



HARMONY BIBLE INSTITUTE
THEOLOGICAL SEMINARY

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H a n d b o o k

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This in no way constitutes a binding contract with any person/individual.
All areas covered, including curriculum, faculty and donations, are subject
to change without notice.**

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Letter from the Dean

Harmony Bible Institute (HBI) is an educational ministry of Harmony Missionary Baptist Church, Inc. committed to the formation of servant-leaders, ministers for local churches and societies throughout the world. This will be accomplished through instruction in the Word of God, development of godly character and responsiveness to the Holy Spirit in the context of Christian community in a local church setting.

The Church is the hope of the world, and it's through the local church that God's people are mobilized to extend the purposes of God to the whole earth. It's through the Church that leaders are developed and raised up to influence and impact the world. It's through the Church that the next generation will be transformed and used by God to impact their world. It's through the Church that fully devoted Christ followers will find creative and meaningful ways to worship God and experience His presence. It's through the Church that men and women with a passion to touch places many of us have never even heard of will find purpose and fulfillment of those dreams.

For nearly five years the passion of HBI has been to partner with other religious organizations to develop leaders in the areas of church ministry and missions that will influence, impact and transform their religious communities and surrounding areas. It's simple: we're committed to God's vision for your life and the success of your local church! We invite you to come be a part of Harmony Bible Institute. Get trained and equipped to make those dreams God has in mind for you a reality!

With vision for this season,



Dr. Harold T. Johnson, Sr.
Administrator & Dean

OUR HISTORY

In 1942, a native of Dallas, Texas, the late Dr. Chester A. Hemphill organized Harmony Missionary Baptist Church on the corner of 4132 S. San Pedro St., in Los Angeles, CA. across the street from Wriggly Fields Baseball Stadium, home of the Dodgers and Angels. Dr. Hemphill converted a wood framed house into “The Little Wooden Church” with a seating capacity of 85. Dr. Hemphill already in his senior years, his wife, son and two daughters served the community for 17 years. Harmony also had a radio broadcast during the 1950’s. An article about the broadcast was in the 1954 Herald Examiner Newspaper. It mentioned the daughter of Dr. Hemphill, Eunice Hemphill, who was the church pianist. The membership was small, but the Spirit of the Lord was present.

Pastor Hemphill retired in 1959. A membership of seven elected Reverend Lloyd T. Johnson, along with his songstress wife LaVerne Johnson, and pianist son Harold T. Johnson Sr. would become the new first family. The Lord gave the increase through the ministry of Dr. Lloyd T. Johnson where twenty-one sons were called to the ministry, eight of which were called to pastor. Other missionaries and lay leaders, united with Harmony to receive ministerial training and vocational guidance.

In 1972, “The Little Wooden Church” was demolished and a new Sanctuary was built. It became necessary to reorganize and establish new programs to enhance the existing ministries. As a result, a second larger Sanctuary was built in 1983, because of the impressive array of spiritual, musical, educational and economical activities, including the Radio Broadcast and Cable Telecast. Harmony M.B.C. holds the title to four parcels of land surrounding the building.

In 2014, Dr. Lloyd T. Johnson accepted his retirement and was honored for his faithful service of fifty-five years as pastor. Dr. Harold T. Johnson Sr. a faithful member since 1956, who served as Minister of Music for forty-two years, and ten years as Assistant Pastor was installed as the third pastor of Harmony Missionary Baptist Church in July 2014. With an unwavering commitment to reenergize Harmony’s base and to preserve the legacy, Dr. Harold T. Johnson Sr. organized the Harmony Bible Institute (HBI) Theological Seminary in September 2014.

OUR DISTINCTIVES

HBI AND THE LOCAL CHURCH

HBI is the educational ministry of Harmony M.B.C. Providing ministry preparation and development within the context of the local church is core to our mission. H.B.I.'s mission statement is critical to keeping our institute contemporary with its curriculum, insuring that what is being instructed is applicable to the needs of the church-ministry today. We believe that preparation within the church allows the learner to receive instruction from effective leaders of academia, as well as provide "hands-on" application for ministry opportunities in local communities.

OUR SPIRITUAL ATMOSPHERE

One of our most noted distinctive is the atmosphere at HMBC. For decades members and guests have acknowledged the various "Spirit-filled" services and its environment which fostered a connection with God. Beginning with Spirit-led worship and singing, and prayer before each class session, along with a fellowship meal and personal devotional times are just a few of the activities that work with the curriculum to build the learners' relationship with not only their cohort groups but also with the Lord. It is often within this atmosphere that the learner discovers and/or confirms their purpose.

OUR COMMUNITY

At HBI, learners are encouraged to exchange experiences as a unique way, in creating a sense of Christian community, within our learning atmosphere. Respect and honor are two pillar words that are fostered through our ministry family - and lay the foundation for Christian unity and academia.

OUR THEOLOGY

HBI is a Missionary Baptist and Charismatic in its theological orientation. In addition, significant focus is placed on the function and restoration of the local church. As a result, programs provide a Biblical and theological foundation on which learners can build their lives and ministries. In short, HBI offers an academic and pragmatic approach with the ultimate goal of seeing men and women realize their potential in local church communities.

OUR APPROACH TO BIBLICAL EDUCATION (TO ENCOURAGE, TO EQUIP AND TO EDIFY)

HBI believes that our academic experience must extend outside the classroom to include mentoring. Using this approach gives occasion for a unique mentoring relationship between instructors/staff and learners, which provides an opportunity for the personal development of the learner: **"To Be Encouraged, To Be Equipped and To Be Edified."**

OUR LEARNERS AND CHURCH COMMUNITY

HBI is committed to exposing our learners to diversity and to experience the blessing when "we" as God's children serve one another. This affords each learner an opportunity to interact and minister to our neighbors within our communities but also to a broad spectrum of people. Our nation, like others, is becoming more and more ethnically mixed. As a result, we need future Christian leaders that can minister to a community that is culturally diverse. HBI endeavors to offer the learner the chance to learn and minister with future international Christian leaders.

OUR ACADEMICS

Though not the only focus of the institute, HBI's academics are rigorous and can be challenging; however, HBI learners who begin their ministry academics with us or transfer in from other schools recognize careful consideration has been given to the overall program. In the event the learner seeks to transfer or commits to graduating, moving on to other colleges and universities, learners may realize that they are prepared to pursue advanced degrees.

OUR FINANCIAL DISTINCTIVE

HBI desires its learners to graduate with their biblical education free from debt associated with the specified certificate and/or degree course programs. The institute's course schedule and associated donation plans have been arranged to allow learners to maintain their current careers and livelihoods, as well as manage their way through their desired certificate/degree program. Most of our learners are working professionals, active pastors/ministers, evangelists, in current vocations and can meet the donation requirements. Learners who have graduated from high school and are 18 years and older who are not currently employed at the time of enrollment, although work-study programs are not offered at HBI, counseling may be available to assist learners in finding employment agencies who are looking for qualified applicants.

Within the surrounding area of HBI, bus lines run on San Pedro and within one block going east and west, Avalon and Main of Harmony Missionary Baptist Church, for pedestrian access.



STATEMENT OF FAITH

- **The Bible (Old & New Testament)**

We believe the Bible is the inspired, infallible, authoritative Word of God, without error in the original languages.

- **God**

We believe the One True God manifest Himself in three persons: The Father, the Son and the Holy Spirit known as the Trinity or Triune God.

- **Jesus**

We believe in the deity of Jesus Christ, His Virgin birth, His sinless life, His miracles, His victorious and atoning death, His bodily resurrection, His complete conquest over the power of Satan, His ascension to the right hand of the Father, and His sure return.

- **The Holy Spirit**

We believe in the present ministry of the Holy Spirit, by whose indwelling Christians are enabled to live Godly lives.

- **The Church**

We believe the Church consist of all those who truly believe in Jesus Christ and His atoning death, and who trust in Him as their personal Lord and Savior. We believe in the spiritual unity of all that believe in the Lord Jesus Christ.

- **Salvation**

We believe that regeneration by the Holy Spirit is essential for salvation of lost men and women, and that this salvation is wholly by grace, through faith. This salvation is not only eternal life after we die but also includes the abundant life while we are still on earth.

- **Gifts of The Holy Spirit**

We believe that all the gifts of the Holy Spirit as listed in *1 Corinthians 12*, are still available and operational in the Body of Christ today.

- **Baptism and Communion**

We believe in the command of Jesus to be water baptized (immersion). We also believe in the ordinance of Holy Communion in remembrance of what Jesus did for us through His death and resurrection.

- **Heaven and Hell**

We believe in the eternal destination of both the lost and the saved. The lost unto eternal damnation; the saved unto eternal life.

STATEMENT OF FAITH DEFINED BY SCRIPTURE:

1. We believe in the plenary-verbal inspiration of the accepted canon of the Scriptures as originally given. That they are infallibly and uniquely authoritative and free from error of any sort in all matters with which they deal (***I Corinthians 2:13; II Timothy 3:16***).
2. We believe in the Eternal Godhead who has revealed Himself as ONE God existing in THREE persons: Father, Son and Holy Spirit; distinguishable but indivisible (***Matthew 28:19; II Corinthians 13:14***).
3. We believe in the literal, special creation of the existing space-time universe and all its basic systems as indicated in Genesis (***Genesis 1; Nehemiah 9:6; Isaiah 42:5; John 1:3; Colossians 1:16-17***).
4. We believe in the creation, test and fall of mankind as recorded in Genesis; his total spiritual depravity and inability to attain to divine righteousness (***Romans 5:12, 18***).
5. We believe that sin is a transgressing of, or falling short of, God's standard in action, thought, and character. All individuals are born with a sin nature that affects their motivation, affection, volition, and actions. The results of sin include separation from God, and death (***Romans 3:10, 23; 6:23; 14:23; James 4:17; I John 5:17***).
6. We believe in the Lord Jesus Christ, the Savior of mankind, conceived of the Holy Spirit, born of the Virgin Mary, fully God and fully man (***Isaiah 7:14; 9:6; Matthew 1:21; Luke 1:26-35; John 1:18***).
7. We believe Christ died for our sins, was buried and rose again on the third day, and personally appeared to His disciples (***Acts 1:20; Romans 4:25; I Corinthians 15:1-8***).
8. We believe in the bodily ascension of Jesus to heaven, His exaltation and personal, literal and bodily coming again the second time for His Church (***Matthew 24; Mark 16:19; John 14:2-3; Acts 1:9-11; Philipians 2:5-11; I Thessalonians 4:13-18; Hebrews 9:28***).
9. We believe in the salvation of sinners by grace, through repentance and faith in the perfect and enough work of the cross of Calvary, by which we obtain remission of sins (***Romans 5:11; Ephesians 2:8-9; Hebrews 9:12, 22***).
10. We believe in the necessity of water baptism by immersion in the name of the Eternal Godhead in order to fulfill the command of Christ (***Matthew 28:19; Acts 2:38-39; 19:1-6***).
11. We believe in the baptism of the Holy Spirit as a distinct aspect of the Christian foundational experience with the primary evidence of speaking in tongues as well as evidences such as empowerment to witness, to conquer sin, and to live a holy life (***Acts 2:1-4; 8:14-17; 19:6***).
12. We believe in the Spirit-filled life, a life of separation from the world and the perfecting of holiness in the fear of God as an expression of Christian faith (***II Corinthians 6:14; 7:1; Galatians 5:16-26; Ephesians 5:18***).
13. We believe that since the Bible is the inspired Word of God, it is then authoritative in all areas of human behavior, including: marriage, family, sexuality, morality and ethics (***Psalms 119:11,105; 2 Timothy 3:16-17; Hebrews 5:12-14***).

