OIKOS UNIVERSITY
ACADEMIC CATALOG
2026-2027

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Academic year: 7/1/2026– 6/30/2027

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A Message from the Chairman

Welcome to Oikos University! We like to offer our warmest greetings to you.

We are an independent institution that was established specifically to serve the community of Northern California in general and San Francisco and Oakland areas in particular. Oikos University was launched to provide highest standard education with Christian value and inspiration.

Oikos University has a very specific goal and mission to offer education programs in the area of religious studies, music, business administration, Asian Medicine and English in that we motivate, educate and equip students in such a way that they will be able to live enriched life by fulfilling their goals in life and serve the community with their learned professions and skills.

Please come and contact us to know more about our school. We like to share with you as to how we can serve you with our best programs. We thank you for your interest and for your time.

Jae Hee Lee
Chairman, Board of Directors

A Message from the President

Brothers and Sisters,

People are afraid to take a road when the destination is unclear and they have no equipment to safeguard their trip. Life is about taking a road. You need to know where you are going. You also need some helps to safeguard your trips.

Oikos University was launched to help clarify your destination so that you can take a step in your journey. It was also launched to equip you with skills and profession whereby you can use them to safeguard your travel.

Oikos University exists to provide you one of the finest education programs with Christian value and biblical inspiration available to you. We are here to help you sharpen your specific life goal and live an enriched life. You are more than welcome to learn profession and skills at our school so that you can serve the community, country and the world with your profession.

It is our utmost belief that Oikos University will serve more people than any other schools in the areas in the years to come.

May the Lord guide you and keep you as you take the step and travel the road that is full of fun and adventure! Let us serve you with the best.

Reverend Jongin Kim,
President
Oikos University

INTRODUCTION

Founding Philosophy

Oikos University was established to provide one of the highest standard educations with evangelical Christian doctrine background. It endeavors to provide degree programs that meet the specific vocational needs of immigrant students in order to fill the needs of the rapidly expanding communities. It is our firm belief that upon the completion of their programs, students will be able to practice and refine their social, moral and spiritual values based on Christian heritage and enrich their life goal and serve their communities with their profession and skills.

Mission Statement

The mission of Oikos University is to educate men and women to be the leaders to serve the church, local communities, and the world by using their learned skills and professions.

Values

Oikos University upholds the doctrines of evangelical churches and has identified three specific core values that define our institution:

- We value evangelical mission and discipleship of all people and focus especially on members of the Asian communities.
- We value academic excellence and professional skills within the context of Christian faith engaging individual and corporate relationship with Jesus Christ, and
- We strive to demonstrate these values throughout the church, local community and the world.

Vision

The vision of Oikos University is to educate emerging Christian leaders to transform and bless the world at every level – from the church and local community levels to the realm of world entire. The fulfillment of this vision inspires, motivates, drives and defines the work of Oikos University.

Institutional Goals

Undergraduate

The Oikos University's undergraduate program seeks to produce graduates who are able to demonstrate the key undergraduate competencies in the outcome areas of:

Critical Thinking & Problem Solving as evidenced by the student's ability to:

- Outcome 1: Think critically, creatively and holistically to make informed judgment.

- Outcome 2: Apply mathematical skills in problem solving.

Effective Communication & Common Sense for Living as evidenced by the student's ability to:

- Outcome 3: Communicate effectively & apply the concepts and methods of the Natural and Physical Sciences.
- Outcome 4: Demonstrate a survey level knowledge of the humanities areas.

Social and Cultural Engagement and Lifelong Learning as evidenced by the student's ability to:

- Outcome 5: Demonstrate insights into the personal and group behaviors.
- Outcome 6: Understand the Social Science & World History and learning as life-long endeavor.

Professional Knowledge as evidenced by the student's ability to:

- Outcome 7: Demonstrate professional knowledge, theory, & skills.
- Outcome 8: Use appropriate advanced technology in one's major field.

Christian Commitment as evidenced by the student's ability to:

- Outcome 9: Engage in a devout walk in the Lord through personal relationship with God.
- Outcome 10: Share talents and spiritual maturity in service to others.

Graduate

The Oikos University's graduate program seeks to produce graduates who are able to demonstrate the key undergraduate competencies in the outcome areas of:

Professional Knowledge as evidenced by the student's ability to:

- Outcome 1: Develop research skills and carry out independent research.
- Outcome 2: Defend professional work in presentation form.
- Outcome 3: Demonstrate advanced scholarship and master of one's major field.

Christian Commitment as evidenced by the student's ability to:

- Outcome 4: Function as a Christian professionals in one's chosen discipline

Institutional Objectives

1. To demonstrate a comprehensive knowledge of the Bible and an understanding of Christian doctrine
2. To instill a desire for lifelong commitment to personal spiritual growth through daily Bible study and prayer.

3. To develop attitudes of service and commitment to the local church and world missions.
4. To equip students with learning skills that access knowledge for vocational success and enable students to manifest their perspectives
5. To provide students with competitive knowledge, skills and attitude for success in their profession.
6. To prepare students for Christian service and vocation in the Church and society.
7. To instill a missionary vision to word-wide outreach and increase ethical standards in personal lifestyle.

Philosophy of Student Development

The philosophy of student development at Oikos is driven directly from our mission:

"The mission of Oikos University is to educate men and women to be the leaders to serve the church, local communities, and the world by using their learned skills and professions in the areas of biblical studies, music performance, Asian medicine and practical vocational nursing."

Because we value the importance of our role to educate and disciple Christian leaders, we emphasize the development of character and conduct that reflects Christ-likeness. We know that our graduates will be serving both church and in the world. Therefore, we like to use the curriculum, chapel, student ministry, small group and student life to help them develop their profession and Chris-like character. We will require student to participate in local church service in weekly basis. Academic director will continue to work on the curriculum development to be relevant to their job market. Student director will make sure that students have enough spiritual, emotional and social support.

2026 Fall Term Academic Calendar

School event	Date
Registration for Continuing Students	August 11-13
New & Transfer Student Orientation	August 18
Faculty Meeting	August 25
Fall Instruction Begins	September 1
Labor Day (Office closed)	September 7
Registration deadline for new & transfer students	September 4
First Installment Payment Due	October 2
Columbus Day (Office closed)	October 12
D.Min. Intensive Course	October 26 – November 6
Second Installment payment due	November 6
Thanksgiving Break	November 23-27
Final Exam (MSAHM)	December 7-11
Final Exam	December 14-18
Final Grade Due	December 31
Winter Break	Dec.21-Jan.15

2027 Spring Term Academic Calendar

School event	Date
Registration for Continuing Student	December 28-30
Faculty Meeting	January 12
New & Transfer Student Orientation	January 12
Spring Instruction Begins	January 18
Registration deadline for new & transfer students	January 22
Martin Luther King Day	January 18
First Installment Due Date	February 19
President Day (Office closed)	February 15
D.Min. Intensive	March 8-19
Second Installment Due Date	March 26
Easter Break (Office closed)	March 22-March 26
Final Exam (MSAHM)	April 12-16
Final Exam	May 3-May 7
Final Grade Due	May 21
Summer Break	May 10 – August 20
Summer Intensive	May 10 – May 14
2027 Commencement	May 13

2027 SummerTerm Academic Calendar

School event	Date
Registration for Continuing Student	April 6-8
Faculty Meeting	April 20
New & Transfer Student Orientation	April 20

(Master of Science in Asian Herbal Medicine only)

Summer Instruction Begins	May 3
Registration deadline for new & transfer students	May 7
Memorial Day (Office Closed)	May 31
First Installment Due Date	June 11
Second Installment Due Date	July 16
Final Exam	August 9-13
Final Grade Due	August 20
Term Break	August 15 - 21

Doctrinal Statement

1. The Bible

We believe that the Bible is made by the unique divine inspiration given for the faith of the believing community. It is infallibly and uniquely authoritative and free from error of any sort in all matters.

2. The Trinity

We believe in the one true and living God who is eternal, transcendent, omnipotent, personal God possessing three eternal, personal distinctions which are revealed to us as Father, Son and Holy Spirit equal in every divine perfection, yet executing distinct but harmonious offices.

3. The Father

We believe in God the Father, the first person of the Divine Trinity, perfect in holiness, wisdom, power and love. We believe in God the father, an infinite Spirit-sovereign, eternal, and unchangeable in all His attributes. He is worthy of honor, adoration, and obedience.

4. The Son

We believe that the Son is the Perfect, sinless humanity and the absolute, full deity of the Lord Jesus Christ, indissolubly united in one divine-human person since His unique incarnation by miraculous conception and virgin birth.

5. Holy Spirit

We believe that the Holy Spirit is the third person of the Triune Godhead. He as been and will continue to be active throughout eternity. He convicts, regenerates, indwells, seals all believers in Christ, and fills those who yield to Him. The Holy Spirit gives spiritual gifts to all believers; however, the manifestation of any particular gift is not required as evidence of salvation.

6. Historicity

We believe the full historicity and perspicuity of the biblical record of the primeval history, including the literal existence of Adam and Eve as the progenitors of all people, the literal fall and resultant divine curse on the creation, the worldwide cataclysmic deluge, and the origin of nations and languages at the tower of Babel. We believe the realities of heaven and hell.

7. Redemption

We believe the redemptive grace of God though the substitutionary work of Jesus Christ who paid the full redemptive price for the sin of the world, through His literal physical death, burial, and resurrection, followed by His bodily ascension into heaven.

8. Salvation

We believe the personal salvation from the eternal penalty of sin provided solely by the grace of God on the basis of the atoning death and resurrection of Christ. We believe that salvation is only appropriated by a person placing his faith in the finished work of Christ.

9. Last Things

We believe in the personal and visible return of the Lord Jesus Christ to earth and the establishment of His kingdom. We believe in the resurrection of the body, the final judgment, the eternal felicity of the righteous and the fulfillment of His purposes in the works of creation and redemption with eternal rewards and punishments.

10. Biblical Creation

We believe biblical account of creation as a historical and theological record of God's creation. And we believe that the universe with all that is in it was created by God. God's creation includes and is not limited to the existing space-time universe and all its basic systems and kinds of organisms in the six literal days of the creation week.

Disclosure Statement

Oikos University is a private institution approved to operate by the California Bureau for Private Postsecondary Education (BPPE: 1747 N. Market Blvd. Ste 225 Sacramento, CA 95834, Tel: 916-431-6959 or Toll Free number 888-370-7589). Approval to operate means the institution is compliant with the minimum standards contained in the California Private Postsecondary Education Act of 2009 (as amended) and Division 7.5 of Title 5 of the California Code of Regulations.

Oikos University is approved to award the following degrees: Bachelor of Arts in Biblical Studies, Bachelor of Music, Bachelor of Arts in Business Administration, Master of Divinity, Master of Music, Master of Business Administration, Master of Business Administration in Business Analytics, Master of Science in Acupuncture and Herbal Medicine, Master of Fine Arts in Visual Arts, Doctor of Ministry, Doctor of Musical Arts, Doctor of Business Administration and Ph.D. in Intercultural Studies.

Oikos University has NO pending petition in bankruptcy, is NOT operating as a debtor in possession, has NOT filed a petition within the preceding five years, or had a petition in bankruptcy filed against it within the preceding five years that resulted in reorganization under Chapter 11 of the United States Bankruptcy Code (11 U.S.C. Sec. 1101 et seq.).

Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at 1747 N. Market Blvd. Ste 225 Sacramento, CA 95834 or P.O. Box 980818, West Sacramento, CA 95798-0818, www.bppe.ca.gov, (888) 370-7589, (916) 574-8900 or by fax (916) 263-1897.

A student of any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling (888) 370-7589 or by completing a complaint form, which can be obtained on the bureau's Internet Web site www.bppe.ca.gov.

Oikos University is a member of the Transnational Association of Christian Colleges and Schools (TRACS), [15935 Forest Road, Forest, VA 24551; Telephone: (434) 525-9539; e-mail: info@tracs.org] having been awarded Accredited Status as Category IV institution by the TRACS Accreditation Commission on April 19, 2016 and the status of reaffirmation I was granted on April 12, 2021 and is effective through April 2031. TRACS is recognized by the United States Department of Education, the Council for Higher Education Accreditation, and the International Network for Quality Assurance Agencies in Higher Education (INQAAHE).

Oikos University does not participate in federal and state financial aid programs.

Response Time for Student Evaluation in Distance Education

If student is enrollment in distance education program, it is to ensure that Oikos University employs a sufficient number of faculty to assure that Oikos University's response to, or evaluation of, each student lesson is returned to the student within 10 days after the lesson is received by the student.

The Office of Student Assistance and Relief is available to support prospective students, current students, or past students of private postsecondary educational institutions in making informed decisions, understanding their rights, and navigating available services and relief options. The office may be reached by calling (888) 370-7589 or by visiting

https://www.osar.bppe.ca.gov/

OUR HERITAGE

Oikos University was established in San Francisco, more specifically, in Oakland, in January of 2004 by Rev. Jongin Kim to serve the growing immigrant church and community in Northern California. Under the exceptional leadership of the board of directors, who were supported by a faculty of outstanding scholars and professionals, seek to educate immigrants primarily in theology, music, business and Asian Medicine. Oikos University is currently seeking to offer its undergraduate and graduate programs. Oikos University continues to offer programs leading to degree program. And Oikos University is currently approved by the State of California through the Bureau for Private Postsecondary Education (BPPE). “OIKOS UNIVERSITY was awarded Accredited Status as a Category IV institution by the Accreditation Commission of the Transnational Association of Christian Colleges and Schools (TRACS) on April 19, 2016. This status is effective for a period of five years.” TRACS is recognized by both the U.S. Department of Education and the Council for Higher Education Accreditation (CHEA).

MAIN CAMPUS LOCATION

Main Campus is located at 7901 Oakport St. Suite 3000, Oakland, CA 94621. The Main campus is situated in the city of Oakland. Oakland is a city with rich history that has many renovation projects and urban renewal plan. San Francisco International Airport (31 minutes) and Oakland Airport (5 minutes away) are serviced by numerous airlines. You can reach the campus both from San Francisco Airport and Oakland Airport by taking calling the school—please let us know 48 hours before you arrive; we’ll have someone pick you up. Near attractions includes UC Berkeley, Oakland Athletics, San Francisco Downtown, Golden Gate, Bay Bridge, Oakland Coliseum, and Treasure Island. If you are coming from southern California, follow I-5 north, continue on I-580 W, take I-238

N, take I-880 N to Oakland and take the Hegenberger Road Exit left at Edes Ave, left at Hegenberger Road and right at Oakport Street to the School. If you get lost, please call 510-639-7879 Monday through Friday, 9 AM to 5 PM, for directions. You may also want to google for the map by typing the following address: 7901 Oakport St. Suite 3000, Oakland, CA 94621.

All instructions take place at 7901 Oakport St. Suite 3000, Oakland, CA 94621.

Main Campus Facilities

Our 8,000-square foot main campus is in 7901 Oakport St. Suite 3000, Oakland, CA 94621, in the city of Oakland known near downtown Oakland. We're blessed with six classrooms, four offices, a concert hall sized chapel, a 25,000-volume library. The administrative area houses administrative and faculty offices, and the student lounge. The chapel is capable of approximately 100 audiences. While Oikos does not operate a dormitory or other student housing facility, we are familiar with the residence hotels, apartments, and other facilities that our students have chosen. We will be happy to help you find the house of your preferences. The library contains over sufficient volumes as well as periodicals and multimedia resources. The catalog and many resources are available on computers located in the library.

Los Angeles Campus

Los Angeles Campus is located at 3450 Wilshire Blvd., #1010, Los Angeles, CA 90010. The Los Angeles campus is situation in the city of Los Angeles. The City of Los Angeles is known for its diversity, its central location for music, movie, banking, shopping, fashion, museum park, sports, and business. The campus is close to many restaurants, shopping, and nearby attraction. It is 40 minutes from LA airport, 20 minutes from Burbank airport, and 50 minutes from John Wayne Airport. Nearby attraction includes but is not limited to Disneyland, Universal Studio, Hollywood, LA convention center, LA Lives, Griffith Park, Beverly Hills Shopping Center, Staples Center, Sixth Flag Magic Mountain, etc.

Academic Freedom

We regard academic freedom as a sacred trust and God-given responsibility that encourages the scholarly pursuit of truth in each academic discipline to which God has called us. The foundation of academic freedom is the belief that God is the author of all truth. All faculty members are encouraged to seek wisdom and understanding, acquire knowledge and teach others. Therefore, faculty need not fear where their pursuit of knowledge and wisdom may lead, but rather be guided by the fear of the Lord. Academic freedom is entrusted to every full-time and part-time faculty member, and teacher at Oikos University. Academic freedom is always exercised within a context of standards or norms. Oikos University defines academic freedom within the following context of standards or norms for its faculty members:

1.God is the source of all truth. The Scriptures are the written expression of truth and the revealed will of God. There is also natural revelation. Both types of revelation contribute to our understanding of truth.

2.Academic freedom functions within Oikos University's mission statement and statement of faith. Specifically, within the mission statement, the faculty member takes the role of being a Christian leader in order to model Christian leadership to students. Academic freedom serves to make the University a leading center of Christian thought and action. Oikos University's mission educating students to "serve as Christian leaders." can be achieved only if faculty members demonstrate Christian principles of life and living in the classroom.

3."The teacher is a citizen, a member of a learned profession and an officer of an educational institution" ("Academic Freedom and Tenure, 1940 Statement of Principles and Interpretive Comments," American Association of University Professors). What faculty say or do as private citizens outside their own area of professional competence cannot be justified on the grounds of academic freedom. The public will judge the University by the faculty's utterances. Consequently, accuracy, proper restraint and respect for the rights of others to express their opinions shall be exercised by faculty speaking in public as private citizens. These considerations are not meant to restrict the faculty's ability to make public utterances on topics outside of their discipline, but to encourage faculty to speak the truth in love in accordance with scriptural principles.

4.The University does not restrict faculty as private citizens from speaking out politically, or from addressing the wrongs in society. Faculty members are free to hold public office so long as holding that office does not interfere with fulfillment of contractual duties.

5.Exercising academic freedom requires responsibility and propriety in the pursuit of truth, as well as complete honesty and loyalty to the University's mission statement and statement of faith.

6.Academic freedom at Oikos University is framed by the context of the University's mission statement and statement of faith and is consistent with the standards and norms stated in the academic freedom policy. Faculty members are free to pursue truth within their discipline by research, discussion and other forms of inquiry. This freedom carries a responsibility to truth, to scholarly integrity, and to one's students.

Faculty members may not use their position or classroom as a platform to demand adherence by students to a personal theological viewpoint, political preference, or social agenda. If an individual believes that a faculty member has violated the University's mission statement and/or statement of faith, he or she should confront that faculty member with the charges. If the issue is not resolved, these

two individuals should meet with the academic director. At this point documentary evidence must be presented.

The academic director may dismiss the matter or refer it to the standing faculty Hearing Committee if he or she determines that there may be a violation of academic freedom. The committee conducts their hearing consistent with policies outlined in the Contract Termination policy and makes a recommendation regarding the disposition of the matter to the president. The president makes a final decision.

This statement is consistent with the recommendations of the American Association of University Professors (AAUP) in general (http://www.aaup.org/AAUP/issuesed/AF/) and with the AAUP's 1940 Statement of Principles on Academic Freedom and Tenure (http://www.aaup.org/AAUP/pubsres/policydocs/1940statement.htm). Note that Oakland does not intend, by adopting this policy, to institute a tenure system.

STUDENT LIFE

Spiritual Enrichment

In the book of Mark, Jesus said that the most important commandment is to love the Lord with all of your heart, soul, mind, and strength and to love your neighbor as yourself. Jesus was making it clear that every aspect of who we are should reflect our passion for the Lord. At Oikos, we are endeavoring to live out this commandment.

The spiritual life at Oikos can be seen everywhere you turn—in classes, in chapels, in student-led Bible studies. Prayer, worship, dialogue about God and His Word, and Christian fellowship flow through the course of each day here at Oikos.

Chapel Services

Once each week we gather as a community for chapel. These services are dynamic times for responding to the Holy Spirit and the truth of the Word. Passionate worship marks these strong times together. Guest speakers as well as faculty members and selected students bring messages of encouragement and challenge from God's Word.

Special Days

The administration and faculty of the university seek to be sensitive to both the needs of the students and the direction of the Holy Spirit. Periodically, a special day of prayer and worship may be called for the purpose of spiritual reflection and renewal, with the entire school community uniting together for the day.

Ministry Emphasis

At least once annually, a special series of chapel services is planned for ministry emphasis. The speakers are men and women of God who exemplify Christian leadership in the Church and/or the world.

Church Services

Throughout the book of Acts we read how God visits His people when they gather together for times of prayer, praise, and worship. Our doctrine calls on us to "identify ourselves with the visible Body of Christ." We interpret this call to mean that each member of the Oikos community should participate regularly in the life of a local church.

We assemble together in local congregations to allow the Word to work in us with authority and mutual accountability. We do this so that the gifts can work in and through us by the power of the Holy Spirit. We gather as well, to fellowship among God's people, who

are the true temple of God by His Spirit. New students are required to visit several churches in the local area prior to selecting a "home church."

We believe it is important for students to attend their home church consistently. Students who absent themselves from church services without legitimate excuse communicate that they are not in accord with the purposes of the university.

Small Groups

As part of his or her spiritual development, each student is expected to regularly participate in a small group. These groups provide an opportunity for Bible study, fellowship, and accountability. Many students meet in a small group provided through their church; others participate in various groups that meet on campus.

Devotional Life

All members of the Oikos community (administrators, faculty members, staff, and students) are encouraged to maintain a rich, daily devotional life. Times alone with God in Bible study, meditation, prayer, fasting, and praise are invaluable in forming the character of Jesus and in receiving the empowerment of the Spirit. In addition to private devotions, it is not unusual for students to meet regularly with other members of the campus community for special times together in God's presence.

Philosophy of Community

Oikos is a community of believers dedicated to the development of leaders in the Body of Christ. So that the Body is built up in love (cf. Ephesians 4:16) faculty, staff, and students encourage one another to be conformed to the image of Christ (cf. Romans 8:29). The primary model for relationships should be Jesus' command to love one another (cf. John 15:12), which works itself out in full expression as the fruits of the Spirit: love, joy, peace, patience, kindness, goodness, faithfulness, gentleness, and self-control (cf. Galatians 5:22, 23). This community commits itself to live in unity, to put aside any deception or slander, and to edify one another to develop the fundamental attitudes and character necessary for leaders in the church and in the world (cf. Psalm 133; Philippians 2:1-4; Ephesians 4:1-5:21). In keeping with this commitment, Scripture compels us to voluntarily abstain from behaviors that are illegal, immoral, or unethical. (See the Code of Conduct in the Student Handbook for examples of such behaviors.)

Deportment

Because Oikos functions as a community of believers, students are to demonstrate a respectful attitude in all encounters with administrators, professors, staff personnel, campus guests, and other students. This standard applies to all areas of behavior, speech, and overall deportment. The same courtesy is to be returned to each student in the treatment he or she receives from others. Deviation

from this standard will result in a review of the incident by faculty and staff advisors and the Director of Students. Following this review, the Director of Students will make an appropriate restorative recommendation.

Each professor is responsible for maintaining a classroom environment that is conducive to learning. If a student is asked to refrain from a disruptive behavior or is asked to leave the classroom, the student should do so immediately and respectfully. Upon leaving the classroom the student should report to the Director of Students. If necessary, the Director of Students and/or faculty and staff advisors will meet with the involved people and assign additional restorative action as necessary. The Director of Students will advise the Academic Director and the President of allegations of faculty or staff misconduct.

The Director of Students will review any incident of a student threatening or harming the physical well-being of a person or property. Following this review, the Director of Students will assign a restorative action plan that could include reporting the incident to law-enforcement officials, imposing personal restrictions on the involved students, and/or recommending dismissal of the student from Oikos University.

Disciplinary Policy

The primary goal of the Oikos Disciplinary Policy is always to pursue the full restoration of the involved student. With this goal in mind, the suspension of a student from Oikos is not a desired result, but suspension may occur if a student shows an unwillingness to comply with or meet the objectives of a restorative action plan. Intermediate consequences are employed whenever possible to avoid suspension or expulsion. Each incident is reviewed on a case-by-case basis, with consideration of (1) the severity of the violation, (2) the context of the incident, (3) a history of prior misconduct, (4) the responsiveness of the accused to confrontation, and (5) the degree to which the individual displays genuine repentance.

Community members are expected to provide firsthand testimony that will bring greater clarity and understanding to the review. While painstaking efforts are taken to maintain consistency from case to case and individual to individual, confidentiality often prevents the disclosure of details that contribute to a decision, occasionally resulting in unanswered questions regarding a disciplinary outcome. Uninformed community members are asked to extend the benefit of doubt to officials, knowing that prayerful consideration has been employed in the proceedings and the subsequent outcome.

The Director of Students Affairs serves as the chief student conduct officer for the university and works with other administrators to resolve student disciplinary matters. The Student Handbook provides

guidelines that are used to establish continuity for administering consequences for violating community standards.

Disciplinary process

Should a student fail to meet the standards or spirit of this handbook and it becomes necessary to impose disciplinary action, the remedies will be used:

- **Corrective Measure:** The failure of a student to meet a standard or the intent of a standard may be brought to the attention of the student by faculty, staff, or peers. The goal of a corrective measure is for the student to recognize his or her failure to meet the standard, to take immediate action to meet the standard, and to agree to comply with the standard in the future. This remedy is commonly warranted when dealing with Level 1 violations.

- **Restorative Action Plan:** A student who does not meet the standards of this handbook following the correction measure, or a student whose failure indicates a lack of biblical integrity or character will be required to meet with the Director of Students, Academic Director, and/or President. The purpose of this meeting is to develop a restorative action plan to resolve the issue and help the student grow and develop in integrity and character. Restorative action may include specific task assignments, restrictions, prohibitions, accountability meetings, and/or limited-term suspension. This remedy is commonly warranted when dealing with Level 2 violations. If the student does not agree to the restorative action plan, or if the student fails to meet the objectives and specific goals of the restorative action plan, the student progresses to the next step in the Disciplinary Policy.

- **Voluntary Withdrawal:** A student's failure to meet the objectives and specific goals specified in the restorative action plan will be reviewed by the Director of Students, Academic Director, and/or President. If the student believes that he or she could be best served by returning to his or her home church, the student may make a request to the OU administration to voluntarily withdraw from OU. This cooperative decision by the involved student and the OU administration has the goal of returning the student to the pastoral care of the local church for restoration. Consequently, the OU will discuss the matter with the student's pastor as a condition of the withdrawal. At the time of this voluntary withdrawal, the OU administration will define specific administrative requirements that must be fulfilled for the readmission of the student to OU. Documentation of this voluntary withdrawal and the requirements for readmission will be placed in the student's file.

- **Suspension:** A failure by a student to meet the objectives and specific goals specified in a restorative action plan or other corrective measure will be reviewed by the Director of Students, Academic Director, and/or President. The administrators will

consider suspending the student from OU. Suspension is the involuntary separation of a student from the OU for a specific amount of time. If suspension for one or more semesters is deemed necessary, the student will receive a failing grade (W/F) in all classes in which he or she is enrolled, and the OU administration will define specific administrative requirements that must be fulfilled for the readmission of the student to OU. Documentation of this suspension and the requirements for readmission will be placed in the student's file. During suspension the Director of Students may suspend a student's access to the Residence Hall, apartments, campus community, or may, in cooperation with the Academic Director, suspend a student's access to faculty members and the classrooms.

- **Expulsion:** If, in the opinion of the President of OU, a student's behavior or character so disqualifies him or her from Christian service that successful completion of any OU program seems unlikely, the President will direct that the student be dismissed indefinitely. Such a dismissal is called "expulsion." A student who is expelled will receive a failing grade (W/F) in all classes in which he or she is enrolled and is not encouraged to apply for readmission.

- **Appeal:** If a student has new information that might affect the decision of a particular administrator, faculty member, staff member, or any official OU committee holding disciplinary powers, the student may submit an appeal in writing, within five working days of notification of the OU's decision, or of the time that the new information came to light. The written appeal is to be submitted to the Director of Students requesting a hearing with the Disciplinary Committee. A copy of this appeal and the response from the OU administration will be placed in the student's file. Note: The written appeal should include the new information and an explanation of how the current decision might be affected.

In cases where there is no new information to be presented or the decision has resulted in the termination of student status, the student may request that his or her written appeal be forwarded to an Appeals Committee for review. The Appeals Committee is an *ad hoc* committee comprised of three individuals from the pool of OU officials unrelated to the decision. The Director of Students will serve on the committee as the OU's representative. A student representative may also serve as a member of the committee. Any adjustments to the prescribed representation will be discussed in advance of the review.

Note that the role of the Appeals Committee is not to rehear the case and render a second judgment, but to determine if the disciplinary process has been fair and reasonable, the evidence supports the findings, and the consequences are justified by the criteria

established in this handbook. The committee will either uphold the decision as sufficiently meeting the aforementioned criteria or submit recommendations to the respective director for considered implementation. The director's subsequent decision then becomes final.

Grievance Policy

This section defines and describes the OU Grievance Policy and describes the process by which a student may seek resolution of a grievance.

A "grievance" is defined as an actual or supposed circumstance regarded as just cause for complaint or protest or a circumstance that the student believes adversely affects his or her academic career or personal wellbeing. When a student has a grievance, he or she may seek resolution to the matter. The students use an internal process first, but that is not required, and they may contact the Bureau for Private Postsecondary Education (BPPE: 1747 N. Market Blvd. Ste 225 Sacramento, CA 95834, Tel (916) 431-6959 or Toll Free (888) 370-7589).

Procedure

1. The student should discuss the circumstance with the individual(s) involved to seek a resolution.

2. If there is no resolution of the issue, the student may submit a letter regarding the matter to the Academic Director (if it is an academic matter) or the Director of Students (if it is a non-academic matter). The letter must be submitted within 14 calendar days of the date of the actual or supposed circumstance and must include the following information:
   a. Student's full name
   b. Student's social security number
   c. The major the student is enrolled in
   d. Explanation of the grievance and supporting documents
   e. Student's signature.

3. Within 10 business days of receiving the student's letter, the director or other interested parties may suggest mediation as an alternative to the grievance process. If all parties agree to mediation, the Academic Director or Director of Students will schedule mediation to work out an agreement based upon the OU's Mediation Policy (see the Mediation Policy in this handbook).

4. If mediation is not chosen or it was not successful, the Academic Director or Director of Students must respond in writing to the student within 30 business days of receiving the student's letter stating his or her decision and the reason for such decision.

5. If the student is not satisfied with the director's decision, the student may submit a written appeal of this decision to the President within 30 business days of receiving the decision. The

appeal must include the materials described above and a copy of the director's response.

6. The President will review the appeal within 15 business days. If the President determines that the appeal warrants review, it will be referred to a subcommittee of the faculty (if it is an academic matter) or a subcommittee of the administrative council (if it is other than an academic matter) for a final decision.

7. The subcommittee will meet within 30 business days of the referral. They may overturn the original decision of the director only if they determine that the decision was arbitrary and capricious.

8. If the President does not believe the appeal is sufficient to warrant review, the appeal will be rejected. This decision will be final.

COMPLAINTS

Oikos University is currently approved by the California Sates through the Bureau for Private Postsecondary Education. The Bureau has a formal Policy on Complaints Against an Institution. Contact the Bureau by e-mail (bppe@ca.gov) telephone (916.574.7720) if you wish to discuss a complaint against Oikos University or to receive a copy of the complaint policy. Oikos University designated the office of Dean of Academics to instruct how to file complaints with regulatory bodies.

An individual may make an inquiry to TRACS regarding complaint procedures or about issues and concerns that could be considered complaints at which time TRACS will direct the individual to the TRACS website at www.tracs.org with instructions on downloading the packet containing the *Policies and Procedures for Complaints Against Member Institutions*, the TRACS *Complaint Information Sheet*, and the TRACS *Complaint Processing Form*. However, TRACS' response and its obligations to meet the specific timetables outlined in these procedures will begin only after the complainant submits all documents required in the TRACS *Complaint Information Sheet.*

Philosophy of Grooming and Attire

The philosophy of Oikos regarding grooming and attire flows directly out of our Values and Mission, namely that we are educating Christian leaders who will minister in a secular world.

Rather than take a "rules-based" approach, we choose to take an approach that reflects our desire to see emerging leaders develop personal discernment regarding their outward appearance. We believe that by requiring students to wrestle through personal appearance issues within a safe environment of discipleship and accountability, students will learn more than by imposing a set of culturally subjective regulations.

In Psalm 40:8, David wrote, “I take joy in doing Your will, my God, for Your law is written on my heart.” The desire of Oikos is that students would develop an internal code, based on Scriptural foundations, rather than an external conformity that never reaches the heart. Real maturity is not based solely upon one’s ability to follow the directions of others, but to make righteous decisions on one’s own, regardless of the approval or condemnation of others.

This philosophy of grooming and attire is based on four Scriptural principles: the principle of modesty, the principle of the stumbling block, the principle of Christian sacrificial leadership, and the principle of Christ-centeredness.

1. The Principle of Modesty. Scripture mandates modesty, especially in women’s dress. The biblical principle is clear: modesty and decency are traits of godliness in the life of a believer. Modesty is not only reflected by clothing choices, but also by the intent with which one chooses to conduct him or herself. (cf. 1 Timothy 2:9; 1 Peter 3:3-4).

Immodest dress or behavior can be intentional, reflecting a lustfulness and/or immaturity that desire the attention of others. In some situations, however, immodesty can result from ignorance—a simple failure to have learned what is culturally or socially unacceptable in a given setting. As ministry leaders, we must be willing to graciously accept the input of peers and leaders whom God has placed in our lives.

2. The Principle of the Stumbling Block. In 1 Corinthians 10:23 we learn that “Everything is permissible, but not everything is beneficial.” As believers we have the right to choose from a wide array of styles and fashions. When it comes to grooming and attire, there are not many particular items that are specifically forbidden in Scripture. This right, however, has the potential to cause other people to stumble. Believers who may not be strong in their faith may take another’s freedom in Christ as license to sin. Nonbelievers who are watching the believer’s lifestyle and choices may be led astray. Romans 14:13 says, “Therefore let us stop passing judgment on one another. Instead, make up your mind not to put any stumbling block or obstacle in your brother’s way.” Our grooming and attire choices must be such that they do not cause anyone to be tripped up on his or her spiritual journey.

3. The Principle of Christian Sacrificial Leadership. Romans 12:1, 2 instructs us to “present our bodies [as] a living and holy sacrifice [and to] not be conformed to the world.” As believers, we are called to be living sacrifices. Further, Scripture tells us that ministry leaders are held to a higher standard than other believers. James 3:1 states, “Not many of you should presume to be teachers, my brothers, because you know that we who teach will be judged more strictly.”

Our choices in grooming and attire should reflect our willingness to sacrifice our rights for the sake of others.

4. The Principle of Christ-centeredness. As believers we are called to put to death the works of the flesh and to submit to the lifelong process of becoming more and more like Christ. In 2 Corinthians 3:18 Paul writes, "And we, who with unveiled faces all reflect the Lord's glory, are being transformed into His likeness with ever-increasing glory, which comes from the Lord, who is the Spirit." As we make choices in grooming and attire, we must each ask, "Will this choice help others see Jesus, or is my purpose to have them focus on me?"

In a spirit of mutual accountability, all those at Oikos will submit to one another regarding grooming and attire. If someone's appearance seems to have strayed from the scriptural foundations that apply to Christian ministry leaders, we expect others within this community to personally address this issue in a loving and gracious manner.

Please note that students are sometimes asked to wear more professional attire for such occasions as special in-class assignments, chapel participation, or graduation ceremonies. Certain churches and student ministries will require more professional attire as well.

Services and Activities

Housing policies

The university does not operate a dormitory or other housing facility and has no responsibility to find or assist a student in finding a housing. But we will assist students in locating adequate housing near the campus around the San Francisco Bay Area, which covers the cities of San Francisco, Oakland, and San Jose. Some students find housing in a local residence hotel; others share an apartment or rent a room. There are some websites, such as Craigslist or sfkorean.com, where students have options to choose the neighborhood, price, number of bedrooms, etc. Most of the postings have images and detailed information. The housing cost varies depending on the types of housing, but the average cost is about $1,000 for a single room, and $2,000 for one-bedroom apartment. The university reserves the right to approve or disapprove housing on a case-by-case basis if there is concern for your academic or spiritual welfare

Meals

The University does not operate a cafeteria. A student lounge is provided for students who wish to bring their meals from home.

Clubs

We encourage you to form student-led clubs around common interests. Faculty and staff members are available for advice, and to

help students' access university resources. Typical interests include hiking, sports, and reading and discussing particular books.

Student Government

All registered students are members of the Student Association. The purpose of the student government is to promote Christian fellowship among students and to advance the kingdom of God and the mission of Oikos University. Activities of the Association are supported through a student fee and individual gifts. The officers of the Association—President, Secretary, and Treasurer—are elected annually by the members.
The Student Council consists of one representative from each class plus the student body president. These students serve as a "sounding board" for the administration regarding policies that affect the students. They are also responsible for planning certain student activities such as clubs and social events.

Open House

FIRST CLASS OF EACH SEMESTER IS OPEN. NO SPECIAL CELEBRATON

Oikos students view College-for-a-Day (C4D) each fall and spring as opportunities to enjoy and serve prospective students who visit the campus for this open house. The Student Council and Director of Students plan special activities to make guests feel welcome. We encourage you to welcome these visitors and to pray with them as they seek God's will for their life.

Chapel Ministry

Student-led worship teams are responsible for planning and leading music and other creative arts during the chapel services. If you are musically talented, you may be asked to share a vocal or instrumental special during these services. Student-led media teams oversee audio and video equipment for chapel services and special events. If you are interested in serving in one of these areas and would like to receive training, contact the Director of Students.

Student Ministry

It isn't surprising that, at a college dedicated to training for ministry, many student activities result from students engaging in ministry. As a student at Oikos, you are required to participate in a ministry, typically through your local church. (See the Academic Information section of this catalog for details.) Student ministry is much more than a requirement—it is the heartbeat of men and women who are ready to give their lives to serving the Lord, His Church, and the world. While engaging in ministry, you will also enjoy fellowship and develop friendships that may last a lifetime.

Academic Computer Lab

Whenever possible, we encourage you to bring your own computer to Oikos. If you do not have a computer, or if you are away from your computer when you need to type a paper or conduct research, you are welcome to use the resources of the Academic Computer Lab. The Lab offers full Internet access, and word processing capabilities.

