LIGHTHOUSE CHRISTIAN COLLEGE

Volume II

2023—2024

Notice of Nondiscrimination Policy

Lighthouse Christian College admits students of any race, color, sex, and national or ethnic origin to all of the rights, privileges, programs, benefits, and activities generally accorded or made available to students at the college. It does not discriminate on the basis of race, color, sex, disability, and national or ethnic origin in the administration of its education policies, admission policies, scholarship and loan programs, and other college administered programs. The College is committed to providing all students with an educational environment free of bias, discrimination, intimidation, or harassment. In this regard, Lighthouse Christian College complies with all relevant federal, state, and local laws. The college also complies with all applicable laws and federal regulations regarding prohibition of discrimination and accessibility on the basis of age, disability, veteran status, or otherwise. The college reserves the right to withdraw a student for cause at any time.

Academic Calendar 2022 – 2023

Fall Semester 2023

Aug. 20	First day of classes
Sept. 1	Last day to add/drop a class for the traditional semester
Sept. 4	Labor Day—closed
Oct. 21	Registration for Spring 2024 begins
Oct. 31	Last day to withdraw from a traditional class with a "W"
Nov. 23 - 27	Thanksgiving holiday—closed
Nov. 12-18	Final examinations
Dec. 23 - 25	Closed
Dec. 31 - Jan. 1	Closed

Spring Semester 2024

Jan. 21	First day of classes
Feb. 1	Last day to add/drop a class for the traditional semester
Mar. 11 – 15	Spring Break
Mar. 31 – 2	Easter holiday - closed
Apr. 14-20	Final Exams
Apr. 11	Registration for Fall 2024 begins
May 27	Memorial Day - closed

Table of Contents

Accreditations and Licensure

Lighthouse Christian College is licensed by the Commission for Independent Education, Florida Department of Education. Additional information regarding Lighthouse Christian College (ID: 10177) may be obtained by contacting the Commission for Independent Education, Department of Education, 325 West Gaines Street, Suite 1414, Tallahassee, Florida 32399-0400; toll free telephone number 888-224-6684.

Lighthouse Christian College is not accredited by any accreditation agency. This may affect your ability to sit for professional examinations and eligibility for financial aid.

Change of Catalog Information

Information provided by this catalog is subject to change without notice and does not constitute a contract between Lighthouse Christian College and a student or an applicant for admission. Material included herein is based on information available as of Fall 2022.

Lighthouse Christian College reserves the right to add, revise, or drop programs and courses, to implement new policies and procedures, and to change published calendars as it deems necessary. Such changes will be applicable to all students who are enrolled at the time the changes occur and to those who re-enroll as well. Every effort will be made to keep inconvenience to a minimum when these changes occur.

Mission

Lighthouse Christian College is dedicated to developing principled leaders to have a passion for dynamic businesses designed to promote Christian values and ethical practices.

Innovation
Non-denominational faith based revolutionary business training.

Leadership
Faculty comprised of business owners and leaders across multiple disciplines.

Success
Opening doors to new opportunities for the betterment of society and a successful life of service to Christ.

Vision

The college will become a national leader in collaborative career-focused Business education and will equip its graduates to visualize and achieve excellence in a dynamic global community.

Values

In business, competition is something that one must learn how to strategically manage. Our college leaders believe that more competition brings more opportunity. Therefore, from an online Zoom debate to a fierce battle on the football field, LCC leaders do not apologize for emphasizing competition in academics and sports as part of our culture.

The **main focus**, however, will always remain on learning ways to serve society in a Christ-like manner, putting God first and keeping the Lord as one's cornerstone.

HISTORY OF LIGHTHOUSE CHRISTIAN SCHOOLS

Lighthouse Private Christian Academy began in 2004, directly after Hurricane Ivan devastated our Florida coast. In response to the schools that were shut down at that time, Lighthouse emerged. Since then, we have grown from 18 pre-k students in one small room in a back of a Church to 5 large campuses in Okaloosa, Santa Rosa and Escambia counties. We utilize almost 40,000 square feet while serving students from age 4 (VPK) to age 18 (12th grade). LPCA a not-for-profit 501c3 educational organization.

Campus Resources and Services

The Lighthouse main campus is located in the heart of the historic district of Pensacola, Florida. The campus is a beautiful 3-story colonial commercial building, consisting of 7100 sq feet, that was built in 2006 to replicate the look of the historical area. The interior has 10 large classrooms and a high-tech floor stocked with laptop computers which are available for student use. Even though LCC is an on-line program, we are pleased to offer this building as a place for students to use a computer and be tutored if they live locally or are visiting. Beyond the scope of its main campus, Lighthouse also owns an athletic campus located in Gulf Breeze, Florida. This complex has a zoology center and a university size football field with locker rooms and a Chapel. Campus Security includes**:** ■ Secure, safe facility with keypad entrance ■ All areas are under camera surveillance ■ On Site Security ■ Compliant with Health & Safety Codes

Academic Support

The Office of Academic Support oversees a wide variety of services designed to facilitate the success of students at Lighthouse Christian College. The primary services offered through the office include

academic advising, tutorial, and mentoring services. Students and parents are encouraged to contact members of this office at any time.

Career Services

Career Services. LCC offers career exploration, the Office for Calling & Career, exists to serve the College community – students, alumni, faculty, and staff – by providing professional recommendations and guidance related to continuing education and employment. We provide career assessments, career coaching, resume training, internship and job boards, professional networking and career workshops, church and career expos and recruiting events. These services are career-focused workshops, employability seminars, and group and individual sessions. Career assessment services are provided using the Myers-Briggs Type Indicator® (MBTI®), Strong Interest Inventory®, along with an online job service.

Although the college staff members may assist students with their career search, it does **not** guarantee a job to any student or graduate.

Computer Lab

Lighthouse Christian College is an online college committed to providing its students, faculty, and staff with secure and reliable computer technology and network infrastructure. This includes the computer lab, faculty, administrative processes, and network operations. The dedicated computer lab is stocked with laptops and is open for student use Monday through Thursday from 8am – 4pm. Fridays, Weekends and Evening hours may be available by appointment only. The lab offers laptops with the latest software needed for academic work. These laptops belong to LCC. They must never leave our computer lab unless the student has special permission to take the laptop home for on-line work. If a student takes a laptop without checking it out properly, this will result in serious disciplinary action. The LCC computer lab is located at 625 North 9th Avenue, Pensacola, Florida.

Computer Logins

Each student, faculty, and staff member will have access to a individual computer login ID to use the computer equipment and network resources. Students should never share their ID or password with anyone. Students will be held responsible for all activity conducted under their login.

Remote Connectivity

The college offers the capability for students, faculty, and staff to connect to various services on the college network from off-campus via the Web. LCC currently supports remote connectivity for Microsoft Windows 10 and Mac OS X 10.6 or higher on the instructor and student portal, CANVAS.

Admissions

Admission Entrance Requirements

The college offers a bachelor's degree in business with a choice of the following disciplines: Marketing and Finance, Management, and Leadership.

Admission to the college is reserved for applicants who have demonstrated the ability to meet the demands of college-level instruction. The Admissions Committee also reserves the right to examine evidence of a student's potential for achievement within the academic program elected. Students are selected based on educational preparation and personal character.

Students who enroll for course work at LCC are classified as either degree or non-degree students. A degree student is a student who is seeking a degree from the college and has been accepted by the Admissions Office as an undergraduate student. An undergraduate degree student may enroll for course work (full -time or part-time) for each consecutive semester if he or she remains in good academic standing at the college. The normal full-time undergraduate course load is 12 to 15 credit hours per semester. Any undergraduate student who is carrying 12 or more credit hours is classified as a full -time student; **less than** 12 credits constitute a part-time load.

Non-degree students are those not currently seeking a degree from Lighthouse Christian College. Non-degree students are limited to part-time status and are not eligible for financial aid. They must take fewer than 12 credits in a semester. While enrolled, non-degree students must meet the same academic standards for continued enrollment as degree students.

REQUIRED EQUIPMENT:		
Quantity	Equipment Item	Brief Description Of Equipment
1	PERSONAL COMPUTER (not provided by the college)	Must have a personal computer with Microsoft Windows 10 or Mac OS X 10.6 or a higher operating system.
1	Internet Service (not provided by the college)	Internet service is required to log in to online classes.
1	Bible (any version – not provided by the college)	A Bible any version is required for many classes.

Admissions Procedures

To apply to attend Lighthouse Christian College prospective students should go to the online application at www.LighthouseCollege.us

Traditional Freshmen

The Admissions Committee considers a strong college preparatory program in high school to be the best preparation for success at Lighthouse. Considerable emphasis is placed upon the rigor of the candidate's course load in any given year (especially the senior year) and participation in accelerated, honors, Advanced Placement, or Associate or Baccalaureate courses.

A minimum of 17 academic units distributed as follows is *recommended*.

