



2023-2024

More Than Conquerors COLLEGE STUDENT CATALOG

"Verily, verily, I say unto you, He that believeth on me, the works that I do shall he do also; and greater works than these shall he do; because I go unto my Father. And whatsoever ye shall ask in my name, that will I do, that the Father may be glorified in the Son." (John 14:12,13)

9335 Nations Ford Road | Charlotte, NC 28273

Phone: (704) 679-9122 | Fax: (704) 522-1106

E-Mail: mtcc@vccenter.net

www.morethanconquerorscollege.org

 [@morethanconquerorscollege](https://www.facebook.com/morethanconquerorscollege)

ISSUE: THIRTY-TWO

More Than Conquerors College

STUDENT CATALOG

2023-2024

“Verily, verily, I say unto you, He that believeth on me, the works that I do shall he do also; and greater works than these shall he do; because I go unto my Father. And whatsoever ye shall ask in my name, that will I do, that the Father maybe glorified in the Son.” (John 14:12, 13)

9335 Nations Ford Road, Charlotte, NC 28273

Phone: (704) 679-9122

Fax: (704) 522-1106

E-Mail: mtcc@vccenter.net

Website: www.morethanconquerorscollege.org



[morethanconquerorscollege](https://www.facebook.com/morethanconquerorscollege)

Issue: Thirty-Two

June 2023

TABLE OF CONTENTS

Academic Calendar.....	4
Introduction.....	5
Accreditation.....	5
The College Name.....	5
Statement of Non-Discrimination.....	5
Reasonable Accommodations (Applicants with Disabilities).....	5
Notice of Exemption.....	6
Mission Statement.....	6
Statement of Purpose.....	6
Statement of Faith.....	7-8
Message from the Heart of Our Founder: Dr. Robyn Gool.....	9
Greetings: Dr. Marilyn Gool, President, and Dr. Zebria Coffey, Dean of Academics.....	10
Campus Facilities.....	11-14
Programs of Study.....	15-16
Admissions and Registration.....	17-25
Admittance of International Students.....	25
MTCC Alumni & Friends Association.....	26-27
Financial Information.....	28-31
Tuition, Fees, and Charges.....	28
Payment Plans.....	29
Veterans Information.....	30
Academic Information.....	32-41
Attendance.....	33
Academic Requirements.....	34
Academic Advisement.....	34
Grading System.....	34
Academic Progress.....	34
Withdrawal Procedures.....	36-37
Inclement Weather.....	39
Graduation Requirements.....	40
Student Information.....	42-49
Honor Pledge.....	43
Complaints and Grievances.....	44
Student Conduct.....	45
Student Dress Code.....	45-46
Disciplinary Procedures.....	46-47
Housing.....	48
Student ID and Parking Pass.....	49

TABLE OF CONTENTS

Program Curricula.....	50-63
Basic Curriculum of Bible Studies Certificate.....	51
Associate of Christian Ministry Degree.....	53
Associate of Biblical Studies Degree.....	54
Bachelor of Christian Ministry Degree.....	55-56
Master of Christian Ministry Degree.....	57-59
Doctorate of Christian Ministry Degree.....	60-62
Pastoral Vision Program Curriculum.....	63
Course Descriptions.....	64-78
Faculty and Staff.....	79-82
Index.....	83-86

2023

Semester Dates

Exam Weeks

Graduation

MTCC

Academic Calendar Fall 2023--Spring 2024

FALL SEMESTER 2023

June 19 Open Registration Begins
 Aug 11 Open Registration Ends
 Aug 14 FALL CLASSES BEGIN
 Aug 14 Late Registration Begins
 Aug 25 Late Registration Ends
 Aug 28 Last Day To Add A Class
 Sept 1 Last Day to Drop a Class
 And Receive a % Refund
 Sept 4 Closed -Labor Day
 Oct 2-6 Mid-Term Week
 Oct 9 Closed -Columbus Day
 Nov 13 Spring Registration Begins
 Nov 20-24 Thanksgiving Break
 (no classes)
 Nov 27-Dec 1 Final Exam Week
 Dec 1 Fall Semester Ends

Registration Dates

No Classes

Last Day to Drop/Add Class

2024

January						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

February						
S	M	T	W	T	F	S
				1	2	3
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28				

March						
S	M	T	W	T	F	S
				1	2	3
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

April						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

May						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

June						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

July						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

August						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

September						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

October						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

November						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

December						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

SPRING SEMESTER 2024

Jan 1 New Year's Day
 Jan 5 Open Registration Ends
 Jan 8 Late Registration Begins
 Jan 8 SPRING CLASSES BEGIN
 Jan 15 M. L. King Jr. Holiday
 (College closed)
 Jan 19 Late Registration Ends
 Jan 19 Last Day to Add a Class
 Jan 26 Last Day to Drop a Class
 And Receive a % Refund
 Feb 19 Closed -Presidents Day
 Feb 26-Mar 1 Mid-Term Week
 Mar 25-29 Spring Break
 April 15-19 Final Exam Week
 April 19 Spring Semester Ends
 MAY 3 MTCC GRADUATION

July						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

August						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

September						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

October						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

November						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

December						
S	M	T	W	T	F	S

INTRODUCTION

The purpose of this catalog is to assist current and prospective students by providing information about our institution, its purpose, academic programs, student services, and administrative policies and procedures.

All questions should be directed to the More Than Conquerors College administrative office at the More Than Conquerors College (MTCC) campus located at 9335 Nations Ford Road in Charlotte, North Carolina 28273 or you may call (704) 679-9122. MTCC office hours are Monday through Friday from 9:00 a.m. to 4:00 p.m.

ACCREDITATION AND AFFILIATIONS

More Than Conquerors College exists as a private, post-secondary educational extension of Victory Christian Center Church, which is located at 7228 Kings Ridge Drive; Charlotte, North Carolina 28273. More Than Conquerors College is accredited by the Transworld Accrediting Commission International, 9085 California Avenue; Riverside, California 92503 – Mailing Address: P.O. Box 354629; Palm Coast, Florida 32135.

THE COLLEGE NAME

The College name “**MORE THAN CONQUERORS COLLEGE**” is taken from Romans 8:37 KJV which says, “*Nay, in all these things we are more than conquerors through him that loved us.*”

STATEMENT OF NON-DISCRIMINATION

More Than Conquerors College is an equal opportunity Christian educational institution. Qualified applicants are admitted without regard to ethnic group, biblically defined gender, age, national origin, handicap status, or veteran status.

REASONABLE ACCOMMODATIONS

Educational opportunities will not be denied to any otherwise qualified individual because of a disability. More Than Conquerors College does not discriminate against qualified persons with disabilities and will provide reasonable accommodations in its physical and educational environment and its academic requirements based on reported disabilities.

The term *reasonable accommodations* includes access to public facilities and classrooms, participation in registration and admissions processes, inclusion in general activities, access to student services, assignment of course work, awarding of degrees, and administering of discipline and dismissal policies.

Applicants or students with disabilities who have questions should contact the Dean of Academics.

NOTICE OF EXEMPTION

Degree programs of study offered by More Than Conquerors College have been declared by the appropriate state authority exempt from the requirements for licensure, under provisions of North Carolina General Statutes Section (G.S) 116-115 (d) for exemption from licensure with respect to religious education. Exemption from licensure is not based upon assessment of program quality under established licensing standards.

MISSION STATEMENT

“It is the mission of More Than Conquerors College to provide biblically based academic programs to prepare men and women to fulfill God’s plan for their lives as they serve God’s will, purpose, and counsel in this generation.”

STATEMENT OF PURPOSE

More Than Conquerors College was established to equip Christian men and women to take God’s Word and change their circumstances and the circumstances of those around them.

The Basic Curriculum of Bible Studies offers Christ-centered instruction to the layperson who desires a more in-depth study of the Bible. The Basic Curriculum of Bible Studies students are taught how to apply the Bible to their daily lives. This program provides the laity with a deeper awareness of their rights, privileges, assignments, and responsibilities as children of God.

The Associate of Christian Ministry, Associate of Biblical Studies, Bachelor of Christian Ministry, Master of Christian Ministry, and the Doctorate of Christian Ministry programs provide quality, Spirit-filled biblical instruction, academic training, and practical education to men and women called into five-fold ministry. The ministry programs also provide instruction for those who desire to become better equipped in other areas of Christian service.

The Career Tech Division offers training for students for today’s jobs and/or preparation for business ownership.

The More Than Conquerors College graduate will be poised, polished, and prepared to be in the forefront of the mighty move of God that is taking place in these last days.

STATEMENT OF FAITH

At More Than Conquerors College:

- We Believe*** in the verbal inspiration of the Bible which is the uncompromised Word of God.
- We Believe*** in the nature of one God who eternally exists in three persons: the Father, the Son, and the Holy Spirit.
- We Believe*** Jesus Christ is God. He is the only begotten Son of the Father, conceived of The Holy Spirit, and born of a virgin. We believe Jesus was crucified and buried, and on the third day, He was raised from the dead as a glorious immortal in a resurrected body. He ascended into heaven and is today at the right hand of God, the Father, as Mediator and Intercessor for mankind.
- We Believe*** that all have sinned and come short of the glory of God and are in need of repentance and forgiveness of sin as commanded by God.
- We Believe*** that justification, regeneration, and the new birth are received by faith in the name and by the blood of Jesus Christ, through His Word (the Bible) and by the Holy Spirit.
- We Believe*** in sanctification through faith in Christ should be subsequent to the new birth.
- We Believe*** holiness is the standard set by God for all of the redeemed.
- We Believe*** in the baptism of the Holy Spirit with evidence of speaking in tongues as the Spirit gives the utterance. We believe this is an authentic experience that every born-again believer in Christ should have to help them live holy and productive before God.
- We Believe*** in water baptism by immersion and that all who repent should be baptized in the name of the Father, the Son, and the Holy Spirit.
- We Believe*** that divine healing is provided for all through Christ's finished work on the cross.
- We Believe*** in Holy Communion as a sacrament instituted by our Lord.
- We Believe*** in the second coming of Jesus and the rapture of the Church in which the righteous dead and the living saints will meet the Lord in the air.

We Believe

in marriage as the original and foundational holy institution established by God in creation as described in the irrevocable Word of God – The Bible (Genesis 2:18-25). Marriage is a one-flesh covenant relationship between one man and one woman to the exclusion of all others. The marriage union was designed for bearing and rearing children, and it is to reflect the relationship between Christ and the Church. Accordingly, Victory Christian Center Church (VCC), the pastor, ministers, staff, and members, along with MTCC faculty and staff will not participate in other types of marriage or unions, including same sex unions or same sex marriages, nor shall its property or resources be used for such purposes.

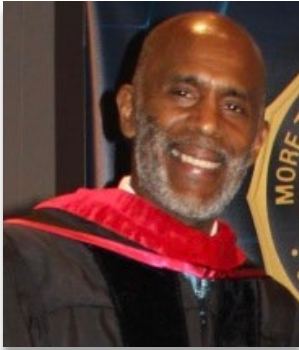
VCC/MTCC affirms human dignity. All of mankind is made in the image of God. It is our position that marriage is described as a holy covenant: Malachi 2:14-15; Ephesians 5:23-32; 1 Peter 3:1-5, 7; 1 Corinthians 7:1-2. Because of the importance of the sanctity of marriage as defined by the Bible, VCC/MTCC does not endorse or believe in same-sex marriage or any other forms of marriage outside of one man and one woman.

We Believe

the Word of God is the final authority on the sanctity of life. Therefore, VCC Church/MTCC does not believe in abortion. The Word of God states in Jeremiah 1:5, *“Before I formed you in the womb I knew you, and before you were born I consecrated you; I have appointed you a prophet of the nations.”* *“They will come and will declare His righteousness to a people who will be born, that He has performed it (Psalm 22:31).”* *“That the generation to come might know, even the children yet to be born, that they may arise and tell them to their children (Psalm 78:6).”* *“For you created my innermost being, you knit me together in my mother’s womb. I praise you because I am fearfully and wonderfully made; your works are wonderful, I know that full well. My frame was not hidden from you when I was made in the secret place. When I was woven together in the depths of the earth, your eyes saw my unformed body (Psalm 139:13-16).”*

A Message from the Heart of our Founder

Dr. Robyn Gool



In the book of Habakkuk, we are told that visions are for an appointed time. In the book of Ecclesiastes, we are told that for everything there is a time and season. In Galatians, the Bible declares; *"In the fullness of time, God sent forth..."*

Several years before the inception of More Than Conquerors College, the Spirit of God began to speak to me about a school that would equip the laity and those called into five-fold ministry to be more effective and productive for Him. After carrying this as a mother does a child, I came to realize that the appointed time had come. In April of 1991, the institution was born.

As we approach the return of Christ, mighty warriors of God will be demonstrating the power of the Spirit and the defeat of our enemy. Students of More Than Conquerors College will be challenged, motivated, and prepared to be in the forefront of the most powerful explosion of the works of the Holy Spirit this world has ever known. As Daniel 11:32 declares, *".... the people that do know their God shall be strong and do exploits."*

Instruction will be provided by men and women who are qualified, experienced, and seeking more of God. In addition, proven, successful men and women in the ministry will address the student body and class periodically.

Hands-on training will be available through the ministry opportunities of Victory Christian Center and other churches. This will allow the student to see and experience practical application of the principles and concepts taught in the classroom. Could this be your appointed time for in-depth, structured study or training as a layman or a minister? Has God been speaking to you about the School of Bible or School of Ministry?

DR. ROBYN GOOL

*Founder and President,
Victory Christian Center Church,
Victory Christian Center School and
More Than Conquerors College
Honorary Doctorate, Indiana University
BA Sociology, Oral Roberts University
Ordained Minister
Author*

Courses Our Founder Created

- Pastoral Vision Program
- Developing Christian Leaders
- Ministerial Ethics Boot Camp
- Vision

GREETINGS FROM OUR PRESIDENT

Dr. Marilyn Gool



At a time when deception is running rampant in and outside of the Church, we need to appreciate sound Biblical doctrine and take advantage of schools like More Than Conquerors College. Founded to train and equip men and women to carry on the work of the ministry, our college has helped so many do just that in the United States as well as other countries overseas. Preparing those called to the five-fold ministry to fulfill their assignments, teaching those in the ministry of helps so they can be a blessing to their pastors, and assisting Christians with their spiritual growth and development, MTCC has maintained a solid Bible-based curriculum. We have also provided education in secular subjects in a Godly environment to help Christian men and women excel in business and other life experiences.

Judges 2:10 tells of a spiritually ignorant generation arising after Joshua and all the elders who outlived him passed away. The staff of our college are dedicated to passing on our godly heritage to as many as we can reach who will in turn affect many more people and ensure that following generations will be spiritually and biblically intelligent.

I am honored to step up to the plate after the passing of our founder, Robyn Jay Gool, and help carry on the tradition he started. We worked together as a team when he was here, and the baton was given to me in November 2022. I humbly pray that his memory will be honored in how I fulfill the task given to me.

WELCOME FROM OUR DEAN

Dr. Zebria Coffey

Dear Prospective Students:

We are excited about your interest in More Than Conquerors College. It is our deepest desire to see you become and fulfill all that God has called you to be and to do. This college is dedicated to preparing you for a life of victory. Whether you are entering the ministry, already working in ministry, or pursuing a secular career, we want you to grow and mature in Jesus Christ. Our hope and aspiration are that you will be motivated and equipped to serve God in every area of your life.



At MTCC you will receive a well-rounded education that will equip you to become the winner that God has called you to become. Because we are dedicated to excellence in teaching and training, you will learn how to apply a practical working knowledge of the Bible in your everyday life. *Commit to the Lord whatever you do, and He will establish your plans.* Proverbs 16:3

We believe your time at More Than Conquerors College will be one of the most enriching areas of your Christian growth. As you prayerfully consider continuing your education and pursuing a deeper understanding of the things of God, we hope you will make the decision to let MTCC help *prepare you to fulfill God's vision.*

CAMPUS FACILITIES

LOCATION

More Than Conquerors College is located on the South side of the beautiful city of Charlotte, North Carolina at 9335 Nations Ford Road, between Hebron and Arrowood Roads, providing a peaceful, scenic atmosphere with lush green grass and a picturesque landscape. Our location provides easy access to Interstates 77 and 485.

DESCRIPTION

The one-story facility which houses More Than Conquerors College contains 11 classrooms, several administrative offices, a break room, two conference rooms, a library, and a computer lab.

PARKING AND TRANSPORTATION

More Than Conquerors College parking area provides ample parking for faculty, staff, and students. Our lighted parking area containing approximately 100 parking spaces is adjacent to the College. Students must have a parking decal to park in the student area.

PUBLIC TRANSPORTATION

Charlotte has an established public transportation system with regular bus service and light rail access throughout the city. To obtain more information about public transportation services provided by the City of Charlotte, contact Charlotte Area Transit System at (704) 336-7433 (RIDE) or <https://charlottenc.gov/CATS/Bus/Bus-Routes-and-Schedules>.

SAFETY AND SECURITY

The More Than Conquerors College facility has met all local, state, federal buildings, health, and safety codes. Initial building codes, including asbestos inspection, have been completed. Sanitation and fire inspections are conducted yearly. Security personnel are a part of the staff of Victory Christian Center and serve to keep the facility, faculty, staff, students, and its contents safe. An on-site custodial staff works to ensure cleanliness.

OFFICE HOURS

The administrative office hours for More Than Conquerors College are 9:00 a.m. – 4:00 p.m. Classes for MTCC are held primarily in the evening hours beginning at 6:00 p.m. A limited number of day classes are held from 9:00 a.m. to 12 noon. To assist the student, there is someone in the MTCC office during the school semesters at least three evenings per week until 7:00 p.m. Please contact the MTCC office to obtain more information.



CAMPUS FACILITIES

YEARLY SCHEDULE

MTCC functions on a semester schedule. The fall semester begins in mid-August and ends in mid-December. The spring semester begins in early January and ends in late April. The summer semester starts in early May and ends in early August. Each semester is 16 weeks. The fall, spring, and summer semesters make up the academic year.

DAILY SCHEDULE

More Than Conquerors College has varied class days and times. Classes are primarily held in the evening hours beginning at 6:00 p.m. The last classes end at 10:05 p.m. A limited number of day classes are held from 9:00 a.m. to 12 noon. Classes are conducted on Monday, Tuesday, and Thursday evenings. However, the days and times vary based on the program or courses taken.

Each student will receive a course schedule at the time of registration which provides the days and times for each course offered during the current academic year. After reviewing the schedule, the student must be diligent in planning ample time for prayer, Bible study, and completion of homework assignments.

OPEN DOOR POLICY

The office of the Chief Administrator/Dean of Academics is in the More Than Conquerors College building. MTCC endeavors to maintain an open-door policy for its faculty and students. To better serve you, each student must report to the Front Desk and wait in the Lobby for the Administrative Secretary to announce you to the office of the Chief Administrator/Dean of Academics before entrance is granted.

LOCATIONS OFF THE MAIN CAMPUS

Most More Than Conquerors College courses are taught at the main location at 9335 Nations Ford in Charlotte, North Carolina 28273. However, if necessary, classes may be held at other Victory Christian Center locations. Students will be notified verbally or in writing about any changes in course locations.

OBTAINING INFORMATION

Visit the Lobby of the More Than Conquerors College building to pick up general information and materials, including course schedules, academic calendars, brochures, copies of newsletters and flyers, and other pertinent College-related materials.

VISITORS

All persons visiting the MTCC campus are required to report directly to the main Lobby entrance to sign in and receive a visitor's badge.

CAMPUS FACILITIES

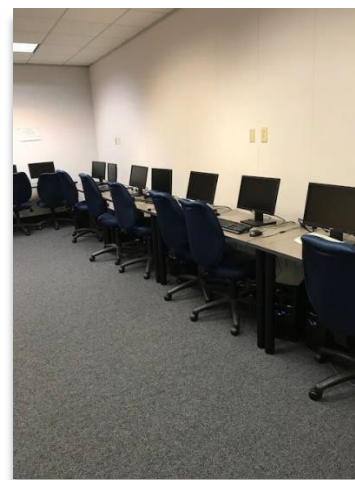
LIBRARY SERVICES

MTCC has an on-site Library located at the main campus. The MTCC Library contains a variety of books, resources, reference books, and periodicals to assist the student with his/her academic study.

More Than Conquerors College Library is in the process of expansion. Therefore, consider visiting other area college libraries or the neighborhood public library for resources. Any questions about library services should be directed to the MTCC administrative office personnel.

COMPUTER LAB

The MTCC Computer Lab is available for students every day during regular office and school hours except during computer class sessions. Students must present their ID card to the receptionist before they are permitted to use the Lab. There is no additional charge for computer time. Students must pay an annual Administrative Fee which includes access to the Computer Lab. Students must supply their own USB jump drive/thumb drive and ear buds/headphones. Students are not allowed to save any documents on the main drive of the computers in the Lab.



CAMPUS BOOKSTORE

Once a student has completed the registration process, he/she is then eligible to purchase course textbooks. Textbooks may be purchased on or after the designated textbook availability date. Textbooks are available for purchase through the MTCC office during regular office hours. Information on textbook availability dates for a given semester will be available at the beginning of the open registration period for that semester. Students may also purchase books from online retailers.

During the registration period, students may purchase only those textbooks which are required for their courses. After the registration period has ended, any remaining books will be available for general purchase by MTCC current students, alumni, and faculty. All purchases are final.

CAMPUS FACILITIES

COPY SERVICES

A copier is in the More Than Conquerors College administrative Workroom. Students may use the copier to duplicate course-related materials.

Students, please see the Receptionist or a staff member to use the copier during regular office hours or while the office is occupied by the MTCC staff during the evening hours. Once the office is closed for the evening, no students will be permitted to enter.

AREAS FOR STUDENT ASSEMBLAGE

During times when students are not attending classes, they may use the Break Room, the Library, or the Quiet Room to pray, study, or prepare for the next class. Students may also use campus facilities during regular office hours to study. Please call ahead to ensure that the facilities are available.

The Break Room may be used to eat meals brought in from off campus. No food or drinks are allowed in any other part of the building.

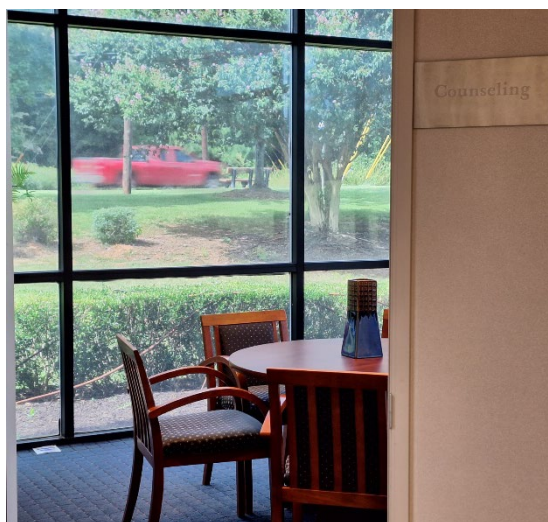
STUDENT DINING

Currently, MTCC provides a limited vending service which includes cookies, chips, fruit, and water. Students may bring food from home or an outside restaurant to be eaten in the Break Room area. Students may also use the break room to study and to fellowship with other students. Only water or clear non-alcoholic beverages are allowed in any of the classrooms. No food or drinks are allowed in the Computer Room.

Area restaurants include Chick-fil-A, Showmars, Ruby Tuesday, McDonald's, Wendy's, Jack in the Box, Burger King, Taco Bell, Sonic, Subway, Starbucks, Panera Bread, Kentucky Fried Chicken, and others.

COUNSELING OFFICE

More Than Conquerors College provides counseling for the personal and academic wellbeing of students. By appointment, students can talk with an ordained minister from the MTCC staff for spiritual guidance. Students have the option of scheduling daytime appointments from 10:00 a.m. to 2:00 p.m. or 6:00 p.m. to 7:00 p.m.



PROGRAMS OF STUDY

More Than Conquerors College was established to equip men and women to be victorious in every area of life. It is our desire to produce men and women of God who are knowledgeable in the Word of God, strong in faith principles, compassionate to the needs of others, and ***bold as lions!*** With this goal in mind, MTCC currently offers seven distinct programs of study.

BASIC CURRICULUM OF BIBLE STUDIES (One-Year Certificate Program)

The Basic Curriculum of Bible Studies program is designed for those who would like to pursue an in-depth study of the Bible. This program is great for new converts and persons who want to know how to apply the Bible to their daily lives. Students are provided a survey of the entire Bible along with extensive study in selected books of the Bible. Courses in practical Christianity—things a Christian should know—are also included in this program.

Full-time students enrolled in this program who take all required courses may complete the Basic Curriculum of Bible Studies in one academic year. Successful completion of this program yields a Basic Curriculum of Bible Studies Certificate. Students who successfully complete this program may participate in the annual MTCC graduation in a full cap and gown. Part-time study and enrollment in individual courses for the purpose of self-enrichment is permitted.

The courses in the Basic Curriculum of Bible Studies are measured in Continuing Education Units or CEUs. The assignment of CEUs to a course is not the same as an academic credit. The CEU is used to designate the amount of time and participation that a student spends in a non-degree program or activity sponsored by this institution. One CEU is awarded for ten contact or in-class hours with an instructor in a learning environment.

ASSOCIATES OF CHRISTIAN MINISTRY (Degree Program)

The Associate of Christian Ministry Degree is a two-year program which was initially created as a training ground for those who sensed a call into the five-fold ministry of apostles, prophets, evangelists, pastors, and teachers. The Associate of Christian Ministry Degree was later expanded to include liberal arts courses. Part-time study is also permitted.

Today, the School of Ministry program offers two associate degree curricula: the Associate Degree of Christian Ministry and the Associate Degree of Biblical Studies. Through these two associate degree tracks, MTCC provides academic and spiritual training in a variety of areas. Persons enrolled in the School of Ministry program can train for the ministry, pursue an intense study of the Bible, enhance their current skills, gain a deeper understanding of the things of God, learn how to better relate to people, and obtain invaluable instruction on Faith, the Holy Spirit, Bible Prophecy, and other theological areas.

Persons enrolled in this program on a full-time basis who successfully complete all required courses may complete this program in two academic years. Successful completion of this program will yield an Associate of Christian Ministry or Biblical Studies based on the curriculum chosen by the student. Students who successfully complete the associate degree program and meet all graduation requirements may participate in the MTCC graduation commencement exercises in a full cap and gown. Part-time study and enrollment in individual courses for self-enrichment is permitted.

The Associate of Christian Ministry Degree is measured in academic credit hours. Academic credit hours are transferable from one post-secondary institution to another and are subject to the guidelines and restrictions of the post-secondary institution receiving the credits.

PROGRAMS OF STUDY

BACHELOR OF CHRISTIAN MINISTRY (Degree Program)

This degree is a four-year program in which the student will utilize biblical studies as the foundation, and an understanding of theology, philosophy, and Christian history as the framework for communicating Christ to various audiences. In addition to spiritual formation and skills essential to Christian studies, graduates will be able to employ communication, leadership, and organizational skills necessary for effective ministry. An applicant must be a high school graduate or possess a GED.

MASTER OF CHRISTIAN MINISTRY (Degree Program)

The Masters of Christian Ministry--otherwise known as M.A.C.M. Degree--is a one-year program designed to introduce students to theological reflection through interdisciplinary study. This degree offers students the opportunity to explore theological study in a general way or through theological reflection on a specific theme for the purpose of enriching their Christian service in both the church and the world. The student must hold a bachelor's degree. A thesis and internship are required.

DOCTORATE OF CHRISTIAN MINISTRY (Degree Program)

The Doctoral Degree is a one-year program to prepare candidates for the highest level of ministerial excellence. This program is applicable for teachers, evangelists, pastors, ministers, and other church leaders with a specific call to minister and teach the Word of God. In addition to required coursework, research, and a dissertation, doctoral candidates also will fulfill an internship to this field of study. The student must hold a Master's of Christian Ministry or Biblical Studies. All other considerations must be discussed with the Registrar.

THE PASTORAL VISION PROGRAM

The Pastoral Vision Program was created solely for Pastors who pastor a church full-time and their spouses who desire to better position themselves to make a positive impact in their churches and communities for Jesus Christ. The goal of this program is to provide love and support to pastors. In these video sessions, the late Pastor Robyn Gool shares the knowledge, insight, and experiences that he has obtained throughout his years as a pastor. Sessions include Leadership, Effective Helps Ministry, TV & Radio, Church Start-Up, Church Growth, and much more.

The Pastoral Vision Program session is considered continuing education and is measured in Continuing Education Units or CEUs. These Pastoral Vision Program sessions are held in the fall semester and are 10 to 15 weeks in length. Upon completion of this program, all participants will receive a certificate of completion. To obtain more information about the Pastoral Vision Program you may contact the MTCC office.

ADMISSIONS AND REGISTRATION

GENERAL ADMISSIONS

More Than Conquerors College is an equal opportunity Christian educational institution which admits qualified applicants regardless of biblical based gender, ethnic group, age, handicap status, or veteran status.