Bringing Your Own Computer
If you are considering bringing a computer to campus, we recommend the following configurations:
Recommended Windows Configuration

- Pentium IV, 2.80 GHz
- 512 MB RAM
- Windows XP or Newer version
- Microsoft Word 2007 or Newer version
- CD-RW drive
- 100-Base-T Network Card
- For laptops, 802.11g wireless network card
- 80GB hard drive

Recommended Macintosh Configuration

- Power PC G4 (800Mhz minimum), or dual-core Intel processors (2.0 GHz or higher)
- 512 MB RAM
- Mac OS X
- Microsoft Word X for Mac
- Built-in Ethernet port
- Built-in Airport Extreme (802.11g) wireless network card
- 80GB hard drive
- CD-RW drive

Laptop carry policy

Oikos University continues to ensure the quality of the program and make every effort to support student with technological resources. However, Oikos students are strongly encouraged to carry their own personal laptop to use it for their classes for their research, learning equipment and learning aids. Oikos University provides students with free wireless internet services to support their needs.

Additional Information

Additional information regarding student life at Oikos is available in the Student Handbook. You will receive a copy of this handbook with your letter of acceptance. The handbook is also available from the Director of Students. Upon acceptance, you will be asked to sign a statement confirming that you have read the Student Handbook and are willing to comply with the policies it contains.

Campus Resources and Information

library

The library is located in the main building.

The University's library provides a sizable collection of academic works in Korean and in English in the disciplines of theology, music, Asian Medicine, life and physical sciences, and social sciences. The library is open from 9 a.m. to 5 p.m. from Monday through Friday.

Library use

Use of the library is a privilege given by the Oikos to students and spouses, faculty and staff members and spouses, alumni, pastors, and other residents of the community. Patrons who are not affiliated with Oikos may have a total of two books checked out at a time.
Students are encouraged to use the library for individual research and study purposes and are always expected to maintain a quiet atmosphere conducive to study. There is no public-use telephone available in the library.
Any person who wishes to use his or her personal computer in the library must obtain permission from the librarian prior to doing so. Certain restrictions will apply. In order to be granted permission for such use the user should ask to see the list of rules and be willing to comply with them.
Any person whose conduct in the library or treatment of the library collection or furnishings is not in accordance with library policies will be asked to leave the facility and may be subject to disciplinary action. Library privileges may be revoked for repeated offenses.

Check-out Procedure

All library materials are to be checked out by the librarian at the circulation desk. The librarian will give the patron a printout of each item's due date.

Reference Collection

The reference collection is available for in-library use during regular library hours. The reference librarian is usually available at the circulation desk during library hours.

General Collection

The general collection of books is found in the main room of the library. Books are arranged according to the Dewey Decimal system. The Dewey numbers for the books contained on each shelving unit are displayed at the end of those units.
Most of the books in the general collection may be checked out for a period of two weeks and may be renewed one time only. No person who has overdue books or unpaid fines may check out or renew materials.
A total of seven books (no more than four in any one subject area) may be checked out and held at any given time. Students may not check out materials for other students.
Some books (such as duplicate copies of reference works) are given a three-day checkout period. These restrictions are designated on the book spine.

Reserved Books

A person may request that a "hold" be placed on any checked-out material so that he or she may check it out when it is returned.
The librarian maintains a list of materials placed on reserve by faculty members. Time limitations for the use of these materials are determined by the faculty member and are posted with the materials at the circulation desk. Materials on reserve may not be renewed. A 24-hour-waiting period is required before a student may recheck out the same material. There is a check out limit of one reserved book per course.

Periodicals

Magazines and newspapers may not be taken from the library. The current issues are on display in the circulation room and should be returned to the same location from which they were taken.

Vertical Files

Non-book materials are available and are located in the vertical files in the reference room. These files cover a broad range of subjects and are arranged alphabetically. A subject index is located with them. Vertical files may be checked out for a three-day period as follows: up to ten articles per subject and a total of four subjects.

Audio/Video Resources

A patron who uses videos, cassette tapes and compact discs must request at the circulation desk by call number. They are shelved behind the circulation desk. Videos, cassette tapes, and compact discs are available only at the particular site in the Library. They cannot be allowed to take out of the library. Everyone must sign in at the circulation desk before using a VCR or a cassette player at one of these audio-visual workstations. For exception, Audio/Video resources may be taken out of the Library by instructor's request for teaching. Follow the procedure used for books.

Returning Books

All library materials should be returned by the due date assigned. A person who retains library materials past the due date or who has outstanding fines will have their checkout privilege rescinded until the material is returned and the fine is paid. A student who continues to have overdue materials may have their use of the library restricted. No student who has overdue material or an unpaid fine may take final exams.

A "book drop" is available in the library foyer to receive returned materials when the library is closed. If the student has incurred a fine, the fine may be placed in the "book drop" with the overdue item. Otherwise, all books are to be returned to the library circulation desk during regular library hours. A checked-out item may not be returned to any other school office or school staff member.
Fines are charged for all checked-out library materials that are not returned by the due date according to the number of days the material is overdue. The fine is to be paid at the time the item is returned. When the material is returned, the fine stops accruing. However, if the fine is not paid when the item is returned, the student loses check-out privileges until the fine is paid. If a book is lost, it is the responsibility of the student to inform the librarian. As soon as the book is reported as lost the fine stops accruing.

Library Fines

General Collection	$0.25 per day
Vertical file (per subject)	0.25 per day
CDs, records, cassette tapes	0.25 per day
Video tapes	1.00 per day
Reserve Material	1.00 per day

A fine accrues to a maximum charge equal to the current cost of the item, except for the reserve books. The fine accrues until the reserve

book is returned with no maximum charge. While overdue notices are typically sent to students as a courtesy, it is the student's responsibility to return materials on time and to pay the fine whether or not a notice is received.

Lost or Damaged Materials

A patron who damages library materials will be charged for the repair of these materials. If a student sees that the material has been damaged in some way, he or she should inform the librarian prior to check-out. Students will be held responsible for replacing and processing costs for borrowed materials that are lost or not returned by the end of the semester.

Photocopier

A photocopier is located in the library. Payment of five cents per copy must be made. Users are advised to have the exact payment with them. If the photocopier is not working properly, students should not attempt to make adjustments but should ask the librarian for assistance.
Note: It is a violation of Federal copyright laws to copy some materials. Each individual is responsible for ensuring that their copies do not infringe on the copyright holder's rights.

Academic Computer Lab

A computer lab is available in the library. Paper will be furnished to users within reason. Users must provide their own diskettes.

hours

The academic computer lab will be open during library's normal hours of operation. Please note that faculty members may reserve the lab for special classes during the academic day. If you come to the lab and find a class in session, you're welcome to enter quietly and use any open workstation. You may also return later when the class is over. A list of available programs is available at the circulation desk.

Use Policies

- Use is limited to faculty and staff members, enrolled students, and spouses.
- No food or drink is allowed in the room.
- Music is not to be played without the use of headphones.
- The lab, like the rest of the library, is a place of study— please maintain low levels of noise.
- No downloading of programs, music, games, or screensavers.
- The front center computer is not to be used by anyone other than a member of the faculty or staff.
- When other patrons are waiting for the computer, please observe a 30-minute limit on using a computer.

If a faculty or library staff member indicates that computer use, noise level, or behavior is inappropriate, please comply with the first request. Faculty and library staff members are authorized to ask someone to leave the lab, after which access to the lab would be denied for a period of time to be determined by the Academic Director. Computers are also available in the student lounge.

Internet Use

There is a great deal of content on the Internet that is not edifying and can become a point of real bondage. Students are strongly encouraged to establish safeguards that will protect them while using the Internet. When using your personal computer consider installing an application designed to filter Internet access and leaving your room door open while logged on to the Internet. Those who struggle with issues related to Internet use may consider limiting their use to the Computer Lab, which is a more public environment. The strongest safeguard is to establish relationships of accountability with trusted friends and spiritual leaders. Those who violate pornography or entertainment policies while using the Internet will be subject to disciplinary action in accordance with the Student Conduct Code.

English Language Proficiency

Foreign students who are applying for classes taught in English should take a placement test and submit a proof of their English proficiency. English Language proficiency must be 75 or higher on the Test of English as a Foreign Language (TOEFL) iBT ; waived if graduated high school or completed secondary education in the U.S.

Korean Language Proficiency

The primary language of instruction of some degree programs is Korean and students are expected to be native speakers. Simultaneous translation is provided for all the classes taught by English-speaking faculty members. For non-native speakers, Korean language proficiency equivalent to the 12th grade level or level 4 or higher on the Test of Proficiency in Korean (TOPIK) is required.

Job Description for Teaching Faculty

The professor, associate professor, assistant professor and instructor faculty positions include the following professional requirements: teach assigned courses; advise students; direct students' academic activities; participate in student development activities; serve on University and College committees; and participate in University, community and professional service. As the rank increases, an increasing degree of quality is expected. All activities are to be consistent with the institution's mission and purpose statements.

Responsibilities

Implicit to each of the basic criteria should be evidence of an ongoing and growing spiritual vitality both personally and professionally as demonstrated by the integration of Christian principles and behavior in every aspect of the academic process as well as personal lifestyle. Faculty members report directly to the academic Director.

Teaching and Mentoring

Teaching assigned courses, developing standardized course syllabi and course materials, communicating relevant content, setting clear course outcomes and fostering student learning. Continually evaluate effectiveness of teaching style, content and student learning, making appropriate modifications to maximize instructional effectiveness. Provide students appropriate academic, spiritual and pastoral advising. Supervise students' culminating experiences to successful and timely completion.

Research, Scholarship and/or Creative Works

Although Oikos University is not a research institution, faculty members are encouraged to conduct research that advances the mission of the University, reflects commitment to a biblical worldview and expands the knowledge base in the faculty member's field of endeavor. Communicate research findings in professionally relevant media. Actively participate in professional organizations that promote scholarship. Engage in professional development activities that will enhance scholarly and professional competence.

University Administration and Community and Professional Service

Serve the University through committee assignments, recruiting activities, public relations events and other extracurricular activities. Initiate activities that enhance institutional goals and promote institutional unity. Demonstrate a willingness to be of service and to work cooperatively with others in the University. Apply professional and personal talents to the community outside of the University.

Job Description for Library Faculty

QUALIFICATIONS

Education. Generally, an earned master's degree or its equivalent from an accredited university or evidence of outstanding accomplishments in the field related to teaching assignments. An earned doctorate is preferred.

Experience. Several years of professional experience, preferably mixing teaching and non-teaching leadership roles and experience in ministerial service.

Scholarship. Demonstrated scholarly productivity in publications and participation on scholarly programs at appropriate professional meetings.

Personal. A lifestyle consistent with the standards of Oikos University. Present a personal appearance and appropriate attire for the role of a faculty member at a Christian university.

The head librarian, associate librarian and assistant librarian faculty positions include the following professional requirements: provide accessible academic resources, interpret these collections; provide instruction in the use of research materials; conduct research; serve on library and University committees; and participate in University, community and professional service. As the rank increases, an increasing degree of quality is expected. All activities are to be consistent with the institution's mission and purpose statements. Members of the library staff report to the head librarian. The head librarian reports to the academic Director.

RESPONSIBILITIES

Implicit to each of the basic criteria should be evidence of an ongoing and growing spiritual vitality both personally and professionally as demonstrated by the integration of Christian principles and behavior in every aspect of the academic process as well as personal lifestyle.

Professional Librarianship

Assist patrons with specific reference questions, provide guidance in the use of the collections and teach electronic resources. Develop collections and collection policies in specific disciplines and serve as a liaison to a school or manage the library support functions. Teach required research courses and workshops; and provide specialized seminars and demonstrations. Advise students and teaching faculty regarding specific research project resources.

Research, Scholarship and/or Creative Works

Although Oikos University is not a research institution, librarians are encouraged to conduct research and scholarly or creative activity that advances the mission of the University, reflects commitment to a biblical worldview and expands the knowledge base in librarianship. Communicate research findings in professionally relevant media. Participate actively in professional organizations that promote

scholarship. Engage in professional development activities that will enhance scholarly and professional competence.

University Administration and Community and Professional Service

Serve the University body through committee assignments, public relations events and other extracurricular activities. Initiate activities that enhance institutional goals and promote institutional unity. Demonstrate a willingness to be of service and to work cooperatively with others in the University. Apply professional and personal talents in the community outside of the University.

QUALIFICATIONS

Education. A master's degree in library science (MLS) from an ALA-accredited school. A second graduate degree is recommended.

Experience. Several years of appropriate academic library experience or equivalent with demonstrated competence in reference or collection services.

Scholarship. Demonstrated scholarly productivity and/or creative activity and participation on scholarly programs at appropriate professional meetings.

Personal. A lifestyle consistent with the standards of Oikos University. Present a personal appearance and appropriate attire for the role of a faculty member at a Christian University.

Worldview and hermeneutics Understanding

PROSPECTIVE FACULTY

It is desirable that all prospective faculty members be proficient in effectively integrating their faith and learning. However, because of the nature of academic training, it is often true that while individuals may be eminently qualified in their chosen field, they are not as well qualified in terms of hermeneutics and worldview understanding. Oikos University recognizes this fact and has established a process allowing faculty members to achieve such proficiency.

The academic Director determines if new faculty are proficient in the integration of faith and learning. Faculty members who are not proficient shall include in their professional development plan, a plan to achieve proficiency within a three-year period. The plan should have appropriate timelines and expectations and shall include one or more of the following activities:

1. Attend a basic course in Christian doctrine and/or hermeneutics offered by a member of the theology faculty;
2. Complete a prescribed reading list on doctrine, hermeneutics and integration;
3. Attend a lecture and discussion series offered by the University.

No later than by the end of the third year of appointment, these faculty members submit—as part of their annual performance review—documentation that demonstrates proficiency. Faculty members may demonstrate proficiency by submitting a paper of an integrative nature or developing course materials that demonstrate appropriate integrative skills and understanding. The academic Director will review these materials.

EMPLOYED FACULTY

As part of the annual performance review, it is the academic Director's responsibility to ensure that employed faculty members continue to demonstrate–through their teaching and writing–an ability to effectively integrate their faith and practice at a level of sophistication consistent with the quality standards of Oikos University. The academic Director should periodically select examples of quality integration papers or classroom materials that should be placed in a special section of the library to be used by new and current faculty.

FACULTY RECRUITMENT

Upon the approval of a new faculty position, or in the event of a vacancy on the faculty, the academic Director—or other University official who has direct administrative responsibility for that position (or in the case of administrative officers who hold faculty rank, the president)—recruits candidates to fill the new position or vacancy. Advertisements in the appropriate media may be used.

Upon receipt of an inquiry concerning employment for a position currently available, the academic Director affords all apparently qualified prospective faculty members an opportunity to submit a written resume, references and a completed Faculty Application Form.

After the academic Director reviews the application materials, he or she determines if an on-campus interview is appropriate. As part of the interview process, prospective faculty members will make a scholarly presentation. This process gives selected faculty, students, and administrators the opportunity to evaluate the candidate's teaching and presentation skills.

The academic Director, a representative member of the faculty, and the president interview all candidates for employment. The academic Director sends a copy of the Faculty Application Form to each interviewer before the scheduled interview.

After the interviews, the academic Director obtains a report from each interviewer and assimilates relevant information for submission to the president.

Upon the academic Director's recommendation, the president determines whether to recommend appointment to the Board of

Directors in accordance with the University bylaws and the policies of the Board of Directors.

FINANCIAL INFORMATION

You receive a considerable discount in your expenses because of generous educational grants given to the university by various donors. Many churches and individuals who have a great concern for you as a future leader have already contributed to support your education.

The information provided in this section reflects Oikos's education prices for academic year 2024-2025. These rates are subject to change without notice by action of the Board of Directors. The university reserves the right to assess new charges in relation to rising costs.

TUITION

Bachelor of Arts in Biblical Studies	270.00	/unit
Master of Divinity	320.00	/unit
Doctor of Ministry	600.00	/unit
continuation fee after coursework	500.00	/semester
Bachelor of Music	270.00	/unit
Master of Music	320.00	/unit
Doctor of Musical Arts	600.00	/unit
continuation fee after coursework	500.00	/semester
Master of Acupuncture & Herbal Medicine		
Academic units: 204.5 units	300.00	/unit
Clinical	600.00	/unit
Bachelor of Arts in Business Administration	270.00	/unit
Master of Business Administration	520.00	/unit
Doctor of Business Administration	600.00	/unit
Continuation fee after coursework	500.00	/semester
Master of Fine Arts in Visual Arts	320.00	/unit
Ph.D. in Intercultural Studies	600.00	/unit
continuation fee after coursework	500.00	/semester
English as a Second Language	650.00	/month

Audit (per unit)*	
Credit	100%
Non-credit	50%

*Decision to choose credit or non-credit may be made within 5 weeks after the first class session.

*Please refer to the table at p. 48 for total charges to complete the program.

Textbooks

The university offers a book purchasing service for your benefit. You can order textbooks for all classes in advance and pay for them when they arrive. (Purchase of ordered textbooks is required.) The cost of textbooks per semester usually ranges from $300 to $500 for a full-time student.

Fees

Application Fee	250.00 (Non-refundable)
Placement Test Fee	100.00
Admission Fee	150.00
Registration Fee	100.00
Student Fee	50.00
Payment Plan Fee	50.00
Late Payment Fee for payment plan	30.00
Returned Check Charge	100.00
Late registration fee	150.00
Exam rescheduling fee	50.00
Add/drop/withdrawal fee	50.00
Re-Entry fee	100.00
Thesis Fee	600.00
Graduation fee	300.00
Music Graduation Recital	Varies: contact School of Music
Private or group music lessons	Varies: contact School of Music
Lab Fee	Varies: see syllabus
Document Fee (per copy)	
Transcript	25.00
Certificate of Graduation	25.00
Verification of Registration	25.00
Extension of I-20	25.00
Reissue of I-20	25.00

Explanation of Deposits and Fees

Application Fee

New students pay a small fee to cover the processing of their application.

Placement Test Fee

If you are a new student you are required to take a series of placement tests to help determine whether you are ready for college-level subjects such as the Bible, English writing, etc. This fee covers the cost of this testing.

Payment Plan Fee

Tuition and fees are due in full at the start of each semester. You may pay by cash, check, MasterCard, or Visa. For more information on the payment schedule and deferred payment plan, please see the information on the payment schedule, later in this section.

Returned Check Charge

If you pay by check and your check is returned for any reason, we will charge back the amount of the check plus the returned check charge.

Late Registration Fee

On a designated date during the second half of each semester, we conduct registration for the following semester. You need to meet with your academic advisor, and then turn in your forms to the registrar. A student who does not make his/her appointments and properly submit all paperwork (including the textbook order form) for registration will be charged a late registration fee.

Exam Rescheduling Fee

All tests, including final exams, are to be taken according to the schedule given in your syllabus. In the event of extenuating circumstances, a professor may allow you to take a test early or late. If the professor permits you to reschedule the exam, you must pay the Business Office the Exam Rescheduling Fee.

Add/Drop Fee

If, after the start of the semester, you realize that you need to drop a course or add another one, you may do so within one week of the start of the semester. (See the calendar in the front of this catalog for the exact dates.) To add or drop a course before the deadline, complete a Change of Schedule form in the registrar's office and pay the Add/Drop fee for each course added or dropped.

Transcript Fee

Throughout your career you will occasionally need "official" copies of your transcript to be sent to employers or other colleges. Oikos will send an official transcript upon your request and upon the receipt of the payment of the then-current transcript fee.

Graduation Fee

Upon your graduation Oikos will provide various services including the rental of your graduation robe. This fee offsets the college's costs for graduation.

Music Lessons

If you want to study music on your own, you are free to make any arrangements you wish with a private instructor. If you intend to take the lessons for academic credit, you should contact the School of Music for a list of approved instructors. You, a Oikos professor, and the instructor will jointly negotiate your educational objectives for the semester, and will agree on how much instruction you will require in order to accomplish those objectives. Tuition and lesson fees should be paid to the University business office

Lab Fee

Students in some courses perform various laboratory experiments or require special software or equipment. This fee helps offset the cost of lab equipment and consumable items. See the syllabus to determine if a course has a lab fee.

Extra Handouts

When a course has an unusually large number of handouts, you will be charged a small fee for the materials to offset photocopying costs.

Payment Schedule

This section describes the payment deadlines for tuition and fees. From time to time students are unable to settle their account on time. We've found the following checklist to be useful to students who are trying to raise money for college:

1. Make sure you are paying your tithe. God has promised to bless you if you are faithful in tithing (cf. Malachi 3:10). If you a tithe, you can ask God to bless you financially.
2. Make sure you have completed the college's financial aid application. You may qualify for a Oikos scholarship.
3. Look for any assets you may be able to sell. Some students find that they can trade in their vehicle for another, or sell unused stereo equipment, in order to raise money for college. During the spring term, check to see if you have a tax refund coming.
4. Contact friends, family, and your church. Many people are eager to help our students attend Bible College.
5. The cost of a college education should be considered an investment rather than a debt. Consider borrowing at least some of the money for college. Many banks will extend a loan secured by assets such as your vehicle. Note: Oikos accepts both MasterCard and Visa.

If you choose to apply for a deferred payment plan, make sure you have a plan to make your payments. While there are ample opportunities for off-campus employment in Oakland or the greater Bay Area, most full-time students should not plan to work more than about 20 hours a week. A student who works 20 hours a week at $9.00 or more can expect to clear about $2,400—enough to pay for full tuition—during the course of the semester. Note: If you are not a

U.S. citizen, it is your responsibility to see what work, if any, you may legally perform while in the U.S.

Some students will find it necessary to work full-time during the summer, or over holiday breaks, in order to make their payments to the college. Many students who are willing to work 60 hours a week during the summer and 20 hours a week during the semesters find that they're able to meet all of their obligations on time, even if they do not receive help from their church, family, or friends.

Unpaid Accounts

Students who do not maintain current financial accounts with the college will be denied the privilege of classroom attendance beginning five days after the payment is due. Absences will be counted until the payment is made in full or until withdrawal is instituted.

A student whose account is not paid in full (including tuition and fees) by the end of the semester will not be allowed to reenroll in the subsequent semester.

Oikos makes exceptions to this policy only with the approval of the President. In those cases where the college elects to make an exception, the student is required to sign and comply with an approved payment agreement. If the student withdraws from the college without paying the account in full, the payment plan becomes void and the college has the right to collect the unpaid amount immediately. Should the college find it necessary to use the services of a collection agency or attorney, the former student is responsible for all court costs, reasonable collection and litigation fees, up to 100 percent of the balance due.

Tuition Refunds

If you find it necessary to cancel an enrollment agreement or withdraw from the university during a period of attendance, you may be eligible for a refund of your tuition. In order to qualify for a refund, you must notify the Administration Office of your intent to withdraw. As part of the withdrawal procedure you must settle all accounts. If you do not follow the withdrawal procedure, you will receive a grade of "F" for all courses and will forfeit eligibility for any tuition refunds. Students who are dismissed or suspended from the university are not eligible for any refunds.

We will refund 100 percent of the amount paid for institutional charges, except non-refundable application fee of $250, if notice of cancellation is made through attendance at the first class session, or the seventh day after enrollment, whichever is later.

The refund policy for students who have completed 60 percent or less of the period of attendance shall be pro rata refund.

Student Right to Cancel and Refund

The student has the right to cancel the agreement for a program of instruction, without any penalty or obligations, through attendance at the first class session or the seventh calendar day after enrollment, whichever is later. After the end of the cancellation period, the student also has the right to stop school at any time; and the student has the right to receive a pro rata refund if he/she has completed 60 percent or less of the scheduled days in the current payment period in the program through the last day of attendance.

Cancellation may occur when the student provides a written notice of cancellation at the following address: Oikos University, 7901 Oakport St. Suite 3000, Oakland, CA 94621. This can be done by mail or by hand delivery.

The written notice of cancellation, if sent by mail, is effective when deposited in the mail properly addressed with proper postage.
The written notice of cancellation need not take any particular form and, however expressed, it is effective if it shows that the student no longer wishes to be bound by the Enrollment Agreement.
If the Enrollment Agreement is cancelled the school will refund the student any money he/she paid, less a registration or administration fee not to exceed $250.00, and less any deduction for equipment not returned in good condition, within 45 days after the notice of cancellation is received.

Student pldito pay for an educational program, the student will have to repay the full amount of the loan plus interest, less the amount of any refund, and that, if the student has received federal student financial aid funds, the student is entitled to a refund of the money not paid from federal student financial aid program funds.

If the student decides to cancel the agreement, any payment the student has made shall be returned within 45 days following Oikos's receipt of the cancellation notice. In order to cancel this agreement with Oikos, the student shall mail or deliver a signed and dated copy of "Leave of Absence" and "Oikos University Refund Application" to the pertinent administrative office.

The following chart is an example for pro-rata refund.

Enrollment Time	Weeks	Refund
On or before the Last Day of the Add/Drop date (0-6.6%)	1	100%
6.7%-13.1%	2	86.8%
13.2%-19.8%	3	80.1%
19.9%-26.5%	4	73.4%
26.4%-33.2%	5	66.7%
33.3%-39.9%	6	60.0%

40.0%-46.6%	7	53.3%
46.7%-53.3%	8	46.6%
53.3%-60%	9	40.0%
After 60%	10-16	0%

Scholarships and Other financial Aid

The scholarships at Oikos University are designed to assist students financially in achieving their academic goals. Each scholarship is limited to one qualified student for the period of one year when fund is available. Once a student obtains a scholarship, the student cannot apply any other scholarships. A scholarship committee comprised of members of the administration, faculty, and staff matches the information supplied on application with the criteria set by donors.

Rules & Regulations

1) All documents must be ORIGINAL, CERTIFIED TRANSLATED IN ENGLISH.

2) Oikos University reserves the right to review any student conduct and academic progress at any time during scholarship time frame. Oikos University also reserves the right to change eligibility requirements, application requirements and rules & regulations regarding any & all scholarships.

3) Student must not violate any Oikos University, SEVIS, USCIS policies while attending school. If student violates any policies, scholarship will be revoked.

The following list describes some of our available scholarships.

Oikos Faculty/Staff Scholarship

Established by the faculty and staff of Oikos University for deserving students chosen by the scholarship committee.
Award: Up to 50% of tuition per semester
Eligibility: Must have completed two semesters with a 4.0/4.0 GPA

President's Sacrificial Leadership Scholarship

The President's Sacrificial Leadership Scholarship has been established to honor students who have exhibited or have the potential to exhibit extraordinary leadership qualities of a sacrificial nature. Sacrifice is defined as a dying to all self-interests in order that those who follow will discover in these sacrificial acts and attitude the potential to rise to new heights of achievement. This achievement will, by its very nature and source, propel the character of all involved to the highest calling they have in Christ. The fulfillment of this calling is identified in a leader who recognizes and follows a sacred vision, who is willing to consider all others before himself or herself, who focuses on the integrity of the process rather than the end result,

and who remains committed without constraints even to the point of personal injury or death. Recipients of this scholarship are leaders of the highest character, compassion, and Christ-like nature.
Award: Up to 50% of tuition per semester
Eligibility: Must have completed two semesters with a 4.0/4.0 GPA
Scholarship Criteria**:** Multiple recipients are to be chosen by the Scholarship Committee and confirmed by the President of the University.

Praise God Korean Church Scholarship

A working scholarship established by a member of Praise God Korean Church, Oakland, to assist with tuition. The student will serve the Praise God Korean Church for a semester in a capacity determined by the church council and pastor.
Award: Up to 100% of tuition in the School of Theology per semester
Scholarship Criteria**:** Determined by pastor and church council.

Additional Scholarships

Several churches provide monetary resources to assist students in attending Oikos. We encourage you to let your home church and your home presbytery know that you have been accepted into seminary college.
Award: Not specified

Chaplain's Scholarship

Chaplain's Scholarship has been established to honor students who have vowed and being trained as a professional pastor.
Award: Up to 50% of tuition
Eligibility: A third-year student in Master of Divinity Program

GRADUATE TEACHING ASSISTANTSHIPS

Graduate students in the School of Music who demonstrate exceptional musical talent and extensive professional experience may be eligible for teaching assistantships, which offer tuition assistance.
Award: Up to 30% of tuition per semester
Eligibility: Graduate student in the School of Music

Doctor of Business Administration Scholarship

Award: Up to 50% of tuition per semester
Eligibility: A DBA student who actively work as a head of community organization at the time of admission

Doctor of Musical Arts Scholarship

Award: Up to 50% of tuition per semester
Eligibility: A DMA student who won the top 3 in the prestigious music competition at the time of admission

Insurance

The college does not provide coverage for your medical care. You must use local doctors, clinics, and hospitals at your own expense, with payment usually required at the time of treatment. Consequently, we strongly encourage you to secure health insurance (under your

parents policy, via a work policy, or privately). You may contact the Oikos receptionist for information about private plans.
You should also be aware of the benefits and limitations of your coverage. Be sure to bring pertinent policy paperwork with you (e.g. name and phone number of the company, group number, policy number, your social security number).
Likewise, your personal belongings in your residence are not covered by university insurance. We encourage you to purchase a policy to cover these items.

Standards of Satisfactory Academic Progress (SAP)

Federal regulations (CFR 668.34) require that, in order to be eligible for assistance from Title IV student aid, all students (full-time, part-time, undergraduate, and graduate) must maintain satisfactory academic progress toward completion of their degree. All students who receive institutional, federal and state financial aid must meet the academic standards of Oikos University and the standards of satisfactory academic progress defined by federal regulations as follows. Students must:

- complete their degree within a maximum period of 150% of the published length of the academic program;
- complete 66.67% of all attempted courses; and
- maintain a cumulative GPA of 2.00 for undergraduate and 3.00 for graduate at the end of each term.

Students not meeting SAP are subject to dismissal from their program of study and are ineligible to receive financial aid, except under special circumstances. When a student's progress is evaluated as prescribed and his or her academic performance is below either of the thresholds required to maintain SAP, the student's academic progress will be projected to determine if and when it would be possible for the student to reestablish SAP.

Unsatisfactory Academic Progress

If a student's progress, measured at the end of each term, is determined to be unsatisfactory AND a projection indicates that it is possible to reestablish SAP by the end of the subsequent term, the school may place the student on Financial Aid Warning status for one term. The student will be advised of the performance necessary to reestablish SAP.

Re-establishing SAP

After financial assistance has been withdrawn, a student may re-establish satisfactory academic progress by either of the following methods at his/her expense:

 Attend subsequent semesters at Oikos University and improve hours and semester/cumulative grade point average to meet the required

standards.

Students who comply with either method of re-establishing SAP should submit to the Office of Financial Aids a written request asking that their eligibility for financial aid be reinstated. A student's financial aid award may be adjusted and/or cancelled based upon federal, state, and/or university guidelines.

Financial Aid Warning
A student on Financial Aid Warning is still eligible to receive financial aid. If, at the end of the term during which the student was placed on Financial Aid Warning status, the student's academic progress is above thresholds for SAP the student is removed from Financial Aid Warning status. If, at the end of the term during which the student was placed on Financial Aid Warning status, the student's academic progress is not above SAP thresholds, the student is no longer eligible to receive financial aid and no longer eligible to remain in school. This decision is subject to appeal by the student.

Student Tuition Recovery Fund (STRF)

The State of California established the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic loss suffered by a student in an educational program at a qualifying institution, who is or was a California resident while enrolled, or was enrolled in a residency program, if the student enrolled in the institution, prepaid tuition, and suffered an economic loss. Unless relieved of the obligation to do so, you must pay the state-imposed assessment for the STRF, or it must be paid on your behalf, if you are a student in an educational program, who is a California resident, or are enrolled in a residency program, and prepay all or part of your tuition.

You are not eligible for protection from the STRF and you are not required to pay the STRF assessment, if you are not a California resident, or are not enrolled in a residency program."

It is important that you keep copies of your enrollment agreement, financial aid documents, receipts, or any other information that documents the amount paid to the school. Questions regarding the STRF may be directed to the Bureau for Private Postsecondary Education, 1747 N. Market Blvd. Ste 225, Sacramento, CA 95834, (916) 431-6959 or (888) 370-7589.

To be eligible for STRF, you must be a California resident or are enrolled in a residency program, prepaid tuition, paid or deemed to have paid the STRF assessment, and suffered an economic loss as a result of any of the following:

1. The institution, a location of the institution, or an educational program offered by the institution was closed or discontinued, and you did not choose to participate in a teach-out plan approved by

the Bureau or did not complete a chosen teach-out plan approved by the Bureau.

2. You were enrolled at an institution or a location of the institution within the 120 day period before the closure of the institution or location of the institution, or were enrolled in an educational program within the 120 day period before the program was discontinued.

3. You were enrolled at an institution or a location of the institution more than 120 days before the closure of the institution or location of the institution, in an educational program offered by the institution as to which the Bureau determined there was a significant decline in the quality or value of the program more than 120 days before closure.

4. The institution has been ordered to pay a refund by the Bureau but has failed to do so.

5. The institution has failed to pay or reimburse loan proceeds under a federal student loan program as required by law, or has failed to pay or reimburse proceeds received by the institution in excess of tuition and other costs.

6. You have been awarded restitution, a refund, or other monetary award by an arbitrator or court, based on a violation of this chapter by an institution or representative of an institution, but have been unable to collect the award from the institution.

7. You sought legal counsel that resulted in the cancellation of one or more of your student loans and have an invoice for services rendered and evidence of the cancellation of the student loan or loans.

To qualify for STRF reimbursement, the application must be received within four (4) years from the date of the action or event that made the student eligible for recovery from STRF.

A student whose loan is revived by a loan holder or debt collector after a period of noncollection may, at any time, file a written application for recovery from STRF for the debt that would have otherwise been eligible for recovery. If it has been more than four (4) years since the action or event that made the student eligible, the student must have filed a written application for recovery within the original four (4) year period, unless the period has been extended by another act of law.

However, no claim can be paid to any student without a social security number or a taxpayer identification number.

Total Charges to Complete the Program

	School of Theology			School of Music			School of Business				School of Asian Medicine	School of Fine Arts	Ph. D	ESL
	BABS	**M.Div**	**D.Min**	**BM**	**MM**	**DMA**	**BABA**	**MBA**		**DBA**	**MSAHM**	**MFA**	**Ph.D.**	
Degree	Bachelor of Arts in Biblical Studies	Master of Divinity	Doctor of Ministry	Bachelor of Music	Master of Music	Doctor of Musical Arts	Bachelor of Arts in Business Administration	Master of Business Administration		Doctor of Business Administration	Master of Science in Asian Medicine	Master of Fine Arts	Ph.D. in Intercultural Studies	
								Core MBA	Core MBA + Prerequisite					
Program Length	4 years	3 years	Course work (2 years) +	4 years	3 years	3 years	4 years	2 years	2.5 years	3 years	4 years	3 years	3 years	Monthly enrollment
Total Credit Units	120	96	36	120	60	60	120	45	54	60	204.5	60	60	
Application Fee (Non-refundable)	$250	$250	$250	$250	$250	$250	$250	$250	$250	$250	$250	$250	$250	$100
Admission Fee	$150	$150	$150	$150	$150	$150	$150	$150	$150	$150	$150	$150	$150	$100
Registration Fee/semester	$100	$100	$100	$100	$100	$100	$100	$100	$100	$100	$100	$100	$100	
Continuation Fee			$500			$500				$500			$500	
Thesis Review fee			$600										$1,000	
Graduation Fee	$300	$300	$300	$300	$300	$300	$300	$300	$300	$300	$300	$300	$300	
Tuition/ semester	$3,240 ($270/ unit)	$2,880 ($320/ unit)	$600 x credit units taken	$3,240 ($270/ unit)	$2,880 ($320/ Unit)	$600 x credit units taken	$3,240 ($270/ unit)	$4,680 ($520/ unit)	$4,680 ($520/ unit)	$600 x credit units taken	Theory: $300/unit Clinical: $600/unit	$4,500 ($300/ unit)	$600 x credit units taken	$650/ month
Estimated total charges for the entire program	$33,900	$32,020	$23,300+ Continuation Fee	$33,900	$20,500	$37,300 + continuation fee	$33,900	$24,500	$29,820	$37,300 +continuation fee	$72,550	$19,300	$38,800+ continuation fee	

ADMISSION INFORMATION

Admissions Criteria

Oikos is committed to the training of men and women for Christian leadership, both lay and clerical. Because of this commitment, we seek to admit persons whose motivation, character, and aptitude are in keeping with this purpose. The application process is designed to help you and the college determines your readiness for Bible College. The admissions process is designed to help ensure that individuals who enter our program will complete it.

Admission Policy

An applicant for admission to a degree program must meet the minimum admission requirements for each program. Students with special circumstances and those who do not meet certain admission standards may be accepted on a conditional basis.
Admission to some programs may be granted to students who meet certain criteria. However, those who are admitted in this condition must complete the application process before the degree is granted. Admission standing is subject to cancellation or change if the admission credentials remain incomplete.

Oikos University does not accept Ability-to Benefit students.

Applicant Assessment

Oikos evaluates an applicant's readiness in the following four areas:

Spiritual Readiness

Applicants to the School of Theology or School of Music must give evidence of a born-again experience and a consistent lifestyle that reflects biblical character and spiritual growth. Since certain activities are not consistent with a Christian testimony, you are expected to have lived apart from specific activities for at least one year prior to the semester in which you wish to enroll.

The reference forms submitted on your behalf by Christian friends and by your pastor (or your pastor's designee) help us assess your spiritual readiness. Our intent is not to be legalistic or exclusive. Because of the rigors of ministerial training, it is essential that we see a certain degree of spiritual consistency in your life.

Oikos is a Christian college; we require that you accept the Oikos doctrinal statement. (See page 10 of this catalog for a copy of this statement.) If you accept our doctrinal statement, you are welcome to apply, even if you are a member of another denomination or an independent church.

Academic Readiness

Applicants must have sufficient educational background to enable them to perform at the college level. A high school diploma or GED (General Education Development) is required for admission.

Likewise, the University administers a Bible and theology test to all students; students who do not pass this test are required to participate in a non-credit Bible survey course and may be subject to further ability-to-benefit restrictions.

The ability-to-benefit classification and its restrictions may be applied as well to applicants whose high school grade average is below a "C" and to older students who are returning to school after an extended period of time.

Physical Readiness

Health is an important factor in being able to maintain attendance, earn satisfactory grades, engage in ministry, sustain employment, and meet other demands of a college schedule. You must pass a physical examination administered by a licensed physician and submit proof of this examination.

