6503	Leading Communal Spiritual Practices	3
CHM 6303	Transforming Conflict & Crisis in Ministry	3
MML 820	Ephesians for Ministry	3

### Modular Component Courses

Item #	Title	Credits
MML 610	Dynamics of a Healthy Congregation	3
MML 620	Discipleship and Christian Formation	3
MML 630	Professional and Team Development	3
MML 640	Change and Conflict Management	3

### Coaching

Item #	Title	Credits
MML 710	Supervised Ministry Experience	3
MML 720	Supervised Ministry Experience	3
MML 730	Supervised Ministry Experience	3
MML 740	Supervised Ministry Project	3
<b>Total credits:</b>		<b>36</b>

### Biblical Languages Minor

**Type:** Minor

Five of the following:

Item #	Title	Credits
GGL 211	Greek Essentials	3
GGL 221	Elementary Greek	3
GGL 222	Intermediate Greek	3
GGL 320	Greek Analysis	3
GGL 322	Greek Exegesis	3
GHL 341	Elementary Hebrew	3
GHL 342	Intermediate Hebrew	3
<b>Total credits:</b>		<b>15</b>

## Christian Counseling Program

Students in the Christian Counseling program will learn how to identify needs and offer appropriate help to people facing different situations. They accomplish this through a careful evaluation of counseling theories and application of those theories through a biblical worldview. They understand situations requiring counseling, demonstrate good counseling skills, and are able to apply biblical truths to those situations.

### Program Director

*Dr. D. Kris Small*

*[krissmall@ccb.edu](mailto:krissmall@ccb.edu)*

### Program Objectives

1. Identify possible service opportunities within the field.
2. Examine the need for counseling ministry and evaluate how their own giftedness can be used in that role.
3. Integrate the areas of psychology, theology, and spirituality into the work of Christian counseling.
4. Recognize the legal and ethical issues that influence the work of Christian counseling.
5. Recognize the key theories, terminology, and practitioners in the field of counseling.
6. Examine the needs of clients and choose intervention strategies to provide regular counseling treatments.
7. Meet requirements to enter graduate programs that advance the students toward licensure as a professional counselor.
8. Participate in a field education experience in which they perform and/or observe pastoral care and counseling under the supervision of an experienced counselor within a church or community setting.

### Postgraduate & Career Options

#### Postgraduate Options

- Graduate counseling program
- State licensure

#### Career Options

- Personal religious counseling in your own ministry
- Spiritual counselor in a church
- Camp counselor
- Social service worker

## Bachelor of Arts in Christian Counseling

Type: Bachelor of Arts

### Biblical Studies

Item #	Title	Credits
BOT 101	Survey of Pentateuch	3
BOT 202	History of Israel	3
BOT 342	Old Testament Poetry	3
BOT 361	Old Testament Prophets	3
BNT 101	Life of Christ I	3
BNT 204	Life of Christ II	3
BNT 112	Acts of the Apostles	3
BNT 311	Life and Message of Paul	3
BIB 120	Discovering the Bible	3
BTH 201	Basic Biblical Theology	3
BIB 201	Interpreting Biblical Literature	3
GGL 221	Elementary Greek	3
GGL 222	Intermediate Greek	3
GHL 341	Elementary Hebrew	3
BTH 314	Theology of Soul Care	3
	Bible/Theology Elective	3
	Bible/Theology Elective	3

### General Studies

Item #	Title	Credits
GCA 131	Oral Communication	3
GCA 151	English Composition I	3
GCA 171	English Composition II	3
GHS 212	Restoration History	3
GPS 200	Worldviews & Ethics	3
GPS 134	Introduction to Psychology	3
	History Elective	3
	Church History Elective	3
	Foreign Language Elective	3
	Foreign Language Elective	3
	Foreign Language Elective	3
	Math Elective	3
	Science Elective	3

## Professional Studies

Item #	Title	Credits
PCM 120	Principles of Disciple-Making	3
PCM 225	Foundations of Christian Counseling	3
PCM 330	Introduction to Counseling Theories	3
PCM 315	Basic Counseling Methods	3
PCM 333	Marriage & Family Counseling	3
PCM 316	Substance Abuse Counseling	3
PCM 332	Crisis Counseling	3
	Counseling Elective	3
CCT 200	Vocational Preparation	1
SME 305A	Counseling Supervised Ministry Experience	0.5
SME 305B	Counseling Supervised Ministry Experience	0.5
SME 305C	Counseling Supervised Ministry Experience	0.5
SME 305D	Counseling Supervised Ministry Experience	0.5
SME 305E	Counseling Supervised Ministry Experience	0.5
SME 305F	Counseling Supervised Ministry Experience	0.5
CCT 400	Senior Seminar	2
	<b>Total credits:</b>	<b>120</b>

## Bachelor of Science in Christian Counseling

Type: Bachelor of Science

### Biblical Studies

Item #	Title	Credits
BOT 101	Survey of Pentateuch	3
BOT 202	History of Israel	3
BOT 342	Old Testament Poetry	3
BOT 361	Old Testament Prophets	3
BNT 101	Life of Christ I	3
BNT 204	Life of Christ II	3
BNT 112	Acts of the Apostles	3
BNT 311	Life and Message of Paul	3
BIB 120	Discovering the Bible	3
BTH 201	Basic Biblical Theology	3
BIB 201	Interpreting Biblical Literature	3
BTH 325	Advanced Biblical Theology	3
BTH 342	Apologetics	3
	Bible/Theology Elective	3
	Bible/Theology Elective	3
	Bible/Theology Elective	3
BTH 314	Theology of Soul Care	3

## General Studies

Item #	Title	Credits
GCA 131	Oral Communication	3
GCA 151	English Composition I	3
GCA 171	English Composition II	3
GHS 212	Restoration History	3
GPS 200	Worldviews & Ethics	3
GPS 340	Issues in Philosophy	3
GPS 134	Introduction to Psychology	3
	History Elective	3
	Church History Elective	3
	Foreign Lang./Lit. Elective	3
	Math Elective	3
	Science Elective	3
GPS 334	Abnormal Psychology	3

## Professional Studies

Item #	Title	Credits
PCM 120	Principles of Disciple-Making	3
PCM 225	Foundations of Christian Counseling	3
PCM 330	Introduction to Counseling Theories	3
PCM 315	Basic Counseling Methods	3
PCM 333	Marriage & Family Counseling	3
PCM 316	Substance Abuse Counseling	3
PCM 332	Crisis Counseling	3
	Counseling Elective	3
CCT 200	Vocational Preparation	1
SME 305A	Counseling Supervised Ministry Experience	0.5
SME 305B	Counseling Supervised Ministry Experience	0.5
SME 305C	Counseling Supervised Ministry Experience	0.5
SME 305D	Counseling Supervised Ministry Experience	0.5
SME 305E	Counseling Supervised Ministry Experience	0.5
SME 305F	Counseling Supervised Ministry Experience	0.5
CCT 400	Senior Seminar	2
	<b>Total credits:</b>	<b>120</b>

## Pastoral Counseling

Type: Minor

Item #	Title	Credits
PCM 315	Basic Counseling Methods	3
BTH 314	Theology of Soul Care	3
PCM 333	Marriage & Family Counseling	3
GPS 334	Abnormal Psychology	3
PCM 336	Youth & Family Counseling	3
	<b>Total credits:</b>	<b>15</b>

## Christian Education

Christian educators inform God's people for their development and service in God's kingdom. The Christian Education program helps students understand the characteristics, needs, and developmental tasks for learning in all stages of human development. Students learn to prepare age-appropriate lessons that present biblical truth to the needs of learners. Students also develop the leadership role of evaluating products and resources that are available to assist the educational ministry of the church.

## PROGRAM DIRECTOR

Dr. Jim Estep

[jimestep@cccb.edu](mailto:jimestep@cccb.edu)

## PROGRAM OBJECTIVES

1. Develop critical thinking skills founded on a biblical worldview in order to prepare age-appropriate lessons that communicate and apply biblical truth to meet the needs of students.
2. Acquire a foundational knowledge of educational theory, child development, and the systems of education in order to implement an effective system of discipline and classroom management based on a Christian philosophical foundation.
3. Demonstrate technological and technical skills required for competent classroom instruction.
4. Identify, understand and apply principles of human development including the characteristics, needs, and developmental tasks across the human lifespan with a holistic view of the child in the classroom.
5. Develop multicultural and diversity competencies appropriate to include all people regardless of disability, gender, race or ethnicity.

## POSTGRADUATE & CAREER OPTIONS

### Postgraduate Option

- Graduate education program
- Teaching certification

### Career Options

- (Preparation for) public or private school teacher

- Overseas teacher
- Substitute teacher
- Preschool teacher
- Children's minister
- Education minister
- Teacher in the church

## Bachelor of Arts in Christian Education

Type: Bachelor of Arts

### Biblical Studies

Item #	Title	Credits
BOT 101	Survey of Pentateuch	3
BOT 202	History of Israel	3
BOT 342	Old Testament Poetry	3
BOT 361	Old Testament Prophets	3
BNT 101	Life of Christ I	3
BNT 204	Life of Christ II	3
BNT 112	Acts of the Apostles	3
BNT 311	Life and Message of Paul	3
BIB 120	Discovering the Bible	3
BTH 201	Basic Biblical Theology	3
BIB 201	Interpreting Biblical Literature	3
GGL 221	Elementary Greek	3
GGL 222	Intermediate Greek	3
GHL 341	Elementary Hebrew	3
	Bible/Theology Elective	3
	Bible/Theology Elective	3
	Bible/Theology Elective	3

### General Studies

Item #	Title	Credits
GCA 131	Oral Communication	3
GCA 151	English Composition I	3
GCA 171	English Composition II	3
GHS 212	Restoration History	3
GPS 200	Worldviews & Ethics	3
	Philosophy/Social Science Elective	3
	History Elective	3
	Church History Elective	3
	Foreign Language Elective	3
	Foreign Language Elective	3
	Math Elective	3
	Science Elective	3
GCA 312	Advanced Communication: Lessons	3

## Professional Studies

Item #	Title	Credits
PCM 120	Principles of Disciple-Making	3
PED 275	Foundations of Christian Education	3
PED 330	Human Growth and Development	3
PED 367	Philosophy of Education	3
PED 375	Creative Teaching	3
PED 381	Small Group Leadership	3
PED 382	Christian Education Administration	3
GPS 368	Educational Psychology	3
CCT 250	Vocational Preparation	1
SME 301	Supervised Ministry Experience	3
CCT 400	Senior Seminar	2
<b>Total credits:</b>		<b>120</b>

## Bachelor of Science in Christian Education

Type: Bachelor of Science

### Biblical Studies

Item #	Title	Credits
BOT 101	Survey of Pentateuch	3
BOT 202	History of Israel	3
BOT 342	Old Testament Poetry	3
BOT 361	Old Testament Prophets	3
BNT 101	Life of Christ I	3
BNT 204	Life of Christ II	3
BNT 112	Acts of the Apostles	3
BNT 311	Life and Message of Paul	3
BIB 120	Discovering the Bible	3
BTH 201	Basic Biblical Theology	3
BIB 201	Interpreting Biblical Literature	3
BTH 325	Advanced Biblical Theology	3
BTH 342	Apologetics	3
	Bible/Theology Elective	3

## General Studies

Item #	Title	Credits
GCA 131	Oral Communication	3
GCA 151	English Composition I	3
GCA 171	English Composition II	3
GHS 212	Restoration History	3
GPS 200	Worldviews & Ethics	3
GPS 340	Issues in Philosophy	3
GPS 134	Introduction to Psychology	3
	History Elective	3
	Church History Elective	3
	Foreign Lang./Lit. Elective	3
	Math Elective	3
	Science Elective	3
GCA 312	Advanced Communication: Lessons	3

## Professional Studies

Item #	Title	Credits
PCM 120	Principles of Disciple-Making	3
PED 275	Foundations of Christian Education	3
PED 330	Human Growth and Development	3
PED 367	Philosophy of Education	3
PED 375	Creative Teaching	3
PED 381	Small Group Leadership	3
PED 382	Christian Education Administration	3
GPS 368	Educational Psychology	3
CCT 250	Vocational Preparation	1
SME 301	Supervised Ministry Experience	3
CCT 400	Senior Seminar	2
	<b>Total credits:</b>	<b>120</b>

## Teacher Preparation Certificate

For the Teacher Preparation Certificate (TPC), students prepare for state licensure to teach in public schools through the *American Board for Certification of Teacher Excellence (ABCTE)* ([americanboard.org](http://americanboard.org)). ABCTE offers an online, independent study program that prepares students to become a licensed teacher. ABCTE is a state-approved route to full teacher certification in Arizona, Arkansas, Florida, Idaho, Mississippi, Missouri, New Hampshire, North Dakota, Ohio, Oklahoma, Pennsylvania, South Carolina, Tennessee, Utah, and Wisconsin.

