

**VALOR  
CHRISTIAN COLLEGE**



**Academic Catalog  
2011 – 2012**

**Columbus, Ohio**

Valor Christian College has prepared this catalog on the basis of the best information available at the time of printing. Information contained in this catalog is subject to change without notice or obligation.

Valor Christian College is a Christian educational ministry that admits students without regard to race, color, gender, nationality or ethnic origin.

Valor Christian College extends acknowledgement to Central Bible College for allowing us to utilize portions of their catalog for this project. This material was used with permission.

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# ACADEMIC CALENDAR

## Fall Semester 2011

Faculty Seminar	August 11-12
Residence Halls Open	August 13
Orientation	August 14, 15, 2:00 pm
Registration (all students)	August 16, 9:00 am
Fall Semester Classes Begin	August 17
Late Registration Begins	August 17
Last Day of Add/Drop Classes	August 26
Job Fair	September 1
Labor Day Holiday (No Classes)	September 5
VCC Preview Day for Potential Students	October 4
Fall Break (No Classes)	October 21-24
College Days & Homecoming Weekend	October 13-16
Spring Graduation Application Deadline	October 28
Last Day to Officially Withdraw from a Class	November 18
Thanksgiving Break (No Classes)	November 23-25
Last Day of Classes	December 7
Reading Day (No Classes)	December 8
Final Exams	December 9, 12-14
Christmas Vacation Begins	December 15
Grades Due to Registrar	December 16, 5:00 pm

## **Spring Semester 2012**

Faculty Seminar	January 3
Residence Halls Open (all incoming students)	January 4
Orientation and Registration all students-9 am	January 5
Continued Registration	January 6
Spring Semester Classes Begin	January 9
Late Registration Begins	January 9
Martin Luther King, Jr. Holiday (No Classes)	January 16
Last Day to Add/Drop Classes	January 17
VCC Preview Day for Potential Students	February 10
Spring Break (No Classes)	March 5-9
College Days Weekend	March 31-April 3
Good Friday (No Classes)	April 6
Last Day to Officially Withdraw from a Class	April 11
Last Day of Classes	May 2
Reading Day (No Classes)	May 3
Final Exams	May 4, 7-9
Graduation Preparation and Practice	May 10
Graduating Students' Grades due to Registrar	May 10, 5 pm
Spring Graduation	May 12
Residence Halls will Close	May 14

## **Summer Sessions 2012**

Special One Week Seminar	May 14-18
Session One	May 21-June 8
Session Two	June 11-29

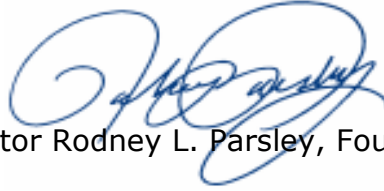
## A WORD FROM OUR FOUNDER



Joni and I thank you for your interest in Valor Christian College! If you have discerned a call to Holy Ghost Christian ministry, this is the place for you. Our graduates have been impacting the Kingdom for more than 20 years because of our staff and faculty's commitment to impart the anointing on my life and ministry into yours.

We do this through rigorous academics and practical application. As a Valor student you'll be part of a thriving local ministry with regional, national and worldwide influence. There are more than 12 major outreaches that welcome your enthusiasm and insights, and there is a place for you to serve here as you develop skills that you can use in your own life and ministry. We believe this blend of classroom learning and hands-on experience will make you a better servant leader to everyone God has called you to reach.

A diverse, dedicated faculty and staff are available to guide your college experience at Valor. With your determination and drive propelling your experience here, there is no limit to what God can do in you, to you and through you while you are here! Pray for God's direction on how you can seize the opportunity to fulfill your destiny in the kingdom of God.



Pastor Rodney L. Parsley, Founder

## A NOTE FROM OUR PRESIDENT

Welcome to Valor Christian College. You are important to us and we want to help you fulfill your dreams. Our college is located in Columbus, Ohio and is dedicated to preparing ministers, missionaries, and Christian workers. It is the "School of the Spirit." If you want to dedicate your life to the service of God and to make a difference in spiritual and social challenges of our society we encourage you to be a part of our student body. You can make a difference in the world through the power of God as you go forth to do His will.

Deciding where to go to college can be a daunting task. If you want to follow the will of God and select the right college, you need to ask the right kind of questions. Our faculty and staff want you to make the right choice. The following questions will help you to assess whether or not Valor Christian College is right for you:

1. Do I enjoy sharing a loving community of faith that will help me grow in my relationships with God and with others?
2. Will this college community support the call of God on my life and prepare me to be involved in His work and to make a difference in the world?
3. Is it my goal to be educated and trained to work for God and to help others?
4. Am I concerned about the poor, the hungry, and the destitute people of the world?
5. Do I want to be challenged academically and spiritually to develop my gifts and talents?
6. Is it my desire to be mentored as a lifelong learner and disciple of our Lord Jesus Christ?
7. Do I desire to do the will of God?

If you answered five or more of these questions positively, Valor Christian College is probably a great match for you. VCC is not a large university but a loving Pentecostal/charismatic community where you can be educated and nurtured in your Christian faith... we are the "School of the Spirit." The faculty, staff, and students at the college are determined to use our education and faith to be instruments of change in the world.

Valor Christian College teaches students to find their place of service in the kingdom of God and to be involved in helping the hurting people of this world. If you are ready to grapple with integrating faith and learning, with understanding the call of God upon your life, and with preparing for Christian service, it is our prayer that you consider Valor Christian College.

# **VALOR CHRISTIAN COLLEGE HISTORY**

Valor Christian College is located on the southeast side Columbus, OH. The College campus is located on the property originally built by World Harvest Church. VCC is an institution of higher education offering courses in Bible and related areas of ministry. It has professional accreditation with the Association of Independent Christian Colleges and Seminaries, an applicant with the Association of Biblical Higher Education and is authorized by the State Board of Career Colleges to offer associate degrees and diplomas in Bible and ministry related studies.

VCC began as World Harvest Bible Institute in 1990. Its first enrollees began classes in September 1990 and graduated in May of 1991. A second year program was added at the conclusion of the first year of classes, and the first group of second year graduates received their certificates in May of 1992. In 1993, the name was changed to World Harvest Bible College and then to Valor Christian College in March 2010.

In 1994, WHBC received recognition from the Ohio Board of Career Colleges and Schools (former PSC) for its diploma programs. In 1995, the College received recognition from the Veteran's Administration to provide training for veterans of the United States Armed Forces, in addition to receiving I-20 status with the United States Immigration and Naturalization Service. In the fall of that same year, the College received candidate status with the International Christian Accreditation Association (ICAA). WHBC received full accreditation with ICAA in 1997. In 2009, WHBC received professional accreditation with the Association of Independent Christian Colleges and Seminaries.

A third-year Advanced Leadership program began in 2000, and courses of study and curriculum offerings continue to be developed and refined. In the fall of 2009, the College was approved by the Ohio State Board of Career Colleges and Schools to offer associate degrees in the following areas: Pastoral Leadership, Evangelism, Missions, Music Ministry, and Interdisciplinary Studies. In 2010 three additional associate degrees were approved in Communication/Media Ministry, Youth Ministry, and Advanced Leadership (Honors Program) and Children's Ministries in 2011. VCC is also approved to offer a one year diplomas in Evangelism and General Studies.

Valor Christian College students have enrolled from all 50 states and over 36 foreign nations. They continue to enjoy success fulfilling the Great Commission throughout the United States and around the world.

## **MISSION**

Valor Christian College is a biblically-based community of higher learning called to educate and equip Christian leaders in academic excellence, moral integrity, spiritual intensity and physical purity to be agents of change and models of character and to serve Christ professionally in the advancement of His kingdom.

## **VISION**

To be an internationally-recognized undergraduate Pentecostal and evangelical center of academic excellence and resource for the World Harvest Church Ministerial Alliance and other Pentecostal and evangelical churches to educate and train effective spirit-filled leaders who will change the world for Christ.

## **GOALS**

It is the goal of Valor Christian College to provide a solid post-secondary education to Christian ministers and lay workers. The College shall provide learning in a Pentecostal community which includes a diverse student body. Valor believes academic success and spiritual maturity are shared responsibilities between the student and the College. A student who graduates from one of Valor Christian College should:

- gain biblical knowledge
- understand Christian theology
- adapt to a changing world
- understand the history and cultures of the world
- learn principles relating to spirituality in a Pentecostal environment
- master critical and analytical thinking skills
- minister in the local church

Through the process of preparing the student for effective ministry and building of Christian character, Valor desires to prepare students who are biblically sound, culturally relevant, and ministry-directed. It is Valor's objective to produce graduates who will be able to demonstrate the following:

- A foundational understanding of the Holy Scriptures and the doctrine of the church.

- An understanding of the global society in which they live and the ability to relate to others in it.
- Possession of abilities and skills of communication so as to be able to clearly share the truth of God.
- Ability to establish a plan to cultivate personal and professional growth throughout life.
- Ability to think critically and analytically by applying truth to everyday life and ministry.
- Possession of an educational foundation for continued studies in pursuit of a baccalaureate degree
- Recognition of the importance of the local church in the program of God and to be involved in one.
- A continual personal and vital relationship with the living God and a demonstration of this relationship through worship, lifestyle and service (ministry).

## **CORE VALUES**

Our vision flows out of the organizational core values and our church fellowship's doctrinal statement. The administration, faculty, staff, and board have developed the following value statements. At Valor Christian College we value:

### **EXCELLENCE**

**Excellence and Personal Professionalism:** Because we believe the pursuit of excellence pushes us to be better citizens and competent professionals.

### **INTEGRITY**

**Integrity Before God and Man:** Because we believe God is sovereign in the affairs of humankind and we are accountable to Him for our actions and attitudes and we must be respectful of the people with whom we work and live as we strive to be good responsible citizens.

### **LEARNING**

**Personal Growth:** Because we believe it strengthens and develops us to be lifelong learners in pursuit of excellence in education and practical experience in life and ministry.

### **SERVANTHOOD**

**A Servant's Heart:** Which cares about individuals, understands they are created by God in His image, and strives to meet their spiritual and physical needs.

### **STEWARDSHIP**

**Careful Stewardship of Our Resources:** Because we believe everything we have comes from God, and we need to use what we are given to fulfill the vision of the College and to maximize our God-given resources.

### **TEAMWORK**

**Teamwork and Clear Communication:** Because we believe they build unity of purpose and enable us to do more together than we could individually.

### **VISION**

**A Clearly Defined Vision:** Which focuses on the future, using a strategic and relevant approach to fulfill our mission of maintaining high academic standards, continually serving as a resource center for the ongoing development of our graduates, and to meet the needs of others.

## **STATEMENT OF FAITH**

**We believe** the Holy Scriptures to be given by inspiration of the Holy Spirit, infallible and God's revealed Word to man (Hebrews 4:12; 1 Peter 1:23-25; 2 Peter 1:20-21; 2 Timothy 3:15-17; 1 Thessalonians 2:13).

**We believe** Scripture teaches there is only one true and living God who has chosen to reveal Himself as Father, Son and Holy Spirit (Deuteronomy 6:4; Isaiah 43:10-11; Matthew 28:19; Luke 3:22).

**We believe** man is a sinful being in need of redemption (Genesis 1:26-31, 3:1-7; Ecclesiastes 7:29; Psalm 51:5; John 6:44; Romans 5:12-21; 1 Corinthians 2:14).

**We believe** in the virgin birth of Jesus Christ, that He is the Son of God and the Son of Man, that He came to save man from condemnation of sin by offering His blood as an atonement, making it available to all who exercise faith in Him (Matthew 1:23; Luke 1:31,35; John 3:16; 1 Corinthians 15:3; 2 Corinthians 5:21).

**We believe** that for the salvation of lost and sinful man, regeneration by the Holy Spirit is absolutely essential (Luke 7:50; 1 Corinthians 1:18; 2 Corinthians 2:15; Romans 10:13-15; Luke 24:47; Titus 2:11, 3:5-7; Ephesians 2:8-9; 2 Timothy 1:9).

**We believe** the Scriptures ascribe to the Holy Spirit the acts and attributes of an intelligent being, and that the works of God such as creation, inspiration, giving of life and sanctification are also ascribed to the Holy Spirit (John 16:13; 1 Corinthians 2:11; Genesis 1:2; Acts 10:19, 13:2, 16:6, 13:4; John 16:8; Mark 3:29; Acts 7:51; Ephesians 4:30; 1 Corinthians 6:11,12; Job 33:4; 2 Peter 1:21; 1 Peter 3:18).

**We believe** in the sanctifying power of the Holy Spirit by whose indwelling the Christian is enabled to live a holy life (1 Thessalonians 4:3; 1 John 2:29; Romans 8:5; Philippians 2:12,13).

**We believe** the baptism in the Holy Spirit is given to believers who ask for it (Joel 2:28; Acts 2:4).

**We believe** all humankind is subject to the death of the body as a result of original sin. The soul and spirit do not die, but immediately after death enter into a conscious state of happiness or misery according to the character here possessed by rejection or acceptance of the Savior (Romans 5:12; Ecclesiastes 12:7; Philippians 1:23).

**We believe** in the bodily resurrection of both the saved and the lost: the saved to everlasting life and the lost without Christ to everlasting damnation (Acts 24:15; Matthew 24:31-46; Revelation 22:11).

**We believe** in the personal, imminent return of our Lord and Savior, Jesus Christ (Acts 1:11; 1 Thessalonians 4:13-18).

**We believe** the redemptive work of Christ on the Cross provides healing for the human body in answer to believing prayer (James 5:14-15).

## **PHILOSOPHY OF GENERAL EDUCATION**

Philosophy: In order to provide for a coherent program of general education, there is a core of general educational requirements for all degrees. The philosophy behind this approach is to encourage all students to develop a depth and breadth of knowledge that goes beyond their field of specialization. To ensure the fulfillment of this philosophy, VCC provides students with a broad base of skills and knowledge in Bible and theology, humanities, social sciences/history, music, natural sciences/math, and composition. Ministry formation is an integral part of a student's education and is covered in the various professional courses required in the student's degree program. However, VCC also integrates faith and learning across the curriculum to help the student understand a multi-cultural society and to be able to relate to various people groups.

The general education requirements are listed at the beginning of every degree and are consistent with VCC's philosophy of providing a depth and breadth of knowledge to our students. All general education courses shall demonstrate the importance and integration of faith and learning as well as the importance of being a life long learner who develops a biblical world view.

Rationale: Valor Christian College believes that general education provides for a more mature student and provides for a unified approach to becoming a responsible citizen and a productive member of a multi-cultural society. This core of knowledge along with training in critical thinking will also help the student in his or her profession and specialized area of study (each professor is to design his or her assignments and to lead class discussion in such a way as to encourage critical thinking and intellectual inquiry). To reinforce the importance of general education the college has integrated general education emphases throughout its curriculum. Each professor is expected to emphasize communication skills, computational skills and the role of history and society in each area of specialization. The program is consistent with the college's mission statement. The faculty believes strongly that every student needs to know about the world in order to minister to the world.

# **ACADEMIC**

## **Procedures and Requirements**

### **Educational Philosophy and Academic Freedom**

Inasmuch as Valor Christian College is an institution of higher learning, loyalty to and support of the institution and its programs is expected. In regard to academic freedom, the naturally sacred right of freedom of expression is recognized as a requisite for effective and intelligent dissemination of ideas. Nevertheless, there can be no such thing as unlimited freedom of expression in word and act in any school. In addition to universally accepted social limitations such as truthfulness, decency, moral integrity, and loyalty, there are appropriate limitations which society and a parent organization have a right to expect of its institutions which are most distinctly devoted to Christian principles. These limitations do not extend to the suppression of any academic disciplines, [freedom of inquiry] or recognized areas of those disciplines. They do require, however, that all ideas and views be presented in a Christian context. All faculty members who speak or write publicly or in situations growing out of their official capacity on behalf of the school are expected to contribute to the objectives of the school by conforming to them, and by advocating nothing contrary to the Bible, the Word of God written, the Statement of Faith, the stated purposes of the institution they serve, and/or to basic principles embodied in the Constitution of the United States. All are expected to show a respectful and sympathetic attitude toward the doctrines of the church and toward American principles of government.

### **NONDISCRIMINATION POLICY**

Valor Christian College admits students of any race, color, national, or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, gender, disability, national or ethnic origin in administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other school administered programs. The college reserves the right to withdraw a student for cause at any time.

### **HIPAA and FERPA**

HIPAA. Valor Christian College has adopted a Health Information Physical Security Policy that complies with the Health Insurance Portability and Accountability Act of 1996 (HIPAA) and the Department of Health and Human Services (DHHS) security and privacy regulations' requirement to protect the security of health information. In addition, we consider it our duty to protect the privacy and integrity of

confidential information as required by law, professional ethics, and accreditation requirements.

FERPA. Valor Christian College complies with the Family Educational Rights and Privacy Act of 1974. Public Law 92-380. Student information may be used in-house by personnel for educational purposes. Otherwise all student records are treated confidentially unless the student has signed a release form. VCC also complies with the Clary Act.

## **GRIEVANCE POLICY**

Valor Christian College is interested in providing an atmosphere consistent with its goal of preparing workers for Christian ministries. Policies, rules, regulations, and guidelines are established as a framework within which the big "college family" can live harmoniously and with consideration for one another, and for the ongoing purposes of the college. The college desires to deal fairly with all persons, whether students, staff, faculty, administration, business associates or guests. Should you have a complaint (or grievance), we are interested. We urge you to follow Scriptural patterns for the solutions of problems. This should become a part of your educational process and spiritual development. The following guidelines are considered appropriate:

1. Keep your cool. Don't do or say things for which you will be sorry, or which will make the solution or reconciliation more difficult. Let the men be "gentlemen," and the women "ladies," even when the going gets difficult.
2. Pray about the matter. God is interested in you as a person and in the kind of person you are becoming.
3. Let God help you find the right approach to the solution of the problem. More things are wrought by prayer than this world dreams of.
4. Discuss the matter with the person in charge of the area in which the problem occurs. Try to settle the matter early. Don't let problems build. The college administration expects that the person in charge of the area will make an honest effort to resolve the matter to the mutual satisfaction of all parties concerned.
5. If an understanding is not reached, discuss the matter with the next higher authority. This may be the administrative officer of the college in charge of the specific area involved. Inquire about the proper person to see about the problem.
6. If no satisfaction is reached by this point, address a letter to the President stating the problem or request. The President will either make a decision or will present the matter to the President's Cabinet.

Remember that the college personnel cannot always work instant solutions to all problems, but you are among friends who care and who will take all reasonable steps toward the solution of all legitimate problems you may encounter. An administrator or supervisor is required to get back with you within ten working days.

Students should first attempt to resolve a grievance with the instructor or the faculty advisor. If an issue is not resolved, the student should present his or her grievance in writing to the Dean of Students (the required form is available in the Administration Office). Following this process, if the issue is still unresolved, the student may contact the State of Ohio Board of Career Colleges and Schools, 35 East Gay Street, Suite 403, Columbus, Ohio 43215 or call: (614) 466-2752. Please prayerfully consider Matthew 18:15-17 when filing any grievance.

## **ACCREDITATION AND PROFESSIONAL MEMBERSHIP STATUS**

Valor Christian College provides solid Biblical and theological training on the collegiate level. Valor offers two one-year diplomas consisting of 34 credit hours. The college also offers eight associate of applied science degrees: Advanced Leadership (Honors Program), Communications & Media, Evangelism, Interdisciplinary Studies, Missions, Music Ministry, Pastoral Leadership, and Youth Ministry. These diplomas and degrees are approved by the State of Ohio Board of Career Colleges and Schools (Reg. # 1408T) and are designed to equip students for service in full-time ministry leadership, as well as to provide additional training and personal enrichment.

Valor Christian College is authorized by the U.S. Immigration and Naturalization Service under Federal law to enroll nonimmigrant alien students. Additional information may be obtained from the International Admissions Office.

Valor Christian College is approved for the training of eligible veterans under the G.I. Bill education benefits, Title 38, U.S. Code. Interested parties should contact the nearest Veterans Administration Office or the Valor Registrar's Office for information.

### **Accreditation**

Valor Christian College is professionally accredited through the Association of International Christian Colleges and Seminaries (AICCS). It also holds applicant status with the Association of Biblical Higher Education (ABHE).

Questions pertaining to accrediting issues may be addressed to the administrative offices of Valor Christian College (i.e., President or the Vice President for Academic Affairs).

### **Partnership with Ohio Christian University**

Ohio Christian University (OCU) has signed an articulation agreement with Valor Christian College. OCU will transfer up to 60 credit hours from Valor toward a B.A. degree at OCU. Most Valor students qualify for the OCU adult degree completion program but all stu-

dents must meet the admission requirements for his or her program of study at the university.



## ADMISSIONS

Valor Christian College is an institution of higher learning. Students in such an educational environment are exposed to academic challenges within the context of Christian principles. Students are expected to learn responsibility in their academic endeavors and realize that educational institutions operate on a system of merit.

### Requirements for Admission

Valor Christian College accepts students without regard to race, color, or national origin provided all other entrance requirements are met. However, it is required that all students subscribe to and personally practice scripturally given standards of moral behavior.

1. The applicant should have a definite born-again experience.
2. The applicant should have a conviction that God has called him or her into His service.

3. The applicant must be a graduate of an accredited high school. High school graduates having less than a 2.0 cumulative grade point average (GPA) or who received an American College Test (ACT) composite score of 17 or less or a Scholastic Aptitude Test (SAT) verbal score of 430 or less may be admitted on a limited load status. These students are limited to 13 credit hours or less during their first semester.
  - i. Non-high school graduates must pass the GED test.
  - ii. Applicants who have been home-schooled at the high school level must provide adequate records verifying grades and completion. When any or all records have been graded and signed by parents, the applicant must provide an official transcript or documentation indicating that he/she has taken and passed the GED examination and provide ACT or SAT scores which are consistent with the current admissions policy of the college. The home-school transcript must include a graduation date.
4. The applicant is also required to verify that he/she has health insurance or is covered by their parents' health insurance policy.
5. The ACT or SAT scores are required of all applicants and must be sent to Valor Christian College before students can register. These scores will be used for placement in English, math, and reading classes. If needed, students will be placed in developmental classes. New students may not pre-register for classes until ACT or SAT scores are on file in the Registrar's Office. The Valor Christian College Testing Center will administer the ACT during New Student Orientation to those unable to take one of these tests prior to enrollment. A fee is charged for this service. Note: The TOEFL code for Valor is **7446**. The Valor code number for the SAT is **5972** and the Valor code number for the ACT is **4899**. (Valor Christian College reserves the right to reject any application or terminate any student at any time for reasons it considers adequate.)

## Admission Process

1. The applicant must complete a formal application form supplied by the Enrollment Services Office or fill out the online application at [www.Valorcollege.com](http://www.Valorcollege.com). The application must be accompanied by a \$50.00 non-refundable application fee (\$75 non-refundable application fee for international students). Applications should be received by the appropriate deadline (Fall semester, July 15; Spring semester, November 15; Summer, April 1).
2. The applicant's personal testimony, which should be typed and consist of 300-500 words. Please give attention to spelling and grammar.

3. Sign a "Commitment Form" regarding a Christian lifestyle.
4. The applicant must request his/her high school to send to the college an official copy of his/her transcript which must include the date of graduation and ACT or SAT score (otherwise the scores must be submitted separately). If the applicant has attended another college, an official transcript must be supplied by all college(s) attended. The student who has received student financial aid in the past must also file a financial aid transcript. (Federal Financial Student Aid is not currently available for Valor Christian College students. Other outside scholarships are welcomed.)
5. A Pastoral recommendation from the applicant's present pastor who is not a family member.
6. Students from non-English speaking countries must submit a score for the Test of English as a Foreign Language (TOEFL). Proficiency in English will be demonstrated by the score on that test. The Valor code number for TOEFL will be available in the Admissions Office. Note: The applicant should allow ample time for the application to be processed. Delay may be caused by failure of persons to complete reference forms or delay in receiving transcripts. The applicant will be advised of acceptance to the college.
7. All on-campus residents must submit a Room Reservation form with a \$300.00\*\* security deposit upon acceptance.
  - i. If any baggage is shipped, such must be tagged with the applicant's name and sent prepaid to: Cunningham Hall (Ladies) or Jude Hall (Men) Student's name & Room #, c/o WHC Receiving, 30 Liberty Street, Canal Winchester, OH 43110.
  - ii. Regular mail is sent to: Applicant's Name, c/o Vcc PO Box 800, Columbus, OH 43216-0800.
8. Orientation and class registration information will be sent as available.

\*\*Students are responsible for any willful destruction to common areas and residence hall rooms. Students are required to pay for all expenses incurred in order to return the room to its original condition.

## **International Applicants**

An international applicant is defined as a person who is a citizen of a country other than the United States and is not a permanent resident as approved by the U.S. Immigration and Naturalization Service. There are some exceptions for those in U.S. territories. Further clarification may be obtained through the International Admissions Office.