14. We believe the Bible defines marriage as the covenant relationship between a man and a woman. The importance of this union to society requires that we support and protect marriage as the Word of God does (**Genesis 2:24; Romans 1:27; Ephesians 5:22, 25; 1Peter 3:1-7**).

15. We believe in the operation of the gifts of the Spirit as manifested in the Early Church and enumerated in **I Corinthians 12-14 (Romans 12:6-8; Ephesians 4:8-12)**.

16. We believe in the healing of the body by divine power, or divine healing in its varied aspects, as practiced in the Early Church (**Acts 4:30; Romans 8:11; I Corinthians 12:9; James 5:14**).

17. We believe in the Table of the Lord, commonly called Communion or the Lord's Supper, for believers (**I Corinthians 11:23-32**).

18. We believe in eternal life for believers (**John 3:16; 5:24**) and eternal punishment for unbelievers (**Mark 9:43-48; II Thessalonians 1:9; Revelation 20:10-15**).

19. We believe in the reality and personality of Satan and eternal judgment of Satan and his angels (**Matthew 25:41; Revelation 20:10-15**).

20. In addition to these basic fundamentals we also hold that:

- 1. The church of Jesus Christ is the last instrument that God is using to extend His kingdom prior to the second coming of Christ (**Matthew 16:18; Ephesians 1:20-23; 3:10**).
- 2. The local church is autonomous, that is, it is self-governing, self-supporting and self-propagating in its mature state (**Acts 2; 13:1-4**).
- 3. The biblical form of church government is a plurality of elders with a Lead Pastor who all qualify on the basis of **1 Timothy 3** in spiritual life, character, domestic life and ruling ability.
- 4. Every believer in Christ must be subject to God's authority in a specific local church for spiritual protection and long-term fruitfulness (**Hebrews 13:17**).
- 5. The theological framework for understanding all of God's dealings with mankind is to be found in the divine covenants revealed in Scripture.
- 6. We believe in the public gathering of the Church together for prayer, worship, teaching and preaching of the Bible, and the administering of the sacraments of the church (**Acts 2; I Corinthians 11; Hebrews 10:25**).

APPLICATION PROCEDURES

FOR DOMESTIC STUDENTS

The application procedure is as follows:

1. The application process is completed online on our website (unless instructed by Admin to fill out application at HBI during class session) by submitting an application request at: <http://www.harmonybibleinstitute.com>. Once the initial application request page has been filled out and submitted, the applicant then receives an email from Enrollment with a link to continue with their application. With the online admission application there are three different reference forms required: personal, colleague, and pastoral reference. The application provides a section where the applicant must enter an email address to the person they have selected as their reference. The person completing the reference will receive an email with a link to the online reference form. The applicant will need to upload a headshot photo of himself/herself to the online application profile. Lastly, the applicant will need to request official transcripts from any previous school(s) to be sent to Harmony Bible Institute with attention to Admissions. A transcript is not considered official unless it arrives in a sealed envelope from the previous school(s) Registrar's Office.
2. All of these application components must be received by Admissions at least two weeks prior to the beginning of the next Term. Applications received after this time will be reviewed and admittance granted based on space.
3. Applications are reviewed only after all items have been received and deemed complete. Upon approval, the applicant will receive an email along with a letter of acceptance.

FOR INTERNATIONAL STUDENTS

1. The application process is completed online on our website by submitting an application request at www.harmonybibleinstitute.com. Once the initial application request page has been filled out and submitted, the applicant then receives an email from Enrollment with a link to continue with their application. With the online admission application there are three different reference forms required: personal, colleague, and pastoral reference. The application provides a section where the applicant must enter an email address to the person they have selected as their reference. The person completing the reference will receive an email with a link to the online reference form. The applicant will need to upload a headshot photo of himself/herself to the online application profile.
Other components needed from an International Applicant are:
A statement of financial guarantee, a TOEFL score, and a picture. Lastly, the applicant will need to request official transcripts from any previous school(s) to be sent to Harmony Bible Institute with attention to the Admissions. A transcript is not considered official unless it arrives in a sealed envelope from the previous school(s) Registrar's Office.
2. A non-native speaker of English will be required to provide proof of English fluency.
3. Provide an Affidavit of Support to substantiate ability to cover the finances needed for their stay in the U.S. The United States Citizenship and Immigration Services require students to demonstrate the financial ability for one year of school and living expenses.

4. If high school or college transcripts are not in English, the original must be sent accompanied by an official English translation. Also, if your school only issues one original transcript to you, please do not submit it to HBI. All official documents submitted to HBI become the property of HBI. You will need to send a photocopy of the original document to be attested by the issuing institution. The institution will then validate the transcript or degree certificate. The document must then be sealed in an institutional envelope and given to you or sent directly to HBI. We must receive the transcript in the official sealed envelope.
5. Applications must be received at least three months prior to the beginning of the Term you wish to enroll in to allow for the time it takes to apply for a visa if you are accepted.
6. Once the completed application is received, it will be reviewed by the Dean's Office. Upon approval, the applicant will receive an email along with a letter of acceptance.

STUDENT VISA

The college is authorized under Federal Law to enroll nonimmigrant alien students. Each international student will be sent a Certificate of Eligibility (SEVIS Form I-20) at the time of acceptance to Harmony Bible Institute/Theological Seminary. Upon receiving it, they will need to sign the SEVIS Form I-20. All accepted students must fill out the I-901 Form and send it along with a \$300 fee to the United States Citizenship and Immigration Services (USCIS, formerly INS). Immigrations will then send a receipt, I-797 Form, back to the student. Please note that you must have the I-20 in order to fill out the I-901 information.

Once the student (other than Canadian citizens) receives the receipt, they should take it along with the SEVIS Form I-20 to the nearest American consulate to obtain an F-1 Student Visa. For complete information on procuring a Visa, consult the nearest American Embassy, or visit <http://www.ice.gov> Canadian students should present their passport, the signed I-20 Form, along with the I-797 Form, and financial documents to the U.S. Immigration Officer at the border when entering the U.S. The Officer will issue an I-94 Admission Card.

NON-NATIVE SPEAKERS OF ENGLISH

All applicants who do not speak English as their first language will be required to take an English Proficiency Test (the International Standardized TOEFL – Test of English as a Foreign Language). The test includes oral comprehension and knowledge of grammar and vocabulary. For the test to be valid, the TWE (Test of Written English) must be included in the scoring of the TOEFL. The test and/or results must be sent directly to the educational institution.

ENGLISH PROFICIENCY ENTRANCE REQUIREMENTS

The required entrance level is 61 Internet Based TOEFL (iBT) and 173 with the Computer-Based TOEFL (CBT). If a student scores between 61 iBT (173 CBT) and 79 iBT (213 CBT), they will be allowed to enter the program of their choice but will be required to take between two and six credit hours of ESL classes in addition to the HBI academic classes. A score above 79 iBT (213 CBT) may require some ESL support.

HBI WORK STUDY PROGRAM

Currently, HBI does not offer any full-time or part-time work opportunities. Due to the nature of specific courses of study and/or degree programs, HBI will offer (internship opportunities) for hand-on experience with respect to ministerial training, i.e., attending services and assisting in facilitation (praise and worship, singing, prayer and other ordinances relative to polity and distinctive) according to program, going out in the field (community action oriented service), church ground maintenance (operation upkeep) and more. (To Be Determined)

Since it will not be possible for a learner to access funding to use for enrollment expenses and expenses associated with individual course offering, certificate and degree programs through work study, daily living expenses must be accounted for before matriculation. International Students should also arrange for a sponsor to help them financially each month with approximately \$500. If you (the learner) are not expecting to have on-going support from a sponsor(s), you must come prepared to submit 25% of the first term's donations (approximately \$150). The remaining balance would then be due in monthly donation installments. Expenses for a married couple living off site are considerably higher, and it may be necessary to have additional personal funds or sponsors. Financial information and counseling can be provided upon request.

FINANCIAL INFORMATION

FINANCING

To make biblical education and ministry training available to all, we have made every effort to provide an affordable pathway to receive certificated studies in various disciplines and/or Associate and bachelor's degrees, by creating a **Tuition-Free, Donation-Based program**. We can offer this financial schedule because of the legacy of HMBC's and HBI's vision for training leaders in ministry - making investments in their future.

HBI desires its learners to graduate with their education free of debt; therefore, the course schedule and donation schedule of HBI have been arranged to allow learners to work their way through their desired program of choice. Most learners are gainfully employed, semi-retired or have committed to a change in career, for a vocation in ministry.

For those learners who are unemployed at the time of enrollment, information on employment agencies are available, and with some effort, future HBI learners are able to find a good part-time job in the Los Angeles area. City bus lines not only run within one block of San Pedro Street, East and West but also North & South on San Pedro Street- making transportation to work doable but also attending HBI easily accessible.

