

# MANNA BIBLE COLLEGE

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## Student Catalog/Handbook

**2020-2024**

Mailing Address:

PO Box 4734

Wilson, NC. 27893

252-373-6991

Website-<https://www.mannabcnc.org>

**Manna BIBLE COLLEGE**  
**PO Box 4734**  
**Wilson, North Carolina 27893**

**Office Hours**

9:00 A.M. – 5:00 P.M.                      Monday, through Friday

**Grades & Transcript Information**

252-291-1234                                      Dr. Julia Renfrow, Registrar- jrlady.1998@yahoo.com

**Past due Account Information & Help**

252-291-1234                                      Dr. Julia Renfrow, Finance & Administrative Director

**Correspondence Information**

252-296-9071                                      Dr. Sellers & Dorothy Jenkins, Correspondence Coordinator

**College President**

252-373-6991                                      Dr. Sellers J. Jenkins

**College Academic Dean**

919-709-9453                                      Dr. Theodore Harris

**Academic Counseling (Please call for an appointment)**

252-292-6705                                      Dr. Donald Whitley, Academic Dean of Men

252-314-0622                                      Dr. Thelma Richardson, Academic Dean of Women

**Email-President**

Selmary1963@yahoo.com

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**Affiliate Member of the Evangelical Training Association**

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## **GENERAL INFORMATION**

### **HISTORY AND PURPOSE**

The Manna Bible College had its beginning as Manna Bible Institute in 1975, by the missionary efforts of Sellers and Mary Jenkins. The Jenkins's were recent graduates of the Manna Bible College. They were pioneering a work in his home town. The Institute began with ten adults. The name was changed to Manna Bible College in 2009.

To date, we have 200 graduates. Some are pastoring churches, some are in full-time Christian service, and many others are teaching in Christian schools, Sunday schools, Bible Institute or work as lay people in their local church.

The purpose of MBC is to offer a sound fundamental Bible curriculum to all interested persons regardless of previous academic achievements. This is being accomplished with the extensive use of cassette tapes, videos, overheads, slide shows, flannel graph and other visuals. Using these methods, we are able to reach people regardless of previous scholastic preparation.

The Manna Bible College would like for you to know that our curriculum is designed particularly for persons who find it necessary to work full-time and who can devote only a limited amount of time to study and the classroom.

It provides a training ground for ministers, Missionaries, Sunday school teachers and church workers, as well as furnishing the Christian with a systematic way of enlarging his/her knowledge of the Word of God and his/her vision of the spiritual needs of the world.

MBC is a non-profit corporation incorporated in North Carolina. Support for the school comes from the gifts and contributions of individuals and organizations whose heart is burdened for the teaching of God's Word. All gifts and contributions are tax deductible.

MBC is primarily an Evening School with some day classes.

## **DOCTRINAL STATEMENT**

**The Doctrinal Statement cannot be changed as to its content.**

1. We believe the Bible, consisting of the Old and New Testaments, to be the inspired inerrant Word of God as originally given.
2. We believe in one God, revealed to man as Father, Son, and Holy Spirit.
3. We believe in Jesus Christ the Son of God; His virgin birth; His atoning death; His bodily resurrection; His ascension into Heaven; His present position of High Priest making intercession for us; and His pre-tribulational, pre-millennial, personal, visible, imminent return.
4. We believe man to be created in the image of God, that he disobeyed God and is in a state of depravity by reason of the fall of Adam and is in danger of eternal Hell fire if outside of Christ.
5. We believe in the bodily resurrection of born-again believers into an eternal life of blessedness and the bodily resurrection of unbelievers to everlasting punishment in Hell.
6. We believe in the regenerating work of the Holy Spirit.
7. We believe that salvation is obtained by a personal faith in the Lord Jesus Christ apart from human merit and that all who believe in Him are declared righteous on the grounds of His shed blood.
8. We believe that it is the responsibility of all born-again believers to evangelize the world. These believers make up the true Church—the Body of Christ.

### **Important Notice to Applicants:**

Those who apply to MBC should be in general agreement with the schools Doctrinal Statement. We recognize that many prospective students may not be certain concerning their beliefs and we encourage them to discuss this with our Director of Admissions during registration.

Students at MBC are required to respect MBC's views even if they do not agree with some of them. Respect includes not being argumentative in the classroom and not actively promoting a different position or proselytizing other students.

# **CREDIBILITY POLICY**

## **Administration, Staff & Instructors**

Manna Bible College reserves the right to accept, appoint, and receive the person(s) whom in its judgment is qualified, capable, and fitting for any available position or responsibility being filled. Manna will strictly abide by the civil authority and the laws of its own constitution in this matter, as well as, the laws of the accrediting association with whom we seek to be leagued.

## **Students**

Students entering Manna Bible College are becoming a part of a student body that retains a warm Christian atmosphere, and a scholastic institution in which the Word of God is central. When a student is accepted at MBC, that student's family becomes involved as a part of the MBC family. Family is a vital part of ministry, and for this reason every student is encouraged to bring his/her spouse and children for the duration of time they spend here at MBC.

## **Accreditation**

Manna Bible College is accredited by:

Accrediting Commission International (ACI), Beebe, Ar. 72012.

## **Missions Statement**

Manna Bible College is committed to providing a learning environment that is productive for each student. The mission of MBC is to reach each student with the Gospel of Jesus Christ. It is then our desire to build each one up spiritually, so they will know how to give an answer to "Every man that asketh the reason of the hope that is in them". We believe that a study of the Word of God will prepare each student to live, to witness for Jesus Christ and win others in this rapid changing world.

If you wish to earn a degree that will be recognized by Christian institutions, churches, and Christian schools, you will be excited to earn a degree from MBC.

## **Philosophy**

The primary goal of Manna Bible College is to provide a sound fundamental Bible curriculum to all interested persons regardless of previous academic achievements. This goal is accomplished with the use of the Holy Scripture, which is the Word of God. We are committed to the concept that each student is created in the image of God and possess unlimited potential. Our belief is that Christ is soon to return and it is the responsibility of every born-again believer to evangelize the world.



## FACULTY AND STAFF

### Administration Staff

Dr. Sellers J. Jenkins.....MBC President  
Dr. Theodore Harris .....MBC Academic Dean  
Dr. Julia Renfrow.....Registrar  
Dr. Randolph Barnes..... MBC Treasurer  
Dr. Julia Renfrow.....Director of Admissions  
Mr. Sellers & Dorothy Jenkins.....Correspondence School Coordinator  
Dr. Donald Whitley.....Academic Dean of Men  
Dr. Thelma Richardson.....Academic Dean of Women

### Resident Faculty

Sellers Jenkins, Th. D.....*Bible/Doctrine/Theology*  
Theodore Harris, Th. D..... *Bible/Doctrine/Theology*  
Donald Whitley, Th. D.....*Bible/Doctrine/Theology*  
James Johnson, M.Div./Th. D.....*Bible/Doctrine/Theology*  
Carlton Richardson, Th. D.....*Bible/Doctrine/Theology*  
Thelma Richardson, Th. D.....*Christian Ed/Ministry*  
Julia Renfrow, Th. D.....*Christian Ed/Ministry*

### Part-time/Adjunct Faculty

Emma Kimbrough, Th. D.....*Christian Ed/Ministry*  
Dr. Darrick Barnes, Th-D.....*Bible/Doctrine/Theology*  
Dr. Cleo Barnes, Th. D.....*Christian Ed/Ministry*

### Board of Directors

Dr. James Johnson-Th. D-Chairman  
Dr. Darrick Barnes- Th. D-Vice Chairman  
Rev. Sellers Jenkins-Th. D-CEO  
Rev. Theodore Harris-Th. D  
Rev. Donald Whitley-Th. D  
Rev. Berl Owens-Th. M.  
Dr. Julia Renfrow  
Dr. Cleo Barnes  
Dr. Randolph Barnes  
Dr. Shirley Harris  
Bro. Preston Charles  
Bro. John Harris  
Bro. Willie McClain  
Bro. Johnnie Renfrow  
Bro. Larry Wilson  
Sis. Dorothy Jenkins

# **ADMISSIONS INFORMATION AND POLICY**

## **Who May Enroll**

At present Manna Bible College offers a **CERTIFICATE PROGRAM, DEGREE PROGRAM and CORRESPONDENCE CERTIFICATE PROGRAM**. The classes of the Bible Institute are available to all who desire to study the Word of God, regardless of religious connection, or denominational affiliation. There is no age limit. Students should have an earnest desire to study the Word of God. Students seeking to earn a degree must have a high school diploma or equivalent GED.