Valor accepts international students who qualify to receive an F-1 visa. Applicants must meet the same spiritual, moral, and academic standards as U.S. citizens. In addition, certain financial and language criteria must be satisfied. Foreign students must take the Test of English as a Foreign Language (TOEFL). An international student application packet outlines these requirements in detail.

## **Admission of Veterans**

Valor Christian College welcomes the opportunity to assist the qualified veteran in his or her academic plans and preparation for his or her future in ministry. Veterans, war orphans, and dependents of disabled veterans who plan to attend the college and claim benefits under any of the federal or state educational programs should apply directly to their nearest Department of Veterans Affairs office for a Certificate of Eligibility. This should be presented no later than the time of registration to avoid delay in payment of the subsistence allotment. Veterans should be prepared to meet the usual financial requirements at the time of registration since education allowances are paid to the veterans by the Department of Veterans Affairs and the first monthly payments are normally not received until 60 to 75 days after the certificate is submitted. Students must be enrolled for 12 or more semester hours to be eligible for full-time benefits. A student cannot receive educational benefits for audit courses. VA regulations require that students take courses that are applicable to their degree program and make satisfactory progress toward their degree. Veteran's benefits will be terminated for students who fail to maintain satisfactory progress or are dismissed for academic or disciplinary reasons. Students are required to notify the VA Regional Office of enrollment changes and termination of enrollment. The VA toll-free number is 800-827-1000.

## **Admission of Special Students**

Special students are part-time students who are spouses of regularly enrolled students, full-time students at another college, or individuals involved in continuing education taking limited course loads. For these, the following procedure applies:

1. Completion of Application for Admission. The application fee is waived.
2. A pastoral reference. When a total of 32 credit hours have been completed, the rest of the normal application requirements must be met.

## **Readmission**

Students who wish to re-enroll after interrupting their studies at Valor Christian College may secure an Application for Readmission from the Office of Enrollment Services or complete an application on our website. A nonrefundable reapplication fee of \$35 must be remitted by all students who interrupt their studies at Valor Christian College for one or more semesters or who have been under suspension from the college. The readmission application must be approved by the Admissions Committee before the student is permitted to re-enroll. A new pastoral reference form is required of all students who re-enroll. A \$300 security deposit must be submitted by those who will be living in one of the residence halls. Students who have interrupted their

studies for a semester or more are subject to the academic policies prevailing at the time of their re-entry to Valor Christian College.

## **Music Ministry Applicants**

Due to program length limitations and structure of course requirements, Music Ministry applicants will only be accepted into the program in the fall semester. If an applicant wishes to begin their attendance at VCC in the spring semester, they will not be permitted to enroll in any music classes until the fall. This translates into a longer fulfillment of requirements (at least five semesters).

The Valor Music Department will contact all accepted students who indicate a desire to pursue the Music Ministry concentration. Interested applicants will be required to audition into the program. The music faculty will conduct the auditions. Specific details of the audition requirements will be outlined in written correspondence to the applicant. Pursuant to the audition, the music faculty will determine whether or not the applicant has the potential to succeed in the Music Ministry concentration. The audition will grant acceptance into the program accordingly.

## **The Honors Program**

A student must have graduated from one of the two-year degree programs at Valor, must be in good standing academically, socially and financially, and must complete the application process through the Dean of the Honors Program.

## **Married Student Family/Relocation Policy**

Married students must relocate with their spouse and dependent children. Single parents must relocate with their dependent child(ren). Studies at Valor will not be a reason for separation from a marriage partner or child(ren). (Students applying for the one-year Diploma in General Studies or Diploma in Evangelism Studies may request special permission to relocate without their families for this limited period of time. The request must show how the applicant's family will be cared for during their absence.)

## **Notification of Acceptance**

Applicants will be notified in writing of their acceptance with the signature of an Admissions Representative. Valor Christian College reserves the right to deny or revoke admission to any applicant, including, but not limited to the discovery of fraudulent information given in the admissions process, changes in the information given by the applicant, and/or conduct by the applicant that violates the Covenant Code of Honor. In the event the applicant is denied admission to Valor Christian College, the applicant will be notified in writing from the Admissions office. Valor reserves the right not to disclose information regarding the denial of an applicant. Any questions regarding the

committee decisions may be addressed in writing to the Admissions Committee.

## **NEW STUDENT ORIENTATION AND REGISTRATION**

All students entering their first semester at Valor Christian College are required to attend a mandatory registration and orientation session before they begin classes. Registration packets containing all the necessary materials will be provided to students at the designated registration time. Unpaid tuition and fees will be collected, ID badges and proxy cards will be issued, parking stickers will be purchased and other vital information will be gathered. Classes will be scheduled and textbook information will be available for during this time as well. A registration fee is charged for this procedure each semester.

Students who are not present or fail to complete all phases of the Registration/Orientation process for Fall or Spring semesters on their scheduled registration day(s) will be assessed **a late registration fee of \$200.00**.

During orientation, the Student & Residence Hall Handbook will be introduced, an overview of the library and computer lab will be presented, and other college policies will be discussed. New Music Ministry students will audition and be placed in appropriate levels of musical instruction.

Accepted students must enroll in Valor within one academic year from the time of their acceptance. Failure to do so will require the student to reapply for admission to Valor.

Students must complete the diploma program within four years of matriculation. If more than four years is needed for completion, the student will be responsible for all requirements for graduation in the current catalog.

### **Assessment & Testing**

Students entering college for the first time are given several standardized tests. The SAT or ACT **MUST** be taken before arriving on campus. All incoming students are required to take The College Entry-Level Placement Test, the ABHE Standardized Bible Content Test, computer proficiency exam (this exam can be taken online before arriving at Valor), music theory placement test (for music majors only), Christian Spiritual Participation Survey, and a personality inventory. The scores on these tests are for the purpose of assessment and placement.

Valor Christian College consistently endeavors to assess the effectiveness of its educational programs and services. This process involves the participation of students in nationally recognized tests and surveys as well as those developed within the College. Information

from these sources is used to help evaluate and improve the effectiveness of Valor's educational programs and services, and to make informed strategic planning decisions. Although the type and frequency of assessment instruments may vary according to the needs of the institution, Valor expects each student to engage in the assessment process to promote College excellence. Some of the instruments used may include (but are not limited to) the following:

- ETS Proficiency Profile
- ABHE Bible Content Exam
- Computer Proficiency Exam
- Music Theory Placement Test (for Music majors only)
- Student Satisfaction Inventory
- Course Evaluations
- Graduating Student Survey
- Others as needed

Two days specifically set aside for assessment are the Entrance and Exit Exam Days. New students will immediately engage in the assessment process during their Orientation week on Entrance Exam Day. Graduating seniors will participate in Exit Exam Day as designated by the administration.

## Returning Student Orientation/Registration

All returning students are required to attend an abbreviated mandatory orientation and registration session each semester of enrollment. Registration packets containing all the necessary materials will be provided to students at the designated registration time. Unpaid tuition and fees will be collected, ID badges and proxy cards will be issued, parking stickers will be purchased, and other vital information will be gathered. All changes in policies and procedures will be reviewed, forms will be updated, classes will be scheduled, and textbook information will be available. A registration fee is charged for this procedure each semester. Students who are not present or fail to complete all phases of the Registration/Orientation process for Fall or Spring semesters on their scheduled registration day will be assessed **a late registration fee of \$200. Returning students will not be permitted to register until ALL outstanding financial obligations from the previous semester are paid in FULL.**

## Student Information

Valor maintains a current address and phone number for each student. Address forms are filled out at Registration. Included in this form is emergency contact information. If at any time during the semester a change of address or phone number is made, the student **MUST** come to the Administration Office and submit a **CHANGE OF ADDRESS** form to the Registrar as soon as possible.

In addition, each accepted student must have a current medical form on file prior to enrollment. There will be no exceptions.





## **2011-2012 FINANCIAL INFORMATION**

Semester fees included in this section represent the intent of Valor Christian College at the time of the printing of this catalog. Valor Christian College reserves the right to change, without notice, any of the following tuition and fees. Tuition and fees are for 2010-2011 only. Prices are subject to change without prior notice. Please call the Admissions Office for further information.

### **General Statement**

Valor Christian College encourages all students to sign up for the pre-payment plan. The finance office can help you develop a plan that will work for you. Each student should plan his own financial program carefully, seeking help from his family, church, and his own employment to assume his proportionate financial responsibility for education. Students are encouraged not to purchase autos, musical instruments, jewelry, expensive clothes, or other items which might cause financial problems while in school. Inquiry should be made with the finance office at the college for specific information.

### **Financial Policy**

The college encourages students to start inquiring about Valor in their freshmen year. It is important for you to receive the ads about preview days, college days and other special events. Students may be

conditionally accepted as early as September of their senior year. If you are admitted, you will receive an enrollment packet. If you choose to attend Valor, you must submit the \$150 enrollment confirmation deposit (required of both single and married students) in order to guarantee your class schedule and/or on-campus housing, if applicable. The deadline to submit your enrollment confirmation fee is June 15 for the fall semester and November 15 for the spring semester. Enrollment confirmation deposits will be reflected as a credit on your student account and are refundable only by written request prior to the stated deadline. Valor expects each student to account for 100% prior to registration. If you have a regular job you may qualify for making payments if you have paid 75% of your bill. No diplomas, degrees or transfer of credit shall be provided until satisfactory payment is made for all delinquent payments on school loans. Married students have a joint obligation to pay all bills before diplomas, degrees, certificates and transcripts of either will be released.

## Regular Tuition

Per credit hour (under 8 and over 16)	\$150.00
Per credit hour package (8-16)	\$1,650.00
(Optional Pre-Payment plans by advanced arrangement)	

On-campus students cannot count an online course or adult degree completion courses as a part of the package tuition. For information regarding the tuition refund policy, refer to page 31.

### Payment Program for Off-Campus Students<sup>1</sup>

May 1	\$475.50
June 1	\$475.50
July 1	\$475.50
August 1	\$475.50

### Payment Program for On-Campus Students<sup>2</sup>

May 1	\$719.25
June 1	\$719.25
July 1	\$719.25
August 1	\$719.25

<sup>1</sup> This price includes \$1,650.00 tuition, \$227.00 general fees, and \$25.00 parking sticker (this does not include incidental fees).

<sup>2</sup> This price includes \$1,650.00 tuition, \$227.00 general fees, \$1,100.00 residence hall rent (this does not include \$300.00 residence hall deposit or other incidentals).

## Online Tuition Fee

Online tuition per credit hour	\$175.00
Introduction to Online Learning course	\$100.00

Technology fee per course \$50.00

### **Traditional Student Fees\***

General Fees (first & second semester) \$227.00  
General Fees (above two semesters) \$125.00  
Parking Sticker \$25.00  
Computer Lab Fee \$50.00  
Science Lab Fee \$145.00  
External Drive Fee (for media majors) \$250.00  
(Media Majors are encouraged to have a Macintosh computer)  
Traffic & Parking Violations \$50.00  
Parking Fee (students with cars only) \$25.00  
Media Lab Fee\*\*\* \$50.00  
Music Lab Fee\*\*\* \$50.00

### **Academic Fees\***

ACT Exam (if taken at VALOR) \$30.00  
Credit by Examination (per credit hour) \$63.00  
Credit via CLEP/DANTES/AP (per credit hour) \$45.00  
Guided or Independent Study Fee (per credit hour) \$30.00  
(In addition to regular tuition)  
Change in Program Fee \$30.00  
Add/Drop/Withdraw Class Fee (per request) \$10.00

**Late Registration Fee \$200.00**

**Late Examination Fee (per exam) \$25.00**

**Late Final Examination (per exam) \$50.00**

Transcript Request Fee (per transcript) \$5.00

Diploma Replacement Fee \$25.00

Reapplication Fee \$35.00

Replacement Proxy Care (per incident) \$40.00

Replacement ID Badge Fee (per incident) \$25.00

Disciplinary Fines-

First Infraction \$20.00

Second Infraction \$40.00

Third Infraction \$60.00

(Fourth infraction social probation)

Enrollment Confirmation Fee (see financial policy) \$150.00

### **Residence Hall Cost\***

Security Deposit (due upon acceptance) \$300.00\*\*

Rent:

Per semester, payment plan \$1,150.00

Per semester, paid in full \$1,100.00

Residence Hall Service Fee (laundry and Internet)

Per semester \$45.00

Late Rent Fee \$40.00

Each additional day rent is late \$10.00

Lost Key Replacement Fee \$50.00

All single, incoming students who are 35 years of age or younger, with no children, are required to live in the residence halls. If available, one wing of the dorm is reserved for older students to provide a quieter environment.

The follow items are required for living in the residence hall: A Security Deposit (\$300.00), half of one semester's rent (\$500.00) and Residence Hall Service Fee (\$30.00). Students will be assigned in the residence halls on a first-come basis.

Each resident is required to read and sign a Residence Hall lease agreement which details payment arrangements and lease requirements. **This is a legally binding agreement and will be enforced if the student breaks the lease.**

### **Other Fees\***

Application Fee (domestic students)	\$50.00
Application Fee (international students)	\$75.00
Late Registration Fee	<b>\$200.00</b>
Parking fee for semester (non-refundable)	25.00
Reactivation fee-application	\$35.00
Re-application Fee	\$35.00
Replacement Proxy Card (per incident)	\$40.00
Replacement ID Badge Fee (per incident)	\$25.00

Fees are non-refundable and subject to change without prior notice.

## **Per Semester Costs for Valor Summary**

### **FOR ALL STUDENTS:**

Tuition Package Price (Full-time Students with 8-16 credit hours) \$1,650

Part-time of Academic Overload (1 – 7.5, 16.5+ credit hours) \$165/credit hour

General Fees \$227

**TOTAL for tuition and fees \$1,877**

### **FOR RESIDENCE HALL STUDENTS:**

Residence Hall Security Deposit (one time only) \$300

Residence Hall Rent \$1,100

Meal Plans: 10 Meal Plan (5 Breakfasts & 5 Lunches per Week) \$570

6 Meal Plan (3 Breakfasts & 3 Lunches per Week) \$460

Residence Hall Service Fee (laundry and internet) \$45

**TOTAL for Residence Hall with 10 Meal Plan \$2,015**

**TOTAL for Residence Hall with 6 Meal Plan \$1,905**

***To secure a Residence Hall room:***

Deposit \$300

Half of Rent \$550

Meal Plans (10 or 6 Meals per Week) \$570 or \$460

Service Fee \$45

Tuition (8-16 credit hours) \$1,650

**TOTAL to secure a Residence Hall room \$3,115 or \$3,005**

**OTHER:**

Parking Permit (students with cars only) \$25

Music Lab fee (music students only) \$50

Books (average cost per semester, required for all students) \$300

**SUMMARY (Total amounts must be paid on or before 1st day of registration):**

**Non-Residence Hall students pay \$1877**

Add \$300 for books (not purchased through the college) = \$2177

Students with cars add \$25

Music students add \$50

**Residence Hall students pay \$1877 + \$2015 (or \$1905) =  
\$3892 (or \$3782)**

Add \$300 for books (not purchased through the college) = \$4192 (or  
\$4082)

Students with cars add \$25

Music students add \$50

***Payment Options for Residence Hall students***

1. Pay the total amount on or before the first day of registration OR

2. Pay \$3,115 or \$3,005 to secure a Residence Hall room,

Plus \$227 in fees (add \$25 for car, add \$50 if you are a music student),

Then pay \$300\* rent by mid-September (February for Spring), and \$300\* by mid-October (March for Spring) to complete rent

*\*\$50 fee built in for breaking up rent payments*

## **Parking Fee**

There is a \$25.00 non-refundable Parking Fee per semester. Parking permits are purchased during the Registration process. (No exceptions are made for church employees). Proof of liability insurance and a valid driver's license is required.

## **Textbook Payment**

VCC has entered into a partnership with MBS Direct for textbook purchasing. Students are able to purchase textbooks online from our VCC virtual bookstore. MBS Direct offers textbooks at a discount price of 25% lower than retail and guaranteed buy-back price of 45% of the student's purchase price, new or used.\* Make certain textbooks are purchased in ample time. Students must show proof of personal ownership of all required textbooks in the classroom at the end of late registration. Students may be denied permission to continue in a class for which they do not have the required textbooks. Students are required to purchase the selected textbooks for every class in which they are registered. All students are required to have a printed Bible for use. E-Bibles are not permitted in the classroom.

\* E-books may not be sold back to the company

## **Financial Probation**

All students must comply with Valor payment due dates and financial policies in order to remain continuously enrolled at Valor. If a student is on Financial Probation for two consecutive semesters, he/she will be considered for disqualification from enrollment at Valor.

## **VA Benefits**

Valor is approved for the training of eligible veterans and their dependents under the G.I. Bill education benefits, Title 38, U.S. Code. Interested parties should contact the nearest Veterans Administration Office (1-800-827-1000) or the Valor Registrar's Office 800-940-9422 or 614-837-4088 as soon as the student has been notified of acceptance.

## **Veteran's Refund Policy**

In the event that veterans or their eligible persons, sponsored as students under Chapters 30, 32, 33, 35 of Title 38 and Chapter 1606 or Title 10 U.S. Code, fail to enter the program, withdraw or are discontinued there from at any time prior to completion, the amount charged for tuition, fees and other charges shall not exceed the approximate prorated portion of the total charges for tuition, fees and other charges that the length of the non-accredited program bears to its total length. A registration fee of \$10 need not be refundable; any

amount beyond that is subject to proration and refund (CFR 21.4254 (c) (13)). The prorated portion may not vary more than 10 percent of the total costs for tuition, fees and other charges. A copy of this policy will be provided to all students receiving educational benefits from the Veterans Administration.

## Method of Payment

All payments and fees should be made to Valor Christian College. Payments may be mailed to: **Valor Christian College, P.O. Box 800, Columbus, Ohio 43216-0800, USA, Attention: Valor Finance Office.** When mailing payments to Valor, students should allow at least ten (10) business days for payments to arrive by the deadline. Payments should indicate the student's name and purpose (Student Activity Fee, Tuition, etc.). Acceptable forms of payment include personal checks, ministry checks, cashier's check, money order, cash (please do not mail cash payments), American Express, Discover, MasterCard or Visa (debit or credit card).

Students are responsible for knowing and informing anyone assisting them financially of when payments are due. Payments must reach the Valor Finance Office by 2:30 p.m. on or before the due date. Late fees are assessed if payments are not received on time.

## Tuition Refund Policy

Refunds shall be made within thirty days after the school has determined that a student has withdrawn (the refund policy for online courses is located on pages 55-56). If a student ceases attending school but does not officially notify the school of their withdrawal, the school will treat the student as withdrawn within sixty days of the student's last date of attendance or participation in an academic activity. The last day of attendance will be the last day the student attends any class. Valor requests that the student give the school notice of withdrawal in writing. The student will be notified of the determination of refund in writing, within sixty days of the student's last date of attendance, with a full explanation being made to the student. After the student begins classes the official refund procedure is as follows:

During the 1<sup>st</sup> week of the semester - 75% of tuition is refundable.

During the 2<sup>nd</sup> week of semester - 50% of tuition is refundable.

During the 3<sup>rd</sup> week of semester - 25% of tuition is refundable.

After the 4<sup>th</sup> week of the semester - 0% of tuition is refundable.

\*No refund on textbooks.

\*All fees are non-refundable after the first day of class and non-transferable.

**\*\*Students are responsible for any willful destruction to common areas and residence hall rooms. Students are required to pay for all expenses incurred in order to return the room to its original condition.**

**\*\*\*Fee applies to all students taking Media and Music courses.**

## **Overpayment**

In the event a student has a credit balance on his/her account, the balance may be transferred to the upcoming semester or other fees due within the current semester (late fees, fines, traffic citations, residence hall rent, etc.) If the current semester is the student's last semester, the student must submit a letter to the Finance Office requesting the balance be refunded at the end of the semester.

## **ACADEMIC INFORMATION**

### **Academic Year**

The academic year is divided into the semester system, beginning in August and ending in May. Each semester averages 16 weeks in length, plus one week of finals.

### **Credit Hour**

Students are awarded credit for classes on the basis of the Carnegie unit. This defines a semester unit of credit as equal to a minimum of three hours of work per week for a semester. The Carnegie definition is based upon a minimum length of 16 weeks. Thus, a unit of credit equates to three hours of student work per week (1 hour lecture plus 2 hours of homework OR 3 hours of lab) for 16 weeks. In certain circumstances, it is possible to have more hours, but not less.

### **Student Classification**

The student body is divided for class organization on the basis of the following academic classification:

#### **Full-time:**

Students enrolled in at least 8 credit hours per semester.

#### **Part-time:**

Students enrolled in less than 8 credit hours per semester.

#### **Continuing Education:**

Continuing education students are full-time students at another college, or individuals involved in continuing education at Valor taking limited course loads.

#### **Online Student:**

Students enrolled in the VCC Online Program.

#### **Freshman:**

Students who have successfully completed 28 credit hours

or less.

### **Sophomore:**

Students who have successfully completed 28.5 credit hours or more.

### **Honors Program:**

Students who have graduated from a two-year program may apply for a third year to study in the concentration of Advanced Leadership.

## **Graduation Requirements**

Eligible graduates are evaluated by the Registrar and Vice President for Academic Affairs, and ratified by the faculty prior to graduation based on successful completion of the following:

### **1. Course of Study**

Each diploma and degree program has a prescribed course of study, as outlined in this catalog (pages 67-97). The required total hours and required courses for each program must be successfully completed for a student to be eligible for graduation. It is the student's responsibility to carefully follow the sequence of courses as indicated in the catalog. In order to graduate, students must have successfully completed all prescribed work with a minimum 2.0 cumulative GPA.

### **2. Attendance Status**

Students must maintain satisfactory attendance in all classes and Chapel as outlined in the academic catalog. **Failure to attend 20% of the scheduled classes** results in an automatic failing grade in that class. Attendance can be checked weekly on RenWeb by students.

Chapel Attendance is mandatory and taken seriously at VCC. Attendance will be taken during each chapel service and absences recorded. After a student misses three chapel services a warning letter will be sent. On the fourth absence, a fine of \$20 will be assessed. After the fifth absence the student will be assessed a \$40 dollar fine and after the sixth absence the student will be placed on social probation.

### **3. Financial Status**

All financial requirements must be met prior to graduation.

### **4. Student Ministry**

Students must satisfy ALL student ministry requirements, as outlined on page 44 in this catalog.

### **5. Recital Credits**

In an effort to expose Music Ministry students to various genres of music, all Music Ministry students will be required to attend ten

(10) recitals off-campus per semester of enrollment at VCC, for a total of forty (40) recital credits. Recital attendance must be verified with a ticket stub, program, or some other form of proof, attached to the Recital Attendance form, located in Harvest Hall. Failure to attend a total of forty (40) recitals will result in the student's diploma being withheld. More information will be given to Music Ministry students at the beginning of the fall semester.

## Grading System

All records of attendance and evaluation of assignments and tests are to be regulated by the instructor. Grades earned are recorded on student transcripts, and final grades are mailed to the most recent address on file. Additionally, grades may be checked throughout the semester on RenWeb.

## Plagiarism

All academic work, written or otherwise, submitted by students to their instructors or other academic supervisors, is expected to be the result of their own thought, research, or self-expression. In cases where students feel unsure about a question of plagiarism involving their work, they are obliged to consult their instructors on the matter before submission.

When students submit work purporting to be their own, but which in any way borrows ideas, organization, wording or anything else from another source without appropriate acknowledgment of the fact, the students are guilty of plagiarism.

Plagiarism includes reproducing someone else's work, whether it be published article, chapter of a book, a paper from a friend or some file, or whatever. Plagiarism also includes the practice of employing or allowing another person to alter or revise the work which a student submits as his/her own, whoever that other person may be. Students may discuss assignments among themselves or with an instructor or tutor, but when the actual work is done, it must be done by the student, and the student alone.

When a student's assignment involves research in outside sources or information, the student must carefully acknowledge exactly what, where and how he/she has employed them. If the words of someone else are used, the student must put quotation marks around the passage in question and add an appropriate indication of its origin. Making simple changes while leaving the organization, content and phraseology intact is plagiaristic. However, nothing in these *Rules* shall apply to those ideas which are so generally and freely circulated as to be a part of the public domain.

## **Institutional Grading Scale**

The official grading scale is published below and will be the official standard for reporting all final grades to the Office of the Registrar and Student Records and for posting on the student transcript. Institutional Grading Scale is as follows:

93-100	A
90-92	A-
88-89	B+
83-87	B
80-82	B-
78-79	C+
73-77	C
70-72	C-
68-69	D+
63-67	D
60-62	D-
59 or below	F

## **Grades**

In order to graduate, a student must have at least a 2.0 cumulative GPA. Grades are based on the following scale:

A	4.0
A-	3.5
B+	3.33
B	3.00
B-	2.67
C+	2.33
C	2.0
C-	1.67
D+	1.33
D	1.00
D-	0.67
F	0.00

Students receiving a failing grade (F) are encouraged to repeat coursework. The student must repeat and pass required courses in order to be eligible for graduation. The "F" will remain on the student's transcript as well as the new grade but only the new grade will compute into the student's GPA. There are no quality points associated with the following grade designations:

W	Withdrawal
S	Satisfactory
U	Unsatisfactory
I	Incomplete
T	Transfer Credits
AU	Audit
CR	Credit for the Course

## **Course Withdrawal (W)**

A designation of "W" on the student's transcript indicates that a student has dropped a class after the Add/Drop deadline. Withdrawal designations have no impact on the student's GPA.