The requested donation per term is specifically determined at registration. However, a good estimate for a full-time learner on site is about \$400 - \$500. The cost for music students tends to be a little higher due to private music lessons. The cost for a full-time Online student is about \$175 - \$225.

HBI is happy to finance a student's education at 0% interest. To take advantage of this financing opportunity, the student will be required to sign a financial contract at matriculation. Stipulations in the contract include, but are not limited to, completing the Tuition-Free, Donation-Based plan as scheduled in order to avoid being sent to a collections agency or being reported to the credit bureaus.

PAYMENT PLANS

HBI offers an interest-free donation plan to all students consisting of a donation schedule and subsequent installment donation-plan. The donation installments for each student enrollment type are as follows:

Spring & Fall Term Donation Installments

Full-time, Attending-Site: \$500.00
(6 – 8 credit/hours)

Part-time, Attending-Site: \$200.00
(3 – 4 credit /hours)

Full-time, Attending-Online: \$250.00
(6 – 8 credit/hours)

Part-time, Attending-Online \$125.00
(3 – 4 credit/hours)

After the first donation installment is made, the remaining balance is then divided equally over four months in the Fall or five months in the Spring term and placed on an equal donation installment-plan.

Donations can be made by cash, check, money order, or online with a debit or credit card. A 3% convenience fee will be separately invoiced to the learner for donating online with a debit or credit card; this is to cover the fee that the credit card company or bank will charge us for processing such payments.

A late fee of \$20 will be incurred if a payment cannot be made by five days after the due date. If payment is not made within 30 days, the learner's program will be placed on probationary status and future attendance suspended to HBI as agreed upon when the financial contract was signed at matriculation. Once the learner submits the requested donation amounts as agreed at matriculation, the probationary status along with suspension will be lifted -full admission and privileges will be reinstated.

Online Fall & Spring Terms: Four equal monthly donation-installments, due on the 1st of the Month:

September through December in the Fall and February through May in the Spring.

Online Summer: Two equal monthly donation-installments due on June 1st and July 1st.

Learners taking classes at HBI site, as well as Online classes, will have two main invoices; one for their on-site courses and one for their Online courses. Each invoice will have different due dates and monthly amounts. Care should be given to make sure that correct payments are made separately to each invoice. Please note what invoice you are intending to pay so that we can apply your donation-installment appropriately.

HBI's preferred form of donations received is cash, cashier's check and/or money order; however, for convenience, learners can submit their donations with either a credit or debit card. There will be a bank fee assessed for each transaction. Online learners will be able to submit the requested donations via a payment portal provided. All other financial options to submit donations, please seek guidance during the time of admissions.

Per Term – Associated Expenses

HBI Tuition-Free/Donation-Based

6 to 8 Units/Cr/Hr. (Full Time)	\$50.00/per credit/hour x (3)or(4) = \$300 \$400
Music/Worship and Creative Arts Student Expense	\$59.00
Course Textbooks (Varies per Instructor)	(Fee To Be Determined)
Private Music Lessons (Contracted Only)	(Fee To Be Determined)
ESL per Hour	\$30.00 (Fee may vary due to contractor)
Meals and Supplies (per Term)	\$50.00
Application Expense	\$00.00
Late Registration Expense	\$25.00
Graduation Packet Fee (Fall 2020)	\$100.00
	(Learners' petitions must be approved for graduation see Academic Advisor for checklist)

Note: Expenses (are Non-Refundable)

Online Tuition

Technology Expense	\$20.00
Per Credit/Hr	\$50.00 x (3 or 4 Credits/Hrs.) = \$150 \$200
Course Bundle (3 Courses per Term)	\$100.00 (Tech Fee not included)

Note: Expenses (are Non-Refundable)

****Learners must have approved code to access courses****

****Course Bundles are only available to learners taking the Certificate of Theology Studies program.**

***** Bundle courses consist of elective courses only. Learners should consult academic advisement for the list of courses, available for each term.**

Financial Aid

Government Aid in the form of scholarships, grants, or loans, such as the Basic Educational Opportunity Grants are not available through HBI. However, in keeping with HMBC commitment to ministry education, HBI in effect provides every learner a scholarship with our Tuition-Free/Donation-Based program. Private scholarships that do not require HBI to participate in FAFSA are accepted by the Institute.

Scholarships

Tuition scholarships based on availability of funds may be awarded to students who have an outstanding record and can demonstrate financial hardship. (At this time, scholarships are not available for 2020).

ADDITIONAL FINANCIAL CONSIDERATIONS

Dining Facility

The HBI Cafeteria serves one meal per session, two evenings a week (To Be Determined). However, the dining facility is closed for HBI learners' meals, during the winter and summer breaks as well as holidays. Learners may continue to visit HMBC during scheduled programs and service times.

Refunds

Learners finding it necessary to withdraw from the institute will receive an adjustment in donations given. Those withdrawing will be refunded 60% of the total tuition to the end of the second week; 40% to the end of the fourth week; and 20% to the end of the sixth week. No tuition refunds will be made after the sixth week of the term. This refund policy will not apply to the tuition paid for private music lessons (per credit-hour charge). Refunds for the lesson expenses will be handled according to the Private Lesson Policies (see individual instructor for details). This refund policy will not apply to the per-term associated expenses (per credit/hour charge).

Veteran Refund Policy

HBI's veterans refund policy complies with CFR 21.4255. According to this policy, in the event the veteran or eligible person fails to enter the course, withdraws, or is dismissed at any time prior to completion, any unused portion of tuition, expense, and other charges is refunded. This policy provides that any amount in excess of \$10 of the application (registration) fee is subject to proration. This policy also provides that the amount charged to the veteran or eligible person for tuition, expense, and other charges for a portion of the course will not exceed the exact pro-rata portion of the total charges for tuition, expenses, and other charges; that the length of the completed portion of the course is prorated over its total length; and that the exact proration is determined by the ratio of the number of days of instruction completed by the student to the total number of instructional days in the course. Refunds are made within forty (40) days of the last date of the learner's attendance.

ACADEMIC REQUIREMENTS

ENTRANCE REQUIREMENTS

Learners at HBI are expected to be high school graduates, or to have successfully completed the High School Equivalency Exam (G.E.D.) before being allowed to enroll.

Each application is carefully reviewed by Academic Affairs and/or Liaison and given to the Dean's office for review. Careful consideration and evidence of the salvation experience of the student in the written testimony accompanying the application is essential. The evidence of a Christian life which is consistent with high Christian standards must be witnessed by the references named by the applicant on the application form. Pastoral, colleague/friend and parental approvals are also deemed essential. Married learners and learners beyond the typical college age do not need a parental reference.

CREDIT BY EXAMINATION

It is possible for learners to receive credit for certain courses by simply passing an examination at the beginning of the term (upon approval by the Academic Affairs Director – all final decisions are adjudicated by the Dean of HBI). If examination is passed, the learner will not need to attend that course and will be free to enroll in another course. In that, this is not a waiver test, but is for academic credit-hours. The donation amount set for examinations, test-outs will be one-half the donation requested for the course and will not be refunded if the student fails the exam. The passing grade must be 80% or above. The courses available for this program are to be determined during the learner's matriculation process.

OUR ACADEMIC POSITION

For nearly 5 years, HBI has persevered to provide affordable, ministerial and theological training. We have consistently held to a set of common core values that shape our educational goals and commit us to continually raise the academic and developmental bar. As a result, we offer to the student the benefit of receiving a degree and transferability of credits to other educational institutions.

Educational Goals:

1. **To give** thorough and systematic instruction in God's Word in order that each student will possess a comprehensive knowledge of the Bible and theology.
2. **To nurture** the spiritual life and character of each student, within the context of community life and Christian discipline.
3. **To assist** the personal development of each student through scriptural exposition, mentoring, and integration into local church life.
4. **To help** each student develop and apply a sound biblical and theological worldview, in order to understand and influence society.
5. **To cultivate** the gifts, talents, and ministry potential of each student within the context of the local church in preparation for future ministry.

HBI PRIOR EXPERIENCE ASSESSMENT REQUEST (P.E.A.R.)

Frequently Asked Questions:

What is prior experience assessment request?

Prior Experience Assessment Request is a process that allows learners to demonstrate knowledge and skill in a particular field, and have that learning evaluated for HBI credit, toward a certificate or degree.

What is a prior learning assessment (PEAR) portfolio?

A PEAR portfolio is a compilation of materials that demonstrates previous college-level learning relevant to your degree plan. A portfolio consists of multiple components including, but not limited to, a resume, a learning narrative that addresses the terminal course objectives of a specific course and supporting evidence.

How will I know what to include in my portfolio?

As you complete your first PEAR portfolio, you will be registered for a self-paced portfolio development course offered through HBI Online (Learning Counts), Developing Your Portfolio for College Credit course or sit before an assessment committee at the beginning and ending of course assessment. The course will guide you through the preparation and compilation of components required for a PEAR portfolio assessment.

What type of prior learning is considered appropriate to include in my portfolio?

You should include any documentation that helps demonstrate what you've learned through your experience and the knowledge obtained. This learning may have been obtained through on-the-job training, work experience, volunteer work, training courses or certifications, independent study, or other learning experiences.

Common examples of supporting documentation include:

- o Work products such as samples of presentations, reports, or technical or professional documents you've developed (with confidential or proprietary information removed)
- o Honors or awards
- o Licenses
- o Certificates of completion for training
- o Position descriptions
- o Digital media, including (but not limited to): PowerPoint presentations, websites that you designed, games or interactive features that you created, or audio and video files that demonstrate your learning in action
- o Reports or proposals
- o Blueprints or artwork
- o Patents obtained
- o Study Abroad course descriptions or work experiences
- o Military training documentation
- o Organizational memberships
- o Evidence of volunteer work such as awards, newspaper articles, or letters of commendation

Are PEAR portfolios allowed for all Harmony Bible Institute undergraduate courses?

The list of courses for which PEAR portfolios may be submitted. (To Be Determined)

The following HBI courses are excluded from the list of eligible courses for which a PEAR portfolio may be submitted: senior project (To Be Assigned), internships, and transitional studies courses, PSY, PRA. Additionally, GE courses proficiency credit are ineligible for PEAR portfolios. Transferable GE credits from other institutions may be assessed and considered to meet credit criteria.

Can portfolios be submitted for graduate-level courses?