## **Orientation and Registration**

Orientation Day is usually held one week before the semester begins. Its purpose is to acquaint both Evening and Day students with this institution's nature, purpose and policies. All students are required to attend Orientation.

Students should register for classes during Registration. Registration usually begins two weeks prior to the night of Orientation. Students will not be allowed to register by phone or register for classes after the first week of class. Those who audit the classes must also register.

## **Correspondence Courses**

Students can enroll in a correspondence course at any time of the year. There are no set semesters; there are, however, time limits that must be followed. (See Correspondence Program Information for details.)

## **Auditing Courses**

Individuals who desire to audit a course may do so without having to satisfy attendance or homework requirements. Grade reports will note that the course was audited. No final grade is assigned, and no certificate is awarded. Once you enroll as an auditor, the enrollment may not be changed to a credit status. The credit student, however, may change his status to audit at any time by notifying the Registrar. Do note that this special status limits your classroom input or interaction with the other students and the instructor.

## **Minimum Class Size**

MBC reserves the right to cancel a class if there is insufficient enrollment.

## **Transfer Students/Credit Policy**

Applicants who have completed work in another institution of higher education may receive transfer credit for courses which are applicable to one of the designated programs. The minimum grade that will be accepted is a "C". Each transfer student should arrange to have official transcripts of his previous training sent to the Admissions Office of the School.

## **Change of Schedule**

Student may transfer from one course to another during the first two weeks only. This must be done with the registrar and requires the filling out of a new registration form and class card.

## **Stipulation Regarding Charismatic/Word of Faith Movement**

The school is not in agreement with the modern Charismatic and Word of Faith Movement with its emphasis on speaking in tongues, exorcisms, prosperity theology, holy laughter, modern day prophets, etc. Therefore, applicants, on their honor, are expected to refrain from propagating these beliefs. Failure to refrain could result in expulsion from school.

## **Licensing and Ordination**

Licensing and ordination are functions of a church or denomination. Since MBC is not a church, it neither licenses nor ordains. If you want to be licensed or ordained, you should speak with your pastor or with a representative of your denomination about the procedures, standards, the schooling required, and whatever else is needed, since churches and denominations have different requirements for licensing and ordaining. If you want to be licensed or ordained by a group outside your own denomination, you will need to contact the organization(s)/denomination(s) you desire to minister with about their acceptance of our courses and graduation documents. That would be the safest way to ensure that you will have no surprises when you are ready to be ordained.

## **Women in the Ministry**

The school takes the position, which is Biblical, that women should not be ordained to the gospel ministry or the pastorate (I Tim. 2:8-15; I Tim. 3:1-7; Tit. 1:5, 6). However, those seeking this status are encouraged to come and study God's Word with us. There are numerous opportunities for women in ministry therefore they need to be trained in handling the Word.

## **Scripture Memory**

All Scripture should be memorized from the Authorized (King James) Version of the Bible. (See Why the King James Version pg. 33) All memory verses should be written out in the classroom.

## FINANCIAL INFORMATION & POLICY

### Tuition

The cost of enrollment is very reasonable and is kept as low as possible to make the classes available to everyone. MBC charges a Registration fee plus Tuition/per class fee for the Certificate and Degree Program. Prices subject to change based upon the approval of the Board of Directors: call (252) 373-6991 for current prices.

### Payment Policy:

1. All Registration fees must be paid at the time of registration or within the first three weeks of school Arrangements can be made with the school registrar for deferred payments on the balance, however the balance must be paid in full before final exams are taken. We have a deferred payment plan for all programs. Auditors also enroll and pay the same fee.
2. Accounts must be settled before any certificate, degree, transcript or report card can be granted.

### Books and Supplies

Textbooks and supplies are available in the Manna Office. Cost will vary according to the course of study. Students are required to purchase textbooks and/or notes where required. Everyone enrolled in the ETA Certificate Program or taking an ETA course must purchase the ETA textbooks to receive credit for the course.

### Official Transcripts-

Transcripts must be requested in writing and there is a \$ 10.00 fee per transcript.

### Refund Policy

A student who withdraws from MBC after registering for courses may receive a refund under the following guidelines: First week full refund of tuition, second week 80% of tuition fees paid and Third week – No refund of tuition. Registration fees are non- refundable.

A full refund for textbooks will be given if they are returned in new condition. This policy is only extended through the first two weeks of the semester.

### Discounts

Husband and Wife Enrollment Discount- If a husband and wife wish to enroll in the same course at the same time, the spouse may enroll at half price for the class only. Registration fee is not included. All students must pay full registration fee. This offer does not apply with other discount offers.

Senior Citizen Discounts – Senior citizens ages 65 and up enrolled in the Certificate or Degree Program will receive a 10% discount on classes only. Registration fee is not included.

There is no cost for those 65 and up not seeking to graduate, but audit one class only per-semester. Auditing more than one class the cost is half of registration and cost of class.

Students Returning After Graduating- There is a 50% discount when you audit a course for which you have already received credit. Registration fee not included.

### Return Check Fee

A student will be charged \$30.00 for any check that is returned because of insufficient funds.

## STUDENT ATTENDANCE INFORMATION & POLICY

### Concerning Evening and Day School

Manna offers Certificate and Degree programs both during the day and evening hours. This is a consideration to those who seek to study while they are employed and have other obligations. Although a curriculum during the day classes will require a longer commitment, we seek to provide as many courses as possible to speed the student along. We reserve the right to cancel day school for the semester if there is not adequate enrollment.

### Class Hours of Operation

Classes meet two evenings each week for a period of 12 to 16 weeks. Day classes meet one day a week for two hours. Class periods are fifty-five minutes in length. There is a thirty-five-minute Chapel period between classes and all students are required to attend. The Fall Semester runs from September to January, the Spring Semester runs from January to May. This schedule is subject to change.

Thursday 6:30 P.M. to 10:00 P.M.

### Chapel Attendance

Students are encouraged to support the various activities of the school. This includes the chapels, which once a month, and conferences, which occur periodically. A variety of speakers and programs of spiritual emphasis make these sessions of value in enhancing the spiritual life of the student. It is **required** that students attend the first three (3) Chapel sessions. For our record a sign in sheet is circulated each week.

### Christian Service Assignment

Participation in some Christian service is **mandatory** for every MBC student for the duration of the student's program of study because the school views them as an integral part of the nurturing and edifying process. Fellowship and spiritual growth have been fruit of these activities. A Christian Service Sheet must be filled out each week and submitted to the Christian Service Director.