### **Satisfactory/Unsatisfactory Grades (S or U)**

The student ministry grade is very important. Instead of a grade of "Satisfactory" or "Unsatisfactory" VCC plans to give a letter grade for all student ministries in the future. While student requirements are needed for graduation the grade has no impact on the student's GPA. A total of four (4) satisfactory student ministry requirements are required for graduation.

### **Incomplete Grades (I)**

The assigning of incomplete grades is discouraged. When given, an incomplete grade must be made up within six weeks or the grade will automatically result in failure unless extended by the instructor. A failure cancels any credit and required courses must be repeated.

### **Transfer of Credits (T)**

Students who have attended an ABHE or regionally accredited college or university may desire to have an official transfer transcript evaluated. An official transcript must be sent directly to the Registrar's office at Valor from the school of origin. (Student-issued copies are not official.) Valor accepts credits from an accredited college if it is a part of the student's degree program and has a grade of a "C" or better. Upon request, the student may need to provide further documentation of course content, such as a catalog description or syllabus. Transferred credits will be designated on the student's transcript and will not figure into the GPA. There is a 20 hour maximum on nontraditional credit, which includes online and distance-education courses taken at other institutions, credit for military training, credit for life experience, and credit by examination, including CLEP and AP. Valor Christian College follows ABHE's policy on validating credit earned at an unaccredited institution.

### **Auditing Courses (AU)**

The decision to audit a course must be made with academic permission at the time of registration or within the allowable time for schedule changes. A student may not change a class course to an audit without approval from the Vice President for Academic Affairs. Audit courses may never be changed to a credit course. A student, who has graduated, may take up to six hours of audit credit free of charge. Courses such as applied music lessons, group music lessons, and music ensembles like College Choir, computer instruction or other individualized type coursework are not included in this provision.

## Change of Grades

In the event of an error in calculating or reporting a grade, the instructor may initiate a change of grade with the Registrar. The deadline for grade changes is six weeks after the close of the semester. Exceptions must be approved by the Vice President for Academic Affairs.

## Transcripts

Each student will be issued an unofficial transcript upon graduation at no charge. Transcripts are issued to other institutions or the student from the Registrar's Office upon submission of a **completed transcript request form** and payment of a \$5.00 fee. No transcripts are released for students with outstanding debts to Valor.

## Credit by Examination

Credit by Examination is designed for students who have a high level of proficiency in a subject area. Students must submit a written request to the Vice President for Academic Affairs for permission prior to scheduling an examination. Students must score in the 80 percentile or above in order to receive credit. Upon successful completion of an exam, the student will have tuition fees of half the normal rate applied to their student account (this cannot be a part of the package price for regular tuition each semester). Credit given through examination will be part of the credit hour limit for non-traditional credit.

## Scholastic Honors

### President's List

Students whose semester or summer terms grade-point average is 4.0 with at least 15 hours of scholastic work are eligible for the President's List.

### Dean's List

A student whose semester or summer terms grade-point average is 3.5 or above with at least 15 hours of scholastic work are eligible for the Dean's List.

### Honors Graduates

Honors graduates are designated as follows:  
Summa cum laude 3.90-4.00 cumulative, GPA  
Magna cum laude 3.67-3.89 cumulative, GPA  
Cum laude 3.50-3.66 cumulative, GPA

## Academic Advising

All students will be assigned an academic advisor. The advisor will assist in course planning, class schedules, academic progress, and other questions or problems relating to academics at registration. The student should consult the instructor of the class if there are academic problems within the class. The Vice President for Academic Affairs is also available by appointment to discuss a student's academic progress.



## **Academic Load**

The typical academic load per semester at Valor Christian College is 15-17 credit hours. Credit hours are assigned according to the number of 50-minute class hours per week within a semester. A student in good academic standing may enroll for a maximum of 18.5 credit hours per semester. After a semester in good academic standing (GPA 2.5 or above), students may request special permission from the Vice President for Academic Affairs to take 19 or more credits hours in one semester. Any additional credits beyond 16 hours will be assessed the hourly tuition rate.

## **Satisfactory Student Progress and Academic Probation**

Valor Christian College requires a minimum cumulative grade point average of 2.0 in order to graduate. The college has tried to establish an academic policy that enables a student to achieve the minimum requirement. The minimum cumulative grade point average is determined by the number of semester hours attempted. Valor's scale is listed below:

1-29.5 semester hours 1.60 cumulative GPA  
30-44.5 semester hours 1.70 cumulative GPA  
45-59.5 semester hours 1.90 cumulative GPA  
60 and thereafter 2.00 cumulative GPA

Student athletes must meet the minimum GPA required by the athletic conference. No student on academic probation can participate in sports or any extra curricular activities. In accordance with the above scale, students who fail to earn the necessary cumulative grade point average will be placed on academic probation. Students on academic probation will have until the end of the following semester to remove their probationary status, or they will be suspended. Under certain circumstances students may remain on academic probation for a second semester if they sign a performance contract. If the contract requirements are not met, then the student may be suspended at any time regardless of the progress in course work. Following academic suspension, a student may be readmitted on the basis of one of the following: (1) having taken college courses during the suspension which demonstrate improved academic performance. These courses may be transferred in, but will not adjust Valor's cumulative grade point average calculation, or (2) having been absent from Valor one semester.

In the first scenario, the probationary status will be removed; in the second scenario, a student will enter on probation, be enrolled in no more than 13 hours (which must include a study skills course), repeat courses as mandated by the Vice President for Academic Affairs, and work closely with The Writing & Learning Center to improve his or her academic performance. Students on academic probation participate in sports programs, promotional tour groups, or hold a campus leadership position.

## **Attendance**

### **Class Attendance**

Regular and punctual attendance is essential for satisfactory completion of the program of study at Valor Christian College. The impartation received, both cognitive and experiential, is important to the student's training for future ministry. Attendance is required to receive this impartation. ALL students are expected to attend ALL classes, complete ALL assigned work and take ALL required examinations.

A minimum of ten percent (10%) of the student's final grade in each class will be determined by class participation. It is the student's responsibility to make sure they are present and on time for each and

every class and that the instructor records their attendance. Being tardy will negatively affect the student's participation grade. If the student misses class for ANY reason, they will not receive credit for class participation for that class. **Missing more than 20% of the class sessions automatically results in failure of the course.**

- 3-hour class – 10 absences
- 2-hour class – 6 absences
- 1 hr. class – 2 absences

There will be no excused absences unless the student is on Official College business, which will be determined prior to the absence by the administration. An exception to the policy must be addressed in writing to the Vice President for Academic Affairs.

It is the student's responsibility to maintain his/her own accurate record of attendance. Students should review RenWeb for their attendance on a regular basis. People who are NOT registered for the class ARE NOT permitted to attend the class without a visitor's badge. These can be obtained from the administration building. **At NO time are underage children allowed to attend class.**

Classroom behavior MUST be conducive to an atmosphere of learning with respect of the rights of your classmates and instructor. Each and every student should feel comfortable participating in all classroom discussions. All comments during the class must be informed with respect to the assigned readings so the rest of the class can follow the point(s). You are fully expected to arrive in class having completed ALL assigned readings and be ready to participate in the discussion. It is up to the student to seek additional assistance in the event that they are having difficulty comprehending and digesting materials. Feel free to approach the instructor and inform him/her of any such problems, since it's impossible to discern such issues without your assistance.

### **Chapel Attendance**

Full-time students are required to attend one scheduled Chapel service each week. Full-time students who have more than seven Chapel absences in a semester will not receive a satisfactory grade for Chapel.

Part-time students (with 4 hours or more) are required to attend half of the Chapels per semester of enrollment, but are encouraged to be present as often as possible.

### **Tardiness**

Tardiness in each class will be monitored as part of attendance. Classes will begin promptly at the times scheduled, according to the

classroom clock. Students are expected to be seated in the classroom when classes begin, both at the beginning of the day and after breaks. Students who arrive in a classroom 10 minutes after the scheduled time for class to begin will be considered absent for that class. Three tardies in any course constitutes an absence. Arriving up to and including ten minutes after a class is scheduled to begin will result in being counted tardy. Arriving more than ten minutes after a class is scheduled to begin will result in being counted absent. The official time for all classes will be according to the college clock in that classroom.

### **Late Teacher Policy**

In the unlikely event a teacher has not arrived within ten minutes of the class starting time, the head usher in that class must contact the Vice President for Academic Affairs immediately. Students are NOT allowed to leave class until they receive official notification. The official time for all classes will be according to the college clock in that classroom.

Early examinations **are not** allowed. Late examinations are administered only when extenuating circumstances are present (such as a death in the family the week before an exam, or a sudden and major illness the week of exams that is documented by a physician).

### **Leave Policy**

Students who encounter unusual and lengthy emergencies may request a waiver of the attendance policy from the Vice President for Academic Affairs' office. Full written documentation of said emergency is required as soon as the student is aware of the need for the absences. The waiver must be approved by the Vice President of Academic Affairs.

### **Class Size**

The Administration of Valor Christian College reserves the right to cancel any course that does not have sufficient enrollment.

### **Class Assignments**

As a general rule, for every hour of class attendance, approximately two hours should be spent in study. A time budget schedule should be prepared at the beginning of each semester so that sufficient time is allotted for study. Please plan to use the library resources on a regular basis.

Keeping careful and complete notes in classes is important. Assignments should be typewritten or carefully handwritten in ink. Written work is to be the student's own work. Plagiarism is wrong and will result in disciplinary action; therefore, all sources must be given when quoting material.

All assigned work (term papers, book reports, etc.) will be due on dates announced in the instructor's syllabus. Failure to submit work when due will result in deduction of grade at the instructor's op-

tion. The student is responsible for all make-up work when absent from classes, and the due date set by the instructor is still mandatory. In all formal written work and research papers, students will follow the procedure outlined in the Modern Language Association (MLA) style manual, unless instructed to use a different style manual by the professor. It is the position of the college that the taking of systematic class notes is a much superior method than the use of a recording device. Therefore, recording devices for the purpose of review are discouraged. However, under extenuating circumstances, the use of a recording device is permitted. In such instances, the student must receive clearance from the instructor and the instructor will make arrangements with the Vice President for Academic Affairs.

### **Computer Access Required**

All college students are expected to have regular access to a personal computer and an Internet provider (some computers are available for student use in the library.) The college uses Microsoft Office, and all papers and documents will be submitted in appropriate formats. All students are required to have a valid personal email address on file in the Registrar's Office. This email address along with RenWeb will be used to communicate official business on behalf of faculty and administration to each student.

### **Employment and Work Limits**

Valor Christian College provides a referral service for students who wish to find part-time employment. The list of potential employers is in the Dean of Student's Office. Some businesses call the college when they have an opening. This information card is placed on the bulletin board outside of the office door. VCC strongly suggest that students take the initiative in contacting employers. Everyone should plan ahead so they come to college with sufficient funds to pay all of the expenses for the semester.

If a student is taking a full academic load of 12 or more hours they are allowed to only work no more than twenty hours per week. Students with more than a 3.0 GPA may petition the VPAA to work more hours. However, the student must demonstrate the need to work more hours and the work will not interfering with his/her academic program.

## **EXAMINATION POLICY**

### **Policy on taking Examinations**

It is the policy of Valor Christian College to require all students' account to be paid up-to-date in order to take any course examination. It is vital that all students keep their accounts paid up-to-date.

### **Make-Up Exams**

Late tests will be administered only by permission of the instructor. A fee of \$25.00 is charged unless the student is on school assignment at the request of the college. A fee of \$50.00 will be assessed to make up a Late Final examination.

### **Petition for Late Exam**

**The instructor must sign a Petition for Late Examination (including all quizzes, tests, and examinations).** Proper documentation and the \$25.00 fee must accompany the petition and must be submitted to the Vice President for Academic Affairs. Bringing a receipt showing the payment of the Late Examination fee and the signed copy of the approved petition, the student must schedule the makeup exam with the professor of the course. The exam must be taken no later than five (5) calendar days after the approval of the petition. Grade penalties may be applied. All exams will be given as scheduled. It is the student's responsibility when purchasing airline tickets, for example, to take this schedule into consideration. **ALL outstanding balances owed to Valor MUST be paid in full PRIOR to taking final exams. Penalties will be imposed for those who have to take final exams late due to finances.**

### **Adding/Dropping/Withdrawal from Courses**

Students desiring to add or drop a course must fill out an Add/Drop form, available in the Administration Building, and pay the \$10.00 fee per request no later than the Add/Drop deadline listed on the academic calendar. Students should consult with the instructor of the course and his/her academic advisor before making any decision regarding scheduling. (Instructors will be notified of students who have added and dropped his or her class).

No grade is recorded for classes dropped before the drop deadline. After this deadline, the student must withdraw from the course according to Valor course withdrawal policy. Students may withdraw from a course until the official final withdrawal date published on the calendar. The Class Withdrawal form with the \$10.00 fee **MUST** be submitted to the Vice President for Academic Affairs' office prior to the class withdrawal deadline. After that date, the student's schedule cannot be altered.

### **Change of Diploma Program**

Students desiring to change their Diploma Program may do so by filling out a Change of Diploma Program form in the Registrar's Office and paying the \$30.00 fee. Students making changes should realize that they may be required to attend Valor for a longer period of

time in order to complete the requirements of the new diploma program. Students considering a change in diploma program should consult with the Vice President for Academic Affairs before doing so. The student will be required to meet the graduation requirements in the current Valor academic catalog for the new diploma program. In order for the student to graduate under the new diploma program, the change **MUST be approved by the Vice President for Academic Affairs by the last day of late registration in the semester the student plans to graduate.** Approval requires the Change of Diploma form to be completed with the Vice President for Academic Affairs' signature and the payment of the \$30.00 fee. The change of Diploma program is subject to the approval of the Academic Committee.

## Official Withdrawal from the College

Students who register and pay the appropriate tuition and fees, but are unable to complete the semester for any reason, are asked to notify the Registrar's Office of withdrawal in writing. In order for a student to officially withdraw from Valor, these steps need to be followed:

1. An out-processing meeting should be arranged with the Dean of Students.
2. Withdrawal paperwork completed.
3. The student's ID badge, proxy card, and Residence Hall key are returned.
4. Appropriate Residence Hall paperwork completed, when applicable.
5. Any outstanding debts to the college paid in full.

Refunds, when appropriate, shall be made within thirty days after the school has determined that a student has withdrawn. If a student ceases attending school but does not officially notify the school of their withdrawal, the school will treat the student as withdrawn after sixty days of the student's last date of attendance or participation in an academic activity. The last day of attendance will be the last day the student attends any class. Valor requests that the student give the school notice of withdrawal in writing. The student will be notified of the determination of refund in writing, within sixty days of the student's last date of attendance, with a full explanation being made to the student. Any tuition refund, minus any outstanding debts, will be issued according to the standard Valor refund policy within 30 days of refund notification.

If these five steps are not followed, the student may be denied reactivation to Valor if he/she desires to return. Requests to release grades and transcripts will also be denied. In addition, all courses in which the student was registered will receive a failing grade, and no tuition refunds will be granted.

Students who have been disqualified from attending Valor Christian College may apply for re-admittance one year after dismissal, or as otherwise directed at the time of the dismissal. Students may be accepted on a probationary status for one semester upon providing satisfactory, written evidence that the condition for disqualification no longer exists. This policy includes students who leave during a semester without following the proper withdrawal procedure. See the Appeal Procedures section of this catalog for further direction.

## PLACEMENT SCORES/LIMITED LOAD

The following guidelines will be used for placing students into English classes, College Success, and developmental courses:

**Composition:** if a student has between a 19 and 26 on the English section of the ACT or between a 420 and 570 on the SAT.

**Suggested CLEP tests:** if a student has an ACT score of 27 or more or an SAT score of 580 or more.

**English Fundamentals:** if a student has a score of 16 or below on the English section of the ACT or a 340 or below on the Verbal section of the SAT.

**Fundamentals of Math:** if a student has a composite ACT of 15 or below or an SAT of 360 or below if the student does not have transfer credit in a comparable course.

**College Success:** a student who has a composite ACT of 17 or below or an SAT of 400 or below will be placed in College Success if they have not previously taken it here or transferred in a comparable course. They will be limited to a total of 12 or 13 credit hours. This includes any developmental courses.

**College Reading Skills:** if a student has a score of 15 or below on the ACT Reading or 340 or below on the SAT verbal.

### Computer Proficiency

All students entering Valor Christian College will be required to take a computer proficiency exam. This exam will cover basic skills in Word, Excel, and Power Point. You should be able to take this exam online once you have been accepted and you have received your access codes and instructions from Valor. Any student who fails to pass the computer proficiency exam will be required to take a developmental course during their freshman year (Computer Instruction) in addition to their degree requirements. Students who have successfully completed a college course in the skills area have met the computer proficiency requirement provided the course is listed on an official transcript.

### Limited Load

Students will be admitted to Valor and designated "limited load" students if they have the following:

- ACT: 17 or below on the composite
- SAT: 410 or below on the verbal
- GPA: below cumulative 2.0 high school or transfer

Limited load students can take no more than 12 or 13 credit hours until their cumulative GPA reaches 2.0. Students are not allowed to drop or to be dropped from a development course.

### **Course Selection**

Students are not to register for advanced courses until prerequisites are met and usually not for courses more than one year in advance of their grade level. (For example: Freshman students should take 100-level courses. Under certain conditions, 200-level courses may be taken.)

### **Weekend and Evening Classes**

Weekend and evening courses are offered in those areas where there is sufficient demand to warrant such a program. These classes will apply toward a diploma or degree.

### **Military Training**

As many as 12 units of credit may be transferred from course work taken in the military where such courses are appropriate to the curriculum of Valor Christian College. Transfer recommendations will be followed as contained in the manual published by the American Council on Education.

### **Student Ministry Requirements**

The practical application of classroom instruction is very important to Valor Christian College's approach to ministry. Therefore, we encourage students to be engaged in the local church and one of the numerous student ministries each semester. For full-time students, five hours of student ministry per week are required with two of those hours dedicated to church services. For part-time students, two hours of student ministry per week are required outside of church. The completion/incompletion of student ministry hours is recorded on the student's transcript and is required for graduation.

Valor also encourages ministerial internships. The Student Ministries Office will aid the student in finding placement in a ministry related to his or her major if needed. Certain student ministries are strongly recommended for the following classes: evangelism, missions, and homiletics.

### **Tutoring**

Free peer tutorial services for Valor students are available in The Writing and Learning Center, located in the Library. The office

hours are posted on the door. Additional help may be available by appointment.

### **Credit Hours**

Scholastic work is measured according to the semester credit hour. This is equivalent to one class session per week (plus preparation) or two laboratory hours per week (plus preparation) for the length of the semester. A full-time student is defined as one who carries a minimum of 12 and a maximum of 18.5 semester hours. However, students will normally carry 16 semester hours of college work. Because of the state and accreditation policies there is an absolute cap of 21 credit hours per semester.

First semester students on academic probation are limited to 12-14 hours. A student may not withdraw from a course within three weeks prior to the beginning of final exams. Final dates for changing classes are published in the college calendar in this catalog. Withdrawal from classes after the published date is permissible only by action of the Vice President for Academic Affairs and Registrar. Ordinarily, this is permitted only in cases of emergency.

### **Repeat Courses**

Courses may be repeated where a student received a letter grade of "D" or "F". In such cases, only the higher credit for the grade is used in computing the overall grade point average and degree program. For a two-year degree program, a maximum of 13 hours or five repeated courses will be allowed in determining the number of hours completed in the overall program. Credit is lost for the original "D" course where the course is repeated for the higher grade. The original "D" or "F" is not expunged from the transcript.

## **BENEFITS FROM VETERAN'S AFFAIRS**

Valor online courses qualify for veteran's benefits in that courses meet the criteria below.

- Interaction at the student's discretion is available in all courses. A minimum of interaction is specified within the individual course.
- There are weekly requirements for students which may include reading and/or written assignments, as well as exams, depending on the class.
- Online and on campus classes have the same grading scale.
- Online class technology provides each instructor the ability to track each student's pursuit time.
- Online class technology allows students to interact with instructors and other students.
- Online classes are of equal credit with on-campus classes.
- Online classes must be completed within the same semester time frame as on campus classes.

- Provisions for dropping a course and refunds parallel those of classes meeting in the traditional classroom setting.

## **ABOUT THE LIBRARY**

The Valor Library is located on the lower level of the Alpha Hall. It is an integral part of the academic programs at Valor Christian College. Its mission is to provide the resources and services needed to support the instructional program and objectives of the college.

The Library has a collection of over 22,000 items comprising books, periodicals, video tapes, cassettes, pamphlets, and curriculum materials. The periodicals collection is limited but many abstracts and journals are on-line. VCC has purchased online services which provide access to the collection in the library as well as on the Internet at <http://library.breakthrough.net:7777>

The library also houses the Rare Book Collection, Computer Lab, the Reference section, two classrooms, and the Writing & Learning Center for assisting students. The Audio-Visual Room, and the offices for Library Director and the director of The Writing Center are also located in the library. Study tables are dispersed throughout the library. The library also has an alcove with lounge seating to provide a comfortable area for students to study and to read.

VCC is a member of the Christian Library Consortium and the Christian Library Network which permits students and faculty to borrow books through the inter-library loan program. This service makes millions of books and other resources available to our students. Ohio Christian University is only twenty miles away and the VCC librarian can readily access their collection of resources.



## **LAB FACILITIES AT VALOR**

### **The Writing and Learning Center**

The Writing and Learning Center (WLC) is located in the Valor Library. The WLC is designed to assist students in two ways. First, it provides research resources and information while also working with students to improve writing skills and final research papers. Second, it works with weak students in developing academic readiness by teaching strategies for studying and by providing a variety of tutoring services, such as test preparation, grammar and writing, computer skills, reading, scribing, and academic advising. The WLC is open every afternoon, Monday through Friday, and in the evening, Monday through Thursday. Students can make an appointment by signing up at the circulation desk in the Library or drop in on a first come/first served basis. Services are free to all Valor Christian College students.

### **Production and TV Studio**

This facility is located on the main campus of WHC. Throughout the year students are involved in various projects, both on and off campus, that offer opportunities to gain experience in video production. These projects include video programs, chapel services, concentration projects, and specially assigned multimedia projects for various organizations.

## **Computer Lab**

A computer lab is located in the Valor Library. The lab consists of twelve computers and is available to all current students primarily for use on school-related projects. Each computer includes the following software: Internet Explorer, Microsoft Office (Microsoft Word, Excel, Outlook, and PowerPoint), and a number of other programs. Personal use of the computers is permitted, but preference is given to students doing schoolwork. The lab is open during normal library hours. Music students can also access Encore for practice and music composition assignments.

## **Keyboard Lab**

This lab is located in Alpha Hall and consists of 14 keyboards, available for practice. Students must notify the Music Department for access; hours of operation depend upon demand.





## **ENROLLMENT POLICIES AND RESIDENCY REQUIREMENTS**

### **Classification of Students**

Freshman 0-32.5 semester hours  
Sophomore 33-68 semester hours

### **Concurrent Enrollment**

Students may not enroll concurrently at another local college without written permission from the Vice President for Academic Affairs. The total course load of a student may not exceed limits described under "Class Load." High school honor students, enrolled for college work, must also receive prior approval from the college for such work where transfer for college credit is desired.

### **Guided Research**

This course does not meet in a regular classroom setting. Under faculty approval and advisement, the student is allowed to research a topic of personal interest. Such guided research is restricted to upper division students. (An additional charge is assessed for faculty supervision. See financial section of this catalog.)

### **Independent Study**

This is a course which is regularly taught in-class, but which for some sufficient reason the student is unable to take in a regular classroom setting or online. Thus, with faculty approval, the student may

independently pursue the study of the course. (An additional charge is assessed for such supervision. See financial section of this catalog.)

### **Residence Requirements**

Students who anticipate receiving a degree from Valor Christian College must complete a minimum of 30 semester hours at the college which includes alternative forms of education (this does not apply to students in the adult degree completion program). Students must be in residence during the last year of study unless they have received permission from the Vice President for Academic Affairs.

### **CLEP and Advanced Placement Examinations**

Valor Christian College grants academic credits to students who meet scoring requirements on CLEP (College Level Examination Program) and AP (Advanced Placement) examinations. These tests must be taken at an official test center. The CLEP Composition I exam must be taken with the essay portion. Students must have completed all credit by the end of their freshmen year. A total of 30 credits may be earned in this manner. A fee is charged for each credit granted by the college. CLEP tests are available only in the general studies area. Information may be obtained in the Registrar's office.

