



CENTRAL FLORIDA BIBLE COLLEGE

9735 US Hwy. 301 S.
Dade City, FL 33525

352-583-7674
www.cfbiblecollege.info
cfbc.ridgemanor@gmail.com

ACADEMIC CALENDAR 2018-19

Academic Year 2018-19

Program3 courses: 3rd Year

Dade City Campus Monday, 7-9:30pm	COURSE NAME		INSTRUCTOR
2018 —August 6		Orientation—Dade City Campus	ADM./FACULTY
Aug. 13, 20, 27, Sept 3*, 10 Test: Sept 11 through 18	CHM-301	Ministerial Ethics	Pastor Fred Puentes
Sep.17, 24, Oct 1, 8, Test: Oct 9 through 16	CHM-302	Church Administration: Management by Objectives	Minister Jan Matala
Oct 15, 22, 29, Nov 5 Test: Nov 6 through 13	CHM-303	Submission and Authority	Pastor D. Kelly
Nov. 12,19, 26, Dec 3, Test: Dec 4 through 11	CHM-304	Principles of Leadership	Minister Toñita Herring
2019 —Jan 7,14, 21, 28 Test: Jan 29 through Feb 5	BIC-305	People Skills: Appropriate Ways of Communication and Conflict Resolution	Minister Toñita Herring
Feb. 4, 11, 18, 25 Test: Feb 26 through March 5	CHM-306	Introduction to Biblical Praise and Worship	Minister Iris Kelly
March. 4,11, 18, 25 Test: March 26 through April 2	BIC-307	Introduction to Biblical Counseling I	Pastor Fred Puentes
April. 1, 8, 15, 22 Test: April 23 through 30	BIC-308	Biblical Counseling II	Pastor Fred Puentes
April 29, May 6, 13, 20* Test- May 21 through 28	BIS-309	Book of Hebrews: Harmony between Old and New Testaments	Pastor D. Kelly
Ministerial Practicum- 3 RD Year Dateline: March 31 st	MPR-300	Turn in Practicum forms completed and signed	Pastor Fred Puentes Dr. Linda Hunt Minister Toñita Herring
EXPECTED GRADUATION DATE: JUNE 8, 2019. Graduation Rehearsal: June 3, Dade City Campus			

*No Class on September 3 and May 27--Major Holidays. Watch video, session 4, for Sept. 3 class online.

INSTRUCTIONS:

- All tuition must be paid on the first day of each course. A 25% fee or \$10.00 late fee will be added if payment is not received on time for said class.
- Test will be online. You will receive an email from classmarker.com with the login information. Tests will be available on Tuesday after last class meeting until the following Tuesday at 11:55pm. No test will be administered if tuition has not been paid, unless other arrangements have been previously made with the Bookkeeper or the Academic Dean.
 - If a student is not able to take the test online, he/she must arrive 30 minutes before next class starts to take the test. Previous arrangements must be made with the Teacher or Academic Dean.
- All Practicum requirements must be met before final grade is awarded.
- All Students must turn in a Student Course Completion Affidavit signed and dated for each online course. All students must read the Textbook, and/or the Reference book and/or chapters assigned by the Instructor and indicate so in the Student Course Completion Affidavit
- All make-up tests must be completed by last day of class: May 20, 2019.
- No diploma and/or license will be awarded to any student that has not completed all tests, turned in all practicum forms, submitted the notarized Ministerial License Agreement, and/or has not paid the tuition in full by the last day of class on May 20, 2019.



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TEXTBOOKS FOR CALENDAR YEAR 2018-19 PROGRAM 3

Below is the list of textbooks for third year courses:

Course name	Textbooks
CHM-301 Ministerial Ethics	Ministerial Ethics, © 2004 by Joe. E. Trull and James E. Carter, ISBN: 978-0-8010-2755-0
CHM-302 Church Administration: Management by Objectives	Management by Objectives by Harvestime International. Download a free copy from http://www.harvestime.org . A hardcopy can be ordered directly from their website.
CHM-303 Submission and Authority	Undercover © 2001 by John Bevere, ISBN: 0-7852-6991-6
CHM-304 Principles of Leadership	The 21 Irrefutable Laws of Leadership © 1998 and 2007 by John C. Maxwell, ISBN: 978-0-7852-8837-4 AND The Spirit of Leadership © 2005 by Myles Munroe, ISBN-10: 0-88368-983-9
BIC-305 People Skills: Appropriate Ways of Communication and Conflicts Resolution	People Skills: How to assert yourself, listen to others and resolve conflicts © 1979 by Robert Bolton, Ph. D., ISBN: 0-671-62248-X AND Confronting without offending: Positive and practical steps to resolving conflict © 2009 by Deborah Smith Pegues, ISBN: 978-0-7369-2149-7
CHM-306 Introduction to Biblical Praise and Worship	Exploring Worship © 1987, 2001 by Bob Sorge, ISBN: 0-9621185-1-6
BIC-307 Introduction to Biblical Counseling I	Why you act the way you do © 1984 by Tim LaHaye ISBN-10: 0-8423-8212-7 or ISBN-13: 978-0-8423-8212-0 <u>Reference Book:</u> How to Be a People Helper: You can help the Others in your life by Dr. Gary Collins
BIC-308 Biblical Counseling II	Spirit Controlled Temperaments by Tim LaHaye New Updated and Expanded-1993 edition, ISBN: 0-8423-6220-7 <u>Reference Books:</u> 1. Common Care Counseling Handbook by Terry D. Edwards & William R. Kimball, 2. Christian Counseling: A Comprehensive guide by Gary R. Collins, PH. D
BIS-309 Hebrews: Harmony between the Old and New Testaments	The Holiest of all by Andrew Murray, Updated Edition-2004, ISBN: 0-88368-523-X

INSTRUCTIONS:

It is the student's ultimate responsibility to get their own textbooks. The students also have the option to order their own books at any bookstore of their choosing or at www.amazon.com/books. The prices at amazon.com may vary but they are affordable for the most part. Those books under suggested reading are not required, but a recommendation from the Instructor.