

Southwestern Christian College reserves the right to make changes in the regulations, college cost, course fees, and other matters of policy and procedure as and when deemed necessary.

Students having questions not answered in this publication may obtain further information from the Office of Academic Affairs, Southwestern Christian College.

Southwestern Christian College does not discriminate against any person on grounds of race, creed, religion, color, sex, handicap or national origin.

A MESSAGE FROM THE PRESIDENT

Southwestern Christian College is committed to excellence in education – Christian education. Its primary role in the field of higher education is to offer a quality academic program in the context of commitment to moral and spiritual values. To this end, its curriculum is geared to the development of the “whole man” of each of its students. And it is the feeling of the board of directors, administration and faculty of Southwestern Christian College that such a curriculum will give the student the necessary foundation on which to build for further study in senior colleges and universities, and for making a lasting contribution to the society in which he lives.

This bulletin will give you only a panoramic, bird’s-eye view of the role and scope of Southwestern Christian College. You are asked to come to the campus for a closer look.

ACCREDITATION

Southwestern Christian College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools, (1866 Southern Lane, Decatur, Georgia 30033-4097: 404-679-4501) to award Associate and Bachelor level degrees. Southwestern Christian College is a member of the Association of Texas Colleges and Universities.

PRIVACY OF INFORMATION

Under the “Family Education Rights and Privacy Act of 1974” the following is designated as directory information and may be made public unless the student desires to withhold all or any portion of it:

Student’s name, local address, home address, telephone listing, date and place of birth, major field of study, military service status, religious preference, participation in officially recognized activities and sports, dates of university attendance, degrees and awards received, and the most recent previous educational agency or institution attended by the student.

Any student wishing to withhold any or all of this information should fill out, in person, the appropriate form, available to undergraduate students at the Registrar’s Office within 10 days after the first class day.

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THE COLLEGE HISTORY

The college, founded and sponsored by members of Churches of Christ, is chartered as a private, religious, coeducational institution, known as Southwestern Christian College of Terrell, Texas.

In the fall of 1948, with some forty-five students attending, a small beginning was made in Fort Worth, Texas under the name of Southern Bible Institute.

The Board intended to buy property in Fort Worth to erect a permanent school plant, but in the summer of 1949, an opportunity was afforded to purchase the school property formerly owned by the Texas Military College in Terrell. When the military school closed and the property was offered for sale, the Trustees purchased it. At this time the name was changed to Southwestern Christian College.

On the college campus stands the first dwelling erected in Terrell. This home built by a man named Terrell, was constructed in an octagonal shape to give better protection against Indians. Today, it remains as one of the twenty surviving round houses in the nation-listed by the Dallas Centennial as a place of interest to visit.

Even when it was built, the house was the object of interest as it contained the first glass windows in Kaufman County. The doors, however, were typical of the pioneer houses in that they were put together with wooden pegs. The original doors have long since been removed, and other rooms have been added at the back of the house, but the original logs used as supports in the house are still supporting the building. The local chapter of the Historical Society has placed a historical marker at the round house site.

The present administration building was built and used as a school sixty years ago. Mr. W.B. Toone, whose wife was born in the round house to Mr. and Mrs. Terrell, operated a co-educational school from 1896 to 1904. He sold it to the Methodists who returned the property to Mr. Toone about 1908. It was then sold to Colonel Perry who operated it as a private military school.

After Colonel Perry's death, the school was continued by his wife, daughter, and son-in-law, and later by the people of Terrell.

The Trustees of SwCC bought the property from the Perry estate in 1949 and began operation the following fall.

MISSION STATEMENT

Southwestern Christian College's purpose is to offer a holistic educational program that will motivate the student to value and achieve academic excellence within the context of commitment to moral and spiritual values: to assist students in making their transitions from high school to higher education on various levels; to assist students in preparation for

varied vocations in life; to prepare future leaders for their distinct communities and the world at large.

GUIDING PHILISOPHY

In the founding and establishing of Southwestern Christian College, those who participated were motivated by a mutual desire to provide for its students preparation for effective and successful Christian living. Each was keenly sensitive to the urgency of this need. To appreciate its importance, one must fully understand the concepts of "Christian Living."

Man is a social being and, as such, must be prepared to adjust himself to his environment and fellow man. He must be able to participate fully in those social advances that characterize progress. He must acquire the ability to express effectively his own ideas, work cooperatively with others, and pursue a personally satisfying and socially constructive vocation free from the fears that crush initiative, frustrate ambition, and undermine self-reliance.

These virtues, however, do not constitute the entirety of the concept of "Christian Living". They attain their true significance in the pattern of human conduct only when founded upon a sincere and conscientious pursuit of the spiritual development of the individual. One must know, understand, and follow the divinely inspired pattern for this growth. Man has a responsibility to God that supersedes all others, and God has stated the terms by which that responsibility is to be met. Since the Bible is God's revelation of the pattern of Spiritual development, daily instruction in His Word is a fundamental aspect of SwCC. To the founders and supporters of Southwestern Christian College, this is the most significant aspect of the whole pattern of human growth and development.

In keeping with this concept of "Christian Living", Southwestern Christian College is dedicated to the purpose of offering such academic instruction that will prepare the student to effectively take his place in the business and social world, well rooted and grounded in the Word of God.

CAMPUS FACILITIES

Southwestern Christian College is located in Terrell, Texas (pop. 16,000) thirty-two miles east of the city of Dallas on Highway 80.

The college grounds cover some twenty-five acres and the physical plant contains 15 buildings. The grounds are beautifully landscaped and provide room for adequate expansion.

MARY CARPENTER HALL

This modern, air-conditioned, two-story dormitory accommodates ninety-six young ladies. It has a large and beautifully furnished lounge which is ideal for informal

gatherings and late study. It was completed in 1970, and named after the late Mary Carpenter, the college's first Dean of Women.

J.S. WINSTON RESIDENCE HALL

Male students are presently housed in this modern, air-conditioned, two-story dormitory that accommodates ninety-six young men. It has a large and beautifully furnished lounge that is used for informal gatherings and study. It was completed in 1972 and named after the late J.S. Winston, who was the college's first president, and later a member of the college's Board of Directors.

Additional dormitory housing is provided in renovated auxiliary buildings.

Each dormitory is under the supervision of College staff. The Vice President for Student Affairs maintains supervision of all housing facilities.

JACK EVANS, SR. ADMINISTRATION BUILDING

The three-story brick structure houses the administrative offices, the **Ben Foster, Jr. Memorial Chapel Auditorium** and several classrooms. Named for Dr. Jack Evans, Sr., college President.

HOGAN-STEWARD LEARNING CENTER

The **Doris Johnson Library**, named for the Southwestern Christian College head librarian, is located in the Hogan-Steward Learning Center constructed in 1974. All library materials are on open shelves, arranged according to the Dewey Decimal system. Books are selected to meet the particular needs of college students. The fully automated library provides inter-library loan access, current periodicals, newspapers, and online research materials.

Included in this commodious structure are several classrooms, librarians' and instructors' offices, learning mall, periodicals reading room, conference room, electronic classroom and computer lab. It is named for the late R.N. Hogan and G.E. Steward, former gospel preachers and Board of Directors members.

WASHINGTON-SAMS FINE ARTS BUILDING

Named for two former Academic Deans and Board of Directors members, Grover C. Washington and Roosevelt Sams. The Fine Arts Building is the hub of activities and programs for the Humanities division of the college. This beautiful, and functionally superior structure provides classroom facilities; faculty offices and lounge; printing room individual practice rooms, band and choral rehearsal hall; and a sound recording studio.

THELMA HOLT DINING HALL

This facility, named for the late Thelma Holt, daughter of G.P. Bowser, founder of Southwestern Christian College, was constructed in 1971. It is equipped with modern food service equipment and has a large dining area, including the Executive Dining room, recently renovated by Bowser-Holt Foundation in honor of the late G.P. Holt, gospel minister and Board of Directors member.

G.P. BOWSER MEMORIAL PHYSICAL EDUCATION BUILDING

Completed in 1970, it provides an adequate space for indoor physical education, for a well-balanced program of intramural sports, and intercollegiate activities. It is equipped with a state of the art weight lifting room, faculty offices, and a multi-media study facility. It is named after the founder of Southwestern Christian College.

TENNIS COURTS

Constructed in 1976, two lighted, regulation size tennis courts provide both leisure and instructional use.

GRAHAM-KENNEDY-FARMER AUDITORIUM

This beautiful structure which seats maximum of 1500 persons, was constructed in 1975, and contains in its foyer the Marshall Keeble Memorabilia room. The auditorium is named for the late A. Hugh Graham, former choral director and instructor, the late Levi Kennedy a former board member, and Guss Farmer, retired, Southwestern Christian College Bible chair and instructor.

WILSON TIMOTHY HUNT SCIENCE BUILDING

Dedicated in November, 1996 and named for Wilson Timothy Hunt, former Southwestern Christian College Science professor. This two-story, contemporary-styled building provides facilities for instruction in the Biological, Natural, and Social Sciences. This complex features well-equipped science classroom/laboratories, state-of-the-art distance learning classroom, study area, library/conference room, and faculty offices.

BETHEL SMITH-RUBY HOLLAND STUDENT CENTER

The old Alamo Hall is now the location of Southwestern Christian College student center. This complex has three floors that provide spacious accommodations for a game room, snack bar, television and lounge area, bookstore and counseling center. Named for

the late Bethel Smith, Board of Directors member and Ruby Holland, both of Los Angeles, California and long-time supporters of Southwestern Christian College.

In addition to these buildings, there are other structures on the college campus that serve as offices and living facilities. Under the careful attention of a year-round maintenance staff, these buildings and grounds furnish an ideal setting for constructive study and serene living.

ADMISSIONS

Admission to Southwestern Christian College is determined on an individual basis. The college is open to applicants without regard to religion, ethnic or national origin, creed, or sex. Applicants for admission must furnish evidence of good character, good health, and sufficient preparation and ability to do college work.

Southwestern Christian College strives to provide a wholesome environment for its students conducive to the development of Christian character. The college urges parents and applicants to read the requirements for admissions and the regulations of the College. When applying, each student should be aware of the distinct purpose of Southwestern Christian College and be willing to commit him or herself to upholding institutional values.

Former students who plan to re-enroll in Southwestern Christian College after an absence of one or more semesters should contact the Director of Admissions.

For admission as a regular undergraduate student, an applicant must be a graduate of an accredited high school, or have successfully completed the High School Level General Education Development Test (GED). High school graduates and GED students should present an official transcript showing completion of all required work.

The following items must be submitted before final admission can be granted:

1. Application

If you have never been a student at Southwestern Christian College, you may obtain an application for admission from: Admissions Department, Southwestern Christian College, P.O. Box 10, Terrell, Texas 75160 or visit our website at www.swcc.edu/admissions.htm. This form should be completed and returned at least 6 weeks prior to the proposed enrollment dates.

ENROLLMENT DEADLINES

Fall Semester—May 15,

July 1 (Final)

Spring Semester—November 1,

December 15 (Final)

2. Application Fee

If you are enrolling in Southwestern Christian College for the first time, you are required to submit a \$20 application fee with the application for admission. This fee is non-refundable and is designed to cover the cost of the application processing.

3. Transcript

It is the prospective student's responsibility to see that copies of academic credentials be placed on file with Southwestern Christian College. A student who plans to enter college for the first time should ask the high school principal to send directly to the Director of Admissions an official copy of his high school transcript. If you have not yet graduated from high school, a transcript of three years work and a statement from your principal indicating your rank (1st, 2nd, 3rd, 4th quarter) in your class and expected date

of graduation, will be accepted. After graduation send an official transcript showing date of graduation, grade point average and class rank.

Students must have an official high school transcript, with graduation date on file prior to the enrollment deadline. **A facsimile copy is not considered an official transcript.**

4. Admission Tests

Applicants must present results of the Scholastic Aptitude Test (SAT) of the College Board or the American College Test (ACT). Arrangements to take one of these tests should be made through the student's secondary school. All Texas students are strongly encouraged to take the THEA test and submit their scores to Southwestern Christian College prior to the enrollment deadline.

5. Recommendation

Two recommendation forms are included with the Application Packet. They are to be mailed or delivered to persons who are qualified to evaluate the applicant, who must return the forms to the College.

6. Health Record

You must have a physical examination before you come to Southwestern Christian College. The examining physician should complete the health form provided by Southwestern Christian College. The health form should be completed in advance of the proposed enrollment date and mailed to the College. Students not living on campus must also have a physical examination and immunization record on file in advance of the proposed enrollment date.

7. Essay

Write an essay on the subject, "If you could bring two items to Southwestern Christian College to tell your roommate the most about who you are what items would you choose and why?" Please conclude with a short statement addressing why you are applying to Southwestern Christian College and what you hope to attain from your education here.

CAMPUS VISIT AND INTERVIEW

The purpose of the campus visit is to permit candidates to learn, firsthand, about the college program, facilities, and admissions requirements. A personal interview affords candidates, parents and the Admissions Officer the opportunity to exchange information vital in the process of selecting a college and in making admissions decisions. A student conducted campus tour and interviews with an admissions officer are strongly recommended but are not mandatory.

School, church, and other groups are welcome to visit the college. Arrangements can be made by contacting the Admissions Recruiters Office.

TRANSFER STUDENTS

Southwestern Christian College welcomes transfer students. A student seeking admission to Southwestern Christian College from another college or university will be granted unconditional admission if their grade point average is 2.00 or higher, and are in good standing with their previous institution. Those with lower averages will be considered on an individual basis and **may** be granted probational admission.

Transfer students must submit the following at least 60 days prior to enrollment.

1. Official academic transcripts from all institutions attended must be sent directly from the Registrar. ***Facsimile copies are not considered official transcripts.***
2. If the college transcript does not list high school credits **and** date of graduation from high school, it will also be necessary for a high school transcript to be sent.
3. Two letters of recommendation.
4. Completed Southwestern Christian College application for admission, immunization and health record form.
5. \$20.00 application fee (non-refundable).
6. Essay

Full credit will normally be given for courses transferred from accredited institutions if the courses are applicable to a current curriculum at Southwestern Christian College with a grade of "C" or better.

Transfer students seeking a degree from Southwestern Christian College must complete a minimum of 35 semester hours at Southwestern Christian College.

A student on academic suspension from any other institution will only be admitted to Southwestern Christian College on a probational basis, and may not enroll in more than 12 semester hours.

The Vice President for Academic Affairs and the Vice President for Student Affairs must approve students seeking admission to Southwestern Christian College, who are on academic or disciplinary suspension from another institution.

INTERNATIONAL STUDENTS

Southwestern Christian College is authorized under Federal law to enroll non-immigrant alien students.

Foreign applicants must submit the following application materials before eligibility for admission can be determined:

1. Application for admission and \$20 (non-refundable) application fee.
2. Financial Statement and 1st year tuition, room and board must be received prior to acceptance.
3. Complete and official transcripts of all high school and college work (certified English translation, if originals are not in English).
4. TOEFL score of 500 or completion of Level 5 of an ELS program.
5. All other admissions documents also required.

Transfer students must have maintained a 2.00 grade point average on a 4.00 grade point scale, on all previous college work.

Transfer students with a grade point average below 2.00 will be admitted to Southwestern Christian College on a probational basis, and may not enroll in more than 12 semester hours.

Successful completion of a program in “English as a Second Language” taken in residence at an accredited American college or university may be accepted in lieu of the TOEFL.

Holders of student (F-I) visas must enroll for a full load of courses. For international students, the minimum full course load is 12 semester hours.

VETERANS

Southwestern Christian College is certified for Veterans training under the provisions of Title 38 of the United States Code.

It is necessary that veterans complete a veteran’s application packet in the Academic Affairs office. The application packet is comprised of the following documents: 1. Application-VA form 22-1999; 2. Separation papers-DD214; 3. Dependency evidence-marriage certificate, birth certificate, divorce decree, etc.; and 4. Certificate of Eligibility and Entitlement.

Federal laws provide for educational funding for veterans and their dependents. They also require strict reporting by the college on enrollment and progress toward the degree. Veterans who do not comply with the standards must be reported to the Veterans Administration.

STUDENTS WITH DISABILITIES

Southwestern Christian College does not discriminate on the basis of an individual’s disability in its admissions, accessibility, and treatment of individuals in its programs and activities.

Students requesting accommodations due to a disability should notify the Office of Admissions at least sixty (60) days prior to the beginning of the semester of enrollment. Every effort will be made to provide assistance within the available resources of the College. Students are asked to provide any documentation that will assist the College in providing an appropriate system of accommodations.

A number of services are available to students who are residents of Texas through The Texas Rehabilitation Commission.

RECORD RETENTION AND MAINTENANCE

Admissions materials submitted to Southwestern Christian College must be original documents. The documents submitted, upon receipt by the Admissions Office, become property of the college, and originals, except for foreign transcripts, will not be returned to the student.

Admissions applications and supporting documentation received from individuals who apply to Southwestern Christian College but do not enroll will be retained and destroyed in accordance with the Retention Schedule recommended by the Texas State Library and Archives Commission.