### **Practicum**

A student may earn academic credit by doing a practical or academic practicum under the guidance and supervision of a faculty member. The student must apply for the practicum in the Academic Office in consultation with the faculty supervisor in order to submit a detailed proposal of what work will be involved. The application will be approved, denied or modified by the Vice President for Academic Affairs. The student will work individually or in small groups in a practical setting relating to his/her area of study. A student may apply for one (1) to three (3) hours of credit, depending on the time commitment involved in the practicum. The practicum may be repeated one time (maximum of six (6) hours of credit). A written log of time involved and a summary report of what was accomplished must be submitted and will be placed in the student's permanent file after being evaluated and a grade assigned.

## **ACADEMIC PROGRAMS**

### **Department of Continuing Education**

#### **Mission**

The Department of Continuing Education is composed of Online Education, External Studies Program (ESP), and Adult Degree Completion (ADC). The Department of Continuing Education strengthens the mission of Valor Christian College to educate students by providing collegiate ministerial courses through alternative delivery systems. At present the college only has a few online courses but plans to add more courses each year. In the twenty-first century, there has been an increased demand on ministerial education beyond the scope of the traditional program of study. Valor Christian College meets this need online by expanding our vision of education while maintaining our mission.

### **Philosophy**

The Department of Continuing Education believes in a solid core of general education and Bible. It ministers to students through online devotion, personal care and professional services. Online courses offer delivery systems that allow one to study anytime and anywhere via the internet. Courses can be completed for credit toward a degree from Valor as well as to enhance one's certification and/or education. Our Center for Continuing Education also tries to connect personally with students. Phone calls, email, and interactive assignments are an important part of this program.

## **CENTER FOR ALTERNATIVE EDUCATION AT VALOR**

### **Mission**

The Center for Alternative Education is composed of Online Education, Extended Studies Program (ESP) and Adult Degree Completion (ADC). It works to enhance the mission of Valor Christian College to educate and train ministers and Christian leaders in academic excellence, moral integrity, spiritual intensity and physical purity to be agents of change and models of character and to serve Christ professionally in the advancement of His kingdom. The changing world of which we are a part heightened the need for ministerial education and training beyond the scope of the traditional program of study. Valor Christian College meets this need online by expanding our vision of education while maintaining our mission.

### **Philosophy**

Valor believes in life long learners. It has a solid core of General Education and the Bible. It ministers to students through online devotionals, personal care and professional services. Our online courses offer delivery of instruction, allowing one to study anytime and anywhere via the internet. Courses can be completed for credit toward a degree from Valor and for continuing to enhance one's certification and/or education.

Our Center for Alternative Education also tries to connect personally with our students. Phone calls, email, and interactive assignments are an important part of this program.

### **How does a student “attend” an online course?**

Every online student must take an orientation class called “Introduction to Online Education” (cost \$100) before beginning their online education. This class is also online but it familiarizes the student with how to be successful at taking online classes. Therefore it increases one’s success rate.

As in a traditional classroom, online students read texts, conduct research, take notes, answer questions, write papers, and participate in discussions. These activities are conducted via the internet and email. Students may also work together on case studies, group projects, class reports and other activities. Library resources are available by contacting the Center for Alternative Education.

### **Registration Prepayment & Refunds for Online Course**

The schedule for online registration is published annually by the Registrar’s office along with financial policies. Most often the registration will occur on or around the same time as the regular student registration. Deadlines to add or drop an online course are the same as those for other Valor courses. Online courses continue during the summer. The summer term is available from early May into August. All online courses must be pre-paid by credit card or money order (no checks).

### **Registering for Online Courses and Library**

A list of current courses is available on the web page for Valor: [www.Valorcollege.com/online](http://www.Valorcollege.com/online). Course descriptions and the syllabi are also available online. The syllabus is built into dCourse and a basic syllabus automatically generates in a section of the system called Course List. Students can see the Course Description, Outcomes, and Textbooks for any class any time they click on the link. When the class opens, all students enrolled can see a full syllabus. Students should be able to access to the materials one week before class.

To access the VCC library go online to this address: <http://library.breakthrough.net:7777>.

### **Online Process for Withdrawing from a Class**

Campus students taking an online class must see the Registrar to withdraw from a class.

Online students wishing withdraw from an online class need to follow the procedures listed below:

1. You **MUST** submit the withdrawal in writing to your Valor Online advisor using the Withdrawal Request Form available in the Policies section of your class syllabus. (Please finish reading these instructions before submitting the form.)
2. Call and talk with your advisor:  
1-800-940-9422  
or 614-837-4088  
Carli Isgrigg, Online Coordinator      Ext. 176  
Horace Simons, Registrar              Ext. 155  
Debbie Baranich, Assistant          Ext. 125

If you call and leave a message on voice mail, this **WILL NOT** constitute a withdrawal from your class(es). The withdrawal will not be complete until the student has counseled with their advisor. The student must acknowledge an understanding of this in writing (email) before the withdrawal is complete.

3. Within one business day, you should receive a confirmation that you have been withdrawn from the class(es). The confirmation should include the date the withdrawal was official and the amount of refund you will receive. If you do not receive this confirmation, you should contact your advisor immediately. If you have any questions, you should contact your advisor immediately.

You should keep a copy of the confirmation for your records and in case your refund is not properly credited to your account. You must be able to support your concerns with the confirmation.

**PLEASE NOTE:** While students must counsel with their advisor before a withdrawal is approved, the effective date of a withdrawal will be when the Withdrawal Request Form is received, or if received after 5:00 PM Eastern Standard Time, the next business day. As such, the last day to withdraw from a class will be 5:00 PM Eastern Standard Time on Friday the end of week three. If you have any questions, please feel free to contact the Online Education office.

Below is the tuition refund schedule:

#### Tuition Refund Schedule

<b>Days</b>	<b>Percent</b>
-------------	----------------

1-3	100%
-----	------

4-6	75%
-----	-----

7-9	50%
-----	-----

10-12	25%
-------	-----

13-42	0%
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A class must be dropped by the last day of the period indicated in order to receive the refund indicated for that period. For example, if a class is dropped on day 3 from the start of class, there will be a 100% refund. However, if the class is dropped on day 4, the refund will only be 75%. (Requests for withdrawal will be recorded on the next business day if received after 5:00 PM Eastern Standard Time.) The refund amounts **WILL NOT** include the Technology Fee.

## Online Technology Requirements

### 1. Basic Technology (Required)

You will need a computer, modem, and phone or broadband connection to receive and send class materials. See the lists below for both the Minimum and Recommended computer requirements. While this minimum configuration will enable you to take classes, a faster computer, more memory, and a faster Internet connection will always give you a better experience.

If you are a Mac user, we have provided [Mac User Help](#) documents for the Macintosh. The online program was developed to work with standard PCs running Windows. Even so, we have had many successful Mac users in our online program.

#### Minimum Computer:

## System requirements

### Windows

- 1.6GHz or faster processor
- Microsoft® Windows® XP with Service 3, Windows Vista®, or Windows 7

- 1GB of RAM (2GB or more for Windows Vista®, or Windows 7)
- Color monitor with 16-bit color video card
- 1024x768 display resolution at 96dpi or less
- Microsoft DirectX 9 compatible display driver
- DVD-ROM drive
- QuickTime 7 software (required if importing QuickTime formats)
- Network card for Internet-based services

**Recommended Computer:**

- Microsoft Windows XP
- Pentium 766 megahertz (MHz) processor or faster
- 256 MB RAM
- Broadband (DSL or Cable Modem)
- Compatible 5.1 multi-channel audio sound card
- Super VGA 800x600 or higher resolution
- Microsoft Internet Explorer 6 Service Pack 1
- Microsoft Outlook Express 6.0+
- Windows Media Player 7.0+
- Microsoft Office Professional 2003+
- Acrobat Reader 7.0+

2. **An Internet Service Provider (Required)**

The online classes require students to connect to the Internet to view the course content and to download class discussion notes. In order to connect to the Internet, you will need an Internet Service Provider (ISP). There are many options available. It is your responsibility to be sure you have an ISP you can access and one that will not filter our web sites or discussion group server.

Information on setting up [Internet Explorer](#).

3. **Microsoft Word (Required)**

You will be creating various assignments for your online classes that will require a Word Processor. We require that you use Microsoft Word since any files sent to the class must be saved as a Word Document and it works hand-in-hand with Outlook Express. (For instance, the spell checker in Outlook Express requires Word.) All classes will require the use of Microsoft Word. All classes also require students to use the spelling and grammar checker.

4. **Microsoft Excel and PowerPoint (Required)**

In some of your classes, you will be required to access files and create files using Microsoft Excel and PowerPoint. While you can wait and purchase these programs when needed, you are much better purchasing the Microsoft Office Professional that includes all the programs you will need.

5. **Anti-Virus Software (Required)**

It is essential that students protect themselves and others from the potential damage that can be done from a computer virus. We require that each online student have an anti-virus software program installed on their computer and actively running while taking classes. Any student who allows a virus to enter the system will be removed from class until they can demonstrate that their system is clean and that they have an anti-virus software program monitoring their system. We recommend that students use either Norton Anti-Virus or McAfee Anti-Virus software and that students regularly download updated virus lists (definitions). For more information, you can visit the following web sites:

[Norton](#)

[McAfee](#)

[AVG](#) (free)

[Avast](#) (free but requires a "free" registration within 60 days)

Click here for information on problems using [Norton Internet Security](#).

6. **Anti-Spyware Software (Highly Recommended)**

Students are strongly encouraged to check their system often (at least weekly) for spyware. We recommend using [Ad-Aware](#) SE v1.06 and [Spybot S&D](#) v1.4 and that you download new definitions each time you check your system. For more information, you can visit the following web sites:

[Ad-Aware](#) (free)

[Spybot S&D](#) (free)

[Spyware Doctor](#) (free)

Additional anti-spyware programs:

[Spy Sweeper](#)

[Microsoft Windows AntiSpyware \(Beta\)](#)

7. **Security (Helpful)**

Review the important [Online Safety Tips](#), [http://online.valorcollege.com/campus/\\_resources/Online\\_Help\\_Items/Technology/Requirements/Security\\_Information.html](http://online.valorcollege.com/campus/_resources/Online_Help_Items/Technology/Requirements/Security_Information.html). This will be helpful to you in your classes and in using the Internet in general.

Additional required software needed to participate in the online class experience is available for free. See Free Downloads. (Information provided by VCC in Columbus, Ohio).

## **Text Books**

Valor suggests that students order their textbooks online through the MBS Direct Virtual Bookstore. Textbooks may be purchased new, used or as an e-copy. MBS Direct offers textbooks at a discount price of 25% lower than retail and guaranteed buy-back price of 45% of the student's purchase price, new or used.\* Some textbooks are available for rent. All students are required to have a printed Bible for use.

\* E-books may not be sold back to the company

## **Academic Divisions**

The courses of study are divided into three main groups known as Academic Divisions:

1. Arts and Sciences and Music

The Division of Arts and Sciences is important in providing courses in general education. The general education component is core to the curriculum, to ensure breadth of knowledge and to promote intellectual inquiry. Qualities such as intellectual challenge, values definition, higher critical thinking skills, freedom of inquiry, and access to divergent worldviews are fundamental values of a general education component that produces a college educated adult.

2. Bible and Theology

The Division of Bible and Theology is very important at Valor Christian College. VCC is a biblically-based community of Higher Education. The College believes the Bible is the center of our curriculum and the source of developing a Christian worldview. Biblical principles form the basis of "academic excellence, moral integrity, spiritual intensity and physical purity." These things are central to the mission of VCC. Bible and Theology provide core courses for all degree programs (13 credit hours or more). It also shares the Interdisciplinary degree program with Church Ministries. A student can choose to major in Bible by adding courses to the core requirements. He or she may also wish to major in some other degree in Church Ministries.

3. Church Ministries: Pastoral, Evangelism, Missions, Children's Ministries and Youth

The Division Church Ministries has a number of degree programs. These degrees are designed for students who plan to work in the local church or

para-church ministries. The program will also prepare students who wish to do further studies at another col-

lege or university. Each degree has a core of General Education Courses (23 credit hours or more) and a core of Bible and Theology Courses (13 credit hours or more). The degrees relating to Church Ministries are: Evangelism, Interdisciplinary, Media Ministry, Music Ministry, Pastoral Leadership, and Advanced Leadership (this honors program degree requires students to already have an associate degree). While students can apply to the World Ministerial Alliance for ministerial credentials the decision is at the discretion of the Credentials Committee. Student may also apply to other denominations for credentials. However, Valor Christian College does not grant any ministerial credentials.

These areas of study may be pursued to varying levels of expertise, depending on the particular program and student interest.

### **Associate of Applied Science Degrees**

All AAS degrees require 64 or more semester hours. The following are offered at Valor Christian College:

- Advanced Leadership (Honors Program)
- Children's Ministry
- Communications and Media Ministry
- Evangelism
- Interdisciplinary Studies
- Missions
- Music Ministry
- Pastoral Leadership
- Youth Ministry

All degrees require a cumulative 2.0 grade point average (GPA) to be eligible for graduation. Consult the section on Academic Programs for specific information. The student may choose from a variety of carefully selected programs preparing students for various ministries in the church. These majors are as follows:

### **Degree and Certificate Options**

The following are offered at Valor Christian College:

- AAS degree – 64 or more semester hours
- One year certificates – 30 or more semester hours
- Advanced Leadership diploma – 91 or more semester hours

All diplomas require a cumulative 2.0 grade point average (GPA) to be eligible for graduation. Consult the section on Academic Programs for specific information. The student may choose from a va-

riety of carefully selected programs preparing students for various ministries in the church. These majors are as follows:

## **Adult Degree Completion in Pastoral Leadership**

Valor offers an Associate of Applied Science in Pastoral Ministries at our campus that allows those living within driving distance to complete their AAS. Classes meet one night each week for five weeks. This allows you to focus on one class at a time. Our unique degree completion program is custom-designed for busy professionals. Please contact the administration office for current classes being taught.

Valor Christian College wants to help adults meet their goals of preparing for ministry and earning a college degree. The requirements in this degree are essentially the same as our on campus degree in Pastoral Leadership if a student were to transfer in their general education requirements (see the "A" under the Degree Completion section below). Our degree completion program in Pastoral Leadership allows students to accomplish this without leaving their job. In fact, this program is designed for working adults who carry a number of responsibilities. The college provides access to higher education through accelerated classes which apply to real ministry. The classes are designed so that students can focus on one subject at a time. Depending on entry-level status, the program can be completed in 18-22 months. Upon acceptance into the program, students are assigned to a cohort—a group of approximately 20-25 working adults who are also continuing their education.

Because of the nature of a degree completion program, it is necessary to take all core courses offered. Previous credit for these courses will not be accepted. Cohorts are organized in order to facilitate study groups that provide a collaborative, team-oriented approach to learning. Whether it is a class project, instruction on individual exercises, or a group presentation, the cohort and professors are here to offer support during the student's college experience.

The accelerated nature of the degree completion program asks that members commit to faithful attendance, and approximately twelve or more hours per week of studying, reading, writing, and research. There may be a number of smaller assignments or a larger research paper depending on the nature of the class. Some assignments may be done online or presented in class. Cohorts normally have limited lectures and more interactive learning on the part of the class members. In class, students will discuss reading assignments, react to articles, and apply principles or theories to their life and ministry. The program is structured according to the standards of the Council for Adult Experiential Learning (CAEL).

## Admission Requirements

1. Have completed 24 credit hours or have earned an A.A.S. or A.S. from an accredited college or university with a cumulative GPA of no less than 2.0 on a 4.0 scale.
2. Have a minimum of three years of significant work and/or ministry experience.
3. Official transcripts from all colleges and universities attended must be submitted to: Valor Christian College, Enrollment Services, PO Box 800, Columbus, Ohio, 43216-0800.
4. Submit a pastor's recommendation.
5. Submit a sample of the student's writing in essay form (300 plus words) including conversion experience, spiritual growth and involvement in Christian service.
6. Sign a "Commitment Form" regarding a Christian lifestyle.
7. Document significant work and church ministry experience, preferably in the local church (this experience must be documented by a senior pastor or a church board).
8. Engage in professional ministry practice or be involved in a local church.
9. Exhibit required leadership qualifications and/or evidence of movement toward leadership skill development.
10. Participate in a personal interview with adult academic advisor.
11. Complete a financial aid application (the financial aid package for Degree Completion differs significantly from the traditional on-campus program).

## Degree Completion: Academic and Graduation Requirements

A total of 64 or more semester credit hours are required to complete the Associate of Applied Science in Pastoral Leadership. The credits may be divided into three components: 24 credits of prior college work, 27 core program credits, and 13 or more hours of other credit.\*

**A. General Education Requirements:** Outside the core program of 24 credits, the degree requires 18 credits of General Education from the following disciplines:

Bible	3 hours
Humanities	3 hours
English/Composition	6 hours
Speech/Communication	2 hours
Behavioral, Natural, or Soc. Sciences	4 hours

\*Credit Options: Students lacking General Education requirements and/or the 13 hours of other credit may complete those hours through traditional college, CLEP examinations, Danes, and credit by life experience portfolios as approved by the Office of Academic Affairs.

**B. Core Courses**

	Literature Elective	3 hrs.
EV 101	Introduction to Evangelism	3 hrs.
TH 101	Theology I	2 hrs.
TH 102	Theology II	2 hrs.
PM 222	Pastoral Theology	2 hrs.
PM 209	Introduction to Preaching	3 hrs.
PM 104	Spiritual Formation	3 hrs.
PM 226	Principles of Pastoral Leadership	2 hrs.
PM 250	Pastoral Care	2 hrs.
CE 202	Introduction to Christian Education	3 hrs.
MUS 134	Introduction to Music	2 hrs.





## Certificate in Evangelism Studies

Upon satisfactory completion of the Diploma in Evangelism Studies, the student should:

1. Have a sound comprehension of the scope of the five-fold ministry.
2. Understand the vital role of the ministry of helps as an assistant to the five-fold office gifts.
3. Be introduced to the foundational doctrines of the Bible.
4. Understand the Biblical concept of authority.
5. Possess a solid foundation of Biblical and theological course work with which to continue an education in the area of concentration studied at Valor Christian College.
6. Be able to articulate the different roles of the missionary and evangelist.
7. Understand the process of bringing persons to salvation and establishing churches overseas and the resources needed.

# CERTIFICATE IN EVANGELISM STUDIES

Total required for Diploma = 32 Credit Hours

## Biblical and Theological Studies - 14 Credit Hours

BI	101	Old Testament History	3 hrs.
BI	102	New Testament History	3 hrs.
BI	106	Basics of Hermeneutics	2 hrs.
TH	101	Theology I	2 hrs.
TH	102	Theology II	2 hrs.
TH	105	Biblical and Theological Basis of Missions	2 hrs.

## General Education - 9 Credit Hours

CM	202	Intercultural Communications	3 hrs.
HUM	104	Comparative Religions	3 hrs.
PM	103	Christian Ethics	3 hrs.

## Practical Ministry - 9 Credit Hours

EV	101	Introduction to Evangelism	3 hrs.
EV	443	The Evangelists Life and Ministry	3 hrs.
PM	104	Spiritual Formation	3 hrs.

# COURSE PLANNING GUIDE CERTIFICATE IN EVANGELISM STUDIES

## Fall Semester

BI	101	Old Testament History	3
EV	101	Introduction to Evangelism	3
PM	104	Spiritual Formation	3
PM	103	Christian Ethics	3
TH	101	Theology I	2
TH	105	Biblical and Theological Basis of Missions	<u>2</u>
<b>Total Hours</b>			<b>16</b>
Chapel			
5 hours per week Student Ministry service			

## Spring Semester

BI	102	New Testament History	3
BI	106	Basic Hermeneutics	2
CM	202	Intercultural Communications	3
EV	443	The Evangelists Life and Ministry	3 hrs.
HUM	104	Comparative Religions	3
TH	102	Theology II	<u>2</u>
		<b>Total Hours</b>	<b>16</b>
		Chapel	
		5 hours per week Student Ministry service	

## Certificate in General Studies

Upon satisfactory completion of the Diploma in General Studies, the student should:

1. Have a sound comprehension of the scope of the five-fold ministry.
2. Understand the vital role of the ministry of helps as an assistant to the five-fold office gifts.
3. Be introduced to the foundational doctrines of the Bible.
4. Understand the Biblical concept of authority.
5. Possess a solid foundation of Biblical and theological course work with which to continue an education in the area of concentration studied at Valor Christian College.

## CERTIFICATE IN GENERAL STUDIES

**Total Required Courses = 34 Credit Hours**

### Biblical and Theological Studies - 12 Credit Hours

BI	101	Old Testament History	3 hrs.
BI	102	New Testament History	3 hrs.
TBD		Biblical Elective	2 hrs.
TH	101	Theology I	2 hrs.
TH	102	Theology II	2 hrs.

### General Education - 6 Credit Hours

PM	103	Christian Ethics	3 hrs.
SS	202	Marriage and Family	3 hrs.

## Practical Ministry - 6 Credit Hours

EV	101	Introduction to Evangelism	3 hrs.
PM	104	Spiritual Formation	3 hrs.

## General Electives - 10 Credit Hours

# COURSE PLANNING GUIDE CERTIFICATE IN GENERAL STUDIES

### Fall Semester

BI	101	Old Testament History	3
TH	101	Theology I	2
PM	103	Christian Ethics	3
EV	101	Introduction to Evangelism	3
PM	104	Spiritual Formation	3
TBD		Bible Elective	2
<b>Total Hours</b>			<b>16</b>
Chapel			
5 hours per week Student Ministry service			

### Spring Semester

BI	102	New Testament History	3
TH	102	Theology II	2
SS	202	Marriage and Family	3
		General Elective(s)	<u>7</u>
<b>Total Hours</b>			<b>15</b>
Chapel			
5 hours per week Student Ministry service			

## ADVANCED LEADERSHIP HONORS PROGRAM

"If a man therefore purges himself from these, he shall be vessel unto honor, sanctified, and meet for the master's use, and prepared unto every good work." (2 Timothy 2:21)

### Motto

"Paratus pro Sutus Altissimus Voluntas"  
*Prepared for His Highest Purpose*

### Mission Statement

The purpose of this program is to provide instructional and experiential leadership development that when completed will produce graduates with outstanding leadership characteristics and men and women of integrity. Furthermore, the goal of the Honors Program is to produce leaders of honor, sanctified and useful to the Master, prepared and ready for every good Work.

## **Expectations of the Honors Program Students**

### *1 Timothy 3*

1. Your lifestyle must be above reproach.
2. Your attitude must influence others positively.
3. Let the Fruit of The Spirit guide your life actions.
4. You must be willing to change into a vessel of honor.

## **The Profile of an Honors Program Student**

- Uncompromising
  - Battle Ready
  - Consistent in Prayer
  - Spirit Led
  - Word Proficient
  - Discerning
  - Fearless
- You must be a mentor.
  - You will disciple a first year student. Get to know them. Help them. Help them learn the ropes around campus and the church. If they need assistance, direct them to where they can get help. Be an encourager.
  - You must have a faith-filled attitude.
  - You must be willing to take on the responsibilities of leadership whenever there is a need.

## Lounge (Dominion 2)

- Each student will be given a key to the Honor Program Lounge on a specially made HP lanyard.
- Food and drinks are permitted in the lounge.
- This lounge is reserved for HP students only; please keep it clean. The last person to leave the lounge must turn off lights and lock the door. The Vice President for Academic Affairs has discretion to designate that this classroom be used for additional classes, as needed.

## Responsibilities

### Chapels

- The Chapel Committee will be staffed by HP students. You are expected to be in meetings with the HP coordinator in putting chapels together.
- You are expected to attend ALL chapel services. Many students will be expected to carry out functions in chapel services including:
  - Leading services
  - Giving announcements
  - Speaking
  - Praying
  - Reading Scripture
- You will be required to take attendance for a small group at each chapel.
- You are expected to lead and attend morning prayer from 7:30am-7:50am., Monday through Thursday.
- You will be leading an accountability group of 10-15 students
- You will be called upon to teach as a teacher's assistant throughout the semester.

### Academics

- You must keep a minimum 2.5 GPA. Failure of any course is unacceptable and grounds for dismissal from the program.
- Class tardiness is unacceptable.

### Ministry Trips

There may be ministry outreach trips scheduled each semester. HP students will be called upon to take a leadership role in some aspects of the event.

## Associate of Applied Science in Advanced Leadership

Valor offers an AAS in Advanced Leadership for the honor student. The student must first graduate from one of the two-year AAS

programs at Valor and apply in order to be accepted into the Honors Program.

Upon completion of the one-year diploma in Advanced Leadership, the student will:

1. Be able to mentor and guide people in spiritual and leadership development.
2. Impact worship and ministry opportunities by possessing, recognizing and being sensitive to the anointing and flow of the Spirit of God.
3. Possess the advanced knowledge and training necessary to provide leadership within the framework of the local church and outside the church.
4. Understand the Biblical concept of authority and the ministry of helps which will enable the student to effectively work within a pastoral staff.
5. Have the skills to administrate a local church/ministry situation using various means so that people will grow in Christ.
6. Further develop their skills of communication in various areas in order to effectively minister in various settings using the five-fold ministry gifting.

