

REACH
degree completion



PROGRAM BOOKLET

REACH *degree completion*

Relevant Education for Adult Christians

Your goals are in REACH at South Florida Bible College.

It is with great excitement that we introduce our new Adult Degree Completion Program, specifically designed for students with a rich life experience who have already earned college credit. This program allows you to complete your undergraduate degree in a unique setting and at less than half the cost of area rates.

Using an "adult-friendly educational" model, our REACH program allows you to pursue either a Leadership and Ministry or Business Administration and Management major. This is an exciting period for SFBC as growth and development take place on many fronts, greatly increasing the educational opportunities available to our students.

Since opening its doors in 1985, SFBC has been preparing men and women for the call of God upon their lives. SFBC's faculty and staff are second to none in excellence of classroom teaching and mentorship of students. This truly outstanding community of scholars makes the college experience come alive for students, broadening their horizons in a multitude of ways.

It gives me great privilege to lead the College during this period of transformative growth and progress.

Come join us in making history!™



President and Founder of South Florida Bible College
Dr. Joseph Guadagnino

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Overview

With the REACH Adult Degree Completion Program, South Florida Bible College (SFBC) offers an accelerated nontraditional option for adult students desiring to earn a Bachelor of Arts degree. There are two majors. The Business Administration and Management major (BA&M) is for those who are involved in or plan to be involved in leadership development or management. This program provides adult students with sets of skills for marketplace professions or vocational ministry. The Leadership and Ministry major (L&M) is for those wanting to effectively integrate biblical truths with contemporary life and thought, coupled with practical ministry skill courses for both vocational and lay ministry. SFBC exists to equip leaders to more effectively impact their world.

REACH Degree Completion students:

Have completed approximately two years of college, university, or technical school with the equivalent of at least 48 semester hours credit or more.

- Are at least 23 years of age.
- Are highly motivated to finish their degree.
- Can schedule their time carefully and discipline themselves to meet the rigorous demands of this program.
- Want to complete their degree in a setting where faculty and staff are sincerely interested in students and their future.
- Are typically employed full-time.
- Want to develop their gifts to enhance their vocational careers in marketplace professional or ministry settings and/or volunteer leadership (i.e. nonprofit).

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Benefits

Through the REACH Adult Degree Completion Program, students will:

- Earn a Bachelor of Arts degree in approximately 22—25 months from a Christian institution.
- Convert significant life experiences into college credit by documenting past training, work-related projects and competencies.
- Attend class only one evening each week while continuing with work schedules and family life.
- Improve communication, leadership skills and vocational effectiveness.
- Meet in a seminar format to benefit from the varied experiences and ideas of other classmates.
- Attend small classes with the same students through the entire program in a manner that will develop group cohesiveness and an active network of associates.
- Receive individualized instruction and specific attention to problem areas of learning.
- Gain satisfaction and the financial rewards that go with it while fulfilling an educational goal.

South Florida Bible College's Adult Degree Completion Program

Program Emphasis

The REACH Adult Degree Completion Program is unique. The curriculum contains sixteen to eighteen modular courses that are taken in sequence. The term "modular course" signifies the integrated nature of this curriculum. It is not a collection of independent courses but rather a unified curriculum with sequential courses. Students will receive a Bachelor of Arts degree (L&M major or BA&M major) upon completion of the requirements for graduation. As students entering the program will likely have professional employment experience, the course of study will help them apply this practical experience in formal education for their greatest benefit.

At registration, students receive a class schedule for the entire program. The classes meet one night each week from 6:00 PM until 10:00 PM for about 22-25 months. The schedule is planned to allow time for holidays and brief breaks throughout the year. Students register as a group and move through the program together, taking courses in sequence one at a time. Such groups registering together are called "cohorts." The courses are scheduled over four semesters equaling 48—54 semester hours of credit. The curriculum is distributed in a series of Student Guides given to the students with detailed assignments for each week.

Business Administration and Management

Students who enroll in this program will receive a Bachelor of Arts degree with a major in Business Administration and Management.

