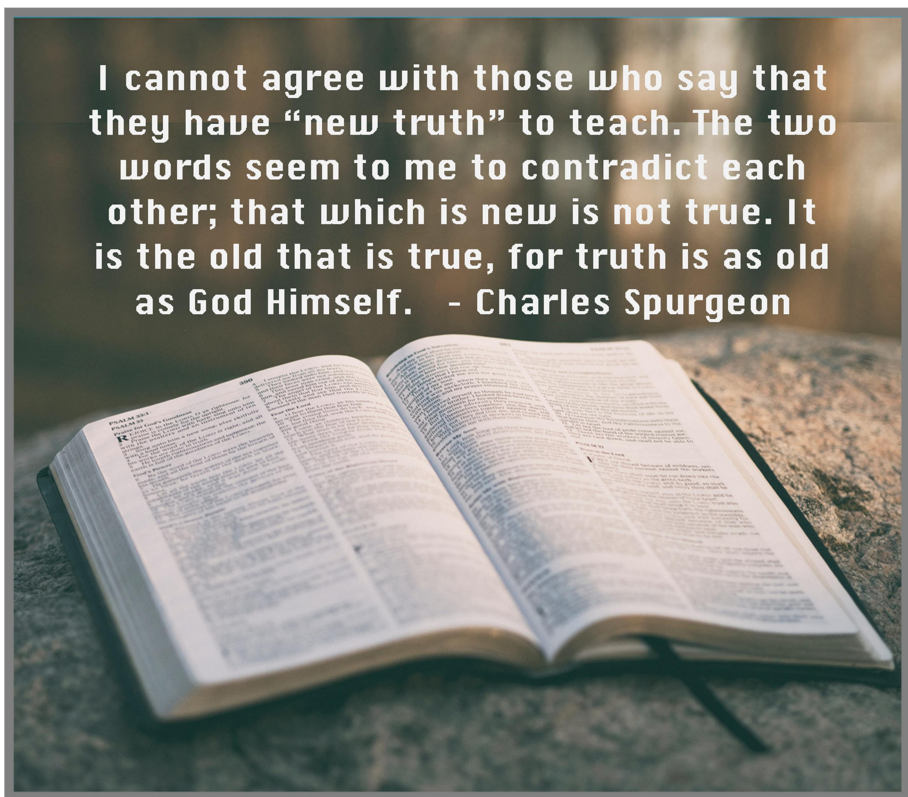


Oklahoma Baptist College and Institute

School of the Prophets

2023-24 Catalog

I cannot agree with those who say that they have “new truth” to teach. The two words seem to me to contradict each other; that which is new is not true. It is the old that is true, for truth is as old as God Himself. - Charles Spurgeon



Oklahoma Baptist College and Institute

A Ministry of Higher Plain Baptist Church

6810 NW 122nd Street

Oklahoma City, Oklahoma 73142

Phone/Fax: 405-943-3334

Website: www.oklahomabaptistcollege.com

Email: office@oklahomabaptistcollege.com

Founded: 1972

Colors: Blue and Gold

Motto: "The School of the Prophets"

Verse: "...His ministers a flame of fire." Heb. 1:7

**Distinctive: "Producing Preachers
Who Can Preach!"**

Oklahoma Baptist College and Institute (OBC) reserves the right to make necessary catalog changes (regulations, courses, personnel and costs) without notice. In most cases, the college will attempt to communicate these changes to all students, faculty, and staff through memos, announcements, and/or email. It is important that each student familiarize himself with the provisions set forth in this catalog and that he complete his proper responsibilities concerning them. This catalog is maintained online and constitutes the only official version on a continuing basis.

Ready to Study?



Download your application today:
www.oklahomabaptistcollege.com

2023-2024 CALENDAR

Fall Semester 2023

August 14	All faculty, staff, and spouses orientation (9:00 am)
August 16	English placement test (Details TBA) <i>(Required for all new and transfer students)</i>
August 17	Registration for all students (9:00 am)
August 21	Classes begin; Mandatory Orientation for all students
August 25	Last day to add or drop classes
September 4	Labor Day - No classes
Sept. 21-22	HPCA Candy Sale – Week #1 (no classes; help HPCA)
Sept. 27-29	HPCA Candy Sale – Week #2 (no classes; help HPCA)
October 18-22	HPBC Missions Conference
October 23	No Classes
November 13	No Classes
November 20-24	Thanksgiving Break (Office Closed)
December 11-15	Final Exams (students dismissed after chapel on Fri)
Dec 18 - Jan 5	Christmas Break (Office Closed Dec. 18 – Jan. 1)

Spring Semester 2024

January 5	Registration for all students (9:00 am)
January 8	Classes begin
January 12	Last day to add or drop classes
January 15	MLK Day – No Classes
February 9	Valentine Banquet (6:00, location TBA)
February 19	Presidents' Day - No Classes
March 18-22	Spring Break (Office Closed)
April 4-5	HPCA Candy Sale - Week #1 (no classes; help HPCA)
April 10-12	HPCA Candy Sale - Week #2 (no classes; help HPCA)
May 6-10	Final Exams
May 16	Graduation (<i>Attendance required of all students</i>)

Summer Semester 2024

May 23	Registration for all students (9:00 am)
May 28	Classes Begin
May 30	Last day to add or drop classes
July 23-25	Final Exams

Fall semester consists of 17 calendar weeks (August 21 – December 15, 2023)

Spring semester consists of 17 calendar weeks (January 8 – May 16, 2024)

Summer semester consists of 9 calendar weeks (May 28-July 25, 2024)

All times and dates are tentative and subject to change at the administration's discretion.

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ACCREDITATION STATUS

OBC is not accredited under rules promulgated and adopted by the Oklahoma State Regents for Higher Education or by any national or regional accrediting agency which is recognized by the State of Oklahoma or the Secretary of the U.S. Department of Education. We believe that institutions such as OBC, which train young men and young ladies for the ministry of Jesus Christ, should not be under the direct authority or control of the state. Accordingly, OBC does not grant college degrees as defined by Oklahoma statute. Therefore, transfer of courses from OBC to other institutions is at the discretion of the receiving institution.

NOTICE OF NON-DISCRIMINATORY POLICY

OBC admits students of any race, color, and national or ethnic origin to all the rights, privileges, and activities generally accorded or made available to students at this school. It does not discriminate on the basis of race, color, national, or ethnic origin in administration of its educational policies, admissions policies, financial assistance programs, and school administered athletic programs.

FAMILY EDUCATION RIGHTS AND PRIVACY ACT

OBC subscribes to and adheres to the Family Education Rights and Privacy Act of 1974 and has developed interim policies and procedures for the implementation of the Act. The Act provides for a hearing procedure so the student can request to amend entries to his or her educational records.

OBC maintains the following types of comprehensive records about individual students: applications for admission, transcripts, and financial records filed at the college office. Other records are maintained in the various offices and units of the college where the student has requested and/or received certain services to participate in certain programs. Department heads are the designated custodians for these records.

A hearing procedure is provided for students who request to amend entries in their records. Persons desiring additional information about these college policies and procedures should call or write the office of the dean.

CATALOG

The official OBC catalog is promulgated and maintained only online through the Oklahoma Baptist College website (www.oklahomabaptistcollege.com), and is the only catalog recognized by the administration. The first online-only edition was made available on January 2, 2014. Subsequent editions become available as the administration directs, usually annually. All pages in the catalog are annotated with edition number and promulgation date. Students enter and remain under guidelines of the edition in force at the time of initial registration (subsequent initial registration(s), if a former student), except that students may

elect to change to and remain under the then current official edition at the time of a formal change of academic major.

MESSAGE FROM PRESIDENT DR. TOM VINEYARD

Thank you for taking the time to look through our catalog. Please allow me just a few moments to tell you why you should choose Oklahoma Baptist College as the place where God would have you to train for the ministry.

First and foremost, OBC is a school for preachers. For almost four decades, young men have been learning and training here in the Biblical discipline of sermon preparation and preaching. Pastoral Theology, Missions, and Evangelism majors prepare and preach three sermons each week, as well as participating in the monthly School of the Prophets. Graduates gain more than just a diploma. They are equipped with sound doctrine and Biblical preaching experience.

We are also a missions-hearted school. Having been missionaries in Africa for fifteen years, my wife and I can personally attest that the training we received at OBC prepared both of us not only to reach and train nationals, but also to educate our own children on the foreign field. Moreover, our foreign missions trips with college staff provide students first-hand experience (as well as course credit) to make a difference while still in college. Finally, language studies in Spanish, French, Russian, and German significantly complement an already thorough missions program.

Because OBC is a local church ministry, students may gain practical training in several additional fields. Our Deaf Department offers courses for both deaf and hearing students under state (QAST) certified instructors. Our Education Department affords students the opportunities to student teach in a Christian school under teachers having as many as 25 years' experience. With their respective department heads having a combined 75 plus years of experience in local church ministries, our bus ministry, youth, and music departments are among the best in the country.

Come make a difference with us for such a time as this!

