TRINITY COLLEGE OF JACKSONVILLE

UNDERGRADUATE CATALOG 2026 - 2027

Volume LIII

TRINITY COLLEGE OF JACKSONVILLE

800 Hammond Blvd
Jacksonville, Florida 32221
(904) 596-2451

STATEMENT OF ADMINISTRATION

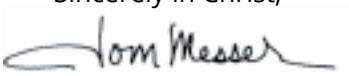
It is often said, "We are living in the greatest days of opportunity," when it comes to evangelizing the world with the Gospel of the Lord Jesus Christ.

With opportunity comes responsibility. Trinity College of Jacksonville is the place for those who want to seize the great opportunities in the Lord's work. We are training in every area of Christian work: pastors, staff positions, missionaries, school teachers, and business men/ women. Great opportunities!

Trinity is balanced with responsibility. We are responsible to train our students with a commitment to the Word of God. We are responsible for impart ing devotion to the local church. We are responsible to teach students to love Christ. We are responsible for motivating people in soulwinning and world evangelization.

In a great day of opportunities, Trinity will prepare you to meet the challenge.

Sincerely in Christ,



Tom Messer
Chancellor

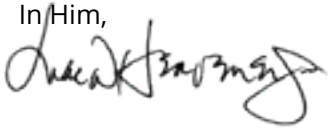
Where to attend a Christian liberal arts college is one of the most important decisions in life.

Trinity College of Jacksonville is an institution that stands firmly on the Word of God, believes strongly in the local church, and strives earnestly to provide quality education at an affordable cost.

Our world is in desperate need of men and women who are committed to Christ and are competent to communicate God's Word in a relevant manner.

Trinity College of Jacksonville is not for everyone, but it might be the right choice for you!

In Him,



Mac Heavener, Jr.
President/CEO

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AUTHORIZATION TO OPERATE

Trinity Baptist College, Inc. DBA: Trinity College of Jacksonville holds a License By Means of Accreditation (LBMA) from the Florida Department of Education's Commission for Independent Education. Information about the institution may be obtained by contacting the licensing authority:

Florida Department of Education | Commission for Independent Education | 325 W. Gaines Street, Suite 1414 | Tallahassee, Florida 32399-0400 | (888) 224-6684

INFORMATION ON ACCREDITATION

Trinity College of Jacksonville is accredited by the Transnational Association of Christian Colleges and Schools (TRACS), reflecting its commitment to maintaining high standards of educational quality. Information about institutional accreditation may be obtained by contacting the accrediting agency: Transnational Association of Christian Colleges and Schools | 15935 Forest Road | Forest, Virginia | 24551 | (434) 525-9539 | info@tracs.org The accrediting body awarded TCJ the status of Reaffirmation III of accreditation as a Category III institution effective July 1, 2022 through June 30, 2032. TRACS is recognized by the United States Department of Education (USDE), the Council for Higher Education Accreditation (CHEA), and the International Network for Quality Assurance Agencies in Higher Education (INQAAHE).

ADMINISTRATIVE DEPARTMENTS

Admissions.....*(904) 596-2451*
admissions@tcj.edu

Campus Visits .....*(904) 596-2451*
admissions@tcj.edu

Financial Aid.....*(904) 596-2445*
financialaid@tcj.edu

Transcripts/Academic Records/Registration.....*(904) 596-2457*
academicoffice@tcj.edu

Student Services.....*(904) 596-2300*
studentlifeoffice@tcj.edu

Student Success/504 Coordinator.....telkins@tcj.edu

Alumni Relations.....*(904) 596-2307*
alumnirelations@tcj.edu

Compliance .....*(904) 596-2445*

Trinity College of Jacksonville | 800 Hammond Blvd | Jacksonville, Florida | 32221
Office Hours: Mon-Fri 8:00 AM-5:00 PM (holiday hours may vary)
Telephone: (904) 596-2451 | Email: admissions@tcj.edu

It is understood that attendance at Trinity College of Jacksonville is a privilege and not a right. Students forfeit this privilege if they do not conform to the standards and regulations established by the Administration. The College may request the withdrawal of any student at any time who does not fit into the spirit of the College whether or not he/she conforms to the specific rules of the College.

This Trinity College of Jacksonville catalog contains the information currently in force regarding admissions, calendar, degree requirements, fees, regulations and course offerings. The College reserves the right to make changes at any time. These changes become effective whenever the Administration determines, and shall, at the discretion of the college authorities, apply not only to prospective students, but also to those that are presently matriculated at the College. Any changes are intended to enhance degree programs and will not jeopardize students' ability to complete their degrees.

Trinity College of Jacksonville admits students of any race, color, national or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the College. It does not discriminate on the basis of race, color, national or ethnic origin in the administration of policies, financial aid programs, athletic, and other college-administered programs.

CALENDAR OF EVENTS

2026 SUMMER TERM

Online Sessions A & C Begin ..... May 11
Online Session B Begins ..... June 22
Online Sessions A Ends..... July 5
Online Sessions B & C End ..... August 16

FALL 2026 SEMESTER

Dormitories Open for New Students ..... August 13
New Student Orientation ..... August 14
On Campus Classes Begin/Online Sessions A & C Begin ..... August 17
On Campus Drop/Add Ends..... August 22
Labor Day (no on campus classes)..... September 7
Spiritual Emphasis..... September 9 & 11
Mid-Term Examinations ..... October 1, 2 & 5-7
Fall Break (no on campus classes)..... October 8 & 9
Online Session A Ends ..... October 11
Online Session B Begins ..... October 12
Last Day to Withdraw On Campus Without Academic PenaltyOctober 16
Veterans Day (no on campus classes) ..... November 11
Online Session C Ends ..... November 22
Thanksgiving Holiday (no on campus classes)..... November 23-27
Online Session B Ends ..... December 6
Final Examinations ..... December 7-10

SPRING 2027 SEMESTER

Dormitories Open ..... January 9
New Student Orientation, Testing, and Registration ..... January 11
On Campus Classes Begin/Online Sessions A & C Begin ..... January 12
On Campus Drop/Add Ends..... January 15
Dr. Martin Luther King, Jr. Holiday (no on campus classes)..... January 18
Missions Emphasis..... February 1-3
Presidents' Day (no on campus classes)..... February 15
Mid-Term Examinations ..... March 1-4
Online Session A Ends ..... March 7
Online Session B Begins ..... March 8
Last Day to Withdraw On Campus Without Academic Penalty....March 12
Spring Break (no on campus classes) ..... March 15-19
Holy Week Chapel..... March 24
Good Friday (no on campus classes) ..... March 26
Online Session C Ends ..... April 18
Online Session B Ends ..... May 2
Final Examinations ..... May 3-6
Commencement ..... May 8

2027 SUMMER TERM

Online Sessions A & C Begin ..... May 3
Online Session B Begins ..... June 21
Online Session A Ends ..... June 27
Online Sessions B & C End ..... August 15

GENERAL INFORMATION

DOCTRINAL EXPECTATIONS FOR STUDENTS

I. **Essential Beliefs:** Any person seeking enrollment as a student at Trinity College of Jacksonville must be in agreement with our position on the nine essential beliefs affirmed below.

1. The inerrancy and authority of the Holy Scriptures
2. The doctrine of the Trinity
3. The full deity and humanity of Christ: that Christ is truly God and truly man
4. The spiritual lostness of the human race
5. The substitutionary atonement and bodily resurrection of Christ
6. That salvation is by grace alone, through faith alone, in Christ alone
7. The visible and bodily return of Christ
8. The meaning of baptism as an ordinance of the church and not a means of salvation
9. The biblical view of marriage, gender, and sexuality as outlined in Section II below.

Exceptions to the above policy are extremely rare and may only be granted by the Vice President of Student Affairs or Executive Staff of the college.

II. **Marriage, Gender, and Sexuality:** We believe that every person must be afforded compassion, love, kindness, respect, and dignity. (Mark 12:28-31; Luke 6:31). Hateful and harassing behavior or attitudes directed toward any individual are to be repudiated and are not in accord with Scripture nor the doctrines of Trinity Ministries. We believe that God wonderfully and immutably creates each person as male or female. These two distinct, complementary genders together reflect the image and nature of God. (Genesis 1:26-27). We believe that the term "marriage" is the uniting of one man and one woman in a single, exclusive union, as delineated in Scripture. (Genesis 2:18-25). We believe that God intends sexual intimacy to occur only between a man and a woman who are married to each other (I Corinthians 6:18; 7:2-5; Hebrews 13:4). We believe that God has commanded that no intimate sexual activity be engaged in outside of a marriage between a man and a woman. We believe that any form of sexual immorality (including adultery, fornication, homosexual behavior, bisexual conduct, bestiality, incest, and use of pornography) is sinful and offensive to God (Matthew 15:18-20; I Corinthians 6:9-10). We believe that to preserve the function and integrity of Trinity Ministries, and to provide a biblical role model to TCJ students and the community, it is imperative that all persons employed by Trinity College of Jacksonville in any capacity and all students of Trinity College of Jacksonville agree to and abide by this Statement on Marriage, Gender, and Sexuality (Matthew 5:16; Philippians 2:14-16; I Thessalonians 5:22). We believe that God offers redemption and restoration to all who confess and forsake their sin, seeking His mercy and forgiveness through Jesus Christ (Acts 3:19-21; Romans 10:9-10; I Corinthians 6:9-11).

III. **Secondary Doctrinal Issues:** Trinity College of Jacksonville welcomes students from a wide variety of denominational backgrounds and understands that within the Christian community there are variances of opinion on many areas of secondary doctrinal issues (i.e. eternal security, spiritual gifts, order of baptism, etc.). Trinity College of Jacksonville places great value on Christian unity among believers from different denominational perspectives. As an organization, Trinity College of Jacksonville formally maintains any official position(s) on secondary doctrinal issues as those adopted by our founding church, Trinity Baptist Church (est. 1915), which utilizes a doctrinal statement that is rooted in the Baptist Confession of Faith and was built upon a consistent method of biblical interpretation that is both inductive and literal in nature, allowing Scripture to speak for itself (a copy of Trinity Baptist Church's doctrinal statement in its entirety is listed below). Students are not required to agree with official positions taken by Trinity Baptist Church on secondary doctrinal issues. However, upon enrollment and in the interest of Christian unity, students agree to not promote contrary views on secondary doctrinal issues in a divisive manor that detract from campus unity.

IV. **Bible Translations:** Trinity College of Jacksonville believes that the inspiration and authority of God's Word, as given in the original manuscripts, is our primary orthodoxy. The choice of a particular translation of the Scriptures into the English language is a matter of secondary importance. Therefore, various Bible translations are utilized on campus and in the classroom. For sake of unity and consistency, we ask that all academic work be completed in the KJV or ESV version unless otherwise noted by the professor.

DOCTRINAL STATEMENT

DOCTRINAL STATEMENT

The Doctrinal Statement of Trinity College of Jacksonville shall always remain identical to the Doctrinal Statement of the founding institution, Trinity Baptist Church of Jacksonville, Inc.

THE HOLY SCRIPTURES BIBLE

We believe that the Holy Bible was written by men and supernaturally inspired; that it is truth without any error; and therefore is and shall remain the only complete and final revelation of the will of God to man; the true center of Christian union and the supreme standard by which all human conduct, creeds, and opinions should be tried (II Tim 3:16; I Peter 1:21).

THE TRUE GOD

We believe that there is one, and only one, living and true God and infinite, intelligent Spirit, the Maker and Supreme Ruler of Heaven and Earth (Genesis 1:1; Psalm 90); that in the unity of the Godhead, there are three persons, the Father, the Son, and the Holy Spirit.

THE SON JESUS

We believe that Jesus Christ, eternal with the Father, was begotten of the Holy Ghost; that He was born of Mary, a virgin, as no other person was ever born of woman, and that He is both the Son of God and

God the Son (I John 1:1,2). He is both true man, one person with two natures, tempted in all points like as we are, yet without sin (Isaiah 7:14; Hebrews 4:14-17).

THE HOLY SPIRIT

We believe that the Holy Spirit is a divine person; eternal and equal with God the Father and God the Son (I John 5:7); that He was active in the creation (Genesis 1:2); that in the unbelieving world He restrains the evil one until God's purpose is fulfilled; that He convicts of sin, of judgment and of righteousness; that He bears witness of the truth of the Gospel in preaching and testimony; that He is the agent in the new birth; that He seals, endues, guides, teaches, bears witness with, sanctifies, and helps the believer (John 14:7; Romans 8:14-27).

THE ATONEMENT FOR SIN SALVATION

We believe that man was created in innocence under the law of his Maker, but by voluntary transgression, he fell from his sinless state (Genesis 3), in consequence of which, all mankind are now sinners and therefore under just condemnation and are guilty before God (Romans 5:12; Psalm 51:5; Romans 3). We believe that the salvation of sinners is wholly of grace through the Son of God who by the appointment of the Father freely took upon Him our nature, yet without sin and by His death made a full atonement for our sins; We believe that in order to be saved, sinners must be born again; that the new birth is the new creation in Jesus Christ (John 3:3,5); that in the new birth the one dead in trespasses and in sins is made a partaker of the divine nature and receives eternal life, the free gift of God (Ephesians 2:8,9).

THE CHURCH

We believe that a New Testament church is a congregation of baptized believers associated by a covenant of faith and fellowship of the Gospel observing the ordinances of Christ, governed by His laws, and exercising the gifts, rights, and privileges invested in them by His Word; that its officers of ordination are pastors or elders and deacons, whose qualifications, claims, and duties are clearly defined in the Scriptures (I Tim 3:1-13; Titus 1:6-9); we believe the true mission of the church is found in the "Great Commission" which instructs us first, to make individual disciples (Matt 28:19,20); second, to baptize the converts; and third, to teach and instruct as He commanded.

BAPTISM AND THE LORD'S SUPPER

We believe that baptism is the immersion in water of a born-again believer to show forth in a solemn and beautiful emblem our faith in the crucified, buried, and risen Savior, as it pictures our death to sin and resurrection to a new life (Matt 28:19,20).

*This statement of belief does not exhaust the extent of our faith. A complete copy of our statement of faith can be obtained by contacting the Admissions Department.

MISSION STATEMENT

PURPOSE

The purpose of Trinity College of Jacksonville is to prepare Christian men and women for life and ministry. This mission will be accomplished at the undergraduate and graduate level through a higher educational program of biblical, general, and professional studies. Education at the College is provided within the context of the local church with emphasis on Christian values, spiritual development, high academic standards, and practical application to enable learners to live lives of personal fulfillment and Christian service.

INSTITUTIONAL OBJECTIVES

Within the framework of this purpose, upon graduation, successful TCJ students will possess spiritual, intellectual, and cultural/social characteristics which will enable them to:

- Demonstrate a foundational knowledge of Scripture, a biblical worldview, and the ability to apply these truths to their lives and contemporary issues through logic and sound thinking.
- Show Christ-like compassion for the physical, spiritual, and emotional needs of others through active service in the faith and wider communities.
- Acknowledge and respect the cultural differences of others while recognizing the standards of Scripture and the need for all to receive the Gospel.
- Apply theoretical and practical education to their chosen profession.
- Communicate effectively using interpersonal skills through written and verbal means of communication.
- Demonstrate the skills necessary to enable life-long learning.

EDUCATIONAL PHILOSOPHY

Trinity College of Jacksonville establishes its educational philosophy upon a biblical worldview that believes in the existence and value of truth and that God is the ultimate Author and Creator of that truth. This truth exists and can be known, studied, and implemented in a relevant manner to create a God-centered educational experience. Subject content, theory, and practice in all fields are based upon biblical analysis, and special value is given to both knowledge and experience in order to produce complete, well-rounded students equipped for their chosen ministry and careers.

A significant element of our philosophy is the commitment to a relevant approach that enables students to engage in practical training in a real-world environment. Trinity College of Jacksonville, through its partnership with Trinity Baptist Church, Trinity Christian Academy, and Trinity Rescue Mission, as well as a network of external ministries and professional organizations, provides ample opportunities for first-hand experience across a wide variety of ministries and careers. This ensures that students are ready to enter their chosen fields with tested training, practical experience, and critical thinking skills founded upon rich academic content. Therefore, Trinity College of Jacksonville strives to provide higher education within the context of Christian values with emphasis on academic achievement, practical application, and spiritual development to prepare learners for lives of full service to God.

GENERAL EDUCATION OUTCOMES

- Demonstrate a foundational knowledge of Scripture, a biblical worldview, and the ability to live out these truths through personal spiritual growth and service to others.
- Demonstrate the ability to apply a biblical worldview and logical, sound thinking to contemporary issues
- Demonstrate a foundational knowledge of the history and cultural traditions of the Western world
- Acknowledge and respect the cultural differences of others while recognizing the standards of Scripture and the need for all to receive the Gospel.
- Communicate effectively using interpersonal skills through written and verbal means of communication.

STUDENT LIFE INFORMATION

GENERAL CONDUCT

The TCJ *Standard of Conduct* (p. 20) provides guidance for student behavior both on and off campus. Student conduct reflects not only on the student but also the College and the Church. Above all, students should conduct themselves in a way that brings glory to God. TCJ commits to holding students accountable to the highest level of personal behavior.

Trinity College of Jacksonville strictly enforces its drug and alcohol policy which prohibits the unlawful possession, use, or distribution of illegal drugs and alcohol both on and off campus.

SPIRITUAL LIFE

At TCJ, we intentionally focus on the spiritual development of our students. This development is accomplished through intentional discipleship where students are trained to be disciples who make disciples who make disciples. At the center of our program is a strong spiritual emphasis. Specific opportunities for spiritual growth include weekly chapel services, ministry opportunities, and small groups aimed at discipleship and evangelism.

CHURCH ATTENDANCE

Each student of Trinity College of Jacksonville is expected to attend, volunteer and connect with the community of Trinity Baptist Church or another like-minded church in the Jacksonville, FL area.

DISCIPLE MAKING

Disciple making is a vital part of each student's spiritual growth. Numerous opportunities for learning about discipleship are available through Trinity College of Jacksonville.

VOLUNTEER OPPORTUNITIES

All students are encouraged to participate in at least one volunteer opportunity each semester while enrolled at Trinity College of Jacksonville. Students not attending Trinity Baptist Church are still expected to volunteer in their local churches. Opportunities at Trinity Baptist Church include youth ministry, children's ministry, hospitality, nursery, and many others.

DRESS AND APPEARANCE

In order to set expectations that we believe are appropriate for an educational environment, and allow for individual expressions, TCJ developed specific guidelines relating to dress and appearance. TCJ expects students to present and maintain an appearance that is neat, clean, modest, and one that maintains a distinction between the sexes. This is clearly outlined in the *Student Success Guide*. Questions concerning dress and appearance should be directed to the Student Life Office.

ACTIVITIES

The Student Life Office plans a number of events each academic year to provide social enjoyment for our student body. Student Body Officers and the Student Life Office work hard to plan monthly student body activities, intramural sports competitions, banquets, and other activities. Students also enjoy spending time with friends in the Student Activities Center and the Main Academic Center.

ATHLETICS

Trinity participates in intercollegiate athletic competition through membership in the National Christian College Athletic Association (NCCAA), and fields teams in men's and women's soccer, women's volleyball, men's and women's basketball, men's baseball, and women's softball. TCJ offers intramural sports participation for Varsity athletes and students who do not compete at the intercollegiate level. Intramural sports may include basketball, volleyball, softball, flag football, disc golf, etc.

HAZING

Hazing, defined as an activity which harasses, abuses, or humiliates an individual, is unacceptable at Trinity College of Jacksonville. Students who feel they have been subjected to hazing or who observe hazing activities should report the incident to the appropriate dean as soon as possible. The Student Life Office will take appropriate disciplinary action against all forms of hazing.

GRIEVANCES

A grievance is a complaint by a student suggesting that he/she has been treated unfairly according to the policies/procedures of the College. The unfair treatment may be real or imagined, but it is important to good morale that the student handles his/her complaint without fear of reprisal.

Principles for Handling Grievances

1. The student should seek to resolve a complaint at the lowest relationship level possible.

2. If the complaint cannot be settled between the lowest level authority and the student, the student should utilize the chain of command below until an appropriate and sufficient response is received.

Academic Concerns
Course Instructor > Chief Academic Officer > President
Student Life Concerns
Student Leader > Dean (Respective) > Vice-President of Student Affairs > President

If a student does not find relief at the institutional level, he/she may contact the Transnational Association of Christian Colleges and Schools (TRACS):

Transnational Association of Christian Colleges and Schools
15935 Forest Road, Forest, VA 24551 | (434) 525-9539

If a student cannot resolve a complaint at the institutional level, he/she may file a complaint with the Commission for Independent Education:
Florida Department of Education | Commission for Independent Education | 325 W. Gaines Street, Suite 1414 | Tallahassee, Florida | 32399-0400 | (888) 224-6684
Distance Education students who have completed the internal institutional grievance process and the applicable state grievance process, may appeal non-instructional complaints to the FL-SARA PREDEC council. For additional information on the complaint process, please visit the FL-SARA Complaint Process page (www.flsara.org)

STANDARD OF CONDUCT

All students are required to sign the following Standard of Conduct:

Trinity College of Jacksonville's STANDARD OF CONDUCT is based on the teachings and principles of Scripture, seeking to develop personal holiness and discipline exemplified in a lifestyle glorifying to God.

As a member of the Trinity College of Jacksonville family, I purpose, by God's grace, to abide by the following Standard of Conduct:

1. I will worship God daily through: reading Scripture and applying its truth to my life, confessing my sins, offering thanksgiving to God and interceding on behalf of others through prayer, increasing in my daily commitment to spiritual disciplines, displaying the fruits of the Spirit, approaching my work, duties, and other tasks as being appointed by God and perform them as worship to Him.

2. I will commit deeply to a local church by: gathering weekly with believers, observing the ordinances of the local church, growing in my doctrinal understanding, valuing unity with the other believers.

3. I will serve others lovingly by: seeking daily to understand how God wants to use my life to advance His kingdom, pursuing ministry to people out of an abundance of God's love flowing through me, and valuing the Scriptures for equipping me to accomplish God's work.

4. I will give my resources generously by: obediently tithing to my local church, intentionally looking for opportunities to be a blessing and happily meeting the needs of others, looking for ways to impact others locally and globally, prioritizing my finances with an eternal perspective knowing that they are a blessing from God and that He is faithful to provide.

5. I will share my faith intentionally by: living in obedience to the Great Commission, intentionally looking for opportunities to share the gospel, regularly praying for specific unsaved people, living my life as a Christ follower through both words and actions, and having confidence in my ability to share my faith.

I understand that the *Standard of Conduct* is the guide to my behavior on and off campus for the time I am enrolled or employed at Trinity College of Jacksonville. I further acknowledge that this standard is a broad framework, that additional guidelines in the *Student Handbook* also impact my behavior, and that the College may from time to time modify these guidelines without prior notice.

While it is recognized that personal preferences differ and that every member of the college community might not agree with every detail of these standards, I must honorably adhere to them. Such an attitude on my part is a way I can develop Christian discipline, exhibit Christian maturity, and demonstrate the love of Christ in concern both for the integrity of the college itself, as well as the personal welfare of other believers. Furthermore, I understand that failure to cooperate in maintaining the Standard will lead to appropriate disciplinary action and/or possible dismissal.

STUDENT SERVICES

COMPUTER LAB

Windows 10 computers are available for student use in the computer lab during library hours as well as in the Main Academic Center and Closs Hall. These computers are equipped with Microsoft Office 365 productivity suite for document creation and editing as well as internet access. The student service fee provides all students access to the Office365 Suite which may be downloaded on a maximum of 5 devices at no charge. Additionally, each student is provided with five terabytes of OneDrive storage. A Windows server based network is utilized to provide network access and printing services. Wi-Fi access is provided throughout the campus. Print stations are available in both the library and Activities Center allowing students to print remotely using their own devices.

LIBRARY

The Library's computerized, user-friendly card catalog provides students easy access to library information. The card catalog includes a wide range of materials offered various formats: books, periodicals, CDs, CD-ROMs, and videos. The Library makes several Internet database packages available with access to thousands of periodicals, as well as various newspapers and reference works. The full-time Librarian and staff guide and assist students with accessing material.

JOB PLACEMENT

The College keeps a current posting of job opportunities available for students. Some job opportunities are available throughout Trinity Ministries, and many Jacksonville employers regularly hire TCJ alumni. The Office for Student Success maintains a list of organizations seeking to hire graduates. No guarantee of placement is directly or indirectly implied.

HOUSING ASSISTANCE

The Student Life Office posts notices of known properties available for lease or purchase.

SPACE, FACILITIES, AND EQUIPMENT

Trinity College of Jacksonville is conveniently located on the Westside of Jacksonville, Florida. Because of its climate, beautiful scenery, and surrounding attractions, Jacksonville is a great place for a college education.

The Lord has wonderfully blessed Trinity College of Jacksonville with facilities to operate on the 145-acre campus of Trinity Baptist Church. Facilities include: Closs Hall (classrooms), Miller Hall (welcome center, Academic Office, Business Office, Student Life Office, Admissions, Athletic Offices), Library (40,000+ volumes, computer labs, and study areas), Dining Commons, Gymnasium, the Student Lounge, and athletic fields. Additional classroom space is available in the H building, S building, and Main Academic Center.

Comfortable, modern residence halls are available for both men and women. All single students under the age of 21 are required to live on campus, except those living with their parents, legal guardians, grandparents, or siblings 21 years of age or over. Students up to the age of 25 may live in the Residence Halls. The residence halls are air-conditioned, furnished, and have wireless internet access. Laundry machines, study area, and recreational space are provided for student use.

CAMPUS SAFETY

Trinity College of Jacksonville complies with the Jeanne Clery Act and publishes an annual report of crime statistics on campus and the areas immediately adjacent to campus, assessment of physical plant safety, and compliance with local safety and health standards. The Compliance Office makesthe latest publication availableat TCJ.du. Individuals can request a copy of the report from the Compliance Office

STUDENTS WITH DISABILITIES

Trinity College of Jacksonville commits to ensuring equal access for persons with disabilities in accordance with the Americans with Disabilities Act (ADA). In support of its commitment to provide equal access to all students, TCJ offers reasonable accommodations and support through the Student Success Office. Students with disabilities requesting accommodations should register with the Director of Student Success/504 Coordinator.

PRIVACY RIGHTS OF STUDENTS

FERPA

The Family Educational Rights and Privacy Act, (FERPA) [CFR Title 34, Subtitle A, Part 99] affords students certain rights with respect to educational records.

DISCLOSURE OF INFORMATION FROM RECORDS-DIRECTORY INFORMATION

FERPA permits the College to relase directory information about individual students. The Act limits "Directory Information" to name, address, date of enrollment, date of graduation, degree received, curriculum in which the student is enrolled, date of birth, participation in officially recognized activities and sports, weight and height of athletic team members, and official college honors such as The Dean's List. A student wishing to restrict release of personal directory information must submit a written request to the Student Life Office. Trinity College of Jacksonville will not release a list of all students or groups of students to non-College personnel.

NON-DIRECTORY INFORMATION

No information, other than that contained in the directory, will be released without a student's written consent except when prior written consent is not required by FERPA. The College must disclose educational records without written consent of students to those federal and state government agencies and officials as provided by law. The College must also provide access to educational records to personnel within the College determined by the College to have legitimate educational interest; officials of other institutions in which a student seeks to enroll on condition that the issuing institution attempts to inform students of the disclosure, or makes such a transfer of information a stated institutional policy (this notification is to be considered such); organizations contributing to a student's financial aid or determining financial aid decisions concerning eligibility, amount, condition, and enforcement of the terms of such aid; organizations conducting studies to develop, validate, and administer predictive tests, to administer student aid programs, or to improve instruction; accrediting organizations carrying out their function; parents of a student who have established that the student is a dependent based upon IRS code and provide a certified

copy of the appropriate federal tax form; persons in compliance with a judicial order or lawfully issued subpoena, provided that the College makes an attempt to notify the student; persons in an emergency to protect the health and safety of students or other persons.

INSPECTION AND REVIEW OF RECORDS

Students may inspect and review their education records within 45 days of the day the College receives a request for access. Students should submit the request in writing that identifies the record(s) the student wishes to inspect to the Registrar. The College will make arrangements for access and notify the student of the time and place where the records may be inspected. The College reserves the right to deny access to confidential letters and recommendations associated with admission, employment/job placement, or honors; to other records to which the student has waived the rights of inspection; and to records containing information about more than one student.

CHALLENGE OF RECORDS

Students have the right to challenge records they believe to be inaccurate, incomplete, or incorrectly disseminated. If the outcome of the challenge is unsatisfactory, the student has the right to a hearing. If the outcome of the hearing is unsatisfactory, the student may submit an explanatory statement for inclusion in the educational record. Such a statement shall become part of the information contained in the educational record and disclosed with it.

RECORDS OF REQUESTS AND DISCLOSURES

The College will maintain a record of requests and disclosures of non-directory information. Records of requests shall include the names and addresses of the persons who requested the information and their legitimate interests in the information. Records of requests will not be maintained for those requests made by students for their own use; those disclosures made in response to written requests from the student; those made by school officials; and those specified in Directory Information.

RIGHT OF COMPLAINT

Students who believe that the College is not complying with the requirements of the Family Educational Rights and Privacy Act or regulations issued by the Department of Education to implement the Act may file complaints in writing to:

The FERPA Office
U.S. Department of Education
4000 Maryland Avenue SW
Washington, DC 20202

FINANCIAL INFORMATION

COSTS AND FEES INFORMATION

FEES SCHEDULE

Admissions Application Fee $35.00
Advanced credit acceptance review fee (per course).....$50.00
Athletic Participation Fee (1st sport) $675.00
Athletic Participation Fee (2nd sport).....$506.00
Biblical Studies Digital Library Fee (per semester).....$50.00
Course Change Fee (drop/add, per course).....$5.00
Enrollment Reinstatement Fee.....$100.00
Expedited Admissions Fee (after 7/15).....$125.00
FACTS Payment Plan Registration Fee.....$25.00
Graduation Fee (per occurrence).....$150.00
Housing, on campus, 4-person (per semester).....$2,870.00
Housing, on campus, 2-person (per semester).....$3,195.00
ID/Key Card Replacement Fee.....$10.00
International Student Admissions Fee $150.00
Key Replacement Fee.....$15.00
Lab/Course Materials Fee.....See individual courses
Late Payment Fee $25.00
Late Registration Fee $125.00
Meals.....Varies
Parking Fee (per semester) .....$75 or $150.00
Parking Violation Fee (per occurrence).....$25 to $150.00
Private Music/Speech Lessons (per semester).....$350.00
Re-Enrollment Fee.....$25.00
Reservation Deposit, non-refundable.....$150.00
Residence Hall, Damages .....Based on Repair Estimate
Improper check-out.....$225.00
Improper check-out cleaning.....$100-$300.00
Weekly inspection failure (per occurrence).....$100.00
Returned Check Fee.....$30.00
Student Services Fee
- Campus, 6 or more hour credits (per semester).....$600.00
- Campus, 5 or fewer hours (per semester).....$340.00
- Online (per online session, including Summer Term).....$175.00

Technology Fee (per online session).....$100.00
Transcript Evaluation Review Fee (non applicant).....$50.00
Transcript Fee (per request).....$10.00
Tuition
- Campus, 12 to 17 semester hours (per semester).....$7,298.00
- Campus, 1 to 11 semester hours (per hour).....$612.00
- Campus, over 17 semester hours (per hour).....$279.00
- Online (per hour).....$419.00
- Internship Fee (EDU399).....$250.00
- Practicum Fee (EDU299).....$50.00
- Practicum Fee (EDU398).....$100.00
- Audit (per hour).....$84.00
- Practicums & Internships, non-EDU (per hour).....$612.00

Voice Lessons Accompanist Fee (per semester).....$50.00
Uninsured Athlete Fee (per year) .....Market Rate

Additional fees may be included based on the fee schedule.

DIRECT COSTS SUMMARY FOR CAMPUS FULL-TIME ENROLLMENT

DORMITORY STUDENTS	SEMESTER	YEAR
Tuition (12-17 semester hours)	$7,298.00	$14,596.00
Housing	3,195.00	6,390.00
Student Services Fee	600.00	1,200.00
Parking Fee	150.00	300.00
Total	$11,243.00	$22,486.00

COMMUTER STUDENTS		
Tuition (12-17 semester hours)	$7,298.00	$14,956.00
Student Services Fee	600.00	1,200.00
Parking Fee	150.00	300.00
Total	$8,048.00	$16,096.00

FALL SEMESTER FACTS PAYMENT PLAN

	1st payment (Aug 15)	2nd payment (Sept 15)	3rd payment (Oct 15)	4th payment (Nov 15)	5th payment (Dec 15)
Dormitory	$2,248.60	$2,248.60	$2,248.60	$2,248.60	$2,248.60
Commuter	$1,609.60	$1,609.60	$1,609.60	$1,609.60	$1,609.60

SPRING SEMESTER FACTS PAYMENT PLAN

	1st payment (Jan 15)	2nd payment (Feb 15)	3rd payment (Mar 15)	4th payment (Apr 15)	5th payment (May 15)
Dormitory	$2,248.60	$2,248.60	$2,248.60	$2,248.60	$2,248.60
Commuter	$1,609.60	$1,609.60	$1,609.60	$1,609.60	$1,609.60

ON-CAMPUS DINING

All Seasons Foods offers pay-as-you-go prepared and pre-packaged foods, snacks, and beverages at the Grab N Go station located in the Main Academic Center. The cost summary above does not include meal expenses. Meals are an out-of-pocket cost in addition to the listed direct education expenses.