The courses in the Business Administration and Management Core are:

- Goals, Priorities and Attitudes
- Essentials of Management
- Communication Concepts
- Cutting Issues in Management
- Biblical Concepts of Leadership
- Organizational Behavior
- Christian Ethics
- Accounting for Managers
- Case Studies in Leadership
- Organizational Marketing and Sales
- Economics and the Manager
- Case Studies in Ethics

The courses in the Bible/Theology Core are:

- Biblical Worldview
- How to Study, Understand, and Apply the Bible
- Life of Christ/Gospels
- Hebrew Wisdom Literature
- Epistle to the Romans
- Christian Theology

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Leadership and Ministry

Students who enroll in this program will receive a Bachelor of Arts degree with a major in Leadership and Ministry.

The courses in the Leadership and Ministry Core are:

- Goals, Priorities and Attitudes
- Christian Ethics
- Essentials of Management
- Communication Concepts
- Biblical Concepts of Leadership
- Evangelism and Discipleship
- Foundations of Teaching and Preaching
- Dynamics of Christian Counseling
- Small Groups in the Church
- Case Studies in Leadership

The courses in the Bible/Theology Core are:

- How to Study, Understand, and Apply the Bible
- History of the Israelite Kingdom
- Biblical Worldview
- Acts: The Early Church
- Paul's New Testament Letters
- Old Testament Prophets.

Online Education

In conjunction with this program, SFBC has partnered with Knowledge Elements to make online courses available to students in the program. Students may use online courses for general education requirements and electives.

The online schedule of courses offers ten different registrations annually. The REACH Program Office will assist students in making arrangements for these courses. Students must have reliable Internet access and an active email address. Although classes will be asynchronous (all students do not need to be online at the same time), students will have contact with their instructor and classmates through forums and email.

Bridge Courses

General education and elective requirements can also be met with five-week, modular, evening or Saturday morning courses offered on campus.

Courses in the Degree Completion Program

Courses common to both majors:

Goals, Priorities and Attitudes: The setting of goals, as well as priorities among those goals, with an emphasis upon how those goals and priorities related to the realities and aspirations of life will be studied. The attitude of the individual including other aspects of psychological makeup and how it impacts upon the ability and willingness to set goals and priorities is also covered. There is an emphasis upon how goals, priorities and attitudes can lead to effective Christian personal management.

How to Study, Understand, and Apply the Bible: This course includes both basic hermeneutics and Bible study methods. It is a study of the formation of the English Bible and its authority, a survey of the principles and practice of independent Bible study, including an emphasis on the grammatical-historical approach to biblical interpretation. The student will study methods of application leading to the development of theme, proposition and finally the lesson itself.

Essentials of Management: A study of the five parts of managing organizations-planning, organizing, staffing, leading, and controlling/evaluating-with the study of principles for application of both not-for-profit and for-profit organizations and applications with references to Scripture.

Christian Ethics: A study of theoretical and practical problems of moral conduct and proposed solutions with an emphasis upon the nature of ethics, values, rights, obligations and opportunities.

Biblical Concepts of Leadership: This modular course includes a study of the various characteristics and connotations that Scripture teaches are part of the biblical concept of leadership. It also includes an application of these concepts to both personal and career goals.

Communication Concepts: An introduction to the concepts of effective oral and written communication to include functioning in teams and other organizational settings as well as interpersonal exchanges.

Case Studies in Leadership: Case studies will be selected for in-depth study of the application of leadership concepts with particular reference to those concepts found in Scripture. Students will develop a written analysis of their style of leadership. Related issues are introduced through readings.

Biblical Worldview: This modular course will explore ways in which the student can develop a positive relationship with God as he/she explores the

role of general revelation (the creation), special revelation (the Scriptures), and experiences God at work in the modern world.

Courses in the Business Administration and Management Major

Organizational Behavior: Organizational goals, priorities and strategies interfacing with the behavior of individuals and groups inside the organization and in other affecting organizations. Attention will be given to the effect of organizational culture, government laws and regulations and the economy upon organizational behavior.

Organizational Marketing and Sales: The use of organizational mission to develop a marketing approach to reach potential constituencies with image, product and service that will cause those constituencies to utilize the organization to meet their perceived needs in a manner that is profitable to the organization.

Life of Christ/Gospels: This modular course will be a study of the Gospels focusing upon the life and ministry of Jesus Christ and His death and resurrection, with a view toward applying His life-changing principles to one's everyday life.