A qualified applicant is described as a person who meets the following general admissions requirements along with the specific requirements for the program that he/she will pursue:

1. Each applicant must be at least eighteen (18) years of age.
2. Each applicant must be a born-again believer. The applicant is expected to read and adhere to the institution's Statement of Faith.
3. Submit high school transcripts or GED to student records. (The student's signed, notarized attestation of graduation from a public, private, or home high school that operates in compliance with state or local law may be submitted when high school transcripts are unable to be obtained). Submit college transcripts (if applicable).
4. Each applicant must have adequate means of paying his/her tuition, books, materials, and fees, as MTCC does not offer financial aid, grants, or student loans at this time. Payment plans are available to assist students.
5. Each applicant must properly complete all required admissions paperwork before enrollment is considered complete.
6. Each applicant must attend the New Student Orientation.

BASIC CURRICULUM OF BIBLE STUDIES ADMISSIONS

Applicants interested in entering the Basic Curriculum of Bible Studies program are not required to have a high school diploma or GED equivalent. However, they must meet the following admissions requirements:

1. Each applicant must meet all general admissions requirements.
2. Each applicant must have adequate reading, writing, and comprehension skills.

ASSOCIATE OF CHRISTIAN MINISTRY ADMISSIONS

Degree-Seeking Students

Applicants seeking an associate degree through the School of Ministry program must meet the following criteria:

1. Each applicant must meet all general admissions requirements.
2. Each applicant seeking a degree must have a high school diploma or GED equivalency. Applicants will be asked to submit a high school transcript and a transcript from any colleges attended.
3. Each applicant must complete the Student Essay Form, the Personal Reference form, and an Ordained Minister form.
4. Each applicant must be an active member of a church.
5. Each applicant entering the associate degree program in the Christian Ministry track must be able to explain the call of God that is on his/her life.
6. Each applicant must meet with the Dean of Academics for a pre-admission interview prior to registering for classes.

ADMISSIONS AND REGISTRATION

BACHELOR OF CHRISTIAN MINISTRY ADMISSIONS

Educational Qualifications for Acceptance:

An applicant for a college-level degree must be a high school graduate or be able to present a Certificate of Eligibility demonstrating successful completion of the General Education Development (GED) test. An applicant to the College must be able to submit official transcripts indicating previous course work and degree(s) awarded for consideration of transfer credits.

General Education Requirements:

Those applicants seeking admission into the Bachelor of Christian Ministry Degree Program must follow all application guidelines. Transcripts of previous General Education courses must be submitted within ninety (90) days of enrollment and will be evaluated by the Registrar. Only those courses with grades C and above will be counted toward the credit requirements. Those who seek the Bachelor of Christian Ministry degree and possess an MTCC associate degree will enter the program with Junior status. The Registrar will evaluate any additional academic credits acquired by the prospective student.

General Education courses are offered at MTCC and must be completed before starting the core subject areas. It is required that all courses, general and core, are satisfactorily completed to receive a certificate or degree.

The Application-Registration Period:

MTCC operates on a semester system so that applicants may apply and register during open registration during those periods in a calendar year. Contact the Registrar for details regarding the application and registration process.

Transfer Credits:

Official transcripts must be submitted to the admissions office for preliminary evaluation during the administration process. At the Bachelor level, transfer credits will be considered only for those courses in which the student received a C or higher.

A student in the process of completing a degree at another institution may take MTCC courses as a non-matriculated student, pending completion of the degree from the other institution. Upon receipt of official transcripts and verification of graduation, the student may matriculate into an MTCC degree program and receive transfer credits for all previous work completed, assuming the courses meet MTCC academic standards.

ADMISSIONS AND REGISTRATION

MASTER OF CHRISTIAN MINISTRY ADMISSIONS

Ordinarily, applicants for the degree will be required to:

1. Hold a bachelor's degree from a regionally accredited college or university.
2. Have earned a grade average of at least a B (3.0 on 4.0 scale) in their bachelor's program.
3. Submit three letters of reference from people capable of assessing their intellectual and academic ability, one letter addressing their character, and one letter, preferably from an ordained minister, addressing their spiritual and church life.
4. Submit one essay (500 words or less) that states the applicant's reasons for applying to the program.

This one-year degree offers a distinctive opportunity for students to cultivate habits of a Christian worldview through theological reflections while engaging cutting-edge interdisciplinary themes within the "More Than Conquerors College spiritual landscape."

The Master of Christian Ministry degree is designed to introduce students to theological reflection through interdisciplinary study. The degree offers students the opportunity to explore theological study in a general way or through theological reflection on a specific theme for the purpose of enriching their Christian service in both the church and in secular arenas.

This theological study is particularly suited to interdisciplinary discourse within More Than Conquerors College. The Master of Christian Ministry is a one-year degree encompassing five courses/15 credits: internship or field work (nine credits) and a 100-page research paper completed in two semesters (six credits). The Master of Christian Ministry is not intended to serve as direct preparation for ordained ministry or doctoral study.

The More Than Conquerors College student will learn to read and interpret scripture and other Christian texts with greater understanding and clarity; will learn to think spiritually about the doctrines and practices of the church; and through the practice of theological reflection, will discern how they might faithfully serve the church and the world.

ADMISSIONS AND REGISTRATION

DOCTORATE OF CHRISTIAN MINISTRY ADMISSIONS

Ordinarily, applicants for the degree will be required to:

1. Hold a bachelor's degree from a regionally accredited college or university.
2. Hold a Master of Divinity degree or its equivalent from a Transworld Accrediting Commission International, accredited institutions or approved institutions.
3. Have spent at least five years in full-time ministry.
4. Have earned a grade point average of at least B (3.0 on a 4.0 scale) in their master's program.
5. Submit two letters of reference from people capable of assessing the applicant's intellectual and academic ability, and two letters of reference (one from an ecclesial official and one from a lay person) that address the applicant's performance in his or her current position of ministry.
6. Submit two essays: one two-page essay describing their goals in undertaking doctoral study, including an indication of their proposed focus, and another essay (maximum of fifteen (15) pages) that is a sample of their academic writing (e.g., an article, term paper, etc.)

The Doctorate of Christian Ministry is a one-year, two-semester program designed to promote rigorous and imaginative reflection on the practice of ministry and to enhance the critical skills of persons engaged in the leadership of congregations or church-related institutions. A central feature of the degree is its integration of practical ministerial experience with structured theological reflection.

The Doctorate of Christian Ministry is a professional doctorate that has been a ministry of theological education for decades, providing the opportunity for post-Master of Christian Ministry education to pastors and other Christian leaders. The Doctorate of Christian Ministry at More Than Conquerors College does not require full-time residence and will provide the opportunity for church leaders and other Christian professionals to pursue intensive advanced study while remaining employed on a full-time basis in their vocational settings. The degree serves people who have earned the Master of Divinity or Master of Christian Ministry degree, who are ordained, and are currently serving as associate or senior pastors, or as executives of church-related or other Christian institutions.

There are courses offered through distance learning that allow students to engage with their instructors and fellow students via Webinar Classes on a weekly basis. This requires students both to integrate course material with the ecclesial practices that are part of their daily work and to do so in conversation with the community of peers formed during online communications. The two terms of coursework span approximately one academic year and encompass the required courses (21 credits): internship or field work (nine credits), and a research paper completed in two semesters (15 credits). The Doctorate of Christian Ministry study concludes a period of independent research and writing, normally one year in length, culminating in the production of a substantial written thesis.

ADMISSIONS AND REGISTRATION

NON-DEGREE SEEKING STUDENTS' ADMISSIONS

Applicants entering the School of Ministry program for spiritual and academic enrichment and who do not desire to obtain a degree must meet the following admissions requirements:

1. Each applicant must meet the general admissions requirements.
2. Each applicant must have a high school diploma or GED equivalent.

AUDIT STUDENTS' ADMISSIONS

Persons who desire to enroll in a MTCC course strictly for spiritual or academic enrichment and do not want the course to count toward a certificate or degree must meet the following criteria:

1. Each applicant must meet the general admissions requirements.
2. Each applicant must obtain approval from the Dean of Academics and the instructor prior to registering for the course.
3. Each applicant must adhere to the guidelines set forth by the course instructor.
4. Each applicant, by entering the class as an audit student, forfeits any credit for the course and must retake the class as an actively enrolled student to obtain credit.

PASTORAL VISION PROGRAM ADMISSIONS

The More Than Conquerors College Pastoral Vision Program was established for pastors who are currently pastoring a church and their spouses. The admission requirements for this program differ from those of the School of Bible and School of Ministry programs.

The admissions for the Pastoral Vision Program are as follows:

1. Each applicant must be a full-time pastor who is currently pastoring a church.
2. Each applicant must adhere to the institutional Statement of Faith.
3. Each applicant is to be responsible for his/her financial costs, which include all fees, books, materials, and tuition.
4. Each applicant must complete and return all required forms.

After adhering to the process for admission to More Than Conquerors College, the applicant should acquire the appropriate application forms and registration materials and submit these for enrollment.

ADMISSIONS AND REGISTRATION

APPLICATION/REGISTRATION PROCESS

To apply for entrance into More Than Conquerors College, the following forms are required:

1. The New Student Application, which should be completed and returned with a non-refundable \$35.00 application fee. An application fee is not required for returning students.
2. Degree-seeking students enrolling in the School of Ministry program must complete the student Essay Form, the Personal Reference Form (Personal Friend), the Personal Reference Form (Ordained Minister) and transcript request.
3. Each student enrolling in classes at MTCC must complete a Registration Form indicating the classes he/she plans to take. A Registration Form must be completed for each semester the student is enrolled.
4. Degree-seeking students enrolling in the School of Ministry program must have an official transcript sent to MTCC from the high school and any colleges previously attended. The student is responsible for all fees relating to the acquisition of the transcripts. Transcript request forms are available in the MTCC office.
5. Non-degree-seeking students enrolling for the first time must complete the student application and the registration form and pay all applicable fees to register for classes.

Students may obtain applications and other supplemental forms by visiting the MTCC office at 9335 Nations Ford Road, Charlotte, North Carolina. You may call us at (704) 679-9122 or visit our website: www.morethanconquerorscollege.org.

Once all necessary information is submitted and once the pre-admission interview is conducted (if applicable), the student may then register for classes.

REGISTRATION

The academic year for More Than Conquerors College is comprised of three semesters: Fall, Spring and Summer. The Fall Semester begins in mid-August and ends in early-December. The Spring Semester begins in early January and ends in late April. The Summer Semester begins in May and ends in August. Each semester is sixteen (16) weeks in length.

Registration is held three times per academic year: once prior to the Fall Semester, once prior to the Spring Semester and once prior to the Summer Semester. Students must complete all admissions requirements prior to registration.

New students are required to register in person. Returning students and alumni of MTCC may register either in person, by email or by mail.

Students are encouraged to register as soon as possible to avoid the long lines that occur during final registration. Early enrollment ensures you a space in the desired course.

LATE ENROLLMENT

To ensure that the learning experience for the students who are currently enrolled is not compromised, no student will be permitted to register or enroll in a course that has been in session for more than two weeks.

ADMISSIONS AND REGISTRATION

RE-ENROLLMENT AND INTERRUPTED EDUCATION

Students who leave MTCC in good standing may return to active status later. Any student with a delinquent account balance will be prohibited from re-admission to this institution until all outstanding balances are satisfied. Any student expelled from MTCC for disciplinary reasons will be denied re-admission until approval has been given by the President of the College.

Students in good standing who desire to return to MTCC after an absence or after interrupted education will be considered returning students. These students need only complete the required registration forms and pay the required course tuition and textbook fees. A new student application fee will not be assessed for returning students.

TRANSFER STUDENTS

Students transferring to MTCC from another fully accredited college will be expected to follow the same admission requirements as other students who are enrolling at MTCC for the first time. In addition to completing all required forms, the transfer student must submit official transcripts from the college previously attended.

The official transcript will be placed in the student's file. If the student desires to have classes transferred to MTCC from the previous college, he/she must complete and return a Transcript Request/Review Form indicating which classes he/she would like to have evaluated by the Dean of Academics. A \$15.00 administrative fee will be charged for credit transfers.

Transcript Review/Request forms must be received for review before the student completes fifteen (15) credit hours of a degree program, 22.5 CEUs of the certificate program, or no later than the end of the first semester in which the student is enrolled at MTCC.

Transferred credits from accredited post-secondary schools will be reviewed in accordance with the present guidelines and program curricula. The student will be notified regarding the results of the transcript review.

ORIENTATION

Orientation is mandatory for all students (new and returning) and is held on the Monday preceding the first day of fall semester classes. Orientation is designed to acquaint the student with the objectives, plan, and purpose of MTCC and to discuss the college administrative policies and procedures. This meeting is also a great time to meet the faculty who will be present to introduce themselves and speak briefly about the course or courses they are teaching. The faculty will pray for the students at the conclusion of the meeting.

MINIMUM ENROLLMENT

Any course containing less than seven (7) students after the end of the registration period is subject to cancellation. If a course is cancelled by MTCC due to insufficient enrollment, students will be given the option of transferring to another course, receiving a refund for all tuition paid and books purchased for the cancelled course, or applying all tuition paid for the cancelled course to a future semester. The application fee is non-refundable.

ADMISSIONS AND REGISTRATION

ADDING CLASSES

Once a student has registered for classes, the student must notify the registrar of the desire to add a course to their current course load. Preliminary evaluation will be conducted to ensure that the student is aware of the responsibilities and demands of taking additional courses. The following requirements apply to those students who are adding classes after registration has ended:

1. The student must obtain a Drop/Add form from the MTCC Office to be completed and returned during the registration period.
2. The student must complete all these requirements before the date listed on the Academic Calendar as *Last Day to Add a Class*.
3. A student who is enrolled in twelve (12) or more hours of class must consult with the Dean of Academics.
4. Once a student has completed all requirements and has enrolled in an additional class, he/she must make up all missed course assignments. Also, all days missed from a course will be reported as an excused absence. No student will be permitted to add a class after the date listed on the Academic Calendar as the *Last Day to Add a Class*.

DROPPING A CLASS

The student must contact the registrar for the appropriate Drop/Add form. The form must be completed and returned prior to the end of the date listed in the academic calendar as *Last Day to Drop a Class*. As a courtesy, we ask that you please notify the instructor of your intent to drop the course. If courses are added or dropped prior to the first day of classes, the student need only adjust his/her registration form.

TEXTBOOKS, DVD's, CD's ETC. PURCHASED FOR COURSES DROPPED

No refund will be given for any textbooks, DVDs, or CDs purchased for a course that has been dropped by the student. Only textbooks for courses which have been cancelled by the College due to lack of enrollment may be returned for a refund.

A student who has purchased textbooks for a course and who later decides to withdraw from that course and add another course may trade textbooks. The student is responsible for any difference in the costs. However, no refund is given if the textbook being traded is less than the book needed for the course that was added.

Textbooks being traded or returned due to course cancellation must be in excellent condition. Any books that have been written in, marked on, damaged by the student, or show any evidence of wear and tear cannot be returned or traded under any circumstance.

The administration reserves the right to deny any textbook submitted for trade if the condition of the textbook is not satisfactory, i.e., torn, written in, highlighted, stained, bent, etc.

ADMISSIONS AND REGISTRATION

COURSE SUBSTITUTION

Course substitution is permitted upon approval by the Dean of Academics. The course being substituted for must correspond with the courses needed to satisfy the degree or certificate requirements.

ADMITTANCE OF INTERNATIONAL STUDENTS

More Than Conquerors College is authorized under federal law to enroll non-immigrant alien students. MTCC welcomes the admittance of international students. International students who are admitted to MTCC under the F-1 student visa must complete and present all required registration forms, medical history form, criminal background information, and all other paperwork associated with non-immigrant alien admission to the MTCC administrative office in addition to completing the general admission requirements. **All international students must be proficient in both written and spoken English.**

Any international student who is admitted to MTCC must obtain medical insurance prior to registration for each semester in which he/she is an actively enrolled student. Other requirements may apply. Please contact the More Than Conquerors College administrative office at 9335 Nations Ford Road, Charlotte, NC 28273 or by calling (704) 679-9122 for more information.

MTCC ALUMNI & FRIENDS ASSOCIATION



ALUMNI & FRIENDS ASSOCIATION

We, the More Than Conquerors College Alumni and Friends Association (MTCC A&F) exist to support More Than Conquerors College (MTCC) to ensure that the college provides the most advanced spiritual and academic education possible for all who attend. We are thrilled because we assist the college by helping

students, the faculty, and the alumnus. We assist the students by providing financial aid scholarships to those who qualify. The MTCC A&F Scholarships are as follows:

The Dr. Robyn J. Gool Legacy Scholarship

The Dr. Donald A Brooks Memorial Scholarship

The Alumni & Friends Scholarship

We assist the faculty by sponsoring staff development and training to enable our faculty to use proven teaching strategies that promote excellence through student learning. We assist the college by purchasing needed items to facilitate up-to-date experiences in both the classroom and through distance learning. We assist the alumnus by organizing reunions and other fun activities to keep us connected and up to date with our alumni family and friends on what God is doing in our lives, our families, and our ministries. Our goal is to advance More Than Conquerors College to a higher level of spiritual and academic training and to equip God's people to fulfill God's plan for their lives.

We have alumni ministering in countries and regions around the world, including in the native lands of our international alumni. Our alumni are engaged in numerous post-graduate work, in rich ministry experiences and thriving in organizations, institutions, and companies throughout the world.

We know MTCC alumni have stories to tell about the good times they had here at MTCC and how their education and experiences helped them to impact the lives of others. Our alumni credit MTCC for their success in various ministries that have brought salvation, healing, and deliverance to the lives of countless others. It is gratifying to know that MTCC has had a role in equipping students to take the Gospel into their world, so they can serve effectively in the Kingdom of God.

If you experienced great times at MTCC that have made a difference in your life, and you want to partner with MTCC A&F to realize our goals to build an outstanding computer lab, provide scholarships, staff development training; fund reunions; provide activities for students; and support the spiritual and academic needs of the school and alumni, then make a pledge today to become an active member with us. We look forward to you becoming a member today!

You are just a few clicks away from starting your tradition of generosity and helping MTCC to grow and remain the college you know and love. Simply visit www.morethanconquerorscollege.org then complete the short Subscribe Form. It will only take a second; it only has five fields or blanks. Then click "Subscribe Now!" That is, it! Then

MTCC ALUMNI & FRIENDS ASSOCIATION

peruse the website to obtain a clear vision of our mission, goals, and purpose. You may also check out the Executive Board's individual credentials and other pertinent information.



MTCC A&F Meet and Greet – August 2023

FINANCIAL INFORMATION

TUITION, FEES, AND CHARGES

More Than Conquerors College strives to keep tuition affordable and offers payment options to assist you. Below is a list of the fees, tuition, and other related charges. Payment installment plans are available).

TUITION

Basic Curriculum of Bible Studies	Yearly Tuition	\$2,100.00
Associate of Christian Ministry	Yearly Tuition	\$2,100.00
Associate of Biblical Studies	Yearly Tuition	\$2,100.00
Bachelor of Christian Ministry	Yearly Tuition	\$2,100.00
Master of Christian Ministry	One-Year Tuition	\$2,100.00
Doctorate of Christian Ministry	One-Year Tuition	\$3,000.00
Cost per credit hour		\$70.00
<hr/>		
Application Fee (non-refundable)		\$35.00
Late Registration Fee		\$10.00
Administrative Fee (Computer Lab, Student ID, Parking)		\$20.00
Student ID Replacement Fee		\$1.00
Parking Permit Replacement Fee		\$1.00
Late Fee on Payment Plans		\$10.00
Transcript Release		\$15.00
Return Check Fee		\$30.00
Graduation Fee		\$150.00 - \$220.00

Prices Subject to Change

Note: Full-time and Part-time study is available. Applicable textbook costs will depend upon the courses selected. Payment installment plans are in place for those who need to utilize them. Please contact the MTCC office to discuss which payment option is best for you.

FINANCIAL INFORMATION

PAYMENT PLANS AND GUIDELINES

More Than Conquerors College has instituted methods of payment to assist students with tuition payments.

Plan 1 - Traditional Plan – Full Time

Full-time students are required to pay at least 25% of the total tuition at the time of registration. Installment payments for full-time students may be divided into three months beginning at the month of registration and ending the last month in the semester. Billing statements are mailed at the beginning of each month. Monthly payments are due by the 15th of each month. Any accounts not paid for by the 15th of the month will incur a \$10.00 late fee. If the tuition account is not current by the 25th of each month, the student may be subject to disqualification from enrollment.

Plan 1 - Traditional Plan – Part Time

Monthly payment plans are also available for part-time students who are carrying at least three (3) credit hours. Part-time students are required to pay at least 25% of the total tuition at the time of registration. Installment payments for part-time students may be divided into three months beginning at the month of registration and ending in the last month of the semester. Billing statements are mailed at the beginning of each month. Monthly payments are due by the 15th of each month. Any accounts not paid for by the 15th of the month will incur a \$10.00 late fee. If the tuition account is not current by the 25th of the month, the student may be subject to disqualification from enrollment.

Plan 2 - Advanced Payment Plan

This plan is open to full-time students only. Students who register during the open registration period held in late July may begin paying course tuition prior to the beginning of the semester. On the Advanced Payment Plan, the total tuition may be paid in three (3) installments. The first installment is due at the time of registration or no later than July 31st. The second installment is due by August 15th. The third and final installment is due by September 15th. As an added incentive, full-time students who pay the total yearly tuition prior to the first day of classes will receive a 10% discount. This plan was established to enable students to devote their total concentration to their academic studies. Students under this plan will be given a 10-day grace period from the date on which each payment is due. A \$10.00 late fee will be assessed at the end of the ten- day grace period for all payments still outstanding. If the tuition account is not current by the end of the following month, the student may be subject to disqualification from enrollment.

Plan 3 - Deferred Payment Plan

This plan is open to full-time students only. Under the Deferred Payment Plan, the student pays a down payment of \$200.00 at the time of registration or no later than the first day of fall semester classes. The remaining balance of the total tuition is divided into three (3) installment payments which are spread throughout the academic year. The first installment payment is due on November 1st, the second installment payment is due on January 1st, and the final yearly tuition payment is due on March 1st. The student is given a ten-day grace period from the date in which the installment payment is due. Any payments not received by the end of the ten-day grace period will incur a \$10.00 late fee. If the tuition account is not current by the end of the following month, the student may be subject to disqualification from enrollment.

FINANCIAL INFORMATION

STUDENT ACCOUNTS

A student's account must be kept current for the student to be able to attend class without interruption. Students utilizing the payment plans will incur a late fee if payments are not made by the due date on their contract. Payment envelopes are available at the receptionist desk for after-hours payments. For your convenience, there is a locked drop box outside the front entrance door which may be used if the College is closed. Please, only enclose checks or money orders. You may also call the College during business hours to pay by debit or with credit card.

Please call to inform us that you have made a deposit in the drop box. *All accounts must be paid in full for summer sessions.*

FINANCIAL ASSISTANCE

Currently, More Than Conquerors College does not offer any student loans, grants, or other financial assistance. Students are responsible for all costs. Payment installments are available to assist the student with tuition payments.

RETURNED CHECK POLICY and CREDIT CARD POLICY

If a check is returned from the bank because of insufficient funds, the student will receive a letter from the business office at Victory Christian Center. No additional checks can be written to the College until all monies, including the \$30.00 returned check fee, have been paid. When all monies have been paid, the student must provide documentation that his/her account is clear. If a student has accumulated a total of three (3) returned checks, then cash will be required for all outstanding or future transactions. If a credit card payment has been rejected more than twice, then cash will be required. A student may also be subject to disqualification from enrollment until all monies have been paid.

VETERAN'S CERTIFICATE OF ELIGIBILITY

More Than Conquerors College is fully authorized by the Veterans Administration and North Carolina State Approving Agency (NCSAA) to administer veteran's benefits. A veteran desiring to take advantage of educational benefits must initiate procedures with the Veterans Administration, which issues the student a Certificate of Eligibility. Official notification of acceptance by MTCC is needed before a student can begin procedures for receiving these benefits. Contact the Registrar's office for more information. Students will be granted appropriate credit for previous education training. Department of Veteran Affairs will be notified upon application process.

FINANCIAL INFORMATION

REFUND POLICY

A refund will be provided under the following conditions:

- When a student has completed the necessary withdrawal form and returned it to the MTCC office.
- If the student is in good standing with MTCC at the time of withdrawal.
- If the student is not leaving due to disciplinary action that has been taken or will be taken against him/her.
- If the student has no outstanding balance.

Any student who withdraws from the institution and does not complete the proper withdrawal procedures is responsible for all tuition costs and fees. Once the proper withdrawal procedures are completed, the refund will be provided in the following manner:

Week 1	100% refunded	Student owes 0%.
Week 2	75% refunded	Student owes 25%.
Week 3	50% refunded	Student owes 50%.
Week 4	0% refunded	Student owes 100%.

The weeks listed above begin on the first day of the semester regardless of when the student begins attending classes. The percentage listed as *refunded* reflects the percentage of full tuition that is to be returned to the student. The percentage listed as *student owes* reflects the amount that will be retained by MTCC as part of the tuition fee.

This refund policy only applies to students who have completed the proper withdrawal forms. Furthermore, it only applies to the course or courses from which the student withdraws. The student is responsible for all other tuition costs.

Students paying on an installment plan will be responsible for paying the amount owed based on the week in which they withdrew from classes. After the end of the third week, students are responsible for the full tuition costs. Students are also responsible for full tuition costs if they have not completed and returned the required withdrawal form.

Veteran Affairs (VA) student refunds will be pro-rated daily and issued within 40 days whether the student requests the actual refund. The pro rata refund policy applies to VA students only.

TEXTBOOK RETURN

No refund is given for textbooks unless they were defective at the time of purchase or unless a course is cancelled by MTCC. No refund will be given for any textbooks purchased for a course that has been dropped by the student, any books that have been written in, marked on, damaged by the student, or show any evidence of wear and tear cannot be returned even if their class has been cancelled.

ACADEMIC INFORMATION

STUDENT CLASSIFICATION

Once a student has enrolled in More Than Conquerors College he or she will be classified as one of the following:

Active Student

An active student is a student who is actively enrolled in the College and who is attending classes.

Inactive Student

An inactive student is a student who has been enrolled at one time, but who has not attended classes for at least one academic year.

Degree Seeking Student

A degree seeking student is a student who is seeking a degree from More Than Conquerors College. Degree-seeking students must complete all supplemental registration forms and have a pre-admission interview with the Dean of Academics.

Non-degree Seeking Student

A non-degree seeking student is a student who is taking courses for their own spiritual and professional enrichment and is not currently pursuing a degree.

Full-time Student

A full-time student is a student who is enrolled in twelve (12) or more credit hours or eighteen (18) or more CEUs per semester.

Part-time Student

A part time student is a student who is enrolled in less than twelve (12) credit hours or less than eighteen (18) CEUs.

Audit Student

An audit student is a student who desires to sit in on an approved course for spiritual and professional enrichment only and who does not desire to receive a grade for that course. Before a student may audit a course, he/she must obtain approval from the Dean of Academics and the course instructor. Audit students must pay the same tuition costs as those taking the course for credit.

STUDENT STATUS CHANGE

Students desiring status changes (such as from active to audit or from full-time to part-time) must complete all required paperwork and return it to the MTCC administrative office. These required forms must be completed and returned prior to the third week of the semester.

STUDENT/FACULTY CLASS RATIO

MTCC allows up to 100 students per one instructor. Currently, the general course enrollment is fifteen to twenty-five (15 – 25) students per classroom. Any course containing less than seven (7) students may be subject to cancellation.

ACADEMIC INFORMATION

ATTENDANCE

To ensure the best possible result from the spiritual and academic programs at MTCC, all students are encouraged to attend all class sessions for the course or courses in which they are enrolled. *If an absence is unavoidable, it is the student's responsibility to contact the MTCC Administrative Office.* Upon contacting the MTCC office, the student must provide the names of all instructors who need to be notified about the absence.

Excessive absences could adversely affect the student's grade and lead to failure of the course.

Students are allowed two (2) unexcused absences before the following actions are taken:

If the student has not provided a written excuse for their class absences, the faculty member will clearly communicate the consequences of said absences and the student will be required to make up any work missed. The instructor will inform the student if they are in danger of failing the course due to the amount of work or class time missed. A withdrawal from the course may be pursued if needed and is permitted by the Dean of Academics.

If a student is absent for three (3) consecutive class days, a written excuse is required. If the student has not provided a written excuse for their class absences, the student will be notified in writing that they are to meet with the Dean of Students to avoid being withdrawn from the course.

Any student absent for five (5) consecutive class days will be withdrawn from the course by the College if the student has not provided written documentation of absences or completed and submitted a Withdrawal Form.

It is the responsibility of the student to complete all course work assigned during the period of his/her absence.

At the beginning of the semester, each instructor shall provide in writing and make clear to the students in the course the College's expectations regarding class attendance and non-attendance. It is the responsibility of each instructor to follow the College's guidelines regarding excusing and penalizing absences in a course. Full discretion regarding all course grades—up to and including failure of the course—lies with each course instructor. It is the responsibility of each instructor to outline their expectations regarding attendance at the start of each semester on the course syllabus.