FEE DESCRIPTIONS

TUITION

On campus: Students enrolled full-time in classes on campus pay a block tuition rate which includes 12 to 17 credit hours per semester. A per-credit hourly tuition rate is charged when taking fewer than 12 credits or for each additional hour over 17 credits.

Online-only: TCJ offers distance education in two eight-week blocks each semester. Students enrolled solely in online courses may enroll in up to three courses, not to exceed nine hours, in each session unless prior approval is received from the Registrar. Tuition is charged on a per credit hour basis. See *Fees Listing* for the current credit hour charge for online courses**.**

There is a 5-day Drop/Add period at the beginning of each online session. Students who do not withdraw from online courses within that period are responsible for all tuition and fee expenses.

Winterim: Short modular courses are offered in the break between the fall and spring semestersDecember. Contact the Academic Office for specific information regarding courses and tuition costs and fees. Federal, state and most institutional aid is not available for Winterim course work.

STUDENT SERVICES FEE

This is a per-semester or per-session (Distance Education) fee which gives students access to a variety of services specific to a student's mode of instruction and housing selection. Examples include Registration, academic and financial record keeping, technology infrastructure, library services, student life activities, limited tutoring services, and residential laundry facilities.

HOUSING AND MEALS

TCJ requires residence in on-campus housing for all single students under 21 years of age, except those living with their parents, legal guardians, grandparents, or siblings 21 years of age or over. Students desiring to live off campus, other than with parents or legal guardians, must obtain written approval from the Student Life Office and have written permission from their parents or legal guardians. Single students over the age of 21 may apply to live off campus through the Student Life office. The residence hall student is expected to furnish pillow, linens, bedspread, and blankets for a single bed.

On-campus dining is an out-of-pocket indirect education expense not included in the fee for on campus housing. All Seasons Foods makes p repared fFood and prepackaged snacks and beverages available for purchase. Costs vary depending on the meal and specific food item selected. Students and families may set up an online All Seasons Foods account and preload funds for food purchases.

PRIVATE LESSONS

Private lessons are available from qualified instructors in voice, piano, and several other instruments. There will be a charge per semester in addition to the regular tuition for each type of lesson. Lessons are 50 minutes in length and carry an academic value of 1 credit. Consult *Programs of Study* for degree plans requiring private lessons.

COURSE FEES
Some classes require a lab, instrumental rental, materials, or practice fee. Please consult the course description section of the catalog for courses requiring these fees.

LATE REGISTRATION
Students who complete the registration process after the close of the preregistration period are charged a late registration fee. Absence penalties may apply for any classes missed due to registering after the start of classes.

ENROLLMENT REINSTATEMENT FEE
The reinstatement fee applies to the following:

- Students who are registered for classes but have not completed the financial aid process by the first day of class
- Students who are registered for classes with an outstanding balance but have not set up a FACTS payment plan

Students who meet one of the above statements will be withdrawn from classes prior to the start of school and must pay the enrollment reinstatement fee to be re-enrolled. TCJ is not responsible for classes which are no longer available to the student due to this situation.

TEXTBOOKS AND SUPPLIES
Textbook and supply costs are additional expenses not included in tuition or fee expenses. Total cost of books and school supplies varies depending upon the course of study, subject, and the number of credit hours attempted. Students should budget $300 to $600 per semester. Failure to purchase required books may impact a student's grade.

RESERVATION DEPOSIT
This is a one-time fee paid by new students as part of the admissions process. The fee does not increase tuition and fee expense; instead, the fee reduces the overall outstanding balance owed by the student. The fee reserves housing on campus (based on availability), a financial aid package, and a seat in classes required for the student's degree plan based on course offerings. Failure to pay the fee by published deadlines may result in forfeiture of residence hall housing, institutional aid awards, and limited course offerings for certain degree plans. Review important dates in the *Apply Early* section.

HEALTH SERVICE, HOSPITALIZATION, AND MEDICAL INSURANCE
Students are responsible for all healthcare, hospitalization, and medical expenses incurred while enrolled at TCJ. The College is not responsible for students' healthcare, hospitalization, and medical expenses.

Students are responsible to secure healthcare, hospitalization, and medical insurance through their family's plan or with individual plans. TCJ does not provide general health, hospitalization, and medical insurance.

A list of healthcare, hospitalization, and medical insurance provider options is available through the Student Life Office.

Athletic Insurance: All students participating in any intercollegiate sport must provide proof of medical insurance prior to being cleared to practice. Students who do not have proof of insurance will be charged the Athletic Insurance fee each semester. This insurance provides up to $25,000 in medical coverage for injuries related to sports participation.

DELINQUENT ACCOUNTS

All students are expected to fulfill their financial obligations. Students are not permitted to enroll in classes for a new semester until all outstanding balances are paid unless an acceptable plan to cover both current semester charges and past due charges has been approved in writing by the President, Senior Vice President, or their appointed Business Office representative.

All student accounts must be in good standing before final examinations. Exceptions will be considered based on extenuating circumstances and will be granted at the sole discretion of the College with a viable plan for payment.

Grades will not be given nor transcripts released until Business office accounts are paid in full. If an account is delinquent more than 30 days, a student's enrollment may be subject to termination. Beginning 30 days after the semester is completed, a late charge of one and one-half percent (1.5%) per month will be charged on any unpaid balance.

FINANCIAL AID

Various sources provide assistance to help students finance college education costs. These sources include federal, state, private, and institutional agencies. Financial aid from these sources may consist of gift aid: grants and scholarships, or loans.

Students should submit the Free Application for Federal Student Aid (FAFSA) at StudentAid.gov as the first step in the financial aid process. The Financial Aid Office develops custom financial aid packages for students who include TCJ's federal school code, *031019*, on their FAFSA applications.

Students meeting agency eligibility requirements may participate in financial aid programs until degree completion. The Registrar

determines whether and at what point a student completes degree requirements. Additional coursework after degree completion may be ineligible for financial assistance.

Federal Student Aid and Who Should Apply

Federal Student Aid (FSA) is a collection of need-based and non-need-based programs that assist students with higher education expenses. FSA includes grants and loans. All students do not meet eligibility requirements to participate in all programs. In addition to demonstrating financial need, students must also meet the following requirements:

- Citizen of the United States, or an eligible non-citizen
- Hold a high school diploma or GED Certificate equivalency
- Degree-seeking in an A.S., B.S., B.A., or B.A./M.A. degree program
- Meet Satisfactory Academic Progress (SAP)
- Current on existing student payments

Students who are unsure of meeting FSA requirements should still submit the FAFSA at StudentAid.gov. The U.S. Department of Education validates and communicates eligibility to students through the Student Activity Report (SAR), and transmits the SAR information to the Financial Aid Office.

State Aid and Who Is Eligible

TCJ participates in a variety of merit-based and need-based financial aid programs funded through the State of Florida Office of Student Financial Assistance (OSFA). Only qualifying students who are Florida residents are eligible for participation in state-funded programs. Residing in on-campus housing does not qualify students as Florida residents. TCJ confirms residency eligibility before awarding state aid.

Merit-based awards must be secured before students graduate from high school. High school guidance offices help students apply for and secure awards from merit-based programs.

OSFS makes need-based awards available to students demonstrating participation eligibility. Review the *Apply Early* section for important deadline dates. All Florida residents do not meet eligibility requirements to participate in all OSFA programs.

Private Aid Sources

Private financial aid includes loans, grants, and scholarships from private individuals or organizations. Students must assume responsibility for researching eligibility requirements and submitting applications to participate in private financial assistance programs.

Apply Early

Important Dates/Deadlines

October 1	Federal Student Aid makes the FAFSA available for the upcoming academic year at StudentAid.gov
May 15	TCJ's *best results* FAFSA submission deadline for optimizing financial aid packages
July 15	TCJ's financial aid completion deadline for Fall enrollment

Veterans Administration Benefits

In accordance with Title 38 U.S. Code § 3679(e), this school adopts the following additional provisions for any students using U.S. Department of Veterans Affairs (VA) assistance, to include, Post-9/11 GI Bill® (CH 33), Veteran Readiness & Employment (CH 31), Survivors' and Dependents' Educational Assistance (DEA - CH 35), or Montgomery GI Bill® Selected Reserve (MGIB-SR - CH 1606), of Title 10, while payment to the institution is pending from VA. As such, following certification of veteran beneficiary enrollment to VA, and for up to 90 days, this school will NOT:

- Prevent the student's enrollment,
- Assess a late penalty fee to the student,
- Require the student to secure alternative or additional funding, or
- Deny the student access to any resources (classes, libraries, or other institutional facilities) available to other students who have satisfied their tuition and fee bills to the institution.

However, to qualify for this provision, such students will be required to provide the enrolling institution with a copy of his/her VA Certification of Eligibility (COE) - A "certificate of eligibility" can also be satisfied by a "Statement of Benefits" obtained from the U.S. Department of Veterans Affairs' (VA) website; eBenefits; or an Electronic Authorization from Veteran Readiness & Employment.

Students receiving chapter 35 benefits AND resident students receiving chapter 31 or 35 will need to contact the Business Office to discuss payment options.

Students must be aware they may be liable to repay the A for course load reductions unless they can establish acceptable mitigating circumstances causing the reduction. TCJ will evaluate each Veteran/ Veteran dependent's claim each semester and report them to the Veteran's Benefits Administration.

Payment Plans

Students may have a semester outstanding balance after TCJ applies the total financial aid package to the total tuition and fee expense. TCJ partners with FACTS, a third-party payment management vendor, to provide students and families the option to finance the outstanding balance with five monthly installments paid over the course of the semester.

Students who will not have a zero semester balance on the first day of class must set up a FACTS payment plan. Students must pay all Fall semester installments by December 15th and all Spring semester installments must be paid by May 15th.

FACTS charges a participation fee of $25 per semester.

Satisfactory Academic Progress (SAP) Reviews

TCJ complies with *Federal Regulation 34 CFR668.34* to determine each student's uninterrupted participation in all financial aid programs. The regulation requires that students make progress toward degree completion to maintain academic eligibility for financial aid program participation. The federal regulation establishes qualitative and quantitative SAP benchmarks. The Financial Aid Office completes a SAP Review of each student's progress at the completion of every Fall, Spring, and Summer Term enrollment periods.

Find details for Satisfactory Academic Progress is available in the *Academic Policies* section of this catalog.

Withdrawals: Fee Adjustments & Return of Financial Aid Funds

The Academic Office considers a student to be withdrawn from TCJ after ceasing all academic activity. The Business and Financial Aid Offices may prorate tuition and fee expenses, and financial aid awards based on the percentage of time a student was enrolled as determined by the Academic Office. The responsibility for an outstanding balance after proration lies with the student, with the withdrawal date as the due date. The Business Office refunds credit balances that result from the proration process within 14 days.

Fee adjustments:
Trinity College of Jacksonville refunds any financial obligation, other than textbooks, supplies, and course materials, within three working days of a student signing an enrollment agreement or contract.

Full withdrawal before classes begin:
The Business Office prorates all tuition and fee expenses to zero if the student submitted written notification of withdrawal prior to the first day of class.

Full withdrawal within the Drop/Add period:
On Campus Programs – TCJ prorates all tuition and fees charged by the institution to zero and refunds 100% of the funds to the original payment source.

Distance Education Programs (online) – TCJ prorates all tuition and fees charged by the institution to zero and refunds 100% of the funds to the original payment source.

Full withdrawal outside the Drop/Add period:

On-campus

Tuition and fees, excluding Housing, Parking, and Technology Fees, prorated according to following schedule based on the academic (non-break) week of withdrawal in the 16-week semester:

Withdrawal Date	Proration Factor
Within Drop/Add Period	100%
Within Week 2	92%
Within Week 3	85%
Within Week 4	78%
Within Week 5	71%
Within Week 6	64%
Within Week 7	57%
Within Week 8	50%
After Week 8	0%

Housing - prorated for the number of days of occupancy as determined by the Student Life Office

Parking and Technology Fees - not prorated

Online-only

Tuition and fees, excluding Tech Fees - prorated according to the following schedule based on the week of withdrawal in an eight-week online session:

Withdrawal Date	Proration Factor
Within Drop/Add Period	100%
Within Week 2	84%
Within Week 3	67%
Within Week 4	50%
After Week 4	0%

Technology Fees - not prorated

Return of Financial Aid Funds After Withdrawing from TCJ:
TCJ may be required to return all or a portion of a student's awarded financial aid after a full withdrawal. Return policies vary by source and aid program.

Federal Student Aid (FSA) requires TCJ to submit enrollment period start and end dates, tuition and fee charges, awarded/disbursed federal aid, and a student's withdrawal date for the Return of Title IV aid calculation. FSA uses the data to determine the portion of aid earned by the student. TCJ must return the unearned portions of aid, in all programs, to the U.S. Department of Education.

The State of Florida Office of Student Financial Assistance (OSFA) does not require a return of any need-based financial aid. OSFA mandates that all merit-based assistance funds must be returned to the state.

The Financial Aid Office adjusts institutional assistance based on the award. TCJ follows Federal Student Aid's earned/unearned calculation to adjust General grants and scholarships. TCJ adjusts merit-based aid to match the merit-based state assistance.

Dropping Classes: Fee Adjustments & Return of Financial Aid Funds

Students may withdraw from individual classes through the Academic Office. It is important to note that dropping individual courses may affect financial aid eligibility. Students should consult with the Financial Aid Office before withdrawing from individual courses.

The Business Office posts tuition and fee charges based on student enrollment intensity at the end of the Drop/Add period. The Business Office does not adjust tuition and fees when students drop courses outside the Drop/Add period.

Return of Financial Aid Funds
The Financial Aid Office may adjust and return portions of Federal Student Aid (FSA) when dropping a course(s) changes a student's enrollment intensity. Following is the U.S. Department of Education's Pell Grant enrollment intensity proration schedule:

ENROLLMENT INTENSITY	PELL GRANT PRORATION	ENROLLMENT EQUIVALENCY
12+ CREDIT HOURS	100%	FULL-TIME
11 CREDIT HOURS	92%	3/4-TIME
10 CREDIT HOURS	83%	3/4-TIME
9 CREDIT HOURS	75%	3/4-TIME
8 CREDIT HOURS	67%	HALF-TIME
7 CREDIT HOURS	58%	HALF-TIME
6 CREDIT HOURS	50%	HALF-TIME
5 CREDIT HOURS	42%	< HALF-TIME
4 CREDIT HOURS	33%	< HALF-TIME

ENROLLMENT INTENSITY	PELL GRANT PRORATION	ENROLLMENT EQUIVALENCY
3 CREDIT HOURS	25%	< HALF-TIME
2 CREDIT HOURS	17%	< HALF-TIME
1 CREDIT HOUR	8%	<HALF-TIME

Students must maintain half-time enrollment for federal Stafford student loan eligibility.

The State of Florida Office of Student Financial Assistance (OSFA) does not require TCJ to return need-based aid after students drop a course(s). TCJ must return merit-based scholarship aid to OSFA for a dropped course(s).

Department of Defense Tuition Assistance (TA) Fund Return Policy
Trinity College of Jacksonville has a policy that returns any unearned TA funds on a proportional basis through at least 50% of the enrollment period for which the Department of Defense provided funds to the student's military Service Branch. A student earns TA funds proportionally during an enrollment period, with unearned funds returned. Trinity College of Jacksonville calculates earned/unearned proportions based on the date of last attendance/academic activity. When a service member stops attending due to a military service obligation, TCJ will work with the affected service member to identify solutions that will not result in student debt for returned unearned portions of funds.

A student receives TA funds based on the assumption that the student will attend the entire enrollment period. Once the student stops attending, TCJ must return a portion of the funds back to the service that provided the funds, according to the following schedules:

COURSE COMPLETION	TA RETURNED
0 to 5%	100%
6 to 16%	90%
17 to 27%	80%
28 to 38%	70%
39 to 49%	60%
50 to 60%	50%
>60%	0%

ADMISSIONS INFORMATION

ADMISSIONS POLICIES

ADMISSIONS INFORMATION

The standards of Christian faith and scholarship at Trinity College of Jacksonville require a review and evaluation of every applicant. An individual's application, personal references, statement of salvation experience, moral character and personal integrity, as well as the academic record, are considered. The following admissions procedure should be followed by anyone seeking admission to Trinity College of Jacksonville.

ADMISSIONS PROCEDURE

When to Apply

It is recommended that prospective students apply for admission nine months before the anticipated entrance date. The earlier a student begins the application process, the greater the possibility of getting the desired course of study and receiving financial assistance. An official acceptance from the College is required before the student can register.

Application Procedure

1. Submit completed application at my.TCJ.edu.
2. Pay $35 application fee upon submission of application.
3. Provide contact information for three letters of reference—not family. (Invitations to complete a recommendation will be sent directly from the Trinity College of Jacksonville Admissions Office).
4. Request an official transcript from your high school and college(s) to be sent directly to Trinity College of Jacksonville Admissions Office.
5. Arrange to take an ACT, SAT or CLT test (see below for addresses and codes). For best results, add Trinity College of Jacksonville school code to the appropriate exam (ACT, SAT, or CLT scores are not required for admission, though individuals are encouraged to take an exam.).

   ACT
   The American College Testing Program
   P.O. Box 414, Iowa City, IA 52243
   Trinity College of Jacksonville code # 4745

   SAT
   Scholastic Aptitude Test
   P.O. Box 592, Princeton, NJ 08540
   Trinity College of Jacksonville code # 5780

CLT
Classic Learning Test
73 Franklin Street
Annapolis, MD 21401

6. Submit the Free Application for Federal Student Aid (FAFSA) at StudentAid.gov using Trinity College of Jacksonville code 031019.

Entrance Requirements

1. The file of a **new student** must contain the following items:
   a. A completed application.
   b. $35 application fee
   c. The official high school transcript or GED certificate. Students who have been home-schooled must have proof of graduation.
   d. ACT, SAT and CLT are not required for admission for students who possess an unweighted cumulative 2.5 GPA exclusively in core courses in Mathematics, English, Social Studies, & Sciences. However, testing is required for the purpose of placement in ENC1101 and MAC2105, and students who do not have placement exams will be automatically placed in ENG100 and MAT1033. For students seeking advanced placement who have not obtained at least an ACT/18, SAT/960, or CLT/61, there is an opportunity to take placement exams in English, Reading, and Mathematics at TCJ. An applicant who does not meet minimum requirements may be granted admission but will be placed on academic restriction until he/she 1) takes the ACT, CLT, or SAT and achieves an acceptable score or 2) demonstrates satisfactory academic progress (SAP) after one semester.
   e. Three letters of recommendation including a pastor's recommendation (if applicable). May not include family members.
   f. Hearing impaired students will be required to pass the Test of English as a Foreign Language (TOEFL Code: C524) in addition to the required Math and English entrance proficiency exams. Arrangements can be made to take this test by visiting online at www.toefl.org.
   g. Completed FAFSA application.
   h. Personal interviews may be recommended.
2. The file of a **transfer student** must contain the following items:
   a. All materials as indicated for a new student with the following exceptions:
      - Students who have completed an associate's degree at an accredited institution are not required to submit ACT, SAT, or CLT test scores or high school transcripts.
   b. An official transcript from each college attended sent directly to the Trinity College of Jacksonville Office of Enrollment Management.
   c. Transfer students whose cumulative GPA on work completed prior to enrolling in TCJ is lower than 2.0 will be limited to 13 credits during their first semester of enrollment.
3. The file of a **home-schooled student** must contain the following items:

a. All materials as indicated for a new student.
b. An entrance examination may be required if the applicant appears to be deficient in admission requirements.
c. Officially documented grades.

4. The file of an **international student** must contain the following items:
   a. New Student items (above) a., c., d., e., and h.
   b. $150 International Student Application fee
   c. Submit the high school transcript or GED Certificate. NOTE: All foreign transcripts must be submitted for translation and evaluation through International Credential Evaluations. Post-secondary transcripts/records must include a course-by-course evaluation. The course-by-course evaluation must be submitted along with certified copies of the original official record/ transcript. All records must be in English. To begin the transcript evaluation process, please visit https://www.incredevals.org/. Official evaluation results must be sent directly to Admissions@tcj.edu.
   d. Submit an Affidavit of Financial Support and bank certification (in U.S. dollars) guaranteeing full payment of the applicant's school bill and living expenses (based on Cost of Attendance computation) while studying in the United States. The U.S. Department of Justice, Immigration and Naturalization Service requires this letter be received prior to the issuing of the I-20 form.
   e. Submit the official results of a Test of English as a Foreign Language (TOEFL) or Duolingo unless the student attended a U.S. high school or college prior to enrollment at TCJ for at least two years or they are a citizen of a country whose primary language is English. Student must submit a minimum score of 550 for the PBT or 80 on the iBT, with a minimum score of 17 on each section of the test. Arrangements can be made to take this test by visiting online at www.toefl.org. Duolingo score must be a minimum of 90. Both TOEFL and Duolingo scores must be less than 2 years old.
   f. After all of the above materials are received, the file will be reviewed. Upon acceptance, the applicant will receive the I-20 form which is needed to apply for a student visa.
   g. Every international student must provide the College with the full semester's tuition, fees, and room and board prior to arrival on campus. While enrolled at TCJ, every international student is required to pay the upcoming full semester's tuition, fees, and room and board prior to the payment deadline (see college website). All persons admitted to the United States on a student visa are required by law to be registered as full-time college students and be enrolled for a minimum of 12 (credit) hours per semester.

5. The file of an **ability-to-benefit student** must contain the following items:

a. All materials as indicated for a new student.
b. All current testing (within the last five years) and/or pertinent data that indicates a need for the ability-to-benefit program.
c. All information regarding IEP's (an Individualized Education Program written for every student receiving special education: it describes the current level of performance and the goals for the school year, the particular special education services to be delivered, and the procedures by which outcomes are to be evaluated) and/or accommodations that have been provided for the student in the past.

6. Conditional Acceptance may be granted to a student whose file is incomplete. Missing items must be provided by the end of the first semester of enrollment. Failure to do so may result in receiving grades of I (incomplete) and denial of admission for the following semester until deficiencies are made up. Incomplete files may restrict the availability of financial aid.
7. Because TCJ shares a campus with a K-12 academy, enrolling minor children, all TCJ students will be subject to a national background check for criminal activity. Validation of criminal activity, particularly activity not listed on the application may be cause for denial of admission.

GENERAL ADMISSIONS INFORMATION

1. Individuals with an outstanding financial obligation at another college are not permitted to enroll. The executive staff reserves the right to grant an exception on a case-by-case basis.
2. All students who will live in the residence halls must complete a Medical Health Form.
3. Courses taken from approved colleges and universities prior to enrollment at TCJ may be applied toward graduation requirements.
4. At least 25% of required credit hours must be completed through Trinity College of Jacksonville for graduation. The last coursework must be taken at Trinity.
5. Applicants to Trinity College of Jacksonville should have received a high school diploma or certificate and have at least 16 acceptable units of secondary school work. (A unit is defined as five 45 minute periods each week for 36 weeks.) The distribution of units is highly recommended as follows: Fifteen of these units must be in academic subjects, English (4 units), Mathematics (3 units), Science (3 units, with at least one being a lab), Social Studies (3 units, World History, American History, U.S. Government/Economics), and foreign language (2 units). Students that are deficient in entrance requirements may be required to make up deficiencies by taking examinations or additional classes at the college. Credit hours of this type will typically be in addition to the minimum of 120 credit hours needed for graduation.
6. An undergraduate applicant with a cumulative unweighted high school GPA of 2.0 or less may be denied admission or

granted admission with enrollment restrictions until the student demonstrates satisfactory academic progress.
7. Any changes to the stated policies must be approved by the Academic Office.
8. Upon receipt of all admissions materials by the admission office, the applicant's file will be reviewed. As soon as a decision is reached, a letter will be sent regarding acceptance.
9. All applicants must complete the admissions process and receive a formal admissions decision prior to class enrollment. Additionally, all required steps within the financial aid process must be complete. Conditionally accepted students may be permitted to begin classes, but only if acceptable arrangements have been made with the Admissions office. This includes receipt of any outstanding admissions items within the timeframe specified. Financial aid cannot be awarded to students with incomplete admission files, but the student will still be responsible for all costs incurred.
10. Students who completed dual enrollment classes during high school must submit an official college transcript even if the credits appear on the high school transcript.

TRANSFER CREDIT

Trinity College of Jacksonville grants transfer credit for previous college work from colleges or universities that are recognized or accredited by agencies approved by the Department of Education. Additionally, transfer work must adhere to the following guidelines:

1. Only courses with the grade of C or better will be transferred for credit. The grades of transfer courses are averaged with the student's GPA while at Trinity.
2. In order to qualify for transfer credit, courses must parallel requirements to the respective Trinity College of Jacksonville program of study, and course work must be comparable.
3. Transfer of Bible courses will be based on comparable theological/ doctrinal perspectives.
4. Transfer students must complete a minimum of 25% of required credit hours with TCJ for graduation.
5. Courses taken at other institutions (including online courses) while a student is enrolled at Trinity require prior approval by the Registrar. Students should receive "Transient Credit Approval" prior to registering for courses at other colleges if they intend to transfer those credits back to TCJ. See the Registrar for approval.
6. A transfer applicant must have left his/her previous institution in good standing. A student who has been dismissed or suspended from another college for disciplinary reasons must submit a letter from the dean of the college giving the reason for dismissal. In addition, all debts with former institutions, must be settled before acceptance is granted at Trinity College of Jacksonville. The executive staff reserves the right to grant an exception on a case-by-case basis.

7. Official transcripts of all former institutions must be received by the Admissions Office prior to approval for admittance.
8. Transfer students must also meet all additional admissions requirements.
9. All students transferring credits to meet the requirements for ENC1101 English Composition I must take an English placement exam and may be required, depending on their test score, to take ENG100 at TCJ. ENG100 will count as a general elective.
10. Transferability of credits is at the discretion of the accepting institution. It is the student's responsibility to confirm whether or not credits earned at TCJ will be accepted by another institution.
11. Students considering transferring credits may receive information and assistance through the Academic Office.
12. TCJ does not recognize credit for experiential learning or for completion of certificates. In some cases, students may be eligible for credit through CLEP, PEP, or AP testing. (See p. 51).

CAMPUS VISITS

When is a good time to visit Trinity College of Jacksonville? We would love to have you visit any time! In fact, we hope that every prospective student will make an effort to see the campus firsthand before enrolling. All appointments for visits and tours should be made through the Admissions office by calling 904-596-2451.

Those who visit during a time when classes are in session (other than mid-semester exams and final exams) have the best experience. Our chapel services are held on Friday. Visiting chapel will give you additional insight into our campus culture.

RE-ENROLLMENT PROCEDURES

A student who does not maintain continuous enrollment must complete the re-enrollment process prior to resuming course work. Exceptions may be granted due to extended illness or call to active military duty. Re-enrollment is subject to approval by the student life and business offices. To re-enroll, the student must complete the shortened application to ensure we have current contact information. Transcripts of any undergraduate work completed elsewhere since the last enrollment must also be submitted. There is a $25 re-enrollment fee which may be waived in cases of extended illness or military duty.

DUAL ENROLLMENT

Qualified high school students may attend Trinity College of Jacksonville if they meet the dual enrollment criteria:

1. Must have completed all requirements through sophomore year. Exceptions may be granted on an individual basis.
2. Must complete a Dual Enrollment Application and provide the following information:

- High school transcript indicating an unweighted GPA of 3.0 or better.
- A written recommendation from the student's designated school official.
- Verification from a school counselor that all required coursework through the student's sophomore year is complete.
- Test results from the College Placement Exam or ACT/SAT/CLT indicating student does not require remedial instruction in English or Math (if choosing those courses). The requirement of placement exams for additional college courses may be required as determined by the TCJ Academic Office.
- Signature of parent or guardian approving student's participation in the program.

3. Students may enroll in courses that are approved by the college and high school academic advisor, including on-campus courses during the regular fall or spring semester or summer sessions online. Fasttrack courses may only be taken with special permission from the Academic Office.
4. Credit for these courses will be given whether or not the student chooses to attend Trinity College of Jacksonville after high school. The credit for these courses may be transferable to any institution that accepts credits from TCJ.
5. Students within the first year may be limited to 2 classes or 8 credits each semester.
6. Exceptions for students not meeting the grade point average may be made provided the student meets minimum testing requirements. The grade point average must be brought to satisfactory levels within one semester of enrolling.
7. Students must meet stated pre- and/or co-requisites for all courses.

ACADEMIC INFORMATION

ACADEMIC POLICIES

GENERAL REQUIREMENTS

The Trinity College of Jacksonville Catalog represents the College's best planning insofar as the academic, financial, and social programs were established at printing time. Course and curriculum changes, modifications of tuition, fees and other charges may occur after the catalog is printed.

Students must familiarize themselves with the requirements related to their particular major. All academic requirements must be met before a degree can be conferred. Advice may be given by an academic advisor and a good faith effort will be made to assist a student in understanding the requirements, but each student is responsible for successfully completing the requirements. All full time students in their first four semesters at TCJ are required to enroll in a BIB/REL class unless they have met all Bible requirements for graduation or are granted a waiver by the Registrar's office.

GRADING SYSTEM

Grade	Scale	Honor Points
A	90 -100	4 honor points per semester hour
B	80 - 89	3 honor points per semester hour
C	70 - 79	2 honor points per semester hour
D	60 - 69	1 honor point per semester hour
F	0 - 59	0 honor points per semester hour
FN	Failure for non-attendance	0 honor points per semester hour
WF	Withdrew Failing	0 honor points per semester hour
WP	Withdrew Passing	0 honor points per semester hour
AU	Audit	
I	Incomplete	

Minimum Grade Requirement for Prerequisite Courses

Unless otherwise specified, students must earn a minimum grade of C in any prerequisite course before enrolling in the dependent course. Additional minimum grade requirements, if applicable, are identified in the student's degree audit.

Grades of D

No grades of D will be accepted in courses required for the student's major. This includes all Bible courses; the student's proficiency as listed on their degree plan; the teaching fields as listed on the degree plan; ENC1101, ENC1102, and concentration courses as listed by the Registrar.

Incomplete Grades

The Registrar must approve all Incomplete grades. A student who is granted an incomplete for any course must finish the course by the end of eight weeks following the last day of the course. In extenuating

circumstances, a student may request one additional extension prior to the end of the initial eight-week period.

Repeating Courses

Courses completed with a grade of C or higher may not be repeated except with permission by the Registrar. Courses may be repeated twice for a total of three attempts. Students who fail a course the third time will be advised of options including appeal procedures and alternate programs of study.

COURSE FORGIVENESS

Course forgiveness at Trinity College of Jacksonville allows a student in a four-year program of study to request up to twelve credits of courses with grades of D or F to be removed from his or her grade point average. To receive course forgiveness a currently enrolled student must complete the appropriate form in the Academic Office. The following guidelines apply:

1. The course must have been taken originally at TCJ.
2. Only courses with a number beginning with 1 or 2 are eligible for consideration.
3. Students in associate degree programs are not eligible to seek course forgiveness. Students who change from a four year program to a two year program forfeit course forgiveness. Upon changing programs, original grades previously forgiven are reinstated and apply to the GPA and cumulative hours earned.
4. A maximum of twelve credits may be forgiven. Forgiven grades are no longer calculated in the grade point average nor included in the cumulative earned hours.
5. Courses with forgiven grades will remain on the transcript. The designator "V" will be added to the grade.
6. A course may have the grade forgiven a maximum of one time.
7. Course forgiveness may not be recognized by another college or university.

CLASSIFICATION OF STUDENTS

Students are classified at the beginning of each academic year by the following standards:

Freshman: Official acceptance to the College with freshman standing who has completed fewer than 30 credit hours.

Sophomore: At least 30 credit hours (60 honor points) and have had all admissions deficiencies removed.

Junior: At least 60 credit hours (120 honor points).

Senior: At least 90 credit hours (180 honor points) and a reasonable prospect of completing the requirements for graduation within two additional semesters.

Special: A student that has been allowed to register for one semester. In order to continue at Trinity College of Jacksonville, all admissions requirements must be completed.

Auditor: A student properly registered and attending classes, but not required to take examinations and not receiving credit for the course.

Regular: A student who has satisfied all admissions requirements and has been officially accepted to the college by the Director of Enrollment Management—may be full-or part-time but must be making normal satisfactory progress toward a degree.

Part-Time: A student enrolled for six or fewer credit hours per semester.

Half-Time: A student enrolled for more than six credit hours but no more than eleven credit hours.

Full-Time: A student enrolled for twelve credit hours or more per semester.