## Enrollment Options

- Concurrent certificate with bachelor's degree: Students may complete ABCTE during their senior year and add a Teacher Preparation Certificate to the BA, BS, or BRS degree.
- Dual-enrollment: students may complete the requirements for the BRS degree and enroll at another college to complete the requirements for state licensure.

## Career Options

A minimum CGPA and completion of the ABCTE program are required to apply for state licensure. The requirements and approved certifications for each state are listed online at [americanboard.org](http://americanboard.org).

- Elementary school teacher
- Secondary school teacher

## Requirements

- Minimum CGPA of 2.50
- Senior status

## Curriculum

- 60 contact hours working with children in licensed K-12 school
- 18 credits of courses below

**Type:** Certificate

## Courses

Item #	Title	Credits
PED 275	Foundations of Christian Education	3
PED 390	ABCTE Professional Teaching Knowledge	6
PED 391	ABCTE Content Preparation	6
	General Studies Elective in Content Area	3
	<b>Total credits:</b>	<b>18</b>

## Christian Education Minor

**Type:** Minor

Item #	Title	Credits
PED 275	Foundations of Christian Education	3

Four of the following:

Item #	Title	Credits
GPS 368	Educational Psychology	3
PED 326		3
PED 367	Philosophy of Education	3
PED 375	Creative Teaching	3
PED 381	Small Group Leadership	3
PED 382	Christian Education Administration	3
GCA 312	Advanced Communication: Lessons	3
<b>Total credits:</b>		<b>15</b>

## Christian Ministries

Students in the Christian Ministries program are not limited to one area of emphasis. They pursue ministry training that fits their talents and ministry goals. Students are exposed to interpersonal, public, and organizational issues that apply to all ministry settings. They evaluate their own giftedness to discover how they may best meet the ministry needs of the Kingdom of God. Students learn to apply truths gained from ministry classes to practical situations in the contemporary church.

## Program Director

Brandon Bradley

[brandonbradley@cccb.edu](mailto:brandonbradley@cccb.edu)

## PROGRAM OBJECTIVE

1. Articulate a biblical philosophy of ministry.
2. Execute the principles of biblical discipleship.
3. Develop a biblical, theological, and practical foundation within multiple ministry specialties.
4. Develop as a servant-leader for ministry.

## POSTGRADUATE & CAREER OPTIONS

### Postgraduate Options

- Seminary
- Graduate Bible, theology, leadership, or strategic ministry programs

## Career Options

- Preacher
- Associate minister
- Executive or admin minister
- Teacher in a local church
- Campus minister
- Community developer
- Servant-leader in a parachurch ministry

## Bachelor of Arts in Christian Ministries

Type: Bachelor of Arts

### Biblical Studies

Item #	Title	Credits
BOT 101	Survey of Pentateuch	3
BOT 202	History of Israel	3
BOT 342	Old Testament Poetry	3
BOT 361	Old Testament Prophets	3
BNT 101	Life of Christ I	3
BNT 204	Life of Christ II	3
BNT 112	Acts of the Apostles	3
BNT 311	Life and Message of Paul	3
BIB 120	Discovering the Bible	3
BTH 201	Basic Biblical Theology	3
BIB 201	Interpreting Biblical Literature	3
GGL 221	Elementary Greek	3
GGL 222	Intermediate Greek	3
GHL 341	Elementary Hebrew	3
	Bible/Theology Elective	3
	Bible/Theology Elective	3
	Bible/Theology Elective	3

### General Studies

Item #	Title	Credits
GCA 131	Oral Communication	3
GCA 151	English Composition I	3
GCA 171	English Composition II	3
GHS 212	Restoration History	3
GPS 200	Worldviews & Ethics	3
	Philosophy/Social Science Elective	3
	History Elective	3
	Church History Elective	3
	Foreign Language Elective	3
	Foreign Language Elective	3
	Math Elective	3
	Science Elective	3
	Advanced Communications Elective	3

## Professional Studies

Item #	Title	Credits
PCM 120	Principles of Disciple-Making	3
	Foundations Elective	3
	Foundations Elective	3
	Methods Elective	3
	Counseling Elective	3
	Administration Elective	3
	Ministry Elective	3
	Ministry Elective	3
CCT 250	Vocational Preparation	1
SME 301	Supervised Ministry Experience	3
CCT 400	Senior Seminar	2
	<b>Total credits:</b>	<b>120</b>

## Bachelor of Science in Christian Ministries

Type: Bachelor of Science

### Biblical Studies

Item #	Title	Credits
BOT 101	Survey of Pentateuch	3
BOT 202	History of Israel	3
BOT 342	Old Testament Poetry	3
BOT 361	Old Testament Prophets	3
BNT 101	Life of Christ I	3
BNT 204	Life of Christ II	3
BNT 112	Acts of the Apostles	3
BNT 311	Life and Message of Paul	3
BIB 120	Discovering the Bible	3
BTH 201	Basic Biblical Theology	3
BIB 201	Interpreting Biblical Literature	3
BTH 325	Advanced Biblical Theology	3
BTH 342	Apologetics	3
	Bible/Theology Elective	3

## General Studies

Item #	Title	Credits
GCA 131	Oral Communication	3
GCA 151	English Composition I	3
GCA 171	English Composition II	3
GHS 212	Restoration History	3
GPS 200	Worldviews & Ethics	3
GPS 340	Issues in Philosophy	3
GPS 134	Introduction to Psychology	3
	History Elective	3
	Church History Elective	3
	Foreign Lang./Lit. Elective	3
	Math Elective	3
	Science Elective	3
	Advanced Communications Elective	3

### Professional Studies

Item #	Title	Credits
PCM 120	Principles of Disciple-Making	3
	Foundations Elective	3
	Foundations Elective	3
	Methods Elective	3
	Counseling Elective	3
	Administration Elective	3
	Ministry Elective	3
	Ministry Elective	3
CCT 250	Vocational Preparation	1
SME 301	Supervised Ministry Experience	3
CCT 400	Senior Seminar	2
	<b>Total credits:</b>	<b>120</b>

## Collaborative Education with Indiana Wesleyan University

If a regionally accredited degree from *Indiana Wesleyan University (IWU)* ([indwes.edu](http://indwes.edu)) is not enough, in this program CCCB students will graduate with two bachelor degrees, and both degrees can be completed in four years (120 credit hours). IWU's classes are offered in five- to six-week online sessions throughout the calendar year. Students dual-enroll with CCCB and IWU.

For more detailed information regarding IWU programs and courses, see the *IWU Catalog* at [indwes.smartcatalogiq.com/2021-2022/Catalog](http://indwes.smartcatalogiq.com/2021-2022/Catalog).

## DEGREE OPTIONS

Associate Degree in Computer Info Tech Bachelor of Religious Studies—Missional Occupations (CCCB) + Bachelor of Science (IWU)

120+ credits

- Accounting
- Addictions Counseling
- Business Administration
- Business Administration—Human Resource Management
- Business Administration—Personal Financial Planning
- Business Information systems
- Communication
- Criminal Justice
- Cybersecurity—Cyber Analyst
- Early Childhood Education—Licensure
- Early Childhood Education—Non-Licensure
- Healthcare Administration
- Hospitality Management
- Human Services
- Integrative Studies
- International relations and security—Cybersecurity
- International relations and security—Global security
- Management
- Management—Human Resources
- Management—uLEAP
- Marketing
- Marketing—Analytics
- Marketing—Digital Advertising, Promotion, and Branding
- Marketing—Services and Non-Profit
- Marketing—Social Media
- Psychology of Human Relations

## Bachelor of Religious Studies—Missional Occupations + Bachelor of Science

Type: Bachelor of Religious Studies

### Biblical Studies

Item #	Title	Credits
BOT 101	Survey of Pentateuch	3
BOT 202	History of Israel	3
BNT 101	Life of Christ I	3
BNT 112	Acts of the Apostles	3
BNT 204	Life of Christ II	3
BNT 311	Life and Message of Paul	3
BIB 120	Discovering the Bible	3
BIB 201	Interpreting Biblical Literature	3
BTH 201	Basic Biblical Theology	3
	Old Testament Elective	3
	New Testament Elective	3

### General Studies

Item #	Title	Credits
GCA 131	Oral Communication	3
GCA 151	English Composition I	3
GCA 171	English Composition II	3
BIB 201	Interpreting Biblical Literature	3
GHS 111	World Geography	3
GHS 212	Restoration History	3
GPS 134	Introduction to Psychology	3
GPS 200	Worldviews & Ethics	3
GPS 242	Introduction to Physical Science	3
	Philosophy Elective	3
	History Elective	3
	Foreign Lang./Lit. Elective	3
	Math Elective	3
	Program Course (CCCB)	3

### Professional Studies

Item #	Title	Credits
PCM 120	Principles of Disciple-Making	3
	Program Course (IWU)	3

## Collaborative Education With Moberly Area Community College

Through transfer and/or dual-enrollment with *Moberly Area Community College (MACC) (macc.edu)*, students earn marketplace credits at MACC while gaining Bible and ministry training at Central with the benefit of the Christian campus community. Central students receive discounted pricing for MACC career courses while dual-enrolled with Central.

For more detailed information regarding MACC programs and courses, see *MACC Catalog 2021-22* at [macc.edu/images/aboutmacc/catalogs1/2021-22\\_MACC\\_Catalog.pdf](http://macc.edu/images/aboutmacc/catalogs1/2021-22_MACC_Catalog.pdf).

### PROGRAM CONTACT

Brandon Bradley

[brandonbradley@cccb.edu](mailto:brandonbradley@cccb.edu)

### ENROLLMENT OPTIONS

- Bachelor of religious studies—Missional Occupations (BrsMO) + Certificate OR Associate Degree: Students earn a bachelor degree from CCCB and a certificate or associate degree from MACC. The 32-credit certificates or the associates degrees meet the professional studies requirement of CCCB's Brs degree. In some of these programs, the credit requirement is more than the Brs requirement. Throughout the program, students will enroll full-time at CCCB, dual enroll with CCCB and MACC, and enroll full-time at MACC; the order these mixed enrollments occur depends on the program the student enters.
- Linear path: This path is for students who are primarily enrolled at MACC but want a Christian college environment and influence during their first two years. This path works for students who want to use their Missouri A+ Scholarship or who are qualified for the Missouri Bright Flight scholarship. students living on campus at Central must take at least one class per semester at Central. Linear Path students will take 14–24 credits at CCCB and 40–50 credits at MACC. Linear Path students are not eligible for college athletic teams at Central.

- Reverse transfer path: This path is for students who are primarily enrolled at CCCB but might transfer to a university after two years. A CCCB student is able to pursue either a ministry degree or a transfer degree without losing any time. reverse Transfer Path students to earn 46 credits at CCCB and 18 credits at MACC. After four semesters, the student may continue with a bachelor's degree at CCCB or transfer to a university as a junior. reverse Transfer Path students are eligible for college athletic teams at CCCB.