A student's participation in the work of a course is a precondition for receiving credit for the course. Students are expected to attend all sessions, lectures, and field experiences and to participate in course assignments and activities as described in the course syllabus. Students who have enrolled during the late registration period are expected to make up all missed assignments determined by the instructor.

TARDINESS

Punctual course attendance is expected of all MTCC students. It is imperative that each student arrives at class on time. Any student who arrives more than ten (10) minutes after the class start time is considered tardy. If a student accumulates two (2) consecutive tardies, the two tardies will be counted as one absence.

ACADEMIC INFORMATION

ACADEMIC REQUIREMENTS

It is the desire of More Than Conquerors College to see each student achieve and perform at his/her highest level academically. Our college is committed to providing academic and spiritual programs and services to assist the student in the learning process. However, the student bears the responsibility for his/her personal academic success.

Excessive absenteeism, failure to complete the required course work, lack of preparation for class, and a disregard for the rules and regulations of this College can all lead to failure in one form or another.

All students must maintain satisfactory progress to continue as an active student at MTCC.

ACADEMIC ADVISEMENT

Students who would like academic assistance with course selection, educational direction, or continuing education may contact the MTCC office and set up an appointment with the Dean of Academics or a Faculty Advisor.

GRADING SYSTEM

Grades are issued by the faculty according to the following grading scale:

100 — 97	A+	4.00
96 — 94	A	3.75
93	A-	3.50
92 — 88	B+	3.20
87 — 85	B	3.00
84	B-	2.75
83 — 80	C+	2.50
79 — 78	C	2.20
77	C-	2.00
76 — 73	D+	1.75
72 — 71	D	1.50
70	D-	1.00
69 — 0	F	0.00

ACADEMIC PROGRESS

Students must maintain at least a 2.00 overall grade point average (GPA) to make progress through a program. Any grade below a 70 is considered a failing grade. When a student receives a failing grade, he/she will not obtain credit for the course and must successfully re-take the course to obtain the credit. This applies only to students attempting a course for credit.

Any full-time student who has not maintained the required 2.00 GPA for a given semester will be subject to the following disciplinary measures:

An ***Academic Warning*** is given at the end of the first semester to a full-time degree-seeking student who has not maintained the required 2.00 GPA. The *Academic Warning* will serve as written notification to the student of the consequences which may occur if the unsatisfactory grades continue. The notice will also suggest alternatives that are available to assist the student in improving his/her grades. An *Academic Warning* may also be given if the student has an F in two or more individual courses.

ACADEMIC INFORMATION

Academic Probation is the next step taken if the student's GPA falls below 2.00 for the next semester after receiving the Academic Warning. At this point, the student will be required to meet with the Dean of Academics to discuss the reasons surrounding continued unsatisfactory grades. The student will be counseled and provided with steps for bringing his/her grades up to an acceptable level. These steps may include reduction of course load. The student will be given one semester to correct the academic deficiency. The student's file will be noted. *Academic Probation* may also be given if a student continues to have an F or WF in two or more individual classes after the Academic Warning has been given.

Academic Suspension is the final step in the disciplinary process after the student has been placed on Academic Warning for one semester and Academic Probation for the following semester. If the deficiency is not corrected, the student will be asked again to report to the Dean of Academics, and he/she will be suspended for a length of time that is to be determined by the Dean of Academics and the instructor. The length of suspension will be limited to no more than one (1) semester. Counseling will be available during the period of suspension.

The student may appeal against the academic suspension by submitting a written appeal in a sealed envelope to the Dean of Academics. The Dean of Academics will confer with the President of the College before making a final ruling. The student will be notified in writing about the results of the appeal.

The decision handed down by the President of the governing board is the final decision.

OTHER GRADE DESIGNATIONS

The following grades indicate other grade designations used at MTCC. These grades are not used in computing the grade point average.

I	Incomplete
W	Withdraw (1st – 3rd week)
WP	Withdraw Passing
WF	Withdraw Failing
WD	Withdraw Disciplinary
N	Never Attended
X	Credit by Examination
TC	Transfer Credit
Au	Audit

ACADEMIC INFORMATION

WITHDRAWAL PROCEDURES

Once a student has been admitted to MTCC, that student is considered an actively enrolled student. Therefore, if the student desires to withdraw from any course or program, he/she must comply with the following withdrawal procedures. Ceasing attendance to a class does not constitute withdrawing and will result in the student receiving a failing grade for the class.

1. The student must obtain a withdrawal form from the MTCC administrative office. The withdrawal is not deemed complete until this form is completed and returned. The student will be held liable for all outstanding tuition charges and fees.
2. Once the withdrawal form is received, the student will be provided with an opportunity to explore alternative options which may remove the need for withdrawal. If an alternative can be agreed upon, the student may repeal the withdrawal and continue in the course or program. If an alternative cannot be agreed upon, the withdrawal process will continue.
3. The Registrar will review the student's file to see if the student is in good standing with the institution and check for any outstanding tuition or other fees. All outstanding tuition and fees must be settled, or satisfactory payment arrangements made at the time of withdrawal.
4. If a student has no outstanding balance, he/she is allowed to complete the withdrawal process.
5. If a student is owed a refund, it will be given based on the amount paid and the number of weeks the semester has been in session (see page 28 under Refund Policy).

VOLUNTARY WITHDRAWALS

If a student in good standing withdraws voluntarily prior to the third calendar week of the semester in which he/she is enrolled, the student will receive a W on his/her academic report and transcript. No other grade will be given. The course must be re-taken and successfully completed before the student will receive a grade.

VOLUNTARY WITHDRAWAL/PASSING

If a student in good standing withdraws voluntarily after the end of the third calendar week of the semester in which he/she is enrolled and he/she was passing at the time of the withdrawal, he/she will receive a WP. This grade will be shown on the academic report or transcript. This grade is not added into the student's grade point average. The course must be re-taken to receive a grade.

VOLUNTARY WITHDRAWAL/FAILING

If a student in good standing withdraws voluntarily after the end of the third calendar week of the semester in which he/she is enrolled and he/she was failing at the time of the withdrawal, the student will receive a WF or Withdraw Failing. The WF will be reported on the grade report or academic transcript. The WF will not be calculated into the student's GPA. If a student receives a WF in any course, the course must be re-taken and successfully completed before the grade will be changed and before the student will be permitted to graduate.

ACADEMIC INFORMATION

INVOLUNTARY WITHDRAWAL/DISCIPLINARY REASONS

Any student who is forced to withdraw for disciplinary reasons will receive a Withdrawal Disciplinary or a WD. The student will receive a grade of zero for the courses in which he/she was enrolled at the time of the withdrawal. Furthermore, if the student is re-admitted later, these courses must be re-taken successfully before the student will be permitted to matriculate or graduate.

Reasons for disciplinary withdrawal include, but are not limited to:

- Violation of Student Code of Conduct
- Failure to adhere to College Policies and Procedures
- Failure to adhere to the moral standards set forth by MTCC.

INCOMPLETE

An Incomplete “I” is given when a student has completed the majority of course work for a particular course but is unable, due to extenuating circumstances, to complete the course. An Incomplete is not a final grade. It will provide the student with an opportunity to delay the grading process until he/she can complete all coursework and submit it to the instructor for a final grade.

To receive an Incomplete or “I”, the student must submit a written notice of intent to the instructor and submit a copy to the More Than Conquerors College office. The student must then obtain all course assignments that are to be completed. The amount of time allotted for completion of the coursework will be determined by the instructor. The standard length of time determined by MTCC is no more than one semester.

The student will receive an “I” on the academic report until the course work is completed. If all required course work is completed and returned to the instructor within the allotted time, the instructor will update the grade. The grade of “I” will be removed, and the final grade will be recorded on the student’s grade report and transcript. However, if all required course work is not completed within the allotted time, then the “I” will be changed to an “F” and will be recorded as Failing.

CREDIT BY EXAMINATION

Students who believe they have obtained adequate competencies in a particular subject or course may submit a letter to the Dean regarding their desire to test-out for a particular course. Not all courses are open to test-out. The Dean of Academics will discuss with the student which courses are available for test-out. The test-out will be like the final examination for the actual course.

If the student takes the examination and performs successfully at the 80th percentile, he/she will receive credit for the course and an “X” will be placed on his/her grade report and transcript. The “X” carries no grade value or quality points. The student must pay for the course as if he/she would have actively attended.

A student may not test-out for a course that he/she has audited. Audit students must re-take a course as an active student and successfully complete it to receive credit.

COLLEGE LEVEL EXAMINATION PROGRAM

Persons who have received credit through College Level Examination Programs or CLEP may have the credit reviewed by the Dean of Academics. A grade of “X” will be given for any courses waived due to approval of CLEP credit. The “X” carries no grade value or quality points. Students must pay all required transfer costs before the credit is given.

ACADEMIC INFORMATION

COURSE TESTING

Tests will be administered by the course instructor or his/her designated representative. Please view each course syllabus to determine testing dates and/or other testing information.

MAKE-UP TESTS

Students should make every effort to be present for all tests, especially major tests such as mid-term and final examinations. The instructor is not obligated to permit a student to take a mid-term or final if the student is absent and did not take the initiative to contact the instructor with a valid explanation before the test date.

LICENSING AND ORDINATION

At MTCC, we believe that licensing and/or ordination should be conducted by the church in which the student is an active member. MTCC does not provide licensing or ordination as part of its academic program.

STUDENT TRANSCRIPTS

Student transcripts are secured in the MTCC Administrative Office. There is a \$15.00 transcript fee and the student desiring an official transcript must complete a Transcript Release Form or submit a signed, written request for each transcript requested. No transcript is issued for a student who has an outstanding balance with the College.

STUDENT GRADE REPORTS

Student grade reports are kept in the MTCC Administrative Office and will be submitted at the end of the semester. Please allow two (2) to three (3) weeks for the submission of grade reports as grading information must be received from all instructors. All required information such as: transcripts, essays, and references must be received before a student completes fifteen (15) credit hours or no later than the end of the first semester. Grades cannot be issued until this has been received by MTCC. Once all information has been received, grade reports will be sent to the student via mail.

CHURCH ATTENDANCE

Students are strongly encouraged to attend church regularly as an integral part of spiritual growth. Students are also encouraged to become and remain an active part of a Bible-believing, active church that teaches the Word of God without compromise.

GUEST SPEAKERS

Periodically, successful men and women in ministry will be invited to share the Word of God at Victory Christian Center. If a guest speaker is invited to VCC on an evening when classes are scheduled, students who have classes that night will be required to attend the church service. This is part of the mandatory attendance requirement, therefore any student who is absent from one of these events will be marked absent as if he/she has missed a class session. Instructors may administer a quiz on the material shared by the guest speaker. The instructor may require other evidence or use other methods to verify that a student was in attendance.

ACADEMIC INFORMATION

CONTACT INFORMATION

To ensure that each student is kept abreast of matters pertaining to the College, it is imperative that you notify the Administrative Office in writing of any changes in your home/ mailing address. A Change of Contact form is available at the Receptionist Desk. Since it may be necessary to contact you during your regular workday, the student should provide MTCC with a current work number, cell number, email address, or other means of contact during the day.

INCLEMENT WEATHER

When inclement or severe weather situations occur, if Victory Christian Center School is closed, then MTCC is closed. Students should check our website at www.morethanconquerorscollege.org, or listen to the following local radio and television stations for updates:

Charlotte Area Radio
WOGR 1540 AM / WOGR 88.3 FM

Salisbury Area Radio
WOGR 93.3 FM

Gastonia Area Radio
WGAS1420 AM



Charlotte Area Television Stations		
WSOC TV Channel 9	WCNC TV Channel 36	WGTB TV Channel 28

Students may also call the MTCC Administrative Office for updated information which will be available on the College answering machine.

OTHER CLOSINGS

In the event of an unscheduled college closing or class cancellation, MTCC will attempt to contact students and faculty. No student will be counted absent for an unscheduled college closing or class cancellation.

ACADEMIC INFORMATION

GRADUATION REQUIREMENTS

Graduation is a joyous time for More Than Conquerors College students. During graduation, MTCC students are recognized and rewarded for their diligence, time, prayer, and dedication to their respective courses of study.

Although graduation is an exciting time, it can also be quite hectic. To eliminate unnecessary confusion, anxiety, and disappointment during the time surrounding graduation, MTCC has listed below its general graduation requirements:

- Each graduate must successfully pass all courses and meet all course requirements, including the required hours of study, for the program in which he/she is enrolled.
- Each graduate must maintain at least a 2.0 overall GPA and cannot have any semester course grade below a 70.
- Each graduate must maintain satisfactory attendance as outlined in this catalog and must meet all requirements outlined in the course syllabus.
- Each graduate must settle all financial obligations with MTCC.
- Each graduate must settle all accounts related to graduation, i.e., regalia, announcements, etc.
- Each graduate must display Christian character during the time he/she is enrolled at MTCC.

Graduation is held once per academic year at the conclusion of the Spring Semester. All students who are eligible for graduation and who have met all graduation requirements may participate in the graduation commencement exercises which are held at Victory Christian Center, the parent body for More Than Conquerors College.



ACADEMIC INFORMATION

HONORS AND AWARDS

MTCC strongly believes in rewarding scholastic achievement. The Honors and Awards program affords us the opportunity to give recognition to those individuals who have, by the help of God, accomplished far above the ordinary. These students have not settled for mediocrity and have established themselves as leaders in academic excellence and exemplify Christ-like character. The descriptions of the awards are listed below.

Dean's List – Student must have at least 12 credits for each program before consideration with a minimum GPA of 3.5. The Dean's List is evaluated each academic year.

Presidential Scholar – School of Ministry student who has maintained a 4.0 GPA for each semester he/she was enrolled in their program.

Valedictorian – School of Ministry student, graduating with honors who has the highest overall GPA of his/her graduating class.

Salutatorian – School of Ministry student graduating with honors who has the second highest overall GPA of his/her graduating class.

Highest Honors – School of Bible student graduating with honors who has the highest overall GPA of his/her graduating class.

Summa Cum Laude – School of Ministry student graduating with honors who has an overall GPA of 4.0.

Magna Cum Laude – School of Ministry student graduating with honors who has an overall GPA of 3.75 – 3.99.

Cum Laude – School of Ministry student graduating with honors who has an overall GPA of 3.50 – 3.74.

A student who received a (C-, C, or a C+) for any course during the program will be deemed ineligible to graduate with honors regardless of grade point average. Please see the Dean of Academics with any questions.

ADMINISTRATIVE CHANGES

More Than Conquerors College reserves the right to make any changes that it may deem necessary for the betterment of the College and the further achievement of the institutional goals and objectives.

We will attempt to answer questions you may have regarding the College. Please contact the MTCC office at 704-679-9122 during regular business hours if you have a question that needs to be addressed.

STUDENT INFORMATION

OUR STUDENTS

One of the most important aspects of MTCC is ***the student***. The development of the College, the implementation of the programs, and the selection of the curriculum are all developed to produce a student who is confident in the things of God.

More Than Conquerors College students are encouraged and fully expected to:

- Develop and nurture a continued spiritual relationship with God through daily Bible study, continual prayer, and fasting.
- Cultivate submissiveness to God and a willingness to be obedient to the Holy Spirit.
- Acknowledge and act on their authority over spiritual wickedness.
- Verbally confess the Word of God on a continual basis.
- Maintain physical well-being by viewing their bodies as temples of God.
- Abstain from immoral, illicit, and illegal activities.
- Understand and interpret the Bible to equip themselves with the knowledge of God and overcome adversity and live a life of victory.
- Develop mental and spiritual discipline.
- Practice the love walk and live peaceably with others.
- Seek God and desire the things of God.
- Walk in the power and authority of Jesus.
- Cultivate the gift of God which is in them and to be sensitive to the Holy Spirit.



STUDENT INFORMATION

STUDENT HONOR CODE

MTCC is a Christian college which offers a lifestyle of personal commitment to Jesus Christ as an essential component to evangelistic outreach. The student must recognize this about our college and endeavor to exemplify an attitude of excellence and maintain the highest level of respect for the aim and purpose of the College.

The Student Honor Pledge is listed below. Each student should take a moment to read it attentively to ensure that he/she can wholeheartedly adhere to its contents.

HONOR PLEDGE

1. I pledge to apply my maximum intellectual and spiritual abilities to the Glory of God.
2. I pledge to nurture my spiritual relationship with God.
3. I pledge to develop social relationships and show love towards others equivalent to the love I have for myself.
4. I will not lie, steal, use profanity, or engage in tale-bearing.
5. I will not cheat or **plagiarize** (to steal and pass off the ideas or words of another as one's own; use another's production without crediting the source). I will accomplish my academic requirements on my own merit and will not complete assignments by improperly collaborating with other students.
6. I pledge to abstain from any and all immoral and illegal activities, both on and off campus. I will refrain from the use of illegal drugs, illicit sexual acts, homosexual behavior, and the use of tobacco. I will not drink any kind of alcoholic beverage. I will abide by all rules and regulations, verbal or otherwise, as outlined in the Student Catalog.
7. I pledge to seek God's will for my life and to be obedient to His call.
8. I pledge to attend regular church services where God is exalted and to maintain membership requirements at my church.
9. I pledge to attend class promptly and to participate in any outside assignments.
10. I pledge to abide by all the rules and regulations of More Than Conquerors College. I realized that the College is a private entity and I have no rights as it pertains to the governing of the College. I accept my attendance at MTCC as a privilege and further understand that MTCC may exercise its right to withdraw a student from a course or program for disciplinary reasons at any time.

I will carefully and prayerfully uphold the Honor Code. I understand that my signature on the Student Application for More Than Conquerors College signifies my acceptance of the Honor Code in its entirety and will serve as a pre-requisite for enrollment into this College.

STUDENT INFORMATION

COMPLAINTS AND GRIEVANCES:

A Brief Guide

It is the policy of More Than Conquerors College for our students, staff, and instructors to have the freedom to discuss their complaints and grievances without fear of any negative consequences.

Guidelines:

1. Please discuss your complaints with the appropriate person most informed of the challenge, and with the immediate decision-making responsibility for course grades, exams, absences, and class procedures.
2. If the person feels that their complaint has not been properly addressed, then a meeting with the Dean can be requested.
3. Regarding an instructor or staff member's conduct, a letter to the Dean should be submitted with detailed information, date of the event(s), and individuals involved. A meeting will be scheduled to go over the complaint(s) with all parties involved.
4. Filing a complaint to the President is a last resort to resolve an issue. If at this level the student, staff, or instructor feels that there is no proper resolution for their situation, then the person(s) may submit their complaint to The State Authorization Unit of the University of North Carolina System Office.

In compliance with state regulations and the rules promulgated by the U.S. Department of Education, More Than Conquerors College is committed to implementing a student complaint process that is fair, timely, and effective. This policy establishes a process by which students can initiate complaints against a post-secondary institution offering programs in the state of North Carolina when all other forums at the institutional level have been exhausted. The State Authorization Unit of the University of North Carolina System Office serves as the official state entity to receive complaints concerning post-secondary institutions that are authorized to operate in North Carolina. If students are unable to resolve a complaint through More Than Conquerors College grievance procedures, they can review the Student Complaint Policy (PDF) and submit their complaint using the online complaint form at Student Complaints Site. For more information contact:

North Carolina Post-Secondary Education Complaints
223 S. West Street, Suite 1800
Raleigh, North Carolina 27603
(919) 962-4550

To file a complaint with the Consumer Protection Division of the North Carolina Department of Justice, please visit The State Attorney General Josh Stein's web page at: NCDNJ.GOV site. North Carolina residents may call: (877) 566-7226. Outside of North Carolina, please call (919) 716-6000. En Espanol (919) 716-0058. If you choose to mail a complaint, please use the following address:

Consumer Protection Division
Attorney General Josh Stein
Office Mail Service Center 9001
Raleigh, North Carolina 27699-9001

STUDENT INFORMATION

STUDENT CONDUCT

MTCC works to provide an atmosphere conducive to the development of strong biblical principles. As a Christian college, our philosophy and policies are based upon the Holy Bible. This College has a responsibility to closely identify with the Church and makes its Code of Conduct comparable with the teachings of the Church.

To ensure the preservation of biblical standards and the welfare of the student, the following regulations are to be observed:

1. All students enrolled at MTCC are representatives of this College and are expected to conduct themselves in a manner that reflects Christ both on and off campus.
2. All students should abstain from the possession and use of tobacco, any legal or illegal, habit-forming drug, hallucinogenic drugs, and alcoholic beverages.
3. The school opposes open displays of affection with fellow students of the opposite sex while on campus or at any school-sponsored event.
4. Profanity, cheating, stealing, dishonesty, gambling, destruction of property, attending dances, or any places of ill repute are not permitted.
5. Homosexuality, bisexuality, lesbianism, sexual perverseness, adultery, and fornication will not be tolerated.
6. Students must refrain from lewd or obscene conversation.
7. Students must refrain from passing on inaccurate information, tale bearing, and backbiting.
8. Student dress is to be conservative. For Men: Dress slacks, dress shirts with full collars, neck ties, dress shoes, hair should be clean, above the collar, and should not cover the ears or forehead. For Women: Conservative dress blouses, dresses, and skirts (hemlines below the knee), appropriate undergarments and hosiery, dress shoes, hair should be clean and well-kept.

STUDENT DRESS

As Christians, we are the light of the world. We are examples of Christianity to the unsaved. As representatives of Christ, we should “*present our bodies a living sacrifice, holy and acceptable unto God. . .*” (Romans 12:1)

Each day, we encounter people, including, sometimes, those we have never met. Before we utter a word, people have made a partial decision about our character, personality, and our lifestyle based on what we are wearing. This is why students of MTCC are expected to dress in such a way as to glorify God. We are God’s ambassadors, His workmanship, and we are here for His pleasure.

STUDENT INFORMATION

STUDENT DRESS FOR MEN

Our gentlemen are expected to wear dress slacks, dress shirts with full collars, neck ties, and dress shoes. **NO** tank tops, golf shirts, sweatshirts, short pants, blue jeans, tennis shoes, sandals, or earrings. Hair is expected to be clean, above the collar, and should not cover the ears or forehead. Hair should not be long and should cover the shape of the head. **NO** boxes, fades, slanted or curved haircuts, cornrows, braids, or multiple parts.

STUDENT DRESS FOR WOMEN

Our ladies are expected to wear conservative dresses and skirts (hemlines must fall below the knee). Appropriate undergarments and hosiery should be worn. Appropriate, conservative dress blouses are to be worn with skirts. Comfortable dress shoes are to be worn. **NO** pants of any kind, low cut blouses, tank tops, halter tops, short pants, tennis shoes, or sandals. ***Sandals may only be worn during the summer school sessions.*** Hair should be clean and well-kept.

Students will be given one verbal warning and will be directed to the Dean of Academics for further disciplinary proceedings if the infraction is not corrected.

DISCIPLINARY PROCEDURES

Students are strongly encouraged to familiarize themselves with this student catalog which contains guidelines relating to student conduct, student dress, and the expectations for Christian behavior. If a student willfully and repeatedly disobeys the rules and regulations of MTCC, the following actions will be taken:

FIRST OCCURRENCE—The student will be warned of the offense and directed to the student catalog for further reinforcement. The date and nature of the infraction will be recorded. No further action will be taken.

SECOND OCCURRENCE—The student will be counseled by a Faculty Advisor who will ensure that the student is aware of the offense and its consequences as it relates to the student's spiritual growth and to his/her continued enrollment in the College. The student will receive a written warning. Corrective instruction will be provided. Documentation of the offense and a copy of the written warning will be placed in the student's permanent file.

THIRD OCCURRENCE—The student will meet with the Dean of Academics, who will again ensure that the student is aware of the offense brought against him/her and its consequences. The Dean will provide counsel, instruction, and prayer. On the third offense, the student will be suspended. The length of the suspension will be determined by the Disciplinary Committee. The Disciplinary Committee will be comprised of the Dean of Academics, a Faculty Advisor, and one of the student's instructors. The counsel of the President of the College may be sought depending on the severity of the offense.

Once the length of suspension is determined, the student will be notified. The student will not be permitted to make up any work assigned or take any test given during the period of suspension. Since the course assignments may not be completed while the student is suspended from classes, the student may be in serious jeopardy of failing the course.

STUDENT INFORMATION

RE-ADMISSION AFTER A PERIOD OF SUSPENSION

At the completion of the suspension period, the student will again meet with the Dean of Academics. If the behavior has been corrected, the student will be permitted to return to class. If the behavior has not been corrected, the student will be asked to withdraw from the college.

STUDENT APPEALS POLICY

If a student does not agree with the decision handed down by the administration relating to disciplinary action, the student may voice his/her concern or grievance in writing to the President of the College. The College President, who is also the Pastor of Victory Christian Center, will review the information and make a final ruling. The student will be notified in writing as to the results of the appeal.

DISMISSAL

More Than Conquerors College reserves the right to dismiss or exclude a student from classes at any time if the student's conduct or academic standing is regarded as unsatisfactory or undesirable by biblical standards, is not conducive to a productive learning environment, or violates the Code of Conduct for this institution.

It is understood and agreed by your signature on the student application that the College or any of its officers or faculty shall not be held liable in any way for such a dismissal or expulsion.

ADVISEMENT AND COUNSEL

Students may receive academic, directional, spiritual, personal, or family counseling. Please contact the MTCC administrative office to obtain more information about these services.

Personal and family counseling is also available to MTCC students. Before seeking personal counseling through MTCC, students should first seek counseling from their own pastor.

MTCC does not provide monetary assistance as part of the advisement and counseling program. If a student has a monetary need, he/she is urged to seek God and believe by faith and by God's Word that his/her need is met. You may also contact your church for support concerning needs in that area.

STUDENT INFORMATION

SPIRITUAL ENRICHMENT

Students are provided with opportunities for spiritual enrichment through the spiritual development program offered by MTCC.

Guest speakers invited to MTCC and VCC provide students with life experience and instruction relating to different areas of ministry. Students who are members of VCC are invited to become involved in the Ministry of Helps which enables the student to utilize the instruction obtained in the classroom. Ministry to youth, ministry to the homeless, street ministry, food and clothing ministry, prayer partner ministry, and evangelistic outreach are all areas with which the student may become involved through VCC Ministry of Helps.

Students who are not members of VCC are encouraged to volunteer in their church. If your church does not provide service opportunities, consider contacting your local volunteer services organization for information on becoming a volunteer.

Students who do not currently have a church home are invited to attend any of the services at Victory Christian Center. Services are held on Sunday and on Wednesday. Other services such as marriage counseling, youth meetings, guest speakers, healing classes, and Bible study are also offered to students who do not have a church home.

Victory Christian Center conducts services on Sunday mornings at 10:00 a.m. Wednesday evening services and Sunday evening bible study are held at 7:00 p.m. Other spiritual enrichment programs are available. Call the VCC church office at (704) 602-6010 for more details or browse the calendar on the church's website at www.vccenter.net.

PHYSICAL ENRICHMENT

As Christians, our bodies are the temple of the Holy Spirit. Therefore, a healthy body is important. MTCC wants all students to be healthy and *fit for the Master's use*.

The activities listed below are available to students of MTCC through three different facilities owned by Victory Christian Center. Please contact the MTCC office for availability. Students must wear school ID to enter the building.

Basketball
Bowling

Running Track
Volleyball
Weightlifting

Women's Aerobics
Men's Physical Fitness

HOUSING

More Than Conquerors College is a commuter college and does not offer student housing currently.

STUDENT INFORMATION

STUDENT RECORDS

Student records are kept in the MTCC administrative office. Through cooperative use of computer automation and manual record keeping, MTCC has quick access to current and former student records.

To ensure that you, the student, are kept abreast of all matters pertaining to the College, it is imperative that you notify the administrative office of any changes in your home address, email address, and telephone number(s). Since it may be necessary to contact you during your regular workday to advise you of schedule changes, the student should also provide MTCC with a current work phone number or other means of contact during the daytime.

STUDENT PRIVACY

To provide the assurance of student privacy, MTCC will not disclose information about a student without written authorization. No grades will be discussed by phone. No student will be allowed to view another student's file. A student may view his/her own file in the presence of an office employee such as the Dean of Academics, Registrar, or the College Secretary.

On occasion, an instructor may need to contact a student with questions relating to a course. In this case, the instructor will be given the student's phone number and/or email address. No instructor is to visit a student at his/her home concerning matters relating to MTCC.

COLLEGE RELATED ASSIGNMENTS

College-related course assignments are returned in class or kept in the MTCC office when returned by the instructor. Any assignments sent to the College by mail are dispersed from the MTCC office. All grade reports are issued to the student via USPS mail.

EMPLOYMENT OF STUDENTS

There are presently no part-time or full-time employment opportunities available for students through More Than Conquerors College.

STUDENT ID AND PARKING PASS

Each student is required to have a picture ID; the cost is included in the annual Administrative Fee. Each student will be notified of a date and time when ID photos are to be taken. If you already have a student ID, a sticker will be placed on the back of your card. The cost of Parking passes is also included in the annual Administrative Fee. If the parking pass is lost, notify the Administrative Secretary for replacement.

CELL PHONES

All cell phones should be turned off or on silence and no texting is permitted during class. If you must use your cell phone, please step outside the classroom as a courtesy to other students and the professor.