### Policy on Absences (Emergencies)

Students taking classes for credit must not miss more than four class sessions during a semester. Any more than four absences must be for reasons of sickness or some other emergency. You may be asked to present documented evidence (Doctor's Statement or written verification from qualified personnel). Students missing more than 30% of the total class sessions could be dropped from class, and a "W" placed on the transcript. For emergencies and unavoidable absences, we suggest a conference with your academic counselor, instructor and school president. It is the responsibility of each student to get work missed from the instructor.

## **Tardiness**

Students are expected to be seated in the classroom or chapel at the appointed time. One is tardy or late after instructor has begun the invocation. Any student entering class after the scheduled time is responsible for getting work missed after the class is over.

## **Inclement Weather**

If extreme weather conditions should occur the school administration and staff will notify students of cancellations. Make sure you complete the registration form with a telephone number where you can be reached. You should also listen to the local radio station for updates. All cancelled classes will be made up at a later time in the semester or make-up work will be given.

## **Change of Address**

In order to efficiently handle records, mailing of report cards, literature, etc., please notify the Registrar, in writing, of any change of address (or name) during the year, including zip code and telephone number.

## **Library Policy**

The Library is used for quiet study purposes only. Whispering is to be kept to a minimum. There should be no prolonged conversations or socializing.

1. Library hours will be posted.
2. Do not return books to shelves.
3. The Librarian, Assistant Librarian, or other designated person must check out books.
4. Returned books must be given directly to the Librarian in attendance. Under no circumstances may books be left on the table.
5. Library policy prohibits students from passing on checked out books directly to another student. Each student must sign out his own books. Violators will be charged for the book if it is lost.
6. Books used for class assignments may be checked out for two weeks only. Other books may be checked out for period of two weeks and must remain in the library one week before rechecking by the same person.
7. No book in the **REFERENCE SECTION** or on **STRICT FACULTY RESERVE** may be removed from the library at any time
8. Faculty reserve books may be checked out overnight by faculty permission only.
9. Ordinarily, all fines are assessed at .25 per day.
- 10. Eating and drinking is not permitted in the Library.**
11. Each student is to fulfill all obligations to the library or proper settlement be made before exam week. This includes all fines, books remaining out, and other Library materials. After exams, all financial obligations will be turned in to the Director of Finance.

## **INFORMATION CONCERNING ACADEMIC EVALUATION**

### **Course Scheduling**

Manna Bible College operates on the semester basis. The academic year consists of two semesters, each of which has a minimum of 14 weeks. The semester hour represents one class period of 55 minutes in length per week for one semester of 14 to 16 weeks.

### **Student's Academic Load**

The normal student load for the degree program is fifteen (15) hours per semester. The school reserves the right to limit the load of the students who must carry excessive employment or whose academic progress is deficient. Fifteen (15) hours constitute a full-time student in the degree program.

### **Honor Roll**

Students must be enrolled in two (2) or more classes (at least 6 credit hrs.) to qualify for the honor roll at Manna Bible College.

### **Examinations**

The student is expected to take tests and examinations at the hour designated by the instructor. When tests or examinations are missed because of illness or emergency, the student is responsible for contacting the teacher and making up the examination. All final exams must be taken with two weeks (10 working days) of the close of the semester.

If a student has questions about his/her work or grades, he/she should contact the instructor directly.

### **Grading System**

<u>Grade</u>	<u>Percentage</u>	<u>Quality Points</u>
A	93 – 100	4
B	85 – 92	3
C	77 – 84	2
D	70 – 76	1
F	Below 70	0
I	Incomplete	0
W	Withdrew	0
WP	Withdrew Passing	0
WF	Withdrew Failing	0
AU	Audit	

The final grades are determined by attendance, completion of reading assignments, written work, classroom participation, memory work, quizzes, and examinations. No final grade will be given until all assignments are completed including make-up work. All make-up work should be in before exams are taken. Report cards will be mailed following the close of the semester.

## Students Receiving an Incomplete “I”

All students receiving a grade of “I” (Incomplete) for a course must have the work made up within two weeks after the end of the semester, or by special arrangements with the instructor. Emergency cases will be treated separately but may not exceed a six-week time period for final submissions (that is 30 workdays) or the grade becomes an “F”. The highest final grade a student **not completing their work on time** (end of semester) will receive is a **B**.

## Dropping and Adding Courses

A student who wishes to drop or add one or more courses may do so, during the first three weeks of classes, only upon the approval of the registrar and/or academic dean. Courses discontinued without following proper procedures will be graded and recorded as “F”.

After the first three weeks the student must be doing passing work in order to have the course recorded as “WP” (no credit hours and no quality points); otherwise it will be recorded as “WF”. Any courses dropped near the end of the semester regardless of the student’s status, will be recorded as an “F”. In cases of serious illness, or accident, the student may appeal to his/her instructor and the academic dean, jointly, to determine what could be done in the given situation.

## Graduation Requirements

Spiritual – Those who graduate from MBC must know the Lord Jesus Christ as personal Savior and show evidence of sound Christian character.

Academic – To be eligible for graduation, a student must complete all requirements in their particular program with a grade of “C” or better in their major courses. Graduation ceremonies are held after the Spring Semester.

Because of finances Graduation Ceremonies will be delayed when there is only one student eligible for graduation.

Financial – A nominal graduation fee is assessed for each graduate. It covers the cost of degrees, certificates, and academic regalia. **No student may graduate until all of his/her financial obligations to MBC are fully satisfied.**

## Required Bible Reading

In conjunction with other reading requirements, it is highly recommended that each student read the entire English Bible through at least once while a student at Manna Bible College.



## **CORRESPONDENCE INFORMATION & POLICY**

### **Enrollment**

Students can enroll in a correspondence course at any time of the year. There are no set semesters; there are, however, time limits that must be followed.

### **Time Limits**

Your enrollment begins the day your course materials are shipped. If multiple courses are enrolled in at one time, all enrollments begin from the date of shipment. Time limits are not cumulative (e.g. if a student enrolls in two courses at the same time, the total time to complete the two courses is 12 months, not 24 months). Enrollment automatically expires at the end of:

Individual course	6 months
Series	12 months

### **Enrollment Costs**

Prices include cost of all materials and fees for instruction and mailing. No discounts are given for materials the student may already have. Prices are subject to change.

Single course.....\$75

### **Mailing of Course Work**

- All graded exams will be returned to the student via first-class mail. The student can decrease the amount of time it takes to get work back by following these guidelines
- Apply correct postage.
- Print name and address clearly and accurately. If name and address cannot be read, the work will be processed late.

MBC is not responsible for lost tests, projects, etc. Please be sure to make a copy of all materials prior to submitting materials to MBC for grading or evaluation.

### **Certificates**

A class card will be issued upon successful completion of each course and series. A Correspondence Bible Studies Certificate will be awarded at graduation.

### **Calling for Assistance While Taking a Course**

You may call (252) 296-9071 or (252) 373-6991 between 9:00 a.m. and 2:30 p.m., Monday through Friday. Any other time, you may leave a message.

### **Method of Shipping Course Materials**

Shipments will be made by US mail, unless a request is made for an alternate method (UPS). Please allow 2 to 3 weeks for processing and delivery.

# **COURSES OF STUDY**

## **CORRESPONDENCE BIBLE STUDIES CERTIFICATE**

This is an Adult Continuing Education Program. It is designed for those who want to know more about God's Word and the Christian faith. Students earn continuing Education Units (CEU's) that will eventually lead to a Correspondence Bible Studies Certificate.