ADMINISTRATION

Dr. Tom Vineyard - President; Pastor of Higher Plain Baptist Church

Dr. Joe D. Finn - Executive Vice-President; Associate Pastor of Higher Plain Baptist Church

FACULTY AND STAFF

Dornbusch, Sarah	Elementary Education
Graduate of Secondary Education, Oklahoma Baptist College	
Finn, Joe	Church Education, Theology, Bible
B.S., University of Arkansas	
Graduate studies, Central Baptist College	
Hum. D., Oklahoma Baptist College	
Jones, David	Bible, Education, Bus Ministry
B.A., Oklahoma Baptist College	
D.D., Oklahoma Baptist College	
Miller, Julie	Administrative Assistant
Graduate of Missions, Oklahoma Baptist College	
Rodriguez, Amy	Education
Graduate of Elementary Education, Oklahoma Baptist College	
Ruiz, Rachel	Registrar, Home Ec,
Graduate of Secondary Education, Oklahoma Baptist College	
Van Manen, Adrian	History, Music
B.A., Northwest Nazarene College	
M.M., University of Missouri, Kansas City	
Hum. D., Oklahoma Baptist College	
Van Manen, Bonnie	Education, English
B.S., Boise State University	
Vineyard, Melissa	Education, Bible (Ladies), French
B.S., Oklahoma Baptist College	
Vineyard, Tom	Greek, Missions
B.A., Oklahoma Baptist College	
D.D., Oklahoma Baptist College	

ADVISORY BOARD MEMBERS

Dr. Danny Dodson - Central Baptist Church – Center, Texas
Dr. Louis Horton - Immanuel Baptist Church – Decatur, Texas
Dr. DeWayne Nichols – Liberty Baptist Church – San Antonio, Texas
Dr. Robert A. Ross

MESSAGE FROM EXECUTIVE VICE-PRESIDENT DR. JOE FINN

In today's world there are greater challenges for the child of God than ever before. These challenges must be met by men and women who are good servants of the Lord Jesus Christ. A good servant will have a humble spirit along with the character, discipline, and tenacity to finish the task set before him.

For over thirty-five years Oklahoma Baptist College has been in the business of training soldiers and servants of Jesus Christ. It has been our privilege to work with some of the finest young people in America. The reward is to see these

graduates leave the college and go literally all over the world preaching the gospel of Jesus Christ.

Could it be that God has placed such a burden on your heart? We can promise you that we will do everything in our ability and by God's grace to see that you receive the best possible training. As you look through this catalog, may God use it as a tool to allow you to consider OBC your training ground for Christ and His service.

If we can be of any assistance to you, please do not hesitate to contact us. We look forward to hearing from you soon.

THE PHILOSOPHY AND PURPOSE OF OBC

OBC is, first of all, a Christian institution and is, therefore, a spiritual organization. This institution was brought into existence by HPBC.

Secondly, OBC is an educational institution. The pastor, deacons, and membership of HPBC, under the leadership of God's Holy Spirit, established OBC to provide training for Christian young people in four fields: pastoral and related full-time Christian ministerial training, missions, evangelism, and Christian education.

Recognizing the definite need in our nation for more pastors to lead and otherwise aid the rapidly growing fundamentalist movement, OBC was born to provide, for those men who are called of God to preach His Word, a high standard of theological training that is characteristically fundamental in nature and evangelical in practice.

Furthermore, seeing that the philosophy and purpose of public education (pre-school through university) is primarily secular in nature and humanistic in philosophy, the fundamentalists in our nation have developed an alternative system of education to provide training for their children, which is in keeping with their faith, convictions, and values. Therefore, OBC, being a part of the Christian education movement, is primarily spiritual in nature and theistic in philosophy.

The contrast between these two systems is not brought about for critical purposes, but for the purpose of establishing the fact that public education has become both secular and humanistic. Therefore, the fundamentalist Christians of HPBC had no alternative but to recognize the example of fundamentalist Christians throughout this nation and provide a system for training their children which was spiritual in nature and theistic in philosophy.

Knowing that Christian schools can only be properly staffed by those who are in agreement with this basic purpose, principle, and philosophy, it is only natural that HPBC is determined to make OBC not only a theological institution, but also an institution for the training of Christian teachers for Christian schools. Fundamentalism and Christian education are symbiotic in relationship; that is, they are mutually dependent and mutually beneficial.

Most fundamental churches which establish elementary and secondary schools cannot support an institution of higher learning. That fact demands that the larger churches in the fundamentalist movement provide such training and this, under God, is what HPBC and OBC are doing. Many fundamentalist churches are independent (without denominational support or membership) and they are, therefore, without denominational control. HPBC and OBC are not only

independent of denominational support and control, they are also independent of government (local, state, and federal) support and control.

Finally, the cornerstone of OBC's philosophy undergirding all is Jesus Christ. The centerpiece of our convictions is a person, Jesus Christ. Jesus Christ said, "I am the way, the truth, and the life" (John 14:6)

The compass of our course of action and that which gives purpose and direction in the life of all Christians and Christian institutions is Jesus Christ and His Word, for He is "The Way". That which clarifies confusion is a knowledge of Jesus Christ and an understanding of His Word for He is "The Truth". And, that which gives eternal value to the Christian's efforts and existence is Jesus Christ for He is "The Life". Since the heart of the philosophy of OBC is Jesus Christ and His Word, then it follows that the ultimate purpose of this institution is to train students to seek to do that which will glorify Him. Therefore, it is basic to our institutional existence and purpose that OBC offer its students that which will enable them to understand God's plan and purpose for this age and where students best fit into that plan.

In summary, the purposes of HPBC in establishing OBC are as follows:

1. To prepare pastors, evangelists, missionaries, and full-time Christian church workers (secretaries, musicians, youth workers, etc.) with a high standard of Biblical studies fundamental and evangelical in nature.
2. To teach, promote, and defend that body of Biblical truth held by Baptists through the ages. We believe in the inerrant authority of the Scripture as set forth in our doctrinal statement of faith.
3. To train teachers for the Christian schools of our state, region, and nation. The training given these future teachers will be academically sound, historically traditional, politically patriotic, practically evangelical, theologically fundamental, and thus consistent with what is preached from fundamentalist pulpits. The philosophic undergirding for OBC and its total educational program is the Word of God as found in the Holy Bible.

The yardstick by which OBC will measure everything that is taught and practiced is the Word of God. "Consistency, thou art a jewel." As far as is humanly possible, with the help of God, OBC shall strive to keep its teachings consistent with the fundamental interpretation of the Word of God.

Because of the distinctively Christian philosophy and purpose of OBC, we do not consider ourselves to be in competition with any school, college, or university which is training people for full-time secular employment. There is no department of OBC which seeks to prepare graduates for secular service, state employment, federal government employment, or any other form of secular employment. We believe strongly in letting "the dead bury their dead: but go thou and preach the kingdom of God."

Therefore, our theology graduates are prepared to serve God in the independent, fundamentalist Baptist churches of America, as opposed to those religious denominational churches which are more than willing to abdicate religious liberty to gain government favor. Our education majors will graduate to teach in the fundamentalist, church-centered, independent Christian schools. They understand that as a matter of the law, they will need to attend a state institution of higher learning to become certified, if they ever desire employment in the public educational system.

Also, our music majors and secretarial students are preparing for full-time Christian work as musicians, music teachers, and secretaries in independent, fundamentalist Baptist churches and schools.

Let it never be said by any of our friends or enemies that we have educated or conferred a diploma upon any student who has attended this sacred institution for any other purpose than that which is herein stated: to serve our Lord and Savior, Jesus Christ, as full-time servants of His in the independent, fundamentalist Baptist church and school movement.

In conclusion, it is worth noting that every person connected with OBC is in agreement with our stated philosophy and purpose.

THE CONTROL AND ADMINISTRATION OF OBC

THE SPONSOR

Oklahoma Baptist College (OBC) is owned and controlled by Higher Plain Baptist Church (HPBC) of 6810 NW 122nd Street, Oklahoma City, Oklahoma 73142. HPBC is an independent, fundamentalist Baptist church and is not affiliated with any religious denomination or convention.

Through the strength and financial support of HPBC, OBC was established and has grown. However, there are various independent, fundamentalist Baptist churches across the nation which send support to OBC on a monthly basis. All such support is welcomed.

THE PRESIDENT

The pastor of HPBC, Dr. Tom Vineyard, serves as president of OBC. Dr. Vineyard is an able executive, motivated by the spirit of service, and is an impartial administrator who commands the respect of colleagues, benefactors, and students.

The president is the administrative head of OBC. He is the sole official chairman of communications between the faculty and the church. He is the chief-executive officer of the administration and faculty for OBC. To the president is committed the care of the spiritual, educational, and faculty interests of OBC.

The pastor, as president, is responsible for carrying out the purpose and plan of HPBC for OBC. It is his duty to represent OBC in public and in private. Also, he is solely responsible for the hiring of such faculty and other employees as is required from time to time by OBC.