• English—4 credits

• History/Social Studies—3 credits

• Mathematics—3 credits (algebra I, geometry, and algebra II or advanced courses in mathematics)

• Science—3 credits (including at least two laboratory science courses, preferably biology and chemistry)

• Foreign language – 2 credits (in the same language)

• Electives—2 credits

For prospective freshmen, application for admission to Lighthouse Christian College consists of the following:

1. A completed Application for Undergraduate Admission.

2. An official high school transcript or GED and a score of 16 or higher on the ACT.

3. Official ACT (LCC code is _____) scores.

4. At least one letter of recommendation from a teacher or a school counselor. Up to three letters will be considered.

5. Recommended (Optional): Admissions interview and extracurricular activities resume.

Students may begin at LCC in the fall or spring semester. For the fall semester, applicants are notified of their admission status on a rolling basis after October 15. Applications filed after March 1 for the fall semester will be considered on a space available basis. For the spring semester, applicants are notified of their admission status on a rolling basis after October 1. Applications filed after December 1 for the spring semester will be considered on a space available basis.

Adults Entering as Freshmen Students

For persons who are not recent high school graduates and have no previous college experience, attention is given to educational preparation and personal character as exhibited in academic records and life experiences, including work and military service. The application process should be completed no less than four weeks prior to the desired semester start date.

For adults wishing to pursue a degree either full-time (12 credits or more) or part-time (11 credits or less), application to Lighthouse Christian College consists of the following:

1. A completed Application for Undergraduate Admission.

2. An official high school transcript or GED.

3. Official ACT score of 16 or more.

4. A personal statement discussing career goals and/or academic history.

Traditional Transfer Students

Students desiring to enter LCC after attending other colleges or universities are welcome to apply for admission for either the fall or spring semester as full-time or part-time students. Transfer applicants are encouraged to apply by May 1 for the fall semester and November 1 for the spring semester. Applications filed after July 1 for the fall semester and after December 1 for the spring semester will be considered on a space-available basis.

Students who have earned the Associate of Arts (A.A.), Associate of Science (A.A.S.), or Associate of Arts in Teaching (A.A.T.) degrees from regionally accredited institutions may be automatically admitted to the college upon receipt of the application and all required documentation. There is no fee for the transfer student's online application or a transfer student paper application. However, acceptance into Lighthouse Christian College does not guarantee acceptance into a specific degree program. Students should also be aware that not all transferred credits may be usable toward a specific degree program. The requirements of each degree program must still be met.

Transfer students who have not completed an Associate degree and are seeking admission into the bachelor's degree programs should have a cumulative GPA of at least 2.30 from all colleges previously attended. Transfer students with a 2.00 minimum cumulative GPA and other accomplishments or experience may be granted conditional admission to the college. Admission is based primarily on each candidate's performance at the most recently attended school. However, high school transcripts, ACT test scores, and college records may be considered for students who have completed fewer than 30 college level credits. Applicants are notified of the admission decision on a rolling basis after January 1 for fall semester and after October 1 for spring semester.

For transfer students, application for admission to Lighthouse Christian College consists of the following:

1. Completed Application for Undergraduate Admission.

2. Official college transcripts from each college previously attended. College-level coursework completed outside of the United States must be evaluated by either World Education Services www.wes.org or American Association of Collegiate Registrars and Admissions Officers www.aacrao.org. An official WES or AACRAO transcript is required. A final transcript must be sent upon completion of any course work in progress at the time of application.

3. Official high school transcript or GED for applicants who have completed less than 30 college-level credits at the time of application (an ACT score of 16 or higher may be required).

4. OPTIONAL: Personal statement discussing career goals and/or academic history.

Transfer of Credit to LCC

Students desiring to transfer from another college and be admitted to a degree program at Lighthouse Christian College must submit official transcripts of all previous college records. College level coursework completed outside of the United States must be evaluated by either World Education

Services www.wes.org or American Association of Collegiate Registrars and Admissions Officers www.aacrao.org. An official WES or AACRAO transcript is required. The college will accept a maximum of 70 transfer credits from a regionally accredited community college and 90 credits from a regionally accredited four-year institution. A matriculated student must complete the last 30 credits of their degree at Lighthouse Christian College.

The courses and credits completed with a grade of "C" or better at other regionally accredited institutions are generally transferable to LCC. The transferability of credits from an institution that is not accredited by a regional accreditation agency may be considered upon receipt of documentation that demonstrates equivalency regarding course information and learning outcomes. It is the student's responsibility to provide this documentation. Please consult the Registrar's Office for documentation guidelines.

All transferable courses must be comparable to courses offered at Lighthouse Christian College. Classes that do not transfer include developmental, remedial, personal development, and credit given for portfolio work. Some credit may be awarded for internships at the discretion of the department chair upon submission of appropriate documentation. Regardless of the number of transfer credits accepted, students must still complete the academic program requirements as shown in the Lighthouse Christian College Catalog and on the student's degree audit.

Transfer applicants should have left the sending institution in good standing. Grades and grade point averages earned at another institution do not transfer. The transferred credits apply toward graduation, but the grade points are not used in calculating the academic average required for graduation. Students seeking information on the transferability of credits may contact the Registrar's Office.

Transferability of Credits Earned at LCC

Transferability of credits earned at Lighthouse Christian College to other institutions is at the sole discretion of the accepting institution. It is the responsibility of the student to confirm whether or not credits earned at LCC will be accepted by another institution of the student's choice. Please note that Transcripts will not be forwarded until the student's account is paid in full.

Advanced Placement

Incoming students who submit Advanced Placement (AP) test scores from the College Board and who achieved satisfactory scores are considered for advanced placement or credit. College credit may be granted for scores of 3, 4, or 5, depending on the subject.

For incoming freshmen, the results of these tests are received by the Registrar's Office in mid-July. They are reviewed and, when appropriate, placement and/or credit is granted. Credits will be entered in the student's record. Transfer students who took AP tests in the past should request their scores be sent to LCC from the College Board. For questions about AP credit, contact the Registrar's Office.

CLEP Examinations

CLEP, a program of the College Entrance Examination Board, is a nationwide system of credit-by-examination. Lighthouse will grant credit to students earning LCC designated passing scores on CLEP exams. Students who are interested should contact the Registrar's Office for details about which exams are the equivalent of selected LCC courses. If the student achieves the designated passing score on an accepted examination and submits official documentation of the test results, appropriate credit will be awarded.

DANTES

The DSSTs are exams students take to earn college credit. These exams are available not only to students in the military but to all students who are interested in earning college credit. The DSST exams are administered on military bases (for military students and their spouses) or at a participating institution. Students who choose to take the DSST exams can earn up to three college credits and upper or lower-level credit. The credits are awarded by the American Council on Education. For information and registration, please visit www.getcollegecredit.com. Students are strongly encouraged to speak with the Registrar in charge of Transfer Evaluation to determine which DSST exams are right for them.

International Baccalaureate

Lighthouse Christian College recognizes the IB Diploma Programme and will grant credit for scores of 5 or higher in the "Higher Level" courses only. No credit is given for courses taken at the subsidiary level or for courses that duplicate others taken for Advanced Placement credit. For questions about IB credit, contact the Registrar's Office.

Acceptance & Registration

Lighthouse Christian College subscribes to the May 1 National Candidate's Reply Date for students entering in the fall. However, students are encouraged to notify the college of their acceptance of admission and to remit the required registration fee as soon as their decision is made.

Students who enter in the spring semester are encouraged to notify the college of their acceptance of admission and remit their registration fee by December 1st . The registration fee is non-refundable after December 1st .

For students who are enrolled at another institution at the time of their acceptance, it is understood that they will maintain the same level of academic achievement through the remainder of their current program. If a student's work falls below a satisfactory level, the acceptance may be rescinded.

International Students

All international students, except documented U.S. permanent residents and other eligible non-U.S. citizens, should submit all application requirements by April 1st for fall admission and September 1st for spring admission. Decisions are released in writing on a rolling basis. Applications completed after

the deadline may or may not be considered for that semester but will be reviewed for the following semester.

Admission Requirements for International Students

Freshmen: International students applying as incoming freshmen with no post-secondary school education must submit the following:

1. Undergraduate Application for Admission – The online application at LighthouseChristian.com is preferred.

2. Proof of English Proficiency – International students must demonstrate a satisfactory level of English proficiency. Any student whose native language is not English must submit an official Test of English as a Foreign Language (TOEFL) or International English Language Testing system (IELTS) score. The following TOEFL scores are required for admission: 213 or higher (computer-based); 80 or higher (Internet-based); or 550 or higher (paper-based). Students who have taken the internet based TOEFL test should have no individual section score lower than 20. Students who have taken the IELTS should have a minimum overall band score of 6.5 and no individual score lower than 6.0 Students who have earned a score of 520 or higher on the SAT Critical Reading Test may possibly be exempt from the TOEFL or IELTS requirement. The website for TOEFL information is www.ets.org, and the website for IELTS is www.ielts.org.

3. Official Transcripts - All applicants who completed or will complete secondary school outside the United States must either submit official transcripts for evaluation directly to World Education Services (WES), at wes.org or submit a letter in English from an official at the school that fully explains the grading scale and curriculum offerings/requirements of the school. This letter should also contain the name and contact information of a school official who can serve as a point of contact throughout the applicant's application process. Students attending a U.S. accredited high school outside the United States must submit an official high school transcript but are not required to provide a transcript evaluation.

4. ACT Scores - Official ACT scores must be sent directly from the College Board at collegeboard.com.

5. Letters of Recommendation - Submit at least one recommendation from a teacher and/or counselor.

6. Required Documents – A legible and high-quality copy of the unexpired passport identification page is required of all international students. International students currently attending a high school in the United States must also submit a copy of their current Departure Record (I-94) and U.S. visa. International students currently holding an F-1 or F-2 visa must submit a copy of their Certificate of Eligibility (I-20).