### Bachelor of Religious Studies—Missional Occupations + Career Certificate or Associate Degree

Type: Bachelor of Religious Studies

#### Biblical Studies

Item #	Title	Credits
BOT 101	Survey of Pentateuch	3
BOT 202	History of Israel	3
BNT 101	Life of Christ I	3
BNT 112	Acts of the Apostles	3
BNT 204	Life of Christ II	3
BNT 311	Life and Message of Paul	3
BIB 120	Discovering the Bible	3
BIB 201	Interpreting Biblical Literature	3
BTH 201	Basic Biblical Theology	3
	Old Testament Elective	3
	New Testament Elective	3

#### General Studies

Item #	Title	Credits
GCA 131	Oral Communication	3
GCA 151	English Composition I	3
GCA 171	English Composition II	3
BIB 201	Interpreting Biblical Literature	3
GHS 111	World Geography	3
GHS 212	Restoration History	3
GPS 134	Introduction to Psychology	3
GPS 200	Worldviews & Ethics	3
GPS 242	Introduction to Physical Science	3
	Philosophy Elective	3
	History Elective	3
	Foreign Lang./Lit. Elective	3
	Foreign Lang./Lit. Elective	3
	Math Elective	3
	Science Elective	3



## General Studies

Item #	Title	Credits
GCA 131	Oral Communication	3
GCA 151	English Composition I	3
GCA 171	English Composition II	3
GHS 212	Restoration History	3
GPS 200	Worldviews & Ethics	3
	Philosophy/Social Science Elective	3
	History Elective	3
	Church History Elective	3
	Foreign Language Elective	3
	Foreign Language Elective	3
	Foreign Language Elective	3
	Math Elective	3
	Science Elective	3

## Professional Studies

Item #	Title	Credits
PCM 120	Principles of Disciple-Making	3
PMI 205	Foundations of World Missions	3
PMI 350	Cross-Cultural Methods & Strategies	3
GPS 310	World Religions & Culture	3
GHS 365	History of Missions	3
PCM 315	Basic Counseling Methods	3
	Foundations Elective	3
	Ministry Elective	3
CCT 250	Vocational Preparation	1
SME 301	Supervised Ministry Experience	3
CCT 400	Senior Seminar	2
	<b>Total credits:</b>	<b>120</b>

## Bachelor of Science in Cross-Cultural Ministry

Type: Bachelor of Science

## Biblical Studies

Item #	Title	Credits
BOT 101	Survey of Pentateuch	3
BOT 202	History of Israel	3
BOT 342	Old Testament Poetry	3
BOT 361	Old Testament Prophets	3
BNT 101	Life of Christ I	3
BNT 204	Life of Christ II	3
BNT 112	Acts of the Apostles	3
BNT 311	Life and Message of Paul	3
BIB 120	Discovering the Bible	3
BTH 201	Basic Biblical Theology	3
BIB 201	Interpreting Biblical Literature	3
BTH 325	Advanced Biblical Theology	3
BTH 342	Apologetics	3
	Bible/Theology Elective	3
	Bible/Theology Elective	3
	Bible/Theology Elective	3
BTH 312	Theology of Missions	3

## General Studies

Item #	Title	Credits
GCA 131	Oral Communication	3
GCA 151	English Composition I	3
GCA 171	English Composition II	3
GHS 212	Restoration History	3
GPS 200	Worldviews & Ethics	3
GPS 340	Issues in Philosophy	3
GPS 134	Introduction to Psychology	3
	History Elective	3
	Church History Elective	3
	Foreign Lang./Lit. Elective	3
	Math Elective	3
	Science Elective	3
	Advanced Communications Elective	3

## Professional Studies

Item #	Title	Credits
PCM 120	Principles of Disciple-Making	3
PMI 205	Foundations of World Missions	3
PMI 350	Cross-Cultural Methods & Strategies	3
GPS 310	World Religions & Culture	3
GHS 365	History of Missions	3
PCM 315	Basic Counseling Methods	3
	Foundations Elective	3
	Ministry Elective	3
CCT 250	Vocational Preparation	1
SME 301	Supervised Ministry Experience	3
CCT 400	Senior Seminar	2
	<b>Total credits:</b>	<b>120</b>

## TESOL Certificate

Students complete studies in the area of Teaching English to speakers of Other Languages (TESOL) through coursework and a practicum. This certificate provides students with theoretical and practical knowledge and skills for teaching English. Students will study the structural elements of the English language with an emphasis on how to assist others in second language acquisition. Students will learn to prepare and teach lessons using materials appropriate for a variety of age groups. Through the practicum students will experience instruction with non-native speakers and learn the unique challenges of the field.

The TESOL Certificate may be added to the BA, BS, or BRS degree. Students who have completed a bachelor's degree at another college may complete the certificate in conjunction with the 30-credit Certificate of Biblical Knowledge.

## Career Options

- English language teacher on a foreign mission field
- Servant-leader in an outreach ministry to an international community
- English teacher in a language school

## Requirements

- Minimum C GPA of 2.50
- Earn a 2.50 in the prerequisite courses (GCA 171, Foreign Language Elective 1)

**Type:** Certificate

## General Studies

Item #	Title	Credits
GCA 171	English Composition II	3
	Foreign Language Elective	3
GCA 212	Cross-Cultural Communication	3
GCA 312	Advanced Communication: Lessons	3
GCA 350	Structure of the English Language	3

## Professional Studies

Item #	Title	Credits
PMI 340	TESOL Program Curriculum & Design	3
PMI 360	TESOL Practicum	3
	<b>Total credits:</b>	<b>21</b>

## Cross-Cultural Ministry

**Type:** Minor

Item #	Title	Credits
PMI 205	Foundations of World Missions	3
GPS 310	World Religions & Culture	3
BTH 312	Theology of Missions	3
PMI 350	Cross-Cultural Methods & Strategies	3
	Cross-Cultural Elective	3
	<b>Total credits:</b>	<b>15</b>

## Division of General Studies

### Associate of Arts in General Studies

Program Director: Mr. Brandon Bradley

**Type:** Associate

## Communications

Item #	Title	Credits
GCA 151	English Composition I	3
GCA 171	English Composition II	3
GCA 131	Oral Communication	3

## Humanities

Must have two different disciplines.

Item #	Title	Credits
	Humanities Elective	3
PMU 201	Fundamentals of Music Theory	3
GPS 340	Issues in Philosophy	3

## Social & Behavioral Sciences

Must include one history or government.

Item #	Title	Credits
GPS 134	Introduction to Psychology	3
	Government/History Elective	3
GHS 111	World Geography	3

## Physical & Biological Sciences

One of each.

Item #	Title	Credits
GPS 243	Intro. to Phys. Sciences w/Lab	4
	MACC Biological Science Class	3

## Mathematics

Item #	Title	Credits
	MACC Mathematics Course	3

## Life Skills

Item #	Title	Credits
	MACC College Orientation	1

## Recommended Courses for Major/ Electives

Item #	Title	Credits
BIB 120	Discovering the Bible	3
BOT 101	Survey of Pentateuch	3
BOT 202	History of Israel	3
BIB 201	Interpreting Biblical Literature	3
	Greek Language Course	3
	Advanced Communication: Speeches or Educational Psychology	3
	MACC MOTR Elective Class	3
	MACC MOTR Elective Class	3
GPS 334	Abnormal Psychology	3
	<b>Total credits:</b>	<b>65</b>

## Preaching

Those studying Preaching become familiar with the nature, function, and responsibilities of the located ministry. Emphasis is placed on preaching, biblical leadership, and congregational development. Students learn to plan and prepare biblical sermons to meet the needs of a congregation. They will also learn to provide responsible ministry, guidance, and referrals to persons in need of professional counseling.

## PROGRAM DIRECTOR

*Dr. Billy Strother*

[billystrother@cccb.edu](mailto:billystrother@cccb.edu)

## PROGRAM OBJECTIVES

1. Write and deliver biblical, engaging, relevant, and clear sermons.
2. Become adept at ministry situations in addition to preaching.
3. Apply servant-leadership principles to a ministry context.
4. Integrate theological decision-making in ministry situations.

## POSTGRADUATE & CAREER OPTIONS

### Postgraduate Options

- Seminary
- Graduate leadership or strategic ministry programs

### Career Options

- Preaching minister
- Associate minister
- Family minister
- Campus minister
- Church planter
- Prison minister

### Bachelor of Arts in Preaching

Type: Bachelor of Arts

### Biblical Studies

Item #	Title	Credits
BOT 101	Survey of Pentateuch	3
BOT 202	History of Israel	3
BOT 342	Old Testament Poetry	3
BOT 361	Old Testament Prophets	3
BNT 101	Life of Christ I	3
BNT 204	Life of Christ II	3
BNT 112	Acts of the Apostles	3
BNT 311	Life and Message of Paul	3
BIB 120	Discovering the Bible	3
BTH 201	Basic Biblical Theology	3
BIB 201	Interpreting Biblical Literature	3
GGL 221	Elementary Greek	3
GGL 222	Intermediate Greek	3
GHL 341	Elementary Hebrew	3
	Bible/Theology Elective	3
	Bible/Theology Elective	3
	Bible/Theology Elective	3

## General Studies

Item #	Title	Credits
GCA 131	Oral Communication	3
GCA 151	English Composition I	3
GCA 171	English Composition II	3
GHS 212	Restoration History	3
GPS 200	Worldviews & Ethics	3
	Philosophy/Social Science Elective	3
	History Elective	3
	Church History Elective	3
	Foreign Language Elective	3
	Foreign Language Elective	3
	Math Elective	3
	Science Elective	3
GCA 302	Advanced Communication: Sermons	3

## Professional Studies

Item #	Title	Credits
PCM 120	Principles of Disciple-Making	3
PCM 275	Foundations of Preaching	3
PCM 371	Advanced Preaching & Teaching Seminar	3
PCM 321	Church Leadership and Administration	3
PCM 315	Basic Counseling Methods	3
PCM 324	Principles of Church Health	3
PCM 372A	Interpreting Scripture for Preaching & Teaching: Resurrection Narratives	3
PCM 372B	Interpreting Scripture for Preaching & Teaching: The Parables of Jesus	3
CCT 250	Vocational Preparation	1
SME 301	Supervised Ministry Experience	3
CCT 400	Senior Seminar	2
	<b>Total credits:</b>	<b>120</b>

## Bachelor of Science in Preaching

Type: Bachelor of Science

## Biblical Studies

Item #	Title	Credits
BOT 101	Survey of Pentateuch	3
BOT 202	History of Israel	3
BOT 342	Old Testament Poetry	3
BOT 361	Old Testament Prophets	3
BNT 101	Life of Christ I	3
BNT 204	Life of Christ II	3
BNT 112	Acts of the Apostles	3
BNT 311	Life and Message of Paul	3
BIB 120	Discovering the Bible	3
BTH 201	Basic Biblical Theology	3
BIB 201	Interpreting Biblical Literature	3
BTH 325	Advanced Biblical Theology	3
BTH 342	Apologetics	3
	Bible/Theology Elective	3
	Bible/Theology Elective	3
	Bible/Theology Elective	3
BNT 346	Pastoral Epistles	3

## General Studies

Item #	Title	Credits
GCA 131	Oral Communication	3
GCA 151	English Composition I	3
GCA 171	English Composition II	3
GHS 212	Restoration History	3
GPS 200	Worldviews & Ethics	3
GPS 340	Issues in Philosophy	3
GPS 134	Introduction to Psychology	3
	History Elective	3
	Church History Elective	3
	Foreign Lang./Lit. Elective	3
	Math Elective	3
	Science Elective	3
GCA 302	Advanced Communication: Sermons	3

## Professional Studies

Item #	Title	Credits
PCM 120	Principles of Disciple-Making	3
PCM 275	Foundations of Preaching	3
PCM 371	Advanced Preaching & Teaching Seminar	3
PCM 321	Church Leadership and Administration	3
PCM 315	Basic Counseling Methods	3
PCM 324	Principles of Church Health	3
PCM 372A	Interpreting Scripture for Preaching & Teaching: Resurrection Narratives	3
PCM 372B	Interpreting Scripture for Preaching & Teaching: The Parables of Jesus	3
CCT 250	Vocational Preparation	1
SME 301	Supervised Ministry Experience	3
CCT 400	Senior Seminar	2
<b>Total credits:</b>		<b>120</b>

## Christian Communication Minor

Type: Minor

Item #	Title	Credits
PCM 275	Foundations of Preaching	3
GCA 302	Advanced Communication: Sermons	3
PCM 371	Advanced Preaching & Teaching Seminar	3
GCA 312	Advanced Communication: Lessons	3
	Christian Education Elective	3
<b>Total credits:</b>		<b>15</b>

## Preaching Minor

Type: Minor

Item #	Title	Credits
PCM 275	Foundations of Preaching	3
PCM 371	Advanced Preaching & Teaching Seminar	3
GCA 302	Advanced Communication: Sermons	3
PCM 372A	Interpreting Scripture for Preaching & Teaching: Resurrection Narratives	3
PCM 372B	Interpreting Scripture for Preaching & Teaching: The Parables of Jesus	3
<b>Total credits:</b>		<b>15</b>

## Youth & Family Ministry

Students in the Youth & Family Ministry program examine social trends that affect youth, their families, and youth ministry. They identify the characteristics, needs, and developmental tasks of young people. They also lead by evaluating youth ministry models, products, and resources that assist the youth ministry of the local congregation.

## PROGRAM DIRECTOR

Walt Harper

[waltharper@cccb.edu](mailto:waltharper@cccb.edu)

## PROGRAM OBJECTIVES

1. Evangelizing and discipling the next generation.
2. Applying biblical knowledge through effective communication to students in the local church.
3. Leading through the structures of the local congregation.
4. Designing programs and recruiting volunteers in the local church context.
5. Understanding and applying social trends that affect students, their families, and the task of youth ministry.