Currently, Harmony Bible Institute is only accepting PEAR portfolio submissions for undergraduate courses.

What are the eligibility requirements and writing skills needed to compile the portfolio?

Students who are the most successful with submitting prior learning portfolios are those who have strong college-level writing skills, have completed at least one Online college course, have technical literacy skills, have strong communicative skills (ability to articulate thought) have significant professional experience in applied areas aligning with college coursework, and understand the time and detail required to complete a successful portfolio. A typical portfolio is 5-10 pages and will take you approximately 7-15 hours to research, develop and compile the necessary materials.

To submit a portfolio, you must meet the PEAR eligibility requirements outlined here.

Where will I find course descriptions and other information about HBI undergraduate courses?

The course descriptions are found in the HBI Learners Handbook and are included in the terminal course objectives (TCOs) for each eligible course. You can ask your academic advisor or academic liaison for a copy of the TCOs. You'll want to review the course description and TCOs with your academic advisor or liaison and discuss if you have previous experience that may lead to a successful portfolio submission and receive guidance on next steps.

How do I apply, register and pay for the Online course and each portfolio submission?

Your academic advisor or academic liaison will provide the PEAR Application form for you to complete for your initial PEAR portfolio. For subsequent PEAR portfolios, your academic advisor or academic liaison will provide the PEAR Portfolio packet form for you to complete.

Once approved by the Dean, your academic advisor or academic liaison will provide you with information on how to register and pay for the portfolio development packet, and eventually submit your portfolio to the assessment committee.

OUR ACADEMIC POSITION

EDUCATIONAL OBJECTIVES

 **TO ENCOURAGE**

 **TO EQUIP**

 **TO EDIFY**

DEGREE GRANTING STATUS

HBI has been granted exempt status by the State of California to offer theological and church ministry degrees at the associate and baccalaureate level. Currently, the Institute offers: 1. A **Certificate** in *Theology Studies*; 2. **Associate Degrees** in three programs: *Christian Humanities, Theology Studies, and Leadership and Organization Studies*. 3. **Bachelor's degrees** in two programs: *Theology Studies and Leadership and Organization Studies*.

The Harmony Bible Institute/Theological Seminary is currently accredited through Transworld Accrediting Commission International.

TRANSFERABILITY OF CREDITS

HBI continues to establish a growing number of formal transfer agreements, with other accrediting bodies so that learners pursuing educational and career objectives beyond HBI will have the advantage of their units - credits be transferable. In addition, specific graduate organizations will be accepting our Bachelor Degrees toward graduate and post-graduate studies. Learners desiring to transfer their HBI credits to other institutions are responsible for determining the requirements of the institution and program to which they plan to transfer.

TRANSFER POLICY

HBI will accept transfer credits for courses within the general boundaries of its programs. The course must be directly related to a specific course or degree program in our curriculum or compatible with the general subject matter of HBI. The following guidelines will serve to clarify this:

1. Transfer credits will be granted only when the Academic Affairs Office receives an official transcript from the other school. Unofficial transcripts will not be accepted.
2. Credits may be transferred from other institutions on a course-by-course basis.
3. HBI will accept up to 40% of transfer credits toward a degree. The remaining 60% of credits must be completed at HBI to receive an HBI Associate's Degree and Bachelor's Degree.
4. HBI will accept credit for courses in which a student obtained a "C-" or better grade. Appeals will only be accepted from International Students, whose grading systems differ from the United States.
5. HBI operates on a semester-hour system or Classified as a Term. Courses transferred in from schools that operate on a quarter-hour system will be transposed to semester hours using a 3/2 ratio.
6. HBI will only accept courses that are above a 100 level (courses designated ENG 90, MAT 95, etc. will not be transfer in).
7. HBI will consider accepting AP course credit (only in English, Mathematics and History to satisfy G.E.s) credit usually granted by high schools).
8. When evaluating transcripts for the transferability of course credit, HBI will first consider courses from the student's previous transcripts to fulfill HBI degree requirements. Once transcripts have been assessed for fulfilling degree requirements, remaining courses will be evaluated for fulfilling elective requirements in HBI degrees.
9. When transferring in courses to fulfill an HBI degree requirement:
 - a. If an HBI course is worth more credits than its transfer course then only the credits earned at the other institution will be granted. It would be the school's prerogative as to whether the student would be required to receive more instruction in that subject area.
 - b. If an HBI course is worth fewer credits than its corresponding only the amount of credits allowed by HBI for that subject area will be transferable.
10. When transferring in courses to fulfill an HBI degree elective, the total credits transferred in will be limited by the HBI maximum elective policy (see chart under "Transferability of Elective Courses").
11. If Practicum/Apprenticeship credit is given by a school for ministry experience and indicated on a transcript, HBI will accept credit for that transfer (within the limits of the policies listed above).

VETERANS

Most HBI programs are approved for VA educational benefits®. Veterans and eligible dependents should contact the Registrar so their enrollment can be certified to the VA. Online Courses and Extension Site programs cannot be approved for VA educational benefits®.

Prior Learning for Veterans:

Any student receiving GI Bill® education benefits while attending Harmony Bible Institute is required to obtain transcripts from military training and all previously attended schools and submit them to the school for review of prior credit.

International Students

This school is authorized under Federal Law to enroll nonimmigrant alien students.

ASSOCIATION AND ACCREDITATION

HBI serves under the leadership of the Dean and the staff of HBI. This unique relationship between the college and the local church has been the basis for its strength and effectiveness. Currently the appropriate accrediting associations do not make sufficient provision for local church governed colleges and/or seminaries, thus HBI has not been able to pursue federal accreditation. However, it is committed to instructional and academic excellence and thus enjoys many of the benefits of accredited colleges/universities. HBI is endeavoring to maintain its commitment to its ecclesiastical standards while nurturing a growing academic reputation.

As a ministry of Harmony Missionary Baptist Church, HBI's faculty and staff feel the institute is uniquely equipped to train learners for life-long service in the context of their local church community.

ONLINE COURSES – CREDIT

Select courses are now available HBI-Online. These courses can be taken for credit and function as sections of our live classes in a parallel fashion. Learners can listen to audio lectures that are combined with PowerPoint, quizzes, tests and homework submissions, all of which constitute as interaction with other students and faculty in interactive forums.

By Fall 2020, learners will be able to complete an Associate in Theology Studies degree entirely online. Courses bundles will be provided only online to accelerate the learner's degree pathway. Please refer to the HBI website for more information or contact Academic Affairs to request a learners' course prospectus.

INDEPENDENT STUDY (To Be Assigned)

ACADEMIC POLICIES

CLASSIFICATION OF STUDENTS

Freshmen: Those having completed less than 28 credits

Sophomores: Those with a minimum of 28 credits completed.

Juniors: Those with a minimum of 60 credits completed.

Seniors: Those with a minimum of 92 credits completed.

Advanced Learners: Those with a minimum of 122 credits including transferable credits, if any.

Full-Time Learners: Those carrying an academic load of at least 6-8 credits or more. The minimal course load to maintain a two or four course track is 12-16 credit hours per term.

Part-Time Learners: Those carrying 6 -8 credits or less per term.

GRADING SYSTEM

Grading System

A	100-94%	Superior Scholarship
B	93-86%	Above Average
C	85-78%	Average
D	77-70%	Below Average
F	Below 70%	Failing
P	Passing grade with credit	
WP	Withdrawal with passing grade	
WF	Withdrawal with failing grade	
I	Incomplete - two weeks following the End of Term, unsatisfied incompletes shall be recorded as failures.	

Grade Point Average

Grade	GPA
A+	4.00 grade point credits given
A	4.00 grade point credits given
A-	3.67 grade point credits given
B+	3.33 grade point credits given
B	3.00 grade point credits given
B-	2.67 grade point credits given
C+	2.33 grade point credits given
C	2.00 grade point credits given
C-	1.67 grade point credits given
D+	1.33 grade point credits given
D	1.00 grade point credits given
D-	0.67 grade point credits given
F	0.00 grade point credits given

Honor Roll

Full-time learners that earn a GPA of 3.0 and above.

Academic Honors

Learners who maintain a grade point average 3.45 and above.

ACADEMIC PROBATION

Students failing to maintain a GPA of 2.00 at HBI or their previous educational institution are placed on academic probation at the beginning of the following term. The learner will remain under academic probation for no longer than one term or until such time as the Dean deems that the quality of work meets the minimum GPA of 2.00.

At the end of the term the Dean will determine if the student should continue or be dismissed for unsatisfactory progress. If the learner is allowed to continue, they will be expected to participate in an academic accountability program designated by the Academic Affairs.

Those receiving VA benefits must meet these requirements by the end of their probationary term or the VA will be notified. After dismissal, a learner may request readmission by writing a letter to the Dean who will determine if the request should be granted.

STUDENT RECORDS

The learner's academic file is handled in a confidential manner. Learner's records are made accessible to certain authorized state and federal personnel. Every effort is made to make records available to learners within a reasonable amount of time. Eventually, learners will be given a secure login to access their educational records online. The records will be updated in a timely manner at the end of each term. If a learner believes that a grade for an assignment or course was inappropriate, they should discuss the matter with the instructor. If a learner believes the grade is inappropriate due to issues unrelated to the quality of the work, then they may appeal in writing to the Dean. This appeal must be made in a timely manner; that is close to the time the learner was notified of the grade in question. The Dean may make the final decision or refer it to the faculty, particularly if the Dean is the instructor involved. In this case the faculty's decision is final.

VA STATUS REQUIREMENTS

Veterans and eligible dependents should contact Academic Affairs so that their enrollment can be certified to the VA. Learners who are receiving VA educational benefits are responsible to immediately notify the Academic Affairs of any course or program changes.

COURSES

Each HBI course is divided into two sessions with a meal-break in between.

Course begins at 7:00 pm to 9:00 pm on the assigned days of the week. Check with registration to see what day each course is on. The time Meal-Breaks are taken will be at the Instructor's discretion. Usually there is an allotment of 15 to 20 minutes for break.

Each term consists of 14 to 16 weeks of instruction for on-site learners and 14 weeks for online students.