UNIT OF CREDIT

The unit of credit is the semester hour. A semester hour is one fifty-minute period of instruction per week for 15 weeks, or the equivalent. Each in-class period is supported by two hours of outside classwork. Online courses meet for eight week sessions. For each credit of online work the student should expect to invest an average of six hours per week. The standard definition for one credit of internship or practicum is 40 hours of work.

COURSE NUMBERS

Course numbering consists of letters and numerical digits. The letters designate the department of study into which the course falls. The numerical digits indicate the identification number of the course. Some course numbering coordinates with the Florida Statewide Course Numbering System (SCNS). The Florida Department of Education lists TCJ's SCNS course numbers at flscns.fldoe.org.

DROP/ADD/WITHDRAWALS

A student may pay the appropriate fee and drop or add an on-campus class during the first five days of school (first 5 days for online classes). Afterwards, a student may pay the appropriate fee and withdraw from a class without any grade point average penalty during the first nine weeks of a semester and receive a "W." After the first nine weeks, if a student pays the appropriate fee and withdraws from a class, the faculty member will calculate his/her grade (passing or failing) at the time the class was dropped, and the grade will be "WP" or "WF." No financial adjustment is made when a student drops an individual course after the end of drop-add. To drop a course, a student must see the Academic Office and fill out the appropriate forms.

A "WF" affects a student's grade point average, but a "W" or "WP" does not. However, all three grades of withdrawal can affect a student's financial aid status.

Students whose circumstances force them to withdraw from the College for any reason must have an official withdrawal form properly executed in a meeting with the Registrar. Signatures from other College administrators must be obtained and all financial obligations

must be met for an honorable withdrawal to take place. A student withdrawing from the college at any time during a semester without proper authorization/documentation will be assigned a grade of "FN" for all courses that semester.

FAILURE NON-PARTICIPATION

Students who fail to attend class for two consecutive weeks will be notified by the instructor and/or academic office and will have one week to respond or they will be withdrawn from the course and given a grade of "FN" signifying failure due to non-attendance. Students who fail to attend a course for three weeks or more, whether or not they have been contacted by faculty, will be considered as having abandoned the course and will be withdrawn with a grade of "FN." Students who exceed allowable absences in a course may have their grade lowered. Students should not stop attending college without officially withdrawing from all classes. Failure to properly withdraw from college may result in the assignment of "FN" grades to the permanent record.

AUDITING A COURSE

A person may audit a course by enrolling on an audit basis at the time of registration. Regular students may audit courses to the maximum authorized academic load. Persons who are not currently enrolled must apply for special student status for admission in order to register as an auditor. The auditing student should inquire of his/her instructor as to what will be expected in the course.

No course which has been completed with a grade of "C" or above may be repeated except as an audit, or unless an education major needs to repeat a course to improve the student's grade to satisfy the GPA requirements. Permission to audit requires consultation and permission of the Registrar. Any course repeated without proper advance permission will be considered an audit, for which no grade will be given, although the course will count toward the student's class load.

CLEP, PEP, AP, OR AICE CREDIT

If advanced credits are requested from previous testing programs to avoid taking courses in subjects in which students already have adequate knowledge, the students should contact the Registrar regarding procedures and tuition charges. The College Level Examination Program (CLEP), Proficiency Examination Program (PEP), Advanced Placement Program (AP), or Advanced International Certificate of Education (AICE) are examples of these opportunities available throughout the country at selected colleges and universities.

Trinity College of Jacksonville will evaluate for acceptance up to 45 hours of credit from students who take the CLEP, PEP, AP, or AICE exams in high school and receive an acceptable grade. Credits are available in a variety of subject areas. Courses may be reviewed for acceptance at the student's request. There is a charge for each course a student requests be accepted. These transfer credits apply toward the number of credits required for graduation.

ADMISSIONS/ACADEMIC COUNSELING

Students will be assigned an advisor to assist in planning the program of courses. Students have the option of changing programs if desired which may require being assigned a new advisor. *Please note: A change of program could delay a student's anticipated graduation date if course credits from one major to another are not compatible.* Advisors assist students with registration each semester. Students are encouraged to maintain close contact with their advisors to plan their college programs.

DOUBLE MAJOR/DOUBLE DEGREE/SECOND DEGREE

Students should work closely with their academic advisor if they desire to complete a double major, double degree, or second degree. Careful planning is needed to avoid unnecessarily lengthening the time required to complete the program.

DOUBLE MAJOR

A student may concurrently complete two majors within the same degree level and the same degree area. The second major must contain a minimum of 30 unique, non-overlapping credits beyond the first major. All requirements for both majors must be completed. The degree for double majors is conferred on the same person in the same academic year.

Students pursuing a dual degree or double major within a four-year program must maintain a minimum cumulative GPA of 2.75. Students who do not meet this requirement may be placed on Program Probation for up to two semesters at the discretion of the Academic Office.

DOUBLE DEGREE

A student may **concurrently** complete two majors within the same degree level but in different degree areas. The second major must contain a minimum of 30 unique, non-overlapping credits beyond the first major. All requirements for both majors and degrees must be completed. Two degrees are conferred on the same person in the same academic year.

SECOND DEGREE

A student may complete two TCJ degrees consecutively. If the degrees are on different degree levels (A.S. to B.A./B.S.), there must be one semester of separation between the awarding of the degrees. If the degrees are on the same degree level (B.A./B.S.), there must be one academic year of separation between the awarding of the degrees, and the student must complete 30 unique, non-overlapping TCJ credits beyond the first degree.

INDEPENDENT STUDY

Students are limited to six credit hours of independent study courses in their degree program, unless an exemption is made by the Academic Office. Before a student can enroll in an independent study course,

the department chair, the Chief Academic Officer, and the instructor must approve the course. Independent study courses are academically rigorous and equivalent in workload to the program course(s) they are satisfying. The Chief Academic Officer limits instructors two independent study courses per semester.

BIBLICAL STUDIES MINOR

TCJ integrates a Christian worldview into every program and course. The Biblical Studies minor formalizes this emphasis by curating the institution's required core Bible courses into a recognized academic credential. Designed specifically for students in non-Biblical Studies degree programs, the minor reinforces TCJ's commitment to serious biblical engagement for all students, regardless of major. It provides prospective students, employers, and graduate schools with clear evidence of the college's identity and mission. The 18-credit minor helps articulate TCJ's distinctive academic culture while addressing both internal expectations and external interest in the value of biblical study across disciplines.

GRADUATION REQUIREMENTS

Minimum credits required for graduation by degree program:

Bachelor of Arts in Biblical Studies-Bible Intensive 120
Bachelor of Arts in Biblical Studies-Pastoral Theology.....120
Bachelor of Arts in Humanities 120
Bachelor of Arts in Advanced Biblical Studies.....120
Bachelor of Science in Biblical Studies-Church Ministries 120
Bachelor of Science in Biblical Studies-Christian Counseling.....120
Bachelor of Science in Biblical Studies-Worship Leadership.....120
Bachelor of Science in Biblical Studies-Interdisciplinary.....120
Bachelor of Science in Business Administration-Accounting.....120
Bachelor of Science in Business Administration-General.....120
Bachelor of Science in Criminal Justice 120
Bachelor of Science in Education-Elementary Education.....120
Bachelor of Science in Education-Secondary Education.....120
Bachelor of Science in Sport Management.....120
Associate of Science in Biblical Studies.....60
Associate of Science in Interdisciplinary Studies.....60
Associate of Science in Criminal Justice 60
Associate of Science in Mathematics & Science.....60

ACADEMIC HONORS

Each semester, the Registrar's office will publish a President's List of those students who achieve a GPA of 4.00 for the academic semester and Dean's List of those students who achieve a GPA of 3.50 or higher for the academic semester. In order for the student's name to be listed, the student must be full-time and must not have any "Incompletes," "D's," "F's," "WF's," or "WP's."

Graduation with Honors	**Grade Point Average**
Cum Laude	3.50 - 3.74

Magna Cum Laude ..... 3.75 - 3.90
Summa Cum Laude ..... 3.91 - 4.00

Consideration for graduation with honors will be based on the student's cumulative undergraduate GPA in May of the year of graduation. To be eligible for graduation honors, a student must have completed a minimum of 30 undergraduate credit hours at Trinity College of Jacksonville. Only credit hours completed at Trinity College of Jacksonville will be considered for graduation honors eligibility.

The Academic Office determines Valedictorian and Salutatorian eligibility on the cumulative undergraduate GPA among students who have completed a minimum of 30 undergraduate credits at Trinity College of Jacksonville. GPA and credit totals are calculated as of the completion of Spring semester classes for the academic year in which the student graduates. The Valedictorian shall be the eligible student with the highest cumulative undergraduate GPA, and the Salutatorian shall be the eligible student with the second highest cumulative undergraduate GPA. In the event that two or more eligible students have the same cumulative undergraduate GPA, the Valedictorian shall be the student with the greatest number of undergraduate resident credits completed at Trinity College of Jacksonville. The Salutatorian shall be the eligible student with the next highest number of undergraduate resident credits completed at Trinity College of Jacksonville.

At least 25% of required credit hours must be completed at TCJ for graduation. The credits submitted for graduation must be as shown on the appropriate curricular programs as listed in the College catalog with the following exceptions:

1. In the event of changes in catalog requirements, the required program will be a composite of the requirements indicated in the various annual catalogs. That is, each current catalog governs each current year only, so that no changes will be considered retroactive.
2. Courses may be substituted for other specific courses if recommended by the Registrar or the student's advisor and approved by the Academic Dean.
3. Trinity College of Jacksonville cannot schedule courses for the convenience of individual students who cannot or who do not take courses in their regular sequence, or for students who wish to accelerate the standard program completion.
4. The college administration reserves the right to cancel any course due to unforeseen circumstances.

ACADEMIC STANDING

In order to complete any curricular program, each student must maintain good academic standing. A student must maintain the following averages on courses taken:

Program	GPA Requirement
Associate's Degree	2.00
Bachelor's (after two semesters, 0-23 credits)	1.75

Bachelor's (after three semesters, 24-35 credits) 1.90
Bachelor's (after four semesters, 36 or more credits) 2.00

A student who fails to maintain good academic standing will be subject to the following:

1. **Academic Warning.** A student who fails to maintain the required GPA, as noted, will be placed on academic warning.
2. **Academic Probation.** A student who fails to meet the required GPA following academic warning will be placed on academic probation. The undergraduate may take a maximum of 13 credits.
3. **Academic Suspension.** A student on academic probation who fails to remove his probation in the next semester of attendance will be subject to suspension. If the student desires to return to TCJ, he must contact the Registrar in writing. The Registrar will determine a plan that may prepare a student for re-entry.
4. **Academic Dismissal.** Students who do not raise their cumulative GPA to the minimum required by their level by the end of the semester in which they return will be dismissed and not allowed to return unless they qualify for the academic amnesty program.
5. **Academic Amnesty.** A student who has been academically dismissed from Trinity College of Jacksonville may ask to be allowed to return under the following guidelines:
   a. The student must not have been enrolled at Trinity College of Jacksonville for a period of five years.
   b. The student must be declared eligible to return by the Business Office and Student Services.
   c. The student must be approved for readmission by the Registrar and Senior Vice President after submitting a written request.
   d. The student must be approved for readmission by the President following an approval from Academics and Student Services.
   e. The student will be admitted on probation and must follow all stipulations of the policy.
   f. Grades A, B, and C previously earned, will calculate in the GPA. Grades D and F will be changed to DV or FV.
   g. The academic amnesty student is not eligible for graduation with honors.

SATISFACTORY ACADEMIC PROGRESS

A student must complete an academic program within the equivalent of one hundred fifty percent (150%) of the published credit hour requirement. Four-year (120 credits) students must complete degrees within 180 attempted course credits. And students pursuing an Associate's Degree must complete the 60-credit program within 90 attempted credit hours. Repeated course work hours fall within 150% limitation.

Satisfactory Academic Progress (SAP) demonstrates a student's ability to earn a degree within 150% of the published 120-credit hour or 60-credit hour program requirement. The Financial Aid Office reviews each student's academic progress at the completion of each enrollment period to

determine whether the student is meeting the requirement for continued participation eligibility. A student must meet qualitative and quantitative SAP benchmarks for uninterrupted participation in financial aid programs.

Qualitative

A student must meet the following cumulative GPA requirements to demonstrate academic progress toward degree completion:

	GPA Requirement
Associate's Degree	2.00
Bachelor's (0-23 attempted credits)	1.75
Bachelor's (24-35 attempted credits)	1.90
Bachelor's (36 or more attempted credits)	2.00

Note: The GPA for graduating students is calculated using only credits earned at Trinity College of Jacksonville. This GPA requirement must be at least a 2.00. Grades earned on transfer credits are not used for calculating honors cumulative GPA.

Quantitative

A student must achieve an attempted-to-completed course rating of at least 67% to meet the SAP requirement. The Financial Aid Office calculates the ratio as total number of earned credit hours divided by the total number of attempted credit hours; a student must complete and receive a passing grade in at least 67% of attempted course work.

Note: For a student transferring from another institution, the total number of credits accepted for transfer into TCJ plus the number of credits attempted at TCJ are used to determine the qualitative and quantitative measurements.

Financial Aid Warning

When SAP is reviewed at the completion of a semester and a student is not meeting either or both of the qualitative or quantitative requirements, the student is placed on Financial Aid Warning. The Financial Aid Warning period is in effect until the next SAP review period. The warning status provides the student the opportunity to continue to participate in financial aid programs for one semester while attempting to meet all SAP requirements before the next SAP review.

A student on Financial Aid Warning who is not meeting all requirements at the conclusion of the warning period is no longer eligible for participation in all financial aid programs. A student who has lost the ability to participate in financial aid programs may regain eligibility after meeting all SAP requirements in a subsequent review or by completing an approved SAP appeal.

SAP Appeal

A student who does not meet all SAP requirements and is ineligible to participate in financial aid programs due to mitigating or extenuating circumstances beyond the student's control may submit an SAP appeal through the Academic Office. An academic officer reviews each appeal and makes a determination of whether or not the mitigating or extenuating circumstance qualifies.

If an appeal is approved, the student will be notified and presented with a customized academic plan prescribed by the academic officer. The academic plan has start and end dates during which the student maintains participation in all financial aid programs. This probationary period may extend for up to two semesters of course work. The student must adhere to the academic plan as a condition for approval of the appeal. The student who does not meet SAP requirements at the conclusion of the probationary period forfeits participation in all financial aid programs but may regain eligibility after meeting all SAP requirements in a subsequent review.

If the appeal is not approved, the student will be notified and forfeits participation in all financial aid programs but may regain eligibility after meeting all SAP requirements in a subsequent review.

A student may receive approval for an SAP appeal only one time while enrolled at TCJ.

REASONS FOR DISMISSAL

A student may be dismissed from Trinity College of Jacksonville for adequate cause, including:

1. Failing to meet minimum academic standards.
2. Violating codes of conduct.
3. Giving false information on admissions forms.
4. Failing to meet financial obligations.

GRADES APPEAL POLICY

A student who believes his final grade is incorrect should first contact the course instructor to resolve the issue. If a resolution is not reached the student may appeal to the Academic Office for further review. Grade appeals must be completed in a timely manner (typically prior to the start of the next semester of instruction.)

STUDENT CLASS LOAD

The degree programs are arranged to take an average of 15 credit hours per semester for eight semesters to reach the required credit hours for graduation.

Any student permitted to enroll for additional credits above 17 or below 12 will be charged the differential rate. The basis on which overload permission is granted is the Grade Point Average earned in the work completed at Trinity College of Jacksonville. For a load greater than 16 credits, a student must have a Grade Point Average of 2.00 or above. Students with a Grade Point Average less than 3.00 may not take more than 17 credit hours. Students may not register for more than 20 credit hours in one semester without special permission of the Academic Dean. Course loads include all on-campus and online credits combined. Online only students may register for a maximum of 9 credits, or 3 courses, per 8-week session with approval of the advisor or academic office.

Students working on campus or those having part-time employment off campus may be required to reduce their program of studies or relinquish their jobs if they fail to preserve a satisfactory Grade Point Average. By restricting students' class loads, the College aims to enable the students to improve the quality of their classwork.

ABILITY-TO-BENEFIT POLICIES AND PROCEDURES

Trinity College of Jacksonville defines Ability-to-Benefit students as students who do not have a standard high school preparation for college. They show potential for college-level work as determined by the Academic Standards and Admissions Committee. Recognizing that a student's academic record may not accurately reflect his current spiritual, psychological, and intellectual maturity, the College accepts a limited number of Ability-to-Benefit students. Students admitted under Ability-to-Benefit criteria are not eligible for non-institutional financial aid.

1. The number of Ability-To-Benefit students accepted will depend on the total number of applicants on June 15. Other applicants, not accepted at that time, will be placed on a waiting list for late consideration. Acceptance will be limited to the set percentage of total applications received. Students not accepted as full-time students may apply for non-degree special standing.

2. The Director of Enrollment Management and the Ability-To-Benefit committee will evaluate the submitted material and designate students as ability-to-benefit as a part of the application review process.

3. Ability-To-Benefit students will be assigned to a special faculty advisor. The special faculty advisor will monitor academic progress by conferring with the student's instructors prior to a bi-weekly meeting with the student.

4. The special faculty advisor will keep records of academic progress on each student for use by the Administrative Cabinet for longitudinal study in accordance with the Institutional Assessment Plan.

CONFIDENTIALITY OF STUDENT RECORDS

All materials accumulated in student files can be released only by a student's written consent. The student and official members of the College staff who have legitimate professional right to the material will have access to the files.

Section 438 of Public Law 93-380 (Family Educational Rights and Privacy Act of 1974) states in (b) (4) (B) - "With respect to this subsection, personal information shall only be transferred to a third party on the condition that such party will not permit any other party to have access to such information without the written consent of the parents of the student."

It is further stated in Section 438 (d) - "For the purposes of this section, whenever a student has attained eighteen years of age, or is attending

an institution of post secondary education the permission or consent required of and the rights accorded to the parents of the student shall thereafter only be required of and accorded to the student."

Therefore, the official members of the College's staff are obligated to comply with the above restrictions on the release of any information contained in this transcript.

OFFICIAL TRANSCRIPT EVALUATION

Transcript evaluation is a function of the Registrar in consultation with the Academic Office. While this is done primarily for the applicant's admission and registration purposes, some special requests for reference purposes are honored upon the payment of an evaluation fee. Official evaluation records are released to those who request them. This fee is waived for the applicants who have filed the necessary application forms and have paid the application fee.

PLACEMENT ASSISTANCE

The Placement Office is coordinated by the Director of Student Success and Career Placement. This office maintains a file of requests from churches and Christian schools indicating their need for qualified candidates to fill their open positions of employment.

The director of the teacher education program assists in this process by recommending education graduates for job placement. All the administrators make recommendations for church position placement.

Qualified candidates are recommended to pastors and Christian school administrators. The potential employment candidates are counseled concerning their adaptability for the available open employment opportunities.

PLACEMENT TESTS

Incoming students—including transfers—must demonstrate English, reading comprehension, and mathematics readiness through standardized testing or placement testing before enrolling. Students scoring 490 or above on the SAT may enroll in ENC1101 English Composition I without placement testing. Students scoring below 490 may demonstrate readiness through TCJ's diagnostic placement testing. Students who cannot demonstrate readiness for ENC1101 must first complete ENG100 Basic English. Students with ACT scores of 21 or above may waive BUS103 Computer Applications and/or MAT1033 Intermediate Algebra. These courses are required for students who cannot demonstrate college mathematics readiness through standardized or placement testing.

REGISTRATION PROCEDURE

Official registration for courses is required for admission to classes. Prior to the beginning of each semester, students are required to meet

with their assigned advisor to review their degree plan and have input into their course selections for the coming semester.

Specific dates are assigned for registration of students currently enrolled. Usually registration of students is scheduled during the last month of a semester. Students registering after the prescribed days for registration will be charged a late fee.

The registration process is not completed until both academic and financial arrangements have been made.

While everything possible is done to help students plan their programs and schedules correctly, the final responsibility for taking the courses which will fulfill the graduation requirements rests upon the student.

READMISSION

If a student withdraws from college for any reason, he or she will be required to have a conference with the Director of Enrollment Management prior to readmission.

Former students seeking readmission after an absence of one to three years will be readmitted with the same standing as they had when they withdrew. More than three years will require a complete official reapplication. If admitted, students will enter under the requirements of the catalog current at the time of readmission. All bills must be current.

TRANSCRIPTS

Students must submit an official request for each transcript through the college website. The request for a copy of this permanent record of all grades must be accompanied by a fee. The Registrar will not issue any transcripts of a student's record for students whose financial obligations are not current.

DISTANCE EDUCATION

Each semester, TCJ offers a number of courses by distance education. Students must be fully accepted to enroll in distance education courses and these credits count towards the total allowable credits a student may take each semester. TCJ is a member of NC-SARA through the Florida association and is authorized to offer distance learning in every state except California (which is not a member). TCJ has not made a determination that its curriculum meets educational requirements for licensure or certification. You should check with your state for specific requirements. Only programs which include the notation "This program is approved for online delivery" in the program description area can be completed without coming to campus.

Distance education courses are offered in 8 or 14 week blocks (Winterim is 4 weeks). Students should expect to invest approximately 5.5 hours per credit per week on distance education courses. For example, a 3 credit course will require 15-20 hours of time each week for 8 weeks. In addition, outside work such as reading and research equivalent to 11.25 hours per week can be expected. New online students must complete

Introduction to Online Education prior to or concurrent with their first online course.

Students must be enrolled in distance education courses by the Monday prior to the beginning of instruction to allow sufficient time for the acquisition of textbooks and other materials prior to the start of class. The maximum number of online credits allowed in any session is nine credits or three courses.

Students must validate their attendance in an online course by completing the check-in quiz, during the first week of classes. Failure to do so by the end of the first week will result in the student being withdrawn from the course. Online courses properly dropped prior to the last day of the fourth week of instruction will receive a grade of "W." After that date the faculty will compute a grade and the student will receive either a "WP" or "WF."

FLORIDA'S STATEWIDE COURSE NUMBERING SYSTEM

Some courses in this catalog are identified by prefixes and numbers that were assigned by Florida's Statewide Course Numbering System (SCNS). This numbering system is used by all public postsecondary institutions in Florida and by participating nonpublic institutions. The major purpose of this system is to facilitate the transfer of courses between participating institutions. Students and administrators can use the online SCNS to obtain course descriptions and specific information about course transfer between participating Florida institutions. This information is at the SCNS website at http://scns.fldoe.org.

Each participating institution controls the title, credit, and content of its own courses and recommends the first digit of the course number to indicate the level at which students normally take the course. Course prefixes and the last three digits of the course numbers are assigned by members of faculty discipline committees appointed for that purpose by the Florida Department of Education in Tallahassee. Individuals nominated to serve on these committees are selected to maintain a representative balance as to type of institution and discipline field or specialization.
The course prefix and each digit in the course number have a meaning in the SCNS. The listing of prefixes and associated courses is referred to as the "SCNS taxonomy." Descriptions of the content of courses are referred to as "statewide course profiles."

Example of Course Identifier

Prefix	**Level Code** (first digit)	**Century Digit** (second digit)	**Decade Digit** (third digit)	**Unit Digit** (fourth digit)	**Lab Code**
ENC	**1**	**1**	**0**	**1**	

Prefix	Level Code (first digit)	Century Digit (second digit)	Decade Digit (third digit)	Unit Digit (fourth digit)	Lab Code
English Composition	Lower (Freshmen) level at this institution	Freshmen Composition	Freshmen composition skills	Freshmen composition skills I	No laboratory component in this course

GENERAL RULE FOR COURSE EQUIVALENCIES

Equivalent courses at different institutions are identified by the same prefixes and same last three digits of the course number and are guaranteed to be transferable between participating institutions that offer the course, with a few exceptions, as listed below in Exception to the General Rule for Equivalency.

For example, a freshman composition skills course is offered by 84 different postsecondary institutions. Each institution uses "ENC_101" to identify its freshman composition skills course. The level code is the first digit and represents the year in which students normally take the course at a specific institution. In the SCNS taxonomy, "ENC" means "English Composition," the century digit "1" represents "Freshman Composition," the decade digit "0" represents "Freshman Composition Skills," and the unit digit "1" represents "Freshman Composition Skills I."

In the sciences and certain other areas, a "C" or "L" after the course number is known as a lab indicator. The "C" represents a combined lecture and laboratory course that meets in the same place at the same time. The "L" represents a laboratory course or the laboratory part of a course that has the same prefix and course number but meets at a different time or place.

Transfer of any successfully completed course from one participating institution to another is guaranteed in cases where the course to be transferred is equivalent to one offered by the receiving institution. Equivalencies are established by the same prefix and last three digits and comparable faculty credentials at both institutions. For example, ENC 1101 is offered at a community college. The same course is offered at a state university as ENC 2101. A student who has successfully completed ENC 1101 at a Florida College System institution is guaranteed to receive transfer credit for ENC 2101 at the state university if the student transfers. The student cannot be required to take ENC 2101 again since ENC 1101 is equivalent to ENC 2101. Transfer credit must be awarded for successfully completed equivalent courses and used by the receiving institution to determine satisfaction of requirements by transfer students on the same basis as credit awarded to the native students. It is the prerogative of the receiving institution, however, to offer transfer credit for courses successfully completed that have not been designated as equivalent. NOTE: Credit generated at institutions

on the quarter-term system may not transfer the equivalent number of credits to institutions on the semester-term system. For example, 4.0 quarter hours often transfers as 2.67 semester hours.

THE COURSE PREFIX

The course prefix is a three-letter designator for a major division of an academic discipline, subject matter area, or subcategory of knowledge. The prefix is not intended to identify the department in which a course is offered. Rather, the content of a course determines the assigned prefix to identify the course.

Authority for Acceptance of Equivalent Courses

Section 1007.24(7), Florida Statutes, states:

Any student who transfers among postsecondary institutions that are fully accredited by a regional or national accrediting agency recognized by the United States Department of Education and that participate in the statewide course numbering system shall be awarded credit by the receiving institution for courses satisfactorily completed by the student at the previous institutions. Credit shall be awarded if the courses are judged by the appropriate statewide course numbering system faculty committees representing school districts, public postsecondary educational institutions, and participating nonpublic postsecondary educational institutions to be academically equivalent to courses offered at the receiving institution, including equivalency of faculty credentials, regardless of the public or nonpublic control of the previous institution. The Department of Education shall ensure that credits to be accepted by a receiving institution are generated in courses for which the faculty possess credentials that are comparable to those required by the accrediting association of the receiving institution. The award of credit may be limited to courses that are entered in the statewide course numbering system. Credits awarded pursuant to this subsection shall satisfy institutional requirements on the same basis as credits awarded to native students.

EXCEPTIONS TO THE GENERAL RULE FOR EQUIVALENCY

Since the initial implementation of the SCNS, specific disciplines or types of courses have been excepted from the guarantee of transfer for equivalent courses. These include courses that must be evaluated individually or courses in which the student must be evaluated for mastery of skill and technique. The following courses are exceptions to the general rule for course equivalencies and may not transfer. Transferability is at the discretion of the receiving institution.

A. Courses not offered by the receiving institution.
B. For courses at non-regionally accredited institutions, courses offered prior to the established transfer date of the course in question.

C. Courses in the _900-999 series are not automatically transferable, and must be evaluated individually. These include such courses as Special Topics, Internships, Apprenticeships, Practica, Study Abroad, Theses, and Dissertations.
D. Applied academics for adult education courses.
E. Graduate courses.
F. Internships, apprenticeships, practica, clinical experiences, and study abroad courses with numbers other than those ranging from 900-999.
G. Applied courses in the performing arts (Art, Dance, Interior Design, Music, and Theatre) and skills courses in Criminal Justice (academy certificate courses) are not guaranteed as transferable. These courses need evidence of achievement (e.g., portfolio, audition, interview, etc.).

COURSES AT NONREGIONALLY ACCREDITED INSTITUTIONS

The SCNS makes available on its home page (http://scns.fldoe.org) a report entitled "Courses at Nonregionally Accredited Institutions" that contains a comprehensive listing of all nonpublic institution courses in the SCNS inventory, as well as each course's transfer level and transfer effective date. This report is updated monthly.

Questions about the SCNS and appeals regarding course credit transfer decisions should be directed to the Registrar in the Academic Office or to the Florida Department of Education, Office of Articulation, 1401 Turlington Building, Tallahassee, Florida 32399-0400. Special reports and technical information may be requested by calling the SCNS office at (850) 245-0427 or at http://scns.fldoe.org.

Some courses carry prerequisites which must be completed satisfactorily prior to enrolling in the course. Where prerequisites are required, a C- or better is assumed.

PROGRAMS OF STUDY

DIVISION OF BIBLICAL STUDIES

PURPOSE

The purpose of the Division of Biblical Studies is to provide biblically based instruction designed to prepare men and women to serve the Church in varied capacities. While Trinity College of Jacksonville provides formal training for Pastoral Ministry, we recognize that the authority to ordain those serving in a pastoral office is not administered by any academic institution, but by the Church. As such, completion of the Pastoral Theology program should not be interpreted as a guarantee of ordination. Ordination may only be sought through and granted by such Churches and entities which administer a recognized ordination process.

OBJECTIVES

Upon completion of these degree programs, students should be equipped to:

- Demonstrate a good working knowledge of the Bible as God's preserved Word.
- Know and believe by conviction basic Bible doctrines.
- Demonstrate techniques and tools for Christian service so that the student can biblically and effectively fulfill the ministry in which God places them.
- Demonstrate a strong foundation in general education so that they can effectively meet the challenges of the modern day.
- Demonstrate personal convictions and a Christ-like Christian character.

Within the Division of Biblical Studies, eight concentrations of study are available:

2-Year Biblical Studies (Associate's Degree)

Advanced Biblical Studies

Bible Intensive

Christian Counseling

Church Ministries

Interdisciplinary Studies (degree completion)

Pastoral Theology

Worship Leadership

Bachelor of Arts Degree

Biblical Studies Major
Pastoral Theology Concentration

PURPOSE

The purpose of the Pastoral Theology curriculum is to prepare men for the pastoral ministry. The foundation of this program is a strong emphasis on knowing the Word of God. The program gives thorough coverage to the preaching and administrative responsibilities that belong to a pastor.

While Trinity College of Jacksonville provides formal training for Pastoral Ministry, we recognize that the authority to ordain those serving in a pastoral office is not administered by any academic institution, but by the Church. As such, completion of this program should not be interpreted as a guarantee of ordination. Ordination may only be sought through and granted by such Churches and entities which administer a recognized ordination process.

OBJECTIVES

Upon completion of this degree, the student should be equipped to:

- Identify foundational biblical truths
- Prepare and deliver effective sermons
- Recognize and implement systems and processes characteristic of effective, growing, local churches
- Demonstrate the ability to complete advanced work in preparation for further education

This program is approved for distance eduction delivery.

All Pastoral Theology majors must have successfully completed ENC1101/1102 and SP1017 before registering for 300/400 level BIB, REL, and CED courses.

Freshman Year

First Semester		Hrs	Second Semester		Hrs
CED103	Introduction to Ministry Life and Calling	2	ENC1102	English Composition II	3
ENC1101	English Composition I	3	EUH1001	Western Civilization II	3
EUH1000	Western Civilization I	3	PSY2012	General Psychology	3
REL1240	New Testament Survey	3	REL1210	Old Testament Survey	3
REL1273	Introduction to Christian Worldview	2	SPC1017	Speech	3
SLS1001	Student Life Seminar	2			15
		15			

Sophomore Year

First Semester		Hrs	Second Semester		Hrs
BIB203	Life of Christ	2	BIB210	Elementary Greek II	3
BIB209	Elementary Greek I	3	CED201	Cross-Cultural Ministries	2
CED204	Counseling for Ministry	3	MUS302	Biblical Foundations of Worship	3
REL2272	Bible Doctrines I	3	REL2274	Bible Doctrines II	3
	Fine Arts Elective	2	REL2710	Bible Study Methods and Hermeneutics	3
	Literature/Writing Elective	3			
		16			14

Junior Year

First Semester		Hrs	Second Semester		Hrs
BIB302	Pauline Epistles I	3	BIB306	Pauline Epistles II	3
BIB319	Bible Language Tools	3	BUS304	Nonprofit Management	3
CED321	Homiletics I	2	CED322	Homiletics II	2
REL2232	Poetic Books	2	REL3182	Social Ethics	2
REL3503	Church History I	3	REL3504	Church History II	3
REL4221	Pentateuch	3	REL3212	Old Testament Historical Books	3
		16			16

Senior Year - Standard Track

First Semester		Hrs	Second Semester		Hrs
REL4784	Apologetics	3	BIB425	Pastoral Practicum*	3
REL4260	Acts	3	CED405	Spiritual Formation*	3
REL4255	Hebrews	3	CED411	Ministry Administration*	2
REL2753	Bible Basis for Marriage and Family	2	REL3212	Old Testament Prophets	3
	Math/Science Elective	3	REL4702	Advanced Theology	3
		14			14

PROGRAM TOTAL HOURS 120

*RESIDENCY PRACTICUM TRACK

The Residency Practicum Track allows approved students to fulfill selected course requirements through immersive ministry experience. Students accepted into the track will enroll in Residency Practicum I (4 credits) in the fall and Residency Practicum II (4 credits) in the spring of their senior year. These 8 credit hours will substitute for courses marked with an asterisk (*) in the degree plan. Students must apply and receive approval prior to the start of their senior year. All residency placements must meet established learning outcomes and be approved by the practicum director.