STATEMENT OF FAITH

1. We believe that the Bible is verbally inspired and that it is the final authority in all matters of faith, doctrine, and practice. We believe that the Bible reveals God, the fall of man, the way of salvation, and God's plan and purpose through the ages.
2. We believe that there is only one true and living God, existing in three persons: Father, Son, and Holy Spirit.

3. We believe in the deity, virgin birth, and bodily resurrection of Jesus Christ.
4. We believe that salvation is "by grace," plus nothing and minus nothing. The conditions of salvation are repentance and faith.
5. We believe that men are justified by faith alone and are accounted righteous before God only through the merit of our Lord and Savior, Jesus Christ.
6. We believe in the personal, visible, and premillennial return of Jesus Christ.
7. We believe in the everlasting, conscious blessedness of the saved and the everlasting, conscious punishment of the lost.
8. We believe that the Holy Spirit convicts of sin, converts the repentant, seals God's children, and endues them with soul-winning power.
9. We believe the so-called charismatic experience is both a doctrinal and practical error and, therefore, neither is to be sought nor practiced.
10. We believe that the Word of God is sufficient for doctrine and instruction in righteousness and that both Armenian and Calvinistic doctrines are to be shunned in favor of Bible doctrine.

POSITION ON THE KING JAMES BIBLE

The Bible is the verbally inspired, infallible, inerrant Word of the living God and is the final authority in all matters of faith, doctrine, and practice. Not only was it inspired when God caused it to be written, but it is preserved today.

The King James Bible is the Word of God and is reliable, trustworthy, accurate, and proven. The King James Bible is the only Bible used and upheld in all teaching and preaching at OBC and is the only Bible sold in our bookstore for English-speaking people.

WHY OBC SHOULD BE YOUR CHOICE

We are evangelistic. We believe that soul winning is near the heart of God. All teachers are required to go soul winning weekly. All students are required to witness for Christ. On-campus students and all staff members participate in the ministry of HPBC. Students who attend their own local church are required to participate fully in their church's activities.

We are old-fashioned. We have a dress code, and we believe in discipline. We are fundamentalist without apology.

We are separatists. Absolutely no drinking, smoking, dancing, card-playing, movie-going, or other questionable activities are allowed. We take a strict stand against the world and apostasy.

We are practical. We blend the finest scholarship with the best practical teaching possible. We not only teach what to do, but also how to do it. Preacher boys are taught how to start churches, how to build buildings, how to raise money and adopt a budget, and how to organize, operate, and perpetuate a New Testament church.

STUDENT ACTIVITIES/INFORMATION

OBC is alive with activities to supplement a student's education and to provide a break from classroom routine. These activities give students

opportunities to use skills and principles which they have learned in the classroom. The activities provide Christian service opportunities while helping the individual student develop his own spiritual life and pattern of living.

CHRISTIAN SERVICE

All students are required to participate in a variety of extracurricular Christian service activities sponsored by the church and college. These activities are under the direction of and attended by the administration and staff.

CHURCH MEMBERSHIP AND ATTENDANCE

Students moving to the Oklahoma City area are required to join and attend HPBC. Students coming from churches of like faith and practice within the Oklahoma City area may keep their membership in their home churches and fulfill their Christian service assignments there. One of the most important goals of OBC is to impart to its students an energetic enthusiasm for the local church which has characterized the ministry of HPBC.

CHAPEL

Chapel meets three times per week and is kept "hot" by the faculty and staff of the college. Many well-known preachers from across the United States and missionaries from around the world come to speak at OBC. All students in OBC attend chapel and take notes as a required part of their Christian service responsibilities and as an integral part of their Christian education curriculum. Students are required to attend on the days their classes meet. Such training, however, although required to graduate, does not produce formal credit hours toward the diploma.

BUS MINISTRY

The bus ministry gives the students the opportunity to learn first-hand what being a servant is all about. Students are not only taught about the ministry, but also how to be directly involved in the operation. All students are required to successfully complete training on a bus route for two initial semesters; however, such training, although required for graduation, does not produce formal credit hours toward the diploma.

Students may elect to continue training on a bus route the rest of the time they are enrolled at OBC, which can produce formal credit hours toward the diploma.

The bus ministry allows the students the privilege to be used by God as a soul winner in reaching many lost souls for Christ.

HOUSING PLACEMENT

In lieu of dormitory accommodations, all students under the age of twenty-five years and not the head of a household or living with a parent or legal guardian must request Housing Placement assistance. These students will be

placed in the home of a church member or relative at the administration's discretion. All housing arrangements are to be pre-approved by the OBC administration.

Initial requests should be submitted with college application paperwork. Agreements need to be re-approved each semester. It is the student's responsibility to secure and submit re-approval requests within one month of final exams week.

HPBC and/or OBC are not responsible for nor do they carry insurance on the personal property of students placed in the homes of others. Host families similarly will not be held responsible for nor carry insurance to cover renter contents. Students should obtain a renter's insurance policy or be sure their personal property is covered by their parent's homeowner's policy.

MARRIED STUDENTS

Students will find that being married and living off-campus does not mean being separated from all the activities of the college. Married couples are both permitted and encouraged to participate in as many groups and organizations as they can. Married students have the same chapel, bus ministry, church, and class attendance rules and requirements as do single students.

HEALTH

All new students are required to have a physical examination within six months prior to enrollment. The college provides a medical form to be used by the student and his/her physician for this purpose. OBC does not accept any responsibility for illness or accidents in extracurricular activities or in sporting events on or off its campus.

MEDICAL/HOSPITALIZATION/SURGICAL INSURANCE

All students are required to have medical insurance (valid in the United States) through an individual, family, or group policy. All students must show proof of active health insurance at registration each semester. The college office will make a copy of each student's insurance card and benefits summary for the file. Specific minimum requirements include major medical coverage with outpatient co-pays.

SPORTS

OBC believes that all students should keep physically fit and provides physical education courses and athletic facilities for students' benefit and enjoyment. The college offers intermural basketball and other sports on demand.

AUTOMOBILES

All students are allowed to have personally owned, rented, or company vehicles. Such students are required to provide proof of insurance and a valid

driver's license. *It is unlawful in the state of Oklahoma to drive an uninsured vehicle.*

ORIENTATION

All students and their spouses are required to attend orientation at the beginning of each fall semester. A nursery will be provided.

For the spring semester, this rule applies only to new and returning students as well as students who accumulated more than twenty-four demerits during the fall semester.

RULES AND REGULATIONS

Specific policies applying to the various areas of life on the campus are in the student handbook, which is given to each student at orientation. Students will find that the rules are reasonable and necessary for successful Christian living while enrolled in OBC.

FINANCIAL INFORMATION

TUITION

The registration of a student signifies that a student agrees to fulfill the related financial obligations through the end of the semester in which he is registered. Each student is responsible to pay for his own account. OBC takes the position that it is a part of the education of the students to allow them the responsibility of handling their own financial commitments.

Items of Cost*	Semester	Yearly
Tuition (12-16 hours)	\$1825.00	\$3650.00

*Tuition for students taking less than 12 hours or more than 16 hours is \$155.00 per hour. Tuition does not include books, classroom fees, or other items needed in each class.

A non-refundable **application fee** of \$50.00 must accompany the student's application in order for processing to begin. As soon as the application has been accepted, the applicant will be notified.

ADDITIONAL FEES (PER SEMESTER)

Activity Fee (not charged in summer semester)	\$ 60.00
Add/Drop Class Fee (after first week of classes)	20.00
Applied Piano and Voice Lab Fee, per class	100.00
Audited course, per semester hour	90.00
Computer/Keyboarding Lab Fee	40.00
Document Replacement, per document	10.00
(Financial Contract, Analysis Sheet, Grade Report)	

Exam - Early, Late, or Make up	5.00
Graduation Fee (Graduating senior only)	100.00
Graduation Reception Fee (Graduating senior only)	100.00
Home Economics Lab Fee, per class (Cooking and Sewing)	35.00
Late Payment of Tuition (10 calendar days late per payment)	25.00
Registration/Matriculation	100.00
Early – additional \$35.00	
Late – additional \$35.00	
Returned Check Fee, per check	35.00
Test Out Fee, per class	35.00
Transcript Fees (official-use/student-use)	15.00/5.00
Estimated cost for textbooks and supplies per semester	400.00

All prices/fees are subject to change.

METHOD OF PAYMENT

Payments may be made by cash, check or money order (payable to OBC). Any portion of a student's bill may be paid in advance. If a student pays his entire bill in full (tuition and all fees) on registration day, the matriculation fee is waived. All payments must be made in US currency and all checks must be written on US banks.

PAYMENT PLANS

Tuition is payable on a four-payment or eight-payment plan. Students whose accounts are more than one month in arrears may not continue enrollment without written permission from the administration.

Estimated Payment Plans Based on 12-16 Hour Semester
Per Semester

4 payments (once a month)	\$681.00
8 payments (bi-weekly)	\$341.00

These amounts do not include additional fees. The matriculation fee of \$100 is due in full on registration day.

