



Heartland Baptist Bible College

2025-2026 Academic Catalog

## **Founded November 1966**

### **Mission Statement**

Heartland Baptist Bible College is committed to excellence in educating and training preachers, missionaries, and Christian workers.

### **Process Statement**

Heartland Baptist Bible College achieves its mission by developing humble servants of Christ who are doctrinally sound and spiritually equipped to follow God's leadership in their lives.

### **Non-Discrimination Statement**

Heartland Baptist Bible College admits students of any race, color, gender, ethnicity, and national origin to all of the rights, privileges, programs, and activities generally accorded or made available to students of the college. Heartland Baptist Bible College does not discriminate on the basis of race, color, ethnicity, national origin, age, sex, or physical disability in administration of its educational policies, admission policies, scholarship and loan programs, and athletic and other school-administered programs.

### **Policy Change Statement**

Information contained in this document (including policies, regulations, procedures, and course offerings) is subject to change, as deemed appropriate by the college administration. Changes are communicated through means deemed appropriate by the college administration.

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## **Introduction**

Heartland Baptist Bible College is a ministry training institution offering 1-, 2-, and 4-year programs of study for students from independent Baptist churches. Each year since 1998, new students from around the world have come to Oklahoma City to begin a process of ministry preparation, and, each year, students have graduated from the college and begun a lifetime of local church ministry. This continuing process of receiving, training, and graduating students is summarized through the college's theme, "Preaching the Word. Reaching the World." and is made possible by the preserving grace of God and the support of local churches.

## **Location**

Oklahoma City provides an ideal location for Heartland Baptist Bible College. Although Oklahoma's capital is considered a small-market municipality, its population of roughly 685,000 makes it the 20<sup>th</sup> largest city in the United States, and the community has experienced steady growth and development for years. The job market is excellent, with a diverse base of employment opportunities, and housing for off-campus students is readily available and reasonably priced.

The Heartland Baptist Bible College campus is situated on 34 acres of gently sloping terrain and maintains a park-like environment in the midst of its urban setting. Interstates 40 and 44 are each less than 2 miles from campus, and Will Rogers World Airport is a 12-minute drive. The campus facilities include a Biblical Preaching Center, one office/classroom building, one cafeteria/office/classroom building, one library/office/classroom building, six residence halls, resident hall annex, gymnasium, security centers, three staff residences, missions/guest house, maintenance area, three support buildings, outdoor basketball and volleyball courts, baseball field, soccer field, and open spaces.

The main entrance to the college is on the east side of the campus and is accessed from Evan Hale Road.

Potentially the greatest benefit of the college's location in Oklahoma City is its proximity to Southwest Baptist Church. HBBC's mission of training students for local church ministry requires students to be immersed and engaged in a local church, and Southwest Baptist Church provides a stable, biblical ministry example and model training ground. Southwest Baptist Church is also a loving church family that offers a welcoming home away from home for HBBC students.

## **History**

Any college's history takes on greater significance when God's involvement can be seen in its preservation and development. From the launch of classes as Pacific Coast Baptist Bible College on September 11, 1967, to a flourishing ministry today in Oklahoma City, HBBC's continuation reveals spiritual and circumstantial blessings from God.

Pacific Coast Baptist Bible College was established through the vision, dedication, and determination of five key Southern California pastors (and a number of other pastors) who

purposed to form an independent Baptist Bible college in the Western United States. Under the direction of Pastor Ted Hicks, one of the college's founding pastors and its first president, PCBBC became an established training facility for preachers and Christian workers.

Although classes began in rented facilities in Orange, California, in 1967, the college relocated three times in its early years—in 1969 to Walnut, California; in 1971 to Pasadena, California; and in 1972 to the former Cal Poly Voorhis campus in San Dimas, California. PCBBC remained on this 149-acre property, which it purchased from the state of California, for the next 26 years.

The college's second president, Pastor J.C. Joiner from New Testament Baptist Church in Tucson, Arizona, assumed leadership in February 1980. Bro. Joiner and Jack Baskin, former missionary to Korea and PCBBC executive vice-president, continued the college's original vision. In May 1983, Pastor Joiner and Bro. Baskin resigned, and Pastor Frank Johnson from Kelview Heights Baptist Church in Midland, Texas, became the college's third president.

On June 8, 1992, Pacific Coast Baptist Bible College was revived to "a new walk in the old paths" through the intervention and leadership of many pastors. Pastor Duane Thorp from Calvary Baptist Church in San Dimas was elected president—along with a new Board of Directors, and PCBBC began a new era with renewed vision and direction.

In May 1995, Pastor Terry Randolph from Cornerstone Baptist Church in Phoenix, Arizona, was elected as PCBBC's fifth president after serving as the interim president during the spring of 1995. He led the college through a time of financial crisis and declining enrollment, which eventually precipitated the relocation of the college from Southern California to Oklahoma City in June 1998. Through a miraculous seven weeks in the summer of 1998, a former college campus in northwest Oklahoma City was renovated in time for the Fall 1998 semester.

During Opening Days in September 1998, the college was renamed Heartland Baptist Bible College. Within its first year in Oklahoma City, the college also reorganized, expanded from a regional to a national focus, and established accountability with a group of pastors, missionaries, and Christian workers known as the "Friends of Heartland."

In 1999, Terry Randolph resigned as president, and Pastor Sam Davison from Southwest Baptist Church in Oklahoma City became president. As Terry Randolph provided stability during a difficult time of transition, Sam Davison led with vision, determination, and dependence upon God as the college entered the 21<sup>st</sup> century.

In May 2018, Sam Davison stepped aside and was named chancellor, and Pastor Jason Gaddis, who had become the pastor of Southwest Baptist Church in 2010, became HBBC's new (and current) president. Under Bro. Gaddis' leadership, the college has emphasized its ministry training mission through articulation of a process statement, which conveys how God uses a 4-year course of study at HBBC to prepare students for biblical ministry. Through this emphasis, God has given fresh enthusiasm for the college's partnership with local churches in training the next generation for ministry.

## **Mission Statement**

Heartland Baptist Bible College is dedicated to excellence in educating and training preachers, missionaries, and Christian workers.

## **Process Statement**

Heartland Baptist Bible College achieves its mission by developing humble servants of Christ who are doctrinally sound and spiritually equipped to follow God's leadership in their lives.

## **Purpose Statement**

The general purpose of Heartland Baptist Bible College is to be an independent fundamental Baptist Bible college that trains students from independent fundamental Baptist churches.

The specific purposes are:

- 1) to provide a systematic and comprehensive study of the Bible and other materials that equip students to be mature Christians and committed servants of Jesus Christ;
- 2) to provide practical and thorough training of pastors, missionaries, Christian school teachers, church musicians, and other church workers to accomplish the ultimate goal of the ministry of the Word of God, which is the salvation of souls, the edification of believers, and the worldwide proclamation of the gospel of Jesus Christ;
- 3) to train men to establish New Testament Baptist churches in the United States and around the world;
- 4) to teach Christian ethics in all facets of life of ministry; and
- 5) to promote the preservation and proclamation of Bible doctrine.

## **Institutional Distinctives**

### *Local Church Ministry*

Bible colleges often claim a close relationship to the local church—sometimes because they were established as ministries of individual local churches. Yet, many Bible colleges are accountable to non-denominational, para-church accrediting agencies, and a growing percentage of these colleges' funding comes through dependence upon grants from the federal government.

Heartland Baptist Bible College's accountability comes through a board of directors comprised of independent fundamental Baptist pastors who, in turn, were elected to serve by independent fundamental Baptist pastors. A strong percentage of the college's funding comes through several hundred local churches who support HBBC monthly and through a yearly May College Offering.

With this local church accountability in place, Heartland Baptist Bible College maintains a committed, special relationship to Southwest Baptist Church in Oklahoma City. A strong majority of students are required to be members of Southwest Baptist Church and to serve weekly in ministry. Pastor Jason Gaddis is not just a pastor in name only; he and the other members of the church staff labor to provide personal, shepherding care for each student.

Furthermore, Heartland Baptist Bible College does not sever students' relationships with their home pastors. Rather, when students struggle or are making major life decisions, HBBC administration purposefully involves home pastors—knowing these pastors understand the students' backgrounds and have already invested deeply into them.

Heartland Baptist Bible College is accountable to the local church, funded by the local church, works through the local church, and exists to train men and women to serve in local church ministry.

### *Biblical Doctrine and Baptist Distinctives*

A Baptist college's name does not prove its devotion to right doctrine or to ecclesiastical separation. Many institutions founded on precious, biblical beliefs slowly abandon them as expansion becomes more important than fidelity.

At HBBC, "Baptist" and "Bible" are more than words in the college's name; they represent convictions that dictate the college's identity and mission.

The college reinforces its commitment to Bible doctrine by selecting only independent fundamental Baptist professors and staff (with more than 1,000 years of combined, faithful ministry experience), as well as accepting only independent fundamental Baptist students.

Our theology courses pulse with passion for the biblical view of salvation and the local church, and every student on campus—regardless of major—takes courses on both Baptist history and Baptist distinctives. Through a 4-year program of study at Heartland Baptist Bible College, students absorb hundreds of hours of rich Bible exposition.

### *Conservative Ministry Philosophy*

Bible colleges often function as formative greenhouses for young preachers and as resource centers for ministry instruction. Between these two points of influence, a Bible college can shape the ministry philosophy of many pastors and churches. Unfortunately, some Bible colleges spend their influence on style rather than substance and, thereby, implicitly communicate that ministry effectiveness lies primarily in appearance.

Heartland Baptist Bible College believes in the sufficiency of the Holy Spirit, the Word of God, and the local church to accomplish God's work. HBBC endeavors to do everything with excellence because the Lord and His work deserve it—not because culture demands it. This belief in well-executed fundamentals for Jesus' sake is the mainstay of the college's philosophy of ministry.

Someone visiting Heartland Baptist Bible College will likely encounter a joyous, friendly, wholesome spirit that manifests itself in genuine fellowship, God-honoring music, and

authoritative preaching. Visitors do not find an effort to reinvent, redefine, or repackage Christianity.

Someone visiting Southwest Baptist Church finds a sincere effort to maintain stirring, impactful services that reflect the same conservative ministry philosophy as is present at HBBC. In this way, students and guests can receive a consistent and reinforcing message of biblical faith and practice, rather than a conflicting and confusing one.

### *King James Bible as the Preserved Word of God*

Heartland Baptist Bible College is unashamed in its use and defense of the King James Bible. Holding this position does not require a harsh or negative spirit, but it does require a firm and vigilant stance.

Although some Bible colleges have become ambiguous on the issue of Bible translation, Heartland Baptist Bible College is clear. The college confidently affirms that every administrator, every professor, every staff member, and every class at Heartland Baptist Bible College—as well as every HBBC publication—uses only the King James Version. It is the preserved Word of God.

### *Biblical Preaching Emphasis*

A centerpiece of any ministry education environment should be training men to preach God's Word. Disappointingly, many Bible colleges do not appropriately emphasize preaching among other ministry methods, and many that promote preaching do not understand biblical preaching.

HBBC believes preaching is God's chosen method for impacting the world, and the college is determined to equip the next generation of God-called preachers to fulfill the responsibility fervently and accurately. In fact, HBBC's entire program of study for pastors, missionaries, and youth leaders is intentionally designed to culminate in two full years of preaching courses. Through this emphasis, students learn that biblical preaching requires a man to find God's intent and to follow Scripture's intent for how best to communicate that truth to the congregation. This biblical philosophy, combined with practical instruction, converge to provide future preachers with a powerful skillset for faithful exposition.

HBBC's preaching emphasis can also be found well beyond the classroom. When students assemble for chapel, the college invites preachers to deliver God's Word to them. When the college assembles for meetings and invites guests to participate, biblical preaching is the lifeblood and the engine of the meeting. When the college's representatives minister to churches, they are eager to preach the Bible wherever possible. When HBBC graduates enter ministry, their training has equipped them to declare God's Word with distinctive earnestness and accuracy.

## *Great Commission Focus through Missions and Church Planting*

In an effort to address many possible interests, Bible colleges can begin to do everything but train people for gospel ministry. However, it just makes sense that Bible colleges that exist for the benefit of the local church should focus on training people to do the work Jesus gave His local church—the Great Commission.

To this end, Heartland Baptist Bible College intentionally points students' attention toward soul-winning, church planting, and foreign missions.

Students are required to participate in weekly outreach opportunities. Bus ministry, two weekly door-knocking times, street evangelism, neighborhood Bible time, and new-move-in visitation all provide occasions for students to share the gospel and to receive outreach training from seasoned soul-winners. Oklahoma City is a thriving, diverse city that needs the gospel, and students get real-world opportunities to make a difference while training to make a difference.

For students in any 4-year major, the theoretical becomes practical as they participate in each major's built-in, comprehensive internship program. Ministry preparation journals, Christian service requirements, ministry interviews, and practical ministry sessions all activate students' learning into simultaneous preparation and practice.

The Heartland National Church Planting Conference is a highlight and delight each year, and God has used the meeting's preaching and testimonies to call many students to church planting. Many students also participate in work trips, outreach trips, or internships alongside church planters all over the country.

Missions Emphasis Days at Southwest Baptist Church impacts students each year with the local church's global mandate, and many graduates on mission fields today would point to HBBC's missions emphasis as integral to formalizing their call to the field. Every other summer, students visit a foreign mission field to assist a veteran missionary and to encounter the field first-hand. The college also hosts 10/40 Window Prayer Conferences, during which the HBBC family assembles for three days of prayer for some of the world's most populous and unreached places.

### **Educational Philosophy**

Because of Christ's earthly mission, His Great Commission, and His continuing love for the local church, Christian education must be local church-oriented. It must be grounded on the conviction that the main Christian purpose in the world is making disciples of Christ and establishing and edifying independent Baptist churches.

Furthermore, the training of students through Christian education must be guided by an enduring faith in the divine inspiration, infallibility, and inerrancy of the Word of God. Because God has supernaturally and providentially preserved His Word for English-speaking people in

the King James Version, HBBC uses and requires the use of the King James Version for all preaching, teaching, Bible study, memorization, class work, homework, and assignments for all students, staff, faculty, and administration.

Christian education recognizes that God's revelation through Scripture is the authoritative source for knowledge, which, in turn, produces a God-centered view of truth and humanity. Christian education applies the revelation of God's truth through the development of the mind in learning, development of the body in practical training, and development of the spirit in godly character, Christlikeness, and maturity.

Through Christian education, students trained in God's truth and wisdom are equipped to serve others in the home, the local church, and in society with a focused ability to accomplish God's purpose for their lives. The courses of study at Heartland Baptist Bible College are designed to impart knowledge of the Bible and skills for applying this knowledge to specific aspects of ministry.

*Preaching the Word.* Heartland Baptist Bible College believes in the particular importance of the declaration of the Word of God through preaching and teaching. Biblical preaching is emphasized in all that is taught and practiced, thereby instructing men—by word and example—to declare the Word of God accurately and without apology, without any admixture of worldly philosophies, and with the power of God.

*Reaching the World.* Heartland Baptist Bible College also believes in the particular importance of the evangelization of the world for Jesus Christ. According to Christ's Great Commission, this requires the preaching of the gospel among all nations and peoples, with the goal of baptizing converts into the establishment of individual local churches and teaching the principles of Scripture. This worldwide focus remains in view in all areas of instruction.

### **Educational Objectives**

*Spiritual:* To develop in students a spiritual life that is in harmony with the principles of Scripture. To foster students' growth in grace and in the knowledge of the Lord Jesus Christ.

*Theological:* To charge students to choose, to express, and to demonstrate a personal belief in, and adherence to, the biblical doctrines outlined in the college doctrinal statement.

*Academic:* To train servants of Jesus Christ who will minister in local churches by rightly interpreting and communicating Scripture. To teach subjects that thoroughly equip the students in their chosen majors. To emphasize the fundamentals of Christian faith, believing that only those trained in truth are adequately equipped to carry out Christ's work.

*Practical:* To challenge students toward consistent personal evangelism and faithful service in the local church. To strengthen students' conviction that the salvation of the lost and the training of believers are the objectives of Christian ministry and that Scripture provides sufficient authority, guidance, and enablement for these tasks.

## **Approvals/Accreditation**

Heartland Baptist Bible College is an independent educational institution and is not governed by any convention, denomination, or fellowship.

As a ministry training institution, HBBC is primarily interested in seeking God's approval for the means by which it accomplishes its objectives. Because governmental or quasi-governmental accrediting agencies cannot adequately provide accountability for the pursuit of God's approval, and because the dictates of such accrediting agencies may conflict with the means of educating students that best accomplish the college's objectives in accordance with the Word of God, HBBC chooses not to seek national or regional accreditation. Instead, the college chooses to be accredited by the pastors and churches who support the college, as well as the Friends of Heartland—an affiliation of pastors, missionaries, ministry workers, and other individuals who, by choice, share a common interest in accomplishing the college's mission.

Heartland Baptist Bible College is legally authorized to operate in Oklahoma and is in compliance with the State Regents' Policy. HBBC is not accredited under rules promulgated and adopted by the Oklahoma State Board of Regents for Higher Education nor by any national or regional accrediting agency recognized by the State of Oklahoma or the United States Department of Education.

Heartland Baptist Bible College does not grant degrees but does award diplomas for the completion of a course of study. Transfer of courses from HBBC to other colleges or universities is at the discretion of the receiving institution.

Heartland Baptist Bible College maintains the position that quality ministry training that is both godly and practical can be provided to the students who attend HBBC without oversight from religious hierarchies or governmental controls.

# DOCTRINAL STATEMENT

## **What We Believe**

### **INTRODUCTION**

In view of the present apostasy in which many are departing from the faith, giving heed to seducing spirits, teaching the commandments of men, and disseminating the seeds of fatal error involving the honor of our Lord and the destiny of souls, Heartland Baptist Bible College sets forth a declaration of those things which are most surely believed among us in order to place on record the Confession of Faith to which we subscribe and to which HBBC requires the subscription of the leadership and members of the faculty and student body.

#### **I. THE SCRIPTURES**

We believe that the Holy Bible was written by men supernaturally inspired; that it has truth for its matter without any admixture of error; that it is and shall remain to the end of the age the only complete and final revelation of the will of God to man; and that it is the true center of Christian union and the supreme standard by which all human conduct, creeds, and opinions should be tried.

A. We believe the Authorized (King James) Version, Old and New Testaments, is the Word of God kept intact for English-speaking peoples by way of God's divine providence and work of preservation; and that the Authorized Version translators were not "inspired," but were merely God's instruments used to preserve His words for English-speaking peoples.

B. By Holy Bible we mean that collection of sixty-six books, from Genesis to Revelation, which, as originally written and providentially preserved, does not only contain and convey the Word of God, but is the very Word of God.

C. By inspiration we mean that the books of the Bible were written by holy men of God as they were moved by the Holy Ghost in such a definite way that their writings were supernaturally and verbally inspired and free from error, as no other writings have ever been or ever will be inspired.

D. By providentially preserved we mean that God through the ages has, in His divine providence, preserved the very words that He inspired; that the Hebrew Old Testament text, as found in the Traditional Masoretic Text, and the Greek New Testament Text, as found in the Textus Receptus, are indeed the products of God's providential preservation and are altogether the complete, preserved, inerrant Word of God.

E. We therefore believe and require that the Authorized Version (King James Version) be the only English version used and or endorsed by the staff, faculty, and student body of this college.

Dt 4:2; Ps 12:6-7; Ps 19:7-11; Ps 119:89,105,130,160; Isa 8:20; Is 40:8; Jer 23:29; Ezk 12:25; Mt 5:17-18; Mt 22:29; Lk 24:44-45; Jn 12:48; Jn 17:17; Jn 20:30-31; Rom 3:4; Rom 15:4; Eph 6:17; II Tim 3:16-17; Heb 4:12; I Pt 1:23-25, II Pt 1:19-21; Rev 22:18-19

#### **II. THE TRUE GOD**

We believe there is one and only one living and true God, an infinite intelligent Spirit, the Maker and Supreme Ruler of heaven and earth; that He is inexpressible, glorious in holiness, and worthy of all possible honor, confidence, and love; that in the unity of the Godhead there

are three persons: the Father, the Son, and the Holy Ghost, equal in every divine perfection and executing distinct but harmonious offices in the great work of redemption.

### **III. THE HOLY SPIRIT**

We believe the Holy Spirit is a divine person, equal with God the Father and God the Son and of the same nature; that He was active in creation; that in His relation to the unbelieving world He restrains the evil one until God's purpose is fulfilled, and He convicts of sin, of judgment, and of righteousness; that he bears witness to the truth of the Gospel in preaching and testimony; that He is the agent in the new birth; and that He seals, endues, guides, teaches, witnesses to, sanctifies, and helps the believer.

### **IV. THE DEVIL OR SATAN**

We believe that Satan was once holy and enjoyed heavenly honors, but through pride and ambition to be as the Almighty, fell and drew after him a host of angels; and that he is now the malignant prince of the power of the air and the unholy god of this world. We hold him to be man's greatest tempter, the enemy of God and His Christ, the accuser of the saints, the author of all false religions, the chief power back of the present apostasy, the lord of the Antichrist, and the author of all the powers of darkness. He is destined, however, to final defeat at the hand of God's Son and to a judgment of everlasting fire, prepared for him and his angels.

### **V. THE CREATION**

We believe in the Genesis account of creation and that it is to be accepted literally and not allegorically or figuratively; that man was created directly by God in God's own image and after His own likeness; that man's creation was not a matter of evolution or evolutionary change of species or developments through interminable periods of time from lower to higher forms; and that all animal and vegetable life were made directly, and God's established law was that they should bring forth only after his kind.

### **VI. THE FALL OF MAN**

We believe that man was created in innocence under the law of his Maker, but by voluntary transgression fell from his sinless and happy state; consequently, all mankind are now sinners, not by constraint but by choice, and therefore are under just condemnation without defense or excuse.

### **VII. THE VIRGIN BIRTH**

We believe that Jesus Christ was begotten of the Holy Ghost in a miraculous manner: born of Mary, a virgin, as no other man was ever born or can ever be born of woman; and He was born the Son of God and God the Son.

### **VIII. THE ATONEMENT FOR SIN**

We believe that the salvation of sinners is wholly of grace through the mediatorial office of the Son of God, who by appointment of the Father freely took upon Himself our nature yet without sin, who honored the divine law by His personal obedience, and who by His death made a full and vicarious atonement for our sins, thus we have redemption through His blood; that His atonement consisted not in setting us an example by His death as a martyr, but was the

voluntary substitution of Himself in the sinner's place, the Just dying for the unjust, Christ the Lord bearing our sins in His own body on the tree; that, having risen from the dead, He is now enthroned in heaven and uniting in His wonderful person the most tender sympathies with divine perfection; and that He is in every way qualified to be a suitable, compassionate, and all-sufficient Savior.

#### **IX. GRACE IN THE NEW CREATION**

We believe that, in order to be saved, sinners must be born again; that the new birth is a new creation in Christ Jesus; that it is instantaneous and not a process; that in the new birth the one dead in trespasses and in sins is made a partaker of the divine nature and receives eternal life, the free gift of God; that the new creation is brought about in a manner above our comprehension and is not by culture, nor by character, nor by the will of man, but wholly and solely by the power of the Holy Spirit in connection with divine truth so as to secure our voluntary obedience to the Gospel; and that proper evidence of the new birth appears in the holy fruits of repentance and faith and newness of life.

#### **X. THE FREENESS OF SALVATION**

We believe in God's electing grace: that the blessings of salvation are made free to all by the Gospel; that it is the immediate duty of all to accept them by a cordial, penitent, and obedient faith; and that nothing prevents the salvation of the greatest sinner on earth but his own inherent depravity and voluntary rejection of the Gospel, which rejection involves him in an aggravated condemnation.

#### **XI. JUSTIFICATION**

We believe that the great Gospel which Christ secures to such as believe in Him is justification; that justification includes the pardon of sin and the gift of eternal life on principles of righteousness; and that it is bestowed not in consideration of any works of righteousness which we have done, but His righteousness is imputed unto us solely through faith in the Redeemer's blood.

#### **XII. REPENTANCE AND FAITH**

We believe that repentance and faith are solemn obligations, and also inseparable graces, wrought in our souls by the quickening Spirit of God; thereby, being deeply convicted of our guilt, danger, and helplessness, and of our need of salvation by Christ, we turn to God with unfeigned contrition, confession, and supplication for mercy and at the same time heartily receive the Lord Jesus Christ and openly confess Him as our only and all-sufficient Savior.

#### **XIII. THE CHURCH**

We believe that a Baptist church is a congregation of baptized believers associated by a covenant of faith and fellowship of the Gospel, observing the ordinances of Christ, governed by His laws, and exercising the gifts, rights, and privileges invested in them by His Word; and that its officers are pastors or elders and deacons whose qualifications, claims, and duties are clearly defined in the Scriptures. We believe the true mission of the church is found in the Great Commission: first, to make individual disciples; second, to baptize and build up the church; third, to teach and instruct as He commanded. We do not believe in the reversal of this order,

and we hold that the local church has the absolute right of self-government, free from the interference of any hierarchy of individuals or organizations. We believe that the one and only superintendent is Christ through the Holy Spirit; that it is scriptural for true churches to cooperate with each other in contending for the faith and for the furtherance of the Gospel; that every church is the sole and only judge of the measure and method of its cooperation; and that on all matters of membership, of policy, of government, of discipline, of benevolence, the will of the local church is final.

#### **XIV. BAPTISM AND THE LORD'S SUPPER**

We believe that Christian baptism is the immersion in water of a believer in the name of the Father, of the Son, and of the Holy Ghost, by the authority of the local church, to show forth a solemn and beautiful emblem of our faith in the crucified, buried, and risen Savior with its effect in our death to sin and resurrection to a new life; and that it is prerequisite to the privileges of a church membership and to the Lord's Supper, which the members of the church by the use of bread and the fruit of the vine are to commemorate together the death and coming of the Lord, preceded always by solemn self-examination

#### **XV. SECURITY OF THE BELIEVER**

We believe that all the redeemed are kept by the power of God and are secure in Christ. It is a work of God which guarantees that the gift of salvation, once received, cannot be lost, and believers are eternally secure.

#### **XVI. THE RIGHTEOUS AND THE WICKED**

We believe that there is a radical and essential difference between the righteous and the wicked; that all such as through faith are justified in the name of the Lord Jesus and sanctified by the Spirit of our God are truly righteous in His esteem. while all such as continue in impenitence and unbelief are in His sight wicked and under the curse; and that this distinction holds among men both in and after death in the everlasting happiness of the saved and the everlasting conscious suffering of the lost.

#### **XVII. CIVIL GOVERNMENT**

We believe that civil government is ordained of God; that its purpose is to punish evil doers and to praise good works that we may lead quiet and peaceable lives in all godliness and honesty; that we are commanded to pray for those in authority; that we are to render to all their dues: tribute to whom tribute is due, custom to whom custom, fear to whom fear, honor to whom honor. We are to render to government the things which belong to the government and to God the things that belong to God.

#### **XVIII. THE RESURRECTION AND RETURN OF CHRIST**

We believe in and accept the sacred Scripture upon these subjects at their face and full value. Of the resurrection, we believe that Christ arose bodily the third day according to the Scriptures; and that He alone is our merciful and faithful high priest in things pertaining to God. Of the return of Christ, we believe that this same Jesus which is taken up from you into heaven shall so come in like manner as ye have seen Him go into heaven. Jesus will come in the air for

His saints before the tribulation period. After the tribulation, He will return to the earth and reign a thousand years.