FRESHMAN ORIENTATION AND UJIMA WAIVER

Transfer students who have successfully completed nine (9) semester hours of course work with a grade point average of 2.00 are exempt from taking Freshman Orientation and UJIMA at Southwestern Christian College.

HIGH SCHOOL-COLLEGE CONCURRENT ENROLLMENT PROGRAM

Selected high school seniors from **local** high schools may enroll at Southwestern Christian College for the fall and spring semesters under the provisions of this program. Through the program, these high school seniors have the opportunity to broaden their total educational experience while completing their high school requirements. Enrollment in any freshman level course for which the student has adequate preparation is possible with exploration into various curricula encouraged.

UNCLASSIFIED STUDENTS

This student is one who has been accepted for admission, but is not seeking a degree from this institution.

ACADEMICS

STATEMENT ON STUDENT RESPONSIBILITY

Southwestern Christian College has established certain requirements that must be met before a degree is granted. These requirements concern courses, academic progress, and financial responsibility. Academic advisors, the division heads, and faculty will always help a student know and understand these requirements, but the student himself is responsible for fulfilling them. When a student has completed his course work, the Vice President for Academic Affairs will determine whether or not the student receives a degree. If the requirements for the degree have not been met, the degree will be refused until the requirements have been met. For this reason it is important for each student to know the degree requirements and to keep informed during his or her college career.

This catalog is presented to enable prospective and current students to learn about Southwestern Christian College. Also this catalog states certain regulations and procedures laid down by the general administration. It is important that a student understands the policies and requirements and knows the regulations and procedures he or she is expected to follow.

STUDENT CONDUCT

Students are required to conduct themselves in an orderly manner on campus and in class at all times. Cell phones, pagers, and similar devices are not considered appropriate tools of learning. Cell phones should be turned off during class and Chapel. Cell phones, especially those with photo and text messaging capabilities are prohibited in class during quizzes and examinations.

ACADEMIC INTEGRITY

Academic integrity is the cornerstone of character and is essential to Christian living. Accordingly, integrity is required of all students at Southwestern Christian College. Academic integrity means being fully honest in all academic work. It requires using only instructor-authorized sources of information when taking tests. It requires identifying and documenting sources quoted or paraphrased in written assignments. It requires accurately reporting the completion of reading assignments and other work done. Cases of plagiarism (representing another's work as one's own), cheating, or other instances of dishonesty may result in academic disqualification from the class.

BIBLE REQUIREMENT

The regular study of the Bible is a vital aspect of a Christian Education at Southwestern Christian College. All full-time students (students taking 12 or more

semester hours) must register for credit and attend regularly a Bible course each semester.

BASIC STUDIES PROGRAM

A basic studies program to assist students whose high school records and college placement scores indicate a need for additional preparation before admission to standard academic courses supports the “open-door” admissions policy at Southwestern Christian College. Basic studies at Southwestern Christian College provide an opportunity for students to develop their basic skills in English grammar and composition, reading and mathematics. Through these courses, students improve their opportunity to succeed in college. The basic studies courses at SwCC are as follows:

1. ENG 021, Basic English
2. MTH 023, Beginning Algebra
3. MTH 024, Intermediate Algebra
6. RDG 021, Basic Reading
7. PSY 110, Freshman Orientation
8. UJI 110, UJIMA

English, Mathematics, and Reading serve as prerequisites to college level courses; they carry only institutional credit and, therefore, cannot be used for graduation purposes. Upon completion of the basic studies courses in English and Reading with a grade of “C” or better, students may enroll in the standard required courses. Upon completion of MTH 023, with a grade of “B” or better, students may enroll in College Algebra. Students making a “C” in MTH 023 must enroll in MTH 024, Intermediate Algebra. Students making a “D” or below in MTH 023 must re-enroll in MTH 023, Beginning Algebra.

BIBLE AND BASIC STUDIES COMPLETION REQUIREMENT

Bible and Basic Studies courses are significantly and uniquely interwoven with the mission of the college. For this reason student are not permitted to drop these courses. Students are encouraged to do well and complete these courses during the first semester and move on to the standard academic courses. This will ensure that the students will be on track toward graduation.

CERTIFICATE PROGRAM

Certificate programs in Computer Science, Office Administration/Management, and Commercial Music-Recording Technology are offered for students seeking a short-term, specialized core of courses. Students enrolled in a certificate program must attend classes on a regular basis, meet all requirements as prescribed by the instructor, and maintain a 2.20 grade point average.

CREDIT

The basic unit of credit is the semester hour. The general rule is that one semester hour of credit is given for each class hour per week for a semester. Most classes meet three hours each week and are given three semester hours of credit. Two or three hours in physical education classes or of laboratory work are equivalent to one semester hour of credit. Credit and clock hours are calculated for certificate programs. **Students should expect to spend a minimum of two hours studying outside of class for every hour of class meeting.**

CLASSIFICATION OF STUDENTS

A student who has earned less than thirty semester hours is classified as a freshman, thirty to sixty-four semester hours is classified as a sophomore, sixty-five to ninety-five hours is classified as a junior, and ninety-six hours to one hundred twenty-five hours is classified as a senior.

A student registered for 12 or more semester hours shall be considered a full-time student. Students registered for less than 12 semester hours shall be considered part-time students.

COURSE NUMBERS

Southwestern Christian College uses a three-digit numbering system. The first digit shows the level of the course, the second digit shows the semester hours of credit, and the last digit denotes sequence. **Course numbers that begin with zero (0) receive institutional credit for determining course load, but do not count toward graduation credit.**

COURSE LOADS

The following regulations shall prevail with reference to the amount of work that may be taken.

1. A first semester student at Southwestern Christian College is permitted to register for a maximum of 16 semester hours.
2. After the first year, if in the judgment of the Vice President for Academic Affairs a student is able to do extra work, he may take 18 hours. Students who work for part of their expenses, or those students whose scholastic records are poor, are strongly encouraged not to carry extra work.

CLASS ATTENDANCE

Regular attendance and participation in classroom activities are vital to the students' academic success.

Students will be excused from classes without penalty when representing the college in any approved capacity. This, however, does not relieve the student of handing in papers and fulfilling other assignments.

Students who leave early and return late from a college-designated holiday will receive "double cuts" for each class period missed.

Students will be allowed only four (4) class absences. After four (4) absences, at the discretion of the instructor, a student will be dropped from the course with an FA (failure due to absences) grade. This is a failing grade and is included in the grade point average.

A short-term suspension from the College will be considered two (2) unexcused class absences.

Students who are more than 15 minutes late to a given class may be admitted, but will be considered absent for that class hour.

Unless previously notified by the instructor, students may leave a class after 15 minutes, if the instructor does not come to class.

Students who register late are required to complete all previously assigned work.

CHALLENGE COURSES

Students demonstrating by their academic records proficiency in certain subjects will receive credit for a course if they are able to make a grade of "B" or better on a valid comprehensive examination and complete the following steps:

1. Receive permission from the Vice President for Academic Affairs whereupon an application form will be issued.
2. Obtain on the application form the signature of the faculty member administering the exam.
3. Before taking the test, the student will be required to present the completed application form to the Business Office. Upon passing with the grade of "B" or better, the student will be required to pay for the course before credit will be given.
4. The test must be taken before the last day of late registration to allow enrollment into class if credit is not obtained by examination.

Students may challenge a course by examination once per course. Students may not challenge a course they have already taken and failed. If a student challenges a course, and is not successful, the student must enroll in the regular class to obtain credit. Only 8 hours credit by challenge will be accepted toward a degree. Basic Studies and Physical Education activity courses may not be challenged for credit.

CONCURRENT ENROLLMENT

After attending a semester at Southwestern Christian College students may choose to attend a winter, mini-term, or summer terms at another accredited college or university. Students **must** receive approval from the Vice President for Academic Affairs prior to enrolling for these courses by completing a Concurrent Enrollment Approval Form. Courses taken without approval will not be accepted for credit.

Students who take courses at another institution must request that the registrar of each college attended forward an official transcript to the Registrar at Southwestern Christian College.

DEGREE PLAN

All full-and part-time degree-seeking students are required to have a degree plan on file in the Office of Academic Affairs. The degree plan outlines the student's course of studies leading to graduation. Students must meet with their assigned advisor and complete the degree plan during registration. The degree plan is an important document. The student should refer to the degree plan each semester they register.

INDEPENDENT STUDY

Students who have completed 12 hours of course work with a grade point average of 2.00 and are currently enrolled in residence may take 3 hours of course work by Independent Study. Additional hours only with the approval of the Vice President for Academic Affairs. Independent Study forms must be approved and signed by the instructor and Vice President for Academic Affairs. A written contract outlining the required work must be signed by the instructor and the student, and submitted to the Vice President for Academic Affairs before the course is added to the student's schedule of classes. All work required for the independent study must be submitted to the Vice President for Academic Affairs at the time final grades are submitted. Basic Studies, Foreign Language, Science, Speech and Physical Education courses, may not be taken by independent study.

DISTANCE EDUCATION

With increased access to personal computers and the Internet the foundation for distance education at Southwestern Christian College was established. Online with SwCC is designed to provide a sweeping breadth of programs and courses for people

whose educational needs are beyond the scope of customary campus offerings. Students of all ages and from all walks of life can rely on Online with SwCC for open-enrollment credit and non-credit classes, professional development, personal enrichment and a variety of distance education options.

ENROLLMENT

You do not have to be admitted to Southwestern Christian College to take online courses. Likewise, enrollment in online courses does not constitute admission to Southwestern Christian College.

Please note that if you are enrolled in a degree program at Southwestern Christian College or another institution prior approval may be required to use Distance Education courses toward your degree.

COURSE LOGISTICS

Our courses are self-paced, and students have up to twelve weeks to complete course requirements. Assignments, mid-semester exam, and final exam required.

HOW TO ENROLL

There are two ways to enroll in Online with SwCC.

1. Mail

Complete the appropriate enrollment form found online at swcc.edu and submit it by mail along with the non-refundable \$50 application fee, and the total course cost by personal check, money order or major credit card to Southwestern Christian College, P.O. Box 10, Terrell, TX 75160.

2. In Person

Enroll in person using cash, check, or major credit card at 200 Bowser Circle, Terrell, TX 75160.

TUITION AND FEES

Taking courses through Online with SwCC is not only convenient, but also affordable. Course cost is \$207.65 per credit hour. Note, that course costs do not include the costs of textbooks and supplemental materials.

EXAMINATIONS

During the progress of each course, a sufficient number of examinations, including a final examination, will be given as are deemed necessary by the instructor as a satisfactory basis for grades. If a student misses an examination because of illness confirmed by the proper college personnel or a physician, or participation in a college approved activity, a make-up examination may be granted by the instructor. Instructors are under no obligation to administer a make-up examination for an absence.

GRADES AND REPORTS

Reports of semester grades are sent to students at the end of each semester. These grades represent the quality of work done by the student in the courses taken. Southwestern Christian College uses the following system of grades and quality points:

GRADES	QUALITY POINT PER CREDIT HOUR
A—Excellent	4
B—Good	3
C—Satisfactory	2
D—Passing	1
F—Failing	0

Other credit types are:

- W Withdrew, with the permission of the Vice President for Academic Affairs, before the deadline for dropping a course.
- WP Withdrew, with the permission of the Vice President for Academic Affairs, after the deadline for dropping a course (and before the last week of class) while earning a passing grade.
- WF Withdrew, with the permission of the Vice President for Academic Affairs, after the deadline for dropping a course (and before the last week of class) while earning a failing grade.
- UW Unofficial Withdrawal from course or institution.
- I Incomplete. Unfinished work, otherwise passing. Grade is assigned by instructor, and removed when incomplete work has been completed.
- FA Failure Due to Absences. This failing grade is included in grade point average.
- IDS Course taken by Independent Study
- AU Student Auditing Course/No Credit
- */R Repeated Course
- NX No Credit

GRADE POINT AVERAGE

The grade point average is used by the college personnel to determine student scholastic class loads, eligibility for admission, and eligibility for graduation.

This numerical average is computed by dividing grade points by total credit hours attempted within a semester (or term). A cumulative grade-point average is the total points on a student's record divided by the total hours he has attempted.

ENGLISH AND MATHEMATICS COMPETENCY REQUIREMENT

Students must earn a "C" or better in ENG 131,132, Composition and Rhetoric, and MTH 135, College Algebra to receive credit toward graduation.

REMOVAL OF 'I' GRADE

Students may remove grades of 'I' by following the requirements specified by the instructor who gave the grade.

'I' grades must be removed by the date indicated on the academic calendar, of the next semester in which the student enrolls at Southwestern Christian College. 'I' grades not removed will automatically become 'F'.

If the student does not enroll the following semester, 'I' grades must be removed within one year. 'I' grades not removed will automatically become 'F'.

GRADE CHANGES

No grade except an 'I' may be removed from the student's record once properly recorded in the Office of Academic Affairs. If an instructor believes a clerical error has been made, a change can be made only by a letter of explanation certifying that an error has been made by the instructor. Corrections must be made within 60 days after the close of the semester for which the grade was awarded.

ADDING AND DROPPING COURSES

Students should refer to the academic calendar of each semester for the deadline for adding and dropping courses. Students must complete the necessary form in the Office of Academic Affairs and have it signed by the instructor of the course added or dropped.

A grade of 'W' will be assigned if the course is dropped by the deadline for dropping a course shown on the academic calendar. If the course is dropped after this date, and before the last week of classes, a grade of 'WP' or 'WF' will be assigned. Students who do not officially withdraw through the Office of Academic Affairs will receive an 'F' grade on their permanent record.

An add or drop fee of \$2.00 will be charged for each course change, unless the change is made at the request of the instructor or an error in scheduling was made.

Ceasing to attend class meetings does not constitute official dropping of a course.

WITHDRAWAL FROM COLLEGE

Any student wishing to withdraw from the college must secure an honorable dismissal through the Office of Academic Affairs after he or she has first returned all library books, paid all fines, and made satisfactory clearance in the Business Office. A student who fails to comply with the above procedures will not be eligible to receive refunds of such fees, tuition or deposits that are otherwise refundable.

A student may receive a 'W'(withdrawal) in a course provided that at the time of withdrawal he or she has the permission of the Vice President for Academic Affairs and is doing passing work in the course. Students who do not officially withdraw through the Office of Academic Affairs will receive an 'F' grade on their permanent record.

Ceasing to attend classes does not constitute official withdrawal from the College.

REGISTRATION

The academic year at Southwestern Christian College is divided into semesters of approximately 16 weeks each. Students may enroll at the beginning of either semester. For registration dates consult the Academic Calendar.

Students who register late must pay an initial fee of \$15.00, and a fee of \$5.00 for each day after the first day of late registration.

No student shall receive credit for any course for which he or she is not properly registered in the Office of Academic Affairs.

REPEATING A COURSE

A student may repeat any course in which a grade of "D" or below was received. Only the highest grade earned is included in the cumulative grade point averages, even if the latest grade is lower than a preceding grade. When a student withdraws from a course being repeated, the cumulative grade point average is calculated by using the immediately preceding grade in the same course. The symbol "R" will be listed on the student's permanent record to indicate the course was repeated.

SATISFACTORY ACADEMIC PROGRESS

Students attending Southwestern Christian College have a right to continue their education as long as they show steady and consistent academic progress and comply with all other college rules.

If a student's cumulative grade point average falls below 2.00 after 30 hours, or two (2) semesters of college work, he or she will be so notified and placed on "Academic Probation".

Students on "academic probation" may not enroll for more than 12 semester hours during the semester that follows next.

If a student's cumulative grade point average falls below 2.00 after 44 hours, or three (3) semesters of college work, he or she will be so notified and placed on "Academic Suspension". The student will be dropped from the College for one (1) semester.

He or she may be reinstated after one semester, if reinstated, will be placed on scholastic probation. If at the end of one semester after the student returns, his or her grade point average remains below 2.00, the student will be permanently dismissed from the college.

SATISFACTORY ACADEMIC PROGRESS FOR VETERANS

A student who is receiving VA educational benefits, and is enrolled in an approved degree or certificate program, must maintain the following cumulative grade point averages to be considered making satisfactory academic progress:

HOURS ATTEMPTED	REQUIRED CUMULATIVE GPA
1 - 15 hours	1.50
16 - 30 hours	1.75
31 - graduation	2.00

Students who fail to achieve the required cumulative GPA, based on the hours attempted, shall be placed on probation for one semester.

If the student on probation fails to achieve a 2.00 semester GPA at the end of the first probationary period, the student shall be reported to the VARO as making unsatisfactory progress.

If a student on probation achieves a semester GPA of 2.00 or better, but has not achieved the required cumulative GPA, the student may be continued on probation for one more semester.

A student who fails to achieve the required cumulative GPA, based on the hours attempted at the end of the second consecutive probationary period, shall be reported to the VARO as making unsatisfactory academic progress.