Senior Year - Immersive Practicum Track

First Semester		Hrs	Second Semester		Hrs
BIB426	Residency Practicum I	4	BIB427	Residency Practicum II	4
REL4784	Apologetics	3	REL3212	Old Testament Prophets	3
REL4260	Acts	3	REL4702	Advanced Theology	3
REL4255	Hebrews	3		Math/Science Elective	3
REL2753	Bible Basis for Marriage and Family	2			13
		15			

PROGRAM TOTAL HOURS 120

Bachelor of Science Degree

Biblical Studies Major
Church Ministries Concentration

PURPOSE

The purpose of the Church Ministries curriculum is to prepare men and women for ministry in a local church. The foundation of the program is a strong emphasis on knowing the Word of God as well as the practical aspects of serving in a supportive leadership role in a church ministry.

OBJECTIVES

Upon completion of this degree, the student should be equipped to:

- Articulate and successfully integrate their knowledge of ministry into varied local church settings to strengthen the overall effectiveness of local church ministry
- Utilize within the setting of the local church or the parachurch organization specific ministry skills consistent with their proficiency and hands-on training
- Articulate and demonstrate the principles of biblical ministry that equip the church for outreach, discipleship, and volunteer-led training for effective service.

This program is approved for distance education delivery.

Freshman Year

First Semester		Hrs	Second Semester		Hrs
CED103	Introduction to Ministry Life and Calling	2	ENC1102	English Composition II	3
ENC1101	English Composition I	3	EUH1001	Western Civilization II	3
EUH1000	Western Civilization I	3	PSY2012	General Psychology	3
REL1240	New Testament Survey	3	REL1210	Old Testament Survey	3
REL1273	Introduction to Christian Worldview	2	SPC1017	Speech	3
SLS1001	Student Life Seminar	2			15
		15			

Sophomore Year

First Semester		Hrs	Second Semester		Hrs
BUS103	Computer Applications	2	CED201	Cross-Cultural Ministries	2
CED204	Counseling for Ministry	3	EDF2030	Classroom Management	3
REL2272	Bible Doctrines I	3	EDU201	Methods of Teaching	2
	Bible Elective	2	REL2274	Bible Doctrines II	3
	Fine Arts Elective	2	REL2710	Bible Study Methods and Hermeneutics	3
	Literature/Writing Elective	3		Bible Elective	2
		15			15

Junior Year

First Semester		Hrs	Second Semester		Hrs
CED321	Homiletics I (men only) OR Bible Elective (women)	2	BUS304	Nonprofit Management	3
			CED322	Homiletics II (men only) OR	2
MAN3504	Operations Management	3	COU410	Women Counseling Women (women only)	3
REL2753	Bible Basis for Marriage and Family	2	MUS302	Biblical Foundations of Worship	3
REL3503	Church History I	3	REL3182	Social Ethics	2
	Bible Elective	3	REL3504	Church History II	3
	General Elective	2		General Elective	2
		15			15

Senior Year - Standard Track

First Semester		Hrs	Second Semester		Hrs
COU405	Counseling Children and Teens	3	ATR2020	First Aid Techniques	2
	Bible Electives	7	CED317	Student Ministry	2
	General Elective	2	CED405	Spiritual Formation*	2
	Math/Science Elective	3	CED411	Ministry Administration*	3
		15	CED425	Ministry Practicum*	3
				Bible Elective	3
					15

PROGRAM TOTAL HOURS 120

*RESIDENCY PRACTICUM TRACK

The Residency Practicum Track allows approved students to fulfill selected course requirements through immersive ministry experience. Students accepted into the track will enroll in Residency Practicum I (4 credits) in the fall and Residency Practicum II (4 credits) in the spring of their senior year. These 8 credit hours will substitute for courses marked with an asterisk (*) in the degree plan. Students must apply and receive approval prior to the start of their senior year. All residency placements must meet established learning outcomes and be approved by the practicum director.

Senior Year - Immersive Practicum Track

First Semester		Hrs	Second Semester		Hrs
BIB426	Residency Practicum I	4	ATR2020	First Aid Techniques	2
COU405	Counseling Children & Teens	3	BIB427	Residency Practicum II	4
	Bible Elective	3	CED317	Student Ministry	2
	General Elective	2		Bible Electives	7
	Math/Science Elective	3			15
		15			
				PROGRAM TOTAL HOURS	**120**

Bachelor of Science Degree

Biblical Studies Major
Christian Counseling Concentration

PURPOSE

The purpose of the Christian Counseling curriculum is to educate men and women to cultivate awareness, standards, and skills that are needed to be effective counselors. The foundation of this program is a strong biblical emphasis and a practical Christian worldview. Counseling techniques and specializations will be provided within the framework of the counselor and client perspectives. Completion of this concentration does not qualify the graduate as a licensed counselor but is designed to provide the foundational work towards that goal.

OBJECTIVES

Upon completion of this degree, the student should be equipped to:

- Successfully articulate and integrate a Christian worldview within a counseling program
- Utilize the counseling skills learned to work effectively in a counseling center or in a church ministry
- Apply within the counseling setting, skills that are consistent with their proficiency and hands-on training
- Articulate the principles of a biblical counseling ministry that will equip the counseling ministry in outreach, discipleship, and training by a counseling team for actual service

This program is approved for online delivery.

Freshman Year

First Semester		Hrs	Second Semester		Hrs
ENC1101	English Composition I	3	COU206	Fundamentals of Counseling	3
EUH1000	Western Civilization I	3	ENC1102	English Composition II	3
PSY2012	General Psychology	3	EUH1001	Western Civilization II	3
REL1240	New Testament Survey	3	REL1210	Old Testament Survey	3
REL1273	Intro to Christian Worldview	2	SPC1017	Speech	3
SLS1001	Student Life Seminar	2			15
		16			

Sophomore Year

First Semester		Hrs	Second Semester		Hrs
COU221	Ethics in Counseling	3	BUS103	Computer Applications	2
PSY221	Abnormal Psychology	3	COU232	Critical Issues in Counseling	3
REL2272	Bible Doctrines I	3	REL2274	Bible Doctrines II	3
REL2753	Bible Basis for Marriage and Family	2	REL2710	Bible Study Methods and Hermeneutics	3
	Fine Arts Elective	2		General Electives*	5
	Literature/Writing Elective	3			16*
		16			

*MAT1033 in Second Semester, if required by placement, before attempting MAC2105 in Junior Year First Semester.

Junior Year

First Semester		Hrs	Second Semester		Hrs
COU322	Theology of Christian Counseling	3	COU311	Career Development and Counseling	3
COU403	Marriage and Family Counseling	3	COU332	Group Counseling	3
MAC2105	College Algebra	3	COU421	Counseling Techniques	3
	Bible Elective	3	DEP4054	Developmental Psychology	3
	General Elective	2		Bible Elective	3
		14			15

Senior Year

First Semester		Hrs	Second Semester		Hrs
COU405	Counseling Children and Teens	3	CED405	Spiritual Formation	2
COU415	Individual Appraisal	3	COU410	Women Counseling Women (women only) OR	3
PSY312	Psychology of Personality	3	COU414	Men Counseling Men (men only)	3
STA2001	Elementary Statistics	3	COU416	Crisis Counseling	3
	Bible Elective	2	COU422	Counseling Practicum	3
		14		Bible Elective	3
					14

*Take MAT1033 as a General Elective (if needed).

PROGRAM TOTAL HOURS 120

Bachelor of Science Degree

Biblical Studies Major
Worship Leadership Concentration

PURPOSE

To prepare students for worship leadership roles in the local church. Students take courses in music, theology, worship, and practical ministry thereby developing a theological understanding of biblical worship, its correlation to the arts, and its formative role in the overall ministry of the Church.

OBJECTIVES

Upon completion of this degree, the student should be equipped to:

- Articulate a biblical philosophy of personal and corporate worship.
- Demonstrate an ability to plan and lead worship pastorally, practically, and creatively.
- Demonstrate an understanding of the role of the arts in worship and culture.
- Demonstrate musical and artistic competence.
- Demonstrate competence in technical arts related to worship leadership.
- Demonstrate an understanding of biblical theology and the ability to interpret and apply Scripture.
- Demonstrate fundamental competency in an applied ministry context.

Freshman Year

First Semester		Hrs	Second Semester		Hrs
ENC1101	English Composition I	3	ENC1102	English Composition II	3
MUS107	Functional Piano I	1	MUS108	Functional Piano II	1
MUS121	Introduction to Worship Ministry	2	MUS122	Introduction to Music and Media Technology	3
MUS135	Worship Forum	0	MUS136	Worship Forum	0
MUS145	Worship Ensemble	1	MUS146	Worship Ensemble	1
REL1240	New Testament Survey	3	REL1210	Old Testament Survey	3
REL1273	Introduction to Christian Worldview	2	SPC1017	Speech	3
SLS1001	Student Life Seminar	2	VOI110	Vocal Techniques II	1
VOI109	Vocal Techniques I	1			15
		15			

Sophomore Year

First Semester		Hrs	Second Semester		Hrs
CED204	Counseling for Ministry	3	EUH1001	Western Civilization II	3
EUH1000	Western Civilization I	3	MUS213	Musicianship Lab II	1
MUS113	Musicianship Lab I	1	MUS236	Worship Forum	0
MUS212	Keyboard Skills for Worship	1	MUS246	Worship Ensemble	1
MUS235	Worship Forum	0	MUS299	Sophomore Performance Review	0
MUS245	Worship Ensemble	1	MUT201	Contemporary Musicianship II	3
MUT101	Contemporary Musicianship I	3	REL2274	Bible Doctrines II	3
REL2272	Bible Doctrines I	3	REL2710	Bible Study Methods and Hermeneutics	3
VOI209	Vocal Techniques III	1	VOI210	Vocal Techniques IV	1
		16			15

Junior Year

First Semester		Hrs	Second Semester		Hrs
MUS203	Introduction to Conducting	2	CED201	Cross-Cultural Ministries OR REL3182 Social Ethics	2
MUS311	Worship Leadership and Administration	3	CED317	Student Ministry	2
MUS333	Songwriting and Arranging	3	MUS302	Biblical Foundations of Worship	3
MUS335	Worship Forum	0	MUS336	Worship Forum	0
MUS345	Worship Ensemble	1	MUS346	Worship Ensemble	1
VOI309	Vocal Techniques V	1	VOI310	Vocal Techniques VI	1
	Bible Elective	2		Bible Electives	6
	Literature/Writing Elective	3			15
		15			

Senior Year

First Semester		Hrs	Second Semester		Hrs
MUS407	Planning and Leading Worship	3	CED405	Spiritual Formation	2
MUS435	Worship Forum	0	MUS401	Principles Of Worship Leadership	3
MUS445	Worship Ensemble	1	MUS415	Worship Arts in Historical Perspective	3
REL2753	Bible Basis for Marriage and Family	2	MUS425	Worship Practicum	3
	Bible Elective	2	MUS436	Worship Forum	0
	General Elective	3	MUS446	Worship Ensemble	1
	Math/Science Elective	3		Bible Elective	3
		14			15

PROGRAM TOTAL HOURS 120

Bachelor of Arts Degree

Biblical Studies Major
Bible Intensive Concentration

PURPOSE

The purpose of the Bible Intensive concentration is to provide thorough and advanced training in the Word of God for the student who desires biblical training but does not have a call to a specific ministry vocation. The foundation of this program is a strong emphasis on knowing the Word of God. The program includes training in biblical languages and provides the opportunity to choose complementary areas of study in preparation for seminary or graduate work.

OBJECTIVES

Upon completion of this degree, the student should be equipped to:

- Demonstrate foundational knowledge of the biblical languages
- Identify and assess various doctrines and theological issues within the Bible
- Exhibit a broad knowledge of the Bible including both the Old and New Testaments
- Demonstrate the capacity to complete advanced theological studies.

This program is approved for distance education delivery.

Freshman Year

First Semester		Hrs	Second Semester		Hrs
ENC1101	English Composition I	3	ENC1102	English Composition II	3
EUH1000	Western Civilization I	3	EUH1001	Western Civilization II	3
REL1240	New Testament Survey	3	PSY2012	General Psychology	3
REL1273	Introduction to Christian Worldview	2	REL1210	Old Testament Survey	3
SLS1001	Student Life Seminar	2	SPC1017	Speech	3
	Fine Arts Elective	2			15
		15			

Sophomore Year

First Semester		Hrs	Second Semester		Hrs
BIB203	Life of Christ	2	BIB210	Elementary Greek II	3
BIB209	Elementary Greek I	3	MUS302	Biblical Foundations of Worship	3
CED204	Counseling for Ministry	3			
REL2272	Bible Doctrines I	3	REL2274	Bible Doctrines II	3
	Bible Elective	2	REL2710	Bible Study Methods and Hermeneutics	3
	Literature/Writing Elective	3		Bible Elective	2
		16			14

Junior Year

First Semester		Hrs	Second Semester		Hrs
BIB302	Pauline Epistles I	3	BIB299	Teaching the Bible	2
BIB319	Biblical Language Tools	3	BIB306	Pauline Epistles II	3
REL2232	Poetic Books	2	BIB313	Old Testament Prophets	3
REL3503	Church Histroy I	3	REL3182	Social Ethics	2
REL4221	Pentateuch	3	REL3504	Church History II	3
	Bible Elective	2		Bible Elective	2
		16			15

Senior Year

First Semester		Hrs	Second Semester		Hrs
REL2753	Bible Basis for Marriage and Family	2	CED405	Spiritual Formation	2
REL4255	Hebrews	3	REL3212	Old Testament Historical Books	3
REL4260	Acts	3	REL4702	Advanced Theology	3
REL4784	Apologetics	3		Bible Elective	3
	Math/Science Elective	3		General Electives	4
		14			15

PROGRAM TOTAL HOURS 120

Bachelor of Arts Degree

Biblical Studies Major
Advanced Biblical Studies Concentration*

PURPOSE

The Advanced Biblical Studies program provides men and women with a high level of practical and theological training to excel in diverse ministry contexts. With a strong emphasis on the understanding and application of biblical principles, the curriculum ensures a solid foundation for ministry work, while allowing students to earn an undergraduate degree and complete advanced course work toward a graduate degree in biblical studies.

OBJECTIVES

Upon completion of this degree, the student should be equipped to:

- Demonstrate comprehensive knowledge of biblical texts and contexts
- Translate and interpret biblical texts in original languages
- Conduct advanced biblical research and critical exegesis
- Integrate theological, ethical, and interdisciplinary perspectives into a variety of ministry contexts
- Communicate and teach biblical knowledge effectively

This program is approved for distance education delivery.

Freshman Year

First Semester		Hrs	Second Semester		Hrs
ENC1101	English Composition I	3	ENC1102	English Composition II	3
EUH1000	Western Civilization I	3	EUH1001	Western Civilization II	3
REL1240	New Testament Survey	3	PSY2012	General Psychology	3
REL1273	Introduction to Christian Worldview	2	REL1210	Old Testament Survey	3
SLS1001	Student Life Seminar	2	SPC1017	Speech	3
	Fine Arts Elective	2			15
		15			

Sophomore Year

First Semester		Hrs	Second Semester		Hrs
BIB203	Life of Christ	2	BIB210	Elementary Greek II	3
BIB209	Elementary Greek I	3	MUS302	Biblical Foundations of Worship	3
CED204	Counseling for Ministry	3	REL2274	Bible Doctrines II	3
REL2272	Bible Doctrines I	3	REL2710	Bible Study Methods and Hermeneutics	3
REL2753	Bible Basis for Marriage and Family	2		Math/Science Elective	3
	Literature Elective	3			15
		16			

Junior Year

First Semester		Hrs	Second Semester		Hrs
BIB302	Pauline Epistles I	3	BIB225	Teaching the Bible	2
BIB319	Biblical Language Tools	3	BIB306	Pauline Epistles II	3
REL2232	Poetic Books	2	BIB313	Old Testament Prophets	3
REL3503	Church History I	3	REL3182	Social Ethics	2
REL4221	Pentateuch	3	REL3504	Church History II	3
		14	TRW500	Theological Research and Writing	3
					16

Senior Year

First Semester		Hrs	Second Semester		Hrs
REL4255	Hebrews	3	CED405	Spiritual Formation	2
REL4260	Acts	3	REL3212	Old Testament Historical Books	3
REL4784	Apologetics	3	REL4702	Advanced Theology	3
	Graduate Biblical Studies*	6		Graduate Biblical Studies*	6
		15			14

PROGRAM TOTAL HOURS 120

*These course hours count toward meeting the TCJ M.A. in Biblical Studies degree requirements.

Bachelor of Science Degree

Biblical Studies Major
Interdisciplinary Studies Concentration

PURPOSE

The purpose of the Interdisciplinary Studies program is to provide a broad exposure to multiple disciplines while allowing the student to utilize a variety of educational experiences to complete the Bachelor's degree. The program is designed for individuals who have completed two or more years of college but have not yet obtained the Bachelor's degree. Built on a solid foundation of biblical studies, the program allows flexibility in combining multiple areas of interest.

This program is approved for online delivery

OBJECTIVES

Upon completion of the program, the student should be equipped to do the following:

- Demonstrate ability to communicate clearly in both written and verbal formats
- Articulate an understanding of major biblical themes

This program is approved for distance education delivery.

Admission Requirement:

TCJ Associate's Degree or 60 transfer credit hours prior to enrollment at TCJ with a minimum 2.0 GPA

Graduation Requirements:

- Complete a minimum of 120 credit hours with 2.0 GPA
- Complete General Education requirements (36 hours), Primary cognate, and two components

- Bible is primary cognate requiring a minimum of 30 hours including the Bible core.
- Complete two components with a minimum of 9 hours in one and 16 hours in the other from the following list:

Accounting	Counseling
Criminal Justice	Business Management
Worship Leadership	Physical Education
English	Special Education
History	Elementary Education
Psychology	Math
Science	

Other areas may be proposed as long as minimum hours are met. Component requirements may be met with work transferred to TCJ.

•Must earn at least 30 credits hours at TCJ.

•A minimum of 30 credits hours must be at or above the 300-level.
•At least 15 hours of Bible must be earned at TCJ.

General Education Requirements (36 credits)*:*

English	9	History	6
Math/Science	6	Humanities/Fine Arts	6
Speech	3	Behavioral/Social Sciences	6

General education requirements may not be used to meet component requirements.

Bible Core:

Old Testament Survey	3	Doctrines I	3
New Testament Survey	3	Doctrines II	3

Associate of Science Degree

Biblical Studies Major

PURPOSE

The purpose of the Biblical Studies Associate Degree program is to deepen the student's understanding of God's Word and make them more effective as lay workers in the local church.

This program is approved for distance education.

OBJECTIVES

Upon completion of this degree, the student should be equipped to:

- Be able to identify the key doctrines of the Bible
- Be able to articulate the major themes of the Bible

This program is approved for distance education delivery.

Freshman Year

First Semester		Hrs	Second Semester		Hrs
ENC1101	English Composition I	3	ENC1102	English Composition II	3
EUH1000	Western Civilization I	3	EUH1001	Western Civilization II	3
REL1240	New Testament Survey	3	REL1210	Old Testament Survey	3
REL1273	Introduction to Christian Worldview	2	REL2710	Bible Study Methods and Hermeneutics	3
SLS1001	Student Life Seminar	2		Bible Electives	3
	Bible Elective	2			15
		15			

Sophomore Year

First Semester		Hrs	Second Semester		Hrs
REL2272	Bible Doctrines I	3	BIB225	Teaching the Bible	2
REL2753	Bible Basis for Marriage and Family	2	PSY2012	General Psychology	3
	Bible Electives	6	REL2274	Bible Doctrines II	3
	Fine Arts Elective	2	SPC1017	Speech	3
	General Elective	2		Bible Elective	3
		15		General Elective	2
					15

PROGRAM TOTAL HOURS 60

DIVISION OF EDUCATION

Trinity College of Jacksonville is known for its practical approach to education, and the Education Department reflects this commitment. The department's mission is to prepare educators who can serve effectively in a wide range of school settings, combining professional knowledge and expertise with a service-minded approach to teaching.

OBJECTIVES

Upon completion of this degree, the student should be equipped to:

- Demonstrate a thorough working knowledge of the Bible as God's preserved Word.
- Articulate and affirm by personal conviction basic Bible doctrines.
- Demonstrate a thorough Christian philosophy of life and education.
- Demonstrate a well-rounded academic foundation necessary to embody the calling and responsibility of a teacher

Every education major will spend time in the elementary or secondary classroom on a regular basis during their curricular program. Because of this, all students will be required to successfully complete a background check.

REQUIREMENTS FOR EDUCATION MAJORS

To ensure that students graduating in the field of education meet standards that qualify them to be considered specialists in the field, the following items and processes will be required.

GENERAL REQUIREMENTS

1. Grade Point Averages
   a. All Education majors must have a cumulative grade point average of 2.0 or above by the time they reach their junior year.
   b. All Education majors must have GPA of 2.5 in all EDU courses by the end of their junior year.
   c. All Secondary Education students must have a GPA of 2.75 in the courses required for their teaching fields by the end of their junior year.
   d. All Elementary Education students must have a GPA of 2.75 in the EDU courses that are specific for elementary teachers by the end of the junior year. (Teaching Reading and Language Arts, Teaching Social Studies, Teaching Science, Teaching Math, Elementary Lab, Teaching Bible, Teaching Art and Music, and Health and Safety Education.)
   e. Some education majors may need to repeat certain courses to improve their GPA and satisfy the GPA requirements.
   f. All Education majors must have a grade of C- or higher in all EDU courses prior to being approved for the internship. Additionally, Secondary Education majors must have completed all teaching field requirements with a grade of C- or higher before the internship.

g. All Education majors must have successfully completed ENC1101/1102 and SPC1017 before registering for 300/400 level EDU courses.

2. Each education major must prepare themselves with strong academic and interpersonal skills. When this does not seem to be achieved, the student may be dismissed from the major.

CONTINUANCE IN THE EDUCATION PROGRAM

1. At any time during the program, the name of a student who is in question may be brought to a committee of professors in the education department.

2 This committee will include the Chief Academic Officer, the faculty advisor, and at least three selected faculty members.

3. Such things as academics, interpersonal skills, communicative skills, and organizational skills will be examined.

4. A written summary of the findings of the committee will be included in the student's records and signed by each member of the committee.

5. A conference with the student by the committee will be conducted if there are reasons for removing the candidate from the education program.

Bachelor of Science Degree

Education Major
Elementary Education Concentration

PURPOSE

The purpose of the Elementary Education concentration is to train quality teachers with a Christian philosophy of education to effectively teach Kindergarten through Sixth grade. Students studying Elementary Education will receive practical training based on solid academic preparation.

OBJECTIVES

Upon completion of this degree, the student should be equipped to:

- Articulate and demonstrate a biblical philosophy of education reflecting principles, values, and ethics, integrated into a worldview which impacts elementary curriculum and instruction
- Demonstrate content knowledge relative to each subject taught
- Identify and employ instructional theories, methods and management strategies that produce an effective, crisp, "bell to bell" classroom environment
- Recognize student diversity and demonstrate the flexibility and competence to design and implement curriculum necessary to address student differences
- Use appropriate and current technology for instruction, record keeping, and document production
- Construct valid and reliable assessments

This program is approved for distance education delivery.

Freshman Year

First Semester		Hrs	Second Semester		Hrs
EDG1000	Orientation to Teaching	3	EDF2030	Classroom Management	2
ENC1101	English Composition I	3	ENC1102	English Composition II	3
EUH1000	Western Civilization I	3	EUH1001	Western Civilization II	3
REL1240	New Testament Survey	3	MGF1106	Math for Liberal Arts OR	
REL1273	Introduction to Christian Worldview	2		General Elective	2
			REL1210	Old Testament Survey	3
SLS1001	Student Life Seminar	2	SPC1017	Speech	3
		16			16

Sophomore Year

First Semester		Hrs	Second Semester		Hrs
AMH2010	American History I	3	AMH2020	American History II	3
EDU204	Teaching Art and Music	2	EDU205	Teaching Social Studies	2
MAT210	Math for Elementary Teachers	3	EDU211	Educating Exceptional Students	3
REL2272	Bible Doctrines I	3	EDU299	Education Practicum*	1
	Bible Elective	2	MAE3310	Teaching Math	3
	Literature/Writing Elective	3	REL2274	Bible Doctrines II	3
		16			15

Junior Year

First Semester		Hrs	Second Semester		Hrs
EDU305	Tests and Measurements	3	EDU310	Teaching Bible	2
EDU309	Elementary Lab	2	EDU322	Teaching Reading and Language Arts II	3
EDU321	Teaching Reading and Language Arts I	3	PSY2012	General Psychology	3
EDU398	Education Practicum	1	SCE3851	Teaching Science	2
EME2041	Technology in Education	2		General Elective	2
	General Elective	2		Bible Electives	4
	Science Elective	3			16
		16			

Senior Year

First Semester		Hrs	Second Semester		Hrs
EDU399	Education Field Experience**	1	EDU410	Elementary Education Internship	9
EDU403	Health and Safety Education	2			9
EDU405	Education Seminar	2			
LAE4414	Children's Literature	2		**PROGRAM TOTAL HOURS**	**120**
PSY302	Educational Psychology	3			
REL2753	Bible Basis for Marriage and Family	2			
	Bible Electives	4			
		16			

*Must be completed during Spring Break or at the conclusion of the semester in May.
**Completed prior to the beginning of the Senior Year, Fall Semester.

Bachelor of Science Degree
Education Major
Secondary Education Concentration

PURPOSE
The purpose of the Secondary Education concentration is to train quality teachers with a Christian philosophy of education to effectively teach in the secondary grades. Students studying Secondary Education will receive practical training based on solid academic preparation.

OBJECTIVES
Upon completion of this degree, the student should be equipped to:

- Articulate and demonstrate a biblical philosophy of education reflecting principles, values and ethics, integrated into a worldview which impacts secondary curriculum and instruction
- Demonstrate specific knowledge in major and minor fields
- Identify and employ instructional theories, methods and management strategies that produce an effective, crisp, "bell to bell" classroom environment
- Recognize student diversity and demonstrate the flexibility and competence to design and implement curriculum necessary to address student differences
- Use appropriate and current technology for instruction, record keeping, and document production
- Construct valid and reliable assessments

This program is approved for distance education delivery.

ENGLISH TEACHING FIELD

Freshman Year

First Semester		Hrs	Second Semester		Hrs
EDG1000	Orientation to Teaching	3	EDF2030	Classroom Management	2
ENC1101	English Composition I	3	ENC1102	English Composition II	3
REL1240	New Testament Survey	3	REL1210	Old Testament Survey	3
REL1273	Introduction to Christian Worldview	2	SPC1017	Speech	3
SLS1001	Student Life Seminar	2		Bible Elective	3
	History Elective*	3		History Elective*	3
		16			17

Sophomore Year

First Semester		Hrs	Second Semester		Hrs
EME2041	Technology in Education	2	EDU211	Education Exceptional Students	3
PSY2012	General Psychology	3	EDU299	Education Practicum**	1
REL2272	Bible Doctrines I	3	REL2274	Bible Doctrines II	3
	English Electives Literature/Writing Elective	6		English Electives	6
		3		Bible Elective	2
		17			15

Junior Year

First Semester		Hrs	Second Semester		Hrs
REL2753	Bible Basis for Marriage and Family	2	EDU323	Content Area Reading and Writing	3
EDU305	Tests and Measurements	3	LIT3333	Adolescent Literature	3
EDU398	Education Practicum	1	EDU308	Teaching English in the Secondary School	2
PSY302	Education Psychology	3		Math/Science Elective	3
EDU320	Education Lab	2		Bible Elective	3
	English Elective	6			
		17			14

Senior Year

First Semester		Hrs	Second Semester		Hrs
EDU405	Education Seminar	2	EDU411	Secondary Education Internship	9
EDU399	Education Field Experience***	1			9
	Bible Elective	3			
	English Elective	3		**PROGRAM TOTAL HOURS**	**120**
	General Electives	6			
		15			

*American History or Western Civilization only.
**Must be completed during Spring Break or at the conclusion of the semester in May.
***Completed prior to the beginning of the Senior Year, Fall Semester.

MATHEMATICS TEACHING FIELD

Freshman Year

First Semester		Hrs	Second Semester		Hrs
EDG1000	Orientation to Teaching	3	EDF2030	Classroom Management	2
ENC1101	English Composition I	3	ENC1102	English Composition II	3
REL1240	New Testament Survey	3	MAT1033	Intermediate Algebra	3
REL1273	Introduction to Christian Worldview	2	REL1210	Old Testament Survey	3
			SPC1017	Speech	3
SLS1001	Student Life Seminar	2		History Elective*	3
	History Elective*	3			17
		16			

Sophomore Year

First Semester		Hrs	Second Semester		Hrs
EME2041	Technology in Education	2	EDU211	Education Exceptional Students	3
MAC2105	College Algebra	3	EDU299	Education Practicum**	1
MGF1106	Math for Liberal Arts	3	MAC1114	Trignometry	3
REL2272	Bible Doctrines I	3	STA2001	Elementary Statistics	3
EDU320	Education Lab	2	PSY2012	General Psychology	3
	Literature/Writing Elective	3	REL2274	Bible Doctrines II	3
		16			16

Junior Year

First Semester		Hrs	Second Semester		Hrs
REL2753	Bible Basis for Marriage and Family	2	EDU323	Content Area Reading and Writing	3
EDU305	Tests and Measurements	3	MAC2312	Calculus II	4
EDU398	Education Practicum	1	MHF4403	History of Math	3
PSY302	Education Psychology	3		Math/Science Elective	3
MAC2311	Calculus I	4		Bible Electives	4
MTG4403	Plane Geometry	3			17
		16			

Senior Year

First Semester		Hrs	Second Semester		Hrs
EDU405	Education Seminar	2	EDU411	Secondary Education Internship	9
EDU399	Education Field Experience***	1			9
MAC2313	Calculus III	4		**PROGRAM TOTAL HOURS**	**120**
MAE3330	Teaching Secondary Math	3			
	Bible Elective	3			
		13			

*American History or Western Civilization Only
**Must be completed during Spring Break or at the conclusion of the semester in May.
***Completed prior to the beginning of the Senior Year, Fall Semester.

PHYSICAL EDUCATION TEACHING FIELD

Freshman Year

First Semester		Hrs	Second Semester		Hrs
EDG1000	Orientation to Teaching	3	EDF2030	Classroom Management	2
ENC1101	English Composition I	3	ENC1102	English Composition II	3
REL1240	New Testament Survey	3	REL1210	Old Testament Survey	3
SLS1001	Student Life Seminar	2	REL1273	Introduction to Christian Worldview	2
	History Elective*	3		General Elective	3
		14		History Elective*	3
					16[1]

[1] MAT1033 in second semester, if required by placement, before attempting MAC2105 in sophomore year (first semester).

Sophomore Year

First Semester		Hrs	Second Semester		Hrs
EME2041	Technology in Education	2	ART2020	First Aid Techniques	2
MAC2105	College Algebra	3	EDU211	Education Exceptional Students	3
PET3344	Methods of Athletic Coaching	3	EDU299	Education Practicum**	1
PSY2012	General Psychology	3	PEM2104	Fitness for Life	3
REL2272	Bible Doctrines I	3	REL2274	Bible Doctrines II	3
SPC1017	Speech	3		Literature/Writing Elective	3
		17			15

Junior Year

First Semester		Hrs	Second Semester		Hrs
APK3137	Sport Physiology	2	APK3004	Kinesiology	2
EDU305	Tests and Measurements	3	EDU323	Content Area Reading and Writing	3
EDU320	Education Lab	2	PSY204	Sports Psychology	3
EDU398	Education Practicum	1		Bible Elective	6
PET3710	Teaching Physical Education	3		General Electives	3
PSY302	Education Psychology	3			17
REL2753	Bible Basis for Marriage and Family	2			
		16			

Senior Year

First Semester		Hrs	Second Semester		Hrs
EDU399	Education Field Experience***	1	EDU411	Secondary Education Internship	9
EDU405	Education Seminar	2			9
PED302	Administration of Physical Education and Athletics	3		**PROGRAM TOTAL HOURS**	**120**
PET3810	Strength and Conditioning Concepts	3			
SPM4104	Sport Facility Management	3			
	Bible Elective	4			
		16			

*American History or Western Civilization Only
**Must be completed during Spring Break or at the conclusion of the semester in May.
***Completed prior to the beginning of the Senior Year, Fall Semester.

