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C O U R S E C A T A L O G



New Life
Bible College

1370 South Novato Boulevard, Novato, CA 94947
Phone: (415) 892-4113



And He gave some, Apostles; and some, Prophets, and
Some, Evangelists; and some, Pastors and Teachers; for the
perfecting of the saints for the work of the ministry, for the
edifying of the Body of Christ; till we all come into the unity
of the faith, and of the knowledge of the Son of God, unto a
perfect man, unto the measure of the stature of the fullness
of Christ.

— Ephesians 4:11-13



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Statement of Fundamental Truths

This statement of fundamental truths is intended as a basis of fellowship. This statement does not claim to contain all Biblical Truth, but the irreducible minimum for all full Gospel ministry.

- The Scriptures* We believe the Scriptures, Old and New Testaments, are verbally inspired of God and are the infallible revelation of God to man, serving as our all sufficient rule for faith and practice.
- Nature of God* We believe in one God, eternally existing in three persons: Father, Son and Holy Spirit. We believe that Jesus Christ was sent of God, begotten of the Holy Spirit, born of the virgin Mary, and came into the world as Savior for man's redemption.
- Incarnation* When Christ came to the earth in the incarnation, God's Life was housed in a body prepared by Mary. He was tested of the devil in every aspect of human life, crucified, resurrected, ascended to the Father and was glorified as the incorruptible seed, the Word of God (I Peter 1:23). This seed of Life is what is planted into the dead spirits of men by the miracle of the new birth.
- Atonement* Man was created in the image of God and became alienated from God through Adam's sin. The Lord Jesus came into this world, died for our sins according to the Scripture, giving His Life a sacrifice and shedding His Blood. Being reconciled by His death, the saving Life of Jesus Christ becomes the new nature that is to be fed and developed by the Holy Spirit in each Christian (Romans 5:10).
- Baptism* We believe in the ordinance of baptism by immersion as commanded in the Scriptures by our Lord for all believers, to appropriate their death with Christ on Calvary and rise with Him in newness of life.
- Resurrection and Return of Christ* We believe Christ arose from the dead with a glorified body, ascended into heaven and is on the right hand of the Father as our Advocate and our High Priest. Three appearances of Christ were ordained in the Divine plan: the first was when He came into the world through the miracle of the incarnation; the second will occur when He returns for those who have received the cleansing of His Blood, the impartation of His Life, and have made themselves ready; the third will be when He returns with His saints to reign on earth for one thousand years.

<i>Baptism of the Holy Spirit and Divine Healing</i>	We believe in the Baptism of the Holy Spirit with evidence as in Acts 2:4. We believe that in God's redemption plan for man He has provided through His Son and by the Holy Spirit the miracle of healing for the body, soul and spirit.
<i>Final Judgment</i>	We believe there will be a final judgment in which whosoever is not found written in the Book of Life will be consigned to the lake of fire.
<i>Final Purpose</i>	We believe that God is bringing His Church to completion and expect to see an increasing demonstration of God's supernatural grace and power in meeting human need.

Statement of Purpose

Divine Direction

New Life Bible College (NLBC) is the ministry training arm of New Life Christian Center and is an integral part of the church. New Life Bible College is a campus of Christian Life International Bible College.

The training of believers for ministry in the early Church was always tied to a local body of believers where the training would find practical application. Such training allows the student to be a part of a New Testament Church that is flowing with the Resurrection Life of Jesus Christ and moving in the power of the Holy Spirit. Principles taught in the classroom are demonstrated in the ministry of the Church, both at home and in its vision for world missions.

This provides opportunity for the student to observe and become involved in an effective and growing Church through which the student's own calling and preparation may be worked out experientially.

The special curriculum at New Life Bible College places a strong emphasis on studying the Word of God. A thorough knowledge of the Word is necessary to be equipped for any aspect of Christian Ministry. Therefore, instead of considering peripheral subjects, CLIBC focuses on the Bible.

Along with the central focus of the Word is the desire to see Biblical Truth develop in the life and experience of the student. For this purpose *field ministry* and *internship* involvements are required; these assignments are available in a variety of areas. This type of training helps to produce graduates who are not novices in their field of Christian service.