AUDITING A COURSE

Students wishing to benefit from certain classes without taking them for credit may register for such classes on an "audit" basis. Auditing a course costs \$90.00 per semester hour and entitles the student to attend all classes. Since a student auditing does not receive credit for the class, he/she is not required to take examinations or do outside assignments. No grade is given for the course. Students pursuing a college diploma should not audit courses.

REFUND POLICY

A student withdrawing from OBC because of illness or other sufficient cause, whose withdrawal is officially approved, may receive a refund as follows:

Tuition: 75% refunded at the end of the first week of classes.
50% refunded at the end of the second week of classes.
25% refunded at the end of the third week of classes.
There will be no refunds after the third week of classes.

Fees: No refund given on any fees or deposits.

FINANCIAL ASSISTANCE

Financial assistance (merit awards and on-campus employment) is offered only to those students who are single, are twenty-five years of age or younger, have not completed their required classes in order to graduate, and are taking at least a 12-hour course load not including auditing courses. A limited number of such opportunities are available. Merit awards and on-campus employment opportunities are based on the student's needs, his/her respective church's recommendation, the college's consideration of the student's application, and the student's academic progression. Students who receive merit awards will receive the applicable discount from tuition up to 16 hours/semester. Students who participate in on-campus employment will receive a paycheck, with which it is expected that his school bill will be paid.

No combination of merit awards or on-campus employment opportunities will exempt a student from paying at least 50% of their tuition from other sources. Combinations/limits are determined on an individual basis by the executive vice-president. Also, students placed on probation or suspension for any reason may not apply for or receive any merit awards or on-campus employment opportunities until after the probation or suspension has been removed.

If at any time a student falls into arrears regarding his financial obligations, he/she then forfeits his privilege to receive any merit awards or on-campus employment opportunities for the remainder of his/her studies at OBC.

PASTOR'S CHILD MERIT AWARD

OBC provides merit awards to the children of full-time evangelists, pastors, and missionaries. These awards reduce a young lady's tuition per semester by 40% per semester and a young man's tuition by 25% per semester.

ENTRANCE REQUIREMENTS

GENERAL

1. Married men must be at least twenty years old by registration day.
2. Married women must be at least eighteen years old by registration day.

3. All single students under twenty-five years of age and not living with parents must request Housing Placement assistance, unless otherwise approved by the administration.
4. Three personal references, including one from the student's pastor, must be received by the dean.
5. Applicants who have not completed high school must successfully complete the GED test before the start of their initial semester.
6. Applicants must provide a valid driver's license or a State ID card and social security card.

FIRST-TIME STUDENTS

Students planning to attend college for the first time should use the following checklist for applying to OBC.

1. Obtain an application packet (by mail or download from the OBC website), and fill it out completely.
2. Attach a recent photograph to the application form.
3. Have a medical doctor complete the medical form included in the application packet.
4. Request an official high school transcript or GED certificate be sent directly to the college office.
5. Enclose the non-refundable application fee of \$50.00.
6. Mail the completed packet to: OBC, 6810 NW 122nd Street, Oklahoma City, OK 73142. Be sure to include any merit award or on-campus employment paperwork.

TRANSFER STUDENTS

Transfer students should use the following checklist for transferring to OBC. Upon receiving all information, the college office will notify the prospective student, in writing, of his/her standing with OBC.

1. Complete steps 1 through 6 above (under *First-Time Students*).
2. Request each college or junior college attended to send a complete, official transcript directly to the college office.

Transfer students must be in good standing (academic, financial, etc.) at previous schools attended. Credit is given for all courses equivalent to courses offered in this catalog and for which a grade of "C" or better was earned. An evaluation of the transfer student's transcript must be made by the appropriate department head and approved by the registrar to determine acceptable credits as well as the student's classification. Transfer students having a cumulative GPA of less than 2.00 (semester basis) in all courses taken at all other schools will be accepted on academic probation. At least thirty (30) credits must be earned in residence at OBC to qualify for a diploma from this institution.

FORMER STUDENTS

Students not in attendance during the current or previous semester (excluding summer school session) must complete and bring up to date all first-time or transfer student entrance requirements as stated above. Upon payment of all necessary fees, the student will be informed of his/her student classification.

CORRESPONDENCE COURSES / ONLINE TRAINING

Transcripts showing successful completion of correspondence courses of any kind are not normally accepted for credit toward the diploma programs. Any request for an exception to this policy must be made in writing to the dean; each exception must be approved by the administration on a one-time basis.

SPECIAL ADMISSIONS

Recognizing that not all applicants will have educational backgrounds which fit the OBC application packet, the administration will consider applications on an individual basis.

ACADEMIC INFORMATION

STANDING

A **regular student** is defined as one who has satisfied the entrance requirements and who has been informed of his regular standing by the college office. The regular student may be enrolled either part-time or full-time, but must be working toward a diploma.

A **conditional student** is defined as one who has not completely satisfied the entrance or the continuance requirements and who has been informed of his conditional standing by the college office. Applicants on conditional standing may attend college and will have one semester to meet the conditions.

A **special student** is defined as one who is not working toward a diploma.

FULL-TIME/PART-TIME

A **full-time student** is enrolled in twelve or more hours per semester.

A **part-time student** is enrolled in less than twelve hours per semester.

ATTENDANCE

All students, unless providentially hindered and approved by the administration, are expected to attend all scheduled classes on time. Classes missed the day before or after Labor Day, Thanksgiving holiday, Christmas break, and Spring break are counted as double absences.

Tardy or late arrivals to class will be monitored and recorded. Three tardy occurrences equal one absence.

EXAMINATIONS

Students must take all examinations on the assigned dates. Make-up examinations, if expressly approved by the teacher, may be taken within one week of returning to class. There is a fee for make-up examinations.

Students whose bills are in arrears may take their final examinations with special permission from the administration. However, the student must pay their bill in full no later than one week after the last day of the scheduled final examination week in order to receive credit for that semester.

TEST OUT EXAMINATION

Selected regular students may take a proficiency examination (test out) to test their knowledge in courses reflecting certain basic disciplines upon payment of a non-refundable \$35 testing fee and approval of the teacher. Upon successful completion (i.e., "test out" with a grade of "C" or better), the student will be awarded credit (CR; 0 grade points per semester hour) toward graduation.

The test out must be completed during the first week of the semester the student is enrolled in the course. A student may only try to test out of a class one time. Credit will be posted on the transcript only after the normal tuition charge (less the \$35 testing fee) for the course being tested out of has been received by the college during the semester that the test out took place.

ENGLISH PROFICIENCY

It is the policy of OBC that all students rapidly develop a high degree of proficiency in the English language. Therefore, all students (including transfer students) are required to take an English placement test during enrollment at OBC.

Those students passing, with at least a "C" (75%) or better, must enroll as soon as possible in En-103 (English Composition I) and En-113 (English Composition II) unless they have successfully completed an equivalent course(s) at an approved college or university, and OBC has received an official transcript denoting this achievement, and the registrar has specifically approved acceptance of the course(s) on an individual basis.

Students not passing, receiving a 74% or lower, must enroll in En-100 (English Fundamentals) immediately; however, transfer students not passing, but who have successfully completed En-103 (English Composition I) or equivalent at another institution, may enroll alternatively in En-103 (English Composition I). Such transfer students, following successful completion of En-103 (English Composition I) at OBC, may have any prior successful completion of En-113 (English Composition II) or equivalent at another institution approved for transfer.

GRADING SYSTEM

Grade reports are issued after final examinations. Mid-semester grades are intended as a guide to the student regarding his/her progress, but are not entered on the student's permanent record.

A (95-100)	4 grade points per semester hour
B (85-94)	3 grade points per semester hour
C (75-84)	2 grade points per semester hour
D (65-74)	1 grade point per semester hour
F (below 65)	0 grade points per semester hour
P (Passing, no credit)	0 grade points per semester hour
NP (Non-Passing, no credit)	0 grade points per semester hour
WP (Withdrew passing)	0 grade points per semester hour
WF (Withdrew failing)	0 grade points per semester hour
CR (Credit)	Given for successful completion of a proficiency examination. 0 grade points per semester hour
AU (Audited, no credit)	0 grade points per semester hour

Generally, a grade point average (GPA) is computed by dividing the total grade points by the total number of earned semester hours; however, check with the administration for complete guidelines.

COURSE LOAD

The normal full-time undergraduate course load is 12-16 credit hours per semester, depending upon the program in which the student is enrolled. The maximum course load is 20 hours. The following considerations apply.

1. Students on probation are restricted to 14 hours.
2. New freshmen and students with a grade point average of 2.0-3.0 may enroll in 16 hours.
3. Students with a grade point average of 3.0 or above may enroll in 17-18 hours.
4. Students with a grade point average of 3.8 or above may enroll in 19-20 hours.

In determining the proper course load, students should consider the curriculum requirements of their major as well as their own ability to maintain at least a 2.0 grade point average. The registrar's approval is necessary before any student is allowed to exceed the above course load limits.