STUDENT RIGHT TO APPEAL

Students have the right to appeal any administrative decision under existing policies that adversely affect them.

The College Committee on Academic Affairs will hear individual student grievances relating to academic integrity, probation, suspension, and curriculum. Committee findings and recommendations will be forwarded to the appropriate office for review and disposition. Decisions of this Committee may be appealed to the President of the College.

This Committee will take into account the student's trend of progress, and/or withdrawals from courses, and other evidence of significance as to the student's ability to do college work.

Only the Vice President for Academic Affairs and/or the President of the College may grant exceptions to this policy after Committee recommendation have been made.

SCHOLASTICS HONORS LIST

A Dean's List and Honor Roll, recognizing those students who have attained a grade point average of 3.10 or better, is posted at the end of each semester. A student must be carrying 12 credit hours or more to be eligible. The honor ratings are as follows:

Dean's List

G.P.A. -- 3.70 or above

Honor Roll

G.P.A. -- 3.10 thru 3.69

GRADUATION HONORS

Candidates for graduation who have a grade point average of 3.40 or above and have fulfilled all graduation requirements, maintained good character, loyalty and school spirit are eligible for graduation honors as follows:

Summa Cum Laude G.P.A. -- 3.80 or above

Magna Cum Laude G.P.A. -- 3.65 thru 3.79

Cum Laude G.P.A. -- 3.40 thru 3.64

Special recognition is given to the three graduates with the first, second, and third highest cumulative grade point average.

NATIONAL SCHOLASTIC RECOGNITION

Each year Southwestern Christian College students, who have distinguished themselves in academic scholarship, are recognized nationally by: The National Dean's List, Talent Roster, Who's Who Among Students in American Colleges, and International Youth in Achievement.

TRANSCRIPT POLICY

All official transcripts are copies of the student's permanent record. The first copy of the official transcript is issued free of charge. For each additional copy a fee of \$2.00 will be charged. Cashiers' checks and money orders only will be accepted in payment of the transcript fee.

Transcripts or other evidence of college attendance will not be issued to or for a student who is in debt to the college.

Transcripts, which have been presented to Southwestern Christian College for admission or evaluation of credit, become a part of the student's permanent record and will not be reissued.

CATALOG PRIVILEGE

A student may meet the graduation requirements noted in the catalog in effect at the time of admission to Southwestern Christian College or the requirements of any later catalog published before the student's graduation. All requirements of the chosen catalog must be met within 6 years of that catalog's publication. If a student re-enrolls six (6) or more years after the initial registration date, the student must meet the graduation requirements of the current academic catalog.

This catalog will expire at the close of the spring semester of **2009**.

FISCAL POLICIES

Student accounts are payable in cash at registration or in advance. In cases where necessary, arrangements for payments must be made in writing at least 30 days before registration to be considered.

All payments applicable to a student account should be made or sent directly to the Business Office of the college, P.O. Box 10, Terrell, Texas 75160, in the form of cash, cashiers' check or money order only. Any or all of the students account may be paid before registration day. Receipts will be issued for all such payments. The Business Office cannot assume responsibility for cash sent through the mail unless by registered letter.

APPLICATION FEE

Students desiring consideration for admission are urged to make application as far as possible in advance of the opening date of the semester. An application fee of \$20 must be paid at the time of application for admittance.

This is a fee required of all students and is not refundable under any circumstances.

SPECIAL FEES

Activity fee per semester \$116.00

This fee includes annual, athletic games, school paper, library and I.D. cards.

Building use fee \$116.00

Insurance fee \$126.00

Change of course fee \$2.00

This fee is charged each time a student makes a change in his or her previously approved class schedule. This fee must be paid in cash.

Special examination fee \$8.00

This fee is charged for placement Tests taken during the scheduled

examination periods.

Late testing fee	\$ 10.00
Late registration fee	\$ 15.00
Each day	\$ 5.00
Graduation fee	\$ 70.00
Transcript, after the first one,	
each	\$ 2.00
Fax Copy	\$ 3.00
Application fee	\$ 20.00
Laboratory fees	\$ 43.00
This fee is charged for all of the following courses: Biology, Chemistry, Physics, Chorus, Typing, Piano, Band, Computer Science, and Developmental Labs.	
Technology Fee	\$ 97.00
Bowling	\$107.00
Auditing fee	\$ 12.00
Mailbox fee	\$ 33.50

SPECIAL COSTS

Students who participate in special activities such as Chorus and Cheerleading must pay for the current cost of the uniform in cash before the order is placed. The cost may not be covered by financial aid or added to the student's account.

CHALLENGE COURSES

Students who make application to challenge a course by examination must pay a \$20 examination fee. Upon passing, pay full by-the-hour tuition for the course.

PAYMENT PLANS

Plan I: Cash at Registration

This is the best form of payment because it eliminates all interest and service charges. Students should be prepared to make payment for tuition, room, board, and fees on the day of registration or before. The total cost is approximately \$4998.89 and should be paid by cash, cashiers' check or money order.

In cases of necessity, special arrangements must be requested in writing from the Business Office. Under this plan a 1% service charge will be assessed on the unpaid balance monthly and a \$10.00 penalty by the 15th of the fourth month of each semester.

Plan II: Grants & Loans

Various grants and loans are available for payment of student expenses. The balance of the account not covered by financial aid must be paid using Plan I.

REFUNDS

The effective date for calculation of a refund shall be the date the student:

1. Officially withdraws for personal or medical reasons, or
2. has been suspended, or
3. has been dismissed, or
4. changes his/her enrollment status, or
5. unofficially leave the campus (the last date the student attended class will be the withdrawal date).

A student receives a refund of tuition and fees according to the following schedule:

1. 100% of both tuition and fees (except application fee), if the student is enrolled not less than seven (7) calendar days prior to the first official day of college classes as listed in the academic calendar.
2. 80%, prior to the end of the first three weeks of classes.
3. 40%, during the fourth or fifth week of classes.
4. NO REFUNDS ALLOWED after the fifth week of classes.

RETURN OF TITLE IV FUNDS

As an institution participating in Title IV programs, Southwestern Christian College is required to return unearned tuition, fees, room and board, and other charges to students attending the institution for the first time who have received a grant, loan, or Federal

College Work Study or whose parents have received a loan on their behalf under the PLUS program.

The return is required if the student does not register for, withdraws from, or otherwise fails to complete the period of enrollment for which the financial assistance was intended. No return is required if the student withdraws after 60 percent of the period of enrollment for which the charges were assessed has passed.

In accordance with the Higher Education Act of 1965 as amended, all or part of any refund due to a Southwestern Christian College student receiving financial aid must be returned to the source programs.

The following priority will be used for distribution of refund proceeds:

1. Federal Unsubsidized Stafford
2. Federal Subsidized Stafford
3. Federal Perkins Loan
4. Federal PLUS
5. Federal Pell Grant
6. Federal SEOG
7. Scholarships, Grants, Sponsors
8. Student

NOTE: Under the new Federal Regulations a student who withdraws, and subsequently is over paid in Title IV funds, may owe a refund to the institution and/or Federal Government. Any such student will be notified within thirty-(30) days of the determined withdrawal.

SPECIAL NOTE:

The section on refunds is applicable only when full costs are paid at registration. Therefore, computation of refund will be based on actual cost (billed charges) and any amount paid in excess will be refunded to the student or funding agency based on stipulated regulations but any balance due based on computation is still due and payable at time of withdrawal.

DELINQUENCY POLICY

Delinquency in payment of any amount due from a student or former student to the college, or under any loan program administered by the college, will result in denial of registration, exclusion from classes, withholding of grades, transcripts, degrees and/ or certificates.

SPECIAL NOTE:

Debit or credit balances of less than one dollar will be written off. Exception: (Persons sending stamped self addressed envelopes will be sent any credit balance as requested.)

The following is an estimated per semester cost (intended only as a guide):

**COST ESTIMATE FOR ONE SEMESTER
(Per Semester)**

Tuition (12-19 hrs.)	\$2518.00
1-11 hours (per hour)	\$229.00
per hour	
Above 19 hours, \$132.00 per hour	
Room Rent	840.00
Board	985.00
Tax on Board	81.39
Activity Fee	116.00
Bldg. Use Fee	116.00
Insurance Fee	126.00
Mail Box Fee	33.50
Technology Fee	97.00
2 Labs	86.00

**TOTAL ESTIMATE \$4998.89
FOR ONE SEMESTER**

PLANS FOR LIQUIDATION ESTIMATED

ACCOUNT (Per Semester)

TOTAL ESTIMATED ACCOUNT

Family Contribution	\$ 500.00
FEDERAL PELL GRANT	1, 930.00
*FSEOG (Estimate Only)	1, 000.00
*FWSP (Must be earned)	1, 000.00
*TEG (Texas Student Only)	1, 000.00
H-H Loan (Texas Student Only)	

****Loans will be held to a minimum, as these must be repaid.**

FINANCIAL ASSISTANCE

LOAN FUNDS

SCHOLARSHIPS

GRANTS-IN-AID

Financial aid to a college student may be described as any means of reducing his educational costs. Such costs include direct expenses, such as tuition, fees, books and supplies, and also indirect expenses such as room and board, transportation, and personal expenses.

The amount of money, which a family can reasonably be expected to contribute toward the education of the student, should be determined from a consideration of family income and size, normal family expenses, as well as any unusual or emergency needs. Financial need analyses are provided by such organizations as College Testing Program, which furnish to the college an analysis of the family's ability to pay. In order to be eligible, a student must be enrolled at least as a half-time student.

Southwestern Christian College participates in all of the programs described in this catalogue unless legislation or funding is pending.

The Parents Confidential Statement determines qualification for most financial aid programs.

Students seeking financial aid should contact the Financial Aid office for information and application procedures early in the fall term of the senior year in high school.

ANTI-DRUG ABUSE ACT

The implementation of the Anti-Drug Abuse Act of 1988 will affect Federal Pell Grant recipients and institutions receiving federal student aid funds. Students receiving a Federal Pell Grant will be required to sign an Anti-Drug Abuse Act Certification stating they will not engage in the unlawful manufacture, distribution, dispensation, possession or use of a controlled substance during the period covered by the Federal Pell Grant.

FEDERAL AID PROGRAMS

FEDERAL PELL GRANT

The Federal Pell Grant Program makes funds available to eligible students attending approved colleges and universities. You may apply for a Federal Pell Grant if you are an undergraduate student enrolled on at least a half-time basis. The maximum amount awarded under this program for the current academic year is \$4310. Awards for

the next academic year and following years will depend upon legislative approval each year.

FEDERAL SUPPLEMENTAL EDUCATION OPPORTUNITY GRANT

This program provides assistance for qualified undergraduate students only, who show additional financial need, (with priority given to Federal Pell Grant recipients), meet the academic requirements of the chosen college, and are enrolled for at least a half-time academic load. This grant can range up to \$2000 a year depending upon the need of the student or the availability of FSEOG funds, and the amount of the other aid the student receives.

FEDERAL WORK-STUDY PROGRAM

The Federal Work-Study Program provides employment for students with the greatest financial need in meeting educational expenses. Students may be employed by the educational institution.

FEDERAL PERKINS LOAN

The National Direct Student Loan has been renamed the Perkins Loan as a memorial to Carl D. Perkins, the late chairman of the House Education and Labor Committee, for his support of public education and for his particular concern for a program of direct federal loans to students. The Perkins Loan is a low-interest (5-percent) loan to help students pay for their education after high school. Preference is given to students with exceptional need.

Depending on the student's financial needs, the availability of Perkins Loan funds, and the amount of other aid received, the student may borrow up to: (1) \$3000 annually for a student who has not yet successfully completed a program of undergraduate education, (2) \$5000 for graduate or professional student.

The maximum aggregate loan amount for an eligible student is (1) \$15,000 for a student who has not yet successfully completed a program of undergraduate study, (2) \$30,000 for graduate or professional student, including loans borrowed as an undergraduate student.

A student is required to provide his or her drivers' license number at the time application for the loan is made.

A new borrower has a "grace period" of 9 months after graduation, leaving school, or not attending at least half time. At the end of the grace period the student must begin repaying the loan. If the student is not a new borrower, the "grace period" is 6 months.

FEDERAL FAMILY EDUCATION LOAN PROGRAMS (FFELP)

FEDERAL STAFFORD

A student may borrow from a bank, savings and loan association, credit union, or other authorized subsidized or unsubsidized lender.

The amount a student may borrow depends upon the student's need and dependency status:

DEPENDENT/INDEPENDENT

- \$3,500 Year 1
- \$4,500 Year 2
- \$5,500 Years 3 through 5
- \$8,500 A Year for Graduate or
- Professional School

INDEPENDENT ONLY

- \$4,000 Years 1 and 2
- \$5,000 Years 3 through 5
- \$10,000 A Year for Graduate or Professional School

The interest on the Federal Stafford is variable, effective on or after October 1, 1992 to the present, with an 8.25% cap effective July 1, 2000.

An origination fee of up to 3% will be deducted proportionately from each loan payment. The money is passed on to the Federal government to help reduce the government's cost of subsidizing these low interest bearing loans. The guarantee agency in the student's state may also charge an insurance premium of up to 3% of the loan principal. This premium must be deducted proportionately from each payment made to the student.

The repayment period for the Federal Stafford loan begins on the day after the expiration of the six month grace period that follows after the student ceases to be enrolled on at least a half-time basis, unless the borrower requests and is granted a repayment schedule that allows the borrower to begin repayment at an earlier date. The maximum loan repayment period is ten (10) years with a minimum monthly payment of \$50.00.

When the student leaves school, graduates, or drops below half-time status, it is the student's responsibility to notify the lender. The student is also responsible for notifying the lender of name or address change.

FEDERAL PLUS LOAN

Federal PLUS loans are for parent borrowers and may be made by a lender such as a bank, credit union, or savings and loan association. The interest rate is variable with an 8.25% cap effective July 1, 2000.

There is no annual limit on the amount a parent may borrow on behalf of a dependent student. However, a Federal PLUS loan may not exceed the student's estimated cost of attendance minus any estimated financial assistance the student has or will be awarded during the period of enrollment.

The maximum loan repayment period is ten (10) years with a minimum monthly payment of \$50.00. The repayment period begins on the day that the loan is disbursed.

SATISFACTORY ACADEMIC PROGRESS FOR FINANCIAL AID RECIPIENT

Students are considered to be making satisfactory academic progress when:

1. The student meets the following grade point average standards:

TOTAL CREDIT HOURS COMPLETED*	MINIMUM GPA*
1 - 15 hours	1.50
16 - 30	1.75
31+	2.00
*Including Transfer Credit	

2. The student has completed the following minimum number of hours in the last semester in which the student enrolled for six (6) or more hours at Southwestern Christian College:

ENROLLMENT AS OF CENSUS DATE	MINIMUM COMPLETION
12+	8
9-11	6
6-8	3

The student has completed an increment of the declared degree objectives sufficient to permit completion of the Associate degree within six (6) semesters of full-time study and 12 semesters for the Baccalaureate degree.

Students who do not meet the satisfactory academic progress standards will not be eligible for Title IV aid.

Eligibility to receive Title IV financial aid may be reinstated when the student:

1. Attains the cumulative GPA corresponding to the number of hours completed.
2. Completes hours sufficient to complete the degree requirements within the maximum time limits.

APPEALS/REINSTATEMENT

Students who have had their financial aid suspended for non-compliance with the satisfactory academic progress rules have the opportunity to submit a written appeal to the Financial Aid Appeals Committee. Any request for an appeal must be accompanied by

adequate evidence to support the appeal request. If it is determined that there is evidence of extenuating or mitigating circumstances, the student may be reinstated to probationary status.

A student who has been determined to be ineligible to receive financial aid for noncompliance with the satisfactory academic progress rules may not be reinstated for participation in the financial aid program for at least one semester. Subsequently the student may apply for and be reinstated to a probationary status. However, prior to reinstatement the student must enroll for at least nine (9) credit hours and have a cumulative grade point average (GPA) of at least a 2.00.

TUITION EQUALIZATION GRANT

The Tuition Equalization Grant Program is designed for residents of Texas who choose to attend a private college or university. Grants vary according to financial need up to \$2342 for the academic year. To qualify for tuition support from the TEG program, you must:

1. Be a Texas resident as defined by the Coordinating Board and meet the resident requirements as defined by law for Texas resident tuition in state supported colleges and universities.
2. Be enrolled for at least one-half of a full course load in an approved private Texas college or university.
3. Be required to pay more tuition than is required at a state college or university.
4. Not be a recipient of any form of athletic scholarship.
5. Establish family financial need according to procedures and regulations of the Coordinating Board.
6. Not be enrolled in a theological or religious degree program.

VOCATIONAL REHABILITATION

The Texas Rehabilitation Commission offers assistance for tuition and non-refundable fees to students who have certain disabling conditions provided a TRC Counselor has approved their vocational objectives. Examples of such conditions are orthopedic deformities, emotional disorders, diabetes, epilepsy, heart conditions, etc. Other services are also available to assist the handicapped students to become employable.