PROGRAM CURRICULA

The academic program curricula implemented by More Than Conquerors College serves to evidence our commitment and dedication to the achievement of institutional goals and objectives. The curriculum for each program is designed to meet the specific needs of the students enrolled in that program. Each program has been established using courses which promote spiritual and academic enhancement.

COURSE IDENTIFICATION

To assist the student with course identification, each course has been assigned a name and course number. The alphanumeric course number sequences are determined by utilizing a group of no more than three letters of the alphabet and a group of no more than three numbers. Each group of letters represents a specific division of the program. For example, BIB = Bible, PC = Practical Christianity, MIN = Ministry, and so on. Definitions for the letters are listed. Immediately following the letters, you will find a numeric group which is comprised of three numbers. The first number in the numeric group represents the year of study for the program. All first-year courses will begin with one (1) and all second-year courses will begin with two (2). First-year courses may be taught during the second year. The second and third numbers in the numeric group are used to differentiate courses within the same division. For example, the Old Testament Survey has a course number of BIB111, and New Testament Survey has a course number of BIB121. Although these courses are from the same division and sound similar, each one is an individual course within their respective programs.

Definitions for the letters used in the alphanumeric sequences are listed below:

ART	Arts Courses	MUS	Music Courses
BIB	Bible Courses	ORG	Life Skills Courses
BUS	Business Courses	ORI	New Student Orientation
CIS	Computer Courses	PC	Practical Christianity
CMIN	Thesis/Dissertation	PPW	Prayer, Praise, and Worship
ENG	English Courses	PSY	Psychology Courses
HEA	Healthy Living	SPA	Spanish Courses
HIS	History Courses	SPH	Speech Communications
MAT	Mathematics Courses	THE	Theological Courses
MIN	Ministry Courses	WOR	Worship Courses
MIS	Missions Courses	WRI	Writing Courses

A more complete definition of these divisions can be found in the course description section.

PROGRAM CURRICULA

BASIC CURRICULUM OF BIBLE STUDIES CERTIFICATE

The Basic Curriculum of Bible Studies is a one-year certificate program. Upon successful completion of all requirements for this one-year program, the student will obtain a Diploma in Basic Bible Curriculum. This program may serve as a catalyst for a greater more intimate walk with God and provide the student with tools for more productive Bible study. This program may also serve as the initial step toward further structured theological study.

The Basic Curriculum of Bible Studies is measured in Continuing Education Units or CEUs. One CEU is equal to 10 contact or in-class hours. A total of 45 CEUs or 450 contact hours is required for completion of this one-year program.

The Basic Curriculum of Bible Studies has been designed so that full-time students may complete the program in one year by enrolling in and successfully completing all courses listed on the Basic Curriculum of Bible Studies yearly course schedule. Part-time students who do not desire to complete the School of Bible program in one year may pursue study at their own pace.

BASIC CURRICULUM of BIBLE STUDIES

FALL SEMESTER COURSES

BIB-101	Introduction to the Old Testament	4.5 CEUs
BIB-104	The Book of Revelation	4.5 CEUs
THE-131	Person & Works of the Holy Spirit I	4.5 CEUs
PC-150	Marriage and the Family	4.5 CEUs
PC-155	Youth Ministry	4.5 CEUs

Total Continuing Education Units (CEUs) in the Fall Semester 22.50CEUs

SPRING SEMESTER COURSES

BIB-102	Introduction to the New Testament	4.5 CEUs
PPW-101	Principles of Prayer, Praise, and Worship	4.5 CEUs
MAT-101	Financial Freedom from a Christian Viewpoint	4.5 CEUs
PC-118	Principles of Witnessing	4.5 CEUs
PC-130	Authority of the Believer	4.5 CEUs

Total Continuing Education Units (CEUs) in the Spring Semester 22.50 CEUs

Total Continuing Education Units (CEUs) for the program 45 CEUs

PROGRAM CURRICULA

SCHOOL OF MINISTRY UNDERGRADUATE PROGRAM CURRICULUM

The School of Ministry Program offers three (3) degree tracks: an Associate of Christian Ministry, an Associate of Biblical Studies, and a Bachelor of Christian Ministry.

The degree in Christian Ministry was established for Christians who have been called by God into five-fold ministry (Ephesians 4:11). This track may also serve as a training ground for those who are working in an area of Christian service which involves teaching, evangelism, public speaking, and missions work.

Realizing that not all persons are called to the five-fold ministry or to specific Christian service, MTCC offers the Associate of Biblical Studies which is designed for those who desire an intensive study of the Bible. This program would be great for Sunday School Teachers, Bible Study Leaders, and those desiring a deeper understanding of the Bible.

Through the three (3) degree tracks, the School of Ministry program provides practical spiritual and academic courses to equip and assist Christians who are willing to be used as vessels for God. If you have a heart for directing people to God and helping men, women, boys, and girls experience the love of God, this program is for you.

The Associate of Christian Ministry program is measured in credit hours. A total of 60 credit hours is required for completion of each two-year associate degree program and 120 credit hours for the four-year bachelor's program. Full-time students must successfully complete each course outlined in the yearly course schedule for each semester of the two-year program to satisfy the 60-credit hour requirement. Full-time students must successfully complete each course outlined in the yearly course schedule for each semester of the four-year program to satisfy the 120-credit hour requirement. Part-time students, who do not desire to complete the programs, may pursue study at their own pace. All students entering this program must have a high school diploma or GED.

ASSOCIATE OF CHRISTIAN MINISTRY DEGREE REQUIREMENTS

<i>Core Christian Ministry Courses</i>	<i>38 credit hours</i>
Bible	20 credit hours
Ministry	11 credit hours
Theology	7 credit hours
General Education/Liberal Arts	22 credit hours
<i>Total Christian Ministry Credit Hours</i>	<i>60 credit hours</i>

ASSOCIATE OF BIBLICAL STUDIES DEGREE REQUIREMENTS

<i>Core Biblical Studies Courses</i>	<i>52 credit hours</i>
Bible	34 credit hours
Ministry	11 credit hours
Theology	7 credit hours
General Education/Liberal Arts	8 credit hours
<i>Total Biblical Studies Credit Hours</i>	<i>60 credit hours</i>

BACHELOR OF CHRISTIAN MINISTRY DEGREE REQUIREMENTS

<i>Core Christian Ministry Courses</i>	<i>75 credit hours</i>
General Education/Liberal Arts	30 credit hours
Electives	15 credit hours
<i>Total Christian Ministry Credit Hours</i>	<i>120 credit hours</i>

PROGRAM CURRICULA

ASSOCIATE OF CHRISTIAN MINISTRY ACADEMIC COURSE OF STUDY

YEAR ONE FIRST SEMESTER

MAT-100	Intro to Consumer Math & Finance	3 credit hours
ENG-101	English	3 credit hours
SPH-110	Speech Communications	3 credit hours
HEA-100	Healthy Living	3 credit hours
PSY-110	General Psychology I	3 credit hours
Or Substitute for General Psychology I		
BIB-113	Biblical Counseling	3 credit hours
Total Semester Credits		15 credit hours

YEAR ONE SECOND SEMESTER

BIB-111	Old Testament Survey	3 credit hours
ENG-111	English Composition	3 credit hours
CIS-100	Introduction to Computers	3 credit hours
MAT-101	Financial Freedom from a Christian Viewpoint	3 credit hours
PSY-111	General Psychology II	3 credit hours
Or Substitute for General Psychology II		
MIN-115	Marriage & the Family	3 credit hours
Total Semester Credits		15 credit hours

YEAR TWO FIRST SEMESTER

BIB-221	The Pentateuch	3 credit hours
BIB-121	New Testament Survey	3 credit hours
WOR-202	The Worshipping Experience	3 credit hours
HIS-210	Church History	3 credit hours
Electives: (Choice of one)		
PPW-201	Principles of Prayer, Praise, & Worship	3 credit hours
MIS-201	Missions & Outreach	3 credit hours
BIB-260	The Gospels	3 credit hours
Total Semester Credits		15 credit hours

YEAR TWO SECOND SEMESTER

THE-230	Systematic Theology	3 credit hours
THE-233	Gifts & Ministries of the Holy Spirit	3 credit hours
THE-220	Examining Cults	3 credit hours
Electives: (Choice of two)		
BIB-240	The Book of Acts	3 credit hours
BIB-245	The Book of Galatians	3 credit hours
BIB-255	The Book of Ephesians	3 credit hours
MIN-221	Developing Christian Leaders	3 credit hours
Total Semester Credits		15 credit hours

This course of study has been designed so that the full-time student completes 15 credit hours each semester which, if followed as outlined, will yield 30 credit hours each academic year. Two academic years at 30 credit hours per year will yield the total 60 credit hours required to complete this program.

PROGRAM CURRICULA

ASSOCIATE OF BIBLICAL STUDIES ACADEMIC COURSE OF STUDY

YEAR ONE FIRST SEMESTER

ENG-101	English	3 credit hours
SPH-110	Speech Communications	3 credit hours
MAT-100	Consumer Math & Finance	3 credit hours
BIB-111	Old Testament Survey	3 credit hours
HIS-210	Church History	3 credit hours
Total Semester Credits		15 credit hours

YEAR ONE SECOND SEMESTER

ENG-111	English Composition	3 credit hours
MAT-101	Financial Freedom from a Christian Viewpoint	3 credit hours
CIS-100	Introduction to Computers	3 credit hours
BIB-121	New Testament Survey	3 credit hours
BIB-135	The Book of Proverbs	3 credit hours
Total Semester Credits		15 credit hours

YEAR TWO FIRST SEMESTER

BIB-330	Life and Ministry of Jesus	3 credit hours
BIB-221	The Pentateuch	3 credit hours
BIB-327	General Epistles (James – Jude)	3 credit hours
BIB-240	The Book of Acts	3 credit hours
BIB-322	Major & Minor Prophets	3 credit hours
Total Semester Credits		15 credit hours

YEAR TWO SECOND SEMESTER

THE-230	Systematic Theology	3 credit hours
MIS-201	Missions and Outreach	3 credit hours
BIB-255	The Book of Ephesians	3 credit hours
BIB-245	The Book of Galatians	3 credit hours
BIB-260	The Gospels	3 credit hours
Total Semester Credits		15 credit hours

This course of study has been designed so that the full-time student completes 15 credit hours each semester which, if followed as outlined, will yield 30 credit hours each academic year. Two academic years at 30 credit hours per year will yield the total 60 credit hours required to complete this program.

PROGRAM CURRICULA

BACHELOR OF CHRISTIAN MINISTRY ACADEMIC COURSE STUDY GUIDE

YEAR ONE FIRST SEMESTER

ENG-101	English	3 credit hours
MAT-100	Consumer Math and Finance	3 credit hours
SPH-110	Speech Communications	3 credit hours
HEA-100	Healthy Living	3 credit hours
Electives: (Choice of one)		
PSY-110	General Psychology I	3 credit hours
BIB-113	Biblical Counseling	3 credit hours
MIN-115	Marriage and the Family	3 credit hours
MIN-118	Principles of Witnessing	3 credit hours
Total Credit Hours		15 credit hours

YEAR ONE SECOND SEMESTER

ENG-111	English Composition	3 credit hours
MAT-101	Personal Stewardship	3 credit hours
BIB-111	Old Testament Survey	3 credit hours
CIS-100	Introduction to Computers	3 credit hours
Social Sciences Electives (Choice of one)		
Prerequisite: General Psy I is required before taking General Psy II		
PSY-111	General Psychology II	3 credit hours
MIN-115	Marriage and the Family	3 credit hours
Total Credit Hours		15 credit hours

YEAR TWO FIRST SEMESTER

BIB-121	New Testament Survey	3 credit hours
BIB-221	The Pentateuch	3 credit hours
HIS-210	Church History	3 credit hours
WOR-202	Worshipping Experience	3 credit hours
Electives: (Choice of one)		
MIS-201	Missions and Outreach	3 credit hours
PPW-201	Principles of Prayer, Praise, & Worship	3 credit hours
BIB-260	The Gospels	3 credit hours
Total Credit Hours		15 credit hours

YEAR TWO SECOND SEMESTER

THE-220	Examining Cults	3 credit hours
THE-230	Systematic Theology	3 credit hours
THE-233	Gifts and Ministries of the Holy Spirit	3 credit hours
Electives: (Choice of two)		
MIN-221	Developing Christian Leaders	3 credit hours
BIB-240	The Book of Acts	3 credit hours
BIB-245	The Book of Galatians	3 credit hours
BIB-255	The Book of Ephesians	3 credit hours
Total Credit Hours		15 credit hours

This course of study has been designed so that the full-time student completes 15 credit hours each semester which, if followed as outlined, will yield 30 credit hours each academic year. Four academic years at 30 credit hours per year will yield the total 120 credit hours required to complete this program.

PROGRAM CURRICULA

BACHELOR OF CHRISTIAN MINISTRY ACADEMIC COURSE STUDY GUIDE

YEAR THREE FIRST SEMESTER

MIN-310	Homiletics I	3 credit hours
BIB-327	General Epistles (James-Jude)	3 credit hours
BIB-330	Life and Ministry of Jesus	3 credit hours
Ministry Practicum or Elective:		
MIN-300	Prison Ministry	3 credit hours
Elective: (Choice of one or two)		
BIB-326	The Book of Hebrews	3 credit hours
BIB-335	The Book of Joshua	3 credit hours
BIB-301	Biblical Greek Interpretation of Philippians	3 credit hours
Total Credit Hours		15 credit hours

YEAR THREE SECOND SEMESTER

BIB-319	Eschatology	3 credit hours
MIN-320	Homiletics II	3 credit hours
BIB-322	Major & Minor Prophets	3 credit hours
Ministry Practicum or Elective:		
MIN-305	Youth Ministry	3 credit hours
Elective: (Choice of one or two)		
BIB-302	Biblical Greek Interpretation of Colossians	3 credit hours
BIB-350	Pauline Epistles	3 credit hours
Total Credit Hours		15 credit hours

YEAR FOUR FIRST SEMESTER

MIN-401	Foundations of Teaching	3 credit hours
MIN-413	Ministerial Ethics Boot Camp	3 credit hours
MIN-410	Reality of the Spirit World	3 credit hours
THE-400	Hermeneutics I	3 credit hours
Ministry Practicum or Elective (optional):		
MIN-405	Urban Ministry	3 credit hours
Total Credit Hours		15 credit hours

YEAR FOUR SECOND SEMESTER

THE-410	Hermeneutics II	3 credit hours
MIN-412	Apologetics	3 credit hours
THE-420	Elements of a Biblical Worldview	3 credit hours
BIB-420	The Book of Matthew I	3 credit hours
Electives: (Choice of one or two)		
MIN-400	Evangelism	3 credit hours
PSY-433	Pastoral Counseling	3 credit hours
Total Credit Hours		15 credit hours

This course of study has been designed so that the full-time student completes 15 credit hours each semester which, if followed as outlined, will yield 30 credit hours each academic year. Four academic years at 30 credit hours per year will yield the total 120 credit hours required to complete this program. Veterans are exempt from all practicums and internships.

PROGRAM CURRICULA

MASTER OF CHRISTIAN MINISTRY

The thirty (30) credit hour ministerial program is designed to prepare the student for a greater degree of ministerial excellence. Requirements are coursework, a thesis, and an internship (or three electives.) The graduate student will fulfill nine (9) credit hours in internship (or electives) in the areas of Prison Ministry, Urban Ministry and/or Youth Ministry. Urban Ministry consists of working in low-income housing areas such as Church in the City, nursing homes and hospitals.

Requirement: Students must possess a Bachelor's degree in Christian Ministry or Biblical Studies. However, a student with a Bachelor's degree in another area must have at least thirty (30) credit hours in Christian Ministry or Biblical Studies before officially entering the program.

Required: The three components of study in the Master's Program

- | | |
|--|------------------|
| 1. Required Coursework: | 15 credits |
| 2. Thesis: | 6 credits |
| 3. Internship/Field Work (or three electives): | <u>9 credits</u> |

Total Credits: 30 Credits

An integral part of the Master's Program is the internship requirement which gives students opportunity for real-world ministry. The internship is related to the student's major and is designed in conjunction with the Dean of Academics to ensure eligibility to the program.

Graduate Program is a tuition flat fee of \$2,100.00 for the entire program or \$1050.00 per semester. In-house financing is available.

Required Coursework: Student may choose any five (5) courses.

- | | |
|--|----------------|
| • Elements of a Biblical Worldview | 3 credit hours |
| • Ministering To Today's Adults | 3 credit hours |
| • Aspects of Aging | 3 credit hours |
| • Overcoming Grief | 3 credit hours |
| • Apologetics | 3 credit hours |
| • Biblical Greek Interpretation of Philippians | 3 credit hours |
| • Biblical Greek Interpretation of Colossians | 3 credit hours |
| • Healthy Living | 3 credit hours |
| • Pastoral Counseling | 3 credit hours |
| • Ministerial Ethics Boot Camp | 3 credit hours |
| • Developing Christian Leaders | 3 credit hours |
| • The Book of Matthew | 3 credit hours |
| • Goal Setting | 3 credit hours |

Internship Labs must be taken with course: Choose Two

- | | |
|--|------------------|
| • Urban Ministry (includes Lab/Internship of 1.5 credits) | 4.5 credit hours |
| • Youth Ministry (includes Lab/Internship of 1.5 credits) | 4.5 credit hours |
| • Prison Ministry (includes Lab/Internship of 1.5 credits) | 4.5 credit hours |

Thesis or Research Paper: 6 credit hours

- Topic must be approved by the Dean of Academics
- 100- page document supporting your topic using either format of APA or MLA style.
(Research the internet for formats and download your application)
- Must have a minimum of 50 resources to validate your paper.

PROGRAM CURRICULA

MASTER OF CHRISTIAN MINISTRY ACADEMIC COURSE STUDY GUIDE

YEAR ONE FIRST SEMESTER

CMIN-600	Thesis/Dissertation (Mandatory for Research Paper)	3 credit hours
----------	---	----------------

CHOOSE TWO

PSY-433	Pastoral Counseling	3 credit hours
MIN-402	Ministering to Today's Adults	3 credit hours
MIN-412	Apologetics	3 credit hours

ELECTIVES-CHOOSE ONE

PSY-122	Overcoming Grief	3 credit hours
HEA-100	Healthy Living	3 credit hours
BIB-420	The Book of Matthew I	3 credit hours
BIB-301	Biblical Greek Interpretation of Philippians	3 credit hours

CHOOSE ONE

MIN-405	Urban Ministry	3 credit hours
MIN-405-A	Urban Ministry Lab/Internship	1.5 credit hours
MIN-305	Youth Ministry	3 credit hours
MIN-305-A	Youth Ministry Lab/Internship	1.5 credit hours
MIN-300	Prison Ministry	3 credit hours
MIN-300-A	Prison Ministry Lab/Internship	1.5 credit hours
Total Credit Hours		16.5 credit hours

The 30-credit hour ministerial program is designed to prepare the student for a greater degree of ministerial excellence. Requirements are coursework, a thesis, and an internship (or three electives.) The graduate student will fulfill nine (9) credit hours in coursework and internship (or electives) in the areas of Prison Ministry, Urban Ministry and/or Youth Ministry. Urban Ministry consists of working in low-income housing areas such as Church in the City, nursing homes and hospitals. **Requirements:** Student must possess a Bachelor in Christian Ministry or Biblical Studies. All other considerations must be discussed with the Registrar. Veterans are exempt from all practicums and internships.

PROGRAM CURRICULA

MASTER OF CHRISTIAN MINISTRY ACADEMIC COURSE STUDY GUIDE

YEAR ONE SECOND SEMESTER

CHOOSE TWO

CMIN-610	Thesis/Dissertation II (Mandatory)	3 credit hours
BIB-421	The Book of Matthew II	3 credit hours
PSY-233	Aspects of Aging	3 credit hours
THE-420	Elements of a Biblical Worldview	3 credit hours
BUS-200	Goal Setting	3 credit hours

ELECTIVES-CHOOSE ONE

MIN-413	Ministerial Ethics Boot Camp	3 credit hours
MIN-221	Developing Christian Leaders	3 credit hours
MIN-410	Reality of the Spirit World	3 credit hours
HEA-103	Healing-Connecting the Spiritual with the Natural	3 credit hours
BIB-302	Biblical Greek Interpretation of Colossians	3 credit hours

CHOOSE ONE

MIN-405	Urban Ministry	3 credit hours
MIN-405-A	Urban Ministry Lab/Internship	1.5 credit hours
MIN-305	Youth Ministry	3 credit hours
MIN-305-A	Youth Ministry Lab/Internship	1.5 credit hours
MIN-300	Prison Ministry	3 credit hours
MIN-300-A	Prison Ministry Lab /Internship	1.5 credit hours
Total Credit Hours		13.5 credit hours

The 30-credit hour ministerial program is designed to prepare the student for a greater degree of ministerial excellence. Requirements are coursework, a thesis, and an internship (or three electives.) The graduate student will fulfill nine (9) credit hours in coursework and internship (or electives) in the areas of Prison Ministry, Urban Ministry and/or Youth Ministry. Urban Ministry consists of working in low-income housing areas such as Church in the City, nursing homes and hospitals. **Requirements:** Student must possess a Bachelor in Christian Ministry or Biblical Studies. All other considerations must be discussed with the Registrar. Veterans are exempt from all practicums and internships.

PROGRAM CURRICULA

DOCTORATE OF CHRISTIAN MINISTRY

The Doctorate of Christian Ministry is a terminal degree representing the highest level of academic achievement possible. MTCC offers a forty-five (45) credit hour Doctoral Program to prepare candidates for the greatest level of ministerial excellence. This program is applicable for teachers, evangelists, pastors, ministers, and other church leaders with a specific call to minister and teach the Word of God. In addition to required coursework, research, and a dissertation, doctoral candidates also will fulfill an internship or electives in this field of study. The Dean will conduct an interview with each candidate prior to their acceptance into the program.

Requirements: Student must possess a Master in Christian Ministry or Biblical Studies. All other considerations must be discussed with the Registrar.

Required: The three components of study in the Doctoral Program are:

1- Required Coursework:	21 credits
2- Thesis:	15 credits
3- Internship/Field Work (or three electives):	<u>9 credits</u>
Total Credits:	45 credits

An integral part of the Doctoral Program is the internship requirement which gives students opportunity for real-life research and ministry. The internship is related to the student's major and is designed in conjunction with the Dean of Academics to ensure eligibility to the program.

Graduate Program tuition is a flat fee of \$3,000.00 or \$1,500.00 per semester for the entire program. In- house financing is available.

Required Coursework: Student may choose any of seven (7) courses.

• Elements of a Biblical Worldview	3 credit hours
• Ministering To Today's Adults	3 credit hours
• Aspects of Aging	3 credit hours
• Overcoming Grief	3 credit hours
• Apologetics	3 credit hours
• Biblical Greek Interpretation of Philippians	3 credit hours
• Biblical Greek Interpretation of Colossians	3 credit hours
• Healthy Living	3 credit hours
• Pastoral Counseling	3 credit hours
• Crisis Intervention	3 credit hours
• Homiletics II [Prerequisite – Homiletics I]	3 credit hours
• Evangelism	3 credit hours
• Hermeneutics I	3 credit hours
• Hermeneutics II [Prerequisite – Hermeneutics I]	3 credit hours
• Ministerial Ethics Boot Camp	3 credit hours
• Developing Christian Leaders	3 credit hours
• Reality of the Spirit World	3 credit hours
• Healing – Connecting the Natural to the Spiritual	3 credit hours

Internship Labs must be taken with course: Choose two

• Urban Ministry (includes Lab/Internship of 1.5 credits)	4.5 credit hours
• Youth Ministry (includes Lab/Internship of 1.5 credits)	4.5 credit hours
• Prison Ministry (includes Lab/Internship of 1.5 credits)	4.5 credit hours
• Ministry Related area	4.5 credit hours

Thesis or Research Paper:

15 credit hours

Topic must be approved by the Dean of Academics

200-page document supporting your topic

Must have a minimum of 100 resources to validate your paper.

PROGRAM CURRICULA

DOCTORATE OF CHRISTIAN MINISTRY ACADEMIC COURSE STUDY GUIDE

YEAR ONE FIRST SEMESTER

CMIN-600	Thesis/Dissertation (Mandatory for Research Paper)	3 credit hours
<u>CHOOSE ONE</u>		
PSY-433	Pastoral Counseling	3 credit hours
MIN-402	Ministering to Today's Adults	3 credit hours
MIN-412	Apologetics	3 credit hours

ELECTIVES: CHOOSE ONE

PSY-122	Overcoming Grief	3 credit hours
THE-400	Hermeneutics I	3 credit hours

CHOOSE ONE

MIN-405	Urban Ministry	3 credit hours
MIN-405-A	Urban Ministry Lab/Internship	1.5 credit hours
MIN-305	Youth Ministry	3 credit hours
MIN-305-A	Youth Ministry Lab/Internship	1.5 credit hours
MIN-300	Prison Ministry	3 credit hours
MIN-300-A	Prison Ministry Lab/Internship	1.5 credit hours
Total Credit Hours		13.5 credit hours

YEAR ONE SECOND SEMESTER

CMIN-610	Thesis/Dissertation II (Mandatory for Research Paper)	3 credit hours
<u>CHOOSE ONE</u>		
PSY-233	Aspects of Aging	3 credit hours
THE-420	Elements of A Biblical Worldview	3 credit hours
BUS-200	Goal Setting	3 credit hours

ELECTIVES: CHOOSE ONE

THE-410	Hermeneutics II	3 credit hours
MIN-413	Ministerial Ethics Boot Camp	3 credit hours

CHOOSE ONE

MIN-405	Urban Ministry	3 credit hours
MIN-405-A	Urban Ministry Lab/Internship	1.5 credit hours
MIN-305	Youth Ministry	3 credit hours
MIN-305-A	Youth Ministry Lab/Internship	1.5 credit hours
MIN-300	Prison Ministry	3 credit hours
MIN-300-A	Prison Ministry Lab/Internship	1.5 credit hours
Total Credit Hours		13.5 credit hours

The Doctorate of Christian Ministry is a terminal degree representing the highest level of academic achievement possible. MTCC offers a 45-credit hour Doctorate of Christian Ministry to prepare candidates for the greatest level of ministerial excellence. This program is applicable for teachers, evangelists, pastors, ministers, and other church leaders with a specific call to minister and teach the Word of God. In addition to required coursework, research and a dissertation, doctoral candidates also will fulfill an internship (or electives) associated to this field of study. The Dean will conduct an interview with each candidate prior to their acceptance into the program. Veterans are exempt from all practicums and internships.

PROGRAM CURRICULA

DOCTORATE OF CHRISTIAN MINISTRY ACADEMIC COURSE STUDY GUIDE

YEAR TWO FIRST SEMESTER

CHOOSE TWO

MIN-320	Homiletics II	3 credit hours
HEA-100	Healthy Living	3 credit hours
PSY-112	Crisis Intervention	3 credit hours
MIN-400	Evangelism	3 credit hours

ELECTIVES

MIN-410	Reality of the Spirit World	3 credit hours
HEA-103	Healing-Connecting the Spiritual with the Natural	3 credit hours
Total Credit Hours		9 credit hours

YEAR TWO SECOND SEMESTER

CMIN-612	Dissertation Research Paper	9 credit hours
Total Credit Hours		9 credit hours

The Doctorate of Christian Ministry is a terminal degree representing the highest level of academic achievement possible. MTCC offers a 45-credit hour Doctorate of Christian Ministry to prepare candidates for the greatest level of ministerial excellence. This program is applicable for teachers, evangelists, pastors, ministers, and other church leaders with a specific call to minister and teach the Word of God. In addition to required coursework, research and a dissertation, doctoral candidates also will fulfill an internship (or electives) associated to this field of study. The Dean will conduct an interview with each candidate prior to their acceptance into the program. Veterans are exempt from all practicums and internships.

PROGRAM CURRICULA

PASTORAL VISION PROGRAM

Pastors are vitally important to the body of Christ. As the under-shepherds, they provide guidance, love, support, and instruction to the believers to prepare them for Christ's return. But who will provide guidance and support to the pastor?

More Than Conquerors College now offers a program to assist pastors by providing love, guidance, support, and instruction. The Pastoral Vision Program was birthed from Pastor Robyn Gool's desire to see pastors make an impact on their churches and communities for Jesus. This program was implemented to provide a venue to share insight, experiences, and instruction.

The Pastoral Vision Program allows like-minded, full-time pastors an opportunity to come together in a relaxed atmosphere to share ideas and spiritual and general knowledge in areas that will help build a great kingdom for God; for, as you touch pastors, you reach the multitudes.

The Pastoral Vision Program is measured in Continuing Education Units or CEUs. Courses vary from year to year. Classes are held once per week on Tuesday mornings from 10:00 a.m. to 12:00 p.m. and last ten to fifteen weeks. Dress is casual. A continental breakfast and hot lunch are provided as part of the program. Upon completion of the Pastoral Vision Program, participants receive a certificate which will indicate the number of CEUs received based on the number of sessions the participant attended. The courses taught in this program are listed below.