A strong emphasis on the supernatural ministry of the Holy Spirit makes New Life Bible College unique. Teaching on the gifts of the Spirit as well as exposure to ministries that God is using

provides an opportunity for the student to grow in his or her understanding and experience in the supernatural power of God.

New Life Bible College is not for everyone. It is designed to develop those called to vocational ministry as well as those who desire to bring kingdom influence into the marketplace.

The program will give the student a thorough knowledge of God's Word with practical experience, preparing him or her to effectively serve the Lord Jesus Christ.

The Principal Objective

The ***principal objective*** of New Life Bible College is to develop ministerial candidates in their calling.

Our ***educational emphasis*** is to prepare those seeking ministerial credentials in selected organizations and denominations.

The Administration

PRESIDENT

Dr. Roger V. Houtsma

Dr. Houtsma graduated from the University of California at Davis with a double major in Psychology and Child Development. He pursued graduate studies to earn his Ph.D. in Psychology.

He has served the Lord in ministry for over thirty-five years with experience as a Director in the Ivy House (a rehabilitation center for drug addicts in Chico, CA), in Youth Evangelism, as Pastor at Trinity Church in Sacramento, and as a Bible School President and Instructor.

In September of 1976, Dr. Houtsma founded Christian Life Church in Novato. The church experienced rapid growth and development of ministry to the community. In past years, he has served on the Board of Directors of Prison Ministries and for Ceylonese Evangelistic Association. In recognition of outstanding achievement in Christian service, the American Bible College awarded Rev. Houtsma an honorary Doctor of Divinity in 1977.

Dr. Houtsma is the President of **World Outreach Ministries**, a cross denominational missions organization aimed at reaching the unreached people groups of the world. He ministers in crusades throughout the world as a Missionary Evangelist. Crowds of up to 700,000 have attended a single service in which they have witnessed outstanding miracles of healing of every type of disease and infirmity. For more information about World Outreach Ministries, visit www.wo.org.

Along with the Crusades, Dr. Houtsma holds a special *Leadership Conference* to instruct national ministers in the methods of evangelism and the principles of ministry with God’s miracle power that have been so effective in his meetings. Many national ministers have testified to having been broken through into a true ministry with God’s supernatural power because of these schools. Over 155,000 have been trained to date.

Faculty and Instructors

PresidentDr. Roger V. Houtsma

Director..... Pastor Caleb B. Klinge

Dean of Men.....Pastor Andrev Baltazar

Dean of WomenPastor Rachel Klinge

Other Instructors

Pastor John Bidaurreta

Melissa Domingos

Pastor Isaac Munene

College Setting and Location

New Life Bible College is located in Novato California, at the corner of South Novato and Rowland Boulevards. *Novato* is an Indian name meaning “valley of gentle seasons”, describing well the beautiful Marin County landscape, twenty miles north of the Golden Gate Bridge.

Many of California’s best recreational opportunities are located in Northern California. Nearby, there are redwoods, many beaches, and a few lakes.

There are also six colleges in the immediate vicinity through which students may pursue additional secular educational goals.

CLASS SCHEDULE

Spring and Fall Semester 2016 - 2017

Tuesday through Friday

8:00 AM – 12:30 PM

Fall Semester 2016

Classes Offered

8:00 – 8:30	Tuesday - Friday	Worship, Prayer & Chapel
8:30 – 10:20	Tuesday & Thursday	Acts, Church History & Revival Movements
10:40 – 12:30	Tuesday & Thursday	Practical Ministry 3
8:30 – 10:20	Wednesday & Friday	Hebrews & Apostolic Letters
10:40 – 12:30	Wednesday & Friday	The Wisdom Books

Internship (Requirement for all full-time students)

160 Hours of Field Ministry (10 hours per week) and attendance at Worship, Prayer and Chapel each class day

Spring Semester 2017

Classes Offered

- The Prophets (OT4)
- The End Times (ETDR)
- Introduction to Biblical Counseling (IBC)
- Practical Ministry 4

Internship (Requirement for all full-time students)

160 Hours of Field Ministry (10 hours per week) and attendance at Worship, Prayer and Chapel each class day

SCHOOL CALENDAR

Fall 2016

RegistrationJuly & August 2016
First Day of Class..... August 23, 2016
Thanksgiving Break..... November 22-25, 2016
Finals WeekDecember 13-16, 2016
Last Day of Class December 16, 2016

Admissions Requirements

Prospective students may make application any time prior to regularly scheduled registration days. It is recommended that prospective students apply for admission at least three months before their anticipated date of entrance. The College admits new and transfer students at the beginning of each term, in August and January.