MEMORIAL SCHOLARSHIPS

THE G.P. BOWSER MEMORIAL SCHOLARSHIP FUND

This is a scholarship fund where individuals, churches, and organizations may submit funds to assist worthy students. Funds may be earmarked for a particular student or appropriated to worthy students by the administration of the college.

OLLIE BOWERS - RUBY TRICE

MEMORIAL SCHOLARSHIP

A scholarship set up by Calvin and Mozell Bowers in honor of their mothers. This \$500.00 scholarship is to be awarded annually to a deserving Christian young lady enrolled at Southwestern Christian College, deemed by college officials to possess academic integrity and moral character. It was created in honor of these two great Christian women who never had the opportunity of attending college.

VERNICE GAMBLE, SR.

MEMORIAL SCHOLARSHIP

Helen D. Gamble established this scholarship in memory of her husband, Vernice Gamble, a dedicated minister and supporter of Christian Education. This scholarship fund will provide partial funds for students from the areas surrounding Little Rock and West Memphis, Arkansas.

CARROLL PITTS, JR.

MEMORIAL SCHOLARSHIP

This scholarship in memory of Carroll Pitts, Jr., minister of the Normandie Church of Christ in Los Angeles, California, was established to provide qualifies students with the financial means necessary to attend an institution of higher education. Interested students should contact the Director of Financial Aid, Southwestern Christian College.

SPECIAL SCHOLARSHIPS

ABRAHAM AND NANCY JONES GRAY SCHOLARSHIP

Pearl Gray Daniels of Montgomery, Alabama, established this scholarship in 1977 in honor of her parents, Abraham and Nancy Jones Gray, for their dedicated service to youth and Christian Education. The amount of \$500.00 will be awarded annually to a student from the State of Alabama or the District of Columbia, USA. Special awards may be made to any student upon recommendations of Dr. Pearl Gray Daniels, Attorney Fred D. Gray or Mrs. Valerie Gray Wheeler. Interested students should contact the Director of Financial Aid, Southwestern Christian College.

BAY WORKERS FOR SOUTHWESTERN CHRISTIAN COLLEGE

SCHOLARSHIP

“MEMORIAL FUND”

This Scholarship was established in 1974, for the purpose of making funds available for disbursements to students from the Bay Area and Northern California (Fresno Northward) upon application to and approval by the Bay Workers for

Southwestern Christian College Executive Committee. The Fund is operated in memory of those who have worked diligently for and in support of Southwestern Christian College in the Bay Area, (Ellis, Coats, Stevenson, Miles). Members of congregations in the Bay Area endorse and support this Fund.

Applicants should inquire at the following address:

Bay Workers for SwCC
P.O. Box 12123
San Francisco, California 94112

ANNIE MAE DAVIS ENDOWED

SCHOLARSHIP FUND

Dr. Marie Wilmeth of Abilene, Texas, has established this scholarship in honor of Mrs. Annie Mae Davis of Abilene, an ardent worker for Southwestern Christian College. The interest earned through Dr. Wilmeth's and the donations of others is used to help worthy students to attend the college. Interested persons should contact the President's office for further information.

FORD MOTOR COMPANY ENDOWED

SCHOLARSHIP PROGRAM

The Ford Motor Company established this scholarship in 1989 through a \$25,000 grant. The Ford Motor Company stipulates that the interest earned from this grant is to help "minorities and women," with priority being given to Ford Motor Company employees, their spouses and children. Interested students should contact the Director of Financial Aid, Southwestern Christian College.

GASKIN MINISTERIAL SCHOLARSHIP

The Charles D. Gaskin Ministerial Scholarship was established in 1993 in order to partially support aspirant ministers. Dr. James Maxwell, Vice President of Southwestern Christian College, is the administrator of this scholarship.

J.S. WINSTON FOUNDATION SCHOLARSHIP FUND

The late J.S. Winston, one of the original pioneers of SwCC, established this J.S. Winston Foundation Scholarship Fund in 1981. The purpose of the scholarship fund is to aid promising ministerial students who have financial need. Also, other students who plan to serve the church in ways other than preaching will be considered.

LOCAL INCENTIVE SCHOLARSHIP PROGRAM

Southwestern Christian College offers a special scholarship to local residents of Terrell and its immediate area residents. Interested students should contact the Director of Financial Aid, Southwestern Christian College.

GRANTS-IN-AID

ACADEMIC

ENTERING FRESHMAN

Entering freshman students with a 3.70 or above grade point average (on a 4.00 grade point scale) are eligible for an annual full grant-in-aid award (tuition, room, board, and books). This grant-in-aid award may be renewed annually if the student maintains an average of 3.50, and is in good social standing with the College.

Students must apply in writing to the Vice President for Academic Affairs for the renewal of this grant-in-aid award at the end of the academic year.

Entering freshman students with a 3.30 to 3.69 grade point average (on a 4.00 grade point scale) are eligible for an annual partial grant-in-aid award (tuition and books). This grant-in-aid award may be renewed annually if the student maintains an average of 3.30, and is in good social standing with the College.

Students must apply in writing to the Vice President for Academic Affairs for the renewal of this grant-in-aid award at the end of the academic year.

The actual individual award will be based on the amount of financial aid already allotted to the student.

Students who believe they meet the above requirements should ask their high school principal to send a letter of recommendation to the Vice President for Academic Affairs stating their cumulative grade point average (on 4.00 scale), rank in the graduating class, and date of graduation. Grant-in-Aid requests should be made at least 6 weeks prior to the start of the semester.

SOPHOMORE STUDENTS

Three (3) academic grant-in-aid awards will be available to sophomore students. The maximum amount of each grant-in-aid award is \$700.00. The actual individual award will be based on the amount of financial aid already allotted to the student. Students must meet the following requirements to qualify for this academic grant-in-aid:

1. Sophomore standing (30 hours).
2. Did not receive an academic grant-in-aid award upon entering Southwestern Christian College as a freshman.
3. Cumulative g.p.a. of 3.70 or above.
4. No Incomplete grades from the previous semester.
5. Good social standing with the College.

Students who believe they meet the above requirements, must request this grant-in-aid in writing before June 1.

ATHLETIC

A number of grant-in-aid awards of varying degrees are available to men and women in track and basketball. Anyone interested should contact the college Athletic Director.

MUSIC

A number of grant-in-aid awards of varying degrees will be offered to students showing outstanding abilities in the field of music. Students interested should contact the head of the music division.

PRESIDENTIAL INCENTIVE SCHOLARSHIP

This special scholarship is offered to students who have attended Southwestern Christian College for a minimum of one semester and have attained a B (3.0) average during the semester preceding application of the scholarship, the scholarship is in the amount of three hundred dollars (\$300.00) per semester, It is given only to those students who have need and do not qualify for other available financial assistance. The scholarship is in the form of tuition discount only. Application must be made to the President of the College.

STUDENT LIFE

It is the desire of the college to instill in the student high standards of conduct. The College endeavors to surround the students with an atmosphere that fosters in them a sense of their own responsibility to live right before God and man.

Everyone entering Southwestern Christian College as a student thereby pledges himself to put forth every effort to abide by the spirit as well as the letter of all regulations. No student will be allowed to remain who persistently and repeatedly violates the regulations of the College, or who endeavors to stir up trouble among students. Any student may be asked to withdraw without having committed a special offense provided, in the judgment of the college, he or she is out of harmony with the interest of the College and student life.

High moral standards are required. Profanity, vulgarity, gambling, smoking and the drinking of alcoholic beverages, attending dances and any places of questionable amusement are against the school's ideals and rules. Dishonesty on the part of students is considered a matter for serious discipline. Hazing in all forms is prohibited. The College believes the use of tobacco in any form is injurious; therefore, it does not permit its use on the campus or in the dormitories.

AUTOMOBILES

No boarding student will be allowed to keep an automobile except by written approval of the Vice President for Student Affairs. Approval will not be given if the car is not properly insured, not mechanically safe, or if the owner is not properly licensed and familiar with the Motor Vehicle Law of Texas. Any student permitting an unlicensed driver to drive his car revokes his right to keep a car on the campus.

DORMITORY SUPERVISION

Each dormitory has a full-time supervisor. In addition, the Administrative Counselor for Women and the Vice President for Student Affairs exercise careful supervision of the students with relation to their campus life.

RELIGIOUS ACTIVITIES

The College believes that the maintaining of a Christian environment on the campus is a basic necessity; therefore, each student is required to take a course in Bible each semester. In addition to this, the following activities are conducted to aid in the transition of these concepts into functional living patterns: chapel exercises, evening devotionals, annual lectureship meeting, and regular church activities.

CHAPEL EXERCISES

Each day at 9:30 a.m. the entire student body and faculty gather in the auditorium of the college where a brief worship service is held. These services are usually limited to an extended devotional period. **Attendance is required of all regularly enrolled students.**

ANNUAL LECTURESHIP MEETING

Each year, during the Thanksgiving week people from all over the United States gather on the campus for a series of lectures on religious and current subjects. Since much of this program comes during the Thanksgiving holidays; students are free to attend these lectures that are usually inspiring and educational, though they are not considered to be church services or worship.

COLLEGE CHURCH

The first meeting of this congregation was held in August, 1950 as the first students and teachers gathered on the campus for the opening of school. Since then several of the people from the local community have been baptized, and regular worship services are conducted the year round. The church building is located on West End Street, across from the campus.

MID-WEEK SERVICE

In addition to the graded Bible study on Sunday morning, the college church conducts a service each Wednesday night. They are usually in the form of prayer meetings, Bible classes, and preaching services. The College encourages regular church attendance, and full participation in activities that are provided to promote spiritual growth and development.

GENERAL STUDENT ACTIVITIES

Southwestern Christian College recognizes that the educational process must concern itself with the total growth of the student. It is, therefore, constantly attentive to both the breadth and intensity of student experiences. In this respect the co-curricular activities of the students are under faculty direction, to the end that the experiences furnished therein are designed to make a definite contribution to their growth and development.

CAMPUS STUDENT GOVERNMENT

STUDENT SENATE

This group serves in an advisory capacity for the entire student body. Each year its members are chosen by general election from the student body and supplemented by designated officers of each class. It serves as a medium of student participation in administration and strives to enrich the ethical character and capacity of self-discipline in the students. The Student Senate sponsors worthwhile service projects and provides for various social functions during the year.

ACADEMIC AND SOCIAL CLUBS

PHI THETA KAPPA

The purpose of Phi Theta Kappa, an international honor society, shall be to recognize and encourage scholarship among students. To achieve this purpose, Phi Theta Kappa shall provide opportunity for the development of leadership and service, for an intellectual climate for exchange of ideas and ideals, for lively fellowship for scholars, and for stimulation of interest in continuing academic excellence.

CLASS ORGANIZATIONS

The freshman, sophomore, junior and senior classes organize to promote fellowship, encourage academic, spiritual and social development among the students of the respective classes. These organizations sponsor many activities during the school term to raise money for banquets, class trips and gifts to the college.

LIBRARY CLUB

The aim of this club is to ameliorate the library and its facilities. Students interested in Library Science as a career, are encouraged to participate in this club.

KAPPA PHI DELTA

The purpose of Kappa Phi Delta is to broaden the social activities of the college, to create a campus sisterhood, to generate more love and true friendship among fellow students, and to add a higher atmosphere of intelligent womanhood to the campus.

MISSION STUDY FELLOWSHIP

This organization participates in door-to-door campaigns in behalf of the church and the school. Its primary function is to familiarize its members with missionary work at home and abroad.

MU ALPHA NU

Mu Alpha Nu was founded in the spring of 1990 on the Southwestern Christian College campus, and is the only African-American Greek organization among Christian Colleges. The local chapter, Alpha Chi works to provide social activities throughout the school year for the entire campus community. Mu Alpha Nu works in the city of Terrell in various volunteer projects. Members are selected during a pledging process and are required to maintain a satisfactory grade point average and disciplinary record to maintain active membership status.

TAU PHI KAPPA

This club has as its objective the inspiration, motivation and cultivation of interest in positions of responsibility in the church. Experienced church leaders give guidance to the club. Its activities are coordinated with the activities of the Mission Study Fellowship and Dorcas Club. Membership in this organization is open to all students enrolled at Southwestern Christian College.

CHEERLEADERS

The aim of this group of young ladies and young men is to promote and uphold school spirit, to contribute moral support to our sports teams, to encourage a sense of good sportsmanship among the students, and better relationships between schools during all athletic events. Qualifications for membership may be secured from the Athletic Director.

PUBLICATIONS

THE RAM

The *Ram* is the college yearbook, a pictorial account of the school year activities. It is published by a staff selected on the basis of scholastic standing and ability. A faculty advisor is appointed to help in this production. Such joint venture, involving many details of publication, affords excellent opportunities for experience in this type of work as well as development of talents. It also calls for student body cooperation in order to present a true picture of the school year.

RAM BEAT

The *Ram Beat* is a weekly school paper written and published by students elected by the student body. The paper is under the supervision of the Vice President for Student Affairs.

THE SOUTHWESTERN CHRISTIAN COLLEGE COMMUNIQUE'

The *Communique* is the official quarterly newspaper of Southwestern Christian College, which is mailed to the supporters of this college. This publication is published by the administration with students assisting.

THE CHRISTIAN ECHO

Brother G.P. Bowser first published the *Christian Echo* in 1902. The theme of this unique paper was "Preach the Word-Holding the Truth in Love." And for the last 100 years this paper has been doing just that. Now published by Southwestern Christian College with circulation across the nation.

STUDENT SERVICES

ORIENTATION PROGRAM

Freshman Week

During the opening week of each semester a series of programs are held to acclimate first time students to the college experience. The programs include college rules and policies, library orientation, financial aid counseling, placement testing, academic advising, registration procedures, and departmental auditions.

These programs are designed to help students make the transition from high school to college. All new students are required to complete this series of programs.

ACADEMIC ADVISEMENT

All students are assigned a faculty member as an advisor, generally in their respective major field of interest. Each student is required to have a degree plan filled out by their academic advisor and then filed in the Office of Academic Affairs. Each student must assume responsibility for insuring that he or she knows the academic requirements for the degree that is being pursued.

PLACEMENT TESTING

The College Testing Program includes the ACT ASSET Program of Basic Skills required of freshman students. This series of tests is used as a placement instrument for students with deficiency in English, Mathematics, Reading, and Writing.

A fee of \$8.00 will be charged each student to cover the cost of materials and processing. A late fee of \$10.00 will be charged to students who take the tests after the initial testing sessions scheduled during orientation.

GUIDANCE AND COUNSELING SERVICE

A qualified, trained counselor is available to provide a variety of services for all students. Services include counseling related to personal-social problems, academic performance, academic advisement and vocational choices. Confidentiality is strictly maintained.

ALUMNI ASSOCIATION

All former students of Southwestern Christian College are encouraged to become members of the college alumni association. This association provides the avenue whereby former students can continue to show their support of the growth of Christian education at Southwestern Christian College. For further information write:

Alumni Association
Southwestern Christian College
P.O. Box 10
Terrell, Texas 75160
www.swccalumni.org

REQUIREMENTS FOR GRADUATION

ASSOCIATE DEGREES

In order to receive an Associate Degree the candidate must complete the following requirements:

1. Meet all entrance requirements.
2. Filed a degree plan.
3. Earned 62 semester hours of credit with at least a grade point average of **2.20**.

4. Complete the required courses for the degree plan being pursued.
5. Complete a minimum of 45 semester hours at Southwestern Christian College.
6. Satisfy all financial obligations to the college.
7. Present to the Vice President for Academic Affairs a formal application for graduation by the date indicated on the academic calendar of the sophomore year.
8. Maintain good moral character.
9. Participate in the graduation exercises unless officially excused by the Vice President for Academic Affairs.

DEGREE PROGRAMS REQUIREMENTS

ASSOCIATE OF ARTS:

Bible (121,122, 221,222)	8
CS 131, Introduction to Computer Science	3
English (131,132, 3 hours Literature)	9
Foreign Language (141,142)	8
History (131,132, 234)	9
Humanities (231 or 232)	3
Mathematics (MTH 135 or above)	3
Physical Education (Activity)	2
PSY 110, Freshman Orientation	1
UJI 110, UJIMA	1
PSY 131, or SOC 131	3
Speech 131	3
Electives	<u>9</u>
	62

ASSOCIATE OF SCIENCE:

Bible (121,122, 221,222)	8
CS 131, Introduction to Computer Science	3
English (131,132, 3 hours Literature)	9
History (131,132, 234)	9
Humanities (231 or 232)	3
Mathematics (MTH 135 or above)	3
Natural Science	8

Physical Education (Activity)	2
PSY 110, Freshman Orientation	1
UJI 110, UJIMA	1
PSY 131, or SOC 131	3
Speech 131	3
Electives	<u>9</u>
	62

BACHELOR DEGREE

In order to receive the Bachelor Degree the candidate must complete the following requirements:

1. Meet all entrance requirements.
2. Filed a degree plan.
3. Complete a minimum of 53 semester hours of general education requirements.
4. Complete a minimum of 76 semester hours required courses for the Bachelor of Science degree with at least a grade point average of **2.40**.
5. Complete a minimum of 92 semester hours at Southwestern Christian College. A maximum of 32 semester hours will be accepted from a school of preaching or other unaccredited institution.
6. Complete 2 1-hour Internships. After completing 35 semester hours in Bible and Religious Education the student is eligible to make application to do an Internship. The student must have a 2.00 grade point average at the time application is made. Approval for the Internship must be granted by the Vice President for Academic Affairs before beginning the Internship.
7. Satisfy all financial obligations to the college.
8. Present to the Vice President for Academic Affairs a formal application for graduation by the date indicated on the academic calendar of the senior year.
9. Maintain good moral character.
10. Participate in the graduation exercises unless officially excused by the Vice President for Academic Affairs.