## POSTGRADUATE & CAREER OPTIONS

### Postgraduate Options

- Seminary strategic ministry programs
- Graduate leadership or

### Career Options

- Youth minister
- Associate minister
- Children's minister
- Camp director
- Cross-cultural student minister
- Campus minister

## Bachelor of Arts in Youth & Family Ministry

Type: Bachelor of Arts

## Biblical Studies

Item #	Title	Credits
BOT 101	Survey of Pentateuch	3
BOT 202	History of Israel	3
BOT 342	Old Testament Poetry	3
BOT 361	Old Testament Prophets	3
BNT 101	Life of Christ I	3
BNT 204	Life of Christ II	3
BNT 112	Acts of the Apostles	3
BNT 311	Life and Message of Paul	3
BIB 120	Discovering the Bible	3
BTH 201	Basic Biblical Theology	3
BIB 201	Interpreting Biblical Literature	3
GGL 221	Elementary Greek	3
GGL 222	Intermediate Greek	3
GHL 341	Elementary Hebrew	3
	Bible/Theology Elective	3
	Bible/Theology Elective	3
	Bible/Theology Elective	3

## General Studies

Item #	Title	Credits
GCA 131	Oral Communication	3
GCA 151	English Composition I	3
GCA 171	English Composition II	3
GHS 212	Restoration History	3
GPS 200	Worldviews & Ethics	3
	Philosophy/Social Science Elective	3
	History Elective	3
	Church History Elective	3
	Foreign Language Elective	3
	Foreign Language Elective	3
	Math Elective	3
	Science Elective	3
PCM 275	Foundations of Preaching	3

## Professional Studies

Item #	Title	Credits
PCM 120	Principles of Disciple-Making	3
PCM 245	Foundations of Youth & Family Ministry	3
PCM 342	Youth Ministry Methods	3
PED 382	Christian Education Administration	3
PED 330	Human Growth and Development	3
PCM 336	Youth & Family Counseling	3
	Ministry Elective	3
	Ministry Elective	3
CCT 250	Vocational Preparation	1
SME 301	Supervised Ministry Experience	3
CCT 400	Senior Seminar	2

Total credits:

120

## Bachelor of Science in Youth & Family Ministry

Type: Bachelor of Science

### Biblical Studies

Item #	Title	Credits
BOT 101	Survey of Pentateuch	3
BOT 202	History of Israel	3
BOT 342	Old Testament Poetry	3
BOT 361	Old Testament Prophets	3
BNT 101	Life of Christ I	3
BNT 204	Life of Christ II	3
BNT 112	Acts of the Apostles	3
BNT 311	Life and Message of Paul	3
BIB 120	Discovering the Bible	3
BTH 201	Basic Biblical Theology	3
BIB 201	Interpreting Biblical Literature	3
BTH 325	Advanced Biblical Theology	3
BTH 342	Apologetics	3
	Bible/Theology Elective	3
	Bible/Theology Elective	3
	Bible/Theology Elective	3
BNT 346	Pastoral Epistles	3

### General Studies

Item #	Title	Credits
GCA 131	Oral Communication	3
GCA 151	English Composition I	3
GCA 171	English Composition II	3
GHS 212	Restoration History	3
GPS 200	Worldviews & Ethics	3
GPS 340	Issues in Philosophy	3
GPS 134	Introduction to Psychology	3
	History Elective	3
	Church History Elective	3
	Foreign Lang./Lit. Elective	3
	Math Elective	3
	Science Elective	3
PCM 275	Foundations of Preaching	3

## Professional Studies

Item #	Title	Credits
PCM 120	Principles of Disciple-Making	3
PCM 245	Foundations of Youth & Family Ministry	3
PCM 342	Youth Ministry Methods	3
PED 382	Christian Education Administration	3
PED 330	Human Growth and Development	3
PCM 336	Youth & Family Counseling Ministry Elective	3
	Ministry Elective	3
CCT 250	Vocational Preparation	1
SME 301	Supervised Ministry Experience	3
CCT 400	Senior Seminar	2
	<b>Total credits:</b>	<b>120</b>

## Children's Ministry Certificate

(MOBERLY/ONLINE)

**Type:** Certificate

### Biblical Studies

Item #	Title	Credits
BOT 101	Survey of Pentateuch	3
BNT 101	Life of Christ I	3
BIB 120	Discovering the Bible	3
BNT 112	Acts of the Apostles	3
BOT 202	History of Israel	3
BTH 201	Basic Biblical Theology	3

### General Studies

Item #	Title	Credits
GCA 151	English Composition I	3
BIB 201	Interpreting Biblical Literature	3
GCA 312	Advanced Communication: Lessons	3

## Professional Studies

Item #	Title	Credits
GPS 200	Worldviews & Ethics	3
PCM 120	Principles of Disciple-Making	3
PED 275	Foundations of Christian Education	3
PED 380	Contemporary Children's Ministry	3
PED 375	Creative Teaching	3
PED 382	Christian Education Administration	3
	<b>Total credits:</b>	<b>45</b>

## Youth & Family Ministry

**Type:** Minor

Item #	Title	Credits
PCM 245	Foundations of Youth & Family Ministry	3
PCM 342	Youth Ministry Methods	3
PCM 336	Youth & Family Counseling	3
PED 382	Christian Education Administration	3
	Education Elective	3
	<b>Total credits:</b>	<b>15</b>

## Parachurch/Organizational Leadership

Students in the Parachurch/Organizational Leadership program will be prepared with the character, knowledge, and skills to lead within the church, parachurch, and organizational setting. Emphasis is placed on a biblical theological foundation and courses with a transformative approach to critical thinking and problem-solving, communication, teamwork, and management. Students will become familiar with the nature, function, and responsibilities of a servant-leader and will be challenged to live missionally.

## PROGRAM DIRECTOR

*Dr. Micheal Curtice*

[michealcurtice@cccb.edu](mailto:michealcurtice@cccb.edu)

## PROGRAM OBJECTIVES

1. Employ effective communication and organizational skills to efficiently manage people, time, resources, and organizational performance.
2. Articulate and apply mathematical concepts, principles, and methods to investigate and solve real-world problems and questions.
3. Integrate biblical ethical principles and missional concerns into the conduct of their business activities.
4. Maintain close interaction with faculty and advisors assisting you in discovering your leadership style.

# POSTGRADUATE & CAREER OPTIONS

## Postgraduate Options

- Graduate leadership or strategic ministry programs
- MBA programs

## Career Options

- Leader of a Christian agency or non-profit organization
- Business as mission missionary
- Camp manager
- Government employee
- Office administrator
- Sales manager
- Sports manager
- Project coordinator
- Departmental leaders in:
  - Marketing
  - Human resources
  - Public relations
- Management analyst
- Industrial production manager

## Bachelor of Science in Parachurch Leadership or Organizational Leadership

The fieldwork (internship) component determines whether the degree is labeled Organizational or Parachurch

**Type:** Bachelor of Science

### Biblical Studies

Item #	Title	Credits
BOT 101	Survey of Pentateuch	3
BOT 202	History of Israel	3
BOT 342	Old Testament Poetry	3
BOT 361	Old Testament Prophets	3
BNT 101	Life of Christ I	3
BNT 204	Life of Christ II	3
BNT 112	Acts of the Apostles	3
BNT 311	Life and Message of Paul	3
BIB 120	Discovering the Bible	3
BTH 201	Basic Biblical Theology	3
BIB 201	Interpreting Biblical Literature	3
BTH 325	Advanced Biblical Theology	3
BTH 342	Apologetics	3
	Bible/Theology Elective	3

## General Studies

Item #	Title	Credits
GCA 131	Oral Communication	3
GCA 151	English Composition I	3
GCA 171	English Composition II	3
GHS 212	Restoration History	3
GPS 200	Worldviews & Ethics	3
GPS 340	Issues in Philosophy	3
GPS 134	Introduction to Psychology	3
	History Elective	3
	Church History Elective	3
	Foreign Lang./Lit. Elective	3
	Math Elective	3
	Science Elective	3
	Advanced Communications Elective	3

## Professional Studies

Item #	Title	Credits
PCM 120	Principles of Disciple-Making	3
	Information/Marketing Elective	3
	Entrepreneur/Small Business Elective	3
CCT 250	Vocational Preparation	1
SME 301	Supervised Ministry Experience	3
CCT 400	Senior Seminar	2
	<b>Total credits:</b>	<b>105</b>

## Partnership Programs

Transfer credit programs allow students to maximize past college experience from other institutions by incorporating them into Central's Bible and ministry degrees. With this program, students can further their professional studies education with the benefit of a solid biblical foundation.

## PROGRAM CONTACT

Brandon Bradley

[brandonbradley@cccb.edu](mailto:brandonbradley@cccb.edu)

## REQUIREMENTS

1. Students must have attended at least two years of college at an accredited institution besides Central.
2. Students must have earned at least 36 credits of approved general studies courses with grades of "C-" or above at an accredited institution.





# PROGRAM DIRECTOR

Sheri Tesar

[sheritesar@cccb.edu](mailto:sheritesar@cccb.edu)

## PROGRAM OBJECTIVES

1. Become passionate, faithful worshipers of God.
2. Articulate a philosophy of worship that is consistent with a biblical theology.
3. Execute the principles of biblical discipleship within the context of worship ministry.
4. Present the scriptures accurately with an informed biblical foundation for worship leadership.
5. Plan and execute a theologically and scripturally sound corporate worship service plan.
6. Demonstrate proficient skills in musicianship, technology, and leadership.

## POSTGRADUATE & CAREER OPTIONS

### Postgraduate Options

- Seminary

### Career Options

- Worship minister
- Creative arts director in a church
- Director of technology or media in a church

### Bachelor of Science in Worship Ministry

Type: Bachelor of Science

## Biblical Studies

Item #	Title	Credits
BOT 101	Survey of Pentateuch	3
BOT 202	History of Israel	3
BOT 342	Old Testament Poetry	3
BOT 361	Old Testament Prophets	3
BNT 101	Life of Christ I	3
BNT 204	Life of Christ II	3
BNT 112	Acts of the Apostles	3
BNT 311	Life and Message of Paul	3
BIB 120	Discovering the Bible	3
BTH 201	Basic Biblical Theology	3
BIB 201	Interpreting Biblical Literature	3
BTH 325	Advanced Biblical Theology	3
BTH 342	Apologetics	3
	Bible/Theology Elective	3
BTH 311	Theology of Worship	3
BOT 344	Psalms for Worship	3
BNT 346	Pastoral Epistles	3

## General Studies

Item #	Title	Credits
GCA 131	Oral Communication	3
GCA 151	English Composition I	3
GCA 171	English Composition II	3
GHS 212	Restoration History	3
GPS 200	Worldviews & Ethics	3
GCA 200	Introduction to the Arts	3
GPS 134	Introduction to Psychology	3
	History Elective	3
GHS 320	History of Christian Worship	3
	Foreign Lang./Lit. Elective	3
	Math Elective	3
	Science Elective	3
PCM 275	Foundations of Preaching	3

## Professional Studies

Item #	Title	Credits
PCM 120	Principles of Disciple-Making	3
PMU 275	Foundations of Worship Ministry	3
PMU 340	Designing and Leading Worship	3
	Church Leadership Elective	3
PMU 150	Worship Arts Technology	3
PMU 201	Fundamentals of Music Theory	3
	Worship Performance Elective	1
	Worship Performance Elective	1
	Worship Performance Elective	1
PMU 105A	Worship Band Workshop	1
PMU 105A	Worship Band Workshop	1
PMU 330	Worship Conference	1
CCT 250	Vocational Preparation	1
SME 301	Supervised Ministry Experience	3
CCT 400	Senior Seminar	2

---

**Total credits: 120**

---

## Worship Arts Minor

Type: Minor

<b>Item #</b>	<b>Title</b>	<b>Credits</b>
PMU 150	Worship Arts Technology	3
PMU 340	Designing and Leading Worship	3
PMU 275	Foundations of Worship Ministry	3
BTH 311	Theology of Worship	3
	Worship Elective	3
	<b>Total credits:</b>	<b>15</b>

---

## Courses CHM

### **CHM 5203: Dynamics of Servant Leadership**

HIU Course  
Credits: 3

### **CHM 6303: Transforming Conflict & Crisis in Ministry**

HIU Course  
Credits: 3

## Christian Leadership Apprenticeship

### **CLA 303: Christian Leadership Apprenticeship**

Students get an inside look at ministry through involvement in ministry at and through the College. A CCCB professor or staff member or a located ministry supervisor supervises the student's involvement in a variety of activities. Students are expected to take responsibility, organize, and implement their skills in accomplishing ministry tasks during their 150 hours of supervised service. (Course number was previously SALT 303.)  
Credits: 2

## Co-Curricular Transcript

### **CCT 100: Saints Seminar**

Prepares new students to meet the spiritual, academic, and campus life expectations necessary to be successful as a student at Central Christian College of the Bible. Includes assessments, writing, and lectures during the first week of a student's enrollment.