Admission to New Life Bible College is granted without regard to race, color, or national origin to all applicants who meet the College's requirements.

A. Religious Experience

A definite experience of Christian conversion is essential for admission to the College. Students who have not received the Baptism of the Holy Spirit (see the Statement of Fundamental Truths) will be encouraged to seek and receive this experience. All applicants will be in sympathy with the doctrinal statement contained in this catalog.

B. Education

1. A High School Diploma, a Certificate of Graduation, or a General Education equivalency degree is required for admission.
2. Standard English competency is a requirement of a student acceptance. This requirement can be met by:
 - a. Completing an appropriate level English course.
 - b. Providing proof of achieving an SAT English score of 80%.

Alternately, the student may work to fulfill this requirement by enrolling in an appropriate level college English course simultaneously with the regular CLIBC degree program.

C. Student Conduct

New Life Bible College is the ministry training arm of New Life Christian Center, and as such, is an integral part of the work of the church to prepare men and women for full-time ministry, as well as lay leadership. With this purpose in mind, the college maintains a student conduct code that is in accordance with Christian standards set forth in the Bible. We require that students refrain from any use of tobacco, alcohol, non-medicinal drugs, illicit sexual conduct or other actions contrary to the code of ethics, actions and morality set forth in the Bible. Students who engage in these activities will be subject to dismissal.

D. Dress Code

Our dress code is casual-nice. All clothing is expected to be moderate and consistent with Christian standards. We desire to promote a culture of freedom and creativity (style) while fully acting in accordance with the standards of God's word without compromise (modesty). Tank tops and shorts are not permitted.

Fees and Expenses

A. Tuition

- **Full-time** tuition is **\$700.00** per semester.
- **Summer session** tuition is **\$525.00**.
- **Part-time** tuition is **\$225.00** per class.
- The registration fee is **\$30.00** per semester.
- The **late registration** fee is **\$30.00**.
- The **spouse** of a student enrolled full-time may also enroll full-time at **50%** of the tuition fee.
- Internship may be completed after finishing other requirements for **\$100** per semester (including the registration fee).

B. Payment

- Part-time students are required to pay the entire tuition fee at registration.
- Full-time students are encouraged to pay the entire tuition at registration.
- If full payment is not possible, and the student has no previous outstanding balance due, arrangements can be made with at least one-third (1/3) down and the balance in four equal monthly payments plus 10% interest per annum on the unpaid balance.

C. Schedule of Costs:

Estimated Semester Costs:

Registration fee	\$ 30.00
Tuition cost	700.00
Textbooks	150.00
Cost per semester.....	\$880.00

Estimated Total Costs:

Two-year degree program.....\$3,520.00
Summer Session.....\$555.00

D. Withdrawal Procedure

Any student who wishes to withdraw from the school or a class must do so by notifying the school office in writing. Forms can be found in the classroom.

E. Tuition Refund Policy

This refund policy statement shall constitute a part of the agreement or contract between the student and the school.

Before Classes Begin

Upon written application for cancellation of an enrollment agreement delivered to the school either in person or by certified mail within three working days after such an agreement is signed, and upon which the school is scheduled to start the classes in which the student has enrolled, the student shall be refunded all moneys paid by the student to the school except for the registration fees.

After Classes Begin – Day Classes and Full Time Students

Canceling enrollment after classes were scheduled to begin, whether or not the enrollee attended, will permit the following tuition refund (for fulltime students only):

<i>Attendance Time</i>	<i>Refund</i>
Within the 1 st and 2 nd week.....	90%
Within the 3 rd and 4 th week.....	75%
Within the 5 th and 9 th week.....	50%

Individual Evening Classes

Within the 1 st week	75%
Within the 2 nd week	50%

After the second week, no refunds.

(Note: “Attendance Time” is defined as the time elapsed between the starting date of the first class and the date on which the student formally, and in writing, terminates his/her enrollment.)