### **Required Curriculum**

- 1 What The Bible Teaches
- 2 Bible Survey #1 Exploring OT History
- 3 Bible Survey #2 Exploring OT Poetry & Prophecy
- 4 Bible Survey #3 Exploring the New Testament
- 5 The Gospel of John
- 6 The Prison Epistles Series (4)
- 7 Romans
- 8 The Holy Spirit At Work
- 9 Acts/Missions
- 10 Galatians (Law & Grace)
- 011 I & II Timothy & Titus
- 012 Matthew
- 13 Daniel
- 14 Revelation

### **Goals of the Certificate Program**

1. To provide a basic overview of the Bible
2. To provide an overview of Systematic Theology and Bible Doctrine
3. To furnish tools and skills for effective Bible study and interpretation
4. To equip students to effectively witness and disciple others

### **Objectives of the Certificate Program**

Upon completion of the Certificate Program the student will:

1. Demonstrate a basic knowledge of the Bible's content
2. Articulate basic Bible doctrines
3. Rightly divide the Scripture

### **Requirements for Receiving Manna Correspondence Bible Studies Certificate:**

- Each student must purchase and read a copy of the textbook.
- The student must complete the course in the given time limits.
- The student must complete the required curriculum.
- The student must successfully pass a test or evaluation (designed by the teacher).

## **DEGREE INFORMATION**

### **ASSOCIATE PROGRAM**

Prerequisite: None

The Associate's Degree require sixty (60) credit hours distributed among required courses. These credits will be completed by taking twenty (20) courses. Each course is worth 3 credit hours.

### **BACHELOR PROGRAM**

Prerequisite: An Associate degree in Theology or sixty (60) hours of transferable credits in Theology.

The Bachelor's Degree requires sixty (60) credit hours distributed among required courses above the Associate's Degree. These hours are composed of (20) courses. Each course is worth three (3) credit hours.

### **MASTER'S PROGRAM**

Prerequisite: A Bachelor's Degree in Theology or (120) hours of transfer credits in Theology, Divinity, Religion or related field.

The master's Degree is composed of thirty (30) credit hours distributed among required courses above the Bachelor's Degree. The credit hours will be completed by taking (10) courses. Each course is worth three (3) credit hours.

### **DOCTORATE PROGRAM**

Prerequisite: A Master's Degree in Theology, Divinity, Religion or a related Field.

The Doctorate Degree is composed of Thirty (30) hours distributed among required courses above the Master's Degree. These hours are composed of ten (10) courses. Each course is worth (30) credit hours. No thesis is required.

**MANNA BIBLE COLLEGE  
ASSOCIATE DEGREE  
PROGRAM**

	Associate Degree-Courses
BB 111	Pentateuch
BB 112	Historical Books
BB 113	Poetic Books
BB 114	Life of Christ
BB 212	Minor Prophets
CE 131	English I
CE 132	English II
CE 133	Sunday School
CE 232	Teaching Technique
CE 233	Vacation Bible School
CE 234	Master Life: Disciple's Cross
CE 235	Master Life: Disciple's Personality
CE 236	Master Life: Disciple's Victory
CE 237	Master Life: Disciple's Missions
CE 238	Experiencing God
CE 116	Beyond Reasonable Doubt
ME 151	Personal Evangelism
TH 119	Biblical Beliefs
TH 120	The Triune God
TH 121	Foundation Truths
TH 122	God's Plans for the Ages
TH 221	Doctrine of God
TH 224	Doctrine of Heaven & Hell
PP 161	Basic Orientation
PP 162	Christians Ethics
PP 261	Practical Work

**MANNA BIBLE COLLEGE  
BACHELOR DEGREE  
PROGRAM**

	Bachelor Degree-Courses
BB 213	The Book of Acts
BB 214	The Book of Romans
BB 311	I & II Corinthians
BB 312	Early Epistles
BB 313	Galatians & Ephesians
BB 314	Philippians, Colossians, and Philemon
BB 416	Gospel of John
TH 222	The Doctrine of Christ
TH 223	The Doctrine of the Holy Spirit
TH 321	Man & Salvation I
TH 322	Man & Salvation II
TH 323	Typology
TH 324	Unacceptable Doctrine
TH 422	Angels & Satan
TH 423	Doctrine of Angels
ME 251	Inner City Evangelism

**MANNA BIBLE COLLEGE  
MASTER DEGREE  
PROGRAM**

	Master Degree-Courses
BB 414	Book of Daniel
BB 415	Revelation I
BB 411	Pastoral Epistles
BB 412	Book of Hebrews
BB 413	Late Epistles
BB 211	Isaiah & Jeremiah
HE 503	Hermeneutics I
BB 416	Revelation II
PP 461	Homiletics I
ES 424	Eschatology I
PP 462	Homiletics II
HE 504	Hermeneutics II

**MANNA BIBLE COLLEGE  
DOCTORATE DEGREE  
PROGRAM**

Doctor Degree Courses	
ST 500	Systematic Theology I
ST 501	Systematic Theology II
ES 425	Eschatology II
ES 426	Eschatology III
HI 344	Church History I
HI 345	Church History II
BB 215	Book of Psalms
BB 216	Book of Ezekiel
HI 341	History & Geography I
HI 342	History & Geography II
CA 510	Christian Apologetics
BB 415	1st & 2nd Thessalonians

## **Goals of the Degree Programs**

1. To provide an in-depth study of the Bible
2. To provide a study of Systematic Theology and Bible Doctrine
3. To furnish tools and skills for effective Bible study and interpretation
4. To equip students to effectively witness and disciple others

## **Objectives of the Degree Program**

Upon completion of the Degree Programs the student will:

1. Demonstrate a basic knowledge of the Bible's content
2. Articulate basic Bible doctrines
3. Rightly divide the Scripture
4. Develop a consistent pattern of evangelism and discipleship

## **Requirements for graduation from all Degree Programs**

- Each student must purchase and read a copy of the ETA textbook or any other textbook where required.
- The student must successfully pass a test or evaluation (designed by the teacher).
- Each student must successfully complete a credit hour curriculum ascribed above to receive any MBC Degree.

Thereafter, beautifully designed certificates, suitable for framing, are awarded to students as they complete the minimum requirements listed above.

Degree program(s) of study offered by Manna Bible College have been declared exempt from the requirements for licensure under provisions of North Carolina General Statutes Section (G.S.) 116-15 (d) for exemption from licensure with respect to religious education.

Exemption from licensure is not based upon any assessment of program quality under established licensing standards.



## **COURSE DESCRIPTIONS/Prefix**

The courses offered by the academic divisions of the Manna Bible College are designed to implement the philosophy, purpose, and objectives of the Institute. The Divisions of Bible and Theology provides the scriptural and spiritual foundation upon which all other academic endeavors are built.

### **First Digit**

- 0 - Courses does not credit to degree program
- 1 or 2 – Lower division course, normally taken by freshmen or sophomores
- 3 or 4 – Upper-division course, normally taken by juniors and seniors

- The Institute reserves the right to alter the schedule of courses as circumstances dictate.

### **Course Scheduling**

Manna Bible College operates on the semester basis. The academic year consists of two semesters, each of which has a minimum of 14 weeks. The semester hour represents one class period of 55 minutes in length per week for one semester of 14 to 16 weeks.