### **CCT 101: Orientation to Online Studies**

### **CCT 103: RSM Orientation**

Credits: 1

### **CCT 110: Chapel**

Central's campus community gathers in the Ferneau Center every Tuesday and Friday during the school year for praise, worship, and celebration. These gatherings are the heartbeat of the campus' fellowship as we work to develop servant-leaders for the church. As the entire on campus student body is gathered, Chapel is also a time in which important and time-sensitive information is communicated to our students.

### **CCT 120: Service Learning**

Central students are expected to serve 30 hours a semester in the local community. Saints GPS facilitates this course to better advise students in gaining professional experience and to track that students have met expectations.

### **CCT 130A: Discipleship Training**

Students learn biblical principles of spiritual growth through interaction with peer disciplers.

### **CCT 130B: Discipleship Training**

Students learn biblical principles of spiritual growth through interaction with peer disciplers.

### **CCT 130C: Discipleship Training**

Students learn biblical principles of spiritual growth through interaction with peer disciplers.

### **CCT 130D: Discipleship Training**

Students learn biblical principles of spiritual growth through interaction with peer disciplers.

### **CCT 200: Vocational Preparation**

Students in the counseling program prepare the resources necessary to find an internship or ministry, including a resume, philosophy of ministry, and learning covenant. Students must complete CCT200 before participating in an apprenticeship. This course prepares the student to find and benefit from an apprenticeship. Students will not receive credit for an apprenticeship occurring prior to the successful completion of CCT200.

Credits: 1

### **CCT 230E: Discipleship Training**

Students learn biblical principles of spiritual growth through interaction with peer disciplers.

### **CCT 230F: Discipleship Training**

Students learn biblical principles of spiritual growth through interaction with peer disciplers.

### **CCT 230G: Discipleship Training**

Students learn biblical principles of spiritual growth through interaction with peer disciplers.

### **CCT 230H: Discipleship Training**

Students learn biblical principles of spiritual growth through interaction with peer disciplers.

### **CCT 250: Vocational Preparation**

Students prepare the resources necessary to find an internship or ministry, including a resume, philosophy of ministry, and learning covenant. Students must complete CCT250 before participating in an apprenticeship. This course prepares the student to find and benefit from an apprenticeship. Students will not receive credit for an apprenticeship occurring prior to successful completion of CCT250. Transfer students must attend Central at least one semester before enrolling in CCT250.

Credits: 1

### **CCT 300: Discipleship Leader**

Students put into practice disciples skills by mentoring their peers.

**CCT 400: Senior Seminar**

Students assess and describe personal shortcomings, successes, and strategies from their career of preparation at CCCB in light of their future ministry plans. The course number was previously SALT375.  
**Credits: 2**

## Bible (General)

**BIB 020: Discovering the Bible LAB**

The previous course number was BTH020.  
**Credits: 2**

**BIB 120: Discovering the Bible**

An overview of Bible history and the biblical world. The student will learn the chronology of key periods of biblical history, the key characters and events, and basic themes that are introduced and developed throughout the Bible. The course will also address such topics as the authority and reliability of Scripture, as well as canon, text, and versions. (Previous course number was BTH120).  
**Credits: 3**

**BIB 201: Interpreting Biblical Literature**

A study of hermeneutics: the principles of interpreting Scripture and other texts that utilize the Bible. The historical-grammatical method of interpretation and application for personal spiritual growth and responsible communication will be presented to and practiced by students using sample passages.  
**Credits: 3**

**BIB 300: Biblical Backgrounds**

**Credits: 3**

**BIB 320: Women of the Bible**

Examining the lives and impact of various women in the Bible.  
**Credits: 3**

## New Testament

**BNT 021: Life of Christ I LAB**

Students will focus on assignments and skills necessary for success in Life of Christ I.  
**Credits: 2**

**BNT 101: Life of Christ I**

An introduction to Jesus through the canonical Gospels. These narratives are studied in harmony and in chronological order from Jesus' pre-existence through the middle of the Galilean ministry. The identity and message of Jesus are closely observed. Attention is also given to New Testament backgrounds and the characteristics of the individual Gospels.  
**Credits: 3**

**BNT 111: New Testament Survey**

This course briefly studies the historical backgrounds (political, social, religious) of the intertestamental period; the Greek, Roman, and Jewish backgrounds of the New Testament world; a limited introduction to New Testament chronology, geography, and biography; and a survey of each book of the New Testament, including a limited study of its authorship, date, outline, purpose, and main events connected with each book.  
**Credits: 3**

**BNT 112: Acts of the Apostles**

A verse-by-verse study of Acts 1-12 with an emphasis on the origin, growth, and government of the early church, the work of the Holy Spirit, the process of conversion, and the sound doctrine taught by New Testament apostles and prophets.  
**Credits: 3**

**BNT 203: Life of Christ III**

A survey of the final portion of the Life of Christ, including the later Perean ministry, the last public ministry in Jerusalem, and the death, burial, resurrection and post resurrection appearances of Christ.  
**Credits: 3**

**BNT 204: Life of Christ II**

**Credits: 3**

**BNT 252: Book of Hebrews**

An analysis of the Epistle to the Hebrews provides the framework for a study of the idea of covenant, the superiority of the New Covenant over the Old, and the central place of Jesus Christ in the covenant relationship between man and God. Special encouragement is given to make personal application of the Warning Passages that occur repeatedly in the Epistle.  
**Credits: 3**

**BNT 301: Life of Christ II**

Continues the study of the harmonized Gospels. It covers the period from midway in Jesus' Galilean ministry through the later Judean ministry. Special emphasis is given to the nature and demands of the Messianic kingdom, the growing opposition against Jesus, and the implications for modern ministry situations. (The course number was previously BNT 301).  
**Credits: 3**

**BNT 311: Life and Message of Paul**

An overview of Paul's life as revealed in Acts 13-28 and his letters, plus a study of selected themes from his message. Emphasis is made on Paul as a model of implementation for the global mission of the church.  
**Credits: 3**

**BNT 322: Book of Romans**

An exposition is made of Paul's letter to the Romans, giving special attention to the doctrines introduced, with emphasis upon the doctrine of justification by faith, and upon the glorious benefits to the believer that result from God's method of saving men.

**Credits: 3**

**BNT 323: I & II Corinthians**

An analytical study of I and II Corinthians is made with special care taken to apply the principles found to the problems and questions that face the church in the 21st century.

**Credits: 3**

**BNT 326: Early Pauline Epistles**

An exegetical study of the books of I and II Thessalonians and Galatians with emphasis upon the true nature of the Christian message and hope.

**Credits: 3**

**BNT 330: Prison Epistles**

Primarily a topical study is made of the Pauline letters to the Ephesians, the Philippians, the Colossians, and Philemon. Students have an opportunity to study their own portion of the Scripture and present the results of their study to the entire class.

**Credits: 3**

**BNT 342: Pastoral Epistles**

**Credits: 3**

**BNT 346: Pastoral Epistles**

A careful exegesis of the text follows a study of the authenticity and background of the Pastoral Epistles (I and II Timothy and Titus). The course emphasizes church polity and the practical application of the ideas presented in the letters.

**Credits: 3**

**BNT 350A: Interpreting Scripture for Preaching & Teaching: Resurrection Narratives**

Each course in this series will consist of an exegetical, theological, rhetorical, didactical, and homiletical study of selected pericopae of the New Testament, with an emphasis on practical application for contemporary expository preaching or teaching. Students will preach, teach, or present a project in the course. On a rotating basis, course content will vary in subject from semester to semester to include: The Resurrection narratives(resurrection stories related to Jesus' resurrection); the Parables of Jesus; the Miracles of Jesus; Speeches in Luke-Acts; the Compassion Texts of Jesus; and TBD.

**Credits: 3**

**BNT 350B: Interpreting Scripture for Preaching & Teaching: The Parables of Jesus**

Each course in this series will consist of an exegetical, theological, rhetorical, didactical, and homiletical study of selected pericopae of the New Testament, with an emphasis on practical application for contemporary expository preaching or teaching. Students will preach, teach, or present a project in the course. On a rotating basis, course content will vary in subject from semester to semester to include: The Resurrection narratives(resurrection stories related to Jesus' resurrection); the Parables of Jesus; the Miracles of Jesus; Speeches in Luke-Acts; the Compassion Texts of Jesus; and TBD.

**Credits: 3**

**BNT 350C: Interpreting Scripture for Preaching & Teaching: Miracles of Jesus**

Each course in this series will consist of an exegetical, theological, rhetorical, didactical, and homiletical study of selected pericopae of the New Testament, with an emphasis on practical application for contemporary expository preaching or teaching. Students will preach, teach, or present a project in the course. On a rotating basis, course content will vary in subject from semester to semester to include: The Resurrection narratives(resurrection stories related to Jesus' resurrection); the Parables of Jesus; the Miracles of Jesus; Speeches in Luke-Acts; the Compassion Texts of Jesus; and TBD.

**Credits: 3**

**BNT 350D: Interpreting Scripture for Preaching & Teaching: Speeches in Luke-Acts**

Each course in this series will consist of an exegetical, theological, rhetorical, didactical, and homiletical study of selected pericopae of the New Testament, with an emphasis on practical application for contemporary expository preaching or teaching. Students will preach, teach, or present a project in the course. On a rotating basis, course content will vary in subject from semester to semester to include: The Resurrection narratives(resurrection stories related to Jesus' resurrection); the Parables of Jesus; the Miracles of Jesus; Speeches in Luke-Acts; the Compassion Texts of Jesus; and TBD.

**Credits: 3**

**BNT 350E: Interpreting Scripture for Preaching & Teaching: The Compassion Texts of Jesus**

Each course in this series will consist of an exegetical, theological, rhetorical, didactical, and homiletical study of selected pericopae of the New Testament, with an emphasis on practical application for contemporary expository preaching or teaching. Students will preach, teach, or present a project in the course. On a rotating basis, course content will vary in subject from semester to semester to include: The Resurrection narratives(resurrection stories related to Jesus' resurrection); the Parables of Jesus; the Miracles of Jesus; Speeches in Luke-Acts; the Compassion Texts of Jesus; and TBD.

**Credits: 3**

**BNT 350F: Interpreting Scripture for Preaching & Teaching:**

Each course in this series will consist of an exegetical, theological, rhetorical, didactical, and homiletical study of selected pericopae of the New Testament, with an emphasis on practical application for contemporary expository preaching or teaching. Students will preach, teach, or present a project in the course. On a rotating basis, course content will vary in subject from semester to semester to include: The Resurrection narratives(resurrection stories related to Jesus' resurrection); the Parables of Jesus; the Miracles of Jesus; Speeches in Luke-Acts; the Compassion Texts of Jesus; and TBD.

**Credits: 3**

**BNT 360: Gospel of Matthew**

**Credits: 3**

**BNT 370: Gospel of Mark**

**Credits: 3**

**BNT 375: General Epistles**

An exegetical study of the non-Pauline letters of the New Testament (James, I and II Peter, I-III John, and Jude which gives attention to the ministries of those writers and their message for the church to remain faithful in the face of internal and external threats.

**Credits: 3**

**BNT 380: Gospel of Luke**

**Credits: 3**

**BNT 381: New Testament Prophecy**

The first portion of the study examines the prophecies of Jesus, Peter and Paul, including prophecies fulfilled by Jesus. Careful attention is given to the introduction to John's Revelation. The second half of the course is a survey of the book of Revelation to ascertain its message to the church today, as well as its message to the church throughout the centuries.

**Credits: 3**

**BNT 390: Gospel of John**

This course is an advanced examination of the unique contributions to the doctrine of the deity of Jesus in the gospel of John. Emphasis is placed on challenges to the apostolic authorship and historical veracity of the gospel.

**Credits: 3**

## Old Testament

**BOT 101: Survey of Pentateuch**

Introduces the student to the first five books of the Old Testament. Emphasis is given to creation, the development of fundamental doctrinal themes, biographical studies, the Levitical system, the origins of the nation of Israel, and cultural-archaeological backgrounds. The Mosaic authorship of the Pentateuch is assumed.