Economics and the Manager: This modular course is focused on the use of economics in making managerial decisions both within an organization and in the larger market arena. Issues involving scarcity and choice, the United States economy, price, production, cost, competition, money, income, business cycles and international trade are included.

Cutting Issues in Management: A modular course for managers allowing them to build upon the principles of management to study the current trends and developments in the field of management as found in business currently and in the thinking of writers in the field.

The Epistle to the Romans: This modular course is an exegetical and historical study of Paul's Epistle to the Romans with exposition and application of the book's leading themes.

Accounting for Managers: The acquisition, analysis and reporting of financial information is important to the individual manager and the organization will be studied. Special attention will be given to the planning and control responsibilities of practicing managers. Individuals should gain confidence in their ability to interpret and use financial information for more effective decision-making.

Foundations of Ethics: Hebrew Wisdom Literature: A study of Job, Psalms, Proverbs, Ecclesiastes and the Song of Solomon that emphasizes the

genius of Hebrew poetry and the doctrinal depth, spiritual value and ethical implications of these books.

Case Studies in Ethics: This modular course includes reading, discussion and development of papers pertaining to relevant case studies and readings involving ethical issues applied to actual situations.

Christian Theology: Focusing on the classical passages of the Old and New Testaments, the student will study the basic theological concepts related to Scripture, God, Jesus Christ and His work, man and his salvation, the Holy Spirit, and the church. Our text will allow us to explore the historical development of these doctrines as well as the biblical basis for them.

Courses in the Leadership and Ministry Major

History of the Israelite Kingdom: This course is a study of the history of the people of God in the Old Testament as that history is recorded from Genesis through Esther. It will consider God's redemptive plan as it is expressed in His covenants with Israel. Special emphasis will be made to help the student understand the geography of the Near East.

Acts: The Early Church: A study of the history of the beginnings of the Christian church as described in the New Testament book of Acts, is the subject of this study. The faith, practices and teaching of the first churches will be the focus of this study, as they are born in Judea, and then expand beyond Judaism across the Greco-Roman world. Special attention will be made of the historical contexts, the key players, and the strategies employed in the missionary expansion of these new communities.

O. T. Prophets: A study of the prophetic books (Isaiah-Malachi) including a chronology of the prophets with special attention given to the religious, social, and political message of the prophets.

Evangelism and Discipleship: This course will include a study of the nature, purpose and process of biblical evangelism and its application to various ministries. There will also be an introduction to the literature, skills and philosophy for planting a new congregation while using a case study to illustrate the process and decision-making.

Paul's New Testament Letters: A study of the letters written by the Apostle Paul with special emphasis given to the student's use of correct hermeneutical principles and procedures. Personal application of Scripture will be stressed.

Foundations of Preaching and Teaching: This cross-training module introduces the principles and skills necessary to effectively communicate

Scripture through teaching and preaching delivery. This course allows for the development and application of skills learned.

Small Groups in the Church: This course is a study of New Testament discipleship principles and their application, with special emphasis upon building discipling relationships and small group ministry. Small groups are becoming an increasingly important component of church-based ministry. Leaders must understand groups because group process directly affects creativity, problem solving, decision-making and productivity.

Dynamics of Christian Counseling: The purpose of this course is to provide an introduction to the counseling profession from a Christian perspective. It will explore how biblical and psychological principles may be integrated and applied to counseling issues. It will also describe the counseling process and the nature and role of the counselor as a person and as a professional.

Graduation Requirements

To graduate with a Bachelor of Arts in Leadership and Ministry or in Business Administration and Management, students must:

1. Complete 120 semester hours with a cumulative grade point average of 2.0 or better.
2. Complete the 48—54 semester hours in the Adult Degree Completion Program with a grade point average of 2.0 or better.
3. Complete the 36 semester hours of the General Education Requirements of the College including:

Communication (9)	
English Composition	6
*Communication	3
Humanities (8)	
Literature	3
*Other	5
Social Sciences (13)	
History	6
Psychology/Sociology	3
*Other	4
Science and Math (6)	
Science	3
Math	3

**Courses in the Degree Completion Program may meet part of this requirement.*

4. Fulfill all financial obligations to SFBC.
5. Satisfy the Student Service requirements as described in the Student Handbook.