#### **XIX. MISSIONS**

We believe that the command to give the Gospel to the world is clear and unmistakable; and that this commission was given to the churches to go, make disciples, baptize them, and teach them.

#### **XX. THE GRACE OF GIVING**

We believe that God's method of financing His earthly work, which is the spreading of the Gospel to all nations, the care of the churches, and the support of the ministry, is by the tithes and offerings of His people; that it is to be given to the Lord through His church or storehouse to be distributed as directed by the leadership of the Spirit as the need arises; that upon the first day of the week everyone will lay by him in store as God hath prospered him; that everyone is accountable to the Lord for one-tenth of his income; and that tithing was instituted long before the law was given, and it was practiced by the early church.

#### **XXI. HUMAN SEXUALITY**

We believe that God has commanded that no sexual activity should be engaged in outside of a one-man one-woman marriage. We believe that any form of adultery, fornication, homosexuality, lesbianism, pedophilia, bisexuality, bestiality, incest, and pornography are sinful perversions of God's gift of sex and design for mankind. Gen 2:24; Gen 9:5,13; Gen 26:8-9; Lev 18:1-30; Rom 1:26-29.

# STUDENT LIFE

## **General Regulations**

To help maintain a separated Christian atmosphere conducive to HBBC's purpose, the college has specific guidelines which govern the conduct of its students. Policies are explained in detail in the "Code of Conduct." This handbook is given to each student and a statement of reading and voluntary compliance is required.

Heartland students are required to maintain a strong separation from worldliness, both on and off the campus. All students will be expected to maintain Christian conduct of the highest standard on all occasions. Specific guidelines and standards for separation, general conduct, and manners are presented in the "Code of Conduct." Attendance may be forfeited by any student who cannot or will not abide by and adjust to college policies and procedures. Students are expected to live according to the criteria of the college Life Beautiful Award from I Timothy 4:12, "Be thou an example of the believers, in word, in conversation, in charity, in spirit, in faith, in purity."

### **Dress Code**

Christian students are ambassadors for Christ and should, therefore, be as modest and decent and conservative in their dress as they are expected to be in habits of life. Students should be conscious that they are many times judged by their appearance. Thus, the college expects students to follow the admonition of the Scriptures to be dressed in modest apparel and appropriately for all occasions. Manners of dress should not follow the fads of this world.

Guidelines for personal appearance and general dress code standards, both for official dress and proper leisure dress, are presented in detail in the "Code of Conduct."

### **Counseling**

Students have the opportunity to secure counsel concerning their personal, spiritual, and educational problems. The Dean of Students, Dean of Men, Dean of Women, and others at Heartland are specially trained to assist students with any type of problem. In addition, the entire staff and faculty and the staff of Southwest Baptist Church are available to give friendly advice, guidance, and Biblical counsel.

### **Church Membership**

Students entering Heartland (both first year students and transfer students attending for the first time) from out of the immediate area are required to join and be faithful members at Southwest Baptist Church of Oklahoma City for the first two semesters. Second year students and above who believe they are led to assist in another local independent Baptist church ministry must seek approval prior to such a move. The following criteria are required for approval. (1) meet with the college executive vice president, (2) written permission from the home pastor, (3) written permission from the pastor of Southwest Baptist Church, (4) the gaining church agrees with Heartland's doctrinal and philosophical stand, (5) written invitation from the inviting pastor detailing the ministry opportunity, and (6) approval is granted by the Administration in advance. Area students may remain in their home church provided it is an approved Baptist church. An area student is any person who can faithfully attend and serve in their home church on a weekly basis. Students are expected to be faithful in their local church

in their attendance, giving, and service. Attendance at all church services is mandatory for all Heartland students. Exceptions may be granted by the college Administration to miss midweek services because of work.

### **Christian Service**

Heartland believes regular Christian service in a local, independent Baptist church to be a vital part of every student's training. Therefore, all students are required to be actively serving in and regularly attending his local church. Areas of service include various types of practical Christian service available in the ministries of the local church such as visitation; door knocking; soulwinning; bus ministry; Sunday School teaching or helper; ministries to jails, hospitals, convalescent homes, and rescue missions; children's ministries or children's clubs; choir; security; greeting; and pulpit supply. Students are required to complete appropriate Christian service which includes attendance at regular church services, minimum of one church ministry, and weekly door knocking/visitation. Students submit a weekly Christian Service Report and will receive a grade for Christian Service for every semester in which they are enrolled. Students who have completed the Christian Service component of their internship requirements are still required to submit reports and will still receive a grade. The Christian Service week is Monday through Sunday.

### **Campus Service**

A tradition exists among the students of a spirit of volunteerism and that spirit far exceeds the completion of campus service hours. As part of the Campus Service program, students assist with campus-related work and service. This allows everyone to have a part in the maintenance and operation of the campus, thereby developing pride and spirit among the student body. Each student is required to work five campus service hours each semester and is personally responsible for completing campus service reports online within two weeks of service. All Campus Service hours must be completed by the end of the semester.

### **Chapel**

Every Tuesday and Thursday during the school year, the entire student body, staff, and faculty assemble in the Sam Davison Biblical Preaching Center for chapel. Special music, congregational singing, and preaching from the Word of God provide an inspiring and challenging time for those present. Those who preach include preachers from around the country, the faculty, and administration. Students are encouraged to keep a tender heart so that the message can do its spiritual works in their lives.

### **Devotional Life**

A regular devotional life is essential for Christian growth and protection against the daily rigors of college life. This primarily involves a personal time with the Lord, reading the Bible and fellowshiping with Him in prayer. As a supplement to personal time, evening residence hall devotions are held during the regular semesters. Also, periodic student body prayer times are scheduled throughout the semester. Married students are encouraged to have both personal and family devotions.

## **Adoptive Families**

Heartland has a unique relationship with Southwest Baptist Church in many areas - one of which is the Adoptive Family Program involving first year students. Every year, families in the church “adopt” the new first year students. The goal of these families is to be an encouragement, to pray for them, to provide an occasional home cooked meal, to help the student feel at home while attending Heartland, and to be a help and a blessing to the students during the school year. The program works both ways, in that, the students are a blessing in return. This program has been a help by reducing homesickness and increasing the retention rate for first year students.

## **Athletics**

During the school year students enjoy a variety of intramural sports and activities. Facilities for basketball, volleyball, table tennis, and pool (pocket billiards) are available for student use. In addition, there is a ball field on campus. The intramural program for both ladies and men is conducted all year round.

## **Activities**

During the year, various activities are planned to strengthen the school spirit and to offer an opportunity to socialize. Events include student banquets, the annual Labor Day Picnic, “Midnight Breakfast,” “Left Behind Activity,” resident hall get-togethers, Missions Prayer Band, and Preachers’ Round-Up as well as a variety of other activities, events, and happenings.

## **Health Insurance/Services**

Students, both on-campus and off-campus, are not required to purchase health insurance; however, maintaining some coverage, either on the parents’ policy or individually, is highly recommended. The college makes available, and strongly recommends, a health insurance program for college students provided by an independent insurance carrier to whom the student pays the premium directly.

An on-site nurse is available on a limited basis to conduct sick call verification on a daily basis. For treatment of illnesses and more serious conditions, several medical clinics work with the college to meet the health needs of the students. Information concerning health coverage, such as policy/ group name, number, and expiration, will be required at student registration.

As a precautionary measure, the State of Oklahoma has passed legislation that requires first-time enrollees living in campus housing to be vaccinated against meningococcal disease or sign a waiver. The waiver states that information regarding the disease and the risks and benefits of the vaccination, as well as the availability and costs of the vaccine, has been received and reviewed and that the student has chosen not to be vaccinated.

## **Automobiles**

All student vehicles, both cars and motorcycles, must be registered with the Heartland Security Department. Registering a vehicle includes providing verification of insurance coverage and recording of ownership information, vehicle tag number and state, and student driver’s license number. After proper registration is completed, a parking hanger is issued which must be

displayed on the rear-view mirror facing the front. It is mandated by state law that liability insurance be carried on all vehicles. Proof of renewal of insurance is required for all policies which expire during the semester. Vehicles not properly registered will not be allowed on campus.

### **Cafeteria/Food Services**

On campus students are required to purchase room and board, which includes a full board meal plan of three meals per day except Sunday. For those with the room and board plan, box lunches are available Monday through Friday. Off-campus students may also purchase a meal plan through the finance office. A wholesome and balanced diet is provided for each meal and offers entrées, salad and fruit bar, dessert items, and beverages. During the regular semester, meals are provided 3 times a day (except Sunday when only lunch is served) every day except Thanksgiving, Christmas, New Year's, and Easter. The cafeteria may be closed between semesters depending on the number of students remaining on campus at the time. Guests are welcome and will be served for a nominal fee.

The Perk, a snack bar, is open during the day and evening and the Go Ye Café in the bookstore also provides drinks and snacks.

### **Student Housing**

Single Students: The college presently operates seven residence halls. Residence hall life makes a vital contribution to the development of students. The interaction, cooperation, and discipline involved in residence hall living are important elements in the overall educational program. Friendships made are an important aspect of residence hall living.

The residence halls are under the supervision of the Dean of Students and his staff, which includes Residential Advisors and Assistants. All residence hall rooms are equipped with twin size beds, dressers, desks, and closet space. Students are required to furnish their own linens, including sheets, pillow, pillowcases, blankets, bedspread, towels and washcloths, and plastic mattress cover. No sleeping bags are allowed. Laundry facilities are available in the residence halls for a nominal charge, and laundries are also available in the community. The "Code of Conduct" lists more specifically those items that are allowed and not allowed in the rooms as well as other residence hall rules.

All single students are required to live in the residence halls unless they live at home with their parents, are granted special permission by the administration to live off-campus or are over 25 years of age or older with Administration permission. Students living on campus are required to sign in and out and abide by a campus curfew. Also, a lights-out policy is enforced.

Married Students: HBBC does not have housing facilities available for married students. However, the college is located in an area surrounded by communities and housing areas in which ample apartments and private homes are available for rent at a reasonable cost. They vary in cost depending on the area and size. Married students should contact the college for a listing of apartment complexes in the vicinity of the college and current costs. The local market also has a good number of houses for purchase. Prices vary from the very reasonable to the very expensive. Married students interested in finding a suitable place for their family should

plan to arrive early to find a place, establish their home, and secure a job prior to the start of classes.

### **Musical Opportunities**

College students with musical ability have the opportunity to participate in chapel and other key events of the college. Auditions are conducted in the fall to form the official college singing groups. These singing groups represent the college in local churches during the school year and travel throughout the United States and Canada during the summer.

The college choir, which is open to any student, joins with the Southwest Baptist Church choir on several occasions to present special music presentations. In addition, those who play instruments also join with church musicians for special programs. Private lessons, including voice, piano, and a variety of instruments, are available to students who are not music majors

### **Heartland Married Students**

Concern for the married students falls under the Dean of Students' Office and specifically the Dean of Married Students. Married students support one another through periodic get-togethers for fellowship and activities such as hayrides, scavenger hunts, picnics at area parks, potluck dinners, and other recreational get-togethers. The married wives, Heartland Helpmeets, meet once a month for fellowship and encouragement. The meetings include a devotion time, a fun time, a time to work on projects, and a time of refreshments.

Married students are also very involved at Southwest Baptist Church. Opportunities to enjoy Bible teaching come from the weekly Sunday school classes. The ministry opportunities for married couples at Southwest Baptist Church are nearly limitless; they may participate in the bus ministry, children's ministries, nursery, hospitality ministries, as well as several areas of involvement in church evangelistic efforts.

A day care service is available for wives who desire to take classes. Also, Heartland Baptist Academy, a K-4 to 12 grades is located on campus for married couples with children.

### **Heartland Helpmeets**

The Heartland Helpmeets is a group of wives who attend or whose husbands attend Heartland Baptist Bible College. Through the course of four years at Heartland, a Helpmeet has the opportunity to learn from various speakers who deal with topics from a four-year plan, such as The Wife and Home, The Wife and Church, The Wife's Personal Life, and A Potpourri of Practical Helps.

The Heartland Helpmeets come together once a month in an effort to grow closer as a group of wives who have a desire to learn from, fellowship with, minister to, and encourage each other. The Helpmeets go beyond "each other" as they serve and minister to others as well. Some of the various ministries include providing meals for new moms whose husbands are enrolled at Heartland, a card ministry to past graduates to encourage them in their new place, and a cookie ministry to single students who may need an extra boost. This is just a sampling of what the Helpmeets "do" as a group. To experience who the Helpmeets "are" one needs to come and be a part of the joy and comradeship that typifies the meetings.

## **Employment**

Many students work a part-time job while at Heartland and benefit greatly from the experience as it becomes an integral part of their training for the ministry God has for them. Student employment may be necessary in order to have the funds to pay the school bill and have money for incidentals and social activities. It is recommended that a student work only enough hours to meet their financial needs realizing that the completion of the college program must receive the higher priority. A student should curtail the number of hours worked if the grade point average falls below 2.00.

Classes meet from 7:30 a.m. to 12:20 p.m. with some selected elective classes meeting until 1:20. These established class hours allow the student to work afternoons and evenings. The student will need to know their specific class schedule prior to scheduling employment.

Oklahoma City has been blessed with a very strong job market. In an effort to help students find local employment, a job fair is held on campus during registration each August. Employers come to our campus during this event looking for students to hire while they are enrolled at Heartland. This has proven to be a great help, especially for those students arriving in town for the first time. In addition to the job fair, job openings sent in from employers are posted on the official job board throughout the year. Assistance from the administration is also given to students who need help getting started with a job search.

A limited number of part-time employment positions are available on campus. The college considers on campus positions part of the work assistance program in which 70% of the pay goes directly to the unpaid school bill. These jobs are available on a first come first serve basis to qualified applicants. The different categories of campus positions include office, janitorial, cafeteria, facilities maintenance, grounds keeping, and security. Those interested in working on campus must complete an online Application for Employment, and those offered positions will be required to complete an Application for Work Assistance.

Any student working on or off campus, except for foreign students, must present documentation to prove identity and employment eligibility. The student should have in his/her possession two forms of ID: a state ID card or driver's license and certified copy of a birth certificate or social security card. Foreign students may not work off campus without employment authorization from the immigration service. Violation of this policy will affect the student's immigration status.

Students may not obtain employment in any establishment where they would need to sell and serve alcoholic beverages, pornography, tobacco, nor where their work would in any way conflict with the standards of Christianity or the college.

## **Shuttle Service**

The college offers a shuttle service from Will Rogers World Airport to the college in August and January during the beginning of each semester. Students needing a pickup must call the Dean of Students' Office 48 hours in advance and provide airline, flight number, and date/time of arrival.

## **Bookstore**

The college bookstore operates as a service to the students and friends of Heartland to provide, at reasonable prices, a source for general books, Bibles, Bible reference materials, miscellaneous items, Heartland memorabilia and clothing, classroom supplies, and gift items. The bookstore is also the source of all textbooks used in the classes. Special procedures for purchase of textbooks are followed during registration in August and January.

Included in the bookstore area is the Go Ye Café, an area where students can gather to fellowship, study, research online, or just simply unwind. A great variety of food items and drinks are available for purchase making the book store the campus one stop shop for students.

## **Library**

The library provides reference and study facilities for the student body as well as computer access. Student tutors are available throughout the week to help other students with their class work. Reference books pertinent to the courses offered are continually being added to the library that now includes well over 25,000 volumes with a high orientation of Bible and theology books. In addition to books, the library has magazines, selected audio aids, pamphlet files, curriculum materials, and a video library. Students also have access, for study purposes, to several public and college libraries in the immediate area.

## **Missions Prayer Band**

Missions Prayer Band meets to disseminate information about missionary activities, to develop interest and enthusiasm in missions, and to pray for missionary needs and results. Veteran missionaries are often available to speak to the group. In addition, special projects are promoted from time to time. Both missions majors and non-missions majors join together on Saturday evenings to pray for and promote world missions.

## **Preacher's Round-Up**

Once a month, students gather in the Biblical Preaching Center to sing congregational songs, hear special music, and enjoy several student preachers. On occasion, a special guest is asked to preach. This is a time of training for the preachers and an opportunity to exercise God-given talents in preparation for ministry.

In addition, students use their gifts and abilities to provide special music.

## **Campus Life Events**

- Fall Opening Days and Student Life and Character Orientation sessions preaching, teaching, special presentations, and special music
- Spring Opening Days and National Church Planting and Home Missions Conference - opportunity to hear good preaching and testimonies of church planters as well as an opportunity to give to the needs of church planters and church planting projects
- Alumni/Homecoming Week - a time when alumni present classes on various topics as well as special chapels and other events

- Graduation Preaching Conference - time of special preaching and music; special activities for preachers, friends, wives, and alumni; graduation/ end of school banquet; and commencement
- Missions Emphasis Days - students interact with missionaries, visit displays, and enjoy good preaching; part of annual missions conference at Southwest Baptist Church
- Midnight Breakfast - a time of fellowship during the fall semester final exam week where the staff and faculty prepare a breakfast for the students
- Labor Day Picnic - a time of food, fun, and fellowship when students and church folks gather for group and individual games and special entertainment
- Banquets - annual banquets are held at Christmas time before finals week and at the end of the spring semester before Graduation Fellowship Week

### **Summer Ministry Opportunities**

Heartland students have the opportunity in the summer to participate in various summer ministries. These include internships offered by local churches, both in Oklahoma and across America; summer camp ministries; and both individual and group short-term missions trips to various places around the world. Opportunities also exist for students to help in their home church. VA beneficiaries cannot be certified for mission trips.

### **Notification of Parents/Home Pastor**

As a matter of Biblical principle and in the interest of maintaining a proper link of communication, the college believes the parents or legal guardian of the student should be involved in the student's educational program. In addition, the home pastor has an interest in the student's wellbeing. At the same time, the college seeks to protect the privacy of the student. Therefore, the college reserves the right to discuss with the parents/guardian/spouse, home pastor, local pastor, and/or any other current, previous, or potential authority at the discretion of the administration regarding matters of behavioral, academic, financial, or personal nature. This will include, but not be limited to, grades, class attendance, academic progress, financial status, and disciplinary action. Disclosure under the Family Educational Rights and Privacy Act (FERPA) will be satisfied by the completion of the Student Statement of Agreement.

# ADMISSIONS

## **Eligibility**

Application for admission is open only to those who are currently members of independent, fundamental Baptist churches and who testify that they have received Jesus Christ as Savior and Lord, i.e. saved by grace through faith. In addition, they must be a high school graduate (or one having an equivalent academic background); have the recommendation of their pastor; have an earnest desire to serve the Lord; and must present acceptable evidence of the genuineness of their calling and purpose. Incoming students should realize that Heartland is an institution of higher education and, therefore, must be prepared to do college level work. In addition, prospective students should be congenial, cooperative, and willing to submit to the standards and regulations of the college as found in this catalog and the "Code of Conduct."

## **Statement of Eligible Admission**

Heartland Baptist Bible College admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national and ethnic origin, age, sex, or physical disability in administration of its educational policies, admission policies, scholarship and loan programs, and athletic and other school-administered programs.

## **Admissions Classification**

### Prospect

Anyone who requests and is sent information about the college is considered a prospect.

### Applicant

An applicant is one who has sent in the application form and/or any item of application.

### Enrollee

One becomes an enrollee when he/she is accepted for enrollment and completes the registration process.

### Continuing Student

A student who is enrolled and takes classes from one semester, fall or spring, to the next semester without a break, other than summer, is considered a continuing student. A continuing student is not required to make application for readmission from one semester to the next provided there is no break taken during a regular semester.

### Returning Student

A student who wishes to return to Heartland after a period of absence of one or more semesters must notify the Registrar's Office of their intent to re-enroll. A re-application for admission must be completed and a \$10.00 re-enrollment fee submitted. The student file will be reactivated, and the individual notified of additional material that will be required to complete it. As a minimum, anyone who has been out at least one semester will be required to submit a current Pastor's reference and possibly an additional personal reference.

### Part-Time Student

Twelve credit hours constitute the minimum full-time load. All on-campus students must carry a full-time load. A part-time student carries fewer than twelve credit hours. A part-time student must follow the regular application procedures and will be subject to the same standards, policies, and rules as full-time students.

### Special Student

A new student who does not have a high school diploma, or its equivalent, may be admitted as a special student into the one-year program. A special student will not be admitted into the four-year program or any diploma program until evidence is provided of high school or GED completion; however, work taken, and credits earned at Heartland may be applied toward a four-year program if the student later receives a high school GED. A special student must follow the regular application procedures and will be subject to the same standards, policies, and rules as other students.

### Early Admit Student

This is an individual who has not yet completed high school and is under 18 years of age. The student will remain at home under the parents' supervision and simultaneously complete high school requirements while taking college level classes.

### Auditing Student

Wives of enrolled spouses and other approved individuals may wish to audit classes, i.e. attend classes and participate for no credit. A fee will be charged for each semester course audited. Permission of the Administration is required. Auditing students must comply with all standards, policies, and rules. The audit option is not available to currently enrolled students.

Classes available for audit include special offerings such as ladies' classes and youth classes. A special audit form must be completed. The maximum number of audit classes is two per semester. Anyone attending day classes for audit or for credit for any period of time must comply with appropriate application procedures.

### Transfer Student

This describes the individual who has attended another college or Bible Institute for postsecondary study and enrolls for the first time at Heartland. Special policies apply for the transfer of credit. A transfer student must follow the regular application procedures and will be subject to the same standards, policies, and rules as other students.

## **Application**

### Application Forms

The forms for Application for Admission to the college are provided separately. If not provided, request the material from the Registrar's Office. Packets of general information are provided by mail, but most of the application process will be completed electronically.

In summary, the following items make up the application process:

- Application (or Re-Application)

- Applicant Information Form
- Application Fee
- Pastor's Reference
- Two Personal References
- High School Transcript
- College Transcripts (if applicable)
- Medical/Health Questionnaire (TB test is required if from a foreign country)

### Initial Application Procedures

The following are procedures for completing the forms:

1. Fill in the application and applicant information form completely, sign, date, and attach a recent, good quality photograph and Application Fee.
2. Each of the persons whom you have selected as references will be either emailed or text the link to the appropriate reference form by the Admissions Office - your pastor and two employers, teachers, or friends (no relatives) who have known you for one year or more. The reference forms, once completed, will be electronically sent directly to the Admissions Office.
3. Request your high school send an official transcript of your high school record directly to Admissions. The transcript should indicate the date of graduation and the signature of the principal or other appropriate person. If you have a high school equivalency diploma or G.E.D., please request a copy be sent directly to the college.
4. Request each school you attended beyond high school, if any, to send an official academic transcript to Admissions.
5. Complete the medical health/questionnaire form in enough time to have the form arrive at the college prior to enrollment. A TB test is required of all students coming from foreign countries and, if positive, a chest X-ray. The college reserves the right to require a physical examination and/or certain blood tests.

When all items of application have been received and the applicant is accepted for enrollment, a letter of acceptance and information regarding registration will be sent to the individual.

### **Registration**

All students, both new and continuing, complete registration, which consists of 2 parts: Online Registration and On-Site Registration.

Online Registration: Students are sent the necessary registration materials to complete the online registration process, which includes course enrollment, textbook selection, and completion of various student forms.

On-Site Registration: Students complete the registration process when they return to campus at the start of the semester. This process may include the following: ID card and yearbook pictures taken, verification of student forms, meeting with their department chair, graduate

interviews, course enrollment verification, and payment of bill. Students must be officially enrolled in a course by the end of the first week of classes in order to attend the class and receive credit.

Students are considered enrolled in Heartland Baptist Bible College after all required items are completed at on-site registration.

New students who have completed the application process satisfactorily are provided with a letter of acceptance and information concerning registration. Applicants with incomplete files may be allowed to register under conditional admission. Every effort must be made to complete the application process prior to registration to avoid any delays or inconveniences.

Late registration is conducted in the Registrar's Office during the first full week after the regular registration day. Unless special administrative permission is given, no one will be admitted for the regular semester of classes if more than ten days late.

### **Transfer**

Heartland Baptist Bible College recognizes the work completed at other institutions of higher learning; however, there can be no guarantee of course transfers until an official transcript from a college or university is received.

Transfer credits will be considered and accepted only through review from an official transcript from the institution.

- The courses must match with HBBC's curriculum and the student's enrolled program of study.
- The number of courses and units transferred will equate to the requirements of HBBC.
- Course grade must be at least C or higher.
- To receive a diploma from Heartland, students must complete a minimum of one year in residence or a minimum of 30 hours – regardless of the number of transfer credits.
- Acceptance of credits is at the discretion of the academic administration.

A transfer student may not disregard his record at any institution of higher learning previously attended even though there may not be any transfer credit. Transcripts should be requested in sufficient time, so they arrive prior to registration.

A transfer student who is not in good standing with the previous college(s) attended may jeopardize the privilege of enrolling at Heartland.

### **Dual Enrollment**

Heartland Baptist Bible College does not accept dual credit, which means college courses received on a high school transcript are not transferrable. If a course is taken through a local college or university also provided high school credit, and we receive an official college transcript sent directly from the college, then there is potential for credits to transfer. The transferring of courses must follow HBBC's policy for transferring credits.

## **Bible Institute**

The college accepts correspondence and Bible Institute credits that are earned within local, independent, fundamental, Baptist churches on a case by case basis. An applicant should submit a copy of the transcript with credits assigned and grades plus a catalog, appropriate paperwork, or other documentation that outlines the program of study, course descriptions, course requirements, and calculation of credit. Transfer of credits will be based on the college transfer policy.

## **Home Schoolers**

Heartland does recognize and accepts home school graduates. We believe home schooling is a viable and Biblical option. A formal transcript, either typed or computer generated, is required. The transcript should include the home school name, listing of courses completed with grades assigned, date of completion, and signature of teacher/administrator. Students without high school records should complete the GED.

## **Veterans and Veteran Dependents**

### Approval

Heartland Baptist Bible College is approved by the Oklahoma Department of Veterans Affairs State Approving Agency for VA educational benefits. In addition, qualified veterans are eligible for the Veteran Readiness and Employment (VR&E) program under Chapter 31.

### Compliance

Heartland Baptist Bible College is compliant with PL 115-407. For more information on the law, please review the following web link: <https://oklahoma.gov/veterans/education/state-approving-agency/public-law-115-407.html>

### Requirements

All regulations, policies, and procedures regarding eligibility, application, admission, registration, enrollment, and college standards and rules will apply to the veteran in the same manner as other students. In addition, the veteran is required to satisfy the requirements prescribed by the VA.

The following policies and procedures pertain to all individuals receiving benefits of any kind from the Veterans Administration.

The veteran or qualifying dependent will complete an application online through the VA website ([www.gibill.va.gov](http://www.gibill.va.gov)). For first time applications, VA Form 22-1990 will be used for all chapters, except Chapter 35 and transfer of benefits. Chapter 35, dependents' assistance, will use VA Form 22-5490. The application for those who transferred benefits will be VA Form 22-1990e. Actual transfer of benefits must be done through DOD website. For change of school or program, use VA Form 22-1995 or VA Form 22-5495. The VA Regional Office servicing Heartland is in Muskogee, Oklahoma. A copy of DD Form 214 (discharge form) will also be required (if a veteran). Please contact the Academic Affairs Office for special instructions concerning completing the application and for help in applying for appropriate benefits. Specific wording must be used when completing the application.

A copy of all forms sent to the VA and approval documents from the VA should be provided to the Admissions Office so a proper file may be established and maintained.