PASTORAL VISION PROGRAM ACADEMIC COURSE STUDY GUIDE

Leadership in Ministry
Principles of Counseling
Technology in Ministry
Missions and Outreach
Church Administration
Prayer, Praise, and Worship
Counseling as Part of Outreach

Effective Helps Ministry
Understanding the Healing Ministry
TV and Radio; Outreach and Advertising
Church Start-up
The Role of an Assistant Pastor
Balancing Church & Home Responsibilities
Church Growth

God has given you a vision, but you are not alone in ministry. The Great Commission was laid out by God for all men; however, you as a pastor have a greater role – to shepherd and minister to God's flock, to meet the needs of His people, to spread the gospel of Christ, and to prepare the church for His return.

God has not asked you to do it alone. Let us share with each other and learn from one another. This program is a vehicle that God can use to better prepare you, as a pastor, to fulfill the vision that God has given you.

COURSE DESCRIPTIONS

PRACTICAL CHRISTIANITY DIVISION

The Practical Christianity Division is designed for the certificate program to give basic ideas and instruction in victorious Christian living. The born-again, Spirit-filled believer should live a blessed and prosperous life that is pleasing to God. The courses that make up this division are as follows:

PC-118 Principles of Witnessing 4.5 CEUs

This course gives instruction in the purpose and plan of God relative to salvation and gives training in how to become a successful, effective soul-winner.

PC-130 Authority of the Believer 4.5 CEUs

This course is a study having major parts of its attention in the book of Ephesians. This course highlights Scripture that affirms the born-again believer's rights in Christ and what those rights entail.

PC-150 Marriage and the Family 4.5 CEUs

This course provides basic instruction relating to the biblical view of marriage and the family, including relationships, issues and covenants, children, stepchildren, etc.

THE-131 Person & Works of the Holy Spirit I 4.5 CEUs

This course will help the student to understand who the Holy Spirit is, His role and purpose in the Trinity and how the student can benefit from His presence and guidance.

BIB-101 Introduction to Old Testament 4.5 CEUs

This course is a survey from God's creative power in Genesis through the book of Malachi; the student will explore the history of the kingdom of God, the foretelling of the coming of the Savior and the mighty power of God Himself evident throughout the books of the Old Testament.

BIB-102 Introduction to New Testament 4.5 CEUs

This course is a survey of the New Testament in which the student will study the person and works of Jesus, His birth, His purpose, and His victory. Other areas will be explored such as the writings of Paul, the Great Commission, and much more.

BIB-104 The Book of Revelation 4.5 CEUs

This course is designed to bring emphasis to its relationship to other biblical literature, its interpretation throughout the history of the church and its significance to the present-day Christian.

PC-155 Youth Ministry 4.5 CEUs

This course introduces basic techniques for cultivating and maintaining a healthy relationship with love, understanding, communication, and unity between adults and children.

PPW-101 Principles of Prayer, Praise, and Worship 4.5 CEUs

This course will introduce the student to prayer, praise, and worship and define what each area means to the born-again believer. Care will be taken to identify the uniqueness of each area and how they fit together to enhance the believer's relationship with God.

MAT-101 Financial Freedom from a Christian Perspective 4.5 CEUs

This course gives an overview about prosperity according to the Bible.

ORI-100 New Student Orientation 1.5 CEUs

This course of study is designed to help you make your college experience both as productive and rewarding as possible as you grow into the future that God has planned for you.

COURSE DESCRIPTIONS

BIBLE DIVISION

The Bible Division is designed to give the student a clear comprehension of the Bible. The student will obtain an overview of the Bible and its contents, as well as in depth analysis of specific books of the Bible. The courses that make up this division are:

BIB-100 Tools for Biblical Interpretation 3 credits

This course is designed to assist the student in their understanding and study of the Holy Scriptures, thus enhancing their personal preparation in the Word of God. The course will provide methods and tools for the student's study of the Scriptures as well as principles of interpretation.

BIB-105 The Gospel of John 3 credits

This course is an analytical study of the fourth Gospel with special emphasis on its unique contributions to the study of the life of Christ.

BIB-111 Old Testament Survey 3 credits

This is a course designed to survey the entire Old Testament with a focus on understanding the major themes and contents of each book. It will look at the geographical locations, historical backgrounds, etc.

BIB-113 Biblical Counseling 3 credits

This course provides students with an overview of Christian counseling. Perspectives on different theological problems will be presented to the course. This course will complement and expound upon the information obtained in the General Psychology courses. Instruction in psychology is recommended for this course.

BIB-121 New Testament Survey 3 credits

A survey of the New Testament with emphasis on the life and ministry of Jesus Christ, the Acts of the Apostles after Jesus' ascension into heaven, the writing of the Apostle Paul and others, as well as the purpose, content and prophecies contained in the book of Revelation.

BIB-130 The Book of Isaiah – Part I 3 credits

The book of Isaiah is the most compelling of all Old Testament prophecies. This course will explore this prophetic book and what it means to us today. Rebellion, judgment, and redemption will be studied in the Isaiah course.

BIB-132 The Book of Isaiah – Part II 3 credits

This course is a continuation of Part 1 where students continue exploring this prophetic book and what it means to us today. Rebellion, judgment, and redemption are studied in the Book of Isaiah.

BIB-135 The Book of Proverbs 3 credits

This course will provide the student with a survey of the wisdom book of Proverbs. The student will gain insight on wisdom for daily living.

BIB-136 The Book of Psalms 3 credits

In this course students will study the Book of Psalms, giving attention to the various forms of the Psalms and their function within the historical experience of Israel. The course begins by focusing on the formulation and interpretation of the psalms. Students then examine in detail the distinct types of psalms: lament, royal, pilgrimage, wisdom, messianic, and psalms of descriptive praise.

COURSE DESCRIPTIONS

BIB-200 The Book of Genesis

3 credits

The book of Genesis reveals God to us through His creation. It is the colossal story of God and man—the story of dust, deity, and destiny. This course is designed to show parallels between God's creative plan and His working in current history and in our personal lives through Scripture.

BIB-221 The Pentateuch

3 credits

This course provides a comprehensive study of the first five books of the Bible. This course will provide a study of the early history of man and the power of God as displayed in these five books. Areas such as the Creation, the Flood, the Patriarchs, the Exodus, the Law, the Tabernacle and other significant people and events will be discussed.

BIB-240 The Book of Acts

3 credits

This course is a study of the history of the church and the acts that were done by the Holy Spirit through the Apostles. This course will examine the biblical purpose of the church, the fulfillment of the Great Commission and the role of Christians.

BIB-245 The Book of Galatians

3 credits

This course reviews the cultural background and history of the church in Galatia; its strengths and weaknesses. Faith versus work is discussed from a doctrinal viewpoint. Special emphasis is given to the spirit-filled life of the Christian with application to our everyday lives.

BIB-255 The Book of Ephesians

3 credits

This course provides the student with an expository study of the book of Ephesians. Christ will be exemplified, and emphasis will be placed on the Christian's spiritual authority. The plan of redemption, the building of the church and family relationships will be explored.

BIB-260 The Gospels

3 credits

This course looks at the books of Matthew, Mark, Luke, and John. This course will view the life of Jesus as seen through these men. It will explore the similarities (synoptic gospels) and how each one was a unique story about the powerful acts of the Son of God.

BIB-300 Introduction to Biblical Greek I

3 credits

This is a basic course in the fundamentals of the New Testament Greek grammar, part 1. This course will introduce the morphology and syntax of the Greek language of the New Testament

BIB-301 Biblical Greek Interpretation of Philippians

3 credits

This course will interpret verse by verse from the original Greek language. The student will have a better understanding of the original intent of those scriptures and how to apply them giving a greater comprehension of the biblical teachings contained in the Epistle to the Philippians with an emphasis on practical application.

BIB-302 Biblical Greek Interpretation of Colossians

3 credits

This course will interpret verse by verse from the original Greek language. The student will have a better understanding of the original intent of those scriptures, how to apply them and gather insight into the nature of Jesus Christ. The student will see Jesus as the very image of God, as the Creator, as He who has always existed, as the head of the church and as the great reconciler, and most importantly, as the one in whom all the fullness of God dwells.

COURSE DESCRIPTIONS

BIB-303 Biblical Greek Interpretation of James 3 credits

This course will interpret verse by verse from the original Greek language. The student will have a better understanding of the original intent of those scriptures and how to apply them. This course teaches on the questions of salvation, economics, worship, speech, and community, and as such speaks to the life of every Christian.

BIB-304 Biblical Greek Interpretation I & II Thessalonians 3 credits

This course will interpret verse by verse from the original Greek language. The student will gain a better understanding of the content of the two letters written to the church of Thessalonica, and the major doctrinal issues involved at that time.

BIB-305 Biblical Greek Interpretation of Romans 3 credits

This course is very practical and will interpret verse by verse from the original Greek language. The student will have a better understanding of the original intent of those scriptures, how to apply them and issues regarding the practical Christian life.

BIB-310 Introduction to Biblical Greek II 3 credits

This is a continuation from Biblical Greek I with an emphasis on reading the Greek Text of the New Testament and identifying grammatical forms. This completes the student's preparation for basic Greek exegetical and hermeneutical study of the New Testament.

(Prerequisite: Intro to Biblical Greek I)

BIB-319 Eschatology 3 credits

The course discusses the purpose of prophecy and proper interpretation. This inductive study into the book of Revelation is on topics relating to future events which will include areas such as the rapture of the church and the great tribulation.

BIB-322 Major and Minor Prophets 3 credits

This course is an overview of the prophets: including a doctrinal, historical, and exegetical study. This course will explore the messages and their political, religious, and social implications.

BIB-326 The Book of Hebrews 3 credits

This course will explore the book of Hebrews and tell how it fulfills the Old Covenant by giving all men a New Covenant. Emphasis will be placed on the supreme revelation of Jesus Christ. The doctrinal and practical aspects will be discussed in contrast and comparison.

BIB-327 General Epistles: James - Jude 3 credits

An overview of each of the general epistles, the course covers James, 1st, 2nd, and 3rd John, 1st and 2nd Peter and Jude, with application of the truths taught in each book.

BIB-330 Life and Ministry of Jesus 3 credits

This course is an exciting chronological study of the life of Jesus Christ which combines the four Gospel accounts into an inspirational and informative review. It is important for Christians to become familiar with the life of Christ because Christ is the heart of Christianity.

BIB-332 Christ the Healer 3 credits

This course is designed to establish a consistent biblical basis for the willingness of God to heal all. Through the Scripture, students will explore why people fail to receive healing and students will receive instruction on biblically based concepts for receiving healing and ministering God's healing power to others.

COURSE DESCRIPTIONS

BIB-334 God – Primary Physician 3 credits

This course will encourage individuals to put God first when it comes to the subject of healing. The student will explore the history of healing in Israel and the Church. Students will contrast healing by divine means and treatment by medical staff. The Bible shows that God expected to be our primary physician.

BIB-335 The Book of Joshua 3 credits

This course will provide the student with an introduction and survey of the book of Joshua. The study will include background information and insights into the character of Joshua, a look at the conquests under Joshua's leadership, tribal allotments of the Promised Land and wisdom in proper worship of God.

BIB-340 Effective Ministry 3 credits

This course alerts Christian leaders to the pitfalls of overloading their lives with things, work, or activities that are detrimental to the purpose for which they are called to minister. Effective Ministry requires the elimination of Excess baggage.

BIB-350 Pauline Epistles 3 credits

An introduction to and careful exposition of the occasional letters of the Apostle Paul, covering the theme and content of letters in Romans, I & II Corinthians, Galatians, Ephesians, Philippians, Colossians, I & II Thessalonians, I & II Timothy, Titus, and Philemon.

BIB-420 The Book of Matthew I 3 credits

This course examines the first thirteen (13) chapters of Matthew in a verse-by-verse style. Special attention is given to the authorship, date, audience, and theme of the gospel. The Roman Catholic teaching concerning Mary is refuted, and the virgin birth is examined. Emphasis is given to the Jewish character of the book, with lectures highlighting the Christ as King.

BIB-421 The Book of Matthew II 3 credits

This course examines the remaining chapters of Matthew giving close examination to the parables, prophetic sections, the Olivet Discourse, the crucifixion, and the events that led to the crucifixion. **(Prerequisite: The Book of Matthew I)**

THEOLOGY DIVISION

The Theology Division was established as a complement to the Bible Division. This division will give the student an overall view of the Bible, Bible Doctrines, and provide a theological view of the Bible. Courses available under this division are as follows:

THE-110 Bible Doctrines 3 credits

This course is a systematic study of the essential doctrines of the Christian faith, including the doctrines of inspiration, God, angels, man, and sin. The doctrine of Christ, salvation, the Holy Spirit, Sanctification, the church and future things are included in this study.

THE-134 The Holy Spirit – Your Guide

This course will answer the question "Who is the Holy Spirit?" and provide a detailed analysis of the role and function of the Holy Spirit in the Believers Life. The course will examine the New Testament teaching on the Spirit within the context of the entire biblical witness.

COURSE DESCRIPTIONS

THE-220 Examining Cults

3 credits

This course will assist the ministry student in understanding the historical background of cults and will enable the student to make a distinction between the cults and the true Christian church. It will provide relative, reliable information to help you understand and relate to the millions of people trapped in the cults of Mormonism, Jehovah's Witnesses, the New Age and more.

THE-230 Systematic Theology

3 credits

This is a study of the great doctrines of the church, such as angelology, demons, and Satan. There will be special emphasis showing the controversies surrounding the circumstances which prove the Bible to be the infallible proof of God's word. Special emphasis on our redemption in Christ will be discussed.

THE-233 Gifts & Ministries of the Holy Spirit

3 credits

This course explains the nine Gifts of the Spirit, their operation, abuses, purposes, and counterfeits. A distinction is given between the gifts to the church and the Gifts of the Spirit.

THE-235 The Ministry Gifts

3 credits

This course is designed for in depth study of the biblical characteristics of the ministry gifts: apostle, prophet, evangelist, pastor, teacher, and their roles in the Body of Christ.

THE-400 Hermeneutics I

3 credits

This course is an introduction to the study of the problems and methods of Biblical Interpretation, including the factors of Presuppositions, historical context, grammatical, vocabulary, figurative language, and genre.

THE-410 Hermeneutics II

3 credits

This is a continuing study of the principles necessary to properly interpret the Bible. A more in-depth study of the problems and methods of Biblical Interpretation.

(Prerequisite: Hermeneutics I)

THE-420 Elements of a Biblical Worldview

3 credits

Christianity is about holistic transformation of both individuals and communities. This involves a radical reordering of both our thoughts and our lives. Students will explore the integration of the Christian faith with topics such as worldviews, the role of the Bible, historical Christianity, natural science, human nature, work, leisure, ethics, music, literature, entertainment, and politics. "These wise words will help reflective followers of Jesus know what to avoid in the world, what to shun and the appreciation for all that is good in human culture."

PRAYER, PRAISE, AND WORSHIP DIVISION

The Prayer, Praise, and Worship Division was implemented to provide the student with insight and instruction on the importance of prayer, praise, and worship in the believer's life. John 18:1 says, *"men ought always to pray and not faint."* Psalm 146, 147 and 148 and others, speak of singing praises to God for all that He is and does, His power, His wonder, and His majesty. In this division, the student will explore the distinct kinds of prayer, the varied expressions of praise and the different ways worship can be given. The courses that make up this division are as follows:

COURSE DESCRIPTIONS

PPW-201 Principles of Prayer, Praise, and Worship 3 credits

This course is designed to define prayer, praise, and worship, recognize the similarities, and distinguish the differences. This course will give the student a foundational tool that can be utilized to help make the student's individual relationship with God more intimate.

WOR-202 The Worshipping Experience 3 credits

Students will begin to understand the significance of worship in our everyday lives. When we bask in the spirit of worship, at its peak, we are captured in the awe of God's greatness. A lifestyle of worship is one devoid of complaining, grumbling and depression. True worship opens the gateway to the existence of God's glory and presence. A true, fulfilling, worship experience starts with an individual's understanding that it all begins and ends with the worshipper.

MINISTRY DIVISION

The Ministry Division gives instruction and training in areas that are important to success in ministry. Students will learn foundational tools that can be used to make an impact in the ministry to which God has called them. The courses listed in this division are designed to equip students with spiritual weapons that can be used to drive back the forces of darkness. The courses in this division are:

MIN-115 Marriage and the Family 3 credits

This course provides instruction relating to the biblical view of marriage and the family, including relationships, issues and covenants, children, stepchildren, etc. God instituted the family, and He has clearly established roles for each member. God's plan for a strong family infrastructure is emphasized.

MIN-118 Principles of Witnessing 3 credits

This course gives instruction in the purpose and plan of God relative to salvation and gives training in how to become a successful, effective soul-winner.

MIN-130 Authority of the Believer 3 credits

This course is a study having major parts of its attention in the book of Ephesians. This course highlights Scripture that affirms the born-again believer's rights in Christ and what those rights entail.

MIN-200 Faith Foundations 3 credits

This course details the uncovering of the truths and nuggets of faith. The power of faith and how it works will be discussed. This course will explore the distinct kinds of faith and their distinctions, what it means to stand in faith, pleasing God through faith and more.

MIN-221 Developing Christian Leaders 3 credits

This course will explore the qualities of a leader, the makings of a leader and the skills that are required to be a true leader with the sole intention of making the student more useful for God.

MIN-222 Christian Leadership Boot Camp 3 credits

This course will explore specific issues related to the nature, the development, and the ministry of Christian leadership. It will encourage you to develop the attitudes, skills, and character traits you will need to become the leader God has called you to be. It will also encourage and aid the development of a biblical understanding and training of leadership, the personal development, and functions of leadership in the church and other life contexts. You will learn to establish new patterns of thought and action and break old habits moving from principles to practice, from vision to action and to promote greater personal leadership effectiveness.

COURSE DESCRIPTIONS

- MIN-223 Vision** 3 credits
This course will help you to understand that on the inside of you there is a purpose that was deposited by God. It will further help you to understand that visions and dreams of success are related to that purpose. Once you have completed this course you will understand that you have an eternal mandate to bring those God-given visions to pass.
- MIN-300 Prison Ministry** 3 credits
The aim of this course is to examine the historical and theological constructs of incarceration in America. We will be exploring the “minefields” of professional boundaries both for the professional correctional chaplain and the prison ministry volunteer. The policies and procedures of the Religious Services at the Department of Correction will also be presented. Students will gain a familiarity with the development of the prison industrial complex, an awareness of the complexity of the personal, social, and spiritual issues underlying incarceration, particularly addiction and an awareness of the need for and benefit of professional ethical boundaries.
- MIN-305 Youth Ministry** 3 credits
This course discusses the need for love, understanding, communication, and unity between adults and children. Techniques for cultivating and maintaining a healthy relationship will be explored. Teen issues such as peer pressure, spiritual challenges, physical and emotional changes in adolescents, and trouble spots will be emphasized.
- MIN-307 Internship/Field Activity**
This course is for students to employ the academics of course study with practical applications of the same, in a variety of Christian Ministry experiences. The results of the Internship/Field Activity will demonstrate that the student can associate classroom study with actual ministry; interact with people in a manner that will promote the Word of God; and demonstrate mastery of the classroom content and the application.
- MIN-310 Homiletics I** 3 credits
This course will examine the place of preaching today in the minister's work and purpose. The content and structure of the sermon types will be discussed. There will be examination of topical, textual, and expository subjects considering Scripture. Students will be required to prepare messages for class presentations and constructive criticism will be given.
- MIN-320 Homiletics II** 3 credits
This course will demonstrate additional competence and confidence in writing sermon outlines, building upon Homiletics I. You learn how to apply sound hermeneutical and homiletic principles in the developing of topical, textual, and expository sermons according to the foundational pattern. **(Prerequisite: Homiletics I)**
- MIN-400 Evangelism** 3 credits
This course is a study of the essential principles of evangelism and discipleship as they relate to biblical methods of outreach and spiritual growth within the church. Practical instruction is given about the tools of evangelism and discipleship techniques. Students will gain ministry experience through in-class and out-of-class opportunities.
- MIN-401 Foundations of Teaching** 3 credits
This course will delve into the foundations or basic requirements for effective teaching. Jesus was, among other things, a Teacher. The Bible says He taught with authority. As we read the gospels, we see that he used examples to aid in learning. In this course, we will explore what is necessary to be an effective teacher.

COURSE DESCRIPTIONS

MIN-402 Ministering to Today's Adults 3 credits

This course is for those class leaders, instructors and laypersons that are committed to teaching to transform! The information is practical, logical and should move adults to action! The class will give you fresh ideas about how to draw others back into the fold and the successful strategies may strike in your heart sparks of imagination and renewed commitment that will help you to bring new life to the adult ministry of the church you serve.

MIN-405 Urban Ministry 3 credits

This course examines Christ's life as a Biblical model for ministry. His teachings and examples have special relevance for those who serve the poor. A scriptural, theological, and experiential perspective for mission outreach among the world's poor. Course study uses Biblical, theological, and contemporary practice resources.

MIN-406 Signs, Wonders and Miracles 3 credits

This course is a study of signs, wonders and miracles in the Bible and Christian history. It is also a study of ways to create an atmosphere for signs, wonders, and miracles for and through us today.

MIN-408 New Creation Realities 3 credits

This course looks at Paul's teaching that gives us a living picture of the entire substitutionary work of Christ. It will further explain how accepting Jesus as Lord and Savior makes us a new creation, able to stand in the Father's presence without a sense of guilt, condemnation, or inferiority.

MIN-410 The Reality of the Spirit World 3 credits

Second Corinthians 4:18 advises us that the things we see are subject to change but not so with the things we cannot see. Hebrews 11:3 explains that the things we see were not made with things that are visible. An understanding of the reality of the spirit world is essential to our faith. The more we understand the spirit world the better we will be able to grasp and incorporate the principles of Kingdom living (as in the Kingdom of God/Heaven) while on the earth. "The Reality of the Spirit World" will deal with the scriptures and observed spiritual activities to help elevate the students understanding of the spirit world and increase their ability to discern what is of God and what is not.

MIN-412 Apologetics 3 credits

This course is the presentation of tools, procedures, and methods for defending the faith, including miracles, establishing the truth of theism in today's world and the relationship of apologetics and evangelism.

MIN-413 Ministerial Ethics Boot Camp 3 credits

This course provides a more definitive examination of proper ministerial conduct relative to the call of God, professionalism, integrity, spousal etiquette, invitation etiquette, funeral etiquette, and pastoral tasks.

MIN-419 Revivalists & Pioneers of Faith 3 credits

In society today, where moral decline is accelerating, crime is increasing, sickness and diseases are the norm instead of the exception, where is the body of Christ? Our last great revival occurred with only two people committed to prayer to God which ignited a myriad of men and women to share the gospel, heal the sick, and bring deliverance to the captured souls. This class will cover pioneers of faith during the 18th to 20th century who dared to trust God at His Word and bring revival to the global world.

COURSE DESCRIPTIONS

MIN-423 Battle for Your Mind

3 credits

This course will explore the power of your thought pattern; the five areas of the mind that must be renewed; how to get your mind in shape; and the keys to restoring your mind to victory. You will learn to renew your thoughts and develop the life of victory that you desire.

MIN-425 The Effective Prayer Life

3 credits

This course will provide the student with an understanding and instruction in prayer. The student will receive instruction regarding: The Christian's responsibility in prayer, the purpose and importance of developing an effective prayer life, and the different types of prayer.

MISSIONS DIVISION

The Missions Division will introduce students to the wide world of missions. Throughout history, there has been a call for men and women of God who were willing to take an active stand on God's behalf in sharing the gospel of Christ with the world and seeking to meet the needs of God's people. Our desire is to explore certain aspects of missions. Areas such as what God's Word says about missions, the history of missions, missions today, and what role we play in missions will be explored.

MIS-201 Missions and Outreach

3 credits

This course will take the student through the history of missions beginning with the Day of Pentecost. We will view what the Word of God says about missions and how we as believers, fit into God's plan as it relates to missions and reaching out to those in need. The student will be required to participate in an area of local helps ministry or evangelistic outreach and will be required to keep a journal.

GENERAL EDUCATION DIVISION

The General Education Division is designed to provide instruction in such areas as English, Psychology, History and Mathematics. These courses, coupled with the Bible related courses, provide the student with a more complete college curriculum. The courses listed under this division are as follows:

HISTORY

HIS-210 Church History

3 credits

This course is an overall view of the history of Christianity with specific attention being given to the Twentieth Century move of God. This course will focus on the identification and understanding of these eras as well as an overall view of the Charismatic Movement, the men and women of God, and the great miracles and healings that have taken place in charismatic history.

ENGLISH

ENG-101 English

3 credits

This course is designed to assist the student in speech, diction, and language skills. This course provides a foundational study of the fundamentals of English grammar, sentence structure and word usage. This course will assist the student in acquiring and maintaining improved written and verbal skills.

COURSE DESCRIPTIONS

ENG-111 English Composition 3 credits
As a continuation of the ENG 101 course, the student will learn to apply the ideas and concepts taught in the Foundations of Communication I course. Written assignments will be required where writing style, word usage, content and creative communication ideas will be evaluated.

WRI-100 How to Publish your Book 3 credits
This course is designed to teach the student the simple components of self-publishing their own book and to be able to understand and execute steps involved in book publishing. Students will learn how to create a manuscript, organize topics into chapters using a simple outline and about engaging editors/proofreaders, layout, and cover design.

PSYCHOLOGY

PSY-110 General Psychology I 3 credits
This course is designed to equip the student with basic general psychological instruction. A general overview of such areas as human growth and development, motivational encouragement, personality analysis and abnormal psychological behavior will be conducted.

PSY-111 General Psychology II 3 credits
This course is a continuation of the PSY110 course. The student will continue the review of psychological analysis from a Scriptural perspective. **(Prerequisite: General Psychology I)**

PSY-112 Crisis Intervention 3 credits
This course defines a crisis, gives the phases of a crisis intervention, and gives special emphasis on working with children and adolescents during a time of crisis. In modern society, this is a must have course.

PSY-122 Overcoming Grief 3 credits
This course defines the meaning of comfort and how to share comfort. It explores the purpose of funerals and provides insight into handling special situations such as suicide, murder, multiple deaths, divided families, and others. The course will be invaluable to those dealing with families during their time of grief.

PSY-233 Aspects of Aging 3 credits
This course will cover various aspects of aging such as: tapping into the wisdom, energy, experience, and talents of older people. We will discuss difficult topics of aging including chronic conditions, depression, and death. It will look at the changing spiritual needs of people who are advancing in age along with the concerns that come with it.

PSY-433 Solution-Focused Pastoral Counseling 3 credits
This course defines, and contrasts clinical depression as opposed to normal depression. We will discuss the prevalence of depression in our modern society, outlining the symptoms of depression and present the five-stage process for counseling the depressed.

MATHEMATICS

Jesus came that men might have life and have it more abundantly. It is God's will that all men prosper, not to heap it upon themselves, but to meet the needs of God's people and expedite the advancement of the Kingdom of God. As Christians, it is imperative that we acquire the resources to finance the gospel of Christ by establishing ourselves as good and faithful stewards. The course offered in this division is designed to provide information and instruction in managing your everyday business and financial affairs. It is God's will that we prosper. The courses listed in this division are as follows:

COURSE DESCRIPTIONS

MAT-100 Introduction to Consumer Mathematics and Finance 3 credits
This course will introduce the student to the concepts of mathematics as it relates to their everyday lives. The course deals with educating the student in real life scenarios such as housing, budgeting, income, travel, etc. The student will acquire financial and business knowledge from a Christian perspective.

MAT-101 Financial Freedom from a Christian Perspective 3 credits
This course is designed to educate the student about prosperity according to the Bible. The student will learn God's purpose for prosperity, what his/her authority or rights are as a child of God and how he/she can utilize God's word to be victorious in their financial affairs. **(Course previously titled Personal Stewardship)**

MAT-102 Debt-Free Living 3 credits
This course is filled with scriptures that teach about the danger of debt and how to manage your money successfully. It will introduce Biblical lessons that will pull you out of debt and get you growing.

HEALTH

HEA-100 Healthy Living 3 credits
This course is designed to give the student basic knowledge of health and nutrition and its impact on their spiritual health and development. The course will discuss the biblical importance of a healthy lifestyle based on the Word of God. The course will demonstrate how the application of water, eating living foods, managing stress, getting proper sleep/rest and the use of essential oils will prevent/correct sickness and disease. During the course, the student will apply the principles learned through hands-on demonstrations.

HEA-103 Healing-Connecting the Spiritual with the Natural 3 credits
This course will be a study of links between the natural and spiritual realms when it comes to health. Illnesses may have spiritual root causes. What we refer to as generational curses are the result of familiar spirits that have functioned in a family in the past. Since Christians are not under curses, how can these spirits manage to afflict them with the diseases of their predecessors? Can understanding these things help people become free of the influence of these spirits in terms of prevention or deliverance? These questions and others will be explored to enable us to help people become and remain healthy. Proverbs 11:9 reveals that knowledge can be liberating.