Traditional Transfer Students: International students transferring from another post-secondary college or college must submit the following:

1. Undergraduate Application for Admission

2. Proof of English Proficiency – International students must demonstrate a satisfactory level of English proficiency. Any student whose native language is not English must submit an official TOEFL (Test of English as a Foreign Language) or IELTS (International English Language Testing System) score. The following TOEFL scores are required for admission: 213 or higher (computer-based); 80 or higher (Internet-based); or 550 or higher (paper-based). Students who have taken the internet-based TOEFL test should have no individual section score lower than 20. Students who have taken the IELTS should have a minimum overall band score of 6.5 and no individual score lower than 6.0. International students who have completed courses equivalent to ENG 151 and ENG 152 with a grade of "C" or higher may possibly be exempt from the TOEFL or IETLS requirement. The website for TOEFL information is ets.org and the website for IELTS is ielts.org.

3. Transcripts and Certificates of Previous Academic Work - International students who have attended or who are currently attending a U.S. post-secondary institution must submit official transcripts from all institutions. Students who have completed post-secondary coursework outside of the U.S. must submit these records for evaluation directly to either World Education Services (WES) at wes.org or the American Association of Collegiate Registrars and Admissions Officers (AACRAO) at aacrao.org. Transfer students who have completed less than 30 credits (as determined by a credit evaluation) will be required to submit an official U.S. high school transcript or evaluation of a non-U.S. secondary school transcript.

4. Required Documents – A legible and high-quality copy of the unexpired passport identification page is required of all international students. International students currently attending a college or university in the United States must also submit a copy of their current Departure Record (I-94) and U.S. visa. International students currently holding a student (F-1) visa must submit a copy of their Certificate of Eligibility (I-20).

5. Official Bank Statements - All non-Canadian citizens holding or intending to seek an F-1 student visa must submit current official bank statement(s) in English verifying the student's financial resources in U.S. dollars for the entire cost of attendance for one year.

6. Financial Resource Statement - All non-Canadian citizens holding or intending to seek an F-1 student visa must complete the International Student Declaration of Finances form. If the student has a sponsor, the Relative/Sponsor Statement of Support form must also be downloaded and submitted from this source.

Additional Requirements for Accepted F-1 students:

1. Processing Fee - The processing fee of $150 must be submitted before May 1 for fall semester entrance and December 1 for spring semester entrance. The registration fee is non-refundable after these dates. The Certificate of Eligibility (I-20) will not be issued until the fee is received.

2. SEVIS Fee - Accepted F-1 international students are responsible for paying the Student and Exchange Visitor Information System (SEVIS) fee. See fmjfee.com.

3. Full-time status - Undergraduate freshmen and transfer students on an F-1 visa must take a minimum of 12 credits each semester.

Additional Enrollment Options

Part Time Students (Undergraduate)

Part- time students are those enrolled in fewer than 12 credits each semester. They may be degree-seeking or non-degree seeking students. Degree-seeking students apply to LCC through the Admissions Office (see Admissions Traditional Transfer Student). Non-degree students must complete the procedures for non-degree students (see Non-Degree Students) as directed by the Registrar's Office.

All part-time students are considered part of the student body of the college. Fees regarding late registration and drop/add procedures apply to part-time students. Tuition is calculated on a per-credit basis. College activities, clubs, and most organizations are open to part-time students.

Non-Degree Students (Undergraduate)

Non-degree students can only be part-time. Admission as a non-degree seeking student requires submission of the following:

1. Special Application for Non-degree Status form located on the Registrar's home page.

2. High school transcript - Required only for students who have been out of high school for less than two years and have not attended college.

3. College transcripts - At the time of registration, students who wish to take a course must submit a college transcript.

4. A non-degree student may become a degree student by applying for and being granted formal admission. Application must be made prior to the student's enrollment in the last 60 semester hours of academic credit required for a degree at Lighthouse Christian College. For admission as a degree student, a non-degree student must meet the same criteria as a freshman or transfer student.

A student denied admission as a degree student may enroll as a non-degree student only with the approval of the Director of Admissions.

Academic Course Work, Purpose, and Goals

LCC is a college that offers an innovative educational synergy between a non-denominational faith-based framework and the most revolutionary business training available in higher education. LCC courses are 100% online and conducted through our CANVAS learning platform.

LCC provides the opportunity for hands-on research while teaching students entrepreneurship and the processes of innovation. Students pursuing a career in business and entrepreneurship, at LCC,

develop a broad range of skills in preparation for roles as business owners, managers, and consultants. Our entrepreneurship degree program and experiential opportunities help students to effectively use their passions to navigate through new venture creation, establishing and understanding financing, the use of strategic management of emerging technologies, and the associated legal and regulatory requirements in starting a business. The LCC faculty have earned national attention for their works and are eager to pass down their knowledge to the next generation of business leaders.

All the LCC entrepreneurship classes emphasize a combination of mindset and hands-on "beyond the Instruction" skillset with a concentration on the various stages of the entrepreneurial process.

The program goal of LCC is to develop business and educational leaders that will bring new ideas to the world that will contribute to the betterment of society. Earning your undergraduate degree in the business field can open doors to new opportunities but earning a degree from Lighthouse Christian College will also add the element of preparing you for a successful life of service to Christ.

LCC provides a uniquely Christian environment where many faculty members are experienced, Christian business leaders that have owned and operated their own businesses. They are recognized experts who care as much about you as they do your learning. As a student, you will find our on-line courses to be engaging and rewarding. Each is designed with real-world application in mind, so when you graduate, you are well-positioned to start your own business and succeed in whatever field that you choose.

Ideally, a student educated within Lighthouse Christian academic community displays these abilities and experiences:

- communicates with assessed competence and clarity orally and in writing

- demonstrates the knowledge, skills, and maturity necessary for the profession he or she has chosen

- has acquired scholarly habits and can perform skilled research

- has rendered, to the community, service appropriate to a Christian citizen

- and demonstrates a broad cultural perspective informed by a Christian worldview.

Program Description and Objective

The objective of this program of study is to provide students with a cross-cultural, comprehensive, full-scale foundation of business studies, with an integrated focus on Christian values and business ethics, in the areas of management, finance, marketing, and educational leadership.

The LCC business program provides our students with a wide array of specialty areas. Once our students are academically grounded in the general education requirements, arts, and sciences, we begin preparing them for their main areas of study. LCC instructors offer expertise in instruction and experience in the field that they are teaching. A focus on ethical reasoning, career readiness, intellectual and practical skill development, and the use of inquiry-based methods of learning, LCC faculty prepare graduates for a life of critical and creative thinking that will prompt success academically as well as socially and spiritually.

Our on-line program also provides the opportunity for firsthand experiences in the form of arranged internships upon request. This assures graduates that they are prepared to synthesize what they have learned and apply it in solving the complex challenges they will face in life. By setting a standard for ethical reasoning, LCC helps students develop patterns of applying those principles personally, academically, and professionally to demonstrate their integrity. At its essence, LCC offers students the opportunity to explore diverse perspectives, acquire expertise in an academic discipline, and develop the professional and personal skills necessary for life beyond college.

Degree Requirements

Bachelor's Degree

The college offers bachelor's degrees in the following disciplines: Business.

Requirements for the Bachelor's Degree

In order to obtain a bachelor's degree from Lighthouse Christian College, a student must:

- Earn a minimum of 122 credits.
- Complete the courses required by the major. Note – Grades of "I" (Incomplete) must be cleared from the student's record.
- Achieve a cumulative grade point average (GPA) of at least 2.00; the GPA is calculated based on work done at Lighthouse Christian College only.
- Earn at least 31 credits at Lighthouse Christian College.
- Earn the final 30 credits at Lighthouse Christian College.
- Comply with all policies, procedures, and regulations of the college.
- File the official Application for Graduation in accordance with published deadlines.
- Pay applicable fees (see Tuition & Fees)

Bachelor's Core Curriculum Requirements

General Education Requirements – 50 credit hours

Christian Literacy – 18 hours

Cultural Heritage Literacy – 9 hours

Mathematical & Scientific Literacy – 7 hours

Information & Communication Literacy – 9 hours

Personal & Social Literacy – 7 hours

Business Expertise – 18 hours

Choosing A Major

The main areas of certification and degree specialty that fall under the LCC business program:

- Management (organizational structure and function)
- Finance (business planning and requirement compliance)
- Marketing (attracting, developing, and retaining clients)
- Leadership (Leading and Managing a Christian business)

Management – Managing a business involves many facets of organization. The focus for this skill is on the human resource side of entrepreneurship. Classes with a concentration on compliance laws, ethical biblical treatment of others, and time management encompasses this concentration of study.

Finance – Learning advanced financial tools and understanding the General Accounting Principles in the business arena will well prepare any leader for a future in finance. These courses prepare the learner with theoretical based learning and document preparation and presentation.

Marketing – Marketing majors learn about consumer demand and supply for products and services, research the art of brand management, engage in event and on-line marketing communication campaigns, participate in various media outlets for advertising, and learn to lead sales teams.