RELIGIOUS STUDIES

DEGREE PROGRAM REQUIREMENTS

BACHELOR OF SCIENCE:	HOURS
Bible (121,122, 221,222)	8
CS 131, Introduction to Computer Science	3
English (131,132, 3 hours Literature)	9
History (131, 132, 234)	9
Humanities (231 or 232)	3

Mathematics (MTH 135 or above)	3
Natural Science	8
Physical Education (Activity)	2
PSY 110, Freshman Orientation	1
UJI 110, UJIMA	1
PSY 131 or SOC 131	3
Speech 131	3
*Religion	21
*Bible and Ministry	26
*Internship	2
*Minor	18
*Elective	9
	129

*Refer to the SUGGESTED CURRICULUMS in the catalog for course numbers and titles.

COLLEGE OF ARTS AND SCIENCES

DIVISION I

RELIGIOUS STUDIES

The Division of Religious Studies, embracing Bible, Biblical Languages and Religious Education, is the division that is accomplishing one of the primary objectives for which Southwestern Christian College exists. Man is a dual being comprised of an “outward man” and an “inner man.” This division aims to provide the necessary strength for the “inner man” that he may grow in grace and in the knowledge of his creator. It is also the aim of this division to give the proper religious education foundation to the future leaders, ministers and teachers of the Church of Christ. This division offers an Associate and Bachelor degree in Religious Studies.

ASSOCIATE OF SCIENCE IN RELIGIOUS STUDIES

SUGGESTED CURRICULUM

YEAR ONE

Bible 121, Old Testament Survey	2
Biology or Chemistry	4
English 131, Composition & Rhetoric I	3
History 131, United States History I	3
Mathematics	3
Physical Education	1

PSY 110, Freshman Orientation	1

	17

Bible 113, Special Topics Seminar	1
Bible 122, New Testament Survey	2
Biology or Chemistry	4
CS 131, Introduction to Computer Science	3
English 132, Composition & Rhetoric II	3
History 132, United States History II	3
UJIMA	1

	17

YEAR TWO

Bible 136, Practical Ministry	3
Bible 221, Life & Teachings of Christ	2
Bible 227, Sociology of Religions	2
Bible 233, Acts	3
Bible 239, Homiletics	3
History 234, African-American History	3
Literature	3

	19

Bible 213, Special Topics Seminar	1
Bible 222, Prison & Pastoral Epistles	2
Humanities 232, Music & Art	3
Physical Education	1
PSY 131 or SOC 131	3
Speech 131, Introduction to Speech	3
Elective	3

	16

BACHELOR OF SCIENCE IN RELIGIOUS STUDIES

SUGGESTED CURRICULUM

YEAR ONE

Bible 121, Old Testament Survey	2
Biology or Chemistry	4
English 131, Composition & Rhetoric I	3
History 131, United States I	3
Mathematics	3
Physical Education	1

PSY 110, Freshman Orientation	1

	17

Bible 113, Special Topics Seminar	1
Bible 122, New Testament Survey	2
Biology or Chemistry	4
CS 131, Introduction to Computer Science	3
English 132, Composition and Rhetoric II	3
History 132, United States II	3
UJI 110, UJIMA	1

	17

YEAR TWO

Bible 136, Practical Ministry	3
Bible 221, Life and Teachings of Christ	2
Bible 227, Sociology of Religions	2
Bible 233, Acts	3
Bible 239, Homiletics	3
Literature	3

	16

Bible 213, Special Topics Seminar	1
Bible 222, Prison & Pastoral Epistles	2
History 234, African-American History	3
Humanities 232, Music & Art	3
Physical Education	1
PSY 131 or SOC 131	3
Speech 131	3

	16

YEAR THREE

Bible 234, Survey of Religions	3
Bible 235, The Pentateuch	3
Bible 236, Survey of Church History	3
Bible 313, Special Topics Seminar	1
Bible 410, Internship	1
Courses in Minor (2)	6

	17

Bible 329, Hermeneutics	2
Bible 331, The New Testament Church	3
Bible 333, Major Doctrines of the Bible	3
Courses in Minor (2)	6

Elective	3

	17

YEAR FOUR

Bible 337, Writings of John	3
Bible 338, Romans	3
Bible 413, Special Topics Seminar	1
Bible 434, Personal Evangelism	3
Bible 435, The Reformation Movement	3
Elective	3

	16
Bible 436, The Restoration Movement	3
Bible 411, Internship	1
Courses in Minor (2)	6
Elective	3

	13

113 - 413 Special Topics

Seminar

1 Hour

This course is designed to study topics or current issues of interest to the students. This course must be repeated for a total of four(4)semester hours.

114 **Missions I**

1 Hour

Students are trained in the theoretical, doctrinal and practical aspects of mission work in order to work in areas, at home and abroad, where New Testament Christianity is not known or widespread.

121 **Old Testament Survey**

2 Hours

A survey study of the Old Testament with special emphasis on the leading facts in the history of the Hebrew people as given in the Old Testament. Attention is given to background material such as antiquities, geography and archaeology.

122 **New Testament Survey**

2 Hours

A survey study is made of the New Testament with special emphasis on the historical background of the New Testament, Jewish life in Palestine, and the chronological order of the writings of the New Testament.

136 **Practical Ministry (Formerly BIB 123)**

3 Hours

This course is designed to familiarize ministerial students with the practical aspects of the minister's role and work. Church programming and administration, visitation, counseling, weddings, funerals and community endeavors will be emphasized.

221 **Life and Teachings of Christ**

2 Hours

A detailed study of the life and teachings of Christ in the accounts of the gospel is made.

222 **Prison and Pastoral Epistles**

2 Hours

This course is a comprehensive study of two significant groups of the epistles of Paul. The epistles are Ephesians, Philippians, Colossians and Philemon; and I and II Timothy and Titus. A careful English exegesis is made of selected passages. Attention is directed to the background of these epistles and the light they cast on the latter years of the life of Paul, their author.

- 223 Argumentation and Debate** **2 Hours**
This course deals with principles and techniques of argumentation, refutation and debate with special emphasis on religious issues and false doctrines. Mock religious debates will be held among students within the course.
- 225 Christianity and Islam** **2 Hours**
A study of the origin of Islam in the seventh century and its spread in the world, with special emphasis in the Middle East, Africa and America. The doctrinal beliefs of Orthodox Islamics and Black Muslim Islamics (Nation of Islam) as compared to Christianity will be explored, using the Koran and the Bible as doctrinal resources.
- 227 Sociology of Religions** **2 Hours**
This course seeks to introduce undergraduate students to the nature and functions of religious beliefs and institutions in modern societies, with a primary emphasis on conditions in the contemporary United States. It includes individual religious experience, social mechanisms of conversion and commitment, the church-sect-cult distinction, civil religions, religious inspirations or impediments to social change, and the varied process of secularization.
- 233 Acts** **3 Hours**
A careful English exegesis of the book of Acts will be made with special emphasis on the establishment and the spread of the church. Each instance of conversion will be examined closely to determine God's plan of salvation. Attention will be given to Paul's three missionary journeys and his imprisonment.
- 234 Survey of Religions (Former BIB 324)** **3 Hours**
A study of the major religions and ideologies of the world and their relationship to Christianity. History and worldview, scriptures and major teachings will be examined for religions such as Animism, Hinduism, Buddhism, Judaism, Christian, and Islam, and ideologies such as Marxism and Secular Humanism.
- 235 The Pentateuch** **3 Hours**
An introduction to and exegesis of the first five books of the Old Testament.
- 236 Survey of Church History (1st through 13th Centuries)** **3 Hours**
This course examines the history of the church from its beginning on the day of Pentecost and its apostasy. Attention is given to the teaching and influence of the "church fathers" from the second to the fifth centuries and Christendom as it was practiced during the dark and middle ages.
- 237 Galatians** **3 Hours**
A careful English exegesis of the epistle of Galatians will be made and attention will be given to its present day application. Special attention will be given to the historical background of the epistle.
- 238 Cultural Anthropology** **3 Hours**

An introductory course presenting concepts of cultural anthropology and sociology useful to the understanding of other peoples. These include concepts such as culture and worldview, language, economic systems, kinship, social institutions and government, religion science and art.

- 239 Homiletics 3 Hours**
This course is designed to teach one how to prepare and deliver a sermon. It stresses the meaningful relationship of the preacher and audience through the sermon. Actual practice in preparing and delivering sermons is required of each student.
- 327 Hebrews 2 Hours**
A careful English exegesis of the epistle of Hebrews will be made and its present day religious application will be stressed. Introductory problems such as author, date, purpose and provenience will also be considered.
- 329 Introduction to Hermeneutics 2 Hours**
A study of the principles, resources, and methods essential for interpreting the Bible; practical experience in Bible interpretations for expository teaching and writing.
- 330 Christian Ethics (Formerly BIB 325) 3 Hours**
Christian Ethics is a study of the Biblical basis for Ethics, the different approaches to Ethics and applications of Biblical Ethics to specific ethical issues and problems today.
- 331 The New Testament Church (Formerly BIB 326) 3 Hours**
The New Testament Church will be studied from the standpoint of its origin, organization nature, work, membership, descriptive phrases, worship and discipline.
- 332 Christian Evidences 3 Hours**
Biblical and non-Biblical sources will be explored as evidence for the validity of Christianity. Evidences for accepting the Bible as the Word of God will also be studied. Examples of non-Biblical sources as Christian evidences are archaeological discoveries and the testimonies of non-Christian historians who lived during the first century.
- 333 Major Doctrines of the Bible (Formerly BIB 323) 3 Hours**
Major doctrines of the Bible such as salvation, eschatology, predestination, the Godhead, justification, angelology, demonology, the Holy Spirit, and the attributes of God and Christ will be studied.
- 334 Techniques of Counseling 3 Hours**
This introductory course in Christian counseling emphasizes the development and application of fundamental skills necessary to effectively handle the routine problems confronted in Christian ministry. Relevant scriptural principles are utilized extensively.
- 335 Denominational Doctrines 3 Hours**
A study of the origin, doctrinal foundations, and practices of the major cults and denominations in America.
- 336 General Epistles: I and II Peter: I, II, III John and James 3 Hours**
A careful English exegesis of each epistle will be made and attention will be given to their present day application. Special emphasis will be given to the historical background of these epistles.

- 337 Writings of John 3 Hours**
An exegesis of the gospel of John and the three epistles of John will be made, with emphasis on the comparison of the gospel of John with the epistles of John. Attention will be given to the author, himself, as well as the background and setting of his writings.
- 338 Romans 3 Hours**
A careful English exegesis of the epistle of Romans will be made and attention will be given to its present day application. Special emphasis will be centered on such Pauline teachings as righteousness, justification, faith, grace and law.
- 339 Corinthians (Former BIB 328) 3 Hours**
A careful English exegesis of each epistle will be made and attention will be given to its present day application. Special emphasis will be given to the historical background of the epistles.
- 410-411 Internship (Formerly BIB 441) 1 Hour**
Students who are enrolled in the Bachelor degree program in Religious Studies are required to participate in a ministerial internship that provides practical on-the-job training under the supervision of experienced ministers in the field. The internship, which may be served in congregations of the Church of Christ during the summer or the regular school sessions, will provide learning experiences in the major areas of the ministry and religious education. **Prerequisite: 35 semester hours of Bible and/or Religious Education. The student must have a 2.00 grade point average at the time application is made. Bachelor degree students are required to complete 2 1-hour internships.**
- 424 History of Black Religion In America 2 Hours**
This course is designed to survey the history of black religion emerging from Africa and from slavery in America to the present time. The patterns and modes of the black religious experience in worship and in society will be explored. The needed relevance of black theology will be examined in the light of New Testament Christianity.
- 430 Revelation 3 Hours**
A careful English exegesis of this book will be made along with a study of the historical background. Special attention is given to the fact that the book is centered in the gospel although it is presented in the dress of apocalyptic writing.
- 432 Major Prophets (Former BIB 422) 3 Hours**
A study of the Major Prophets is made with a view toward relating these prophets to the history of Israel. In this context a study of their message to their day, their bearing on the beginning of Christianity and their present day relevancy is made.
- 434 Personal Evangelism 3 Hours**
This course stresses the leadership role of the minister, with special emphasis on the function of personal evangelism by the congregation.
- 435 The Reformation Movement 3 Hours**
This course is designed to provide a comprehensive study of the reasons for the Protestant Reformation that began in Germany and spread to several places in Europe during the sixteenth century. The course will also include the major leaders of the movement and how their influence caused the emergence of denominationalism.
- 436 The Restoration Movement 3 Hours**
A comprehensive study is made of the history of the restoration of New Testament Christianity with major emphasis on the middle and latter years of the nineteenth century. The course will include a focus on the contributions of the major restorers, including black restorers.

- 437 Luke (Former BIB 425) 3 Hours**
A careful study of the historical background of the book is made. Special emphasis is centered in the fact that this book is a gospel and presents Jesus, the Son of God, as Christ and Lord.

BIBLICAL LANGUAGES

GREEK

- 141 Introduction to New Testament Greek 4 Hours**
A two-semester course. A beginning study of the Koine Greek in which the New Testament was written. A course designed to give the beginner a working knowledge of the Greek language in order that he may study in the New Testament in the original language.
- 142 Introduction to New Testament Greek 4 Hours**
A continuation of Greek 141. Prerequisite: Greek 141.

Note: One year of New Testament Greek is strongly recommended, though not required for the Major.

- 231 Intermediate New Testament Greek 3 Hours**
A two-semester course. A more comprehensive study of the grammar of the Greek of the New Testament in which the various elements of grammar will be illustrated from readings made in a Greek text of the New Testament. Prerequisite: Greek 141 and 142.
- 232 Intermediate New Testament Greek 3 Hours**
A continuation of Greek 231. Prerequisite: Greek 141, 142 and 231.
- 331 Greek Reading I 3 Hours**
This course consists of the reading of all of the Gospel of John from the Greek Bible. Students will study advanced Greek grammar and will exegete key verses during the course.
- 332 Greek Reading II 3 Hours**
This course is a continuation of Greek 331. The Letters of John and Revelation will be translated. Students will continue to study the advanced Greek grammar. Selected key verses will be exegeted.

HEBREW

- 141 Introduction to Hebrew 4 Hours**
A two-semester course, a beginning study of classical Hebrew in which the Old Testament was written. Attention is given to grammar, syntax, vocabulary and vocalization.
- 142 Introduction to Hebrew 4 Hours**
A continuation of Hebrew 141. Prerequisite: Hebrew 141.

RELIGIOUS EDUCATION

- 123 Introduction to Religious Education 2 Hours**
This course seeks to familiarize the student with the general backgrounds of religious education, and understanding of the learner and the agencies of religious education.
- 124 Survey of Church Music 2 Hours**
This course seeks to familiarize the student with the basic principles of music reading and the conducting to the extent that he would be able to lead a congregation in singing any standard hymn.
- 125 Educational Programs of the Church 2 Hours**
This course will seek to show the church in its work of teaching through means of the pulpit, Bible school, Bible classes, gospel meetings, radio, television, etc.
- 221 Christian Womanhood 2 Hours**
A study of outstanding women of the Bible with special emphasis on qualities relevant to the life and work of the Christian woman in the church.
- 222 Missionary Women 2 Hours**
The principles and practices that will enable one to do effective work as a missionary woman. Attention is given to personal, spiritual and cultural preparations and to concerns that are related to the work of the missionary woman, whether at home or abroad.
- 231 Marriage and Family 3 Hours**
This course presents a sociological and Christian approach to the history, purpose, status and future of marriage and family life in the United States. Family variations, courtship patterns, mate selection, finance, family violence, parenting and family crisis areas are studied. Additional focus on religious counseling for family members is made. The course also presents overview of careers that provide services to family groups. (Same as Sociology 231)
- 234 Principles of Teaching 3 Hours**
Basic principles and concept of Christian teaching will be formulated and these will be projected into planning and presented in church related learning experiences. Attention will also be given to methods of teaching with emphasis designed to improve the Christian worker's ability as a teacher.
- 325 Principles of Curriculum 2 Hours**
A study of curriculum theory with emphasis on the understandings and skills that equip a person to develop a church curriculum plan. Laboratory experience in curriculum planning is a part of the course.
- 326 Survey of Youth Education 2 Hours**
A study of some basic considerations in designing an adequate church ministry for contemporary youth with special attention given to the role of the minister of youth.
- 327 Survey of Adult Education 2 Hours**
A study of basic considerations in designing church educational programs for adults. Consideration is given to the several adult groups; facilities and materials; and enlisting and utilizing adults for service in the life of the church.
- 328 Media Resources 2 Hours**

This course involves the usage of media to implement instruction. Guidance will be provided in aiding the student to select resources appropriate to the subject, the pupils and the environment. The use of computers in the church environment will be demonstrated.