The college has designated VA Certifying Officials who provide assistance to veterans and veteran dependents and who are responsible for certifying attendance and monitoring the academic progress of students receiving VA educational benefits; therefore, communication with a certifying official is essential for proper administration of the veteran's file.

The Academic Dean and Registrar are ready to assist the VA student with their enrollment in the VA program and the drawing of benefits and is available to advise or answer questions/concerns dealing with their course of study.

The "Code of Conduct" contains the rules, policies, and regulations governing conduct at Heartland and pertains to all students both married and unmarried.

### Attendance

As with all students, VA students are expected to be faithful in attendance and accomplish all assigned work for each class enrolled in. The recipient of VA educational benefits must be aware of and abide by the attendance policy of the college. If the VA student misses the number of class hours that would require the course to be terminated, the VA will be notified that the class will be dropped for pay purposes only. The Registrar will provide the counseling necessary to insure educational benefits are not interrupted because of poor attendance. Counseling will be required when the VA student reaches the allowable number of absences.

Before a veteran is dropped from a class for excessive absences, the Registrar will evaluate the situation to see if any mitigating circumstances exist such as documented illness, hospitalization, death in the family, court appointments, military duty, etc.

All students receiving VA education benefits will have a supplemental file established in the Admissions Office to maintain the records necessary to properly keep the VA informed of academic progress and status of enrollment and attendance.

An enrolled student who withdraws as a result of being called into active military duty (reserves or National Guard) may, if late enough in the term, request an "incomplete" so that the remainder of the work could be completed at a later date and receive no refund or credit of tuition and fees. If the student has met the academic requirements for the term, a grade will be assigned and no tuition refund or credit will be granted.

Heartland accommodates brief absences, such as annual reserve training, provided that satisfactory academic progress is being made prior to the absence, and the faculty member is able to arrange appropriate supplemental coursework for the classes missed.

Students must submit to the Admissions Office proof of compulsory service that prevents their enrollment. Active duty military must provide a letter from their commanding officer; Reservists and National Guard members must provide a copy of activation orders.

## Refunds

Refunds will be based on the last date of attendance. Room and board are refunded on a prorated basis, computed as a daily charge from the day residence halls open for the semester to the last day of the semester. The day of withdrawal will not be included in the refund. Tuition charges will also be refunded on a prorated basis according to the student's last day of attendance.

The school has and maintains a refund policy for students receiving educational benefits and enrolled under provisions of Title 38, that provides a refund for the unused portion of tuition, in the event the Title 38 student fails to enter the course, withdraws, or is discontinued at any time prior to completion. Such policy provides that the amount charged to the Title 38 student for tuition for a portion of the course shall not exceed the approximated pro-rata portion of the total charges for tuition that the length of the completed portion of the course bears to its total length and based on the student's 'Last Date of Attendance' in accordance with guidelines. An amount not in excess of ten dollars (\$10.00) for an established registration fee is not subject to refund or pro-rata. Refunds must be completed within 40 days per Code of Federal Regulation (CFR) 21.4255.

## Transfer of Credits

Transfer of credit for work previously done applies to the VA student in the same manner as other students at Heartland. Transcripts of work at previous colleges and military training must be provided to Admissions as soon after the application process is started as possible. This will allow time to evaluate the transcript, determine the transferable credits, and respond to the student within 30 days after enrollment as required by VA.

## Payments

Once the VA student is enrolled an enrollment certification will be completed online.

VA payments to be paid to the student will be deposited directly into the student's bank account. Under Chapter 33, tuition and fees will be sent directly to the school.

VA student will be paid on a clock hour basis. Clock hours will be determined by identifying the number of hours a student will spend in classroom instruction during each academic week. A total of 18 clock hours is required to be paid the full-time rate. A clock hour is equivalent to 50 minutes of instruction, academic engagement, or preparation within a 60-minute period of time.

Payments will be retroactive to the beginning of the semester. Depending on the benefit award, a verification by the student may be required the end of each month before payment is authorized by VA.

## **International Students**

Heartland accepts international students and does everything within its power to facilitate the admission of eligible applicants; however, Heartland is not able to provide scholarships, financial aid, or sponsorship assistance to international students nor is it able to guarantee an on-campus job. The source for funding the cost of education at Heartland will need to be

personal funds and/or funds from the sponsor. It is imperative that a sponsor be selected quickly.

An international student makes application for admission to Heartland in the same manner as any other student with the additional need to meet certain requirements of the individual country plus the U.S. requirements for approval to study in this country.

In order for a student to receive the necessary permissions to leave his/her country and enter the United States, the following must be accomplished. All items must be received prior to acceptance.

- Submit application with \$25.00 in United States funds
- Submit a Pastor's recommendation for study at Heartland
- Submit two personal references
- Submit the medical/health questionnaire with proof of negative TB test
- Submit high school transcript or equivalent with English translation of grades/levels attended, number of units completed, date of graduation, and signature of school official
- Submit all college and postsecondary schools attended with English translation of degree and dates. To receive transfer credits, the entire transcript must be translated, and course scopes provided
- Furnish satisfactory evidence as to character and an Affidavit of Support certifying the ability to meet all financial obligations in this country. A sponsor must be prepared to assume any and all financial shortages or to assume the expense of returning the foreign student to his country. An on-campus job may be available to help defray the expense of college; however, a job cannot be guaranteed, and a job will not pay for the entire bill.
- Provide evidence that the initial down payment can be made.
- Provide proof of proficiency in the English language. A test of English as a Foreign Language (TOEFL) is required if English is not the national language. (Information on this exam may be obtained at <https://www.toeflgoanywhere.org>)

The international applicant, if accepted, will be provided with a letter of acceptance and an Immigration Form I-20 from the college. The SEVIS I-20 form must be presented to the immigration authorities to receive permission to enter the United States under an F-1 student status. In addition, the SEVIS I-901 Form and \$350 fee are required.

## **General Information**

### **Standardized Test Scores**

Standardized test scores, such as SAT or ACT, are not required as a condition of admission. The primary admission criteria are a salvation statement, a Pastor's recommendation, and a desire to attend HBBC.

### Challenging Academic Courses

Heartland does not allow students to challenge any courses for credit, nor does it accept CLEP exams or any other for-credit exams.

### English Placement Test

All students, including transfer students and students enrolled in the Bible Certificate program, must take a math placement exam and English placement prior to the start of on-campus registration. The exams should be taken prior to online registration for the initial semester of enrollment. The results of these exams are used to assign students to appropriate courses for their majors and/or to prepare for potential future course assignment.

Placement exam results do not impact an applicant's eligibility for acceptance to Heartland Baptist Bible College

# **FINANCIAL INFORMATION**

## **Financial Information**

Many believe that a high cost of education equals a high-quality education. Actually, high cost may reflect high operating costs (debts, salaries, low support base); however, Heartland Baptist Bible College is one of the most affordable independent fundamental Baptist colleges in the country with a faculty and staff that is committed to the highest standard of excellence in educating and training preachers, missionaries and Christian workers. What makes us so affordable is how God has blessed this college with hundreds of churches and individuals that give monthly support and participate in the annual May College Offering. These two avenues of support underwrite approximately 32% of the school's operating costs; or to put it another way, this support gives every student a 32% scholarship that directly reduces the amount they will be required to pay. Bookstore sales and Music Group CD sales underwrite an additional 12% leaving the students to pay only 56% of the total educational cost. This level of support allows for a low cost of education. Through the financial assistance of faithful Christian friends and churches, the college continues to offer a Christ-centered education within financial reach of those who desire training and are qualified for admission.

### **Explanation of Finances**

The College reserves the right to add fees or change the current fees and charges concerning tuition, room, and board or other expenses. An explanation of general finance charges is provided below.

#### Application Fee

This is a non-refundable and non-transferable fee which is part of the admission process for a new student. Should an applying student not enroll in the intended semester, the Application Fee is good for one year from the original expected semester of enrollment.

#### Reenrollment Fee

This is for students applying for readmission after an absence of one semester or more. The Re-application and fee should be sent in as soon as possible so the student file can be reactivated.

#### Late Registration Fee

This fee will be charged to any student who completes online registration after the specified date. This fee also applies to those who complete on-campus registration after the specified date.

#### Composite Student Fee

This fee covers the following expenses: yearbook, ID card, library services, student activities, IT services, matriculation, mailbox key, and general Administration registration costs. This fee is paid each semester by all students and is non-refundable.

The cost of the college yearbook is included in the composite fee. A student who does not pay a full composite fee for both semesters will be required to make an additional payment in order to receive a yearbook. This also will apply to a student who does not reenroll for the spring semester.

### Tuition

A student enrolled in at least twelve credit hours is considered a full-time student who pays the full-time tuition flat-rate charge. Full-time tuition may be paid in full at any time or may be paid under the installment plan. Payments made under the installment plan will be assessed an installment fee. Part-time tuition is charged on the per hour basis.

### Room and Board

This charge will be assessed to all students who have a room in a campus residence hall or what would be referred to as campus housing and includes the cost of meals.

### Room Activation Fee

All students living in the residence halls will be assessed a one-time, non-refundable charge. This is not a security/cleaning deposit. Additional fines and charges will be assessed for not cleaning a room at the end of the semester/year or for requiring repairs beyond normal wear and tear.

### Auditing Fee

A fee will be charged for each course audited. Auditing requires the permission of the Academic Dean and instructor. No credit will be granted.

### Semester Break Room and Board

The semester break, either during Christmas or the summer, is not calculated in the regular semester's room and board or meal charges. Students remaining on campus during these times will be charged a board and/or room fee, payable in advance. The Administration reserves the right not to provide meals during semester break if there are not enough students to warrant opening the cafe. (If no meals are provided during semester break, a place to eat with refrigerator and microwave will be available to students.)

In addition, the Administration reserves the right to close the residence halls during the summer if it is not cost effective to have them open. The college will assist students to find other accommodations.

### Schedule Change Fee

Each student is held responsible for the schedule of classes signed up for at registration. After the first week of classes, a fee will be charged for any change, drop/add, in the program.

### Vehicle Registration Fee

A fee is charged each semester for each vehicle. Registration of a second vehicle will be half the fee. All motor vehicles and motorbikes used to transport students to and from campus or driven on campus must be registered, which includes providing owner information, vehicle information, and insurance information. Students will not be allowed to park or drive uninsured vehicles on campus. This fee is non-refundable and non-transferable. Tickets may be issued to violators of the vehicle registration policy.

### Book Fees

Book charges will vary depending on classes taken. Each student is required to purchase the necessary books prior to class either through the registration process or through other venues. Books ordered through the Bookstore will be paid for as part of the school bill and picked up in the Bookstore. On occasion, there might be additional charges for books not listed on the booklist at the beginning of the semester. The current book return policy governs the return of all books.

### Late Examination Fee

The late examination fee is charged for making up a missed exam because of sickness or other legitimate emergencies. The opportunity to take late exams is generally reserved for major exams only. All make-up work is at the discretion of the instructor. The fee will be paid in the Finance Office. The late exam will be on file in the Academic Affairs Office. Late exams must be taken within three school days upon returning to school and not later than 5 days after the exam is given.

### Key Charges

Key charges allow the student the use of residence hall and mailbox keys for the entire school year (fall and spring semesters). At the end of each year, keys are returned to the college. A charge will be assessed for a lost key or keys not turned in.

### Returned Check

A service charge will be assessed for each check not honored by the bank. If the college receives two returned checks, the student will be placed on a cash only basis.

### Transcript Fee

Students who request a transcript whether a student copy or official copy, will be charged the transcript fee. No transcript or grade report will be issued until all financial obligations to the college are met. The college will return the transcript fee if it is not able to provide the transcript because of an outstanding bill. Requests for transcripts are available on the Heartland website or a link to the transcript request form can be made available by contacting the Academic Affairs Office.

### School Bill Installment Fee

Students choosing to pay their semester school bill under the four-installment plan, which includes registration plus three additional installments spread throughout the semester, will be charged a fee on the installment total for the three additional installment payments. Late payment fees will also apply.

### Lab Fees

Certain classes, such as Art, Music, other practical type classes, or courses that require the use of machines or equipment, may require a fee for special supplies or use of the equipment.

### Private Music Lessons

A charge will be assessed for private lessons for both the music and non-music major. Each lesson will be one half-hour per week except for the applied lesson which will be 1 to 2 hours per week. A discount is allowed if a second lesson is taken.

### **Payment of Accounts**

Room, tuition and board, and fees are computed on a semester basis, and all charges are due and payable at the beginning of each semester.

The registration of a student signifies an agreement by that student to fulfill all the related financial obligations for the entire semester in which he/she is registered. The college expects every student to be accountable for his or her own account even though financial help may come from parents or the student's home church; and the college takes the position that it is part of the education of the student and development of character to learn responsibility for individual financial commitments.

Should a student allow his account to become past due, he will jeopardize his privilege of attending Heartland and may be asked to withdraw from the college.

It is the policy of the college that any previous semester bill must be cleared before a student is allowed to register for a new semester.

All students are required to make the minimum payment due at registration. This includes the required down payment which is 60% for fall semesters and 20% for spring semesters. The percentage down is 60% or 20% of tuition, room and board, and composite fee as applicable. The cost of books and other fees are not part of the down payment, but 100% of these costs must also be paid at registration.

No student will be allowed to be delinquent more than one installment payment unless their financial agreement states otherwise (e.g., Exceptions apply to those who are receiving VA benefits or other verifiable financial aid). Students who have not paid an installment in its entirety by the end of the grace period stated on their financial agreement may be dismissed within 48 hours after the grace period.

### **Methods of Payment**

All charges are due and payable at registration each semester. They may be paid by cash, check, Visa, MasterCard, or Discover. A student also may arrange to make payments by installments through a Contract for Extension of Credit which becomes a promissory note.

This contract allows the student to pay selected fees and room and board and tuition, as applicable, in four installment payments. The first installment is due at registration with three succeeding installments due on the 15<sup>th</sup> of each month starting with the month following registration. An installment fee will be assessed for this service. Book fees, the vehicle registration fee, key charges, and certain special fees are required to be paid at registration. Deviations from these policies must be approved by the Administration. All payments and any financial arrangements will be made in the Finance Office.

## **Refund Policy**

The following refund policies currently in effect apply to all students who withdraw prior to the end of the semester (or who drop a class during the semester).

### General

When students who are beneficiaries of financial assistance withdraw from the college, any credit will first be offered to the contributor of the financial assistance before being offered to the student. Refunds will be based on the last date of attendance.

### Fees Not Related to Tuition

All miscellaneous charges and fees not related to tuition, e.g. composite fee, books, vehicle registration, etc. are considered expended at the beginning of the semester and thus are non-refundable after registration.

### Tuition

Tuition, both full-time and part-time, will be refunded according to the following schedule:

prior to the first day of classes	100%
during the first week of classes	90%
during the second week of classes	80%
during the third week of classes	60%
during the fourth week of classes	40%
during the fifth week of classes	20%
after the fifth week of classes	0%

### Room and Board

Room and board are refunded on a prorated basis, computed as a daily charge from the day residence halls open for the semester to the last day of the semester. The day of withdrawal will not be included in the refund.

## **Financial Aid**

Heartland is approved for the use of VA educational benefits. Heartland Baptist Bible College has chosen to be independent of government control; therefore, we do not participate in any Title IV or Federal financial aid programs such as the Pell Grant or student loans. All students regardless of race, color, sex, national or ethnic origin are eligible for any scholarships offered.

Heartland offers a number of financial aid opportunities classified as VA educational benefits, work assistance, tuition discounts, and scholarships. Institutional scholarships are awarded based on need, merit, and/or service. The Administration also has discretionary funds to aid students with a definite financial need.

Students should pursue every opportunity for additional financial assistance from other sources which might include: family resources, help from the home church, church scholarship funds, alumni scholarship funds, grants available from school districts and community organizations,

scholarships from employers, and other private sources. All institutional scholarship benefits apply to the regular semesters only and are not available for summer school.

Scholarships are available to full-time students unless special circumstances exist, and approval is granted by the Administration. Students must maintain a 2.50 grade point average to remain eligible for scholarships. Please contact the Academic Affairs Office if additional information is desired.

#### Financial Aid Refund Policy

Refunds for students who are beneficiaries of any form of financial aid will first be offered to the financial aid source before being offered to the student.

Students receiving educational benefits from the Department of Veteran Affairs (VA) will be refunded based on their 'Last Day of Attendance' in accordance with the guidelines set forth by the VA. Room, board and tuition for VA students are refunded on a prorated basis.

The school has and maintains a refund policy for students receiving educational benefits and enrolled under provisions of Title 38, that provides a refund for the unused portion of tuition, in the event the Title 38 student fails to enter the course, withdraws, or is discontinued at any time prior to completion. Such policy provides that the amount charged to the Title 38 student for tuition for a portion of the course shall not exceed the approximated pro-rata portion of the total charges for tuition that the length of the completed portion of the course bears to its total length and based on the student's 'Last Date of Attendance' in accordance with guidelines. An amount not in excess of ten dollars (\$10.00) for an established registration fee is not subject to refund or pro-ration. Refunds must be completed within 40 days per Code of Federal Regulation (CFR) 21.4255.

#### Academic Scholarships

A limited number of academic scholarships are available to new students at Heartland and in special cases, continuing students. These scholarships are available based on ability, potential, and need. The scholarship is available for one semester and will include an award of \$500 tuition credit.

A letter of request for the scholarship must be submitted by the student to the Academic Dean. The letter must include such items as a statement of purpose, immediate and future goals, high school GPA, why the student desires to attend HBBC, and why the scholarship is needed. Scholarship awards will be determined by the Administration.

#### Student Spouse Tuition Discount

The spouse of a full-time student is eligible to receive a \$250 tuition credit, provided the full-time student pays full tuition and the spouse is a full-time student.

#### Sibling Tuition Discount

When two or more dependent children in a family are enrolled full time, the second sibling and each subsequent sibling receives a \$100 discount off the tuition charge. The sibling discount requires each student to be full-time, applies to tuition only, and requires the first child to pay full tuition.

### Certain Services-Rendered Scholarships Are Also Available

These scholarships require some type of service on behalf of the college. Examples of these types of scholarships include Resident Advisors, RA assistants, music group scholarships, VBS travel team, yearbook advisor, etc. The student must maintain a 2.50 grade point average to remain eligible for the scholarship. Failure to perform services as required by the scholarship could cause ineligibility and forfeiture of the scholarship.

### Limited Awards and Scholarships Available

Certain scholarships have been established over the years by memorial funds, churches, and various groups that provide scholarship opportunities for deserving students. Some have specified conditions that apply. The college will award these scholarships based on the desires, conditions, and timing as established by the trust. Awards are made primarily by Administrative selection; however, some scholarships require a student application. The student must be in good standing with the college, maintain a 2.50 grade point average, and fulfill the requirements of the scholarship. Situations may arise that might cause the college to discontinue any scholarship or financial opportunity currently being offered.

### **General Financial Information**

Students may cash personal checks at the Finance office for cash back up to \$25.00. Checks larger than \$25.00 will require approval. A service charge will be assessed on checks not honored by the bank. If the Finance Office receives two checks not honored by the bank, the student will be put on a cash only basis. Post-dated checks will not be accepted without permission from the Administration.

Students working on campus will be required to participate in the work assistance program if a school bill balance exists. Forms will be completed in the Finance Office.

Consumer Debt: While attending Heartland, students should be especially wary of using credit cards as a substitute for careful budgeting. We believe the standard Heartland student budget does allow for a moderate standard of living and does not provide an allowance for credit card payments. It is recommended that students clear all major consumer debt prior to entering Heartland.

### **Unpaid Accounts**

Until a student's account is paid in full, he will not be eligible to:

- receive a copy of transcript or have records released
- participate in commencement or receive a diploma
- re-enroll in the next semester without Administration permission

## Summary of Financial Charges

### Fees Assessed for all Students (\*base fees - can be paid in installments)

Tuition - Full Time (flat rate - 12 or more hours)	\$2,185
Tuition - Part Time (per credit hour - less than 12 hours)	184
Composite Fee – Full Time (12 or more hours)	\$370
Composite Fee – Part Time (less than 12 hours)	225

### Fee Assessed for all On-Campus Students (\*base fee - can be paid in installments)

Room and Board	\$2,110
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### Program-Specific Fees (\*\*non-base fees - due upon charge)

Private Lesson (required for 1st- and 2nd-year music majors)	\$280
Applied Lesson (required for 3rd- and 4th-year music majors)	520
Second Private Lesson (optional)	240
Textbooks, Course Notes, Lab Fees, and Material Fees (see Book List and Classes Offered by Major/Year to determine costs)	

### Optional Fees (\*\*non-base fees - due upon charge)

Vehicle Registration Fee	\$35
Installment Origination Fee	30
Late Registration Fee	100
Application Fee	25
Audit Fee	25
Late Exam Fee	7
Re-Application Fee	10
Schedule Change Fee	7
Transcript Fee	7
Cash Back Fee	1
Daycare Services (per hour)	5
Late Payment Fee	10
Refrigerator Rent	90
Replace Dorm Key	10
Replace Mail Key	10
Replace ID Card	10
Return Check Fee	30

### Payments are due as follows:

Option 1 is to pay in full for all semester charges. Payment is due at registration.

Option 2 is to make a down payment and three installments:

- \* 60% of Base Fees is due at fall registration.
  - \* 20% of Base Fees is due at spring registration.
  - \*\* 100% of Non-Base Fees are due at registration.
  - \* The remaining semester balance is divided into three payments due the 15th of each month starting with the month following registration.
- Installment Origination Fee applies

Exceptions apply to those who are receiving VA benefits or other verifiable financial aid.

**ACADEMIC**

## Academic Information and Policies

Heartland Baptist Bible College offers programs across 3 program categories and 15 majors, which include 4-year programs of study across 3 program categories, a 2-year Ministry Secretarial program of study, and a 1-year Bible Certificate Program. The college is divided into 6 departments: 1) Biblical Studies, 2) Christian Education, 3) Church Music, 4) Ministry Secretarial, 5) Missions, and 6) Youth Ministries. All 4-year majors include courses in general education, Christian Life, Bible, theology, and church ministries – as well as major-specific components. All 4-year majors also include an integrated internship program through which students build relationships with experienced ministry examples and practice the ministries for which they are preparing.

The following sections of the catalog provide detailed explanation of academic terms and policies. Through the ministry-focused use of these academic tools, HBBC seeks to fulfill its mission of striving for excellence in educating and training preachers, missionaries, and Christian workers,

Heartland Baptist Bible College believes that the work of Christ’s ministry should be done with excellence and that those who are trained to participate in His work should be trained with excellence. Ministry training excellence may utilize many of the same educational tools as are utilized in other higher education contexts; however, primary investments must be made in the spiritual life, and some means of training for ministry are different than other forms of education.

### Definition of Terms

#### Semester Grading System

HBBC operates on the semester system and 4.0 grade point average scale. The unit for counting credit is the credit hour. A credit hour is defined as one fifty-minute period of class work per week over 15 weeks and an assumption of up to 2 hours per week of outside preparation.

For students receiving VA educational benefits, a clock hour is defined as one fifty-minute period of class per week. One fifty-minute period is equal to one clock hour.

#### Grading and Grade Point Average

All work is graded by letters which are assigned quality points as follows:

Grade	Quality Points	Meaning
A+	4.0	
A	4.0	Superior (93-100)
A-	3.7	
B+	3.3	
B	3.0	Good (85-92)
B-	2.7	

C+	2.3	
C	2.0	Satisfactory (77-84)
C-	1.7	
D+	1.3	
D	1.0	Passing (70-76)
D-	0.7	
F	0.0	Failing (below 70)

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WP	0.0	Withdraw Passing
WF	0.0	Withdraw Failing
W	0.0	Official Withdraw
UW	0.0	Unofficial Withdraw
R	varies	Repeated Class
FX	0.0	Academic Integrity Infraction
AU	0.0	Audit

The grade point average (GPA) is calculated each semester by multiplying the quality points assigned to a particular letter grade received in each course by the number of credit hours or units for that course then dividing a summation of all courses by the total number of credit hours attempted.

(For example, Course A is 3 credit hours with a grade of A and Course B is 2 credit hours with a grade of B. For Course A, quality points are 4.0 times 3 for a total of 12. For Course B, quality points are 3.0 times 2 for a total of 6. GPA is the summation of quality points (12 + 6 = 18) divided by 5 credit hours. The GPA is 3.60.)

A grade of F, WF, FX, and UW is included in the calculation of the GPA. A grade of WP and W is not included in the calculation of the GPA.

Students receive a letter grade for Chapel, Christian Service, and Campus Service. Satisfactory completion of Chapel receives 2-hours of credit on the transcript and is included in students' GPA calculation. These credits are not included in the required hours for completion of a program, nor do they contribute toward the hour requirement to live on-campus or to students' semester-hour cap. Credit is not given for Christian Service or Campus Service and are not included in the calculation of the GPA.

### **Student Classification**

The classification or class standing of a student depends on the number of credit hours of credit received in fulfilling the requirements of the enrolled program of study. The classification includes credit hours received for Chapel.

Freshman (1st year) has completed 35 or less credit hours

Sophomore (2nd year) has completed 36 - 71 credit hours

Junior (3rd year) has completed 72 - 107 credit hours

Senior (4th year) has completed at least 108 credit hours

## **General Academic Regulations**

### Student Disclaimer

All students are required to complete the coursework in a satisfactory manner and to cooperate with academic policies of the college. Any student who does not meet these policies may be asked to withdraw.

### English Placement Exam

All students, including transfer students and students enrolled in the Bible Certificate program, must take a math placement exam and English placement prior to the start of on-campus registration. The exams should be taken prior to online registration for the initial semester of enrollment. The results of these exams are used to assign student to appropriate courses for their majors and/or to prepare for potential future course assignment.

### Course Selection and Academic Changes

Guidance for the student in selecting the appropriate program of study is available through the academic administration, the staff, and faculty of HBBC. Many students begin and complete the same academic program without making changes to their curriculum or courses. Students who wish to change their major must complete an official request form in the Academic Affairs Office. The student must indicate that they have received counsel on the decision from their parents and home pastor. Students should also consult with their existing department chair and potential new department chair before finalizing the change. Students who change their major cannot be guaranteed to complete their new program according to the timeline anticipated in their previous program.

Each student is responsible for registering and completing the necessary courses according to their individual curricular situation.

### Semester Load

To prepare effectively for ministry, it is vital that students learn deeply from the courses required for their programs. Supplementing with courses based upon interest can also be rewarding, but students must guard against overloading or learning broadly but not deeply. Therefore, unless students encounter a curriculum-based need to complete additional coursework, they will only be permitted to register for up to 19 credit hours in a single semester (17 credit hours for first-semester freshmen). Students who register for more than permitted number of hours will be notified that a course will be dropped from their schedule.

### Class Attendance Policy

Students are expected to attend every class meeting for the courses in which they are enrolled. Faculty will be responsible for collecting and reporting attendance records for the courses they teach. Every tardy or absence will be recorded. Students may view their attendance records on CampusSIS for courses in which they are currently enrolled.

### 1. Definition of Attendance Infractions

Absences will be recorded in measurements of class hours, and any absence will be counted as an absence for all class hours on that class day. An absence occurs any time a student does not attend class, arrives in class more than 15 minutes after the starting time, is absent from class for more than 15 minutes without faculty permission, or is dismissed from class for behavioral infractions. If a student is absent from only one hour of a course that meets for multiple hours in the same day, it is the student's responsibility to inform the faculty of his/her partial presence and the reason for the absence. Otherwise, any absence from a multi-hour class will be counted as absences for all class hours for that class for that day. A tardy occurs any time a student arrives in class after the starting time but before 15 minutes of class time have passed. Three tardy occurrences for the same class will also be counted as an absence equal to one class hour.