## **PROGRAM REQUIREMENTS**

**General Courses = 16 Credit Hours**

**Leadership Courses = 12 Credit Hours**

**Leadership Practicum = 4 Credit Hours**

**Total Required for Diploma = 32 Credit Hours**

### **Biblical and Theological Studies - 6 Credit Hours**

BI	224	Old Testament Poetic Literature	2 hrs.
BI	311	Old Testament Intensive	2 hrs.
BI	321	New Testament Intensive	2 hrs.

### **General Education - 5 Credit Hours**

PM	231	Molding Through Mentorship	2 hrs.
PM	261	Ministry Capstone	1 hr.
HI	253	Roots of Revival	2 hrs.

### **Practical Ministry - 21 Credit Hours**

TH	203	Eschatology	3 hrs.
MS	251	Principles of Church Planting	3 hrs.
MUS	250	Music in the Pentecostal Church	2 hrs.

PM	260	Visionary Leadership	3 hrs.
PM	266	Dynamics of Team Leadership	2 hrs.
PM	269	Effective Leadership	2 hrs.
PM	271	Leadership in Ministry	2 hrs.
PM	277	Leadership Practicum I	2 hrs.
PM	278	Leadership Practicum II	2 hrs.

## COURSE PLANNING GUIDE FOR THE AAS IN ADVANCED LEADERSHIP

### Fall Semester

BI	311	Old Testament Intensive	2
HI	253	Roots of Revival	2
MS	251	Principles of Church Planting	3
PM	231	Molding through Mentorship	2
PM	261	Ministry Capstone	1
PM	269	Effective Leadership	2
PM	271	Leadership in Ministry	2
PM	277	Leadership Practicum I	2
		<b>Total Hours</b>	<b>16</b>
		Chapel	

### Spring Semester

BI	224	Old Testament Poetic Literature	2
BI	321	New Testament Intensive	2
MUS	250	Music in the Pentecostal Church	2
PM	260	Visionary Leadership	3
PM	266	Dynamics of Team Leadership	2
PM	278	Leadership Practicum II	2
TH	203	Eschatology	3
		<b>Total Hours</b>	<b>16</b>
		Chapel	

## General Education Outcome Objectives

1. Graduates will be able to demonstrate essential skills of written and oral communication for professional people and demonstrate an ability to understand and work with others.
2. Graduates will be able to demonstrate a depth and breadth of knowledge in culture, science, philosophy, literature, and history.
3. Graduates will be able to complete basic computational skills, written problems, and analyze case studies.
4. Graduates will be able to interact with and analyze different worldviews from a Christian perspective through application and critical thinking.
5. Graduates will be able to identify major resources for their disciplines and demonstrate research skills at a foundational level.
6. Graduates will be able to demonstrate insight into human nature, personalities, and socialization.

## Core of General Education

CM 201	Fundamentals of Speech
EN 101	English Composition I
EN 102	English Composition II
H1 101/103	Church History I or II
TBD	College Math and Algebra or Science
PS 100	General Psychology
SS 202	Marriage and Family
TBD	Literature Elective
SS 400	Capstone

## DEGREE PROGRAM DESCRIPTIONS AND OBJECTIVES

### Associate of Applied Science in Communications and Media Ministry

A personal MAC PC is required and also an external hard drive. External hard drive cost is \$250. Upon satisfactory completion of the Communications and Media Ministry program, the graduate should be able to:

1. Demonstrate effective communication with an increasingly multicultural population both nationally and internationally.

2. Apply solid theoretical and practical principles of the persuasion process in evangelism.
3. Understand and recognize the Holy Spirit's involvement and influence in the communication of the Gospel and of ministry in general.
4. Make practical application of principles of communication in interpersonal, small group, and organizational contexts.
5. Use mixes of media to accomplish ministry goals in church, missions, and evangelism contexts.
6. Adapt the dramatic format to diverse ministry situations presented by the church and para-church organizations.

## **COURSE PLANNING GUIDE FOR THE AAS IN COMMUNICATIONS AND MEDIA MINISTRY**

**Total Required Courses = 68 or 69 Credit Hours**

### **General Education – 24 or 25 credit hours**

CM 201	Fundamentals of Speech	2 hrs.
EN 101	English Composition I	3 hrs.
EN 102	English Composition II	3 hrs.
H1 101/103	Church History I or II	3 hrs.
TBD	College Math and Algebra or Science	3/4 hrs.
PS 100	General Psychology	3 hrs.
SS 202	Marriage and Family	3 hrs.
TBD	Literature Elective	3 hrs.
SS 400	Capstone Course	1 hr.

### **Biblical Studies – 13 credit hrs.**

BI 101	Old Testament History	3 hrs.
BI 102	New Testament History	3 hrs.
BI 201	Life of Christ	2 hrs.
BI 202	Acts	3 hrs.
TH 101	Theology I	2 hrs.

### **Church Ministries – 6 credit hrs.**

EV 101	Introduction to Evangelism	3 hrs.
PM 104	Spiritual Formation	3 hrs.

**Communication/Media Core - 25 hrs.**

CM 111	Audio and Light Production	2 hrs.
CM 123	Adobe Video Production	3 hrs.
CM 132	Final Cut Editing Suite	2 hrs.
CM 142	Single Camera Video	2 hrs.
CM 144	Photoshop	2 hrs.
CM 213	Media Practicum	1 hr.
CM 222	Web Media and Podcasting	2 hrs.
CM 233	Adobe Creative Suite	2 hrs.
CM 261	Scene Design	2 hrs.
CM 262	TV Studio Production	3 hrs.
CM 280	Media Script Writing and Media Directing	3 hrs.
CM 210	Creative Shop or Practicum I	.5 hr.
CM 211	Creative Shop or Practicum II	.5 hr.

**COMMUNICATIONS AND MEDIA  
Course Planning Guide  
Fall Matriculation**

**First Year - Fall Semester**

BI 101	Old Testament History	3 hrs.
CM 111	Audio and Light Production	2 hrs.
CM 123	Adobe Video Production	3 hrs.
EN 101	English Composition I	3 hrs.
EV 101	Introduction to Evangelism	3 hrs.
TH 101	Theology I	2 hrs.
CM 210	Creative Shop Practicum I	.5 hr.
		<hr/>
		16.5 hrs.

**First Year - Spring Semester**

BI 102	New Testament History	3 hrs.
CM 201	Fundamentals of Speech	2 hrs.
CM 142	Single Camera Video	2 hrs.
CM 132	Final Cut Editing Suite	2 hrs.
CM 144	Photoshop	2 hrs.
EN 102	English Composition II	3 hrs.
PM 104	Spiritual Formation	3 hrs.
		<hr/>
		17 hrs.

### **Second Year - Fall Semester**

BI 201	Life of Christ	2 hrs.
CM 213	Media Practicum	1 hrs.
CM 233	Adobe Creative Suite	2 hrs.
CM 261	Scene Design	2 hrs.
TBD	College Math and Algebra or Science	3/4 hrs.
PS 100	General Psychology	3 hrs.
TBD	Literature Elective	3 hrs.
		16.5/17.5 hrs.

### **Second Year - Spring Semester**

BI 202	Acts	3 hrs.
	Media Script Writing and Media Directing	
CM 280		3 hrs.
CM 222	Web Media and Podcasting	2 hrs.
CM 262	TV Studio Production	2 hrs.
HI 101/103	Church History I or II	3 hrs.
SS 202	Marriage and Family	3 hrs.
CM 211	Creative Shop Practicum II	.5 hr.
SS 400	Capstone Course	1 hr.
		17.5 hrs.

## **COMMUNICATIONS AND MEDIA**

### **Course Planning Guide**

### **Spring Matriculation**

#### **First Year - Spring Semester**

BI 102	New Testament History	3 hrs.
CM 201	Fundamentals of Speech	2 hrs.
CM 142	Single Camera Video	2 hrs.
CM 132	Final Cut Editing Suite	2 hrs.
CM 144	Photoshop	2 hrs.
EN 101	English Composition I	3 hrs.
PM 104	Spiritual Formation	3 hrs.
		<hr/> 17 hrs.

#### **First Year - Fall Semester**

BI 101	Old Testament History	3 hrs.
CM 111	Audio and Light Production	2 hrs.
CM 123	Adobe Video Production	3 hrs.
EN 102	English Composition II	3 hrs.

EV 101	Introduction to Evangelism	3 hrs.
TH 101	Theology I	2 hrs.

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16 hrs.

**Second Year - Spring Semester**

BI 202	Acts	3 hrs.
CM 280	Media Script Writing and Media Directing	3 hrs.
CM 222	Web Media and Podcasting	2 hrs.
CM 262	TV Studio Production	2 hrs.
CM 211	Creative Shop Practicum II	.5 hr.
HI 101/102	Church History I or II	3 hrs.
SS 202	Marriage and Family	3 hrs.

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16.5 hrs.

**Second Year - Fall Semester**

BI 201	Life of Christ	2 hrs.
CM 213	Media Practicum	1 hr.
CM 233	Adobe Creative Suite	2 hrs.
CM 261	Scene Design	2 hrs.
CM 210	Creative Shop Practicum I	.5 hr.
TBD	College Math and Algebra or Science	3/4 hrs.
PS 100	General Psychology	3 hrs.
TBD	Literature Elective	3 hrs.
SS 400	Capstone Course	1 hr.

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17.5/18.5 hrs.



# ASSOCIATE OF APPLIED SCIENCE IN EVANGELISM

The Associate of Applied Science in Evangelism is designed to prepare ministers, laymen and church leaders in evangelism relating to church and para-church ministries. The focus is on the biblical and theological basis of evangelism and the various evangelistic strategies that are used in reaching people groups for Jesus Christ. It also provides foundation courses in biblical studies to develop a sound theology and a Christian worldview. This degree program is also well-suited for students working in related fields of Church growth, missions, and institutional chaplaincy.

Upon satisfactory completion of the Associate of Applied Science in Evangelism, the graduate should be able to:

1. Define a biblical theology of evangelism and missions that engages the culture.
2. Formulate a philosophy of evangelism, the nature of the gospel and the essential elements of an evangelistic presentation.
3. Employ various methods of evangelism that include community service, gospel proclamation, and social justice.
4. Analyze current issues and models of church planting, church growth, and methods of training indigenous leadership.
5. Organize evangelistic teams and communities in a diversity of cross-cultural settings.
6. Evaluate the role of specific churches in evangelism, discipleship, multiplication, and evangelistic communities especially as it relates to church growth.
7. Formulate an evangelistic plan, with specific steps for its implementation in the local church.
8. Understand the tenets of other major world religions and know how to respond to them.

## Associate of Applied Science in Evangelism

**Total Required Courses = 64 or 65 Credit Hours**

### **General Education – 24 or 25 credit hours**

CM 201	Fundamentals of Speech	2 hrs.
EN 101	English Composition I	3 hrs.
EN 102	English Composition II	3 hrs.

H1 101/103	Church History I or II	3 hrs.
PS 100	General Psychology	3 hrs.
SS 202	Marriage and Family	3 hrs.
TBD	College Math & Algebra or Science	3/4 hrs.
TBD	Literature Elective	3 hrs.
SS 400	Capstone Course	1 hr.

### **Biblical Studies – 13 credit hours**

BI 101	Old Testament History	3 hrs.
BI 102	New Testament History	3 hrs.
BI 106	Basics of Hermeneutics	2 hrs.
BI 201	Life of Christ	2 hrs.
BI 202	Acts	3 hrs.

### **Church Ministries – 31 credit hours**

EV 101	Introduction to Evangelism	3 hrs.
EV 110	History of Revivalists	2 hrs.
EV 211	Methods of Evangelism	3 hrs.
EV 213	Evangelism and Social Action	2 hrs.
EV 443	The Evangelists Life and Ministry	3 hrs.
TH 101	Theology I	2 hrs.
PM 103	Christian Ethics	3 hrs.
PM 104	Spiritual Formation	3 hrs.
PM 209	Introduction to Preaching	3 hrs.
	Electives	3 hrs.

## **Associate of Applied Science in Evangelism**

### **Course Planning Guide Fall Matriculation**

#### **First Year - Fall Semester**

BI 101	Old Testament History	3 hrs.
BI 106	Basics of Hermeneutics	2 hrs.
EN 101	English Composition I	3 hrs.
EV 101	Introduction to Evangelism	3 hrs.
TH 101	Theology I	2 hrs.
PM 103	Christian Ethics	3 hrs.
		<hr/>
		16 hrs.

### First Year - Spring Semester

BI 102	New Testament History	3 hrs.
CM 201	Fundamentals of Speech	2 hrs.
EN 102	English Composition II	3 hrs.
PM 104	Spiritual Formation	3 hrs.
TBD	Literature Elective	3 hrs.
TBD	Evangelism Electives	3 hrs.
		<hr/>
		17 hrs.

### Second Year - Fall Semester

BI 201	Life of Christ	2 hrs.
EV 211	Methods of Evangelism	3 hrs.
EV 213	Evangelism and Social Action	2 hrs.
PM 209	Introduction to Preaching	3 hrs.
PS 100	General Psychology	3 hrs.
HI 101	Church History I	3 hrs.
		<hr/>
		16 hrs.

### Second Year - Spring Semester

BI 202	Acts	3 hrs.
EV 443	The Evangelists Life and Ministry	3 hrs.
EV 110	History of Revivalists	2 hrs.
SS 202	Marriage and Family	3 hrs.
TBD	College Math & Algebra or Science	3/4 hrs.
TBD	Evangelism Electives	2 hrs.
SS 400	Capstone	1 Hr.
		<hr/>
		17/18 hrs.

## Associate of Applied Science in Evangelism

### Course Planning Guide Spring Matriculation

#### First Year - Spring Semester

BI 102	New Testament History	3 hrs.
CM 201	Fundamentals of Speech	2 hrs.
EN 102	English Composition II	3 hrs.
PM 104	Spiritual Formation	3 hrs.
EV	Literature Elective	3 hrs.
TBD	Evangelism Electives	3 hrs.
		<hr/>
		17 hrs.

### First Year - Fall Semester

BI 101	Old Testament History	3 hrs.
BI 106	Basics of Hermeneutics	2 hrs.
EN 101	English Composition I	3 hrs.
EV 101	Introduction to Evangelism	3 hrs.
TH 101	Theology I	2 hrs.
H1 101/103	Church History I or II	3 hrs.
PM 103	Christian Ethics	3 hrs.
		<hr/>
		19 hrs.

### Second Year - Spring Semester

BI 202	Acts	3 hrs.
EN 102	English Composition II	3 hrs.
EV 110	History of Revivalists	2 hrs.
EV 443	The Evangelists Life and Ministry	3 hrs.
SS 202	Marriage and Family	3 hrs.
TBD	Evangelism Electives	4 hrs.
SS 400	Capstone	1 hr.
		<hr/>
		19 hrs.

### Second Year - Fall Semester

BI 201	Life of Christ	2 hrs.
TBD	College Math & Algebra or Science	3/4 hrs.
EV 211	Methods of Evangelism	3 hrs.
EV 213	Evangelism and Social Action	2 hrs.
PM 209	Introduction to Preaching	3 hrs.
PS 100	General Psychology	3 hrs.
TBD	Evangelism Electives	2 hrs.
		<hr/>
		18/19 hrs.

## ASSOCIATE OF APPLIED SCIENCE IN INTERDISCIPLINARY STUDIES

The Associate of Applied Science in Interdisciplinary Studies is a 65 semester hour program. Students may complete this program at their own rate of progress. Most students, however, complete this program in two years. This program is appropriate for those who desire to obtain a general knowledge of Biblical and theological studies and practical application of various forms of Christian service and leadership. The Associate of Applied Science in Interdisciplinary Studies allows students to navigate their own course of study between choosing Biblical and Pastoral Ministry electives.

Upon satisfactory completion of the Associate of Applied Science in Interdisciplinary Studies, the graduate should be able to:

1. Analyze and integrate general and biblical knowledge into a fundamental worldview.
2. Demonstrate a competency in general education subjects.
3. Attain and comprehend a general knowledge of the contents of the Bible.
4. Acquire a broad understanding of the Church and its mission.
5. Apply practical disciplines to areas of individual interests.

## Associate of Applied Science in Interdisciplinary Studies

**Total Required Courses = 65/66 Credit Hours**

### General Education – 21/22 credit hours

CM 201	Fundamentals of Speech	2 hrs.
EN 101	English Composition I	3 hrs.
EN 102	English Composition II	3 hrs.
H1 101/103	Church History I or II	3 hrs.
PS 100	General Psychology	3 hrs.
SS 202	Marriage and Family	3 hrs.
TBD	College Math & Algebra or Science	3/4 hrs.
SS 400	Capstone Course	1 hr.

### Biblical Studies – 15 credit hours

BI 101	Old Testament History	3 hrs.
BI 102	New Testament History	3 hrs.
BI 106	Basics of Hermeneutics	2 hrs.
BI 201	Life of Christ	2 hrs.
BI 202	Acts	3 hrs.
TBD	Bible Elective	2 hrs.

### Church Ministries – 30 credit hours

CE 202	Introduction to Christian Education	3 hrs.
EV 101	Introduction to Evangelism	3 hrs.
EV 211	Methods of Evangelism	3 hrs.
PM 103	Christian Ethics	3 hrs.
PM 104	Spiritual Formation	3 hrs.
TBD	Literature Elective	3 hrs.
	Electives	11 hrs.

# Associate of Applied Science in Interdisciplinary Studies

## Course Planning Guide Fall Matriculation

### First Year - Fall Semester

BI 101	Old Testament History	3 hrs.
BI 106	Basics of Hermeneutics	2 hrs.
EN 101	English Composition I	3 hrs.
EV 101	Introduction to Evangelism	3 hrs.
H1 101/103	Church History I or II	3 hrs.
PM 103	Christian Ethics	3 hrs.
		17 hrs.

### First Year - Spring Semester

BI 102	New Testament History	3 hrs.
CM 201	Fundamentals of Speech	2 hrs.
EN 102	English Composition II	3 hrs.
PM 104	Spiritual Formation	3 hrs.
	Electives	5 hrs.
		16 hrs.

### Second Year - Fall Semester

BI 201	Life of Christ	2 hrs.
EV 211	Methods of Evangelism	3 hrs.
PS 100	General Psychology	3 hrs.
TBD	College Math & Algebra or Science	3/4 hrs.
TBD	Bible Electives	2 hrs.
	Literature Elective	3 hrs.
		16/17 hrs.

### Second Year - Spring Semester

BI 202	Acts	3 hrs.
CE 202	Introduction to Christian Education	3 hrs.
SS 202	Marriage and Family	3 hrs.
	Electives	6 hrs.
SS 400	Capstone Course	1 hr.
		16 hrs.

# Associate of Applied Science in Interdisciplinary Studies

## Course Planning Guide

### Spring Matriculation

#### First Year - Spring Semester

BI 102	New Testament History	3 hrs.
CM 201	Fundamentals of Speech	2 hrs.
PM 104	Spiritual Formation	3 hrs.
TBD	BI or PM Electives	8 hrs.
		<hr/>
		16 hrs.

#### First Year - Fall Semester

BI 101	Old Testament History	3 hrs.
BI 106	Basics of Hermeneutics	2 hrs.
EN 101	English Composition I	3 hrs.
EV 101	Introduction to Evangelism	3 hrs.
H1 101/103	Church History I or II	3 hrs.
PM 103	Christian Ethics	3 hrs.
		<hr/>
		17 hrs.

#### Second Year - Spring Semester

BI 202	Acts	3 hrs.
CE 202	Introduction to Christian Education	3 hrs.
EN 102	English Composition II	3 hrs.
SO 202	Marriage and Family	3 hrs.
	Electives	3 hrs.
		<hr/>
		15 hrs.

#### Second Year - Fall Semester

BI 201	Life of Christ	2 hrs.
EV 211	Methods of Evangelism	3 hrs.
PS 100	General Psychology	3 hrs.
TBD	College Math & Algebra or Science	3/4 hrs.
TBD	Bible Elective	3 hrs.
	Electives	2 hrs.
SS 400	Capstone Course	1 hr.
		<hr/>
		17/18 hrs.

# **ASSOCIATE OF APPLIED SCIENCE IN MISSIONS**

Christian missions is a vehicle for spreading the gospel of Jesus Christ through evangelism, church planting, teaching in Bible colleges, and in social action programs which feed and clothe the needy. It is a means of communicating the gospel across cultures whether in the United States or abroad. The post-modern worldview has required a renewed focus upon the biblical understanding of missions. In addition, the biblical foundation brought a number of changes to the philosophy of missions. Therefore a number of approaches to missiology are undergoing significant change. Courses in this field include mission anthropology, cross-cultural ministry, world religions, as well as a solid base of instruction in biblical studies and theology.

Upon satisfactory completion of the Associate of Applied Science in Missions, the graduate should be able to:

1. Motivate other Christians to personal missionary involvement using a biblical theology of missions and a sound missionary philosophy.
2. Demonstrate working knowledge of the history of missions, current trends in missionary work, major world religions, and cults.
3. Exhibit skill in cultural encounter, cultural analysis, and intercultural communication.
4. Articulate the unique advantages of Pentecostal missiology both in theology and in praxis.
5. Synthesize a personal plan for cultural adaptation and spiritual impact in their future life in the culture to which they are called.

# Associate of Applied Science in Missions

**Total Required Courses = 68 or 69 Credit Hours**

## **General Education – 24 or 25 credit hours**

CM 201	Fundamentals of Speech	2 hrs.
EN 101	English Composition I	3 hrs.
EN 102	English Composition II	3 hrs.
H1 101/103	Church History I or II	3 hrs.
SS 202	Marriage and Family	3 hrs.
PS 100	General Psychology	3 hrs.
TBD	College Math & Algebra or Science	3/4 hrs.
TBD	Literature Elective	3 hrs.
SS 400	Capstone Course	1 hr.

## **Biblical Studies – 13 credit hours**

BI 101	Old Testament History	3 hrs.
BI 102	New Testament History	3 hrs.
BI 106	Basics of Hermeneutics	2 hrs.
BI 201	Life of Christ	2 hrs.
BI 202	Acts	3 hrs.

## **Theology and Church Ministries–15 credit hours**

EV 101	Introduction to Evangelism	3 hrs.
MUS 134	Introduction to Music	2 hrs.
PM 104	Spiritual Formation	3 hrs.
PM 209	Introduction to Preaching	3 hrs.
TH 101	Theology I	2 hrs.
TH 105	Biblical and Theological Basis of Missions	2 hrs.

## **Missions - 16 credit hours**

CM 202	Intercultural Communications	3 hrs.
HI 105	History of Missions	2 hrs.
HUM 104	Comparative Religions	3 hrs.
MS 101	Introduction to Missions	3 hrs.
MI 201	Life and Work of the Missionary	2 hrs.
TBD	Missions Elective or SS	3 hrs.

# Associate of Applied Science in Missions

## Course Planning Guide

### Fall Matriculation

#### First Year - Fall Semester

BI 101	Old Testament History	3 hrs.
BI 106	Basics of Hermeneutics	2 hrs.
EN 101	English Composition I	3 hrs.
MUS 134	Introduction to Music	2 hrs.
MS 101	Introduction to Missions	3 hrs.
TH 101	Theology I	2 hrs.
	Literature Elective	3 hrs.
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		18 hrs.

#### First Year - Spring Semester

BI 102	New Testament History	3 hrs.
CM 201	Fundamentals of Speech	2 hrs.
EN 102	English Composition II	3 hrs.
H1 101/103	Church History I or II	3 hrs.
HUM 104	Comparative Religions	3 hrs.
TH 105	Biblical and Theological Basis of Missions	2 hrs.
		<hr/>
		16 hrs.

#### Second Year - Fall Semester

BI 201	Life of Christ	2 hrs.
TBD	College Math & Algebra or Science	3/4 hrs.
CM 202	Intercultural Communications	3 hrs.
EV 101	Introduction to Evangelism	3 hrs.
PM 209	Introduction to Preaching	3 hrs.
PS 100	General Psychology	3 hrs.
		<hr/>
		17/18 hrs.

#### Second Year - Spring Semester

BI 202	Acts	3 hrs.
HI 105	History of Missions	2 hrs.
PM 104	Spiritual Formation	3 hrs.
MI 201	Life and Work of the Missionary	2 hrs.
SS 202	Marriage and Family	3 hrs.
TBD	Elective in Missions or SS	3 hrs.
SS 400	Capstone Course	1 hr.
		<hr/>
		17 hrs.

# Associate of Applied Science in Missions

## Course Planning Guide

### Spring Matriculation

#### First Year - Spring Semester

BI 102	New Testament History	3 hrs.
CM 201	Fundamentals of Speech	2 hrs.
H1 101/103	Church History I or II	3 hrs.
HUM 104	Comparative Religions	3 hrs.
TH 105	Biblical and Theological Basis of Missions	2 hrs.
TBD	Elective in Missions or SS	3 hrs.
		<hr/>
		16 hrs.