HEA-104 Healthy Eats & Sweets 3 credits
This course will help students learn how to prepare meals quickly and easily while using healthy ingredients. The food preparation taught in the class also yields good-tasting food. Healthy does not mean "tastes bad." Students who took this class were surprised at how they enjoyed the dishes that they prepared. This class is good for your health and your pocketbook too! The more you can fix your own food and enjoy it, the more you will save. You will not have to eat out as much. Get ready to participate and enjoy healthy eats and sweets.

HEA-105 The Designer's Kitchen 3 credits
This course is designed to give the student knowledge of how foods eaten that have been cooked according to biblical principles will impact their body and their spiritual health and development. The course will discuss the biblical importance of cooking and eating foods based on the Word of God. The course will demonstrate how the application of cooking techniques and an anti-inflammatory diet will prevent and correct sickness and disease. During the course, the student will apply the principles learned through hands-on cooking demonstrations.

COURSE DESCRIPTIONS

HEA-200 Healthy Living - Part II

3 credits

This course is designed to give the student basic knowledge of health and nutrition and its impact on their spiritual health and development. The course will discuss the biblical importance of a healthy lifestyle based on the Word of God. The course will demonstrate how the application of exercise, detoxification, supplements, and the use of essential oils will prevent/correct sickness and disease. During the course, the student will apply the principles learned through hands-on demonstrations.

SPEECH COMMUNICATIONS

SPH-110 Speech Communications

3 credits

This course provides instruction and experience in preparation and delivery of speeches in public settings and group discussion. Emphasis is placed on research, preparation, delivery, and evaluation of informative, persuasive, and special occasion public speaking. Upon completion, students should be able to prepare and deliver well-organized speeches and participate in group discussions with appropriate audio-visual support.

COMPUTER INFORMATION SYSTEMS

CIS-100 Introduction to Computers

3 credits

This course is designed to introduce the student to computers, computer technology, windows software, word processing software, and spreadsheet software. Emphasis will be placed on helping the student become familiar with computers and computer terminology to better utilize computers in their daily activities.

THESIS/DISSERTATION

CMIN-600 Thesis/Doctorate Research and Writing - Part I

3 credits

The Thesis/Dissertation course is intended to guide students through the stages of drafting their graduate Thesis/Dissertation. The process will include planning, research and documentation, APA formatting style and editing, abstracts, and oral presentations.

CMIN-610 Thesis/Doctorate Research and Writing - Part II

3 credits

The Thesis/Dissertation course is intended to assist students in the preparation of a project proposal and to facilitate the transition from course work to thesis/dissertation. Thus, the course will review the proposal components, with particular emphasis on research and developing the literature review and will also focus on key issues such as formatting standards.

CMIN-612 Dissertation Research Paper

3 credits

A research paper analyzes a perspective or argues a point. This session is a continuation in which the student will move forward in finalizing a research paper. The student will be able to articulate what they know about the subject and make a deliberate attempt to find out what experts know. The research paper involves surveying a field of knowledge to find the best possible information in that field. This portion of the study is totally directed by the student as the student researches and validates information for the Dissertation. Regardless of the type of research paper they are writing, the finished research paper should present their own thinking backed up by others' ideas and information.

COURSE DESCRIPTIONS

LIFE SKILLS

CAE-100 Communicating Appreciation Effectively 3 credits
This course will enhance the student's knowledge and ability to communicate appreciation effectively in the workplace, home, and community. Effective communication can inflate relationships, increase happiness, and cultivate a "growing" environment.

ORG-101 Organize Your Life 3 credits
This class will help students get their everyday things (clothes, homes, meals, etc.) organized to relieve stress, increase sensitivity to the spirit and improve quality of life, to learn how to organize their days, prioritize and be more relaxed. It will help students work important things into their schedules that were elusive in the past. This class is for all who need to dedicate time to learning about organization but want to accomplish something while studying, for anyone prone to anxiety, Type A personalities and for anyone running around in circles and wishing to get off that treadmill.

OTCE-101 Business Etiquette from a Christian Perspective 3 credits
This class will give students an interactive approach on how to conduct themselves in various professional & social environments. The experiences, observation, and critical reading will help develop confidence, style, and class for participants to "Outclass the Competition." Students will learn how to maintain proper eye contact, the art of handshaking, how to introduce themselves and others with confidence, appropriate business attire, business card and telephone etiquette in a business environment, cell phone and e-mail etiquette, and the art and importance of "thank you." Also, learn how to "Dine like a Diplomat," which includes: dining do's & don'ts, silverware savvy, styles of eating (American & Continental) and napkin etiquette.

ORI-100 New Student Orientation 1 credit
In this class you will learn about what college life is like, what the college expects from you, what your professors will expect from you, how to get good grades, how to get accommodations and how technology might be helpful. Our overall objective for this course of study is to help you make your college experience both as productive and rewarding as possible as you grow into the future that God has planned for you.

SPANISH

SPA-100 Introduction to Spanish I 2 credits
The beginner's conversational Spanish class is an introduction to basic phrases and vocabulary used in simple conversations. The focus is mostly on helping adults learn how to communicate in short-term situations where they need to speak Spanish. This course is for people who have little or no current knowledge of Spanish.

SPA-101 Introduction to Spanish II 2 credits
Spanish II reviews and builds upon material presented in Spanish I. The activities provided are designed to increase the student's proficiency in the four basic skills: listening, speaking, reading, and writing. The program utilizes small group activities and students' involvement. It presents a more complex structure and awareness of the Spanish culture. **(Prerequisite: Conversational Spanish 1)**

COURSE DESCRIPTIONS

SPA 102 Conversational Spanish I

3 credits

This beginner's conversational Spanish class is a simple and fun way to learn the basics of Spanish. It is an introduction to basic phrases and vocabulary used in simple conversations. The ideal person for this class wants to be able to communicate to someone who may speak little or no English. At the completion of this class, students will have learned enough to be able to speak about themselves, ask and answer questions, and communicate in scenes like stores, restaurants, etc. Students will also learn basic prayers and phrases to use for ministering healing, salvation, and rededication. No prior knowledge of Spanish required.

ARTS

MUS-100 Elements of Worship

3 credits

This introductory course is for the student who would benefit in enhancing their prowess in the art of Worship. It will address: Instrumental music, Vocal music, Drama, Spoken Word, Biblical Foundations of Praise and Worship and the Lifestyle of Worshippers.

MUS-101 Introduction to Voice Technique

3 credits

This course is an introduction to the development of the singing voice based upon the IPA stressing phonemic accuracy.

MUS-102 Voice Technique II

3 credits

This course is a presentation of principles for the correct pronunciation of Italian, French and German texts in vocal music.

MUS-120 The Call and Ministry of Public Worship

3 credits

This advanced course is for those who acknowledge the "Call of God" in their lives to lead others through their gifts and talents into "Public Worship Ministry." This class will address the following: Administration of Public Music, Career Choices, Scheduling Strategies, Developing Ensembles, Cultivation Leaders, Accountabilities/Availabilities, Talent vs. Anointing or Accompanying and Flowing and Preparation. **(Prerequisite: Elements of Worship)**

MUS-130 Praise and Worship Ministry

3 credits

This class will be a group of Psalmists (Singers), Levites (musicians) and Thespians (actors) who acknowledge the call of God on their lives in ministering through the arts. This class of students will serve as Ambassadors for MTCC, at various functions locally, throughout the nation and abroad. This class will minister during major chapel events and sponsor two performances within the school's academic year and appear on the church's television and radio broadcast. This class should have a standard of gifting in the specific area of desired ministry. **(Professor's approval required)**

FACULTY AND STAFF

The faculty of More Than Conquerors College are all born-again, Spirit-filled, and seeking more of God. Faculty members are required to display a clear love and compassion for the More Than Conquerors College students while maintaining their level of leadership.

All faculty members believe in the plan and purpose of this institution. They make a commitment to vigorously strive to ensure that the highest level of excellence is achieved. Listed below and on the following pages is the dedicated faculty of More Than Conquerors College.

DR. MARILYN GOOL

President

Attended Oral Roberts University

Elementary Education Major

Author and Bible Teacher

Ordained Minister

Hon. Doctorate of Christian Ministry, MTCC

Reality of the Spirit World

PVP Instructor

Organize Your Life

Healing/Connecting the Spiritual & the Natural

Christ the Healer

Healthy Eats & Sweets

DR. ZEBRIA COFFEY

Dean of Academics, MTCC

Director of Career Tech & Distance Learning

PhD Christian Ministry, MTCC

PhD in Christian Education Leadership, ATS

MEd. Admin, Oral Roberts University

BS Sociology, Barber-Scotia College

CDA, Central Piedmont Community College

Ordained Minister

Author

The Book of Genesis

The Book of Galatians

Bible Doctrine

Effective Ministry

Goal Setting

Revivalist & Pioneers of Faith

DR. FREDDRICKA ALLEN

Bookkeeper, Microsoft Certified, VCC Inc.

PhD Christian Ministry, MTCC

MA Christian Ministry, MTCC

BA Christian Ministry, MTCC

AA Christian Ministry, MTCC

Ordained Minister

Battle for your Mind

Principles of Witnessing

Intro to Computers I

Authority of the Believer

MRS. KAREN BRIDGES

Career Technologies Administrative Asst., MTCC

AA Christian Ministry, MTCC

Bible Certificate, MTCC

Office Staff

Principles of Prayer, Praise, and
Worship

Worshipping Experience

DR. CLARISSA CARR

PhD Christian Ministry, MTCC

MA Counseling & Development, Winthrop University

BA Sociology, Davidson College

*International Studies: Middlesex University,
London, England*

Aspect of Aging

Overcoming Grief

Crisis Intervention

FACULTY AND STAFF

MR. MATTHEW CHAPMAN

*MA Christian Ministry, MTCC
BS Business Administration, McRae College
AA Jerry Savelle Bible School
Ordained Minister*

Faith Foundations
The Ministry Gifts
New Creation Realities

DR. JANIE CHISHOLM

*PhD Christian Ministry, MTCC
MA Christian Ministry, MTCC
BA Christian Ministry, MTCC
BS Psychology, Johnson C Smith University
AA Christian Ministry MTCC
Ordained Minister*

General Psychology I& II
Debt Free Living
Examining Cults
Thesis/Dissertation

MISS GLORIA CLEVELAND

*BS Business Information, VSU
AA Christian Ministry, MTCC
VCC Youth Ministry Dept. Leader*

Youth Ministry
Gifts & Ministry of the Holy Spirit
Faith Foundations

MRS. PHYLLIS FINCH

*Missions Director, VCC
MA Human Development, George Washington University
BA Human Development, Howard University
AA Christian Ministry, MTCC
Extended Studies in Non-Profit, Duke University*

Missions and Outreach

DR. DARLETTE FOGG

*Registrar, MTCC
PhD Christian Ministry, MTCC
PhD Christian Counseling, Christian Leadership University
MA Counseling, Webster University
BS Psychology, Fayetteville State University
Graduate of Sonship School of the Firstborn, CHOPCOS
Certificate in Christian Counseling, Light University
Certificate in Advanced Counseling Skills and Techniques, Light University
Certificate in Crisis and Faith, Light University
Member American Association of Christian Counselors - 18 years*

The Holy Spirit – Your Guide
Eschatology

DR. WYLIE FREDERICK

*Pastor, Faith and Love Christian Center
PhD Christian Ministry, MTCC
MA Winthrop University
BA University of South Carolina*

Homiletics I & II
Hermeneutics I & II
The Book of Hebrews
The Book of Ephesians
The Book of Proverbs
Ministering to Today's Adults
Spiritual Warfare

FACULTY AND STAFF

DR. ALFREDO MARQUETTI

*PhD Christian Ministry, MTCC
MA Christian Ministry, MTCC
BS Business Admin., Montreat College
VP/Wells Fargo*

Small Business Program
Systematic Theology
Major & Minor Prophets

MR. LEON MATTHEWS

*Licensed Marriage & Family Therapist
Pfeiffer University, MA Marriage & Family Therapy
NC A&T State University, BS Business MGMT
LMFTA #12337A (NC) – LMFTA #8300 (SC)*

Marriage & the Family

DR. APRIL McCONNEAUGHEY

*Ed.D Education in Org. Leadership, Gardner-Webb Univ.
MA School of Arts in Education, UNC at Charlotte
MA School Administration, UNC at Charlotte
BA Psychology, Catawba College
Bible Certificate, MTCC*

Business Etiquette
Tools of Biblical Interpretation
Elements of a Christian Worldview
Foundations of Teaching

MRS. WAUNEA MORRISON

*MA Business Administration, University of Phoenix
BS Food Nutrition & Food Service
Management/Biology, University of Greensboro
Certified Dietary Manager
Certified Food Protection Professional*

Healthy Living
Health & Fitness

DR. TRAVIS D. NEWKIRK

*PhD Christian Ministry, MTCC
MA Liberal Arts, UNC at Wilmington
BA Criminal Justice, UNC at Charlotte*

The Pentateuch
Old Testament Survey
New Testament Survey

MR. REGINALD PRETTY

*MBA Wake Forest University
BS Chemical Engineering, NCSU
Senior VP/ Bank of America*

Personal Stewardship
Consumer Math & Finance

DR. WILLIE THOMAS

*Distance Learning Coordinator
PhD Christian Ministry, MTCC
MA Christian Ministry, MTCC
BA Criminology, Pfeiffer University
AA Christian Ministry, MTCC*

Prison Ministry
New Student Orientation
The Effective Prayer Life

FACULTY AND STAFF

MISS ROSEZINE B. WALLACE

MTh Theology, Great Commission BI&T Seminary
Attended Richmond Virginia Seminary – Theology
Attended Gardner-Webb College – Social Science
Attended J. Sargeant Reynolds Community College – ASL
Author and Bible Teacher
Ordained Minister

The Book of Galatians
Basic Bible Interpretation

DR. CHARLIE WHITE

PhD Christian Ministry, MTCC
MA Business Management, Ashford University
BS Public Administration, Point Park College
A.A. Christian Ministry, MTCC

The Gospels
Church History
Life & Ministry of Jesus
The Book of Isaiah – Parts I & II

DR. LAWRENCE D. WILLIAMS

PhD Pastoral Studies/Counseling, New Life Theological
MA Divinity, New Life Theological Seminary
BA Theology Sugar Creek School of Religion
AA Applied Sciences, CPC College
NC State Certification Law Enforcement Certificate, CMPD
Pastor of Greater Deliverance Fellowship Ministries, Monroe, NC
Author

The Book of Matthew I & II
Apologetics I & II
The Gospel of John

INDEX

A

Academic Advisement.....	34
Academic Course of Study, Biblical Studies Certificate	51
Academic Course of Study, Associate's	53-54
Academic Course of Study, Bachelor's.....	55-56
Academic Course of Study, Master's	57-59
Academic Course of Study, Doctorate	60-62
Academic Course of Study, Pastoral Vision.....	63
Academic Course of Study, School of Bible	51
Academic Probation.....	35
Academic Program, Pastoral Vision.....	16
Academic Program, School of Bible.....	15
Academic Program, School of Ministry	15-16
Academic Progress	34
Academic Requirements	34
Academic Suspension.....	35
Academic Warning.....	34
Accreditation and Affiliations.....	5
Adding Classes	24
Address, College	5
Administrative Changes.....	41
Admissions, Audit Students.....	21
Admissions, General.....	17
Admissions, Pastoral Vision Program	21
Admissions, School of Bible	17
Admissions, School of Ministry	17-20
Advisement and Counsel	47
Appeals Policy, Student.....	47
Application Process	22
Arts.....	78
Attendance.....	33

B

Bible Courses.....	65-68
--------------------	-------

C

Calendar, Academic	4
Certificates of Achievement.....	41
Church Attendance.....	38
CLEP - College Level Placement Program	37
Closings, Other.....	39
College Name, The.....	1 & 5
College Related Assignments	49
Complaints & Grievances.....	44
Computer Course	76
Computer Lab.....	13
Conduct, Student.....	45
Copy Services.....	14
Course Identification.....	50
Credit by Examination	37

INDEX

D

Dean of Academics Remarks.....	10
Description of College.....	11
Dining, Student.....	14
Disabled Students (Accommodations).....	5
Disciplinary Procedures.....	46
Dismissal.....	47
Dress for Men, Student.....	46
Dress for Women, Student.....	46
Dress, Student.....	45
Dropping Classes.....	24

E

Employment of Students.....	49
English Courses.....	73-74
Enrollment, Late.....	22
Enrollment Requirements, Minimum.....	23
Exemption Notice.....	6

F

Faculty Listing.....	79-82
Finance Course.....	74-75
Financial Information.....	28-31
Founders Message.....	9

G

Grade Designations, Other.....	35
Grade Reports, Student.....	38
Grading System.....	34
Graduation Requirements.....	40

H

Health Courses.....	75-76
History Courses.....	73
Honor Code, Student.....	43
Honors and Awards.....	41

I

Inclement Weather.....	39
Incomplete.....	37
Information, Obtaining.....	12
International Student Enrollment.....	25

L

Library Services.....	13
Licensing and Ordination.....	38
Life Skills Courses.....	77
Location of College.....	11

INDEX

M

Mathematics Courses	74
Message from Founder.....	9
Ministry Courses.....	70-73
Missions Course.....	73
Music Courses.....	78

N

Non-Discrimination Statement	5
------------------------------------	---

O

Off-Campus Locations	12
Office Hours, College.....	11
Open Door Policy	12
Orientation, Student.....	23

P

Parking and Transportation.....	11
Payment Plans and Guidelines	29
Physical Enrichment	48
Practical Christianity Courses.....	64
Prayer, Praise, and Worship Courses.....	70
President's Remarks.....	10
Privacy, Student	49
Program Curricula	50-63
Program Curricula, Pastoral Vision.....	63
Program Curricula, School of Bible.....	51
Program Curricula, School of Ministry	52
Program Curricula, School of Ministry, Bachelor.....	55-56
Program Curricula, School of Ministry, Masters.....	57-59
Program Curricula, School of Ministry, Doctoral.....	60-62
Psychology Courses.....	74
Public Transportation.....	11

R

Re-admission After Suspension	47
Records, Student	49
Re-Enrollment and Interrupted Education	23
Refund Policy.....	31
Registration	22
Returned Check Policy.....	30

S

Safety and Security	11
Spanish Courses.....	77-78
Speech Communications Course	76
Spiritual Enrichment.....	48
Statement of Faith.....	7-8
Statement of Purpose.....	6
Student Accounts.....	30
Student Classification	32
Student Status Change	32

INDEX

Students, Our.....	42
--------------------	----

T

Tardiness.....	33
Tests, Make-up.....	38
Testing, Course.....	38
Textbook Return	31
Textbooks.....	13 & 24
Theology Courses	68-69
Thesis/Dissertation	76
Transcripts, Student.....	38
Transfer Students.....	23
Tuition, Fees, and Charges.....	28

V

Visitors.....	12
Veterans	30

W

Withdrawal Procedures	36
Withdrawal, Involuntary – Disciplinary	37
Withdrawal, Voluntary	36
Withdrawal, Voluntary (Failing)	36
Withdrawal, Voluntary (Passing)	36

Y

Yearly Schedule, College.....	12
-------------------------------	----

FOUNDER

Dr. Robyn J. Gool

PRESIDENT

Dr. Marilyn Gool

BOARD OF TRUSTEES

Dr. Zebria Coffey, Dean of More Than Conquerors College,
BA in Sociology, MA in School Administration, PhD Educational Leadership
Mr. Henry Givens, BS Math & Sciences, MA Business Administration
Mr. Reginald Pretty, BS Chemical Engineering, MBA
Mrs. Belinda Johnson, BA Accounting, Certified CPA

More Than Conquerors College

Career Technologies Division

***The Career Technologies Division is
Licensed by the North Carolina State Board of Community Colleges***

***The North Carolina State Board of Community Colleges
is not an accrediting agency.***

*Authority G.S. 115D-89; 115D-90-97
23 NCAC 03A.0101-0115*

TABLE OF CONTENTS

Academic Calendar	89
Introduction	90
Statement of Non-Discrimination.....	90
Statement of Purpose	91
A Message from the Heart of Our Founder, Dr. Robyn Gool	9
Welcome from Dr. Marilyn Gool, President.....	10
Welcome from Dr. Zebria Coffey, Dean of Academics.....	10
Campus Facilities	92-95
Reasonable Accommodations (disabled applicants).....	93
Daily Schedule	93
Library Services.....	94
Programs of Study.....	96
Admissions and Registration.....	97-101
Admittance of International Students.....	101
Financial Information.....	102-105
Academic Information.....	106-114
Attendance.....	106-107
Academic Requirements	107
Grading Scale	108
Withdrawal Procedures.....	109-110
Graduation Requirements	108 & 113
Honors and Awards.....	113-114
Student Information	115-118
Student Conduct.....	115
Student Dress Code.....	115-116
Disciplinary Procedures	116-117
Program Curricula	119-121
Broadcasting Television Production Curriculum.....	120
Small Business Development Program Curriculum.....	121
Course Descriptions.....	122-125
Faculty Listing	126-127
Index	128-130

2023

Semester Dates

Exam Weeks

Graduation

MTCC Career Tech Academic Calendar Fall 2023--Spring 2024

Registration Dates

No Classes

Last Day to Drop/Add Class

2024

January

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

February

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28			

March

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

April

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

May

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

June

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

July

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

August

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

September

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

October

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

November

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

December

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

FALL SEMESTER 2023

June 19 Open Registration Begins

Aug 11 Open Registration Ends

Aug 14 FALL CLASSES BEGIN

Aug 14 Late Registration Begins

Aug 25 Late Registration Ends

Aug 28 Last Day To Add A Class

Sept 8 Last Day to Drop a Class
And Receive a % Refund

Sept 4 Closed -Labor Day

Oct 2-6 Mid-Term Week

Oct 9 Closed -Columbus Day

Nov 13 Spring Registration Begins

Nov 20-24 Thanksgiving Break
(no classes)

Nov 27-Dec 1 Final Exam Week

Dec 1 Fall Semester Ends

SPRING SEMESTER 2024

Jan 1 New Year's Day

Jan 5 Open Registration Ends

Jan 8 Late Registration Begins

Jan 8 SPRING CLASSES BEGIN

Jan 15 M. L. King Jr. Holiday
(College closed)

Jan 19 Late Registration Ends

Jan 19 Last Day to Add a Class

Feb 2 Last Day to Drop a Class
And Receive a % Refund

Feb 19 Closed -Presidents Day

Feb 26-Mar 1 Mid-Term Week

Mar 25-29 Spring Break

April 15-19 Final Exam Week

April 19 Spring Semester Ends

MAY 3 MTCC GRADUATION

January

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

February

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

March

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

April

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

May

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

June

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

July

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

August

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

September

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

October

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

November

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

December

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

The purpose of this catalog is to assist current and prospective students by providing information about our institution, its purpose, academic programs, student services, and administrative policies and procedures.

Direct all questions to the More Than Conquerors College administrative office at the More Than Conquerors College campus located at 9335 Nations Ford Road in Charlotte, North Carolina 28273 or you may call us at (704) 679-9122. MTCC-CT office hours are Monday through Friday from 9:00 a.m. to 4:00 p.m.

ACCREDITATION AND AFFILIATIONS

More Than Conquerors College and Career Technology exists as a private post-secondary educational extension of Victory Christian Center Church which is located on 7228 Kings Ridge Drive in Charlotte, North Carolina 28217. Transworld Accrediting Commission International, 9085 California Avenue; Riverside, California 92503; P.O. Box 354629; Palm Coast, Florida 32135 is the accrediting agency for More Than Conquerors College. The North Carolina State Board of Community Colleges is the licensing agency for The Career Technologies Division of More Than Conquerors College. "The North Carolina State Board of Community Colleges is not an accrediting agency."

THE COLLEGE NAME

The college name, More Than Conquerors College, comes from Romans 8:37 which says, *"Nay in all these things, we are more than conquerors through him that loved us."*

STATEMENT OF NON-DISCRIMINATION

More Than Conquerors College is an equal opportunity Christian educational institution. Qualified applicants are admitted without regard to ethnic group, biblically defined gender, age, national origin, handicap status, or veteran status.

NOTICE OF EXEMPTION

Degree programs of study offered by More Than Conquerors College have been declared by the appropriate state authority exempt from the requirements for licensure, under provisions of North Carolina General Statutes Section (G.S) 116-115 (d) for exemption from licensure with respect to religious education. Exemption from licensure is not based upon assessment of program quality under established licensing standards.

Though we are exempt, the Career Technologies Division of More Than Conquerors College is licensed by the North Carolina State Board of Community Colleges. “The North Carolina State Board of Community Colleges is not an accrediting agency.”

MTCC’S MISSION STATEMENT

“It is the mission of More Than Conquerors College to provide Biblically based academic programs to prepare men and women to fulfill God’s plan for their lives as they serve God’s will, purpose and counsel in this generation.”

STATEMENT OF PURPOSE

More Than Conquerors College and Career Technologies Programs exist for the purpose of helping students develop and implement their career plans through quality and excellence in education and training. Further, we are committed to establishing and maintaining mutually beneficial relationships with the employment community as we seek to educate and train students to meet the increasing demands of the workforce. In addition, these programs not only provide training, but retraining for the workforce to ensure continued quality services to the communities and individuals thus improving the quality of life.

CAMPUS FACILITIES

LOCATION

More Than Conquerors College and Career Technologies is located on the South side of the beautiful city of Charlotte, North Carolina. MTCC-CT sits on Nations Ford Road, providing a peaceful, scenic atmosphere with lush green grass and a picturesque landscape. Our location provides easy access to Interstates 77 and 485.

DESCRIPTION

The one-story facility which houses More Than Conquerors College and Career Technologies contains eleven classrooms, several administrative offices, a break room, two conference rooms, a library, and a computer lab.

PARKING AND TRANSPORTATION

More Than Conquerors College parking area provides ample parking for faculty, staff, and students. Our lighted parking area, containing approximately one hundred parking spaces, is adjacent to the college. Students must have a parking decal to park in the student area.

PUBLIC TRANSPORTATION

Charlotte has an established public transportation system with regular bus service throughout the city. To obtain more information about public transportation services provided by the City of Charlotte, contact Charlotte Area Transit System at (704) 336-7433 (RIDE).

SAFETY AND SECURITY

The More Than Conquerors College and Career Technologies facility has met all local, state, and federal buildings, health, and safety codes. Initial building codes, including asbestos inspection are complete. We conduct sanitation and fire inspections yearly. Security personnel are a part of the staff of Victory Christian Center and serve to keep the facility and its contents safe. An on-site custodial staff works to ensure cleanliness.

OFFICE HOURS

The administrative office hours for More Than Conquerors College and Career Technologies are 9:00 a.m. – 4:00 p.m.

CAMPUS FACILITIES

REASONABLE ACCOMMODATIONS

Educational opportunities are not denied to any otherwise qualified individual because of a disability. More Than Conquerors College and Career Technologies does not discriminate against qualified persons with disabilities and will provide reasonable accommodations in its physical and educational environment and its academic requirements based on reported disabilities.

The term *reasonable accommodations* includes access to public facilities and classrooms, participation in registration and admissions processes, inclusion in general activities, access to student services, assignment of course work, awarding of degrees, and administering of discipline and dismissal policies.

Applicants or students with disabilities who have questions should contact the Director of Career Technologies.

YEARLY SCHEDULE

MTCC-CT functions on a semester schedule. The fall semester begins in mid-August and ends in early-December. The spring semester begins in early January and ends in early May. Each semester is 16 weeks. The fall semester and the spring semester make up the academic year for More Than Conquerors College and Career Technologies.

DAILY SCHEDULE

More Than Conquerors College and Career Technologies offers day programs and upon demand (number of students requesting and registering) during evening hours. Day classes are between the hours of 8:30 a.m. – 4:00 p.m. Mondays – Thursdays. Evening classes are between the hours of 6:00 p.m. – 10:00 p.m. Mondays, Tuesdays, and Thursdays.

Each student will receive a course schedule at the time of registration which provides the days and times of the courses offered during the semester.

OPEN DOOR POLICY

The office of the Director of Career Technologies is in the More Than Conquerors College and Career Technologies building. MTCC-CT endeavors to maintain an open-door policy for its faculty and students. To better serve you, each student must report to the front desk and wait in the lobby for the administrative secretary to announce you to the office of the Director of Career Technologies.

CAMPUS FACILITIES

LOCATIONS OFF THE MAIN CAMPUS

Most More Than Conquerors College and Career Technologies courses are at the main location at 9335 Nations Ford Road in Charlotte, North Carolina 28273. However, if necessary, classes may assemble at other Victory Christian Center locations. Students receive verbal or written notification about any changes in course locations.

OBTAINING INFORMATION

Visit the Career Technologies office to pick up general information and materials about Career Technologies. Course schedules, academic calendars, brochures, copies of newsletters and flyers, and other pertinent college-related materials are in the Lobby of the college building.

VISITORS

All persons visiting the MTCC-CT campus must report directly to the front desk of the administrative office to sign in.

LIBRARY SERVICES

MTCC-CT has an on-site library located at the main campus. The MTCC-CT library contains a variety of books, resources, reference books, and periodicals to assist the student with his/her academic study.

The More Than Conquerors College and Career Technologies library is in the process of expansion. Therefore, you may also want to consider visiting other area college libraries or the neighborhood public library. Direct any questions about library services to the MTCC-CT administrative office personnel.