Leadership – This area of study is focused on learning engaged and collaborative leadership. Students will be taught how to synergize the abilities and actions of students, teachers, and parents to create an environment of strong school enrollment and retention. Procedures and requirements for starting a school as a business is also a focus that will preparedly launch any student into educational entrepreneurship upon graduation.

Financial Information and Options

Lighthouse Christian College offers pay in full at time of registering for classes or a payment plan option (for those who qualify). Payment plans are the sensible approach to paying education expenses. They allow for smaller, affordable payments instead of paying the balance in one large lump sum. The plan requires regularly scheduled payments over a monthly period for each semester. The payment plan enrollment fee is $45. This is not a loan program; there are no interest or finance charges. For additional information, contact tuition management directly at 850-733-1017.

Tuition and Fees 2021/2022

Below is a list of tuition and fees for full-time and part-time students.

1 – 11 hours Fall & Spring	$250 per credit hour
12 – 16 hours Fall & Spring	$3,000 - $4,000 per semester
17 – 19 hours Fall & Spring	$4,250 – $4,750 per semester

Fees	
Technology Fee	$ per semester
Online Course Fee	$ per class
Application Fee	$ each
Change of Course Fee	$50 each
DANTES Exam	$100 per exam
Graduation Fee	$150 each
ID Card Replacements	$25 each
Registration Fee	$ per semester
International Student Processing Fee	$150 per semester
Late Payment Fee	$100 per missed payment
Transcript Fee	$10 per copy
Diploma Fee	$25 per copy
Returned Check Fee	$25 each
Books (estimated)	$500 per semester

Refund Policy

Grounds for Termination or Cancelation by Student/Parent or College.

A student or parent may cancel the enrollment contract within three business days of signing the enrollment contract and receive a full refund of all fees plus tuition paid.

With exception of the Online Couse Fee and Technology Fee all other Fees are non-refundable after the 3rd business day of signing the enrollment contract. For students who are residents of the state of Florida registration / non-refundable fees will not exceed $150. The College reserves the right to adjust the rates and fees at any time before charges are incurred by the student.

Books are not purchased from LCC. The amount listed in Tuition & Fees is an estimate only. The cost will be determined by the institution that you purchase from and the number of classes you are taking in a semester.

Tuition is refundable according to the following schedule for traditional undergraduate students. A partial refund may be made to students who withdraw from the College within the first 28 calendar days of fall or spring semester. Any credit balance remaining after these adjustments to the student's account will be refunded. Tuition and disbursed institutional aid will be adjusted in accordance with the Tuition Refund Policy within the first 28 calendar days of each semester. Reimbursements will be paid out within 30 days after request.

Refunds are computed as of the date on which a written request for withdrawal is received in the Registrar's Office. Registration fees are not refundable. Tuition and fees are charged based on course loads as of the last day of add/drop each semester. Charges will not be adjusted if courses are dropped after the last day to add/drop. Tuition refunds will only be processed if a student withdraws from the College within the first 28 calendar days of the fall or spring semester. Refunds will be processed within 30 days of request.

The College reserves the right to suspend or dismiss at any time a student whose academic standing or general conduct is considered unsatisfactory.

Fall and Spring Semester Tuition Refund Schedule

100% Before the First day through the 7th calendar day

80% 8th calendar day through 14th calendar day

65% 15th calendar day through the 21st calendar day

30% 22nd calendar day through 28th calendar day

0% After the 28th calendar day

Academic Standing & Grading Information

Calculation of Class Level

An undergraduate student's class level is determined by the number of completed credits as follows. Please note class level does not always determine the class level within a particular major.

Class Level	Completed Credits	Class Year
Freshman	0 to 26.5	First
Sophomore	27 to 54.5	Second
Junior	55 to 89.5	Third
Senior	90 or more credits	Fourth

Grading Scale & Grading System

In general, the grading scale in the table below serves as the basic numeric standard that faculty use in evaluating student performance. Grading systems may vary according to discipline and instructor preferences. Some grading practices recalculate "on the curve," while others use only letter grades without assigning numeric values, and still other grading protocols may also exist. In all cases of variance from the standards below, the instructor will explain the grading system clearly on the course syllabus. When a standard numeric scale is used, the instructor will base grades on the standard below.

The academic standing of a student is determined by the quality and quantity of his or her work. A student's grades are based on the level of achievement in class work and by mastery demonstrated on examinations and other projects. Midterm grades are advisory; the semester grades determine actual academic standing.

Students' final grades are posted at the end of the session or semester. If needed, students may obtain an official grade report by contacting the Registrar's Office.

The grading system for undergraduate students is provided below.

Grade	Numeric Standard	Quality Points Awarded
A	93–100	4.0
A-	90–92	3.7
B+	87–89	3.3
B	83–86	3.0
B-	80–82	2.7
C+	77–79	2.3
C	73–76	2.0
C-	70–72	1.7
D+	67–69	1.3
D	60–66	1.0
F	0–59	0.0
FX	Student stops attending classes prior to the withdrawal deadline, yet fails to officially withdraw. This is calculated as a grade of "F" in the GPA.	
WF	Course withdrawal after the specified term deadline. This is calculated as a grade of "F" in the GPA.	
W	Course withdrawal within the specified term deadline. This is not calculated in the GPA.	
I	Incomplete. This is not calculated in the GPA.	
P / NC	Pass or No Credit. This is not calculated in the GPA.	

Course Withdrawal

To withdraw from a course, students must complete a Class Withdraw and submit the form to the Registrar's Office. Students may not withdraw from courses online. Notice to the instructor of intent to withdraw is not sufficient. Students who stop attending and fail to officially withdraw from a class will be given a grade of "FX" which calculates as an "F."

Students may withdraw from a course only during the published withdrawal dates. Students withdrawing from class during this period will have a "W" recorded on their transcript; a grade of "W" does not affect the GPA. Withdrawing from a course after the published withdrawal date results in a grade of "WF." Students may not withdraw from classes during exam week.

Traditional students who withdraw from an accelerated course that is offered any time during the semester must do so during the published drop/add period. After drop/add ends, students will be able

to withdraw based on the published schedule, but no refunds of tuition will be given even if the class has not started.

A student may be administratively withdrawn from the college if his or her absences in a class are excessive.

Incompletes

A grade of incomplete (I) will only be granted by written request and is subject to the approval of the faculty member and the Department Chair or Program Coordinator of the major in which the course resides. The Request for Incomplete Grade form is available at the Registrar's Office. Incompletes are granted only when a student has completed a substantial portion of the course work and circumstances such as illness, death in the family, or a documented crisis situation prevent the student from completing the course by the end of the semester. A grade of incomplete must be requested prior to the end of the semester or session in which the student is taking the course. An incomplete grade that is not removed within 30 days from the end of the semester automatically converts to a grade of "F." A student must have completed at least 75% of the semester in order to be considered for an incomplete. Exceptions to this policy require special review.

Academic Probation

Any student who has attempted 9 to 18 semester hours of credit and whose grade point average falls below 1.50 is on academic probation. A student who has attempted 19 to 29 semester hours of credit and whose grade point average falls below 1.90 is on academic probation. After a student takes 30 or more credits, he or she must maintain a grade point average of 2.00 in order to be in good academic standing. All students on academic probation are required to meet with their academic advisor or a representative from the Office of Academic Support prior to the beginning of the next semester. In addition, students on academic probation are strongly encouraged to meet with their advisor or a representative from the Office of Academic Support throughout their semester on academic probation. The goal of such meetings would be to monitor the student's progress and to discuss strategies for improvement. Students on academic probation should contact the Office of Academic Support to schedule these meetings.

Credits Completed	Academic Good Standing (Cumulative GPA)	Academic Probation (Cumulative GPA)
1–18	1.50 or above	1.49 or below
19–29	1.90 or above	1.89 or below
30 or more	2.00 or above	1.99 or below

Academic Suspension

Student grades are reviewed at the end of each semester. Two consecutive semesters below the standard for good academic standing (as defined above) will result in academic suspension for a minimum of one full semester, i.e., a fall or spring term. After the semester of academic suspension, students may petition to be reinstated by submitting a letter to the Academic Review Board no later than June 1 for the fall semester and December 1 for the spring semester.

If extenuating circumstances exist, a student may appeal the suspension prior to being away from the College one full semester. (Specific deadlines and instructions for appeals are in the letter that the student receives upon suspension.) Please note that students are not automatically granted a hearing before the Academic Review Board. Students for whom an appeal is granted will come before the Board to discuss their academic status. In either of the above circumstances, the Academic Review Board may make one of the following decisions.

- The student is reinstated on continued probation and must follow specific requirements outlined in the reinstatement letter. Upon reinstatement, the student is required to earn a minimum GPA of 2.0 in the first semester of attendance after reinstatement. If this requirement is not met, the student may be dismissed.
- The student is not reinstated.

Registration & Course Information

Registration

Registration takes place on the days scheduled in the academic calendar. Students may register on or after their assigned appointment time, and registration is done online through CANVAS. All students regardless of major or year are strongly encouraged to consult with their advisor prior to registration. There are several circumstances that could cause a student's registration to be blocked. The main one is Students who have not met their financial obligations to the college will not be able to register. Those students who have not been cleared by Student Accounts prior to the start of the semester will be removed from their classes. Courses may be canceled for insufficient enrollment, and students will be notified via email regarding course cancellations.