#### First Year - Fall Semester

BI 101	Old Testament History	3 hrs.
BI 106	Basics of Hermeneutics	2 hrs.
EN 101	English Composition I	3 hrs.
EN TBD	Literature Elective	3 hrs.
MUS 134	Introduction to Music	2 hrs.
MS 101	Introduction to Missions	3 hrs.
TH 101	Theology I	2 hrs.
		<hr/>
		18 hrs.

#### Second Year - Spring Semester

BI 202	Acts	3 hrs.
EN 102	English Composition II	3 hrs.
HI 105	History of Missions	2 hrs.
MI 201	Life and Work of the Missionary	2 hrs.
PM 104	Spiritual Formation	3 hrs.
SS 202	Marriage and Family	3 hrs.
		<hr/>
		16 hrs.

#### Second Year - Fall Semester

BI 201	Life of Christ	2 hrs.
TBD	College Math & Algebra or Science	3/4 hrs.
CM 202	Intercultural Communications	3 hrs.
EV 101	Introduction to Evangelism	3 hrs.
PM 209	Introduction to Preaching	3 hrs.
PS 100	General Psychology	3 hrs.
SS 400	Capstone Course	1 hr.
		<hr/>
		18/19 hrs.

# ASSOCIATE OF APPLIED SCIENCE IN MUSIC MINISTRY

The purpose of this program is to provide the foundational courses for future studies in music and to supplement existing training for music ministers and local church music leaders in music fundamentals, worship planning and leadership, and various music resources. The core curriculum provides instruction in aural and written music theory, hymnology, worship leading, and voice training.

Upon successful completion of the Associate of Applied Science in Music Ministry, the graduate should be able to:

1. Have the theoretical and practical musical skills to facilitate the leading of worship or perform with a praise and worship team and/or choir.
2. Possess sufficient understanding of praise and worship to perform effectively in a local church or itinerant music ministry.
3. Have the ability to organize and administrate the music ministry of a local church.
4. Be able to serve the leadership and fulfill the vision of the senior pastor in a local church.
5. Know the foundational doctrines of the Bible, have a sound comprehension of the scope of the five-fold ministry, and demonstrate communication skills to effectively minister the truths of the gospel.
6. Have a solid core of Biblical, theological, and music course study with which to continue a formal education in theology and/or music.
7. Impact worship services by possessing, recognizing, and being sensitive to the anointing and flow of the Spirit of God.

## Associate of Applied Science in Music Ministry

**Total Required Courses = 68/69 Credit Hours**

### **General Education – 23 or 24 credit hours**

CM 201	Fundamentals of Speech	2 hrs.
EN 101	English Composition I	3 hrs.
EN 102	English Composition II	3 hrs.

HI 101/103	Church History I or II	3 hrs.
PS 100	General Psychology	3 hrs.
SO 202	Marriage and Family	3 hrs.
TBD	College Math & Algebra or Science	3/4 hrs.
TBD	Literature Elective	3 hrs.

### **Biblical Studies – 13 credit hours**

BI 101	Old Testament History	3 hrs.
BI 102	New Testament History	3 hrs.
BI 201	Life of Christ	2 hrs.
BI 202	Acts	3 hrs.
TBD	Bible Elective	2 hrs.

### **Church Ministries – 3 credit hours**

PM 104	Spiritual Formation	3 hrs.
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### **Music Studies – 31.5 credit hours**

MUS 101	Fundamentals of Music Theory	3 hrs.
MUS 104	Music Theory I	3 hrs.
MUS 106	Sight Singing and Ear Training I Lab	.5 hr.
MUS 107	Keyboard Harmony I	1 hr.
MUS 108	Keyboard Harmony II	1 hr.
MUS 121	Praise and Worship Leadership I	2 hrs.
MUS 122	Praise and Worship Leadership II	2 hrs.
MUS 131	Class Voice I	1 hr.
MUS 151	College Choir I	.5 hr.
MUS 203	Music Theory II	3 hrs.
MUS 205	Sight Singing and Ear Training II Lab	.5 hr.
MUS 210	Contemporary Worship Composition	2 hrs.
MUS 211	Music History	3 hrs.
MUS 212	Hymnology	3 hrs.
MUS 225	Fundamentals of Conducting	2 hrs.
MUS 226	Church Music Administration	3 hrs.
MUS 251	College Choir III	.5 hr.
MUS 252	College Choir IV	.5 hr.

### **Associate of Applied Science in Music Ministry**

#### **Course Planning Guide – Fall Matriculation**

##### **First Year - Fall Semester**

BI 101	Old Testament History	3 hrs.
EN 101	English Composition I	3 hrs.
HI	Church History I or II	3 hrs.

MUS 151	College Choir I	.5	hr.
MUS 101	Fundamentals of Music Theory	3	hrs.
MUS 107	Keyboard Harmony I	1	hr.
MUS 121	Praise and Worship Leadership I	2	hrs.
MUS 131	Class Voice	1	hr.
		<hr/>	
		16.5	Hrs.

### First Year - Spring Semester

BI 102	New Testament History	3	hrs.
EN 102	English Composition II	3	hrs.
MUS 104	Music Theory I	3	hrs.
MUS 106	Sight Singing and Ear Training I Lab	.5	hr.
MUS 122	Praise and Worship Leadership II	2	hrs.
MUS 108	Keyboard Harmony II	1	hr.
MUS 152	College Choir II	.5	hr.
PM 104	Spiritual Formation	3	hrs.
		<hr/>	
		16	hrs.

### Second Year - Fall Semester

BI 201	Life of Christ	2	hrs.
TBD	College Math & Algebra & Science w/lab	3/4	hrs.
MUS 203	Music Theory II	3	hrs.
MUS 205	Sight Singing and Ear Training II Lab	.5	hr.
MUS 225	Fundamentals of Conducting	2	hrs.
MUS 251	College Choir III	.5	hr.
PS 100	General Psychology	3	hrs.
	Literature Elective	3	hrs.
		<hr/>	
		17/18	hrs.

### Second Year - Spring Semester

BI 202	Acts	3	hrs.
CM 201	Fundamentals of Speech	2	hrs.
MUS 210	Contemporary Worship Composition	2	hrs.
MUS 212	Hymnology	3	hrs.
MUS 226	Church Music Administration	3	hrs.
MUS 252	College Choir IV	.5	hr.
SS 202	Marriage and Family	3	hrs.
TBD	Ministry Elective	2	hrs.
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		18.5	Hrs.

# Associate of Applied Science in Music Ministry

## Course Planning Guide - Spring Matriculation

### First Year - Spring Semester

BI 102	New Testament History	3	hrs.
CM 201	Fundamentals of Speech	2	hrs.
PM 104	Spiritual Formation	3	hrs.
MUS 152	College Choir II	.5	hr.
MUS 212	Hymnology	3	hrs.
MUS 226	Church Music Administration	3	hrs.
SS 202	Marriage and Family	3	hrs.
		17.5	hrs.

### First Year - Fall Semester

BI 101	Old Testament History	3	hrs.
EN 101	English Composition I	3	hrs.
H1 101/103	Church History I or II	3	hrs.
MUS 101	Fundamentals of Music Theory	3	hrs.
MUS 107	Keyboard Harmony I	1	hr.
MUS 121	Praise and Worship Leadership I	2	hrs.
MUS 131	Class Voice	1	hr.
MUS 151	College Choir I	.5	hr.
		16.5	hrs.

### Second Year - Spring Semester

BI 202	Acts	3	hrs.
EN 102	English Composition II	3	hrs.
MUS 104	Music Theory I	3	hrs.
MUS 106	Sight Singing and Ear Training I Lab	.5	hr.
MUS 108	Keyboard Harmony II	1	hr.
MUS 122	Praise and Worship Leadership II	2	hrs.
MUS 210	Contemporary Worship Composition	2	hrs.
MUS 252	College Choir IV	.5	hr.
TBD	Ministry Elective	2	hrs.
		17	hrs.

### Second Year - Fall Semester

BI 201	Life of Christ	2 hrs.
TBD	College Math & Algebra or Science	3/4 hrs.
MUS 203	Music Theory II	3 hrs.
MUS 205	Sight Singing and Ear Training II Lab	.5 hr.
MUS 225	Fundamentals of Conducting	2 hrs.
MUS 251	College Choir III	.5 hr.
PS 100	General Psychology	3 hrs.
TBD	Literature Elective	3 hrs.
		<hr/>
		17/18 hrs.

## Division of CHURCH MINISTRIES

### ASSOCIATE OF APPLIED SCIENCE IN CHILDREN'S Ministries

#### Learning Outcomes for A.A.S. in Children's Ministries

Upon satisfactory completion of the Children's Ministries program, graduates should be able to:

- Demonstrate an understanding of the special educational and ministerial needs of children.
- Provide leadership for the whole spectrum of children's ministries within a local church.
- Develop and conduct biblical, Pentecostal ministry for children in a local church.
- Establish good habits of a minister in working with people, budgeting, and coordinating children's ministries with all other ministries in a local church.

### Associate of Applied Science in Children's Ministries

**Total Required Courses = 67 or 68 Credit Hours**

**General Education – 30 or 31 credit hrs.**

CM 201	Fundamentals of Speech	2 hrs.
EN 101	English Composition I	3 hrs.
EN 102	English Composition II	3 hrs.
H1 101/103	Church History I or II	3 hrs.
PS 100	General Psychology	3 hrs.
PS 213	Child Growth and Development	3 hrs.

PS 203	Educational Psychology	3 hrs.
SS 202	Marriage and Family	3 hrs.
TBD	College Math & Algebra or Science	3-4 hrs.
TBD	Literature Elective	3 hrs.
SS 400	Capstone Course	1 hr.

**Biblical Studies – 13 credit hrs.**

BI 101	Old Testament History	3 hrs.
BI 102	New Testament History	3 hrs.
BI 104	Methods of Teaching the Bible	2 hrs.
BI 201	Life of Christ	2 hrs.
BI 202	Acts	3 hrs.

**Theology and Church Ministries – 24 credit hrs.**

CE 202	Introduction to Christian Education	3 hrs.
MUS 134	Introduction to Music	2 hrs.
PM 104	Spiritual Formation	3 hrs.
PM 209	Introduction to Preaching	3 hrs.
PM 210	Preaching Lab	1 hr.
PM 222	Pastoral Theology	2 hrs.
PM 233	Foundation of Children’s Ministries	3 hrs.
PM 263	Building Children’s Ministries	3 hrs.
TH 101	Theology I	2 hrs.
TH 102	Theology II	2 hrs.

# Associate of Applied Science in Children's Ministries

## Course Planning Guide

### Fall Matriculation

#### First Year - Fall Semester

BI 101	Old Testament History	3 hrs.
EN 101	English Composition I	3 hrs.
MUS 134	Introduction to Music	2 hrs.
PM 233	Foundation of Children's Ministries	3 hrs.
TH 101	Theology I	2 hrs.
TBD	Literature Elective	3 hrs.
		<hr/>
		16 hrs.

#### First Year - Spring Semester

BI 102	New Testament History	3 hrs.
CM 201	Fundamentals of Speech	2 hrs.
EN 102	English Composition II	3 hrs.
PM 104	Spiritual Formation	3 hrs.
PS 203	Educational Psychology	3 hrs.
TH 102	Theology II	2 hrs.
		<hr/>
		16 hrs.

#### Second Year - Fall Semester

BI 201	Life of Christ	2 hrs.
HI 101/103	Church History I or II	3 hrs.
TBD	College Math & Algebra or Science	3/4 hrs.
PS 213	Child Growth and Development	3 hrs.
PM 209	Introduction to Preaching	3 hrs.
PS 100	General Psychology	3 hrs.
		<hr/>
		17 hrs.

#### Second Year - Spring Semester

BI 104	Methods of Teaching the Bible	2 hrs.
BI 202	Acts	3 hrs.
CE 202	Introduction to Christian Education	3 hrs.
PM 210	Preaching Lab	1 hr.
PM 222	Pastoral Theology	2 hrs.
PM 263	Building Children's Ministries	3 hrs.
SS 202	Marriage and Family	3 hrs.
SS 400	Capstone Course	1 hr.
		<hr/>
		18 hrs.

# Associate of Applied Science in Children's Ministries

## Course Planning Guide Spring Matriculation

### First Year - Spring Semester

BI 102	New Testament History	3 hrs.
CM 201	Fundamentals of Speech	2 hrs.
PM 104	Spiritual Formation	3 hrs.
PS 203	Educational Psychology	3 hrs.
SS 202	Marriage and Family	3 hrs.
TH 102	Theology II	2 hrs.
		16 hrs.

### First Year - Fall Semester

EN 101	English Composition I	3 hrs.
MUS 134	Introduction to Music	2 hrs.
PM 209	Introduction to Preaching	3 hrs.
PM 233	Foundation of Children's Ministries	3 hrs.
TH 101	Theology I	2 hrs.
TBD	Literature Elective	3 hrs.
		16 hrs.

### Second Year - Spring Semester

BI 104	Methods of Teaching the Bible	2 hrs.
BI 202	Acts	3 hrs.
CE 202	Introduction to Christian Education	3 hrs.
EN 102	English Composition II	3 hrs.
PM 210	Preaching Lab	1 hr.
PM 222	Pastoral Theology	2 hrs.
PM 263	Building Children's Ministries	3 hrs.
		17 hrs.

### Second Year - Fall Semester

BI 101	Old Testament History	3 hrs.
BI 201	Life of Christ	2 hrs.
HI 101/103	Church History I or II	3 hrs.
TBD	College Math & Algebra or Science	3/4 hrs.
PS 213	Child Growth and Development	3 hrs.
PS 100	General Psychology	3 hrs.
SS 400	Capstone Course	1 hr.
		18 hrs.

## **ASSOCIATE OF APPLIED SCIENCE IN PASTORAL LEADERSHIP**

The Associate of Applied Science in Pastoral Leadership consists of 64 semester hours of courses designed to prepare students for pastoral ministry and ministry-related vocations. The student also gains a general Bible knowledge, theology, pastoral theology, and communication skills. Upon the completion of the program, students should be equipped to engage in the ministry of the local church either as a full-time minister or as a part-time staff member.

Upon satisfactory completion of the Associate of Applied Science in Pastoral Leadership, the graduate should have:

1. An understanding of the fundamental doctrines and theology that pertain to the Pentecostal and evangelical tenets.
2. Knowledge and experience in the various aspects of pastoral care-giving and how it relates to church growth.
3. An ability to effectively communicate the gospel and other biblical truths in large and small group settings.
4. Knowledge of spiritual leadership principles, roles, and experience in their application.
5. An understanding of church administrative procedures as they pertain to a local church.

# Associate of Applied Science in Pastoral Leadership

Total Required Courses = 69 or 70 Credit Hours

Change credit total

## General Education – 26 or 27 credit hrs.

CM 201	Fundamentals of Speech	2 hrs.
EN 101	English Composition I	3 hrs.
EN 102	English Composition II	3 hrs.
H1 101/103	Church History I or II	3 hrs.
PS 100	General Psychology	3 hrs.
PS 202	Crisis Counseling	2 Hrs.
SS 202	Marriage and Family	3 hrs.
TBD	College Math & Algebra or Science	3/4 hrs.
TBD	Literature Elective	3 hrs.
SS 400	Capstone Course	1 hr.

## Biblical Studies – 15 credit hrs.

BI 101	Old Testament History	3 hrs.
BI 102	New Testament History	3 hrs.
BI 106	Basics of Hermeneutics	2 hrs.
BI 201	Life of Christ	2 hrs.
BI 202	Acts	3 hrs.
BI 223	Pentateuch	2 hrs.

## Theology and Church Ministries – 28 credit hrs.

CE 202	Introduction to Christian Education	3 hrs.
EV 101	Introduction to Evangelism	3 hrs.
MUS 134	Introduction to Music	2 hrs.
PM 104	Spiritual Formation	3 hrs.
PM 209	Introduction to Preaching	3 hrs.
PM 210	Preaching Lab	1 hr.
PM 222	Pastoral Theology	2 hrs.
PM 226	Principles of Pastoral Leadership	2 hrs.
PM 250	Pastoral Care	2 hrs.
TH 101	Theology I	2 hrs.
TH 102	Theology II	2 hrs.
	Electives	3 hrs.

# Associate of Applied Science in Pastoral Leadership

## Course Planning Guide

### Fall Matriculation

#### First Year - Fall Semester

BI 101	Old Testament History	3 hrs.
BI 106	Basics of Hermeneutics	2 hrs.
BI 223	Pentateuch	2 hrs.
EN 101	English Composition I	3 hrs.
EV 101	Introduction to Evangelism	3 hrs.
TH 101	Theology I	2 hrs.
TBD	Literature Elective	3 hrs.
		<hr/>
		16 hrs.

#### First Year - Spring Semester

BI 102	New Testament History	3 hrs.
CM 201	Fundamentals of Speech	2 hrs.
EN 102	English Composition II	3 hrs.
H1 101/103	Church History I or II	3 hrs.
PM 104	Spiritual Formation	3 hrs.
TH 102	Theology II	2 hrs.
		<hr/>
		16 hrs.

#### Second Year - Fall Semester

BI 201	Life of Christ	2 hrs.
MA 203	College Math & Algebra	3 hrs.
MUS 134	Introduction to Music	2 hrs.
PM 209	Introduction to Preaching	3 hrs.
PM 226	Principles of Pastoral Leadership	2 hrs.
PS 100	General Psychology	3 hrs.
	Pastoral Ministry Elective	3 hrs.
		<hr/>
		18 hrs.

#### Second Year - Spring Semester

BI 202	Acts	3 hrs.
CE 202	Introduction to Christian Education	3 hrs.
PM 210	Preaching Lab	1 hr.
PM 222	Pastoral Theology	2 hrs.
PM 250	Pastoral Care	2 hrs.
PS 202	Crisis Counseling	2 Hrs.
SS 202	Marriage and Family	3 hrs.
SS 400	Capstone Course	1 hr.
		<hr/>
		17 hrs.

# Course Planning Guide

## Spring Matriculation

### First Year - Spring Semester

BI 102	New Testament History	3 hrs.
CM 201	Fundamentals of Speech	2 hrs.
H1 101/103	Church History I or II	3 hrs.
PM 104	Spiritual Formation	3 hrs.
PM 222	Pastoral Theology	2 hrs.
PS 202	Crisis Counseling	2 Hrs.
		<u>15 hrs.</u>

### First Year - Fall Semester

BI 106	Basics of Hermeneutics	2 hrs.
EN 101	English Composition I	3 hrs.
EV 101	Introduction to Evangelism	3 hrs.
PM 209	Introduction to Preaching	3 hrs.
TH 101	Theology I	2 hrs.
TBD	Literature Elective	3 hrs.
		<u>17 hrs.</u>

### Second Year - Spring Semester

BI 202	Acts	3 hrs.
CE 202	Introduction to Christian Education	3 hrs.
EN 102	English Composition II	3 hrs.
PM 210	Preaching Lab	1 hr.
PM 250	Pastoral Care	2 hrs.
SS 202	Marriage and Family	3 hrs.
TH 102	Theology II	2 hrs.
		<u>17 hrs.</u>

### Second Year - Fall Semester

BI 101	Old Testament History	3 hrs.
BI 201	Life of Christ	2 hrs.
MA 203	College Math & Algebra	3 hrs.
MUS 134	Introduction to Music	2 hrs.
PM 226	Principles of Pastoral Leadership	2 hrs.
PS 100	General Psychology	3 hrs.
SS 400	Capstone Course	1 hr.
		<u>16 hrs.</u>

# Associate of Applied Science in Youth Ministries

Upon satisfactory completion of the A.A.S. program in Youth Ministries, the graduate should be able to:

1. Devise and articulate a sound biblical philosophy of youth ministry that will address the spiritual, social, emotional, physical, and intellectual concerns of the adolescent life.
2. Demonstrate an understanding of the characteristics of and cultural influences upon today's youth.
3. Develop a Spirit-filled ministry to youth in a church or para-church organization in diverse socio-cultural settings.
4. Acquire methods and material necessary for effective ministry to youth.
5. Mentor young believers in their own devotion to Christ and in becoming effective in their witness and ministry.

## Associate of Applied Science in Youth Ministries

**Total Required Courses = 67 or 68 Credit Hours**

### General Education – 24 or 25 credit hrs.

CM 201	Fundamentals of Speech	2 hrs.
EN 101	English Composition I	3 hrs.
EN 102	English Composition II	3 hrs.
H1 101/103	Church History I or II	3 hrs.
PS 100	General Psychology	3 hrs.
SO 202	Marriage and Family	3 hrs.
TBD	College Math & Algebra or Science	3-4 hrs.
TBD	Literature Elective	3 hrs.
SS 400	Capstone Course	1 hr.

### Biblical Studies – 11 credit hrs.

BI 101	Old Testament History	3 hrs.
BI 102	New Testament History	3 hrs.
BI 201	Life of Christ	2 hrs.
BI 202	Acts	3 hrs.

### Theology and Applied Ministries – 31 or 32 credit hrs.

CE 202	Introduction to Christian Education	3 hrs.
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MUS 134	Introduction to Music	2 hrs.
PM 104	Spiritual Formation	3 hrs.
PM 209	Introduction to Preaching	3 hrs.
PM 210	Preaching Lab	1 hr.
PM 222	Pastoral Theology	2 hrs.
PM 250	Pastoral Care	2 hrs.
YM 133	Youth Discipleship and Evangelism	3 hrs.
YM 203	Youth Pastors: Programs and Ministry	2 hrs.
YM 220	Strategies for Youth Ministry	3 hrs.
TH 101	Theology I	2 hrs.
TH 102	Theology II	2 hrs.
	Electives	3-4 hrs.

# Associate of Applied Science in Youth Ministries

## Course Planning Guide

### Fall Matriculation

#### First Year - Fall Semester

BI 101	Old Testament History	3 hrs.
EN 101	English Composition I	3 hrs.
MUS 134	Introduction to Music	2 hrs.
YM 133	Youth Discipleship & Evangelism	3 hrs.
TH 101	Theology I	2 hrs.
TBD	Literature Elective	3 hrs.
		<hr/>
		16 hrs.

#### First Year - Spring Semester

BI 102	New Testament History	3 hrs.
CM 201	Fundamentals of Speech	2 hrs.
EN 102	English Composition II	3 hrs.
PM 104	Spiritual Formation	3 hrs.
PS 202/SS 212	Crisis Counseling or Sociology of American Youth	2 hrs.
TH 102	Theology II	2 hrs.
		<hr/>
		15 hrs.

#### Second Year - Fall Semester

BI 201	Life of Christ	2 hrs.
HI 101/103	Church History I or II	3 hrs.
TBD	College Math & Algebra or Science	3/4 hrs.
YM 203	Youth Pastors: Programs and Ministry	3 hrs.
PM 209	Introduction to Preaching	3 hrs.
PS 100	General Psychology	3 hrs.
		<hr/>
		17 hrs.

#### Second Year - Spring Semester

BI 202	Acts	3 hrs.
CE 202	Introduction to Christian Education	3 hrs.
PM 210	Preaching Lab	1 hr.
PM 222	Pastoral Theology	2 hrs.
PM 250	Pastoral Care	2 hrs.
YM 220	Strategies for Youth Ministry	3 hrs.
SS 202	Marriage and Family	3 hrs.
SS 400	Capstone Course	1 hr.
		<hr/>
		18 hrs.

# Associate of Applied Science in Youth Ministries

## Course Planning Guide Spring Matriculation

### First Year - Spring Semester

BI 102	New Testament History	3 hrs.
CM 201	Fundamentals of Speech	2 hrs.
EN 101	English Composition I	3 hrs.
PM 104	Spiritual Formation	3 hrs.
PS 202/SS 212	Crisis Counseling & Sociology of American Youth	2 hrs.
TH 102	Theology II	2 hrs.
		<hr/>
		15 hrs.

### First Year - Fall Semester

EN 102	English Composition II	3 hrs.
EN TBD	Literature Elective	3 hrs.
MUS 134	Introduction to Music	2 hrs.
YM 133	Youth Discipleship & Evangelism	3 hrs.
PM 209	Introduction to Preaching	3 hrs.
TH 101	Theology I	2 hrs.
		<hr/>
		16 hrs.

### Second Year - Spring Semester

BI 202	Acts	3 hrs.
CE 202	Introduction to Christian Education	3 hrs.
PM 210	Preaching Lab	1 hr.
PM 222	Pastoral Theology	2 hrs.
PM 250	Pastoral Care	2 hrs.
SS 202	Marriage and Family	3 hrs.
YM 220	Strategies for Youth Ministry	3 hrs.
		<hr/>
		17 hrs.

### Second Year - Fall Semester

BI 101	Old Testament History	3 hrs.
BI 201	Life of Christ	2 hrs.
HI 101/103	Church History I or II	3 hrs.
TBD	College Math & Algebra or Science	3/4 hrs.
PS 100	General Psychology	3 hrs.
YM 203	Youth Pastors: Programs and Ministry	3 hrs.
SS 400	Capstone Course	1 hr.
		<hr/>
		18 hrs.