Prospective students with chronic, debilitating, or infectious physical conditions must inform the Admissions Officer of their situation during the application process in order to receive appropriate guidance. The same requirement applies to prospective students with emotional disorders, psychological disorders, or learning disabilities.

Financial Readiness

Applicants will be evaluated with regard to their ability to meet the financial demands of attending Oikos.

Statement of Nondiscrimination

Oikos does not discriminate on the basis of disability, race, color, gender, and national or ethnic origin in the according or making available of all the rights, privileges, programs and activities generally open to students at the college. We do not discriminate on the basis of disability, race, color, gender, and national or ethnic origin in administration of educational policies, admissions policies, scholarship and loan programs, and athletic and other college administered programs.

In addition to this legal stance, Oikos has a biblical stance regarding cultural diversity. The ultimate, eternal community of believers, according to Revelation 5:9, will be comprised of: every tribe, tongue, and people and nation. The desire of the college is to enjoy this same diversity and unity of believers while training culturally sensitive ministers for effective service to the entire world.

Diversity Policy

Oikos University does not discriminate on the basis of race, age, color, nationality, ethnic origin, socioeconomic class, gender, and/or

physical and mental disabilities in the administration of its policies in education, admission, and hiring. However, the university is a private religious institution and maintains a specific religious belief in the enforcement of its administrative practices. Oikos University is committed to practicing the principles of equal opportunity and diversity based on biblical principles. The university strives to achieve and maintain a diverse community of students and its committees. Oikos University will continue to monitor the level of diversity in all the committees, subcommittees and advisory groups within the school. By encouraging community engagement in outreach, development and planning processes, Oikos University will undertake a strategic and systematic approach to involve individuals from diverse racial/ ethnic groups, ages, genders, abilities, socioeconomic classes, and interests.

International Students

Oikos is authorized under federal law to enroll non-immigrant alien students.

International students seeking admission to the college should contact the Registrar several months in advance of the beginning of each semester requesting current information about the schools admission policies. Many of the forms needed to enter the U.S. or change status are available online at

http://www.uscis.gov/graphics/formsfee/forms/

While the information in this section is believed to be accurate at the time of publication, you should always consult official information available online or through a U.S. Embassy or Consulate.

In order to satisfy U.S. immigration law, the student should be familiar with the following requirements

Address Change

All international students are required by law to maintain an up-to-date permanent and local address with the Oikos University Registrar and to update Oikos and the U.S. Department of Homeland Security of any **address changes within 10 days.**

Change of Status

WITHIN THE U.S.

To apply for a change of status while in the U.S., be prepared to present the following documents.

- I-901 SEVIS Fee
- Completed I-539
- Explanation why electing to change status
- Original I-94
- Copy of spouse's I-94 if dependent on his/her visa status
- Check for $370 made payable to U.S. Department of Homeland Security

- Copies of valid/current passport and visa pages
- Copies of passport & visa pages for spouse if dependent on spouse's visa status
- Affidavit of support, bank statement, assistantship agreement or other proof of sufficient funding.
- Original I-20
- Copies of spouse's I-20 or other if dependent on spouse's visa

OUTSIDE THE U.S.

Oikos University does not provide visa services. Application is made for a new visa for the new status at a U.S. Embassy or Consulate.

Optional Practical Training

If you have been in F-1 status for at least nine (9) months (two academic semesters) you are eligible for optional practical training (OPT) which is temporary employment in your *current* field of study for purposes of gaining practical experience.

You may apply for authorization for optional practical training directly related to your major area of study in the following cases:

During your annual vacation (summer) as long as you intend to register for the next semester. It is advisable to have a job offer at the time of application in this case. The job can be full or part-time.

While school is in session, provided that practical training does not exceed twenty hours a week. Must have a job offer before applying. Total number of work hours must not exceed 20hrs/wk, including on-campus jobs.

After completion of course requirements except thesis/dissertation. Again, you should have a job offer before applying.

For post completion OPT the application must be submitted **before** the completion of your program or before the ending date of your I-20, whichever comes first. The start date of the OPT must be within 60 days of your program completion.

Training Checklist:

- I-765 (Signed in blue ink)
- All I-20's
- Copies of passport and I-94 card
- OPT Application fee ($470 for online applications and $520.00 for paper applications) check made payable to U.S. Department of Homeland Security
- Academic Certification/Recommendation letter from department
- Two color photos (Please follow the instructions included in the application packet)

If you meet these qualifications, you can proceed with the application

for practical training authorization. Upon completion of all the forms, the international student advisor will review your application and decide either to recommend or not recommend your application for submission to USCIS for adjudication. Application packets are available online or with the international student advisor. A new SEVIS I-20 will be issued with the recommendation of OPT. You will have to pick up your new I-20 form after processing has been completed.

Financial Requirements

International students who are or will be in F-1 visa status are required to show proof of adequate funding for at least one year before an I-20 form can be issued. Financial requirements are calculated on the basis of tuition and fees (for two semesters), living and miscellaneous expenses ($1,000/month). An additional $ 4,000 will be added for accompanying spouses and each child. Students must submit the Financial Certification Form along with appropriate attachments.

The following documents are accepted as financial certification:

A current (less than six months old) bank statement or certification from other legal financial institution, along with an official letter (affidavit of support) from the sponsor. The letter should include the student's name, sponsor's name, his/her relationship to the student (parent, sister, friend, etc.), the amount of support and the time period for which it will be provided, and a stated willingness to cover the student's expenses.

Written confirmation from the sponsoring institution of a scholarship, fellowship, assistantship or other type of funding. For assistantship, a copy of the assistantship agreement signed by the department is required.

In case of personal funds, a bank statement or statement from any legal financial institution that includes the student's name, and the amount available. Please note that photocopies and statements older than six months are not acceptable.

Financial certifications have to reach the University by the posted deadline, which is usually October 15 for the Spring semester and May 15 for the Fall semester. If you have questions about the availability of assistantships, please contact the director of student. If you need further information about Oikos' s tuition and fees, please contact the Business Office.

Insurance

All international students and their families are required to have active health insurance during their stay in the United States. International students are not permitted to register or to continue enrollment at Oikos without demonstrating compliance with the insurance

requirement. A block will be placed on your account until requirements are met. The university is unable to make any exceptions to this rule. Insurance coverage will be checked every semester.

Maintaining Status

In order to maintain your F-1 visa status, you must:

Attend the school and degree program indicated on your I-20. Request a new form if there is any change in your degree level or major.

Carry a full course of study (9 credit hours for graduate students and 12 credit hours for undergraduate students). Exceptions can be approved ONLY by the International Student Advisor-Designated School Official.

Keep your I-20 form valid at all times. Check the expiration date in item #5 to make sure that it is still valid. Request a new form if any major changes occur in your situation (e.g., changes in source of funding, marital status, major, degree program).

Follow the required procedures (with the help of the Designated School Official/International Advisor) when:

- Applying for extension of stay
- Transferring to or from another school
- Applying for OPT

Refrain from off-campus employment without ICE or school authorization. Off-campus work permission is approved ONLY by ICE in case of an extraordinary circumstance. It is illegal to work without authorization and you are subject to deportation.

Keep your passport valid at all times.

New Students

REQUIRED VISA DOCUMENTATION

- $185.00 non-refundable to U.S. Consulate
- Form DS-156, Form DS-157, Form DS-158 (available online at http://travel.state.gov/visa/frvi/forms/forms_1342.html)
- Valid Passport
- SEVIS fee
- Photographs (2-inch x 2-inch)
- SEVIS I-20 (provided by the University)
- University acceptance letter
- Sufficient funding

Students are required to report and register immediately upon arrival with the international student advisor. Please bring the following documents: passport, stamped I-20 and I-94. All students and their dependents are required to purchase medical insurance whether from

your home country or from the U.S. Insurance is not included in your tuition.

REINSTATEMENT

An F-1 student who has overstayed his/her period of stay or has otherwise failed to maintain status may be reinstated to lawful F-1 status at the discretion of the U.S. Citizenship and Immigration Services (USCIS) District Director. You should assemble the following documentation:

- Original I-94
- Copy of passport and visa
- Copy of current I-20 Form
- Transcripts
- I-539
- New I-20
- Evidence of financial support
- Check for $370.00 made payable to : U.S. Department of Homeland Security:
- I-901 Receipt (SEVIS Fee) if applicable
- Letter addressed to INS from the student stating the reasons for being out-of-status

Reinstatement Application should be submitted to the address given at:

http://www.uscis.gov/graphics/fieldoffices/california/aboutus.htm#anchorMAIL

or file electronically at

http://www.uscis.gov/graphics/formsfee/forms/efiling.htm

Income Taxes

If you have had income while in the U.S., you may need to file an income tax return. In most cases you will qualify as a NonResident Alien (NRA) and will file either a 1040NR or a 1040NR-EZ may meet your needs. You can download these forms from

http://www.irs.gov/pub/irs-pdf/f1040nr.pdf

or

http://www.irs.gov/pub/irs-pdf/f1040nre.pdf

If you have not had income, you may file a Form 8843, available at:

http://www.irs.gov/pub/irs-pdf/f8843.pdf

If you have worked in the U.S. and your income was subject to withholding, you may need to file Form 1042-S:

http://www.irs.gov/pub/irs-pdf/f1042s.pdf

The analogous California form is 540NR, available from

http://www.ftb.ca.gov/forms/index.html

While Oikos University cannot provide advice on taxes, we will endeavor to refer you to a qualified tax advisor if you need help filing the proper forms.

Links

The following links may be useful as you plan your education in the U.S.

Visa Wait Times
http://travel.state.gov/visa/temp/wait/tempvisitors_wait.php

Port of Entry Fact Sheet
http://www.ice.gov/sevis/travel/faq_f.htm
and
http://www.ice.gov/sevis/factsheet/100104ent_stdnt_fs.htm

SEVIS I-901 Fee
http://www.ice.gov/sevis/i901/index.htm

Application Process

You can receive an Application Packet by writing, calling, or e-mailing our Admissions Office.

Admission Office
Oikos University
7901 Oakport St. Suite 3000
Oakland, CA 94621
Phone: (510) 639-7879
E-mail: info@oikos.edu

If you wish, we can send your packet by e-mail. Just let us know whether you prefer a paper or an electronic copy.

New students without prior college experience are strongly advised to request admittance for a fall semester rather than a spring semester. We recommend that you begin the application process as early as possible. Before we can review your application packet, we must have all of the required documents. It has been our experience that it can take several weeks for transcripts, letters of reference, and other key documents to be sent to Oikos.

If your application package is complete by the deadline shown in the calendar at the front of this catalog, we will review your application and will respond promptly with our decision. If your package is

missing a few items and the deadline is drawing near, please contact our Admissions Officer. When possible, we will review your package and offer you provisional admission. (You will then be required to complete the package before you can begin your courses.)
The application process consists of three steps. All three must be completed before admission to the college is official.

1) Complete an Application File, including:

- A completed and signed Application Form;
- A signed Philosophy of Community form;
- A completed Bible College Readiness Assessment; and
- The nonrefundable Application Fee.

Supply the Pastor s Reference Form to your pastor, along with the envelope supplied in the Application Packet. Your pastor should return this form directly to the Registrar s Office.

Supply two friends with the Reference Forms and return envelopes supplied in the Application Packet. These Reference Forms should be filled out by Christians for applicants for School of Theology, but there could be some exceptions for applicants other than Theology program. These individuals must be at least 21 years of age, and not a relative of the applicant. They should have known the applicant for at least one year. The two references should return this form directly to the Registrar s Office. Arrange for official transcripts to be submitted to the Registrar s Office from the applicant s high school and, if applicable, from all universities, colleges, or professional schools attended by the applicant. (GED may be substituted for high school diploma.)

If the applicant is still enrolled in high school, then an incomplete transcript (not showing graduation) will be sufficient. However, as soon as possible, a complete, official transcript (indicating a graduation date) is required. *Foreign transcripts must be evaluated by one of the following transcript evaluators and student must request that it then sent directly to OU:*
World Education Services (WES): www.wes.org
Global Credential Evaluators (GCE): www.gcevaluators.com

2) Letter of Acceptance
College officials will review your Application Package when it is complete. It is our goal to send you written notification within two weeks of application deadline. At any time, however, you may contact the Registrar s Office to inquire as to the status of your application.

If you receive a letter of acceptance, it will include information regarding subsequent steps.

Included with your letter of acceptance will be a copy of the Student Handbook and a form indicating that you have read the handbook and agree to comply with it. This form should be returned to the Registrar's Office immediately.

Along with your acceptance letter you will receive a Physical Readiness Report that is to be completed by a licensed physician and returned to Registrar's Office. The acceptance letter will also ask that you provide a recent photograph of yourself. This photo will help us to recognize you at orientation and therefore, better serve you.

Finally, you should send the tuition deposit along with Physical Readiness Report and the Student Handbook form in order to confirm your enrollment.

If the college is unable to accept you for enrollment in the upcoming semester, we will advise you regarding the steps you should take before resubmitting your application.

3) Intent to Enroll
By returning your Physical Readiness Report, the statement regarding the Student Handbook, and your tuition deposit, you are informing the college that you intend to enroll and to register for classes in the upcoming semester. As a prospective student, you are encouraged to review this catalog prior to signing an enrollment agreement. You are also encouraged to review the School Performance Fact Sheet, which must be provided to you prior to signing an enrollment agreement.

Award of credit

Oikos University awards one unit of academic credit for each 50-minute class session per week based on the Carnegie unit. Students are supposed to complete a minimum of two hours of academic work such as preparation and home assignment outside of class for each credit. The policy on academic credits is based on generally accepted in degree-granting institutions of higher education. A semester consists of 16 weeks including final examination. Oikos University advises the students of all majors to limit their job or social commitments so that they can give their coursework adequate attention.

Transfer of Credit

Oikos welcomes the transfer of course work from accredited institutions. (Such institutions have been accredited by an agency that is, in turn, recognized by the Council for Higher Education Accreditation (CHEA).) In order to request this transfer, you should arrange for an official transcript (signed and sealed) to be mailed or faxed directly from the previous institution to Oikos's Registrar's Office.

Credit is evaluated on a course-for-course basis, requiring that course descriptions and credit values be comparable. Only work earned with a grade of "C" or higher is transferable; however, a grade from transfer credits do not compute into the student's Oikos GPA.

Transfer of credit may be possible from recognized but unaccredited institutions. The same procedures and requirements as previously noted apply. In addition, Oikos takes steps to ensure that course work taken in the sending institution is comparable to course work offered by Oikos. These steps include one or more of the following:

- Demonstration of achievement by means of comprehensive examinations;
- Review of syllabi, faculty credentials, grading standards, and other relevant learning resources at the sending institution;
- Analysis of historic experience regarding the success of transfers from the sending institution; and
- Successful completion of 32 semester hours at Oikos with a cumulative GPA of at least 2.0.

If you wish to apply transfer credit to your program, the transfer should be arranged immediately upon receiving your letter of acceptance, and before registering for courses at Oikos.

Fifty percent of the semester hours in your undergraduate program must be completed at Oikos in order to qualify for graduation. Thus, a student pursuing a Bachelor of Arts degree must earn at least 60 semester hours at the college.

Oikos University has not entered into an articulation or transfer agreement with any other college or university.

Oikos University does not award credit for student' s prior experiential learning.

NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION:
The transferability of credits you earn at Oikos University is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the degree you earn in the educational program is also at the complete discretion of the institution to which you may seek to transfer. If the degree that you earn at this institution is not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at that institution. For this reason, you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending Oikos University to determine if your credits, or degree will transfer.

Challenging a course

If you believe that you already have the knowledge and skills required by one of your curriculum' s required courses, you may apply in the Registrar' s office to challenge the course. The Registrar will supply you with a copy of the course syllabus and, together with the

Academic Director, will identify a professor who will test your knowledge and skills. (Often this test is conducted by using the course' s final exam.) If you demonstrate to the professor' s satisfaction that you are able to meet the course objectives, the professor will recommend that the required course be dropped from your program and replaced with an alternative course that you will find more beneficial.

Note that there can be a fee for this service. You should inquire in the Business Office before beginning the challenge process.

Registration for New Students

Whenever possible, the Registrar' s Office will register new students before you arrive on campus. You will receive a copy of your registration form during New Student Orientation, and you can make changes at that time.

New Student Orientation

New Student Orientation is scheduled during the days immediately preceding the start of each semester. (See the college calendar at the front of catalog). All of these sessions are required for all new students. We will spend time acquainting you with major aspects of Oikos' s academic program and general policies and procedures. Once you have completed registration, you will buy your textbooks and pay your tuition, fees, and other charges in the Business Office.

Registration for Returning Students

All current students are expected to register for the next semester on the dates designated by the Registrar; otherwise the Business Office adds a late registration fee to the student' s account.

Registration is not complete until all necessary forms are filled out, submitted, and signed by the appropriate persons. A student who has not completed registration may not be allowed to take final exams, unless the student has notified the Registrar of his or her intent to withdraw at the end of the semester.

Readmission

If you are a former Oikos student and you desire to be readmitted, contact the Registrar' s office to begin the process. You will be expected to pay any outstanding debt to the college in full. Depending upon how long you have been away from Oikos, and your status when you left, you may be required to provide new references or other elements of the Application Package. You may also be asked to meet with the Academic Director, the Director of Students, or other college officials.

If you are readmitted, we may ask you to attend certain portions of the New Student Orientation.

If you have been gone from Oikos for one semester or more, you will return under the curriculum and graduation requirements of the most recent catalog. This policy may also apply to students who do not maintain full-time enrollment (less than 12 semester hours per term).

Non-Discrimination Policy

Oikos University admits students of any race, color, national origin, and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national origin, and ethnic origin in administration of its educational policies, admission policies, scholarship and loan programs, and athletic and other school-administered programs.

Non-Degree Coursework Applied Toward Degree Requirements

Students may enroll in courses as non-degree-seeking students prior to formal admission into a degree program. Upon acceptance and matriculation into the applicable degree program, courses successfully completed at Oikos University while in non-degree-seeking status may be applied toward the student's degree and graduation requirements, provided that the courses are applicable to the program curriculum. To be eligible for application toward the degree, the non-degree-seeking student must have completed the same course requirements and academic standards as degree-seeking students, including the same tuition and fees, examinations, assignments, attendance requirements, grading standards, and other required coursework. Eligible courses will be recorded and applied toward the student's degree requirements following formal admission to the program, subject to applicable institutional, programmatic, accreditation, and regulatory requirements.

ACADEMIC INFORMATION

Jesus commanded, ‘ You shall love the Lord your God with all your heart and . . . with all your mind’ (Matthew 22:37). Oikos is committed both to the intellectual and spiritual development of its students. Intellectual awareness and educational improvement are fully compatible with spiritual sensitivity. The classroom experience at the college offers intellectual, spiritual, and relational encounters that work together to equip the student for a lifetime of service to God.

Registration

ENROLLMENT STATUS

To maintain full-time status, undergraduate students must register for 12 or more units, and graduate students must register for nine or more units.

LEAVE OF ABSENCE

A student may interrupt a program of study for any period of time and return to the university without applying provided the student leaves in good academic standing.

Academic Standards

CLASS PARTICIPATION

Oikos places great importance upon class participation because of the nature of the material being taught, the value of in-class interaction, and the need for students to develop habits of diligence and reliability.

You should be present and punctual for all class sessions except in the case of rare extenuating circumstances. You are expected to complete your assignments before the class session, so that you are prepared to answer questions and enter into the discussion. For details of how your participation grade is computed, see the course syllabus.

Attendance Policy

It is the policy of Oikos University that students must participate in each weekly class so that progress of program can be made. At a minimal, students must attend at least 80 percent of session in order to pass the course. In semester system, students must not be absent more than 3 out of 15 sessions. In other word, students must participate at least 12 out of 15 sessions to pass the class. In quarter system, students must not be absent more than 2 out of 10 sessions. In other word, students must participate at least 8 out of 10 sessions.

Definition of Credit Hour

DEFINITION OF CREDIT HOUR

Oikos University awards academic credits based on the Carnegie unit which awards one unit of credit for each 50-minute class

session per week. For each credit in undergraduate programs, students are expected to complete a minimum of two hours of academic work (study, preparation, etc.) outside of class each week. Courses in graduate programs require three or more hours of outside work each week per credit. The policy on academic credits is based on those generally accepted in degree-granting institutions of higher education. A semester at Oikos University consists of 15 weeks excluding finals. Students in all majors are advised to limit their job and social commitments in order to give their coursework adequate attention.

Make-Up Exams

All tests, including final exams, are to be taken at regularly scheduled times. These times are typically announced in the syllabus at the start of the semester. In the event of extenuating circumstances, you should contact the professor as early as possible and ask permission to take the exam at a different time. If, in the opinion of the professor, your reason for being absent is not sufficient to merit rescheduling the exam, you will be required to take the exam at the scheduled time or receive an "F" for the exam. If the professor agrees to offer the exam at a different time, you should contact the Business Office to pay the Exam Rescheduling Fee before taking the test. Note that the make-up test may, or may not, be identical to the one administered to other students. Whether you take the test early or late, you may not discuss it with other students until the professor tells you that all other students have taken it. Failure to obey this restriction will be considered cheating. You will forfeit the grade you received on the test and receive an "F" in its place.

Final Exams

Final exams are given for most courses. Such a test may or may not be comprehensive. Its grade weight is determined by the professor and indicated in the syllabus. You should not request early or late finals except in cases of emergency. You must have the permission of both the Professor and the Academic Director in order to reschedule a final exam. If permission is given, you must pay the Exam Rescheduling Fee in the Business Office before taking the exam.

GRADING SYSTEM

Oikos University uses a 4.0 grading system to grade the quality of course work and to determine the grade point average. Faculty members assign letter grades based on this table:

98-100	A+	4.0	70-73	C-	1.7
94-97	A	4.0	67-69	D+	1.3
90-93	A-	3.7	64-66	D	1.0
87-89	B+	3.3	60-63	D-	0.7
84-86	B	3.0	Below 60	F	0.0
80-83	B-	2.7		I	Incomplete
77-79	C+	2.3		W	Withdraw
74-76	C	2.0			

The Registrar translates letter grades to grade points in accordance with the table shown later in this section.

A	Excellent	4.00
A-		3.70
B+		3.30
B	Good	3.00
B-		2.70
C+		2.30
C	Average	2.00
C-		1.70
D+		1.30
D	Poor	1.00
D-		0.70
F	Failure	0.00
W/F	Withdrawn/Fail	0.00
W/P	Withdrawn/Pass	No point, No GPA impact

Grade definition

A	**Excellent.** Superior knowledge regarding details, assumptions, implications, history; superior thinking with information relevant to application, critique, and relationship to other information.
B	**Good.** More than adequate knowledge regarding technical terms, distinctions, and possesses an ability to use information.
C	**Average**. Basic knowledge needed to function and carry on learning regarding major principles, central terms, major figures, also possesses an awareness of field or discipline. Note that a grade of C- may not be eligible for transfer and in most programs does not constitute a passing grade. Please consult and refer to the Catalog, for further information.
D	**Poor**. Below average grade, may not be eligible for transfer.
F	**Fail**

Grades are usually available within three weeks of completing a semester. They are released to the student by the Registrar· s Office along with a calculation of the student· s semester GPA and cumulative GPA.

GRADING POLICY

Individual faculty members determine the grading policy for each course. Faculty members clearly state in the course syllabus the specific criteria by which the grade will be assigned, including the relative weight of assignments, papers, examinations, attendance and other assessments. Only the faculty member has the authority to change grades.

Contesting a Grade

Grades are computed in accordance with the course syllabus and in-class instructions. If you are unsure about the accuracy of a grade, you should approach the professor and respectfully request a detailed explanation of how the grade was computed. If this discussion does not result in satisfactory resolution, then you should contact the Academic Director. Please approach the matter with respectful conversation and behavior.

Any grade that is in question, including a semester grade, should be brought to the professor's attention within two weeks of you receiving the grade. Professors are given one month from the time semester grades are issued to make a change in the Registrar's Office if deemed appropriate.

THE DIRECTOR'S LIST

Full-time students who earn a grade point average of 3.5 or higher in any one semester are placed on the Director's List for that semester. Students who are on the Director's List for two consecutive semesters are awarded a certificate of recognition

ACADEMIC PROBATION AND DISMISSAL

All students must maintain an overall grade point average of at least 2.0 on course work taken at Oikos University. A student who falls below 2.0 for the first time is placed on academic probation. Continued enrollment requires the Academic Director's approval. If a student on academic probation does not raise the cumulative GPA to 2.0 after two subsequent semesters, the student will be academically dismissed.

Incomplete

We discourage our professors from assigning "incomplete" as a semester grade. It may be done only under extenuating circumstances and only if the students work was satisfactory preceding the emergency situation that prevented its completion. The professor must submit a replacement grade by the date agreed upon with the student (and in no case later than the end of the next semester) or the incomplete will automatically be changed to an "F."

Repeating Courses

If you earn a D, F, or W/F for a course, you may retake the course during a subsequent semester. If you earn a higher grade, then it will eliminate and replace the lower grade in your cumulative GPA. A course may be repeated only once, and no more than five courses may be repeated during a four-year program.

If you earn an F, W/P, or W/F for a required course, the course must be retaken at Oikos. These courses do not count toward the five-course limit.

Auditing Courses

If classroom space permits, students and their spouses may take courses on an audit basis. Credit is not given, class attendance

requirements do not apply, and the student does not participate in assignments or tests. Further, the professor is not obligated to give class or personal time to a student who is auditing. The charge for auditing a course is given in the Financial Information section of this catalog

Directed Study

A directed study version of certain courses is available on an emergency, last-resort basis. This service is provided to assist the student whose program requirements may not be complete due to not passing or not scheduling a course during its regular semester-by-semester, year-by-year sequence. The course's time and work requirements will be commensurate with what is typically involved in attending the class and in completing its out-of-class assignments, although certain features of the course may have to be modified to fit a directed study approach. We assess an additional tuition surcharge. The tuition and tuition surcharge must be paid in full before starting the course. An application for directed study is available in the Registrar's Office.

Supervised Study

If you need extra help, you may enroll in up to five hours of supervised study each week. (Some students do this to satisfy a requirement of a work-study program; others are required to participate as part of an academic restorative action plan.) Groups meet weekly for the purposes of study, under the supervision of a designated instructor. No academic credit is given.

Correspondence Courses

You must receive the Academic Director's permission in advance to take a course by correspondence, if you intend to transfer the credits toward your degree program at OU. Several of the specifications stated above for Directed Study apply to this approach. Permission is not usually granted for courses that have been failed at Oikos.
You must make acceptable arrangements to have your tests and exams proctored, if such courses require examinations. Local church pastors or a member of Oikos faculty or staff are generally acceptable as proctors.

No more than six hours of correspondence courses may be applied to an Associate degree; no more than 12 correspondence hours may be applied to a Bachelor's degree. Certain courses, including most graduate courses, may not be completed by correspondence.
Note that interactive online courses are not considered to be "correspondence." OU does not offer correspondence courses as part of any of its programs.

COMPLAINT RESOLUTION
When students have complaints about individual faculty members regarding a particular course requirement(s), examination(s), or grade(s), or regarding general issues such as teaching method and

classroom conduct, they may bring the matter directly to the individual faculty member. If a student is not satisfied with the faculty member's response, the student may bring the matter to the Academic Director for final decision. The Academic Director will work with the student and the faculty member for resolution of the complaint and must inform them of the decision in writing within two weeks.

Honesty

Cheating is a violation of Christian integrity and cannot be tolerated. Examples of cheating include copying from another student's paper or test, receiving information from a student who has already taken a test, giving student information about a test, and falsifying a report. Another form of cheating is plagiarism, which involves using someone else's ideas or words without giving credit. If you quote material, you must use quotation marks and an appropriate citation. If you paraphrase material, then you must use an appropriate citation.
A student found cheating will receive a "0" for the assignment or test and will be reported to the Academic Director for discipline. Such discipline may include a Restorative Action Plan (as described in the Student Handbook) or dismissal, as determined by the Academic Director. If you are aware of cheating or plagiarism, you should report it to the professor immediately.

Faculty Assistance

The Oikos faculty is committed to helping you academically and spiritually. Professors post office hours each semester; take advantage of these times by visiting your professors, either by phone or in person.

All faculty members are also accessible by e-mail. Feel free to contact the professor by e-mail, especially if you are in an online or e-learning enhanced course.

Some faculty members will provide their home phone, cell phone, or email address in their syllabus. Please use discretion when contacting your professor outside office hours. In general, most faculty members who provide these additional contact numbers are available from 9 AM to 9 PM weekdays, and from 10 AM to 9 PM Saturdays. Most faculty members prefer to reserve Sundays as their personal time.

The school assigns you a faculty member to serve as an advisor. You are required to meet with your advisor each semester to review your academic plan and to register for courses for the upcoming semester. We encourage you to meet with your advisor at other times to discuss your academic, spiritual, and ministry progress

Study Groups

Often students receive some of the best help from other students. We encourage you to seek out other students in each class and form study groups that meet regularly to review class notes, prepare for tests, and (to the extent permitted by the syllabus) collaborate on projects. Please contact your professor if you would like help in joining a study group.

Peer Tutoring

Sometimes students who struggle academically can be helped best by other students. If you are not in a study group, you should consider joining. If you need more help than your study group can provide, contact your professor. Often, he or she can help you locate a volunteer peer tutor who may be able to help you with difficult material.

Graduation

DEGREE REQUIREMENTS

To obtain a degree, students must meet the following degree requirements, in addition to the requirements specific to their program of study.

- Grade Point Average Requirement: An overall grade point average of at least 2.0 is required for a degree.
- Unit Requirement: The student must complete the total unit requirement for a degree.
- Residence Requirement: Students must also complete at least 50 percent of the total unit requirement at Oikos University.
- Christian Testimony (BA and up)
- Completion of Student Ministry Requirements: 8 semesters
- All accounts paid in full

GRADUATION PETITION

Students must file a graduation petition with a fee with the Registrar s Office one semester prior to graduation.

GRADUATION HONORS

Honors at graduation are based on overall academic achievement and Christian character and service. They are determined by the faculty. A minimum grade point average of 3.85 for *summa cum laude*, 3.65 for *magna cum laude* and 3.5 for *cum laude* is required.

COMMENCEMENT

Commencement is held at the end of Spring semester each year. All graduating students are expected to be present at commence ceremony except in cases of emergency.

Graduation and Placement Services

At the current time, OU does not have formal placement services for graduating students, nor does it have a specific office to assist alumni with career development. However, we have every intention of developing this service, so that all students of OU will have the greatest opportunity to earn a living while they serve God and humanity. At the moment, the tasks of handling transcripts and dossiers for students seeking future employment will fall upon the shoulders of the Office of the Registrar. We believe also, that it is the Christian duty of every professor, faculty member, administrator, and staff member, to assist our students in finding employment, both as a means to create prosperity in the world and also to fulfill our

commitment to the students whose lives and minds we are shaping through our pedagogy. Rest assured that we will not abandon our students.

Withdrawal

Unforeseen circumstances may require a student to withdraw from the college. If this seems to be your case, you should talk with the Director of Students or the Academic Director. If the situation does indeed warrant withdrawal and there are no other acceptable options, the student will be directed to the Registrar s Office to initiate the formal withdrawal process.

Withdrawal involves completing the Withdrawal Form, settling all financial accounts, and taking care of any other school business pertinent to the student. If refunds are due, they will be paid only if proper withdrawal procedures are followed.

A student who follows proper withdrawal procedures and whose reason for withdrawal is approved by the administration will receive W/P on his/her transcript for all courses the student is passing. Otherwise, W/F will be assigned. The administration will seek to work in the best interest of the student when approving or disapproving a withdrawal.

A student who is suspended or dismissed from the college for disciplinary reasons will receive W/F for each course in which he or she is enrolled.

Curricular Programs

Oikos offers eight curricular programs: a four-year (Bachelor of Arts in Biblical Studies) degree; a four-year (Bachelor of Music) degree; a four-year (Bachelor of Arts in Business Administration) degree; a three-year (Master of Divinity) degree; a three-year (Master of Music) degree; a two-year (Master of Business Administration); a four-year (Master of Science in Asian Medicine) degree; a five-year (Doctor of Ministry) degree.

Academic Load

A full-time load is considered to be 12-16 semester hours per semester. To achieve the completion of a program within the normal time frame, you should carry an average of 16 hours each semester.

Courses typically require approximately 1.5 to 2 hours of study time outside the classroom for each hour in class. You should consider family, employment, and church and ministry responsibilities when determining your semester load.

You must have the Academic Director s permission to carry more than 16 hours in a semester. This decision depends primarily upon your grade point average (GPA), according to the following guidelines:

18 hours 2.70 GPA
19 hours 3.00 GPA

20 hours 3.30 GPA

A new student's high school GPA, a returning student's GPA or a dramatic change in life circumstances may require a reduced load of 12 hours to be taken for one or more semesters. If the Academic Director's decision, or your own decision, causes an average semester load of less than 16 hours, you may not graduate on your original schedule. If you want to get back on schedule, you should consider taking online courses during the summer semester, taking a course during the Winter Modular, or seeking an overload later in your college career.

Computer Proficiency

You are expected to have computer proficiency sufficient to type assignments. The Academic Computer Lab offers full Internet access, word processing capabilities, and Bible research software. You are encouraged to have your own personal computer, but the computer lab assists you if you are not able to do so.

Proficiency and Requirements

Effective communication must go hand-in-hand with sound doctrine. Consequently, we require that you demonstrate expertise in both written and spoken English. Otherwise, we require that you enroll in ETP classes during your first semester.

Catalog as a Contract

The curriculum and graduation requirements in the catalog that is current when you enroll at Oikos establish your program requirements. However, the college reserves the right to make reasonable modifications and substitutions in these requirements.

If you withdraw from the college for one semester or more and reenter at a later date, you must meet the curriculum and graduation requirements of the most recent catalog. This policy may also be applied to students who maintain enrollment but do so on a part-time basis (less than 12 hours per semester).

Course Sequence

You are expected to take courses in their proper sequence according to the class level of the course. The college is not responsible for your graduation requirements if you do not follow this policy.

Students are not usually permitted to register for upper-division Bible courses (Bible &Theology300- and 400-level) unless they have completed BIBL202 (Biblical Exegesis) with a passing grade. In both cases, the instructor of the upper-division course is permitted to make an exception for exceptionally well-qualified students. If you want to register for an upper-division course but you don't satisfy these prerequisites, feel free to contact the instructor.

Course Codes

Each course at Oikos has a combination alphabetic and numeric identifier that indicates its curriculum category, its class level, and its credit value in semester hours. The Course Descriptions section of this catalog shows the curriculum categories. The first number of the course code reveals its class level, with 100- 300 level courses generally designed for undergraduates and 400-600 and above for graduate students. The third number of the course code reveals the credit value, such as two semester hours or three semester hours. (The second number serves only to ensure uniqueness.)

The ability to research and write at the college level is a prerequisite to upper-division (300- and 400-level) courses. Therefore, all students must pass both English Composition (ENG101) and English Literature (ENG102) with a minimum grade of C before beginning upper-division work. Requests for an exception must be reviewed by the English professor and faculty advisor and approved by the Academic Director.

Student Ministry

In addition to the curricular requirements of Oikos program, all students are required to participate in Student Ministry. The semester-by-semester requirements are detailed in the Student Ministry Manual. This manual is provided at New Student Orientation and is available upon request from the Director of Student Ministries.

Maintenance of Records

Oikos University preserves all the educational records of all the current and previous students. It is the policy of the university to retain in the campus building all the vital student records for a minimum period of five years and all student transcripts permanently in compliance of the State of California Education Reform Act and Regulations. Should you need to have transcripts sent to future potential employers, the Office of the Registrar will assist you in handling this. All records will otherwise be kept strictly confidential, with only authorized personnel having access to them.

ACADEMIC PROGRAMS

Through the School of Theology, the School of Music, the School of Asian Medicine and the School of Business, Oikos University offers programs leading to the following degrees: the Bachelor of Arts in Biblical Studies, the Bachelor of Music, the Bachelor of Arts in Business Administration, the Master of Music, the Master of Divinity, the Master of Business Administration, the Master of Science in Asian Medicine, Doctor of Ministry, Doctor of Musical Arts and Doctor of Business Administration. Oikos also offers non-certificate English as a Second Language program.