All prerequisites, including any minimum grade requirements, for a course must be fulfilled prior to starting the course. Students may be removed from a course when the prerequisites have not been met. Students are not permitted to "sit in" on classes for which they are not registered.

Course Load

The normal full- time undergraduate course load is 12 to 18 credit hours per semester. Any undergraduate student who is carrying 12 or more credit hours is classified as a full -time student. A student may not register for more than 18 credit hours in any one semester without the permission of the advisor and the department chair or program coordinator. It is recommended that a student employed more than 20 hours per week take 12 or less credit hours per semester. Students are prohibited from taking more than 22 credits in a single semester.

Course Add/Drop

Students may add or drop classes only during the published add/drop period. Course changes during the add/drop period will not be reflected on the student's transcript.

Attendance

Each student is responsible for his or her own class attendance and regular attendance is expected. Every student is responsible for the material covered or the skills exercised in classes. Grades will be based on demonstrated achievement of the objectives of the course, not on attendance in class as such. Although attendance alone does not determine grades, students should be aware that grades may depend on class activities, experiments, discussions, or quizzes for which consistent attendance is necessary. Students who stop attending and fail to officially withdraw from a class will be given a grade of "FX" which calculates as an "F" in the GPA.

Final Examinations

All students are required to take final examinations. If a student misses an examination because of an emergency or illness, the student must contact the faculty member as soon as possible. If the student cannot reach the faculty member, the student should contact the Office of Academic Support. The faculty member will work with the student to provide an opportunity for the student to take the examination. Students will not be permitted to reschedule for reasons other than documented emergencies or illness.

Leave of Absence

A degree-seeking student who finds it necessary to cease enrollment at the college (for one or more consecutive semesters with the intent of resuming studies at a later date) must complete the leave of absence section of the Withdrawal from the college form that is available online and in the Registrar's Office. The student should meet with a representative of the Office of Academic Support to complete this form. This request will ensure that the student will not need to reapply for admission when he or she returns. This leave of absence is effective for two consecutive semesters. A student who is on leave of absence for three or more consecutive semesters must reapply for admission.

Withdrawal from College

A degree-seeking student who wishes to withdraw from the college must do so in writing. The official Withdrawal from college form is available in the Registrar's Office. A student may be administratively withdrawn from the college if his or her absences in a class are excessive.

The Family Educational Rights and Privacy Act of 1974 (FERPA) Student Notice:

Lighthouse Christian College complies with the provisions of the Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) and any subsequent amendments or regulations. In accordance with FERPA, Lighthouse Christian College students have the right to inspect and review information in their official college records. The Registrar coordinates the inspection and review procedures for student educational records. Students wishing to review their records must present a written request to the Registrar, listing the item or items of interest, and must present their Student I.D. at the time of the request. The Registrar will grant access within a reasonable period of time but not later than 45 days after the request is made. Please contact the Registrar's Office for additional information about FERPA.

Graduation Information

To qualify for graduation, students must meet all college and departmental requirements as stated in the college catalog. Students must fulfill requirements in effect at the time of matriculation or students may elect to move to a later catalog year. Students may not split requirements from multiple catalog years. It is the responsibility of the student to fulfill all requirements for graduation. Careful consultation with an academic advisor is strongly encouraged.

Degrees are conferred in May or August. Participation in a commencement ceremony does not confer a degree. Diplomas and final transcripts may be withheld for any graduate with unresolved financial obligations.

The academic record of anyone receiving a degree is closed three months after the end of the semester. Any changes to the academic record must be made by this date.

Graduation Application

Graduating students are required to file an Application for Graduation. The application must be filed with the Registrar's Office according to published deadlines. At the time of application, a $25 fee is charged.

- May and August graduates must file by January 15.

Failure to apply by the published deadlines may delay the evaluation and awarding of a student's degree.

Graduation Ceremony

Scheduled commencement ceremonies are held in May and are dependent of how many students are graduating. Students may only participate in one ceremony unless they are earning an additional degree.

Fields of Study

Lighthouse Christian College offers a degree in Business with a Business Specialty concentration in Marketing and/or Finance and/or Management and/or Leadership.

This program of study provides a versatile academic foundation in a range of business and management topics, as well as different elective areas. The program surveys business, finance, economics, marketing, and leadership while examining Christian values and ethics in business, as well as international culture.

An online business degree from Lighthouse Christian College lays the foundation for working in a wide variety of fields. With business studies in accounting, economics, and marketing, plus an examination of Christian values and ethics in business, the online Bachelor of Science in Business program prepares students for rewarding careers.

General Education Requirements – 30 credit hours

Christian Literacy – 18 credit hours

- BI 1315 Biblical Worldview I – 3 credit hours
- BI 1316 Biblical Worldview II – 3 credit hours
- BI 2318 Understanding Biblical Literature – 3 credit hours
- BI 2319 Christian Ethics – 3 credit hours
- BI 3311 Marriage and Family – 3 credit hours
- BI 4311 Christian Cultural Heritage – 3 credit hours

Cultural Heritage Literacy – 9 credit hours

- HU 2315 Western Traditions I – 3 credit hours
- HU 2316 Western Traditions II – 3 credit hours
- HY 2320 American Cultural Heritage – 3 credit hours

Mathematical and Scientific Literacy – 7 credit hours

- MH 1338 Finite Math – 3 hours
- BIO 1319 Natural Science and BIO 0119 Laboratory – 4 credit hours **OR**
  PHY 2311 Physical Science and PHY 2111 Laboratory – 4 credit hours

Information and Communication Literacy – 12 – credit hours

- EH 1301 English Composition I – 3 credit hours
- EH 1302 English Composition II – 3 credit hours
- Choose **TWO** of the following:
  EH 2301 English Literature – 3 credit hours
  EH 2303 American Literature I – 3 credit hours
  EH 2304 American Literature II – 3 credit hours

Personal and Social Literacy – 7 credit hours

- PE 1300 Lifetime Fitness – 3 credit hours

- FAF 1111 Freshmen or FAF 2111 Freshman Transfer – 1 credit hours
- BA 2303 Macroeconomics – 3 credit hours

Professional and Major Field Required Business – 51 credit hours

- CA 1302 Computer Applications / Intro to Technology – 3 credit hours
- CIS 2315 Computers, Ethics, and Society – 3 credit hours
- BA 2301 Principles of Accounting I – 3 credit hours
- BA 2302 Principles of Accounting II – 3 credit hours
- BA 2304 Microeconomics – 3 credit hours
- BA 2305 Business Mathematics – 3 hours
- BA 3310 Business Communication – 3 credit hours
- Ba 3340 Business Statistics – 3 credit hours
- BA 3350 Quantitative Business Analysis – 3 credit hours
- BA 3380 Legal Environment of Business I – 3 credit hours
- BA 3381 Legal Environment of Business II – 3 credit hours
- BA 4380 Business Policy & Strategy – 3 credit hours
- MN 3300 Principles of Management – 3 credit hours
- MKT 3310 Principles of Marketing – 3 credit hours
- MIS 3310 Principles of Information Systems & Technology – 3 credit hours
- ACF 4310 Managerial Finance – 3 credit hours
- MN 4380 International Management Perspectives – 3 credit hours

Business Specialty – 18 hours

Select **six courses** from College of Business offerings:

- MAR 4410 New Age Marketing – 3 credit hours
- MAR 4420 Digital Marketing – 3 credit hours
- MAR 4430 World Wide Web – 3 credit hours
- FIN 4510 Financial Requirements – 3 credit hours
- FIN 4520 Financial Reporting – 3 credit hours
- FIN 4530 International Finance – 3 credit hours
- MGT 4610 Human Resources Management – 3 credit hours
- MGT 4620 Business Management – 3 credit hours
- MGT 2630 Managing a Christian Business – 3 credit hours
- LDR 4710 Educational Leadership – 3 credit hours
- LDR 4720 Entrepreneurship – 3 credit hours
- LDR 4730 Leading a Christian Business – 3 credit hours

Total Minimum Hours for Graduation – 122 credit hours

Note: Computer Applications and Business Mathematics should be completed by the end of the Freshman year. Macroeconomics, Microeconomics, and Principles of Accounting I & II should be completed by the end of the Sophomore year.

Course Alpha Numeric System Defined

What is the course prefix and number?

The course prefix is **a two or three letter designator for a major division of an academic discipline**, subject matter area, or sub-category of knowledge. The prefix is not intended to identify the department in which a course is offered. Rather, the content of a course determines the assigned prefix to identify the course.

BA - Business

BI - Christian Literacy

CA, CIS, MIS - Computer Application

ACF, FIN - Finance

HY - History

HU - Humanities

EH - Language Arts

LDS - Leadership

FAF - Lighthouse Foundations

MN, MGT - Management

MAR, MKT - Marketing

MH - Mathematics

PE - Physical Education

BIO, PHY - Science

The four-digit numbering of courses represent the level of enrollment: freshman 1000; sophomore 2000; junior 3000; senior 4000.

Credit Hours Defined.

"**Semester Credit Hour**" means either: (a) A unit consisting of a minimum of fifteen hours of instruction appropriate to the level of credential sought, during a semester, plus a reasonable period of time outside of instruction which the institution requires a student to devote to preparation for learning experiences, such as preparation for learning experiences, such as preparation for instruction, study of course material, or completion of educational projects; or (b) Planned learning experiences equivalent to the learning and preparation described in paragraph 6E-1.003(44)(a), F.A.C., above, as determined by duly qualified instructors responsible for evaluating learning outcomes for the award of credits.