**Credits: 3**

**BOT 202: History of Israel**

Surveys the major events of the Old Testament, focusing primarily on the historical books Joshua-II Chronicles. Related geographical and archaeological material is presented. Issues involving general introduction and critical studies are discussed.

**Credits: 3**

**BOT 331: Israel after the Exile**

A study of the biblical books which cover the time of the exile, the return to Jerusalem, and the reconstruction of the city and the Temple. Includes a survey of the Intertestamental Period.

**Credits: 3**

**BOT 342: Old Testament Poetry**

A study of the characteristics of Hebrew poetry is followed by an examination of poetic sections of the Pentateuch, the historical books, and then the books usually termed poetry (Job-Song of Solomon plus Lamentations). Practical applications and values for preaching and teaching are stressed.

**Credits: 3**

**BOT 344: Psalms for Worship**

This course is a study of the book of Psalms with a view toward understanding its purposes and appropriate uses in both personal and corporate worship.

**Credits: 3**

**BOT 361: Old Testament Prophets**

A study of most of the outstanding prophets of the Old Testament. The backgrounds, the message or work, and the prophets themselves are considered. Messianic content is also included.

**Credits: 3**

**BOT 395: Readings in Old Testament Studies**

Selected readings in the Old Testament are assigned. A minimum of 1,000 pages of reading for each credit and a final research paper or project are required.

**Credits: 3**

# Theology

## **BTH 201: Basic Biblical Theology**

Acquaints the student with the terminology, methodology, and basic doctrines of biblical theology. Special attention is given to the person and work of Christ, and to man's redemption from sin.

**Credits: 3**

## **BTH 230: Bible Land Study Tour**

**Credits: 3**

## **BTH 300: Women of the Bible**

Examining the lives and impact of various women in the Bible.

**Credits: 3**

## **BTH 311: Theology of Worship**

Surveys the theological development of worship from the biblical through modern eras. Special consideration is given to helping students carefully examine worship music and practices in current and historical contexts.

**Credits: 3**

## **BTH 312: Theology of Missions**

A comprehensive biblical study of the missionary intent of God as it progressively unfolds in the Scriptures, with special focus on its significance for the missionary task today. A particular emphasis on the people of God in both the Old and New Testaments is developed. Issues involving salvation, world evangelization, the kingdom, and the dynamics of spiritual warfare are discussed to help the student develop a personal, biblical theology of missions.

**Credits: 3**

## **BTH 314: Theology of Soul Care**

This course provides a systematic overview of Christian doctrines, a discussion of various theological viewpoints regarding those doctrines, and an examination of how psychological and theological concepts relate to each other. The course will provide the student the theological foundations to serve and counsel more effectively in the local church and community contexts.

**Credits: 3**

## **BTH 325: Advanced Biblical Theology**

Addresses the biblical doctrines of predestination and election, sovereignty of God, sinfulness of humanity, the person and work of the Holy Spirit, and events surrounding the return of Christ and the end times. Students are challenged to examine competing doctrinal systems in the light of Scripture.

**Credits: 3**

## **BTH 332: Evidences of Creation**

An overview of the scientific evidence for the biblical teaching on Creation. The importance of this topic is stressed in light of its implications for all biblical theology. A distinctively Christian worldview is set in strong contrast to the secular humanism and evolutionary paradigms that often influence scientific thought in our present culture.

**Credits: 3**

## **BTH 342: Apologetics**

Students are introduced to topics such as: proofs of God's existence, the problem of evil, and the question of miracles. The evidence substantiating the truth of Christianity is reviewed. Consideration is given to evidences supporting the historical reliability of the documents of Scripture. Supernatural evidences establishing the deity of Christ such as fulfilled prophecy, miracles, and especially the resurrection are investigated. The inspiration, infallibility, and inerrancy of the Bible are defended on the basis of the authority of Christ.

**Credits: 3**

## **BTH 370: Bible Backgrounds**

Focuses on areas of study which provide a foundation for reading and understanding Scripture. Such areas include archaeology and anthropology to supplement historical and human understanding. A history of literary theories of the Bible is examined. Contemporary issues in scholarly research are also studied.

**Credits: 3**

## **BTH 395: Saints Scholars Independent Research**

Selected readings in theology are assigned. A minimum of 1,000 pages of reading for each credit and a final research paper or project are required for the course.

**Credits: 3**

# Church History

## **GHS 103: US History I**

A survey of U.S. History from the beginnings of New World exploration to 1900, with special emphasis given to the development of the Constitution and the influence of Christianity on the development of American culture.

**Credits: 3**

**GHS 104: US History II**

A survey of U.S. History from Reconstruction to the Twenty-first century, with special emphasis on dramatic changes in the direction of the country caused by the Great Depression, World Wars I & II, and the Vietnam War, as well as the ongoing debate over interpreting and applying the Constitution.

**Credits: 3**

**GHS 111: World Geography**

A study of the major components of the discipline of geography with particular reference to the political, cultural, economic, and social factors in each major region of the world. Comparisons and contrasts are drawn between the developed nations, such as the United States, and developing nations.

**Credits: 3**

**GHS 143: American Government**

An introduction to the principles of American government at the Federal level. Students examine the history, political theory, and Constitutional basis of the three branches of American government, with particular emphasis on the separation of powers and checks and balances that exist between the executive, legislative, and judicial branches.

**Credits: 3**

**GHS 151: World Civilization**

Studies the development of the Western world and its institutions and ideas. The student is challenged to consider the positive and negative impact of Western thinking and to formulate a sense of personal responsibility within society.

**Credits: 3**

**GHS 212: Restoration History**

The principles and personalities of the Restoration Movement are presented in class lectures and student research. The historical documents, doctrines, messages, and methods of the great men of this movement to restore the New Testament church are examined and explained.

**Credits: 3**

**GHS 271: World History**

**Credits: 3**

**GHS 300: History of Christian Worship**

**Credits: 3**

**GHS 320: History of Christian Worship**

This course is a survey of the historical and theological developments of Christian worship from the early church to today. Worship ministers and planners need an awareness of historical worship practices in the church since the days of the apostles in order to provide a deeper well of knowledge and understanding.

**Credits: 3**

**GHS 343: Early Church History**

Acquaints students with basic concepts and movements within the Ancient and Medieval Churches, including the major statements of faith (creeds) arising out of the Ecumenical Councils, as well as the various significant theological, institutional and political changes that have led to the formation of major church bodies and significant theological positions.

**Credits: 3**

**GHS 344: Modern Church History**

Studies the history and development of the church from the Renaissance to the 21st century. Special emphasis is given to those movements and ideas which have led to the rise of the major denominations.

**Credits: 3**

**GHS 365: History of Missions**

A study of the Scriptural basis and principles for world evangelism and its history from Pentecost until the present. Key dates, people, and missionary policies and their effects on present day missions are considered. A major focus is the work and impact of missionaries in the Restoration Movement.

**Credits: 3**

## Communication

**GCA 031: Private Study Skills & Strategies**

Individualized tutoring for students who are on Academic Probation. Other students may choose to participate if space is available.

**GCA 032: Private Study Skills & Strategies****GCA 051: English Composition I Lab**

**Credits: 2**

**GCA 095: Student Success****GCA 131: Oral Communication**

Oral communication introduces the art of public speaking with an emphasis on preparation and delivery of a variety of speeches. Students receive instruction and practice in the selection, organization, and presentation of speech materials and the opportunity to develop social poise and self-confidence.

**Credits: 3**

**GCA 151: English Composition I**

Students practice the process of writing expository essays. They improve their grammar, punctuation, diction, manuscript mechanics, sentence sense, paragraph composition, revising, editing, and proofreading skills. Students submit short essays employing various rhetorical styles (such as comparison/contrast, process analysis, division/classification, cause/effect, and definition). They also submit a final paper.

**Credits: 3**

**GCA 171: English Composition II**

Provides an overview of basic techniques students need to write effectively during and after a college education. The process of writing (including prewriting, planning, research, organization, format, and revision) is explored and practiced in detail. Students learn to take a position on a topic, support it with evidence, and address opposing points of view.

**Credits: 3**

**GCA 200: Introduction to the Arts**

Surveys the development of music and the arts to broaden knowledge and appreciation of culture. In addition, students learn how to critique and redeem popular arts to glorify God and serve the church.

**Credits: 3**

**GCA 201: Interpreting Biblical Literature**

A study of hermeneutics: the principles of interpreting Scripture and other texts that utilize the Bible. The historical-grammatical method of interpretation and application for personal spiritual growth and responsible communication will be presented to and practiced by students using sample passages.

**Credits: 3**

**GCA 212: Cross-Cultural Communication**

Helps participants recognize the influence of their own cultural perspective in a cross-cultural setting, discover myriad ways we communicate beyond our spoken words, increase sensitivity to cross-cultural interactions, and become effective communicators in multiple worldview contexts.

**Credits: 3**

**GCA 222: Interpersonal Communication**

Examines theoretical and applied communication in personal contexts. The role of listening, conversation, non-verbal cues, and communication ethics are emphasized.

**Credits: 3**

**GCA 302: Advanced Communication: Sermons**

Demonstrates various methods and styles of sermon construction and delivery. Students analyze model sermons, discuss vital issues in modern preaching, and develop their own skills in writing and delivering sermons.

**Credits: 3**

**GCA 312: Advanced Communication: Lessons**

Demonstrates various methods and styles of lesson construction and delivery in teaching contexts. Students analyze teaching styles and lessons, work together to plan and prepare lessons, and practice teaching lessons to one another.

**Credits: 3**

**GCA 320: Literature of C.S. Lewis**

Explores the following genre in the writings of C.S. Lewis: poetry, theology/philosophy, fantasy, children's fiction, science fiction, and autobiography. The class balances lecture and discussion of three novels, essays, and chapter selections from other texts.

Forgoing debates regarding Lewis's doctrine on Christianity, the focus rests upon the importance of his writings while considering methods of application in the 21st century.

**Credits: 3**

**GCA 322: Advanced Communication: Speeches**

Provides opportunities to further develop public speaking skills in a church context. It is designed to build confidence and competency in a variety of speaking contexts, including introductions, reports, impromptu situations, interviews, and group presentations. Special attention is given to analyzing the student's communication weaknesses and strategies to remove distractions and build speaker credibility.

**Credits: 3**

**GCA 350: Structure of the English Language**

Surveys the important structure, grammar, and syntax of the English language essential for non-native speakers to know. The course teaches idiosyncrasies of each language group and how that affects learning English. A variety of techniques used in teaching language structure are explored.

**Credits: 3**

## General Studies Electives

### **GPS 134: Introduction to Psychology**

Acquaints the student with the most important facts and laws of behavior and mental life. Particular emphasis is upon those aspects of study which have bearing upon the Christian worker. (Formerly GPS234)

**Credits: 3**

### **GPS 200: Worldviews & Ethics**

Students compare and contrast the biblical worldview with the most significant competing contemporary worldviews to develop a Christian philosophical and moral foundation for lifestyle choices.

**Credits: 3**

### **GPS 222: Introduction to Environmental Science**

Provides students with the scientific principles, concepts, and methodologies required to understand the interrelationships of the natural world, to identify and analyze environmental problems both natural and human-made, to evaluate the relative risks associated with these problems, and to examine alternative solutions for resolving and/or preventing them.

**Credits: 3**

### **GPS 232**

### **GPS 242: Introduction to Physical Science**

An overview and review of two major areas of Physical Science: Physics and Chemistry.

**Credits: 3**

### **GPS 243: Intro. to Phys. Sciences w/Lab**

**Credits: 4**

### **GPS 250: Math for Non-Profits**

**Credits: 3**

### **GPS 252: Integrated Natural Science**

General Science Class

**Credits: 3**

### **GPS 253: Integrated Natural Science LAB**

**Credits: 1**

### **GPS 300: Introduction to Biblical Archaeology**

An introduction to the science of archaeology—its history, scope, modern field methods and techniques, its value and limitations, the use and abuse of archaeological data—so students may work intelligently with current archaeological literature. Special emphasis is given to the principal archaeological discoveries in lands where biblical events occurred, showing how these discoveries illumine the background of Scripture and corroborate the biblical record.

**Credits: 3**

### **GPS 301: Archaeology and Judaism in Ancient Israel**

This field course will give the student hands-on training in archeology as they learn the history of Israel during the Hellenistic to the Byzantine periods, with special attention to the life and culture of lower-Galilee. The student will be able to correlate Biblical texts with a social understanding of politics, religion, and economics gained from the science of archaeology.