### **Course Number System**

The Institute uses a three-letter prefix to identify the subject area and a three-digit number to identify courses according to the following system:

#### ***Course Prefix Abbreviations***

- BIB – Bible Exposition
- CHM - Church Ministries
- CE – Christian Education
- FST – Foundational Studies
- HIS – History
- PSY – Psychology
- RE – Religious Education
- THL - Theology
- YMI - Youth Ministry

## COURSE DESCRIPTIONS/OBJECTIVES

**COURSES FOR CERTIFICATE & DEGREE PROGRAMS - REQUIRED** courses are underlined. Electives are marked by an asterisk (\*). Electives should be chosen according to your program of study.

### BIBLE EXPOSITION

**BIB 101 Old Testament Survey Part I: (Genesis – Esther) (ETA)** -- A sweeping overview of God's working from creation through the early days of His chosen people. Topics include the patriarchs, Israel's trek to the Promised Land, David's reign, Solomon's kingdom, the kingdom of Judah, and the exile.

**BIB 102 Old Testament Survey Part II: (Job – Malachi) (ETA)** – The message of the books of poetry and prophecy gives insight into God's dealings with His people. This course relates the great writings of the prophets to us today. It is in chronological sequence to avoid duplication of historical background information.

**BIB 103 New Testament Survey (ETA)**—Brings unity and chronological sequence to New Testament study by weaving the contents of the books around a central theme—the person of Christ. Divisions are the synoptic Gospels, the Gospel of John, the Book of Acts, the Pauline Epistles in chronological order, the General Epistles, and the Book of Revelation.

**\*BIB - Genesis** – The course is a brief introduction to the book of Genesis, consisting of a verse-by-verse overview of the entire book. The course seeks to instill the student with an understanding of man's divine origin, and to understand the practical/devotional value of the book. The course is designed to develop the student's insights for expositional preaching. Major emphasis is given to the patriarch era.

**\*BIB - The Book of Daniel** – The course is a brief exposition of the book of Daniel. The course highlights both the historical and prophetic aspects of the book. Special attention is given to the 70 weeks, the little horn of Chapter 7, the he-goat and ram of Chapter 8 and Chapter 12:13.

**\*BIB 120 The Gospel of John** – This course is a chapter-by-chapter exposition of the Gospel of John. It is a practical approach to the gospel, making practical applications from the most basic of the gospel accounts. The course is a wonderful introduction to New Testament exposition giving the student a basic understanding of the book of John.

**\*BIB 210 - I & II Corinthians** – The course is an in-depth survey of I & II Corinthians. The course emphasizes the great sufferings of Paul and the greater grace of God, making practical application to today's church leaders and pastors. The course also focuses upon the slander of God's leaders and the effect within the church body and the importance of identifying false teachers. The course is one of the most important that a church leader can take, as it is completely relative to today's church issues. The course is designed to instill a "whole Bible" approach to study within the student.

**\*BIB 211- Ephesians** – The course is a verse-by-verse exposition of Ephesians. The course emphasizes the doctrinal implications of the epistle, while making practical applications from the book, too. Special emphasis is given to adoption, Ephesians 2:8, 9, the peace of Christ, the six pictures of the Church, Ephesians 3, righteousness, and Ephesians 6:10-20.

**\*BIB Romans** – This course takes the student through each chapter of the book of Romans. Justification, victory over the flesh, election, the future of Israel, and the principles of Christian living are all given attention in the study.

**\*BIB - Galatians (Law & Grace)** – The course is a verse-by-verse exposition of Galatians. The course emphasizes the doctrinal implications of the epistle, while making practical applications from the book, too. Special emphasis is given to Galatians 1:10, faith versus works, Galatians 3:13, the law, adoption, Galatians 5:4, Galatians 5:16-21, and the importance of strengthening your commitment to God as a Bible teacher.

**\*BIB 312 - Hebrews** – The course is an in-depth survey of the book of Hebrews. The course emphasizes many aspects of the book, including: the person and deity of Jesus Christ, the ministry of Jesus as High Priest; the importance of the local church; the demonstration of the faithfulness of Jesus Christ; the superiority of Jesus over the Mosaic system; and the superiority of Jesus over the angels. The course is a wonderful study of one of the most critical books in the New Testament.

**BIB 401 Mark** – This course consists of an analytical study of the second book of the New Testament, the Book of Mark. Emphasis is placed on the book's contribution to God's revelation of the early life and ministry of Christ.

**BIB 402 I & II Thessalonians** – This is a verse-by-verse study of the conditions in the church at Thessalonica. The course will acquaint the student with the need for sound doctrine, the mystery of lawlessness, and the need for Church discipline.

**\*BIB 405 The Minor Prophets** – The purpose of the course is to set forth a basic understanding to the minor prophets with regard to their historical background, spiritual message, practical application and relevance to today's ministry, preaching value, content, style, outline, nature, and word studies. The course gives the student a familiarity with an often misunderstood and overlooked portion of Scripture.

**\*BIB 406 Survey of Isaiah-** The course is an analytical study of the first book of the Major Prophets, with special emphasis upon the historical setting, content, and the practical/devotional values of the book. The course seeks to evaluate the message of the prophet against the backdrop of the pre-captivity era in Israel's history. Special attention is given to the Messianic passages, and the doctrinal value of the book is highlighted.

**BIB - Historic Books** – A chapter by chapter study of the historic books of the Old Testament (Joshua- Esther). The leading characters and events are studied in the light of historical and practical lessons for Christian living today.

**BIB - Poetic Books** – A study of the poetry division of the Old Testament (Job through Song of Solomon).

**BIB - Prophetic Books I** - A study of Obadiah, Joel, Jonah, Hosea, Amos, Micah, and Isaiah. Special attention is given to the Messianic passages and also those dealing with Eschatology.

**BIB - Prophetic Books II** – A study of Nahum, Habakkuk, Zephaniah, Jeremiah, Ezekiel, Daniel, Haggai, Zechariah, and Malachi.

## CHURCH MINISTRIES

***CHM 201 Teaching Techniques: Revitalizing Methodology for the 21<sup>st</sup> Century (ETA)*** – Focuses on the philosophical basis of methodology, insights from current research, an overview of classroom usage, and principles of selection for specific purposes and audiences. It is a companion volume to Understanding Teaching.

***\*CHM 202 Understanding Teaching: Effective Biblical Teaching for the 21<sup>st</sup> Century (ETA)*** – A biblical understanding of teaching brings appreciation for this spiritual gift. Approaching this task biblically involves empowerment from the Holy Spirit, insight into God’s Word, sharp communication skills, an accurate interaction with students. It is a companion volume to Teaching Techniques.

***\*CHM 203- Sunday School Ministry (The Church at Study) (ETA)*** – This course clarifies the traditional purposes, functions, and organization of the local church program known as Sunday school. It covers all aspects of the ministry of bringing children, youth, and adults to a saving knowledge of Jesus Christ, enriching their Christian lives, and preparing them to serve Christ.

***\*CHM 204 VBS & Other Summer Ministries (ETA)*** – The summer months provide time for creative expression of faith, concentrated Bible study, evangelism, and family reinforcement. In addition to basics of the traditional VBS program, other creative ministries; to all age groups are covered in detail.

***\*CHM 205 Church Educational Ministries: (More Than Sunday School) (ETA)*** -- Provides a panorama of educational ministries in the local church: Sunday School, home Bible studies, summer ministries, retreats and camps, adult education, youth and club programs, children’s church, and missions. It presents each program’s uniqueness, strengths, structure and resources.

***CHM 206 Your Ministry of Evangelism (ETA)***—Evangelism is the mandate for church growth today. This course covers the biblical foundations of evangelism, conversion and regeneration, how to lead a person to a decision for Christ, age-specific techniques, team efforts, visitation, disciplining new believers, and the importance of prayer in the entire process of evangelism.