SCHOOL OF THEOLOGY

Bachelor of Arts in Biblical Studies (4-year Program)

PROGRAM LEARNING OBJECTIVES

By the time students complete their program, they will be the emerging leaders and serving the church as the pastor, evangelist, lay leaders of the world with leadership with the following expertise:

1. Demonstrate a foundation knowledge in general education, a comprehensive knowledge of the Bible and an understanding of Christian doctrine
2. Instill a lifelong commitment to personal spiritual growth and develop attitude and demonstrate preaching skills
3. Develop attitudes of service and commitment at the local, national and international communities
4. Demonstrate excellent communication skills, competitive knowledge in their major field and practice Christian ethics

JOB CLASSIFICATION CODES

This degree program does not to lead directly to any profession, but may in some cases lead to the following jobs according to the Bureau of Labor Statistics (https://www.bls.gov/soc/2010/soc_alph.htm)
21-2011 Clergy
21-2021 Directors, Religious Activities and Education
21-2099 Miscellaneous Religious Workers

ADMISSION REQUIREMENTS

1) High School Diploma or GED
2) A Completed Application Form
3) Application Fee
4) Letter of Recommendation

GENERAL EDUCATION REQUIREMENT: 45 UNITS

Humanities		12 units
PHL 111	Introduction to Philosophy	3
PHL 212	Introduction to Ethics	3
HUM 101	Human Growth & Development	3
MUS 101	Music Appreciation	3
English		6 units
ENG 101	English Composition	3
ENG 102	English Literature	3
Social Science		18 units
HIS 101	Western Civilization I	3
HIS 102	Western Civilization II	3
SOC 301	Introduction to Sociology	3
SOC 302	Contemporary Social Problems	3
PSY 205	Introduction to Psychology	3
PSY 225	Counseling for Marriage and Family	3
Mathematics/Science		9 Units
MATH 101	College Mathematics	3
BS 110	General Biology	3
BS 220	Physiology	3
SS101	Introduction to Science Studies	3

BIBLE AND THEOLOGY REQUIREMENT: 60 UNITS

Bible		27 units
OT 101	Survey to OT	3
NT 101	Survey to NT	3
NT 203	Synoptic Gospel	3
NT 205	Life & Teaching of Christ	3
NT 305	Pauline Epistles	3
GK101	New Testament Greek I	3
OT 220	OT Historical Books	3
OT 305	The Pentateuch	3
OT 322	The Prophets	3
Theology		6 units
THE 301	Christian Doctrine I	3
THE 302	Christian Doctrine II	3
Church History		6 units
HIS 305	Church History I	3
HIS 306	Church History II	3
Emphasis		21 units
MUEN 131	Hymnody	3

CE 301	Christian Education	3
PRS 201	Christian Spirituality	3
PSY 206	Psychology of Religion	3
PSY 202	Christian Counseling	3
PRA 200	Christian Worship	3
PRA 212	Mission	3

ELECTIVES: 15 UNITS

GRADUATION REQUIREMENT

Students receive the Bachelor of Arts in Biblical Studies degree when they fulfill the following program requirements:

1) Completion of 120 units including 45 units in General Education and 60 units in Bible and theology
2) Completion of course work with a GPA of 2.0 or above
3) Residence requirement: 60 units to be taken at Oikos University

Master of Divinity (3-year program)

PROGRAM LEARNING OBJECTIVES

By the time students complete the program, they will become pastors, assistant pastor, minister of Word and Sacrament, lay leader in serving the church and leader in the Christian-related organization and the world with confidence and competency with the following skills and knowledge:

1. Demonstrate a comprehensive knowledge of the Bible and exegetical and theological skills.
2. Demonstrate an ability to integrate faith in their life and professional careers
3. Demonstrate evangelical aspect of the world mission and cultural diversity in that students continue to be disciplined.
4. Demonstrate spiritual integrity and capacity to lead congregation and church.
5. Demonstrate an ability to apply spiritual gifts, pastoral skills and discipleship in their ministry

JOB CLASSIFICATION CODES

This degree program does not to lead directly to any profession, but may in some cases lead to the following jobs according to the Bureau of Labor Statistics (https://www.bls.gov/soc/2010/soc_alph.htm)
21-2011 Clergy
21-2021 Directors, Religious Activities and Education
21-2099 Miscellaneous Religious Workers

ADMISSION REQUIREMENTS

1) Bachelor Degree or its Equivalent
2) A Completed Application Form
3) Application Fee

4) Letter of Recommendation

GREEK AND HEBREW: 12 UNITS

GK101	New Testament Greek I	3
GK102	New Testament Greek II	3
HEB101	Biblical Hebrew I	3
HEB102	Biblical Hebrew II	3

HISTORY: 12 UNITS

HIS 401	Early Church History	3
HIS 402	Medieval Church History	3
HIS 415	History of Renaissance and Reformation	3
HIS 416	History of Modern Church	3

BIBLICAL STUDIES: 36 UNITS

OT 301	Introduction to the OT	3
OT 315	Introduction to the Prophets	3
NT 301	Introduction to the NT	3
NT 205	Life and Teachings of Christ	3
NT 401	Pauline Theology	3
THE 401	Systematic Theology I	3
THE 402	Systematic Theology II	3
THE 425	Contemporary Theology I	3
THE 426	Contemporary Theology II	3
THE 431	Christian Ethics	3
THE 511	Biblical Theology I	3
THE 512	Biblical Theology II	3

PRACTICAL THEOLOGY: 15 UNITS

CE 301	Christian Education	3
PRA 200	Christian Worship	3
PRA 410	Homiletics	3
PSY 415	Pastoral Counseling	3
SP 401	Spirituality in Ministry	3

ELECTIVES: 21 UNITS

GRADUATION REQUIREMENTS

Students receive the Master of Divinity degree upon a successful fulfillment of the following program requirements:

1) Completion of 96 semester credits including 12 units of Greek and Hebrew, 12 units of History, 36 units of Biblical Studies, and 15 units of Practical Theology
2) Completion of the course work with a GPA of 2.5 or above.
3) Residence requirement: 48 units to be taken at Oikos University

Doctor of Ministry (3-year Program)

PROGRAM LEARNING OBJECTIVES

By the time students complete the program they will become leaders in the church, Christian organization, and the world in serving the local church and para church with the following professional skills:

1. Demonstrate exegetical, theological and hermeneutical understanding of the Bible at the advanced level.
2. Demonstrate effective communication and presentational skills in education, preaching, and teaching.
3. Demonstrate excellence in the areas of church ministry and leadership in church-related organization
4. Demonstrate excellence in the area of Christian counseling, Christian education, discipleship, and pastoral ministry.

JOB CLASSIFICATION CODES

This degree program does not to lead directly to any profession, but may in some cases lead to the following jobs according to the Bureau of Labor Statistics (https://www.bls.gov/soc/2010/soc_alph.htm)
21-2011 Clergy
21-2021 Directors, Religious Activities and Education
21-2099 Miscellaneous Religious Workers

ADMISSION REQUIREMENTS

1) Master of Divinity Degree or its Equivalent
2) A Completed Application Form
3) Application Fee
4) Letter of Recommendation

D.MIN DISSERTATION/PROJECT

Upon successful completion of 30 units of course works, students are allowed to schedule writing dissertation. Student will demonstrate

academic and practical learning through completion of a major within project. They will conduct research and develop and write their project in a ministry practice field of interest. Ordinarily the project will be a minimum of 100 pages and a maximum of 250 pages in length. Complete information on the doctoral process and standards is available from the Office of the Doctor of Ministry.

TRANSFER CREDIT

Because of the specialized nature of the program, transfer credit must be evaluated by the director of the D. Min Program. A maximum of six semester units of doctoral-level work which have been completed within the past eight years will be allowed as transfer credit.

FULL-TIME STATUS

Full-time status in the D. Min program is 8 units per semester. Students who enroll in at least 4 units are considered to be half time.

LEAVE OF ABSENCE

Students in good standing, who must interrupt their studies for compelling reasons, may petition the D. Min. Committee for a leave of absence of not more than two years.

MAXIMUM TIME LIMIT

D.Min. candidates must submit dissertation within two years after the candidacy has been approved. Students are required to be enrolled continuously until completion of their doctoral degree. Also, all doctoral students should accomplish their degree within 5 years from the admitted year. A student who needs more than five years is required to submit an application to the Administrative Committee stating specific reasons for one three year extension and upon review, approval will be given.

ADVANCEMENT TO CANDIDACY

Students will be considered for candidacy for the Doctor of Ministry after satisfactory completion of 16 units of coursework (minimum of 3.0 GPA in all coursework with no grade less than B-) and approval of doctoral dissertation/project proposal by the director and the D.Min. Committee and an interview with director. Final approval for candidacy is granted by the D.Min. Committee.

D.MIN COURSE REQUIREMENTS: 36 UNITS

ADB511	Advanced Biblical Theology	4
ADS 511	Advanced Systematic Theology	4
ADP511	Pastor as a Person	4

ADH511	Church and the Holy Spirit	4
ADH512	Church and History	4
ADS512	Church and Society	4
ADD511	Dissertation Seminar	6
ADD512	Dissertation & Project	6

GRADUATION REQUIREMENTS

Students receive the Doctor of Ministry degree upon a successful fulfillment of the following program requirements:

1) Completion of 36 semester including 30 semester units and 6 units of dissertation requirement
2) Completion of course work with a GPA of 3.0 or above
3) Finish the dissertation and pass the oral defense of dissertation
4) Residence requirement: 18 units to be taken at Oikos University

SCHOOL OF MUSIC

Bachelor of Music (4-year Program)

PROGRAM LEARNING OBJECTIVES

By the time students complete the course of their study, they will become musicians in the area of performance and music related business and praise leaders and worship leaders in the church with the following skills:

1. Demonstrate foundational knowledge of general education.
2. Demonstrate general understanding of the Bible and Christian doctrine
3. Demonstrate comprehensive knowledge in their major field and perform music in that level.
4. Demonstrate a working knowledge in music reading and writing.
5. Demonstrate an effective communication in music technology and serving the church and the community with Christian commitment.

JOB CLASSIFICATION CODES

This degree program does not to lead directly to any profession, but may in some cases lead to the following jobs according to the Bureau of Labor Statistics (https://www.bls.gov/soc/2010/soc_alph.htm)
27-2042 Musicians and Singers
27-2041 Music Directors and Composers
25-1121 Art, Drama, and Music Teachers, Postsecondary

ADMISSION REQUIREMENTS

1) High School Diploma or GED
2) A Completed Application Form
3) Application Fee
4) Letter of Recommendation

AUDITION

A personal audition is required of all undergraduate applicants. A video recording may be submitted in lieu of an audition for applicants who do not live in Northern California. Auditions are administered on the School of Music campus. Audition appointments will be scheduled by the School of Music after Supplementary Applications have been processed.

Emphasis	Audition Information
Composition	Piano: one free choice; and writing a ternary form of piano piece based on given motive
Performance	
Vocal Arts	Two selections from Italian, German, English or French art songs
Piano	A fast movement from Mozart or Beethoven sonata; and one fast piece of Chopin etude
Organ	One piece from Baroque period; one piece from Romantic or 20th century period
Strings, Wood Winds, Brass Percussion	Two free choices
Church Music	
Performance Praise Ministry: Praise Leader Studio Voice Keyboard Acoustic, Electric, or Bass Guitar, Drum, Midi Composition & Arranging	Two free choices

**Any instrument listed under performance is also acceptable for applying to the church music (praise) emphasis.*

GENERAL EDUCATION REQUIREMENT: 45 UNITS

Humanities		12 units
PHL 111	Introduction to Philosophy	3
PHL 212	Introduction to Ethics	3
HUM 101	Human Growth & Development	3
MUS 104	Musicianship	3
English		6 units

ENG 101	English Composition	3
ENG 102	English Literature	3
Social Science		18 units
HIS 101	Western Civilization I	3
HIS 102	Western Civilization II	3
SOC 301	Introduction to Sociology	3
SOC 302	Contemporary Social Problems	3
PSY 205	Introduction to Psychology	3
PSY 2 25	Counseling for Marriage and Family	3
Mathematics/Science		9 Units
MATH 101	College Mathematics	3
BS 110	General Biology	3
BS 220	Physiology	3
SS 101	Introduction to Science Studies	3

BIBLE AND THEOLOGY REQUIREMENT: 15 UNITS

OT 101	Survey of OT	3
NT 101	Survey of NT	3
THE 301	Christian Doctrine I	3
HIS 305	Church History I	3
PRA 200	Christian Worship	3

MUSIC REQUIREMENT: 60 UNITS

History		9 units
MUHL 341	Music History I	3
MUHL 342	Music History II	3
MUHL 391	History of Church Music	3
MUHL 441	Singers' Diction & Repertoire	3
MUHL 442	Piano Literature	3
MUHL 443	Orchestra Literature	3
Ensemble		8 units
MUEN 121	Oikos University Choir	1
MUEN 122	Oikos University Choir	1
MUEN 221	Oikos University Choir	1
MUEN 222	Oikos University Choir	1
MUEN 321	Oikos University Choir	1
MUEN 322	Oikos University Choir	1
MUEN 421	Oikos University Choir	1
MUEN 422	Oikos University Choir	1
MUEN 141	Oikos University Orchestra	1
MUEN 142	Oikos University Orchestra	1
MUEN 241	Oikos University Orchestra	1

MUEN 242	Oikos University Orchestra	1
MUEN 341	Oikos University Orchestra	1
MUEN 342	Oikos University Orchestra	1
MUEN 441	Oikos University Orchestra	1
MUEN 442	Oikos University Orchestra	1
MUEN 151	Chamber Ensemble	1
MUEN 152	Chamber Ensemble	1
MUEN 251	Chamber Ensemble	1
MUEN 252	Chamber Ensemble	1
MUEN 351	Chamber Ensemble	1
MUEN 352	Chamber Ensemble	1
MUEN 451	Chamber Ensemble	1
MUEN 452	Chamber Ensemble	1
Music Theory		18 units
MUTC 151	Written & Aural Theory I	3
MUTC 153	Written & Aural Theory II	3
MUTC 251	Written & Aural Theory III	3
MUTC 253	Written & Aural Theory IV	3
MUTC 351	Written & Aural Theory V	3
MUTC 353	Written & Aural Theory VI	3
MUTC 255	Keyboard Harmony I	2
MUTC 256	Keyboard Harmony II	2
MUTC 355	Introduction to Music Composition	2
MUTC 455	Orchestration	3
MUTC 457	Counterpoints	3
MUTC 458	Music Analysis	3
Performance		24 units
MUPF 171	Individual Instruction	3
MUPF 172	Individual Instruction	3
MUPF 271	Individual Instruction	3
MUPF 272	Individual Instruction	3
MUPF 371	Individual Instruction	3
MUPF 372	Individual Instruction	3
MUPF 471	Individual Instruction	3
MUPF 472	Individual Instruction	3
MUPF 187	Group Performance	1
MUPF 287	Group Performance	1
MUPF 387	Group Performance	1
MUPF 487	Group Performance	1
MUPF 253	Class Piano I	2
MUPF 254	Class Piano II	2
MUPF 263	Voice Class I	2
MUPF 264	Voice Class II	2

MUPF 283	Chamber Class I	2
MUPF 284	Chamber Class II	2
MUPF 293	Church Organist I	2
MUPF 294	Church Organist II	2
MUPF 295	Choral Conducting I	2
MUPF 296	Choral Conducting II	2
Senior Recital		1

SENIOR RECITAL

All students must present a one-hour long recital in partial fulfillment of the degree requirements. Composition students are required to compose a significant original piece of music and a performance of the work. The duration should be about 30 minutes.

GRADUATION REQUIREMENTS

Students receive the Bachelor of Music degree upon a successful fulfillment of the following program requirements:

1) Completion of 120 units including 45 units in General Education, 15 units in Bible and theology, and 60 units in Music requirement
2) Completion of course work with a GPA of 2.0 or above
3) Residence requirement: 60 units to be taken at Oikos University

Master of Music (3-year program)

PROGRAM LEARNING OBJECTIVES

By the time students complete their program, they will be the leaders in the area of music, music performance, praise and worship music with the following skills:

1. Demonstrate professional knowledge in their major field.
2. Demonstrate advance knowledge in the application of technology in their musical activities
3. Demonstrate a research skills and performance ability
4. Demonstrate excellent communication skills in their presentation
5. Demonstrate Christian commitment to serving local church and the world.

JOB CLASSIFICATION CODES

This degree program does not to lead directly to any profession, but may in some cases lead to the following jobs according to the Bureau of Labor Statistics (https://www.bls.gov/soc/2010/soc_alph.htm)
27-2042 Musicians and Singers
27-2041 Music Directors and Composers
25-1121 Art, Drama, and Music Teachers, Postsecondary

ADMISSION REQUIREMENTS

1) Bachelor s degree or its Equivalent
2) A Completed Application Form
3) Application Fee
4) Letter of Recommendation

AUDITION

A personal audition is required of all graduate applicants. A video recording may be submitted in lieu of an audition for applicants who do not live in Northern California. Auditions are administered on the School of Music campus. Audition appointments will be scheduled by the School of Music after Supplementary Applications have been processed.

Emphasis	Audition Information
Choral Conducting	Submit a Video tape of the candidate's conducting gesture for chorale music (15 min.) Prerequisite: more than two years of choir conducting
Composition	Piano: one free choice; and writing a chamber ensemble (duet) for a woodwind and a piano
Performance	
Vocal Arts	Five selections from art songs and opera or oratorio aria (at least one), including different stylistic periods, contrasting styles, and three languages
Piano	One Baroque piece; one fast movement from Mozart or Beethoven sonata; one piece from Romantic or 20th century
Organ	Three selections from various stylistic periods
Strings, Wood Winds, Brass Percussion	Two free choices
Church Music	
Choral Conducting	Submit a Video tape of the candidate's conducting gesture for church chorale music (15 min.) Prerequisite: more than two years of church choir conducting

Performance: Voice, Piano, Organ, Strings, Wood Winds, Brass, Percussion	Two free choices
Praise Ministry: Praise Leader Studio Voice Keyboard Acoustic, Electric or Bass Guitar, Drum, Midi Composition & Arranging	Two free choices

CHORAL CONDUCTING, COMPOSITION & PERFORMANCE EMPHASIS: 60 UNITS

Theology		12 units
OT 301	Introduction to Old Testament	3
NT 301	Introduction to New Testament	3
HIS 305	Church History I	3
HIS 306	Church History II	3
Review Courses		
MUHL 451	Music History Review I	3
MUHL 452	Music History Review II	3
MUTC 451	Written Theory Review I	3
MUTC 452	Written Theory Review II	3
MUTC 461	Aural Theory Review I	3
MUTC 462	Aural Theory Review II	3
MUPF451	Class Piano III	3
History		6 units
MUHL 551	History of Music Intensive	3
MUHL 561	Advanced Song Literature & Diction	3
MUHL 562	Advanced Keyboard Literature	3
MUHL 563	Advanced Chamber Music Literature	3
MUHL 565	20th Century Music Literature	3
MUHL 591	Liturgical Music	3
Theory		6 units
MUTC 551	Music Theory Intensive	3
MUTC 561	Choral Arranging	3
MUTC 571	Advanced Orchestration	3
Performance		20 units
MUPF 571	Individual Instruction	3
MUPF 572	Individual Instruction	3
MUPF 573	Individual Instruction	3
MUPF 574	Individual Instruction	3

MUPF 575	Individual Instruction	3
MUPF 576	Individual Instruction	3
MUPF 531	Individual Coaching	2
MUPF 532	Individual Coaching	2
MUPF 551	Advanced Choral Conducting	3
MUPF 552	Instrumental Conducting	3
MUPF 561	Advanced Organ Class	3
MUPF 565	Piano Accompanying	3
Internship		6 units
MUED 691	Practice of Church Music	3
MUED 695	Internship I	3
Ensemble		7 units
MUEN 531	Oikos University Choir	1
MUEN 532	Oikos University Choir	1
MUEN 533	Oikos University Choir	1
MUEN 534	Oikos University Choir	1
MUEN 541	Oikos University Orchestra	1
MUEN 542	Oikos University Orchestra	1
MUEN 543	Oikos University Orchestra	1
MUEN 544	Oikos University Orchestra	1
MUEN 551	Oikos University Chamber Ensemble	1
MUEN 552	Oikos University Chamber Ensemble	1
MUEN 553	Oikos University Chamber Ensemble	1
MUEN 554	Oikos University Chamber Ensemble	1
MUEN 577	Opera Workshop I	2
MUEN 578	Opera Workshop II	2
Graduate Recital		3

Please note that a maximum of 6 units may be transferred into this and any other graduate program; all other units must be taken in residence at OU.

GRADUATION REQUIREMENTS

Students receive the Master of Music degree upon a successful fulfillment of the following program requirements:

1) Completion of 60 units including 12 units in Theology, 48 units in Music requirement
2) Completion of course work with a GPA of 2.5 or above
3) Graduation Recital
4) Residence requirement: 30units to be taken at Oikos University

Graduation Recital

Doctor of Musical Arts (3-year Program)

All graduate students must present a one-hour long recital in partial fulfillment of the degree requirements. Composition students are required to compose a significant original piece of music and a performance of the work.

PROGRAM LEARNING OBJECTIVES

Upon completing all the course requirements for the Doctor of Musical Arts (DMA) program at Oikos University, students will be able to:

1. Demonstrate technical and musical mastery in piano or vocal performance at a professional level.
2. Analyze with a scholarly approach the standard solo, chamber, and ensemble repertoire in the student' s area of expertise.
3. Communicate effectively their musical ideas of historical and theoretical analysis through speech and prose.
4. Cultivate highly developed experts in their respective fields who will demonstrate upon the completion of their degree not only a mastery in their respective arts, but an understanding of how to utilize their talents in their communities.
5. To successfully assess and apply their own musical experiences in a teaching and studio teaching methods at the conservatory and university levels.
6. To demonstrate biblical value in spiritual leadership or worship and apply lifestyle of example in community service.

ADMISSION REQUIREMENTS

1. Master' s degree in music performance, musicology, ethnomusicology or music education
2. A completed application forms
3. Application fee
4. Two Letters of Recommendation
5. Audition: A live audition or a high-quality video recording
6. Curriculum Vitae
7. Diagnostic Exam in Music Theory, Music History, and Aural Skills

JOB CLASSIFICATION CODES

This degree program does not to lead directly to any profession, but may in some cases lead to the following jobs according to the Bureau of Labor Statistics (https://www.bls.gov/soc/2010/soc_alph.htm)
27-2042 Musicians and Singers
27-2041 Music Directors and Composers
25-1121 Art, Drama, and Music Teachers, Postsecondary

MUSIC REQUIREMENTS: 48 UNITS

Review Courses		
MUHL 551	History of Music Intensive	3
MUTC 551	Music Theory Intensive	3

History		9 units
MUHL 652	Romantic Music	3
MUHL 665	Music History:20th Century to Present	3
MUHL 650	Baroque Music	3
MUHL 651	Classical Music	3
MUHL 655	Opera History	3
MUHL 678	Independent Study	3
MUHL 685	Research Materials & Techniques	3
MUHL 687	Doctoral Colloquium	3
Theory		6 units
MUTC 652	Tonal Analysis	3
MUTC 653	Post-Tonal Analysis	3
MUTC675	Special Topic in Orchestration	3
MUTC 678	Independent Study	3
Music Performance		21 units
MUPF 541	Individual Coaching	2
MUPF 542	Individual Coaching	2
MUPF 671	Individual Instruction	3
MUPF 672	Individual Instruction	3
MUPF 673	Individual Instruction	3
MUPF 674	Individual Instruction	3
MUPF 675	Individual Instruction	3
MUPF 676	Individual Instruction	3
MUPF 677	Individual Instruction	3
MUPF 678	Individual Instruction	3
Education		3 units
MUED 696	Internship II	3
MUED 681	Piano Pedagogy	3
MUED 682	Vocal Pedagogy	3
Recitals/Dissertation		9 units
Doctoral Lecturer Recital		1
Doctoral Solo Recital I & II		6
Dissertation		2

BIBLE AND THEOLOGY: 12 UNITS (Choose 4 courses)

OT 701	Introduction to Old Testament	3
OT 715	Introduction to the Prophets	3
NT 701	Introduction to New Testament	3
NT 705	Life and Teaching of Christ	3
NT 801	Pauline Theology	3
THE 725	Contemporary Theology I	3

THE 726	Contemporary Theology II	3
THE 811	Biblical Theology I	3
THE 812	Biblical Theology II	3

GRADUATION REQUIREMENTS

Students receive the Doctor of Musical Arts degree upon a successful fulfillment of the following program requirements:

1. Completion of 60 units including 48 units in DMA Curriculum courses, and 12 units in Bible and Theology
2. 3 Doctoral Recitals: One chamber recital, one lecture recital and one solo recital which will be completed after the written preliminary exam.
3. One Doctoral Thesis

QUALIFYING EXAM

Upon the successful completion of the 60 units, the Chamber Recital, and the Lecture Recital, students will be required to fulfill the qualifying written examination. The examination will take place before the final recital. The examination will consist of questions regarding the major and minor areas of musical style that have been discussed throughout the coursework of the doctoral degree. It is designed in order to evaluate the student's understanding of how to comprehensively integrate knowledge, theoretical concepts, and to draw the appropriate conclusions.

ADVANCEMENT TO CANDIDACY

In order to advance to candidacy, several conditions must be satisfied:

1. Students must have completed successfully all required coursework (60 units)
2. Students must have maintained a minimum cumulative GPA of 3.0 with no final course grade lower than a B.
3. Students must have completed successfully the qualifying examination and the final solo recital.
4. Students must form a dissertation/thesis committee consisting of three members of the graduate faculty in consultation with and approval of a dissertation advisor/dissertation committee chair. Whether it is before or after forming the Dissertation Committee, students must pass their qualifying examinations in order to advance to candidacy.
5. Students must have completed a Dissertation Proposal to the Chair of the Music Program.

SCHOOL OF BUSINESS

Bachelor of Arts in Business Administration (4 year Program)

PROTRAM LEARNING OBJECTIVES

Upon the completion of the Bachelor of Arts in Business Administration (BABA) degree program at Oikos University, the student will be able to demonstrate the following competencies:

1. Apply ethical and legal principles to a business environment
2. Conduct independent research relevant to business-related issues
3. Demonstrate written and oral presentation skills expected of a business-school graduate
4. Develop a global business perspective based on the knowledge of foreign business environments and cultures
5. Integrate the knowledge acquired in the program within a life of Christian service to the local and global community.

ADMISSION REQUIREMENTS

1. High school diploma or GED
2. A completed application forms
3. Application fee
4. Letter of Recommendation

JOB CLASSIFICATION CODES

This degree program does not to lead directly to any profession, but may in some cases lead to the following jobs according to the Bureau of Labor Statistics (https://www.bls.gov/soc/2010/soc_alph.htm)

11-1021 General and Operations Managers
11-3012 Administrative Services Managers
11-1011 Chief Executives
13-2011 Accountants and Auditors
13-1199 Business Operations Specialists
43-6014 Secretaries and Administrative Assistants, Except Legal, Medical, and Executive

EDUCATION REQUIREMENT: 45 UNITS

Humanities		12 units
PHL 111	Introduction to Philosophy	3
PHL 212	Introduction to Ethics	3
HUM 101	Human Growth & Development	3
MUS 101	Music Appreciation	3
English		6 units
ENG 101	English Composition	3
ENG 102	English Literature	3
Social Science		18 units
HIS 101	Western Civilization I	3
HIS 102	Western Civilization II	3

SOC 301	Introduction to Sociology	3
SOC 302	Contemporary Social Problems	3
PSY 205	Introduction to Psychology	3
PSY 225	Counseling for Marriage and Family	3
Mathematics/Science		9 Units
MATH 101	College Mathematics	3
BS 110	General Biology	3
MATH 102	College Algebra	3
MATH 211	Essentials of Calculus	3
MATH 301	Introduction to Statistics	3

BIBLE & THEOLOGY REQUIREMENTS: 15 UNITS

Biblical Studies		9 units
OT 101	Survey of the OT	3
NT 101	Survey of the NT	3
NT 203	Synoptic Gospels	3
NT 205	Life and Teaching of Christ	3
NT 305	Pauline Epistles	3
OT 220	OT Historical Books	3
OT 305	The Pentateuch	3
OT 322	The Prophets	3
Theology		6 units
THE 301	Christian Doctrine I	3
THE 302	Christian Doctrine II	3
HIS 305	Church History I	3
MUEN 131	Hymnody	3
PSY 206	Psychology of Religion	3
PSY 202	Christian Counseling	3
PRA 212	Mission	3

BUSINESS ADMINISTRATION COURSES: 45 UNITS

Business Administration		45 units
ACC 101	Principles of Accounting I	3
ACC 102	Principles of Accounting II	3
BUS 240	Business Law	3
BUS 250	Business Ethics	3
BUS 299	Introduction to Business	3
ECO 120	Principles of Microeconomics	3
ECO 130	Principles of Macroeconomics	3
FIN 120	Business Finance	3
FIN 201	Corporate Finance	3

HRMN 101	Human Resource Management	3
LEDR 311	Organizational Leadership	3
MGMT 121	Small Business Management	3
MGMT 250	Business Plan	3
MGMT 308	Principles of Management	3
MGMT 309	Management and Organizational Theory	3
MGMT 410	International Management	3
MGMT 420	Foundations of Entrepreneurship	3
MGMT 430	Operations Management	3
MGMT 450	Strategic Management	3
MKTG 289	Marketing Fundamentals	3
MNSC 301	Introduction to Quantitative Analysis	3
OBHV 110	Introduction to Organizational Behavior	3
BUS 351	Filed Education I	3
BUS 352	Filed Education II	3
BUS 353	Field Education III	3
Business Administration Electives		15 units
ACC 103	Managerial Accounting	3
BUS 120	Spreadsheet Fundamentals	3
BUS 150	Database Fundamentals	3
BUS 226	Webpage Design and Development	3
BUS 228	Web Design and Development Using Solutions	3
BUS 246	Team Building and Interpersonal Dynamics	3
BUS 261	Legal and Ethical Issues in Business	3
BUS 326	Introduction to HTML & CSS for Webpage Design	3
BUS 327	Introduction to Application Program Interface (API)	3
ECO 140	International Economics	3
ECO 150	Economic Data Analysis	3
LEDR 121	Conflict Negotiation	3
MGMT 111	Intercultural Competence	3
MGMT 112	Global Development	3
MGMT 131	Service Operations	3
MKTG 190	Social Media Marketing	3
MKTG 194	Marketing Channels	3
OBHV 112	Leadership and Organizational Change	3
OBHV 113	Theory and Practice of Organizational Behavior	3
CS 201	Introduction to Computer Information	3

	Systems	
CS 250	Introduction to E-Commerce	3

GRADUATION REQUIREMENTS

Students receive the Bachelor of Arts in Business Administration degree upon a successful fulfillment of the following program requirements:

1) Completion of 120 units including 45 units in General Education, 15 units in Bible and Theology, and 60 units in Business Administration requirement
2) Completion of course work with a GPA of 2.0 or above
3) Completion of the capstone course, MGMT 250: Business Plan 353: Field Education III with a grade of B or better.
4) Residence Requirement: 60 units to be taken at Oikos University

Master of Business Administration (2 years Program)

PROGRAM LEARNING OBJECTIVES

Upon completion of the Master of Business Administration program of study at Oikos University, the student will be able to demonstrate the following competencies:

1. Demonstrate the ability to analyze the evolving nature of corporations
2. Practice managerial leadership and organizational change
3. Determine and measure an organization's intellectual assets
4. Identify how product development merges with entrepreneurship
5. Foster new approaches to measuring the economic performance of organizations
6. Demonstrate the ability to manage and administer a business organization with a clear embodiment of ethics in his/her business practices
7. Integrate Biblical and Theological Perspectives in Business and Administration

ADMISSION REQUIREMENTS

1. Bachelor's degree or its equivalent
2. A completed Application form
3. Application fee
4. Letter of Recommendation

JOB CLASSIFICATION CODES

This degree program does not to lead directly to any profession, but may in some cases lead to the following jobs according to the Bureau of Labor Statistics (https://www.bls.gov/soc/2010/soc_alph.htm)
11-1021 General and Operations Managers
11-30121 Administrative Services Managers
11-1011 Chief Executives

13-2011 Accountants and Auditors
13-1199 Business Operations Specialists
43-6014 Secretaries and Administrative Assistants, Except Legal, Medical, and Executive

CORE BUSINESS ADMINISTRATION: 30 UNITS

BUS 510	Fundamentals of MBA	3
BUS 520	Organization & Society Management	3
BUS 530	Managerial Accounting	3
BUS 535	Financial Management	3
BUS 540	Economics of Management Decisions	3
BUS 550	Operations & Information Systems Management	3
BUS 560	Marketing Management & Innovation	3
BUS 570	Global Business Management	3
BUS 580	Strategic Management in a Global Marketplace	3
BUS 590	Ethical Decision Making	3

BIBLE AND THEOLOGY: 9 UNITS (choose 3)

NT 301	Introduction to the New Testament	3
OT 301	Introduction to the Old Testament	3
THE 425	Contemporary Theology I	3
THE 401	Systematic Theology I	3

BUSINESS ELECTIVE: 6 UNITS

GRADUATION REQUIREMENTS

Students receive the Master of Business Administration degree upon a successful fulfillment of the following program requirements:

1) Completion of 45 units including 30 units in Core courses in Business Administration, 6 units in Elective courses in Business Administration and 9 units in Bible and Theology
2) Pass Capstone Course such as Strategic Management in a Global Market Place with a grade of B or better
3) Completion of course work with a GPA of 3.0 or above

Master of Business Administration in Business Analytics (2 years Program)

PROGRAM LEARNING OBJECTIVES

Students who complete the MBA in Business Analytics will be able to:

1. Apply critical thinking and data-driven analysis to solve complex business problems using predictive and visual analytics.
2. Integrate strategic thinking with business analytics to enhance

organizational innovation and performance.
3. Demonstrate effective collaboration and negotiation skills within diverse, data-oriented teams.
4. Apply ethical standards and social responsibility in the collection, interpretation, and application of business data.
5. Leverage global and analytical perspectives to foster inclusive, sustainable business practices.

ADMISSION REQUIREMENTS

1. Bachelor's degree or its equivalent
2. A completed Application form
3. Application fee
4. Letter of Recommendation

JOB CLASSIFICATION CODES

This degree program does not to lead directly to any profession, but may in some cases lead to the following jobs according to the Bureau of Labor Statistics (https://www.bls.gov/soc/2010/soc_alph.htm)

13-1111 Management Analyst
15-2051.01 Business Intelligence Analyst
15-2031 Operations Research Analyst
13-1161 Marketing Analyst/Data Strategist
13-2051 Financial Analyst with Data Analytics Skills
11-1021 Data-Driven Project Manager
15.2099.01 Analytics Consultant or Specialist

CORE BUSINESS ADMINISTRATION: 24 UNITS		
BUS 510	Principles of Business Administration	3
BUS 520	Organization & Society Management	3
BUS 530	Managerial Accounting	3
BUS 535	Financial Management	3
BUS 540	Economics of Management Decisions	3
BUS 560	Marketing Management & Innovation	3
BUS 570	Global Business Management	3
BUS 580	Strategic Management in a Global Marketplace	3
CONCENTRATION OF BUSINESS ANALYTICS (12 UNITS)		
BAN 601	Foundations of Business Analytics	3
BAN 610	Cybersecurity for Business Analysts	3
BAN 620	Data Management and Visualization	3
BAN 640	Predictive Analytics and Machine Learning	3
BAN 660	Business Intelligence and Strategy	3
BIBLE AND THEOLOGY: 6 UNITS		
NT 501	Theology of the New Testament	3
OT 5f01	Theology of the Old Testament	3

INTERNSHIP: 6 UNITS		
BUS 671	Supervised Field Internship I	3
BUS 672	Supervised Field Internship II	3

GRADUATION REQUIREMENTS

Students receive the Master of Business Administration in Business Analytics degree upon a successful fulfillment of the following program requirements:

1) Completion of 48 semester units
2) Minimum GPA of 3 (Capstone Course with B+ or better)
3) Completion of 8 Core Business Courses (24 units), 4 Business Analytic Concentration Courses (12 units), 2 Bible/Theology Courses (6 units)

Doctor of Business Administration (3 years Program)

PROGRAM LEARNING OBJECTIVES

Upon completing the requirements for the Doctor of Business Administration (DBA), students will be able to:

1. Integrate qualitative and quantitative tools to evaluate the evolving nature of business entities and to recommend the appropriate course of action for future growth and development of business operation.
2. Articulate a philosophy of management based upon the integration of empirical, historical, and social science research.
3. Cultivate personal values, integrity, and ethical behavior and to develop a values-centered leadership perspectives and philosophies which cultivate a culture of continuous improvement.
4. Evaluate the performances of the organization' s intellectual and physical assets, foster new approaches to measuring and improving the economic performance of the organization, and promote new service and new product development.
5. Model the influence of political, legal, and social institutions on the behavior of private and public organizations based on unique cultural influences of the organization' s home country.
6. Implement theoretical-supported and practice-enhanced management skills, demonstrate emotional intelligence and interpersonal relationships, and display the ability to manage and administer the organization with a clear embodiment of Christian ethics, values, and morals.

ADMISSION REQUIREMENTS

1) Master of Business Administration or its equivalent
2) A Completed Application Form
3) Application Fee
4) Letter of Recommendation

JOB CLASSIFICATION CODES

This degree program does not to lead directly to any profession, but may in some cases lead to the following jobs according to the Bureau of Labor Statistics (https://www.bls.gov/soc/2010/soc_alph.htm)
11-1021 General and Operations Managers
11-3012 Administrative Services Managers
11-1011 Chief Executives
13-2011 Accountants and Auditors
13-1199 Business Operations Specialists
43-6014 Secretaries and Administrative Assistants, Except Legal, Medical, and Executive

BIBLE AND THEOLOGY: 12 UNITS (choose 4)

OT 701	Introduction to Old Testament	3
OT 715	Introduction to the Prophets	3
NT 701	Introduction to New Testament	3
NT 705	Life and Teaching of Christ	3
NT 801	Pauline Theology	3
THE 725	Contemporary Theology I	3
THE 726	Contemporary Theology II	3
THE 811	Biblical Theology I	3
THE 812	Biblical Theology II	3

ADVANCED CORE COURSES IN BUSINESS ADMINISTRATION (6 courses)

BUS701	Ethics and Corporate Social Responsibility	3
BUS702	Advanced Seminar in Managerial Finance and Accounting	3
BUS703	Advanced Marketing Management	3
BUS705	Advanced Organization Behavior	3
BUS707	Managing Innovation and Change	3
BUS708	Research Design in Business Administration	3

ADVANCED ELECTIVE COURSES (6 courses)

Advanced Electives in Entrepreneurship		
ENTR712	Creativity, Innovation and Entrepreneurship	3
ENTR713	Finance for Small Business and Entrepreneurial Ventures	3
ENTR714	Applied Information Systems for Small Business	3

ENTR715	Marketing for Entrepreneurs and Small Business	3
ENTR716	International Business and Entrepreneurship	3
ENTR717	Venture Creation	3
Advanced Electives in Finance		
FIN722	Financial Statements Analysis	3
FIN723	Advanced Global Financial Management	3
FIN724	Financial Markets and Instruments	3
FIN725	Portfolio Management and Risk Analysis	3
FIN726	Investments	3
FIN727	Economics for Financial Managers	3
Advanced Electives in Management/Leadership		
MNGT772	Cross-Cultural Management	3
MNGT773	Human Resources Management	3
MNGT774	Conflict Management and Negotiation	3
MNGT775	Organizational Communications	3
MNGT776	Leadership	3
MNGT777	Managerial Accounting and Finance	3
Advanced Electives in Marketing		
MKT762	Advanced Sales and Marketing	3
MKT763	Dynamics of Consumer Behavior	3
MKT764	Global Marketing Practices	3
MKT765	Marketing Management and Innovation	3
MKT765	Marketing Research	3
MKT767	Social Media Marketing	3

GRADUATION REQUIREMENTS

Students receive the Doctor of Business Administration degree upon a successful fulfillment of the following program requirements:

1) Student must complete 12 units of Bible and Theology courses, 36 units of Business Administration courses comprising 6 business core courses and 6 business electives within concentrations in general business/entrepreneurship, finance, management/ leadership, and marketing, and 12 units of dissertation work.
2) Students must maintain a GPA of 3.0 or above.
3) Students must complete the capstone course which is the dissertation project.
4) Students must settle all financial obligations to Oikos University.
5) Students must file all necessary graduation forms.

QUALIFYING EXAMINATIONS

Upon successful completion of all 6 core courses (18 units of coursework) and all 6 elective courses listed in the elective area of advanced study (18 units of coursework) required in the DBA program, as well as fulfilling the Bible and Theology requirement, DBA participants can petition the School of Business to schedule their doctoral-level qualifying examinations.