The semester hours required for graduation with a Bachelor of Arts are:

General Education Requirements:	36 hours
Degree Completion Program:	48 (L&M)—54 (BA&M) hours
Electives	36 (L&M)—30 (BA&M) hours
Total Hours to Graduate	120

ADMISSIONS

Admission Criteria

The Provost will accept the admission application once the applicant has met all of the following criteria. Any exceptions will be considered by the Admissions Committee for the Degree Completion Program.

1. Completion of 48 or more semester hours of credit from an accredited college/post-secondary institution.
2. Cumulative grade point average of 2.0 (on 4.0 scale) or better on all prior academic work.
3. Two acceptable references.
4. Official transcripts from all post-secondary academic work.
5. Completion of appointment with Credit by Demonstrated Competency Advisor (waived if transcripts show 72 semester hours toward graduation requirements).
6. Completion of application form and payment of \$75 nonrefundable application fee.

FINANCIAL INFORMATION

Tuition & Fees

The tuition rate for 2013-2014 is \$210.00 per semester hour. Thus, for a semester with four 3-credit courses the total tuition will be \$2,520.00. For a semester with five 3-credit courses the total tuition will be \$3,150.00

Estimated average cost of texts and materials are \$400 for Leadership & Ministry and \$475-500 for Business Administration and Management per term.

Application Fee and Enrollment Deposit

At the time of application, the student will be pay a non-refundable \$75.00 application fee. In addition, there will be a \$75 registration fee/enrollment deposit. The enrollment deposit guarantees the student a place in a specific cohort group and applies toward the tuition paid at the beginning of the first semester. Enrollment deposits are accepted until a group size of 20 has been reached.

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Books and Materials

At the beginning of each semester students will be informed as to the cost of textbooks and materials. This amount will be determined from the retail price of the individual books and materials. Books for the next class will be brought to the final session of each class and students will need to make payment for the books at that time unless other arrangements have been made.

Education Loans

Students who desire to borrow money for educational expenses should check with their banks or financial advisers about a possible home equity loan that would make the interest tax deductible. Some students will find it advantageous to use other sources for a personal loan. Amounts that can be borrowed, interest rates and repayment schedules will vary with the individual lenders.

Payment Plan

For students who are unable to pay the full semester's tuition and fees at registration, the College will make available a three-payment installment plan. One-third of the payment is due at registration, one-third is due the first of the second full month (30-60 days after registration), and the final one-third is due the first of the third full month after registration. Payment of tuition and fees is accepted by cash, check, or credit card.

Tuition Reimbursement Plans

Many corporations have programs to encourage their employees to complete their education. In many cases, these programs involve tuition reimbursement. When a student's employer has such a program, the college will assist with a deferred tuition plan. Students must obtain the Tuition Reimbursement Request Form from the REACH Degree Completion Program Office. That form must be completed and returned to the office along with a copy of the employer's policy and a letter from the employer stating that the employee is eligible for the program.

The College will provide a listing of all charges and notification of the student's successful completion of modular courses or semesters according to the employer's requirements. If the tuition reimbursement plan covers less than 100%, the student will be required to pay the portion of tuition and fees not covered by his or her employer at registration. If the employer payment involves payment after registration day, the student is expected to pay a minimum of the application fee (\$75.00), the registration fee/enrollment deposit (\$75.00) and the Text and Materials Fee (\$300-400) for the semester at the time of registration.

If the employer's plan calls for payment at the end of each course or at the end of the semester, the plan must be approved in advance by the Finance

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office. The student will be responsible for any amount that is not paid by the employer for any reason.

Refunds

A student shall normally be assessed tuition charges by the term. If a full-time student decides to withdraw from the REACH Program before the end of a semester, the tuition for that semester will be divided into four or five equal parts (depending upon how many courses there are per term). One part will be refunded for each course remaining in the semester. If a student has attended one class meeting of a course before dropping the course, 75% of the tuition for that course will be refunded in addition; by attending two class meetings, 50% would be refunded. If a student has attended more than two class meetings of the five meetings in the course, he/she will be charged for the entire course. All fees are non-refundable.