F. Housing

Housing is solely the student's responsibility. Many of our students live within an accessible distance to the College and choose to live at home. However, when possible the office can help coordinate housing with other students and or help find a room for rent with a family in the surrounding Christian community.

Academic Program

A. General Information

1. Students will be instructed through classroom lectures and textbooks. As a result, classroom attendance is of utmost importance. In each class, the instructor will be responsible to give appropriate lectures on the subject to augment the textbook materials. The instructor will be responsible to design and give appropriate tests to measure the student's mastery of material presented.
2. The student will be responsible to attend lectures, take appropriate notes, complete all assignments, and achieve an appropriate grade on examinations.
3. As part of Internship, full-time students must complete 160 hours of field ministry and attend Worship, Prayer and Chapel each class day.
4. Internship grades are given on a pass/fail basis.
5. Each semester the student is required to submit two book reports selected from the required reading list. Other titles must have prior approval by the administrative staff.
6. A five-page paper is due after Internships 2 & 4.

B. Attendance Accountability

The following policies have been established as a means by which the Administration may evaluate the student's progress towards his declared goals. These policies apply to classes, seminars, worship/prayer/chapel and church attendance.

1. Church Attendance

Attendance at New Life Christian Center each week is considered part of the required training for all students except when they are on a Sunday fieldwork assignment or are members of a church in the area.

2. Class Absence

A student may not be absent from more than **3 classes per semester**. If you have more than 3 absences, you must make-up the class.

- a. Sickness and emergency absences may be excused at the discretion of the course instructor or school Administrator. As well, special consideration will be given in extenuating circumstances.
- b. Students who exceed the permitted number of absences will be automatically placed on *Academic Probation*. Permission for reinstatement in subsequent semesters must be given by the Administration. A second probation in consecutive semesters for the same or similar reasons will require an interview with the Administrator and a possible move to audit status considered with the loss of credit for the course.
- c. Records will be kept of the attendance of all students in classes. These become a part of the permanent records kept for each student.
- d. In each case of absence, students must file an Absentee Report with the registrar's office within one week of their return to class.

3. Class Tardiness – Day Classes

- a. Students entering class up to ten (10) minutes after class is scheduled to start will be considered tardy. Ten (10) minutes into the class, they will be considered absent.
- b. Three (3) tardies are counted as one (1) absence.
- c. *It is the responsibility of the student who is tardy to make sure he was marked only tardy.*

Night Classes

Two tardies are counted as one (1) absence. One absence is tolerated but strongly discouraged. If you have more than one absence, you must make-up the class.

4. Incomplete Work

- a. Coursework: At the discretion and consent of the instructor, a student may receive an *incomplete* grade for a course. The student will then be allowed 30 days following the completion of the course (i.e., 30 days from the posted final day of the semester) to complete the course work.

It will be the responsibility of the student to complete all course work within the 30-day period; no attempt will be initiated by the administration or the Instructor to resolve the incomplete.

An incomplete grade (I) in any course will be changed to a *failing grade (F)* if the work is not fulfilled within 30 days following termination of the course.

- b. Book Reports: These reports must be completed by the Friday before finals week. No *incompletes* will be given. These reports must be completed in order to graduate.
- c. Field Ministry and Observation Reports: These reports must be completed by the Friday before finals week. No *incompletes* will be given. Failure to meet this schedule will result in a failing grade (F) and the *loss of credit for this requirement for that semester*.
- d. Graduation: Students with an incomplete in any course will have their degree withheld until all requirements are fulfilled.

C. Fieldwork

We recognize the need for practical experience in Christian ministry. Degree requirements include a practical fieldwork assignment.

Regular discussion and supervised instruction are required, as well as a written term report on the area of activity involved.

D. Internship

Internship includes 160 hours of field ministry at your local church (Sunday school classes, choir, worship/band, media, care center ministry, etc.) and attendance at Worship, Prayer and Chapel each class day.

E. Foreign Field Opportunities

From time to time, the College student body may be given special opportunities to participate in some type of missions-oriented work. This allows the student to have first-hand experience and instruction in World Missions and cross-cultural communication.

F. Ministerial Credentials

Graduates from New Life Bible College are recognized by many other ministry organizations as having completed the educational requirements for licensing and ordination.