### 2. Attendance Penalties

Students may be absent from class without academic penalty for the number of class hours equal to two academic weeks. Absence occurrences within the range of hours of a third academic week will result in a one-letter grade reduction for the course. Absence occurrences within the range of class hours of a fourth academic week will result in an additional two-letter grade reduction for the course. Any absence occurrence within the range of hours of a fifth academic week will result in the student being terminated from the course, with a failing grade assigned for the course. Absence penalty examples are provided below:

	<b>3- credit course</b>	<b>2- credit course</b>	<b>1- credit course</b>
A – No penalty	1-6 credit hours	1-4 credit hours	1-2 credit hours
B – One letter grade reduction	7-9 credit hours	5-6 credit hours	3 credit hours
D – Additional two letter grade reduction	10-12 credit hours	7-8 credit hours	4 credit hours
F – Course termination	13 credit hours	9 credit hours	5 credit hours

If absence-related course terminations cause an on-campus, full-time student to fall below 12 credit hours (whether in isolation or in combination with other dropped courses), the student will be dismissed from the college. Off-campus and part-time students will only be terminated from the affected courses; however, if an off-campus or part-time student is terminated from all of their courses due to absences, that student will be dismissed from the college.

### 3. Attendance Communication

Although the Academic Affairs Office will contact students to communicate attendance penalty concerns, students are responsible to verify the accuracy of their attendance records regularly on CampusSIS.

#### 4. Attendance Penalty Appeals

Students may appeal absence-related academic penalties. First, the student should verify the accuracy of the attendance records in CampusSIS. The faculty member is entrusted with the final decision on all academic records, and faculty may not alter a true academic record for any reason. Therefore, students must familiarize themselves with each teacher's approach to tracking and recording attendance and must communicate any attendance discrepancies or concerns with the teacher according to the teacher's specifications. Second, a student may submit a written appeal to the Attendance Penalties Committee through the Academic Affairs Office. The committee may accept or deny student appeals and are granted full authority to maintain, to reduce, or to remove a student's attendance-related penalties. If a student would like to appeal the committee's decision, the student may request to make an in-person, verbal appeal to the committee. This in-person appeals meeting will be scheduled or denied at the discretion of the college administration, and decision regarding this meeting or following this meeting will be considered final.

#### 5. Additional Attendance Considerations

Students will not be admitted to class if proper dress and behavioral standards are not maintained, and students not admitted to class will receive an absence for that class period. Students who bring visitors to class must receive permission from the Dean of Students' Office and the instructor prior to the start of class.

#### Course Changes

##### 1. Adding a Course

Provided that students do not exceed course load allowances, they are permitted to add courses during the first week of class meetings. After the first week, courses may not be added.

##### 2. Dropping a Course

Students who intend to drop a course are responsible for following the required official procedures. To drop a course, students must submit a Course Change Form, which is provided by the Registrar's Office. Students remain enrolled in their courses until the form is submitted, and failure to drop the course officially may result in a failing grade for the course. Students desiring to drop a course with impact on their curriculum (either a required course or a recommended elective) must receive permission from their department chairman. Courses dropped during the first week of classes are not included on the student's record. Courses dropped from the second week through the eighth week will be recorded on the student's transcript as either Withdraw Passing (WP) or Withdraw Failing (WF), as determined by the instructor's assessment of the student's standing at the time of withdrawal. A WP is not considered in the calculation of students' GPA, but a WF is calculated. Any courses dropped after the eighth week are recorded as WF.

#### Withdrawal from College

A student who officially withdraws from college within the first 8 weeks of classes will receive a grade of W (Withdraw) for all courses. A grade of WF (Withdraw Failing) will be assigned after the 8<sup>th</sup> week, unless special circumstances exist.

A student who withdraws without completing the proper forms will not receive a refund and will receive a grade of UW (Unofficial Withdraw). The grade of UW affects the grade point average the same as a grade of F. The proper forms for satisfactory withdrawal are as follows: on-campus students must complete the Residence Hall Checkout Form with the Dean of Students' Office; all students must complete the Withdraw Form with the Registrar's Office.

Students who are dismissed will be readmitted only after the completion of the Request for Approval for Reapplication and the appropriate re-application forms. Any credits earned during the suspension will not be transferable.

### Size of Class

Classes may vary in size depending on the type of course and the class year. Classes may be canceled if fewer than five students register for the course.

### Late Exams

Examinations must be taken on schedule. Late exams may be made up within three days of the original scheduled exam, or immediately upon return to school if longer. A fee will be charged. Make up of exams is at the discretion of the instructor.

### Repeating Subjects

A student may repeat a course in which a grade of D or lower was earned. Credit will only be given once for the course and the original grade will remain on the transcript, however, new quality points will be assigned. Each course may only be marked as "repeated" once.

VA beneficiaries are not able to repeat the same course twice in order to bring up their grade and still be compensated financially for it from the VA. If a VA beneficiary fails a course, only then can they have the option of repeating the course in order for benefits to be applied.

### Academic Requirements and Honors

Students are expected to maintain acceptable scholastic standards while attending HBBC. An acceptable grade point average is 2.0 or above for both the semester and cumulative. Students with institutional scholarships are required to maintain a 2.5 GPA. The ability to dedicate oneself to a purpose and succeed is an important element for effective Christian service. Students carrying twelve or more hours in a regular semester and earning a grade point average of 3.30 and above will be recognized by having their name placed on one of the following semester lists. Students must not have any D's, F's, or WF's for that semester.

President's List    3.80 - 4.00

Dean's List        3.60 - 3.79

Honor List         3.30 - 3.59

### Satisfactory Academic Progress

Students are expected to maintain a minimum grade point average of 2.0 for each semester and for cumulative work, and a minimum cumulative grade point average of 2.0 is required to be eligible for graduation. Students whose grades fall and remain below this mark are subject to increasing academic intervention, and students' parents and home pastors will be notified of each stage of intervention.

Academic Warning—Students who are failing two or more courses at the time of a mid-semester grade check will be informed of their academic status.

Academic Probation—Students whose semester or cumulative GPA is below 2.0 are placed on academic probation for the following semester. Students on academic probation remain in that status for the entirety of the assigned semester and for the entirety of any subsequent semesters until both the cumulative and the finalized semester GPA is 2.0 or higher. The conditions of academic probation are listed in the Disciplinary Policies section of the Code of Conduct.

Academic Suspension—Students who remain on academic probation for a third consecutive semester will be required to sign an Academic Probation Student Agreement, which prescribes a maximum course load and minimum required grade level for that semester. Students who do not fulfill these conditions will be subject to a one-semester academic suspension from the college and must follow a re-application process to be considered for re-enrollment. Acceptance of any academic credits earned from another institution during a time of academic suspension will be at the discretion of the administration.

#### Recording of Grades and Petition Period for Grade Check

All grades will be recorded by the instructor on CampusSIS, the Student Information System. These grades can be viewed online by the student.

Students who would like to petition a grade must contact their instructors within the grade petition period, which is 6 weeks following finals. After this period, grades will be considered correct and permanent. This petition period also applies to situations where students have received a course grade of “incomplete” (designated as INC in CampusSIS). After the 6-week grade petition period, all incomplete grades will be changed to the existing grade as computed with any incomplete assignment/test recorded as a 0. In some courses, faculty policy dictates that unresolved incomplete courses will be converted to a failing grade for the course. Any such policy must be communicated in the course syllabus.

#### Family and Educational Rights and Privacy Act

Heartland Baptist Bible College complies with provisions of the Family Educational Rights and Privacy Act of 1974. The act basically assures students access to their educational records and protects the students’ rights to privacy by limiting the disclosure of the records without their written consent. This written consent to waive privacy rights under FERPA will be satisfied by the completion of the Student Statement of Agreement.

The college does not permit access to, or the release of, personally identifiable information or educational records to any individual without the written consent of the student, with the following exceptions: (1) administrators, faculty, or staff of the college having legitimate educational concerns; (2) medical personnel having a need of information which, if withheld, would endanger the health of the student or others concerned; (3) parents/guardian/spouse, home pastor, local pastor, and/or any other current, previous, or potential authority at the discretion of the administration; and (4) government officials designated by law or in compliance with a judicial order. Additionally, the college may release directory information

unless the student specifically restricts such information. Directory information is defined as name, address, telephone number, date and place of birth, major field of study, dates of attendance, and diplomas or honors earned.

### Transcript of Records

Official transcripts, those bearing the school seal and signature of the Registrar, are sent only upon submission of the Transcript Request Form and payment of the transcript fee. Official transcripts will be sent directly to the institution or organization. No transcript will be issued to or for anyone who has failed to meet all financial obligations to the college. Transcripts requested for personal use by students receive an unofficial transcript which does not carry the school seal, and thus may not be used as official copies. Requests for transcripts are available on the Heartland website or a link to the Transcript Request Form can be made available by contacting the Registrar's Office.

### **Textbook/Class Material Disclaimer**

All students and faculty at Heartland Baptist Bible College use only the King James Bible for class work, assignments, homework, preaching, teaching, and memorization.

Because the college believes that God has preserved His Word in the King James for the English-speaking people, it seeks to use textbooks, coursework, and materials written by fundamental Baptists who use the King James Bible as their text and include references from the King James in their writings. However, this is not always possible because of the shortage of good quality, academic materials of this nature.

In the interest of research, reference, and scholarship, Heartland, as an institution of higher learning, may occasionally use materials written by individuals who may not hold to the standards and interpretation of Scripture nor the philosophical approach to which Heartland holds. Even though the college chooses to use these scholarly works, it does not necessarily endorse nor agree with all the content of these books and materials nor does it agree with all the views of the author.

The college, to the best of its ability, will try to avoid those works that are too radical, too controversial, unreliable, or not Biblically sound. Heartland will constantly strive to seek out and provide the best materials possible that will contribute to the education of the students and their training and preparation to serve the Lord.

### **Graduation Requirements**

#### General Requirements

**SPIRITUAL** — The candidates must exemplify Christian character and moral worthiness.

**THEOLOGICAL** — The candidates must express and demonstrate a personal belief in and adherence to the doctrines as outlined in the college's doctrinal statement located in the catalog on pages 13-17.

**ACADEMIC** — Students desiring to graduate must submit a petition to graduate form. The deadline for 2- and 4-year graduates to submit the form is the first week of class in the fall semester of the academic year in which students intend to graduate. Bible Certificate students

submit the form in the spring semester of their potential graduation. Petitions submitted past the deadline are only permitted at the discretion of the academic administration. All potential graduates are responsible for ensuring that they have earned the necessary credits for their program, maintained the minimum grade point average required, and completed the necessary internship components for their major.

**PRACTICAL** — The candidates must manifest a satisfactory development of their personality as a whole (spiritually, mentally, physically, emotionally, and socially) and an understanding of their purpose as it relates to God and the world in which they live. They must have proven their abilities by satisfactorily completing Christian service and campus service during their enrollment. Students are required to pass a required number of semesters of Christian Service as part of the 4-year internship programs.

**FINANCIAL** — The candidates must have all accounts paid in full to participate in graduation or receive their diploma.

#### Minimum Attendance

Time, as well as hours of credit, is required for graduation. A transfer is required to complete a minimum of thirty hours in residence prior to graduation. All work of the semester preceding graduation must be done in residence on the Heartland campus.

#### Graduation Commencement Ceremony

Certificates and Diplomas are granted only at the regular meeting of the Board of Directors in May of each year and are conferred only at the regular commencement that month. If a program is completed in December at the end of the fall semester, they may participate in the graduation ceremony the following May.

#### Graduation Honors

Graduation Honors are awarded to students at graduation who have completed a minimum of two years in residence and have attained the following cumulative grade point averages:

Summa Cum Laude	3.80 - 4.00
Magna Cum Laude	3.60 - 3.79
Cum Laude	3.30 - 3.59

#### Placement of Graduates

The college attempts in all ways to assist students in securing a position upon successful completion of their program. This is done primarily by close association and communication with churches, pastors, and schools. Interview times with pastors will be scheduled during the various special meetings on campus.

#### **Program Disclaimer**

Heartland is not equipped to deal with students who have severe learning problems nor does the college have at this time any programs available that will assist the student overcome difficulties associated with learning disabilities. Heartland does allow students with reported

learning disabilities to enroll and does work with them concerning their course of study and classes. Tutoring assistance, if necessary, can be arranged.

## **Academic Ethics**

### Quality of Work

Students who enroll in classes for credit should be ready and willing to do college level work to the best of their ability. Failing to do assignments, missing exams, or failing to assume academic responsibility could jeopardize their attendance at Heartland.

### Originality of Work

It is academically dishonest to submit work on a paper, project, exercise, quiz, or exam that is not totally the student's work or to take action that gives the student an unfair advantage over other students. All projects and papers are expected to be the work of the individual unless the instructor clearly identifies the work as a group project. Plagiarism is the failure to give proper credit for the work of another. Any students who clearly and intentionally plagiarizes will receive a zero or other appropriate penalty for the work.

Dishonesty of any kind, including cheating, is a clear contradiction of Scriptural principles and will not be tolerated. Any student who cheats may place his continued college enrollment in jeopardy. Cheating includes but is not limited to copying another's paper, quiz, or test; submitting another's work as one's own; using unauthorized notes and aids during graded tests and quizzes; or collaborating with others on a non-group project.

## **Accreditation Status**

Heartland Baptist Bible College is not accredited under rules promulgated and adopted by the Oklahoma State Board of Regents for Higher Education nor by any national or regional accrediting agency which is recognized by the State of Oklahoma or the Secretary of the U.S. Department of Education. Heartland cannot award college credit or grant degrees but does award diplomas for completion of a four-year course of study as well as two-year diploma in Ministry Secretarial. Transfer of courses from Heartland to other colleges or universities is at the discretion of the receiving institution.

Although Heartland is not allowed to issue degrees according to the regulations of Oklahoma State Board of Regents, its courses of study do follow the four-year pattern of traditional bachelor's degrees and are comparable to the degree programs of other Bible colleges.

## **Distance Education Department**

For information on the Distance Education Program, please refer to the catalog and information for Heartland's Distance Education Department.

## **Seminary**

For information on the on-campus Seminary Program, please refer to the Seminary brochure or the Heartland Baptist Seminary Bulletin.

## Summary of Academic Programs/Majors

### Biblical Studies Program

- Bible Certificate Major
- Church Ministries Major
- Missions Major
- Pastoral Major
- Youth Ministries Major

### Christian Education Program

- Church Ministries Major
- Elementary Education Major
- Ministry Secretarial Major
- Missions Major
- Secondary Education Major
- Youth Ministries Major

### Church Music Program

- Church Musician Major
- Music Education Major
- Music Minister Major
- Music Ministries Major

## Diplomas and Certificates

Heartland offers three academic programs. These include the Biblical Studies program, the Christian Education program, and the Church Music program

The Biblical Studies program prepares individuals to serve in the local church. The Church Ministries Major, Missions Major, the Pastoral Major, and the Youth Ministries Major are four-year courses of study that require the completion of 128 hours. The Bible Certificate is a one-year course of study designed to provide the student with a biblical foundation.

The Christian Education program prepares individuals to serve in the local church or Christian school. The Church Ministries Major, the Elementary Education Major, Missions Major, the Secondary Education Major, and the Youth Ministries Major are four-year courses of study that require the completion of 128 hours. The Ministry Secretarial major prepares individuals to serve in an office setting in a local church ministry. It is a 2-year course of study that requires the completion of 64 credit hours.

The Church Music program prepares individuals to serve in the local church. The Church Musician major, Music Education major, Music Minister major, and Music Ministries major are four-year courses of study that require a completion of 128 credit hours.

# ACADEMIC PROGRAMS

## Biblical Studies Programs

### CURRICULUM GUIDE FOR A ONE-YEAR COURSE OF STUDY Certificate of Practical Bible Training | Bible Certificate Major

Fall Semester			Spring Semester		
ACSR 100	2	Chapel	ACSR 100	2	Chapel
GECO 101	1	College Orientation	BICO 113	3	New Testament Survey
BICO 103	3	Old Testament Survey	BICO 232	2	Gospels/Life of Christ
BICO 122	2	Genesis	THBA 112	2	Baptist Distinctives
BICO 242	2	Acts/Life of Paul	THEO 213	3	Bible Doctrines II
THBA 102	2	Baptist History	CLCO 103	3	Personal Spiritual Development
THEO 203	3	Bible Doctrines I	CMMI 102	2	Biblical Basis of Missions
CLCO 112	2	Personal Evangelism			
15 Semester Hours + 2 Chapel			15 Semester Hours + 2 Chapel		

Effective 8/2025      Minimum 30 Total Semester Hours + 4 Hours Chapel

# CURRICULUM GUIDE FOR A FOUR-YEAR COURSE OF STUDY

## Biblical Studies Program | Church Ministries Major

FIRST YEAR					
Fall Semester			Spring Semester		
ACSR 100	2	Chapel	ACSR 100	2	Chapel
GECO 101	1	College Orientation	GEGC 133	3	Composition & Rhetoric
BSCO 101	1	Biblical Studies Seminar	BICO 113	3	New Testament Survey
GEGC 113	3	Grammar & Composition	THBA 112	2	Baptist Distinctives
GEMA 102	2	Fundamentals of Math <i>(if required)</i>	CLCO 103	3	Personal Spiritual Development
BICO 103	3	Old Testament Survey	EDCO 102	2	Foundations of Christian Education
BICO 122	2	Genesis	YTCO 102	2	Children's Ministries
THBA 102	2	Baptist History	CMMI 102	2	Biblical Basis of Missions
CLCO 112	2	Personal Evangelism			
	2	Bible Elective <i>(if not taking Fundamentals of Math)</i>			
16 Semester Hours + 2 Chapel			17 Semester Hours + 2 Chapel		
SECOND YEAR					
ACSR 100	2	Chapel	ACSR 100	2	Chapel
GECM 203	3	Fundamentals of Speech	GEFI 202	2	Personal Finance
GEEN 203	3	Research Writing <u>or</u> Creative Writing	GEHI 312	2	World History <i>(if not taking United States History)</i>
BICO 232	2	Gospels/Life of Christ	GEPH 202	2	Introduction to Philosophy
THBH 203	3	Biblical Hermeneutics	BICO 242	2	Acts/Life of Paul
THEO 203	3	Bible Doctrines I	THEO 213	3	Bible Doctrines II
THSY 202	2	Bibliology	CMBC 213	3	Principles of Biblical Counseling
				2	Bible Elective
				2	Bible Elective <i>(if not taking World History)</i>
16 Semester Hours + 2 Chapel			16 Semester Hours + 2 Chapel		
THIRD YEAR					
ACSR 100	2	Chapel	ACSR 100	2	Chapel
GEHI 302	2	United States History <i>(if not taking World History)</i>	PSCO 312	2	Pastoral Responsibilities
PSCO 302	2	Pastoral Preparation	PSCO 322	2	Church Planting
CMBP 303	3	Homiletics	YTCO 212	2	Philosophy of Youth Ministry
CMMU 322	2	Philosophy of Music	CMBP 313	3	Practice Preaching
CMMU 332	2	Church Sound Technician	CMFL 302	2	Marriage & Family in Ministry
	4	Bible Elective	CMMU 302	2	Congregational Songleading
	2	Theology Elective		2	Theology Elective
	2	Bible Elective <i>(if not taking United States History)</i>			
17 Semester Hours + 2 Chapel			15 Semester Hours + 2 Chapel		
FOURTH YEAR					
ACSR 100	2	Chapel	ACSR 100	2	Chapel
GECM 402	2	Ministerial Communications	GEMA 402	2	Ministerial Accounting <i>(if required)</i>
GEHI 402	2	United States Government	YTMC 202	2	The Second Man
THAP 423	3	Apologetics of Biblical Ministry	CMCA 412	2	Sunday School Administration
EDCO 403	3	Christian School Administration	CMCA 422	2	Outreach Ministries
CMCA 402	2	Church Administration	CMCO 404	4	Church Ministries Internship
CMML 402	2	Men's Ministry Life		3	Open Elective
	2	Bible Elective		2	Bible Elective <i>(if not taking Ministerial Accounting)</i>
16 Semester Hours + 2 Chapel			15 Semester Hours + 2 Chapel		

**Effective 8/2025      Minimum 128 Total Semester Hours + 16 Hours Chapel**

## CURRICULUM GUIDE FOR A FOUR-YEAR COURSE OF STUDY

### Biblical Studies Program | Missions Major

#### FIRST YEAR

Fall Semester			Spring Semester		
ACSR 100	2	Chapel	ACSR 100	2	Chapel
GECO 101	1	College Orientation	GEGC 133	3	Composition & Rhetoric
BSCO 101	1	Biblical Studies Seminar	BICO 113	3	New Testament Survey
GEGC 113	3	Grammar & Composition	BICO 122	2	Genesis
BICO 103	3	Old Testament Survey	THBA 112	2	Baptist Distinctives
THBA 102	2	Baptist History	THSY 102	2	Theology Proper
CLCO 103	3	Personal Spiritual Development	CLCO 112	2	Personal Evangelism
CMMI 102	2	Biblical Basis of Missions	MICO 102	2	History of Missions
15 Semester Hours + 2 Chapel			16 Semester Hours + 2 Chapel		

#### SECOND YEAR

ACSR 100	2	Chapel	ACSR 100	2	Chapel
GEEN 203	3	Research Writing <u>or</u> Creative Writing	GECM 203	3	Fundamentals of Speech
BICO 232	2	Gospels/Life of Christ	GEFI 202	2	Personal Finance
THBH 203	3	Biblical Hermeneutics	GEHI 312	2	World History
THSY 202	2	Bibliology	GEPH 202	2	Introduction to Philosophy
THSY 212	2	Anthropology/Hamartiology	BICO 242	2	Acts/Life of Paul
CMBC 213	3	Principles of Biblical Counseling	THSY 222	2	Pneumatology/Angelology
MICO 202	2	Global Cultures & Customs	MICO 212	2	Introduction to Linguistics
17 Semester Hours + 2 Chapel			17 Semester Hours + 2 Chapel		

#### THIRD YEAR

ACSR 100	2	Chapel	ACSR 100	2	Chapel
BLBG 303	3	Biblical Greek I	BLBG 313	3	Biblical Greek II
THAP 302	2	Cults	THSY 312	2	Eschatology
THSY 302	2	Christology/Soteriology	CMBP 313	3	Practice Preaching
CMBP 303	3	Homiletics	CMFL 302	2	Marriage & Family in Ministry
CMMU 322	2	Philosophy of Music	CMMU 302	2	Congregational Songleading
PSCO 302	2	Pastoral Preparation	PSCO 312	2	Pastoral Responsibilities
MICO 302	2	Cross-Cultural Communication	MICO 312	2	Missionary Methods
16 Semester Hours + 2 Chapel			16 Semester Hours + 2 Chapel		

#### FOURTH YEAR

ACSR 100	2	Chapel	ACSR 100	2	Chapel
GECM 402	2	Ministerial Communications	GEMA 402	2	Ministerial Accounting
THAP 412	2	World Religions	CMBP 413	3	Applied Homiletics II
THAP 423	3	Apologetics of Biblical Ministry	MICO 412	2	Pre-Field Missionary Service
CMBP 403	3	Applied Homiletics I	MICO 404	4	Missions Internship
MICO 402	2	Missionary Life & Work		4	Bible Elective
	4	Bible Elective			
16 Semester Hours + 2 Chapel			15 Semester Hours + 2 Chapel		

**Effective 8/2025      Minimum 128 Total Semester Hours + 16 Hours Chapel**

# CURRICULUM GUIDE FOR A FOUR-YEAR COURSE OF STUDY

## Biblical Studies Program | Pastoral Major

### FIRST YEAR

Fall Semester			Spring Semester		
ACSR 100	2	Chapel	ACSR 100	2	Chapel
GECO 101	1	College Orientation	GEGC 133	3	Composition & Rhetoric
BSCO 101	1	Biblical Studies Seminar	BICO 113	3	New Testament Survey
GEGC 113	3	Grammar & Composition	BICO 122	2	Genesis
BICO 103	3	Old Testament Survey	THBA 112	2	Baptist Distinctives
THBA 102	2	Baptist History	THSY 102	2	Theology Proper
CLCO 103	3	Personal Spiritual Development	CLCO 112	2	Personal Evangelism
CMMI 102	2	Biblical Basis of Missions		2	Bible Elective
15 Semester Hours + 2 Chapel			16 Semester Hours + 2 Chapel		

### SECOND YEAR

ACSR 100	2	Chapel	ACSR 100	2	Chapel
GECM 203	3	Fundamentals of Speech	GEFI 202	2	Personal Finance
GEEN 203	3	Research Writing <u>or</u> Creative Writing	GEPH 202	2	Introduction to Philosophy
BICO 232	2	Gospels/Life of Christ	BICO 242	2	Acts/Life of Paul
THBH 203	3	Biblical Hermeneutics	THSY 222	2	Pneumatology/Angelology
THSY 202	2	Bibliology	CMBC 213	3	Principles of Biblical Counseling
THSY 212	2	Anthropology/Hamartiology		4	Bible Elective
	2	Bible Elective		2	Theology Elective
17 Semester Hours + 2 Chapel			17 Semester Hours + 2 Chapel		

### THIRD YEAR

ACSR 100	2	Chapel	ACSR 100	2	Chapel
GEHI 302	2	United States History	THSY 312	2	Eschatology
THSY 302	2	Christology/Soteriology	BLBG 313	3	Biblical Greek II
BLBG 303	3	Biblical Greek I	CMBP 313	3	Practice Preaching
CMBP 303	3	Homiletics	CMFL 302	2	Marriage & Family in Ministry
CMMU 322	2	Philosophy of Music	CMMU 302	2	Congregational Songleading
PSCO 302	2	Pastoral Preparation	PSCO 312	2	Pastoral Responsibilities
	2	Bible Elective	PSCO 322	2	Church Planting
16 Semester Hours + 2 Chapel			16 Semester Hours + 2 Chapel		

### FOURTH YEAR

ACSR 100	2	Chapel	ACSR 100	2	Chapel
GECM 402	2	Ministerial Communications	GEMA 402	2	Ministerial Accounting
GEHI 402	2	United States Government	THSY 412	2	Contemporary Theology
THAP 423	3	Apologetics of Biblical Ministry	CMBP 413	3	Applied Homiletics II
CMBP 403	3	Applied Homiletics I	CMCA 412	2	Sunday School Administration
CMCA 402	2	Church Administration	CMCA 422	2	Outreach Ministries
CMML 402	2	Men's Ministry Life	PSCO 404	4	Pastoral Internship
	2	Bible Elective			
16 Semester Hours + 2 Chapel			15 Semester Hours + 2 Chapel		