Part-time students (1-11 semester hours of credit) will follow the policy above for any courses not completed. Students will not be refunded any portion of the tuition for courses already completed.

The date of withdrawal shall be the date on which the student completes and turns in the appropriate forms for the College and not the date of last attendance (forms are available in the REACH Program Office).

If a course is failed, the student shall be assessed the tuition again for the course when repeating the course. Students dropping back to a later group will be assessed tuition at the time of reentry only for those courses they need and enroll in at that time.

STUDENT FINANCIAL ASSISTANCE

Any student wishing to apply for financial assistance should contact the Financial Aid Office 954-545-8325. The Student Financial Aid Office is available to answer your questions and to help estimate your eligibility for financial assistance. Office hours are Monday, Tuesday and Thursday: 11:00 am—7:00 pm. Other hours are available by appointment.

So that your financial aid eligibility may be determined in a timely manner, please contact the Student Financial Aid Office four to six weeks prior to the beginning of Course One. At that time, identify yourself as a student with questions about the Degree Completion Program. Students who call with requests will be mailed the Degree Completion Program Financial Assistance Packet which includes an application and the necessary steps to apply.

EARNING COLLEGE CREDIT

If you enter the REACH Degree Completion Program with fewer than 78

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semester hours, you may seek to gain the remaining hours of credit needed to graduate in several ways as noted in the following paragraphs. A maximum of 30 semester hours can be accepted when it has been achieved in a combination of the following ways: Evaluation of Alternative Educational Experiences, Credit by Examination, and Credit by Demonstrated Competency (CDC). Unless otherwise approved, this credit will be applied only to elective credit.

Evaluation of Alternative Educational Experiences

The College will evaluate formal educational experiences gained in non-college settings. Where the American Council on Education (ACE) has evaluated such courses, the College will use the evaluation in the appropriate guide as source for determining what credit might be given. Students may have had courses in specialized institutes, e.g. banking or real estate or courses as part of vocational training in industry; in a technical institute or as specialized training in the military. South Florida Bible College will evaluate such work according to standards established by accrediting associations.

Credit by Examination

South Florida Bible College will accept the results of testing by CLEP (College Level Examination Program), DSST, the military equivalent, or a departmental examination accepted by the College. There may be charges in addition to the costs involved with taking the examination.

Credit by Demonstrated Competency (CDC)

CDC allows a student the opportunity to prepare a portfolio describing specific work activities and life experiences and then to document the learning that resulted from these experiences. Material for this portfolio can come from a number of different sources, including workshops, seminars, self-study, non-credit classes training courses, and work experiences. Please note that it is the learning (and not merely experience) from these sources that is evaluated. Appropriate faculty members will evaluate the written portfolio and determine what credit might be warranted. In the admissions process the REACH Degree Completion Program staff will provide you with an estimate of the number of CDC credits you might expect to receive through this program. Students will be assessed fees when they submit their portfolio. A schedule of fees for CDC evaluation is available in the REACH Degree Completion Program Office.

INFORMATION SESSIONS

Throughout the year South Florida Bible College holds information sessions on campus and at other locations to inform prospective students about the program. These sessions cover: the nature of the REACH Degree Completion Program; financial matters, such as loans and grants, payment plans, employer reimbursement; beginning dates for groups, application procedures,

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questions and answers. If the scheduled information sessions are not convenient or if an individual appointment is preferred, please call the REACH Degree Completion Program Office at 954-426-8652, Ext. 102 or email reach@sfbc.edu to schedule an appointment.

to apply...

1. Complete and turn in the application for admission.
2. Pay the \$75 nonrefundable application fee.
3. Send a transcript request form to each college or university previously attended. Check with the registrar from each institution for the appropriate transcript fee.
4. After transcript(s) have been received and evaluated, schedule an appointment with a staff person who will estimate the number of hours you might earn in portfolio through Credit by Demonstrated Competency. This requirement is waived if you transfer in 72 hours toward graduation and meet all general education requirements.
5. Once a decision has been made about a preferred starting date, a nonrefundable registration fee of \$75 should be paid which will reserve a spot in that group providing that space is currently available. The fee may be paid up until registration provided there is still space available in the group.
6. Plan to attend registration night and each of the scheduled class nights.