Course Description

BI 1315 Biblical Worldview I
An overview of the components of a biblical worldview with a focus on the existence, nature, and character of God, the nature of human beings, and the impact of sin.

BI 1316 Biblical Worldview II
An overview of the components of a biblical worldview with a focus on the work and message of Jesus, the importance of Christian community, and the character traits of Christians.

BI 2318 Understanding Biblical Literature
An introduction to the basics of biblical interpretation.

BI 2319 Christian Ethics
Ethical conduct in the light of Bible teaching will be studied. Some of the more relevant ethical issues of our day will be studied from a biblical perspective: abortion, euthanasia, war, genetic engineering with all of its facets, and similar matters.

BI 3311 Marriage and Family Relations
A study of mate selection, how to have a successful marriage, and principles of child rearing, taught from the Biblical perspective. Major sociological trends and problems that impact marriage and family relations in western society will also be observed.

BI 4311 Christian Cultural Heritage
An exploration of Christian Cultural Heritage as it relates to the student's major field of study. Required of all graduating students in their senior year except students majoring in Biblical Studies.

HU 2315 Western Tradition I
A chronological investigation of humanity in Western society undertaken through the study of art, music, literature, politics, philosophy, and theology from antiquity to the late medieval world (ca. 1500 A.D.). The historical experience of man and his cultural expressions and values are interpreted through a Christian worldview as the best means to understand the nature of man. Prerequisite: Eligibility for EH 1301.

HU 2325 Western Tradition II
A chronological investigation of humanity in Western society undertaken through the study of art, music, literature, politics, philosophy, and theology from the Italian Renaissance to the 21st century. The historical experience of man and his cultural expressions and values are interpreted through a Christian worldview as the best means to understand the nature of man. Prerequisite: Eligibility for EH 1301.

HY 2320 American Cultural Heritage
An analysis of the peculiar aspects of American cultural heritage including its European, social, religious, and political background.

MH 1338 Finite Mathematics
This course is designed primarily for students not intending to pursue further study in any mathematics or science related field. Topics include linear functions, systems of equations, linear programming, mathematics of finance, sets and counting, probability and statistics.

BIO 1319 Environmental Science
An introduction to the basic principles of ecology, greenness, and environmental science are

presented along with how the activities of man disrupt the normal interactions between components of the environment. Prerequisites: None

BIO 1119 Environmental Science Lab
Laboratory complementary to BIO 1319. Taken concurrently or with consent of instructor.

PHY 2311 Physics I
Kinematics, Newton's laws, energy conservation, momentum and angular momentum, gravitation, fluids, wave motion, and heat and thermodynamics. Lab required.

PHY 2111 Physics I Lab
Laboratory complementary to PHY 2311. Taken concurrently or with consent of instructor. Prerequisites: see PHY 2311.

EH 1301 English Composition I
An intensive writing course that introduces a variety of rhetorical modes and provides multiple opportunities for students to develop critical reading and thinking, writing, editing, and revising skills. A grade of C or higher is required to pass this course.

EH 1302 English Composition II
An intensive writing course that provides multiple opportunities for students to use and develop the critical reading and thinking, writing, editing, and revising skills acquired in EH 1301. The course emphasizes various rhetorical appeals, argumentation, persuasive writing, and research writing. A grade of C or higher is required to pass this course. Prerequisite: EH 1301 or equivalent.

EH 2301 Survey of English Literature I
A chronological survey of English literature. Includes selected writers and writings from Beowulf to 1798. Prerequisites: EH 1301 and EH 1302 or equivalent with a grade of C or higher.

EH 2303 Survey of American Literature I
A chronological survey. Includes selected writings from William Bradford through Herman Melville. Prerequisites: EH 1301 and EH 1302 or equivalent with a grade of C or higher.

EH 2304 Survey of American Literature II
A chronological survey. Includes selected writings from Walt Whitman through current American writers. Prerequisites: EH 1301 and EH 1302 or equivalent with a grade of C or higher.

PE 1300 Principles of Lifetime Fitness
A survey of the components of fitness including types of exercise, cardiovascular fitness, nutrition and diet, stress and mental health, flexibility, and low back injury.

FAF 1111 Lighthouse Foundations
The Lighthouse Foundations course focuses on the orientation of new students to the college and life as a college student. The purpose of the class is to provide new students with academic and life skills necessary for college success. Faculty members from all disciplines lead the classes that are taught in such a way as to incorporate various teaching styles and to utilize a variety of speakers and extra-curricular activities. The course is a student's first introduction to Lighthouse's spiritual formation and all of its components. In addition, students in each class will form a character community to enhance students' development of character traits as outlined by Lighthouse. Course objectives include sessions on college resources, study skills, time management, personal relationships, money

management, health and wellness, and academic advising. This course is required of all new students or students with less than 13 hours of transfer credit. Prerequisites: None.

FAF 2111 Lighthouse Foundations-Transfer

The Lighthouse Foundations-Transfer course focuses on the orientation of transfer students to the college. The purpose of this class is to provide transfer students with the skills necessary to make a smooth transition from their previous college/university to Lighthouse Christian College. Faculty members from various disciplines lead the classes that are taught in such a way to engage the transfer student as he/ she: explores factors influencing the transition into LCC; develops skills to enhance academic success with a focus on student responsibility; and develops skills to enhance spiritual formation and a Christian worldview. In addition, students are introduced to LCC policies and procedures, and campus resources, as well as college expectations and challenges. This course is required of all new students with more than 12 hours of transfer credit.

BA 2303 Macroeconomics
Study of macroeconomics, economic growth and development, economic systems, unemployment and inflation, circular flow, fiscal instruments, money and banks, monetarism, demand and supply, protectionism, and international economic order.

CA 1302 Computer Applications
Overview of terms and concepts of computing. A "hands-on" approach for surveying menu and mouse driven software for word processing, spreadsheets, graphics, presentation, and database management. Primary focus on Windows and Microsoft Office applications. Special computer applications as necessary.

CIS 2315 Computers, Ethics and Society
Information production and consumption philosophies as they relate to the interactivity between technology and people in society today. Efficiency, effectiveness, and ethics in Information design will be studied from the user's perspective.

BA 2301 Principles of Accounting I
The structure of accounting. Beginning principles, theory, and practice for service and trading enterprises. Prerequisite: BA 2305 Business Mathematics.

BA 2302 Principles of Accounting II
A continuation of Accounting I. A special emphasis on applications to corporations. Requires the preparation and interpretation of financial data. Prerequisite: Grade of C or better in BA 2301 Principles of Accounting I.

BA 2304 Microeconomics
Study of microeconomics with emphasis on consumer choice, market demand and elasticity, business firm choice, market structures, capital structures, antitrust, regulatory agencies, and international trade.

BA 2305 Business Mathematics
Mathematics for personal and business finance. Topics studied include interest, markup, depreciation, discounts, installment loans, and taxes.

BA 3310 Business Communication
Professional writing concepts. Emphasis on style, organization, and mechanics. Focus on a multitude

of business communications concepts. Prerequisite: CA 1302 Computer Applications and minimum grade of "C" in EH 1302 English Composition.

BA 3340 Business Statistics
Provides a statistical background through study and review of general statistical theories and techniques including probability, frequency distribution, sampling, hypothesis testing, correlation, and regression. Prerequisite: BA 2305 Business Mathematics and MH 1338 Finite Mathematics or higher.

BA 3350 Quantitative Business Analysis
A study of quantitative tools and techniques used in business decision making with emphasis on decision theory and modeling including forecasting, linear programming, PERT/CPM, network models, and supply chain management to facilitate business problem solving.

BA 3380 Legal Environment of Business I
Structure and evolution of business law. Legal principles and social forces in government, business, and society. Overview of court system. Studies in contracts and torts.

BA 3381 Legal Environment of Business II
Studies in the Uniform Commercial Code: Overview of Article 2 (Sales) and Article 9 (Secured Transactions). Prerequisite: BA 3380 Legal Environment of Business I.

BA 4380 Business Policy and Strategy
The formulation and application of policies and programs pertaining to the business enterprise. Focus on multiple functional areas with business. Prerequisites: ACF 4310 Managerial Finance, BA 2301 Principles of Accounting I, BA 2302 Principles of Accounting II, BA 2303 Macroeconomics, BA 2305 Business Mathematics, BA 3340 Business Statistics, MN 3300 Principles of Management, MKT 3310 Principles of Marketing, MH 1338 Finite Mathematics or higher.

MN 3300 Principles of Management
The functions of management and the applications of management principles in organization. Emphasis on planning, organization, implementation, and control. Study of strategic planning, portfolio strategy, group dynamics, motivation, leadership, ethics and management practice.

MKT 3310 Principles of Marketing
An examination of marketing functions and the institutions which perform them, choice of criteria for marketing strategy decisions, marketing structural relationships, and the role of marketing in society.

MIS 3310 Principles of Information Systems & Technology
An in-depth review of Information Systems from a technological perspective. Reflection upon the integration of Information Systems and Technology. An overview of Information Systems as it impacts the "human side of enterprise."