SOCIAL STUDIES TEACHING FIELD

Freshman Year

First Semester		Hrs	Second Semester		Hrs
EDG1000	Orientation to Teaching	3	EDF2030	Classroom Management	2
ENC1101	English Composition I	3	ENC1102	English Composition II	3
REL1240	New Testament Survey	3	REL1210	Old Testament Survey	3
EUH1000	Western Civilization I	3	SPC1017	Speech	3
SLS1001	Student Life Seminar	2	EUH1001	Western Civilization II	3
		14	REL1273	Introduction to Christian Worldview	2
					16

Sophomore Year

First Semester		Hrs	Second Semester		Hrs
AMH2010	American History I	3	AMH2020	American History II	3
BUS212	Principles of Macroeconomics	3	EDU211	Education Exceptional Students	3
EME2041	Technology in Education	2	EDU299	Education Practicum*	1
PSY2012	General Psychology	3	REL2274	Bible Doctrines II	3
REL2272	Bible Doctrines I	3		Bible Elective	3
	Bible Elective	2		Math/Science Elective	3
		16			16

Junior Year

First Semester		Hrs	Second Semester		Hrs
EDU305	Tests and Measurements	3	EDU302	Teaching Social Studies	2
EDU320	Education Lab	2	EDU323	Content Area Reading and Writing	3
EDU398	Education Practicum	1			
PSY302	Education Psychology	3	HIS313	Medieval Europe	3
REL2753	Bible Basis for Marriage and Family	2	HIS498	Special Topics in History Seminar	3
REL3503	Church History I	3	POS3043	American Government	3
	Literature/Writing Elective	3	REL3504	Church History II	3
		17			17

Senior Year

First Semester		Hrs	Second Semester		Hrs
EDU399	Education Field Experience**	1	EDU411	Secondary Education Internship	9
EDU405	Education Seminar	2			9
HIS317	The Ancient Near East and Greece	3		**PROGRAM TOTAL HOURS**	**120**
HIS319	State and Local Government	3			
HIS405	20th Century America	3			
	Bible Elective	3			
		15			

*Must be completed during Spring Break or at the conclusion of the semester in May.
**Completed prior to the beginning of the Senior Year, Fall Semester.

DIVISION OF ARTS & SCIENCES

Programs in the Division of Arts & Sciences provide students with thorough training from a Christian worldview in a variety of disciplines. Criminal Justice programs help meet the need for Christian men and women to serve the public in this area so vital to our culture today. The Humanities major provides unique opportunity to craft studies in areas of interest allowing combination of subject matter not readily available in other programs.

PURPOSE

The purpose of the Division of Arts and Sciences is to provide students with a through training from a Christian worldview across many disciplines. Students graduating from programs within this division will find themselves well-equipped for a variety of professional or further educational pursuits.

OBJECTIVES

Upon completion of these degrees, students should be equipped to:

- Understand and articulate a biblical world view.
- Demonstrate a Christ-like character.
- Communicate clearly both orally and in writing.
- Continue their education as desired with further general or professional training.

Bachelor of Science Degree

Criminal Justice Major - Standard Concentration
Minor in Biblical Studies

PURPOSE

The purpose of the Bachelor of Science degree in Criminal Justice is to prepare men and women to begin careers in a variety of criminal justice fields. Students will be exposed to practical skills needed in the field of criminal justice.

OBJECTIVES

Upon completion of this degree, the student should be equipped to:

- Articulate a biblically based philosophy of criminal justice
- Demonstrate appropriate written and oral communication skills
- Integrate biblical principles of ethics with criminal justice
- Identify and apply advanced concepts to the field of criminal justice
- Apply theory to practical areas of criminal justice
- Understand and articulate the role of the criminal justice professional within government

This program is approved for distance education delivery.

This program requires the completion of a practicuman during the senior year. Students will be responsible to identify and receive permission

from a criminal justice agency. The practicum can be completed in the student's home area. TCJ is not responsible for any accident, illness, or injury resulting from participation in the Criminal Justice Practicum.

Freshman Year

First Semester		Hrs	Second Semester		Hrs
AMH2010	American History	3	AMH2020	American History II	3
CCJ1020	Introduction to Criminal Justice	3	CJC2000	Corrections	3
ENC1101	English Composition I	3	ENC1102	English Composition II	3
REL1240	New Testament Survey	3	REL1210	Old Testament Survey	3
SLS1001	Student Life Seminar	2	REL1273	Introduction to Christian Worldview	2
	Fine Arts Elective	2			14
		16			

Sophomore Year

First Semester		Hrs	Second Semester		Hrs
CCJ3505	Juvenile Delinquency	3	BUS103	Computer Applications	2
CRJ210	Criminology	3	CRJ218	Criminal Evidence and Procedure	3
CRJ221	Criminal Justice Management	3	PSY2012	General Psychology	3
REL2272	Bible Doctrines I	3	REL2274	Bible Doctrines II	3
SPC1017	Speech	3		Bible Elective	2
		15		Math/Science Elective	3
					16

Junior Year

First Semester		Hrs	Second Semester		Hrs
CJC3163	Parole and Probation	3	CCJ4667	Victims in Criminal Justice	3
CRJ325	Constitutional Law	3	CRJ418	Criminal Justice Ethics	3
CRJ411	Critical Issues in Criminal Justice	3	DEP4054	Developmental Psychology	3
HIS319	State and Local Government	3	GEB2214	Business Communications	3
REL2753	Bible Basis for Marriage and Family	2		Literature/Writing Elective	3
		14			15

Senior Year

First Semester		Hrs	Second Semester		Hrs
CJE3616	Criminalistics	3	CJE3610	Criminal Investigation	3
CJL2100	Criminal Law	3	CRJ425	Criminal Justice Practicum	3
CRJ421	Criminal Justice Research and Writing	3	PED301	First Aid Techniques	2
	Bible Electives	4	POS3043	American Government	3
	General Elective	2	REL3182	Social Ethics	2
		15	SPC4046C	Oral Communication in the Professions	2
					15

PROGRAM TOTAL HOURS 120

*All courses offered in Fall and Spring semesters to reintegrate Florida Law Enforcement Academy Track students who do not complete transient coursework.

Bachelor of Science Degree

3+1 Criminal Justice Major – Florida Law Enforcement Academy Concentration
Minor in Biblical Studies

PURPOSE

The purpose of the Bachelor of Science degree in Criminal Justice is to prepare men and women for law enforcement careers within Florida police agencies. Students will be exposed to practical skills needed in the field of criminal justice in the first three years at TCJ and, through an articulation agreement with Florida State College of Jacksonville (FSCJ), complete the tactical Florida Law Enforcement Academy Certification. Students completing the program earn the B.S. in Criminal Justice (TCJ) and the Florida Law Enforcement Academy Certification (FSCJ) in their senior year.

OBJECTIVES

Upon completion of this degree the student should be equipped to:

- Articulate a biblically based philosophy of criminal justice
- Demonstrate appropriate written and oral communication skills
- Integrate biblical principles of ethics with criminal justice
- Identify and apply advanced concepts to the field of criminal justice
- Apply theory to practical areas of criminal justice
- Understand and articulate the role of the criminal justice professional within government

This program requires the completion of the Florida Law Enforcement Academy training during the senior year. Students will apply to FSCJ academy in their junior year. TCJ is not responsible for any accident, illness, or injury resulting from participation in the FSCJ Florida Law Enforcement Academy.

Freshman Year

First Semester		Hrs	Second Semester		Hrs
AMH2010	American History	3	AMH2020	American History II	3
CCJ1020	Introduction to Criminal Justice	3	CJC2000	Corrections	3
ENC1101	English Composition I	3	ENC1102	English Composition II	3
REL1240	New Testament Survey	3	REL1210	Old Testament Survey	3
SLS1001	Student Life Seminar	2	REL1273	Intro to Christian Worldview	2
	Fine Arts Elective	2			14
		16			

Sophomore Year

First Semester		Hrs	Second Semester		Hrs
CCJ3505	Juvenile Delinquency	3	BUS103	Computer Applications	2
CRJ210	Criminology	3	CRJ218	Criminal Evidence and Procedure	3
CRJ221	Criminal Justice Management	3	PSY2012	General Psychology	3
REL2272	Bible Doctrines I	3	REL2274	Bible Doctrines II	3
SPC1017	Speech	3		Bible Elective	2
		15		Math/Science Elective	3
					16

Junior Year

First Semester		Hrs	Second Semester		Hrs
CJC3163	Parole and Probation	3	CCJ4667	Victims in Criminal Justice	3
CRJ325	Constitutional Law	3	CRJ418	Criminal Justice Ethics	3
CRJ411	Critical Issues in Criminal Justice	3	DEP4054	Developmental Psychology	3
HIS319	State and Local Government	3	GEB2214	Business Communications	3
REL2753	Bible Basis for Marriage & Fam.	2		Literature/Writing Elective	3
		14			15

Senior Year

First Semester		Hrs	Second Semester		Hrs
Florida Law Enforcement Academy		15	Florida Law Enforcement Academy		15

PROGRAM TOTAL HOURS 120

All Senior Year Criminal Justice-Standard Concentration courses will be offered in Fall and Spring semesters to reintegrate students who do not complete Florida Law Enforcement Academy curriculum.

Bachelor of Arts Degree

Humanities Major
Minor in Biblical Studies

PURPOSE

The Humanities major offers students a broad-based academic foundation designed for those who wish to delay specialization until graduate or professional school, seek a comprehensive education in the arts and sciences, or prefer a flexible approach while considering potential career paths. Students design a well-rounded program of study that balances both depth and breadth, rather than being limited to a single discipline.

Required coursework includes studies in English, history, foreign languages, communications, mathematics, and the natural sciences. Additionally, students may choose from a wide range of electives to craft a personalized curriculum which reflects their unique interests and goals. This combination provides intellectual versatility, cultural awareness, and critical thinking skills applicable to multiple career fields and advanced study.

OBJECTIVES

Upon completion of the Humanities degree program, students will be prepared to:

- Communicate effectively in both oral and written forms.
- Apply a Christian worldview across a variety of disciplines.
- Think critically and analytically about information from diverse fields of study.
- Demonstrate cultural literacy.

This program is approved for distance education delivery.

Freshman Year

First Semester		Hrs	Second Semester		Hrs
ENC1101	English Composition I	3	ENC1102	English Composition II	3
EUH1000	Western Civilization I	3	EUH1001	Western Civilization II	3
REL1240	New Testament Survey	3	PSY2012	General Psychology	3
REL1273	Introduction to Christian Worldview	2	REL1210	Old Testament Survey	3
SLS1001	Student Life Seminar	2	SPC1017	Speech	3
	Fine Arts Elective	2			15
		15			

Sophomore Year

First Semester		Hrs	Second Semester		Hrs
AMH2010	American History I	3	AMH2020	American History II	3
PHI2010	Introduction to Philosophy	3	ENL2000	British Literature	3
REL2272	Bible Doctrines I	3	REL2274	Bible Doctrines II	3
	Language Elective	3	PHI2100	Introduction to Logic	3
	Literature/Writing Elective	3		Language Elective	3
		15			15

Junior Year

First Semester		Hrs	Second Semester		Hrs
AML2000	American Literature	3	LIT2100	World Literature	3
BUS103	Computer Applications	2		History Elective	3
BUS212	Principles of Macroeconomics	3		Science Elective	3
				Bible Electives	4
REL2753	Bible Basis for Marriage and Family	2		General Elective	3
	Math Elective	3			16
		13			

Senior Year

First Semester		Hrs	Second Semester		Hrs
AML3103	American Novel OR ENL3323 Shakespeare	3	POS3043	American Government	3
			REL3182	Social Ethics	2
ENC4386	Advanced English Grammar and Composition	3	SPC4046C	Oral Communcation in the Professions	2
HIS319	State and Local Government	3		Math/Science Elective	3
	Counseling/Psychology Elective	3		General Electives	5
	General Electives	4			15
		16		**PROGRAM TOTAL HOURS**	**120**

Bachelor of Science Degree
Psychology Major
Minor in Biblical Studies

PURPOSE
The purpose of the Psychology program is to enhance the student's ability to understand through both science and a Christian worldview the three aspects of human life: body, mind, and soul. Students will develop resilience and gain skills that will help them navigate their future careers and life through any adversity.

OBJECTIVES
Upon completion of this degree, the student should be equipped to do the following:

- Recognize the role of psychology and scientific concepts as tools used in obedience to God's creation mandate.
- Demonstrate skills in Psychology and Quantitative reasoning.
- Develop core competencies in the natural sciences.
- Demonstrate an understanding of the methodologies of science as investigative tools.
- Pursue a wide variety of careers and degrees related to psychology.

Freshman Year

First Semester		Hrs	Second Semester		Hrs
ENC1101	English Composition I	3	ENC1102	English Composition II	3
PSY2012	General Psychology	3	PSY101	Introduction to Psychology	
REL1240	New Testament Survey	3		Research	3
REL1273	Introduction to Christian		REL1210	Old Testament Survey	3
	Worldview	2	SPC1017	Speech	3
SLS1002	Student Life Seminar	2		History Elective**	3
	History Elective**	3			15
		16			

Sophomore Year

First Semester		Hrs	Second Semester		Hrs
PSY201	Psychological Assessments	3	BUS103	Computer Applications	2
PSY202	Psychology and Christianity	3	PSY203	Social Psychology	3
PSY221	Abnormal Psychology	3	PSY204	Sports Psychology	3
REL2272	Bible Doctrines I	3	REL2274	Bible Doctrines II	3
REL2753	Bible Basis for Marriage and		REL2710	Bible Study Methods and	
	Family	2		Hermeneutics	3
	Fine Arts Elective	2			14
		16			

Junior Year

First Semester		Hrs	Second Semester		Hrs
MAC2105	College Algebra	3	PSY303	Child Psychology	3
PSY301	Criminal Psychology	3	PSY304	Positive Psychology	3
PSY302	Educational Psychology	3		Bible Elective	3
PSY312	Psychology of Personality	3		General Elective	3
	Bible Elective	3		Literature/Writing Elective	3
		15			15

Senior Year

First Semester		Hrs	Second Semester		Hrs
PSY402	Cognitive Psychology	3	CED405	Spiritual Formation	2
PSY405	Industrial Psychology	3	DEP4054	Developmental Psychology	3
STA2001	Elementary Statistics	3	PSY406	Cultural Psychology	3
	Bible Elective	3	PSY425	Psychology Practicum	3
	General Elective	3		Bible Elective	3
		15			14

PROGRAM TOTAL HOURS 120

**American History or Western Civilization only.

Associate of Science Degree

Criminal Justice Major

PURPOSE

The purpose of the Associate of Science degree in Criminal Justice is to prepare men and women for entry-level employment in criminal justice careers to protect the freedoms we enjoy. Students will be exposed to practical skills needed in the field of criminal justice.

Requirements in this program may be applied to the Bachelor of Science degree in Criminal Justice upon completion of the program. Students interested in higher entry-level or management positions are encouraged to complete the bachelor's degree program. Because of the standard course rotation, students should begin this program in the fall semester.

OBJECTIVES

Upon completion of this degree, the student should be able to:

- Articulate a biblically based philosophy of criminal justice
- Demonstrate appropriate written communication skills
- Apply advanced theoretical concepts to practical criminal justice situations
- Understand and articulate the role of the criminal justice professional within government

This program is approved for distance education delivery.

Freshman Year

First Semester		Hrs	Second Semester		Hrs
AMH2010	American History I	3	AMH2020	American History II	3
CCJ1020	Introduction to Criminal Justice	3	CJC2000	Corrections	3
ENC1101	English Composition I	3	ENC1102	English Composition II	3
REL1240	New Testament Survey	3	REL1210	Old Testament Survey	3
REL1273	Introduction to Christian Worldview	2	SPC1017	Speech	3
SLS1001	Student Life Seminar	2			15
		16			

Sophomore Year

First Semester		Hrs	Second Semester		Hrs
CCJ3505	Juvenile Delinquency	3	ART2020	First Aid Techniques	2
CRJ210	Criminology	3	CJE3610	Criminal Investigation	3
CRJ221	Criminal Justice Management	3	CJL2100	Criminal Law	3
PSY2012	General Psychology	3	CRJ218	Criminal Evidence and Procedure	3
REL2272	Bible Doctrines I	3	REL2274	Bible Doctrines II	3
		15			14

PROGRAM TOTAL HOURS 60

Associate of Science Degree

Interdisciplinary Studies Major

PURPOSE

The purpose of the Associate of Science Degree in Interdisciplinary Studies is to train students who have a heart for Christian ministry and desire to pursue a Christian education while seeking God's will for their life and vocation. The program provides students the liberty of choosing 13 hours of approved electives to explore or pursue interests in either Biblical studies, any of the various Christian ministries or traditional education subject areas.

OBJECTIVES

Upon completion of this degree, the student should be equipped to:

- Articulate basic Bible knowledge in major Christian topics
- Demonstrate acquisition of general knowledge in history, psychology, communications and math or science

This program is approved for distance education delivery.

Because this degree is not simply the first two years of a four-year degree but is designed to provide a unique learning experience and a distinct milestone in the student's education, it will not readily transition into a Trinity four-year degree program. Any student beginning this program and interested in switching to a four-year degree program should consult with an academic advisor as soon as possible to minimize the additional time that will be required.

Freshman Year

First Semester		Hrs	Second Semester		Hrs
ENC1101	English Composition I	3	BUS103	Computer Applications	2
REL1240	New Testament Survey	3	ENC1102	English Composition II	3
REL1273	Introduction to Christian Worldview	2	REL1210	Old Testament Survey	3
SLS1001	Student Life Seminar	2		Bible Elective	2
	History Elective*	3		General Elective	2
	General Elective	2		History Elective*	3
		15			15

Sophomore Year

First Semester		Hrs	Second Semester		Hrs
PSY2012	General Psychology	3	REL2274	Bible Doctrines II	3
REL2272	Bible Doctrines I	3	SPC1017	Speech	3
REL2753	Bible Basis for Marriage and Family	2		Math/Science Elective	3
	Bible Elective	2		General Electives	6
	Fine Arts Elective	2			15
	Math/Science Elective	3			
		15		**PROGRAM TOTAL HOURS**	**60**

*American History or Western Civilization only.

Associate of Arts Degree

Mathematics and Science Major

PURPOSE

This program will serve as a platform for students to gain the mathematical and analytical tools necessary to enter STEM programs and careers. Each student will learn to apply biblical principles to his/her own life, both personally and professionally.

OBJECTIVES

Upon completion of this degree, students should be equipped to:

- Demonstrate skills in mathematical and quantitative reasoning
- Demonstrate an understanding of the methodologies of science as investigative tools

Freshman Year

First Semester		Hrs	Second Semester		Hrs
ENC1101	English Composition I	3	ENC1102	English Composition II	3
MAC2105	College Algebra	3	MAC1114	Trigonometry	3
REL1240	New Testament Survey	3	REL1210	Old Testament Survey	3
REL1273	Introduction to Christian Worldview	2	SPC1017	Speech	3
SLS1001	Student Life Seminar	2		Science Elective	4
	Fine Arts Elective	2			16
		15			

Sophomore Year

First Semester		Hrs	Second Semester		Hrs
MAC2311	Calculus I	4	MAC2312	Calculus II	4
REL2272	Bible Doctrines I	3	REL2274	Bible Doctrines II	3
STA2001	Elementary Statistics	3		Science Electives	8
	Science Elective	4			15
		14			

PROGRAM TOTAL HOURS 60

Associate of Arts Degree

Pre-Engineering Major

PURPOSE

The purpose of the Associate of Arts degree in Pre-Engineering is to provide students with the skills needed to enter a four-year program in their desired engineering field.

OBJECTIVES

Upon completion of this degree, students should be equipped to:

- Students will demonstrate skills in mathematical and quantitative reasoning
- Demonstrate an understanding of the applications of science and mathematics
- Demonstrate academic preparedness to enter a baccalaureate program in engineering.

Freshman Year

First Semester		Hrs	Second Semester		Hrs
ENC1101	English Composition I	3	ENC1102	English Composition II	3
MAC2311	Calculus I	4	ENR101	Introduction to Engineering	2
REL1240	New Testament Survey	3	MAC2312	Calculus II	4
SCI201	General Biology I	4	PHY201	Physics I with Calculus	3
SLS1001	Student Life Seminar	2	PHY201L	Physics I with Calculus Lab	1
		16	REL1210	Old Testament Survey	3
					16

Sophomore Year

First Semester		Hrs	Second Semester		Hrs
MAC2313	Calculus III	4	MAP2302	Differential Equations	3
PHY202	Physics II with Calculus	3	REL1273	Introduction to Christian Worldview	2
PHY202L	Physics II with Calculus Lab	1	REL2274	Bible Doctrines II	3
REL2272	Bible Doctrines I	3	SCI401	Chemistry I with Lab	4
	Fine Arts Elective	2	SPC1017	Speech	3
		13			15

PROGRAM TOTAL HOURS 60

DIVISION OF BUSINESS

Trinity College of Jacksonville is committed to providing Christian men and women with practical training to prepare them to serve in a variety of business settings. Programs in the Division of Business are formulated to reflect current practice in public, private, governmental, and non-profit settings. In addition to thorough training in business related subjects, students receive a solid biblical foundation related to strong ethical standards. The need for men and women in the business world with a biblically based philosophy of management has never been more evident than today.

OBJECTIVES

Upon completion of these degree programs, students should be equipped to:

- Articulate a biblically based management philosophy base on biblical principles of ethics with management practice
- Demonstrate appropriate written and oral communication skills in the business setting.
- Identify unique management challenges of business organization and apply current business practices to support strategic decision making.
- Apply business knowledge to integrate foundational concepts in management, marketing, finance, economics, and organizational behavior to solve real-world business problems.
- Analyze complex business issues, interpret data, and evaluate strategic options to make sound, evidence-based decisions.

This program is approved for distance education delivery.

Suggested high school preparation: It is suggested that students desiring to enter a program in the Division of Business complete two units of algebra. Deficiencies may be made up but may lengthen the time required to complete the degree.

Bachelor of Science Degree

Business Administration Major
General Concentration
Minor in Biblical Studies

PURPOSE

The purpose of the Management concentration is to provide the student with the necessary skills to succeed in a wide variety of business settings including private, public, non-profit, and governmental organizations.

ADDITIONAL OBJECTIVES

Upon completion of this degree, the student should be equipped to:

- Demonstrate application of current business practice strategically to decision making
- Identify unique management challenges of a non-profit organization
- Provide managerial leadership to teams in the work environment

Freshman Year

First Semester		Hrs	Second Semester		Hrs
ENC1101	English Composition I	3	BUS218	Business Computer Applications	3
REL1240	New Testament Survey	3	ENC1102	English Composition II	3
REL1273	Introduction to Christian Worldview	2	REL1210	Old Testament Survey	3
SLS1001	Student Life Seminar	2	SPC1017	Speech	3
	Fine Arts Elective	2		History Elective**	3
	History Elective**	3			15*
		15			

*MAT1033 in Second Semester, if required by placement, before attempting MAC2105 in Sophomore Year First Semester.

Sophomore Year

First Semester		Hrs	Second Semester		Hrs
ACG2130	Financial Accounting	3	ACG2071	Managerial Accounting	3
BUS212	Principles of Macroeconomics	3	BUS213	Principles of Microeconomics	3
MAC2105	College Algebra	3	BUS231	Business Statistics	3
REL2272	Bible Doctrines I	3	GEB2214	Business Communication	3
	Bible Elective	3	REL2274	Bible Doctrines II	3
		15			15

Junior Year

First Semester		Hrs	Second Semester		Hrs
FIN3400	Financial Management	3	BUL3130	Business Law & Ethics	3
MAR3404	Customer Relationship Management	3	BUS304	Nonprofit Administration	3
MAN3504	Operations Management	3	MAR3024	Marketing Principles	3
REL2753	Bible Basis for Marriage & Family	2	PSY2012	General Psychology	3
	General Elective	3		General Elective	3
	Literature/Writing Elective	3			15
		17			

Senior Year

First Semester		Hrs	Second Semester		Hrs
BUS405	Human Resources Management	3	BUS425	Management Practicum***	3
MAN4593	Logistics Management	3	ENT4004	Entrepreneurship	3
MAN4711	Corporate Governance and Social Responsibility	3	MAN4720	Strategic Management and Business Policy	3
	Bible Elective	2	SPC4046C	Oral Communication in the Professions	2
	General Elective	3		General Elective	3
		14			14

PROGRAM TOTAL HOURS 120

**American History or Western Civilization Only
***Can be taken any time after completion of Junior Year.

The student in the Business Administration program will select a cognate to complete the major program of study OR complete 12 semester hours of general concentration. Following are the available congnates.

BUSINESS ADMINISTRATION COGNATES

Students may choose a cognate from the following areas:

Biblical Leadership &

LDR331	Bibilical Concepts of Leadership	3	LDR422	Biblical Mangement and Leadership	3
LDR341	Leadership of Effective Teams	3	LDR441	Human Behavior and Development	3

Managerial

ACG3133	Intermediate Financial Accounting I	4	ACG4151	Intermediate Financial Accounting II	4
ACC417	Advanced Financial Accounting	3	ACC422	Accounting Information Systems	3

Project

BUS323	Project Management	3	MAN4520	Total Quality Management	3
MAN3504	Operations Management	3	LDR341	Leadership of Effective Teams	3

Real Estate

BUS307	Real Estate Law	3	BUS308	Real Estate Principles, Practices, and Concepts	3
MAR3404	Customer Relationship Management	3	BUS408	Real Estate Valuation	3

Sport

APK3137	Sport Physiology	2	SPM4306	Sport Marketing	3
APK3004	Kinesiology	2	SPM4104	Sport Facility Management and Operation	3
SPM4501	Sport Finance	3			

Bachelor of Science Degree

Business Administration Major
Accounting Concentration
Minor in Biblical Studies

PURPOSE

The purpose of the Accounting Concentration is to provide the student with the necessary skills to succeed in commercial, public, non-profit, or governmental accounting and provide the foundation for additional study and licensure.

OBJECTIVES

Upon completion of this degree, the student should be equipped to:

- Demonstrate mastery of the requisite skills and competencies of an accountant or financial executive and be prepared to work in business or Christian ministry.
- Demonstrate the knowledge and capabilities necessary to pursue the certified public accounting license - CPA
- Demonstrate the knowledge and capabilities to pursue the certified management accountant designation - CMA

Students should consult their home state requirements if they desire to seek the CPA or CMA designation. The State of Florida requires TCJ graduates to enroll in a graduate program and complete 15 graduate hours prior to receiving the CPA designation.

Freshman Year

First Semester		Hrs	Second Semester		Hrs
ACG2130	Financial Accounting	3	ACG2071	Managerial Accounting	3
ENC1101	English Composition I	2	BUS218	Business Computer Applications	3
REL1240	New Testament Survey	3	ENC1102	English Composition II	3
REL1273	Introduction to Christian Worldview	3	REL1210	Old Testament Survey	3
SLS1001	Student Life Seminar	2	SPC1017	Speech	3
	Fine Arts Elective	2			15*
		15			

*MAT1033 in Second Semester, if required by placement, before attempting MAC2105 in Sophomore Year First Semester.

Sophomore Year

First Semester		Hrs	Second Semester		Hrs
ACG3133	Intermediate Financial Accounting I	4	ACG4151	Intermediate Financial Accounting II	4
BUS212	Principles of Macroeconomics	3	BUL3130	Business Law and Ethics	3
MAC2105	College Algebra	3	BUS213	Principles of Microeconomics	3
REL2272	Bible Doctrines I	3	BUS231	Business Statistics	3
	Bible Elective	3	REL2274	Bible Doctrines II	3
		16			16

Junior Year

First Semester		Hrs	Second Semester		Hrs
ACC331	Cost Accounting	3	ACC422	Accounting Information Systems	3
FIN3400	Financial Management	3	GEB2214	Business Communications	3
REL2753	Bible Basis for Marriage and Family	2		General Elective	2
	History Elective*	3		History Elective*	3
	General Elective	3		Literature/Writing Elective	3
		14			14

Senior Year

First Semester		Hrs	Second Semester		Hrs
ACC410	Federal Tax Accounting	3	ACC414	Auditing	3
ACC417	Advanced Financial Accounting	3	ACC425	Accounting Practicum**	3
BUL4422	Advanced Business Law	3	MAN4720	Strategic Management and Business Policy	3
MAN4711	Corporate Governance and Social Responsibility	3	SPC4046C	Oral Communication in the Professions	2
PSY2012	General Psychology	3		General Elective	2
		15		Bible Elective	2
					15

PROGRAM TOTAL HOURS 120

*American History or Western Civilization only.
**Available to students who have completed junior year requirements.

Bachelor of Science Degree

Sport Management

PURPOSE

The purpose of the Bachelor of Science in Sport Management at TCJ is to prepare students for Christ-centered leadership and service within the diverse and expanding sport industry. Rooted in a biblical worldview and aligned with the mission of the College, the program equips students with essential knowledge and skills in areas such as athletic administration, sport marketing, event and facility management, coaching, and sport ministry. The curriculum blends professional preparation with spiritual formation, emphasizing academic excellence, and ethical decision-making, and practical application through internships, field experiences, and community partnerships.

Graduates will be prepared to enter a wide range of careers in sport or pursue graduate education, all while representing Christ with character and competence. The program reflects Trinity College of Jacksonville's commitment to equipping students for personal fulfillment and Christian service through a higher educational program that integrates biblical, general, and professional studies.

OBJECTIVES

Upon completion of this degree, the student should be equipped to:

- Demonstrate the ability to apply a biblical worldview and Christian ethics in decision-making and leadership within the sport industry.

- Acquire foundational knowledge and practical skills in sport management, including marketing, event planning, facility operations, leadership, and governance.
- Communicate clearly and professionally both in written and verbal forms across diverse sport contexts, including internal team settings and external stakeholder environments.
- Exhibit strong analytical and problem-solving abilities in addressing real-world challenges facing sport organizations through case studies, research projects, and internships.
- Model Christ-like servant leadership and a commitment to community engagement through internships, volunteer experiences, and ministry-based sport initiatives.

Freshman Year

First Semester		Hrs	Second Semester		Hrs
BUS103	Computer Applications	2	BUS213	Principles of Microeconomics	3
ENC1101	English Composition I	3	ENC1102	English Composition II	3
REL1240	New Testament Survey	3	MAC2105	College Algebra	3
REL1273	Introduction to Christian Worldview	2	REL1210	Old Testament Survey	3
SLS1001	Student Life Seminar	2	SPC1017	Speech	3
SPM1000	Introduction to Sport Management	3			15*
		15			

*MAT1033 in Spring Semester, if required by placement, before attempting MAC2105 in Sophomore Year Fall Semester.

Sophomore Year

First Semester		Hrs	Second Semester		Hrs
ACG2130	Financial Accounting	3	PET3344	Methods of Athletic Coaching	3
BUS212	Principles of Macroeconomics	3	PSY204	Sports Psychology	3
REL2272	Bible Doctrines I	3	REL2274	Bible Doctrines II	3
	History Elective**	3	SPM2201	Sport Ethics	3
	Literature/Writing Elective	3		History Elective**	3
		15			15

Junior Year

First Semester		Hrs	Second Semester		Hrs
LDR331	Biblical Concepts of Leadership	3	BUL3130	Business Law and Ethics	3
REL2753	Bible Basis for Marriage and Family	2	GEB2214	Business Communications	3
SPM3407	Social Media in Sport	3	LDR341	Leadership of Effective Teams	3
SPM4104	Sport Facility Management	3	SPM3113	Athletic Administration	3
SPM4501	Sport Finance	3	SPT300	Field Experience	1
		14	SPC4046C	Oral Communications in the Professions	2
				Fine Arts Elective	2
					17

Senior Year

First Semester		Hrs	Second Semester		Hrs
BUS405	Human Resources Management	3	ENT4004	Entrepreneurship	3
LDR422	Biblical Management and Leadership	3	LDR441	Human Behavior & Development in Organizations	3
SPM4040	International Sport	3	SPM494	Sport Management Practicum***	3
SPM4306	Sport Marketing	3	SPM499	Special Topics in Sport Management	3
SPM4604	Sport Governance	3		Bible Elective	2
		15			14

PROGRAM TOTAL HOURS 120

**American History or Western Civilization only.
***May be taken at any point after completing Junior Year.

COURSE DESCRIPTIONS

ACCOUNTING

ACC331 COST ACCOUNTING *3 SEMESTER HOURS*

Prerequisites: ACG2071, BUS231. An in-depth study of the role of the modern management accountant and the application of traditional and activity-based cost analysis to diverse industries and manufacturing operations. Characteristics of business costs are analyzed and the principles of various cost systems are examined. Emphasis is given to the use of cost systems and data in strategic and managerial decision making.

ACC410 FEDERAL TAX ACCOUNTING *3 SEMESTER HOURS*

Prerequisite: ACG2071. This is an introduction to the federal income tax structure. Students study the concepts and methods of determining the taxable income of individuals, allowed deductions, credits, and property transactions, the interpretation and application of the IRS code and regulation, and tax computations and filing.

ACC414 AUDITING *3 SEMESTER HOURS*

Prerequisite: ACG4151. This course focuses on the legal and professional responsibilities of accountants as auditors, including the theory of auditing and audit program development, generally accepted auditing standards of evidence, review of internal controls, audit procedures, and development of audit programs for various types of businesses. Consideration of an auditor's professional and ethical standards are discussed .