SOUTH FLORIDA BIBLE COLLEGE 1100 S Federal Highway Deerfield Beach, FL 33441



South Florida Bible College is situated on 3 acres and located along Federal Highway in Deerfield Beach, Florida. The campus is less than one mile from the beautiful beach and is within thirty minutes of three major airports.

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South Florida Bible College was established in 1985, by its founder and [President](#), Dr. Joseph Guadagnino. Dr. Guadagnino wanted to provide a non-denominational institution of higher learning where men and women could fulfill the call of God upon their lives. SFBC began as a Bible Institute in 1985 and evolved into a Bible College and Seminary in 1988. The first graduating class was in June 1990, with eighty (80) graduates.

South Florida Bible College holds candidate status at the undergraduate level with the Commission on Accreditation of The Association for Biblical Higher Education (ABHE), 5850 T G Lee Blvd., Orlando, Florida 32822, Ph. (407) 207-0808.

South Florida Bible College is a member in good standing with the American Federation of Colleges and Seminaries.

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**APPLICATION FOR ADMISSION
South Florida Bible College**

Biographical: (Please print in ink)

Last Name First Middle Former

Birthplace: City _____ State ____ Are you a U.S. resident? __ Yes __ No

Country of Citizenship _____

Permanent Resident of U.S.? __ Yes __ No Card Number _____

Mailing Address: Number and Street City State Zip County

E-mail Address _____ Phone _____

Male __ Female __ Date of Birth __/__/__ Age _____

OPTIONAL: Marital Status _____ *Social Security # _____

*If you provide your social security number, the institution will use it for keeping records, doing research, and reporting. The institution will not use your number to make any decision directly affecting you or any other person and will not give it to the general public. If you choose not to provide your SSN, you will not be denied any rights as a student. Providing your SSN means that you consent to its use in the manner described.

Describe your salvation experience, and your relationship to Jesus Christ:

Date of conversion _____ What church do you attend? _____

Denomination _____ Member: Yes __ No __

Church mailing address _____

How did you first become interested in the REACH Degree Completion Program? Please list any person or event that has influenced your choice:

Place of employment _____ Work phone (____) _____

Educational:

Intended Enrollment Date: ____ Fall ____ Winter ____ Spring Year _____

Program for which you are applying: ____ BA in Leadership and Ministry
____ BA in Business Administration and Management

(OVER)

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List all universities, colleges, community colleges attended (if any) in order of attendance (no exceptions). Request that transcripts be sent direct to South Florida Bible College:

College or University Dates Attended Approx. Credits, Degrees/Diplomas

1. _____
2. _____
3. _____

Have you ever been refused admission to, or been dismissed from, any other college or university?
____ No ____ Yes If yes, attach a statement of details.

Financial:

To qualify for grants and other financial aid, including loans, a student must enroll for the purpose of obtaining a degree or certificate. Will you be applying for financial aid? ____ Yes ____ No Are you eligible for veterans benefits? __ Yes __ No

How do you plan to finance your education? _____

Reference:

List below a person who will complete a recommendation for you utilizing provided forms. He/she should be one of the following: your pastor, a church leader, your employer, or a co-worker who knows you well (two years or more). Do not list relatives.

Name	Address	City	State	Zip Code
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A non-refundable application fee of \$75.00 (U.S.) must accompany this application in order for it to be processed. Mail To: REACH Degree Completion Program, South Florida Bible College, 747 S. Federal Highway, Deerfield Beach, FL 33441.

South Florida Bible College does not discriminate against qualified individuals with disabilities in the recruitment and admission of students, the recruitment and employment of faculty and staff, and the operation of any of its programs and activities, as specified by applicable federal laws and regulations.

Application Statement

The candidate must read and sign the statements below before the Admissions Committee can consider this application. The undersigned agrees that:

1. The provision concerning fixing the amount, adjustment on withdrawal or late arrival, and other terms of comprehensive fees payment as set forth in the College's annual catalog are incorporated herein and are hereby accepted.
2. I certify that all of the information given in this application is complete and accurate to the best of my knowledge.
3. I have read and understand the doctrinal statement in the College Catalog.

SIGNATURE _____ DATE _____