## **External Studies Certificate**

At Valor Christian College, we have empowered thousands of students through the miracle of impartation so they could be all that God created them to be. These courses are written on a more popular level for the average layman and are not for college level credit. The college trusts these students will cultivate a desire in you to continue your education in a more formal setting. In this series, Valor wants to help you reach some of your educational goals and God-given potential through the External Studies Program. The program is made up of ten courses which center on the practical and Biblical teaching demonstrated at Valor Christian College. Each course contains a video series, an audio series, a textbook and a workbook in print or online. Students complete the material and take the enclosed test in the comfort and convenience of their own home. Upon successful completion, the students will be awarded the External Studies Program Certificate and will be invited to participate in the Valor Christian College graduation exercises. The current offerings of courses are:

### **The Anointing and You**

Learn how to walk in the power and authority God has given you as you learn from the material in this course. You will examine the characteristics of God, the person of the Holy Spirit, the gifts and fruit of the Holy Spirit, and the anointing of the Holy Spirit operational in the life of the believer today.

### **Warfare in the Spirit**

As you study the material in this course, you will learn to fight with the power of the Holy Spirit, how to abide in His presence and how to use the authority God has given you. Explore the war in which the Bible makes extremely clear that the Church of Jesus Christ is involved and examine how this war impacts your daily life.

### **The Book of ACTION**

After the Passion of our Lord and Savior Jesus Christ, He appeared to the disciples and established the church. This course is a study of the triumphant spread of the Gospel through the power of the Holy Spirit from the narrow borders of Judaism into the Gentile world as told by Luke in the Book of Acts. Study how the Gospel was victoriously spread and examine your role and responsibility to carry on the work of the early church.

### **Keys to Abundant Living**

Gain principles that will infuse you with the revelation, knowledge, and anointing of the Holy Spirit to walk out of the barren places in your life and into a continual downpour of His blessings.

### **Faith: The Foundation of Victory**

This fundamental course will teach you the importance of faith and victory in your life. The principles of “mountain-moving” faith are examined and applied to your life. The course will enable you to withstand every storm of life.

### **God’s Original Intent–Defending Truth/Shaping Culture**

This course will examine the present state of morality in our society. The student will be equipped to help shape the culture with the eternal truths of God’s Word.

### **Kingdom Dominion – Your Right as a Believer**

Dominion power is the right of every believer. Learn how to walk in Dominion Power and advance the glorious kingdom of God through the earth.

### **Prayer: God Communication**

Learn what prayer is and how prayer can help the believer live a victorious life. The seven types of prayer recorded in the Bible as well as the basis of answered prayer are studied. The student will learn how to be an effective prayer warrior for God’s Kingdom.

### **Christian Apologetics: Worldview**

See how a biblical mindset impacts Christians’ obligation to be salt and light in their communities. Features The New York Times best-seller *Culturally Incorrect* and *Silent No More*, was hailed as manifesto for the values voter movement.

### **Eschatology: Prophecy and Perspective**

Discover how Bible prophecy shapes the Christian worldview and reveals that Jesus is coming soon. This course features current prophetic teaching by Pastor Parsley on the end times and the book *Revelation Unveiled* by Tim LaHaye.



# COURSE DESCRIPTIONS

Courses are divided in three primary divisions: Arts and Sciences, Bible and Theology, and Church Ministries.

## Division of Arts and Sciences

**CM 201      Fundamentals of Speech      2 hrs.**

A course designed to introduce the student to the principles of public speaking, including research, analysis, organization, writing, and delivery.

**EN 013      English Fundamentals      3 hrs.**

A developmental course in the fundamentals of grammar, punctuation, paragraph development and essay structure required for students with a score of 16 or less on the English portion of the ACT or less than 420 on the verbal portion of the SAT. No college credit is given. Must be taken the freshman year. Upon successful completion of this course, students must enroll in EN 113 English Composition I.

**EN 023      College Reading Skills      3 hrs.**

A course designed to develop basic reading skills necessary for active reading and effective learning in college. A number of skills are taught that will enhance comprehension, critical reading, and expanding textbook reading skills. Required for students with a score of 15 or below on the ACT Reading or 340 or below on the SAT verbal.

**EN 101      English Composition I      3 hrs.**

A course designed to improve communication skills through a study of the thesis, paragraph, and basic essay structure. A thorough review of English syntax and grammar with emphasis on the verb is undertaken. Standard word usage and spelling skills are also addressed.

**EN 102      English Composition II      3 hrs.**

Prerequisite: EN 101 (or equivalent). A course designed to reinforce the skills covered in English Composition I, reviewing paragraph development, unclear sentence structure, the need for variety and emphasizing writing style and vocabulary development. New areas covered include pronoun language, and the process of research writing. A major composition in the form of a persuasive research paper is required.

**EN 133      Journalism I      3 hrs.**

Prerequisite: EN 113 A study of reporting and writing news, specifically related to the organization and operation of a newspaper. Students learn how journalistic writing differs from expository writing, what makes a good story, and how to write and submit stories to newspapers. Principles of journalism are applied specifically to church promotion. EN 141 Journalism Lab must be taken concurrently.

**EN 141 Journalism Lab 1 hr.**

Prerequisite: EN 113 and instructor's approval. Hands-on experience in publication of the student newspaper or the school yearbook; includes work in news writing, editing, editorial and feature writing, and layout. May be taken for a total of three semesters.

**EN 223 American Literature 3 hrs.**

Prerequisites: EN 113 and EN 203. A study of selected American literary works from the pre-colonial period to the twentieth century. A general overview of the major authors and works of American literature. The course surveys writings from the Puritan period through the early 20th century.

**EN 243 English Literature 3 hrs.**

A survey course emphasizing general analysis and techniques in English writing. Readings from prose, fiction, theatre, and soliloquy are included. Various genres and time periods will also be explored, giving opportunity for analytical and evaluative essays. Prerequisites: EN 113 and EN 203.

**EN 333 Children's Literature 3 hrs.**

An overview of the field of children's literature. Special attention is given to literary and artistic standards of each genre, significant titles and trends in secular and Christian markets, methods of selecting, adapting, preparing, and presenting stories. Students have the opportunity to read and present several stories. Prerequisites: EN 113 and EN 203.

**EN 343 Creative Writing 3 hrs.**

Prerequisite: EN 113. Techniques of writing fiction, drama, and poetry for publication. Manuscript presentation and marketing skills are discussed.

**EN 353 Adolescent Literature 3 hrs.**

Prerequisites: EN 113 and EN 203. A study of literature appropriate for middle school and high school age students. Special attention is given to literary and artistic standards of each genre and significant titles and trends in secular and Christian markets.

**EN 493      Topics in Literature      3 hrs.**

A survey of contemporary literature with an emphasis on the early 20<sup>th</sup> century to present. English writings and American fiction will be examined.

**GOV 101      American Government      3 hrs.**

The course is a study of the institutions and processes of American government and politics at the national, state and local levels, with attention to policymaking and the relationship between citizenship and Christian faith. A practical hands-on experience of ministry will be included within the context of the Center for Moral Clarity.

**HI 101      Church History I      3 hrs.**

A survey of the expansion of Christianity from Pentecost to the Reformation, with special attention given to major historical movements, leaders, and theological issues.

**HI 103      Church History II      3 hrs.**

A survey of the expansion of Christianity from the Reformation to the present, with special attention given to major historical movements, leaders, and theological issues.

**HI 104      Western Civilization I      3 hrs.**

A survey of history from the earliest times to 1500 A.D. Attention is given to the political, military, and cultural aspects of early and medieval civilizations that formed the western tradition. Emphasis is given to religious aspects of history in this time period.

**HI 204      Western Civilization II      3 hrs.**

A survey of history from 1500 A.D. to present. Attention is given to the political, military, and cultural aspects of modern civilizations that matured and molded the western tradition. Emphasis is given to religious aspects of history in this time period.

**HI 253      Roots of Revival      2 hrs.**

The course is a survey covering the literature, culture and worldviews of the Church emphasizing the leaders of the different revival movements through the Church's history. Particular attention will be given to the contribution of these leaders and their lives in leading the church in its responsibility to influence the world for Christ. The students will study spiritual genealogy and prepare their own spiritual genealogy.

**HI 313 United States History I 3 hrs.**

The social, economic, and political development of the United States from the Colonial Period through the Civil War.

**HI 323 United States History II 3 hrs.**

The social, economic, and political development of the United States from the Civil War to the present day.

**HI 343 Pentecostal and Charismatic History 3 hrs.**

A concise history of Christianity as seen through the outpourings of God's Spirit on faithful men and women. Special attention is given to movements and leaders associated with Charismatic phenomenon including revivals, healings, miracles, signs and wonders.

**MA 103 Fundamentals of Math 3 hrs.**

A course studying the fundamentals of the arithmetic of whole numbers, integers, fractions, and decimals. Topics include addition, subtraction, multiplication, and division. Students study percents, ratio and proportion, and solve equations. Required for students with Math ACT below 16 or SAT Math below 370.

**MA 203 College Math and Algebra 3 hrs.**

Prerequisite: Math 100 or an ACT score of 16-26, SAT 370-609.

This course studies the algebra and mathematics necessary to solve problems that involve critical thinking skills and uses the basic laws of science, consumer math and statistics. Topics include story problems, quadratic equations, exponents, polynomials, factoring, percentages, and linear equations.

**PH 203 Introduction to Philosophy 3 hrs.**

An overview of philosophical concepts and terminology with a general introduction to the nature, purposes, problems, and methods of philosophical inquiry. This course is intended to enhance the student's use of logic and critical thinking, to interact with a diversity of viewpoints, and to formulate a Christian worldview.

**PS 100 General Psychology 3 hrs.**

The basic facts, principles, and methods of psychology. An emphasis is placed on fundamental principles underlying normal human behavior.

**PS 101 College Success 2 hrs.**

Combines theory and practice in learning skills needed for success in college and life, such as study skills, time management, building relationships and managing money. This course also includes a review of basic English grammar for the college student. Students with a Bachelor's degree or higher or with 24 or more semester hours of college credit, having received a minimum of 3.0 overall GPA, can petition to be given credit for the course.

**PS 202 Crisis Counseling 2 hrs.**

This course is designed to provide the student with an approach to counseling that responds to crisis situations. The nature of crises in human experience is surveyed. Effective counseling responses rooted in counseling theory and technique, Pentecostal theology, pastoral care, and Scripture are analyzed. Students develop a crisis counseling approach which is informed about crisis in human life and the Church.

**PS/CE 203 Educational Psychology 3 hrs.**

The factors underlying growth and development of the whole individual, especially during the school years. Attention is given to dynamic and intelligent behavior, individual differences, principles and techniques involved in all learning, problems in education, and intelligent living.

**PS 213 Child Growth and Development 3 hrs.**

A study of the physical, mental, and personality growth from conception to adolescence. Relationship of environment to this development, problems confronting teachers and parents in the home, school, church and community. Attention is given to the educational needs of the exceptional child (emotionally, mentally and spiritually).

**SC 201 Physical Science Lab 1 hr.**

These experiments correspond to what is taught in SC 202 Physical Science as a class.

**SC 202 Physical Science 3 hrs.**

Many of the facts, laws, and theories of the physical sciences including physics, chemistry, geology, astronomy, and meteorology. The scientific method is explained and critiqued.

**SC 221      Biology Lab      1 hr.**

These experiments correspond to what is taught in SC 223 Biology as a class.

**SC 223      Biology      3 hrs.**

An introductory study in the basics of biology, focusing on human organ systems. Through lecture and laboratory exercises, students will learn general life processes, and how these apply to the world in which we live.

**SS 101      Introduction to Sociology      3 hrs.**

An introduction to the understanding of culture and the principles of human Interaction. Basic concepts of culture, subculture, collective behavior, social institutions, and personality are covered.

**SS 202      Marriage and Family      3 hrs.**

This course is a survey of Scriptural guidelines concerning family relationships, with a special emphasis on the relationships between husband and wife and the relationships between parents and children. Also included are strategies for overcoming obstacles to fulfilling relationships in all stages of life, as well as an emphasis on cultural and moral challenges in maintaining a distinctively Christian witness.

**SS 400      Capstone Course      1 hr.**

The capstone course is designed to integrate coursework, skills, knowledge, and practical experience to enable the student to demonstrate mastery of learning across the larger curriculum in order to be successful in their initial employment and career advancement. The assignments must demonstrate that students have mastered the aims and objectives of their degree program through writing skills in research papers, critical thinking used in case studies/life application, oral skills in class presentations, and professional identity and ethics through the development of a portfolio, and leadership capacity reflected through projects and practicum.

## **Division of Bible and Theology**

**BI 101      Old Testament History      3 hrs.**

A historical and thematic survey of the Old Testament, with particular attention given to the cultural, historical, and geographical background of the literature, and to practical applications of major Old Testament themes and theological issues. Special emphasis is placed on the connections of Old Testament Literature with New Testament Literature as the standard for Christian faith and practice.



**BI 224 Old Testament Poetic Literature 2 hrs.**

A study of the Old Testament Poetic Literature including Job, Psalms, Proverbs, Ecclesiastes and Song of Solomon. Attention is given to the nature, purpose, function, types and growth of poetry and wisdom literature in ancient Israel. The course also gives attention to the hermeneutical principles used in interpreting these books.

**BI 266 Old Testament Prophecy 2 hrs.**

This course is a survey of major and minor prophets in the Old Testament, including the world in which they lived and ministered, the cultural and political conditions that existed during their ministry and the relevance and effect of their message.

**BI 267 Interpreting the Psalms and Proverbs 2 hrs.**

The course is a study of the unique style and content of Psalms and Proverbs. The course addresses authorship and the times of each of the writings, as well as present day life applications.

**BI 311 Old Testament Intensive 2 hrs.**

Selected biblical topics in the OT. This course deals with individual books, a group of books or topics relating to the Old Testament. The books or topics are studied in a regular class or seminar and needs the approval of the college administration or professor.

**BI 321 New Testament Intensive 2 hrs.**

Selected biblical topics in the NT. This course deals with individual books, a group of books or topics relating to the New Testament. The books or topics are studied in a regular class or seminar and needs the approval of the college administration or professor.

**BL 263 Introduction to Hebrew 3 hrs.**

This course will introduce the study of the basic elements of the Hebrew Language used in the Old Testament. Students will learn the major components of the Hebrew verb system, nouns, prepositions, and other parts of the language. Students will read aloud and translate basic sentences. Students will practice reading and translating sentences from the textbook as well as verses from the Hebrew Bible.

**TH 101 Theology I 2 hrs.**

A Biblical study of Theism, Bibliology, Theology, Anthropology and Hermeneutics. Special attention will be given to applied apologetics.

**TH 102 Theology II 2 hrs.**

A Biblical study of Christology, Soteriology, Pneumatology, Ecclesiology and Eschatology. Special attention will be given to applied apologetics.

**TH 203 Eschatology 3 hrs.**  
The course is a theological study of end-time teachings as revealed in the apocalyptic writings of the Bible. Specific attention will be given to the signs of the times, the great tribulation, the Church and the Kingdom of God.

## **Division of Church Ministries**

The Division of Church Ministries includes Communications/Media, Evangelism, sions, Pastoral and Youth. These subdivisions appear in alphabetical order in t catalog.

**CE 202 Introduction to Christian Education 3 hrs.**  
This course is a study of the basic principles and theory of Christian Education within the local Church. The student will develop a personal philosophy of Christian Education. The course introduces age characteristics and needs, as well as different teaching and learning methods.

**CE/PS 203 Educational Psychology 3 hrs.**  
The factors underlying growth and development of the whole individual, especially during the school years. Attention is given to dynamic and intelligent behavior, individual differences, principles and techniques involved in all learning, problems in education, and intelligent living.

**CE 252 Christian Education in the Local Church 2 hrs.**  
This course is an advanced study of the principles and practices of teaching in the local church. The basic principles of leadership and management of a program of Christian education in the local church will be discussed. Students will learn how to teach, disciple and mentor to enable the Christian to be a true disciple of Christ.





**CM 280      Media Script Writing and Media Directing      2 hrs.**

Explores the art and craft of writing a screenplay. Course studies concepts of writing, structure, action, conflict, and resolution. Students analyze published scripts and write original works. Student will use an original script and produce it as a Final project. Prerequisites: CM 111.

**CM 321      Final Cut Editing Suite      3 hrs.**

Study of post editing techniques in a Mac format using Final Cut Pro, Live Type, Soundtrack, In Motion, and DVD Studio. Includes story telling with studio and on location shooting. Video projects required. Prerequisite: CM 123.

## **Sub-Division of Church Ministries: Evangelism**

**EV 001      Field Work in Evangelism      1 to 3 hrs.**

Appropriate field experiences for credit. This is done by upperclassmen under the direction and sponsorship of a faculty member.

**EV 013      Seminar in Evangelism      1 to 3 hrs.**

This course is a study of evangelistic campaigns, materials, accommodations, preparation and publicity, altar services, conventions, finances, and ministerial ethics.

**EV 101      Introduction to Evangelism      3 hrs.**

The course provides the student with an introductory overview of the ministry of evangelism. Emphasis is placed on developing a Christian worldview that engages the culture with the Good News. Students will develop a biblical and theological understanding of evangelism and will be equipped to be more effective in personal evangelism.

**EV 110      History of Revivalists      2 hrs.**

A concise historical survey of the lives of significant leaders who gave themselves to repentance and prayer, hungering for revival fires in their generation.

**EV 112      Strategies for Evangelism and Discipleship      2 hrs.**

A biblical theology of the Great Commission. The course presents an in-depth study of evangelism and discipleship principles with special emphasis on the integration of these disciplines within the context of the local Pentecostal church. Emphasis is given to the presentation of a biblical, God-centered Gospel and our Lord's approach to disciple-making.



**EV 312 Power Encounter Evangelism 2 hrs.**  
A comprehensive study of the relationship of the supernatural to the ministry of evangelism. Old Testament background, New Testament precedent, church history, Pentecostal, charismatic, and third wave movements are examined, as well as contemporary applications.

**EV 353 Personal Evangelism Practicum 3 hrs.**  
Prerequisites: EV 112 and permission of instructor. First-hand knowledge and experience in personal evangelism. Students are also given insight into planting and administering a Teen Challenge program. The student is required to live at the Teen Challenge center and work as a staff worker.

**EV 443 The Evangelist's Life and Ministry 3 hrs.**  
The biblical basis, spiritual requirements, functions, and ethics of evangelistic ministry. The course explores the history and practice of the ministry of the evangelist. Attention is given to the preparation and preaching of the evangelistic sermon, the altar service, and the scheduling and promotion of evangelistic services. Changing paradigms of evangelistic ministry and their impact upon the local church are also considered.

### **Sub-Division of Church Ministries: Missions**

**CM 201 Fundamentals of Speech 2 hrs.**  
A course designed to introduce the student to the principles of public speaking, including research, analysis, organization, writing, and delivery.

**CM 202 Intercultural Communications 3 hrs.**  
A course designed to introduce the student to the art of communication for ministry in various cultural settings. The course examines the vital role culture plays in spreading the Gospel with emphasis on the origins and development of people groups from a cross-cultural perspective. Students learn to apply communication skills through hands on experiences in various situations.

**CM 204 Ministry Communications 3 hrs.**  
The course is an advanced study in communications within the ministry context. Preparation of various projects will be the focus of the course to emphasize preaching and teaching through multiple communication mediums. The areas of focus will include: illustrated sermons; amplification systems; Biblical drama; ministry newsletters, pamphlets and other multi-cultural written communications; and PowerPoint, web based, video and other multimedia communications.

- HI 105 History of Missions 2 hrs.**  
A study of the methods, principles, aims and progress of Apostolic missions. Various periods of the missionary endeavor through the rise of Islam, the Reformation, William Carey, Adinirum Judson and the period for modern missions are studied.
- HUM 104 Comparative Religions 3 hrs.**  
This course is a historical survey of current world religions and sects emphasizing the major beliefs, literature, culture, worldviews and ethics of various religions.
- MI 101 Introduction to Missions 3 hrs.**  
A general overview of missions which examines missionary principles and practices from Biblical, historical and cultural perspectives and helps students formulate a personal approach to missions.
- MI 201 Life and Work of the Missionary 2 hrs.**  
A study of the qualifications and training for missionary service. The course considers the personal development, social relationships, and cultural adjustments of the missionary. The individual, family, and mission life cycles are explored and application is made to life and ministry in various regions of the world.
- MI 240 Missions Seminar 2/3 hrs.**  
A highly condensed course of studies of missions policies of major missionary organizations. Included are methods of evangelism in foreign lands, the Christian approach to followers of non-Christian religions, linguistics, and maintaining the spiritual life on the mission field. Mission's promotion through photography, films, printed material and other materials are also covered.
- SS 293 Cultural Anthropology 3 hrs.**  
The cultural diversities among the peoples of the world. The course places emphasis on such things as social structures (including the family), religion, language, art, and technology among various societies. Special attention is given to cultural mores to provide a basis of understanding of how to take the Gospel to people from differing backgrounds.

**TH 105      Biblical and Theological Basis of Missions      2 hrs.**

This course provides a foundation for the Biblical and theological emphasis toward missions and how it applies in the church and the lives of the individual today. The course explores various roles of the missionary and incorporates general guidelines for national study and practicalities for missionary preparedness.

**Sub-Division of Church Ministries: Music**

**MUS 101      Fundamentals of Music Theory      3 hrs.**

The course is a study of music fundamentals. The course includes an integrated approach to the development of basic musicianship, including the study of musical notation and terms.

**MUS 104      Music Theory I      3 hrs.**

Prerequisite: Grade of "C" or above for MUS 101 or permission from instructor. A study of written and keyboard harmony, intervals, triads, chord progressions, simple cadences, non-harmonic tones, melodic organization, and analysis.

**MUS 106      Sight Singing and Ear Training I Lab      0.5 hr.**

Development of sight singing and ear training skills. The course includes dictation of melody, rhythm, harmony and melodic interval identification. Must be taken concurrently with MUS 104.

**MUS 107      Keyboard Harmony I      1 hr.**

A course designed for students with minimal piano training. Group instruction includes simple sight reading in treble and bass clefs, improvisation and beginning keyboard techniques, including all major scales and arpeggios.

**MUS 108      Keyboard Harmony II      1 hr.**

Prerequisite: MUS 107. The course is a continuation of MUS 107, including notation, scales, key signatures, simple intervals, sight-reading, improvisation, keyboard technique in all major and harmonic minor scales and arpeggios and selected chord progressions.

**MUS 121      Praise and Worship Leadership I      2 hrs.**

The course is an introduction to foundational Biblical and theological principles of praise and worship, with special focus on the worship patterns present in the Tabernacle of Moses, as well as early Christian church expressions of worship.

**MUS 122 Praise and Worship Leadership II 2 hrs.**

Prerequisite: MUS 121. The course introduces the student to the various aspects of worship leadership and the musical mechanics involved in the implementation of praise and worship leadership. The student will have the opportunity to lead praise and worship in various situations within the music ministries of World Harvest Bible College.

**MUS 131 Class Voice 1 hr.**

The class is an elementary lab course in singing. This course includes the study of voice production and principles of singing employing both group and individual techniques. The course meets 2 hours per week.

**MUS 134 Introduction to Music 2 hrs.**

A Biblical and practical approach to Pentecostal worship in the local church. The study includes the planning of each aspect of a service as well as various types and settings in order for worship to be developed and maintained. Course is designed for non-Music Ministry concentration students.

**MUS 151,152, 251, 252 College Choir I, II, III, IV 0.5 hr.**

Prerequisite: Audition for non-Music Ministry concentration students. A lab course designed to give students experience in performing appropriate choral literature in a church setting. The course is required for all Music Ministry concentration students. The course meets 2 hours per week.

**MUS 203 Music Theory II 3 hrs.**

Prerequisite: A grade of "C" or above for MUS 104 or permission from instructor. The class is a continuation of MUS 104. This course includes the study of four-part voice leading, harmonic progression, seventh chords, secondary dominants and leading tone chords.

**MUS 205 Sight Singing and Ear Training II Lab 0.5 hr.**

Prerequisites: MUS 104 and MUS 106. A continuation of MUS 106. This course involves the identification of chords in inversions, two-part melodic dictation, rhythmic dictation and advanced sight singing in both major and harmonic keys. Must be taken concurrently with MUS 203.

**MUS 210 Contemporary Worship Composition 2 hrs.**

Prerequisites: MUS 108 and a grade of "C" or above for MUS 203 or permission from instructor. A course designed to introduce various song writing theories, developing song structures, writing effective lyrics, com-

posing melodies and assembling proper chord structures. Course includes original work.

**MUS 211 Music History 3 hrs.**

Prerequisites: MUS 122 and MUS 104. A survey of music in Western Civilization from the middle ages to the present. The course includes listening examples, score analysis and other audible style characteristics.

**MUS 212 Hymnology 3 hrs.**

Prerequisite: MUS 211 or permission from instructor.

The course is an examination of the nineteenth and twentieth century Gospel hymns and their use in the Christian church today. This includes a survey of the development of hymnody from the Early Church to contemporary usage.