COURSE WORK SCHEDULE

One semester hour equals one hour of class attendance per week. For example:

A 5-hour class meets 85 hours per semester and equals 5 credits.

A 4-hour class meets 68 hours per semester and equals 4 credits.

A 3-hour class meets 51 hours per semester and equals 3 credits.

A 2-hour class meets 34 hours per semester and equals 2 credits.

A 1-hour class meets 17 hours per semester and equals 1 credit.

Each semester consists of at least seventeen weeks. Course work leading to a diploma normally takes four years (eight semesters) to complete. Students are encouraged to attend summer sessions, which are designed to provide equivalent training and credit.

STUDENT CLASSIFICATION

A **freshman** is a student who has satisfied entrance requirements and who has completed less than 28 credit hours.

A **sophomore** is a student in good standing who has completed more than 27 but less than 60 credit hours.

A **junior** is a student in good standing who has completed more than 59 but less than 94 credit hours.

A **senior** is a student in good standing who has completed more than 93 credit hours.

GRADUATION HONORS

To graduate with academic honors a student must have earned at least a 3.25 cumulative grade point average for his entire academic record at OBC. The scholastic honors at OBC are as follows:

Cum Laude (Honors)	3.25-3.49 grade point average
Magna Cum Laude (High Honors)	3.50-3.74 grade point average
Summa Cum Laude (Highest Honors)	3.75-4.00 grade point average

ACADEMIC PROBATION

Students will be placed and remain on academic probation whenever their semester grade point average (GPA) and/or their cumulative GPA falls or remains below 2.0.

New students accepted on academic probation must achieve at least a "C" (2.0) average for their first semester (or at least 12 credit hours) of academic work to have the academic probation removed.

All students on probation are required to meet with their department head on a weekly basis. Department heads and faculty will make every effort to help students achieve their full potential.

ACADEMIC SUSPENSION

Students will be suspended from enrollment if either their semester GPA or their cumulative GPA remains below 2.0 for three consecutive semesters, unless their cumulative GPA is increasing.

TRANSCRIPTS

A transcript for official or personal use will be provided to any student whose financial accounts are current, and who submit a signed written request with proper payment. Transcripts sent to other educational institutions or bona fide personnel offices will not be transmitted electronically. See the "Transcript Request Form," available on the college website for more details.

COURSE NUMBERING SYSTEM

Course numbers consist of two letters and three digits. The letters designate the department. The first digit indicates the year, the second digit indicates the course sequence with even being fall and odd being spring. The last digit represents the number of credit hours earned in that course. Freshmen normally take "100" courses; Sophomores, "200" or "100" courses; Juniors, "300" or "200" courses; and Seniors, "400" or "300" courses. Exceptions to this pattern must be authorized by the student's advisor. In no case may a student take upper division required courses with less than ten hours of lower division courses completed.

Bi - Bible
Bu - Business
CM - Church Ministries
DM - Deaf Ministries
Ed - Education
En - English
Hi - History

Sp, Fr, Ge, Ru, Gr - Foreign Language
HE - Home Economics
Ma - Mathematics
Mi - Missions
Mu - Music
PE - Physical Education
Sc - Science

GRADUATION REQUIREMENTS

Diplomas are offered to students who satisfactorily complete the required curriculum in any major field of study. Basic requirements follow.

1. Complete 128 credits in the prescribed and elective courses required for the particular diploma.
2. Earn at least 256 grade points (a 2.0 cumulative grade point average).
3. Receive a 2.0 or above in all courses in the major field, except foreign language and Greek.
4. Complete at least 30 credits in residence at OBC.
5. Complete with a passing grade the two initial semesters of Bus Seminar and Lab.
6. Settle all financial obligations with the school (HPCA), the college (OBC), and the church (HPBC).
7. Attend commencement exercises.

GRADUATE DIPLOMAS (FOUR-YEAR)

1. Graduate of Pastoral Theology
2. Graduate of Church Ministries

PASTORAL THEOLOGY DEPARTMENT

Diploma offered: Graduate of Pastoral Theology

Hours Required: 128

The Pastoral Theology major is designed for prospective pastors and associate pastors. The Pastoral Theology Department is committed to providing strong, evangelistic Bible training, producing effective witnesses for Christ in every walk of life and preachers who can preach the Word in season and out of season.

<u>Fall Semester</u>	<u>Hours</u>	<u>Spring Semester</u>	<u>Hours</u>
<i>Freshman Year</i>			
New Testament Survey	3	Old Testament Survey	3
English Composition I	3	English Composition II	3
Basic Homiletics	3	Advanced Homiletics	3
Personal Evangelism	2	Bible Elective	3
Bus Ministry	2	Concentrated Evangelism	2
Speech	<u>2</u>	Bibliology	<u>2</u>
	15		16
<i>Sophomore Year</i>			
Church Education	3	Church Education	3
Bible Doctrines I	3	Bible Doctrines II	3
Acts	3	Business Math	3
U.S. History I	3	U.S. History II	3
Cults I	2	Philosophy of Education	2
General Teaching Methods	<u>2</u>	Cults II	<u>2</u>
	16		16
<i>Junior Year</i>			
Christian Home	3	Great Preachers	3
Greek I	3	Greek II	3
Bible Elective	5	General Elective	3
Pastoral Music Seminar	2	Bible Elective	3
Introduction to Missions	2	Social Ethics	2
General Elective	<u>2</u>	General Elective	<u>2</u>
	17		16
<i>Senior Year</i>			
Principles of Missions	2	Finances and Budget	2
School Administration	2	Baptist History	3
Leadership Development	2	General Elective	3
General Elective	6	Bible Elective	3
Bible Elective	<u>5</u>	Pastoral Counseling	2
	17	Introduction to Youth	<u>2</u>
			15

CHURCH MINISTRIES DEPARTMENT

Diploma offered: Graduate of Church Ministries

Hours Required: 128

The Church Ministries major is designed for those who will be ministering in various full-time service positions within the local church. Such positions may include Christian education directors, bus directors, youth directors, and music directors.

Fall Semester	Hours	Spring Semester	Hours
<i>Freshman Year</i>			
New Testament Survey	3	Old Testament Survey	3
English Composition I	3	English Composition II	3
Basic Homiletics*	3	Advanced Homiletics*	3
Personal Evangelism	2	Orientation to Christian Teaching	3
Speech I	2	Speech II	2
Bibliology	<u>2</u>	Bible Elective	<u>2</u>
	15		16
<i>Sophomore Year</i>			
Church Education**	3	Church Education**	3
Bible Doctrines I	3	Bible Doctrines II	3
U.S. History I	3	U.S. History II	3
Concentration Elective	3	General Math	3
Cults I	2	Cults II	2
Bus Ministry	2	Introduction to Missions	<u>2</u>
Philosophy of Christian Education	<u>2</u>		16
	18		
<i>Junior Year</i>			
Christian Home	3	Concentration Elective	3
Greek I ▲	3	Greek II ▲	3
Concentration Elective	3	General Elective	3
General Elective	3	Bible Elective	3
Bible Elective	2	Social Ethics	2
Pastoral Music Seminar	<u>2</u>	Finances and Budget	<u>2</u>
	16		16
<i>Senior Year</i>			
Keyboarding I	3	Baptist History	2
Business Math	3	Bible Electives	6
Concentration or General Elective	3	General Electives	8
Scientific Creationism	2	OR	
General Teaching Methods	2	Student Teaching (Education/Music)	<u>16</u>
Bible Elective	<u>2</u>		16
	15		

*Ladies substitute Cooking or Sewing, or a general elective if Cooking and Sewing have been fulfilled.

**Ladies substitute Women of the Bible or The Christian Woman.

▲ Students whose concentration is in music, business, or education may substitute a concentration or general elective.

CHURCH MINISTRIES – CONCENTRATION ELECTIVES

Assistant Pastor

Introduction to Youth	2
Bus Ministry Leadership	3
Bus Ministry Seminar	3
Pastoral Counseling	2
Concentrated Evangelism	2
Youth and Activity Program	3

Missions

Missionary Methods	2
Problems of the Field	2
General Maintenance	2
History of Missions	2
World Missions	2
Christian Home	3

Education

Orientation to Christian Teaching	3
Teaching Electives	9

Music

Music Fundamentals	1
Music Theory I	3
Choral Conducting	2
Woodwind Methods	
or Brass Percussion Methods	2
Applied Piano/Voice	4

Business

Keyboarding I	3
Keyboarding II	3
Principles of Accounting I	3
Principles of Accounting II	3

TWO-YEAR DIPLOMAS

1. Graduate of Pastoral Ministries
2. Graduate of English Bible
3. Graduate of Bus Director
4. Graduate of Practical Christian Living

Special permission must be obtained from the administration to enroll in any of the diplomas.