**Effective 8/2025      Minimum 128 Total Semester Hours + 16 Hours Chapel**

# CURRICULUM GUIDE FOR A FOUR-YEAR COURSE OF STUDY

## Biblical Studies Program | Youth Ministries Major

### FIRST YEAR

Fall Semester			Spring Semester		
ACSR 100	2	Chapel	ACSR 100	2	Chapel
GECO 101	1	College Orientation	GEGC 133	3	Composition & Rhetoric
BSCO 101	1	Biblical Studies Seminar	BICO 113	3	New Testament Survey
GEGC 113	3	Grammar & Composition	THBA 112	2	Baptist Distinctives
GEMA 102	2	Fundamentals of Math <i>(if required)</i>	CLCO 103	3	Personal Spiritual Development
BICO 103	3	Old Testament Survey	CMMI 102	2	Biblical Basis of Missions
BICO 122	2	Genesis	YTCO 102	2	Children's Ministries
THBA 102	2	Baptist History			
CLCO 112	2	Personal Evangelism			
	2	Bible Elective <i>(if not taking Fundamentals of Math)</i>			
16 Semester Hours + 2 Chapel			15 Semester Hours + 2 Chapel		

### SECOND YEAR

ACSR 100	2	Chapel	ACSR 100	2	Chapel
GEEN 203	3	Research Writing <u>or</u> Creative Writing	GECM 203	3	Fundamentals of Speech
BICO 242	2	Acts/Life of Paul	GEFI 202	2	Personal Finance
THEO 203	3	Bible Doctrines I	GEPH 202	2	Introduction to Philosophy
THSY 202	2	Bibliology	BICO 232	2	Gospels/Life of Christ
CMBC 213	3	Principles of Biblical Counseling	THBH 203	3	Biblical Hermeneutics
	2	Bible Elective	THEO 213	3	Bible Doctrines II
	2	Theology Elective		2	Bible Elective
17 Semester Hours + 2 Chapel			17 Semester Hours + 2 Chapel		

### THIRD YEAR

ACSR 100	2	Chapel	ACSR 100	2	Chapel
GEHI 302	2	United States History	CMBP 313	3	Practice Preaching
CMBP 303	3	Homiletics	CMFL 302	2	Marriage & Family in Ministry
CMMU 322	2	Philosophy of Music	CMMU 302	2	Congregational Songleading
PSCO 302	2	Pastoral Preparation	PSCO 312	2	Pastoral Responsibilities
YTCO 302	2	History of Youth Culture	YTCO 212	2	Philosophy of Youth Ministry
YTCO 312	2	Youth Programs	YTCO 322	2	Youth Practicum
	2	Church Ministries Elective		2	Bible Elective
				2	Church Ministries Elective
15 Semester Hours + 2 Chapel			17 Semester Hours + 2 Chapel		

### FOURTH YEAR

ACSR 100	2	Chapel	ACSR 100	2	Chapel
GECM 402	2	Ministerial Communications	GEMA 402	2	Ministerial Accounting <i>(if required)</i>
GEHI 402	2	United States Government	CMBP 413	3	Applied Homiletics II
THAP 423	3	Apologetics of Biblical Ministry	CMCA 412	2	Sunday School Administration
CMBP 403	3	Applied Homiletics I	YTCO 412	2	Youth Ministry Administration
CMCA 402	2	Church Administration	YTMC 202	2	The Second Man
YTCO 402	2	Youth Problems/Counseling	YTCO 404	4	Youth Ministries Internship
	2	Bible Elective		2	Bible Elective <i>(if not taking Ministerial Accounting)</i>
16 Semester Hours + 2 Chapel			15 Semester Hours + 2 Chapel		

**Effective 8/2025      Minimum 128 Total Semester Hours + 16 Hours Chapel**

## Christian Education Programs

### CURRICULUM GUIDE FOR A FOUR-YEAR COURSE OF STUDY Christian Education Program | Church Ministries Major

FALL SEMESTER			FIRST YEAR			SPRING SEMESTER		
ACSR 100	2	Chapel	ACSR 100	2	Chapel	ACSR 100	2	Chapel
GECO 101	1	College Orientation	GEGC 133	3	Composition & Rhetoric	GEGC 133	3	Composition & Rhetoric
EDCO 101	1	Christian Education Seminar	BICO 113	3	New Testament Survey	BICO 113	3	New Testament Survey
GEGC 113	3	Grammar & Composition	THBA 112	2	Baptist Distinctives	THBA 112	2	Baptist Distinctives
GEMA 102	2	Fundamentals of Math	CLCO 103	3	Personal Spiritual Development	CLCO 103	3	Personal Spiritual Development
BICO 103	3	Old Testament Survey	EDCO 102	2	Foundations of Christian Education	EDCO 102	2	Foundations of Christian Education
BICO 122	2	Genesis	YTCO 102	2	Children's Ministries	YTCO 102	2	Children's Ministries
THBA 102	2	Baptist History	CMMI 102	2	Biblical Basis of Missions	CMMI 102	2	Biblical Basis of Missions
CLCO 112	2	Personal Evangelism						
		16 Semester Hours + 2 Chapel						17 Semester Hours + 2 Chapel
FALL SEMESTER			SECOND YEAR			SPRING SEMESTER		
ACSR 100	2	Chapel	ACSR 100	2	Chapel	ACSR 100	2	Chapel
GEEN 203	3	Research Writing	GECM 203	3	Fundamentals of Speech	GECM 203	3	Fundamentals of Speech
BICO 242	2	Acts/Life of Paul	GEFI 202	2	Personal Finance	GEFI 202	2	Personal Finance
THBH 203	3	Biblical Hermeneutics	BICO 232	2	Gospels/Life of Christ	BICO 232	2	Gospels/Life of Christ
THEO 203	3	Bible Doctrines I	THEO 213	3	Bible Doctrines II	THEO 213	3	Bible Doctrines II
EDCO 202	2	Child/Youth Development	EDCO 203	3	Introduction to Teaching Methods	EDCO 203	3	Introduction to Teaching Methods
CMBC 213	3	Principles of Biblical Counseling						
		16 Semester Hours + 2 Chapel						15 Semester Hours + 2 Chapel
FALL SEMESTER			THIRD YEAR			SPRING SEMESTER		
ACSR 100	2	Chapel	ACSR 100	2	Chapel	ACSR 100	2	Chapel
GEEN 213	3	Creative Writing	GEHI 312	2	World History ( <i>if not taking United States History</i> )	GEHI 312	2	World History ( <i>if not taking United States History</i> )
GEHI 302	2	United States History ( <i>if not taking World History</i> )	EDCO 313	3	Classroom Leadership	EDCO 313	3	Classroom Leadership
EDCO 303	3	Philosophy of Christian Education	MSCM 103	3	Office Procedures	MSCM 103	3	Office Procedures
CMLC 322	2	Ladies Biblical Counseling	YTCO 212	2	Philosophy of Youth Ministry	YTCO 212	2	Philosophy of Youth Ministry
CMLM 322	2	Biblical Womanhood	CMFL 302	2	Marriage & Family in Ministry	CMFL 302	2	Marriage & Family in Ministry
CMMU 322	2	Philosophy of Music	CMLM 332	2	Ladies' Ministry Life	CMLM 332	2	Ladies' Ministry Life
	2	Bible Elective		2	Bible Elective		2	Bible Elective
	2	Bible Elective ( <i>if not taking United States History</i> )		2	Bible Elective ( <i>if not taking World History</i> )		2	Bible Elective ( <i>if not taking World History</i> )
		16 Semester Hours + 2 Chapel						16 Semester Hours + 2 Chapel
FALL SEMESTER			FOURTH YEAR			SPRING SEMESTER		
ACSR 100	2	Chapel	ACSR 100	2	Chapel	ACSR 100	2	Chapel
GECM 402	2	Ministerial Communications	GEMA 402	2	Ministerial Accounting	GEMA 402	2	Ministerial Accounting
GEHI 402	2	United States Government	CMCA 412	2	Sunday School Administration	CMCA 412	2	Sunday School Administration
EDCO 403	3	Christian School Administration	CMCO 415	5	Church Ministries Internship	CMCO 415	5	Church Ministries Internship
EDCO 412	2	Teaching Bible		2	Bible Elective		2	Bible Elective
MSCM 203	3	Office Responsibilities		2	Theology Elective		2	Theology Elective
	2	Bible Elective		3	Open Elective		3	Open Elective
	2	Church Ministries Elective						
		16 Semester Hours + 2 Chapel						16 Semester Hours + 2 Chapel

Effective 8/2025 Minimum 128 Total Semester Hours + 16 Hours Chapel

# CURRICULUM GUIDE FOR A FOUR-YEAR COURSE OF STUDY

## Christian Education Program | Elementary Education Major

### FIRST YEAR

Fall Semester			Spring Semester		
ACSR 100	2	Chapel	ACSR 100	2	Chapel
GECO 101	1	College Orientation	GEGC 133	3	Composition & Rhetoric
EDCO 101	1	Christian Education Seminar	BICO 113	3	New Testament Survey
GEGC 113	3	Grammar & Composition	THBA 112	2	Baptist Distinctives
GEMA 102	2	Fundamentals of Math	CLCO 103	3	Personal Spiritual Development
BICO 103	3	Old Testament Survey	CMMI 102	2	Biblical Basis of Missions
BICO 122	2	Genesis	YTCO 102	2	Children's Ministries
THBA 102	2	Baptist History	EDCO 102	2	Foundations of Christian Education
CLCO 112	2	Personal Evangelism			
16 Semester Hours + 2 Chapel			17 Semester Hours + 2 Chapel		

### SECOND YEAR

ACSR 100	2	Chapel	ACSR 100	2	Chapel
GECM 203	3	Fundamentals of Speech	GEFI 202	2	Personal Finance
GEEN 203	3	Research Writing	BICO 242	2	Acts/Life of Paul
BICO 232	2	Gospels/Life of Christ	THBH 203	3	Biblical Hermeneutics
THEO 203	3	Bible Doctrines I	THEO 213	3	Bible Doctrines II
EDCO 202	2	Child/Youth Development	CMBC 213	3	Principles of Biblical Counseling
EDCO 203	3	Introduction to Teaching Methods	EDTM 203	3	Elementary Teaching Methods
16 Semester Hours + 2 Chapel			16 Semester Hours + 2 Chapel		

### THIRD YEAR

ACSR 100	2	Chapel	ACSR 100	2	Chapel
GEEN 213	3	Creative Writing	GEEN 303	3	American & World Literature
GEHI 302	2	United States History	GEHI 312	2	World History
CMLM 322	2	Biblical Womanhood <u>or</u> Church Min Elective	CMFL 302	2	Marriage & Family in Ministry
CMMU 322	2	Philosophy of Music	EDCO 313	3	Classroom Leadership
EDCO 303	3	Philosophy of Christian Education		4	Bible Elective
	2	Bible Elective		2	Teaching Elective
	2	Teaching Elective			
16 Semester Hours + 2 Chapel			16 Semester Hours + 2 Chapel		

### FOURTH YEAR

ACSR 100	2	Chapel	ACSR 100	2	Chapel
GEHI 402	2	United States Government	EDCO 421	1	Student Teaching Seminar
EDCO 442	2	Educational Media & Technology	EDCO 431	1	Individualized Curriculum Training
EDCO 403	3	Christian School Administration	EDCO 452	12	Elementary Education Internship
EDCO 412	2	Teaching Bible			
EDTM 402	2	Educational Assessments			
	4	Bible Elective			
	2	Teaching Elective			
17 Semester Hours + 2 Chapel			14 Semester Hours + 2 Chapel		

**Effective 8/2025      Minimum 128 Total Semester Hours + 16 Hours Chapel**

**CURRICULUM GUIDE FOR A FOUR-YEAR COURSE OF STUDY**  
**Christian Education Program | Missions Major**

**FIRST YEAR**

**Fall Semester**

ACSR 100	2	Chapel
GECO 101	1	College Orientation
EDCO 101	1	Christian Education Seminar
GEGC 113	3	Grammar & Composition
BICO 103	3	Old Testament Survey
THBA 102	2	Baptist History
CLCO 103	3	Personal Spiritual Development
CMMI 102	2	Biblical Basis of Missions

15 Semester Hours + 2 Chapel

**Spring Semester**

ACSR 100	2	Chapel
GEGC 133	3	Composition & Rhetoric
BICO 113	3	New Testament Survey
BICO 122	2	Genesis
THBA 112	2	Baptist Distinctives
CLCO 112	2	Personal Evangelism
YTCO 102	2	Children's Ministries
MICO 102	2	History of Missions

16 Semester Hours + 2 Chapel

**SECOND YEAR**

ACSR 100	2	Chapel
GEEN 203	3	Research Writing
BICO 242	2	Acts/Life of Paul
THBH 203	3	Biblical Hermeneutics
THEO 203	3	Bible Doctrines I
CMBC 213	3	Principles of Biblical Counseling
MICO 202	2	Global Cultures & Customs

16 Semester Hours + 2 Chapel

ACSR 100	2	Chapel
GECM 203	3	Fundamentals of Speech
GEFI 202	2	Personal Finance
BICO 232	2	Gospels/Life of Christ
THEO 213	3	Bible Doctrines II
EDCO 102	2	Foundations of Christian Education
EDCO 203	3	Introduction to Teaching Methods
MICO 212	2	Introduction to Linguistics

17 Semester Hours + 2 Chapel

**THIRD YEAR**

ACSR 100	2	Chapel
GEEN 213	3	Creative Writing
THAP 302	2	Cults
CMLM 322	2	Biblical Womanhood
CMMU 322	2	Philosophy of Music
EDCO 303	3	Philosophy of Christian Education
MICO 302	2	Cross-Cultural Communication
	2	Bible Elective

16 Semester Hours + 2 Chapel

ACSR 100	2	Chapel
GEHI 312	2	World History
CMFL 302	2	Marriage & Family in Ministry
CMLM 332	2	Ladies' Ministry Life
EDCO 313	3	Classroom Leadership
MICO 312	2	Missionary Methods
	4	Bible Elective
	2	Education/Teaching Elective

17 Semester Hours + 2 Chapel

**FOURTH YEAR**

ACSR 100	2	Chapel
GECM 402	2	Ministerial Communications
THAP 412	2	World Religions
EDCO 412	2	Teaching Bible
EDTE 432	2	Teaching Home Education
MICO 402	2	Missionary Life & Work
	2	Bible Elective
	2	Theology Elective
	2	Church Ministries Elective

16 Semester Hours + 2 Chapel

ACSR 100	2	Chapel
GEMA 402	2	Ministerial Accounting
MICO 412	2	Pre-Field Missionary Service
MIML 402	2	Missions Women Practicum
MICO 415	5	Missions Internship
	2	Bible Elective
	2	Church Ministries Elective

15 Semester Hours + 2 Chapel

**Effective 8/2025      Minimum 128 Total Semester Hours + 16 Hours Chapel**

# CURRICULUM GUIDE FOR A FOUR-YEAR COURSE OF STUDY

## Christian Education Program | Secondary Education Major

### FIRST YEAR

Fall Semester			Spring Semester		
ACSR 100	2	Chapel	ACSR 100	2	Chapel
GECO 101	1	College Orientation	GEGC 133	3	Composition & Rhetoric
EDCO 101	1	Christian Education Seminar	BICO 113	3	New Testament Survey
GEGC 113	3	Grammar & Composition	THBA 112	2	Baptist Distinctives
GEMA 102	2	Fundamentals of Math	CLCO 103	3	Personal Spiritual Development
BICO 103	3	Old Testament Survey	CMMI 102	2	Biblical Basis of Missions
BICO 122	2	Genesis	EDCO 102	2	Foundations of Christian Education
THBA 102	2	Baptist History		2	Bible Elective
CLCO 112	2	Personal Evangelism			
16 Semester Hours + 2 Chapel			17 Semester Hours + 2 Chapel		

### SECOND YEAR

ACSR 100	2	Chapel	ACSR 100	2	Chapel
GECM 203	3	Fundamentals of Speech	GEFI 202	2	Personal Finance
GEEN 203	3	Research Writing	BICO 242	2	Acts/Life of Paul
BICO 232	2	Gospels/Life of Christ	THBH 203	3	Biblical Hermeneutics
THEO 203	3	Bible Doctrines I	THEO 213	3	Bible Doctrines II
EDCO 202	2	Child/Youth Development	CMBC 213	3	Principles of Biblical Counseling
EDCO 203	3	Introduction to Teaching Methods	EDTM 213	3	Secondary Teaching Methods
16 Semester Hours + 2 Chapel			16 Semester Hours + 2 Chapel		

### THIRD YEAR

ACSR 100	2	Chapel	ACSR 100	2	Chapel
GEEN 213	3	Creative Writing	GEEN 303	3	American & World Literature
GEHI 302	2	United States History	GEHI 312	2	World History
CMLM 322	2	Biblical Womanhood <u>or</u> Church Min Elective	CMFL 302	2	Marriage & Family in Ministry
CMMU 322	2	Philosophy of Music	YTCO 212	2	Philosophy of Youth Ministry
EDCO 303	3	Philosophy of Christian Education	EDCO 313	3	Classroom Leadership
	2	Bible Elective		2	Bible Elective
	2	Teaching Elective		2	Teaching Elective
16 Semester Hours + 2 Chapel			16 Semester Hours + 2 Chapel		

### FOURTH YEAR

ACSR 100	2	Chapel	ACSR 100	2	Chapel
GEHI 402	2	United States Government	EDCO 421	1	Student Teaching Seminar
EDCO 442	2	Educational Media & Technology	EDCO 431	1	Individualized Curriculum Training
EDCO 403	3	Christian School Administration	EDCO 462	12	Secondary Education Internship
EDCO 412	2	Teaching Bible			
EDTM 402	2	Educational Assessments			
	4	Bible Elective			
	2	Teaching Elective			
17 Semester Hours + 2 Chapel			14 Semester Hours + 2 Chapel		

**Effective 8/2025      Minimum 128 Total Semester Hours + 16 Hours Chapel**

# CURRICULUM GUIDE FOR A FOUR-YEAR COURSE OF STUDY

## Christian Education Program | Youth Ministries Major

### FIRST YEAR

Fall Semester			Spring Semester		
ACSR 100	2	Chapel	ACSR 100	2	Chapel
GECO 101	1	College Orientation	GEGC 133	3	Composition & Rhetoric
EDCO 101	1	Christian Education Seminar	BICO 113	3	New Testament Survey
GEGC 113	3	Grammar & Composition	THBA 112	2	Baptist Distinctives
GEMA 102	2	Fundamentals of Math <i>(if required)</i>	CLCO 103	3	Personal Spiritual Development
BICO 103	3	Old Testament Survey	CMMI 102	2	Biblical Basis of Missions
BICO 122	2	Genesis	EDCO 102	2	Foundations of Christian Education
THBA 102	2	Baptist History	YTCO 102	2	Children's Ministries
CLCO 112	2	Personal Evangelism			
	2	Bible Elective <i>(if not taking Fundamentals of Math)</i>			
16 Semester Hours + 2 Chapel			17 Semester Hours + 2 Chapel		

### SECOND YEAR

ACSR 100	2	Chapel	ACSR 100	2	Chapel
GECM 203	3	Fundamentals of Speech	GEFI 202	2	Personal Finance
GEEN 203	3	Research Writing	BICO 242	2	Acts/Life of Paul
BICO 232	2	Gospels/Life of Christ	THBH 203	3	Biblical Hermeneutics
THEO 203	3	Bible Doctrines I	THEO 213	3	Bible Doctrines II
EDCO 202	2	Child/Youth Development	CMBC 213	3	Principles of Biblical Counseling
EDCO 203	3	Introduction to Teaching Methods	EDTM 213	3	Secondary Teaching Methods
16 Semester Hours + 2 Chapel			16 Semester Hours + 2 Chapel		

### THIRD YEAR

ACSR 100	2	Chapel	ACSR 100	2	Chapel
GEEN 213	3	Creative Writing	CMFL 302	2	Marriage & Family in Ministry
GEHI 302	2	United States History	CMLM 332	2	Ladies' Ministry Life
CMLC 322	2	Ladies Biblical Counseling	EDCO 313	3	Classroom Leadership
CMLM 322	2	Biblical Womanhood	YTCO 212	2	Philosophy of Youth Ministry
CMMU 322	2	Philosophy of Music	YTCO 322	2	Youth Practicum
EDCO 303	3	Philosophy of Christian Education		4	Bible Elective
YTCO 302	2	History of Youth Culture		2	Theology Elective
16 Semester Hours + 2 Chapel			17 Semester Hours + 2 Chapel		

### FOURTH YEAR

ACSR 100	2	Chapel	ACSR 100	2	Chapel
GECM 402	2	Ministerial Communications	GEMA 402	2	Ministerial Accounting <i>(if required)</i>
GEHI 402	2	United States Government	CMCA 412	2	Sunday School Administration
EDCO 412	2	Teaching Bible	YTCO 412	2	Youth Ministry Administration
YTCO 312	2	Youth Programs	YTCO 415	5	Youth Ministries Internship
YTCO 402	2	Youth Problems/Counseling		2	Bible Elective
	2	Bible Elective		2	Church Ministries Elective
	3	Church Ministries Elective		2	Bible Elective <i>(if not taking Ministerial Accounting)</i>
15 Semester Hours + 2 Chapel			15 Semester Hours + 2 Chapel		

**Effective 8/2025      Minimum 128 Total Semester Hours + 16 Hours Chapel**

**CURRICULUM GUIDE FOR A TWO-YEAR COURSE OF STUDY**  
 Christian Education Program | Ministry Secretarial Major

<b>Fall Semester</b>			<b>FIRST YEAR</b>			<b>Spring Semester</b>		
ACSR 100	2	Chapel	ACSR 100	2	Chapel	GEGC 133	3	Composition & Rhetoric
GECO 101	1	College Orientation	BICO 113	3	New Testament Survey	THBA 112	2	Baptist Distinctives
GEGC 113	3	Grammar & Composition	CLCO 112	2	Personal Evangelism	MSCM 103	3	Office Procedures
GEMA 102	2	Fundamentals of Math	MSCO 113	3	Computer Applications I			
BICO 103	3	Old Testament Survey						
CLCO 103	3	Personal Spiritual Development						
MSCO 101	1	Secretarial Seminar						
MSCO 133	3	Keyboarding & Word Processing						
		16 Semester Hours + 2 Chapel						16 Semester Hours + 2 Chapel
<b>SECOND YEAR</b>								
ACSR 100	2	Chapel	ACSR 100	2	Chapel	GEFI 202	2	Personal Finance
GECM 402	2	Ministerial Communications	GEMA 402	2	Ministerial Accounting	THEO 213	3	Bible Doctrines II
THEO 203	3	Bible Doctrines I	CMFL 302	2	Marriage & Family in Ministry	MSCO 223	3	Ministry & Technical Writing
CMLM 322	2	Biblical Womanhood	MSCO 263	3	Secretarial Internship			
MSCM 203	3	Office Responsibilities						
MSCO 202	2	Principles of Accounting						
MSCO 213	3	Computer Applications II						
		15 Semester Hours + 2 Chapel						17 Semester Hours + 2 Chapel
<b>Effective 8/2025      Minimum 64 Total Semester Hours + 8 Hours Chapel</b>								

## Church Music Programs

### CURRICULUM GUIDE FOR A FOUR-YEAR COURSE OF STUDY

#### Church Music Program | Church Musician Major

FIRST YEAR					
Fall Semester			Spring Semester		
ACSR 100	2	Chapel	ACSR 100	2	Chapel
GECO 101	1	College Orientation	GEGC 133	3	Composition & Rhetoric
MUCO 101	1	Music Seminar	BICO 113	3	New Testament Survey
GEGC 113	3	Grammar & Composition	THBA 112	2	Baptist Distinctives
BICO 103	3	Old Testament Survey	CLCO 112	2	Personal Evangelism
THBA 102	2	Baptist History	MUCO 103	3	Music Appreciation
CLCO 103	3	Personal Spiritual Development	MUCO 123	3	Music Theory & Aural Skills I
MUCO 111	1	Vocal Techniques			
MUSC 102	2	Piano Fundamentals <i>(if required)</i>			
	2	Bible Elective <i>(if not taking Piano Fundamentals)</i>			
16 Semester Hours + 2 Chapel			16 Semester Hours + 2 Chapel		
SECOND YEAR					
ACSR 100	2	Chapel	ACSR 100	2	Chapel
GEEM 203	3	Fundamentals of Speech	GEFI 202	2	Personal Finance
GEEN 203	3	Research Writing <u>or</u> Creative Writing	GEMA 102	2	Fundamentals of Math <i>(if required)</i>
THEO 203	3	Bible Doctrines I	THBH 203	3	Biblical Hermeneutics
CMMI 102	2	Biblical Basis of Missions	THEO 213	3	Bible Doctrines II
MUCO 203	3	Music Theory II	MUCO 223	3	Music Theory III
MUCO 211	1	Aural Skills II	MUCO 231	1	Aural Skills III
	2	Bible Elective		2	Bible Elective
				1	Individualized Lesson
				2	Bible Elective <i>(if not taking Fundamentals of Math)</i>
17 Semester Hours + 2 Chapel			17 Semester Hours + 2 Chapel		
THIRD YEAR					
ACSR 100	2	Chapel	ACSR 100	2	Chapel
GEHI 302	2	United States History <i>(if not taking World History)</i>	GEEN 303	3	American & World Literature
CMLM 322	2	Biblical Womanhood <u>or</u> Church Min Elective	GEHI 312	2	World History <i>(if not taking United States History)</i>
CMMU 322	2	Philosophy of Music	CMBC 213	3	Principles of Biblical Counseling
MUCM 302	2	Vocal Arranging	CMFL 302	2	Marriage & Family in Ministry
MUCM313	3	Advanced Music Theory	MUCO 321	1	Instrumental Survey
MUCO 333	3	Conducting I		4	Music Elective
	1	Individualized Lesson		1	Individualized Lesson
	2	Bible Elective <i>(if not taking United States History)</i>		2	Bible Elective <i>(if not taking World History)</i>
15 Semester Hours + 2 Chapel			16 Semester Hours + 2 Chapel		
FOURTH YEAR					
ACSR 100	2	Chapel	ACSR 100	2	Chapel
GEEM 402	2	Ministerial Communications	GEMA 402	2	Ministerial Accounting <i>(if required)</i>
GEHI 402	2	United States Government	MUCM 412	2	Advanced Arranging
MUCO 402	2	Hymn Appreciation	MUSC 402	2	Church Piano Techniques <i>(if required)</i>
MUCM 402	2	Instrumental Arranging	MUSC 413	3	Music Pedagogy
	2	Bible Elective	MUCO 405	5	Music Internship
	3	Music Elective		2	Applied Lesson
	2	Applied Lesson		2	Bible Elective <i>(if not taking Ministerial Accounting)</i>
				2	Bible Elective <i>(if not taking Church Piano Techniques)</i>
15 Semester Hours + 2 Chapel			16 Semester Hours + 2 Chapel		