ACF 4310 Managerial Finance
A study of financial management including financial markets and intermediaries, corporate taxation, financial statements, budgeting and forecasting techniques, discounting methods and capital budgeting, valuation, cost of capital structure, and capital asset pricing. Prerequisites: BA 2301 Principles of Accounting I, BA 2302 Principles of Accounting II, BA 2303 Macroeconomics, BA 2305 Business Mathematics, BA 3340 Business Statistics, MH 1338 Finite Mathematics or higher.

MN 4380 International Management Perspectives
This course provides an overview of International Business from a Management perspective. It focuses on global economic trends and multinational cultures.

MGT 4610 Human Resource Management
You examine the latest HR research as well as HR theory in contemporary practice. This course highlights emerging trends driving change in HRM today, including technology, globalization, competencies, and HR metrics.

MGT 4620 Business Management
With the focus on business management, this course approaches business operations from the entrepreneurial and management perspective. Finance, marketing, and human resources are some of the topics explored. Combines concepts with a strong lesson-based instructional design, weaving in research opportunities, creative methods of assessment, interesting real-world features, mathematical calculations, case studies and academic connections. All the functions of business management are covered extensively, including the use of technology and communication as tools of business. Students will enjoy exploring the global dimension of business and possible career opportunities as this course brings the world of business to students.

MGT 2630 Managing a Christian Business
An in-depth examination of Biblical Principles of Leading and Managing Employees. Examines the scriptural concepts that apply to leading and managing people. Presents the seven virtues from the Beatitudes and how these virtues result in leaders and managers behaviors. Reviews the 15 characteristics of what love is and what love is not from the 1 Corinthians 12 passage. Presents the four modalities of leaders as conveyed in the Ezekiel 1 and 10 chapters, as well as Revelations 4 where Ezekiel and John describe the four faces of the winged beings. The modalities are described in terms of contemporary leaders interacting with employees in the workplace. Covers the Parable of the Vineyard and how leaders should provide a minimum living wage. Compares the wife in Proverbs 31 to a good leader/manager in today's contemporary organization. Admonition from Ecclesiastes 3:1 about the need for leaders/managers to step away and not meddle when the leader/manager's role is finished. Throughout the course composite case examples provide practical application of the concepts to contemporary organizations.

LDR 4710 Educational Leadership
Educational Leadership: A Bridge to Improved Practice describes how successful and effective schools and administrators operate in an increasingly challenging, fast-paced, demanding, and at times revolutionary environment. Students are offered an integrated view of the knowledge base, research, and practice of administration within a context of multiple perspectives and a wide range of thinking.

LDR 4720 Entrepreneurship
Provides a broad overview of entrepreneurship from a theoretical and practical perspective. Engaging for undergraduates, it embeds theories of entrepreneurship with tensions and dilemmas, presented as paradoxes. It offers insights into the entrepreneurial process and challenges students to assess the paradoxes and pitfalls encountered on an entrepreneurial journey.

LDR 4730 Leading a Christian Business
Examines scriptural support for person-organization fit and person-job fit and scriptural support for the four-Cs of people's work-fit: Calling, Competence, Confidence, and Character. Uses Acts 6:1-7 as a basis for identifying the type of people one should look to hire. Covers two development concepts: Nomos, about ruling in an organization, and progressive responsibility from Luke 16:10. The course

presents the concepts from a scriptural base and include composite case examples that relate to contemporary organizations.

MAR 4420 Digital Marketing
Digital Marketing examines and applies the methods used by organizations to leverage technology for the marketing of goods and services in the global environment. Prerequisite: MKT 3310 Principles of Marketing.

MAR 4410 New Age Marketing
With contributions spanning CMO trailblazers to Martsch disruptors, behavioral economics luminaries at Yale to leading marketing thinkers at Kellogg and Wharton, this course is like a GPS for navigating in a digital world, moving the craft of marketing through the forces of marketing transformation.

MAR 4430 World Wide Web
Covers how the idea for the Web came about at CERN, how it was developed, and how it was eventually handed over at no charge for the rest of the world to use. Explores the use of the www in today's modern environment.

FIN 4510 Financial Requirements
This course will offer strong real-world emphasis, clear writing style, and step-by-step explanation that simplify difficult concepts. Focuses on the "nuts and bolts" of finance with clear and thorough treatment of concepts and applications.

FIN 4520 Financial Reporting
Financial Reporting emphasizes both the process of financial reporting and the analysis of financial statements. This course employs a true "user" perspective by discussing the contracting and decision implications of accounting, helping students understand why accounting choices are so important and to whom they matter. Trains the student to be good financial detectives by enabling them to read, use, and interpret the statements. Helps students understand how and why managers can utilize the flexibility in GAAP to adapt the numbers for their own purposes.

FIN 4530 International Finance
This course based on two tenets: emphasis on the basics and emphasis on a managerial perspective. Students will emerge from this course with an understanding of managerial perspectives.

Rules and Policies

a. School Property: School property shall be protected and treated with respect. Defacing or damaging school property which is malicious or careless in nature, and which results in destruction or damage will result in both appropriate disciplinary action and the replacement of such property by the student and/or his parents or legal guardian.

b. Conduct: Conduct and attitude shall be respectful to both adults and students. Disruptions in class, unruly behavior, or repeated violations of prescribed school policy will not be allowed.

c. Respect for authority: At Lighthouse, our teachers are trained to respect students. Showing respect for authority is expected for all students towards all staff members at any time – either in or out of school. Any student who is disrespectful to a staff member will be subject to disciplinary action which may include suspension or expulsion.

d. Violation of Rules: Any violation of school rules shall subject the student to disciplinary action.

Cyber Bullying Policy

Definition of Cyber Bullying

Cyber Bullying is the use of electronic information and communication devices to willfully and repeatedly harm either a person or persons through the medium of electronic text, photos, or videos. Examples of this behavior include but are not limited to:

➢ sending false, cruel, vicious messages
➢ Creating websites that have stories, cartoons, pictures, and jokes ridiculing others.
➢ Breaking into an email account and sending vicious or embarrassing materials to others.
➢ Engaging someone in electronic communication, tricking that person into revealing sensitive personal information and forwarding that information to others.
➢ Posting of a student picture without their permission.

Bullying of this nature creates a hostile, disruptive environment and is a violation of the College's mission of keeping students safe and secure. Cyber Bullying and Harassment is strictly prohibited.

Actions deliberately threatening, harassing, intimidating an individual or group of individuals, placing an individual in reasonable fear of harm or damaging the individual's property; or disrupting the orderly operation of online classes, will not be tolerated at LCC.

The online activities and technologies often used by students engaged in Cyber Bullying include but are not limited to social networking sites, chat rooms and discussion groups, instant messaging, text messaging, computers, cell phones and personal digital devices, digital cameras, cell phone cameras, and web cams. As new technologies emerge, they too may be included with the above forms of electronic communication.

Consequences for Harassment and/or Cyber Bullying can result in suspension and even expulsion.

If the conduct causes or threatens to cause a substantial disruption of online classes or interferes with the rights of students to be secure, school administration may also impose consequences. The Administration may also report the Cyber Bullying or Harassment to the police. We are asking that you please report incidents of Cyber Bullying.

Action Steps to Respond to Cyber Bullying or Harassment

- Save the evidence. Print the online harassing.
- Identify the Cyber Bully.
- Clearly tell the Cyber Bully to stop.
- Ignore the bully by leaving the online environment and/or blocking communications.
- File a complaint with the Internet or cell phone company.
- Contact the school administration.

LCC will also maintain a zero-tolerance policy on social media gossip for teachers, students, and parents.

STUDENT COMPLAINT POLICY

The school has established policies, rules and processes to handle submitted (written, emailed and online submissions) student complaints and appeals. Complaints should be registered formally when a Lighthouse student has exhausted their efforts in resolving an issue with the college and or its personnel or any other current student.

As with any complaint or grievance our desire is for the party or parties to seek a resolution between the parties where both parties are heard and can come to some common understanding and agree to move forward in a mutually agreed upon arrangement.

If resolution cannot be met or one party is unwilling to enter an agreed upon reconciliation situation then a student should contact the college. Complaints or grievances should be submitted **within two weeks** so that the situation can be addressed efficiently.

Standard communication process for non-academic student complaint:

- A Non-Academic Complaint will be forwarded to the Vice President / Dept. Head over the department named in the filed grievance.
- This Vice President or his/her designee will respond to the complainant with the process to be followed to appropriately address complaint. This may include a meeting with involved parties to gain better understanding and accomplish a resolution.
- Documentation of final resolution will be recorded and shared with appropriate parties.

Student complaints concerning **academics** such as issues with a professor, grades or an associated issue with a course or course work should follow the instructions as outlined in this form:

This form is designed to be completed by the Department Chair or Program Director, and/or other officials as necessary. Its purpose is to provide a means for documenting student complaints in a manner that allows them to be systematically addressed.

Date: _____

Student's: Name: _____

Nature of Complaint: (Check all that apply.)