- 421 Supervision and Administration in Religious Education** **2 Hours**
 Concepts of leadership; principles of supervision; discovering, enlisting and developing leaders; administrative functions with special emphasis on creative planning and problem solving.

DIVISION II

HUMANITIES

The Division of Humanities is presently comprised of English, foreign languages, music, art, speech and drama. The courses embraced by this division might well be considered a grouping of communications. In addition to the required courses in this division, students are encouraged to secure as many elective hours as possible, since the fine arts provide the proper foundation for a well-rounded education.

ASSOCIATE OF ARTS IN ENGLISH

SUGGESTED CURRICULUM

YEAR ONE

Bible 121, Old Testament Survey	2
English 131, Composition and Rhetoric I	3
History 131, United States	3
Foreign Language	4
Psychology 110, Freshman Orientation	1
Physical Education	1
Elective	3
	17

Bible 122, New Testament Survey	2
English 132, Composition and Rhetoric II	3
History 132, United States	3
Foreign Language	4
Speech 131, Introduction to Speech	3
UJI 110, UJIMA	1
	16

YEAR TWO

Bible 221, Life and Teachings of Christ	2
CS 131, Introduction to Computer Science	3
Literature	3
Mathematics	3
Humanities 231, Music and Art	3

Elective	3
	<hr/> 17

Bible 222, Prison and Pastoral Epistles	2
Literature	3
History 234, African-American History	3
PSY 131 or SOC 131	3
Physical Education	1
Elective	3
	<hr/> 15

ASSOCIATE OF ARTS IN MUSIC

SUGGESTED CURRICULUM

YEAR ONE

Bible 121, Old Testament Survey	2
English 131, Composition and Rhetoric I	3
History 131, United States	3
Mathematics	3
Music 135, Music Theory	3
Music 116, Applied Lesson	1
Performing Ensemble*	1
Psychology 110, Freshman Orientation	1
Physical Education	1
	<hr/> 18

Bible 122, New Testament Survey	2
English 132, Composition and Rhetoric II	3
History 132, United States	3
Music 136, Music Theory	3
Music 117, Applied Lesson	1
PSY 131 or SOC 131	3
Performing Ensemble*	1
UJI 110, UJIMA	1
	<hr/> 17

YEAR TWO

Bible 221, Life and Teachings of Christ	2
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Literature	3
Foreign Language	4
CS 131, Introduction to Computer Science	3
Music 217, Applied Lesson	1
Music 235, Music Theory	3
Speech 131, Introduction to Speech	3
	19

Bible 222, Prison and Pastoral Epistles	2
History 234, African-American History	3
Foreign Language	4
Humanities 232, Music & Art	3
Music 218, Applied Lessons	1
Music 236, Music Theory	3
Performing Ensemble*	1
Physical Education	1
	18

***Instruction and participation in various performing ensembles, i.e., choral or instrumental ensembles.**

- | | | |
|------------|--|----------------|
| 131 | Composition and Rhetoric I | 3 Hours |
| | English 131 is designed to train students in written communication skills. The course emphasizes both paragraphing and developing the whole composition through prescribed rhetorical structures. Student must make a "C" or better to receive college credit. | |
| 132 | Composition and Rhetoric II | 3 Hours |
| | English 132 transports the student into more complicated rhetorical structures, longer essays, and library research methods. The course emphasizes complete paper as opposed to simple paragraphing and usage. Writing across the disciplines will constitute a portion of the assigned subjects. Student must make a "C" or better to receive college credit. | |
| 231 | English Literature | 3 Hours |
| | This course surveys the writers of British literature from the Middle Ages to the Restoration and the Eighteenth Century. As a survey course, major authors and their works of poetry, prose, and/or drama from each period between the years c750 to 1784 are chosen for study, discussion, and critique. | |
| 232 | English Literature | 3 Hours |
| | A survey of English Literature of 1780 to the present. | |

- 233 American Literature 3 Hours**
A survey of the major authors of Early American Literature from 1620 to 1865. Selected readings begin with the works of Anne Bradstreet and end with those of Emily Dickinson.
- 234 American Literature 3 Hours**
A survey of the major American authors from the late 19th century to the present. Selected works are taken from the writings of Samuel Clemens and end with contemporary American writers.
- 235 African-American Literature 3 Hours**
A survey study of black Poetry, Prose, and Drama in America. This course is a study in lyric folk expression of The Sorrow Song and The Blues including contemporary poetry, drama, and the Black Revolutionary Theatre. The unique demands of each genre will be examined in terms of the socio-aesthetic needs of the black writer and the black community.
- 237 Black Prose 3 Hours**
A critical study of Black American prose writing from the 1700's to the 1970's which spans all genres from the slave narrative to the contemporary novel and focuses on the special problems of the black writer and his need to define black aesthetic.
- 238 Black Poetry and Drama 3 Hours**
A critical study of black Poetry and Drama in America. The first half of the semester will deal with poetry from the lyric folk expression of The Sorrow Song and The Blues up to and including contemporary poetry. The second half of the semester will deal with black Drama from 1858 up to and including contemporary plans of the Black Revolutionary Theatre. The unique demands of each genre will be examined in terms of the socio-aesthetic needs of the black writer and the black community.

JOURNALISM

- 231 Introduction to Journalism I 3 Hours**
Organization of a newspaper, yearbook, reporting methods, and fundamentals of writing the basic news story are emphasized. Students will help develop the college yearbook and student newspaper. This course does not satisfy requirements for English 131, 132, or other required courses in literature.
- 232 Introduction to Journalism II 3 Hours**
Primary emphasis is placed on editing functions, including copyediting, proofreading, headline construction, and photo editing. Emphasis is also given contemporary newspaper design techniques. Students will help develop the college yearbook and student newspaper. This course does not satisfy requirements for English 131, 132, or other required literature courses.

FRENCH

- 141 Beginning French 4 Hours**
Basic grammar, pronunciation, simple conversation, and graded readings.
- 142 Beginning French 4 Hours**
Continuation of French 141. Prerequisite: French 141.

SPANISH

- 141 Beginning Spanish** **4 Hours**
The essentials of grammar, oral and written composition, pronunciation and translation.
- 142 Beginning Spanish** **4 Hours**
Continuation of Spanish 141. Prerequisite: Spanish 141.

MUSIC ACTIVITY

- *111, 211 Chorus** **1 Hour**
Participation in the a cappella choral groups. Students may repeat this course during the sophomore year. Prerequisite: Permission of the instructor.
- *112, 212 Chorus**
Continuation of Music 111, 211
- *113, 213 Vocal Ensemble** **1 Hour**
Designed for singers with above average ability in vocal production, sight reading, stage presence plus non-musical qualifications for public performances. Students selected for these groups will represent the school at religious, civic and secular functions. Admission to class is by audition. Students may repeat this course during the sophomore year. Prerequisite: Permission of the instructor.
- *114, 214 Vocal Ensemble** **1 Hour**
Continuation of Music 113, 213
- 115 Forum/Recital** **1 Hour**
Stylistic analysis of commercial music performances presented by students, faculty, and guest artists. This course may be repeated if topics and learning outcomes vary.
- 116-117 Applied Lesson** **1 Hour**
A weekly, one-hour instructional lesson by a staff member of the Music Department. Instruction will be in the student's area of concentration (either vocal or instrumental). Required of and open only to Music Majors.
- *118 Jazz Band Ensemble** **1 Hour**
Participation in the first year of jazz ensemble. Students are introduced to and will play a variety of contemporary music. Including jazz, pop, avant-garde and soul. Composition and arranging techniques are encouraged. Students may repeat this course during the sophomore year. Prerequisite: Permission of the instructor.
- *119 Jazz Band Ensemble** **1 Hour**
Continuation of Music 118.
- 124 Survey of Church Music** **2 Hours**
This course seeks to familiarize the student with the basic principles of music reading and the conducting to the extent that he would be able to lead a congregation in singing any standard hymn. (Same as REL124).
- 215 Class Piano I** **1 Hour**
This course is primarily for students with no piano background. It develops basic musicianship and piano skills. This course may be repeated for credit.

- 216 Class Piano II** **1 Hour**
 The study of piano is continued. Included are technique, harmonization, transportation, improvisation, accompanying, sight reading, and performing various styles of repertoire. This course may be repeated for credit. Prerequisite: MUS 215 or demonstrated competence approved by the instructor.
- 217-218 Applied Lesson** **1 Hour**
 A weekly, one-hour instructional lesson by a staff member of the Music Department. Instruction will be in the student's area of concentration (either vocal or instrumental). Required of and open only to Music Majors.
- 219 Class Voice (Formerly MUS 213)** **1 Hour**
 Individual instruction in vocal expression and techniques. Both solo and ensemble singing are emphasized to develop correct production methods utilizing the "song approach".

***May only be repeated once for credit by non-music majors.**

THEORY

- 133 Foundations of Music I** **3 Hours**
 This course is the initial course to prepare students with limited music training for MUS 135. It focuses on notation (music reading), musical terminology, analysis, listening to and creating rhythmic and melodic responses.
- 135 Music Theory (Formerly MUS 141)** **3 Hours**
 A study of the techniques used to create music, with emphasis on the period of common practice (1600-1900 A.D.), including chords (tonic, dominant and subdominant), cadences, melodic intervals, meter, rhythmic transcription, part-writing (major and minor chords), melodic composition, alto and tenor clefs, triad inversions and beat subdivision. Focus on ear training, sight-singing, keyboard skills and music score analysis in each of the above subjects. Prerequisite: Music 122 or permission of the instructor.
- 136 Music Theory (Formerly MUS 142)** **3 Hours**
 A continuation of Music 135 including the study of advanced part-writing, non-harmonic tones, secondary triads, principles of chord progression, additional triads (diminished, leading tone, supertonic, submediant and mediant), modes, harmonic sequence, figured bass, seventh chords (dominant and supertonic), secondary dominant chords and elementary modulation. Appropriate ear-training, sight-singing, keyboard and score analysis skills are developed appropriate to the above subjects.
- 137 Survey of the Music Business** **3 Hours**
 An overview of the music industry including songwriting, live performances, the record industry, music merchandising, contracts and licenses, and career opportunities.
- 233 Music Literature** **3 Hours**
 The development of the major vocal instrumental forms with emphasis upon appreciative and intelligent listening. Representative composers and compositions from secular and sacred music of the major eras are studied by means of recordings and actual performances. Music majors only and by permission of the instructor.

- 235 Music Theory (Formerly MUS 241) 3 Hours**
Advanced study of part writing, sight singing, dictation, keyboard harmony and ear training.
Prerequisite: Music Theory 135 and 136.
- 236 Music Theory (Formerly MUS 242) 3 Hours**
Continuation of Music 235.

COMMERCIAL MUSIC-RECORDING TECHNOLOGY

REQUIRED CURRICULUM

(1-Year, Non-Degree, Certificate Program)

ONE YEAR	CLOCK HOURS	
Bible 121, Old Testament Survey	2	32
English 131, Composition and Rhetoric I	3	48
Music 131, Audio Engineering I	3	48
Music 133, Foundations of Music I	3	48
Music 134, Musical Instrument Digital Interface	3	48
Music 215, Class Piano	1	32
	15	256
Bible 122, New Testament Survey	2	32
English 132, Composition Rhetoric II	3	48
Music 115, Forum/Recital	1	32
Music 137, Survey of the Music Business	3	48
Music 138, Commercial Recording Techniques	3	48
Music 143, Audio Engineering II	4	60
	16	268

MUSIC TECHNOLOGY

- 131 Audio Engineering I (Formerly Technology of Recording Electronic Music) 3 Hours**
This course develops an understanding of the techniques and technology involved in modern multi-track recording and mixing. Topics covered will include basic acoustics, microphones, analog and digital recorders, consoles, instrument mixing techniques and MIDI technology. Extensive "hands-on" experience. Prerequisite: Permission of the instructor.
- 134 Musical Instrument Digital Interface (MIDI) 3 Hours**

An overview of Musical Instrument Digital Interface (MIDI) systems and applications. Topics include the history and evolution of MIDI, hardware requirements, computer numbering systems, channels and modes, the MIDI language, and typical implementation of MIDI applications in the studio environment using software-based sequencing programs. Lecture two (2) hours per week. Laboratory one (1) hour per week.

138 Commercial Recording Techniques 3 Hours
Development of advanced skills in multi-track recording production for the commercial sound recording industry. Prerequisite: MUS 131 or permission of the instructor.

143 Audio Engineering II (Formerly Advanced Technology of Recording Electronic Music) 4 Hours
A continuation of Music 131. Application of the techniques and technology involved in modern multi-track recording and mixing. Topics covered will include mixing console features, advanced microphone technique, effect processors, production session procedures and "MIDI" studios. Extensive "hands-on" experience. Materials can also be applied to home recording and "project" studios. Prerequisite: Music 131 or permission of the instructor. Students will be required to do an internship.

HUMANITIES

231 Music and Art 3 Hours
Survey of music, visual art, philosophy, literature and world religion from 3000 B.C. through the Middle Ages. Emphasis upon the artist as a discoverer of knowledge and the observer's interpretation of the human experience. Focus on the Christian community's attitudes and functions in the creative marketplace. Student must have sophomore standing.

232 Music and Art 3 Hours
Surveys the years from the Renaissance to the 21st century. Student must have Sophomore standing.

ART

111 Introduction to Art 1 Hour
Introduction to terminology, technique and the various forms of the visual arts. An investigation of the nature, scope, and purpose of painting, sculpture, and architecture as distinct medium of expression and as examples of culture and historic patterns.

112 Introduction to Art 1 Hour
Continuation of Art 111.

SPEECH

131 Introduction to Speech 3 Hours
A one-semester course in the fundamentals and principles of speaking, with actual practice in the preparation and delivery of various types of speeches, including speeches to inform, entertain, and persuade, as well as speeches for special occasions. Some tape recordings will be made of the speeches that will permit the student to hear and see himself as others do.

- 233 Argumentation and Debate (Formerly SPC 223) 3 Hours**
 A course designed to give the principles of argumentation, evidence, analysis, reasoning, fallacies, and persuasion with practice in various types of discussion and debates. Students are given the opportunity to participate in competitive debates with other colleges and universities.

DIVISION III

BUSINESS/OFFICE ADMINISTRATION/MANAGEMENT

Education for business prepares the student vocationally and helps to develop the social and economic attitudes that are essential in establishing the future success of American youth in our democratic economic system. It offers a knowledge and understanding of business and business methods, a competency in skills, and the development of character and personality that will help the student cope with our changing economy.

ASSOCIATE OF SCIENCE IN BUSINESS

SUGGESTED CURRICULUM

YEAR ONE

Bible 121, Old Testament Survey	2
English 131, Composition and Rhetoric I	3
History 131, United States	3
Business 131, Introduction to Business	3
CS 131, Introduction to Computer Science	3
Psychology 110, Freshman Orientation	1
Physical Education	1
	16

Bible 122, New Testament Survey	2
CS 138, Visual BASIC.NET	3
English 132, Composition and Rhetoric II	3
History 132, United States	3
Mathematics	3
Physical Education	1
UJI 110, UJIMA	1
	16

YEAR TWO

Bible 221, Life and Teachings of Christ	2
Literature	3
Humanities 231, Music & Art	3

Biology 141, General Biology	4
Business 137, Small Business Management	3
PSY 131 or SOC 131	3

18

Bible 222, Prison and Pastoral Epistles	2
Business 138, Principles of Marketing	3
Business 233, Accounting I	3
History 234, African-American History	3
Speech 131, Introduction to Speech	3
Biology 142, General Biology	4

18

BUSINESS/OFFICE ADMINISTRATION/MANAGEMENT

- 123 Technical Report Writing** **2 Hours**
 Techniques of objective reporting on scientific and technical material; principles of technical exposition; study of language uses; writing samples and principles of various technical reports; including; informative abstracts, proposals, and manuals are covered in this course. Prerequisite: Eng 131 & 132 or by approval.
- 131 Introduction to Business** **3 Hours**
 This course provides students with their first opportunity to examine the nature and characteristics of business in a free enterprise system. It presents a realistic view of American free enterprise and business organizations, their strengths, weaknesses, successes, failures, problems, challenges, and excitement.
- 132 Business Math** **3 Hours**
 A mathematical treatment of financial problems arising in modern living. Topics include a review of arithmetical processes, simple and compound interest and bank discounts, cash and trade discounts, profit and loss, commissions, depreciation, notes and drafts, taxes and insurance.
- 133 Practical Finance** **3 Hours**
 From banking and budgeting to credit cards, this course is designed to teach the basics of personal and practical money management. Writing checks, paying bills, insurance, interest, income tax and keeping accurate records are basic areas of instruction.
- 134 Supervision** **3 Hours**
 This course is a study of today's supervisors and their problems. The practical concepts of modern-day, first-line supervision are described. Emphasis on the supervisor's major functions, such as facilitating relations with others, counseling, leading, motivating, and communicating.
- 137 Small Business Management** **3 Hours**
 This course provides instruction on how to start and operate a small business. Topics include an overview of small businesses, essential management skills, preparing a business plan, financial needs, marketing strategies and legal issues.
- 138 Principles of Marketing** **3 Hours**
 This course is an introduction to the marketing structure as it exists and functions. Emphasis will be placed on the managers' and consumers' influence in marketing functions as they relate to the

marketing mix: product, price, promotion and distribution. The product, packaging and branding, industrial and consumer products, consumer behavior, pricing policy, channels of distribution, product planning and development, strategies, and legal issues are also discussed.