PASTORAL THEOLOGY DEPARTMENT

Diplomas offered:
Graduate of Pastoral Ministries
Graduate of English Bible
Graduate of Bus Director
Hours Required: 64

GRADUATE OF PASTORAL MINISTRIES

<u>Fall Semester</u>	<u>Hours</u>	<u>Spring Semester</u>	<u>Hours</u>
<i>First Year</i>			
English Composition I	3	Philosophy of Education	2
Basic Homiletics	3	Advanced Homiletics	3
New Testament Survey	3	Old Testament Survey	3
Introduction to Missions	2	World Missions	2
Personal Evangelism	2	Bible Elective	2
Bus Ministry	<u>2</u>	General Elective	3
	15	Bibliology	<u>2</u>
			17
<i>Second Year</i>			
General Elective	2	Bible Elective	2
Church Education	3	Church Education	3
Acts	3	Great Preachers	3
Pastoral Music Seminar	2	General Elective	2
School Administration	2	Introduction to Youth Work	2
Leadership Development	2	Bible Doctrines II	<u>3</u>
Bible Doctrines I	<u>3</u>		15
	17		

GRADUATE OF ENGLISH BIBLE

<u>Fall Semester</u>	<u>Hours</u>	<u>Spring Semester</u>	<u>Hours</u>
<i>First Year</i>			
New Testament Survey	3	Old Testament Survey	3
English Composition I	3	Great Preachers	3
General Elective	3	Bible Doctrines II	3
Bible Elective	5	General Elective	5
Personal Evangelism	<u>2</u>	Bibliology	<u>2</u>
	16		16
<i>Second Year</i>			
Church Education	3	Advanced Homiletics	3
Basic Homiletics	3	Church Education	3
Bible Doctrines I	3	Pastoral Counseling	2
Christian Home	3	Bible Electives	5
Bus Ministry	2	General Elective	<u>3</u>
Bible Elective	<u>2</u>		16
	16		

GRADUATE OF BUS DIRECTOR

<u>Fall Semester</u>	<u>Hours</u>	<u>Spring Semester</u>	<u>Hours</u>
<i>First Year</i>			
English Composition I	3	Romans & Galatians	3
New Testament Survey	3	Old Testament Survey	3
Bus Ministry	2	Bus Ministry Leadership	3
Personal Evangelism	2	General Elective	3
Bible Elective	3	Bible Elective	2
General Electives	<u>4</u>	Bibliology	<u>2</u>
	17		16
<i>Second Year</i>			
Basic Homiletics	3	Church Education	3
Christian Home	3	Leadership Development	2
Church Education	3	Pastoral Counseling	2
Bible Doctrines I	3	Bible Doctrines II	3
Bible Elective	2	Bible Elective	3
General Elective	<u>2</u>	General Elective	<u>2</u>
	16		15

Bus Seminar & Lab is required to be taken each semester.

CHRISTIAN SERVICE DEPARTMENT

Diploma Offered: Graduate of Practical Christian Living

Hours Required: 64

Fall Semester	Hours	Spring Semester	Hours
<i>First Year</i>			
Choir I	1	Choir II	1
Bible Elective	2	Finances and Budget	2
General Elective	2	Political Science	2
*The Christian Woman	3	**General Maintenance	2
Bus Ministry	2	General/Bible Elective	3
General Math	3	Bible Elective	3
English Composition I	<u>3</u>	***Sewing/Cooking	<u>3</u>
	16		16
<i>Second Year</i>			
Bible Elective	2	Bible Study Methods	2
General Elective	3	Bible Elective	3
***Sewing/Cooking	3	General Elective	3
Christian Home	3	Introduction to Youth	2
Keyboarding I	3	General Elective	3
Leadership Development	<u>2</u>	Church Education	<u>3</u>
	16		16

*Men must substitute a Bible Elective.

**Women must substitute a General Elective.

***Men must substitute a General Elective (such as a general mechanics, shop, or a practical hands-on course, if offered.)

COURSE DESCRIPTIONS

BIBLE

Bi-103 - New Testament Survey (3 credit hours) A survey of the chapter contents and contribution of the books of the New Testament. This course should be taken in the freshman year.

Bi-113 - Old Testament Survey (3 credit hours) A survey of the Old Testament, including Jewish history, backgrounds, major themes, and chapter content of each book. This course should be taken during the freshman year.

Bi-203 - Acts (3 credit hours) A thorough study of the Book of Acts from a prophetic, doctrinal, and practical point of view. It emphasizes modern-day New Testament Christianity.

Bi-212 - Pastoral Epistles (2 credit hours) An introduction to an exposition of I and II Timothy and Titus with a special view of their teaching on the Christian ministry.

Bi-213 - Life of Christ (3 credit hours) A precise study of the four Gospels beginning with a historical background; giving an overview of the four-fold picture of our Lord, emphasizing Christ's birth, ministry, death, resurrection, post-resurrection appearances, and ascension; and showing the inspired harmony of the books.

Bi-222 - Great Cloud of Witnesses (2 credit hours) A study of God's chosen faithful from the Old Testament based upon the Honor roll of Faith in Hebrews 11.

Bi-232 - General Epistles (2 credit hours) An exposition and practical study of the books of James; I and II Peter; I, II, and III John; and Jude.

Bi-233 - I and II Corinthians (3 credit hours) An exposition of the books of I and II Corinthians concerning the problems that arise in modern-day local churches.

Bi-302 - Historical Books I (2 credit hours) A historical and practical study of the books of Joshua and Judges. These books deal with leadership principles from the life of Old Testament leaders.

Bi-303 - Historical Books II (3 credit hours) An exposition and practical study of the books of I and II Samuel, I and II Kings, and I and II Chronicles, with emphasis on select passages.

Bi-304 - Historical Books III (2 credit hours) An exposition and historical study of Ezra and Nehemiah. Special emphasis will be given to the leadership characteristics of Nehemiah.

Bi-312 - Hebrews (2 credit hours) The book will be considered as to authorship, historical background, relationship to the Old Testament, and special problems. A careful exposition of each chapter is given.

Bi-313 - Poetic Books (3 credit hours) An introduction to the poetic literature. A study of Job, Psalms, Proverbs, Song of Solomon, and Ecclesiastes.

Bi-322 - Bible Geography and Customs (2 credit hours) The use of geography in explaining and exploring selected passages of Scripture. Also a study is made of the customs which illuminate Bible history and truth.

Bi-323 - Romans and Galatians (3 credit hours) An introduction to the exposition of Romans and Galatians.

Bi-332 - Ezekiel (2 credit hours) An analysis of the book and the purpose and personality of the prophet Ezekiel. A practical study of the visions of Ezekiel with special emphasis given to God's dealing with Israel in the past and future.

Bi-333 - Genesis (3 credit hours) An exposition of Genesis giving special attention to Mosaic authorship, the Creation, the Fall, the Flood, and the origin of the Hebrew nation.

Bi-402 - Gospel of John (2 credit hours) A chronological and topical exposition of the life and deity of Christ.

Bi-403 - Exodus Through Deuteronomy (3 credit hours) A study of the major teachings of these books with special emphasis placed on the laws, statutes, and divinely-appointed system of worship.

Bi-412 - Bible Study Methods (2 credit hours) This course deals with methods of study in examining the Word of God. Some of the methods included are biographical, devotional, and book study. Practical advice is given on how to effectively study the Bible.

Bi-413 - Daniel and Revelation (3 credit hours) An introduction to and exposition of these important books involving "things to come." Both historical setting and prophecy will receive careful attention.

Bi-422 - Ephesians Through II Thessalonians (2 credit hours) An exposition of the books of Ephesians, Philippians, Colossians, and I and II Thessalonians.

Bi-423 - Isaiah (3 credit hours) A practical study of the historical setting of the book, the personality and purpose of the prophet. An analytical study of the book, focusing on the Messiah in His suffering and glory and the prophecy and predicted blessing which would come through Christ to both Jew and Gentile.

Bi-432 - Jeremiah and Lamentations (2 credit hours) A treatment of the historical background of these books with emphasis on the prophet's personal experiences and his Messianic references.

Bi-443 - Minor Prophets (3 credit hours) A study of the prophets from Hosea through Malachi including the historical settings, the ministry of each prophet, and an analysis of the message and prophetic content of each book.

BUSINESS

Bu-103 - Keyboarding I (\$40.00 fee) (3 credit hours) This course teaches the different techniques of touch keyboarding with special emphasis given to accuracy, rhythm, and speed. Students with any previous training should be tested for proficiency by the keyboarding instructor before enrollment.

Bu-113 - Keyboarding II (\$40.00 fee) (3 credit hours) Continued study of the techniques of keyboarding. (*Prerequisite: Bu-103*)

Bu-152 - Finances and Budget (2 credit hours) Students learn how to handle their finances and to live by a budget from a Biblical standpoint.

Bu-243 - Principles of Accounting I (3 credit hours) Fundamental accounting principles, journals, ledgers, billing, invoicing, and other uses of financial data. Also, emphasizing payroll procedures and report making.

Bu-253 - Principles of Accounting II (3 credit hours) Continuation of Principles of Accounting I. (*Prerequisite: Bu-243*)

Bu-273 - Business Math (3 credit hours) Review of basic mathematics skills. A study of checking account systems, invoices, statements, payroll, interest, inventories, depreciation, and taxes.