We encourage students to be recognized by the denomination or organization of their choice.

Scholastic Regulations

A. Accreditation

Christian Life International Bible College was founded in 1981 and maintains a current state license to grant degrees as a Religious Exempt organization pursuant to California Education Code (CEC) §94739(b)(6).

CLIBC is not accredited.

Academic excellence and recognition is an important part of any college student's consideration in choosing an institution for educational preparation. In order to standardize many educational procedures and approaches to learning, accrediting organizations have been established. These organizations serve to help a student find recognition in other educational institutions for the work they have accomplished.

Many well-known and respected educational institutions have not desired accreditation as they have found the liberty to design their own curriculum approaches to be more important. Yet, the excellent quality of their education has earned them a universal recognition among their peers.

Christian Life International Bible College pursues a Bible-based curriculum. As such, CLIBC has deferred joining an accrediting institution that would require the compromise of this unique curriculum.

Undergraduate requirements are the same for general education units as in the standardized accredited curriculum and must be transferred from such an institution to receive the Bachelor's Degree offered at CLIBC.

With regard to recognition among educational peers, officials of the Northern California Nevada District of the Assemblies of God consider the graduates of CLIBC to be some of the best-prepared ministerial candidates.

As well, some of our graduates have been able to have their degrees applied provisionally toward master's programs, and continue their education in various other majors of study. We must stress, however, that our training objective is ministerial in nature.

Cooperative Graduate Schools

Qualified graduates with the Bachelor's Degree offerings at CLIBC have been received and excelled in graduate programs in many top graduate schools including:

- Fuller Theological Seminary
- Golden Gate Theological Seminary
- Simpson University
- Azusa Pacific College
- Assemblies of God School of Theology
- Liberty University
- Patton College
- Georgia State University
- Kennesaw State University

Our students have not historically been concerned about CLIBC accreditation, because it affords the opportunity to study the scriptures in a truly Bible-based program.

B. Placement Assistance

Every effort will be made to help graduating students be placed with the denomination of their choice or continue their ministry education at an accredited institution.

C. Evaluation

We fully recognize that letter grades are not able to provide a complete picture of an individual's qualification for Christian ministry. However, academic excellence is a necessary attribute in preparation for effective ministry. Academic work is evaluated based on whether its quality will provide adequate preparation for future ministry.

Grade Point standard scale:

A	Excellent	4.0
B	Above average	3.0
C	Average.....	2.0
D	Below average	1.0
F	Failing.....	below 1.0

GPA Maintenance Requirement

All students must maintain a **2.0 GPA**. All course requirements must be completed with a minimum grade point average (GPA) of 2.0. As well, each course must be passed before the student will be considered eligible for graduation.

Any student whose grade point average falls below 2.0 (using the standard 4.0 scale shown above) shall be placed on academic probation for the following semester.

Students on probation for any two consecutive semesters shall be subject to dismissal.

D. Honors

Students who obtain a **3.25 GPA** and have received the recommendation of the faculty shall qualify for **Honor Roll**.

Students who obtain a **3.5 GPA** and above and who have received the recommendation of the faculty shall be awarded **High Honors**.

Degree Programs and Course Certificates

Discipleship Certificate	Units
The Covenants and The Kings.....	8
Life of Christ.....	4
Letters of Paul 1 & 2	8
Foundations.....	4
Practical Ministry: 2 semesters.....	8
Internship 1 & 2	
Book reports: 4 books	
Total Units Required.....	32

Ministerial Arts Degree

The Covenants, Kings, Wisdom Books, Prophets	16
Life of Christ.....	4
Letters of Paul 1 & 2	8
Foundations.....	4
Hebrews & Apostolic Letters	4
Acts and Church History & Revival Movements	4
The End Times	4
Introduction to Pastoral Counseling.....	4
Practical Ministry: 4 semesters.....	16
Internship 1 – 4	
Book reports: 8 books	
<i>Total Units Required</i>	64

Biblical Counseling Degree

Includes all course and unit requirements for	
Ministerial Arts degree	64
Counseling Methods & Practice	4
Marriage and Family Counseling	4
<i>Total Units Required</i>	72