CLASS ATTENDANCE

Learners are permitted unexcused absences equal to the number of hours the class meets each week. For example, a 2-hour class would permit the student 2 discretionary absences in one term. Each absence, above this limit will be considered unexcused (unless excused according to the student handbook procedure) and will deduct 5 percentage points from the learner's final grade in the course. Three unexcused tardies will be equivalent to one unexcused absence. If at any time a learner is absent more than one-third of the total class hours for that course, he/she will be automatically withdrawn from that course. A student must attend at least two-thirds of the number of course sessions or credit will not be allowed, regardless of the reason.

PROCEDURES FOR DROPPING COURSES

Changes in course registration are to be made by the end of the second full week of classes in each Term. No change of courses may be made after that time.

GRADUATION REQUIREMENTS

Requirements for graduation are: a completion of 62-64 prescribed credit hours for a two-year Associate Degree and 122-128 prescribed credit hours for a four-year Bachelor's Degree. Learners must maintain a minimum cumulative GPA of 2.0 with no outstanding financial obligations to HBI to graduate.

Learners are required to submit a graduation petition form during matriculation to indicate their plans to graduate at the end of that term or next scheduled graduation.

WITHDRAWAL FROM HBI

Any learner desiring to withdraw from HBI should notify the Dean and Academic Affairs. With the Dean's approval, the learner will be given a final grade of WP (withdrawal with passing), except for courses where the learner has failing or incomplete work. If the learner is failing, then they will receive a final grade of WF (withdrawal with failing). A learner who fails to notify the Dean and Academic Affairs to receive approval for withdrawal will receive an automatic final grade of WF in all courses. HBI reserves the right to request the withdrawal of any learner whose conduct is deemed inconsistent with the standards of the Harmony Bible Institute/Theological Seminary. All such learners must have the approval of the Dean to re-enter school. NO EXCEPTIONS.

FINAL EXAMINATIONS

Learners are required to take final examinations as specified in the course syllabus. Final exams are given in the last week of each term or as discussed by instructor.

REPEATED COURSES POLICY

Learners may receive credit only once for a course. Learners may retake course if they received a grade of D+ or below. Both grades will show on a learner's transcript but only the most recent grade will be applied to term and cumulative grade point average. There is no limit to the repeat of failed courses, unless a learner has earned a passing grade (D- or above) in two attempts of a course, then a learner may not repeat that course any additional times unless they appeal to Academic Affairs. Once a degree or certificate has been conferred, course grades as recorded are final and not eligible to be repeated. Learners receiving VA benefits need to be aware that the VA will not pay for repeats of successfully completed courses.

GRADING POLICY:

Tests taken on time will be graded within their due date as directed by the course's instructor. Correct answers on tests/exams are released to the learners after all tests/exams have been graded and can be viewed when returned by the instructor. Papers will also be attempted to be returned to the student in this time-frame but may take longer depending on number of students and length of paper. Comments on papers can be found either on the paper itself or on a separate form designated by the instructor.

SUBMITTING ASSIGNMENTS ONLINE:

Assignments given approval for online submissions must be submitted in the appropriate form as directed by course instructor. All papers are required in MLA Format (unless expressed otherwise, APA) and appropriate usage of grammar and spelling is expected. All papers submitted must be in Microsoft Word or PDF file-formats. If you use Apple Pages or Open Office, you must convert your documents into a .doc or .pdf file type. For instructions on how to do this, please ask your instructor or seek out an academic liaison for further Resources.

LATE ASSIGNMENT POLICY:

Assignments and Tests must be turned in on the day the instructor has set. For each week that an assignment or test is late, it will receive a reduced grade or point(s) (Instructor will have discretion in this matter). An assignment will be considered late unless the student has prior permission for a later due date. No assignments will be accepted after the end of the term. Learners who are taking courses on line will be locked out of the course and must contact the instructor guide directly in order to notify that they missed the deadline and request it be unlocked.

TECHNICAL REQUIREMENTS:

In order for the lectures to display correctly on your computer, please make sure that you are operating the latest version of Adobe flash player and either Internet Explorer or Firefox with JavaScript enabled.

ACADEMIC ETHICS POLICY:

Academic dishonesty is a serious matter and the consequences may range from a failing grade for the assignment or exam, a loss of course credit to dismissal from school. Plagiarism is claiming the work of others as your own without specific acknowledgment. HBI requires the MLA Citation Style (or APA) to avoid such issues. A learner should assume that the final form of required work being turned in is meant to represent their own efforts and written in their own words. Tests/exams taken online are intended to be taken from memory without the use of books, study guides or notes.

LEARNERS AND COMMUNITY

HBI offers a variety of rich Christian life experiences. **Recharge** is a mid-week service on Wednesdays dedicated to those members who may not attend regular Sunday services; however, for those attending HBI, it's an opportunity to experience the sounds of Gospel/Jazz Music and fellowship with others from the community. Praying together, singing together and eating in the cafeteria during "Soup Night", and attending other HMBC events are just a few of the dynamic's learners share in as part of their community experience. Learners are encouraged to recommend event ideas for cohort engagement and fellowship.

Prayer, worship and ministerial service are just a few core values in the lives of HBI learners. As a result, learners may be asked to lead in worship and/or prayer from time to time as led by the instructor or faculty. This is a vital part of our weekly experience. It is an impressive sight to see learners lifting their hands and hearts in adoration to God. For a list of other opportunities to fellowship within a worship service context, seek out faculty for guidance.

The search for sound biblical doctrine extends beyond the classroom walls at times and into small groups, the cafeteria, group discussions, and prayer meetings often held in coffee lounges. Instructors /Professors may make themselves accessible to learners; however, we ask learners to be respectful and mindful of their time and place of instruction.

HBI desires for learners to understand that a life of ministry includes active participation in the local church. Learned biblical principles are made applicable in real-life ministry responsibilities. This keeps learners abreast with the life of the local church and enables them to incorporate experience with knowledge in preparation for ministry.

In our educational objective, HBI desires for the learner to experience what it means to ***Be Encourage, to Be Equipped and to Be Edified***. Through academic and biblical study, friendships, mentoring relations, worship services, and a purposeful life, the learner can only grow personally, socially, spiritually and hopefully financially. By graduation, every learner will hopefully testify about the enormous changes—the growth—they've experienced while attending HBI.

CONDUCT

Christian standards of conduct are expected of all learners. The learner's application and registration are regarded as consent to abide by the rules of HBI which are listed in the Student Handbook. We know every learner is different. Having a common set of guidelines enables learners to study in harmony. Any violation of rules by a learner may result in discipline. Matters considered to be serious will be dealt with by the Dean (and Administration) his decision to discipline, suspend, or dismiss will be final.

EMPLOYMENT

HBI course schedule and donation installment plan schedule have been arranged for the benefit of learners needing to work their way through the program.

LIVING ACCOMODATIONS

Currently, HBI does not offer living accommodations for learners. Learners who attend HBI will need to have their necessities worked out before matriculation. Should a learner need assistance at the time of registration, guidance can be provided toward the direction of possible services rendered.

FACILITIES

HBI occupies a portion of the Harmony Missionary Baptist Church during the designated hours provided, for operation and course offerings and services. On site, HBI has access to a sanctuary with visual and audio screens, pro-audio equipment access, a dining hall, a theatre staging room, practice facilities, and an upstairs classroom. Modern audiovisual equipment is available upon instructor's request to use for facilitating more effective and progressive teaching methods.

SITE SAFETY

We are thankful that God has blessed us with a responsive environment to that of community partnerships working together. Residential factors have been a significant contribution to the safe environment of our HBI school. It is our goal to provide for a pleasant and spiritual experience to all who attend class here or visit our site. HBI does provide surveillance for additional Safety measures 24 hours, 7 days a week.

HBI Accessibility for Disabled Individuals

The building and facilities of HMBC for HBI are accessible to individuals with disabilities. Please be aware that ongoing improvements may occur to the building and points of entry and exits may be rerouted.

PARKING

Parking on HMBC lot is sufficient and is conveniently located next to main entrance and side entrance/exit door into the sanctuary. We ask that you respect the parking lines and points of entrance and exit that may be posted around lot.

RECREATION

Currently HBI does not have a dedicated space for sports and other recreational activities. Because HBI courses are offered in the evenings, most venues are closed or near closing. Enhancing the recreational possibilities, located across the street, was the home of the Wrigley Fields Ball Park which closed in 1969. There is a baseball diamond that still stands and on the other side of the block is the Gilbert Lindsey Park where soccer can be played, indoor gym with a basketball court and auditorium.

MINISTRY SERVICES

As mentioned before, HBI is a church-oriented institute, thus most learners, unless coming from another church in the Los Angeles area, attend and participate in the ministry activities. Areas of available ministry include: Evangelism, Youth Ministry, Teaching & Instruction, Outreach, Missions, Ministers Alliance, Discipleship (Armor Bearer) Choir, Musician Team, Worship Teams, and Audio-Visual-Tech Services and Grounds Upkeep.

MINISTRY (PRACTICUM) APPRENTICESHIP

The Ministry Apprenticeship Program is designed to provide third and fourth-year students with a more significant coached ministry involvement, to clarify and nurture their gifting and calling while releasing ministry to the Body of Christ. Satisfactory involvement in this program is a graduate requirement.

HBI ADMINISTRATION AND STAFF

DR. HAROLD T. JOHNSON, SR., ADMINISTRATOR & DEAN OF SEMINARY

DR. MONROE E. NUNLEY, THEOLOGIAN PROFESSOR & DEPARTMENT CHAIR

DR. LLOYD T. JOHNSON, RESIDENT CHAPLAIN

MS. LORA A. JOHNSON, REGISTRAR/ADMINISTRATIVE SERVICES

Dr. Virgil Jones, PhD – Biblical Studies
Adjunct Professor

Bro. Anthony Williams, MA, MAT - English/Communication
Adjunct Instructor

Rev. Cleophus Williams, BS – Organizational Leadership/Gen. MGT
Adjunct Instructor

Bro. Carl Johnson – Music Director

Bro. Craig Cooper – Music Strings Instructor

Rev. Harold T. Johnson II, MBA, (Ph.D. Student)
Director of Academic Affairs

Ms. Jeannie L. Rudley, RN
Academic Services/Nurse Health Education

Sis. Gwendolyn Perry, Cafeteria Service Coordinator

Sis. Thelma Johnson, Cafeteria Service Coordinator



HARMONY BIBLE INSTITUTE
THEOLOGICAL SEMINARY

PROGRAMS OF INSTRUCTION

Certificate of Theology Studies – On-site/Online

The ***Certificate in Theology*** will be available online, too, and is suited for the student who desires more Bible training for the purpose of serving in the local church. This program is for learners that have either already completed a degree in another field of study that are looking to add biblical studies to their perspective or students looking to lay a biblical foundation to their lives.