Effective 8/2025 Minimum 128 Total Semester Hours + 16 Hours Chapel

# CURRICULUM GUIDE FOR A FOUR-YEAR COURSE OF STUDY

## Church Music Program | Music Education Major

FIRST YEAR					
Fall Semester			Spring Semester		
ACSR 100	2	Chapel	ACSR 100	2	Chapel
GECO 101	1	College Orientation	GEGC 133	3	Composition & Rhetoric
MUCO 101	1	Music Seminar	BICO 113	3	New Testament Survey
GEGC 113	3	Grammar & Composition	THBA 112	2	Baptist Distinctives
BICO 103	3	Old Testament Survey	CLCO 112	2	Personal Evangelism
THBA 102	2	Baptist History	MUCO 103	3	Music Appreciation
CLCO 103	3	Personal Spiritual Development	MUCO 123	3	Music Theory & Aural Skills I
MUCO 111	1	Vocal Techniques			
MUSC 102	2	Piano Fundamentals			
16 Semester Hours + 2 Chapel			16 Semester Hours + 2 Chapel		
SECOND YEAR					
ACSR 100	2	Chapel	ACSR 100	2	Chapel
GEEN 203	3	Research Writing	GECM 203	3	Fundamentals of Speech
THEO 203	3	Bible Doctrines I	GEFI 202	2	Personal Finance
CMMI 102	2	Biblical Basis of Missions	GEMA 102	2	Fundamentals of Math
EDCO 203	3	Introduction to Teaching Methods	THBH 203	3	Biblical Hermeneutics
MUCO 203	3	Music Theory II	THEO 213	3	Bible Doctrines II
MUCO 211	1	Aural Skills II	MUCO 223	3	Music Theory III
	2	Bible Elective	MUCO 231	1	Aural Skills III
17 Semester Hours + 2 Chapel			17 Semester Hours + 2 Chapel		
THIRD YEAR					
ACSR 100	2	Chapel	ACSR 100	2	Chapel
GEEN 213	3	Creative Writing	GEHI 312	2	World History ( <i>if not taking United States History</i> )
GEHI 302	2	United States History ( <i>if not taking World History</i> )	CMBC 213	3	Principles of Biblical Counseling
CMLM 322	2	Biblical Womanhood <u>or</u> Church Min Elective	CMFL 302	2	Marriage & Family in Ministry
CMMU 322	2	Philosophy of Music	EDCO 313	3	Classroom Leadership
EDCO 303	3	Philosophy of Christian Education	MUCO 321	1	Instrumental Survey
MUCO 333	3	Conducting I	MUED 302	2	Teaching Elementary Music
	1	Individualized Lesson		2	Bible Elective
	2	Bible Elective ( <i>if not taking United States History</i> )		2	Bible Elective ( <i>if not taking World History</i> )
16 Semester Hours + 2 Chapel			15 Semester Hours + 2 Chapel		
FOURTH YEAR					
ACSR 100	2	Chapel	ACSR 100	2	Chapel
GEHI 402	2	United States Government	GEEN 303	3	American & World Literature
EDCO 412	2	Teaching Bible	MUSC 413	3	Music Pedagogy
EDTM 402	2	Educational Assessments	MUCO 405	5	Music Internship
MUCO 402	2	Hymn Appreciation		2	Bible Elective
MUED 412	2	Teaching Secondary Music		2	Education/Teaching Elective
	4	Bible Elective		1	Individualized Lesson
	1	Individualized Lesson			
15 Semester Hours + 2 Chapel			16 Semester Hours + 2 Chapel		

**Effective 8/2025      Minimum 128 Total Semester Hours + 16 Hours Chapel**

# CURRICULUM GUIDE FOR A FOUR-YEAR COURSE OF STUDY

## Church Music Program | Music Minister Major

### FIRST YEAR

Fall Semester			Spring Semester		
ACSR 100	2	Chapel	ACSR 100	2	Chapel
GECO 101	1	College Orientation	GEGC 133	3	Composition & Rhetoric
MUCO 101	1	Music Seminar	BICO 113	3	New Testament Survey
GEGC 113	3	Grammar & Composition	THBA 112	2	Baptist Distinctives
BICO 103	3	Old Testament Survey	CLCO 112	2	Personal Evangelism
THBA 102	2	Baptist History	MUCO 103	3	Music Appreciation
CLCO 103	3	Personal Spiritual Development	MUCO 123	3	Music Theory & Aural Skills I
MUCO 201	1	Vocal Techniques			
MUSC 102	2	Piano Fundamentals			
16 Semester Hours + 2 Chapel			16 Semester Hours + 2 Chapel		

### SECOND YEAR

ACSR 100	2	Chapel	ACSR 100	2	Chapel
GECM 203	3	Fundamentals of Speech	GEFI 202	2	Personal Finance
GEEN 203	3	Research Writing <u>or</u> Creative Writing	GEPH 302	2	Introduction to Philosophy
THEO 203	3	Bible Doctrines I	THBH 203	3	Biblical Hermeneutics
CMMI 102	2	Biblical Basis of Missions	THEO 213	3	Bible Doctrines II
MUCO 203	3	Music Theory II	MUCO 223	3	Music Theory III
MUCO 211	1	Aural Skills II	MUCO 231	1	Aural Skills III
	2	Bible Elective		2	Bible Elective
17 Semester Hours + 2 Chapel			16 Semester Hours + 2 Chapel		

### THIRD YEAR

ACSR 100	2	Chapel	ACSR 100	2	Chapel
GEHI 302	2	United States History <i>(if not taking World History)</i>	GEHI 312	2	World History <i>(if not taking United States History)</i>
CMBP 303	3	Homiletics	CMBC 213	3	Principles of Biblical Counseling
CMMU 322	2	Philosophy of Music	CMBP 313	3	Practice Preaching
CMMU 332	2	Church Sound Technician	CMFL 302	2	Marriage & Family in Ministry
PSCO 302	2	Pastoral Preparation	PSCO 312	2	Pastoral Responsibilities
MUCO 333	3	Conducting I	MUCO 321	1	Instrumental Survey
	2	Bible Elective	MUMN 302	2	Conducting II
	2	Bible Elective <i>(if not taking United States History)</i>		1	Individualized Lesson
				2	Bible Elective <i>(if not taking World History)</i>
16 Semester Hours + 2 Chapel			16 Semester Hours + 2 Chapel		

### FOURTH YEAR

ACSR 100	2	Chapel	ACSR 100	2	Chapel
GECM 402	2	Ministerial Communications	GEMA 402	2	Ministerial Accounting
GEHI 402	2	United States Government	YTMC 202	2	The Second Man
THAP 423	3	Apologetics of Biblical Ministry	MUCO 405	5	Music Internship
CMCA 402	2	Church Administration		2	Bible Elective
MUCO 402	2	Hymn Appreciation		4	Music Elective
MUMN 402	2	Church Music Administration		1	Individualized Lesson
	2	Bible Elective			
15 Semester Hours + 2 Chapel			16 Semester Hours + 2 Chapel		

**Effective 8/2025     Minimum 128 Total Semester Hours + 16 Hours Chapel**

# CURRICULUM GUIDE FOR A FOUR-YEAR COURSE OF STUDY

## Church Music Program | Music Ministries Major

### FIRST YEAR

#### Fall Semester

ACSR 100	2	Chapel
GECO 101	1	College Orientation
MUCO 101	1	Music Seminar
GEGC 113	3	Grammar & Composition
BICO 103	3	Old Testament Survey
THBA 102	2	Baptist History
CLCO 103	3	Personal Spiritual Development
MUCO 111	1	Vocal Techniques
MUSC 102	2	Piano Fundamentals

16 Semester Hours + 2 Chapel

#### Spring Semester

ACSR 100	2	Chapel
GEGC 133	3	Composition & Rhetoric
BICO 113	3	New Testament Survey
THBA 112	2	Baptist Distinctives
CLCO 112	2	Personal Evangelism
MUCO 103	3	Music Appreciation
MUCO 123	3	Music Theory & Aural Skills I

16 Semester Hours + 2 Chapel

### SECOND YEAR

ACSR 100	2	Chapel
GECM 203	3	Fundamentals of Speech
GEEN 203	3	Research Writing <u>or</u> Creative Writing
THEO 203	3	Bible Doctrines I
CMMI 102	2	Biblical Basis of Missions
MUCO 203	3	Music Theory II
MUCO 211	1	Aural Skills II
	2	Bible Elective

17 Semester Hours + 2 Chapel

ACSR 100	2	Chapel
GEFI 202	2	Personal Finance
GEMA 102	2	Fundamentals of Math <i>(if required)</i>
THBH 203	3	Biblical Hermeneutics
THEO 213	3	Bible Doctrines II
MUCO 223	3	Music Theory III
MUCO 231	1	Aural Skills III
	2	Bible Elective
	1	Individualized Lesson
	2	Bible Elective <i>(if not taking Fundamentals of Math)</i>

17 Semester Hours + 2 Chapel

### THIRD YEAR

ACSR 100	2	Chapel
GEHI 302	2	United States History <i>(if not taking World History)</i>
CMLM 322	2	Biblical Womanhood <u>or</u> Church Min Elective
CMMU 322	2	Philosophy of Music
CMMU 332	2	Church Sound Technician
MUCO 333	3	Conducting I
	2	Bible Elective
	2	Music Elective
	1	Individualized Lesson
	2	Open Elective <i>(if not taking United States History)</i>

16 Semester Hours + 2 Chapel

ACSR 100	2	Chapel
GEEN 303	3	American & World Literature
GEHI 312	2	World History <i>(if not taking United States History)</i>
CMBC 213	3	Principles of Biblical Counseling
CMFL 302	2	Marriage & Family in Ministry
CMLM 332	2	Ladies' Ministry Life or Church Min Elective
MUCO 321	1	Instrumental Survey
MUSC 303	3	Ear Training Practicum
	2	Open Elective <i>(if not taking World History)</i>

16 Semester Hours + 2 Chapel

### FOURTH YEAR

ACSR 100	2	Chapel
GECM 402	2	Ministerial Communications
GEHI 402	2	United States Government
MUCO 402	2	Hymn Appreciation
	4	Bible Elective
	2	Church Ministries Elective
	2	Music Elective
	1	Individualized Lesson

15 Semester Hours + 2 Chapel

ACSR 100	2	Chapel
GEMA 402	2	Ministerial Accounting <i>(if required)</i>
MUCO 405	5	Music Internship
	2	Church Ministries Elective
	4	Music Elective
	2	Open Elective
	2	Bible Elective <i>(if not taking Ministerial Accounting)</i>

15 Semester Hours + 2 Chapel

**Effective 8/2025     Minimum 128 Total Semester Hours + 16 Hours Chapel**

# **COURSE DESCRIPTIONS**

## Course Numbering System

The course codes are comprised of two parts: a 4-letter alpha code and a 3-digit number code.

The first two letters of the 4-letter alpha code are assigned by taking the first two letters (or the initials) of the broader curricular category:

AC – Christian Development	ED - Christian Education	PA - Pastoral
BI - Bible	GE - General Education	SE - Seminary
BL - Biblical Language	MI - Missions	TH - Theology
CL - Christian Life	MS - Ministry Secretarial	YT - Youth Ministries
CM - Church Ministries	MU - Church Music	

The last two letters of the 4-letter alpha code are assigned by taking the first two letters (or initials) of the course's requirement category or its content:

AP - Apologetics	GR - Greek	MU - Music
BG - Biblical Greek	HI - History	NT - New Testament
BP – Biblical Preaching	LC - Ladies Counseling	OT - Old Testament
CA - Church Administration	LM - Ladies Ministries	PH - Philosophy
CM - Church Ministries	MA - Math	PR - Preaching Ministry
CO - Core	MC - Men's Youth Course	SC - Music
EN - English	MI - Missions	SR - Service Report
FI - Finance	ML - Ladies Missions	TE - Teaching Elective
FL - Family Life	MN - Music Minister	TM - Teaching Majors

The first number of the 3-digit number code is the year in which the course is typically offered:

First-Year Course—1

Second-Year Course—2

Third-Year Course—3

Fourth-Year Course—4

The last number of the 3-digit number code is the number of credit hours assigned to the course:

Zero-Hour Course—no credit

One-Hour Course—1

Two-Hour Course—2

Three-Hour Course—3

The middle number is assigned on availability based upon a listing of courses in the category.

The courses listed herein include the entire spectrum of courses that are being taught or will be taught in the programs of study offered at HBBC. Some courses are offered on a rotating basis.

Due to the occurrence of unforeseen events, the college may be required to reschedule courses.

## CHRISTIAN DEVELOPMENT

### **ACSR100 – Chapel**

Chapel meets twice a week on Tuesday and Thursday at 11:30. This is a special time of blessing and encouragement as preachers from across the country challenge the student body, staff, and faculty to live lives pleasing to the Lord. All students are expected to attend.

### **ACSR110 – Christian Service**

Christian Service is an integral part of a student's training while at Heartland Baptist Bible College. Students are required to be faithful to attend services and participate in ministry and visitation of the local church for which they are a member. A weekly report is submitted by the student and a letter grade is assigned.

### **ACSR120 – Campus Service**

Students are required to contribute to the care of the college campus, as well as to the successful operation of college events, by providing timed service to one or more college departments. Students receive a grade for satisfactory completion of this requirement (without GPA impact or credit toward program completion).

### **CPIC202 – Church Planting Practicum**

This course is an inner-city church planting course. Students travel to an inner-city where they meet with various preachers from the area who challenge instruct students on the unique aspects of planting church in the inner-cities of America. The course includes approximately 30 hours of instruction and hands-on experience.

## BIBLE

### **BIBS202 – Customs of Bible Cultures**

This course explores the primary cultures in existence at the times of the writing of the Old and New Testaments, with particular emphasis given to customs that were common within those cultures. Through this course, students better understand the practicality and specificity of Scripture in the time in which it was written, as well as Scripture's practical applicability to today.

### **BIBS212 – Genres of Biblical Literature**

This course guides students in learning the foundational concepts and major categories of biblical genres and challenges them to integrate a genre-informed view of Scripture in the study and communication of biblical texts.

### **BIBS 302 – Timelines of Biblical Events**

Through this course, students learn how the timing of events recorded in Scripture coincides with events occurring in the context of world history. This cohesive, historical perspective is achieved through studying a master timeline of events that focuses on overlapping and consequential events and characters. Students develop an appreciation for a chronologically-informed view of the Bible for personal study, as well as accurate teaching and preaching.

### **BIBS312 – Geography of Bible Lands**

This course provides students with a thematic study of the lands and people groups that are the focal points of biblical revelation. Students learn the benefits of a geographically informed view of Scripture and apply this view to the interpretation and application of key texts. Through the course, students cultivate an appreciation for the impact that physical and human geography have had on historical events.

### **BSCO101 – Biblical Studies Seminar**

Biblical Studies Seminar is a one semester-hour, first-year course that introduces students to HBBC academic structure, key curriculum policies and documents, and program requirements for graduation from their chosen majors; students are also introduced to the character and responsibilities expected of those who serve in vocational ministry in the local church.

### **BICO103 – Old Testament Survey**

This course provides a comprehensive survey of the books of the Old Testament with special emphasis given to the historical background, main characters, key doctrinal passages, pivotal events, and outline of each book. Spiritual application is interspersed throughout survey content, and students increase their appreciation for God's revelation of Himself through the Old Testament.

### **BICO113 – New Testament Survey**

This course provides a comprehensive survey of the books of the New Testament with special emphasis given to main characters and events, an examination of authorship and background of each book, key verses, and how each book relates to Christ and the local church. Spiritual application is interspersed throughout survey content, and students increase their appreciation for God's revelation of Himself through the New Testament.

### **BICO122 – Genesis**

Through this course, students engage in a detailed analysis of the Old Testament book of Genesis with particular emphasis on creation, the fall of man, the flood, the beginning of the nation of Israel, and the Jewish patriarchs. Students learn to interpret and to apply the book of Genesis for personal and ministry purposes.

### **BICO132 – Gospels/Life of Christ**

Gospels/Life of Christ explores the historical background, specific events, and enduring significance of the earthly life of Jesus Christ as recorded in the Gospel accounts. Course content emphasizes the veracity of the biblical record of Jesus' birth, ministry, death, burial, and resurrection. Students are challenged to accept Jesus' personal call to Christian discipleship.

### **BICO142 – Acts/Life of Paul**

This course engages students in an introductory study of the book of Acts with particular, historical focus on the spread of New Testament Christianity. Course material culminates in an

examination of the Apostle Paul's missionary journeys and church planting methods. Application to students' lives and ministries is included.

### **BINT202 – Romans**

Paul's epistle to the Romans is exegeted verse-by-verse; special attention is given to doctrinal application. Students are also challenged to internalize and to apply the book of Romans' foundational principles for Christian living.

### **BINT212 – Corinthians**

This course offers an expositional study of Paul's epistles to the Corinthians, which present biblical methodology, structure, discipline, and organization for local church ministry. Course content emphasizes the context of Paul's relationship to the city of Corinth and to the Corinthian church. Students are challenged to apply the epistles' principles to their own Christian lives and ministries.

### **BINT222 – Galatians/James**

Through this course, students engage in a detailed study of the New Testament epistles of Galatians and James, with special emphasis given to the comparative presentations of justification, works, and faith in the books. Students examine the author, date, and purpose for each book, and course content challenges students in spiritual development and practical Christian living.

### **BINT302 – Paul's Prison Epistles**

This course is designed to help the student grasp a better understanding of the epistles of Paul known as the "Prison Epistles." This will be accomplished through lectures based on a verse by verse study of these books.

### **BINT312 – Thessalonians/Timothy/Titus**

Students in this course engage in a verse-by-verse study of Paul's epistles to the church in Thessalonica, to Timothy, and to Titus. Course content includes consideration of the books' historical and cultural background and features personal application to the Christian life. Paul's example in, and God's directives for, local church ministry are emphasized.

### **BINT322 – Hebrews**

This course examines the historical context, exegetical details, and doctrinal implications of the New Testament book of Hebrews, with special emphasis given to Christ's fulfillment of Old Testament law and the faithful Christian's response to Christ's superiority over all things.

### **BINT402 – Peter's & Jude's Epistles**

This course provides a practical study of the New Testament epistles written by Peter and Jude; course content particularly conveys the historical background and major themes of each book. Biographical reflections on the life and ministry of the apostle Peter are also included.

### **BINT412 – John’s Writings**

Students in this course acquire an increased understanding of, and appreciation for, the New Testament writings of the Apostle John. This occurs through development of a biographical sketch of John’s life, a detailed study of the Gospel of John, and a thorough exploration of John’s three epistles.

### **BINT422 – Revelation**

This course engages students in an in-depth study of the New Testament book of Revelation. Historical background, careful interpretation, and prophetic explanation are interspersed with present-day application. Course material emphasizes God’s power to bring His plan to fulfillment and completion.

### **BIOT202 – Law/Life of Moses**

This course offers an exegetical study of the Old Testament books of law: Exodus, Leviticus, Numbers, and Deuteronomy. Difficult texts and ceremonial commands are given thorough explanation and interpretation. Students also engage in a biographical study of God’s servant and Israel’s leader, Moses, for the purposes of historical understanding and spiritual application.

### **BIOT212 – Joshua/Judges/Ruth**

Through this course, students gain an overview of the three historical books of the Old Testament that recount Israel’s conquest and settlement of Canaan, as well as the times of the judges. Students are introduced to the cultural and historical background of these books while also gleaning theology and appropriate application.

### **BIOT222 – Samuel’s Writings/Life of David**

Students in this course engage in an exegetical study of the Old Testament historical books of I and II Samuel and biographical studies of Samuel (Israel’s last judge), Saul (Israel’s first king), and David (God’s chosen king and great psalmist). Themes of God’s sovereign power and divinely appointed human leadership are emphasized and applied.

### **BIOT232 – Kings/Chronicles**

Through this course, students follow a chronological study of the kings of Israel and Judah, utilizing the overlapping Old Testament historical accounts of I and II Kings and I and II Chronicles. Students consider God’s original purpose for the Jews and their kings, and key points of theology and practical application are woven into the study.

### **BIOT242 – Ezra/Nehemiah/Esther**

This course provides a thorough study of the Old Testament historical books of Ezra, Nehemiah, and Esther. Students learn about God’s providential protection of His people through the time of their captivity and the remnant’s return to Jerusalem. Historical, theological, and spiritual lessons are joined in the study, and students practice exegetical skills for future teaching and preaching from these books.

### **BIOT302 – Job**

This course offers a chapter-by-chapter study of the Old Testament poetical book of Job. Emphasis is placed on the authenticity, historicity, and relevance of the book. Course content integrates doctrinal study, principle examination, and practical application for inclusion in preaching and teaching.

### **BIOT312 – Psalms**

This course surveys the Old Testament poetical book of Psalms and increases students' ability to apply its truths to the lives of people in local church ministry. Students learn the beauty and value of the Psalms through an overview of the book's major themes and an exegesis of key passages. Course material integrates doctrinal study, principle examination, and practical application.

### **BIOT322 – Solomon's Writings**

This course examines the Old Testament wisdom literature written by Solomon, which includes the books of Proverbs, Ecclesiastes, and Song of Solomon. Students learn to apply wisdom to their lives through a topical/thematic study across the wisdom literature and an exegetical study of key passages in Proverbs. Course content integrates doctrinal study, principle examination, and practical application for inclusion in preaching and teaching.

### **BIOT402 – Isaiah**

This course guides students on a chapter-by-chapter study of the Old Testament prophecy of Isaiah. The book is considered from a premillennial and dispensational viewpoint within its historical context and with application relevant to the 21<sup>st</sup> century believer. Special attention is given to Christ as the fulfillment of Isaiah's messianic prophecy.

### **BIOT412 – Jeremiah/Lamentations**

Through this course, students explore the Old Testament prophecy and lamentation written by Jeremiah. Each chapter is considered within its historical, theological, and prophetic context, and practical application is included. Students learn to appreciate God's use of His prophet to communicate His message to His people.

### **BIOT422 – Ezekiel/Daniel**

This course guides students on an exegetical journey through the Old Testament prophecies of Ezekiel and Daniel. The books are considered from historical, prophetic, theological, and spiritual viewpoints. Course material highlights God's involvement in past, present, and future events.

### **BIOT432 – Minor Prophets**

In this course, students are introduced to the Old Testament Minor Prophets through a chronological, historical, and prophetic study. Particular attention is given to God's overarching message to Israel through the variety of messengers and contexts, and both theology and personal application are included in the study.

## BIBLICAL LANGUAGE

### **BLBG302 – Biblical Greek I**

Biblical Greek I introduces students to basic Greek phonology (letter sounds), pronunciation (word articulation), vocabulary (word meanings), grammar (word relationships), syntax (word arrangement), and morphology (word forms). Students learn the Greek alphabet, as well as Greek nouns, pronouns, articles, prepositions, and adjectives.

### **BLBG312 – Biblical Greek II**

Biblical Greek II guides students in the continued attainment and application of the biblical Greek language. Students learn an expanded Greek vocabulary, improved understanding of Greek verb forms, increased proficiency in biblical text translation, and increased ability at Greek language-enriched exposition. Students utilize their increased skills through completion of a sequential exegetical project.

## BIBLICAL STUDIES

### **BSCO101 – Biblical Studies Seminar**

Biblical Studies Seminar is a one semester-hour, first-year course that introduces students to HBBC academic structure, key curriculum policies and documents, and program requirements for graduation from their chosen majors; students are also introduced to the character and responsibilities expected of those who serve in vocational ministry in the local church.

## CHRISTIAN EDUCATION

### **EDCO101 – Christian Education Seminar**

Christian Education Seminar is a one semester-hour, first-year course that introduces students to the HBBC academic structure, key curriculum policies and documents, education program requirements, and graduation requirements from their chosen majors. Students are introduced to education department staff and faculty. Course content emphasizes the responsibilities and character traits expected of those who serve in vocational ministry in Christian education.

### **EDCO102 – Foundations of Christian Education**

This course provides students with a general introduction to the fundamentals of Christian education. It includes a study of the history of Christian education, as well as basic educational concepts and theories for the Christian teacher. Students research the general traits that are characteristic of various educational contexts (local church, Christian school, individuals) and age groups (infant, preschool, childhood, teen, and adult) and communicate their findings in both written and oral class presentations.

### **EDCO202 – Child/Youth Development**

This course introduces students to the theoretical concepts and methodological approaches related to child and adolescent development. Developmental processes through maturation and sequential stages of learning are examined through a biblical worldview. Different

theoretical perspectives (biological, cognitive, social, behavioral, emotional, and spiritual) are explored, and relevant research is discussed.

### **EDCO203 – Introduction to Teaching Methods**

Students in this course are introduced to the fundamental principles of impactful teaching, which include the use of lecture, storytelling, audio and visual aids, and other teaching methods. The teaching methods of Christ are examined and illustrated throughout the course. Students are also challenged to develop the characteristics of a godly teacher

### **EDCO303 – Philosophy of Christian Education**

In this course, students are equipped and challenged to develop a biblical philosophy of education. Course content exposes students to biblical wisdom, opposing worldviews, and various aspects of Christian educational philosophy (including curriculum, methodology, evaluation, and the roles of home life and church life). Students apply skills in biblical integration to the articulating of a personal philosophy of Christian education.

### **EDCO313 – Classroom Leadership**

This course imparts classroom leadership principles and skills by connecting a biblical teaching philosophy with practical application to the classroom setting. Numerous functions of classroom leadership are addressed, including: lesson preparation, student discipline, organization, record-keeping, and implementation of methods and strategies of classroom control.

### **EDCO402 – Christian School Administration**

This course provides a practical study of principles and procedures for the organization, operation, and management of Christian schools. Course topics include financial management, personnel administration, discipline policies, and staff development. Students practice principles of educational administration through creative school management projects.

### **EDCO412 – Teaching Bible**

In this course, students learn biblical principles and methods for teaching the Bible in the school classroom or church. Students learn the importance of proper interpretation of Scripture and are exposed to various classroom aids. By the conclusion of the course, students teach a peer-reviewed Bible lesson and receive instructor feedback.

### **EDCO422 – Student Teaching Seminar**

Student Teaching Seminar is conducted during the final spring semester of instruction for Elementary and Secondary Education majors. In this semester, students are exposed to hands-on teaching responsibilities at local Christian schools under supervision of experienced teachers, and seminar meetings provide a platform for additional training, accountability, and feedback during the student teaching process.

### **EDCO432 – Individualized Curriculum Training**

Individualized Curriculum Training introduces students to the administration of individualized curriculum for both elementary and secondary classrooms. Students experience the training

required to be a supervisor in the individualized curriculum and become familiar with individualized curriculum practices.

### **EDCO442 – Educational Media & Technology**

Students increase their practical preparation for ministry in educational settings through exposure to numerous classroom and administrative technologies. Course content presents an overview of the benefits and challenges of technologically integrated instructional methods and discusses purposeful usage of educational technology.

### **EDCO452 – Elementary Education Internship**

This course provides the culmination of the 4-year Elementary Education Internship Program and instills practical, biblical ministry philosophy and techniques during the final year of a student's academic program. This course incorporates extensive personal training from leaders serving in local educational ministries and requires completion of practical ministry projects. The Internship Program finalizes the 4-year training of the student through completion, submission, and approval of the HBBC Internship Plan Worksheet.

### **EDCO462 – Secondary Education Internship**

This course provides the culmination of the 4-year Secondary Education Internship Program and instills practical, biblical ministry philosophy and techniques during the final year of a student's academic program. This course incorporates extensive personal training from leaders serving in local educational ministries and requires completion of practical ministry projects. The Internship Program finalizes the 4-year training of the student through completion, submission, and approval of the HBBC Internship Plan Worksheet.

### **EDTE302 – Teaching Math**

Students in this instructional methods course consider the characteristics of the mathematics learner and study practical and effective approaches for improving academic results in the elementary classroom. A biblical worldview is incorporated with approaches for presenting mathematical content in a manner that minimizes math negativity.

### **EDTE312 – Teaching Language Arts**

This instructional methods course addresses the importance of a biblical worldview as imparted through the teaching and use of integrated language arts. Course content emphasizes principles for developing children's reading, writing, listening, and speaking skills. Topics include spelling, vocabulary, grammar, composition, and literature. Students in the course develop personal language proficiencies and acquire instructional skills for both the elementary and secondary classroom.