Bachelor's Degrees

Biblical Studies

Bachelor's Program Requirements

- CLIBC Ministerial Arts program
Minimum Units Required 64

- Completion of a minimum of 60 units lower division breadth requirement work from an approved institution; either a General Education Certificate, or an Associate of Arts degree with its equivalent coursework. Breadth Requirements must include:
Natural Science..... 9
Humanities 12
Social Sciences 12
Communications..... 9
Electives..... 18
Minimum Units Required 60

Bachelor's Degree in Biblical Studies

Total Units Required	124
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Biblical Counseling

Bachelor's Program Requirements

- CLIBC Biblical Counseling Program
Minimum Units Required 72

- Lower division breadth requirement work (see previous)
Minimum Units Required 60

Bachelor's Degree in Biblical Counseling

Total Units Required	132
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It is the responsibility of the faculty to determine that students have shown appropriate achievement in all areas of the curriculum to warrant the granting of a degree from Christian Life International Bible College.

It is possible for a student to earn a double major resulting in two degrees by adding the summer session counseling courses to the already completed Ministerial Arts degree program.

External Degree Program

In the Spring of 1995, our regular *Correspondence* program was discontinued and replaced by our **External Degree Program** (EDP). This was developed in an effort to make courses available to those who are unable to attend classes in residence. CLIBC offers two diplomas externally:

- Standard Diploma
Awarded upon request upon the completion of the first year course study requirements.
- Comprehensive Diploma
Awarded upon request upon the completion of the second year course study requirements.

Method of Study

The College will be responsible to:

- Distribute course material and related literature to the student;
- Coordinate with the student to find a local pastor to oversee, monitor, train and proctor exams for each student;

The Student will be responsible to:

- Read and study the course material ;
- Use the accompanying syllabus, study supplement, and helps to study;
- Submit written assignments and examinations;
- Attend periodic NLBC conferences to develop each student by exposing them to the ministry of the Holy Spirit.

Schedule of Fees

Tuition per course	\$225.00	Tuition does <u>not</u>
Registration	\$30.00	include supple-
		mentary textbooks.

Tuition includes:

- Course Notes and related materials
- Course Study Supplement
- All Examinations and related expenses

The entire tuition fee is due in advance. Courses will be issued to the student upon receipt of the tuition. Once the courses have been issued, material may not be returned for a refund.

Course Time Limit

Students are required to complete one semester course within one year. The length of time required to complete a course depends upon the student. Any student who doesn't complete the course within this time frame must request an extension from the NLBC admissions office.

Withdrawal

A student who wishes to withdraw from the program must do so in writing. The effective date of withdrawal will be the date the withdrawal request is received in the NLBC administrative office.

Courses Offered

First Year

Fall Semester

The Covenants (OT1)
The Letters of Paul 1 (PE1)
The Life of Christ (LOC)
Practical Ministry 1
Internship 1

Spring Semester

The Kings (OT2)
The Letters of Paul 2 (PE2)
Foundations (FCD)
Practical Ministry 2
Internship 2

Second Year

Fall Semester

The Wisdom Books (OT3)
Hebrews & Apostolic Letters (HGE)
Acts, Church History & Revival Movements (ACH)
Practical Ministry 3
Internship 3

Spring Semester

The Prophets (OT4)
The End Times (ETDR)
Introduction to Biblical Counseling (IBC)
Practical Ministry 4
Internship 4

Summer Session

Marriage & Family Counseling (MFC)
Counseling Methods & Practice (CMP)