Through this Certificate, students can easily go on to complete an ***Associate of Theology Studies degree, Associate in Leadership & Organization Studies degree or Associate of Christian Humanities degree*** at HBI. Biblical knowledge and Christian Doctrine form the basis of this certificate. Students, then choose their electives from a series of different emphasis based on their personal calling or ministry field.

Certificate Requirements

A minimum of 32 credit hours is required for certificate completion (Subject to Change).

FALL SEMESTER			SPRING SEMESTER		
Course#	Course Name	Credits	Course#	Course Name	Credit
Bi 103	Old Testament Survey	3	Bi 104	New Testament Survey	3
Bi 300	Miracles of Christ	2	Pt 223	Hermeneutics II	2
PS 350	The Cost of Discipleship	2	Pt 106	Practicum	1
Pt 105	Practicum	1	Bi 300	Four Gospels & Acts of the Apostles	2
Pt 123	Into to Hermeneutics	2	Bi200	Intertestament	2
	Elective Credits	6		Elective Credits	6
	Semester Subtotal	16		Semester Subtotal	16

Courses with Prerequisites:

- Introduction to Bible Study is required before taking Pentateuch, Bible Research, Hebrews, Pauline Epistles and Hermeneutics.
- Introduction to Counseling is required before taking Counseling Techniques and Advanced Counseling.
- Doctrine of the Church is required before taking Local Church.

*Students attempting to complete this certificate online in one year can receive special permission to waive prerequisites.

Recommended Electives:

For Bible Emphasis:

Bible Research, Romans, Acts, Pentateuch, Hebrews, Pauline Epistles, Old Testament History, Intertestament or World Religions

For Counseling Emphasis:

Human Development, Introduction to Counseling, Counseling Techniques, Marriage and Family Issues, Advanced Counseling, Pastoral Ministry, or Decision Making

For Pastoral Emphasis:

Pastoral Ministry, Local Church, Bible Research, Human Development, Introduction to Counseling, Marriage and Family Issues, Social Responsibility, Introduction to Preaching, Personal Discipline, 12 Apostles After Calvary or Miracles of Christ

For Leadership & Org. Emphasis:

Building Leaders and Teams, Decision Making, Pastoral Ministry, Introduction to Counseling, Bible Research or Christian Ethics & Moral Philosophy

Summer Term:

HBI offers an Intensive Summer Term that makes available a select number of one and two credit courses to students that desire to increase their semester credit workloads in order to complete degree programs in less time.

***Courses are subject to change.** Course completion certificates are available for online students. Only degree programs and certificated programs (not individual certificate courses) qualify students for participation in a Commencement Ceremony.



Associate of Theology – General Studies

The two-year Church Ministry Program that leads to an Associate of Theology degree is suited for the student who desires more Bible training for the purpose of serving in the local church. The program offers a wide range of courses relevant to lay-pastoral and educational ministries in the local church. Bible knowledge, Christian doctrine, and practical training form the basis of the core curriculum.

Degree Requirements

A minimum of 64 credit hours is required for the Associate of Theology (Subject to Change).

FIRST YEAR

FALL SEMESTER			SPRING SEMESTER		
Course#	Course Name	Credits	Course#	Course Name	Credit
Bi 103	Old Testament Survey	3	Bi 104	New Testament Survey	3
Bi 300	Life of Christ	2	Co 102	English Composition	4
Pt 105	Practicum	1	Pt 223	Hermeneutics II	2
Pt 107	Purpose & Calling/Testimony	1	Pt 106	Practicum	1
Pt 109	HBI Start/Success Planning	1	Ps 350	The Cost of Discipleship	2
Soc 101	Human Dev. & Relationships	3*	Pt 114/214	Personal Finance I & II	2
Pt 123	Intro to Hermeneutics	2	Pt 116/205	Personal Evangelism	2
	Elective Credits	3	Bi 300	4 Gospels & Acts of the Apostles	2
				Elective Credits	2
	Semester Subtotal	16		Semester Subtotal	20

SECOND YEAR

Course#	Course Name	Credits	Course#	Course Name	Credit
Bi 211	Pentateuch	4	Bi 201	Intertestament/400 yrs.	2
Co 201	Speech Communications	2	Bi 214	Acts	2
He 201	Fitness and Wellness	1	Ps 350	The Cost of Discipleship	2
Pt 205	Practicum	1	Pt 206	Practicum	2
Hu 330	Christian Ethics & Moral Philosophy	4	Bi 340	The Epistles of Paul	2
	Elective Credits	4	Pt 209	Homiletics I	2
				Elective Credits	4
	Semester Subtotal	16		Semester Subtotal	16

*Students can test out of Co101 Introduction to College Writing and take an elective.

UNIVERSITY TRANSFER PROGRAM

Associate of Christian Humanities

The Christian Humanities Program is geared to two types of students: those who plan to continue their education and transfer to another college or university, and those who will pursue their life's work apart from continuing education. Humanities courses relate to the general study of culture and human thought. The mission of the Humanities Program is to assist the student in understanding the broad history of human thought from a biblical perspective, with a focus to establish a Christian worldview.

Degree Requirement

A minimum of 64 credit hours is required for the Associate of Christian Humanities (Subject to Change).

FIRST YEAR

FALL SEMESTER			SPRING SEMESTER		
Course#	Course Name	Credits	Course#	Course Name	Credit
Bi 103	Old Testament Survey	3	Bi 104	New Testament Survey	3
Bi 300	Miracles of Christ	2	Co 102	English Composition	4
Pt 105	Practicum	1	Pt 223	Hermeneutics II	2
Pt 107	Purpose & Calling/Testimony	1	Ps 350	The Cost of Discipleship	2
Pt 109	HBI Start/Success Planning	1	Pt 114	Personal Finance I	2
Soc 101	Human Dev. & Relationships	3	Pt 116/205	Personal Evangelism	2
Pt 123	Intro to Hermeneutics	2	Bi 300	4 Gospels & Acts of the Apostles	2
	Elective Credits	4		Elective Credit	1
	Semester Subtotal	17		Semester Subtotal	18

SECOND YEAR

Course#	Course Name	Credits	Course#	Course Name	Credit
Co 201	Speech Communications	2	Hi 250	Religions of the World	3
He 201	Fitness and Wellness	1	Bi 201	Intertestament	2
Pt 205	Practicum	2	Ps 206	Decision Making	2
Pt 213	Bible Research/The Names of the Holy Spirit	2	Pt 206	Practicum	2
Th 215	Local Church/Home Church	2	Hu 330	Christian Ethics & Moral Philosophy	3
	Elective Credits	6		Elective Credits	3
	Semester Subtotal	15		Semester Subtotal	15

* Students can test out of Co101 Introduction to College Writing and take an elective.

CHURCH LEADERSHIP PROGRAM

Associate of Leadership & Org Studies (Ministerial License & Ordination Track)

The Christian Leadership Program is a highly flexible 2-year associate degree program intended for someone who has already had significant ministerial involvement. Applicants must be over the age of 21. Acceptance into the Church Leadership Program is by special application only. Those desiring acceptance into this program need to submit a letter of request; a resume of educational and ministerial experience, and a statement from the applicant's pastor regarding past and future leadership involvement. The program can include emphasis in church leadership, biblical studies, church music, world missions, and youth ministry. The Dean will assist the student to design a program that will fit the student's ministry focus. Not every course may be available every semester.

Degree Requirements

A minimum of 64 credit hours is required for the Associate of Church Leadership (Subject to Change).

FALL REQUIREMENTS			SPRING REQUIREMENTS		
Course#	Course Name	Credits	Course#	Course Name	Credit
Bi 103	Old Testament Survey	3	Bi 104	New Testament Survey	3
Ps 350	The Cost of Discipleship	2	Hi 250	Religions of the World	3
Pt 213	Bible Research/The Names of the Holy Spirit	2	Bi 200	Intertestament	2
Pt 123	Intro to Hermeneutics	2	Pt 209	Homiletics I	2
Pt 223	Hermeneutics II	2	Bi 300	4 Gospels & Acts of the Apostles	2
Th 215	Local Church/Home Ministry	2	Hu 330	Christian Ethics & Moral Philosophy	3
Psy 201	Intro to Counseling	3			
	Semester Subtotal	16		Semester Subtotal	15

PRACTICUM/APPRENTICESHIP

Practicum x4	1 each
OR	
Apprenticeship x4	2 each
Subtotal	4 – 8

ELECTIVE CREDITS

Electives Required	33 – 37
Subtotal	33 – 37

Courses that Require Prerequisites:

- Intro to Hermeneutics is required before taking Bible Research and Hermeneutics II.

CHURCH MINISTRY & LEADERSHIP DEGREE PROGRAMS

The four-year Church Ministry Program that leads to a Bachelor of Theology degree is designed with full-time church ministry in mind. It is also geared to the learner who plans on entering a full-time pastoral ministry, church plant ministry, or other church staff positions.

Bachelor of Theology Studies – Emphasis: Leadership & Organization and Christian Humanities

Students who have an interest in more than one emphasis will find the flexibility of this track suitable to fit their needs. The requirements are relevant to a broad range of life and ministry directions. The student can then draw from a wide range of electives in order to build the necessary foundation for their calling.

Degree Requirements: A minimum of 128 credit hours is required for the Bachelor of Theology Studies Degree.