### **EDTE322 – Teaching Reading**

This instructional methods course equips students to teach the basic principles of reading through the use of phonics. Course content provides training for instructing preschool and elementary pre-readers, as well as identifying and correcting reading problems in older students. Students learn methods for inspiring a love of reading in those they teach and become familiar with biblical character traits that accompany effective reading instruction.

### **EDTE332 – Teaching History/Social Studies**

Students in this instructional methods course learn how to deliver history and social studies content from a biblical perspective in both elementary and secondary classrooms. Course material covers principles and processes for the instruction of biblical history, world history, the history of Christianity, United States history, and United States government. Students develop an appreciation for the benefit of Christians learning history and the importance of Christians assuming their proper roles in society.

### **EDTE342 – Teaching Science**

This course examines the rationale, methods, and procedures for teaching science in the Christian school. Special attention is given to the biblical basis of science, an overview of the content of a science curriculum, and varied teaching materials that might be used in a classroom.

### **EDTE352 – Teaching Art**

This instructional methods course emphasizes the sharing of God's truth, as revealed in creation, through the visual arts. Students learn the role of the Christian art teacher in the classroom with particular emphasis on the development of a biblical worldview in the art curriculum. Students develop intuition, aesthetic discrimination, and a biblical appreciation of beauty.

### **EDTE402 – Teaching Health/Physical Education**

This instructional methods course emphasizes principles and guidelines for health and physical education curriculum in both elementary and secondary programs. Students plan a one-year, age-appropriate sample curriculum and teach an age-appropriate class for peer review and instructor feedback. Students develop a biblical view of health and the human body according to age and levels of development.

### **EDTE422 – Teaching Special Needs Students**

Students in this instructional methods course learn biblical principles and practical processes for teaching children with special needs. Students survey a variety of potential physical and mental challenges to productive learning and develop skills for adaptation. Practical considerations regarding the family life of a special needs child are also included.

### **EDTE432 – Teaching Home Education**

Students in this course apply the principles of effective Christian education to the instruction of children at home. Topics include: benefits and challenges of home-schooling; administration and record-keeping; curriculum selection and program planning; and life integration, among others. Practical course content is presented through session speakers with experience in home education, and the biblical character traits accompanying quality home education are emphasized.

### **EDTM203 – Elementary Teaching Methods**

Through this course, students develop skills for evaluating content and methods of instruction for use in the elementary classroom. Topics concerning elementary teaching include: educational theories, current trends, curriculum selection, student engagement, and classroom structure. Students learn various teaching approaches and how to implement them in the elementary classroom.

### **EDTM213 – Secondary Teaching Methods**

Through this course, students develop skills for evaluating content and methods of instruction for use in the secondary classroom. Course materials and practical work related to secondary teaching include: lesson planning, curriculum development, teaching strategies, and learning assessment. Students also discuss various teaching approaches and how to implement them in the secondary classroom.

### **EDTM302 – Educational Assessments**

In this course, students survey the terms and principles associated with educational assessment, which include the processes of measurement and evaluation of student achievement. Students study, construct, and evaluate various types of tests used in the classroom, including both standardized and teacher-made tests. Additional study is presented in the area of grading and grade statistics.

## CHRISTIAN LIFE

### **CLCO103 – Personal Spiritual Development**

This course provides a foundational study of the Christian life for first-year Bible college students. Course material challenges students to consider their individual responsibility for the development of their relationship with God and to apply this understanding to personal habits of Bible reading and prayer. Development of Christian character is also emphasized.

### **CLCO112 – Personal Evangelism**

Students in this course are inspired and trained in the essential Christian responsibility of personal evangelism and discipleship. Detailed, practical instruction of biblical soul-winning and discipleship methods is coupled with in-class and real-life opportunities for application.

### **CLCO122 – Methods of Bible Study**

This course instructs Bible college students in the foundational skills required for effective Bible study. Students learn the importance of daily devotional reading, become acquainted with various Bible study methods, and practice using study tools that can help them in their Christian lives and ministries.

## CHURCH MINISTRIES

### **CMBP303 – Homiletics**

Homiletics imparts the primacy of biblical preaching and teaches the foundational principles for sermon construction and delivery. Students learn the value of expository preaching as both a philosophy of biblical ministry and a practical preparation method. By the conclusion of the

course, students are able to study a text to arrive at a single, clear statement of the biblical author's intent and to write a basic sermon outline.

### **CMBP313 – Practice Preaching**

This course follows Homiletics and provides opportunity for practical application of expository preaching methods. Students deliver sermons to their peers with group evaluations led by moderators. Principles of effective sermon delivery are presented and reinforced. Students also refine sermon writing skills through rehearsal of the process of preparing expository messages.

### **CMBP403 – Applied Homiletics I**

This course introduces students to the mechanics of organizing and structuring biblical messages. Students are challenged to determine the central idea of the text and to develop an outline that serves as a vehicle to deliver the message. Course content primarily focuses on developing the expository sermon. The intent is to prepare the student to transition into an active pulpit ministry that is built on biblical study, structure, and style.

### **CMBP413 – Applied Homiletics II**

This course introduces students to the mechanics of style and delivery for biblical messages. Students are challenged to deliver the central idea of the text in a way that engages the listeners for the sake of application. Course content focuses primarily on developing the expository sermon. The intent is to prepare the student to transition into an active pulpit ministry that is built on biblical study, structure, and style.

### **CMCA402 – Church Administration**

This course equips future pastors, missionaries, youth directors, evangelists, and church workers with a general, biblical approach to church administration with a focus upon ethical relationships toward church staff, church members, and a ministry's community. Students practice the implementation of course concepts through practical, scenario-based projects.

### **CMCA412 – Sunday School Administration**

This course offers a comprehensive study of Sunday school, emphasizing the history and organization of Sunday school in the local church. Also included is a study of the duties and qualifications of various officers, as well as ways to increase attendance and to prepare a purposeful, biblical teaching program.

### **CMCA422 – Outreach Ministries**

In this course, students prepare to lead personal and church-wide evangelistic efforts in the communities to which God leads them. Topics include the importance of outreach, the training of soul-winners, the establishing of a local church outreach program, understanding the dynamics of particular communities, and using outreach-related computer applications. Cultivating personal passion for evangelism is central in course content.

### **CMCO405 – Church Ministries Internship (Biblical Studies)**

Church Ministries Internship is a culminating ministry preparation course, designed to instill practical, biblical ministry philosophy and techniques during the final semester of a student's academic program. The course incorporates extensive personal training from men serving in local church ministry and requires completion of practical ministry projects. The course finalizes a student's participation in the HBBC Internship Program through completion, submission, and approval of the HBBC Internship Plan Worksheet.

### **CMCO415 – Church Ministries Internship (Christian Education)**

Church Ministries Internship is a culminating ministry preparation course, designed to instill practical, biblical ministry philosophy and techniques during the final semester of a student's academic program. The course incorporates extensive personal training from leaders serving in local church ministry and requires completion of practical ministry projects. The course finalizes a student's participation in the HBBC Internship Program through completion, submission, and approval of the HBBC Internship Plan Worksheet.

### **CMFL201 – Marriage & Family in Ministry**

Through this course, students are introduced to essential biblical principles for enjoying a godly marriage relationship and family life within the context of vocational ministry. Students are also equipped with biblical resources to assist in ministering to couples and families. Course content is delivered through experienced session speakers and reinforced through topical reading and practical coursework.

### **CMMLC202 – Philosophy of Biblical Counseling**

This course examines God's design of human beings and the impact of sin as they relate to biblical counseling. Students apply this philosophical understanding to addressing man's core problems through a series of foundational counseling exercises.

### **CMMLC212 – Principles of Biblical Counseling**

Students in this course are introduced to the fundamental differences between biblical counseling and humanistic psychology and are guided toward a biblical viewpoint from which they may recognize and refute humanistic psychology. Through the course, students acquire principles for providing biblical counsel, and course content emphasizes the sufficiency of biblical revelation and the importance of the Spirit-controlled life.

### **CMMLC302 – Ladies Biblical Counseling I**

Through this course, students learn practical methods for providing biblical counsel to ladies who are dealing with a variety of difficult situations, emotional problems, and struggles with sin. Topics include the role of the counselor and the skills of active listening, data gathering, and diagnostics.

### **CMLC312 – Ladies Biblical Counseling II**

Students receive continued instruction for providing biblical counsel to ladies who have encountered difficult situations, emotional problems, and struggles with sin. Topics include the counselor's response to anger, selfishness, worry, fear, depression, and grief.

### **CMLC402 – Ladies Family Counseling**

Students in this course learn practical, biblical methods for counseling ladies with regard to marriage and children. Topics include communication, conflict resolution, leadership roles, abuse, and tragedies. The Bible's sufficiency for addressing family issues is emphasized.

### **CMLC412 – Addictions Counseling**

This course introduces students to a biblical perspective of life-dominating sins with a focus on equipping students to provide biblical counsel, help, and hope to those who are in need. Scripture memorization and application are emphasized.

### **CMLM212 – Ladies' Practical Life**

In this course, students explore issues of interest to women with a focus on practical skills used in service to God, family, and the local church. Topics include food preparation, clothing, and financial matters. Course content is presented through instructor and guest lectures, and students build a personal resource file for current and future use.

### **CMLM302 – Ladies' Family Life**

Students in this course receive biblical principles and practical recommendations for application to life within the family unit. Topics include singleness, marriage, and pregnancy, as well as parenting through all stages of life. As course content is presented through instructor and guest lectures, students build a personal resource file for current and future use.

### **CMLM322 – Biblical Womanhood**

Through instructor and guest lectures, this course presents the foundational characteristics of womanhood as they are taught and illustrated in Scripture. Topics include integrity, purity, sense of worth, etiquette, and communication. Practical application of biblical principles is emphasized, and students build a personal resource file for current and future use.

### **CMLM402 – Ladies' Ministry Life**

Students in this course draw from a variety of instructor and guest lectures to prepare practically for life as ladies in ministry. Ministry philosophy and ministry skills are interwoven in course content, and topics include church services, altar work, hospitality, funerals, and weddings. Students develop a resource file for use in current and future ministry.

### **CMML202 – Philosophy of Biblical Counseling**

This course examines God's design of human beings and the impacts of sin as they relate to biblical counseling. Students apply this philosophical understanding to addressing man's core problems through a series of foundational counseling exercises. Through the course, students develop confidence in the sufficiency of God's Word and God's way for the counseling needs they will encounter in ministry.

### **CMMC212 – Principles of Biblical Counseling**

Students in this course are introduced to the fundamental differences between biblical counseling and humanistic psychology and are guided toward a biblical viewpoint from which they may recognize and refute humanistic psychology. Through the course, students acquire principles for providing biblical counsel, and course content emphasizes the sufficiency of biblical revelation and the importance of the Spirit-controlled life.

### **CMMC402 – Pastoral Counseling**

Students in this course learn practical methods for biblical counseling when serving in roles of spiritual authority. Counseling ethics in local church ministry are emphasized, and students are further strengthened in the sufficiency of Scripture for pastoral counseling needs.

### **CMMC412 – Addictions Counseling**

This course introduces students to a biblical perspective of life-dominating sins with a focus on equipping students to provide biblical counsel, help, and hope to those who are in need. Scripture memorization and application are emphasized.

### **CMMI102 – Biblical Basis of Missions**

This course surveys applicable scriptures in the Old and New Testaments to provide students with a biblical understanding of God's plan, purpose, and heart for reaching the world with the gospel of Jesus Christ. Course content also explains the missionary's call and qualifications and familiarizes students with statistical data pertaining to the need of world evangelization.

### **CMML402 – Men's Ministry Life**

Students in this course are introduced to biblical principles and practical skills for fulfilling a man's role in ministry. Topics include: character challenges for men, male-specific family responsibilities, basic home and church maintenance, and conducting men's ministries. Course content is delivered in practical sessions by experienced speakers and reinforced through topical material and active projects.

### **CMMU302 – Congregational Songleading**

Congregational Songleading familiarizes students with the basic concepts and skills for leading hymns in a church service. Attention is focused primarily on student's mastery of the physical gestures of leading; however, students also learn about other aspects of the song service, such as, music ministry schedules, service orders, and platform etiquette. Instruction, practice, and feedback are interspersed in the course.

### **CMMU312 – Music Theory Fundamentals**

This entry-level music course teaches the concise basics of music theory with a focus on practicality. Students learn about scales and their structure as the building block for music. Application to ministry in the local church is included.

### **CMMU322 – Philosophy of Music**

This course is designed to instill in students a biblical philosophy of music as it pertains to local church ministry with additional application to personal standards in music selection.

### **CMMU332 – Church Sound Technician**

Through this course, students gain a usable understanding of sound reinforcement systems, the associated mechanics of operation and maintenance, and practical applications for church and ministry settings.

### ENGLISH

#### **GEEN103 – Basic English Grammar**

This course provides a fundamental overview of collegiate English grammar with an emphasis on the eight parts of speech and their usage in clearly written and spoken communication. Course content challenges students to develop their English language proficiency for the skillful communication of biblical truth.

#### **GEEN113 – English Grammar**

This course provides a standard survey of the principles of collegiate English grammar. Students review the eight parts of speech, common punctuation rules, principles of sentence structure, and paragraphing skills. Course content challenges students to develop their usage of the English language for the skillful communication of biblical truth.

#### **GEEN123 – Advanced English Grammar**

This course offers detailed application of the principles of collegiate English grammar through advanced coverage of the parts of speech, word functions, sentence structure, sentence diagramming, and sentence formulation. Course content challenges students to develop their English language proficiency for the skillful communication of biblical truth.

#### **GEEN133 – English Composition**

Through this course, students apply the fundamentals of English grammar to the work of collegiate composition. Language mechanics, thought construction, sentence structure, and paragraphing are addressed, and students are introduced to proper writing techniques as expected in collegiate requirements, such as, in essays, articles, and basic research reports. Course content challenges students to develop their writing skills for the communication of biblical truth.

#### **GEEN203 – Research Writing**

This course guides students in a detailed process of academic research writing from topic selection to the completion of a significant research project. Students learn style expectations, basic research methods, citation requirements, outline formulation, and composition strategies. Principles of persuasive writing are also introduced. Course content challenges students to utilize their writing skills in the communication of biblical truth.

#### **GEEN213 – Creative Writing**

Creative Writing introduces students to the elements of well-written fiction, poetry, and non-fiction. The concepts of character, setting, plot, image, and voice are emphasized. Students develop journaling skills, produce rough drafts, and learn to critique peer writing in a workshop setting. Students complete a polished writing portfolio that demonstrates their understanding

of course material. Course content challenges students to develop their writing skills for the communication of biblical truth.

### **GEEN303 – American & World Literature**

This course presents a broad overview of collegiate-level literature through primary exposure to American works and limited exposure to works from other cultures. Course readings acquaint students with numerous noted authors and various genres. Students also learn literary concepts and vocabulary as instruments of interpreting literature through a biblical worldview.

### GENERAL STUDIES

#### **GECM203 – Fundamentals of Speech**

This course presents the fundamental skills for speaking in public. Course content includes the basics of voice quality, gestures, poise, speech organization, and delivery. Students prepare various types of speeches to be delivered to speech groups through which they offer and receive peer review. Application to local church ministry is emphasized through in-class replication of church service speaking opportunities.

#### **GECM403 – Ministerial Communications**

In this course, students develop a biblical philosophy and essential skillset for communication with people inside and outside of local church ministry. Course content is presented through workshops guided by lecturers who are experienced and proficient in the areas of communication being covered. Group projects aid in the practical application of the concepts being taught.

#### **GECO101 – College Orientation**

College Orientation introduces students to the skills needed to succeed in academics, finances, and interpersonal relationships as a student at Heartland Baptist Bible College. Students also explore the institutional history of Heartland Baptist Bible College.

#### **GEFI202 – Personal Finance**

This course enables Bible college students to develop a biblical approach to the management of their personal finances. Course topics include: financial planning, budgets, investments, consumer debt, insurance, major asset purchases, and retirement planning. Students are challenged to be successful stewards of the resources God has given them, which enables wise spending and generous giving.

#### **GEHI302 – United States History**

United States History draws students into an in-depth consideration of significant historical periods from the nation's founding to the present. Course content reinforces the benefits of Christians studying history, and students are challenged to uphold a biblical worldview in their consideration of United States history. Particular emphasis is placed upon recognizing God's providence in key events that interweave national and religious developments.

### **GEHI312 – World History**

This course is a study of the major people groups and events that shaped world history and how they are interwoven in both biblical history and the modern world. Course content reinforces the benefits of Christians studying history, and students are challenged to uphold a biblical worldview in their consideration of world history. The timeline studied is from the Tower of Babel until the end of the Middle Ages.

### **GEHI402 – United States Government**

This course examines the structure of government in the United States through a detailed study of the United States Constitution and other essential documents. Students discuss the founding fathers' impact on the formulation of current government, as well as the Christian's response to federal, state, and local government in both personal life and local church ministry.

### **GEMA102 – Fundamentals of Math**

This course increases Bible college students' functional math skills through rehearsal of collegiate math operations. It includes a study of whole numbers, signed numbers, fractions, decimals, ratios and proportion, percent, measurement, geometry, statistics, and algebra. Course content highlights the application of math skills to Christian life and local church ministry.

### **GEMA402 – Ministerial Accounting**

This course presents accounting principles with specific applications made to churches and ministries. Students acquire broad understanding and useful application of related topics necessary for effective accounting practices.

### **GEPH202 – Introduction to Philosophy**

This course is an introduction to the study of philosophy with a focus on argument, worldview, and framing a biblical philosophy. Connections to Christian life and ministry are established through a biblically informed review of historical philosophy, examples of philosophy in the Old and New Testaments, and examination of contemporary manifestations of philosophy in ministry methods.

## **MISSIONS**

### **MICO102 – History of Missions**

In this course, students explore the historical background of global missions from the time when Christ started His church to the 21<sup>st</sup> century. Course content focuses on the local church as God's enduring instrument for missions, with additional attention given to key figures in missions history.

### **MICO202 – Global Cultures & Customs**

This course is an introductory study of the concepts by which culture is defined, understood, and respected. Course content encourages students to understand and to appreciate other cultures, to examine culture in light of God's Word, and to be equipped in reaching people with the gospel in cultures different than their own.

### **MICO212 – Introduction to Linguistics**

In this course, students become familiar with basic, universal principles for learning a foreign language. Application to missions is emphasized through the explanation of linguistic connections to cultural acclimation and communicating the gospel.

### **MICO302 – Cross-Cultural Communication**

In this course, students learn how to communicate the gospel effectively in cultures other than their own. Particular attention is given to non-western cultures, and course content is drawn from biblical and modern examples.

### **MICO312 – Missionary Methods**

This course examines biblical, practical methods for church planting in diverse cultures. Students learn the indigenous principles of church planting in a variety of contexts, including rural settings, urban communities, and limited-access countries.

### **MICO402 – Missionary Life & Work**

Students in this course become familiar with the practical matters that face missionaries on a daily basis. Topics include setting up a home and living on the field, interpersonal relationships, raising a family in another way of life, and facing new obstacles. Course content also emphasizes the importance of an internship and a sending church.

### **MICO405 – Missions Internship (Biblical Studies)**

Missions Internship is a culminating ministry preparation course, designed to instill practical, biblical ministry philosophy and techniques during the final semester of a student's academic program. The course incorporates extensive personal training from men serving in local church ministry and requires completion of practical ministry projects. The course finalizes a student's participation in the HBBC Internship Program through completion, submission, and approval of the HBBC Internship Plan Worksheet.

### **MICO412 – Pre-Field Missionary Service**

This practical course aids prospective missionaries in details accompanying preparation for the field, including procedures for deputation, developing a strong relationship with the sending church, and logistics for departure to the field. Matters of personal character and public presentation are interspersed in course content.

### **MICO415 – Missions Internship (Christian Education)**

Missions Internship is a culminating ministry preparation course, designed to instill practical, biblical ministry philosophy and techniques during the final semester of a student's academic program. The course incorporates extensive personal training from ladies serving in local church ministry and requires completion of practical ministry projects. The course finalizes a student's participation in the HBBC Internship Program through completion, submission, and approval of the HBBC Internship Plan Worksheet.

### **MIML402 – Missions Women Practicum**

This practical course imparts essential skills for women preparing for the mission field. Course material equips students for travel, deputation, daily responsibilities, and raising children on the mission field. Students are also introduced to basic, cross-cultural health care practices with attention to personal health, identifying and treating common illnesses, basic first aid, and medical considerations when physicians are not available. The importance of spiritual development and personal character is emphasized.

### **MINISTRY SECRETARIAL**

#### **MSCM103 – Office Procedures**

Students in this course prepare for the initial demands of office employment by learning professionalism in areas of customer satisfaction, communication skills, and administrative ethics. Students are exposed to common practices in office environments and gain technological familiarity and dexterity in the use of business machines. Students also learn how to acquire additional on-the-job skills and to adapt to new procedures and expectations.

#### **MSCM203 – Office Responsibilities**

This course is designed to prepare students for ministry office employment by imparting essential philosophy, ethics, and practices for fulfilling ministry office responsibilities. Students learn to apply biblical time management and communication principles in the completion of a variety of office tasks, including: participating in meetings, receiving and executing assignments, maintaining office records, providing clerical assistance to pastoral or ministry leaders, and ministering to constituents and volunteers. Particular focus is given to instilling godly character and disposition, which students are encouraged to demonstrate through faithful service.

#### **MSCO101 – Secretarial Seminar**

Secretarial Seminar is a program introduction course designed to acquaint Ministry Secretarial students with academic policies and curriculum requirements for the Ministry Secretarial program. Students are also introduced to departmental faculty and to experienced ministry practitioners. Course content emphasizes the responsibilities and character traits expected of those who serve in vocational ministry.

#### **MSCO113 – Computer Applications I**

This course introduces students to the basic operations of three computer applications commonly utilized in ministry contexts—Microsoft Publisher, Microsoft PowerPoint, and Microsoft Excel. Through practical application of course content, in-class instruction, and individual research, students develop skills in the completion of scenario-based ministry projects including publications, presentations, and data processing.

#### **MSCO133 – Keyboarding & Word Processing**

Students in this course are trained in precise keyboarding technique for the development of speed and accuracy. Course content also presents and rehearses word processing and formatting skills as accomplished using Microsoft Word. Through this instruction, students

develop proper methods for creating basic ministry-related documents, such as letters, memos, reports, tables, newsletters, and articles.

### **MSCO202 – Principles of Accounting**

This introductory course consists of an intensive presentation of the basic elements of the accounting cycle and bookkeeping procedures. The course develops a basic understanding of the double entry system of bookkeeping with work on related exercises, problems, and applications commonly found in churches and builds a foundation for further studies in other realms of accounting.

### **MSCO213 – Computer Applications II**

This computer applications course introduces students to the basic operations of multiple computer applications commonly utilized in ministry contexts—Microsoft Office 365, Microsoft Outlook, and applications within the Adobe Suite. Through practical application of course content, in-class instruction, and individual research, students develop skills in the completion of scenario-based ministry projects including office communication, event planning, task organization, and technical publications.

### **MSCO223 – Ministry & Technical Writing**

Students in this course are trained in a detailed process of thinking, listening, researching, planning, composing, revising, and editing documents for use in a variety of ministry and business contexts. As students produce church correspondence, proposal content, manual instructions, informative briefs, news releases, executive summaries, and other documents outside the realm of general communications courses, they learn the importance of developing their personal writing skills through regular practice to facilitate a professional writing style. Coursework also sharpens students' document collaboration skills, which include team editing and team proofreading competencies.

### **MSCO263 – Secretarial Internship**

This culminating secretarial science course provides students with hands-on office experience through the implementation of supervised tasks in a ministry office. Application of principles and techniques learned throughout the secretarial program are emphasized as students experience daily operations in the office. Students reflect upon godly models of ministry service as a means of encouraging personal, God-enabled development.

## MUSIC

### **MUCM302 – Vocal Arranging**

Students in this course learn the techniques and creative process used in arranging music for vocal ensembles. Topics include notation standards, planning the arrangement, keyboard accompaniment, understanding vocal ranges, and arranging for ladies', men's, and mixed groups. Students are expected to apply course content through a variety of arranging projects.

### **MUCM313 – Advanced Music Theory**

In this course, students increase their understanding of advanced scales and chords with specific application to arranging, composing, and improvising for church music ministry. Students are also exposed to resources that allow them to continue their study and application of theory beyond the academic environment.

### **MUCM402 – Instrumental Arranging**

Students in this course learn to utilize orchestral instruments in the composition and arrangement of music. Students develop their understanding of the contributions of individual instruments and instrument groups. Technical instruction is applied through arranging projects. Arrangement skills are channeled toward music that communicates truth about God and praises to God.

### **MUCM412 – Advanced Arranging**

In this course, students further develop their skills in arranging music for vocal ensembles, piano accompaniments, and accompanying instrumentation. Application of technical course content is aimed at production of usable choral arrangements for church ministry settings.

### **MUCO101 – Music Seminar**

Music Seminar is a one semester-hour, first-year course that introduces students to HBBC academic structure, curriculum guide, and program requirements for graduation from a major in music. Courses sessions also introduce students to the character expected of those who serve in music ministry in the local church.

### **MUCO103 – Music Appreciation**

This preliminary course introduces students to the five basic elements of music as a foundation for developing critical listening skills. Students learn to recognize styles from the six main musical eras of Western cultural history, are exposed to music from diverse parts of the world, and participate in academic discussion about music styles.

### **MUCO111 – Vocal Techniques**

In this course, students encounter basic vocal pedagogy to improve pitch and tone. Pitch identification, rhythm identification, interval identification, articulation and dynamics are evaluated through course content, peer review, and instructor feedback. Students are encouraged to use their voices to serve the Lord in local church ministry.

### **MUCO123 – Music Theory & Aural Skills I**

This course surveys the basic elements of music: symbols, chords, note names, rhythm, scales, intervals, and major and minor keys. Course content and assignments improve student dexterity with written music. Students are introduced to basic composition and gain experience in putting text to music. Application is aimed at equipping the church musician.

### **MUCO203 – Music Theory II**

Students in this course strengthen their music theory knowledge through continued exposure and drilling of keys, chord spellings, and basic chord progressions. Course content also

introduces students to tonal harmony concepts, including: diatonic triad types and functions, basic harmonic progressions, vocal part-writing guidelines, musical phrases and cadences, and more.

### **MUCO211 – Aural Skills II**

This course develops students' ability to serve in practical ministry settings where aural skills are needed. Technical training and rehearsal enable students to notate basic rhythmic patterns accurately, to identify any interval by ear, and to identify all basic triad types by ear. Notation assignments instill technical depth to undergird practical applications.

### **MUCO223 – Music Theory III**

Students develop intermediate music theory knowledge through study of tonal harmony concepts, such as, diatonic seventh chord types and functions, part-writing guidelines, and harmonic options beyond diatonic elements. Composition projects and instructor feedback sharpen student skills with particular application toward church musicianship.

### **MUCO231 – Aural Skills III**

Students in this intermediate skills course develop their ability to serve in practical ministry settings where aural skills are needed. Technical training and rehearsal equip students to identify all basic chord types and basic chord progressions by ear. Notation assignments instill technical depth to undergird practical applications.

### **MUCO321 – Instrumental Survey**

Students in this course are introduced to the main instruments of the orchestra, taught to recognize them aurally and visually, and become acquainted with how they are organized both on the score and in the concert hall. Course content aims at increasing student appreciation of instrumental variety, reading orchestral scores, and orchestral set-up for use in local church ministry.