Course Descriptions

<i>Course Title</i>	<i>Units</i>
The Covenants (OT1)	4
This class covers the Pentateuch (Genesis-Deuteronomy), which reveals the development of God's dealings with man through the time of Moses. It emphasizes the developing revelation of God as given through the lives of the patriarchs, the types and shadows of the law, and God's dealings with Israel as they are established in covenant relationship with Himself.	
The Kings (OT2)	4
This class covers the historical books, continuing the study of Israel's developing national identity from Joshua and the Judges, to the Kings and Reformers (Ezra & Nehemiah). This period views Israel's triumph of Canaan, the emergence of the monarchy, its decline, captivity and ultimate restoration of God's people.	
The Wisdom Books (OT3)	4
This class covers the romantic and wisdom books of the Old Testament bring familiarity with the pictures of Christ and His kingdom held in these books. The prophet Isaiah is covered in this class as well.	
The Prophets (OT4)	4
This course covers the Major Prophets of Jeremiah and Ezekiel and the twelve Minor Prophets. Emphasis is on their unique message, fulfillment and application for today.	
The Life of Christ (LOC)	4
This study covers the four gospels with emphasis on the life and times of Jesus Christ. The gospels reveal to man the will of God through Jesus Christ meeting with human need. Emphasis is on the person and ministry of Jesus Christ.	
Acts, Church History, & Revival Movements (ACH)	4
This class is a study of the New Testament church as revealed in the Book of Acts as early church order was formed. It continues to trace the development of the church through time with emphasis on the restoration work that the Holy Spirit has been doing, beginning with the Reformation.	
The Letters of Paul 1 (PE1)	4
This class is designed to give an in-depth study of the Pauline revelation in the following epistles: I & II Thessalonians; I & II Corinthians and Romans.	
The Letters of Paul 2 (PE2)	4

This class is a continuation of the study of the life of Paul and the following epistles: Galatians; Philippians; Colossians; Ephesians; I & II Timothy; Titus; Philemon.	
Foundations (FCD)	4
This course covers the foundational doctrines of Christianity, comparing them with the various doctrinal errors as presented through Christian and religious history.	
Hebrews & Apostolic Letters (HGE)	4
An in-depth study of New Testament theology as it is developed in the following epistles: Hebrews; James; Jude; I & II Peter; I, II & III John.	
The End Times (EDR)	4
This study covers two of the most important prophetic books of the Bible dealing with the end times: Daniel and the book of Revelation. Understanding of these books emerges from a proper recognition of God’s covenant obligations and relationships with His people.	
Introduction to Biblical Counseling (IBC)	4
This course is designed to introduce pastors and other Christian leaders to the working principles of nouthetic counseling through lectures, assigned readings, case observations and discussions.	
Counseling Methods & Practice (CMP)	4
This course is designed to provide the student with intensive study and active participation in counseling methodologies. In addition, the student will be introduced to the major schools of psychological thought.	
Marriage and Family Counseling (MFC).....	4
This course provides the student with intensive study in the principles and methods of pastoral counseling as related in the dynamics of marriage and family life. Family development, communication, conflict resolution, child rearing, pre-marital counseling, and divorce counseling will be through lecture, role play, and discussion.	
Practical Ministry 1 – 4 (PM1-4)	4
A seminar format is used to cover a variety of subjects and material as well as provide students with exposure to noted spiritual ministries in the body of Christ. The purpose is to establish a life flow of the Spirit and give keys that have enabled others to enter into a greater effectiveness in their ministries. Special seminars are held covering areas such as the Gifts of the Holy Spirit, Healing, Worship, Pastoral work and services, and more. Tests are given after the seminars over the material covered.	
Internship	4
<i>Field Ministry</i> – this is an on-the-job type of study that places the student in various positions of service to develop ministerial experience. Regular discussion with a faculty	

member and supervised instruction is required, along with a written term report on the area of activity involved.

Worship, Prayer & Chapel – This is a mandatory time in which the student is actively involved in worship, prayer and ministry with the other students on scheduled class days.

Educational Recordkeeping Procedure

Files are organized in an alphabetical order under appropriate headings such as transcripts, applications, student records, financial records, etc. They are located in the Bible School office at 1370 S. Novato Blvd., Novato, California, 94947.

The record keeping for this institution as a minimum shall be kept in such a way that adequate records are maintained by the institution to show attendance, progress or grades, and that satisfactory standards are enforced relating to attendance, progress and performance.

Also, the institution maintains current records for a period of not less than five years at its principle place of business within the state of California, immediately available during normal business hours, for inspection by the superintendent or the Attorney General of California showing the following:

1. The name and address, both local and home, including city and street, of each of its students;
2. The courses of study offered by the institution;
3. The name and addresses, including city and street, of its faculty, together with a record of the educational qualifications of each;
4. The degrees or diplomas and honorary degrees and diplomas granted, the date of granting, together with the curricula upon which the diplomas and degrees were based.

All students are hereby informed that their actual physical records are kept for (5) years.