FIRST YEAR

FALL SEMESTER			SPRING SEMESTER		
Course#	Course Name	Credits	Course#	Course Name	Credit
Bi 103	Old Testament Survey	3	Bi 104	New Testament Survey	3
Bi 105	Life of Christ	2	Co 102	English Composition	4
Pt 105	Practicum	1	Pt 223	Hermeneutics II	2
Pt 107	Purpose & Calling/Testimony	1	Pt 106	Practicum	1
Soc 101	Human Dev. & Relationships	3	Ps 350	The Cost of Discipleship	2
Pt 123	Intro to Hermeneutics	2	Pt 114	Personal Finance I	2
	Elective Credits	4	Pt 116/205	Personal Evangelism	2
			Bi 300	4 Gospels & Acts of the Apostles	2
	Semester Subtotal	16		Semester Subtotal	18

SECOND YEAR

Course#	Course Name	Credits	Course#	Course Name	Credit
Bi 211	Pentateuch	4	Bi 201	Intertestament	2
Co 201	Speech Communications	2	Bi 250	12 Apostles After Calvary	2
He 201	Fitness and Wellness	1	Ps 206	Decision Making	2
Pt 205	Practicum	1	Pt 206	Practicum	1
Pt 213	Bible Research/The Names of the Holy Spirit	2	Pt 209	Homiletics I	2
Th 215	Local Church/Home Ministry	2		Elective Credits	6
	Elective Credits	4			
	Semester Subtotal	16		Semester Subtotal	15

THIRD YEAR

Course#	Course Name	Credits	Course#	Course Name	Credit
Bi 335/314	Romans or Interpretation of the Psalms	2	Bi 340	The Epistles of the Apostle Paul	3
Pt 305	Pastoral Ministry	2	Bi 300	Miracles of Christ	2
Pt 309	Homiletics II	3	Pt 308	Ministry Apprenticeship	2
Pt 307	Ministry Apprenticeship	2	Soc 314	Marriage and Family	3
Pt 323	Hermeneutics II	2		Elective Credits	6
	Elective Credits	5			
	Semester Subtotal	16		Semester Subtotal	16

FOURTH YEAR

Course#	Course Name	Credits	Course#	Course Name	Credit
Bi 425	Major Prophets	3	Bi 446	Apocalyptic Literature	3
Pt 313	Leading People	2	Hi 250	Religions of the World	3
Psy 201	Intro to Counseling	3	Pt 408	Ministry Apprenticeship	2
Pt 407	Ministry Apprenticeship	2	Hu 330	Christian Ethics & Moral Philosophy	3
Pt 409	Homiletics III	2		Elective Credits	5
	Elective Credits	4			
	Semester Subtotal	16		Semester Subtotal	16

*Students can test out of Co101 Introduction to College Writing and take an elective.



COURSE DESCRIPTIONS

DEPARTMENT OF BIBLE STUDIES

BI 103 Old Testament Survey

A survey of all the Old Testament books, emphasizing their historic settings and thematic content. Each book is highlighted for its special contribution to the rest of Scripture relationship to the other books.

Three Credit Hours

BI 104 New Testament Survey

A survey of all the New Testament books, emphasizing their historic settings and thematic content. Each book is highlighted for its special contribution to the rest of Scripture and its relationship to the other books.

Three Credit Hours

BI 105 Life of Christ

A study of the life, ministry and teachings of the Lord Jesus Christ taken from the parallel synoptic Gospel accounts.

Two Credit Hours

BI 211 Pentateuch

A Study of the books of Genesis, Exodus, Leviticus, Numbers and Deuteronomy, showing how they relate to Old Testament history and the eternal purposes of God.

Four Credit Hours

BI 200 Intertestament

A study of the four-hundred years between the Old and New Testament on both the historical content and as well as the spiritual implications.

Two Credit Hours

BI 214 Acts

A study of the development of the early church emphasizing its relevance as a pattern for today. The life and missionary journeys of Paul are studied with special attention given to the ministry of the Holy Spirit through the Apostle.

Two Credit Hours

BI 250 Twelve Apostles After Calvary

A study on the lives of the Apostles after Calvary. Who were the Apostles and what happened to them after the end of the Gospel story?

Two Credit Hours

BI 300 The Four Gospels and The Acts of the Apostles: EC6-2016

The writings are of four types: Gospels, the acts of the apostles, epistles and apocalypse. The New Testament contains four Gospels: Matthew, Mark, Luke and John. These books tell the stories about Jesus' life, ministry and death. Following Acts are twenty-one epistles or letters.

Two Credit Hours

BI 314 Interpretation of the Psalms

This course covers the thematic, topical, and devotional exposition of the Psalms. Special attention is given to psalm groupings (such as Messianic, imprecatory, penitential, lament, etc.) and on the life of David.

Two Credit Hours

BI 320 Kings and Prophets

A study of the kings and prophets of Israel and Judah placing emphasis on historical content and spiritual application.

Two Credit Hours

BI 300 Miracles of Christ

This is an overview of the miracles of Jesus, the supernatural deeds attributed to his deity and humanity. There have been over forty miracles to have been recorded.

Two Credit Hours

BI 335 Romans

A study of the Epistle to the Romans, focusing on its theological significance and relevance to Christian life.

Two Credit Hours

BI 336 Pauline Epistles

A Study of I and II Corinthians, Galatians, and I and II Thessalonians which focuses on the theological and practical aspects of these letters.

Three Credit Hours

BI 337 Prison Epistles

An exegetical study of the epistles of Ephesians, Philippians, Colossians, and Philemon which includes the background of each book, its major emphasis, theological implications, and practical application.

Two Credit Hours

BI 340 The Epistles of the Apostle Paul

A systematic study on the thirteen books in the New Testament which have Paul's name as the author. Because he is not personally familiar with the Roman church, Paul begins his letter by introducing himself.

Three Credit Hours

BI 342 Hebrews

A study of the book of Hebrews, emphasizing its doctrine, relationship to the Old Testament, and relevance to the Church today.

Three Credit Hours

BI 401, 402 Independent Study

These are individual selected studies under faculty supervision in areas related to special interest and/or needs of the students. It is offered on a limited basis.

One or Two Credit Hours

BI 415 Wisdom Literature

A study of Job, Proverbs, Ecclesiastes, and Song of Solomon with emphasis upon the understanding and pursuit of wisdom. Emphasis is placed on the biblical context and their personal and practical application.

Three Credit Hours

BI 423 Minor Prophets

An analysis of biblical prophecies as expressed in the Minor Prophets considering both natural and historical significance and their relevance today. Special attention is given to Messianic prophecies involving Christ and the Church, prophetic ministry, and the personal application of their timeless truths.

Two Credit Hours

BI 425 Major Prophets

A study of the books of Isaiah, Jeremiah, Lamentations and Ezekiel. Special attention is given to the major emphasis in each of the prophet's messages as pertaining historically to Israel and prophetically to Christ and the Church.

Three Credit Hours

BI 432 Restoration Literature

A study of Ezra, Nehemiah, Esther, Haggai, Zechariah, and Malachi which deal with Israel's restoration from exile. An emphasis is placed on their modern-day application.

Two Credit Hours

BI 434 Writings of John

An in-depth study of John's Gospel and three epistles including introductory material on the life and theology of John.

Three Credit Hours

BI 442 General Epistles

A study of James, I and II Peter, and Jude including an introductory verse-by-verse exposition, emphasis on New Testament wisdom, and principles relevant to the Christian life.

Two Credit Hours

BI 443 Mentoring Epistles

A Study of Paul's letters to Timothy and Titus focusing on the dynamics of their mentoring relationship.

Two Credit Hours

BI 446 Apocalyptic Literature

A study of the books, Revelation and Daniel. The class presents an exposition of both books and a survey of the major systems of eschatology and their key elements.

Three Credit Hours

DEPARTMENT OF COMMUNICATION**CO 101 Introduction to College Writing**

Students needing to learn or review the fundamentals of writing will take this course in the fall. This course is designed to help students improve their basic writing skills, focusing on grammar, sentence and paragraph structure, language usage, and essay style. Class time will combine lecture with review and exercise in writing.

Two Credit Hours

CO 102 English Composition

A freshman level composition course. This class emphasizes effective composition supported by the strength of research, critical thought, and the art of persuasion. It is designed to help the student understand the total process of communication, from ideas to the end product. The basic structure of the essay and college term paper is reviewed.

Four Credit Hours

CO 201 Speech Communication

An orientation to the dynamic of speech communication, including both verbal and nonverbal elements as well as across cultural issues which influence effective speaking and listening. Special attention is given to the principles of effective public speaking.

Three Credit Hours

DEPARTMENT OF ENGLISH AS A SECOND LANGUAGE

ESL 090 Non-Credit Advanced ESL Writing Support

This class is for students who have completed their ESL coursework and have been admitted into full-time HBI classes, yet still need assistance with writing compositions.

Two, Three and Four Credit Hour Options

ESL 101, 111, 201,211, 301 Integrated English Skills

Language concepts will be taught with emphasis on structure.

Four or Six Credit Hour Options

ESL 103, 113, 203, 213, 303 Listening/Speaking

Basic communication skills with an emphasis on preparation for full-time participation in HBI coursework.

Four or Six Credit Hour Options

ESL 105, 112, 205, 212, 302 Reading/Writing

These courses explore ideas and issues through reading, discussion, and writing. Vocabulary development and usage will be emphasized.

Four or Six Credit Hour Options

The DEPARTMENT OF HEALTH EDUCATION

Exploration of the connection between fitness and health. Focusing on nutrition, stress, and developing a personalized health plan for lifelong physical activity. Outside physical activity is required and will focus on improving flexibility, strength and cardiovascular fitness. In addition, the student will become alert with potential to make wiser decisions.

One Credit Hour

Intro to Health Education: Preventative Care I

Cardiac Health – Hypertension, Stroke, Diet & Nutrition

One Credit Hour

Intro to Health Education: Preventative Care II

(a) Basic Diabetes Education (b) Mental Health & Substance Abuse (c) STD Prevention

One Credit Hour

DEPARTMENT OF HISTORY

HI 203 History of Western Civilization

Tracing the history of man from Ancient Mesopotamia, this course surveys the events and thoughts that lead up to contemporary Western Society. Each era will be studied in its historical context and its influence on life in the present.

Two Credit Hours

HI 406 Church History

A detailed study of the progress of the church from apostolic times to the present. Special attention is given to the Early Church, the Reformation, the Restoration of the church, and the origin and progress of the twentieth century Pentecostal Movement.

Two Credit Hours

HI 250 Religions of the World

A comparative study of world religions. This is designed to acquaint learners with major religious traditions around the world, and to the academic studies attributed to them. Religions studied are: Judaism, Christianity, Islam, Hinduism, Buddhism, Confucianism and Taoism.