### **MUCO333 – Conducting I**

Students in this course receive theoretical and practical instruction for basic conducting. Emphasis is given to clarity of pattern, conducting gestures, and hand independence. Course content, peer review, and instructor feedback work together to help students gain familiarity with the exercise of conducting.

### **MUCO402 – Hymn Appreciation**

Students in this course learn about the musical form and purpose of hymns. Specific hymns are explored for their theological content and for the life-story accompanying the song. Course content develops student appreciation for hymns and promotes preserving the use of hymns in local church ministry and society.

### **MUCO 405 – Music Internship**

Music Internship is a culminating music ministry preparation course, designed to instill practical, biblical ministry philosophy and techniques during the final semester of a student's academic program. The course incorporates extensive personal training from individuals

servicing in church music ministry and requires completion of practical ministry projects. The course finalizes a student's participation in the HBBC Internship Program through completion, submission, and approval of the HBBC Internship Plan Worksheet.

### **MUED302 – Teaching Elementary Music**

In this course, students learn principles and techniques for teaching music to elementary children. The skills of designing music curriculum and preparing music lessons are applied to the elementary music classroom through observation and teaching opportunities. Students also consider a biblical philosophy of children's music ministry in the local church.

### **MUED412 – Teaching Secondary Music**

In this course, students learn principles and techniques for teaching music to children at the secondary level. The skills of designing music curriculum and preparing music lessons are applied to the secondary music classroom through observation and teaching opportunities. Students also consider a biblical philosophy of youth music ministry in the local church.

### **MUMN302 – Conducting II**

Conducting II builds upon student understanding of fundamental conducting patterns and techniques with particular focus on developing responsive hearing and rehearsal skills. Emphasis is given to score study and preparation, as well as rehearsal approach. Lab rehearsals provide practical application of course learning.

### **MUMN402 – Church Music Administration**

This course examines the unique challenges and opportunities that accompany the administration of music ministry within a local church. Course content encompasses all of the main areas of responsibility for music ministers, and material is presented through practical sessions with a variety of experienced music ministers. Active course projects follow the explanation of biblical principles.

### **MUSC101 – Choir**

Participation in the college choir gives students the opportunity to be trained in, and to practice, group vocal abilities. Students learn musical arrangements, rehearse them in practice sessions, and sing them in college chapel and local church settings. Learning and applying a biblically proven model for corporate praise to God is a vital feature of participation in choir.

### **MUSC102 – Piano Fundamentals**

Piano Fundamentals enables students with limited or no piano knowledge to develop basic piano playing skills for use in local church ministry. Students learn by rote and through patterns how to create and to play accompaniments for special music and congregational hymns. Course content emphasizes development of sight-reading skills.

### **MUSC111; MUSC121 – Ensemble**

Students in Ensemble learn and refine proper choral techniques through rehearsal and presentation of musical arrangements that are sung in college chapel services and other ministry settings.

### **MUSC131; MUSC141; MUSC151 – Individualized Lessons (Piano, Voice, and Instrumental)**

Individualized Lessons allows students to receive one-on-one training in a musical proficiency. Students increase their understanding of related theory while they develop practical skills. Frequent rehearsal, weekly instructor feedback, and occasional peer review all work together to prepare students to use their proficiencies in a variety of ministry settings.

### **MUSC303 – Ear Training Practicum**

This course utilizes in-class work and course projects to give students hands-on experience in notating complex music by ear for the local church setting. Students also gain practical skill in utilizing music notation software.

### **MUSC332; MUSC342; MUSC352 – Applied Lessons (Piano, Voice, and Instrumental)**

Applied Lessons allows students to receive one-on-one training in a musical proficiency. Students increase their understanding of related theory while they develop practical skills. Frequent rehearsal, weekly instructor feedback, and occasional peer review all work together to prepare students to use their proficiencies in a variety of ministry settings.

### **MUSC402 – Church Piano Techniques**

This course utilizes instruction, demonstration, and practice assignments to enable intermediate and advanced pianists to gain proficiency in techniques used in accompaniment for congregational singing and other types of church music. Course projects equip students with resources for future ministry as church pianists.

### **MUSC413 – Music Pedagogy**

Music Pedagogy prepares students to organize and to develop a music studio, offering lessons of any proficiency to those in local church ministry and communities. Course content addresses teaching philosophy, principles, and techniques as they apply to a music lesson setting. Practical assignments culminate in a teaching portfolio that students can use in the establishment of a lesson studio.

### **MUSC422 – Recording Technician**

Students in this course receive technical and practical training in the basics of designing, assembling, and engineering a small audio recording studio. Course content includes the use of monitors and recording equipment, equalization, balance, mixing, and interaction with vocalists and instrumentalists. Students are expected to develop applied fluency in course concepts and skills.

## **PASTORAL STUDIES**

### **PSCO302 – Pastoral Preparation**

This course provides practical instruction concerning the pastor's call, his personal development, his preparation for pulpit ministry, his administration of time, and his relationships with the people of the church and community. Additional supporting topics are included to strengthen student's view of the centrality of Christ in pastoral ministry.

### **PSCO312 – Pastoral Responsibilities**

Students in this course survey the pastor's role in a variety of matters requiring spiritual leadership: administration of church business and church ordinances, music, Sunday school, weddings, and funerals. Students also learn practical principles for transitioning into the pastoral role.

### **PSCO322 – Church Planting**

Students in this course are introduced to fundamental, biblical principles and practical methods for planting churches. Course content guides students on a step-by-step church planting process with special emphasis given to the church planter's personal character, biblical ministry philosophy, and church planter/sending church relationship.

### **PSCO405 – Pastoral Internship**

In this course, students prepare to lead personal and church-wide evangelistic efforts in the communities to which God leads them. Topics include the importance of outreach, the training of soul-winners, the establishing of a local church outreach program, understanding the dynamics of particular communities, and using outreach-related computer applications. Cultivating personal passion for evangelism is central in course content.

## THEOLOGY

### **THAP302 – Cults**

This course explores the history and theology of prominent Christian cults with apologetic responses to each cult's basic tenets. Students learn to identify how cultic thinking contrasts with biblical thinking and are given principles to guide in evangelizing and discipling those influenced by cults.

### **THAP322 – Non-Baptist Ecclesiastical History**

In this course, students follow a chronological study of major church movements—from the apostolic era to the present—that have departed from biblical doctrine and practices. This knowledge acquaints students with historical understanding and apologetic responses for use in evangelism and discipleship.

### **THAP332 – Biblical Creation Science**

This course offers a detailed, science-based explanation of Creation according to the biblical record. Alternative theories for the origins of existence are refuted, and students are equipped with logical evidences to be used in evangelism and discipleship. Students are also invited to appreciate the benevolent God who designed His work to be good.

### **THAP312 – World Religions**

This course introduces the history and doctrines of major world religions while acquainting students with the fundamental differences between them and biblical Christianity. Course material equips students with apologetic tools to be used in evangelism and discipleship.

### **THAP423 – Apologetics of Biblical Ministry**

Through this course, students are equipped to defend the Bible, Christian theology, Baptist doctrine, and Baptist convictions and practices. Students are guided to use thorough research, in-class presentations, and peer discussion to sharpen their reasoning skills and their articulation of both logical and biblical evidences.

### **THBA202 – Baptist History**

This course guides students on a chronological study of the New Testament church as it has continued through the centuries under various names. Students learn how the doctrines, polity, and practices rooted in the apostolic age follow a line of succession leading to Baptist churches.

### **THBA212 – Baptist Distinctives**

This course provides a detailed explanation and biblical defense of the distinctive beliefs and practices associated with Baptists. Course content follows eight topically arranged distinctives with accompanying discussion and course work.

### **THBH203 – Biblical Hermeneutics**

Students in this course acquire the essential philosophy, principles, and skills for interpreting the Bible. Proper biblical interpretation is presented and reinforced as the foundation for a biblical worldview, biblical Christian life, and biblical local church ministry. Students apply course material and develop exegetical skills through interpretation projects.

### **THEO203 – Bible Doctrines I**

This course provides an overview of five of the ten major Bible doctrines—the doctrines of God, Christ, Man, the Holy Spirit, and the Bible. The divisions of Christian theology that are addressed include: Theology Proper, Christology, Anthropology, Pneumatology, and Bibliology. Course content and requirements emphasize students' development of a biblical, doctrinal foundation for Christian life and ministry.

### **THEO213 – Bible Doctrines II**

This course provides an overview of five of the ten major Bible doctrines—the doctrines of Sin, Salvation, the Church, Angels, and End-time Prophecy. The divisions of Christian theology that are addressed include Hamartiology, Soteriology, Ecclesiology, Angelology, and Eschatology. Course content and requirements emphasize students' development of a biblical, doctrinal foundation for Christian life and ministry.

### **THSY102 – Theology Proper**

In this foundational theology course, students are invited to participate in a detailed study of God, which includes an examination of the existence of God and His status as a triune being. Students consider God's presence, purpose, plan, and program, as well as His attributes and His names. Students are challenged to apply theological truth to the development of their personal relationship with God.

### **THSY202 – Bibliology**

This course combines historical and biblical evidence to give students a comprehensive perspective on the doctrine of the Bible—including biblical revelation, inspiration, canonization, preservation, and illumination. Students also apply a critical viewpoint to the examination of modern Bible versions.

### **THSY212 – Anthropology/Hamartiology**

This course combines the doctrines regarding man and sin into a one-semester study. The content in Anthropology focuses on man's origin, conditions before and after the fall, nature, purpose and relationship to God and fellow man. The content in Hamartiology emphasizes sin's origin, nature, effects, and remedy. Students' biblical view of man and sin are applied to life and ministry through practical course projects.

### **THSY222 – Pneumatology/Angelology**

This course combines the doctrines regarding spirit beings—particularly the Holy Spirit and angels—into a one-semester study. The content in Pneumatology considers the Holy Spirit as a Person and focus upon His attributes, work, gifts, and fruit. The concluding course content focuses upon the nature and work of angelic beings. Students apply these biblical doctrines to the refutation of unbiblical doctrines.

### **THSY302 – Christology/Soteriology**

This course combines the doctrines regarding Christ and salvation into a one-semester study. The content in Christology acquaints students with the nature, ministry, death, and resurrection of Jesus Christ. The study in Soteriology emphasizes God's plan of redemption through the work of Christ.

### **THSY312 – Eschatology**

This course is a chronological and topical study of end-time world events as seen through the eyes of the prophets and writers of the Old and New Testaments. Particular attention is given to the events surrounding Jesus Christ's return, His earthly kingdom, and the eternal state. Students gain an overall timeline of remaining events in biblical prophecy.

### **THSY402 – Dispensationalism/Ecclesiology**

This course sequences the doctrines concerning God's dealings with mankind with those concerning Jesus' institution of the local church. In Dispensationalism, students learn to explain and to defend dispensational theology as the foundation for literal interpretation of the Bible, while considering God's eternal purpose of bringing glory to Himself. In Ecclesiology, students focus on the origin, nature, construction, and mission of the local church.

### **THSY412 – Contemporary Theology**

This course provides pre-emptive explanation of false doctrines that are prevalent in the 21<sup>st</sup> century. This is accomplished through discussion of the historical development and current manifestations of secularism, humanism, and pragmatism. How biblical ministry is to be conducted in the presence of these developments is also considered.

## YOUTH MINISTRIES

### **YTCO202 – Children’s Ministries**

This course introduces students to a biblical foundation and practical skillset for ministering to children within a variety of local church contexts. Topics include: identifying children’s spiritual needs, conducting children’s programs, and preparing children’s lessons/messages. Through the course, students develop an appreciation for the difference made by investing into the spiritual lives of children.

### **YTCO212 – Philosophy of Youth Ministry**

Students in this course learn the biblical principles that should shape a church’s youth ministry philosophy. Topics include youth ministry goals, methods, and programs. Through the course, students are expected to establish and to verbalize a biblically rooted youth ministry philosophy that will guide them in their future ministry endeavors.

### **YTCO302 – History of Youth Culture**

In this course, students explore youth culture in America and how it has affected the lives of teenagers, as well as homes and churches. Course content addresses the genesis of youth culture, particularly from World War II to the present.

### **YTCO 312 – Youth Programs**

In this course, students gain an overview of planning and conducting youth-specific church programs and activities within the context of a local church’s ministry. Emphasis is placed on training students to gather fresh ideas, techniques, and plans from a variety of worthy sources.

### **YTCO322 – Youth Practicum**

This course gives students practical experience in working with youth through observing and participating in the youth ministry of a local Baptist church. Teams of students are expected to plan and to conduct a youth activity under experienced supervision. Class time centers on discussion of facets of youth work that can practically prepare the student to enter local church youth ministry.

### **YTCO402 – Youth Problems/Counseling**

This course familiarizes students with the spiritual and practical problems that affect youth and, in turn, impact youth groups and churches. Topics include home life, substance abuse and addictions, emotional problems, and peer pressure. Students are taught basic principles for providing biblical counsel.

### **YTCO 405 – Youth Ministries Internship (Biblical Studies)**

Youth Ministries Internship is a culminating ministry preparation course, designed to instill practical, biblical ministry philosophy and techniques during the final semester of a student's academic program. The course incorporates extensive personal training from men serving in local church ministry and requires completion of practical ministry projects. The course finalizes a student's participation in the HBBC Internship Program through completion, submission, and approval of the HBBC Internship Plan Worksheet.

### **YTCO412 – Youth Ministries Administration**

In this course, students are equipped to identify, to understand, to process, and to execute many of the administrative responsibilities of effective youth ministry. Course topics include vision, organization, policies, finances, volunteers, planning, liabilities, and safety. Course content emphasizes application of personal character and practical skills.

### **YTCO415 – Youth Ministries Internship (Christian Education)**

Youth Ministries Internship is a culminating ministry preparation course, designed to instill practical, biblical ministry philosophy and techniques during the final semester of a student's academic program. The course incorporates extensive personal training from ladies serving in local church ministry and requires completion of practical ministry projects. The course finalizes a student's participation in the HBBC Internship Program through completion, submission, and approval of the HBBC Internship Plan Worksheet.

### **YTMC202 – The Second Man**

In this course, students gain an appreciation and practical understanding of the ministry of assisting a pastor. Students learn about various roles and aspects of service that can be expected, as well as spiritual principles, character qualities, and specific skills for longevity in service. Course content is designed to benefit individuals who will eventually pastor, as well as those who will not.

# **ADMINISTRATION, FACULTY, AND STAFF**

## Administration

### Administrative Staff

Jason Gaddis, President  
Sam Davison, Chancellor  
Jeff Copes, Executive Vice President  
Rick Williams, Academic Dean  
Ben Logue, Dean of Students  
Warren Scruggs, Business Manager/Support Services

Pastor Jason Gaddis, President	Oklahoma City, Oklahoma
Pastor Aaron Denson, Vice President	Amarillo, Texas
Jeff Copes, Executive Vice President	Oklahoma City, Oklahoma
Pastor Jeff Ables, Secretary	Springfield, Missouri
Pastor Billy Ingram	Covington, Georgia
Pastor Jason Jett	Sioux Falls, South Dakota
Pastor Pete Montoro	Astoria, New York
Pastor Scott Naill	Glendale, Arizona
Pastor Chris Wass	Ypsilanti, Michigan
Pastor John Waterloo	Ponca City, Oklahoma
Pastor Rick Wilder	Olympia, Washington

Pastor Don Ball  
Tabernacle Baptist Church  
Springfield, Missouri

Pastor Tim Knutson  
Jerome Bible Baptist Church  
Jerome, Idaho

Pastor Carlos Serrano  
Bible Baptist Church  
National City, California

Pastor Brian Carson  
Grace Baptist Church  
Bowling Green, Kentucky

Pastor Kerry Nance  
Southside Baptist Church  
Tampa, Florida

Pastor Travis Smith  
Buckley Road Baptist Church  
Liverpool, New York

Pastor Seth Hohenstreet  
Post Falls Baptist Church  
Post Falls, Idaho

Pastor Ed Pearson  
Colonial Baptist Church  
Rogers, Arkansas

Pastor Matt Sperling  
Onawa Bible Baptist Church  
Onawa, Iowa

Pastor Preston Hoiseth  
Bible Baptist Church  
Crookston, Minnesota

Pastor Jonathan Pitman  
Central Baptist Church  
Corning, New York

Pastor Wes Stewart  
Faith Baptist Church  
Olathe, Kansas

Pastor Ron Jones  
Temple Baptist Church  
El Dorado, Kansas

Pastor John Roy  
Cornerstone Baptist Church  
Phoenix, Arizona

Pastor Furgus Tunnell  
Westbrook Baptist Church  
Clovis, New Mexico

Pastor Alfred King  
New Testament Baptist Church  
Tucson, Arizona

## Faculty

ANDREW ALBERT, Bible Department  
B.A., Briar Cliff University, Sioux City, IA  
B.A., Heartland Baptist Bible College, Oklahoma City, OK  
M.Min., Heartland Baptist Bible College, Oklahoma City, OK  
Assistant Pastor, Southwest Baptist Church, Oklahoma City, OK

CYNTHIA BABUSCHAK, Music Department

DONALD BABUSCHAK, Education Department Chair  
Th.G., Fellowship Baptist College, East Peoria, IL  
B.A., Heartland Baptist Bible College, Oklahoma City, OK  
M.CEd, West Coast Baptist College, Lancaster, CA

JEFF COPES, Bible Department/General Studies  
A.A., Brevard Community College, Cocoa, FL  
B.S., Liberty University, Lynchburg, VA  
M.A., Drury College, Springfield, MO

PAM COPES, Ministry Secretarial Chair/Education Department/General Studies  
B.S., Baptist Bible College, Springfield, MO  
M.A., Drury University, Springfield, MO

ANGIE GADDIS, Education Department  
B.A., Baptist Bible College, Springfield, MO

JASON GADDIS, Bible Department/Seminary/President  
B.A., Baptist Bible College, Springfield, MO  
M.A., Baptist Bible Graduate School of Theo, Springfield, MO  
Pastor, Southwest Baptist Church, Oklahoma City, OK

KAREN HAINLINE, Missions Department/General Studies  
B.A., Baptist Bible College, Springfield, MO  
Former missionary to Kenya, East Africa

KEITH HAINLINE, Missions Department Chair  
B.S., Baptist Bible College, Springfield, MO  
Former missionary to Kenya, East Africa

DANIEL HARDY, Bible Department  
B.A., Heartland Baptist Bible College, Oklahoma City, OK

ROCKY HARRILL, Bible Department Chair  
B.A., Baptist Bible College, Springfield, MO  
M.Min., Heartland Baptist Bible College, Oklahoma City, OK

NATHAN HECKLE, Bible Department  
B.A., Heartland Baptist Bible College, Oklahoma City, OK  
Pastor, Calvary Baptist Church, Henryetta, OK

KEVIN HIGGINBOTHAM, Music Department  
B.A., Heartland Baptist Bible College, Oklahoma City, OK  
Music Assistant, Southwest Baptist Church, Oklahoma City, OK

SARAH HILTON, Ministry Secretarial Department  
B.A., Heartland Baptist Bible College, Oklahoma City, OK

LEAH HUDSON, Music Department  
B.A., Heartland Baptist Bible College, Oklahoma City, OK

DAVID JINKS, Ministry Secretarial Department/General Studies  
A.A., Northeastern A&M, Miami, OK  
B.S., Northeastern State University, Tahlequah, OK  
M.S., East Central University, Ada, OK

ZACH KLASSEN, Bible Department  
B.A., in Biblical Studies, OKC, OK  
Pastor, Grace Baptist Church, Sperry, OK

JOSH KNOUF, Music Department  
B.A., Heartland Baptist Bible College, Oklahoma City, OK  
Minster of Music, Shawnee Baptist Church, Shawnee, OK

RHONDA KOPYSCINSKI, Education Department  
B.S., Hyles Anderson College, Crown Point, IN  
M.C.E., Great Plains Baptist College, Sioux Falls, SD

TIM LAVERE, Bible Department  
B.A., Heartland Baptist Bible College, Oklahoma City, OK  
M.Min., Heartland Baptist Bible College, Oklahoma City, OK

MW LAWRENZ, Bible Department  
B.A., Pacific Coast Baptist Bible College, San Dimas, CA  
Pastor, Bible Baptist Church, Sapulpa, OK

BEN LOGUE, Bible Department  
B.A., Heartland Baptist Bible College, Oklahoma City, OK  
M.Min., Heartland Baptist Bible College, Oklahoma City, OK

RICK MACQUEEN, Bible Department  
B.A., Heartland Baptist Bible College, Oklahoma City, OK  
Pastor, Shawnee Baptist Church, Shawnee, OK

JOHN MARDIROSIAN, Youth Department  
B.A., Heartland Baptist Bible College, Oklahoma City, OK

AARON MAST, Music Department Chair  
B.A., Heartland Baptist Bible College, Oklahoma City, OK  
M.R.E., West Coast Baptist College, Lancaster, CA  
Minister of Music, Southwest Baptist Church, Oklahoma City, OK

JAMES MEIERDIERKS, General Studies  
B.A., Heartland Baptist Bible College, Oklahoma City, OK  
B.S., Thomas Edison State University, Trenton, NJ

JOE MIZER, Music Department  
B.A., Heartland Baptist Bible College, Oklahoma City, OK

CHUCK PATTERSON, Bible Department/General Studies  
B.A., University of Oklahoma, Norman, OK  
M.A., Baptist Bible Graduate School of Theo, Springfield, MO

DONNA PATTERSON, Education Department/Ministry Secretarial Department  
A.A., Baptist Bible College, Springfield, MO  
B.S., Central State University, Edmond, OK

DAVID PIRKLE, Bible Department  
B.A., Heartland Baptist Bible College, Oklahoma City, OK  
Church Staff, Southwest Baptist Church, Oklahoma City, OK

CHRIS RAFELD, Bible Department  
B.A., Heartland Baptist Bible College, Oklahoma City, OK  
M.Min., Heartland Baptist Bible College, Oklahoma City, OK  
M.Div., Luther Rice College & Seminary, Lithonia, GA

AMANDA RASBEARY, General Studies  
A.A., Norris Bible Baptist Institute, Fort Worth, TX

JAMES RASBEARY, Bible Department  
B.S., Trinity Baptist Bible College, Arlington, TX  
Th.M., Slidell Baptist Seminary, Slidell, LA  
D.D., Slidell Baptist Seminary, Slidell, LA

KYLE SCOTT, Bible Department  
B.A., Heartland Baptist Bible College, Oklahoma City, OK  
M.Min., Heartland Baptist Bible College, Oklahoma City, OK

MICHAEL SCOTT, General Studies  
B.A., Heartland Baptist Bible College, Oklahoma City, OK  
M.Min., Heartland Baptist Bible College, Oklahoma City, OK  
Pastor, First Baptist Church, Del City, OK

JASON SPIVEY, General Studies  
B.A., Heartland Baptist Bible College, Oklahoma City, OK

BECKY TRIMBLE, Music Department  
B.S. Secondary Ed., Music, Oklahoma Baptist College, Oklahoma City, OK

RICK WILLIAMS, Bible Department  
B.A., Heartland Baptist Bible College, Oklahoma City, OK  
M.Min., Heartland Baptist Bible College, Oklahoma City, OK  
M.A., Mid-America Christian University, Oklahoma City, OK  
Ph.D., Oklahoma State University, Stillwater, OK (in progress)

KARL WILTSIE, Youth Ministries Department  
B.A., Heartland Baptist Bible College, Oklahoma City, OK

## **Staff**

### Academic Affairs

Rick Williams, Academic Dean  
Sarah Hilton, Curriculum  
Kyle Scott, Assistant  
Jennifer Davenport, Secretary

### Administration

Linda Stocker, Executive VP Secretary  
Mattie Loudon, Receptionist

### Bible Department

Rocky Harrill, Chairman  
Julie Harrill, Secretary  
Lillie Loudon, Secretary

### Bookstore

Brian Moseley, Manager  
Amanda Rasbeary, Assistant Manager

### Cafeteria

Terry Miller, Food Service Manager  
Ladeana Miller, Staff  
Toni Hilton, Staff

### Campus Service Center

Emily Johnson, Director

### Dean of Students Office

Ben Logue, Dean of Students  
Chris Rafeld, Dean of Married Students  
Tim LaVere, Dean of Men  
Becky Trimble, Dean of Women  
Meaghan Swaim, Secretary  
Melissa Frost, Secretary  
Lisa Loudon, Nurse

### Education Department

Don Babuschak, Chairman

### Finance

Warren Scruggs, Business Manager  
Brian Moseley, Finance Supervisor  
Savannah Slaughter, Accounts Payable

### Information Technology

Joe Mizer, Director

### Library

Donna Patterson, Librarian  
Carla Belisle, Secretary

### Maintenance and Grounds

Toby Hess, Maintenance  
Matt Loudon, Grounds

### Missions Department

Keith Hainline, Chairman  
Lillie Loudon, Secretary

### Music Department

Aaron Mast, Chairman  
Suzanne Craighead, Secretary

### Registrar

Jason Spivey, Admissions Director/Registrar  
Monica Hebert, Secretary

### Security

Chris Rafeld, Director  
Eddie Trimble, Staff

### Seminary

Jason Gaddis, Dean  
Kyle Scott, Assistant Dean  
Jason Spivey, Admissions

### Special Projects

Jude Buffington, Director

# CALENDAR OF EVENTS

## 2025/2026 CALENDAR

August							September							October							November								
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S		
					1	2	1	2	3	4	5	6			1	2	3	4							1				
3	4	5	6	7	8	9	7	8	9	10	11	12	13	5	6	7	8	9	10	11	2	3	4	5	6	7	8		
10	11	12	13	14	15	16	14	15	16	17	18	19	20	12	13	14	15	16	17	18	9	10	11	12	13	14	15		
17	18	19	20	21	22	23	21	22	23	24	25	26	27	19	20	21	22	23	24	25	16	17	18	19	20	21	22		
24	25	26	27	28	29	30	28	29	30	26	27	28	29	30	31	23	24	25	26	27	28	29							
31																			30										

  

December							January							February							March						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
	1	2	3	4	5	6					1	2	3	1	2	3	4	5	6	7	1	2	3	4	5	6	7
7	8	9	10	11	12	13	4	5	6	7	8	9	10	8	9	10	11	12	13	14	8	9	10	11	12	13	14
14	15	16	17	18	19	20	11	12	13	14	15	16	17	15	16	17	18	19	20	21	15	16	17	18	19	20	21
21	22	23	24	25	26	27	18	19	20	21	22	23	24	22	23	24	25	26	27	28	22	23	24	25	26	27	28
28	29	30	31	25	26	27	28	29	30	31								29	30	31							

  

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

### SPECIAL EVENTS

- 8/15 Move In Day
- 10/13-10/16 Alumni Week
- 1/8 Move In Day
- 1/13-1/15 Church Planting Conference
- 3/5-3/6 Missions Emphasis Days
- 3/18-3/20 College Days
- 5/11-5/14 Graduation Preaching Conference

### IN-SCHOOL ACTIVITY

- 8/18 On-Campus Registration
- 8/19-8/20 Opening Days/Character Orientation
- 8/21 First Day of Classes
- 12/08-12/12 Finals Week
- 12/12 Last Day of the Semester
- 1/9 On-Campus Registration
- 1/19 First Day of Classes
- 5/4-5/8 Finals Week
- 5/14 Last Day of the Semester

### HOLIDAYS/NO SCHOOL

- 9/01 Labor Day
- 11/26-12/01 Thanksgiving Break
- 2/16 Presidents' Day
- 3/25-3/31 Spring Break