COMPUTER LAB

The MTCC-CT computer lab is available for students' use every day during regular office and school hours except during a scheduled computer class. Students must present their ID cards in the office before admittance to the lab. There is no charge for computer time; however, students must pay a yearly administrative fee of \$20.00 that includes access to the computer lab. Students must supply their own USB jump/thumb drives, ear buds/headphones and paper. Students may not save any documents on the main drive of the computers in the lab.

TEXTBOOKS

Once a student has completed the registration process, he/she is then eligible to purchase course textbooks. Students may purchase textbooks on or after the designated textbook availability date. Textbooks are available for purchase through the MTCC-CT office during regular office hours. Information on textbook availability dates for a given semester will be available at the beginning of the open registration period for that semester.

During the registration period, students may purchase only those textbooks required for their courses. After the registration period has ended, any remaining books will be available for general purchase by MTCC-CT current students, alumni, and faculty. All purchases are final.

CAMPUS FACILITIES

COPY SERVICES

A copier is in the MTCC-CT administrative office. Students may use the copier to duplicate course-related materials. Copies are ten (10) cents each.

Students may use the copier during regular office hours or while MTCC- CT staff is available during the evening hours. Once the office has closed for the evening, no students are permitted to enter.

AREAS FOR STUDENT ASSEMBLAGE

During times when students are not attending classes, they may use the break room, the library, or any empty classroom to study or prepare for the next class. Students can also use campus facilities during regular office hours for studying. Please call ahead to ensure that the facilities are available.

Students are free to use the Break Room to eat meals brought in from off campus. No food or drinks (except water) permitted in any other part of the building.

STUDENT DINING

MTCC-CT provides a limited vending service currently which includes cookies, chips, fruit, and water. Students may bring food from home or an outside restaurant to eat in the snack room seating area. Area restaurants include Chick-Fil-A, Showmars, Ruby Tuesday, McDonald's, Wendy's, Jack In-The-Box, Burger King, Taco Bell, Sonic, and Kentucky Fried Chicken.

PROGRAMS OF STUDY

BROADCASTING TELEVISION PRODUCTION

The Broadcasting Television Production program prepares students specifically in the field of Live Event and Media Production with plans to expand to audio production and radio broadcasting. In the Broadcasting Television Production Curriculum, students train in all phases of video production including camera operation, lighting, producing, directing and technical directing a broadcast, as well as introductions into non-linear editing and Adobe Photoshop and After Effects. After successfully completing this course of study, a student is equipped to pursue an entry level position at television production facilities or to be a significant asset to the television production department of their church or ministry. The Broadcasting Television Production Curriculum is a one-year certificate program.

SMALL BUSINESS DEVELOPMENT

The Small Business Development Certificate Program prepares students to properly set up a business or organization and develop a solid business and marketing plan. Students will also gain good marketing and accounting practices while they learn how to properly maintain that organization's finances and corporate image.

Small Business Development trains certificate-seeking students to be successful economically when representing and fulfilling the mission of their organization, as well as represent the Kingdom of God. After completing this certificate program, students can do the groundwork intelligently and responsibly for a successful business or organization.

Progression is dependent on maintaining a "C" or better in all courses. The College awards The Certificate in Small Business Development upon completion of this program.

ADMISSIONS AND REGISTRATION

GENERAL ADMISSIONS

More Than Conquerors College and Career Technologies is an equal opportunity Christian educational institution which admits qualified applicants regardless of biblically based gender, ethnic group, age, handicap status, or veteran status.

A qualified applicant is one who meets the following general admissions requirements along with the specific requirements for the program that he/she will pursue. Every applicant **MUST** meet the following general admissions requirements:

1. Must be at least 17 years of age.
2. Must complete a More Than Conquerors College and Career Technologies application.
3. Must submit a high school transcript or GED to student records (When high school transcripts are unable to be obtained, the student may submit a signed, notarized attestation of graduation from a public, private, or home high school that operates in compliance with state or local law); submit college transcripts (if applicable).
4. Must take required placement tests.
5. Must complete any required developmental classes with a "C" or better.
6. Must present evidence of good physical and mental health.
7. Must have adequate means of paying tuition and fees as MTCC-CT does not offer financial aid, grants, or student loans at this time. Payment plans are available to assist the student.
8. Must properly complete **all** required admissions paperwork.
9. Must attend the new student orientation.
10. Must maintain a "C" or better in all courses to progress.

BROADCASTING TELEVISION PRODUCTION ADMISSIONS

Applicants interested in entering the Broadcasting Television Production certificate program do not have to submit a high school diploma or GED equivalent. However, they must meet the following admissions requirements:

1. Each applicant must meet all general admissions requirements.
2. Each applicant must have adequate reading, writing, and comprehension skills.

ADMISSIONS AND REGISTRATION

APPLICATION/REGISTRATION PROCESS

To apply for entrance into More Than Conquerors College and Career Technologies, submit the following required forms:

1. The New Student Application - complete and return with a non-refundable \$35.00 application fee. No application fee for returning students.
2. Each student enrolling in classes at MTCC-CT must complete a Registration Form indicating the classes he/she plans to take. Complete a Registration Form for each semester the student of enrollment in the program.
3. Students who are utilizing a payment plan must complete a Financial Agreement Form.
4. Certificate-seeking students enrolling in the Career Technologies Programs must have an official transcript sent to the Career Technologies office from the high school and any colleges previously attended. The student is responsible for all fees relating to the acquisition of the transcripts. Transcript request forms are available in the Career Technologies office.
5. Non-certificate seeking students enrolling for the first time must complete the student application and the registration form and pay all applicable fees to register for classes.
6. After submitting their completed application, all new students must have a pre-admission interview with a Career Technologies staff member.

Students may obtain applications and other supplemental forms by visiting the MTCC-CT office at 9335 Nations Ford Road, Charlotte, North Carolina 28273. You may call us at (704) 679-9122 or visit our website: www.morethanconquerorscollege.org.

Once the student submits all necessary information and once the pre-admission interview has been conducted (if applicable), the student may then register for classes.

REGISTRATION

The academic year for More Than Conquerors College and Career Technologies is comprised of two semesters: the fall semester and the spring semester. The fall semester begins in mid-August and ends in early-December. The spring semester begins in early January and ends in early May. Each semester is 16 weeks in length.

Registration is twice per academic year: once prior to the fall semester and once prior to the spring semester. Students must complete all admissions requirements prior to registration.

New students must register in person. Returning students and alumni of MTCC-CT may register either in person or by mail.

Students should register as soon as possible to avoid the long lines that occur during final registration. Enrolling early also ensures you a space in the desired course.

ADMISSIONS AND REGISTRATION

LATE ENROLLMENT

To ensure that the learning experience for the students who are currently enrolled is uncompromised, no student can register or enroll in a course that has been in session for more than two weeks.

RE-ENROLLMENT AND INTERRUPTED EDUCATION

Students who leave MTCC-CT in good standing may return to active status later. Any student requesting re-admission to this institution must settle all outstanding account balances. Any student expelled from MTCC-CT for disciplinary reasons must receive approval from the President of the College before re-admission is possible.

Students in good standing who desire to return to MTCC-CT after an absence or after interrupted education are returning students. These students need only complete the required registration forms and pay the required course tuition and textbook fees. Returning students do not pay a new student application fee.

TRANSFER STUDENTS

Students transferring to MTCC-CT from another fully accredited college follow the same admission requirements as other students who are enrolling at MTCC for the first time. In addition to completing all required forms, the transfer student must submit official transcripts from the college previously attended.

The official transcript becomes part of the student's file. If the student desires to have classes transferred to MTCC-CT from the previous college, he/she must complete and return a Transcript Request/Review Form indicating which classes he/she would like to have evaluated by the Director of Career Technologies. Credit transfers incur an administrative fee.

Transcript Review/Request forms must be received for review before the student registers for a certificate program.

Transferred credits from accredited post-secondary schools will be reviewed in accordance with present guidelines and program curricula. The students are notified regarding the results of the transcript review.

ORIENTATION

Orientation is mandatory for all students (new and returning) and held on the Monday preceding the first day of fall semester classes. Orientation acquaints the student with the objectives, plan, and purpose of the Career Technologies Programs and to discuss the college administrative policies and procedures. This meeting is also a great time to meet the faculty who will be present to introduce themselves and speak briefly about the course or courses they teach.

ADMISSIONS AND REGISTRATION

MINIMUM ENROLLMENT

Any course containing less than seven (7) students after the end of the registration period is subject to cancellation. If MTCC-CT cancels a course due to insufficient enrollment, students will have the option of transferring to another course, receiving a refund for all tuition paid and books purchased for the cancelled course, or applying all tuition paid for the cancelled course to a future semester. The application fee is non-refundable.

ADDING CLASSES

Once a student has registered for classes, the student must notify the registrar of the desire to add a course to their current course load. We conduct preliminary evaluations to ensure that the student is aware of the responsibilities and demands of taking additional courses. The following requirements apply to those students who are adding classes after registration has ended:

- The student must obtain, complete, and return a Drop/Add form through the MTCC-CT office.
- The student must obtain permission from the instructor to enter the class after the end of the registration period.
- The student must complete all these requirements before the date listed on the academic calendar as *Last Day to Add a Class*.
- A student enrolled in 12 or more hours of class during evening hours must consult with the Director of Career Technologies before adding another class to his/her existing full-time course load.

Once a student has completed all requirements and has enrolled in an additional class, he/she must make up all missed course assignments. Also, all days missed from a course report as excused absences. Students can not add a class after the date listed on the academic calendar as the *Last Day to Add a Class*.

DROPPING A CLASS

If, after the initial enrollment, a student makes the decision to drop a class from his/her course load, the student must contact the registrar for the appropriate Drop/Add form. Complete and return the form prior to the end of the date listed in the academic calendar as *Last Day to Drop a Class*. As a courtesy, we ask that you please notify the instructor of your intent to drop the course. Students need only adjust their registration form if they added or dropped courses prior to the first day of classes.

TEXTBOOKS PURCHASED FOR COURSES DROPPED

There is no refund for any textbooks purchased for a course that the student drops. Any textbooks purchased for dropped courses are non-refundable. A textbook refund may be available for courses cancelled by the college due to lack of enrollment.

A student who has purchased textbooks for a course and who later decides to withdraw from that course and add another course may trade textbooks. The student is responsible for any difference in the costs. However, there is no refund if the traded textbook is less than the book needed for the added course.

ADMISSIONS AND REGISTRATION

Traded textbooks or those returned due to course cancellation must be in excellent condition. There will be no return or trade of written in, marked on, or books damaged by the student, nor books that show any evidence of wear and tear under any circumstance.

The administration reserves the right to deny any textbook submitted for trade if the condition of the textbook is not satisfactory, i.e., torn, written in, highlighted, stained, bent, etc.

COURSE SUBSTITUTION

Course substitution permitted upon approval by the Director of Career Technologies. The substituted course must correspond with the courses needed to satisfy the certificate requirements.

ADMITTANCE OF INTERNATIONAL STUDENTS

More Than Conquerors College and Career Technologies is authorized under Federal law to enroll non-immigrant alien students. MTCC-CT welcomes the admittance of international students. International students admitted to MTCC-CT under the F-1 student visa must complete and present all required registration forms, medical history form, criminal background information, and all other paperwork associated with non-immigrant alien admission to the MTCC-CT administrative office in addition to completing the general admission requirements.

Any international student admitted to MTCC-CT must obtain medical insurance prior to registration for each semester in which he/she is an actively enrolled student. Other requirements may apply. Please contact the More Than Conquerors College and Career Technologies administrative office at 9335 Nations Ford Road, Charlotte, NC 28273 or by calling (704) 679-9122 for more information.

FINANCIAL INFORMATION

TUITION, FEES, AND CHARGES

More Than Conquerors College and Career Technologies strives to keep tuition affordable and offers payment options to assist you. Below is a list of the fees, tuition, and other related charges. ***Prices are subject to change.***

TUITION

Small Business Development Program Total Tuition	\$1680.00
--	-----------

Broadcasting Television Production Curriculum Total Tuition	\$1890.00
---	-----------

Career Technologies Tuition per Credit Hour	\$ 70.00
---	----------

(Payment installments are available for Tuition)

FEES

Application Fee (non-refundable)	\$ 35.00
----------------------------------	----------

Late Registration Fee	\$ 10.00
-----------------------	----------

Administrative Fee (Computer Lab, Student ID, Parking)	\$ 20.00
---	----------

Late Fee on Payment Plans	\$ 10.00
---------------------------	----------

Transcript Fee	\$ 15.00
----------------	----------

Returned Check Fee	\$ 30.00
--------------------	----------

Graduation Fee	\$ 150.00
----------------	-----------

TEXTBOOKS

Small Business Development (estimated cost per year)	\$ 500.00
--	-----------

Full-time and Part-time study is available. Applicable textbook costs will depend upon the courses selected. Payment installment plans are in place for those who need to utilize them. Please contact the MTCC-CT office to discuss which payment option is best for you.

FINANCIAL INFORMATION

PAYMENT PLANS AND GUIDELINES

More Than Conquerors College and Career Technologies instituted methods to assist students with tuition payments.

Plan 1 – Traditional Plan – Full-Time

Full-time students must pay at least 25% of the total tuition at the time of registration. Installment payments for full-time students range from three to four (3-4) months beginning at the month of registration and ending the last month in the semester. Billing statements are mailed at the beginning of each month. Monthly payments are due by the 15th of each month. Any accounts not paid for by the 15th of the month will incur a \$10.00 late fee. If the tuition account is not current by the 25th of each month, the student may be subject to disqualification from enrollment.

Plan 1 – Traditional Plan – Part-Time

Monthly payment plans are also available for part-time students who are carrying at least three (3) credit hours. Part-time students must pay at least 25% of the total tuition at the time of registration. Installment payments for part-time students range from three to five (3-5) months beginning at the month of registration and ending in the last month of the semester. Billing statements are mailed at the beginning of each month. Monthly payments are due by the 15th of each month. Any accounts not paid for by the 15th of the month will incur a \$10.00 late fee. If the tuition account is not current by the 25th of the month, the student may be subject to disqualification from enrollment.

Plan 2 – Advanced Payment Plan

This plan is open to full-time students only. Students who register during the open registration period held in late July may begin paying course tuition prior to the beginning of the semester. On the Advanced Payment Plan, the total tuition option is three installments. The first installment is due at the time of registration or no later than July 31st. The second installment is due by August 15th. The third and final installment is due by September 15th. As an added incentive, full-time students who pay the total yearly tuition prior to the first day of classes will receive a 10% discount. This plan enables students to devote their total concentration to their academic studies. Students under this plan have a ten-day (10) grace period from the date in which each payment is due. Accounts incur a \$10.00 late fee at the end of the 10-day grace period for all payments still outstanding. If the tuition account is not current by the end of the following month, the student may be subject to disqualification from enrollment.

Plan 3 – Deferred Payment Plan

This plan is open to full-time students only. Under the Deferred Payment Plan, the student pays a down payment of \$200.00 at the time of registration or no later than the first day of fall semester classes. The remaining balance of the total tuition option is three (3) installment payments which spread throughout the academic year. The first installment payment is due on November 1st, the second installment payment is due on January 1st, and the final yearly tuition payment is due on March 1st. The student has a ten (10) day grace period from the date on which the installment payment is due. Any payments not received by the end of the ten (10) day grace period will incur a \$10.00 late fee. If the tuition account is not current by the end of the following month, the student may be subject to disqualification from enrollment.

FINANCIAL INFORMATION

STUDENT ACCOUNTS

A student's account must be current for the student to be able to attend class without interruption. Students utilizing the payment plans will incur a late fee on balances outstanding by the due date on their contract. Payment envelopes are available at the receptionist desk for after-hours payments. Please—only enclose check or money order (not cash). For your convenience, there is a locked drop box outside the front entrance door. Please call to inform us that you have made a deposit in the drop box. *All accounts must be paid in full for summer sessions.*

FINANCIAL ASSISTANCE

Currently, More Than Conquerors College and Career Technologies does not offer any student loans, grants, or other financial assistance. Students are responsible for all costs. Payment installments are available to assist the student with tuition payments.

RETURNED CHECK POLICY and CREDIT CARD POLICY

If a check is returned from the bank because of insufficient funds, the student will receive a letter from the business office at Victory Christian Center. No additional checks can be written to the college until all monies, including the \$30.00 returned check fee, is paid. When all monies are paid, the student must provide documentation that his/her account is clear. If a student has accumulated a total of three (3) returned checks, cash is required for all outstanding or future transactions. If a credit card payment is rejected more than twice, then cash is required. A student may also be subject to disqualification from enrollment until all monies are paid.

REFUND POLICY

A refund will be provided under the following conditions:

- A student has completed the necessary withdrawal form and returned it to the MTCC-CT office.
- The student is in good standing with MTCC-CT at the time of withdrawal.
- The student is not leaving due to disciplinary action taken or pending against him/her.
- The student has no outstanding balance.

Policy and regulations of MTCC-CT relative to the refund of the unused portion of tuition, fees, and other charges in the event the student does not enter the course, withdraws, or the class discontinued. The policy and regulations shall provide for, at minimum:

- (1) A 100 percent refund - if the student officially withdraws prior to the first day of class(es) as noted in the school calendar.
- (2) Also, a student is eligible for a 100 percent refund if the class(es) in which the student officially registered cancels due to insufficient enrollment.
- (3) A 75 percent refund is made up to week 4 for a student who officially withdraws from class(es).

FINANCIAL INFORMATION

(4) Refunds for multi-entry classes will be based on the percentage of class requirements completed.

Week 0 one hundred percent (100%) refunded – Student owes 0%.

Week 1 seventy-five percent (75%) refunded – Student owes 25%.

Week 2 seventy-five percent (75%) refunded – Student owes 25%.

Week 3 seventy-five percent (75%) refunded – Student owes 25%.

Week 4 seventy-five percent (75%) refunded – Student owes 25%.

Week 5 no refund - zero percent (0%) refunded – Student owes 100%.

The weeks listed above begin on the first day of the semester regardless of when the student enrolls or begins attending classes. The percentage listed as *refunded* reflects the percentage of full tuition returned to the student. The percentage listed as *student owes* reflects the amount retained by MTCC-CT as part of the tuition fee. Any student who withdraws from the institution and does not complete the proper withdrawal procedures is responsible for all tuition costs and fees.

Students paying on an installment plan will be responsible for paying the amount owed based on the week in which they withdrew from classes. After the end of the fourth week, students are responsible for the full tuition costs.

Veteran Affairs (VA) student refunds will be pro-rated daily and issued within 40 days whether the student requests the actual refund. The pro rata refund policy applies to VA students only.

TEXTBOOK RETURN

There is no refund for textbooks unless they were defective at the time of purchase or MTCC-CT cancels a course. There is no refund for any textbooks purchased for a course that the student drops. Any books written in, marked in, damaged by the student, or show any evidence of wear and tear are ineligible for return, even if their class cancelled.

ACADEMIC INFORMATION

STUDENT CLASSIFICATION

Once a student has enrolled in More Than Conquerors College and Career Technologies, he or she is classified as one of the following:

Active Student

A student actively enrolled in the college and who is attending classes.

Inactive Student

A student who enrolled at one time, but who has not attended classes for at least one academic year.

Certificate Seeking Student

A student who is seeking a certificate from More Than Conquerors College and Career Technologies. Certificate-seeking students must complete all supplemental registration forms and have a pre-admission interview with the Director of Career Technologies.

Non-certificate Seeking Student

A student who is taking courses for their own professional enrichment and is not currently pursuing a certificate.

Full-time Student

A student enrolled in 15 or more credit hours in a day program or 12 or more in an evening program.

Part-time Student

A student enrolled in less than 12 credit hours.

Audit Student

A student who desires to sit in on an approved course for professional enrichment only and who does not desire to receive a grade for that course. Before a student may audit a course, he/she must obtain approval from the Director of Career Technologies and the course instructor. Audit students must pay the same tuition costs as those taking the course for credit.

STUDENT STATUS CHANGE

Students desiring status changes (such as from active to audit or from full-time to part-time) must complete all required paperwork and return it to the MTCC-CT administrative office. Submit the completed required forms prior to the third week of the semester.

ATTENDANCE

To ensure the best possible result from the spiritual and academic programs at MTCC, we encourage all students to attend all class sessions for the course or courses they are enrolled in. *If an absence is unavoidable, it is the student's responsibility to contact the MTCC Administrative Office.* Upon contacting the MTCC office, the student must provide the names of all instructors who require notification about the absence.

Excessive absences could adversely affect the student's grade and lead to failure of the course.

ACADEMIC INFORMATION

Students are allowed two (2) unexcused absences before the following actions are taken:

If the student has not provided a written excuse for their class absences, the faculty member will clearly communicate the consequences of said absences and the student will be required to make up any work missed. The instructor will inform the student if they are in danger of failing the course due to the amount of work or class time missed. A withdrawal from the course may be pursued if needed and is permitted by the Dean of Academics.

If a student is absent for three (3) consecutive class days, a written excuse is required. If the student has not provided a written excuse for their class absences, the student will be notified in writing that they are to meet with the Dean of Students to avoid being withdrawn from the course.

Any student absent for five (5) consecutive class days will be withdrawn from the course by the College if the student has not provided written documentation of absences or completed and submitted a Withdrawal Form.

It is the responsibility of the student to complete all course work assigned during the period of his/her absence.

At the beginning of the semester, each instructor shall provide in writing and make clear to the students in the course the College's expectations regarding class attendance and non-attendance. It is the responsibility of each instructor to follow the College's guidelines regarding excusing and penalizing absences in a course. Full discretion regarding all course grades—up to and including failure of the course—lies with each course instructor. It is the responsibility of each instructor to outline their expectations regarding attendance at the start of each semester on the course syllabus.

A student's participation in the work of a course is a precondition for receiving credit for the course. Students must attend all sessions, lectures, and field experiences and participate in course assignments and activities as described in the course syllabus. Students who have enrolled during the late registration period must make up all missed assignments determined by the instructor.

TARDINESS

Punctual course attendance is expected of all Career Technologies students. It is imperative that each student arrives at class on time. Any student who arrives more than ten (10) minutes after the class starts is tardy. If a student accumulates two (2) consecutive tardies, the two tardies equals one absence.

ACADEMIC REQUIREMENTS

It is the desire of More Than Conquerors College and Career Technologies to see each student achieve and perform at his/her highest level academically. Our college is committed to providing academic programs and services to assist the students in the learning process. However, the student bears the responsibility for his/her personal academic success.

Excessive absenteeism, failure to complete the required course work, lack of preparation for class, and a disregard for the rules and regulations of this college can all lead to failure in one form or another.

All students must maintain satisfactory progress to continue as an active student in all the Career Technologies programs.

ACADEMIC INFORMATION

ACADEMIC ADVISEMENT

Students who would like academic assistance with course selection, educational direction, or continuing education may contact the Career Technologies office and set up an appointment with the Director of Career Technologies.

GRADING SYSTEM

Grades are issued by the faculty according to the following grading scale:

100 — 97	A+	4.00
96 — 94	A	3.75
93	A-	3.50
92 — 88	B+	3.20
87 — 85	B	3.00
84	B-	2.75
83 — 80	C+	2.50
79 — 78	C	2.20
77	C-	2.00
76 — 73	D+	1.75
72 — 71	D	1.50
70	D-	1.00
69 — 0	F	0.00

GRADUATION REQUIREMENTS

Students must maintain at least a 2.00 overall grade point average (GPA) and cannot have any semester course grade below a 70.

ACADEMIC PROGRESS REQUIREMENTS

Students must maintain at least a 2.00 overall grade point average (GPA) to progress in a program. Any grade below 70 is a failing grade. When a student receives a failing grade, he/she will not obtain credit for the course and must successfully re-take the course to obtain the credit. This applies only to students attempting a course for credit.

Any full-time student who has not maintained the required 2.00 GPA for a given semester will be subject to the following disciplinary measures:

An ***Academic Warning*** is given at the end of the first semester to a full-time degree-seeking student who has not maintained the required 2.00 GPA. The *Academic Warning* will serve as written notification to the student of the consequences which may occur if the unsatisfactory grades continue. The notice will also suggest alternatives that are available to assist the student in improving his/her grades. An *Academic Warning* may also be given if the student has an F in two or more individual courses.

ACADEMIC INFORMATION

Academic Probation is the next step taken if the student's GPA falls below 2.00 for the next semester after receiving the Academic Warning. At this point, the student must meet with the Director of Career Technologies to discuss the reasons surrounding continued unsatisfactory grades. The Director counsels the student and provides steps for bringing his/her grades up to an acceptable level. These steps may include reduction of course load. The student has one semester to correct the academic deficiency. The student's file is noted. *Academic Probation* may also be given if a student continues to have an F or WF in two or more individual classes after the Academic Warning has been given.

Academic Suspension is the final step in the disciplinary process after the student has an Academic Warning for one semester and Academic Probation for the following semester. If the deficiency continues, the student will again report to the Director of Career Technologies, and he/she will be suspended for a length of time that is to be determined by the Director of Career Technologies and the instructor. The length of suspension is no more than one (1) semester. Counseling will be available during the period of suspension.

The student may appeal against the academic suspension by submitting a written appeal in a sealed envelope to the Director of Career Technologies. The Director of Career Technologies will confer with the President of the college before making a final ruling. The student will receive written notification about the results of the appeal.

The decision handed down by the President of the governing board is the final decision.

OTHER GRADE DESIGNATIONS

The following grades indicate other grade designations used at MTCC-CT. These grades are not used in computing the grade point average.

I	Incomplete
W	Withdraw (1 st – 3 rd week)
WP	Withdraw Passing
WF	Withdraw Failing
WD	Withdraw Disciplinary
N	Never Attended
X	Credit by Examination
TC	Transfer Credit
AU	Audit

WITHDRAWAL PROCEDURES

Once a student is admitted to MTCC-CT, that student is an actively enrolled student. Therefore, if the student desires to withdraw from any course or program, he/she must comply with the following withdrawal procedures.

1. The student must obtain a withdrawal form from the Career Technologies office. The withdrawal form must be completed and returned as soon as possible. **The withdrawal is not complete until the form is completed and returned, and the student will be held liable for all outstanding tuition charges and fees.**

ACADEMIC INFORMATION

2. Once the withdrawal form is received, the student is provided an opportunity to explore alternative options which may remove the need for withdrawal. If an alternative can be agreed upon, the student may repeal the withdrawal and continue in the course or program. If an alternative cannot be agreed upon, the withdrawal process will continue.
3. The Registrar will review the student's file to see if the student is in good standing with the institution and check for any outstanding tuition or other fees. All outstanding tuition and fees must be settled, or satisfactory payment arrangements made at the time of withdrawal.
4. If a student has no outstanding balance, he/she is allowed to complete the withdrawal process.
5. If a student is owed a refund, refunds are based on the amount paid and the number of weeks the semester has been in session (see page 102 under Refund Policy).

VOLUNTARY WITHDRAWALS

If a student in good standing withdraws voluntarily prior to the third (3rd) calendar week of the semester in which he/she is enrolled, the student will receive a (W) on his/her academic report and transcript. No other grade will be given. The course must be re-taken and successfully completed before the student will receive a grade.

VOLUNTARY WITHDRAWAL/PASSING

If a student in good standing withdraws voluntarily after the end of the third (3rd) calendar week of the semester in which he/she is enrolled and he/she was passing at the time of the withdrawal, he/she will receive a (WP). This grade is shown on the academic report or transcript. This grade is not added into the student's grade point average. The course must be re-taken to receive a grade.

VOLUNTARY WITHDRAWAL/FAILING

If a student in good standing withdraws voluntarily after the end of the third (3rd) calendar week of the semester in which he/she is enrolled and he/she was failing at the time of the withdrawal, the student will receive a (WF) or Withdraw Failing. The WF will be reported on the grade report or academic transcript. The WF will not be calculated into the student's GPA. If a student receives a WF in any course, the course must be re-taken and successfully completed before the grade is changed and before the student can graduate.

INVOLUNTARY WITHDRAWAL/DISCIPLINARY REASONS

Any student forced to withdraw for disciplinary reasons will receive a Withdrawal Disciplinary or a WD. The student will receive a grade of zero (0) for the courses in which he/she was enrolled at the time of the withdrawal. Furthermore, if the student is re-admitted later, these courses must be re-taken successfully before the student will be permitted to matriculate or graduate.

Reasons for disciplinary withdrawal include, but are not limited to:

- Violation of Student Code of Conduct
- Failure to adhere to college policies and procedures.
- Failure to adhere to the moral standards set forth by MTCC-CT

ACADEMIC INFORMATION

INCOMPLETE

An Incomplete (I) is given when a student has completed the majority of course work in each course but is unable, due to extenuating circumstances, to complete the course. An Incomplete is not a final grade. It will provide the student with an opportunity to delay the grading process until he/she can complete all coursework and submit it to the instructor for a final grade.

To receive an Incomplete or (I), the student must submit a written notice of intent to the instructor and submit a copy to the Career Technologies office. The student must then obtain and complete all required course assignments. The amount of time allotted for completion of the coursework will be determined by the instructor. The standard length of time determined by MTCC-CT is no more than one semester.