ADVANCEMENT TO CANDIDACY
In order to advance to candidacy, several conditions must be satisfied:

1. Students must have completed successfully all required and elective coursework (48 units) plus thesis (12 units) which make up 60 semester units all together.
2. Students must have maintained a minimum cumulative GPA of 3.0, with no final course grade lower than a B-.
3. Students must have completed successfully the qualifying examinations.
4. Students must form a dissertation committee consisting of three members of the graduate faculty, in consultation with and approval of a dissertation advisor/dissertation committee chair. Whether it is before or after forming the Dissertation Committee, students must pass their qualifying examinations in order to advance to candidacy.
5. Students must have completed a Dissertation Proposal that will have to be approved by all members of the Dissertation Committee.
6. Students must submit a 500-1000-word Summary of the Dissertation Proposal (Synopsis) to the Chair of the Business Administration Program.
7. Students must notify the Full-time Faculty and Dean of Academics of their advancement to candidacy status. The Dean' s office will obtain faculty signatures, on the Advancement to Candidacy Form, which must then be submitted to and signed by the Dean of Academics.

Advancement to candidacy must take place at least six months prior to the date scheduled for the Dissertation Defense. Students advancing to candidacy can continue in the program. Students failing the qualifying examinations will have to follow specific guidelines that allow for re-evaluation. Students that fail the qualifying examinations twice will be dismissed from the program.

DISSERTATION COMMITTEE AND ORAL DISSERTATION DEFENSE REQUIREMENTS

Every doctoral candidate who completes successfully the qualifying examinations must register for dissertation units while drafting and successfully defending the dissertation. The Director of Graduate Programs at Oikos University will have to approve of every candidate' s doctoral dissertation committee. At this point, the doctoral student is formally advanced to candidacy and is heretofore considered a doctoral candidate.

Any dissertation committee in the School of Business will consist of three graduate faculty members selected at large from the Business Administration Program at Oikos University in consultation with the dissertation committee chair, who will also have to be selected from the graduate faculty in the School of Business at Oikos University. The dissertation committee members will solely have the responsibility to mentor the doctoral candidate's progress and approve all his/her doctoral dissertation content.

The final oral dissertation defense committee will consist of all four approved faculty members that are serving on the doctoral candidate's dissertation committee. All committee members will have to document their satisfaction and approval of the final oral dissertation defense with the Chair of the Business Administration Program before a doctoral candidate can graduate from the program.

DRAFTING THE DISSERTATION & SCHEDULING THE DISSERTATION ORAL DEFENSE

All dissertation topics within the School of Business Administration will have to be directly related to the field of Business Administration. The content of such dissertation projects may investigate any business-related hypotheses. The doctoral candidate must submit a preliminary draft of the entire dissertation work to every member of their dissertation committee by the beginning of the Semester in which the doctoral student contemplates graduation in order to allow for dissertation committee members' requests and revisions before as well as after the final oral examination takes place.

The application requesting a date for the final oral dissertation defense must be submitted to the entire committee at least six weeks before the planned date of the oral defense of the dissertation in order to allow the dissertation committee members some time to determine whether the oral dissertation defense may be scheduled. The oral dissertation defense will be scheduled only if all the dissertation committee members agree that the dissertation is free of any major problems and indicate their agreement as well as their commitment to attend the oral dissertation defense by signing the Petition for Final Oral Dissertation Defense form.

PROGRAM LEARNING OBJECTIVES

Upon completing the program, students will be skilled and confident healthcare providers in acupuncture, herbal medicine, and Asian medicine, possessing the following knowledge and skills:

1. Demonstrate in-depth knowledge of acupuncture, herbal medicine, and Asian medicine theories, systems, and methodologies,

including historical foundations and contemporary applications, with a well-rounded understanding of core themes, principles, and frameworks.

2. Integrate basic sciences and Western medical concepts—such as anatomy, physiology, pathophysiology, pharmacology, and psychology—with Asian medicine principles to improve diagnostic and therapeutic accuracy in clinical settings. Demonstrate an understanding of public health principles and epidemiology, applying this knowledge to serve diverse communities, address health disparities, and promote wellness.
3. Apply both Western and Asian diagnostic techniques, including patient history-taking, physical exams, imaging, and lab diagnostics, to create comprehensive treatment plans tailored to individual patient needs.
4. Demonstrate proficiency in acupuncture and herbal medicine clinical techniques, including meridian palpation, point selection, and therapeutic strategies, as well as a thorough knowledge of using individual herbs, formulas, and pharmacological interactions for safe, effective patient care.
5. Demonstrate clinical competencies in all phases of patient assessment and treatment.

Follow the Clean Needle Technique, adhere to safety protocols, and show awareness of clinical red flags and emergency response/referral strategies to ensure patient safety across treatment settings.

6. Cultivate practical communication skills to articulate treatment rationale clearly and collaborate successfully within multidisciplinary healthcare settings, enhancing patient care and treatment outcomes.
7. Exhibit empathy, integrity, and respect for human dignity in all patient interactions, using medical ethics and counseling skills to support patient-centered, holistic healing and build therapeutic rapport. Uphold Christian principles and spiritual integrity while providing compassionate care that serves the church and the community and promoting holistic well-being.
8. Engage in lifelong learning and professional development, applying evidence-based practices, contributing to research, and developing practice management skills to maintain a successful, ethical healthcare practice.

ADMISSION REQUIREMENTS

1) Bachelor‘ s degree or its Equivalent
2) Official Transcript
3) A Completed Application Form & Professional Resume
4) Application Fee
5) Government-issued photo ID
6) Letter of Recommendation

JOB CLASSIFICATION CODES

This degree program does not to lead directly to any profession, but may in some cases lead to the following jobs according to the Bureau of Labor Statistics (https://www.bls.gov/soc/2010/soc_alph.htm)

29-1291 Acupuncturist
29-1299 Health Diagnosing and Treating Practitioners

BASIC SCIENCES (BSC): 24 UNIIS/360 HRS

BSC 100	General Biology	3 units/45 hrs
BSC 200	Chemistry	3 units/45 hrs
BSC 300	General Physics	2 units/30 hrs
BSC 400	General Psychology & Counseling	3 units/45 hrs
BSC 500	Anatomy and Physiology I	2 units/30 hrs
BSC 510	Anatomy and Physiology II	3 units/45 hrs
BSC 600	Western Nutrition & Vitamins	2 units/30 hrs
BSC 700	Pathophysiology I	3 units/45 hrs
BSC 710	Pathophysiology II	3 units/45 hrs

ACUPUNCTURE AND ASIAN MEDICINE PRINCIPLES, THEORIES AND TREATMENT: 94 UNITS/1410 HRS

ASIAN MEDICINE (AMD) FOUNDATION THEORY: CORE REQUIREMENT (17 UNITS/255 HRS)		
AMD 100	Chinese Language and Medical Terminology	1 unit/15 hrs
AMD 200	Asian Medicine Foundations I	3 units/45 hrs
AMD 210	Asian Medicine Foundations II	2 units/30 hrs
AMD 300	Diagnosis I	2 units/30 hrs
AMD 310	Diagnosis II	3 units/45 hrs
AMDX00	(Classics I) Shang Han Lun & Jin Gui Yao Lue	3 units/45 hrs
AMDX10	(Classics II) Huang Di Nei Jing & Wen Bing Lun	3 units/45 hrs
ASIAN CLINICAL MEDICINE: CORE REQUIREMENT (19 UNITS/285 HRS)		
AMD 400	Internal Medicine I	3 units/45 hrs
AMD 410	Internal Medicine II	2 units/30 hrs
AMD 500	Trauma and Orthopedics	3 units/45 hrs
AMD 600	Gynecology	3 units/45 hrs
AMD 700	External Medicine/Dermatology	3 units/45 hrs
AMD 800	Pediatrics	3 units/45 hrs

AMD 900	Clinical Case Studies	2 units/30 hrs
ACUPUNCTURE (ACU): CORE REQUIREMENT (27.5 UNITS/412 HRS)		
ACU100	Acupuncture Points and Lab I	3 units/45 hrs
ACU110	Acupuncture Points and Lab II	3 units/45 hrs
ACU120	Acupuncture Points and Lab III	3 units/45 hrs
ACU200	Extra Points and Microsystems & Lab	2 units/30 hrs
ACU300	Meridian Theory	2 units/30 hrs
ACU400	Qi Gong & Tai Chi	3 units/45 hrs
ACU500	Tuina Manual Therapy	3 units/45 hrs
ACU600	Acupuncture Techniques	3 units/45 hrs
ACU700	Acupuncture Therapeutics I	3 units/45 hrs
ACU710	Acupuncture Therapeutics II	2 units/30 hrs
CNT	Clean Needle Technique	0.5 unit/7.5 hrs
HERBAL MEDICINE (HBM): CORE REQUIREMENT (30.5 UNITS/457.5 HRS)		
HBM100	Herbal Medicine I	4 units/60 hrs
HBM110	Herbal Medicine II	4 units/60 hrs
HBM120	Herbal Medicine III	4 units/60 hrs
HBM200	Formulas I	4 units/60 hrs
HBM210	Formulas II	4 units/60 hrs
HBM220	Formulas III	4 units/60 hrs
HBM300	Dietetics	3 units/45 hrs
HBM400	Patent Medicine	3 units/45 hrs
HBM500	Herb-Pharm Interactions	0.5 unit/7.5 hrs
CLINICAL MEDICINE (WESTERN MEDICINE WMD), PATIENT ASSESSMENT & DIAGNOSIS: CORE REQUIREMENT (16 UNITS/240 HRS)		
WMD100	Medical Terminology	1 units/15 hrs
WMD200	Patient Relations	1 units/15 hrs
WMD300	Western Physical Examination	2 units/30 hrs
WMD400	Labs and Imaging	2 units/30 hrs
WMD500	Pharmacology	3 units/45 hrs
WMD600	Abnormal Psychology & Counseling	3 units/45 hrs
WMD700	Clinical Specialties	3 units/45 hrs
WMD800	Clinical Practices	1 unit/15 hr
CASE MANAGEMENT (WCM): CORE REQUIREMENT (6 UNITS/60 HRS)		
WCM100	Western Clinical Case Management I	2 units/30 hrs
WCM110	Western Clinical Case Management II	2 units/30 hrs

WCM200	Red Flags and Emergency Response	2 units/30 hrs
PRACTICE MANAGEMENT (PMG): CORE REQUIREMENT (3 UNITS/45 HRS)		
PMG100	Practice Planning & Development	3 units/45 hrs
PUBLIC HEALTH (PHL): CORE REQUIREMENT (3.5 UNITS/52.5 HRS)		
PHL100	Public Health and Epidemiology	3 units/45 hrs
CPR	CPR/First Aid	0.5 unit/7.5 hr
PROFESSIONAL DEVELOPMENT (PDV): CORE REQUIREMENT (4 UNITS/60 HRS)		
PDV100	Medical Ethics	1 unit/15 hr
PDV200	Medical Research	2 units/30 hrs
PDV300	History of Medicine	1 unit/15 hr

ADDITIONAL ACADEMIS COURSE REQUIREMENTS

REVIEW & PREPARATION (REV): CORE REQUIREMENT (12 UNITS/180 HRS)		
REV100	Year I Review	3 units/45 hrs
REV200	Year II Review	3 units/45 hrs
REV300	Year III Review	3 units/45 hrs
REV400	Final Review	3 units/45 hrs

BIBLE & THEOLOGY: CORE REQUIREMENTS/ELECTIVE (CHOOSE 3 – 9 UNITS/135 HRS)

NT 301	Introduction to the New Testament	3 units/45 hrs
OT 301	Introduction to the Old Testament	3 units/45 hrs
THE 425	Contemporary Theology I	3 units/45 hrs
THE 401	Systematic Theology I	3 units/45 hrs

CLINICAL (CLC) PRACTICE: CORE REQUIREMENT (33 UNITS/990 HRS)

CLC100	Observation (take 2)	1.5 unit/ 45 hrs	60 (1.5 hours per patient)
CLC200	Observation Assistantship (take 2)	1.5 unit/ 45 hrs	60 (1.5 hours per patient)
CLC300	Internship (take 6)	1.5 unit/ 45 hrs	180 (1.5 hours per patient)
CLC400	Senior Internship (take 10)	1.5 unit/ 45 hrs	450 (1 hour per patient)

CLC500	Grand Rounds (take 1)	1.5 unit/ 45 hrs	30 (1.5 hours per patient)
CLC600	Integrative Rounds (take 1)	1.5 unit/ 45 hrs	30 (1.5 hours per patient)
CLC700	Externship (optional, can constitute senior internship)	1.5 unit/ 45 hrs	Varies (1 hour per patient)

GRADUATION REQUIREMENT

Students receive the Master of Science in Asian Medicine degree upon a successful fulfillment of the following program requirements:

Academic Credit and Residency Requirements

- Completion of 204.5 total credit units, equivalent to 3562.5 hours, including:
  - Didactic and Laboratory: 171.5 units, 2572.5 hours
    - Basic Sciences 24 units, 360 hours
    - Acupuncture and Asian Medicine Principles, Theories, and Treatment 94 units, 1410 hours
    - Clinical Medicine (Western Medicine, Patient Assessment, and Diagnosis) 16 units, 240 hours
    - Case Management 6 units, 90 hours
    - Practice Management 3 units, 45 hours
    - Public Health 3.5 units, 52.5 hours
    - Professional Development 4 units, 60 hours
    - Review & Preparation 12 units, 180 hours
    - Bible and Theology 9 units, 135 hours
  - Clinical Practice: 33 units, 990 hours, including observation, diagnosis, evaluation, supervised practice, grand rounds, and integrative rounds
    - Clinical Observation and Assistantship: Minimum of 180 hours
    - Supervised Clinical Practice (Internship and Senior Internship): Minimum of 720 hours
    - Total Patient Count: Minimum of 810 patients
- Residency Requirement: Minimum of three (3) academic years (9 semesters) as a full-time matriculated student in the program

Grades and GPA Requirement

- Minimum Cumulative GPA of 3.0 for all courses in the program
- No incomplete, withdrawn, or failed classes
- Capstone Course Requirement: Grade of "B" (3.0) or higher in the Review & Preparation classes

Financial and Administrative Requirements

- Financial Clearance: All administration, clinic, and library accounts must be settled before graduation
- Exit Interview: Required with the financial officer or finance advisor, if applicable, to confirm academic standing and clear financial obligations
- Notification of Examination Intent: Students must notify the administration of their intent to sit for the California Acupuncture

Licensing Examination (CALE) and/or the National Certification Commission for Acupuncture and Oriental Medicine (NCCAOM®) examination

Master of Fine Arts in Visual Arts

PROGRAM LEARNING OBJECTIVES

Upon completion of the MFA in Visual Arts, students will be able to:

1. Demonstrate a critical knowledge of art, theory, artist, and history in various disciplines
2. Demonstrate an advanced level of independent research skill and method
3. Demonstrate an ability to produce creative art and articulate its underlying idea, concept, and philosophy
4. Integrate a Christian faith and contribute to the field of visual arts and sever the community through artistic activities and/or professional works.

ADMISSION REQUIREMENTS

1) Bachelor's degree or its Equivalent
2) A Completed Application Form
3) Application Fee
4) Letter of Recommendation

JOB CLASSIFICATION CODES

This degree program does not to lead directly to any profession, but may in some cases lead to the following jobs according to the Bureau of Labor Statistics (https://www.bls.gov/soc/2010/soc_alph.htm)

27-1011 Art Directors
27-1012 Craft Artists
27-1013 Fine Artists, including Painters, Sculptors and Illustrators
27-1014 Special Effects Artists and Animators
27-1019 Artists and Related Workers, All other

Core Courses in MFA in Visual Arts		30 units
ART500	Art Analysis and Criticism	3
ART510	History and Philosophy of Art	3
ART520	Advanced Studies in Contemporary Art	3
ART530	Integration: Theory and Practice	3
ART540	Graduate Studio	3
ART550	Independent Research Method	3

ART560	Critical Issues in Art I	3
ART570	Critical Issues in Art II	3
ART580	Independent Studio Practices	3
ART590	Critical Practice and Writing	3
Concentration Courses		24 units
ART600	Advanced Studio: Graduate Drawing	3
ART610	Advanced Studio: Video/Digital Art	3
ART620	Advanced Studio: Graduate Painting I	3
ART 630	Advanced Studio: Graduate Painting II	3
ART 640	Advanced Studio: Illustration	3
ART 650	Advanced Studio: Photography	3
ART 660	Advanced Studio: Graphic Design	3
ART 670	Graduate Gallery / Museum	3
ART 680	Graduation Project: Exhibition Development & Presentation	3
Bible and Theology Courses		6 units
THE511	Biblical Theology I	3
NT505	Life and Teaching of Christ	3
THE 525	Contemporary Theology	3

GRADUATION REQUIREMENTS

1) Student must complete 60 units of MFA program requirement.
2) Student must maintain a GPA of 3.0 or above.
3) Student must complete and pass capstone course (ART69-: Graduation Project) with a grade B or better.
4) Student must pass Bible and Theology requirement.
5) Student must settle all financial obligations to the University and submit graduation forms.

DOCTOR OF PHILOSOPHY

PH.D. IN INTERCULTURAL STUDIES

PROGRAM LEARNING OBJECTIVES

Upon completion of the PhD in Intercultural Studies, students will be able to:

1. Demonstrate a mastery of the major issues, theories, and literatures in the field of sociology, anthropology, and intercultural studies
2. Demonstrate advanced and engaging knowledge in the field of intercultural studies to publish independent research and presentation
3. Demonstrate superb knowledge of the Bible both critically and faithfully to communicate with culturally diverse communities
4. Demonstrate an effective methodology or a study or research and

contribute to the field of intercultural studies through scholarly activities and/or professional works

ADMISSION REQUIREMENTS

1) Master of Divinity degree or its Equivalent
2) Have achieved at least a cumulative grade point average of 3.0 on a 4.0 scale in all graduate-level work
3) Have 3 years of ministry experience or cross-cultural mission
4) Applicant whose first language is not English should submit a TOEFL score with a 500-minimum average (paper-based) or 55 minimum averages on the internet-based TOEFL. Alternately, students may submit evidence of ESL certificate, or may opt to take the ESL program at Oikos.
5) A Completed Application Form
6) Application Fee
7) Letter of Recommendation

JOB CLASSIFICATION CODES

This degree program does not to lead directly to any profession, but may in some cases lead to the following jobs according to the Bureau of Labor Statistics (https://www.bls.gov/soc/2010/soc_alph.htm)

21-2011 Clergy
21-2021 Directors, Religious Activities and Education
21-2099 Religious Workers, All other

Advanced Core Courses in Intercultural Studies		18 units
ICS701	Intercultural Studies as a Discipline	3
ICS702	Biblical Understanding of Intercultural Studies	3
ICS703	Social Anthropology	3
ICS704	Culture and Transformation	3
ICS705	Intercultural Communication	3
ICS706	Intercultural Leadership	3
Advanced Concentration Courses		18 units
ICS751	Method and Theory in Intercultural Studies	3
ICS761	Seminar in the Major Issues of Intercultural Studies	3
ICS765	Research in Intercultural Studies	3
ICS771	Christianity and Cultural Change	3
ICS779	Religion in the Modern World	3
ICS785	Intercultural Studies in Teaching and Learning	3
Bible and Theology Courses		9 units
NT705	Life and Teaching of Christ	3

THE725	Contemporary Theology I	3
THE811	Biblical Theology I	3
Research		6 units
ICS801	Qualitative Research Method	3
ICS802	Research Design	3
Dissertation		9 units
ICS901	Intro to Doctoral Research	3
ICS902	PhD Dissertation Field Research	3
ICS903	PhD Dissertation Proposal	3

GRADUATION REQUIREMENTS

1) Student must complete 18 units of advanced core courses in intercultural studies, 18 units of advanced concentration in intercultural studies, 9 units of Biblical Studies, 6 units of Research and 9 units of dissertation.
2) Student must maintain a GPA of 3.0 or above.
3) Student must complete and pass capstone course (Dissertation Project) with a grade B or better.
4) Student must settle all financial obligations to the University
5) Student must file all necessary graduation forms.

ENGLISH AS A SECOND LANGUAGE (1 YEAR – 960 HOURS)

PROGRAM OVERVIEW

The courses are divided into six proficiency levels (High Beginning, , Low Intermediate, Intermediate, High Intermediate, Low Advanced, and Advanced) in three programs (Beginning, Intermediate, Advanced) and four skill areas (Listening, Speaking, Reading &Vocabulary, and Writing & Grammar). The full-time ESL student takes a cluster of Listening & Speaking, Academic Reading, Academic Writing and English Grammar totaling 18 hours per week for 12 Weeks. All levels provide daily communication practice in speaking and listening, reading, writing, and communicative grammar. In addition, students work with audio, video, computer software, the Internet and an online grammar program.

ADMISSION REQUIREMENTS

Entrance to any level requires successful completion of the previous level or a placement test. Courses are open to any person 18 years of age or older who can profit from instruction.

ESL 101	Listening & Speaking I	3
ESL 102	Academic Reading I	3
ESL 103	Academic Writing I	3
ESL 104	English Grammar I	3
ESL 201	Listening & Speaking II	3

ESL 202	Academic Reading II	3
ESL 203	Academic Writing II	3
ESL 204	English Grammar II	3
ESL 301	Listening & Speaking III	3
ESL 302	Academic Reading III	3
ESL 303	Academic Writing III	3
ESL 304	English Grammar III	3
ESL 401	Listening & Speaking IV	3
ESL 402	Academic Reading IV	3
ESL 403	Academic Writing IV	3
ESL 404	English Grammar IV	3
ESL 501	Listening & Speaking V	3
ESL 502	Academic Reading V	3
ESL 503	Academic Writing V	3
ESL 504	English Grammar V	3
ESL 601	Listening & Speaking VI	3
ESL 602	Academic Reading VI	3
ESL 603	Academic Writing VI	3
ESL 604	English Grammar VI	3

COURSE DESCRIPTIONS

General Education (Humanities and Sciences)

GENERAL EDUCATION

CHC 100 Chapel (1 unit)
Attending chapel once a week is required for all full-time students to fulfill institution· s mission and keep Christian values.

BI 101 Introduction to Bible (3 units)
The purpose of this course is to introduce you the most influential books in the world. This foundational course assists the student in gaining an overall understanding of the chronology and content of the Bible. Special attentions will be given to how to read and appreciate each books of the Bible with various backgrounds and themes of the books in mind in order to know the will and works of God for human beings, then and now.

HIS 101 Western Civilization I (3 units)
This course surveys the social, cultural and political development of western Europe from the ancient Mediterranean world to the dawn of Modern Europe. This course covers the ancient civilizations of Babylonia and Egypt, Greece and Rome, and the collapse of the Roman Empire, the development and conflicts between secular and ecclesiastical governments.

HIS 102 Western Civilization II (3 units)
This course traces the growth of the modern Western world to the present. It surveys the political, economic and social foundations of contemporary civilization. This course is a survey of European History (Western Civilization) from the Protestant Reformation to the European Union. It examines specific themes, answer questions, explore paradoxes and seeks to present a cohesive understanding of the development of Western Civilization in its transition from a traditional to modern society.

PHL111 Introduction to Philosophy (3 units)
Study of philosophical methods and how these methods may serve as a means of integrating learning and faith.

PHL212 Introduction to Ethics (3 units)
An examination of theories of morality with special emphasis on conscience and morality in decision-making.

SOC 301 Introduction to Sociology (3 units)
An introductory study of sociology and its development and structure. The working dynamics of ethno-economic groups in the modern society are critically examined.

SOC 302 Contemporary Social Problems (3 units)
An in-depth study of contemporary social problems. Includes an examination of marital problems, education of youth, drug abuse and criminal behavior.

COMM 201 Public Speaking (3 units)
This course provides the opportunity to significantly improve public speaking skills by practicing and delivering speeches and presentations in a safe environment with personalized feedback.

PHL 112 Logic (3 units)
Study of deductive and inductive reasoning, elementary symbolic, logic and language structure with consideration to argument, inference, proof, fallacies and semantics.

HIS 105 American History (3 units)
An overview of the entire sweep of American history from colonial period to the present.

BS 150 Anatomy I(3 units)
This course will focus on general human anatomy with emphasis on structural identification and function. Students will learn the names and locations of the body structures as well as general functions of organs systems of the human body.

BS 151 Anatomy Lab (1 unit)
This course covers laboratory work enhanced by microscopic study and examination of tissues, preserved specimens and anatomic models.

BS 170 Microbiology (3 units)
Topics include microbial cell structure and function, metabolism, microbial genetics, and the role of microorganisms in disease, immunity, and other selected applied areas.

BS 171 Microbiology Lab (1 unit)
This course covers an array of microbiological procedures with an emphasis on the use of proper aseptic techniques, and with experiments aimed to demonstrate major concepts of bacteriology, virology, and immunology.

BS 220 Physiology (3 units)
A study of basic understanding of physiological principles and the functional organization of living systems. Emphasis will be placed on human physiology and the integrated functions of organ systems. Students are expected to learn the basic principles and concepts of human physiology both at the molecular and cellular levels, to learn to reason scientifically, and to understand and describe the cooperative function of multiple organ systems in the human body.

NR 121 Nutrition (3 units)

This course covers human nutrition and health. Topics include digestion and absorption of nutrients, carbohydrate, fat, protein, vitamin and mineral requirements, additives, food fads, diets and world hunger.

SS 101 Introduction to Science Studies (3 units)
This course introduces the interdisciplinary study of the scientific and technological enterprise. During the twentieth century, historians and philosophers raised various questions about the sciences. Their questions and works have constituted a field of ‘Science Studies.’ This course provides an initial guide to this field: its principal concepts, approaches, findings, the history of science, revolutionary science, and pivotal debates.

MUS 101 Music Appreciation (3 units)
An overview of Western art music through the study of cultural periods, major composers, and musical elements, illustrated with audio and video performances. This class will help you develop an understanding and appreciation of music.

HUM 101 Human Growth and Development (3 units)
An analysis of the life span of persons as it unfolds, viewed through the lenses of contemporary theories of development. Special emphasis will be given to successful transitioning into adulthood and the relational issues of young adults.

MATH 101 College Mathematics (3 Units)
Mathematical skill and fluency is one of the first hurdles for lifetime success. This course is designed to help overcome the participants ‘ math anxiety.’ Specifically, the course will develop the participant’ s competency skills, including basic algebra, the use of calculators and computers, estimation, and graphs and tables

MATH 102 College Algebra (3 units)
For anyone who has wondered, ‘ When will I ever use algebra? This course is loaded with concrete examples and practical applications. This course concentrates on the beauty, power, and fun of algebra: functions and transformations, linear and quadratic inequalities, systems of equations, complex numbers, polynomial and rational functions, sequences, mathematical induction, and the binomial theorem. NOTE: Participants in MA102 are expected to have a graphical calculator with the following capabilities:

- The ability to plot the graph of a function within an arbitrary viewing window; and
- The ability to find the zeros of functions (solve equations numerically).

MATH 301 Statistics (3 units)
Basic statistical methodology: exploratory data techniques, estimation, inference, comparative analysis by parametric, nonparametric, and robust procedures. Analysis of variance (one-way), multiple comparisons, and categorical data.

PSY 205 Introduction to Psychology (3 units)
This comprehensive survey of psychology explores human mind and behavior in relationship to psychological aspects concerning human development and intra/interpersonal relationship.

PSY 225 Counseling for Marriage and Family (3 units)
An evaluation of family interaction, family structure, marital relationship and interdependence of marriage partners and their family members.

ENG 101 English Composition (3 units)
Writing college-level academic essays. Students will study the art and elements of writing, develop editing and revision skills, practice critical reading and critical analysis, and develop library skills for research.

ENG 102 English Literature (3 units)
Develops writing and reasoning skills beyond the levels of proficiency required by ENG101. The course emphasizes interpretation, evaluation and persuasion. Also provides students with opportunities to further develop their research skills. Prerequisite: EN101.

ENG 105 English Bible (3 units)
This course is an introduction to major books from both the Hebrew bible and the New Testament. The course will consist of reading, discussion, and written analysis of major literary selections from the Old and New Testaments. Particular attention has been given to literary techniques, and the different historical periods that produced and are reflected in the Bible. Investigation of the Bible as influence in later narrative, philosophic and artistic traditions.

EN 301 English I (3 units)
This course trains students in the basic English skills. Students practice simple conversations, basic listening skills, pronunciation, reading comprehension and strategies, vocabulary development, and writing sentences and paragraphs.

EN 302 English II (3 units)
This course develops students· proficiency in all the English language skills. Students practice interpersonal communication skills; develop reading skills and vocabulary to improve comprehension; write paragraphs incorporating grammatical concepts and writing strategies. Prerequisite: EN301.

EN 303 English III (3 units)
This advanced course enables students to perform basic academic tasks. The academic focus of this course enables students to use their English language skills in regular academic activities. Prerequisite: EN302.

Biblical and Theological Studies

BIBLCAL STUDIES

OT 101 Survey to Old Testament (3 units)
A Study of the Old Testament with emphasis on the historical, theological and literary features.

OT 220 OT Historical Books I (3 units)
A study of Chronicles I, II and Kings I, II and the history, ideology and theology found there.

OT 221 OT Historical Books II (3units)
A Study of Ezra, Nehemiah and Esther, and the history, ideology and theology found there.

OT 301 Introduction to the Old Testament (3 units)
An evaluative, critical, in-depth study of the authorship, dates, literary style and each book' s relative place within the entire Old Testament. Various theories of the origin and nature of the books are examined in depth.

OT 305 The Pentateuch (3 units)
This course examines creation, fall, Israel's ancestors, exodus, and the Law using literary and historical analysis. Theological issues explored include the character of God, human nature, and covenantal relationship with God.

OT 315 Introduction to the Prophets (3 units)
The study of the role of the Old Testament prophets in their historical setting, their messages to the nation and their impact on the development of the Judio Christian through.

OT 320 Major Prophets (3 units)
An expository study of the selected books of major prophets. The historical setting that gave rise to the prophetic literature will be examined.

OT 321 Minor Prophets (3 units)
A study of the historical backgrounds, the theological aspect, time, and place of ministry, and personality of each of the authors of the books from Hosea through Malachi.

OT 322 The Prophets (3 units)

Through the prophetic literature in the OT, the historical backgrounds, the theological perspective, personality of each of the authors of the books are examined.

OT 400 Genesis (3 units)
A basic study of the background and message of the book of Genesis. Particular attention will be paid to the application of specific truths within the book.

OT 402 Exodus (3 units)
A study with a special focus on three sections of Exodus:
1) The call of Moses; 2) the challenge to the gods of Egypt; and 3) the call to the congregation.

OT 402 Leviticus (3 units)
A study why Leviticus is important and how its laws, regulations, and ceremonies teach us not only about our sin, but also about God's amazing plan of redemption through Christ.

OT 404 Numbers (3 units)
A study of the Book of Numbers.

OT 406 Joshua, Judges, Ruth (3 units)
A study of the Book of Joshua, Judges and Ruth. This course will provide an overview of the Israelites' triumphant conquest of the "Promised land," the repetition of their "godless" failures, and insight into the purity of individuals' personal lives going on behind the scenes.

OT 420 Samuel (3 units)
A widely ranging investigation of the Books of Samuel, with a special attention to the figure of David.

OT 440 Isaiah (2 units)
A study of the Book of Isaiah. Attention is given to the content, form, and style, and to the historical and literary contexts as well as to exegetical methods, interpretation, and application.

OT 460 Joel & Amos (2 units)
An Exegetical study of books of Joel and Amos with emphasis on the authors, background, themes, sinfulness of the people during the specific time period.

OT 480 Psalms (3 units)
A study on the basis of the English language to acquaint the student with the nature of Hebrew poetry, the various types of Psalms with special reference to their theology. Prerequisite: OT301

OT 502 Wisdom Literature (3 units)

A study on the basis of the English language of the various books of wisdom literature in the Old Testament, including Job, Ecclesiastes, Proverbs and the Song of Solomon.

OT 555 Jeremiah (3 units)
An introduction to the Book of Jeremiah. The course will emphasize the historical, political, social and religious issues that are an integral part of the message of Jeremiah.

OT 560 Ezekiel (3 units)
An examination of the book of Ezekiel against the background of Israelite exilic prophecy and apocalyptic. Emphasis will be placed on the shape and theological message of Ezekiel and the task of interpreting it as Scripture of the Church.

OT 562 Daniel (3 units)
An expository study of the book of Daniel, including introductory information, the genre and structure of the book, and different approaches to the book. The study of each chapter will include a contextual exposition taking into consideration the theology of the book.

NT 101 Survey to New Testament (3 units)
A study of the New Testament with emphasis on the historical, theological and literary features.

NT 203 Synoptic Gospels (3 units)
A study of the Gospels of Matthew, Mark, Luke, and John with emphasis on content, similarities, and differences. Critical methodologies are studied and evaluated.

NT 205 Life & Teaching of Christ (3 units)
A thorough overview of the life of Jesus Christ on earth, with special attention to the developing emphases and distinctive purposes that prevailed during Christ's public ministry. The course also examines the historical setting of Jesus' ministry and the special emphasis of each Gospel.

NT 301 Introduction to the New Testament (3 units)
An evaluative, critical, in-depth study of the authorship, dates, literary style and each book's relative place within the collection. Various theories of the origin and nature of the books are examined.

NT 305 Pauline Epistles (3 units)
A study of the letters of Paul in terms of their literary and theological issues and in the context of early Christianity.

NT 306 Ephesians, Philippians, Colossians (3 units)
An in-depth study and application of the letters of Ephesians, Philippians and Colossians.

NT 307 Thessalonians, Timothy, Titus (3 units)
A survey of the Book of Thessalonians, I & II Timothy and Titus. Attention is given to the themes of each, sound doctrines, and leadership qualifications.

NT 308 James, Peter, Jude (3 units)
An in-depth study of the purpose of Book of James, I & II Peter and Jude. Attention will be given to the key verses, the five mega themes, pure religion, man· s excuses for sin, sins of the tongue, prayer, etc.

NT 320 Gospel of John (3 units)
A study of the Gospel of John with emphasis on its historical, literary and theological aspects in view of modern scholarship.

NT 321 Acts (3 units)
A detailed study of the Book of Acts with emphasis on the development of the early church and on the life and missionary journey of Paul.

NT 322 Romans (3 units)
Interpretation of key passages of the epistle with special attention to its theological teaching and its relation to other Pauline letters.

NT 323 Corinthians (3 units)
A study of the Book of I & II Corinthians with emphases on authorship, date, circumstances of writing, and conditions in Corinth. Emphasis is given to its theology and the relevance of its theological principles to the contemporary church especially in reference to spiritual gifts.

NT 324 Galatians (3 units)
An in-depth study and application of the letters of Galatians. Primary attention will be given to the form and content of the text itself: its background and history, distinctive literary traits, the flow of the argument, and the application of its truths in the contemporary setting.

NT 325 Hebrews (3 units)
An expository/exegetical study of the epistle to the Hebrews. Primary attention will be given to the form and content of the text itself: its background and history, distinctive literary traits, the flow of the argument, and the application of its truths in the contemporary setting.

NT 326 I, II & III John (3 units)
An exegetical study of I, II, and III John. Primary attention will be given to the form and content of the text itself: its background and history, distinctive literary traits, the flow of the argument, and the application of its truths in the contemporary setting.

NT 327 Revelation (3 units)
An expository study of the book of Revelation, including introductory information, the genre and structure of the book, and different

approaches to the book. The study of each chapter will include a contextual exposition taking into consideration its theology in light of OT background, enabling the student to prepare sermons and other materials related to the book.

NT 401 Pauline Theology (3 units)
A study of the theology of Paul' s Epistles with readings in standard textbooks as well as exegetical study of key passages.

BT 103 Biblical Interpretation (3 units)
A study of the methods of interpretation of the Bible with special attention to textual, historical and theological issues.

BT 302 The Old Testament and Archaeology (3 units)
A study of the history of the OT from Abraham to the Exile with special attention given to archaeology in relationship to history.

BIBLICAL LANGUAGES

GK 101 New Testament Greek I (3 units)
An introduction to the grammatical forms, syntax and vocabulary of N.T. Greek.

GK 102 New Testament Greek II (3 units)
Continued study of vocabulary and advanced grammar with translation of portions of the N.T. Prerequisite: GK101.

HEB 101 Biblical Hebrew I (3 units)
An introduction to O.T. Hebrew with emphasis on vocabulary, syntax and grammar.

HEB 102 Biblical Hebrew II (3 units)
Advanced study of Hebrew grammar with emphasis an improvement of vocabulary. Prerequisite: HEB101.

HEB 605 Hebrew Exegesis (3 units)
A formal introduction to the steps and tools for exegesis of the Hebrew text, including practice in exegesis of selected Old Testament passages and the writing of an exegesis paper.

HEB 608 Advanced Hebrew Exegesis (3 units)
An advanced course in Hebrew grammar, semantics, syntax, and readings, including Old Testament texts and samples of extra-biblical Hebrew texts such as epigraphical texts from the biblical period and Hebrew texts from the Dead Sea Scrolls.

SYSTEMATIC THEOLOGY

THE 301 Christian Doctrine I (3 units)
A brief look at each of the four departments of Theology and a study of the doctrine of God. His nature, attributes, personality, and work.

THE 302 Christian Doctrine II (3 units)
A study of the Person, claims, and work of Jesus Christ. Prerequisite: THE301.

THE 303 Christian Doctrine III (3 units)
A study of the doctrine of the Holy Spirit as to His Person and work and a study of the nature and responsibilities of the Church with attention to its relations to the Kingdom of God and society in historical context. Prerequisite: THE302.

THE 304 Christian Doctrine IV (3 units)
A study of the doctrine of man and sin, including the depravity of man and the nature and consequences of sin. Prerequisite: THE303.

THE 401 Systematic Theology I (3 units)
A study of the inspiration of the scriptures, the works of God, origin, and destiny of angels, and man.

THE 402 Systematic Theology II (3 units)
A study of the purpose and plan of God, the person and work of Christ, conversion, grace, justification, regeneration, and sanctification. Prerequisite: THE401

THE 415 Apologetics (3 units)
The defense of the Christian faith against anti-theistic thought and theories.

THE 416 History of Christian Doctrine (3 units)
A survey of the history of Christian doctrine with an emphasis on understanding the antecedents of contemporary doctrinal problems in theology.

THE 431 Christian Ethics (3 units)
A consideration of various areas in personal and social ethics as they relate to the Christian life.

THE 425 Contemporary Theology I (3 units)
This course focuses on the study of related representation theologians.