**Credits: 3**

### **GPS 310: World Religions & Culture**

Focuses on the origins and practices of various religions of the world. Special attention is given to how cultures express the worldviews of the religious environment in which they develop. These religions and cultures are compared and contrasted to the teachings of Christianity.

**Credits: 3**

### **GPS 334: Abnormal Psychology**

A study of deeply troubled persons, including neuroses, psychoses, sociopathic personalities, mental deficiencies, and other psychopathological conditions.

**Credits: 3**

### **GPS 340: Issues in Philosophy**

Addresses the philosophical issues of the nature and source of knowledge through a historical survey of philosophies from pre-Socratic materialism to post-modernism. Describes formal arguments and logical fallacies.

**Credits: 3**

### **GPS 368: Educational Psychology**

A course that examines the teaching-learning process in detail, in topical style. Includes a study of perception, motivation, discipline, and feedback.

**Credits: 3**

### **GPS 395: Readings in Philosophy**

Selected readings in philosophy are assigned. A minimum of 1,000 pages of reading for each credit and a final research paper or project are required for the course.

**Credits: 3**

### **GPS 397: Readings in Psychology**

Selected readings in psychology are assigned by the instructor. A minimum of 1,000 pages of reading for each hour of credit, plus a final research paper or project are required for the course.

**Credits: 3**

## Greek Language

### **GGL 211: Greek Essentials**

Students are introduced to Greek vocabulary, tools, and principles that will aid in the understanding of the New Testament. It is intended for students who do not plan to take advanced Greek courses.

**Credits: 3**

**GGL 221: Elementary Greek**

This is a beginner's course in the grammar, vocabulary, and sentence structure of New Testament Greek. The study includes drills on forms, accents, simple phrases and sentences.

**Credits: 3**

**GGL 222: Intermediate Greek**

A continuation of GGL221.

**Credits: 3**

**GGL 320: Greek Analysis**

A review of and further study of grammar, syntax, and vocabulary introduced in the pre-requisite first-year Greek courses. Emphasis is given to the nuances of certain Greek constructions and synonyms, so the student begins to feel the joy of study of the Greek New Testament with the use of some of the modern helps designed to facilitate this skill.

**Credits: 3**

**GGL 322: Greek Exegesis**

Students hone their New Testament exegesis skills and receive practical experience in utilizing Greek tools for research and teaching/preaching purposes. Aspects of interpretation that the Greek language can bring are emphasized in the context of studying a New Testament epistle.

**Credits: 3**

**GGL 332: Greek Literature**

Students study ancient Greek documents utilizing the Greek language to enlighten the understanding of Biblical Greek.

**Credits: 3**

**GGL 390: Independent Studies in Greek**

An opportunity for students to conduct independent research under the supervision of a faculty member. A minimum of 45 hours of research for each credit and a final paper or project are required for the course.

**Credits: 3**

## Hebrew Language

**GHL 341: Elementary Hebrew**

A study of the fundamentals of the Hebrew language. The Hebrew vocabulary and types of verbs are emphasized. The goal is to translate Biblical Hebrew, but students do some work from English to Hebrew.

**Credits: 3**

**GHL 342: Intermediate Hebrew**

A continuation of GHL341.

**Credits: 3**

**GHL 343: Hebrew Exegesis**

Offered for advanced Hebrew students, providing an opportunity to apply the Hebrew language to the study of the Old Testament.

**Credits: 3**

**GHL 390: Independent Studies in Hebrew**

An opportunity for students to conduct independent research under the supervision of a faculty member. A minimum of 45 hours of research for each credit and a final paper or project are required for the course.

**Credits: 3**

## Physical Education

Central provides students with opportunities for participation in sports activities through intercollegiate sports, club sports, and intramural sports.

**GPE 131: Basketball-Men**

**Credits: 0.5**

**GPE 132: Basketball - Men**

**Credits: 1**

**GPE 133: Basketball-Administration-Men**

**Credits: 1**

**GPE 141: Basketball-Women**

**Credits: 0.5**

**GPE 142: Basketball-Women**

**Credits: 1**

**GPE 143: Basketball-Administration-Women**

**Credits: 1**

**GPE 151: Volleyball**

**Credits: 1**

**GPE 161: Men's Soccer**

**Credits: 1**

**GPE 162: Women's Soccer****GPE 171: Cross-Country-Men**

**Credits: 1**

**GPE 181: Cross-Country-Women**

**Credits: 1**

## Division of Ministry Leadership

**MML 610: Dynamics of a Healthy Congregation**

**Credits: 3**

**MML 620: Discipleship and Christian Formation**

**Credits: 3**

**MML 630: Professional and Team Development**

**Credits: 3**

**MML 640: Change and Conflict Management**

Students will be introduced the concept of leading congregational change, focusing on vision casting, understanding the process of change, and overcoming resistance

**Credits: 3**

**MML 710: Supervised Ministry Experience**

**Credits: 3**

**MML 720: Supervised Ministry Experience**

**Credits: 3**

**MML 730: Supervised Ministry Experience**

**Credits: 3**

**MML 740: Supervised Ministry Project**

**Credits: 3**

**MML 820: Ephesians for Ministry**

**Credits: 3**

## Christian Ministry

**PCM 020: Principles of Disciple-Making Lab**

**Credits: 1**

**PCM 100: Christian Discipleship**

A biblical introduction to the journey of Christian discipleship. Students consider the marks of a healthy disciple, the process of discipleship, and resources for promoting deeper spiritual lives. Spiritual disciplines (such as prayer, Bible study, meditation, Scripture memorization, and fasting) are evaluated as students prepare for lifelong spiritual formation.

**Credits: 3**

**PCM 110A: Christian Formation A**

**Credits: 1**

**PCM 110B: Christian Formation B**

**Credits: 1**

**PCM 110C: Christian Formation C**

**Credits: 1**

**PCM 110D: Christian Formation D**

**Credits: 1**

**PCM 110E: Christian Formation E**

**Credits: 1**

**PCM 110F: Christian Formation F**

**Credits: 1**

**PCM 110G: Christian Formation G**

**Credits: 1**

**PCM 110H: Christian Formation H**

**Credits: 1**

**PCM 120: Principles of Disciple-Making**

Students explore the spectrum of disciple-making from conversation to Christian maturity, highlighting the practices of evangelism and approaches to facilitating faith formation in the believer as a disciple of Jesus.

**Credits: 3**

**PCM 201: Ministry in the Local Church**

Covers the daily routine and work of the minister. This course will focus on the distinctives of ministerial leadership. It features an exploration of the concept of ministry and ministerial responsibilities. (The previous course number was SALT201).

**Credits: 3**

**PCM 222: Principles of Evangelism**

Students learn biblical concepts, practical methods, and congregational applications to evangelism for Christ. Special attention is given to developing a heart for the lost and an ethical approach to responsible evangelism.

**Credits: 3**

**PCM 225: Foundations of Christian Counseling**

Focuses on the history and development of Christian counseling. The course covers a broad range of issues critical to a counseling ministry and the scriptures that address those issues, including crisis intervention. The student will also observe and participate in role-plays that initiate them into the counseling process.

**Credits: 3**

**PCM 245: Foundations of Youth & Family Ministry**

Provides an overview of the role and work of the youth and family minister with regard to developing a total youth program and training youth workers. Attention is paid to philosophy of youth and family ministry as well as to strategic planning and implementation. Issues of personal character and integrity are addressed.

**Credits: 3**

**PCM 275: Foundations of Preaching**

**Credits: 3**

**PCM 313: Issues in Human Sexuality**

This course introduces students to a research informed biblical paradigm for healthy sexuality. It will increase their awareness, knowledge, and skills regarding the broad range of issues in the field of counseling when addressing healthy sexuality.

**Credits: 3**

**PCM 314: Career Counseling**

This course provides students an understanding of career development and related life factors. Students study career development theory and decision-making models, procedures for planning and conducting effective job searches, assessment instruments and techniques relevant to career planning and decision-making, and the use of career information. Emphasis is placed on understanding the interrelationships between career development and career decision-making and such factors as faith, values, personality, family, socio-economic status, leisure, individual interests and abilities, and other life roles.

**Credits: 3**

**PCM 315: Basic Counseling Methods**

Presents a therapeutic model of counseling. Students practice skills necessary to nurture those who are in need of help.

**Credits: 3**

**PCM 316: Substance Abuse Counseling**

A course designed to introduce the student to current counseling and treatment techniques for substance abuse. Emphasis is placed on theological issues, etiological factors, physiological and psychological effects, and related behavior.

**Credits: 3**

**PCM 321: Church Leadership and Administration**

An examination of efficient administrative and organizational procedures in the local church. Consideration is given to programming, committees, delegation of responsibilities, relationships between the leaders within the congregation, and coordination of the entire program.

**Credits: 3**

**PCM 324: Principles of Church Health**

Studies the principles of growth using a wide variety of examples, statistics, and research on the subject of church growth. This course has as its goal the practical application of the laws of growth and health in the local congregation. Attention is also given to fundraising needs of a growing church.

**Credits: 3**

**PCM 325: Practical Ministries**

This course is designed for those who are entering located ministry to show the numerous responsibilities required. Both the minister's professional and personal life will be examined. Special emphasis is given to the functions the minister serves, the services the minister officiates, and the daily tasks the minister must oversee in serving and leading a local congregation.

**Credits: 3**

**PCM 330: Introduction to Counseling Theories**

A study of the basic methods of the major schools of counseling. Emphasis is given to those principles and methods which most schools share in common.

**Credits: 3**

**PCM 332: Crisis Counseling**

This course introduces students to the theories and skills required to provide pastoral crisis intervention and counseling that will cultivate resiliency and promote spiritual growth.

**Credits: 3**

**PCM 333: Marriage & Family Counseling**

This course will give attention to the Biblical foundation for marriage and to practical elements necessary for successful family living. Topics such as communication, money management, marriage roles, sex, children, in laws, etc. will be covered.

**Credits: 3**

**PCM 336: Youth & Family Counseling**

Assists the student in ministering to young people and their parents. Principles of counseling are discussed and applied to young people. Stages of development and common problems are also examined.

**Credits: 3**

**PCM 337: Integration Seminar**

A study attempting to integrate theology and psychology, pointing out the areas of agreement and disagreement between contemporary psychology and biblical theology.

**Credits: 3**

**PCM 338: Tests and Measurements**

An introduction to the administration and interpretation of various measurement tools, profiles, and inventories that can aid counselors in their efforts to assist people.

**Credits: 3**

**PCM 342: Youth Ministry Methods**

Various models of youth ministry are addressed and measured against basic components that are needed for a healthy youth ministry. Guest speakers are utilized extensively in dealing with a wide range of practical areas such as recruiting sponsors, VBS, Christian service camps, special programs, and trips.

**Credits: 3**

**Prerequisites:**

PCM 245

**PCM 348: Philosophy of Family Ministry**

The student will develop a philosophy of family ministry in light of Biblical principles and changing trends. The foundation of this philosophy will lie within the biblical church and the family. Through the course work, conference (the Orange Conference in Atlanta, GA), and personal interaction with various professionals, each student will understand how the Church and the family are met to work together in harmony, how to disciple parents and how to develop and disciple volunteers all within the church structure. There is a lab fee for this class.

**Credits: 3**

**PCM 350: Advanced Counseling Methods**

Addresses advanced needs of counseling clients. Students learn to choose appropriate intervention strategies. Regular counseling treatments for a variety of needs are surveyed by the instructor and explored in depth by the students.

**Credits: 3**

**PCM 365: Seminar in Biblical Preaching**

Develops the student's ability to create and preach biblical sermons. Helps the student create both quality and appropriate content for sermons. Students explore a variety of sermon options, develop a preaching plan, and explore how the different genres of the Bible should impact the sermon. Each student preaches three times.

**Credits: 3**

**PCM 371: Advanced Preaching & Teaching Seminar**

Rotating advanced preaching and teaching seminars. Course content will vary each semester, including: Narrative Preaching; the History of Christian Preaching; Contemporary Issues in Preaching; and Preaching & Teaching Abilities.

**Credits: 3**

**PCM 372A: Interpreting Scripture for Preaching & Teaching: Resurrection Narratives**

Each course in this series will consist of an exegetical, theological, rhetorical, didactical, and homiletical study of selected pericopae of the New Testament, with an emphasis on practical application for contemporary expository preaching or teaching. Students will preach, teach, or present a project in the course. On a rotating basis, course content will vary in subject from semester to semester to include: The Resurrection narratives(resurrection stories related to Jesus' resurrection); the Parables of Jesus; the Miracles of Jesus; Birth Narratives, Speeches in Luke-Acts; and the Compassion Texts of Jesus.