- 230 Principles of Management 3 Hours**
The course introduces the fundamental principles, theories, and concepts that apply in the field of management. The four managerial functions of planning, organizing, leading, and controlling are discussed. Students will learn how to apply these four functions in all types of businesses-sole proprietorship, partnerships, and corporations.
- 232 Accounting By Computer 3 Hours**
This course is designed to familiarize the students with accounting techniques using the microcomputers. Emphasis will be placed on general ledger, depreciation, bank reconciliation, payroll and financial statement analysis. Prerequisite: Business 233, CS 131 or permission by instructor.
- 233 Principles of Accounting I 3 Hours**
Introduction to basic accounting principles, procedures and practices with applications to the sole proprietorship.
- 234 Principles of Accounting II 3 Hours**
Continuation of Business 233. Application of theory and practice to partnerships and corporations, manufacturing operations, cost determination and preparation consolidation, analysis, and interpretation of financial statements. Prerequisite: Business 233.
- 235 Business Law 3 Hours**
Introduction to societal or public law that forms the general background for individual business transactions including property, contracts, agencies, the Constitution, and federal and state court structures.
- 236 Principles of Economics 3 Hours**
A study of the American economy as a whole; its organization, and basic forces influencing its growth and development. Theories of prices, production, and income distribution are covered. Attention is also given to industrial relations, market structure, and international trade.
- 239 Business Correspondence 3 Hours**
A course of business letter writing with emphasis on good English usage. A study of the principles of effective writing and their use in-everyday and specialized correspondence. Special emphasis placed on application letters and resumes. Prerequisite: CS 135 or equivalent.

OFFICE ADMINISTRATION/MANAGEMENT

(1-Year, Non-Degree, Certificate Program)

REQUIRED CURRICULUM

ONE YEAR

CLOCK HOURS

Bible 121, Old Testament Survey	2	32
English 131, Composition and Rhetoric I	3	48
Business 131, Introduction to Business	3	48
Business 123, Technical Report Writing	2	32
Business 137, Small Business Management	3	48
CS 131, Introduction to Computer Science	3	48
	<hr/>	<hr/>
	16	256
Bible 122, New Testament Survey	2	32
English 132, Composition Rhetoric II	3	48
Business 134, Supervision	3	48
Business 138, Principles of Marketing	3	48
CS 128, Internet	2	48
CS 238, Introduction to C/C++ Programming	3	48
	<hr/>	<hr/>
	16	272

DIVISION IV

SOCIAL SCIENCES

The purpose of this division is to help the student to understand the present state of the world, to afford clues for the future, and to prepare him for citizenship. It aims to develop within the student a sense of membership in the world community and of the interdependence of people.

The Social Science division provides qualitative instruction aimed at facilitating student learning, leading to graduation and prepares students for entrance into other colleges and universities.

ASSOCIATE OF SCIENCE IN SOCIAL SCIENCE

SUGGESTED CURRICULUM

YEAR ONE

Bible 121, Old Testament Survey	2
English 131, Composition and Rhetoric I	3
History 131, United States	3
Mathematics	3

Psychology 110, Freshman Orientation	1
Physical Education	1
Elective	3
	<hr/>
	16

Bible 122, New Testament Survey	2
CS 131, Introduction to Computer Science	3
English 132, Composition and Rhetoric II	3
History 132, United States	3
PSY 131 or SOC 131	3
UJI 110, UJIMA	1
	<hr/>
	15

YEAR TWO

Bible 221, Life and Teachings of Christ	2
Literature	3
Government 231, United States	3
Biology 141, General Biology	4
Humanities 231, Music & Art	3
Physical Education	1
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	16

Bible 222, Prison and Pastoral Epistles	2
History 234, African-American History	3
Government 232, Texas	3
Biology 142, General Biology	4
Speech 131, Introduction to Speech	3
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	15

HISTORY

- 131 United States History** **3 Hours**
 A critical study of the history of the U.S. from its earliest beginning to 1865. Political, social economic movements are studied to enable the student to understand his national heritage.
- 132 United States History** **3 Hours**
 This is a continuation of History 131, covering the period from 1865 to the present.

- 231 The History of Civilization 3 Hours**
A study of the leading civilizations of the world from the creation of man to 1715. The ethical, economic, and political aspect of each civilization will be studied.
- 232 The History of Civilization 3 Hours**
The continuation of History 231. This part of the course covers the period from 1715 to the present time.
- 234 African-American History 3 Hours**
The social, cultural and political position of African Americans from the pre-colonial period to the present.
- 236 Church History (1st through 13th Centuries) 3 Hours**
This course examines the history of the church from its beginning on the day of Pentecost and its apostasy. Attention is given to the teaching and influence of the "church fathers" from the second to the fifth centuries and Christendom as it was practiced during the dark and middle ages. (Same as Bible 236.)

GOVERNMENT

- 231 United States Government 3 Hours**
A study of the American national government; origin and development of the constitution; structure and power of the national government; jurisdiction of federal courts, the bureaucracy; institutions and persons involved in policy making.
- 232 Texas State and Local Government 3 Hours**
United States and Texas constitution, the organization and functions of state and local government within the context of the Federal system. Satisfies state requirements for teacher certification.

BEHAVIORAL SCIENCE

PSYCHOLOGY

- 131 General Psychology 3 Hours**
This course surveys the field of psychology, designed to emphasize the facts and principles governing human behavior. General topics include genetics, environmental influences, learning and conditioning, perception, emotion, and motivation. Recommended for psychology majors.
- 132 Human Growth and Development 3 Hours**
A detailed study of human growth, development and behavior from conception to death. Several processes of both physical and psychological development will be covered and an emphasis on psychological changes during life.
- 231 Applied Psychology 3 Hours**
This course deals with the application of psychological facts and principles to problems and activities of life and will be used to examine basic aspects of human relationships in society including areas such as interpersonal relationships, business, health occupations and social service agencies.

233 Critical Thinking 3 Hours
A detailed study of mental and emotional factors and processes in establishing conclusions in thought including reviewing assumptions, drawing conclusions based on analytical review, discussing creative synthesis and critically analyzing the work of others.

234 Learning and Motivation 3 Hours
This course presents the basic data of learning and motivation and describes general theoretical approaches to understanding them.

SOCIOLOGY

131 General Sociology 3 Hours
This course is an introduction to the field of sociology. Study is given to the social group culture, civilization, population, community and family groups. Topics covered include values, norms, beliefs, language, and roles, as well as group processes, social conflict and social change from a community and global perspective.

133 Ethnic and Racial Minorities 3 Hours
This course is designed to provide a study of the major minority groups in the U.S. It focuses on the history of groups and the dominant-minority power structure. Groups included are women, the aged, Blacks, Indians, Hispanics, and Asians.

231 Marriage and Family 3 Hours
This course presents a sociological and Christian approach to the history, purpose, status and future of marriage and family life in the United States. Family variations, courtship patterns, mate selection, finance, family violence, parenting and family crisis areas are studied. Additional focus on religious counseling for family members is made. This course also presents an overview of careers that provide services to family groups. (Same as Religious Education 231)

232 Urban Sociology 3 Hours
A study of the Industrial Revolution as it affected society. It traces the social problems found in urban societies. Prerequisite: Sophomore standing and Sociology 131.

233 Social Problems 3 Hours
Analysis of current social problems in the United States, including family and community disorganization, deviant behavior, delinquency and crime, mental illness, and inter-group relations. Prerequisite: Sociology 131 or concurrent enrollment in Sociology 131.

DIVISION V

NATURAL SCIENCES, MATHEMATICS, AND COMPUTER SCIENCE

One of the main objectives of the Division is to provide the student with a point of view of God's creation based upon Biblical teaching, the accumulated knowledge which man has gathered, and the firsthand observations of the student. For students interested in health fields or careers related to chemistry, physics, biology or engineering, this division offers a foundation of courses needed by the students to continue their education at a four-year institution. Also, courses are offered which provide mathematics majors and other students with an understanding of the principles and applications of mathematics.

The computer science program provides students with the background and experience in working with computer hardware and software to enable them to move into advanced computer

science programs in four-year institutions or to make practical applications of computers in other areas of interest.

ASSOCIATE OF SCIENCE IN

PHYSICS, CHEMISTRY, MATHEMATICS, AND PRE-ENGINEERING

SUGGESTED CURRICULUM

YEAR ONE

Bible 121, Old Testament Survey	2
English 131, Composition and Rhetoric I	3
History 131, United States	3
Chemistry 141, General Chemistry	4
Mathematics 135, College Algebra	3
Psychology 110, Freshman Orientation	1
Physical Education	1
	<hr/>
	17

Bible 122, New Testament Survey	2
English 132, Composition and Rhetoric II	3
History 132, United States	3
Chemistry 143, Organic Chemistry	4
Mathematics 136, Trigonometry	3
UJI 110, UJIMA	1
	<hr/>
	16

YEAR TWO

Bible 221, Life and Teachings of Christ	2
Literature	3
Physics 143, General Physics	4
Mathematics 233, Analytic Geometry	3
Humanities 231, Music and Art	3
Speech 131, Introduction to Speech	3
	<hr/>
	18

Bible 222, Prison and Pastoral Epistles	2
CS 131, Introduction to Computer Science	3
History 234, African-American History	3
Physics 144, General Physics	4
Mathematics 235, Calculus I	3
PSY 131 or SOC 131	3
Physical Education	1
	<hr/>
	19

**ASSOCIATE OF SCIENCE FOR
PRE-NURSING MAJORS**

SUGGESTED CURRICULUM

The pre-nursing curriculum is designed for prospective nurses. Students who register for these courses should make known the school they expect to enter later in order that specific guidance can be given in assisting them to meet the entrance requirements.

YEAR ONE

Bible 121, Old Testament Survey	2
English 131, Composition and Rhetoric I	3
History 131, United States	3
Biology 141, General Biology	4
Mathematics 135, College Algebra	3
Psychology 110, Freshman Orientation	1
Physical Education	1
	17

Bible 122, New Testament Survey	2
English 132, Composition and Rhetoric II	3
History 132, United States	3
Biology 142, General Biology	4
Biology 242, Introduction to Microbiology	4
Physical Education	1
UJI 110, UJIMA	1
	18

YEAR TWO

Bible 221, Life and Teachings of Christ Literature	2 3
Biology 241, Anatomy and Physiology I	4
Chemistry 141, General Chemistry	4
Psychology 131, General Psychology	3
Speech 131, Introduction to Speech	3
	19
Bible 222, Prison and Pastoral Epistles	2
CS 131, Introduction to Computer Science	3
History 234, African-American History	3
Humanities 232, Music & Art	3
Biology 243, Anatomy and Physiology II	4
Psychology 132, Human Growth and Development	3
	18

**ASSOCIATE OF SCIENCE FOR STUDENTS INTERESTED IN BIOLOGICAL SCIENCE
OR PRE-PROFESSIONAL STUDIES DENTISTRY, MEDICINE, OPTOMETRY,
OSTEOPATHY, OR VETERINARY MEDICINE**

SUGGESTED CURRICULUM

YEAR ONE

Bible 121, Old Testament Survey	2
Biology 141, General Biology	4
English 131, Composition and Rhetoric I	3
History 131, United States	3
Mathematics 135, College Algebra	3
Physical Education	1
Psychology 110, Freshman Orientation	1
	<hr/>
	17

Bible 122, New Testament Survey	2
CS 131, Introduction to Computer Science	3
English 132, Composition and Rhetoric II	3
History 132, United States	3
Biology 142, General Biology	4
Mathematics 136, Trigonometry	3
UJI 110, UJIMA	1
	<hr/>
	19

YEAR TWO

Bible 221, Life and Teachings of Christ	2
Literature	3
Chemistry 141, General Chemistry	4
Physics 143, General Physics	4
Humanities 231, Music and Art	3
Physical Education	1
	<hr/>
	17

Bible 222, Prison and Pastoral Epistles	2
History 234, African-American History	3
Chemistry 143, Organic Chemistry	4
Physics 144, General Physics	4
PSY 131 or SOC 131	3
Speech 131, Introduction to Speech	3
	<hr/>
	19

BIOLOGICAL SCIENCE

- 141 General Biology 4 Hours**
A study of the structure and function of living organism systems, their chemical and physical nature, ecological relationships, function, organization and classification. Lecture three (3) hours per week. Laboratory one (1) hour per week.
- 142 General Biology 4 Hours**
A study of the fundamental principles of living organisms, their classification, anatomy, physiology, ecology, and behavior with emphasis on unicellular organisms, invertebrates, and vertebrate animals. Lecture three (3) hours per week. Laboratory one (1) hour per week.
- 241 Anatomy and Physiology I 4 Hours**
An introductory course examining the organization of the human body and mechanisms for maintaining homeostasis. Topics include basic metabolism and skeletal, muscular, nervous, endocrine, and immune systems. Emphasis is placed on the integration of systems as they relate to normal health. Lecture three (3) hours per week. Laboratory three (3) hours per week. Prerequisite: Biology 141 and 142.
- 242 Introduction to Microbiology 4 Hours**
Microorganisms-their morphological, physiological, and biochemical characteristics; response to environment; and influence on their surroundings. Lecture three (3) hours per week. Laboratory three (3) hours per week. Prerequisite: Biology 141, 142, 241, and 243.
- 243 Anatomy and Physiology II 4 Hours**
Continuation of Biology 241. Topics include the cardiovascular, lymphatic, respiratory, digestive, urinary, and reproductive systems. Aspects of development and inheritance are also covered. Lecture three (3) hours per week. Laboratory three (3) hours per week. Prerequisite: Biology 141, 142, and 241.

NATURAL SCIENCE

- 141 General Chemistry 4 Hours**
A survey of the fundamentals of chemistry, covering the basic physical principles and the descriptive chemistry of the metals and non-metals, with application to related fields. Lecture three (3) hours per week. Laboratory three (3) hours per week.
- 143 Organic Chemistry 4 Hours**
An integrated introduction course in organic chemistry. The reactions of aliphatic and aromatic compounds are considered in terms of molecular orbital theory; carbonium ion, carbanion and free radical reaction mechanisms; stereochemistry and molecular conformation; and transition state theory and techniques of organic synthesis. Lecture three (3) hours per week. Laboratory three (3) hours per week. Prerequisite: Chemistry 141.
- 143 General Physics I 4 Hours**
This course is designed to provide a fundamental background for further studies in physics. Material normally considered will be mechanics, thermodynamics, optics, and electricity. Lecture three (3) hours per week. Laboratory two (2) hours per week.
- 144 General Physics II 4 Hours**
This course is a continuation of Physics 143. Lecture three (3) hours per week. Laboratory two (2) hours per week. Prerequisite: Physics 143.

MATHEMATICS

- 135 College Algebra** **3 Hours**
This course includes the following topics: quadratic equations, the discriminant, linear equations and inequalities, systems of linear equations, conic sections, relations and functions, logarithms, binomial theorems, sequences and series. Prerequisite: two years of high school algebra or high school geometry. Student must make a "C" or better to receive college credit.
- 136 Trigonometry** **3 Hours**
This course includes the following topics: functions, inverse functions, trigonometric functions, identities, and solutions of right triangles.
- 137 Elementary Statistics** **3 Hours**
Introduction to elementary statistical techniques; descriptive statistics, elementary probability, probability distributions, estimation, hypothesis testing, regression, and correlation.
- 233 Analytic Geometry** **3 Hours**
Essentials of analytic geometry. Prerequisite: Math 135 and Math 136 with a grade of "C" or better.
- 235 Calculus I** **3 Hours**
This course is concerned with limits, functions, differentiation of algebraic functions, maxima and minima, differentials, simple integration and the definite integral. Prerequisite: Math 233 with a grade of "C" or better.
- 236 Calculus II** **3 Hours**
This course is concerned with limits, polar coordinates, parametric equations, differentiation and integration of transcendental functions, application, and improper integrals, indeterminate forms, approximate integration, and means value theorems. Prerequisite: Math 235 with a grade of "C" or better.