Three Credit Hours

DEPARTMENT OF HUMANITIES

HU 202 Introduction to Philosophy

This course presents an overview of philosophical thought as it had developed in the history of Western Civilization. The student will study progressive understanding that has transpired through the ages as well as their relation to the theological tenets of Christianity.

Three Credit Hours

HU 213 Faith & Reason (Apologetics)

An examination of the reasonable basis for Christian faith and the related evidences.

Three Credit Hours

HU 330 Christian Ethics & Moral Philosophy

A systematic review about the relationships between the philosophical ethical theories and Christian traditions.

Three Credit Hours

DEPARTMENT OF PASTORAL STUDIES

PS 201 Prophetic Ministry

This course will endeavor to bring a greater understanding and experience into the student's life regarding the aspects and function of prophetic ministry. This will involve instruction, practical mentoring, and personal coaching.

Two Credit Hours

PS 202 Introduction to Preaching

An introduction to the fundamentals of preaching. The student is taught a biblical perspective on preaching. Special attention is given to the purpose behind preaching, the character of the preacher and the quality of the message.

Two Credit Hours

PS 206 Decision Making

A study in the principles and practice of making decisions. Emphasis will be placed on the basis for sound judgment, the dynamic of decisions making, and various applications of decision-making skills.

Two Credit Hours

PS 305 Pastoral Ministry

This course deals with the principles, practice and problems of pastoring.

Two Credit Hours

PS 309 Homiletics II

A study of principles relating to the technical preparation and delivery of sermons. The learner is taught the proper process of building and utilizing outlines, texts, illustrations, word studies, background information, dramatic dialogues, and communicative techniques for effectively preaching the word of God.

Three Credit Hours

PS 313 Leading People

A study in the nature and practice of leadership as it applies to both individuals and groups. Emphasis will be placed on the call and preparation of a leader, the nature of leadership influence and understanding groups dynamics.

Three Credit Hours

PS 317 Vision Leadership

A leadership development course focusing on how to define, impart, and implement biblical vision and philosophy.

Two Credit Hours

PS 350 The Cost of Discipleship

An overview on the exposition of the Sermon on the Mount, in which author spells out what his personal beliefs means, with respect to following Christ.

Two Credit Hours

PS 403 Church Administration

A practical look at the pastor and Christian worker as administrators. Study includes principles of management, organizational techniques, personnel usage and development, the evaluation process, programs, scheduling, finances and office management.

Three Credit Hours

PS 410 Pulpit Ministry (Homiletics II)

A sequel to Homiletics providing further insight and practical experience relative to all areas of public ministry.

Three Credit Hours

PS 212 Ministry of Prayer

A biblical and practical look at the various applications of prayer in the local church, including both corporate and individual prayer. Special attention is given to the ministry of intercession and spiritual warfare.

Two Credit Hours

PS 416 Building Leaders and Teams

A study in the development of leadership as it applies to both individuals and teams. Emphasis will be placed on principles and methods of training leaders as well as understanding and developing the dynamics of leadership teams.

Two Credit Hours

PS 423 Church Planting

A look at the theological and philosophical basis for church planting, as well as practical approaches in preparation and implementation.

Two Credit Hours

DEPARTMENT OF PSYCHOLOGY**PSY 201 Introduction to Counseling**

An introduction to counseling including a review of major behavioral models and components of biblical guidance.

Three Credit Hours

PSY 202 Counseling Techniques

Basic counseling techniques and skills are explored in depth. Prerequisite: Intro to Counseling.

Three Credit Hours

PSY 312 Advanced Counseling

An advanced treatment of counseling and guidance particularly as it relates to the function of leadership in dealing with various problematic areas. Prerequisites: Intro to Counseling and Counseling Techniques

Two Credit Hours

PSY 405 Psychology of Culture

Combining elements from both Anthropology and Sociology, the Psychology of Culture is an exploration of how and why humanity functions the way it does. This course will delve into understanding how external elements like nationalism, group identity, isolationism, and societal pressure affect the mental make-up of a person.

Two Credit Hours

DEPARTMENT OF PRACTICAL THEOLOGY**PT 104 Introduction to Bible Study**

A study of basic tools and methods for studying Scripture. These methods are developed through practical class assignments.

One Credit Hour

PT 105, 106, 205, 206, 305, 306, 405, 406 Church Life Practicum

This course consists of 30 hours of advisor directed areas of practical ministry and service opportunities to help strengthen and release spiritual gifting in the student.

One Credit Hour

PT 107 Purpose and Calling

In this course we will look at the journey to discover one's own God given purpose and calling. It is designed to give each student a biblical perspective of how our lives are intended to partner with God's will and purpose on the earth.

One Credit Hour

PT 108 Personal Discipline

This class is designed to define Personal Disciplines as they pertain to the life of every believer. As Christians, we must have a code of ethics, a way that we live, a collection of disciplines like honor, integrity and character that are missing in today's society. In this class we will look at strategic areas of our personal walk and lifestyle that need a committed level of disciplines to take us to higher levels of influence, career, ministry and family.

Two Credit Hours

PT 109 HBI Start – Success Planning

Required for all new freshman learners, this course will be an overview of techniques that will help the college learner succeed academically. This will include preparation for classroom learning, taking effective lecture notes, reading textbooks critically, learning good study habits, and handling time wisely. There will be a review of writing requirements, including MLA/APA documentation for research. Attention will also be given to working well with instructors and practical procedures that are unique to HBI.

One Credit Hour

PT 114/214 Personal Finance I & II

The student will learn information allowing them to develop a personal budget, overcome debt, and gain a basic understanding of wide variety of financial issues. It is a video format mixed with group interaction. This course will prepare the learner for life of financial success. It is a prerequisite for Personal Finance II which will focus on application and further instruction.

Two Credit Hours

PT 116 Personal Evangelism

This course is designed to prepare the student in the use of God's Word to effectively share the Gospel with others. Frequent objections are met with biblical answers. Suggestions for strengthening new converts are offered.

Two Credit Hours

PT 201 Passions and Values I and II

This class will explore life passions and life values that every person should build their life upon. The course will develop each passion and each value in full depth so that the student will be equipped to apply them to their lives.

One Credit Hour

PT 213 Bible Research – The Names of the Holy Spirit

An advanced course presenting both tools and methods of biblical study. The course also introduces the student to basic principles of biblical interpretation. Prerequisite: Intro to Bible Study

Two Credit Hours

PT 307, 308, 407, 408 Ministry Apprenticeship

This is an intensive, mentored ministry experience, involving defined goals and responsibilities in a specific ministry area of the local church. It requires 60 hours of ministry involvement.

Two Credit Hours

PT 316 Women and Ministry

A course designed to give women insight concerning their concept of, attitude toward, and function in ministry. It will give guidance as to how a woman can discover her God-given gifts and strengths and how to develop her ministry abilities within the biblical context of scripture.

Two Credit Hours

PT 123 Intro to Hermeneutics

A presentation of methodical guidelines to the careful interpretation of Scripture. Emphasis is laid on the specific principles of interpretation as well as developing the skill to use them. Prerequisites: Intro to Bible Study and Bible Research-The Names of the Holy Spirit (Dean approval).

Three Credit Hours

PT 223 Hermeneutics II

A look into the parables of Jesus Christ that are found in the Synoptic Gospels and some of the non-canonical gospels; therefore, exploring the three groups of parables.

Two Credit Hours

PT 323 Hermeneutics III (EC2018)

A look into the believers and the Book of Revelations.

Two Credit Hours

PT 209 Homiletics I

The art of preaching and writing sermons, comprising the study of composition and delivery of a sermon that of religious discourse – homilies and catechetical instruction.

Two Credit Hours

PT 309 Homiletics II

Emphasis on the Book of Jacob's Dozen – A prophetic look at the Tribes of Israel. (Hermeneutical and exegetical interpretive)

Two Credit Hours

PT 409 Homiletics III

Emphasis on the Twelve Minor Prophets. (Hermeneutical and exegetical interpretive)

Two Credit Hours

DEPARTMENT OF SOCIOLOGY

SOC 101 Human Development and Relationships

A course dealing with the roles of men and women in society and how the individual functions within the group process. In addition to studying human sexuality, strong emphasis placed upon the necessity and dynamics of strong interpersonal relationships in all areas of life.

Four Credit Hours

SOC 212, 412 Social Responsibility

This course is designed to help learners better understand and influence the culture in which they live. Students will be exposed both practically and philosophically on how to apply their faith and values to help shape the institutions of society like government, public policy, politics, news and media, entertainment, medicine, education, and the courts.

Three Credit Hours

SOC 314 Marriage and Family Issues

A survey of family relationships, roles, and problems, for the learner's own benefit as well as to equip them to help others. This course includes a focus on both marriage and parenting issues. This is the same course as SOC 314, SOC 316 online.

Three Credit Hours

DEPARTMENT OF THEOLOGY

TH 105 Biblical Worship

This class will provide a biblical overview of worship and is designed to establish a strong biblical foundation for the learner. We will develop the worship theme from Genesis to Revelation, touching on the mountain peaks of worship expression as seen in the alters, tabernacles, temple, reformations, New Testament church and today's church.

Two Credit Hours

TH 108 The Holy Spirit

This course will endeavor to bring a greater understanding and experience of the walk of a Christian believer in the spirit-filled life. Both theological as well as practical emphasis will be given.

Two Credit Hours

TH 112 Doctrine of the Church

A systematic study of the church in relation to the eternal purpose of God and what this implies for this present generation. Particular care is taken to give scriptural analysis of what God is saying to the church today.

Two Credit Hours

TH 204 Covenants

An in-depth study of the covenants that God made with man with emphasis on their progressive revelation of the eternal purposes of God.

Two Credit Hours

TH 211 Tabernacles

A historical and theological study of both the Tabernacle of Moses and the Tabernacle of David.

Two Credit Hours

TH 215 Local Church/Home Ministry

A detailed study of the local church in God's plan, the structure and order in the New Testament church and the ministries of the local church and their functions.

Two Credit Hours

TH 400 The Miracles of Jesus

A study of the supernatural deeds attributed to Jesus. The majority are faith healings, exorcisms, death, resurrection, control over nature and forgiveness of sins.

Two Credit Hours

TH 411 Advanced Theology

This course is a summary look at the major doctrines of the Bible and the theological systems used by the various Christian groups around the world.

Two Credit Hours