**Credits: 3**

**PCM 372B: Interpreting Scripture for Preaching & Teaching: The Parables of Jesus**

Each course in this series will consist of an exegetical, theological, rhetorical, didactical, and homiletical study of selected pericopae of the New Testament, with an emphasis on practical application for contemporary expository preaching or teaching. Students will preach, teach, or present a project in the course. On a rotating basis, course content will vary in subject from semester to semester to include: The Resurrection narratives(resurrection stories related to Jesus' resurrection); the Parables of Jesus; the Miracles of Jesus; Speeches in Luke-Acts; the Compassion Texts of Jesus; and TBD.

**Credits: 3**

**PCM 372C: Interpreting Scripture for Preaching & Teaching: Miracles of Jesus**

Each course in this series will consist of an exegetical, theological, rhetorical, didactical, and homiletical study of selected pericopae of the New Testament, with an emphasis on practical application for contemporary expository preaching or teaching. Students will preach, teach, or present a project in the course. On a rotating basis, course content will vary in subject from semester to semester to include: The Resurrection narratives(resurrection stories related to Jesus' resurrection); the Parables of Jesus; the Miracles of Jesus; Speeches in Luke-Acts; the Compassion Texts of Jesus; and TBD.

**Credits: 3**

**PCM 372D: Interpreting Scripture for Preaching & Teaching: Speeches in Luke-Acts**

Each course in this series will consist of an exegetical, theological, rhetorical, didactical, and homiletical study of selected pericopae of the New Testament, with an emphasis on practical application for contemporary expository preaching or teaching. Students will preach, teach, or present a project in the course. On a rotating basis, course content will vary in subject from semester to semester to include: The Resurrection narratives(resurrection stories related to Jesus' resurrection); the Parables of Jesus; the Miracles of Jesus; Speeches in Luke-Acts; the Compassion Texts of Jesus; and TBD.

**Credits: 3**

**PCM 372E: Interpreting Scripture for Preaching & Teaching: The Compassion Texts of Jesus**

Each course in this series will consist of an exegetical, theological, rhetorical, didactical, and homiletical study of selected pericopae of the New Testament, with an emphasis on practical application for contemporary expository preaching or teaching. Students will preach, teach, or present a project in the course. On a rotating basis, course content will vary in subject from semester to semester to include: The Resurrection narratives(resurrection stories related to Jesus' resurrection); the Parables of Jesus; the Miracles of Jesus; Speeches in Luke-Acts; the Compassion Texts of Jesus; and TBD.

**Credits: 3**

**PCM 372F: Interpreting Scripture for Preaching & Teaching:**

Each course in this series will consist of an exegetical, theological, rhetorical, didactical, and homiletical study of selected pericopae of the New Testament, with an emphasis on practical application for contemporary expository preaching or teaching. Students will preach, teach, or present a project in the course. On a rotating basis, course content will vary in subject from semester to semester to include: The Resurrection narratives (resurrection stories related to Jesus' resurrection); the Parables of Jesus; the Miracles of Jesus; Speeches in Luke-Acts; the Compassion Texts of Jesus; and TBD.

**Credits: 3**

**PCM 383: Leadership in the Local Church**

An introductory study of the key principles of spiritual leadership and their application in the setting of the local congregation. These principles may be applied in any ministry setting.

**Credits: 3**

**PCM 390: Independent Studies in Christian Ministries**

An opportunity for students to conduct independent research under the supervision of a faculty member. A minimum of 45 hours of research for each credit and a final paper or project are required for the course.

**Credits: 3**

**PCM 391: Independent Studies in Counseling**

An opportunity for students to conduct independent research under the supervision of a faculty member. A minimum of 45 hours of research for each credit and a final paper or project are required for the course.

**Credits: 3**

**PCM 392: Independent Studies in Leadership**

1 hour independent study; for course completion

**Credits: 1**

**PCM 395: Ministry Conference**

**Credits: 1**

**PCM 396: AACC Conference**

**Credits: 1**

**PCM 397: Seminar in Christian Counseling**

Students will explore the Christian counseling process and apply it to specific issues such as depression, stress and anxiety, personality disorders, addictions, and others.

The class features a trip to the American Association of Christian Counselors (AACC) convention.

There is a lab fee for this class.

**Credits: 3**

**PCM 398: Christian Ministries Seminar**

**Credits: 1**

## Education

**PED 275: Foundations of Christian Education**

Covers the basic principles and philosophy of Christian education. Students will create lesson plans and learn basic methods of teaching.

**Credits: 3**

**PED 311: Education of Adults**

**Credits: 3**

**PED 326**

**Credits: 3**

**PED 330: Human Growth and Development**

**Credits: 3**

**PED 367: Philosophy of Education**

An examination of the historical background of Western education. The ideas of various philosophies of education are explored as well as their influence upon current practices in Christian and public schools. Students examine the outstanding educators of history to learn their values and methodology.

**Credits: 3**

**PED 375: Creative Teaching**

Develops the general creative ability of the student and then to help him/her apply that creative problem solving to a variety of teaching/learning situations.

**Credits: 3**

**PED 380: Contemporary Children's Ministry**

Examines the principles and methods for effective ministry to children, birth through sixth grade. Special attention is given to discipline, teaching, worship and evangelism.

**Credits: 3**

**PED 381: Small Group Leadership**

Familiarizes students with the small group movement in churches, including its history, literature and methods. Students also gain practice in leading a small group.

**Credits: 3**

**PED 382: Christian Education Administration**

Acquaints students with the basic principles and skills of effective educational leadership and gives specific guidance on a variety of education duties.

**Credits: 3**

**PED 390: ABCTE Professional Teaching Knowledge**

Students prepare to take the American Board Professional Teaching Knowledge competency test through readings and online review and assessment.

**Credits: 6**

**PED 391: ABCTE Content Preparation**

Students prepare to take the American Board content competency test in science, history, English, or mathematics through readings and online review and assessment.

**Credits: 6**

**PED 392: ABCTE Contact Hours**

60 contact hours for ABCTE certification.

**PED 395: Independent Studies in Christian Education**

An opportunity for students to conduct independent research under the supervision of a faculty member. A minimum of 45 hours of research for each credit and a final paper or project are required for the course.

**Credits: 3**

## Missions & Cross-Cultural Ministry

**PMI 205: Foundations of World Missions**

Introduces the concept of the mission of God and the missional church. The course combines theology, intercultural studies, anthropology, history, and cross-cultural communication as an introductory overview of the church's global mission as developed throughout the Scriptures. The course will also include a look at biblical motivations, historical background and current strategies concerning the mission of God.

**Credits: 3**

**PMI 340: TESOL Program Curriculum & Design**

Presents the variety of administrative tasks that accompany TESOL. Students analyze the design and use of commercially available tests and materials, and learn methods of developing one's own curriculum, which can be used in future teaching situations.

**Credits: 3**

**PMI 350: Cross-Cultural Methods & Strategies**

Presents strategic issues that all cross-cultural ministers must identify and answer, including how a field is selected, how support can be raised, and how teams should be constructed to accomplish cross-cultural ministry. Students prepare a mission strategy that addresses the need for harvest workers in conjunction with a church.

**Credits: 3**

**PMI 360: TESOL Practicum**

Students observe and assist a teacher of English as a second language as well as give direct instruction to ESL students under the supervision of an approved teacher.

**Credits: 3**

**PMI 390: Independent Studies in Cross-Cultural Ministry**

An opportunity for students to conduct independent research under the supervision of a faculty member. A minimum of 45 hours of research for each credit and a final paper or project are required for the course.

**Credits: 3**

**PMI 395: National Missionary Convention**

**Credits: 1**

## Worship Ministry & Music

**PMU 105A: Worship Band Workshop**

**Credits: 1**

**PMU 105B: Worship Band Workshop**

**Credits: 1**

**Prerequisites:**

PMU 105A

**PMU 105C: Worship Band Workshop**

**Credits: 1**

**Prerequisites:**

PMU 105A

PMU 105B

**PMU 112A: Worship Performance Elective - Drum**

**Credits: 1**

**PMU 112B: Worship Performance Elective - Drum**

**Credits: 1**

**Prerequisites:**

PMU 112A

**PMU 112C: Worship Performance Elective - Drum**

**Credits: 1**

**Prerequisites:**

PMU 112A

PMU 112B

**PMU 113A: Worship Performance Elective - Voice**

**Credits: 1**

**PMU 113B: Worship Performance Elective - Voice**

**Credits: 1**

**Prerequisites:**

PMU 113A

**PMU 113C: Worship Performance Elective - Voice**

**Credits: 1**

**Prerequisites:**

PMU 113A

PMU 113B

**PMU 115A: Worship Performance Elective - Piano**

**Credits: 1**

**PMU 115B: Worship Performance Elective - Piano**

**Credits: 1**

**Prerequisites:**

PMU 115A

**PMU 115C: Worship Performance Elective - Piano**

**Credits: 1**

**Prerequisites:**

PMU 115A

PMU 115B

**PMU 119A: Worship Performance Elective - Guitar**

**Credits: 1**

**PMU 119B: Worship Performance Elective - Guitar**

**Credits: 1**

**Prerequisites:**

PMU 119A

**PMU 119C: Worship Performance Elective - Guitar**

**Credits: 1**

**Prerequisites:**

PMU 119A

PMU 119B

**PMU 150: Worship Arts Technology**

**Credits: 3**

**PMU 201: Fundamentals of Music Theory**

**Credits: 3**

**PMU 275: Foundations of Worship Ministry**

A study of the qualifications, responsibilities, and opportunities of the worship minister, including the role of worship in church life, dynamics of working as part of a church staff, general administration and budgeting of a worship arts program, and effective methods of serving and leading a congregation, church staff, and worship team volunteers.

**Credits: 3**

**PMU 330: Worship Conference**

**Credits: 1**

**PMU 340: Designing and Leading Worship**

This course focuses on planning and designing effective worship services. Will include a study of the major events of the Christian year (Advent, Christmas, Lent, Holy Week, and Easter). Includes opportunities for worship leading and evaluation, and guidelines for working with contemporary vocal and instrumental ensembles in the worship context.

**Credits: 3**

## Spiritual Practices

**SPT 6503: Leading Communal Spiritual Practices**

HIU Course

**Credits: 3**

## Supervised Ministry Experience

**CCT 250: Vocational Preparation**  
**Credits: 1**

**CLA 303: Christian Leadership Apprent.**  
**Credits: 2**

**SALT 201: Ministry in the Local Church**  
**Credits: 3**

**SALT 301: Field Education Experience**  
**Credits: 3**

**SALT375: Senior Seminar**  
**Credits: 2**

**SME 301: Supervised Ministry Experience**

Students work for a semester, school year, or summer in an approved site under the tutelage of an approved mentor in their chosen field of service. At least 300 hours of supervised ministry are required. May be taken twice for a total of 6 credits. (Class was formerly called Field Education Experience prior to Fall 2020 and was formerly SALT 301).

**Credits: 3**

**SME 302: Supervised Ministry Experience**

Course number was previously SALT 302.

**Credits: 3**

**SME 305A: Counseling Supervised Ministry Experience**

Course number was previously SALT 305A.

**Credits: 0.5**

**SME 305B: Counseling Supervised Ministry Experience**

Course number was previously SALT 305B.

**Credits: 0.5**

**Prerequisites:**

SME 305A

**SME 305C: Counseling Supervised Ministry Experience**

Course number was previously SALT 305C.

**Credits: 0.5**

**Prerequisites:**

SME 305A

SME 305B

**SME 305D: Counseling Supervised Ministry Experience**

Course number was previously SALT 305D.

**Credits: 0.5**

**Prerequisites:**

SME 305A

SME 305B

SME 305C

**SME 305E: Counseling Supervised Ministry Experience**

Course number was previously SALT 305E.

**Credits:** 0.5

**Prerequisites:**

SME 305A

SME 305B

SME 305C

SME 305D

**SME 305F: Counseling Supervised Ministry Experience**

Course number was previously SALT 305F.

**Credits:** 0.5

**Prerequisites:**

SME 305A

SME 305B

SME 305C

SME 305D

SME 305E

**SME 306: Supervised Ministry Experience**

An extended version of SME 301-302 requiring at least 600 hours of supervised ministry. (Previous course number was SALT 306).

**Credits:** 6

**SME 308: Supervised Ministry Experience**

Supervised Ministry Experience that is taken over two consecutive semesters. (This class was formerly called Field Education Experience and the former class number was SALT 308.)

**Credits:** 1.5