**MUS 225 Fundamentals of Conducting 2 hrs.**

Prerequisite: MUS 122. A practical lab course designed to study the fundamental techniques of conducting choral and instrumental music, principles of interpretation and rehearsal techniques.

**MUS 226 Church Music Administration 3 hrs.**

Prerequisite: MUS 122 or permission from instructor. The course provides a working knowledge of the administrative and organizational aspects of a local church music program. Focus is given to service planning, developing worship teams, budgeting, community involvement, sound systems and theatrical lighting.

**MUS 250 Music in the Pentecostal Church 2 hrs.**

A Biblical and practical approach to Pentecostal worship in the local church. The study includes the planning of each aspect of a service as well as the various types and settings in order for worship to be developed and maintained. Students would be responsible for helping plan and implement chapel services and special services at WHBC.

## Sub-Division of Church Ministries: Pastoral

**MS 251 Principles of Church Planting 3 hrs.**

Deals with the expansion of the Kingdom of God through the planting of divinely patterned local churches. Basic principles for planning and starting a church will be discussed. Focus is given to help students discover and align God's purpose for their life with His plan for the Local Church, and the Last Days Harvest.

**PM 103 Christian Ethics 3 hrs.**

A Christian perspective on the science of human duty is presented along with a discussion of the major problems and both ancient and modern solutions.

**PM 104 Spiritual Formation 3 hrs.**

This course focuses on the development of the fruit of the Spirit in the believer's life, with biblical emphasis on the spiritual disciplines necessary to accomplish growth in grace and the development of Christian life. It also deals with the concept of biblical authority.

**PM 201 Church Ministry Seminar 3 hrs.**

The course surveys the student's calling and helps the student give definition to that calling within the five-fold ministry. The different ministries of the local church are surveyed. The student will have the hands on opportunity to organize and develop a project within the framework of the ministry of World Harvest Church.

**PM 209 Introduction to Preaching 3 hrs.**

This course is the study of the process of communication through the art of preaching. Attention is given to sermon construction, outline and delivery technique.

**PM 210 Preaching Lab 1 hr.**

Prerequisite: PM 209

A course designed to implement the homiletical instruction received in Introduction to Preaching. Various types of sermons are assigned to the student throughout the semester in an attempt to promote the development of individual style. The course consists of two hours of lab on a weekly basis for one semester and is designed for practical in-class sermon delivery.

**PM 213 Principles of Prayer 2 hrs.**

This course is an introduction to both instruction and application regarding the various kinds of prayer, with an emphasis on the necessity of faith and

the reality of the spiritual world.

**PM 220 Homiletics 3 hrs.**

A study will be made of the fundamentals of preaching, providing principles of outline construction and delivery techniques. A survey of various sermon types and technical aspects of each will be made.

**PM 222 Pastoral Theology 2 hrs.**

The administration, organization, and polity of the church. This course will also examine church ordinances, public relations, pastor-board relations, and management of church staff.

**PM 226 Principles of Pastoral Leadership 2 hrs.**

The course will provide the student with an understanding of the Biblical and Theological aspects of Christian leadership and how to develop as a leader called to serve the body of Christ.

**PM 231 Molding Through Mentorship 2 hrs.**

This course unites practical application and leadership development through the relationship of the mentoring process. Careful scrutiny of "the why's", and "the how's" of leading people in a multifaceted society will be learned through observation and close relationship with a mentor actively involved in that process. Practical application and development of ministry concepts are the goals for the 2-semester experience under the guidance of the ministry supervisor. The experience allows the student to learn by being involved in the observation, contemplation and practice of ministry.

**PM 233 Foundation of Children's Ministries 3 hrs.**

Surveys programs, planning and outreach strategies, and basic concepts of ministering to children in the current culture. Seeks to provide an understanding of biblical basis and concepts of ministering to children, role of the parents in children's ministries, and role of the Children's Pastor with regards to lay leaders/workers, Senior Pastor and other staff members, parents/guardians, and the church in general.

**PM 252 Pastoral Care 2 or 3 hrs.**

The course is a study on the work of the pastor as the shepherd and caregiver to God's people within the community of faith. Practical applications within this class will encompass hospital and home visitation, mock weddings, funerals, baptisms and communion, and Christian counseling and deliverance as a tool for the pastoral ministry.

**PM 255 The Making of a Leader 2 hrs.**

A practical course designed to deepen the student's understanding of the business operations of a ministry, including the various behind the scenes

methods in which ministries are operated. The course examines the structure, finances, the leadership authority and the outreach aspects of a charismatic ministry. The course also provides a Biblical foundation for the family of the minister.

**PM 261 Ministry Capstone 1 hr.**  
Men and women of notable ministries serving in one or more of the five-fold ministry gifts are brought to WHBC as available to share with the third year students about their journey in ministry and the wisdom they have obtained from the journey. Testimonies and presentations from the student's ministry experiences will also be shared. Students will take responsibility for coordinating and leading morning prayer through assigned teams.

**PM 260 Visionary Leadership 3 hrs.**  
This course is a study on the concepts of visionary leadership methods and how to develop a clear sense of mission. An analysis of current strategies for key management challenges will be examined to include: strategic planning, team building, budgeting, forecasting, organizational structure, assessment and evaluation and other vital areas that promote organizational success.

**PM 263 Building Children's Ministries 3 hrs.**  
Planning and promoting programs and events that minister to children. Includes instruction on using puppets, video, human video, and drama. Fundraising and budgeting are covered as well as developing children's church services, vacation Bible schools, neighborhood outreaches, disciplining children, and ministering to families. Pre-requisite PM 233, Foundations of Children's Ministry

**PM 266 Dynamics of Team Leadership 2 hrs.**  
This course will provide insights into leadership relationships, developing teams, coaching and diagnosing team effectiveness, empowerment, servant leadership, and the internal / external effects that team building has on the organizational community.

**PM 269 Effective Leadership 2 hrs.**  
This course focuses on the development of leadership skills, gift and talent recognition, current leadership theories, directing in cultural transitions, motivating people, understanding personalities, vision-casting, and adapting and innovating in the face of challenges.

**PM 271 Leadership in Ministry 2 hrs.**

This course examines the biblical principles of leadership formation, to include a scriptural foundation for methods and structure in leading the local church. Steps for a biblically successful ministry will be studied, along with the role of the leader in the business and financial operations of the church.

**PM 277 Leadership Practicum I 2 hrs.**

This course will provide practical application of leadership skills through assigned projects and hands-on experience in leading groups, developing productions and directing outreaches.

**PM 278 Leadership Practicum II 2 hrs.**

This course will provide practical application of leadership skills through assigned projects and hands-on experience in leading groups, developing productions and directing outreaches that are on an advanced level.

### **Sub-Division of Church Ministries: Youth**

**PM 104 Spiritual Formation 3 hrs.**

This course focuses on the development of the fruit of the Spirit in the believer's life, with emphasis on the spiritual disciplines necessary to accomplish growth in grace; as well as the concept of authority, including the consequences of obedience and rebellion and proper relationships between those in authority and those under authority.

**PM 209 Introduction to Preaching 3 hrs.**

This course is the study in the process of communication through the art of preaching. Attention is given to sermon construction, outline and delivery technique

**PM 210 Preaching Lab 1 hr.**

Prerequisite: PM 209. A course designed to implement the homiletical instruction received in Introduction to Preaching. Various types of sermons are assigned to the student throughout the semester in an attempt to promote the development of individual style. The course consists of two hours of lab on a weekly basis for one semester and is designed for practical in-class sermon delivery.

**PM 222 Pastoral Theology 2 hrs.**

The administration, organization, and polity of the church. This course will



people that he or she will be responsible to work with. Emphasis will also be placed on management skills, vision, the role, and responsibilities of the youth pastor, personal growth, integrity, and legal issues in ministry. The course will also help the prospective youth pastor properly design a two-year comprehensive youth ministry program based on the things learned in YM 220.

**YM 220 Strategies for Youth Ministry**

**3 hrs.**

Provides a comprehensive philosophy of youth ministry. Goal setting, writing a mission statement, the call of a youth pastor, and developing a personal philosophy of youth ministry are covered. Students learn to develop a youth program consistent with their philosophy of youth ministry. Practical aspects covered include: planning youth events, church calendar logistics, and developing a teaching/preaching schedule.







# **STUDENT ORGANIZATIONS**

## **Student Ministry Opportunities**

The student of Valor Christian College is preparing himself/herself to help others through full-gospel ministry. Concern for others doesn't stand idle until graduation, as students are involved voluntarily in some ministry while at college. Student Ministry is divided into several broad areas:

- OSU Outreach
- Nursing Homes
- Battered Women's Shelter
- Hope Centers
- Kid Harvest
- Next Harvest
- Latin Harvest
- Women's Clinic of Columbus
- WHC Music
- Prison Ministry
- Remnant
- Drama Team

Each ministry area is led by a student coordinator. The coordinators function together as a council to assist new students in finding places of ministry within the various ministry activities of the student body.

## **College Choir**

This choir is the official choral organization of Valor Christian College. The choir is featured at baccalaureate and commencement exercises.

## **Class Officers-Elections**

Class officers are elected for the forthcoming year at the last class chapel of the spring semester. Election for the Freshman class is an exception. This election occurs at the conclusion of the first six weeks of the fall semester.

## **Student Government Association**

The objectives of the Student Government Association shall be to serve as the executive organization of the student body; to act as liaison between the student body, faculty, and administration; to interpret student opinion; to assist in the orientation program for new

students; to recommend to the proper authorities any action which it believes will contribute to the spiritual, social, and academic welfare of the school or student body; and to cooperate with the Administration.

## **Justice League**

A student ministry/service organization established to evangelize and reach out to those in the Columbus metropolitan area. There are several groups within the Justice League that are all student led.

## **Remnant**

Remnant is a select group of anointed Valor Christian College students who travel to churches from coast to coast with their anointed ministry of song, rap, dance, and drama. At the beginning of each semester, Remnant tryouts are held and members are determined by a dance tryout as well as a personal interview.

## **Facebook**

Valor has a Facebook listed at [www.facebook.com/valorcollege](http://www.facebook.com/valorcollege). Some students are assigned to post pictures, articles, or upcoming events on this page. It reflects campus life in general by seeking to report or highlight special areas of interest to current and potential students.

## **Student Missions Association**

This is a group of students who have a burden for the lost people groups of the world. The Student Missions Association sponsors talks by missionaries, an annual international dinner and missions trips.

## **Care**

Care is a group for married couples and single parents. This group plans special events like a Thanksgiving Celebration, Christmas cards exchange, and Resurrection Seed Projects. It also provides for the special needs of those who are faced with a crisis or who need special assistance.

## **Alumni Association**

Active membership of the Valor Christian College Alumni Association consists of all former students of the school. Our alumni association is composed of over 7,500 people. All alumni are encouraged to join classmates online.

## **Summer Programs**

Valor Christian College offers extensive summer school programs during May and June. Students who enroll for the summer terms will find comprehensive offerings in both required and elective subjects, as well as some specialized areas. The summer sessions usually begin the first Monday after commencement and usually end during the first week in July. Applications for admission to summer school can be made to the Enrollment Services Office. An application and schedule of classes can be found on the Valor website. The administration reserves the right to cancel classes of less than 10 students. Residence hall rooms, tuition, and music fees are listed in the section on financial information. The cafeteria does not operate during the summer sessions. A fifty percent refund on tuition will be allowed any time during the first week of any summer session. After that date, no refund will be granted. A 100% refund is given only for courses dropped before the first day of the session. Registration and fees are not refundable.

### **Summer Internship**

Summer internship is available to select students. The internship program introduces students to various ministry departments at World Harvest Church. Students gain practical experience learning how various church departments function and their contribution to the ministry as a whole. Student may reside in the dormitories without cost while participating in the internship program.

### **Graduation Rate**

The graduation rate for Valor Christian College as reported through the IPEDs for the school year 2010-11 for full and part-time degree or diploma-seeking students is 85%.

### **Job Placement Rate**

The job placement rate for Valor Christian College for school year 2009-10 was 86%.

### **Graduation Under a Particular Catalog**

A student may graduate under the requirements of the catalog in force during the semester in which first enrolled, provided that the student is continuously enrolled during the regular semesters (excluding summer school). However, a student may also graduate under the requirements of the current catalog.



# **STUDENT DEVELOPMENT & SERVICES**

## **Athletics**

The athletic programs of Valor Christian College are supervised by the athletic director under the auspices of the President. Valor Christian College furnishes intramural competition in basketball, flag football, and various other sports. Christian sportsmanship and physical development (I Timothy 4:8) are the goals of the athletic program at Valor Christian College. The college is an active member of the Ohio Collegiate Athletic Conference.

## **Automobiles**

All students bringing cars to Valor Christian College are required to carry public liability and property damage insurance following the State of Ohio requirements.

## **Crime Statistics Report**

Under the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, the Department of Education requires the recording and reporting of crime activity on college campuses nationwide. In an effort to communicate this information to our students, the crime report is available on the Valor website and at the Security Department.

## **Employment**

Valor Christian College maintains an employment referral service to assist students in finding part-time employment. Names of prospective employers provide students with valuable leads in securing work. Students must exercise their own initiative in contacting employers. Students who plan to work part-time while in school will find it advisable to come to Valor Christian College with sufficient funds to pay their first semester's expenses.

## **Student Handbook**

The Student Handbook contains school regulations and policies governing student life and activities at Valor Christian College. All students are required to read and abide by these policies.

## **Housing Policy**

All unmarried students are expected to live in the Residence Halls. Residence Halls are required for those 35 years or younger except where the student is still living with parents or immediate relatives. Older students are encouraged to stay in the residence halls if space is available. If available one wing of the residence hall is reserved for older students to provide for a quieter environment.

## **Counseling**

Students who need counseling are referred to Christian counseling. A list of referrals is available in the dean of students' office.

## **Student Insurance**

All students attending Valor Christian College are highly recommended to carry health insurance. Personal belongings such as furniture, clothing, stereos, etc., in the residence halls, are not covered by the College insurance. A Renter's Insurance Policy or a Personal Items Rider under their parent's insurance may be purchased to cover personal belongings. This insurance is normally very inexpensive.

## **Placement Service**

The president's secretary and dean of students are available to all students in:

- Assisting students to obtain the kind of ministry for which they have prepared themselves.
- Furnishing inquiring students' accurate information regarding the opportunities in different fields of ministry.
- Provide a list of job opportunities or church openings.

Pastors, area directors, and regional directors of the World Harvest Church Ministerial Fellowship are encouraged to contact the president's office or the Dean of Students about ministry openings. When possible, personal interviews are arranged. Graduating students are asked to register with the placement service so that pertinent information is always available.

## **Telephones**

Students are required to provide their own telephones. Phones on campus require you to use a phone card or to make a collect call.

## **Missionary Internship**

Each summer, selected students of Valor Christian College may be given the opportunity to gain practical experience in missions by working on foreign or home mission fields under the direction of experienced missionaries. Students are selected as missionary interns on the basis of scholarships, missionary call, and activity in practical

Christian service at Valor Christian College. Candidates must be approved by the administration. Under certain conditions, academic credit may be earned for this experience.

## **Orientation**

New students entering Valor Christian College are required to take part in the orientation program scheduled on the official college calendar. At this time the course of study, rules, and regulations of the college, and extracurricular opportunities are explained. Details of the program will be given to each student upon arrival on campus.

## **Property Damage**

Each student is expected to protect and preserve college properties and will be held responsible for damage or breakage.

## **Sex Offender Information**

By law, Valor is required to have the Sex Offender List, maintained by the Fairfield County Sheriff's Department, available to the student population. Sex offenders are required to register with the sheriff's department within the county in which they reside. The list, which gives names and addresses of convicted offenders, is updated at least on a monthly basis. Students are encouraged to check this list regularly to be aware that some of these individuals may live close to the campus. To view the listing, go to the Fairfield County website at <http://www.sheriff.fairfield.oh.us/sexoffenders.aspx> and Franklin County at <http://www.icrimewatch.net/index.php?AgencyID=53924>

## **Student Discipline**

General student conduct is governed by the Bible and ideals and standards of the Student Handbook. While enrolled at Valor Christian College, each student is expected to observe these ideals and standards of conduct, whether he or she is on or off campus. Valor Christian College reserves the right to require the withdrawal of students because of low standards of scholarship, because of poor physical or mental health, or because of the conflict of their attitudes and standards of behavior with those which the college seeks to maintain. A student who does not fit in with the aims and ideals of the college may be asked to withdraw whenever the general welfare demands it, even though there may be no specific breach of conduct. Refusal to conform to rules and regulations of the college may result in dismissal without refund of tuition or room.

## **Policy on Use of Electronic Devices**

As a member of the Valor academic community, each student has a responsibility to professors and fellow students who are members of the college community. When cell phones or pagers ring and students respond in class or leave class to respond, it disrupts the class. Therefore, Valor Christian College prohibits the use of cell phones and pagers by students in class. All such devices must be turned off or put in a silent mode and cannot be taken out during class. Wireless/laptop computers, palm pilots, and similar electronic devices may be used for taking notes in class, subject to the professor's approval. However, these devices are never allowed to be used during exams. They must always be kept in a silent mode during class sessions and they may be used for academic use applicable to that course only. If you use an electronic device during an exam, use of these devices may lead also to a charge of "cheating" or academic dishonesty and additional sanctions under the Student Academic Integrity Policies in the Student Handbook. The appeal process is dealt with in the Faculty Handbook (Appeals Committee Divisional Chair and Vice President for Academic Affairs.) A sanction for class disruption may be appealed using this appeal process; however, a violation that involves a charge of academic dishonesty must be appealed before the Dean of Students. Students have the right to continue attending class while an appeal is in progress.

### **Drug Abuse Policy and Penalties**

Students enrolled in Valor Christian College are subject to disciplinary action for the possession, manufacture, use, sale, or distribution (by either sale or gift) of any quantity of any prescription drug or controlled substance or for being under the influence of any prescription drug or controlled substance, except for the use of medication in accordance with the instructions of a licensed physician. Controlled substances include, but are not limited to, marijuana, cocaine, cocaine derivatives, heroin, amphetamines, barbiturates, LSD, PCP, and substances typically known as "designer drugs" such as "ecstasy" or "eve." Possession of paraphernalia associated with the use, possession, or manufacture of a prescription drug or controlled substance is also prohibited. The college prohibits the unlawful possession, use, manufacture, or distribution of illicit drugs by employees. The penalty for violation of the college's policy on drug and alcohol abuse may range from a reprimand to suspension. In addition to sanctions imposed by Valor Christian College for violation of the Drug Policy, a student may be subject to regulations of civil authorities. Various local, state, and federal regulations prohibit the illegal use, possession, and distribution of illicit drugs and alcohol. The college reserves the right to refer students to court authorities for any behavior that is in violation of the law.

### **Vacation Periods**

Residence halls are closed to all students during Christmas vacation and meals will not be available. Residence Halls will be open during fall and spring breaks and meals will be available in the cafeteria but students will be charged for these meals because they are not part of the meal plan package. Also, meals may not be available during other holidays such as Labor Day, Thanksgiving and Election Day. Any exceptions will be made by the President's Cabinet. The college reserves the right to close residence halls. Those attending summer classes may secure housing from the Dean of Students or RD's office. The MAC Café will be closed during all vacation periods.

## ABOUT THE CAMPUS

Valor Christian College is located on a beautifully landscaped campus in southeastern section of Columbus, Ohio. The 137 acre campus borders modern athletic fields and the Jack Johnson Stadium. The campus includes several buildings. These buildings house administrative and faculty offices, classrooms, gymnasiums and two residential halls. Several beautiful Columbus Metro Parks are also located nearby.

**Administration and Classroom building** is two-story building. The first floor houses administration offices, the library, the computer lab, the writing and learning center, the music lab, and classrooms. The second floor is composed of classrooms and faculty offices.

**Cunningham Hall** is the primary residence hall for women. The two-story, air-conditioned facility accommodates 100 students in semi-private rooms. Special features include a laundry room, a spacious main lounge for visiting, and a kitchen area for preparing meals and snacks.

**Jude Hall** is the primary residence hall for men. The two-story, air-conditioned facility accommodates 100 students in semi-private rooms. Special features include a laundry room, a spacious main lounge for visiting, and a kitchen area for preparing meals and snacks.

**Bradley Hall** is the gymnasium in which our basketball teams compete. This facility also has exercise equipment and a snack bar. The men's basket team was the 2009 State Champion in the Ohio Collegiate Athletic Association and the 2010 National Champion in the U.S. Collegiate Athletic Association.

**The Athletic Field** provides students with a facility for intramural athletic activities. Softball and soccer can be played on this field and

students are encouraged to utilize this field for physical development and well-being.

**The Student Union**, known as The Spot, is a popular campus rendezvous. It is located in the administration and classroom building. Students drop in often for snacks, special coffee, or a cold drink between classes and chapels. Satellite TV provides CNN, The Weather Channel, ESPN, and other limited television stations to keep students updated and entertained as they relax.

## **SUPPORT AND CONTRIBUTIONS TO THE COLLEGE**

The tuition rate at Valor Christian College is kept very modest so that education is affordable to as many people as possible. The tuition rate is far less than the actual cost of maintaining the college. The college receives no support from taxes or other public funds. Neither is Valor a member of a District or Region within a denomination. Therefore, the amount necessary to meet the financial operation of the college must be received through the gifts and support of interested individuals, churches, districts, and organizations.

### **How You Can Help**

Rising operational costs present a constant challenge in maintaining a balanced budget. Financial stability is impossible without help from friends who believe in the training of future ministers, missionaries, and Christian workers. Tomorrow's leaders are being trained today! Alumni and friends are investing in the future!

### **By Church Support**

A number of churches all over the nation have written Valor into their yearly budget. Monthly contributions of varying amounts are received from these churches as part of their World Ministries giving.

### **By Individual Donations**

Many friends of Valor help by making outright gifts of cash, property, or other assets as they are led and enabled by the Lord.

### **By Annuity Agreements**

A concern for good Christian stewardship has caused some friends to give a portion of their savings to carry on the work of ministerial training at the college while at the same time receiving a regular, generous, income for life. The rate of return depends on the annuitant's age at the time the agreement is made.

### **By Life Agreements and Trusts**

By these types of contracts friends can transfer to Valor securities, cash, or real estate with the donor retaining a life interest in them. That is, the donor and/or survivor continue to receive income as long as he lives. After the death of the donor and/or survivor, the property is retained by the college for the support of its program for the training of ministers, or it may be distributed otherwise depending on the terms of the agreement.

### **By Wills and Bequests**

By this means Christian stewards can determine and specify what happens to their money or other property after they have passed on. Thus they can insure their money will be counting in God's service even after death.

### **By Scholarships**

Outside scholarships are welcomed.

## **POLICY CHANGE**

The information contained in this catalog is the most accurate available at the time of publication, but changes may become effective before the next catalog is printed. It is ultimately the student's responsibility to stay abreast of current regulations, curricula, and the status of specific programs being offered. Further, the college reserves the right to modify requirements, curricula offerings, and charges, and to add, alter, or delete courses and programs through appropriate procedures. However, students will be allowed to complete their degree under the catalog in which they enrolled as long as they remain a fulltime student or do not withdraw from college. While reasonable efforts will be made to publicize such changes, a student is encouraged to seek current information from appropriate offices.

## **VALOR CHRISTIAN COLLEGE BOARD OF TRUSTEES**

Dr. Rodney Parsley, Chair  
Dr. Charles Estridge, President  
Dr. Dale Berkey  
Rev. Tommy Bates  
Honorable Kenneth Blackwell  
Dr. Glynn Hall  
Anthony Hebron  
Bob Murphy  
Rev. Ellen Parsley  
Dr. Nada Owusu  
Dr. Anita Phillips  
Mrs. Joni Parsley  
Rev. Stewart Roberts  
Marion Schrock  
Dr. George Westlake

## **ADMINISTRATION**

### **Dr. Charles A. Estridge** ***President***

Bachelor of Arts in Bible and History Education, 1970  
Southeastern University, Lakeland, FL  
Master of Divinity in Bible and Biblical Languages, 1982  
New Orleans Baptist Theological Seminary, New Orleans, LA  
Doctor of Ministry in Evangelism and Practical Ministries, 1985  
Reformed Theological Seminary, Orlando, FL  
Doctor of Philosophy in New Testament,  
Education Administration, 1991  
Baylor University, Waco, TX

**Dr. Ronald Jewett**

***Vice President Academic Affairs***

Bachelor of Arts in German and Psychology, 1974  
Otterbein College, Westerville, OH  
Master of Arts in Counseling and Guidance, 1976  
University of North Dakota, Grand Forks,  
North Dakota  
Doctorate in Counseling and Guidance, 1980  
University of North Dakota, Grand Forks,  
North Dakota

**Thomas G. Bender**

***Dean of Students***

Bachelor of Arts in Pastoral Studies and Bible, 1980  
Southeastern University, Lakeland FL  
Master of Arts in Pastoral Ministry in process  
Ohio Christian University, Circleville, OH

**William C. Canfield**

***Chaplain***

Associate of Applied Science in General Studies, 1974  
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Valor Christian College, Columbus, Ohio

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