THE 426 Contemporary Theology II (3 units)
This course focuses on the study of related representation theologians. Prerequisite: THE425

THE 511 Biblical Theology I (3 units)
This course examines the thematic and historical development of a particular doctrine. Special emphasis on the given period on the author in the context of the entire scripture.

THE 512 Biblical Theology II (3 units)

This course examines the thematic and historical development of a particular doctrine. Special emphasis on the given period on the author in the context of the entire scripture. Prerequisite: THE511

CHURCH HISTORY

HIS 305 Church History I (3 units)
A study of early and medieval church development including major theologians and their writings.

HIS 306 Church History II (3 units)
A study of the modern church development including major theologians and their writings. Prerequisite: HIS305.

HIS 401 Early Church History (3 unites)
This general introduction to Christianity in the early church and medieval era focuses on the key persons, movements and ideas that have made significant contributions to the history of the Church. Special attention will be given to exploring how experiences and insights from the Christian past inform contemporary faith and practice. As an outcome of the course, students should have a general grasp of Christian history during these periods and a basic knowledge of the major personalities and ecclesiastical issues of the first 1500 years of Church History.

HIS 402 Medieval Church History (3 units)
This course will investigate the history of Europe and the Near East from the breakup of the Roman Empire to the dawn of the Renaissance. It will study the political, economic, social, and cultural development of the three successor civilizations of classical Greece and Rome--Byzantium Islam and Western Christendom, with particular emphasis on the latter. Among the topics to be covered in the course will be: the end of the ancient world; the Rise of Christianity; the era of migrations; the Germanic successor kingdoms; the Catholic Church in the West, the Carolingian Empire, the Vikings, Feudalism, Holy Roman Empire Versus the Papacy, Byzantium and its civilization, the rise of Islam and its civilization, the advent of the Turks; the Crusades; the Medieval Kingdoms; the aristocracy and middle class in the Middle Ages; church and culture in the High Middle Ages; later the crises of the 14th Century and the beginnings of the Renaissance.

HIS 405 History of Presbyterian Movement (3 units)
An in-depth study of the Presbyterian Movement. Emphasis on doctrinal distinctive and present directions.

HIS 415 History of Renaissance and Reformation (3 units)
A study of the political, intellectual, industrial and religious development that resulted in the reformation movement in Europe from 14th to the 17th centuries. Detailed study of courses, factions,

distinctiveness and their achievements of various reform movements are studied.

HIS 416 History of Modern Church (3 units)
A study of the modern church development including major theologians and their writings.

HIS 420 History of Korean Church (3 units)
A study of the Korean church development including its identity and growth within historical-theological framework.

HIS 703 Reformed Theology (3 units)
A study of the Reformed theological tradition beginning with Augustine and following the Reformed trail through Wycliffe, Hus, Luther, Zwingli and on to Calvin. Prerequisite: HT503 or equivalent.

Professional Studies

PRACTICAL THEOLOGY

PRA 200 Christian Worship (3 units)
A study of biblical foundations, historical development and current trends in worship.

PRA 411 Preaching (3 units)
A study of preparing sermon construction and style of delivery of the sermon.

PRA 212 Preaching Practice (3 units)
Actual practice in preaching a sermon in the seminary chapel.

PRA 413 Preaching & Public Speaking (3 units)
This course is designed for students to provide the opportunity to improve public speaking skills as well as delivering sermon skills by practicing speeches and presentations.

PRS 201 Christian Spirituality (3 units)
This introductory course of Christian Spirituality is designed to explore the foundational biblical nature of Christian spirituality, briefs and practices from Christian traditions, and the nature of students' own spiritual formation. The course focuses on the wisdom of the ancient, medieval and reformation traditions as resources for contemporary spirituality. Practices are mandatory.

PSY 206 Psychology of Religion (3 units)
This course is designed to introduce the basics of psychology and application to real religious life. This course divides two parts. Students are supposed to learn basic theory by prominent classic psychologists. Then this course is to enable students to think critically about the impact of religion, faith and spirituality on individuals, society and cultures from a psychological perspective. Students will

learn relevant theories, principles, methods, measurement tools, terminology and real world applications.

PSY 202 Christian Counseling (3 units)
This course provides an examination of theories of counseling with an emphasis on principles and techniques integral to Christian practice of counseling.

PRA 410 Homiletics (3 units)
A basic course in the theory and practice of developing a sermon in the Seminary Chapel with constructive criticism on the part of the instructor.

PSY 415 Pastoral Counseling (3 units)
Instruction in the scope and methods of pastoral counseling with a practical examination of case studies.

SP 401 Spirituality in Ministry (3 units)
This course is designed to introduce students to central themes and concepts in Christian Spirituality and Ministry, including biblical foundations, historical foundations, social science foundations and essential practices of spiritual formation, discipleship, and Christian teaching.

ED 415 Church Administration (3 units)
A study of administrative aspects of the church operation. Its organization, record keeping, and other activities are studied.

POS 415 Modern Political Thought (3 units)
A study of the philosophical foundations of western democracy, fascism and communism.

PRA 415 Practical Counseling (3 units)
This course provides an examination of theories of counseling with an emphasis on principles and techniques integral to Christian practice of counseling.

PRA 205 Evangelism (3 units)
This course examines biblical foundations and different methods of evangelism.

PRA 212 Mission (3 units)
This course examines biblical and theological foundations of mission with attention to historical, cultural and methodological issues.

PRA 507 Pastoral Leadership (3 units)
A study of theories and styles of leadership in ministry context with attention to a biblical image of leadership and service.

PRA 510 Church Growth (3 units)

A survey of the biblical principles and crucial factors in church growth, including an analysis of theological, sociological and missionary elements.

CHRISTIAN EDUCATION

CE 102 Principles of Teaching (3 units)
A study of the complexities of teaching with attention to methods of teaching and effective interaction with students.

CE 301 Christian Education (3 units)
A study of educational philosophies with an emphasis on promoting Christian growth through educational planning and evaluation.

CE 303 Youth Ministry (3 units)
A thorough study of the Scriptures is involved in this class as it relates to the needs of young people. Contemporary methods of youth ministry will be analyzed.

CE 501 Children Ministry (3 units)
An exploration of the theories and practices of ministry directed toward children with an emphasis on the developmental and cultural dynamics of childhood.

CE 502 Teaching Method (3 units)
An explanation of how to use teaching materials, how to prepare lectures and syllabus.

CE 603 Youth Ministry (3 units)
An exploration of the theories and practices of ministry directed toward teenagers with an emphasis on the developmental and cultural dynamics of adolescence.

CE 701 Discipleship (3 units)
A study of the biblical principles and contemporary issues of disciple-making with attention to evaluating existing programs of discipleship.

CE 715 Bible Study Methods (3 units)
This course will not only teach the essentials of inductive Bible study methods but will present the techniques using new modes of communication.

Doctor of Ministry

ADB 511 Advanced Biblical Theology (4 units)
This course focuses on an advanced study of the exegetical, theological and hermeneutical study of the Bible. It pays particular attention to the challenge of the practical issues that arise out of community and church life that require theological understanding with application of biblical principle and theologies.

ADS 511 Advanced Systematic Theology (4 units)

This course focuses on the advanced study of theory of God's working in the individual and corporate life of community and systematization of theologies that arises out of the Bible. This course provides in-depth insight into the ancient and contemporary perspective of biblical teaching and how that can be understood in the current believing community.

ADP 511 Pastor as Person (4 units)
This course is designed to assist pastor to make personal assessment of character temperament, learning style, talents, abilities, and gifts, ministry and relational skills, and other traits relevant to ministry.

ADP 512 Christian Spirituality (4 units)
A church rooted in post-modernism is facing several challenges. While a society and culture try to change their clothes quickly in this flow and prepare the challenges, a church still keeps its method and way that are oriented based on modernism. People are not interested in religious matter but excited with spiritual experience. People do not want to have any information and learn any informative doctrine and biblical knowledge, but they long to know how they can be transformed and how they can change their society and this world. In this flow, a church should not leash people and put them in church's traditional box but should touch their spirit and their daily contextual issue in which they are struggle. Therefore, any program or any philosophy of church should not focus on a program for them to be docile religious church member (We call it Religious Christianity) but focus on their own spiritual progress, joy, and transformation – we call it Christian Spirituality.

ADH 511 Church and the Holy Spirit (4 units)
This course explores the relationship between the church growth and the function of Holy Spirit. This course will trace how the church has been shaped by the help of Holy Spirit from the early church, through the medieval era and into the Modern period. Using both Bible and secondary texts, the function of Holy Spirit in the development of the Church will be examined.

ADH 512 Church and History (4 units)
This course explores the in-depth study of Church History as well as the function of church in the larger context of the World History. Special attention will be made to the important issues and topics that changed and impacted the world.

ADS 512 Church and Society (4 units)
This course examines the role and function the church in the ever-changing society. This course deals with 21st century expression of society's needs and quest for the new model for church.

ADD 511 Dissertation Seminar (6 units)
This course helps student to prepare researching on dissertation, writing dissertation proposal and submitting dissertation in accordance

with standardized format. This course deals with academic research into selected subjects, sample dissertation, ways to organize and arrange the argument, thesis, and ideas and write publishable dissertation.

ADD 512 Dissertation & Project (6 units)
This course further helps students to prepare well of dissertation proposal and dissertation.

Undergraduate Music (BM)

NON-MAJOR MUSIC COURSES

MUS 101 Music Appreciation (3 units)
An overview of Western art music through the study of cultural periods, major composers, and musical elements, illustrated with audio and video performances. This class will help you develop and understanding and appreciation of music.

MUS 102 Musicianship (3 units)
Introduction to musical elements, including reading and writing notes and rhythms, major and minor scales and key signatures, intervals and triads. Ear training and piano skills are incorporated.

HISTORY & LITERATURE

MUHL 341 Music History I (3 units)
Music from Antiquity to 1750. Musical styles and genres, performance practices, research methods, and related topics. Detailed analyses of selected works.

MUHL 342 Music History II (3 units)
Music from 1750 to the Present. Major classical, romantic, and modern composers, styles and musical genres. Detailed analysis of selected works. Prerequisite: MUHL 341.

MUHL 391 History of Church Music (3 units)
An introduction to the history of church music, with studies in hymnology and choral literature.

MUHL 441 Song Literature & Singer' s Diction (3 units)
This course is designed to survey the development of western solo vocal literature by historical period and national styles, through listening assignments, song performances, and other projects. Prerequisite: MUHL 342.

MUHL 442 Piano Literature (3 units)
Solo piano literature; emphasis on composer' s influences, performance practices and the development of the pianoforte—Romantic period to the Present. Prerequisite: MUHL 342.

MUHL 443 Chamber Music Literature (3 units)

Symphonic literature from Romantic era to the Present. Prerequisite: MUHL 342.

THEORY & COMPOSITION

MUTC 151 Written & Aural Theory I (3 units)
Introduction to the beginning music written and aural theory for music majors.

MUTC 153 Written & Aural Theory II (3 units)
Continued instruction of music written and aural theory for music majors. Prerequisite: MUTC 151.

MUTC 251 Written & Aural Theory III (3 units)
Continued instruction of music written and aural theory for music majors. Prerequisite: MUTC 153

MUTC 253 Written & Aural Theory IV (3 units)
Continued instruction of music written and aural theory for music majors. Prerequisite: MUTC 251

MUTC 351 Written & Aural Theory V (3 units)
Continued instruction of music written and aural theory for music majors. Prerequisite: MUTC 253

MUTC 353 Written & Aural Theory VI (3 units)
Continued instruction of music written and aural theory for music majors. Prerequisite: MUTC 351

MUTC 255 Keyboard Harmony I (2 units)
Basic harmonic keyboard skills including melody harmonization, figured bass realization, diatonic and chromatic modulation, transposition, improvising, score reading and simple accompanying.

MUTC 256 Keyboard Harmony II (2 units)
Continued study of harmonic keyboard skills including melody harmonization, figured bass realization, diatonic and chromatic modulation, transposition, improvising, score reading and simple accompanying. Prerequisite MUTC 455

MUTC 355 Introduction to Music Composition (2 units)
This course presents an introduction to basic techniques for music composition. Listening, reading, discussion, and composing exercises will focus students' awareness on the diversity of aesthetics, styles, and techniques that exist today.

MUTC 455 Orchestration (3 units)
Study of the instruments of the orchestra and practical experience in combining them. Examines questions of timbre, acoustics, psychoacoustics, as well as orchestration analysis of a variety of works. Prerequisite: MUTC 353

MUTC 457 Counterpoint (3 units)
Exploration of polyphonic composition from species counterpoint to analysis of contrapuntal works, mainly from the Baroque period including short compositions in the style of J. S. Bach. Prerequisite: MUTC 353

MUTC 458 Music Analysis (3 units)
Introduction to the analysis of tonal music focused on rhythms, forms, harmony, theme, and motivic relationships at local and large-scale levels of musical structure. Prerequisite: MUTC 353

PERFORMANCE

MUPF 171/172/271/272/371/372/471/472: Applied Music (Individual Instruction) (3 units)
This course consists of individualized study of the appropriate techniques and repertoire for the specific instrument or voice being studied. The emphasis is on the progressive development of skills needed for solo performance.

MUPF 187/287/387/487: Group Performance (1 units)
Group discussion and presentation of performance and composition.

MUPF 253 Class Piano I (2 units)
This course provides group instruction in piano for students with no prior keyboard experience. Techniques of performances, note reading, and basic musicianship will be covered.

MUPF 254 Class Piano II (2 units)
This course provides group instruction in piano. Advanced techniques of performance and note reading will be covered. Prerequisite: MUPF 253

MUPF 263 Voice Class I (2 units)
Introduction fo the fundamental principles of singing, including breath control, tone production, diction, and performance practice.

MUPF 264 Voice Class II (2 units)
Continued development of the fundamental of singing, diction, and repertoire building. Prerequisite: MUPF 263.

MUPF 283 Chamber Class I (2 units)
Introduction to the musical knowledges and individual performance skill within chamber ensemble setting.

MUPF 284 Chamber Class II (2 units)
Continuing instruction to the musical knowledges and individual performance skill within chamber ensemble setting. Prerequisite: MUPF 283.

MUPF 293 Church Organist I (2 units)
Basic knowledge of organ playing Hymns and church music repertoire.

MUPF 294 Church Organist II (2 units)
Continued study of organ performance techniques and repertoire. Prerequisite: MUPF 293.

MUPF 295 Choral Conducting I (2 units)
Basic Conducting techniques: score analysis; conducting patterns; problems of tempo, dynamics, articulation and text.

MUPF 296 Choral Conducting II (2 units)
Continued study of conducting techniques. Prerequisite: MUPF 295.

ENSEMBLE

MUEN 121/122/221/222/321/322/421/422: Oikos University Choir (1 units)
This course presents the study, rehearsal and public performance of standard choral repertoire for mixed voices.

MUEN 141/142/241/243/341/342/441/442: Oikos University Orchestra (1 units)
This course presents the study, rehearsal and public performance of orchestra repertoire.

MUEN 151/152/251/252/351/352/451/452: Oikos University Chamber Ensemble (1 units) This course presents the study, rehearsal and performance of chamber ensemble repertoire.

Graduate Music (MM & DMA)

REVIEW COURSES

MUHL 451 Music History Review I (3 units)
Review of music from Antiquity to 1750. Musical styles and genres, performance practices, research methods, and related topics. Detailed analyses of selected works.

MUHL 452 Music History Review II (3 units)
Review of music from 1750 to the Present. Major classical, romantic, and modern composers, styles and musical genres. Detailed analysis of selected works. Prerequisite: MUHL 451.

MUTC 451 Written Theory Review I (3 units)
Comprehensive review of all phases of diatonic and chromatic harmony.

MUTC 452 Written Theory Review II (3 units)
Continued study of comprehensive review of all phases of diatonic and chromatic harmony. Prerequisite: MUTC 451

MUTC 461 Aural Theory Review I (3 units)
Review of aural perception via elementary rhythmic and melodic dictation, and sight-singing exercises.

MUTC 462 Aural Theory Review II (3 units)
Continued study of aural perception via elementary rhythmic and melodic dictation, and sight- singing exercises. Prerequisite MUTC 461.

MUPF 451 Class Piano III (3 units)
This course is a group study of piano at the intermediate level, preparing students to pass the piano proficiency test. The development of technical and interpretive skills essential. Methods of preparation based on an understanding of period/composer-specific performance practice will be addressed.

HISTORY & LITERATURE

MUHL 551 History of Music Intensive (3 units)
Music History Intensive is a one-semester review class for graduate students. This class will cover the prominent topics of music history from Ancient Greek to the early twentieth century.

MUHL 561 Advanced Song Literature & Singer‐ s Diction (3 units)
This course is offers an intensive overview of art-song literature from early baroque period to present-day, with and emphasis on the 19th-century German Lied and French Mélodie. The class focuses on the chronology of the relevant repertoire and its stylistic components, and accuracy of diction for each language.

MUHL 562 Advanced Keyboard Literature (3 units)
Solo piano literature; emphasis on composer‐ s style, performance practices and the development of the pianoforte.

MUHL 563 Advanced Chamber Music Literature (3 units)
Development of forms and survey of the literature for string trios, quartets and other small combinations.

MUHL 565 20th Century Music Literature (3 units)
An in-depth study of 20th-century music literature, including compositional techniques, music philosophies, aesthetics, and its connection with political and sociological events.

MUHL 591 Liturgical Music (3 units)
Overview of the history of sacred music, its context in the development of the liturgy and its role in the modern Church.

MUHL 650 Baroque Music (3 units)
Styles, forms, composers, and compositions of the Baroque era. Prerequisite: MUHL 551

MUHL 651 Classical Music (3 units)
Development of classical style in symphonic music, opera, and chamber music. Prerequisite: MUHL 551

MUHL 652 Romantic Music (3 units)
This course will cover chief musical development in Western Europe from the middle of the 14th century to the 19th century. Styles, forms, composers, and compositions of the Baroque Era, the classical style in symphonic music, opera, and chamber music and vocal and instrumental music of the Romantic era from late Beethoven through Brahms will be covered throughout the course. Prerequisite: MUHL 551

MUHL 655 Opera History (3 units)
This course will be a study of musical and dramatic aspects of opera. Lectures on selected operas will be supplemented by assigned recordings and films or videotapes of notable performances. Analytical studies and a term paper required. Prerequisite: MUHL 551

MUHL 665 Music History: 20th Century to Present (3 units)
This course will cover the historical and philosophical problems and composers of the period; specific emphasis determined by the instructor.

MUHL 678 Independent Study (3 units)
This course is designed for doctoral students who wish to conduct additional research, a special project, or learning activities in a specific discipline/subject area and is not intended to replace an existing course. The student and instructor develop objectives to be achieved, activities and procedures to accomplish the study project, and the means by which the supervising instructor may assess accomplishment.

MUHL 685 Research Materials and Techniques (3 units)
Introduction to music research, information science and technical writing.

MUHL 687 Doctoral Colloquium (3 units)
There will be regularly scheduled meetings with faculty and doctoral students to share ideas and the results of scholarly research.

THEORY & COMPOSITION

MUTC 551 Music Theory Intensive (3 units)
An intensive course in the principles and techniques of tonal harmony and post-tonal analytical procedures.

MUTC 561 Choral Arranging (3 units)

A study of a broad range of techniques in choral arranging, especially as it applies to adapting existing works for different configurations and creating new arrangements based on pre- existing melodies.

MUTC 571 Advanced Orchestration (3 units)
Intensive study of the art of orchestration with special emphasis on the late romantic era and the 20th centuries.

MUTC 652 Tonal Analysis (3 units)
An intensive course in the principles and techniques of tonal harmony, with practical application in the writing of four-voice harmony and the analysis of selected music.

MUTC 653 Post-Tonal Analysis (3 units)
An intensive course in post-tonal analytical procedures, with practical application in the analysis of selected music.

MUTC 675 Special Topic in Orchestration (3 units) Periodic offerings on topics of special interest.

MUTC 678 Independent Study (3 units)
A creative composition project to explore a topic of interest under the close supervision of a faculty member.

EDUCATION

MUED 681 Piano Pedagogy (3 units)
The learning process at the keyboard; pedagogy and methodology of beginning methods studio/group instruction: children/adults —survey and observation.

MUED 682 Vocal Pedagogy (3 units)
Voice physiology as related to vocal registration; common vocal faults; appropriate corrective.

MUED 691 Practice of Church Music (3 units)
The nature of music in worship; developing and administering the music program of the church.

MUED 695 Internship I (3 units)
Participation in the undergraduate teaching program is required of all Doctoral students with the concert of instructor.

MUED 696 Internship II (3 units)
Participation in the undergraduate teaching program is required of all Doctoral students with the concert of instructor.

PERFORMANCE

MUPF 571/572/573/574/575/576/671/672/673/674/675/676/677/678: Applied Music (Individual Instruction) (3 units)
This course consists of individualized study of the appropriate techniques and repertoire for the
specific instrument or voice being studied. The emphasis is on the progressive development of skills needed for solo performance.

MUPF 531/532/541/542: Individual Coaching (2 units)
Individual or master class instruction in advanced instrumental or vocal performances.

MUPF 551 Advanced Choral Conducting (3 units)
This course will give practical experience in conducting a variety of works from various eras of vocal music. Students will study problems of vocal techniques, formal and expressive analysis of the music, and manners of rehearsal.

MUPF 552 Instrumental Conducting (3 units)
This course will give practical experience in conducting a variety of works from various eras of instrumental music. Students will study problems of instrumental techniques, formal and expressive analysis of the music, and manners of rehearsal.

MUPF 561 Advanced Organ Class (3 units)
This course will be a group instruction, focusing on the study and performance of standard repertoire on the organ.

MUPF 565 Piano Accompanying (3 units)
This course will cover the various techniques of vocal and instrumental accompanying. It will cover a range of topics and approach to the performance practice of each musical period and work discovered during the course.

ENSEMBLE

MUEN 531/532/533/534: Oikos University Choir (1 units)
This course presents the study, rehearsal and performance of choral repertoire.

MUEN 541/542/543/544: Oikos University Orchestra (1 units)
This course presents the study of rehearsal and performance of orchestra repertoire.

MUEN 551/552/553/554: Oikos University Chamber Ensemble (1 units)
This course presents the study of rehearsal and performance of chamber ensemble repertoire.

MUEN 577 Opera Workshop I (2 units)
This course provides training and experience for vocalists in the production and presentation of opera including comprehensive

rehearsal and performance. Students will be assigned chorus and/or solo parts to perform on their own. All students will be given the opportunity to learn applicable elements of stagecraft and opera performance.

MUEN 578 Opera Workshop II (2 units)
This course provides a continued training opportunity for vocalists in the production and presentation of opera including comprehensive rehearsal and performance. Students will be assigned chorus and/or solo parts to perform on their own. All students will be given the opportunity to learn applicable elements of stagecraft and opera performance. Prerequisite: MUEN 577.

Business Administration (BABA)

ACC 101 Principles of Accounting I (3 units)
Introduces the basic concepts of the complete accounting cycle and provides the student with the necessary skills to maintain a set of books for a sole proprietorship. Topics include accounting vocabulary and concepts, the accounting cycle and accounting for a personal service business, the accounting cycle and accounting for a merchandising enterprise, and cash control. Laboratory work demonstrates theory presented in class. Prerequisite: None

ACC 102 Principles of Accounting II (3 units)
This course covers a substantial portion of the U.S. accounting standards known as G.A.A.P. (generally accepted accounting principles). In particular, it entails a detailed study of the principal financial statements, accounting concepts, revenue and expense recognition, accounting for cash, receivables, and inventories. Prerequisite: ACC 101 Principles of Accounting I.

BUS 101 Business English Fundamentals (3 units)
This course will introduce non-native speakers of English to methods for developing English language and communication skills for the workplace, doing business, cross-cultural understanding, and business case study analysis. You will apply these skills in the Final Exam by presenting your analysis in a video and a written report of a current business case study and providing recommendations to a target audience.

BUS 240 Business Law (3 units)
It is a study of fundamental principles of law applicable to business transactions. The course specifically relates to the areas of legal environment of business, contracts, and sales contracts. Prerequisite: None

BUS 250 Business Ethics (3 units)
The course includes a study of ethics in business and work. The topics include: recognizing and analyzing ethical issues in business; promoting ethical behavior in corporations and institutions; the social responsibilities of business; the role of business in a free market

economy; ethics in the global economy; the role of the professions in contemporary American society. Prerequisite: None

BUS 299 Introduction to Business (3 units)
An introductory study of the functional areas of business to help students realize the integral role business plays in the economy and our lifestyles. Topics include the major elements in the business environment, forms of business ownership, competition in the domestic and international market, management of human and financial resources, marketing, business technology and information management, accounting, and business and personal finance. Prerequisite: None.

ECO 120 Principles of Microeconomics (3 units)
This course deals with the price system, market structures, and consumer theory. Topics covered include supply and demand, price controls, public policy, the theory of the firm, cost and revenue concepts, forms of competition, elasticity, and efficient resource allocation, etc. Prerequisite: None

ECO 130 Principles of Macroeconomics (3 units)
This course provides an examination of aggregate economic activity. It includes a study of aggregate supply and demand, the monetary and banking systems, aggregate economic accounting, inflation, unemployment, the business cycle, macroeconomic policy, and economic progress and stability, among other things. Prerequisite: None.

FIN 120 Business Finance (3 units)
This course deals with a survey of the basic principles and concepts used in the financial management of a business enterprise addressed from both theoretical and practical standpoint. Topics include money and capital markets, financial management of working capital, capital budgeting and fixed asset management, cost of capital, and short-term and long-term financing by means of debt and equity capital. Prerequisite: None.

FIN 201 Corporate Finance (3 units)
It is a study of how corporations raise and manage capital. Topics include modern financial principles, methods, policies, and institutions. It is to focus on corporate organization, creation and organization. Prerequisite: None

HRMN 101 Human Resource Management (3 units)
Introductory overview of basic human resource management activities. Various functions of human resource management are explored including planning, staffing, training, compensation, motivation, employee development, benefits, performance evaluation, discipline, health and safety issues, employer-employee relationships, and compliance with employment laws. Prerequisite: None.

LEDR 311 Organizational Leadership (3 units)
An exploration of leadership as a critical skill for the 21st century, when change occurs rapidly and consistently. The objective is to be able to use leadership theory and assessment tools to evaluate one's own leadership skills. Focus is on the leadership skills needed to develop committed and productive individuals and high-performing organizations. Prerequisite: None

MGMT 121 Small Business Management (3 units)
An in-depth study of small to mid-sized companies with a view to preparing students for leadership roles. Emphasis on building and managing companies from the start-up phase to their growth and efficient operation. Problem solving strategies of managerial, legal and ethical issues and dilemmas particularly relevant to small business. Prerequisite: None

MGMT 250 Business Plan (3 units)
The capstone course is designed to be the culminating work for the Bachelor of Arts degree in Business Administration. It is an industry-sponsored, real-world project. This course is an interface between university- and work- environments. It is meant to prepare students to use the knowledge they gained during their academic studies and apply it in professional life. Through on-site work, each group of students will develop and provide a plan of action for the business they select. The plan must include organizational culture, organizational structure, financial statements, marketing plans, operations objectives, marketing plans, advertising strategies, and human resource base, among other requirements, to plan a successful operation of a business. The projects will pertain to a business in any domain. In the process of completing the business plan, students will gain practical skills in group dynamics, public presentation skills, project management, and business behavior. A professional presentation of 15-20 minutes of the student's project is required at the end of the course. Prerequisite: None

MGMT 308 Principles of Management (3 units)
This course is a survey of the five basic functions included in the practice of management. Management in organizations' theories, techniques, and concepts will be presented. The role of the manager in a technologically oriented society will also be discussed. Prerequisite: None

MGMT 309 Management and Organization Theory (3 units)
This course distinguishes the fundamental practices of sound management functions to the understanding of effective leadership. Organizations need both leadership and management understanding to function effectively in creating the learning organization. Students will learn to analyze and create plans for strategic management and apply leadership concepts and approaches. Prerequisite: None

MGMT 410 International Management (3 units)

A study of the accelerating internationalization of all business, this course introduces upper-division undergraduate students to all facets of international business within three broad subject areas: (1) the economic framework of international business, (2) the operating frameworks of multinational corporations, and (3) a framework for global strategic management. It uses case studies to illustrate concepts and methods. Prerequisite: None

MGMT 420 Foundations of Entrepreneurship (3 units)
A study of entrepreneurship with particular reference to creating and starting a new venture. Emphasis on historical development of entrepreneurship, risk taking and entrepreneurship, innovation and marketing the plan, financial plan, organizational plan, going public, and legal issues for the entrepreneur. Prerequisite: None

MGMT 430 Operations Management (3 units)
This course is a survey of the fundamental concepts of production and operations management. The course covers the use of quantitative methods and statistical techniques for forecasting, resource allocation, decision theory, capacity planning, project management, inventory management, and quality assurance. Prerequisite: None

MGMT 450 Strategic Management (3 units)
A study of strategic management that focuses on integrating management, marketing, finance/accounting, production/operations, services, research and development, and information systems functions to achieve organizational success. The aim is to apply integrative analysis, practical application, and critical thinking to the conceptual foundation gained through previous study and personal experience. Emphasis is on developing an organizational vision and mission, developing and implementing strategic plans, and evaluating outcomes. Prerequisite: None

MKTG 289 Marketing Fundamentals (3 units)
An introductory course will study the functions of marketing in for profit service and product organization. The course will show how businesses and organizations use marketing techniques to create and promote image, develop product offerings, create banding, customer service and relations, consumer tracking, market research, vertical and horizontal integration, sales techniques, and sales management, and pricing strategies for positioning within the marketplace. Prerequisite: None

MNSC 301 Introduction to Quantitative Analysis (3 units)
A survey of the fundamentals of management science. This course emphasizes the concepts and algorithmic techniques utilized in business and finance contexts in order to optimize the desired business outcomes. Prerequisite: None

OBHV 110 Introduction to Organizational Behavior (3 units)
An introduction to the impact that individuals, groups, and structure

have on behavior within organizations for the purpose of applying such knowledge toward improving organization effectiveness. The course will focus on work-related behavior with an emphasis on individual and group performance as it relates to organizational productivity and processes. A central theme will be the development of "people" skills to help all employees- staff, front-line supervision, and management- improve their effectiveness. Prerequisite: None

BUS 351 Field Education I (3 units)
This course is an educationally directed practicum through which students are expected to progress in their professional development from one quarter to the next. A course focused on important principles of Christian business leadership with an appropriate field experience under the supervision of a competent supervisor. Cognitive, affective, and experiential learning experiences are designed to foster the student' s formation in business field and community service.

BUS 352 Field Education II (3 units)
This course is a continuation of field education I. This course requires weekly involvement in community service with satisfactory completion of student' s self-evaluation form and supervisor' s evaluation form.

BUS 353 Field Education III (3 units)
This course is a continuation of field education II. This course requirements weekly involvement in community service with satisfactory completion of student' s self-evaluation form and supervisor' s evaluation form.

ACC 103 Managerial Accounting (3 units)
This course is an overview of the use of financial accounting and cost accounting data for the design and preparation of reports to aid management in organizing, directing, controlling, and decision-making functions. The topics include the fundamentals of cost accounting, budgeting and responsibility accounting for cost and profit centers. Prerequisite: None

BUS 120 Spreadsheet Fundamentals (3 units)
The course instructs students how to use electronic spreadsheet software in business applications. Students become proficient in creating and modifying spreadsheets in a business environment and in printing files that meet business standards. Topics include spreadsheet concepts, data entry and modification, data analysis, analysis of charts and graphs, formatting data and content, and managing workbooks. Prerequisite: None

BUS 150 Database Fundamentals (3 units)
This course emphasizes the use of database management software packages to access, manipulate, and create data files. Topics include data entry, data access, data manipulation, relational databases, database creation, and file documentation. Prerequisite: None

BUS 226 Webpage Design and Development (3 units)
Focuses on two aspects of website management: technical and business aspects. An introduction to Web languages and technologies is made with some in-depth coverage of HTML and CSS. How to manage people, content, and suppliers is covered in the business focus. Prerequisite: None.

BUS 228 Web Design and Development Using Solutions (3 units)
Focuses on two aspects of website management: technical and business aspects. An introduction to Web languages and technologies is made with some in-depth coverage of HTML and CSS. Using the provided web design solution develop a web site. How to manage people, content, and suppliers is covered in the business focus. Prerequisite: None.

BUS 246 Team Building and Interpersonal Dynamics (3 units)
An overview of the issues of quality applied to human resources management, topics include the delegation of authority and empowerment, work groups, team building, and employee involvement, reward/recognition programs and employee morale, and the importance of written and oral communication skill in the delegation, sharing, and execution of work. Students gain a clearer understanding of the ways the workplace is changing to improve productivity and profitability.

BUS261 Legal and Ethical Issues in Business (3 units)
This course is an in-depth, exploratory study of human values and ethical conduct of American businesses. The focus will be on verbal debate and written exercises that would draw attention to business practices. This course will also consider the various ethical issues that are arising in the workplace and their impact on the global business environments.

BUS326 Introduction to HTML & CSS for Webpage Design (3 unit)
This course introduces students to understand and develop web design using HTML (Hyper Text Markup Language) and CSS (Cascading Style Sheets). This course will provide the basic structure of HTML and CSS so that this course does not require the knowledge of HTML. In this course basics of HTML and CSS will be presented base on simple and practical coding. Throughout the course students will be able to plan and design effective web pages, implement web page by coding HTML and enhance web page with layout techniques. Prerequisite: None

BUS327 Introduction to Application Program Interface (API) (3 units)
Focuses on two aspects of website management: technical and business aspects. Application program interface (API) is a set of routines, protocols, and tools for building software applications. An API specifies how software components should interact and APIs are used when programming graphical user interface (GUI) components.

An introduction to API is made with some in-depth coverage of HTML and CSS. Prerequisite: None.

ECO 140 International Economics (3 units)
Students will apply what they have learned in previous economics courses to analyze the global economic environment. They will learn and apply the law of comparative advantage to understand how all people can gain from international trade. Trade agreements, such as GATT and NAFTA, will be discussed and analyzed. Students will learn about the currency markets and the different types of monetary systems. Prerequisite: None

ECO 150 Economic Data Analysis (3 units)
This course prepares students for analysis of economic data found in secondary sources such as the World Bank, The International Monetary Fund (IMF), Organization of European Community for Development (OECD), and various U.S. government sources. Emphasis is placed on learning the basic tools of mathematical and statistical analysis with a goal to applying those tools to analyzing data for meaningful conclusion. Prerequisite: None

LEDR 121 Conflict Negotiation (3 units)
Effective conflict resolution, bargaining and negotiation are addressed in this course as methods for improving the organizational effectiveness in the long term. A special focus will be placed upon creation of win-win solutions to real life organizational situations. Conflict will be examined as both a necessary and challenging workplace phenomenon. Prerequisite: None

MGMT 111 Intercultural Competence (3 units)
Overview of business communication and culture within the hospitality industry. Specifically, the ways that culture influences our communication patterns. This course will emphasize the development of both professional and personal relationships among people from different cultural backgrounds. Prerequisite: None

MGMT 112 Global Development (3 units)
This course explores the synchronic and diachronic context for understanding human social processes in colonialism, globalization, and the current world order. Colonial and postcolonial issues such as inequality, resource competition, ethnic and national conflict, migration, and the transition from traditional subsistence-based communities to market-driven consumerism are illustrated. Prerequisite: None

MGMT 131 Service Operations (3 units)
This course provides a survey of the different types of services provided by organizations. Topics include similarities and differences between production of services and production of products, the wide variety of services produced, proportion of organizations' offerings that are services, and accountability and quality of services.

Prerequisite: None

MKTG 190 Social Media Marketing (3 units)
This course gives a foundation to the practical business applications of social media in a marketing world. Through Facebook, Linkedin, blogs, YouTube, Pinterest and other platforms, students discover that social media is for more than just making friends and that there are now only a few degrees of separation globally. Students learn that social media is about marketing at the right time, place and with the right message for existing as well as prospective customers with both legal and ethical behaviors. Prerequisite: None

MKTG 194 Marketing Channels (3 units)
A study of all phases of management skills in the field of physical distribution with emphasis on customer service and international distribution strategies, the course covers distribution strategies for products and services. It pays specific attention to direct distribution (from manufacturing to retail), indirect distribution (agents, independent representatives, and VARs), and direct marketing (fulfillment centers). Prerequisite: None

OBHV 112 Leadership and Organizational Change (3 units)
Examination of the application of leadership theory to groups that are diverse in gender, ethnicity, education, and functional expertise. The role of the leader in establishing effective collaboration among members; the decision-making process and power will also be examined. Prerequisite: None

OBHV 113 Theory and Practice of Organizational Development (3 units)
The course overviews how, why, and when to integrate the behavioral sciences with human resource management principles to increase individual and organizational effectiveness. Students will analyze, evaluate, and design relevant theories as they relate to practical application in the workplace. Prerequisite: None

CS 201 Introduction to Computer Information Systems (3 units)
This course is designed to be an introduction to the concepts of computer information systems and use common software for organizing, searching, and computing on information, with an emphasis on business-related tasks. Topics include computer hardware, software, networking, the Internet, programming, and databases. Hands-on experience with personal computers in the lab. Pre-requisite: None

CS 250 Introduction to E-Commerce (3 units)
E-commerce coursework, distance learners typically study business theory, relevant technologies, business law and business writing. Courses in economics and sociology might be included in addition to general education classes in order to provide a well-rounded curriculum. Once students get to the e-business program coursework,

Business Administration (MBA)

they likely will study the following topics: The Basics of E-Commerce, Implications of E-Business, and Interface Design for E-Business Transactions

CORE BUSINESS ADMINISTRATION

BUS 510 Fundamentals of MBA (3 units)
This course is an overview of fundamental management concepts across a broad spectrum of subject areas. Topics include the online environment and technologies used in the MBA program; academic requirements; research, writing, and analytical skills; plagiarism issues; and basic management concepts. Assignments focus on statistics and the theory of constraints. Exercises improve skills in the areas of research, writing, critical thinking, and teamwork.

BUS 520 Organization and Society Management (3 units)
This course is an exploration of the responsibilities and influence that 21st century managers have within their organizations and the global society. Essential concepts and theories that provide a foundation for the study of business administration and management -- including systems thinking, critical thinking, ethical decision making and leadership, legal concepts, corporate social responsibility, and organizational theory and design -- are examined.