The student will receive an (I) on the academic report until the course work is completed. If all required course work is completed and returned to the instructor within the allotted time, the instructor will update the grade. The grade of (I) will be removed, and the final grade will be recorded on the student's grade report and transcript. However, if all required course work is not completed within the allotted time, the (I) will change to an (F) and be recorded as Failing.

CREDIT BY EXAMINATION

Students who believe they have obtained adequate competencies in a particular subject or course may submit a letter to the Director of Career Technologies regarding their desire to test out of a particular course. Not all courses are open to test-out. The Director of Career Technologies will discuss with the student which courses are available for test-out. The test-out will be like the final examination for the actual course.

If the student takes the examination and performs successfully at the 85th percentile, he/she will receive credit for the course and have an (X) placed on his/her grade report and transcript. The (X) carries no grade value or quality points. The student must pay for the course as if he/she would have actively attended.

A student may not test out of a course that he/she has audited. Audit students must re-take a course as an active student and successfully complete it to receive credit.

COLLEGE LEVEL EXAMINATION PROGRAM

Persons who have received credit through College Level Examination Programs or CLEP may have the credit reviewed by the Director of Career Technologies. A grade of (X) is for any courses waived due to approval of CLEP credit. The (X) carries no grade value or quality points. Students must pay all required transfer costs before the credit is given.

COURSE TESTING

The course instructor or his/her designated representative administers tests. Please view each course syllabus to determine testing dates and/or other testing information.

ACADEMIC INFORMATION

MAKE-UP TESTS

All students must take all tests, quizzes, and examinations during the regularly scheduled class time. If an extreme emergency arises which hinders a student from taking the test at the time designated, it is the student's responsibility to contact the instructor regarding make-up tests.

Students should make every effort to be present for all tests, especially major tests such as mid-term and final examinations. It is the instructor's discretion to permit a student to take a mid-term or final if the student is absent and did not take the initiative to contact the instructor with a valid explanation before the test date.

STUDENT TRANSCRIPTS

Student transcripts are secured in the MTCC-CT office. Students desiring an official transcript must complete a Transcript Release Form or submit a signed, written request. There is a \$15.00 charge for each transcript release. No transcript is issued for a student who has an outstanding balance with the college.

STUDENT GRADE REPORTS

Student grade reports are kept in the MTCC-CT office. Grade reports are administered at the end of the semester. Once the semester ends, please allow two (2) to three (3) weeks for the submission of grade reports as grading information must be received from all instructors prior to sending out grade reports. Once all grades are received from the instructors, grade reports will be sent to the student via mail.

CONTACT INFORMATION

To ensure that each student is abreast of matters pertaining to the college, it is imperative that you notify the administrative office in writing of any changes in your home address. A change of address form is available at the receptionist's desk. Since it may be necessary to contact you during your regular workday, the student should provide MTCC with a current work number, cell number or other means of contact during the day.

INCLEMENT WEATHER

When inclement or severe weather situations occur, if Victory Christian Center School closes, then MTCC-CT also closes. Students should check our website at www.morethanconquerorscollege.org, or listen to the following local radio and television stations for updates:

WOGR	1540 AM (88.3 FM Translator)	Charlotte Area		
WOGR	93.3 FM	Salisbury	WGAS	1420 AM South Gastonia
WSOC	TV 9	Charlotte Area	WGTB	DTV 28 Charlotte Area
WCNC	TV 36	Charlotte Area		

Students may also call the MTCC-CT administrative office at 704-679-9122 for updated information which will be available on the college answering machine.

ACADEMIC INFORMATION

OTHER CLOSINGS

In the event of an unscheduled college closing or class cancellation, MTCC-CT will attempt to contact students and faculty. Students are not absent for unscheduled college closings or class cancellations.

GRADUATION REQUIREMENTS

Graduation is a joyous time for More Than Conquerors College and Career Technologies students. During graduation, MTCC-CT students are recognized and rewarded for their diligence, time, and dedication to their respective courses of study.

Although graduation is an exciting time, it can also be quite hectic. To eliminate unnecessary confusion, anxiety, and disappointment during the time surrounding graduation, MTCC-CT has listed below its general graduation requirements:

- Each graduate must successfully pass all courses and meet all course requirements, including the required hours of study, for their enrolled program.
- Each graduate must maintain at least a 2.0 overall GPA and cannot have any semester course grade below a 70.
- Each graduate must maintain satisfactory attendance as outlined in this catalog and must meet all requirements outlined in the course syllabus.
- Each graduate must settle all financial obligations with MTCC-CT.
- Each graduate must settle all accounts relating to graduation, i.e., regalia, announcements, etc.
- Each graduate must display moral and professional character during enrollment at MTCC-CT.

Graduation is once per academic year at the conclusion of the spring semester. All students who are eligible for graduation and who have met all graduation requirements may participate in the graduation commencement exercises which are at Victory Christian Center, the parent body of More Than Conquerors College and Career Technologies.

HONORS AND AWARDS

MTCC-CT strongly believes in and is committed to rewarding students for their scholastic achievement. The Honors and Awards program affords us the opportunity to give recognition to those individuals who have, by the help of God, accomplished far above the ordinary. These students have not settled for mediocrity and have established themselves as leaders in academic excellence and outstanding moral character. When a student achieves the standards noted, they receive the corresponding awards as follows:

Dean's List – The student must have at least 12 credits for each program before consideration with a minimum GPA of 3.5. The Dean's List - evaluated each academic year.

ACADEMIC INFORMATION

Presidential Scholar – The student who has maintained a 4.0 GPA for each enrolled semester.

Valedictorian – The student, graduating with honors who has the highest overall GPA of his/her graduating class and has exemplified outstanding leadership and excellent moral character.

Summa Cum Laude – The student graduating with honors who has an overall GPA of 4.0.

Magna Cum Laude – The student graduating with honors who has an overall GPA of 3.75 – 3.99.

Cum Laude – The student graduating with honors who has an overall GPA of 3.50 – 3.74.

A student who received a (C-, C, C+) for any course during the program is ineligible to graduate with honors regardless of grade point average. Please see the Director of Career Technologies with any questions.

ADMINISTRATIVE CHANGES

More Than Conquerors College and Career Technologies reserves the right to make any changes that it may deem necessary for the betterment of the college and the further achievement of the institutional goals and objectives.

We will attempt to answer questions you may have regarding the college. Please contact the Career Technologies office at 704-679-9122 during regular business hours if you have a question.

STUDENT INFORMATION

STUDENT CONDUCT

MTCC-CT works to provide a safe and positive atmosphere conducive to learning. Therefore, the following code of conduct is to be always observed:

1. All students enrolled at MTCC-CT are representatives of this college and must conduct themselves in a professional manner both on and off campus.
2. MTCC-CT is a smoke free, drug free, and alcohol-free environment, therefore all students must abstain from the use of cigarettes, drugs, and alcohol in the building or anywhere on the grounds.
3. The school opposes open displays of affection with fellow students of the opposite sex while on campus or at any school sponsored event.
4. Profanity, cheating, stealing, dishonesty, gambling, destruction of property, are not permitted.
5. Students must refrain from perverse, lewd, or obscene conversation and behavior.
6. Students must refrain from passing on inaccurate information, tale-bearing, and backbiting.
7. Student dress is to be conservative; like attire worn to work in an office setting.
8. Turn off all cell phones and pagers during the class period. Check messages during breaks or at lunch. Students will be dismissed from their class if a pager or cell phone goes off during the class period. Repeat offenses will result in probation, suspension, or other administrative action. In case of emergency students should advise family members and employers of the Career Technologies office number.

STUDENT DRESS

The purpose of More Than Conquerors College and Career Technologies is to prepare individuals for the work force. Each day, we encounter people we have never met. Before we utter a word, people have made a partial decision about our character, personality, and our lifestyle based on what we are wearing. Professionalism in dress and conduct is imperative. Therefore, we enforce the following dress code:

STUDENT DRESS FOR MEN

Gentlemen are to wear conservative, business-casual attire. **NO** tank shirts, t-shirts, jeans, short pants, flip flops, earrings, tongue rings, or face or body piercing jewelry permitted. Pants must not be worn midway or below the hips. Hair is to be clean, worn above the collar, and should not cover the ears or forehead. Hair must be natural colors, no blue, purple, crayon red, burgundy, platinum etc. **NO** do-rags, hats, or scarves should be worn, and hairstyles must be neat and conservative. Males must be freshly shaven each day with beards and mustaches neatly trimmed.

Students receive one verbal warning and directed to the Director of Career Technologies for further disciplinary proceedings if the infraction is not corrected.

STUDENT INFORMATION

STUDENT DRESS FOR WOMEN

Ladies are to wear conservative, business-casual attire. Dresses and skirts should fall at the knee or below. Loose-fitting slacks may be worn. **NO** jeans, shorts of any kind, flip flops, tongue rings, or face or body piercing jewelry. Capri pants must fall at the calf of the leg or below. Blouses must be conservative. **NO** low-cut blouses, tank tops, halter tops, or tube tops. Hair should be clean and well kept. Hair must be natural colors, not blue, purple, crayon red, burgundy, platinum, etc. **NO** do-rags or hats should be worn, and hairstyles must be neat and conservative.

Students receive one verbal warning and directed to the Director of Career Technologies for further disciplinary proceedings if the infraction is not corrected.

DISCIPLINARY PROCEDURES

Students must familiarize themselves with this student catalog which contains guidelines relating to student conduct, student dress, and the expectations for proper conduct. If a student willfully and repeatedly disobeys the rules and regulations of MTCC-CT, the following actions become effective:

FIRST OCCURRENCE - The student receives a warning of the offense and is directed to the student catalog for further reinforcement. The date and nature of the infraction will be recorded. No further action will be taken.

SECOND OCCURRENCE – A Faculty Advisor Committee member will counsel the student to ensure that the student is aware of the offense and its consequences as it relates to the student's continued enrollment in the college. The student will receive a written warning along with corrective instruction. The student's permanent file will be documented regarding the offense along with a copy of the written warning.

THIRD OCCURRENCE - The student will meet with the Director of Career Technologies and the Faculty Advisor Committee, who will again ensure that the student is aware of the offense brought against him/her and its consequences. The Director will provide counsel and instruction. On the third offense, the student will be suspended. The Faculty Advisor Committee will determine the length of the suspension. The Faculty Advisor Committee will be comprised of the Director of Career Technologies and two faculty members. The counsel of the President of the college may be sought depending on the severity of the offense.

Once the length of suspension is determined, the student will be notified. The student will not be permitted to make up any work assigned or take any test given during the period of suspension. Since the course assignments may not be completed while the student is suspended from classes, the student may be in serious jeopardy of failing the course.

RE-ADMISSION AFTER A PERIOD OF SUSPENSION

At the completion of the suspension period, the student will again meet with the Director of Career Technologies. If the behavior has been corrected, the student will be permitted to return to class. If the behavior has not been corrected, the student will be asked to withdraw from the college.

STUDENT INFORMATION

STUDENT APPEALS POLICY

If a student does not agree with the decision handed down by the Career Technologies administration relating to disciplinary action, the student may voice his/her concern or grievance in writing to the President of the college. The college President, who is also the pastor, will review the information and make a final ruling. The student will be notified in writing as to the results of the appeal.

DISMISSAL

More Than Conquerors College and Career Technologies reserves the right to dismiss or exclude a student from classes at any time if the student's conduct or academic standing is unsatisfactory or undesirable, is not conducive to a productive learning environment, or violates the Code of Conduct for this institution.

By signing the student application, you understand and agree that the college or any of its officers or faculty shall not be liable in any way for such a dismissal or expulsion.

STUDENT HOUSING

More Than Conquerors College and Career Technologies is a commuter college and does not offer student housing currently.

STUDENT RECORDS

Student records are kept in the MTCC-CT administrative office. Through cooperative use of computer automation and manual record keeping, MTCC-CT has quick access to student records.

STUDENT PRIVACY

To provide the assurance of student privacy, MTCC-CT will not disclose information about a student without written authorization. No grades will be discussed by phone. No student may view another student's file. A student may view his/her own file in the presence of an office employee such as the Director of Career Technologies, Registrar, or the College Secretary.

On occasion, an instructor may need to contact a student with questions relating to a course. In this case, the instructor will be given the student's phone number. No instructor is to visit a student at his/her home concerning matters relating to MTCC-CT.

COLLEGE RELATED ASSIGNMENTS

College related course assignments are returned in class or kept in the MTCC-CT office when returned by the instructor. Any assignments sent to the college by mail are dispersed from the MTCC-CT office. All grade reports are issued to the student via mail.

STUDENT INFORMATION

EMPLOYMENT OF STUDENTS

There are presently no part-time or full-time employment opportunities available for students through More Than Conquerors College and Career Technologies.

PROGRAM CURRICULA

ACADEMIC PROGRAM CURRICULA

The academic program curricula implemented by More Than Conquerors College and Career Technologies serves to evidence our commitment and dedication to the achievement of the institutional goals and objectives. The curriculum for each program meets the specific needs of the students enrolled in that program. Each program uses courses which promote professional and academic enhancement.

COURSE IDENTIFICATION

To assist the student with course identification, each course has been assigned a name and course number. The alphanumeric course number sequences are determined by utilizing a group of no more than three letters of the alphabet and a group of no more than three numbers. Each group of letters represents a specific division of the program. Definitions for the letters are listed below. Immediately following the letters, you will find a numeric group which is comprised of three numbers.

Definitions for the letters used in the alphanumeric sequences are listed below:

BRO	Broadcasting Courses
BUS	Business Courses
MAT	Math Courses
MIN	Ministry Courses
OTCE	Life Skills Courses
SPH	Speech Communications

PROGRAM CURRICULA

BROADCASTING TELEVISION PRODUCTION

The Broadcasting Television Production Curriculum is a one-year certificate program. After successfully completing this course of study, the student may pursue an entry level position at any television production facility or to be a significant asset to the television production department of their church or ministry. Broadcasting Television Production meets for three (3) hours one to two nights per week in addition to workshops and a field trip.

Progression is dependent on maintaining a "C" or better in all courses. The Certificate in School of Broadcasting is awarded by the College upon completion of this program.

FALL		Class	Lab	Credits	Clock Hours
BRO-100	The Evolution of Media	2	2	3	40
BRO-101	Making Pretty Pictures	2	2	3	40
BRO-102	Say What?	2	2	3	40
BRO-103	Let There Be Light	2	2	3	40
BRO-104	Capture, Storage, and Playback (Production Truck Tour)	2	2	3	40
Totals				15	200
SPRING					
BRO-105	Live and Remote	2	2	3	40
BRO-106	Digital Filmmaking – Journey thru Production	2	2	3	40
BRO-107	Non-Linear Editing	2	2	3	40
BRO-108	Introducing Adobe	2	2	3	40
Totals				12	160
Totals for Program				27	360

PROGRAM CURRICULA

SMALL BUSINESS DEVELOPMENT

The Small Business Development Certificate Program is designed to prepare students to properly set up a business or organization and develop a solid business and marketing plan. Students will also gain good marketing and accounting practices while they learn how to properly maintain that organization's finances and corporate image.

Small Business Development certificate-seeking students are trained to be successful economically when representing and fulfilling the mission of their organization, as well as represent the Kingdom of God. After completing this certificate program, students are equipped to do the groundwork intelligently and responsibly for a successful business or organization.

Progression is dependent on maintaining a "C" or better in all courses. The certificate in Small Business Development is awarded by the College upon completion of this program.

FALL		Class	Lab	Credits	Clock Hours
BUS-101	Properly Structuring Your Business	3	0	3	40
BUS-110	Accounting Solutions for the Savvy, Christian Business Owner	3	0	3	40
BUS-111	Fine-Tuning Your Brand, Part I: <i>Marketing Your Company in the 21st Century</i>	3	0	3	40
<u>ELECTIVES (please select one)</u>					
MIN-221	Developing Christian Leaders	3	0	3	40
SPH-110	Speech Communications	3	0	3	40
Totals				12	160
SPRING					
BUS-112	Fine-Tuning Your Brand, Part II: <i>Promoting Your Company in the 21st Century</i>	3	0	3	40
BUS-114	Putting Your Business' Best Face Forward: <i>Organizational & Presentational Skills</i>	3	0	3	40
BUS-120	Business Finance	3	0	3	40
<u>ELECTIVES (please select one)</u>					
OTCE-101	Business Etiquette from a Christian Perspective	3	0	3	40
MAT-101	Personal Stewardship	3	0	3	40
BUS-200	Goal Setting	3	0	3	40
Totals				12	160
Totals for Program				24	320

COURSE DESCRIPTIONS

BROADCASTING COURSES

BRO-100 The Evolution of Media

3 credits

This introductory session starts the pathway to production with open discussions and media basics including:

- Media “Kings and Rulers”
- The power of the media
- Media’s influence on society
- The evolution of media
- Understanding media standards and platforms
- Cables and connectors

BRO-101 Making Pretty Pictures

3 credits

Working in Television Production and Digital Filmmaking means that your project will be captured through a camera of some sort. In these sessions, students will learn about:

- Choosing the right format
- Cameras and models
- Identifying the parts of the camera
- Tripods
- Camera controls and functions
- Shots and framing
- Video shading
- Camera platforms (steadicams, jibs, GoPros)
- Grip/Utility (over and under techniques)

BRO-102 Say What?

3 credits

As the joke goes, Television with no picture is simply “radio.” It could also be said that filmmaking with no audio is simply a “silent movie.” The “Say What?” course explores the following:

- Audio – what is it?
- Using sound to tell a story
- Acoustical environments
- Monitoring your audio
- Recording sound (mics, mixers, and recorders)

BRO-103 Let there be light

3 credits

These sessions take the students through:

- The effects of lighting in video production
- Lighting environments (natural vs. artificial)
- Lighting do’s and don’ts
- Three-point lighting

COURSE DESCRIPTIONS

BR0-104 **Capture, storage, and playback (Production Truck Tour)** 3 credits

With today's technological advancements, particularly in sports and live broadcasting events, many scenes and images are captured, stored, and played back electronically. To get a better understanding, the students take a tour of a Mobile Production Truck to get a closer look at:

- Tape machines
- Time code, logging, and off lining
- Waveform monitors and vector scopes
- DNF controller operation
- EVS controller operation
- Drivers, discs, and media cards

BRO-105	Live and Remote	3 credits
----------------	------------------------	-----------

These “Who’s Who” sessions include a Production Control Room Tour to help define and explain the various jobs and positions needed in Television Production, throughout the course’s students learn about:

- Press check in – credentials
- Truck bays – stadium cabling – Broadcasting booth – media rooms
- The Big Three: Producer – Director – Tech Director
- Who's Who in the control room
- Basic switcher operation

BR0-106	Digital Filmmaking – Journey thru Production	3 credits
----------------	---	-----------

- Storytelling – script writing
- Scene breakdown – shoot schedules
- Creating the project budget
- Scouting – Licenses, rights and permits
- Daily call sheets
- Staging – blocking – continuity

BRO-107	Non-Linear Editing	3 credits
----------------	---------------------------	-----------

The heartbeat of Postproduction, these sessions teach the beginning basics of video editing. Included are:

- Capturing, importing, and viewing footage
- Working with timelines
- Using transition
- Adding graphics, titles, and effects
- Rendering and exporting projects
- Creating DVD's and videos for the web

BR0-108	Introducing Adobe	3 credits
----------------	--------------------------	-----------

- An introduction to Adobe Photoshop
- An introduction to Adobe Aftereffects

COURSE DESCRIPTIONS

BUSINESS COURSES

BUS-101 Properly Structuring Your Business 3 credits

This course examines the proper steps to laying a solid foundation to set up a business. It also covers the various business structures including sole proprietorship, partnerships, and corporations. The course will be a combination of classroom instruction, guest speakers, group assignments, online discussions boards and surveys.

BUS-110 Accounting Solutions for the Savvy, 3 credits *Christian Business Owner*

This course introduces business decision-making using accounting information systems. Emphasis is placed on analyzing, summarizing, reporting, and interpreting financial information.

BUS-111 Fine-Tuning Your Brand Part I: 3 credits *Marketing Your Company in the 21st Century*

This course examines the importance of a small business having a well-developed marketing strategy in the 21st century. It also covers the basics of utilizing research to target potential customers and will survey successful marketing plans and brand identity packages.

BUS-112 Fine-Tuning Your Brand Part II: 3 credits *Promoting Your Company in the 21st Century*

This course provides students with an opportunity to gain an understanding of promotions and practices. The class itself places emphasis on developing students' abilities to express their analysis and recommendations in class discussion. The importance of a small business having a well-developed marketing strategy, while utilizing creative and economic advertising opportunities is also examined carefully. The course will combine class instruction, business surveys and group work.

BUS-114 Putting Your Business' Best Face Forward: 3 credits *Organizational & Presentational Skills*

This course examines the importance of a business promoting a positive image to the public. It will cover the importance of exemplary customer service and business etiquette in the 21st century as well as the power of a well-developed presentation. Students are prepared with the basic knowledge of preparing professional presentations in both print and digital formats, negotiating business contracts, and facilitating effective board meetings. This course will be a combination of classroom instruction, guest speakers, group assignments and surveys.

BUS-120 Business Finance 3 credits

This course covers fundamental mathematical operations and their application to business problems. Topics include payroll, pricing, interest and discount, commission, taxes, and other pertinent uses of mathematics in the field of business.

BUS-200 Goal Setting 3 credits

This class will teach you to develop the skills needed to effectively set strategic and organizational goals motivating you to achieve success. Using various training tools will provide you with opportunities to develop your communication skills, empower yourself and set specific and challenging goals for different situations.

COURSE DESCRIPTIONS

MATHEMATICS

MAT-101 Personal Stewardship 3 credits

This course is designed to educate the student about prosperity according to the Bible. The student will learn God's purpose for prosperity, what his/her authority or rights are as a child of God, and how he/she can utilize God's word to be victorious in their financial affairs.

MINISTRY COURSES

MIN-221 Developing Christian Leaders 3 credits

This course will explore the qualities of a leader, the makings of a leader, and the skills that are required to be a true leader with the sole intention of making the student more useful for God.

LIFE SKILLS COURSES

OTCE-101 Business Etiquette from a Christian Perspective 3 credits

This class will give students an interactive approach on how to conduct themselves in various professional & social environments. The experiences, observation, and critical reading will help develop confidence, style, and class for participants to **"Outclass the Competition."** Students will learn how to maintain proper eye contact, the art of handshaking, how to introduce themselves and others with confidence, appropriate business attire, business card etiquette, telephone etiquette in a business environment, cell phone, e-mail etiquette, the art and importance of "thank you." Students will also learn how to "Dine like a Diplomat," which includes: dining do's & don'ts, silverware savvy, styles of eating (American & Continental), and napkin etiquette.

SPEECH COMMUNICATIONS

SPH-110 Speech Communications 3 credits

This course provides instruction and experience in preparation and delivery of speeches in a public setting and group discussion. Emphasis is placed on research, preparation, delivery, and evaluation of informative, persuasive, and special occasion public speaking. Upon completion, students should be able to prepare and deliver well-organized speeches and participate in group discussions with appropriate audio-visual support.

FACULTY AND STAFF

The faculty of More Than Conquerors College and Career Technologies are educators of the highest quality who believe in excellence in education. Faculty members display a clear love and compassion for the More Than Conquerors College and Career Technologies students while maintaining the level of leadership that is required.

All faculty members believe in the plan and the purpose of this institution. They make a commitment to vigorously strive to ensure that the highest level of excellence is achieved. Listed below and on the following pages is the dedicated faculty of the Career Technologies Programs.

DR. ZEBRIA COFFEY

Dean of Academics, MTCC

Director of Career Tech & Distance Learning

PhD Christian Ministry, MTCC

PhD in Educational Administration, Andersonville Theological Seminary

M.Ed. Admin, Oral Roberts University

BS Sociology, Barber-Scotia College

CDA, Central Piedmont Community College

Ordained Minister

Author

Goal Setting

Developing Christian Leaders

DR. JANIE CHISHOLM

PhD Christian Ministry, MTCC

BA Christian Ministry, MTCC

MA Christian Ministry, MTCC

BS Psychology, Johnson C. Smith University

AA Christian Ministry, MTCC

Ordained Minister

Putting Your Business' Best Face Forward

MRS. KAREN BRIDGES

Career Technologies Administrative Asst., MTCC

AA Christian Ministry, MTCC

Bible Certificate, MTCC

Office Staff

MISS TIARA CLOUD

MA Christian Ministry, MTCC

BA Graphics Arts, Alabama State University

For Such A Time

Anayah Graphics

Properly Structuring Your Business

Fine-Tuning Your Brand, Pt. I& II

DR. ALFREDO MARQUETTI

PhD Christian Ministry, MTCC

MA Christian Ministry, MTCC

BS Business Admin., Montreat College

VP -Wells Fargo

Accounting Solutions

Business Finance

Personal Stewardship

FACULTY AND STAFF

MR. REGINALD PRETTY

*MBA Wake Forest University
BS Chemical Engineering, NCSU
Senior VP Bank of America*

Personal Stewardship
Business Finance
Accounting Solutions

MR. DONNIE SYDNOR

*31 Years Experience in Broadcasting as a Producer,
Director, Editor, Announcer, Videographer, and
Technical Director*

Broadcasting Television Production

MRS. WANDA TYLER SMITH

*MA Counseling/Higher Ed., Edinboro Univ. of PA
BS Psychology, James Madison University
National Certified Counselor (NCC), 2003-Present*

Speech Communications
Business Etiquette

MISS ROSEZINE B WALLACE

*MTh Theology, Great Commission BI&T Seminary
Attended Richmond Virginia Seminary – Theology
Attended Gardner-Webb College – Social Science
Attended J. Sargeant Reynolds Community College – ASL
Author and Bible Teacher
Ordained Minister*

Receptionist

INDEX

A

Academic Advisement.....	108
Academic Probation.....	109
Academic Program, Broadcasting Television Production.....	96
Academic Program, Small Business Development.....	96
Academic Progress Requirements	108
Academic Requirements	107
Academic Suspension.....	109
Academic Warning.....	108
Accreditation and Affiliations.....	90
Adding Classes.....	100
Address, College.....	90
Administrative Changes.....	114
Admissions, General.....	97
Appeals Policy, Student.....	117
Application Process	98
Attendance.....	106

B

Broadcasting Courses.....	122-123
Business Courses	124

C

Calendar, Academic	89
CLEP- College Level Examination Programs.....	111
Closings, Other.....	113
College Name, The.....	90
College Related Assignments.....	117
Computer Lab.....	94
Conduct, Student.....	115
Contact Information.....	112
Copy Services.....	95
Course Descriptions	122-125
Course Identification.....	119
Course Substitution.....	101
Credit By Examination.....	111

D

Daily Schedule, College	93
Dean of Academics Welcome	10
Description of College.....	92
Dining, Student.....	95
Disabled Students (Accommodations)	93
Disciplinary Procedures	116
Dismissal.....	117
Dress for Men, Student.....	115
Dress for Women, Student.....	116
Dress, Student.....	115
Dropping Classes.....	98

INDEX

E

Employment of Students.....	118
Enrollment, Late	99
Enrollment Requirements, Minimum.....	100
Exemption Notice.....	91

F

Faculty Listing	126-127
Financial Assistance.....	104
Founder's Message.....	9

G

Grade Designations, Other.....	109
Grade Reports, Student	112
Grading System.....	108
Graduation Requirements	113

H

Honors and Awards.....	113-114
Housing, Student.....	117

I

Inclement Weather.....	112
Incomplete.....	111
Information, Obtaining	94
International Students.....	101
Introduction	90

L

Library Services.....	94
Life Skills Courses.....	125
Location of College.....	92

M

Mathematics Courses	125
Ministry Courses	125

N

Non-Discrimination Statement.....	90
-----------------------------------	----

O

Off-Campus Locations.....	94
Office Hours, College.....	92
Open Door Policy.....	93
Orientation, Student.....	99

INDEX

P

Parking and Transportation.....	92
Payment Plans and Guidelines	103
President's Greetings	10
Privacy, Student	117
Program Curricula	119-121
Program Curricula, Broadcasting Television Production.....	120
Program Curricula, Small Business Development	121
Public Transportation.....	92

R

Re-admission After Suspension	116
Records, Student	117
Re-Enrollment and Interrupted Education	99
Refund Policy.....	104
Registration	98
Returned Check Policy.....	104

S

Safety and Security	92
Speech Communications Courses	125
Statement of Purpose.....	91
Student Accounts	104
Student Classification.....	106
Student Status Change	106

T

Tardiness	107
Tests, Make-up.....	112
Testing, Course.....	105
Textbook Return.....	102
Textbooks.....	94
Textbooks Purchased for Courses Dropped.....	100-101
Transcripts, Student.....	112
Transfer Students.....	99
Tuition, Fees, and Charges.....	102

V

Visitors	94
----------------	----

W

Withdrawal Procedures.....	109-110
Withdrawal, Involuntary – Disciplinary	110
Withdrawal, Voluntary	110
Withdrawal, Voluntary (Failing)	110
Withdrawal, Voluntary (Passing)	110

Y

Yearly Schedule, College.....	93
-------------------------------	----