



LIVINGWORD

APOSTOLIC BIBLE COLLEGE

Student Handbook

January 2014

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ABOUT US

The Living Word Apostolic Bible College (LWABC) exists to provide exceptional training and mentorship to individuals who are seeking to make a positive impact in their communities.

To accomplish this, LWABC will work together to mentor, encourage and equip leaders in the Word of God to be effective ministers of the gospel. The Living Word Apostolic Bible College will support students in building their unique skills and talents in public speaking, research and a variety of other important attributes of servant leadership and ministry.

The Living Word Apostolic Bible College is affiliated with Parkersburg International Biblical Studies in Parkersburg, West Virginia, founded and directed by Dr. Joe Nelson. The college is an affiliate of Parkersburg Bible College and is designed for students who wish to pursue part time studies.

MISSION STATEMENT

To effectively train and equip men and women for the ministry of our Lord Jesus Christ.

OBJECTIVES

- To equip men and women spiritually, intellectually, and theologically, so that they will be empowered disciples of Christ.
- To develop leadership abilities to propagate the Gospel in an effective way.
- To teach relevant life skills in an ever-changing and demanding world.
- To support with mentoring and counselling in all aspects of life.
- To create a strong, holistic Christian learning environment.
- To train students to be better Christian workers in their local church and prepare ministers for world-wide evangelism.

WE BELIEVE ...

- The Bible is the inspired Word of God. (II Timothy 3:16)
- In repentance, baptism in water, and the infilling of the Holy Ghost with the evidence of speaking in other tongues as the Spirit gives utterance. (Acts 2:38)
- That there is only one God manifested as the Father in creation, His son in redemption and as the Holy Ghost in the body of believers. (Colossians 2:9)
- In the personal imminent return of our Lord Jesus Christ for the Church. (Revelation 22:7)
- That all believers must live a dedicated, sanctified, and holy life separated unto God. (Hebrews 12:14)
- In the God-given ministries of the Church; divine healing, gifts of the Spirit, etc. (Mark 16:17-18)

HOW TO APPLY

- 1) Fill out an application form online or paper + submit registration fee (registration fee is for new applicants)
- 2) Letter from your current pastor + an additional reference (not a relative)
- 3) Transcripts from all post-secondary institutions or high school transcripts
- 4) Evaluation of external degree (\$75.00 payment)

Please submit all documents to administration office by respected deadlines to avoid delays or additional fees.

Evaluation Criteria for External Degree

Administration at the Living Word Apostolic Bible College will complete degree evaluations upon submission of previous experience and degree information. Please note that degree evaluations cost \$75.00.

WITHDRAWAL / REFUND POLICY

If you withdraw in writing before the third class, 50% of the tuition fee will be refunded. If you withdraw after the third class, no refund is applicable

PRE-PAYMENT OPTIONS

Pre payment options are available to students prior to the start of a semester. Final payments need to be completed prior to the start of classes. Please contact administration for more details.

NON DEGREE SEEKING STUDENTS

Students have the opportunity to attend classes to increase their knowledge of the word of God, without seeking a degree. In order to obtain a non degree status students must contact the administration prior to starting classes.

ACADEMIC REQUIREMENTS

9 hours per semester is considered a full academic schedule for on campus students.

Hours needed to complete degrees

Diploma Ministerial Studies 32 hours

Associate 64 hours

Bachelor 128 hours

Masters 160 hours (128 hours + 32 hours) + Assignment

Doctorate 200 hours + Assignment (comes only through the President's office)

Academic Outline

	Associate	Bachelor	Masters	PhD
Administration	9	15	18	21
Counselling	--	6	15	24
Theology	9/36	30/54	40/54	72
Christian Education	12	30	30/48	51
Minimum Total	64	128	160	200+

SEMESTER CREDIT HOURS

At the completion of each course, students that have taken the final exam and passed the course will be awarded 3 credit hours, that will be calculated into the total amount of credits needed for the degree of study.

For Example:

Degree of Study	Theology
Credit Hours Needed to Obtain Degree	64
Course of Study (Subject of Study)	Typology (3 Credit hours)
	Eschatology (3 Credit hours)
	Monotheism (3 Credit hours)
	Pentateuch (3 Credit hours)
Total Credit Hours Earned	12 (3+3+3+3=12)
Balance of Credit Hours Needed	52 (64-12=52)

Depending upon the degree being sought after (Master & Doctorate) there will be an assignment from the President's office (Dr. Joe Nelson) given that must be completed and accepted along with the required credit hours before that degree can be obtained.

Required Courses

Year 1

First Semester:

Principles of Doctrine

Winds of Adversity

Typology

Family Living

Second Semester:

Hermeneutics

Davidic Kingdom

Biblical Counselling Perspective Recovery

Jewish Studies I

Year 2

First Semester:

Dispensations

Jewish Studies II

Church Government

Acts

God's Financial Concepts

Second Semester:

New Testament Survey

Church History

Romans

Ministerial Ethics I

Year 3

First Semester:

Jewish Studies III

Leadership/Sociology

Psychology

Life of Christ

Second Semester:

Pentateuch

Techniques of Counselling

Women of The Bible

Introduction to Psychology /Counselling

Year 4

First Semester:

Ministry of Counselling

Monotheism

Eschatology

Minor Prophets

Second Semester:

Major Prophets

Ministerial Ethics II

Hebrew I

Genesis I

ACADEMIC COURSES (SUBJECT) LISTINGS

Codes

ADMINISTRATION	AD
CHRISTIAN EDUCATION	CE
COUNSELING	C
DIVINITY	D
GENERAL EDUCATION	GE
PHILOSOPHY	P
THEOLOGY	T

CORE CURRICULUM

The courses (subjects) marked with an asterisk (*) are a part of the Core Curriculum. Regardless of major or level of evaluated experience, these courses are a requirement and must be completed in obtaining an accredited degree through Parkersburg Bible College (PBC)

Name of Course (Subject)	Course #	Code
1. Biblical Archaeology	320	T, D, P
2. Christian Education I	201	GE, CE
3. Christian Education II	202	GE, CE
4. *Church Government	309	T, D, AD
5. *Church History	302	T, D, GE, CE
6. Counselling Perspectives for Recovery Ministry	709	C, P, GE, CE
7. *Davidic Kingdom	129	T, D
8. *Dispensations	127	T, D

Name of Course (Subject)	Course #	Code
9. *Eschatology (end time)	318	T, D
10. Evangelism	707	GE, P
11. Family Living	130	AD, GE, P, C
12. Genesis I	305	T, D
13. God's Financial Concepts	120	AD, GE
14. Gospels, The	128	T, D, GE
15. Hebrew I	316	T, P
16. *Hermeneutics	401	T, D, P
17. Introduction to Psychology and Counselling	218	P, C, AD, GE
18. *Jewish Studies I	312	T, D
19. *Jewish Studies II	313	T, D
20. *Jewish Studies III	314	T, D
21. *Life of Christ	117	T, D, AD
22. Major Prophets	211	T, D, CE
23. *Ministerial Ethics I	306	P, GE, AD
24. *Ministerial Ethics II	360	T, P, GE, AD
25. *Ministry of Counselling	712	P, GE, AD, C
26. Minor Prophets	212	T, D, CE
27. *Monotheism	322	T, D
28. *New Testament Survey	209	T, D
29. Parliamentary Law	333	A, GE
30. *Pentateuch	321	T, D, P
31. *Principles of Doctrine	301	T, D, CE
32. Poetic Books	118	T, D, P
33. Psychology, I & II	214	P, GE

	Name of Course (Subject)	Course #	Code
34.	*Romans	126	T, D
35.	*Sociology (701	P, GE, AD, CE
36.	Sunday School Admin208		AD, GE
37.	Speech I	307	P, GE, AD
38.	Speech II	361	P, GE, AD
39.	*Techniques of Counselling	315	C, AD
40.	*Typology	304	T, D
41.	Winds of Adversity	325	T, D, P
42.	Women of the Bible	131	T, D, CE

International University of Biblical Studies (IUBS)

Parkersburg Bible College (PBC)

Standard Operating Procedure

Master/Doctorate Degree Assignments

Please review the following proposed outline as the operating procedure of any written assignments for Master/Doctorate degrees as the standard to follow.

Standard Operating Procedure

1. Students working toward receiving a Master or Doctorate degree of any field of study will need to submit a topic of interest to PBC/IUBS for their writing assignment. Please submit your topic to Parkersburg Bible College- c/o Dr. Joe Nelson- 1093 Core Rd. Parkersburg, WV, 26104 or send it to his email address.
2. Comments will be returned to students via e-mail for those that have an e-mail address or by postal mail.
3. Rebuttal from students and the office in reference to any points of research is acceptable and will be considered the norm.
4. All procedures of writing research papers, reports and thesis will need to be consistent with the current citation and reference stipulations
5. All thesis work will need to be 5,000 words or more for Master's assignments, 10,000 words or more for Doctorate assignments, no less than 14 point type, double spaced, and bound in a binder. Be sure to follow the procedure as outlined in the manual mentioned above in step 4.
6. All work MUST be submitted to PBC office no less than 60 days before graduation. It is very important that we have

- ample time to review any required work of all graduates before going on to graduation
7. The students work will then be reviewed by the review board
 8. At the completion of the review, the student will be notified of a time to meet with the review board to defend their work.
 9. The review board reserves the right to question the validity and the depth of the students work.
 10. The review board reserves the right to suggest any changes that may need to be done to the students work to add depth/Doctrine
 11. IUBS/PBC reserves the right to ask student to resubmit a paper.

CALCULATING GRADE POINT AVERAGES (GPA'S)

Letter Grades	Values
A	4.0
A+	3.7
A-	3.3
B	3.0
B+	2.7
B-	2.3
C	2.0
C+	1.7
C-	1.3
D	1.0
D+	0.7
D-	0.3
F	0.0

Quality Points (QP)

Quality Points is the value number of each letter grade

Values

Values is the amount of points that each letter grade is worth. Multiply the value number by the number of credits the course is worth to find out what the quality points of each course is.

Ex. Jessica gets a B in Church Government. The value point for this grade is 3.0. The Church Government course is worth 3 credits ($3 \times 3 = 9$). The total quality points earned for this course is 9 (be sure to round off the nearest whole number).

The GPA is then figured by adding together all of the quality points earned from each course, and then dividing that total by the total number of credits received from each course.

Example:

Church Government	3 credits	A 4.0	$3 \times 4 = 12$	QP= 12
Hebrew I	3 credits	B+ 2.7	$2.7 \times 3 = 8.1$	QP= 8
Women of the Bible	1.5 credits	A- 3.3	$3.3 \times 1.5 = 4.95$	QP=5
Quality Points Earned			$12 + 8 + 5 = 25$	
Total Credits Received			$3 + 3 + 1.5 = 7.5$	
			$25 / 7.5 = 3.33$	

Your GPA for the courses taken and the grades earned is 3.3

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