BUS 530 Managerial Accounting (3 units)
A study of accounting concepts and reporting techniques applied in a m anagerial decision-making context. Students will analyze accounting da ta from real-world case studies and present their analyses, conclusions, and recommendations. Managerial accounting models used by diverse e nterprises in virtually all industrialized nations include cost accounting & the behavior of costs, budgeting, differential analysis, and responsibi lity accounting will be examined. Reporting techniques involving the u se of current spreadsheets and graphic presentation technologies will al so be presented.

BUS 535 Financial Management (3 units)
This is a course on how to deploy the available capital resources of the organization in order to gain the maximum advantage possible. Students will review capital budgeting policies and procedures, formulation of growth and diversification policies, appraisal of income and risk, and establishment of decision-making guidelines.

BUS 540 Economics of Management Decisions (3 units)
This is a seminar class applying the concepts of economic decision making to a wide variety of managerial situations, including financial statement analysis; asset valuation; budgeting; cost management; and performance evaluation of organizations, organizational credits, products, and managers. The student must apply critical thinking to make connections among concepts from the disciplines of microeconomics, finance, managerial accounting, and financial accounting.

BUS 550 Operations & Information Systems Management (3 units)
This course is a study of the major functions of modern business management. Topics include the dos and don'ts of successfully managing a project, a survey of several world-class operations management techniques (such as Six Sigma), and the industry- s best practices in operational efficiency and effectiveness. Also, the mission, goals, and importance of information systems management will be assessed using actual work organizations as learning models.

BUS 560 Marketing Management and Innovation (3 units)
This is an exploration of the essentials of marketing management: setting marketing goals for an organization with consideration of internal resources and marketing opportunities, planning and executing activities to meet these goals, and measuring progress toward their achievement. Focus is on the concept of innovation in business, including the introduction of new market offerings and the use of new technologies, strategies, and tactics for achieving marketing objectives. An integrative approach combines discussions on theory of marketing management with industry analysis and practical implications.

BUS 570 Global Business Management (3 units)
This class is about a global overview of various types of business organizations and environments that shape organizational decisions. Emphasis is on the regulatory structures, legal systems, governance models, as well as policy-making processes that define the internal and external functions of business at the confluence of local, state, national, and international affairs. Topics include critical thinking, international ethics, business sustainability, social responsibility, and the impact of economics and technology.

BUS 580 Strategic Management in a Global Marketplace (3 units)
This course deals with an investigation of strategy, value creation, and value capture in different business contexts. Currently, companies compete simultaneously in domestic, global, and electronic markets. Focus is on developing frameworks and models for understanding the structural characteristics of industries and how companies can achieve sustainable competitive advantage, taking appropriate action in these different, but concurrent, business contexts. An explicitly integrative approach is adopted, building on knowledge of the different functional areas of management gained through previous study.

BUS 590 Ethical Decision Making (3 units)
This course is an examination of the many components that influence decision-making by leaders of business organizations - including the notions of cultural relativism, legal responsibilities, prescriptive and normative approaches, and universal principles of ethical behavior. The potential impacts of different decisions on the organization will be investigated and the transparency of the business organization- s

decision-making processes will be reviewed within a host of ethical frameworks and hypothetical situations.

ELECTIVE COURSES IN INTERNATIONAL BUSINESS

BUS 571 Culture and Change (3 units)
This course is an overview of different methods for assessment of cultural competency, and comparison of American cultural values with other national and ethnic cultural values. Simulations will be used to illustrate the influence of stakeholder values in community development projects. Discussions focus on appropriateness and compatibility of outside development models and approaches to traditional communities.

BUS 572 Intercultural Competence (3 units)
This course is an overview of the domains of communication and culture. Specifically, the ways that culture influences our communication patterns, and the development of both professional and personal relationships with people from different cultural backgrounds.

BUS 573 Comparative International Management (3 units)
This course studies the impact of country-specific cultural, economic and legal factors on the theory and practice of managing multinational corporations. Case studies focusing on North American, Latin American, European and Asian settings are used to illustrate the feasibility of adapting and combining different national management styles in the operations of domestic and multinational corporations.

BUS 574 Culture and Socialization (3 units)
An in-depth examination of the concepts of culture and socialization, this course analyzes the socialization process as the key means through which culture is reproduced. Through a critical engagement with competing theories of socialization, students undertake advanced research projects, oral presentations and written assignments. Lecture and discussion topics include issues of ethnic identity and cultural diversity, socio-economic, gender and racial stratification, media representations, dress, language and religion and schooling and the reproduction of inequality. Issues are explored from a cross-cultural perspective.

ELECTIVE COURSES IN LEADERSHIP

BUS 521 Emerging Leadership Concepts and Strategies (3 units)
This course will review and examine the various core organizational issues in the theory and practice of leadership. The identification of different leadership theories and leadership styles in a collaborative, integrative organizational leadership context, as well as comparing and contrasting these theories with an authoritarian or collaborative leadership approach within the organizational context will be scrutinized.

BUS 522 Negotiations, Collective Bargaining, and Group Dynamics (3 units**)**
This course will address effective conflict resolution, collective bargaining, and negotiations strategies, and will assess various methods for improving the organizational efficiency and effectiveness in the long-term. A special focus will be placed upon the creation of win-win solutions for real-life organizations. Conflict resolution will be approached and examined as both a necessary and a challenging workplace phenomenon.

BUS 523 Advanced Personnel Management (3 units)
This course will present an overview of how, why, when, and where to integrate and apply the theories of behavioral sciences with the human resource management principles in order to augment and improve both individual as well as organizational efficiency and effectiveness. Students will evaluate, analyze, and design the various relevant personnel management theories as they relate to practical applications in different work environments.

BUS 524 Interpersonal Communication (3 units)
This course will survey the formation and development of groups through effective and efficient leadership. Team communication styles and roles within organizational work teams will be examined. Different strategies that can foster creativity in work groups will be discussed and analyzed. The impact of technology on work teams and on communication styles will also be evaluated. Students will learn experientially about work groups and teams as well as about the impact of different ethical perspectives by participating in group activities and observing leadership practices in small work groups.

ELECTIVE COURSES IN MARKETING

BUS 561 Legal and Ethical Issues in Business (3 units)
This course is an in-depth, exploratory study of human values and ethical conduct of American businesses. The focus will be on verbal debate and written exercises that would draw attention to business practices. This course will also consider the various ethical issues that are arising in the workplace and their impact on the global business environments.

BUS 562 Dynamics of Consumer Behavior (3 units)
A study of the dynamics of human behavior and how it relates to the purchasing decision, this course provides a general view of the different factors that influence the consumer's decision-making including, personality, social groups, culture, values structure, perception and learning.

BUS 563 Global Marketing (3 units)
An introduction to the fundamentals of trade, finance, and investment in the international context, the course discusses the international

monetary framework and foreign exchange in detail. It reviews theory and history of international trade, including exporting and importing, regional economic integration, and international marketing.

BUS 564 Channels of Distribution and Value Networks (3 units)
A study of all phases of management skills in the field of physical distribution with emphasis on customer service and international distribution strategies. This course covers also distribution strategies for products and services. It pays specific attention to direct distribution (from manufacturing to retail), indirect distribution (agents, independent representatives, and VARs), and direct marketing (fulfillment centers).

Business Administration in Business Analytics

CORE COURSES

BUS 510 Principle of Business Administration (3 units)
This course is a survey of the five basic functions included in the practice of management. Management in organizations' theories, techniques, and concepts will be presented. The role of the manager in a technologically oriented society will also be discussed. Prerequisite: None

BUS 520 Organization and Society Management (3 units) This course is an exploration of the responsibilities and influence that 21st century managers have within their organizations and the global society. Essential concepts and theories that provide a foundation for the study of business administration and management -- including systems thinking, critical thinking, ethical decision making and leadership, legal concepts, corporate social responsibility, and organizational theory and design -- are examined.

BUS 530 Managerial Accounting (3 units)
A study of accounting concepts & reporting techniques applied in a managerial decision- making context. Students will analyze accounting data from real-world case studies and present their analyses, conclusions, and recommendations. Managerial accounting models used by diverse enterprises in virtually all industrialized nations include cost accounting & the behavior of costs, budgeting, differential analysis, and responsibility accounting will be examined. Reporting techniques involving the use of current spreadsheets and graphics presentation technologies will also be presented.

BUS 535 Financial Management (3 units)
This is a course on how to deploy the available capital resources of the organization in order to gain the maximum advantage pssible. Students will review capital budgeting policies and

procedures, formulation of growth and diversification policies, appraisal of income and risk, and establishment of decision-making guidelines.

BUS 540 Economics of Management Decisions (3 units)
This is a seminar class applying the concepts of economic decision making to a wide variety of managerial situations, including financial statement analysis; asset valuation; budgeting; cost management; and performance evaluation of organizations, organizational units, products, and managers. The student must apply critical thinking to make connections among concepts from the disciplines of microeconomics, finance, managerial accounting, and financial accounting.

BUS 560 Marketing Management and Innovation (3 units) This is an exploration of the essentials of marketing management: setting marketing goals for an organization with consideration of internal resources and marketing opportunities, planning and executing activities to meet these goals, and measuring progress toward their achievement. Focus is on the concept of innovation in business, including the introduction of new market offerings and the use of new technologies, strategies, and tactics for achieving marketing objectives. An integrative approach combines discussions on theory of marketing management with industry analysis and practical implications.

BUS 570 Global Business Management (3 units)
This class is about a global overview of various types of business organizations and environments that shape organizational decisions. Emphasis is on the regulatory structures, legal systems, governance models, as well as policy-making processes that define the internal and external functions of business at the confluence of local, state, national, and international affairs. Topics include critical thinking, international ethics, business sustainability, social responsibility, and the impact of economics and technology.

BUS 580 Strategic Management in a Global Marketplace (3 units) – capstone course
This course deals with an investigation of strategy, value creation, and value capture in different business contexts. Currently, companies compete simultaneously in domestic, global, and electronic markets. Focus is on developing frameworks and models for understanding the structural characteristics of industries and how companies can achieve sustainable competitive advantage, taking appropriate action in these different, but concurrent, business contexts. An explicitly integrative approach is adopted, building on knowledge of the different functional areas of management gained through previous study. This course requires major research paper or presentation of project that is substantive in nature and in rigor and level.

BUSINESS ANALYTICS CONCENTRATION COURSES

BAN 601Foundations of Business Analytics (3 units)
This course serves as the gateway to the Business Analytics concentration, providing a comprehensive overview of the analytical thinking, statistical methods, and data-driven decision-making frameworks essential for modern business leaders. Students will explore the role of analytics in various functional areas including marketing, finance, operations, and strategy. Topics include descriptive statistics, probability distributions, hypothesis testing, regression analysis, and basic optimization models. Emphasis is placed on developing the ability to interpret data accurately, identify patterns, and make recommendations that support strategic business objectives. Real-world case studies and data sets will be used to connect theory to practice. No prior experience in analytics is required, but a strong interest in problem-solving and quantitative analysis is expected.

BAN 610 Cybersecurity for Business Analysts (3 units)
This course equips business analysts with a foundational understanding of cybersecurity principles, risk management, and data protection strategies in the context of business analytics. Students will explore the implications of working with sensitive data, regulatory compliance (e.g., GDPR, HIPAA), and how to ensure analytics systems are secure by design. The course also addresses cybersecurity threats, data breaches, and the analyst' s role in promoting data governance and risk mitigation.

BAN 620 Data Management and Visualization (3 units)

This course focuses on the effective organization, cleaning, integration, and presentation of data to support insightful decision-making in business contexts. Students will learn key concepts in data architecture, database systems, and data warehousing, as well as hands-on experience with tools such as SQL, Excel, and visualization platforms like Tableau or Power BI. The course emphasizes data storytelling—translating complex data into clear, impactful visual narratives for diverse audiences. Topics include data extraction and transformation (ETL), data governance and ethics, metadata, and best practices in dashboard design. Students will complete a project in which they acquire, manage, and visualize a real dataset, demonstrating their ability to communicate analytical insights effectively.

BAN 640 Predictive Analytics and Machine Learning (3 units)
This advanced course introduces students to predictive modeling and machine learning techniques used to forecast outcomes and uncover patterns within large datasets. Topics include linear and logistic regression, decision trees, clustering, support vector machines, neural networks, and ensemble models. Students will learn to evaluate model performance using metrics such as

accuracy, precision, recall, and ROC curves. Programming tools such as Python or R may be used to implement algorithms and analyze datasets. The course balances theory with hands-on practice, requiring students to develop, test, and present predictive models to solve real-world business problems. Emphasis is placed on ethical considerations, model transparency, and the strategic application of machine learning in domains such as customer behavior, risk management, and operational efficiency.

BAN 660 Business Intelligence and Strategy (3 units)
This capstone-level analytics course bridges the gap between technical analysis and executive-level strategic decision-making. Students learn how to leverage business intelligence (BI) tools and platforms to monitor key performance indicators, track competitive dynamics, and generate insights that drive innovation and long-term value creation. Topics include BI architecture, data integration, performance management systems, competitive intelligence, and scenario analysis. Students will study how companies embed analytics into organizational strategy and culture, and how BI supports agile, evidence-based leadership. A significant component of the course involves a group project in which students design and present a comprehensive BI solution aligned with a company's strategic goals. By the end of the course, students will be proficient in turning data into strategic action that supports enterprise-wide objectives.

BIBLE/THEOLOGY COURSES

NT 501 Theology of the New Testament (3 units)
A study of the theology of the New Testament with emphasis on the historical, theological and literary features. Recognizing that the New Testament was written by numerous authors over the course of many decades and under varying socio-political conditions, we will address the theological standpoint of each major text or grouping of texts, also addressing the text's place within the canon, as well as the process of constructing a systematic and corporate theology of the New Testament.

OT 501 Theology of the Old Testament (3 units)
An evaluative, critical, in-depth study of the authorship, dates, literary style, and each book's relative place within the entire Old Testament. Various theories of the origin and nature of the books are examined in depth. Theological Themes and purposes of each book, as well as a unifying Theological message, will be discussed in depth.

INTERNSHIP COURSES

BUS 671 Supervised Field Internship (3 units)
The course is designed to provide students with the opportunity to apply the knowledge and skills learned in the classroom to real-world business environments. This course combines hands-on

work experience in a business setting with academic reflection and guidance. Interns will engage in projects, attend meetings, and contribute to the operations of a business or organization, while developing professional competencies in areas such as communication, problem-solving, leadership, and teamwork. Students will be expected to demonstrate growth in professional skills, business knowledge, and ethical behavior. Throughout the semester, students will receive feedback, complete assignments, and participate in practical internship that help integrate academic learning with professional practice.

BUS 672 Supervised Field Internship (3 units)
The course is designed to provide students with the opportunity to apply the knowledge and skills learned in the classroom to real-world business environments. This course combines hands-on work experience in a business setting with academic reflection and guidance. Interns will engage in projects, attend meetings, and contribute to the operations of a business or organization, while developing professional competencies in areas such as communication, problem-solving, leadership, and teamwork. Students will be expected to demonstrate growth in professional skills, business knowledge, and ethical behavior. Throughout the semester, students will receive feedback, complete assignments, and participate in practical internship that help integrate academic learning with professional practice.

BUSINESS ADMINISTRATION (DBA)

ADVANCED CORE COURSES IN BUSINESS ADMINISTRATION

BUS 701 Ethics and Corporate Social Responsibility (3 units)
This course is an examination of the many components that influence decision-making by leaders of business organizations - including the notions of cultural relativism, legal responsibilities, prescriptive and normative approaches, and universal principles of ethical behavior. The potential impacts of different decisions on the organization will be investigated and the transparency of the business organization· s decision-making processes will be reviewed within a host of ethical frameworks and hypothetical situations.

BUS 702 Advanced Seminar in Managerial Finance and Accounting (3 units)
This course will integrate the various principles and concepts used in the financial management of business organizations and will address these principles and concepts from both a theoretical and a practical standpoint. Covered topics will include money and capital markets, financial management of working capital, capital budgeting, fixed asset management, cost of capital, and short-term as well as long-term institutional financing by the contrasting means of debt and equity capital.

BUS 703 Advanced Marketing Management (3 units)
This course reviews and critiques contemporary marketing theory and its applications in a marketing implementation process context. It focuses attention on the identification of market opportunities, the product development process, promotion planning and execution, pricing structures and decisions, as well as channels of distribution in a highly competitive business environment.

BUS 705 Advanced Organization Behavior (3 units)
A study of the dynamics of human behavior and how it relates to the purchasing decision, this course provides a general view of the different factors that influence the consumer's decision-making including, personality, social groups, culture, values structure, perception and learning.

BUS 707 Managing Innovation and Change (3 units)
This course goes over an in-depth review of current organizational behavior issues in an organizational change framework, from a workforce planning and performance management perspective, and is analyzed as it relates to employee diversity. Using case studies, the course provides an integrated approach of the theoretical and practical aspects in interpersonal and group communications, organizational structures, organizational systems, and employee performance appraisal in a diverse workplace.

BUS 708 Research Design in Business Administration (3 units)
This course focuses on the study of research methods and experimental design. The primary objective of the course is to prepare students to conduct empirical research. Special emphasis will be placed on in-depth understanding of the philosophy of science underlying research methods, the principles of theory development, methods for enhancing the internal and external validity of research findings, as well as techniques for valid and reliable measurement.

ADVANCED ELECTIVES IN ENREPRENEURSHIP

ENTR 712 Creativity, Innovation and Entrepreneurship (3 units)
A course designed to familiarize graduate students with the world of small business and entrepreneurship by exploring the foundational concepts of creativity and innovation. Attention is given to leveraging intellectual capital by enhancing innate creativity and supporting the generation of unique and innovative ideas while, at the same time, include an overview of the other aspects of the entrepreneurial process including opportunity recognition, entrepreneurial marketing, practical use of financial statements analysis of small business and small business financing, operating a small business and legal and ethical issues in entrepreneurship.

ENTR 713 Finance for Small Businesses and Entrepreneurial Ventures (3 units)

This course takes a three-pronged stage-sensitive approach to the realm of entrepreneurship and small business ownership. The course emphasizes the differences between large corporations and Small & Medium Enterprises (SMEs) relative to funding, risk assessment, and management. Topics include introduction to financial tools, financial markets, and instruments, and management of short-term assets and liabilities. Analysis of bootstrapping strategies in estimating financial resource requirements is followed by a comprehensive discussion of sources of funds for small businesses in the development, start-up, and survival stages of the entity s life cycle (including Small Business Administration programs), and in later stages of life, entrepreneurial venture growth capital, harvesting the venture investment and turnaround opportunities or liquidation under financial distress.

ENTR 714 Applied Information Systems for Small Businesses (3 units)
Success as an entrepreneur or small business owner depends on the availability of relevant, accurate, and timely information. This course introduces fundamental business planning and accounting concepts while developing skills to implement a cloud-based, technology enabled small business accounting system.

ENTR 715 Marketing for Entrepreneurs and Small Businesses (3 units)
This course focuses on the application of marketing principles and practices in entrepreneurial and small business contexts. Using marketing research methods, students will use a cloud-based, technology enabled business planning application to develop a marketing plan for a proposed or existing business concept. Topics include opportunity analysis, strategy and marketing mix development, business model creation including franchising and acquisition, and the importance of mentoring. Small Business Development Center counselors will provide mentoring to students.

ENTR 716 International Business and Entrepreneurship (3 units)
An introduction to globalization and the cultural, economic, political, and legal environments of international business including exploration of opportunities, challenges, and risks facing multinational corporations and small businesses competing in the global marketplace.

ENTR 717 Venture Creation (3 units)
This course is designed to prepare the DBA students in the entrepreneurship concentration for the role of practicing entrepreneur. Critical issues affecting entrepreneurship and small business management will be examined. The primary focus of the course will include marketing strategy, role of marketing in financing the venture, branding, viral marketing, customer relationship management, distribution tactics, new product marketing and public relations, essential concepts of venture financing, human resource management, strategic planning and analytical reasoning as applied to business

management. A comparative view of entrepreneurship and case analyses will be used.

ADVANCED ELECTIVES IN FINANCE

FIN 722 (MNGT 777) Financial Statements Analysis (3 units)
A study of accounting concepts and reporting techniques applied in a managerial decision-making context. Graduate students will analyze accounting data from real-world case studies and present their analyses, conclusions, and recommendations. Managerial accounting models used by diverse enterprises in virtually all industrialized nations include cost accounting & the behavior of costs, budgeting, differential analysis, and responsibility accounting will be examined. Reporting techniques involving the use of current spreadsheets and graphics presentation technologies will also be presented.

FIN 723 Advanced Global Financial Management (3 units)
This course will integrate the various principles and concepts used in the financial management of business organizations and will address these principles and concepts from both a theoretical and a practical standpoint. Covered topics will include money and capital markets, financial management of working capital, capital budgeting, fixed asset management, cost of capital, and short-term as well as long-term institutional financing by the contrasting means of debt and equity capital.

FIN 724 Financial Markets and Instruments (3 units)
A comprehensive study of global financial markets and financial instruments. Topics include central banking, financial regulations with particular emphasis on cross border monetary transactions and money laundering preventive measures, commercial banking and loan management, private banking and wealth management, and offshore banking.

FIN 725 Portfolio Management and Risk Analysis (3 units)
Managing investment risk through diversification of portfolio of financial products. Covers financial instruments employed for risk management, including financial futures, financial options, interest rate swaps, and other derivative financial instruments.
Also covers various forms of insurance products available to business entities.

FIN 726 Investments (3 units)
Analysis of investment options, strategies, and instruments available to both businesses and individuals. Includes fundamental and technical approaches to investments and covers investments vehicles such as fixed income securities, equities, unit trusts/mutual funds, index funds. Also covers tax strategies and estate planning.

FIN 727 Economics for Financial Managers (3 units)

This is a seminar class applying the concepts of economic decision making to a wide variety of managerial situations, including financial statement analysis; asset valuation; budgeting; cost management; and performance evaluation of organizations, organizational units, products, and managers. The student must apply critical thinking to make connections among concepts from the disciplines of microeconomics, finance, managerial accounting, and financial accounting.

ADVANCED ELECTIVES IN MANAGEMENT/LEADERSHIP

MNGT 772 Cross-Cultural Management (3 units)
This course studies the impact of country-specific cultural, economic and legal factors on the theory and practice of managing multinational corporations. Case studies focusing on North American, Latin American, European and Asian settings are used to illustrate the feasibility of adapting and combining different national management styles in the operations of domestic and multinational corporations.

MNGT 773 Human Resources Management (3 units)
Advanced study of human resource management activities and effective management of human resources in a complex organization. Various functions of human resource management are explored including planning, staffing, training, compensation, motivation, employee development, benefits, performance evaluation, discipline, health and safety issues, employer-employee relationships, and compliance with employment laws.

MNGT 774 Conflict Management and Negotiation (3 units)
This course will address effective conflict resolution, collective bargaining, and negotiations strategies, and will assess various methods for improving the organizational efficiency and effectiveness in the long-term. A special focus will be placed upon the creation of win-win solutions for real-life organizations. Conflict resolution will be approached and examined as both a necessary and challenging workplace phenomenon.

MNGT 775 Organizational Communications (3 units)
This course explores the important roles that communication plays in managers/leaders being effective in their tasks as they exchange meaning with supervisees, peers, supervisors, the larger organization, and the community. Both formal and informal communication will be addressed. Additionally, issues such as cross-cultural communication, ethics, conflict resolution, crisis communication, and developing organizational communication competencies will be investigated.

MNGT 776 Leadership
This course will review and examine the various core organizational issues in the theory and practice of leadership. The identification of different leadership theories and leadership styles in a collaborative, integrative organizational leadership context, as well as comparing and

contrasting these theories with an authoritarian or collaborative leadership approach within the organizational context will be scrutinized.

MNGT 777(FIN 722) Managerial Accounting and Finance
A study of accounting concepts and reporting techniques applied in a managerial decision-making context. Graduate students will analyze accounting data from real-world case studies and present their analyses, conclusions, and recommendations. Managerial accounting models used by diverse enterprises in virtually all industrialized nations include cost accounting & the behavior of costs, budgeting, differential analysis, and responsibility accounting will be examined. Reporting techniques involving the use of current spreadsheets and graphics presentation technologies will also be presented.

ADVANCED ELECTIVES IN MARKETING

MKT 762 Advanced Sales and Marketing (3 units)
A study of all phases of management skills in the field of physical distribution with emphasis on customer service and international distribution strategies. This course covers also distribution strategies for products and services. It pays specific attention to direct distribution (from manufacturing to retail), indirect distribution (agents, independent representatives, and VARs), and direct marketing (fulfillment centers).

MKT 763 Dynamics of Consumer Behavior (3 units)
A study of the dynamics of human behavior and how it relates to the purchasing decision, this course provides a general view of the different factors that influence the consumer's decision-making including, personality, social groups, culture, values structure, perception and learning.

MKT 764 Global Marketing Practices (3 units)
Fundamentals of trade, finance, and investment in the international context, the course discusses the international monetary framework and foreign exchange in detail. It reviews theory and history of international trade, including exporting and importing, regional economic integration, and international marketing.

MKT 765 Marketing Management and Innovation (3 units)
This is an exploration of the essentials of marketing management: setting marketing goals for an organization with consideration of internal resources and marketing opportunities, planning and executing activities to meet these goals, and measuring progress toward their achievement. Focus is on the concept of innovation in business, including the introduction of new market offerings and the use of new technologies, strategies, and tactics for achieving marketing objectives. An integrative approach combines discussions on theory of marketing management with industry analysis and practical implications.

MKT 765 Marketing Research (3 units)
This course covers both qualitative and quantitative technical aspects of marketing research. The case study methodology is then employed to apply the tools and techniques to real-life marketing projects.

MKT 767 Social Media Marketing (3 units)
This course gives a foundation to the practical business applications of social media in a marketing world. Through Facebook, LinkedIn, blogs, YouTube, Pinterest and other platforms, students discover that social media is for more than just making friends and that there are now only a few degrees of separation globally. Students learn that social media is about marketing at the right time, place and with the right message for existing as well as prospective customers with both legal and ethical behaviors.

ELECTIVE COURSES IN FOREST MANAGEMENT

LNH 511 Forest Recreation Seminar (3 units)
Discuss and practice ways and technologies to understand the characteristics of forest recreational resources and provide a high-quality recreational experience that can satisfy users through efficient management.

LNH 512 Forest Healing Seminar (3 units)
In the area of natural healing, social demand for forest healing is increasing significantly, and today, advanced countries are developing forest healing into health and welfare services for modern people tired of stress through legal systems. In particular, researchers apply scientific factors to humans and study the natural environment of forests.

LNH 513 Forest Ecology Seminar (3 units)
Forest ecology is the study of the structure, creation, and function of forests. This includes research on climate, natural geography, and soil in various areas where the creatures and trees that make up this forest cluster live. In addition, research on forest life in forest ecology and how they respond to the physical factors of the surrounding environment, but research is needed to see the overall functional relationship of the ecosystem, especially in the landscape occupied by forests.

LNH 514 Horticultural Therapy Seminar (3 units)
At the same time, both humans and plants are living things, and especially we humans study the study of scientific practical verification by solving stress problems, the source of all diseases, in complex and diverse social environments.

LNH 515 Healing Agriculture Seminar (3 units)
In the modern society, in the environment of rapid industrialization and limitless competition, urban dwellers are under excessive stress and adversely affect their health. In such a situation, a positive

relationship exists with personal health through healing agricultural activities, and through this course, various types of social enterprises such as a healing community appear, and new businesses and communities that heal the underprivileged can grow. Study the content**.**

LNH 516 Dendrology Seminar (3 units)
Arboretum is treated as an applied field of plant taxonomy. Since it is a study that focuses on selecting and treating only woody plants necessary for human economic life, in arboretum, problems necessary for life such as identification, use, and local growth status related to trees are studied.

LNH 517 Forest Management (3 units)
Forest management studies comprehensively the technical and scientific contents of decision-making by managers in forest creation, cultivation, use, and conservation.

LNH 518 Forest Conservation Science Seminar (3 units)
Forest conservation science identifies the causes of various biotic and abiotic factors that directly or indirectly damage forests, and based on this, prevents forest damage caused by these factors and timely control to ensure normal growth of trees, and furthermore It is the study of theories and practices that continuously maintain the stability of the ecosystem.

LNH 717 Human Relations Theory Seminar (3 units)
The skill or ability to work effectively with or through people and the effort to understand the needs, strengths, abilities, and even weaknesses of others. and whether it is possible to simultaneously meet the goals of the group.

ELECTIVE COURSES IN SPORTS MANAGEMENT

LNH 531 Sports Management Seminar (3 units)
The principles and components of sports management, such as sports management body, sports manager, and sports participants, are understood, and the essential processes for the efficient management of sports management bodies, such as planning, organization, commanding, and control, are studied.

LNH 532 Sports Facility Theory (3 units)
This course researches the method of equipment installation and selection of equipment necessary for the sporting goods/equipment industry and sports activities.

LNH 533 Sports Marketing Seminar (3 units)
Marketing of sports products and services for sports consumers (participants and spectators) and research on products, prices, places, and promotion methods, which are elements of sports marketing, in terms of professional sports and participatory sports.

LNH 534 Sports and Tourism Seminar (3 units)
Sports and tourism is a subject that helps to understand the synergy effect that occurs when the added value of sports events and the tourism industry are linked. In other words, we study the structure that should consider tourism value when selecting a sports event venue, and study techniques for reflecting sports tourism programs in sports event planning.

LNH 535 Sports and Law Special (3 units)
Understand the laws related to sports disasters, laws related to contracts in professional sports, and laws related to sponsorship, licensing, and TV broadcasting rights when companies use sports.

LNH 536 Health Sports Practice (3 units)
Health sports positively contribute to maintaining physical, mental and social health and health promotion in terms of rehabilitation and prevention of diseases that can occur in the rapidly changing modern society and become a driving force for maintaining a healthy life. Therefore, to provide a practical basic direction for the establishment of health sports for the promotion of national health in Korea, and to make the implementation more concrete.

LNH 537 Therapy Taekwondo Movement (3 units)
As a result of direct measurement and analysis of heart rate and oxygen intake, which are physiological indicators as exercise intensity during the basic movements of Taekwondo, kicks, and poomsae, the exercise intensity during the basic movements of Taekwondo, kicking, and poomsae is 60~ necessary to improve cardiorespiratory endurance. It surpasses 90%HRmax and 50-85%VO_2max. Therefore, Taekwondo training can be said to be an exercise suitable for improving physical fitness and cardiorespiratory endurance, and the effect of treatment in various movements is verified and studied.

LNH 611 Martial Arts Therapy (3 units)
Among the terms martial arts, martial arts, and martial arts that have been used without distinction in the martial arts world around the world, martial arts are emerging recently, and Taekwondo in particular is developing into a cultural industry beyond martial arts and sports. Korea's Kukkiwon officially uses martial arts instead of the term martial arts since the current executive branch took office in 2010. In relation to this, it is a research study that completes the reality of martial arts therapy by analyzing each movement functionally and anatomically.

ELECTIVE COURSES IN CULTURE & ARTS MANAGEMENT

LNH 550 Arts & Cultural Management Seminar (3 units)
The theory of culture and arts management understands
the history and flow of the formation of culture and arts management, and based on the academic basis of culture and arts management, the

historical development and issues of culture and arts management, research methodologies based on the specificity of artistic phenomena, and the qualifications of culture and arts management experts It studies the integrated method aimed at 21st century culture and arts management with research units such as leadership, brand and specialization strategy research, marketing and audience development research, accounting and financial support, and organizational operation.

LNH 551 Arts Education Planning (3 units)
Cultural arts education planning deals with the process of planning, operating, and implementing various cultural arts education programs required in the field of school arts and social arts education. To this end, we will study resource management and utilization methods necessary for planning various programs.

LNH 552 Arts Marketing & PR (3 units)
By approaching the marketing strategies of cultural and artistic organizations, including cultural and artistic organizations, from various angles, the purpose of establishment and artistic goals of organizations and institutions are achieved, and strategies and techniques necessary to improve various activity processes and performances are studied, as well as cultural activities for this purpose. Based on the principles and structure of art marketing, we study various types to maximize the value pursued by culture and art. Furthermore, it researches on-line and offline parallel marketing and communication strategies suitable for the digital transformation era.

LNH 553 Copyright Law (3 units)
Cultural and artistic copyright protects the creator's right (copyright) and the rights adjacent thereto (neighboring right) in music, art, performance, and video, including novels, and promotes fair use of works. It can be called a system. In particular, as the online domain becomes more active in the post-corona era, understanding copyright becomes more important, and the field related to copyright law will be studied through various examples.

LNH 572 Performance Planning and Production Seminar (3 units)
The entire process of concert production and planning, from the basic question of 'what is a concert' to the history and theory of concerts, project planning and promotion strategies, concert production and directing practice, and on-site practice such as planning and production of performances by overseas artists in Korea, is systematically provided.

BIBLE AND THEOLOGY

OT 701 Introduction to Old Testament (3 units)
An evaluative, critical, in-depth study of the authorship, dates, literary style and each book's relative place within the entire Old Testament. Various theories of the origin and nature of the books are examined in

depth.

OT 715 Introduction to the Prophets (3 units)
Through the prophetic literature in the OT, the historical backgrounds, the theological perspective, personality of each of the authors of the books are examined.

NT 701 Introduction to New Testament (3 units)
An evaluative, critical, in-depth study of the authorship, dates, literary style and each book' s relative place within the collection. Various theories of the origin and nature of the books are examined.

NT 705 Life and Teaching of Christ (3 units)
A thorough overview of the life of Jesus Christ on earth, with special attention to the developing emphases and distinctive purposes that prevailed during Christ' s public ministry. The course also examines the historical setting of Jesus' ministry and the special emphasis of each Gospel.

NT 801 Pauline Theology (3 units)
A study of the theology of Paul' s Epistles with readings in standard textbooks as well as exegetical study of key passages.

THE 725 Contemporary Theology I (3 units)
This course focuses on the study of related representation theologians.

THE 726 Contemporary Theology II (3 units)
This course focuses on the study of related representation theologians. Prerequisite: THE725

THE 811 Biblical Theology I (3 units)
This course examines the thematic and historical development of a particular doctrine. Special emphasis on the given period on the author in the context of the entire scripture.

THE 812 Biblical Theology II (3 units)
This course examines the thematic and historical development of a particular doctrine. Special emphasis on the given period on the author in the context of the entire scripture. Prerequisite: THE811

Master of Science in Acupuncture and Herbal Medicine

BASIC SCIENCE (BSC)

BSC 100 General Biology (3 units / 45 hours)
This course provides a comprehensive overview of the diversity of life on Earth, focusing on biological organisms and their systems. From the simplest unicellular organisms to the complexities of mammals, students will explore the processes that sustain life and the evolutionary pathways that led to increasing complexity. Key topics include cell structure and function, reproduction and genetics (mitosis and meiosis), the structure of plant and animal systems, and essential life processes

such as digestion, respiration, excretion, secretion, and reproduction. In addition to foundational biology, this course introduces immunology and microbiology, covering viruses, bacteria, and other clinically relevant microorganisms essential to healthcare sciences. Students will study cellular structure, human organization, homeostasis, organism classification, and the chemistry of life, gaining a solid understanding of how organisms interact within ecosystems and the biosphere. With an emphasis on human biology, this course builds a strong basis for further biomedical studies, equipping students with essential vocabulary, concepts, and analytical skills crucial to healthcare fields.
Prerequisite: *None*

BSC 200 Chemistry (3 units/45 hours)
This foundational course explores the basic principles of chemistry, including organic and biochemistry. Students will begin with the fundamentals of general chemistry, studying the nature of matter, atomic and molecular structures, and compounds, along with chemical reactions and bonding. Topics include atomic structure, the periodic table, nuclear chemistry, and molecular bonding theories, as well as atomic quantum numbers, electron orbitals, and equilibrium states. An introduction to acid-base chemistry and thermodynamics provides insight into the energy changes and stability within chemical systems. The course also includes a survey of organic chemistry, covering alkanes, unsaturated hydrocarbons, and essential bio-compounds like amino acids, proteins, lipids, and nucleic acids.
Prerequisite: *None*

BSC 300 General Physics **(2** units/30 hours)
This introductory physics course provides a conceptual exploration of core principles with minimal calculations, offering a foundation in physics relevant to healthcare. The course begins with classical mechanics, covering Newtonian concepts such as motion, forces, energy, and inertia. Students will study the properties of matter, thermodynamics, and how temperature and pressure influence mass. Key topics include vibrations, sound, light, electricity, magnetism, and atomic structure, extending to nuclear physics and an introduction to the theory of relativity. A survey of biophysics will examine how physical laws apply to biological systems, emphasizing applications in clinical contexts.
Prerequisite: *None*

BSC 400 General Psychology & Counseling **(2** units/45 hours)
This course provides an in-depth survey of the evolution of psychological theory and practice, from early psychoanalytic concepts introduced by Freud to contemporary behavioral theories such as those of Pavlov and Skinner. Students will explore foundational theories on behavior, including psychosomatic connections and the progression of psychological thought over time. Key mental health conditions, such as psychoses and neuroses, are presented through both traditional and modern perspectives, providing a comprehensive understanding of mental health. The course also addresses various psychological

disorders and therapeutic methods, evaluating their effectiveness in treating mental illness. A survey of core theoretical approaches to clinical counseling introduces students to essential counseling skills while discussing ethical, legal, and multicultural considerations in mental healthcare.
Prerequisite: *None*

BSC 500 Anatomy and Physiology I (2 unit/30 hours)
This two-course series provides a comprehensive study of human anatomy and physiology, exploring the structure and function of the human body and their interrelationships. Using human skeletons, anatomical charts, models, and full-color digital images, the course offers a detailed understanding of anatomical features and physiological processes. Students will study cellular organization, cellular metabolism, and the structure and function of cells and tissues. This foundational knowledge will be applied to the integumentary, skeletal, and lymphatic systems, with a focus on skeletal structure, joints, and muscular organization. Special highlights are given to areas relevant to clinical practice, such as blood chemistry, blood pH, body fluid regulation, and acid-base balance.
Prerequisite: *None*

BSC 510 Anatomy and Physiology II (3 units/45 hours)
Building on the foundational knowledge from Anatomy and Physiology I, this second class studies the detailed physiological survey of the body's organ systems, with a focus on the respiratory, cardiovascular, gastrointestinal, urinary, reproductive, and other organ systems not covered in part I. Emphasis is placed on understanding the intricate functions of organs and their roles in maintaining homeostasis within the body. Students will also explore neurophysiology, endocrinology, and neurochemistry.
Prerequisite: *BSC500 Anatomy and Physiology I*

BSC 600 Western Nutrition & Vitamins (2 units/30 hours)
This course provides an essential foundation in human nutrition, covering the fundamental roles of nutrients in health, metabolism, and disease prevention. Students will study the digestion, assimilation, and metabolism of nutrients, examining how deficiencies or excesses can impact health across various life stages. Topics include the functions and sources of macronutrients and micronutrients, as well as recommended intake guidelines. The course includes practical tools such as the Recommended Dietary Allowance (RDA), the Food Pyramid, and Exchange Lists, alongside training in patient assessment methods, including lab tests and dietary evaluation. Students will learn counseling techniques to help patients develop balanced diets tailored to their unique needs, with attention to bio-variability and ethical considerations in nutrition recommendations. Additional focus areas include vitamins, minerals, and the role of nutrition in chronic disease management. Special topics will address food allergies, detoxification, weight management, and nutritional approaches to common illnesses encountered in clinical practice.