***CHM 207 World Missions Today (ETA)*** – A survey of missions with emphasis on the present worldwide scene, the biblical basis of missions, and how all believers can get involved. Every believer’s life will be enriched with the knowledge of God’s work through His people around the world.

***\*CHM 320 Homiletics*** – The course examines the calling and vocation of a pastor with special emphasis upon sermon development and delivery. The course outlines the four types of sermons, the references available to a pastor, the proper use of illustrations in a sermon, and the development of the parts of a sermon. The course is a must for every pastor and Bible teacher, as the method used by pastors can be applied to all Bible teachers and settings.

***\*CHM 321 Hermeneutics*** – The course is a study of the principles of interpreting the Bible. The course focuses upon the history and the methods of hermeneutics. Many critical passages are examined throughout the course, illustrating the need for the literal approach to interpretation for all Scripture passages. The course is a necessity for all pastors and Bible teachers.

***CHM 322 Public Speaking*** – A study of effective speaking to an audience, platform poise, and clearness of expression. The course objective is to communicate any message clearly and effectively to a broad spectrum of audiences via several media.

**CHM 323 Church Administration** – This course includes lectures on such topics as the functions of the church, annual planning, leadership skills, budgets, and steps of organizing a new church.

**CHM 324 Ministry Preparation**, - This course covers such areas of understanding God’s call, preparing your family, preparing professionally, finding a church, serving a church, and leaving a church.

**CHM 401 Pastoral Counseling** - This course is addressed to the pastor who is called on to counsel his members. It is a very beneficial to those who feel imposed upon to counsel due to their position as pastor.

## **CHRISTIAN EDUCATION**

**CE 404/501 Christian Education: Teaching in the Christian School** – This course addresses such practical topics as the qualifications a teacher must meet, constructing a resume, using time wisely, covering classroom discipline and preparing for parents conferences. Most importantly, teaching is focused on as a ministry.

**CE 402/502 Christian Education in Small Churches** – This course is divided into three major divisions: 1) Christian Ed for small congregations, 2) planning and presenting effective lessons, and 3) what Christian ed can and cannot do.

**CE 206 Understanding Music & Worship in the Local Church (ETA)** - -Written with the lay person in mind, this textbook focuses on the important relationship of these two elements in the life of the church. It provides a historical overview of music and worship, biblical foundations for both, and practical instruction on how to renew both within the local church.

**CE 301 Biblical Leadership: (A Guide for All Church Leaders) (ETA)**—Explores the wide variety of areas with which volunteer and professional church leaders must contend today. This course explains the difference in leaders who are effective and those who are efficient and what this means to the local church.

**CE The Christian Home** – This course will give helpful insights on how to make our homes what God wants them to be.

## **FOUNDATIONAL STUDIES**

**EST 101 Growing Toward Spiritual Maturity (ETA)** – Topics include foundations for spiritual growth, communication with God, establishing a godly life-style, developing interpersonal skills, worship and devotional life, identifying spiritual gifts, ministry capabilities, areas for service and becoming a lifelong learner.

## RELIGIOUS EDUCATION & HISTORY

**RE 301 Perspectives from Church History (ETA)** – Written as a basic introduction to the subject, this course covers the major periods of church history; Ancient Church, Medieval Church, Reformation Church, and Modern Church. It is designed to give Christians an overview of their spiritual heritage.

***RE 302 Church History II*** - This course is a thorough examination of the history of the church. The course is a must for the pastor who wants to be informed about the struggles and victories of the church that have molded it into its present form.

***RE 303 Apologetics*** – This course defines apologetics and discusses the purpose of apologetics. The instructor will guide the student as they deal with the issues of the validity of the Christian faith.

***RE 304 Beyond Reasonable Doubt (ETA)***—Aside from personal faith in God, is there any evidence to substantiate the claims of Christianity? You be the judge! An introduction to the study of apologetics, this book will take you step-by-step through the well-documented evidence. Whether a skeptic or a believer, it will help you reach a verdict—one that could very well change your life!

***HIS 310 Black Church History*** - This course is a study of the development and history of the black church in America from slavery to the present.

## PYSCHOLOGY

**PSY 101 Understanding People (ETA)**—Gives insight into people’s personalities, experiences, interests, and needs. This course examines the basic elements of personality development, (physical, intellectual, emotional, social, and spiritual) for each major age division. Emphasis is given to utilizing this information in teaching the Bible.

***PSY 301 Biblical Counseling*** – The course serves as a general introduction course to Christian counseling, and is a comprehensive course covering the various problems with which the Christian counselor might be confronted.

***\*PSY 302 Christian Ethics in a Postmodern World (ETA)*** – For Christians, ethics must be rooted in the absolutes of God’s Word. This course examines critical questions such as abortion, euthanasia, bioethics, human sexuality, politics, war, capital punishment, race, the arts, and the environment, from a Biblical viewpoint.

## THEOLOGY

**THL 201 Basic Doctrines I**– The course serves as a basic introduction to two key Bible doctrines: the doctrine of salvation and the doctrine of Satan. The course emphasizes the doctrinal importance of these two doctrines by focusing upon sin, adoption, requirements of salvation, redemption, repentance, sanctification, the names of Satan, demons and fallen angels.

**THL 301 Basic Doctrines II**– The course serves as a basic introduction to two key Bible doctrines: the doctrine of the Bible, the doctrine of the Trinity and biblical beliefs. The course emphasizes the doctrinal importance of these two doctrines by focusing upon inspiration,

revelation, illumination, dispensations, and the unity of God, the Angel of the Lord, and the person and works of the Father, Son, and Holy Spirit.

**THL 302 Biblical Beliefs (ETA)** – Presents foundational Bible doctrines in a popular, easy-to-understand format. Covered in the course are creation and the fall of man, faith and regeneration, justification and adoption, prayer and worship, angels, Satan, resurrection and judgment, and the Church.

**THL 303 The Triune God (ETA)**—This course covers the individuality of the Father, Son and Holy Spirit and the biblical teaching of the Trinity. Topics include the character/work of God, the pre-existence, incarnation, deity, death, resurrection and return of Christ, and the personality and power of the Holy Spirit.

**THL 304 You and Your Bible (ETA)** – Believers should be well informed about the Word of God. This course presents the inspiration and authorship of the Bible, how it was preserved, why we believe it, how we deal with its problems and critics, the role of archeology, and ways to study the Bible more effectively.

**\*THL 305 Dispensations** – This course is designed to introduce the student to the study of the covenants and the various dispensations. The course compares and contrasts the various covenants and dispensations by focusing upon the distinctive features of each covenant and dispensation.

**\*THL 307 The Truth About Worldviews (ETA)** – In a world where multiple “truths” abound, Christians need to be on their guard to avoid being deceived by other ways of looking at the world that directly oppose Christ and His Word. To be prepared, they must be well informed of these other worldviews and how they differ from Christianity.

**THL 401 Basic Doctrines III -** The course serves as a basic introduction to three key Bible doctrines: the doctrine of the Church, the doctrine of prayer and the doctrine of stewardship. The course emphasizes the importance of these doctrines by focusing upon the origin of the church, baptism and the Lord’s supper, prohibitions to prayer, public prayer, fasting, tithing, and the lordship of Christ.

**THL 402 Eschatology** – The course is an introduction to the complex topic of eschatology, the study of the end times. The course focuses primarily upon the events from the rapture until the Great White Throne Judgment. The course is an excellent presentation of a pre-tribulational rapture view, giving special emphasis to the book of Revelation and Daniel.