- ☐ Inappropriate faculty content, instruction, materials, and/or assessment
- ☐ Inappropriate faculty conduct
- ☐ Faculty incompetence in oral or written communication
- ☐ Inequities in assignments
- ☐ Scheduling of class or exams at other than authorized and published times
- ☐ Failure to provide disability accommodations
- ☐ Inadequate or inappropriate advising

- ☐ Failure to communicate in a reasonable time frame
- ☐ Unfair or inappropriate grading practices
- ☐ College policies/procedures
- ☐ Other (Provide specific details below.)

_____
_____

Provide a narrative to summarize the complaint. Use additional pages if needed.

_____
_____
_____
_____

Note: If the nature of the complaint makes it inappropriate for the student to meet with the Department Chair, or Program Director, then the student should meet with the Director of Student Success or the Dean as appropriate.

The remainder of this form is to be completed by Administrative Personnel:

Describe action(s) taken by the Instructor.

_____
_____
_____
_____

Signature of Instructor _____ **Date** _____

Describe action(s) already taken by the student to resolve the matter (if applicable).

_____
_____
_____
_____

_____

Describe action(s) taken by the Department Chair, Program Director or Center Director, if applicable.

_____
_____
_____

_____   _____

Signature of Department Chair, Program Director or Center Director   **Date**

Describe action(s) taken by the Director of Student Success, if applicable.

_____
_____
_____

_____

_____ _____

Signature of Director of Student Success   **Date**

Describe action(s) taken by the Dean of the appropriate college, if applicable.

_____
_____
_____

_____ _____
Signature of Dean   **Date**

Describe action(s) taken by the Vice President of Academic Affairs, if applicable.

_____
_____
_____

_____ _____
Signature of Vice President of Academic Affairs   **Date**

Describe the final resolution of the complaint.

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

Statement of Faith

We believe the Bible is the written word of God, inspired by the Holy Spirit and without error in the original manuscripts. The Bible is the revelation of God's truth and is infallible and authoritative in all matters of faith and practice.

We believe in the Holy Trinity. There is one God, who exists eternally in three persons: the Father, the Son, and the Holy Spirit.

We believe that all are sinners and totally unable to save themselves from God's displeasure, except by His mercy.

We believe that Jesus Christ is the eternal Son of God, who through His perfect life and sacrificial death atoned for the sins of all who will trust in Him, alone, for salvation.

We believe that the Holy Spirit indwells God's people and gives them the strength and wisdom to trust Christ and follow Him.

I have read and understood the above expectations, rules, and policies.

I concur with what has been set forth by Lighthouse Christian College

and have discussed the entirety of these expectations, rules, and policies with my student.

PARENT SIGNATURE

_____ Date _____

STUDENT SIGNATURE

_____ Date _____

Reinstatement & Readmission

Reinstatement

Former Lighthouse Christian College students who were academically dismissed at the end of the last semester enrolled must apply for reinstatement to the college. Students must file the Application for Readmission/Reinstatement. Applicants must submit all requirements as indicated on the application before the application will be reviewed by the Academic Review Board. The Board will interview the student and make the appropriate recommendation. Recommended deadlines for reinstatement are May 1 for the fall semester and November 1 for the spring semester. Reinstatement is not guaranteed. Students will be informed of the decision at the conclusion of the Academic Review Board interview.

Readmission

Students who attended Lighthouse Christian College and were in good academic standing at the end of their last semester at LCC must apply for readmission if absent from the college for three or more consecutive semesters. Students must file the Application for Readmission/Reinstatement with the Admissions Office. If the student attended any other college since leaving LCC, he or she must submit an official transcript from each college or university attended. Readmission is not complete until all official documents are received. Students are encouraged to apply early to take full advantage of early registration, advising, and course availability. Recommended deadlines for readmission are May 1 for the fall semester and November 1 for the spring semester. Normal processing time is approximately two weeks. Students who were absent from the college two semesters or less do not need to apply for readmission and should contact the Registrar's Office directly to register for classes. Official transcripts of any work taken at another institution must be submitted directly to the Registrar's Office.

CANVAS Portal

LCC will use the online CANVAS portal for all classes.

What is CANVAS?

Canvas is a web-based learning management system, or LMS. It is used by learning institutions, educators, and students to access and manage online course learning materials and communicate about skill development and learning achievement.

Canvas includes a variety of customizable course creation and management tools, course and user analytics and statistics, and internal communication tools.

Canvas Defined

Condensing something as robust as Canvas into a simple definition is quite a challenge but we'll try.

Canvas LMS is an open and reliable web-based software that allows institutions to manage digital learning, educators to create and present online learning materials and assess student learning, and students to engage in courses and receive feedback about skill development and learning achievement.

Additionally, while Canvas is primarily a web-based software, any user can access Canvas on a mobile device from the Canvas Teacher, Canvas Student, and Canvas Parent apps. Learn more about the Canvas mobile apps.

Basic Canvas Features

Canvas includes a variety of built-in course construction and management tools that can be customized to create unique and accessible teaching and learning experiences.

Instructional designers and instructors may create and share course content using Assignments, Discussions, Modules, Quizzes, and Pages. They may also choose to foster a collaborative learning experience using Collaborations, Conferences, and Groups. Students can access these areas in Canvas to find learning materials and interact with other course users.

Canvas also allows institutions and instructors to add state and institutional learning outcomes to rubrics in order to measure and track student skill development and learning achievement. Additionally course creators can use the Course Import Tool to bulk-upload pre existing LMS course packages and/or course materials.

Instructors can provide students with comprehensive feedback on assignment and quiz submissions using SpeedGrader and manage grade reporting in the Canvas Gradebook. They can also facilitate real-time course interactions using Chat and communicate course news and updates with students using Announcements as well as the Calendar and Syllabus.

Instructors and admins can gain greater insight into student success and make informed instructional decisions using data provided in Canvas Analytics.

Canvas also includes the Canvas App Center, where admins, designers, and instructors can enable a variety of Eternal Apps (LTI Tools) and services. The ever-growing app library offers a wide array of interactive resources, content repositories, assessment tools, social media integrations, and other digital learning and teaching resources.

Additional Canvas Features

Canvas Catalog is a digital marketplace where students will register, enroll, and pay for courses.

Canvas Studio is an interactive video management platform that enhances student engagement and collaboration.

Canvas Commons is a learning object repository where teachers can store course content for their own use and for collaboration with colleagues both within and outside of their institution.

MasteryConnect allows designers and teachers to build, deploy, and manage formative and summative assessments across an institution. It provides schools with actionable data to improve teaching and learning.

Portfolium is an ePortfolio platform that integrates directly inside of Canvas. However, students also always have access to their Portfolium portfolios outside of Canvas even after they lose access to the LMS.

CANVAS Guides
To learn how to use the CANVAS platform Instructors and Students can should the free instructional guides at: https://community.canvaslms.com/t5/Canvas/ct-p/canvas

Online Library Resources

- Gale Bronze Core is a collection of 34 databases. The databases are comprised primarily of articles from journals and newspapers however there is some video content.
  - o Gale Business Bundle is some additional business-focused databases with more articles.
  - o [Gale Business: Plan Builder](#) is a unique resource that walks the user through the journey of creating or updating a business plan.
- ProQuest Core is ProQuest Central + Gale eBooks. ProQuest Central is 57+ databases. These databases are also comprised primarily of journal and newspaper articles with some video content.
- Ebook Central: Academic Complete is our largest ebook Collection with over 202,000 ebooks in 10 different disciplines
- Entrepreneurship Database is an additional database with more entrepreneurship-focused articles.
- Skillsoft Books is comprised of ebooks and videos in the areas of business, IT/Computer, and Engineering. This is a resource that many students have found very useful and has materials to support certifications up-to including CPA.

"*Lighthouse Private Christian Academy*" is the parent company of Lighthouse Christian College, doing business as "*Lighthouse Christian College* (#10177)." The following are the current Board of Directors for "*Lighthouse Private Christian Academy*."

Chairperson of the Board:

Dr. Joanna Johannes

Board members:

Joel Satterly

Raul Garcia

Colin Hendrickson

Doug Bringmans

Jeremy Saenz

Administrative and Faculty

Faith Ellisor
Admin, Director Enrollment / Communications

Lisa Mutec
Office Administrative

Colin Hendrickson
MA Educational Leadership
Northcentral University

Pamela Miller
MA Education
Purdue University

Robert Schneider
MA Education & Instructional Tech
University of West Florida

Dr. Joanna Johannes
BS Finance
University of South Florida
MBA Nova University
PhD Higher Education Leadership
Northcentral University

Mike Van Hoven
MS Educational Leadership
Florida Atlantic University

Beverly Johannes
BA Elem Education
MA Education

Skyler Mayo
BS Sports Management
MS Kinesiology
Southeastern University

Raul Garcia
MS Psychology & Counseling
Troy State University

Anthony Morris
BA Psychology
MA Psychology
Nova University

Dr. Tawanna Hall
BS Social Welfare
Troy University
MS Counseling & Human Development
Ed Phycology & Psychology
Troy University
Ph.D Education Administration
Florida State University

Leanna Johannes
Juris Doctorate Law
George Washington University

Robert Ellisor
BA Sociology
Troy University
MA Theology & Divinity
Emory University

Lottie Humphries
BS Education
BA Elementary Music ED
MS Education
University West Florida

Joanne Wood
BS Education
MS Educational Leadership
North Central University

Dr. Tony Green
PhD Science
University of Arizona

William S, Emmerson
BS Mathematics
MA Mathematics
Indiana University