ASSOCIATE OF SCIENCE IN COMPUTER SCIENCE

SUGGESTED CURRICULUM

YEAR ONE

Bible 121, Old Testament Survey	2
CS 131, Introduction to Computer Science	3
English 131, Composition and Rhetoric I	3
History 131, United States	3
Psychology 110, Freshman Orientation	1
Physical Education	1
Speech 131, Introduction to Speech	3
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Bible 122, New Testament Survey	2
CS 133, Web Page with Scripting	3
English 132, Composition and Rhetoric II	3

History 132, United States	3
Mathematics	3
PSY 131 or SOC 131	3
UJI 110, UJIMA	1

18

YEAR TWO

Bible 221, Life and Teachings of Christ	2
Biology 141, General Biology	4
CS 128, Internet	2
CS 138, Visual BASIC. NET	3
Humanities 231, Music & Art	3
Literature	3
Physical Education	1

18

Bible 222, Prison and Pastoral Epistles	2
Biology 142, General Biology	4
CS 136, Web Page Design	3
CS 139, C/C++ Programming	3
CS 235, JAVA Programming	3
History 234, African-American History	3

18

COMPUTER SCIENCE

(2-Year, Certificate Program)

YEAR ONE	CLOCK HOURS	
Bible 121, Old Testament Survey	2	32
English 131, Composition and Rhetoric I	3	48
Math 135, College Algebra	3	48
CS 128, Internet Communication	2	32
CS 131, Introduction to Computer Science	3	48
CS 133, Web Design with Scripting	3	36
	<hr/>	<hr/>
	16	244

Bible 122, New Testament

Survey	2	32
English 132, Composition and Rhetoric II	3	48
CS 135, Data Entry	3	48
CS 138, Visual BASIC.NET	3	48
CS 235, JAVA Programming	3	56
	<hr/>	<hr/>
	14	232

YEAR TWO

Bible 221, Life and Teachings of Christ	2	32
BUS 233, Accounting I	3	48
CS 134, Introduction to Microsoft Office	3	56
CS 139, C/C++ Programming	3	56
CS 236, Systems Analysis I	3	48
	<hr/>	<hr/>
	14	240

Bible 222, Prison and Pastoral Epistles	2	32
Bus 234, Accounting II	3	48
CS 136, Web Page Design	3	48
CS 137, Desktop Publishing	3	48
CS 230, Computer Application	3	48
	<hr/>	<hr/>
	14	224

COMPUTER SCIENCE

(Mini- Certificate Program)

COMPUTER USAGE AND APPLICATIONS

CS 110, Computer Keyboarding	1	24
CS 128, Internet Communication	2	24
CS 131, Introduction to Computer Science	3	36
CS 134, Introduction to Microsoft Office	3	36
	<hr/>	<hr/>
	9	120

WEB DEVELOPMENT

CS 128, Internet Communication	2	24
CS 133, Web Design with Scripting	3	36
CS 136, Web Page Design	3	36
CS 137, Desktop Publishing	3	36
	<hr/>	<hr/>
	11	132

HIGHER LEVEL LANGUAGES

CS 131, Introduction to Computer Science	3	36
CS 138, Visual BASIC.NET	3	36
CS 239, Object Oriented Programming	3	36
MTH 135, College Algebra	3	36
	<hr/>	<hr/>
	15	180

SKILLS CERTIFICATE: COMPUTER SKILLS for the OFFICE

CS 110, Computer Keyboarding	1	24
CS 118, Using Microsoft Windows	1	36
CS 128, Internet Communication	2	24
CS 134, Introduction to Microsoft Office	3	36
	<hr/>	<hr/>
	7	120

110 **Keyboarding**

1 Hour

This course introduces business procedures and office equipment with an emphasis on the integrated use of technology in a modern business environment. Topics include fundamental computer hardware and software, basic business correspondence, written and oral reports, time management, and preparing standard business forms such as purchase requisitions. Examples of technology include the use and basic troubleshooting of personal computers, printers, scanners, fax, reprographics, multi-line phones, and typewriters. A hands-on, self-paced course designed to develop computer-keyboarding skills, increase speed and accuracy using the computer alphabetic keyboard with numbers and symbols, and numeric keypad.

- 118 Using Microsoft Windows 1 Hour**
 The goal of this course is to teach Microsoft Windows 2000 operating system administrators how to develop Microsoft Visual Basic® Script-based scripts that use the resources of Windows Management Instrumentation (WMI). Administrators will use these scripts to perform a number of common tasks in the Microsoft Windows operating system environment.
 This course is intended for Windows 2000 systems administrators who need to learn how to develop administrative scripts for their enterprise networks. In addition, this course benefits anyone who wants to learn about Windows Management Instrumentation.
- 128 Internet Communication (Formerly Internet) 2 Hours**
 The course is a basic overview of the Internet: how it works and how the computers establish connection. During this course and training, the students will learn why they need special software or additional computer setups to access the Internet. Another area to be covered is learning the various means of accessing the Internet. The students will browse the Internet by using search engines such as Eudora, FTP, and Fetch. The student will also gain insight on how computers are connected to the Internet, and how they are accessed through Ethernet and dial-in remote connections. This class is designed to help students understand the basics of communicating on the Internet.
- 131 Introduction to Computer Science 3 Hours**
 This course is an introduction to the basic concepts of computer science as an essential tool of academic and professional activities in this discipline. Functions and interrelationships of computer system components: hardware, systems and applications software, and networks. Concepts and practice of programming for the solution to simple problems in various application areas. and the evolution of data processing. Lecture 3 hours per week. Laboratory 2 hours per week.
- 133 Web Design with Scripting 3 Hours**
 This course will develop the scripting skills necessary for web page design and introduce students to the basics of HTML. Web pages containing graphics, style sheets and other basic enhancements will be developed in XHTML and in a Web authoring program. Topics include Web site development and emerging and converging Internet technologies. Trends and responsibilities pertaining to Web usage and construction will also be explored.
- 134 Introduction to Microsoft Office 3 Hours**
 This course covers basic and intermediate features of the Microsoft Office suite: Word (word processing), Excel (spreadsheet), PowerPoint (presentation), Access (database), and Outlook (desktop information management). This course does not cover the individual applications in the same detail as they are covered in Microsoft Word, Excel, and Access. Covers objectives needed for the Microsoft core-level certification exams in Word, Excel, PowerPoint, and Access.
- 135 Data Entry 3 Hours**
 Essentials and concepts of data entry equipment-past, present, and future. Basic skills and office procedures; and supervisory procedures and responsibility aspects of data entry are main topics of this course. Lecture 3 hours per week. Laboratory 2 hours per week.
- 136 Web Page Design 3 Hours**
 This course teaches the fundamentals of developing a home page, and covers the basics of HTML (Hyper Text Markup Language) and Microsoft FrontPage 2000 Web Site creations and Management tools, an introduction of techniques required to write Web pages. Hands-on exercises are required. Upon completion of this course the student will have the knowledge and skills to produce their own home page that can be placed onto the World Wide Web.

- 137 Desktop Publishing 3 Hours**
The course introduces the beginning computer user to desktop publishing and the features of the powerful Window-based desktop publishing software. Students will learn to create brochures, flyers, business advertisements, and other functional documents. They will learn how to manage long publications and manuscripts by incorporating design techniques of DTP. This course emphasizes an overview of the software product's capabilities and functions.
- 138 Visual BASIC.NET (Formerly Visual BASIC) 3 Hours**
The course familiarizes the student with an introduction to computer programming using the high level language Visual BASIC. Emphasis is on structured programming techniques and general problem solving skills in both numerical and non-numerical applications. Students will be able to formulate, represent, and solve problems using the computer.
- 139 Introduction to C/C++ Programming 3 Hours**
Programming, documentation, and software design methodologies using C/C++. It is assumed that students have been introduced to classes and objects, control structures, repetition, functions, and logical operators. There will be a brief review of functions, arrays, pointers and strings. New topics include classes, operator overloading, and inheritance. Previous programming experience strongly recommended.
- 230 Computer Application 3 Hours**
This course is a practical introduction to concepts and techniques of effective computer usage in various disciplines. This course is designed to provide an overview of the most widely used types of software packages. This course will provide hands-on experience using computer applications currently used in business.
- 231 Introduction to Spreadsheets 3 Hours**
This course provides a practical introduction to the creation, design, and use of spreadsheets in the business environment. Emphasis will be placed on basic functions including creating, formatting, maintenance, graphing, and printing of spreadsheets. This course is designed for beginning spreadsheet users. Lessons can be applied to budgets, marketing and sales reports, expense reports, invoices and purchase orders, basic financial statements, and spreadsheet information for use on the Intranet/Internet.
- 234 Multimedia Technology 3 Hours**
This course will provide students with a multimedia experience, which will focus on creative expression. Students will use a variety of creative computer applications to create digital video, digital photography, and web page designs. In addition, areas such as scanning, digital photo enhancement, video conversion, 3-D animation and interactive multimedia project design are emphasized. This class will conclude with the creation of an extensive digital portfolio.
- 235 Introduction to JAVA Programming 3 Hours**
In this course the student will learn programming, documentation, and software-design methodologies using Java. Starting with a brief review of control structures, methods and arrays, students rapidly progress to object-oriented programs of moderate complexity. The more advanced topics include: inheritance, polymorphism, exceptions, graphics, graphical-user interfaces, files, streams, threads and dynamic data structures. Prerequisites: CS 131 or CS 139.
- 236 Systems Design and Analysis I 3 Hours**
A study of the systems life cycle, methods of analysis, design considerations and implementation procedures. The student will be instructed in the capabilities of card, magnetic tape, direct access and real time computing systems. Exercises and case studies will be used to reinforce the material presented. Prerequisite: CS 232 or 233. Lecture 3 hours per week. Laboratory 2 hours per week.
- 238 PASCAL Programming 3 Hours**

An introduction to computing techniques used in solving mathematical problems with PASCAL. Emphasis will be centered on programming structures, techniques, computer application, and development of programming techniques through problem definition, flow-charting, coding, and debugging.

239 Object Oriented Programming

3 Hours

Effective object oriented programming using the Java or C++ programming language. This course presents additional material on types, classes, methods, constructors, objects, inheritance, templates, data streams, error management, and design.

DIVISION VI

PHYSICAL EDUCATION

Through the program of Physical Education, opportunity is provided for each student to gain knowledge and skill in many recreational activities to achieve a present level of physical fitness and to develop an understanding of the role of continued participation in exercise for total health and personal enjoyment of leisure time.

**ASSOCIATE OF SCIENCE IN
PHYSICAL EDUCATION**

SUGGESTED CURRICULUM

YEAR ONE

Bible 121, Old Testament Survey	2
English 131, Composition and Rhetoric I	3
History 131, United States	3
Mathematics	3
P.E. 231, Foundations of Physical Education	3
Physical Education Activity Course*	1
Psychology 110, Freshman Orientation	1
	<hr/>
	16

Bible 122, New Testament Survey	2
English 132, Composition and Rhetoric II	3
History 132, United States	3
PSY 131 or SOC 131	3
P.E. 232, Personal & Community Health	3
Speech 131, Introduction to Speech	3
Physical Education Activity Course*	1

UJI 110, UJIMA	1
	<hr/> 19

YEAR TWO

Bible 221, Life and Teachings of Christ	2
CS 131, Introduction to Computer Science	3
Literature	3
Biology 141, General Biology	4
Physical Education Activity Course*	1
P.E. 221, Introduction to Intramurals	2
	<hr/> 15

Bible 222, Prison and Pastoral Epistles	2
History 234, African-American History	3
Biology 142, General Biology	4
Humanities 232, Music & Art	3
Physical Education Activity Course*	1
Elective	3
	<hr/> 16

***Students participating in intercollegiate athletics should register for PE 213, 214, 215, and 216 during the respective semester sequence.**

THEORY COURSES

- | | | |
|------------|---|----------------|
| 221 | Introduction to Intramurals | 2 Hours |
| | Intramurals programs and practices to develop a knowledge of designing, organizing, and promoting well-rounded intramural programs. | |
| 231 | Foundations of Physical Education | 3 Hours |
| | This is a fundamental course of physical education, dealing with the role of physical education in a changing world. | |
| 232 | Personal and Community Health | 3 Hours |
| | This course is designed to guide the college student to a life of healthy leadership, effective living, and stimulate interests in the health profession. | |
| 233 | First Aid | 3 Hours |
| | A course designed for those who wish to acquire a knowledge of Red Cross emergency and preventive measures, as well as methods and materials used in teaching first aid courses. Successful completion leads to first aid and instructor's certification by the American Red Cross. | |

ACTIVITY COURSES

- | | | |
|------------|---------------------------|---------------|
| 111 | Basic Fundamentals | 1 Hour |
|------------|---------------------------|---------------|

Fundamental instruction and practice in basketball, softball, volleyball, conditioning, speedball, flag football and weight lifting.

112	Sports Methods Open to physical education majors. The athletic director must approve enrollment in this class, as he will assign students to assist in activity class or related area.	1 Hour
113	Table and Aerial Tennis Instruction and practice in the fundamentals skills of table and aerial tennis.	1 Hour
114	Sports Officiating Instruction and practice in officiating various sports.	1 Hour
115	Badminton and Volleyball Instruction and practice in the fundamental skills of badminton and volleyball.	1 Hour
116	Softball and Speedball Instruction and practice in the fundamental skills of softball and speedball.	1 Hour
117	Bowling Instruction and practice in the fundamental skills of bowling.	1 Hour
118	Beginning Tennis Beginning instruction and practice in tennis skills.	1 Hour
119	Advanced Tennis Advanced instruction and practice in tennis skills.	1 Hour

ATHLETICS

*211, 212 Cheerleading	Participation on the cheerleading squad.	1 Hour
*213-216 Intercollegiate Sports	Instruction and participation on the intercollegiate level.	1 Hour

***Prerequisite: Permission of the instructor.**

NOTE: Student trainers and statisticians for the sports teams must take Physical Education 112, Sports Methods.

DIVISION VII

BASIC STUDIES

The division proposes to aid students with deficiencies in writing, reading, and math to reach a level of proficiency needed for academic success. The program includes classes in the three basic skills, self-paced, self-checked laboratory experiences, and tutoring. The division offers quality-individualized instruction that can lead students through Southwestern Christian College and on to four-year schools if they desire.

BASIC ENGLISH AND READING

- 021 Basic English** **2 Hours**
English 021 stresses sentence and paragraph development. Although Basic English skills will be addressed, the major portion of the course will focus on the student's ability to develop grammatically correct sentences and paragraphs. Students must demonstrate a mastery of these two elements before continuing to English 131. Learning lab is required.
- 021 Basic Reading** **2 Hours**
Reading 021 aids students in the development of reading skills, especially comprehension, through reader-based learning strategies, word identification, and vocabulary building. Students in Reading 021 will spend one hour per week in reading lab.

BASIC MATHEMATICS

- 023 Beginning Algebra** **2 Hours**
This course is designed to give an understanding of basic mathematical skills. Learning lab and tutoring are required.
- 024 Intermediate Algebra** **2 Hours**
This course is a continuation of the study of basic mathematics and algebra skills. Learning lab and tutoring are required.

COURSE COMPETENCY

Even though these courses may serve as prerequisites to college level courses, they carry only institutional credit and, therefore, cannot be used for graduation purposes. Upon completion of the basic studies courses in English and Reading with a grade of "C" or better, students may enroll in the standard required courses. Upon completion of MTH 023, with a grade of "B" or better, students may enroll in College Algebra. Students making a "C" in MTH 023 must enroll in MTH 024, Intermediate Algebra. Students making a "D" or below in MTH 023 must re-enroll in MTH 023, Beginning Algebra.

NOTE: Students will not be allowed to drop or withdraw from Basic Studies courses during the semester.

COURSE LOAD LIMITS

Students taking three (3) basic studies courses may **not** enroll in more than 12 semester hours of coursework. Students taking two (2) basic studies courses may **not** enroll in more than 14 semester hours of course work. Students taking one (1) basic studies course may **not** enroll in more than 16 semester hours of course work.

- 110 Freshman Orientation** **1 Hour**
Required for all freshmen, this course is designed to equip students with the skills and strategies necessary for academic and social success in college. Major emphasis will be placed on self-

directed behavior modification that will enhance college adjustment, study skills, time management, financial management, listening skills, and positive social skills.

110 UJIMA

1 Hour

Ujima is a dynamic peer tutoring and mentoring program and class designed to lead the "first year" college student in an exploration of college resources and procedures and in the development of the attitudes and understandings required to become successful in a college environment. Interaction occurs in a relaxed small group environment that features a series of lectures and discussions on topics such as study skills, time management, collaboration, stress management, personal finance, conflict, resolution, interpersonal relationships, personal assessment, and other action-oriented activities designed to maximize the college experience. Key indicators for success (class attendance, chapel attendance, library study hours, study group sessions attended, tutoring sessions attended) are monitored on a weekly basis.

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