**\*THL 403 Ecclesiology** – This course of study will cover the Dispensation known as the Church. What it is, and when did it begin? We will discuss the nature and purpose of the church, the Local and Universal Church, the mission of the church and its organization.

**\*THL 404 Anthropology (The Doctrine of Man)** – The study of the Doctrine of Man (also called Anthropology) will be approached in the following manner: the origin of man, his nature, his original duties and responsibilities, his tragic sin and fall, his present-day condition and his destination.

**\*THL 405 Hamartiology – (The Doctrine of Sin)** — This is a course dealing with sin and how it has affected man throughout the age. The consequences of sin are discussed as well as different kinds of sin that mankind has to face.

**\*THL 406 Cults & Isms** – This course is a brief survey of the practices and history of many of the more common cults in America. Some of the cults covered are Jehovah’s Witnesses, the

Mormons, the Christian Science cult, the Freemasons, the Roman Catholic Church, the Unity School of Christianity, the New Age Movement and the Muslims.

***THL 407 Revelation*** – The Book of Revelation is especially important because it has the added significance of being the consummation and climax of God’s revelation. A verse by verse approach will be taken to point out the important events that must take place in the future.

***THL 408 Systematic Theology*** - This course covers such topics as God and Revelation, God and Theophanies, The Order of Creation, and Current Trends in Theology.

***THL 409 The Doctrine of Prayer*** - This course focuses on the right to pray, how believers should pray, public prayer, hindrances to prayer, etc.

## **OTHER MINISTRIES**

### **MBC Alumni Association**

All graduates and honorary graduates of MBC are members of the MBC Alumni and are entitled to vote.

All students and former students who have successfully completed at least one semester and are in good standing are members of the MBC Alumni but are not entitled to vote.



## OTHER ITEMS OF IMPORTANCE

### SCHOOL SONG

#### THE BIBLE STANDS

The Bible stands like a rock undaunted  
Mid the raging storms of time;  
Its pages burn with the truth eternal,  
And they glow with a light sublime.

Chorus:

The Bible stands tho the hills may tumble,  
It will firmly stand when the earth shall crumble;  
I will plant my feet on its firm foundation  
For the Bible stands.

The Bible stands like a mountain towering, Far  
above the works of men;  
Its truth by none ever was refuted  
And destroy it they never can.

The Bible stands, and it will forever  
When the world has passed away; By  
inspiration it has been given— All its  
precepts I will obey.

The Bible stands every test we give it  
For its author is divine;  
By grace alone I expect to live it  
And to prove it and make it mine.

### SCHOOL COLORS

Blue and Gold

### SCHOOL VERSE

“Thy words were found, and I did eat them; and thy word was unto me the joy and rejoicing of mine heart: for I am called by thy name, O LORD God of hosts.”

***Jeremiah 15:16***

## **WHY THE KING JAMES VERSION?**

Prospective students often ask this question, so we will include a brief response to the question.

Many arguments could be made in defense of the authorized (King James) Version of the Bible. For example, argument could be made that it is the most readable, requiring only a sixth-grade education on the part of the reader to be able to understand its contents. Or argument could be made that it is based solely upon the most reliable manuscripts. However, such will not be the basis for explaining why Manna Bible College uses the KJV as its required textbook for all Scripture memory, etc. Instead, MBC appeals solely to common sense and spiritual reasoning.

MBC had to select one version of the Bible from which to memorize Scripture. Consider if MBC did not select one version: One student might memorize from the NIV, and another might memorize from the NASV, etc., thus forcing the instructor to have to use many different versions for grading purposes. Some instructors may not accept the version in which you previously memorized the verse. By the students simply using the same version King James and using it for every course eliminates such problems.

Because MBC is also a correspondence school, MBC had to select one version of the Bible from which to grade course exams. By doing so we are able to insure more accurate grading of exams for students. If each student from very different backgrounds chose to use a different version for each test, the Grade Department would be left with little means of comparing quotes to exam answers. Further, and of even more importance some students may choose to use versions that even the most liberal scholar would emphatically reject as acceptable for institute work. Thus, since some versions must be exempted, and others accepted, MBC chose to make the process simple and to select only the KJV as its academic standard.

## **GRIEVANCE POLICY STUDENT COMPLAINT POLICY AND PROCEDURES**

Policy Statement: Manna Bible College will ensure that student complaints are heard and properly tracked through a uniform process outlined by this policy. This process will be used by MANNA BIBLE COLLEGE faculty, staff and students to accept and process student-initiated complaints.

Purpose: The purpose of this policy is to provide a method for prompt and equitable settlement of student-initiated complaints in which no other forum is available. This tracking process will be used to monitor and improve customer service for students.

This complaint policy does NOT apply to:

- A. Content of any written policies, regulations, or statutes of the Federal government, MANNA BIBLE COLLEGE, or the MANNA BIBLE COLLEGE Student Handbook.
- B. Matters relating to academic policies, curriculum development, content of class related materials, or any other academic/instructional issue under the exclusive control of MANNA BIBLE COLLEGE staff and faculty.

Definitions:

Complaint-a completed student complaint form signed by a student and received by the President of College Operations.

Student Complaint form - includes the name of the student; the date and time of the event complained of (if applicable); the names of the person(s) against whom the complaint is filed (if applicable); a description of what supports the complaint; the proposed solution; the signature of the complaining student; and the date of signature. A Student Complaint Form is attached.

Procedures: A student may pick up a copy of the Student Complaint Form at the Registrar office in the Administration Building or request by email. ([jrlady.1998@yahoo.com](mailto:jrlady.1998@yahoo.com))

1. To be accepted, a MANNA BIBLE COLLEGE Student Complaint Form must be completed and submitted to the Dean of College Operations during normal operational hours (8:00 am-4:30 pm M-F). The complaint form must be received within five (5) business days of the date of the occurrence or matter.
2. Each complaining student shall file a separate Student Complaint Form.
3. Within five (5) business days of receiving a complaint, the Dean of College Operations shall route the complaint to the appropriate MANNA BIBLE COLLEGE official for a response. If requested the student's name shall be held confidential by the Dean of College Operations.
4. The responding MANNA BIBLE COLLEGE student or official shall send a written response to the Dean of College Operations within five (5) business days of receiving the complaint.
5. The Dean of College Operations shall provide the written response to the complaining student within five (5) business days of receiving it.
6. The Dean of College Operations shall maintain a log to track and aggregate student complaint information and their disposition so that MANNA BIBLE COLLEGE can study patterns of complaints to determine whether improvements in its programs or processes might be appropriate.

Forms/Documents: MBC Student Complaint Form-----Responsible Offices: Dean of College Operations

Publication: The policy and complaint forms will be available at the Registrar office or request by email to MANNA BIBLE COLLEGE: [jrlady.1998@yahoo.com](mailto:jrlady.1998@yahoo.com) The policy will be discussed and reviewed with students at the beginning of each Semester during the new student orientation sessions.

Related Policies: Students Records of Student Complaints, will be kept in a locked file cabinet.

**GRIEVANCE POLICY**  
**STUDENT COMPLAINT POLICY AND PROCEDURES**  
**(Continued)**

- Students Complaint:

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 the institution's grievance procedures, they can review the [Student Complaint Policy \(PDF\)](#) and submit their complaint using the online complaint form at <https://studentcomplaints.northcarolina.edu/form>.