ACC417 ADVANCED FINANCIAL ACCOUNTING *3 SEMESTER HOURS*

Prerequisite: ACG4151. This course includes topics of accounting theory, practice for business combinations, consolidations, intercompany transactions, foreign operations, and statements of cash flow.

ACC422 ACCOUNTING INFORMATION SYSTEMS *3 SEMESTER HOURS*

Prerequisite: ACG4151. This course addresses problems and issues related to computer-based accounting information systems. It presents fundamental principles of systems development for performing general financial accounting and management accounting functions with emphasis on internal controls.

ACC425 ACCOUNTING PRACTICUM *3 SEMESTER HOURS*

Prerequisites: Accounting Concentration only, Senior classification, Department Approval. A semester of direct work experience in a local organization or CPA firm. The student is under the supervision of the business faculty of the college, as well as the immediate supervisor within the participating organization.

ACG2071 MANAGERIAL ACCOUNTING *3 SEMESTER HOURS*

Prerequisite: ACG2130. Managerial accounting introduces concepts, procedures, and decision models that help managers improve business decision making. Managerial accounting is focused on meeting the financial information needs of internal users. The course presents various systems for calculating the cost of a product or service; tools for the evaluation of business segments; models for making decisions concerning a wide variety of special decisions; and planning and budgeting for operations.

ACG2130 FINANCIAL ACCOUNTING *3 SEMESTER HOURS*
An introduction to financial accounting, this course focuses on the financial reporting of enterprises to external decision makers. It introduces and examines the accounting cycle, including journalizing and posting transactions, accounting for merchandising businesses and preparing financial statements, including the income statement, balance sheet, statement of retained earnings, and cash flow statement, in accordance with generally accepted accounting principles.

ACG3133 INTERMEDIATE FINANCIAL ACCOUNTING I *4 SEMESTER HOURS*
Prerequisite: ACG2071. An in-depth study of financial statement preparation, accounting theory, and accounting practice for current assets and non-current assets, and related income effects, including the application of generally accepted accounting principles in financial accounting and reporting.

ACG4151 INTERMEDIATE FINANCIAL ACCOUNTING II *4 SEMESTER HOURS*
Prerequisite: ACG3133. A continuation of ACG3133 with emphases on accounting theory and practice for long term liabilities and shareholder equity accounts, and related income effects.

BIBLE/RELIGION

BIB203 THE LIFE OF CHRIST *2 SEMESTER HOURS*
Prerequisite: REL1240. This course is an in-depth study of the life and ministry of Jesus of Nazareth from His incarnation to His ascension. The four gospel accounts will be introduced and studied chronologically while being considered for both their doctrinal and practical values.

BIB209 ELEMENTARY GREEK I *3 SEMESTER HOURS*
This course will cover the basic grammatical structure of the Greek language - verbs, cases, pronouns, adjectives, participles, and infinitives in preparation for translating the New Testament.

BIB210 ELEMENTARY GREEK II *3 SEMESTER HOURS*
Prerequisite: BIB 209. This course continues to build on BIB209. The student will review the basics of Greek grammar and then translate several passages throughout the New Testament using computer software and Bible apps. Emphasis is placed on how the Greek grammar impacts the meaning of each passage.

BIB212 WOMEN, GENDER, AND FEMININE DESIGN FROM THE BIBLE *2 SEMESTER HOURS*
This course biblically defines the nature of womanhood and the purpose for which God created women. Through biblical study women will come to understand and develop their feminine value for the glory of God, for the betterment of others, and for personal fulfillment in life. The course material will aid students in establishing a biblical worldview of gender and feminine design.

BIB225 TEACHING THE BIBLE *2 SEMESTER HOURS*
Prerequisites: REL1210, REL1240, REL2710. Designed to give students a basic overview of methods and principles of teaching biblical truth. Building on skills learned in both REL2710 and SPC1017, the student will learn to apply a methodical approach to preparation, presentation, and evaluation of the teaching of the Scriptures, assess their audience and context to develop appropriate biblical lessons, and gain practical experience teaching in various settings.

BIB302 PAULINE EPISTLES I *3 SEMESTER HOURS*

Prerequisites: REL1210, REL1240. This course is an exegetical study of Galatians, I and II Corinthians, and I and II Thessalonians, giving attention to the doctrinal and practical aspects with reference to modern pastoral problems. The organization of the New Testament church, its function, and its development are also examined.

BIB306 PAULINE EPISTLES II *3 SEMESTER HOURS*

Prerequisites: REL1210, REL1240. This course is an exegetical study of Romans, Ephesians, Philippians, Colossians, I and II Timothy, Philemon and Titus, giving attention to the doctrinal and practical aspects with reference to modern pastoral problems. The organization of the New Testament church, its function, and its development are also examined.

BIB313 OLD TESTAMENT PROPHETS *3 SEMESTER HOURS*

Prerequisites: REL1210, REL1240. This course is an exposition of the preexilic, exilic, and postexilic prophets, excluding Daniel and Zechariah. Emphasis is placed on each book's authorship, purpose, content, and theology.

BIB315 GENERAL EPISTLES *3 SEMESTER HOURS*

Prerequisite: REL1210, REL1240. This course is an exposition of James, I and II Peter, and Jude, with an emphasis on the biblical theology of the books, their genre, and application for today.

BIB319 BIBLICAL LANGUAGE TOOLS *3 SEMESTER HOURS*

Prerequisite: BIB 210. An introduction to the tools, verbal systems, and syntax of biblical Greek and Hebrew. Emphasis is placed on developing skills in the use of concordances and lexicons as well as the use of various print and online resources to prepare students for Bible translation.

BIB322 CULTS I *2 SEMESTER HOURS*

This course contains studies in the history, teaching, and refutation of Mormons, Jehovah's Witnesses, and other contemporary false teachings.

BIB323 CULTS II *2 SEMESTER HOURS*

This course contains studies in the history, teachings, and refutations of mind-science cults, New Age cults, and contemporary belief systems.

BIB426 INDEPENDENT STUDY *3-6 SEMESTER HOURS*

This independent study course requires department approval to enroll. Students in this course may conduct individual or group projects focused on research, literature review, or extension/ enhancement of other coursework. All work is conducted under supervision and evaluation of a departmental faculty member. Student are limited to a total of six independent study credits during their program.

BIB425 PASTORAL PRACTICUM *3 SEMESTER HOURS*
Prerequisites: Completed 90+ credits, with 30 BIB or REL credits and CED322, Pastoral Theology Concentration. The Practicum may take several forms depending on the student's current level of ministry involvement. In the traditional Practicum track, a minimum of 120 hours are invested in working in an approved ministry under the guidance of a ministry supervisor. Students currently employed in a ministry context make seek approval for one of two alternative practicum options: a research or ministry project track. Students seeking approval for Practicum must have a minimum 3.3 GPA at the time of application.

REL1210 OLD TESTAMENT SURVEY *3 SEMESTER HOURS*
This course gives an overview of the entire Old Testament. The author, purpose, and broad outline of each book are studied. In addition to this, special attention is given to those passages of particular doctrinal significance, such as the first chapters of Genesis.

REL1240 NEW TESTAMENT SURVEY *3 SEMESTER HOURS*
This course gives a foundational study to all of the New Testament. Each book is dealt with as to authorship, date, purpose of its writing, and outline of contents.

REL1273 INTRO TO CHRISTIAN WORLDVIEW *2 SEMESTER HOURS*
This course will guide the student in developing a personal worldview based on biblical principles with the goal of living a distinctly Christian life. The student will develop critical thinking skills by exploring contemporary issues through the lens of biblical teaching. Emphasis is also placed on preparing students to present the truth claims of the Christian faith in a rational and logical manner.

REL2232 POETIC BOOKS *2 SEMESTER HOURS*
Prerequisites: REL1210, REL1240. This course is a study of the poetic books of the Old Testament: Job, Psalms, Proverbs, Ecclesiastes, and The Song of Solomon.

REL2272 BIBLE DOCTRINES I *3 SEMESTER HOURS*
This course covers the basic tenets of the Christian faith from a biblical, systematic perspective. It covers the doctrines of Theology proper, Bibliology, angelology, and anthropology.

REL2274 BIBLE DOCTRINES II *3 SEMESTER HOURS*
This course covers the basic tenets of the Christian faith from a biblical, systematic perspective. It covers the doctrines of soteriology, Christology, eschatology, and ecclesiology.

REL2710 BIBLE STUDY METHODS & HERMENEUTICS *3 SEMESTER HOURS*
This course offers students a comprehensive approach to Scripture study and interpretation. Students will learn how to read, interpret, and apply the Scriptures to their lives using various resources and study helps which will equip them for future ministry.

REL2753 BIBLE BASIS FOR MARRIAGE AND FAMILY *2 SEMESTER HOURS*
This is a functional course on the family, primarily designed as a preparation-for-marriage course. It attempts to give students some instruction in the process of mate selection, and understanding of the interaction which takes place in marriage and family life.

REL3182 SOCIAL ETHICS *2 SEMESTER HOURS*
This course first evaluates ethical theories from within a Christian worldview. It then applies this discussion of ethical theory to contemporary ethical issues. Topics include: utilitarianism, deontological ethics, virtue theory, abortion, euthanasia, capital punishment, sexual ethics, racism, and gender equality.

REL3212 OLD TESTAMENT HISTORICAL BOOKS *3 SEMESTER HOURS*
Prerequisites: REL1210, REL1240. This course is a study of the history of the Hebrew people from their entrance into the Promised Land until their return from exile by utilizing the twelve historical books (Joshua - Esther).

REL3307 WORLD RELIGIONS *3 SEMESTER HOURS*
This course contains studies in the history, teachings, and biblical evaluation of the major world religions.

REL3503 CHURCH HISTORY I *3 SEMESTER HOURS*
Prerequisites: REL2272, REL2272, EUH1000, EUH1001. A survey of Christianity from the time of Christ up to the dawn of the Protestant Reformation. Special consideration is given to important events, notable persons, and the development of the Roman Catholic Church.

REL3504 CHURCH HISTORY II *3 SEMESTER HOURS*
Prerequisites: REL2272, REL2274, EUH1000, EUH1001. A survey of Christianity from the Protestant Reformation until the present day. Special consideration is given to key events and people that shaped the development of Christianity in America, the Enlightenment, and Christianity's global impact today.

REL4221 PENTATEUCH *3 SEMESTER HOURS*
Prerequisites: REL1210, REL1240. This course is a study of the first five books of the Bible, dealing with problems of authorship, date, and critical theories. Special attention is given the creation, the fall, and the flood. Jewish foundations, law and history are treated through the Mosaic period.

REL4255 HEBREWS *3 SEMESTER HOURS*
Prerequisites: REL2272, REL2274. This course is an advanced study in the Epistle to the Hebrews, with emphasis upon the relation between the Old and New Testaments and the superiority of Christ's revelation as it applies to the individual believer.

REL4260 ACTS *3 SEMESTER HOURS*
Prerequisites: REL1210, REL1240. This course is an expositional study of the book of Acts with an emphasis placed upon its historical context. The spread of the Gospel and the establishment of the local church are emphasized.

REL4702 ADVANCED THEOLOGY *3 SEMESTER HOURS*
Prerequisites: REL2272, REL2274, ENC1102. This is a research-oriented course with emphasis on contemporary theological issues.

REL4784 APOLOGETICS *3 SEMESTER HOURS*

Prerequisites: REL2272, REL2274, ENC1102. This course introduces students to the rational defense of the Christian faith, exploring both classical and contemporary issues in apologetics. Students will engage with philosophical arguments for the existence of God, the problem of evil, and the relationship between faith and reason, as well as historical and empirical evidence for central Christian claims such as the resurrection of Jesus and the reliability of the New Testament texts. The course aims to equip students not only to respond to challenges from skeptics and seekers but also to deepen their own understanding of and confidence in the Christian worldview.

BUSINESS ADMINISTRATION

BUL3130 BUSINESS LAW AND ETHICS *3 SEMESTER HOURS*

This course is designed to acquaint the student with federal and state laws, taxes, and regulations which affect the operation of a small business, including not-for-profit entities. The student will be introduced to various types of contracts, business crime, and the ethical dimension s of business crime.

BUL4422 ADVANCED BUSINESS LAW *3 SEMESTER HOURS*

Prerequisite: BUL3130. Builds on BUL3130 Business Law and Ethics in further study of agency and employment law, corporations, partnerships, risk-bearing and transference devices, property, creditor and debtor rights, and remedies.

BUS103 COMPUTER APPLICATIONS *2 SEMESTER HOURS*

This course provides an overview of basic computer concepts and an introduction to Microsoft Word, Excel, and PowerPoint. Material will include but not be limited to basic word processing, spreadsheet and presentation principles using Microsoft Office 2016 Suite. Subjects covered include formatting, layout, design, and application of specific information to take advantage of the suite of products. (Lab fee $30)

BUS212 PRINCIPLES OF MACROECONOMICS *3 SEMESTER HOURS*

An introduction to the study of macroeconomics, with particular emphasis on the fundamentals of macroeconomic theory, the basics of macroeconomic policy, and the practical application of macroeconomic theory to current issues.

BUS213 PRINCIPLES OF MICROECONOMICS *3 SEMESTER HOURS*

An introduction to the study of microeconomics, with particular emphasis on the fundamentals of microeconomics theory, the basics of microeconomic policy, and the practical application of microeconomic theory to current issues.

BUS218 BUSINESS COMPUTER APPLICATIONS *3 SEMESTER HOURS*

This course introduces essential computer and digital technology skills for business, covering topics such as computer literacy, document management, intermediate spreadsheet functions, presentation design, data analytics, and the integration of artificial intelligence in business systems. Emphasis is placed on practical applications using common business software tools.

BUS231 BUSINESS STATISTICS *3 SEMESTER HOURS*

Prerequisites: BUS218 and MAC2105. An introduction to statistics, including probability distributions, binomial and normal distributions, sampling, estimation and tests of hypotheses, regression and correlation, Bayesian decision theory, and the application of statistics to business problems and situations.

BUS304 NON-PROFIT ADMINISTRATION *3 SEMESTER HOURS*
This course examines the principles involved in managing a non-profit organization. Legal issues including organization, set up, and reporting requirements, the role of the board of directors and the board's relationship to the chief executive will also be studied.

BUS307 REAL ESTATE LAW *2 SEMESTER HOURS*
Prerequisite: Sophomore (30+ earned credits) classification or above. This course provides an overview of the laws and regulations governing real estate licensees in the practice of providing real estate services to the public while also covering the process and prescriptive measures that are taken when violations, or alleged violations, of the real estate law occur.

BUS308 REAL ESTATE PRINCIPLES, PRACTICES AND CONCEPTS *3 SEMESTER HOURS*
Prerequisite: Sophomore (30+ earned credits) classification or above. This course provides an overview of the terminology, principles and practices employed in real estate transactions. A basic understanding of multiple vocational disciplines in the real estate industry, which can often complement the assignments undertaken by a real estate sales person will be examined. The course can benefit anyone who plans to buy, sell, rent, or lease real estate.

BUS323 PROJECT MANAGEMENT *3 SEMESTER HOURS*
Prerequisite: Sophomore (30+ earned credits) classification or above. This course is a study of project management concepts and techniques for use in the business environment. Topics covered include modern project management, definition and scope, leadership, monitoring and oversight, and risk management.

BUS405 HUMAN RESOURCES MANAGEMENT *3 SEMESTER HOURS*
Prerequisite: Junior Classification (60+ earned credits). This course covers the principles of managing staff. Proper approaches to performance reviews, the hiring and dismissal process, as well as legal requirements will be examined.

BUS408 REAL ESTATE VALUATION *3 SEMESTER HOURS*
Prerequisite: Sophomore (30+ earned credits) classification or above. This course acquaints students with the valuation process and the basis of valuation terminology. It also demonstrates the application of a variety of valuation techniques to both residential and income properties.

BUS425 MANAGEMENT PRACTICUM *3 SEMESTER HOURS*
Prerequisite: Junior classification (60+ earned credits). Practical, hands-on experience in a business setting (nonprofit or for-profit). A minimum of 120 hours of work over an 8- to 10-week period must be completed Requires application and approval.

BUS499 INDEPENDENT STUDY *3-6 SEMESTER HOURS*
This independent study course requires department approval to enroll. Students in this course may conduct individual or group projects focused on research, literature review, or extension/ enhancement of other coursework. All work is conducted under supervision and evaluation of a departmental faculty member. Student are limited to a total of six independent study credits during their program.

ENT4004 ENTREPRENEURSHIP *3 SEMESTER HOURS*

Prerequisites: ACG2130, BUS322 and Junior classification (60 hours). This course is an examination of the general theories, principles, concepts and practices of entrepreneurship. The value of target market and competitive analysis will be examined. Developing an effective business plan will be an important focus in this course.

FIN3400 FINANCIAL MANAGEMENT *3 SEMESTER HOURS*

Prerequisites: ACG2130, BUS218, and MAC2105. This course provides a basic understanding of the function of finance, financial planning and control, capital budgeting, working capital management, financial statement analysis, and techniques of financial analysis in the corporate setting.

MAN3504 OPERATIONS MANAGEMENT *3 SEMESTER HOURS*

This course introduces students to operations management techniques including their application to functional areas of the business enterprise and operations control. Topics include the design and management of production operations, including productivity, strategy, capacity planning, location, layout, resource management, just-in-time systems, materials requirement planning, and project management.

MAN4520 TOTAL QUALITY MANAGEMENT *3 SEMESTER HOURS*

Prerequisites: ACG2071, BUS231, and FIN3400 OR MAN3504. This course is a study of principles, practices, tools, techniques and systems for total quality management in industrial or service organizations.

MAN4593 LOGISTICS MANAGEMENT *3 SEMESTER HOURS*

This course presents the concepts, principles, and techniques of logistics management. Emphasis will be placed on developing an international view centered in real themes, demands, and opportunities of an evolving and dynamic business workplace. The course incorporates logistics management and operations and customer/supplier relationships as they relate to the core aspects of the management practice.

MAN4711 CORPORATE GOVERNANCE AND SOCIAL RESPONSIBILITY *3 SEMESTER HOURS*

Prerequisite: BUS322. This course focuses on organizational ethics and the role of the board. Topics include selection and responsibilities of board members, the purpose and role of committees such as the audit committee and ethics committee, and "whistle-blower" laws. In addition, the objectives of not-for-profit enterprises will be compared to those of for-profit organizations and how the NFP differs in its views of the customer/client, board construction, and ultimate oversight of the organization.

MAN4720 STRATEGIC MANAGEMENT AND BUSINESS POLICY *3 SEMESTER HOURS*

Prerequisites: Senior classification, BUS322, BUS411, FIN3400, MAR3024. A capstone course structured to synthesize concepts, principles, and skills learned in individual business courses. This course concerns strategic direction, and the long-term vision that guides managers into decisions affecting future performance. The course addresses corporate purpose, setting corporate direction, contemporary business issues, and the strategic process. Policy implementation is examined from secular and biblical viewpoints, primarily through the use of case studies.

MAR3024 MARKETING PRINCIPLES *3 SEMESTER HOURS*

Prerequisite: BUS213. This is an introductory overview of marketing. Topics include concepts and theories of marketing, product strategies, organization, retailing, advertising, promotional strategies, and marketing management.

MAR3404 CUSTOMER RELATIONSHIP MANAGEMENT *3 SEMESTER HOURS*

Prerequisite: Sophomore (48 hours) classification or above. This course will cover the conceptual foundations, analytical techniques and marketing tactics for managing customer relationships.

CHRISTIAN EDUCATION

CED103 INTRODUCTION TO MINISTRY LIFE AND CALLING *2 SEMESTER HOURS*

This course introduces students to the life and calling of ministry through a personal, theological, and practical lens. This course will emphasize the development of character, discernment of calling, and the habits necessary for healthy, sustainable leadership. Students will explore ministry through various roles and responsibilities commonly encountered in church life while beginning their readiness for ministry and developing an understanding for what it means to serve with professionalism and integrity.

CED201 CROSS-CULTURAL MINISTRIES *2 SEMESTER HOURS*

Cross-Cultural Ministries: This course equips students with the knowledge and skills to engage effectively in ministry across diverse cultural contexts. Students will learn to identify and address the spiritual needs of innocence, shame, fear, time/event and task/relationship cultures, and to communicate the Gospel in culturally applicable ways. Emphasis is placed on interpreting Scripture within its original cultural context and applying it to people of diverse cultural backgrounds while learning to appreciate and assimilate ministerial differences in various cultures.

CED204 COUNSELING FOR MINISTRY *2 SEMESTER HOURS*

This course equips students with biblical foundations and practical skills for offering Christ-centered counsel in a variety of life situations. The course addresses key counseling principles and focuses on specific areas of need, including children and teens, marriage and family dynamics, and issues uniquely experienced by men and women.

CED317 STUDENT MINISTRY *2 SEMESTER HOURS*

This course presents methods and materials for effectively directing a successful student ministry. The student will learn how to organize and operate ministries for various ages, develop volunteers, and communicate effectively to students.

CED321 HOMILETICS I (MEN) *2 SEMESTER HOURS*
Prerequisites: REL2710, SPC1017. This is a study of the preparation and delivery of sermons. Special attention is given to different types of preaching with the expository being emphasized. The student will be given guidance in the proper use of tools to construct good sermons.

CED322 HOMILETICS II (MEN) *2 SEMESTER HOURS*
Prerequisite: CED321. This course emphasizes the proper delivery of the message. There will be much participation by the student.

CED405 SPIRITUAL FORMATION *2 SEMESTER HOURS*
Prerequisites: REL1210, REL1240, REL2272, REL2274. This course focuses on the development of a believer's spiritual walk with Christ. Special attention is given to the various spiritual disciplines and their relation to the Body of Christ. *Spring sem.*

CED412 MINISTRY ADMINISTRATION *3 SEMESTER HOURS*
This course equips ministerial candidates with the practical skills and administrative insight needed for effective local church leadership. Students will explore essential areas such as recruiting and training volunteers, strategic communication and advertising, facility planning and development, long-range ministry planning, and staff relations. Additional focus will be given to church polity and the pastoral responsibilities associated with conducting weddings, funerals, baptisms, and ordinations.

CED425 MINISTRY PRACTICUM *3 SEMESTER HOURS*
Prerequisites: Completed 90+ credits, with 30 BIB or REL credits and CED322, Church Ministries Concentration. The internship may take several forms depending on the student's current level of ministry involvement. In the traditional internship track, a minimum of 120 hours are invested in working in an approved ministry under the guidance of a ministry supervisor. Students currently employed in a ministry context make seek approval for one of two alternative internship options: a research or ministry project track. Students seeking approval for an internship must have a minimum 3.3 GPA at the time of application.

COMMUNICATIONS/SPEECH

GEB2214 BUSINESS COMMUNICATIONS *3 SEMESTER HOURS*
Prerequisites: ENC1102, SPC1017. This course covers the mechanics and principles of effective business correspondence. Students will compose and edit memorandums, business letters, and other business documents. Additionally, the course will provide an overview of effective forms of marketing communication.

SPC1017 SPEECH *3 SEMESTER HOURS*
This course covers the fundamentals of oral communication. Guidance is given not only in the preparation and delivery of various types of speeches, but also in the personal dynamics necessary to meaningful communications.

SPC4046C ORAL COMMUNICATION IN THE PROFESSIONS *2 SEMESTER HOURS*
Prerequisites: SPC1017, and 88 credit hours. This course covers essential oral communication skills for the management professional including interviewing techniques, group discussions, and public speaking.

COUNSELING

COU206 FUNDAMENTALS OF COUNSELING *3 SEMESTER HOURS*
Prerequisite: Counseling Major. This course provides an extensive introduction into the methods of counseling. It includes counseling techniques, the roles of counselor and counselee, and the proper integration of the Word of God into all phases and types of counseling. Required for Counseling Majors.

COU221 ETHICS IN COUNSELING *3 SEMESTER HOURS*
Prerequisite: COU206 or CED204. This course helps students develop concepts and a framework for ethical standards in biblical counseling. The professional's boundaries and functionality will be discussed, as well as the standards and procedures of counseling. The student will also explore current issues that affect the counselor's practice.

COU232 CRITICAL ISSUES IN COUNSELING *3 SEMESTER HOURS*
Prerequisite: COU206 or CED204. This course considers important ethical and legal issues involved in counseling, including various types of abuse (including alcohol and drugs), codependency, overcoming grief, depression, stress and anxiety, financial difficulties and suicide.

COU311 CAREER DEVELOPMENT & COUNSELING *3 SEMESTER HOURS*
Prerequisite: COU206 or CED204. This course provides an understanding of career development and equips students to teach others how to conduct effective job searches. Students will learn to assess aptitudes and guide individuals in exploring a range of career options. The course emphasizes making healthy decisions while integrating God's Word.

COU322 THEOLOGY OF CHRISTIAN COUNSELING *3 SEMESTER HOURS*
Prerequisite: COU206. This course connects the student with biblical doctrine and practical living. The student will gain insight into the rich, theological framework that supports and directs a biblical approach to counseling.

COU332 GROUP COUNSELING *3 SEMESTER HOURS*
Prerequisite: COU206. This course explores the process by which personality and human behavior development differs in a group setting from individual counseling. Practical experiences in class will help the student understand group ethics. They will observe, participate in, and explore the nature and requirements needed for group counseling.

COU403 MARRIAGE AND FAMILY COUNSELING *3 SEMESTER HOURS*
Prerequisites: REL2753; CED206 or COU206. This course discusses pre-marital counseling and areas which lead to marital difficulties. In addition, it deals with family problems, including counseling for families with special needs children. It also deals with the effects of divorce on both the spouse and children.

COU405 COUNSELING CHILDREN AND TEENS *3 SEMESTER HOURS*
Prerequisite: COU206 or CED204. This course discusses the importance of understanding child/teen challenges, development, and spiritual growth. This class will prepare the student to work with children and teens through play therapy and art therapy and will teach how to use counseling techniques at the child or teen level.

COU410 WOMEN COUNSELING WOMEN *3 SEMESTER HOURS*
Prerequisite: COU206. This course is designed to prepare a Christian woman for leadership through counseling. Topics include the philosophy of biblical counseling, methods of biblical counseling, a biblical view of women, and why women should counsel women. Specific counseling challenges that Christian women face are also addressed, such as single mothers, the post-abortion woman, women in difficult marriages, women with addictions, and women facing dying and death.

COU414 MEN COUNSELING MEN *3 SEMESTER HOURS*
Prerequisite: COU206. This course is designed to prepare a Christian man for leadership through counseling. Topics include the philosophy of biblical counseling, methods of biblical counseling, a biblical view of men, and why men should counsel men. Specific counseling challenges that Christian men face are also addressed, such as single fathers, men with addictions, men in difficult marriages, and men facing dying and death.

COU415 INDIVIDUAL APPRAISAL *3 SEMESTER HOURS*
Prerequisite: COU206. This course will help the student to understand how to code diagnoses using the current DSM manual. They will also learn how to administer, read, and interpret tests given both to themselves and to others.

COU416 CRISIS COUNSELING *3 SEMESTER HOURS*
Prerequisite: COU206 or CED204. This course will discuss various types of crisis situations that will enable the student to learn the types of counseling techniques that can be applied effectively. The situations will cover topics such as PTSD, sexual assaults, substance abuse, substance dependency, and death and dying.

COU421 COUNSELING TECHNIQUES *3 SEMESTER HOURS*
Prerequisite: COU206. This course examines various techniques and innovative approaches to Christian counseling, including Cognitive Therapy Techniques, and studies the steps involved in the biblical process of counseling. The student also studies how to help people change.

COU422 COUNSELING PRACTICUM *3 SEMESTER HOURS*
Prerequisites: Senior classification (90+ credits) with 30 COU hours, Christian Counseling Concentration. This is a supervised counseling apprenticeship with an experienced counselor in a professional or ministry setting. The practicum consists of 180 contact hours to be completed over the course of 12 weeks. Application to the practicum is required.

COU499 INDEPENDENT STUDY *3-6 SEMESTER HOURS*
This independent study course requires department approval to enroll. Students in this course may conduct individual or group projects focused on research, literature review, or extension/ enhancement of other coursework. All work is conducted under supervision and evaluation of a departmental faculty member. Student are limited to a total of six independent study credits during their program.

CRIMINAL JUSTICE

CCJ1020 INTRODUCTION TO CRIMINAL JUSTICE *3 SEMESTER HOURS*
Introduction to the historical and philosophical background of the agencies of the criminal justice system. An examination of the relationships between the police, courts, and correctional systems.

CCJ3163 PAROLE AND PROBATION *3 SEMESTER HOURS*
Prerequisites: CJC2000 and Criminal Justice major. This course provides an in-depth study of the philosophy and development of probation and parole for the community setting. The role of parole boards, the courts, and others who may authorize early release of offenders under certain conditions will be examined along with the requirements of community supervision. The role of probation officers will be covered.

CCJ3505 JUVENILE DELINQUENCY *3 SEMESTER HOURS*
Prerequisite: CCJ1020. A study of the nature and cause of juvenile delinquency. The development of the delinquent and criminal behavior will be examined along with specific criminal justice subsystems impacting the juvenile. Specific problems related to dealing with juvenile delinquents from initial contact through final disposition and treatment will be considered.

CCJ4667 VICTIMS IN CRIMINAL JUSTICE *3 SEMESTER HOURS*
Prerequisite: Senior classification (90+ credits). This course examines the role victims play in the criminal justice process. The needs, wants, and expectations of victims are examined. Current victim-oriented programs are reviewed.

CJC2000 CORRECTIONS *3 SEMESTER HOURS*
This course is a comprehensive overview of the history, philosophy, and practices of corrections. Topics include punishment, imprisonment, probation, parole and treatment, organization and management of institutions.

CJE3610 CRIMINAL INVESTIGATION *3 SEMSTER HOURS*
Pre- or Corequisite: CRJ218. Introduction to general investigative principles and techniques used by law enforcement. Topics include theory, case preparation, interviewing of witnesses and suspects, report writing, crime scene procedures, as well as contemporary problems encountered in criminal investigation.

CJE3616 CRIMINALISTICS *3 SEMESTER HOURS*
Prerequisite: Junior classification (60+ credits). A study of the field of forensic science as it relates to the criminal justice system. Focus on common methods used in the scientific analysis of physical organic and inorganic materials with concentrations on hairs, fibers, paint, glass, soil, firearms, bullets, and combustible/explosives.

CRJ210 CRIMINOLOGY *3 SEMESTER HOURS*
Prerequisite: CCJ1020. A general orientation into major theories of crime and criminal behavior. Violent and organized crime are also a major focus. The student will be introduced to crime statistics and the public's perception of crime.

CRJ218 CRIMINAL EVIDENCE & PROCEDURE *3 SEMESTER HOURS*
Prerequisite: CCJ1020. An introduction to criminal procedures such as arrest, search and seizure, use of force and handling evidence. Topics include the legal use and degree of force, rights of suspects and arrested persons, types of evidence, admissibility, proof, and competence of evidence as related to criminal law and recent court decisions.

CRJ221 CRIMINAL JUSTICE MANAGEMENT *3 SEMESTER HOURS*
Prerequisite: CCJ1020. This course presents an understanding of the function of criminal justice organizations including operation, management, budgeting, staffing/personnel, training, inspection and control, and public relations. Leadership issues, evaluation, and stresses in the criminal justice setting will also be examined. *Fall sem.*

CJL2100 CRIMINAL LAW *3 SEMESTER HOURS*
Prerequisite: Criminal Justice major. This course will provide an historical overview of criminal law in America as well as introduce basic principles and application of criminal law procedures. Constitutional considerations will be examined in relation to criminal liability and responsibility, use of force, punishment and general court procedures.

CRJ325 CONSTITUTIONAL LAW *3 SEMESTER HOURS*
Prerequisite: Criminal Justice or Humanities Pre-Law Concentration. This course will study the United States Constitution and Bill of Rights along with federal statute and case law interpretation as related primarily to the law enforcement officer.

CRJ411 CRITICAL ISSUES IN CRIMINAL JUSTICE *3 SEMESTER HOURS*
Prerequisite: Senior Criminal Justice major. Analysis of current events and their impact on criminal justice. This course will examine recent court decisions, explore innovative justice programs, and identify emerging problems in criminal justice.

CRJ418 CRIMINAL JUSTICE ETHICS *3 SEMESTER HOURS*
Prerequisite: Senior classification (90+ credits). A detailed exploration of ethical issues in criminal justice. The ethical decision making process and the philosophical foundations which influence it will be examined. The importance of critical thinking skills will be emphasized through projects and exercises.

CRJ421 CRIMINAL JUSTICE RESEARCH AND WRITING *3 SEMESTER HOURS*
Prerequisite: Senior Criminal Justice major. This course will examine research strategies, data collection, and data analysis and their interpretation and application to the criminal justice system.

CRJ425 CRIMINAL JUSTICE PRACTICUM *3 SEMESTER HOURS*
Prerequisite Junior Criminal Justice major (88 credit hours). Practical, hands-on experience in a criminal justice setting. A minimum of 180 contact hours of work must be completed over an eight-to-ten-week period. Application to the practicum is required.