CHURCH MINISTRIES

CM-100, 110, 200, 210, 300, 310, 400, 410 - Chapel I - VIII One of the most beneficial and well received aspects of the curriculum at OBC is the 50-minute chapel service available each morning, five days per week. During these services students provide the special music and take detailed notes as a member of the college faculty, a staff member, or a special guest brings a Bible message. No tuition or course fees are charged..

CM-102 - Personal Evangelism (2 credit hours) An emphasis on the man, methods, message, and means of evangelism. A careful study of the Spirit-filled life of the soul winner as well as the work of the Holy Spirit in every phase of witnessing. A strong emphasis is placed on how to lead a single individual to Christ in person-to-person confrontation.

CM-103 - Basic Homiletics (3 credit hours) A study of how to develop the man, the message, and the methods in order to preach effectively. This course gives practical instruction on how to select, prepare, outline, and deliver a Bible message.

CM-112 - Concentrated Evangelism (2 credit hours) A systematic study of the practical methods of reaching the lost with the gospel. The study includes the usage of gospel tracts, street preaching, jail ministry, evangelism, old-age home ministry, teenage Bible studies, airport evangelism, shopping center surveying, park preaching, and other evangelistic thrusts.

CM-113 - Advanced Homiletics (3 credit hours) Further study in preparation and delivery of sermons. Emphasis is given to preparation of messages for special occasions as well as regular preaching services. Practical preaching with careful evaluation and critiques are included.

CM-120, 130 - Bus Seminar and Laboratory I, II A practical course with the student in an actual bus ministry situation. Includes one hour of lecture and five hours of field experience each week. No tuition or course fees will be charged..

CM- 220, 230, 320, 330, 420, 430 - Bus Seminar and Laboratory III – VIII (1 credit hour will be awarded for each 2 semesters). A practical course with the student in an actual bus ministry situation. Includes one hour of lecture and five hours of field experience each week. No tuition or course fees will be charged. .

CM-122 - Bus Ministry (2 credit hours) A basic course for bus directors covering visitation, husband and wife relationships in the bus ministry, the program on the bus, etc.

CM-203, 213, 403, 413 - Church Education (3 credit hours) These courses are required of all men students who major in Pastoral Theology, Christian Education, or Missions. They involve lectures on the practical aspects of Christian work. Methods and duties will be taught and given special attention.

CM-303 - Christian Home (3 credit hours) A basic course of study giving special attention to areas of life that can make your home a "heaven", such as the man's place in the home, family altar, and the Biblical way of training children.

CM-312 - Social Ethics (2 credit hours) A study of contemporary social problems. Subjects include war, crime and punishment, labor, divorce, abortion, race, and wine and strong drink. Select passages of Scripture will be studied.

CM-313 - Great Preachers and Their Preaching (3 credit hours) A study of the giants of the pulpit, their lives in great detail, their character, their preaching, their movements, and the impact they had for the cause of Christ worldwide.

CM-333 - Bus Ministry Leadership (3 credit hours) This course is recommended for prospective bus directors. This course will survey the philosophy, motive, and basic needs in a bus ministry. Principles covered are the making of a leader, motivation and selection of workers, training workers, finances, maintenance, mechanics, and promotion.

CM-343 - Youth and Activity Program (3 credit hours) An analysis of the purposes, planning, financing, promotion, and execution of an effective youth activity ministry in the local church. Includes annual budget, recruiting of workers, and philosophy of activities.

CM-402 - Leadership Development (2 credit hours) Study of the motivation, principles, characteristics, and attributes of leaders. This is a course based on Scripture on the power of positive mental attribute, which is really faith in the

promises of God. A careful analysis is given of the qualities of successful people and causes of success as well as the characteristics and causes of failure.

CM-422, 472 - Church Planting I, II (2 credit hours) These courses are designed to equip pastors, evangelists, and missionaries to plant churches in America and around the world. Study will range from the Book of Acts to modern-day legal difficulties. These courses will help the student to prepare, plant, and pastor a New Testament Baptist church.

CM-432 - Introduction to Youth (2 credit hours) Exposes the potential church youth worker to an overview of the youth ministry. Emphasis is on philosophy and general methodology. This course is a preparation to all youth electives.

CM-442 - Pastoral Counseling (2 credit hours) Scriptural principles and practices are presented for helping youth, engaged couples, and those with marriage problems.

CM-452 - Vocational Evangelism (2 credit hours) Examination of the lives and characteristics of evangelists from New Testament days to the present. This is a "how to" course to help evangelists remain faithful to their calling and for pastors and others "to do the work of an evangelist."

EDUCATION

Ed-111 - Handwriting (1 credit hour) Teaches handwriting in the correct form and formations.

Ed-113 - Orientation to Christian Teaching (3 credit hours) An introduction to teaching which includes the philosophy of Christian education. This course provides guidance in determining the personal qualifications of a Christian teacher and gives professional training necessary for elementary and secondary schools. Classroom observations at various grade levels are required.

Ed-202 - General Teaching Methods (2 credit hours) This course is a prerequisite for all education students prior to their student teaching. It covers lesson planning, teaching methods, teaching techniques, evaluation, practical classroom situations, and audiovisual aids. (May not be tutored.)

Ed-212 - Philosophy of Christian Education (2 credit hours) First, the class will be led in the development of a thoroughly Biblical philosophy of education. Next, humanism and its related educational philosophies will be analyzed.

Ed-303 - Teaching Math in the Elementary School (3 credit hours) A course in the materials and methods of mathematics on the elementary level. Instruction techniques, evaluation procedures, practical classroom situations, and evaluation.

Ed-313 - Teaching Science and Social Studies in the Christian School (3 credit hours) A study of the ways and means of selecting and organizing methods for teaching Science and Social Studies in the elementary classroom. Opportunities for practice teaching in class are made available with the application of scientific concepts in line with the spiritual application.

Ed-323 - Teaching Mathematics in the Christian School (3 credit hours) Problems, materials, and methods of teaching mathematics in secondary schools, including lesson plans, teaching techniques, and methods of classroom control.

Ed-332 - Teaching Music in the Elementary School (2 credit hours) Instruction for teaching children songs, rhythm, music appreciation, note reading, and introduction to pre-band instruments. This course includes a survey of available music materials and curricular plans.

Ed-342 - The Art of Debating (2 credit hours) This course is designed to prepare Christians to systematically and logically defend the faith. Students learn to organize their thoughts, systematically articulate those thoughts, calmly refute error and develop their ability to persuade.

Ed-343 - Teaching Language Arts in the Elementary School (3 credit hours) Instruction in the teaching of spelling, handwriting, and English in the elementary school. The practical teaching helps in the arts are applied to the spiritual concepts of each subject area.

Ed-353 - Tests and Measurements (3 credit hours) Includes the use and interpretation of educational data using standardized tests of intelligence, achievement, and personality. Includes a study of statistical concepts necessary for understanding and using such tests.

Ed-373 - Teaching Health and Safety in the Elementary School (3 credit hours) A study of the methods used to teach and promote health and safety in the elementary school. Opportunities are given for practical teaching experience.

Ed-402 - School Administration (2 credit hours) A study of curriculum development, public relations, law, parental conferences, and student activities for efficient operation of Christian schools.

Ed-403 - Children's Literature (3 credit hours) This course is designed to give prospective teachers a thorough view of literature in the elementary school as well as actual practice in presenting literature to children.

Ed-423 - Teaching Reading in the Elementary School (3 credit hours) A study of several methods of teaching reading in the elementary school with practical teaching experiences in the classroom and heavy emphasis on the phonetic approach. Methods and techniques of improving interests, enjoyment, appreciation, and evaluation of reading are also studied. Analysis and correction methods are presented.

Ed-443 - Teaching English in the Christian School (3 credit hours) This course is to prepare English teachers for junior or senior high levels. It emphasizes selecting content, lesson planning, methods of presentation, materials, and evaluation.

Ed-453 - Teaching Science in the Christian School (3 credit hours) Designed to emphasize lesson planning, teaching techniques, evaluation, and classroom control for science teachers in junior and senior high school situations.

Ed-496 - Student Teaching and Education Seminar (16 credit hours) Practical experience in the Christian school classroom at the Higher Plain Christian Academy. Each student will be required to spend at least sixteen credit hours each week (excluding chapel time) receiving instruction, observing classroom instruction, or teaching under supervision. Other requirements and duties may be added by the supervisor. (*Prerequisite: Bu-103*)

ENGLISH

All new regular and conditional students must enroll in and complete En-103-English Composition I and En-113-English Composition II in the earliest semester possible. They must earn a grade of at least "C" (75) to receive credit toward graduation, regardless of major.

En-100 - English Fundamentals (3 hours – no credit) A one-semester study of basic English grammar and vocabulary. This course is required during the first semester of all students not passing the English placement test. A student must pass this course with a grade of at least "C" (75) before being allowed to enroll in En-103-English Composition I. **En-102, 112 - Speech I, II** (2 credit hours each semester) A course giving the basic principles of public speaking with special emphasis on pulpit and platform techniques.