- For more information contact:

North Carolina Post-Secondary Education Complaints  
223 S. West Street, Suite 1800  
Raleigh, NC 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's web page at: <http://www.ncdoj.gov/complaint>.

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's Office  
Mail Service Center 9001  
Raleigh, NC 27699-9001

**MANNA BIBLE COLLEGE STUDENT COMPLAINT**

Student Name \_\_\_\_\_

Student ID Number \_\_\_\_\_

Date of the Issue and Time of Incident \_\_\_\_\_

Description — Complaint with supporting information:

(Please make note in description if there are any supporting documents attached to this form)

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Proposed Solution (Student):

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Student Signature \_\_\_\_\_ Date \_\_\_\_\_

(Submit completed complaint form to: Registrar Office at MBC Administration Building).

## Credited Hours-Definition

- 1. Summary:** This policy governs the assignment of credit hours to all current and new Manna Bible College courses as well as related assessment processes.
- 2. Rationale:** This policy is necessary to ensure the proper assignment of credit hours to classroom and other academic activities in compliance with accreditation and Department of Education standards.
- 3. Entities Affected:** faculty, staff
- 4. Definitions:** Credit Hour” – In accordance with the requirements Manna Bible College, a credit hour is defined as an amount of work represented in intended learning outcomes and verified by evidence of student achievement that is an institutionally established equivalency that reasonably approximates
  1. Not less than one hour of classroom or direct faculty instruction and a minimum of two hours of (out of class student work) each week for approximately sixteen weeks for one semester or the equivalent amount of work over a different amount of time, or
  2. An equivalent amount of work as outlined in item (1) above for other academic activities as established by the institution including, research, essay, oral reports, and other academic work leading to the award of credit hours.

For academic purposes, Manna Bible College awards credit to students for the satisfactory completion of at least one 50-minute session of classroom or direct faculty instruction and at least 100 minutes of out-of-class work per week for not less than 16 weeks.

- 5. Policy:** Typically, a credit hour shall be assigned for a given course for student work that is equivalent to the three hours of combined instruction and student work for 16-weeks required above. In courses or academic activities where, direct instruction or classroom time is not the primary mode of learning or where the length of the course or activity is less than 16 weeks, the credit hours awarded must be reasonably equivalent to the standard of 3 hours of combined direct instruction and student work per credit hour for a 16-week semester. Courses to which this equivalency standard applies include but are not limited to the following:
  - Online courses
  - Applied learning/laboratory courses
  - Independent Studies
  - Practicum courses
  - Special courses
  - Travel courses

### Example

1. Experiencing one hour (50 minutes) of class attendance/faculty instruction/ examination or equivalent form of assessment per week.
2. Performing the equivalent amount of work over a different period of time.
3. Demonstrating evidence of achievement, represented in intended learning outcomes, that is equal to the amount of work that is equivalent to experiencing one hour of class attendance or faculty instruction per week, for 16 weeks

Syllabi shall be reviewed annually by relevant faculty and staff members to ensure that all current, revised, and new courses meet the standards established in this policy. The annual review process will be coordinated by the Office of the Dean.

### 6. Procedure:

- 1. Implementation:** The President and Dean shall maintain and implement a procedure by which course syllabi are reviewed regularly to ensure compliance with this policy.
- 2. Responsibility for Compliance:** Dean of Academic Affairs. The Dean will distribute copies of the policy and procedures to their chairs and faculty within their schools and colleges and discuss and answer related questions.
- 3. Notification:** This policy will be posted on the College’s website and a summary of the policy will be published in the College’s *Handbook*.

**Application**  
Manna Bible College  
PO Box 4734 Wilson, NC. 27893  
(Please complete all (3) copies & mail)

1. Name in Full \_\_\_\_\_  
                                                    Last                                                                    First                                                                    Middle

2. Permanent Address \_\_\_\_\_  
                                                                                                                                    Number and Street

\_\_\_\_\_  
                                                    City                                                    State                                                    Zip Code

3. Telephone Number \_\_\_\_\_

4. Date of Birth \_\_\_\_\_ Date-Month-Year.

5. Male \_\_\_\_\_ Female \_\_\_\_\_

6. Birthplace \_\_\_\_\_

7. If under 21, give name, address and phone number of parents:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date Mailed \_\_\_\_\_

Signature \_\_\_\_\_

Please list your Email \_\_\_\_\_

**NON-DISCRIMINATORY POLICY**

Manna Bible College, Inc., admits students regardless of their race, color, nationality, or ethnic origin, health, age, gender, or disability. The college affords each student equal rights and privileges and does not limit access to any of its facilities or programs of academic study. Manna Bible College, Inc., also does not discriminate in the administration of its education policies, financial disbursements, or hiring practices.

**Email Application to Registrar: [jrlady.1998@yahoo.com](mailto:jrlady.1998@yahoo.com)**

II. PERSONAL

1. Are you saved?\_\_\_\_\_How do you know it?\_\_\_\_\_.

\_\_\_\_\_

Please give a Scripture verse to prove it\_\_\_\_\_

2. Name and address of church to which you belong:

\_\_\_\_\_

\_\_\_\_\_

3. Who referred you to us?

\_\_\_\_\_

4. Are you Unmarried?\_\_\_\_\_ MARRIED\_\_\_\_\_ Divorced?\_\_\_\_\_  
Separated?\_\_\_\_\_ Widow?\_\_\_\_\_ Widower?\_\_\_\_\_  
Common Law?\_\_\_\_\_

5. Number of Dependents\_\_\_\_\_ Relationship\_\_\_\_\_

\_\_\_\_\_

6. What is your occupation?\_\_\_\_\_

7. Do you use tobacco?\_\_\_\_\_ liquor? \_\_\_\_\_ illegal drugs?\_\_\_\_\_

Do you gamble?\_\_\_\_\_ If so, will you give them up during the year that you  
are a student at Manna?\_\_\_\_\_

III EDUCATIONAL

1. List in order the schools you have attended other than Bible school:

a. Grammar School\_\_\_\_\_

(Name of School)

\_\_\_\_\_

(City)

(State)

Years Attended\_\_\_\_\_ Graduated?\_\_\_\_\_

b. Junior High School\_\_\_\_\_

(Name of School)

\_\_\_\_\_

(City)

(State)

Years Attended\_\_\_\_\_ Graduated?\_\_\_\_\_



(Continued Application)

c. High School \_\_\_\_\_  
(Name of School)

\_\_\_\_\_  
(City)

\_\_\_\_\_  
(State)

Years Attended \_\_\_\_\_ Graduated? \_\_\_\_\_

d. College \_\_\_\_\_  
(Name of School)

\_\_\_\_\_  
(City)

\_\_\_\_\_  
(State)

Years Attended \_\_\_\_\_ Graduated? \_\_\_\_\_

e. Other School \_\_\_\_\_  
(Name of School)

\_\_\_\_\_  
(City)

\_\_\_\_\_  
(State)

Years Attended \_\_\_\_\_ Graduated? \_\_\_\_\_

2. Have you attended any other Bible School? \_\_\_\_\_

What Bible School? \_\_\_\_\_

When did you graduate? \_\_\_\_\_

#### IV REFERENCES

List the names of three persons outside of your own family to whom we may write for references concerning you.

1. Your Pastor \_\_\_\_\_  
(Name)

(Address) \_\_\_\_\_

(Phone) \_\_\_\_\_

2. Two other references—both Christians:

a. \_\_\_\_\_

\_\_\_\_\_  
(Address)

3. Reference:

b. \_\_\_\_\_

\_\_\_\_\_  
(Address)