CRJ499 INDEPENDENT STUDY *3-6 SEMESTER HOURS*
The Indepdendent Study course requires departmental approval to enroll. Students in this course may conduct individual or group projects focused on research, writing, practical experience, and/or expansion of other coursework as determined appropriate by the instructor. All work is to be conducted under supervision and evaluation of a departmental faculty member. Students are limited to a total of six (6) Independent Study credits within the B.S. in Criminal Justice degree program.

ECE102 PRESCHOOL BIBLE/CHILD EVANGELISM *2 SEMESTER HOURS*
This course examines the various methods for teaching biblical stories and truths within the preschool classroom. The course also examines child evangelism and its practice within the preschool classroom.

ECE103 PLAY AS CURRICULUM *2 SEMESTER HOURS*
This course focuses on the adaptation of curriculum and classroom practices into developmentally appropriate play necessary for preschool teaching and learning. Development of lesson plans, peer teaching, observations, and hands on interaction with preschoolers help develop necessary skills.

ECE199 EARLY CHILDHOOD EDUCATION PRACTICUM *1 SEMESTER HOUR*
Prerequisites: Early Childhood Education Major, EEC1001, and ECE102, and credit for or concurrent enrollment in ECE103, ECE203 and ECE204. Approval of the department. This course is designed to expose the early childhood education major to practices in the classroom. Course requires a minimum of 35 hours spread over 5-10 consecutive school days in an approved classroom under the supervision of an experienced teacher. The student will engage in observation and limited participation in a variety of teaching activities appropriate to early childhood education. This course is completed during spring break or in May at the end of the regular semester (spring semester registration) ***or*** in August the week before fall semester begins (fall semester registration). In many instances, this may be completed in the student's home area.

ECE203 PRESCHOOL MATERIALS AND ENVIRONMENT *3 SEMESTER HOURS*
This course explores the use of visuals, technology, organization of materials, effective discipline, habits and routines, and other necessary components of a successful preschool classroom.

ECE204 MUSIC/ART FOR EARLY CHILDHOOD EDUCATION *2 SEMESTER HOURS*
Prerequisite: ECE199. This course is designed to teach students how to utilize music, singing, drama, and visual arts as a teaching aid in the early childhood and elementary classroom. Students will learn to integrate basic music theory, singing, theater, and the visual arts into core subjects.

ECE225 PRESCHOOL EDUCATION INTERNSHIP *2 SEMESTER HOURS*
Prerequisites: Early Childhood Education major, ECE core completion, threshold GPA. This is the required capstone course for Early Childhood Education majors. This involves teaching in an accredited program for a minimum of 140 hours (9 weeks) of supervised classroom activity. This activity includes observations, lesson planning and execution, grading and assessment, multi-method teaching, advisement, parent contact, professional development and participation in faculty meetings. The experience is under the joint instruction of a supervisory teacher, a principal, and a college professor.

EDG1000 ORIENTATION TO TEACHING *3 SEMESTER HOURS*

This course gives a survey of education and of the content of courses that a prospective teacher will encounter. Observation is required on all grade levels in anticipation of a teaching career.

EDF2030 CLASSROOM MANAGEMENT AND INSTRUCTIONAL ORGANIZATION *2 SEMESTER HOURS*

This course is designed to give the prospective teacher specific guidelines for classroom management, discipline, and procedures for planning instructional strategies and lesson plans.

EDF3601 DEVELOPMENT OF AMERICAN EDUCATION *2 SEMESTER HOURS*

Prerequisite: EDU398. This is a study of the historical roots of our American educational system, showing how education changes as our society changes. Philosophical changes are studied as they relate to the total changingin panorama of American life. Spring sem.

EDU201 METHODS OF TEACHING *2 SEMESTER HOURS*

This course surveys various teaching techniques. These methods are applicable to any ministry in which teaching is involved. An overview of technology for education will be included.

EDU204 TEACHING ART AND MUSIC IN THE ELEMENTARY SCHOOL *2 SEMESTER HOURS*

Prerequisites: EDG1000, EDF2030. This course is designed to teach students how to utilize music, singing, drama, and visual arts as a teaching aid in the early childhood and elementary classroom. Students will learn to integrate basic music theory, singing, theater, and the visual arts into core subjects.

EDU205 TEACHING SOCIAL STUDIES IN THE ELEMENTARY SCHOOL *2 SEMESTER HOURS*

Prerequisite: EDG1000. This is a course in methods, curricula, and organization of materials for use in the elementary school, which gives attention to the integration of the social studies and the use of units in teaching.

EDU211 EDUCATING EXCEPTIONAL STUDENTS *3 SEMESTER HOURS*

This course is an introduction to children with learning differences. It will focus on the characteristics, causes, and learning problems of children with a variety of disabilities. Federal and state laws concerning special education, current issues and research in the field, and curricular and instructional adaptations are discussed, with an emphasis on the educational impact of environment and the individual differences in the learner. The main focus of the course will be to develop an understanding of the field of learning differences and to develop general teaching strategies and approaches to use in helping students with learning differences.

EDU299 EDUCATION PRACTICUM *1 SEMESTER HOUR*

Prerequisites: Education major, Sophomore classification, EDG1000, EDF2030, Department Approval. This course is designed to expose the education major to practices in the classroom. The course requires a minimum of 30 classroom clock hours of observations spread over 5 consecutive days in an approved classroom under the supervision of an experienced teacher. The student will engage in observation and limited participation in a variety of teaching activities appropriate to his/her selected major. To be completed before the Spring semester of the Sophomore Year, during Spring Break, or at the completion of the Spring semester with department approval. Practicum locations vary.

PREREQUISITE FOR ALL 300- AND 400-LEVEL EDU COURSES: THRESHOLD C GRADE IN ENC1101, ENC1102, AND SPC1017.

EDU302 TEACHING SOCIAL STUDIES IN THE SECONDARY SCHOOL *2 SEMESTER HOURS*

Prerequisites: Junior classification, EDU398. This is a course designed for those teaching history and social studies on the secondary level. It emphasizes methods, materials, and procedures in effectively communicating these subjects.

EDU303 TEACHING BUSINESS COURSES IN THE SECONDARY SCHOOL *2 SEMESTER HOURS*

Prerequisites: Junior classification, EDU299. This is a course designed for those teaching business courses on the secondary level. It emphasizes methods, materials and procedures in effectively communicating these subjects.

EDU305 TESTS AND MEASUREMENTS *3 SEMESTER HOURS*

Prerequisite: EDU299. This course is designed to help the prospective teacher understand the interrelationship between objectives, instruction and evaluation in the teaching process. Attention is given to understanding the purposes, weaknesses, and strengths in each type of assessment to develop valid and reliable classroom tests and assessment tools.

EDU308 TEACHING ENGLISH IN THE SECONDARY SCHOOL *2 SEMESTER HOURS*

Prerequisites: Junior classification, EDU299. This is a course designed for those teaching English on the secondary level. It emphasizes methods, materials, and procedures to effectively teach grammar, vocabulary, and literature.

EDU309 ELEMENTARY LAB *2 SEMESTER HOURS*

Prerequisite: EDU299. This is a study of many helpful hints and procedures for running a twenty-first century elementary school classroom. Many guidelines are given for the execution of practical knowledge which are a part of the elementary teacher's responsibility.

EDU310 TEACHING BIBLE TO ELEMENTARY CHILDREN *2 SEMESTER HOURS*

Prerequisites: EDU398, REL1210, REL1240, REL2272, REL2274. This course is designed to help a prospective teacher develop a respect for biblical knowledge, sensitivity to spiritual needs, and skill in teaching biblical principles of spiritual growth to elementary age students.

EDU312 TEACHING SCIENCE IN THE SECONDARY SCHOOL *2 SEMESTER HOURS*

Prerequisites: Junior classification, EDU299. This is a course designed to familiarize the student with curricula, laboratory safety, laboratory experiments, objectives, lesson plans, teaching methods and facility design. (Lab fee $20)

EDU315 TEACHING SPEECH AND DRAMATIC ARTS IN THE SECONDARY SCHOOL *2 SEMESTER HOURS*

Prerequisites: Junior classification, EDU299. This course is designed for those teaching speech and dramatic arts on the secondary level. It emphasizes methods, materials, and procedures for effectively communicating these subjects.

EDU317 DIAGNOSIS AND REMEDIATION OF MATH DISABILITIES *3 SEMESTER HOURS*

Prerequisites: EDU211. Corequisites: EDU299, MAE3310. This course will cover methods of teaching math using a variety of techniques. It will emphasize multisensory teaching of both the basic skills and more advanced skills. Students will diagnose an actual student and then initiate and practice the remediation recommendations with that student. (Materials fee: $50)

EDU318 LANGUAGE DEVELOPMENT AND REMEDIATION *3 SEMESTER HOURS*

Prerequisites: EDU 211, EDU299. Corequisite: EDU321. This course provides an overview of language development and areas of disability. It will deal with techniques for overcoming language disabilities in the areas of listening, grammar, spelling, vocabulary, and written expression. Students will diagnose an actual student and then initiate and practice the remediation recommendations with that student. (Materials fee: $50)

EDU321 TEACHING READING AND LANGUAGE ARTS IN THE ELEMENTARY SCHOOL I *3 SEMESTER HOURS*

Prerequisite: EDU299. This course is designed to acquaint the prospective teacher with the interrelatedness of reading and language arts. Skills required in lower elementary grades will be emphasized, including pre-reading and word recognition skills, beginning listening and reading comprehension skills, pre-writing and early writing skills, and vocabulary development.

EDU322 TEACHING READING AND LANGUAGE ARTS IN THE ELEMENTARY SCHOOL II *3 SEMESTER HOURS*

Prerequisite: EDU321. This course is a continuation of EDU321 with emphasis on skills required in the upper elementary grades. This will include literal, interpretive and critical thinking skills required for reading comprehension, writing and spelling skills, grammar, and vocabulary development.

EDU323 CONTENT AREA READING AND WRITING IN THE SECONDARY SCHOOL *3 SEMESTER HOURS*

Designed for Grades 4-12, this course develops competencies in teaching reading and study skills alongside content subject concepts. The course uses the Learning Window Model to create unit plans that combine reading, vocabulary, and writing strategies for the secondary school.

EDU398 EDUCATION PRACTICUM *1 SEMESTER HOUR*

Prerequisites: Education major, Junior classification, EDU299, Department Approval. This course continues the student's exposure to practical teaching experiences in a classroom appropriate for their chosen level of instruction. The student will participate in a minimum of 2 consecutive hours each week in the same classroom for a total of 30 hours. Opportunities for teaching, one on one tutoring, and other teaching activities will be provided under the supervision of an experienced teacher. This will be completed at Trinity Christian Academy or at an approved school in the Jacksonville, FL area.

EDU399 EDUCATION FIELD EXPERIENCE *1 SEMESTER HOUR*

Prerequisites: Education major, Junior classification with 80+ credits, EDU398, Department Approval. In preparation for full classroom responsibility during the internship, the student will complete a minimum of 40 hours during eight (8) consecutive school days in an approved classroom. Under the supervision of an experienced teacher, the student will participate in all aspects of preparing for the upcoming school year and will assist the teacher in activities related to the first week of school. This course is completed in August for two weeks before fall semester begins.

EDU403 HEALTH AND SAFETY EDUCATION *2 SEMESTER HOURS*

Prerequisite: EDU299. This course surveys education methods as it pertains to health and safety issues within the school. Topics include standards based health education and assessment, promoting mental and emotional health, healthy eating and physical activity, preventing and dealing with intentional and unintentional injuries, violence, substance abuse, and managing grief. Students discuss current issues and also obtain their CPR and First Aid training as a component of this course.

EDU404 DIAGNOSIS AND REMEDIATION OF READING DISABILITIES *3 SEMESTER HOURS*

Prerequisites: EDU211, EDU299. Corequisite: EDU322. This course will cover the procedures to follow in assessing and diagnosing all areas of reading difficulties. It will also provide guidance in choosing methods and approaches to use in remediating these areas of difficulty. Students will diagnose an actual student and then initiate and practice the remediation recommendations with that student. (Materials fee: $50)

EDU405 EDUCATION SEMINAR *2 SEMESTER HOURS*

Prerequisites: Education major, Senior classification, EDU399. This course deals with the Christian philosophy of education as well as many of the practical hints a prospective teacher needs in dealing with the administration, parents, students, colleagues, and the mechanics of classroom procedure.

EDU410 ELEMENTARY EDUCATION INTERNSHIP *9 SEMESTER HOURS*

Prerequisites: Elementary Education major, threshold GPA. This is the required capstone course for Elementary Education Majors. This involves teaching a full day in an accredited school for a minimum of 240 hours (12 weeks) of supervised classroom activity. This activity includes observations, lesson planning and execution, grading and assessment, multi-method teaching, advisement, parent contact, professional development and participation in faculty meetings. The experience is under the joint instruction of a supervisory teacher, a principal, and a college professor.

EDU411 SECONDARY EDUCATION INTERNSHIP *9 SEMESTER HOURS*

Prerequisites: Prerequisites: Elementary Education major, threshold GPA. This is the required capstone course for Secondary Education Majors. This involves teaching a full day in both the major and minor disciplines in an accredited school for a minimum of 240 hours (12 weeks) of supervised classroom activity. This activity includes observations, lesson planning and execution, grading and assessment, multi-method teaching, advisement, parent contact, professional development and participation in faculty meetings. The experience is under the joint instruction of a supervisory teacher, a principal, and a college professor.

EDU412 EDUCATION INTERNSHIP WITH SPECIAL EDUCATION *10 SEMESTER HOURS*

Prerequisites: Prerequisites: Elementary Education With Special Education major, threshold GPA. This is the required capstone course for Elementary Education Majors with a Special Education Emphasis. This involves teaching a full day in an accredited school for a minimum of 360 hours (14 weeks) of supervised classroom activity divided between regular education and special education classrooms. It involves observations, lesson planning and execution, grading and assessment, multi-method teaching, advisement, parent contact, professional development and participation in faculty meetings. The experience is under the joint instruction of a supervisory teacher, a principal, college professor, and the college special education faculty.

EDU413 CURRICULUM ADAPTATIONS *2 SEMESTER HOURS*

Prerequisites: EDU211, EDU299. This course will explore various materials and accommodations for the development and individualization of academic subjects (especially Bible, science, and social studies).

EDU415 DIAGNOSIS AND EVALUATION IN SPECIAL EDUCATION *3 SEMESTER HOURS*

Prerequisites: EDU211, EDU299. The student will receive instruction in the administration of screening and diagnostic tests. Considerable time will also be spent on interpretation of test results and using these results to develop a workable program for the student. (Materials fee: $50)

EDU417 CAREER DEVELOPMENT AND COUNSELING FOR SPECIAL EDUCATION *3 SEMESTER HOURS*

Prerequisites: EDU211, EDU299. Students will complete a guided research project to enable them to plan the career development of high school students in special education. They will also learn to counsel these students concerning their future plans and to aid in transitioning from school to work/higher education.

EDU499 INDEPENDENT STUDY *3-6 SEMESTER HOURS*

This independent study course requires department approval to enroll. Students in this course may conduct individual or group projects focused on research, literature review, or extension/ enhancement of other coursework. All work is conducted under supervision and evaluation of a departmental faculty member. Student are limited to a total of six independent study credits during their program.

EEC1001 FOUNDATIONS OF EARLY CHILDHOOD EDUCATION *3 SEMESTER HOURS*

This course surveys preschool education methods, curricula, teaching techniques, and developmentally appropriate practices in the preschool classroom. Introduction of the VPK program, Head Start programming, Phonological Awareness initiatives, recognizing learning differences and special needs, and other foundational themes are reviewed.

EEC2218 LITERACY AND LANGUAGE ARTS IN EARLY CHILDHOOD EDUCATION *3 SEMESTER HOURS*

Prerequisites: ECE103, EEC1001. This course provides an in-depth study of early literacy and language arts instruction in the preschool classroom. Specific attention is spent on phonological and phonemic awareness, integration of language arts in all areas of instruction, reading readiness, and early intervention for struggling learners.

EEC2222 MATH AND SCIENCE FOR EARLY CHILDHOOD EDUCATION *2 SEMESTER HOURS*

Prerequisites: ECE103, EEC1001. This course is designed to familiarize the prospective teacher with developmentally appropriate practices for teaching math and science in the preschool classroom. Observations, peer teaching, and hands-on experience are some activities used to develop necessary skills.

EME2041 TECHNOLOGY IN EDUCATION *2 SEMESTER HOURS*

This course is an overview of the available technology applicable in an educational setting. The course will provide information about the technology and its use. Practical education projects will be developed using the technology discussed in the course. (Lab fee $30)

MAE3310 TEACHING MATH IN THE ELEMENTARY SCHOOL *3 SEMESTER HOURS*

Prerequisite: MAT210. This course is designed to help a prospective teacher learn strategies, organization, and procedures to teach math effectively in elementary grades. Emphasis is placed on techniques which allow the teacher to make mathematical concepts concrete.

MAE3330 TEACHING MATH IN THE SECONDARY SCHOOL *2 SEMESTER HOURS*

Prerequisites: Junior classification, EDU299. This course is designed to acquaint the student with various available curricula and practical methods of teaching.

PET3710 TEACHING PHYSICAL EDUCATION *2 SEMESTER HOURS*
Prerequisites: Junior classification, EDU299. This course examines expectations of the Christian school physical education teacher. The concepts, meaning and organization of curriculum, courses of study and lesson plans are studied. The development of objectives is considered, and innovative programs are reviewed. Teaching methods are analyzed and appropriate teaching aids and materials are surveyed and utilized.

SCE3851 TEACHING SCIENCE IN THE ELEMENTARY SCHOOL *2 SEMESTER HOURS*
Prerequisite: EDU398. This is a course in methods, curricula, and organization of materials for use in elementary school science, giving special attention to the use of laboratory materials and experiences.

ENGINEERING

ENR101 INTRODUCTION TO ENGINEERING *2 SEMESTER HOURS*
Prerequisite: MAC2311. Students will be introduced to the broad field of engineering from the process of invention to the societal impact of the profession. Practical laboratory exercises and design activities will prepare students for upper-division coursework. Students will also explore the role of the modern engineer in the context of current topics such as sustainability, design safety, and energy management through practical examples and hands-on activities.

ENGLISH/LITERATURE/WRITING

AML2000 AMERICAN LITERATURE *3 SEMESTER HOURS*
Prerequisite: ENC1102. This course is a survey of American essays, poetry, and fictions selected from a diverse group of authors from pre-exploration and settlement to the present. Works are chosen for what they reveal and reflect about the changing style and values of the American experience and are studied within their historical and cultural contexts. Students will strengthen their competencies in critical thinking, oral communication, reading, and writing.

AML3101 AMERICAN NOVEL *3 SEMESTER HOURS*
Prerequisite: AML2000. Students study American novels from the Romantic Era through modern times, exploring the ways in which American literacy forms interact with and adapt to historical change.

CRW2000 CREATIVE WRITING *3 SEMESTER HOURS*
Prerequisite: ENC1102. Students study and practice tools for effective writing in creative ways; emphasis is placed on fictional narrative and poetry writing.

ENC100 BASIC ENGLISH GRAMMAR *3 SEMESTER HOURS*
This course is designed for students who lack the necessary background for attempting ENC1101. The course focuses on foundational grammar concepts and the writing of clear, correct, and effective sentences and paragraphs. Students who complete this course will earn general elective credits but must pass ENC1101 to meet graduation requirements. A minimum grade of C is required.

ENC1101 ENGLISH COMPOSITION I *3 SEMESTER HOURS*
Prerequisite: Passing score on placement test or ENG100. This course introduces students to rhetorical concepts and audience-centered approaches to writing including composing processes, language conventions and style, and critical analysis and engagement with written texts and other forms of communication. A minimum grade of C is required.

ENC1102 ENGLISH COMPOSITION II *3 SEMESTER HOURS*
Prerequisite: ENC1101. This course is a continuation of ENC1101. The course focuses on summarizing and paraphrasing, research, and writing the research paper, including correct citation methods and avoiding plagiarism. A minimum grade of C is required to satisfy the core English requirement.

ENC2303 EFFECTIVE WRITING *3 SEMESTER HOURS*
Prerequisite: ENC1102. This course builds on the foundation of research writing established in ENC1102. This course will cover instruction, practice, and evaluation in the principles of expository and persuasive writing, including the writing of research, opinion, and critique, with an emphasis on logic and style.

ENC4386 ADVANCED ENGLISH GRAMMAR AND COMPOSITION *3 SEMESTER HOURS*
Prerequisite: ENC1102. This course is a detailed systematic study of traditional grammar, including sentence analysis through diagramming and correct usage. Students will also compose and edit various critical prose assignments and will evaluate grammar, language, and usage of various written documents.

ENL2000 BRITISH LITERATURE *3 SEMESTER HOURS*
Prerequisite: ENC1102. This course surveys British literature, covering major authors from the Anglo-Saxon and Middle English periods; the 16th and 17th centuries, including special emphasis on John Milton; the Restoration and the 18th century; the Romantic poets; and select authors from the Victorian era and the 20th century.

ENL3323 SHAKESPEARE *3 SEMESTER HOURS*
Prerequisites: ENC1102, ENL2000. This course is designed as an overview study of Shakespearean historic, comic and tragic plays as well as an introduction to the Shakespearean Sonnets. Characteristic plays from each category will be read, watched and discussed. Students will also explore, through literary clues, the performance element of Shakespeare's works.

LAE4414 CHILDREN'S LITERATURE *2 SEMESTER HOURS*
Prerequisite: ENC1102. This course provides a thorough view of literature in the elementary school, along with the consideration of aids in presenting literature to children.

LIT2100 WORLD LITERATURE *3 SEMESTER HOURS*
Prerequisite: ENC1102. Beginning with ancient Mesopotamian literature, and continuing through ancient Greek, Far Eastern, Medieval, and Renaissance literature, up through the 18th through 20th centuries, this course will survey poets, novelists, and short story writers from Europe, Asia, Africa and South America who have left a lasting legacy on the literature of the world.

LIT3333 ADOLESCENT LITERATURE *3 SEMESTER HOURS*
This course examines texts created for adolescent readers. Students will read classic and contemporary literature considered suitable for middle and high school students, and literary criticism focusing on young adult literature. The course considers which characteristics place a text within the field and the text's characteristic themes and concerns.

FINE ARTS

MUL1010 MUSIC APPRECIATION *2 SEMESTER HOURS*
In this course, students will survey the history of classical music from Antiquity to the modern period, focusing on Western music. The curriculum may also integrate popular and global styles, where appropriate.

THE1000 INTRODUCTION TO THEATRE *2 SEMESTER HOURS*
This course introduces students to various areas of theatrical production, including acting, stage movement, design, and criticism. Students will engage in hands-on projects to further establish their knowledge and foster a deeper appreciation for the art of theatre. Designed for students who may not have extensive experience in theatre production, this course provides an overview of the field.

HISTORY/GOVERNMENT

AMH2010 AMERICAN HISTORY *3 SEMESTER HOURS*
In this course students will examine United States history from before European contact to 1877. Topics will include but are not limited to indigenous peoples, the European background, the Colonial period, the American Revolution, the Articles of Confederation, the Constitution, issues within the new republic, sectionalism, manifest destiny, slavery, the American Civil War, and Reconstruction.

AMH2020 AMERICAN HISTORY II *3 SEMESTER HOURS*
In this course, students will trace the history of the United States from the end of the Reconstruction Era to the contemporary era. Topics will include but are not limited to the rise of industrialization, the United States' emergence as an actor on the world state, constitutional amendments and their impact, the Progressive Era, World War I, the Great Depression and New Deal, World War II, Issues of civil and minority rights, the Cold War, and the United States since 1989.

EUH1000 WESTERN CIVILIZATION I *3 SEMESTER HOURS*
This course examines the origins and growth of ideas and institutions principally associated with Western civilization from the emergence of the first literate, urban societies in the ancient Near East through the European Renaissance and the Protestant Reformation.

EUH1001 WESTERN CIVILIZATION II *3 SEMESTER HOURS*
This course examines the major trends in Western and world politics, society, and culture from the 16th century through the post-Cold War era.

EUH4205 19TH CENTURY EUROPE *3 SEMESTER HOURS*
Prerequisite: EUH1001. This course examines the development of European society from the French Revolution to the advent of the first world war. Special attention is given to the cultural, political, and military developments of the era, and the various political movements that drove events.

HIS303 MEDIEVAL EUROPE *3 SEMESTER HOURS*
Prerequisite: EUH1000. This course examines Europe following the fall of the Roman Empire in the West, focusing on the establishment of feudal society and its culture, medieval Christianity, and intellectual developments which led to Renaissance art and humanism.

HIS317 THE ANCIENT NEAR EAST AND GREECE *3 SEMESTER HOURS*
Prerequisite: EUH1000. This course analyzes the history, culture, and societies of the ancient Near East and Greece from the rise of the first urban centers to the end of the Hellenistic Age. Special consideration will be paid to the study of Jews and Judaism in the context of the larger Near Eastern world and to the development of Western ideals such as liberty and democracy in Classical Greece.

HIS319 STATE AND LOCAL GOVERNMENT *3 SEMESTER HOURS*
Prerequisites: AMH2010, AMH2020. A study of the structures, politics, and functions of state and local systems and their interrelationships with the American federal system of government. Topics include: the governors, the legislature, the state judiciary, finance, urban governments, and political participation.

HIS405 20TH CENTURY AMERICA *3 SEMESTER HOURS*
Prerequisite: AMH2020. Beginning in the progressive era, this course analyzes key events and figures which characterize the social, political, and economic upheaval of this most recent century.

HIS498 SPECIAL TOPICS IN HISTORY SEMINAR *3 SEMESTER HOURS*
Prerequisites: Vary by offering. This rotating seminar offers an in-depth exploration of selected historical themes, regions, or periods, with topics varying by semester. Designed for advanced students, this course emphasizes critical engagement with primary and secondary sources as well as research and writing skills. May be repeated for credit with a different topic.

POS3043 AMERICAN GOVERNMENT *3 SEMESTER HOURS*
Prerequisites: AMH2010, AMH2020. This course is a topical study of the American government system focusing primarily on its actions on the national level. The course will consider each of the three branches of government as well as the federal relationship between the national government and the states. Special attention is also given to the history, structure, and meaning of The Constitution of the United States.

REL3503 CHURCH HISTORY I *3 SEMESTER HOURS*
Prerequisites: EUH1000, EUH1001. A survey of Christianity from the time of Christ up to the dawn of the Protestant Reformation. Special consideration is given to the important events, notable persons, and the development of the Roman Catholic Church.

REL3504 CHURCH HISTORY II *3 SEMESTER HOURS*
Prerequisites: EUH1000, EUH1001. A survey of Christianity from the Protestant Reformation until the present day. Special consideration is given to key events and people that shaped the development of Christianity in America, The Enlightenment, and Christianity's global impact today.

LEADERSHIP DEVELOPMENT

LDR331 BIBLICAL CONCEPTS OF LEADERSHIP *3 SEMESTER HOURS*

This course will examine the biblical principles for developing servant-leaders using the model provided by Jesus Christ. Principles concerning the purpose, character and worldview of biblical leadership will be explored. Particular focus will be given to leading one's self in order to prepare to lead others.

LDR333 BIBLICAL & CONTEMPORARY MODELS OF LEADERSHIP *3 SEMESTER HOURS*

This course compares the biblical model and principles of leadership to contemporary leadership ideals and models. Examples of contemporary leadership styles will be examined, critiqued and evaluated in light of biblical teaching on leadership. Special focus will be given to how secularism and individualism have influenced and shaped contemporary models of leadership.

LDR341 LEADERSHIP OF EFFECTIVE TEAMS *3 SEMESTER HOURS*

This course will examine the principles involved with building highly effective teams. Focus will be given to team development, managing personalities, building team culture, managing expectations and understanding the role of the team leader.

LDR411 LEADERSHIP & ORGANIZATIONAL CULTURE *3 SEMESTER HOURS*

This course will examine the development nature and characteristics or organizational culture. Emphasis will be placed on the role of leaders within the organization to intentionally shape culture. Various models and theories for aligning organizational culture with vision and mission will be examined.

LDR422 BIBLICAL MANAGEMENT & LEADERSHIP *3 SEMESTER HOURS*

This course provides a comprehensive perspective on Biblical Management and Leadership. The commonalities and links between management and leadership are explored while Godly principles and examples are set forth and examined.

LDR441 HUMAN BEHAVIOR AND DEVELOPMENT IN ORGANIZATIIONS *3 SEMESTER HOURS*

Human Behavior in an organization is the study of both individual and group performance, growth, development and activity within an organization. This area of study looks at human behavior in a work environment and determines its impact on job structure, performance, communication, motivation, leadership, etc. This course will also look indepth into the proper leadership of volunteers, staff, stake holders and other prominent individuals that make up the life blood of any organization. The students will dive deep into the hierarchy of staff, staff development, negotiation and conflict resolution, and quality hiring/firing strategies.

SLS1001 STUDENT LIFE SEMINAR *2 SEMESTER HOURS*

Introduces and integrates a student to the TCJ community, both academically and socially while teaching strategies for academic success, such as critical thinking skills, time and financial management, and effective collaboration techniques based on *The 7 Habits of Highly Effective College Students* book. The course will help the student develop awareness of campus resources and assist in exploring and establishing personal, academic, and career goals.

SLS1261 STUDENT DEVELOPMENT AND LEADERSHIP STRATEGIES *3 SEMESTER HOURS*

This course will encourage students to develop godly, confident leadership principles. The student will examine effective leadership models in business, education, and ministry-related fields. The course is designed to instruct and mentor students with practical and applied skills to encourage personal growth, academic success, and leadership abilities. The course teaches skills like problem solving, decision making, and time management, and public speaking, which prepare students for success in college, work, and future leadership roles. The course enables students to develop an evolving approach to leadership as culture, careers, and employment industry changes dictate.

MATHEMATICS/STATISTICS

MAC2105 COLLEGE ALGEBRA *3 SEMESTER HOURS*

Prerequisite: Entrance test or grade of C in MAT1033.

In this course, students will develop problem solving skills, critical thinking, computational proficiency, and contextual fluency through the study of equations, functions, and their graphs. Emphasis will be placed on quadratic, exponential, and logarithmic functions. Topics will include solving equations and inequalities, definition and properties of a function, domain and range, transformations of graphs, operations on functions, composite and inverse functions, basic polynomial and rational functions, exponential and logarithmic functions, and applications.

MAC1114 TRIGONOMETRY *3 SEMESTER HOURS*

Prerequisite: MAC2105. This course defines the six basic trigonometric functions and their properties, then uses them to develop various identities, equations, and inverse, vector, parametric, and polar relations. Numerous problems and applications involving trigonometric relations are analyzed and solved. A graphing calculator is required.

MAC2311 CALCULUS I *4 SEMESTER HOURS*

Prerequisite: MAC2105. In this course, students will develop problem solving skills, critical thinking, computational proficiency, and contextual fluency through the study of limits, derivatives, and definite and indefinite integrals of functions of one variable, including algebraic, exponential, logarithmic, and trigonometric functions and applications. Topics will include limits, continuity, differentiation and rates of change, optimization, curve sketching, and introduction to integration and area.

MAC2312 CALCULUS II *4 SEMESTER HOURS*

Prerequisite: MAC2311. This course is a continuation of MAC2311. Topics include techniques of integration, applications of integration, differentiation & integration of inverse trigonometric, exponential & logarithmic functions, and sequences and series.

MAC2313 CALCULUS III *4 SEMESTER HOURS*

Prerequisite: MAC2312. This is the third course in calculus which focuses on functions of multiple variables. The course extends the concepts of single-variable calculus to higher dimensions, including three-dimensional space. Key topics include vectors and the geometry of space, partial derivatives, multiple integrals, and vector calculus.

MAP2302 DIFFERENTIAL EQUATIONS *3 SEMESTER HOURS*
Prerequisite: Calculus II. This course examines first-order ordinary differential equations, theory of linear ordinary differential equations, solution of linear ordinary differential equations with constant coefficients, the Laplace transform and its application to solving linear ordinary differential equations.

MAT210 MATHEMATICS FOR ELEMENTARY TEACHERS *3 SEMESTER HOURS*
Prerequisite: Entrance test or grade of C in MGF1106. This course studies the foundations for learning math and the fundamental concepts of mathematics, including number theory, basic algebra, proportions, probability, and geometry.

MAT1033 INTERMEDIATE ALGEBRA *3 SEMESTER HOURS*
This course is designed for students who require additional skills in algebra before taking MAC2105. The major topics include sets, linear equations and inequalities with applications, absolute value, polynomials and factoring, rational expressions with applications, exponents, roots and radicals, quadratic equations with applications, relations and functions, graphs and systems of linear equations and inequalities.

MGF1106 MATH FOR LIBERAL ARTS *3 SEMESTER HOURS*
This course surveys several branches of mathematics in an effort to review the fundamentals, improve general reasoning skills, and cover topics that are broadly applicable in daily life to help provide students with the mathematical prerequisites for other courses in basic science, education, and ministry. A TI-84 graphing calculator is preferred, scientific calculator required.