En-103 - English Composition I (3 credit hours) Emphasis upon grammar. This course strives to instill in students the ability to write effectively.

En-113 - English Composition II (3 credit hours) Includes a study of sentence structure and the mechanics of writing. The sequential development of a research paper is required. (*Prerequisite: En-103*)

En-203 - English Literature Survey (3 credit hours) Surveys English literature. Course traces the development of the works of major authors.

En-213 - American Literature Survey (3 credit hours) A survey course of the most interesting and outstanding American writers from the colonial period to the present. Emphasis placed on an appreciation of the art and outlook on life of the writers as they take part in the birth and expansion of the United States.

En-403, 413 - Independent English Study I, II (3 credit hours each semester) Designed for students who wish to investigate an author, genre, or period independently. Includes extensive and guided reading in the student's chosen area, a twenty-page paper, and participation in class periods devoted to the presentation of student papers. Consult with your adviser before registration.

FOREIGN LANGUAGE

Students may enroll in foreign language courses including Greek only after successfully passing either the English placement test or En-100-English Fundamentals.

Sp-103, 113, 203, 213, 303, 313 - Spanish I, II, III, IV, V, VI (3 credit hours each semester) Basic grammar and systematic vocabulary development. Simple readings with basic practice in listening and speaking. Laboratory required.

Fr-103, 113, 203, 213, 303, 313 - French I, II, III, IV, V, VI (\$25 lab fee) (3 credit hours each semester) Basic grammar and systematic vocabulary development. Simple readings with basic practice in listening and speaking. Laboratory required.

Ge-103, 113, 203, 213, 303, 313 - German I, II, III, IV, V, VI (3 credit hours each semester) Basic grammar and systematic vocabulary development. Simple readings with basic practice in listening and speaking. Laboratory required.

Ru-103, 113, 203, 213, 303, 313 - Russian I, II, III, IV, V, VI (3 credit hours each semester) Basic grammar and systematic vocabulary development. Simple readings with basic practice in listening and speaking. Laboratory required.

Gr-203, 213 - Greek I, II (3 credit hours each semester) A study of the vocabulary, syntax, reading, and pronunciation of basic Greek, the language of the New Testament. Selected portions from the Greek New Testament are used for exercises in translation.

HISTORY

Hi-102 - Political Science (2 credit hours) A survey of American government, politics, and civics at the city, state, country, and national levels as developed from the Founding Fathers to the present day.

Hi-203, 213 - History of Western Civilization I, II (3 credit hours each semester) A survey of the culture and development of modern nations, this course focuses on the economics, major institutions, and governmental precepts of Western man. A Christian format is applied to this study of history in order to give the student a Christian perspective of history.

Hi-223, 233 - United States History I, II (3 credit hours each semester) A detailed examination of America's social, political, and economic structures, the course also focuses on those factors which have encouraged capitalism, free enterprise, sectional spirit, and internal conflicts. The first semester will limit itself to the period from 1492 until 1865, and the second will begin there and continue to the present.

Hi-403, 413 - Independent History Study I, II (3 credit hours each semester) Designed for students who wish to investigate an era, event, people, government, or other topic as approved by adviser. Includes extensive and guided reading in the student's chosen area, a twenty-page paper, and participation in class periods devoted to the presentation of student papers. Consult with your adviser before registration.

Hi-433 - Church History (3 credit hours) The history of the church, its founding, development, and growth to the present. Emphasis will be given to the Protestant Reformation revivals, and the history of doctrine throughout.

Hi-453 - Baptist History (3 credit hours) The rise and growth of the Baptist denomination based on the principles and doctrines of the early Church. The relation of Baptists to doctrine, church policy, government, evangelism and missions will be studied.

HOME ECONOMICS

HE-103 - The Christian (Single) Woman (3 credit hours) A study to awaken Christian young ladies to the kind of woman a man really wants. It teaches her to understand him, his special needs and character, and how to avoid attracting the wrong kind of men.

HE-113 - The Christian (Married) Woman (3 credit hours) An in-depth study which uses God-given laws and principles to teach the wife's feminine role as the ideal woman. This course can bring success, fulfillment, and happiness to marriage.

HE-123 - Sewing (\$35.00 fee) (3 credit hours) A study of the fundamental practice of clothing construction including selection of attractive and suitable clothing.

HE-133 - Cooking (\$35.00 fee) (3 credit hours) A study of basic principles of nutrition and health, safety and sanitation, food preparation, meal management and food itself.

HE-203, 213 - Women of the Bible (NT, OT) (3 credit hours each semester) A study of women in the Bible that God chose to use, placing emphasis on how women today can serve God.

MISSIONS

Mi-102 - Introduction to Missions (2 credit hours) This course provides the student with a general knowledge of world missions, its origin in the Old Testament and expansion in the New Testament, and knowledge about missionary conferences and missionary giving through the local church.

Mi-112 - World Missions (2 credit hours) This course continues a study of basic missions instruction and includes a survey of many missionary fields in the world.

Mi-202 - History of Missions (2 credit hours) This course deals with a world-wide history of missions and examines the lives of great missionaries.

Mi-212 - General Maintenance (2 credit hours) A basic course acquainting students with the basic principles of electrical wiring, plumbing, carpentry, and auto mechanics.

Mi-222 - Cults I (2 credit hours) This is a course in polemics and includes a consideration of Mormons, Jehovah's Witnesses, Christian Scientists, and Seventh-Day Adventists. The history of these movements will also be considered.

Mi-232 - Cults II (2 credit hours) This is a course in polemics and includes a consideration of spiritualism, astrology, psychics, witchcraft, Armstrongism, Hare Krishna, transcendental meditation, and modern day cults.

Mi-302 - Principles of Missions (2 credit hours) This course deals with building indigenous churches, training of and working with nationals, and how to deal with those in heathen religions.

Mi-312 - Missionary Methods (2 credit hours) Subjects covered in this course are deputation, prayer letters, mission boards, and the missionary furlough.

Mi-402 - Problems of the Field I (2 credit hours) This course locates the missionary on the field with problems of language study, adaptation to native customs, family problems, education of children, relationship with veteran missionaries, etc.

MUSIC

Mu-113 - Music Theory I (3 credit hours) Introduction to scales, intervals, tonality, cadences, figured bass, non-harmonic tones, four-part writing, melodic organization, and harmonic progression. (*Prerequisite: Mu-141*)

Mu-121, 131, 221, 231, 321, 331, 421, 431 - Applied Piano (\$100 fee) (1 credit hour each semester) Private study. One half-hour lesson per week.

Mu-161, 171, 241, 251, 341, 351, 441, 451 - Applied Voice (\$100 fee) (1 credit hour each semester) Private study. One half-hour lesson per week.

Mu-141 - Music Fundamentals (1 credit hour) This course introduces the student to scales, intervals, and chord structure. (For non-music majors and/or minors. Music majors may test out of this course.)

Mu-382 - Pastoral Music Seminar (2 credit hours) A basic course on church music for the preacher with the pastor and his congregation in mind. Instruction is given regarding music personnel, congregational singing, the pastor and the music program, and the purpose of music. An introduction to music fundamentals is included.

Mu-402 - Woodwinds Methods (2 credit hours) Learning the basic techniques in playing woodwind instruments to equip the teacher in establishing a band program.

Mu-412 - Brass and Percussion Methods (2 credit hours) Learning the basic techniques in playing brass and percussion instruments to equip the teacher in establishing a band program.

Mu-442 - Choral Conducting (2 credit hours) This course is designed for refining techniques in directing choir music for the church and school.

SCIENCE

Sc-402 - Scientific Creationism (2 credit hours) This class is designed to show the student the proper relationship between science and the Scriptures. Emphasis will be given to the early earth as well as to evolution and its refutation and Genesis 1-2.

Sc-403, 413 - Independent Science Study I, II (3 credit hours) Designed for students who wish to investigate a specific hypothesis, theory, principle, scientific discipline, or other topic as approved by adviser. Includes extensive and guided reading in the student's chosen area, a twenty-page paper, and participation in class periods devoted to the presentation of student papers. Consult with your adviser before registration.

THEOLOGY

Th-112 - Bibliology (2 credit hours) An in-depth study of facts about the Bible that point to its indisputable origin, authenticity, and historicity. Revelation, inspiration and preservation, canonicity, and internal and external evidences are included. Careful attention is given to development of texts and divergent versions resulting in a strong authorized version stand.

Th-203 - Bible Doctrines I (3 credit hours) A study of the attributes and nature of God; Christ, His humanity, deity, death, and resurrection; and the person and work of the Holy Spirit.

Th-213 - Bible Doctrines II (3 credit hours) A study of salvation including Biblical election, justification, sanctification, adoption, and grace; man, his origin and fall; the church, including definition, founding, organization, ordinances and admission; the second coming of Christ regarding to time, resurrections, judgments, the millennium, and the basis of the pre-millennial faith.

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