MHF4403 HISTORY OF MATH *3 SEMESTER HOURS*
Prerequisites: MAC2105, MAC1114. This course introduces the development of number systems and mathematics starting with the Egyptian, Greek, and Babylonian civilizations, and progresses through the development of mathematics during 15th Century Europe.

MTG3208 PLANE GEOMETRY *3 SEMESTER HOURS*
This course studies the fundamental definitions, postulates, theorems, and constructions of geometry dealing with lines, angles, triangles, quadrilaterals, and circles. The writing of proofs is developed. Also covered is calculating the area and volume of two- and three-dimensional objects.

STA2001 ELEMENTARY STATISTICS *3 SEMESTER HOURS*
Corequisite: MAC2105. This is an introduction to data analysis, frequency distributions, sampling methods, probability concepts, random variables, and binomial, normal, and other probability distributions. Estimates of sample sizes, confidence intervals, hypothesis testing, regression analyses, and analysis of variance are also covered.

MODERN LANGUAGE

SPA201 SPANISH I *3 SEMESTER HOURS*
This course is an introduction to Spanish that will emphasize the development of practical skills in reading, writing, and speaking modern Spanish.

SPA202 SPANISH II *3 SEMESTER HOURS*
Prerequisite: SPA201. This course is continuation of SPA201. It will continue emphasizing the development of practical skills in reading, writing, and speaking modern Spanish.

MUS105 MUSICIANSHIP LAB I *1 SEMESTER HOUR*
The lab serves as a companion to the theory course MUT101, providing students with hands-on practice and skill development in the essential elements of musicianship: sight singing, ear training, and dictation.

MUS107 FUNCTIONAL PIANO I *1 SEMESTER HOUR*
Prerequisite: Department Approval. Introductory piano course designed to prepare worship students for keyboard proficiency requirements. Skills covered include sight-reading, harmonization, and transposition, as well as performance of scales and basic repertoire.

MUS108 FUNCTIONAL PIANO II *1 SEMESTER HOUR*
Prerequisite: MUS107 or Audition. This course is a continuation of MUS107 designed to prepare worship students for keyboard proficiency requirements. Skills covered include sight-reading, harmonization, and transposition, as well as performance of scales and intermediate repertoire.

MUS115 CLASS GUITAR I *1 SEMESTER HOUR*
This is a group guitar course designed for students with limited experience with the instrument. Instruction includes technical exercises, chords and chord progressions, and development of music reading and performance skills in multiple styles.

MUS116 CLASS GUITAR II *1 SEMESTER HOUR*
Prerequisite: MUS115 or Audition. This course is a continuation of Class Guitar I.

MUS117 GUITAR FOR CONTEMPORARY WORSHIP *1 SEMESTER HOUR*
An introduction to the skills necessary to accompany church singing with the guitar. Designed for students with little or no experience, the class focuses on basic rudiments of guitar playing, including open and barre chords and strumming and picking patterns.

MUS121 INTRO TO WORSHIP MINISTRY *2 SEMESTER HOURS*
A theological, historical, and practical study of worship ministry in the church. Specific attention is given to developing the student's theological framework for future studies in Christian worship as well as the true role of the worship leader.

MUS122 MUSIC & MEDIA TECHNOLOGY *3 SEMESTER HOURS*
This course introduces the tools, techniques, and technologies used by worship leaders, including audio, video, lighting, music notation, and software applications. Students will complete hands-on projects and develop a working vocabulary to communicate effectively in technical and creative contexts. The course also explores the theological and philosophical foundations for the use of media in corporate worship.

MUS135-437 WORSHIP FORUM *0 SEMESTER HOURS*
A seminar exploring various applications of worship ministry. The seminar includes lecture, workshops, discussions, performances, and masterclasses. Offered on a pass/fail basis. The student must pass a minimum of 6 semesters to receive the degree in worship leadership.

MUS145-446 WORSHIP ENSEMBLE *1 SEMESTER HOUR*

Open by audition only.

Worship Ensemble course is designed to provide students with practical experience and training in leading worship. Through hands-on participation on an approved worship team, students will develop their musical skills, leadership abilities, application of technology in worship, and their understanding of the theological and practical aspects of leading congregational worship. Emphasis will be placed on teamwork, leadership skills, musical proficiency, planning, and spiritual formation.

MUS199 MINISTRY TEAMS *1 SEMESTER HOUR*

Prerequisite: Audition. Credit awarded for completion of semester as a member of a ministry team. Students who do not complete the semester with the team will receive a grade of "W."

MUS165-466 COLLEGE CHOIR *1 SEMESTER HOUR*

Prerequisite: Audition. Offers students the opportunity to participate in a vocal ensemble dedicated to the study and performance of choral music. Through rehearsal and performance, students develop vocal skills, musicality, and ensemble techniques while exploring a diverse repertoire.

MUS203 INTRODUCTION TO CONDUCTING *2 SEMESTER HOURS*

Prerequisite: MUT201. Students will be introduced to the fundamentals of the conducting gesture. This instruction will include appropriate posture, the use of the baton, expressive and independent use of both hands, beat patterns, cueing, and control of tempo, dynamics and phrase shaping. Special emphasis will be given to conducting style as it relates to the modern church choir and orchestra.

MUS207 FUNCTIONAL PIANO III *1 SEMESTER HOUR*

Prerequisite: MUS108 or Audition. A continuation of skills and concepts presented in Functional Piano II with emphasis on advanced scales, arpeggios, and more extensive work with chord progressions. Further development of repertoire, harmonization, improvisation, and sight-reading skills are explored.

MUS212 PIANO FOR CONTEMPORARY WORSHIP *1 SEMESTER HOUR*

Prerequisite: MUS108. A continuation of MUS207 with emphasis given to the role of the keyboard in contemporary worship. Skills covered include playing from chord charts and vocal scores and developing accompanying skills for both solo and congregational worship.

MUS299 SOPHOMORE PERFORMANCE REVIEW *0 SEMESTER HOURS*

Corequisite: VOI210, PNO210 OR INS210. The student is evaluated regarding their current level of performance in the primary applied proficiency as well as potential for successful completion of the worship arts degree including but not limited to theory, musicianship, student success, and inter-personal relational skills, and aptitude for ministry. Transfer students having already completed four semesters of applied lessons will be evaluated in the same manner after one semester of study at TCJ at the discretion of the Program Director. When completed, the music faculty will make a recommendation regarding the student's continued pursuit of the worship leadership degree. An average of performance grades determines outcome: 80-99 Pass, 70-79 Probation/Repeat, and 0-70 Fail/Explore other degree options.

MUS302 BIBLICAL FOUNDATIONS OF WORSHIP *3 SEMESTER HOURS*
Prerequisites: REL1210, REL1240, ENC1102. This course is an examination of biblical models of worship and principles of worship as they apply to both personal and corporate worship experiences. Special attention is given to Old and New Testament worship practices, and the Gospel as the center of worship. Students will develop and articulate a theology of worship.

MUS311 WORSHIP LEADERSHIP AND ADMINISTRATION *2 SEMESTER HOURS*
Prerequisite: MUS121. This course will help students prepare for the administrative tasks of worship ministry and develop organizational necessary for effective leadership. Topics will include: employment and vocational issues, staff relationships, personal organization and time management skills, managing facilities and finances, developing promotional materials, making hospital visits, planning events, organizing meetings, leading teams, and using scheduling software.

MUS333 SONGWRITING AND ARRANGING *2 SEMESTER HOURS*
Prerequisite: MUT201. Designed to help students cultivate creative abilities in crafting original songs and arranging existing ones for congregational worship. Through practical exercises and theoretical instruction, students will learn song structure, melody development, lyrical composition, and arrangement techniques. Emphasis will be placed on creating music that is theologically accurate, spiritually enriching, and congregationally accessible. Students will be encouraged to collaborate in order to facilitate music that resonates within a variety of congregational settings.

MUS401 PRINCIPLES OF WORSHIP LEADERSHIP *3 SEMESTER HOURS*
Prerequisites: MUS121, MUS311, MUS407. This course is designed to equip students with advanced leadership training, a robust theological awareness, and enhanced pastoral skills essential for effective leadership in worship ministry. This course integrates spiritual formation, discipleship, pastoral leadership principles, and ministry philosophy to cultivate holistic worship leaders who lead with integrity, humility, and a deep understanding of their calling, ministry, and worship theology.

MUS407 PLANNING & LEADING WORSHIP *3 SEMESTER HOURS*
Prerequisite: MUS121. This course explores the planning and leadership of worship as a formative act of discipleship. Students will consider biblical, historical, and practical perspectives while engaging in case studies, labs, and discussions. The course concludes with the development of a personal philosophy of worship planning and leadership.

MUS415 WORSHIP ARTS IN HISTORICAL PERSPECTIVE *3 SEMESTER HOURS*
Prerequisites: MUS121, MUS302. This course offers a historical exploration of worship through the lens of the creative arts. In the settings of both church history and cultural historical context, students will examine how visual arts, music, architecture, and other creative expressions have shaped worship practices throughout history.

MUS425 WORSHIP CONCENTRATION PRACTICUM *2 SEMESTER HOURS*
Prerequisites: Completed 90+ credits, with 30 MUS credits, Worship Leadership Concentration. The Practicum may take several forms depending on the student's current level of ministry involvement. In the traditional internship track, a minimum of 120 hours are invested in working in an approved ministry under the guidance of a ministry supervisor. Students currently employed in a ministry context make seek approval for one of two alternative Practicum options: a research or ministry project track. Students seeking approval for an internship must have a minimum 3.3 GPA at the time of application.

MUS499 INDEPENDENT STUDY *3-6 SEMESTER HOURS*
This independent study course requires department approval to enroll. Students in this course may conduct individual or group projects focused on research, literature review, or extension/ enhancement of other coursework. All work is conducted under supervision and evaluation of a departmental faculty member. Student are limited to a total of six independent study credits during their program.

MUT101 CONTEMPORARY MUSICIANSHIP I *3 SEMESTER HOURS*
This course offers foundational introduction in music theory. Students will explore essential concepts including notation, scales, chords, rhythm, and basic harmony. Through interactive learning activities and practical exercises, participants will develop a solid understanding of musical fundamentals.

MUT201 CONTERMPORARY MUSICIANSHIP II *3 SEMESTER HOURS*
Prerequisite: MUT101. Building on concepts learned in MUT101, students will explore more advanced concepts including: extended and suspended chords, secondary dominants, borrowed chords, chord substitutions, voice leading, and contemporary theory in popular styles.

MUT205 MUSICIANSHIP LAB II *1 SEMESTER HOUR*
The lab serves as a companion to the theory course MUT201, providing students with hands-on practice and skill development in the essential elements of musicianship: sight singing, ear training, and dictation.

PNO/VOI/INS 109-111,209-211,309-311,409-411 *1 SEMESTER HOUR*
APPLIED MUSIC
Private lesson instruction in the chosen area. (See financial information for fees listing.) A $50 accompanist fee will be assessed for all students enrolled in private vocal lessons (VOI courses).

DISTANCE EDUCATION

ONL099 INTRODUCTION TO DISTANCE EDUCATION *0 SEMESTER HOURS*
This course is designed to give online students a glimpse of what will be experienced in a TCJ online course. Key elements of the online course format such as how to navigate the learning management system, Populi, as well as information regarding the online library and other pertinent online course information will be shared. During orientation, students will be given opportunities to participate in projects and activities designed to help with future course success. This course is a prerequisite for all online courses.

PHILOSOPHY/LOGIC

PHI2010 INTRODUCTION TO PHILOSOPHY *3 SEMESTER HOURS*
In this course, students will be introduced to the nature of philosophy, philosophical thinking, major intellectual movements in the history of philosophy, including topics from the western philosophical tradition, and various problems in philosophy. Students will strengthen their intectual skills, become more effective learners, and develop broad foundational knowledge.

PHI2100 INTRODUCTION TO LOGIC *3 SEMESTER HOURS*
Introduction to the analysis of informal and formal arguments; topics include syllogisms, propositional logic, and inductive reasoning.

PHYSICAL EDUCATION

APK3137 SPORT PHYSIOLOGY *2 SEMESTER HOURS*
Students will explore the short and long-term effects of exercise with the goal of creating appropriate exercise programs for athletes in a variety of sports. Concepts of exercise physiology will be applied to the understanding of body function, enhancing sports performance, and optimally training athletes.

APK3004 KINESIOLOGY *2 SEMESTER HOURS*
This course deals with the reaction of exercise upon the various systems of the body and will stimulate students to develop scientific insight as it relates to the anatomical structure and physiological function of the body.

ART2020 FIRST AID TECHNIQUES *2 SEMESTER HOURS*
This course is designed to equip the student with theoretical and practical knowledge of first aid procedures and the understanding of the necessity for the prevention and care of accidents or sudden illnesses. This information will help prepare a Christian school teacher or coach to provide a safe environment for all students entrusted to his care and instruction.

PED199 VARSITY SPORTS PARTICIPATION *1 SEMESTER HOUR*
Student must be on the active roster for a varsity sports team. Credit is awarded at the end of the season. Students who do not complete the entire season on the varsity team will not receive credit.

PED302 ADMINISTRATION OF PHYSICAL EDUCATION AND ATHLETICS *3 SEMESTER HOURS*
This course applies basic principles of organization and administration to functional aspects of programs for all types of physical education and athletic activities. It is a practical study for teachers and coaches of Christian young people in schools, camps and general recreation programs.

PEM2104 FITNESS FOR LIFE *3 SEMESTER HOURS*
This course studies of the general nature of fitness, exercise and rest as it pertains to a Christian in today's society. Students will attempt to determine realistic goals for their own physical development and the use of exercise and relaxation throughout their lives. It will also cover nutrition, aerobics, calisthenics and a total assessment of the value of personal fitness for every student.

PET2170 PRINCIPLES AND PROBLEMS OF ATHLETIC COACHING I *2 SEMESTER HOURS*

This course deals with concepts that relate to the coaching of athletic teams. Coaching theory, the perfecting of skills, conditioning programs, tactics and strategy, systems of play, and an analysis of rules of various sports will be included.

PET2172 PRINCIPLES AND PROBLEMS OF ATHLETIC COACHING II *2 SEMESTER HOURS*

This course is a continuation of the subjects dealt with in PET2170.

PET3344 METHODS OF ATHLETIC COACHING *3 SEMESTER HOURS*

This course equips students with the essential tools and knowledge needed to succeed in diverse athletic coaching environments. The course covers the full spectrum of coaching responsibilities, from designing sport-specific training programs for various age groups and performance levels to planning a complete sport season with effective scheduling, conditioning, and event management. Students will learn how to create structured and adaptable plans that promote strength, speed, endurance, and flexibility, while addressing the unique needs of youth, high school, and collegiate athletes. Additionally, students will gain experience in implementing motivational strategies, managing team dynamics, and balancing the physical, mental, and spiritual well-being of athletes. Through hands-on application and scenario-based learning, students are prepared to lead with both competence and care in their coaching careers.

PSYCHOLOGY

PSY101 INTRODUCTION TO PSYCHOLOGY RESEARCH *3 SEMESTER HOURS*

This course focuses on the basic research methods and data analysis techniques in psychology. Emphasis is placed on the scientific method, qualitative, basic correlational, and experimental research, along with associated analytic techniques.

PSY2012 GENERAL PSYCHOLOGY *3 SEMESTER HOURS*

In this course, students will gain an introduction to the scientific study of human behavior and mental processes. Topics may be drawn from historical and current perspectives in psychology.

PSY201 PSYCHOLOGICAL ASSESSMENTS *3 SEMESTER HOURS*

Prerequisite: PSY2012. This course provides an overview of assessments to help the student understand how to research, administer, read, and interpret differing types of psychological assessments. Assessments addressed in the course are personality testing, temperaments, achievement tests, social and behavioral instruments, neuropsychological tests, and projective tests.

PSY202 PSYCHOLOGY AND CHRISTIANITY *3 SEMESTER HOURS*

Prerequisite: PSY2012. This course examines the relationship between the field of psychology and a Christan worldview. Topics will include the disciplines of Christianity and the integration of Christianity into the models of psychology.

PSY203 SOCIAL PSYCHOLOGY *3 SEMESTER HOURS*

Prerequisite: PSY2012. Combining a knowledge of psychology, sociology, and other behavioral sciences, this course is an interdisciplinary approach to the study of human interaction.

PSY204 SPORTS PSYCHOLOGY *3 SEMESTER HOURS*
Prerequisite: PSY2012. This course analyzes the study of people and behavior in sport and exercise contexts. It examines the practical application of this knowledge towards training the mind for better performance. This course focuses on understanding how psychological factors influence our performance and understanding of how participation in sport/exercise affects psychological health and well-being. This course will teach a rudimentary level of psychological skills training to understand the tools involved in enhancing performance across various environments. Topics include motivation, goal setting, stress and coping, visualization, and more.

PSY221 ABNORMAL PSYCHOLOGY *3 SEMESTER HOURS*
Prerequisite: PSY2012. This course will help the student develop an overview of different types of abnormal behavior and learn about diagnosis, counseling techniques and follow up.

PSY301 CRIMINAL PSYCHOLOGY *3 SEMESTER HOURS*
Prerequisite: PSY2012. This course is designed with the intent to provide students with an overview of the intersection of psychology and law. The course explores how the disciplines of psychology and law can benefit from an exchange of ideas and lead to improvements in both fields.

PSY302 EDUCATIONAL PSYCHOLOGY *3 SEMESTER HOURS*
Prerequisites: PSY2012, Sophomore classification (30+ credits). This course is a comprehensive study of the teaching-learning process as it is applied to the elementary or secondary school.

PSY303 CHILD PSYCHOLOGY *3 SEMESTER HOURS*
Prerequisite: PSY2012. This course covers the importance of understanding children's mental health challenges, development, and spiritual growth. The course will prepare the student to work with children and teens through psychological well-being and to help children understand the entire being of body, soul, and spirit.

PSY304 POSITIVE PSYCHOLOGY *3 SEMESTER HOURS*
Prerequisite: PSY2012. This course examines the science of positive experiences including a review of the historical and philosophical foundations of positive psychology and of its contributions to traditional research and practice areas in psychology. Specific emphasis is focused on the applied positive psychology perspective in the pursuit of the good life, heath and well-being, positive psychology at work, clinical psychology and psychotherapy, and positive development across the lifespan.

PSY312 PSYCHOLOGY OF PERSONALITY *3 SEMESTER HOURS*
Prerequisite: PSY2012. This course surveys the major theories of personality and its measurement and the relationship to the DSM. Emphasis is placed on understanding how personality influences behavior. Cognitive, humanistic, and behavioral perspectives, among other topics, are surveyed.

PSY402 COGNITIVE PSYCHOLOGY *3 SEMESTER HOURS*
Prerequisite: PSY2012. A survey of methods, empirical findings, and theoretical interpretations of human learning, information processing, verbal learning, and judgment and decision-making.

PSY405 INDUSTRIAL PSYCHOLOGY *3 SEMESTER HOURS*
Prerequisite: PSY2012. Psychological principles of employee selection, training, testing, motivation, morale, leadership, communication, and decision making.

PSY406 CULTURAL PSYCHOLOGY *3 SEMESTER HOURS*

Prerequisite: PSY2012. The purpose of this course it to examine cultural processes as a defining characteristic of what it is to be human and as a central or proximal, variable in psychology. The course intends to provide students with a better appreciation of the myriad ways in which culture determines psyche and behavior, and to enhance awareness of the countless variations in human behavior across cultures. This course prepares students to navigate modern issues of multiculturalism in a diverse society.

DEP4054 DEVELOPMENTAL PSYCHOLOGY *3 SEMESTER HOURS*

Prerequisite: PSY2012. This course provides an overview of development from conception through death, emphasizing childhood through adulthood. Various aspects of development including physical, emotional, social, mental and spiritual are emphasized to give those involved in ministry an understanding of the people to whom they will be ministering.

PSY425 PSYCHOLOGY INTERNSHIP *3 SEMESTER HOURS*

Prerequisites: PSY2012. Senior status, departmental approval, Psychology major only. A semester of direct psychology work in a clinical setting. The student is under the supervision of the Psychology faculty of the college, as well as the immediate supervisor within the participating clinical organization.

SCIENCE

PHY201 PHYSICS I WITH CALCULUS *3 SEMESTER HOURS*

Prerequisite: MAC2311. Corequisites: MAC2312, PHY201L. This calculus-based course serves as the first in a two-part series covering topics like kinematics, dynamics, energy, momentum, rotational motion, fluid dynamics, oscillatory motion, and waves. The course is designed for science and engineering majors and integrates critical thinking, analytical skills, and real-world applications.

PHY201L PHYSICS I LAB *1 SEMESTER HOUR*

Corequisite: PHY201. The laboratory experience for PHY201, illustrating the practical applications of Newtonian mechanics.

PHY202 PHYSICS II WITH CALCULUS *3 SEMESTER HOURS*

Prerequisites: PHY201, MAC2312. Corequisite: PHY202L. The second of a two-semester sequence of physics for scientists and engineers. The course content includes Coulomb's Law, electric fields and potentials, capacitance, currents and circuits, Ampere's Law, Faraday's Law, inductance, Maxwell's Equations, electromagnetic waves, ray optics, interference, and diffraction.

PHY202L PHYSICS II LAB *1 SEMESTER HOUR*

Corequisite: PHY202. The laboratory experience for PHY202, illustrating the practical applications of Coulomb's Law, electric fields and potentials, capacitance, currents and circuits, Ampere's Law, Faraday's Law, inductance, Maxwell's Equations, electromagnetic waves, ray optics, interference, and diffraction.

SCI144 SCIENCE SURVEY I *3 SEMESTER HOURS*

This survey course reviews the basic disciplines of science and will acquaint the student with the science frameworks that can be use as an apologetic. Topics will include Physics, Chemistry, and Astronomy..

SCI145 SCIENCE SURVEY II *3 SEMESTER HOURS*

This survey course reviews the basic disciplines of science and will acquaint the student with the science frameworks that can be used as an apologetic. Topics will include Earth Science, Biology (19-22), and Environmental Science.

SCI201 GENERAL BIOLOGY I *4 SEMESTER HOURS*
This course is a survey of the principles and concepts of biology including cell structure and function, enzymes, biochemical pathways, molecular basis of heredity, and mitosis. Laboratory work is required. (Lab fee-on campus only- $30).

SCI202 GENERAL BIOLOGY II *4 SEMESTER HOURS*
This course is a survey of the principles and concepts of meiosis, Mendelian genetics, classification of organisms, the five kingdoms, ecosystem organization and energy flow, and community interactions. Laboratory work is required. (Lab fee - on campus only - $30)

SCI311 PHYSICAL SCIENCE SURVEY I *3 SEMESTER HOURS*
Prerequisite: Math entrance test or MGF1106. This course is a survey, from a biblical perspective, of the fundamental facts and principles of the physical sciences. It includes measurement, motion, force and motion, work and magnetism, atomic physics, nuclear physics, and the chemical elements.

SCI312 PHYSICAL SCIENCE SURVEY II *3 SEMESTER HOURS*
Prerequisite: Math entrance test or MGF1106. This course is a survey, from a biblical perspective, of the fundamental facts and principles of the physical sciences. It includes the solar system, place and time, the moon, the universe, minerals and rocks, structural geology, ecologic time, surface processes, the atmosphere, and atmospheric effects.

SCI401 CHEMISTRY I *4 SEMESTER HOURS*
Prerequisite: MAC2105. This course is a survey of the principles and concepts of General Chemistry. It includes matter, physical and chemical properties, measurements, atomic theory, ionic and molecular compounds, stoichiometry, solutions, chemical reactions, thermochemistry, electronic structures, periodicity, chemical bonding, gases, solids, and liquids. Laboratory is required. (Lab fee-on campus only- $30)

SCI402 CHEMISTRY II *4 SEMESTER HOURS*
Prerequisite: MAC2105, SCI401. This course is a survey of the properties and concepts of Chemistry. It includes solutions, colloids, kinetics, equilibrium, acids and bases, thermodynamics, electrochemistry, organic chemistry, and nuclear chemistry. Laboratory is required. (Lab fee- on campus only- $30)

SCI404 PHYSICS *4 SEMESTER HOURS*
Prerequisite: Must demonstrate proficiency in mathematics. It is recommended that algebra and trigonometry be taken beforehand. This is a survey of the fundamental optical, mechanical, and electrical concepts in physics. Laboratory is required. (Lab fee-on campus only $30)

SPORT MANAGEMENT

SPM494 SPORT MANAGEMENT INTERNSHIP *3 SEMESTER HOURS*
A culminating experience where students complete a minimum of 120 hours in a supervised internship setting. Emphasis is placed on integrating academic knowledge with practical experience, demonstrating leadership, and reflecting on personal and professional growth.

SPM499 SPECIAL TOPICS IN SPORT MANAGEMENT *3 SEMESTER HOURS*
A capstone course designed to synthesize students' learning and prepare them for career entry or graduate study. Includes the development and presentation of a professional portfolio and exploration of current issues in sport management.

SPM1000 INTRODUCTION TO SPORT MANAGEMENT *3 SEMESTER HOURS*

An overview of the sport industry, including its history, career paths, key organizations, and current trends. Students will explore the foundational principles of sport management with a biblical worldview, emphasizing ethics, leadership, and the role of sports in society and ministry.

SPM2201 SPORT ETHICS *3 SEMESTER HOURS*

Students will be prepared to navigate the ethical challenges they will face in sport management. By engaging in critical analysis and structured debates, they will refine their ability to reason ethically, defend their positions, and implement fair policies within sport organizations. This course provides the ethical foundation necessary for responsible leadership in the industry.

SPM3113 ATHLETIC ADMINISTRATION *3 SEMESTER HOURS*

Covers leadership and organizational principles relevant to interscholastic, collegiate, and professional athletic programs. Students examine administrative structures, policy development, and leadership theory, applying a Christ-centered approach to managing sport organizations.

SPM3407 SOCIAL MEDIA IN SPORT *3 SEMESTER HOURS*

This course explores the strategic use of social media to promote athletic programs, engage audiences, and develop personal brands. Topics include content creation, analytics, and legal/ethical implications. Students will create media plans and reflect Christian values in digital communication.

SPM4040 INTERNATIONAL SPORT *3 SEMESTER HOURS*

Explores global sport systems, including governance structures, cultural practices, and international competitions. Students examine international sport missions, diplomacy, and ethics, gaining insight into the opportunities and challenges of global sport leadership.

SPM4104 SPORT FACILITY AND EVENT MANAGEMENT *3 SEMESTER HOURS*

Focuses on the planning, development, and operation of sport facilities and events. Topics include budgeting, risk management, scheduling, crowd control, and maintenance. Students learn to manage sport venues effectively with attention to safety, efficiency, and stewardship.

SPM4306 SPORT MARKETING *3 SEMESTER HOURS*

Focuses on the application of marketing principles in the sport industry. Topics include branding, sponsorship, consumer behavior, and digital media. Students develop marketing plans and explore how sport marketing can serve communities and reflect Christian values.

SPM4501 FINANCIAL ISSUES IN SPORT *3 SEMESTER HOURS*

Prerequisite: ACG2071. Corequisite: BUS316. This course examines basic theory of finance and accounting as it applies to the sport organization. Topics include forms of ownership, taxation, financial analysis, budgeting, and economic impact of sports facilities.

SPM4501 SPORT FINANCE *3 SEMESTER HOURS*

Introduces the principles of financial management in sport organizations. Topics include budgeting, fundraising, revenue generation, and economic impact. Students will develop financial literacy and learn to steward resources ethically and strategically within sport settings.

SPM4604 SPORT GOVERNANCE *3 SEMESTER HOURS*

Examines organizational structures, policy development, and power dynamics in sport organizations. Students evaluate the role of governing bodies and apply ethical decision-making to real-world governance issues through a biblical framework.

SPT100 FIELD EXPERIENCE I *1 SEMESTER HOUR*

An introductory practicum requiring a minimum of 40 supervised hours in a sport-related environment. Students gain hands-on experience and begin developing professional skills in communication, teamwork, and problem-solving while exploring potential career interests.

SPT3000 FIELD EXPERIENCE II *1 SEMESTER HOUR*

A supervised intermediate-level field experience requiring at least 40 hours in a sport management or coaching role. Students apply theoretical knowledge, further develop professional competencies, and reflect on their vocational calling in sport.

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At TCJ since 2025

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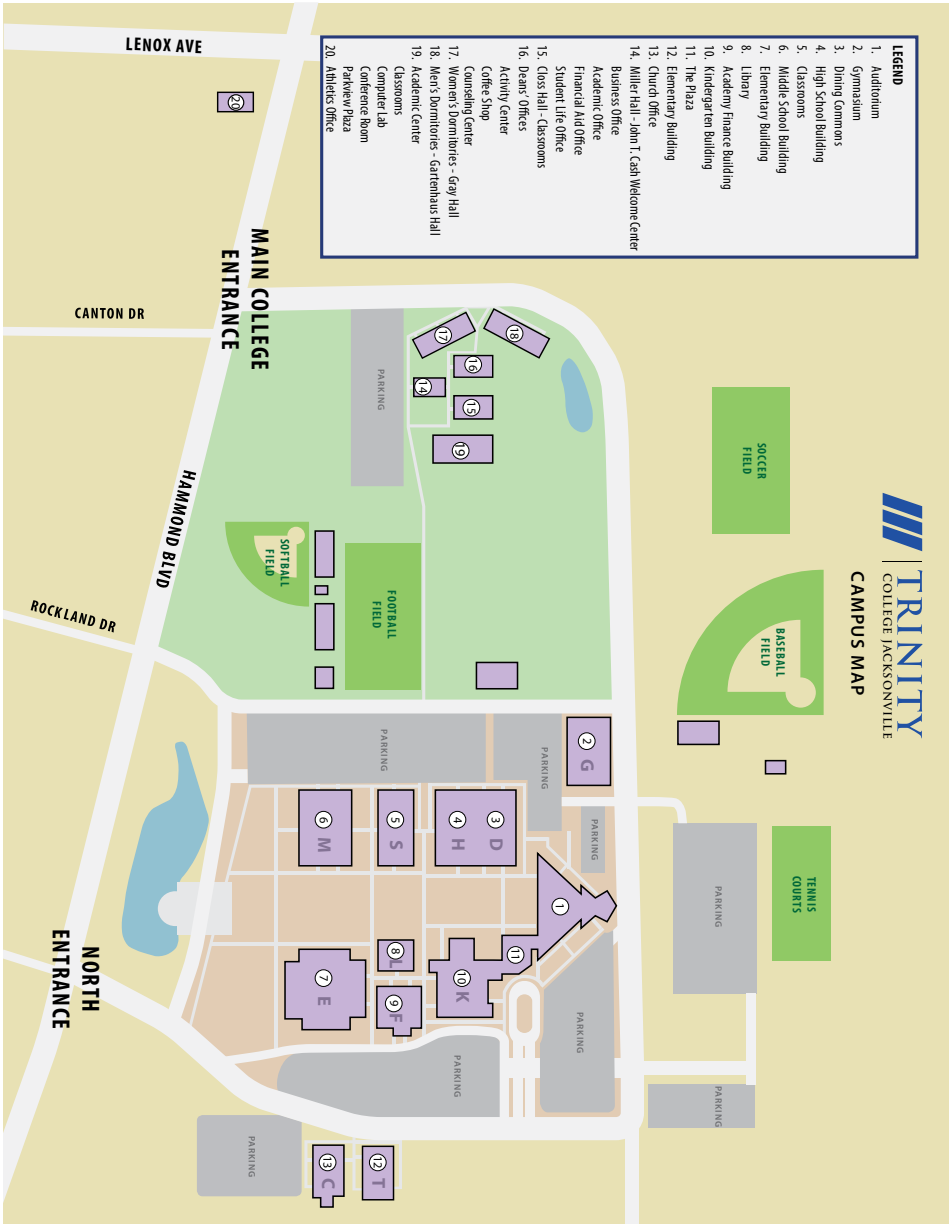
CAMPUS MAP


TRINITY
COLLEGE JACKSONVILLE
CAMPUS MAP
LEGEND
1. Auditorium
2. Gymnasium
3. Dining Commons
4. High School Building
5. Classrooms
6. Middle School Building
7. Elementary Building
8. Library
9. Academy Finance Building
10. Kindergarten Building
11. The Plaza
12. Elementary Building
13. Church Office
14. Miller Hall - John T. Cash Welcome Center
Business Office
Academic Office
Financial Aid Office
Student Life Office
15. Closs Hall - Classrooms
16. Deans' Offices
Activity Center
Coffee Shop
Counseling Center
17. Women's Dormitories - Gray Hall
18. Men's Dormitories - Gartenhaus Hall
19. Academic Center
Classrooms
Computer Lab
Conference Room
Parkview Plaza
20. Athletics Office
LENOX AVE
CANTON DR
ROCKLAND DR
HAMMOND BLVD
MAIN COLLEGE ENTRANCE
NORTH ENTRANCE
SOCCER FIELD
BASEBALL FIELD
TENNIS COURTS
FOOTBALL FIELD
SOFTBALL FIELD
PARKING