Prerequisite: BSC 200 Chemistry

BSC 700 Pathophysiology I (3 units/45 hours)
This two-trimester course sequence explores the mechanisms of disease from a Western medical perspective, examining how pathological processes disrupt healthy physiological function in the body's major systems. Students will begin with a concise overview of normal physiology to contextualize the disease states covered in the course. Emphasis is placed on the body's adaptive responses to illness and injury, bridging concepts in anatomy, physiology, and biochemistry with clinical relevance. This course covers a range of diseases, including infectious, psychiatric, hematological, cardiac, and pulmonary conditions. Additional topics include microbiology, immunology, psychopathology, and epidemiology.
Prerequisite: BSC500 Anatomy and Physiology I, BSC510 Anatomy and Physiology II

BSC 710 Pathophysiology II (3 units/45 hours)
In the second trimester of this two-course sequence, students build upon previous knowledge into the pathophysiology of diseases specific to the fields of oncology, neurology, rheumatology, endocrinology, gastroenterology, musculoskeletal health, and nephrology. This course examines the mechanisms underlying these complex diseases, highlighting how each impacts the body's systems and functions.
Prerequisite: BSC500 Anatomy and Physiology I, BSC510 Anatomy and Physiology II

ASIAN MEDICINE FOUNDATION THEORY (AMD)

AMD 100 Chinese Language and Medical Terminology (1 unit/15 hours)
This course provides a foundational introduction to spoken and written Modern Chinese with a focus on terminology used in Traditional Chinese Medicine. Students will learn to write Chinese using the English alphabet through the Pinyin system, with special attention to pronunciation, including the tonal system essential for accurate communication. Basic syntactic structures and common Chinese characters are introduced, enabling students to read, pronounce, and spell simple TCM-related terms in Pinyin. By the end of the course, students will be able to recognize key medical words and use them in basic sentence forms, equipping them with essential language skills for studying and practicing Asian medicine.
Prerequisite: None

AMD 200 Asian Medicine Foundations I (3 units/45 hours)
This two-course series establishes the essential theoretical framework for all other Asian medicine coursework. The course systematically covers key Asian medical theories, including the concepts of Yin and Yang, Five Elements, Qi, Blood, Shen, Essence, Body Fluids, and the Zang-Fu organs, along with their dynamic interrelationships. Students will explore the physiological functions of these elements and learn the

anatomy and physiology of a healthy individual as conceptualized in Asian medicine.
Prerequisite: None

AMD 210 Asian Medicine Foundations II (2 unit/30 hours)
Building on the foundational concepts introduced in the first course, this course continues to explore key foundational theories in Asian medicine. Students will study the Six Pernicious Influences, Four Levels, Six Stages, and Eight Parameters, gaining insight into the complex etiologies and pathogenesis that define Asian medicine's approach to understanding and treating disease.

Prerequisite: AMD200 Asian Medicine Foundations I

AMD 300 Diagnosis I (2 units/30 hours)
This two-course series provides an in-depth exploration of the foundational diagnostic methods and pattern identification in Asian medicine. The students are introduced to the Four Diagnostic Methods: inspection, auscultation/olfaction, interrogation, and palpation. Emphasis is placed on hands-on techniques such as tongue observation and pulse palpation at the radial artery to assess internal health conditions. Students also practice patient interviews, developing skills to gather relevant information through structured inquiry.
Prerequisite: AMD200 Asian Medicine Foundations I
Corequisite: AMD210 Asian Medicine Foundations II

AMD 310 Diagnosis II (3 units/45 hours)
In this course, students deepen their understanding of differential diagnosis using a range of theoretical frameworks, including Zang Fu, Eight Principles, Six Stages, Four Levels, Three Burners, Channel Diagnosis and more. Through case studies and role-play exercises, students gain practical experience in patient history-taking and physical examination using Asian medical assessment methods.
Prerequisite: *AMD200 Asian Medicine Foundations I, AMD210 Asian Medicine Foundations II, AMD300 Diagnosis I*

AMDXoo (Classics I) Shang Han Lun & Jin Gui Yao Lue (3 units/45 hours)
This course provides a comprehensive study of two foundational texts in Traditional Chinese Medicine TCM: the *Shang Han Lun (Treatise on Cold Damage) and the Jin Gui Yao Lue (Essential Prescriptions from the Golden Cabinet).* In the *Shang Han Lun,* students explore the Six-Channel (Liu Jing) pattern identification system, focusing on the diagnosis and treatment of cold-induced disorders. Emphasis is placed on herbal prescriptions and the analysis of pathological changes in Qi, Blood, Body Fluids, channels, and collaterals. *Jin Gui Yao Lue* complements this study by addressing internal medicine and chronic illnesses. Topics include a range of internal diseases, such as digestive disorders, consumptive diseases, and gynecological issues. Students learn to apply classical diagnostic methods and treatment strategies using herbal prescriptions.

Prerequisite: *AMD200 Asian Medicine Foundations I, AMD210 Asian Medicine Foundations II, AMD300 Diagnosis I, AMD310 Diagnosis II, AMD400 Internal Medicine I, AMD410 Internal Medicine II, HBM200 Formulas I, HBM210 Formulas II, HBM220 Formulas III*

AMDX10 (Classics II) Huang Di Nei Jing & Wen Bing Lun
(3 units/45 hours)
This course introduces students to *Huang Di Nei Jing (The Yellow Emperor's Inner Canon)* and *Wen Bing Tiao Bian (Systematic Differentiation of Warm Diseases).* In studying the *Nei Jing,* attributed to the legendary Yellow Emperor (Huang Di), students explore the core principles that have shaped Asian medicine, including Yin/Yang theory, Five Elements, Zang organs and their functions, and the channel networks. This text serves as a cornerstone for understanding Asian medical diagnosis and acupuncture, covering theories on pathogens, pathomechanisms, clinical diseases, symptoms, diagnostic methods, and therapeutic approaches. Through guided translation and discussion, students work closely with the instructor to interpret the depth and meaning of this classic ancient text. The course also introduces *Wen Bing (Systematic Differentiation of Warm Diseases),* which provides a systematic approach to diagnosing and treating febrile diseases. Students learn the Four Levels diagnostic framework, which categorizes warm diseases by depth and severity, along with corresponding herbal formulas for each stage.
Prerequisite: AMD200 Asian Medicine Foundations I, AMD210 Asian Medicine Foundations II, AMD300 Diagnosis I, AMD310 Diagnosis II, AMD400 Internal Medicine I, AMD410 Internal Medicine II, HBM200 Formulas I, HBM210 Formulas II, HBM220 Formulas III

ASIAN CLINICAL MEDICINE

AMD 400 Internal Medicine I (3 units/45 hours)
This course covers the history, etiology, pathogenesis, and diagnostic principles that guide Asian medical practice. Students will gain a solid foundation in understanding the mechanisms of disease and the principles of differential diagnosis, applying these concepts to both common and complex internal medicine cases. Students will learn to assess disease patterns by analyzing pathological changes in Qi, Blood, Body Fluids, channels, and collaterals, incorporating Asian and Western perspectives. Emphasis is placed on recognizing patterns, selecting appropriate acupuncture points, and formulating herbal prescriptions with modifications tailored to the individual.
Prerequisite: AMD200 Asian Medicine Foundations I, AMD210 Asian Medicine Foundations II, AMD300 Diagnosis I, AMD310 Diagnosis II
Corequisite: ACU700 Acupuncture Therapeutics I, ACU710 Acupuncture Therapeutics II, HBM200 Formulas I, HBM210 Formulas II, HBM220 Formulas III

AMD 410 Internal Medicine II (2 units/30 hours)
This course is a continuation of Internal Medicine I, designed to deepen students' understanding of traditional Asian medicine's approaches

to complex internal medicine cases. Building on foundational concepts, this course explores advanced disease categorizations, pattern identifications, and multi-system pathologies, with a focus on diagnosing and treating chronic and complex conditions that involve overlapping patterns and involve multiple organ systems. Students will gain in-depth knowledge of Asian medicine' s nuanced diagnostic frameworks, learning how to effectively apply acupuncture and herbal medicine in cases where intricate interactions between Qi, Blood, Body Fluids, and Zang-Fu organs are present. The course places special emphasis on treating chronic conditions and complicated cases where symptoms may shift or where patterns are layered, requiring adaptable and dynamic treatment approaches.
Prerequisite: AMD200 Asian Medicine Foundations I, AMD210 Asian Medicine Foundations II, AMD300 Diagnosis I, AMD310 Diagnosis II, AMD400 Internal Medicine I
Corequisite: ACU700 Acupuncture Therapeutics I, ACU710 Acupuncture Therapeutics II, HBM200 Formulas I, HBM210 Formulas II, HBM220 Formulas III

AMD 500 Trauma and Orthopedics (3 units/45 hours)
This course provides an in-depth exploration of the etiology, diagnosis, and treatment of common musculoskeletal disorders, blending Asian medicine and Western orthopedic principles. Students will learn to diagnose and treat bone and soft tissue injuries, particularly those resulting from sports and industrial activities, using a combination of acupuncture, herbal medicine, and other Asian medical therapies. Emphasis is placed on differentiating injury types, identifying patterns of musculoskeletal disharmony, and applying targeted treatments to support healing and pain relief. Students will gain practical skills in performing essential orthopedic tests to evaluate treatment outcomes, identify red flags that may necessitate further intervention, and make appropriate referrals when necessary.
Prerequisite: AMD200 Asian Medicine Foundations I, AMD210 Asian Medicine Foundations II, AMD300 Diagnosis I, AMD310 Diagnosis II
Corequisite: ACU700 Acupuncture Therapeutics I, ACU710 Acupuncture Therapeutics II, HBM200 Formulas I, HBM210 Formulas II, HBM220 Formulas III

AMD 600 Gynecology (3 units/45 hours)
This course provides an integrative approach to gynecology, examining both Asian medicine and Western perspectives on the diagnosis and treatment of common gynecological conditions. Students will explore the differential diagnosis of a wide range of issues affecting female general and reproductive health. Through detailed study, students will learn the herbal and acupuncture protocols tailored to specific patterns of gynecological disharmony. The course also addresses important contraindications for acupuncture and herbal treatments during pregnancy, ensuring safe and effective care for expecting patients.
Prerequisite: AMD200 Asian Medicine Foundations I, AMD210 Asian Medicine Foundations II, AMD300 Diagnosis I, AMD310 Diagnosis II

Corequisite: ACU700 Acupuncture Therapeutics I, ACU710 Acupuncture Therapeutics II, HBM200 Formulas I, HBM210 Formulas II, HBM220 Formulas III

AMD 700 External Medicine/Dermatology (3 units/45 hours)
This course provides a comprehensive study of the treatment of common diseases in external medicine, integrating both Asian and Western medical perspectives. Students will explore a range of external and dermatological conditions, delving into their etiology, pathogenesis, and differentiation of patterns specific to each disease. For each condition studied, students will apply diagnostic principles from Asian medicine to understand the underlying causes and disease progression, forming treatment principles that address both root and branch aspects of illness. Treatment methods include the use of herbal formulations, creams and plasters, as well as acupuncture or other external therapies, equipping students with the skills to customize interventions based on individual patterns and presentations.
Prerequisite: AMD200 Asian Medicine Foundations I, AMD210 Asian Medicine Foundations II, AMD300 Diagnosis I, AMD310 Diagnosis II
Corequisite: ACU700 Acupuncture Therapeutics I, ACU710 Acupuncture Therapeutics II, HBM200 Formulas I, HBM210 Formulas II, HBM220 Formulas III

AMD 800 Pediatrics (3 units/45 hours)
This course focuses on the unique health concerns and treatment approaches for children within the framework of Asian medicine. Emphasizing common pediatric complaints, the course covers Asian medical theories, herbal formulations, acupuncture, pediatric Tuina and other non-invasive techniques tailored to meet the specific needs of young patients. The course also focuses on supporting children's overall wellness and preventive care.
Prerequisite: AMD200 Asian Medicine Foundations I, AMD210 Asian Medicine Foundations II, AMD300 Diagnosis I, AMD310 Diagnosis II
Corequisite: ACU700 Acupuncture Therapeutics I, ACU710 Acupuncture Therapeutics II, HBM200 Formulas I, HBM210 Formulas II, HBM220 Formulas III

AMD 900 Clinical Case Studies (2 units/30 hours)
This course is designed to solidify their transition from academic learning to practical, hands-on case analysis. Each student will get the chance to analyze chief complaints, associated signs and symptoms, and findings from the four examinations of various health problems. Students learn to create accurate diagnoses and effective treatment plans. This course includes case reports from clinical settings, guiding students in developing diagnostic abilities that are essential for clinical practice. This course is also an introduction to integrative Asian and Western medicine case studies.
Prerequisite: AMD200 Asian Medicine Foundations I, AMD210 Asian Medicine Foundations II, AMD300 Diagnosis I, AMD310 Diagnosis II, AMD400 Internal Medicine I, AMD410 Internal Medicine II

Corequisite: ACU700 Acupuncture Therapeutics I, ACU710 Acupuncture Therapeutics II, HBM200 Formulas I, HBM210 Formulas II, HBM220 Formulas III

ACUPUNCTURE (ACU)

ACU 100 Acupuncture Points and Lab I (3 units/45 hours)
This course provides a comprehensive foundation in meridian theory and acupuncture points, introducing basic concepts of the channels and collaterals, covering acupuncture history, point nomenclature, WHO standards, and an overview of meridian distribution and functions. The course will start with covering special point categories, including the five shu points,
luo-connecting points, yuan-source points, front-mu points, xi-cleft points, etc. The class will then introduce the Lung, Large Intestine, Stomach, and Spleen channels, each of these channels studied in detail for their specific functions, indications, and clinical applications, enhancing students' ability to create effective, targeted treatment strategies. Each course includes a practicum where students practice accurate point location and needling techniques, with a focus on contraindications and precautions for specific points. Students learn to identify body landmarks, apply point locating methods, and perform basic needling techniques.
Prerequisite: None
Corequisite: AMD200 Asian Medicine Foundations I

ACU 110 Acupuncture Points and Lab II (3 units/45 hours)
This course provides a comprehensive foundation in meridian theory and acupuncture points, covering the Heart, Small Intestine, Urinary Bladder, and Kidney channels and points. Each course includes a practicum where students practice accurate point location and needling techniques, with a focus on contraindications and precautions for specific points. The course introduces basic concepts of the channels and collaterals, covering an overview of meridian distribution and acupoint functions. Students learn to identify body landmarks, apply point locating methods, and perform basic needling techniques.
Prerequisite: None
Corequisite: AMD200 Asian Medicine Foundations I

ACU 120 Acupuncture Points and Lab III (3 units/45 hours)
This course provides a comprehensive foundation in meridian theory and acupuncture points, covering the Pericardium, San Jiao, Gallbladder, Liver, Ren and Du channels and points. Each course includes a practicum where students practice accurate point location and needling techniques, with a focus on contraindications and precautions for specific points. The course introduces basic concepts of the channels and collaterals, covering an overview of meridian distribution and acupoint functions. Students learn to identify body landmarks, apply point locating methods, and perform basic needling techniques.
Prerequisite: None

Corequisite: AMD200 Asian Medicine Foundations I

ACU 200 Extra Points and Microsystems & Lab (2 unit/30 hours)
This course provides an in-depth exploration of the extra meridians and their associated acupuncture points, as well as specialized techniques in ear and scalp acupuncture. The course focuses on extra points' unique functions and clinical applications. The lab component emphasizes accurate point location and the development of specialized needle techniques for the ear, scalp, hand, and/or abdomen, equipping students with advanced skills to address a wide range of conditions. Through hands-on practice, students will refine their precision in these specialized acupuncture modalities.
Prerequisite: AMD200 Asian Medicine Foundations I, AMD210 Asian Medicine Foundations II, ACU100 Acupuncture Points and Lab I, ACU110 Acupuncture Points and Lab II, ACU120 Acupuncture Points and Lab III

ACU 300 Meridian Theory (2 units/30 hours)
This course provides an extensive study of the pathways and functions of the meridian system, covering both the external and internal routes of the twelve primary meridians, twelve divergent meridians, fifteen Luo-connecting meridians, twelve muscle meridians, six cutaneous regions, and the eight extraordinary meridians. Students will explore the interrelationships within the meridian system, focusing on the normal functions as well as pathological signs and symptoms associated with each meridian (channel diagnosis). The class emphasizes the principles of acupuncture prescription, drawing on foundational concepts from the *Nei Jing* and modern East Asian medical literature. Students will study classical point categories and their clinical applications, including five shu transport points, lower he-sea, yuan-source, luo-connecting, xi-cleft, influential, confluent, crossing, front-mu, and back-shu points, etc., in depth.
Prerequisite: AMD200 Asian Medicine Foundations I, AMD210 Asian Medicine Foundations II, AMD300 Diagnosis I, AMD310 Diagnosis II, ACU100 Acupuncture Points and Lab I, ACU110 Acupuncture Points and Lab II, ACU120 Acupuncture Points and Lab III

ACU400 Qi Gong & Tai Chi (3units/45 hours)
This course introduces students to the therapeutic practices of Qigong and Tai Chi, focusing on cultivating Qi for health and vitality. Students will learn foundational Qigong exercises to enhance Qi awareness, alongside Tai Chi forms that promote physical and mental well-being. Emphasis is placed on safe, adaptable exercises, integrating concepts of biomechanical alignment and injury prevention. This course combines Eastern energetic practices with Western biomechanics, equipping students to apply these skills for personal health and to guide patients in therapeutic movement and self-care practices.
Prerequisite: None

ACU500 Tuina Manual Therapy (3 unit/45 hours)

This course introduces students to the principles, theory, and techniques of Acupressure, or Tui Na, focusing on their applications for treating diseases, traumatic injuries, and organ disorders. Students will learn traditional Chinese massage techniques to harmonize Qi and Blood, utilizing both manual therapy and mechanical devices. The course covers Tui Na's approach to treating tendons, muscles, and internal organ issues, with specific movements along meridians to regulate energy flow.
Prerequisite: None

ACU600 Acupuncture Techniques (3 unit/45 hours)
This course provides an in-depth study of acupuncture techniques, emphasizing safety, patient comfort, and clinical effectiveness. Students begin by learning the three fundamental needling methods, including needle handling with and without guide tubes, point preparation, insertion angles, depth, and needle removal. Throughout the course, emphasis is placed on clean needle techniques (CNT), maintaining hygienic standards, and managing potential acupuncture-related emergencies, ensuring responsible practice. The course also trains students in specialized modalities such as electro-acupuncture, auricular and scalp acupuncture, seven-star needles, three-edged needles, dermal tacks, ear seeds, magnets, moxibustion, cupping, guasha, and more. Case management, risk management, and clinical emergencies are addressed to prepare students for safe and effective practice in diverse clinical settings.
Prerequisite: AMD200 Asian Medicine Foundations I, AMD210 Asian Medicine Foundations II, ACU100 Acupuncture Points and Lab I, ACU110 Acupuncture Points and Lab II, ACU120 Acupuncture Points and Lab III, CNT Clean Needle Technique

ACU 700 Acupuncture Therapeutics I (3 units/45 hours)
This first course in the advanced acupuncture prescription series introduces students to core principles of disease analysis, focusing on classical and modern approaches to acupoint selection and treatment. Rooted in the foundational texts *Nei Jing*, *Chinese Acupuncture and Moxibustion (CAM)*, and *Acupuncture: A Comprehensive Text (Shanghai)*, the curriculum provides students with essential skills in pattern differentiation and prescription formulation. Emphasis is placed on treating respiratory, digestive, urogenital, and psychological disorders, as well as emergency care and family medicine cases. Students will study common acupoint prescriptions and refine techniques such as the Four Needle Technique. Topics also include case studies, channel theory and applications of acupuncture adjunct therapies.
Prerequisite: AMD200 Asian Medicine Foundations I, AMD210 Asian Medicine Foundations II, AMD300 Diagnosis I, AMD310 Diagnosis II, ACU100 Acupuncture Points and Lab I, ACU110 Acupuncture Points and Lab II, ACU120 Acupuncture Points and Lab III, ACU200 Extra Points and Microsystems & Lab, ACU300 Meridian Theory
Corequisite: AMD400 Internal Medicine I or AMD410 Internal Medicine II

ACU 710 Acupuncture Therapeutics II (2 units/30 hours)
Building on the foundations of the first course, this second part advances students' expertise in applying acupuncture prescriptions across a broader range of specialties, including orthopedics, traumatology, gynecology, geriatrics, pediatrics, dermatology, and ophthalmology. Students will also study complex Zang Fu syndromes, as well as severe, multi-system medical conditions seen both in Asian and western medicine. Topics also include case studies, channel theory and applications of acupuncture adjunct therapies.
Prerequisite: AMD200 Asian Medicine Foundations I, AMD210 Asian Medicine Foundations II, AMD300 Diagnosis I, AMD310 Diagnosis II, *ACU100 Acupuncture Points and Lab I, ACU110 Acupuncture Points and Lab II, ACU120 Acupuncture Points and Lab III,* ACU200 Extra Points and Microsystems & Lab, ACU300 Meridian Theory
Corequisite: AMD400 Internal Medicine I or AMD410 Internal Medicine II

CNT Clean Needle Technique (0.5 unit/7.5 hours)
Students are required to take the Clean Needle Technique written and practical exams, administered by the Council of Colleges of Acupuncture and Herbal Medicine (CCAHM) before entering internship level clinical training. The Clean Needle Technique (CNT) is a set of standardized procedures and guidelines designed to ensure safe, hygienic practices in acupuncture, reducing the risk of infection and other complications for both patients and practitioners.
Prerequisite: None

HERBAL MEDICINE (HBM0

HBM 100 Herbal Medicine I (4 unit/60 hours)
This foundational course offers an in-depth exploration of herbal medicine foundations, tracing its history and development in both Asia and the U.S. Students will be introduced to essential principles of herbology, including the concepts of taste, color, temperature, and channels, and how these influence herb selection and therapeutic effects. Legal and ethical considerations of herbal practice are also discussed, along with relevant botany concepts and methods of herbal preparation. A major focus is placed on understanding the following core categories of commonly used herbs: herbs that release exterior, herbs that clear heat, downward-draining herbs, herbs that drain dampness, herbs that dispel wind-dampness, and herbs that transform phlegm and stop coughing. Each category is studied in terms of its properties, entering channels (target organs), functions, indications, contraindications, dosage, and administration. Students will learn to identify and classify herbs by touch and taste. This course also covers the preparation, storage, and handling of herbs, as well as safe pharmacy practices. Through detailed study of over 350 individual herbs and an introduction to current herbal research, students build a strong foundation in herbal medicine that will support further learning in advanced herbal formula courses.

Prerequisite: BSC100 General Biology, BSC200 Chemistry, AMD100 Chinese Language and Medical Terminology, AMD200 Asian Medicine Foundations I, AMD210 Asian Medicine Foundations II

HBM 110 Herbal Medicine II (4 units/60 hours)
This course is to continue the learning of single herbs. A major focus is placed on understanding the following core categories of commonly used herbs: aromatic herbs that transform dampness, herbs that relieve food stagnation, herbs that regulate the Qi, herbs that regulate the Blood, herbs that warm the interior and expel cold, and tonifying herbs. Each category is studied in terms of its properties, entering channels (target organs), functions, indications, contraindications, dosage, and administration. Students will learn to identify and classify herbs by touch and taste. This course also covers the preparation, storage, and handling of herbs, as well as safe pharmacy practices.
Prerequisite:
BSC100 General Biology, BSC200 Chemistry, AMD100 Chinese Language and Medical Terminology, AMD200 Asian Medicine Foundations I, AMD210 Asian Medicine Foundations II

HBM 120 Herbal Medicine III (4 units/60 hours)
This course is to continue the learning of single herbs. A major focus is placed on understanding the following core categories of commonly used herbs: stabilize and bind, substances that calm the spirit, aromatic substances that open the orifices, substances that extinguish wind and stop tremors, herbs that expel parasites, substances for topical application, and obsolete substances. Each category is studied in terms of its properties, entering channels (target organs), functions, indications, contraindications, dosage, and administration. Students will learn to identify and classify herbs by touch and taste. This course also covers the preparation, storage, and handling of herbs, as well as safe pharmacy practices.
Prerequisite: BSC100 General Biology, BSC200 Chemistry, AMD100 Chinese Language and Medical Terminology, AMD200 Asian Medicine Foundations I, AMD210 Asian Medicine Foundations II

HBM 200 Formulas I **(**4 units/60 hours)
This comprehensive course introduces students to Chinese herbal formula creation, focusing on how to craft balanced prescriptions tailored to individual patient presentations. Building on foundational knowledge from single herbs and differential pattern diagnosis, students learn the principles of combining herbs within a formula to achieve specific therapeutic effects. Emphasis is placed on understanding the role of each herb within a formula, including its functions, interactions, modifications, and clinical applications. Throughout the course, students analyze classical and modern formulas, exploring the rationale behind their composition, therapeutic functions, and potential contraindications. Case studies and real-world applications illustrate how to adapt formulas based on specific patient symptoms, enhancing students' ability to create effective, individualized treatments. This course will cover the following

categories: formulas that release the exterior, formulas that drain downward, formulas that harmonize, formulas that clear heat, formulas that dispel summer heat, formulas that warm interior cold, and formulas that release exterior-interior excess.
Prerequisite: *BSC100 General Biology, BSC200 Chemistry, AMD100 Chinese Language and Medical Terminology, AMD200 Asian Medicine Foundations I, AMD210 Asian Medicine Foundations II, HBM100 Herbal Medicine I, HBM110 Herbal Medicine II, HBM120 Herbal Medicine III*

HBM 210 Formulas II (4 units/60 hours)
This course is to continue the learning of herbal formulas. The course introduces students to Chinese herbal formula creation, focusing on how to craft balanced prescriptions tailored to individual patient presentations. Building on foundational knowledge from single herbs and differential pattern diagnosis, students learn the principles of combining herbs within a formula to achieve specific therapeutic effects. Emphasis is placed on understanding the role of each herb within a formula, including its functions, interactions, modifications, and clinical applications. Throughout the course, students analyze classical and modern formulas, exploring the rationale behind their composition, therapeutic functions, and potential contraindications. Case studies and real-world applications illustrate how to adapt formulas based on specific patient symptoms, enhancing students' ability to create effective, individualized treatments. This course will cover the following categories: formulas that tonify, formulas that stabilize and bind, formulas that calm the spirit, formulas that open the sensory orifices, formulas that regulate the Qi, formulas that regulate the Blood, and formulas that expel wind.
Prerequisite:BSC100 General Biology, BSC200 Chemistry, AMD100 Chinese Language and Medical Terminology, AMD200 Asian Medicine Foundations I, AMD210 Asian Medicine Foundations II, HBM100 Herbal Medicine I, HBM110 Herbal Medicine II, HBM120 Herbal Medicine III

HBM 220 Formulas III **(**4 units/60 hours)
This comprehensive course introduces students to Chinese herbal formula creation, focusing on how to craft balanced prescriptions tailored to individual patient presentations. Building on foundational knowledge from single herbs and differential pattern diagnosis, students learn the principles of combining herbs within a formula to achieve specific therapeutic effects. Emphasis is placed on understanding the role of each herb within a formula, including its functions, interactions, modifications, and clinical applications. Throughout the course, students analyze classical and modern formulas, exploring the rationale behind their composition, therapeutic functions, and potential contraindications. Case studies and real-world applications illustrate how to adapt formulas based on specific patient symptoms, enhancing students' ability to create effective, individualized treatments. This course will cover the following categories: formulas that treat dryness, formulas that expel dampness,

formulas that dispel phlegm, formulas that reduce food stagnation, formulas that expel parasites, formulas that treat abscesses and sores, and formulas for external application.
Prerequisite: BSC100 General Biology, BSC200 Chemistry, AMD100 Chinese Language and Medical Terminology, AMD200 Asian Medicine Foundations I, AMD210 Asian Medicine Foundations II, HBM100 Herbal Medicine I, HBM110 Herbal Medicine II, HBM120 Herbal Medicine III

HBM300 Dietetics (3 units/45 hours)
This course explores the foundational theories of dietetics in Asian medicine, emphasizing the vital role of diet in promoting health, preventing disease, and supporting longevity. Students will study the TCM functions and properties of common foods, learning to design dietary programs tailored to address common disharmonies. The course contrasts Asian medicine nutrition principles with Western nutrition concepts, highlighting unique approaches to food as medicine. Through practical application, students will develop and demonstrate recipes with therapeutic benefits, focusing on effective food combinations to enhance well-being. Additionally, they will learn to apply these principles to foods from various cultural traditions, interpreting their potential properties based on Asian medicine nutrition theory. This course provides essential skills for using diet as a tool for health maintenance and disease prevention in clinical practice.
Prerequisite: AMD100 Chinese Language and Medical Terminology

CLLINICAL MEDICINE (WESTERN MEDICINE WMD)

WMD 100 Medical Terminology (1 unit/15 hours)
This course provides students with a foundational understanding of medical terminology, equipping them with the language skills essential for effective communication in clinical and interdisciplinary healthcare settings. Students will learn the roots, prefixes, and suffixes commonly used in medical vocabulary, enabling them to accurately interpret and construct medical terms. Topics include terminology related to anatomy, physiology, pathology, diagnostics, and treatment procedures across various body systems. Emphasis is placed on practical application, ensuring students feel confident using precise medical language in patient records, case discussions, and interdisciplinary collaboration.
*Prerequisite**:** None*

WMD 200 Patient Relations (1 unit/15 hours)
This course focuses on developing effective communication and interpersonal skills essential for building strong, trust-based relationships with patients. Students will learn techniques for active listening, empathy, and cultural sensitivity, as well as strategies for explaining treatment plans and medical concepts in a way that is accessible to patients. The course also covers managing challenging interactions, maintaining professional boundaries, and adapting communication styles to meet diverse patient needs. Emphasis is

placed on creating a supportive, respectful environment that promotes patient comfort, adherence to treatment, and positive health outcomes.
*Prerequisite**:** None*

WMD 300 Western Physical Examination (2 units/30 hours)
This course provides students with essential skills in conducting a comprehensive Western physical examination, integrating techniques commonly used in modern clinical settings. Students will learn systematic approaches to assessing various body systems, including cardiovascular, respiratory, abdominal, neurological, musculoskeletal examinations and more. Emphasis is placed on accurate observation, palpation, percussion, and auscultation skills, along with understanding vital signs and other key indicators of health.
Prerequisite: *BSC500 Anatomy and Physiology I, BSC510 Anatomy and Physiology II, BSC700 Pathophysiology I, BSC710 Pathophysiology II, WMD100 Medical Terminology*

WMD 400 Labs and Imaging (2units/30 hours)
This course introduces students to the principles and interpretation of common laboratory tests and imaging studies used in modern healthcare. Students will learn to understand the purpose, process, and clinical implications of various lab tests, including blood panels, urinalysis, and other standard diagnostic tests. The course also covers imaging modalities such as X-rays, MRI, CT scans, and ultrasounds, focusing on when each type is indicated and how to interpret basic findings. Emphasis is placed on integrating lab and imaging results into patient assessments and making informed referrals when further evaluation is needed.
Prerequisite: BSC500 Anatomy and Physiology I, BSC510 Anatomy and Physiology II, BSC700 Pathophysiology I, BSC710 Pathophysiology II, WMD100 Medical Terminology

WMD 500 Pharmacology (3 units/45 hours)
This course provides a comprehensive introduction to pharmacology, covering the fundamental principles of drug action, metabolism, and therapeutic applications. Students will learn about the major classes of medications, including their mechanisms of action, indications, contraindications, side effects, and potential interactions with herbal and nutritional supplements. Emphasis is placed on understanding pharmacokinetics and pharmacodynamics, dosage considerations, and safe drug practices.
Prerequisite: BSC100 General Biology, BSC200 Chemistry, BSC700 Pathophysiology I, BSC710 Pathophysiology II

WMD 600 Abnormal Psychology & Counseling (3 units/45 hours)
This course provides an in-depth study of abnormal psychology and foundational counseling skills, with a focus on understanding mental health conditions commonly encountered in
clinical practice. Students will explore diagnostic criteria, etiology, and treatment approaches for a range of psychological disorders, including mood, anxiety, psychotic, and personality disorders. The *Diagnostic*

and Statistical Manual of Mental Disorders (DSM) will be discussed as a framework for identifying and classifying mental health conditions, enhancing students' ability to understand standardized diagnostic criteria. Emphasis is placed on developing skills in patient-centered counseling, active listening, and building rapport, along with recognizing signs that warrant referral to mental health specialists.
Prerequisite: BSC400 General Psychology & Counseling, BSC700 Pathophysiology I, BSC710 Pathophysiology II

WMD 700 Clinical Specialties (3 unit/45 hours)
This course provides an overview of key clinical specialties within Western medicine, offering students insights into specialized areas of patient care that complement integrative healthcare practices. Students will deepen their knowledge in the concepts of fields such as cardiology, gastroenterology, endocrinology, neurology, dermatology, and gynecology, with a focus on common conditions, diagnostic approaches, and treatment protocols within each specialty. The course emphasizes recognizing clinical presentations that require referral to specialists, understanding the role of these specialties in comprehensive patient care, and exploring interdisciplinary collaboration.
Prerequisite:BSC700 Pathophysiology I, BSC710 Pathophysiology II, WMD100 Medical Terminology, WMD300 Western Physical Examination, WMD400 Labs and Imaging, WMD500 Pharmacology

WMD 800 Clinical Practices (1 unit/15 hours)
This course provides an introduction to various medical and healthcare practices outside of traditional Asian and Western medicine, expanding students' understanding of interdisciplinary care. Topics include an overview of fields such as Ayurveda, dentistry, nursing, psychology, podiatry, chiropractic care, naturopathy, physical therapy, occupational therapy, and more. Students will explore the fundamental principles, treatment methods, and common conditions addressed within each practice, with an emphasis on understanding their role in patient care and wellness.
Prerequisite: None

WESTERN CASE MANAGEMENT (WCM)

WCM 100 Western Clinical Case Management I (2 units/30 hours)
This course provides an in-depth overview of essential competencies in clinical care, equipping students with skills necessary for comprehensive patient management. Beginning with primary care responsibilities, students learn the foundational aspects of patient assessment, preventive care, and routine health management. The course then expands into secondary and specialty care, emphasizing the importance of recognizing when a patient requires specialized treatment and ensuring proper referrals for continuity of care. Students also develop skills in psychosocial assessment, understanding how psychological and social factors impact health and integrating these insights into holistic care plans. A key component of the course involves identifying treatment contraindications and managing

complications, including awareness of potential drug and herb interactions to ensure patient safety. Students will practice crafting individualized treatment plans, maintaining continuity of care, and collaborating effectively with other healthcare providers.
Prerequisite: All Clinical Medicine (WMD) classes

WCM 110 Western Clinical Case Management II (2 units/30 hours)
This course addresses advanced aspects of clinical care, focusing on prognosis and planning for patients' future medical needs. The course includes follow-up care protocols, teaching students to conduct final reviews and utilize functional outcome measurements to assess patient progress and overall treatment success. Students gain skills in case management specifically for injured workers and patients within socialized medicine systems, including familiarity with workers' compensation processes, labor codes, and qualified medical evaluations. Additionally, the course covers essential coding procedures using Current Procedural Terminology (CPT) and International Classification of Disease (ICD-10) diagnostic codes, equipping students with the knowledge to navigate medical billing and documentation accuracy. To prepare for potential legal and evaluative roles, students learn medical-legal report writing, how to provide expert medical testimony, and conduct independent medical reviews.
Prerequisite: All Clinical Medicine (WMD) classes

WCM 200 Red Flags and Emergency Response (2 units/30 hours)
This course prepares students to recognize critical "red flag" symptoms that may indicate serious or life-threatening conditions requiring urgent intervention or referral. Emphasis is placed on identifying signs and symptoms that fall outside the scope of routine care, such as severe cardiovascular, respiratory, neurological, and gastrointestinal issues, as well as common risk factors and warning signs in clinical practice. Students will also be trained in basic emergency response protocols and managing acute situations until appropriate medical help arrives. Through case studies and practical exercises, students develop the skills needed to respond confidently to emergencies, safeguard patient health, and coordinate timely referrals to emergency medical services when necessary. This course is essential for preparing students to handle urgent situations responsibly and with competence in clinical settings.
Prerequisite: BSC700 Pathophysiology I, BSC710 Pathophysiology II, WMD100 Medical Terminology, WMD300 Western Physical Examination, WMD400 Labs and Imaging, WMD500 Pharmacology

PRACTICE MANAGEMENT (PMG)

PMG 100 Practice Planning & Development (3 units/45 hours)
This course provides students with essential skills for managing a healthcare practice, covering all aspects from daily operations to long-term growth strategies. Key topics include record keeping, insurance billing, collections, and effective business communication, ensuring that students are prepared for administrative and financial

responsibilities. Regulatory compliance is emphasized, with a focus on understanding municipal, California, and federal laws, including OSHA standards, the Labor Code, and HIPAA requirements. Students will learn front office procedures, strategies for planning and establishing a professional office, and methods for practice growth and development. The course also explores the dynamics of working in interdisciplinary medical settings, including hospitals, and the considerations for effective collaboration. Additionally, risk management, insurance issues, ethics, and peer review are discussed to prepare students for the complexities of clinical practice management. This course equips future practitioners with the knowledge to run a successful, ethical, and legally compliant healthcare practice.
Prerequisite: None

PUBLIC HEALTH (PHL)

PHL 100 Public Health and Epidemiology (3 units/45 hours)
This course provides a foundational understanding of public health principles and epidemiology, focusing on disease prevention and community wellness. Students will explore essential topics in public and community health, including strategies for preventing disease and promoting healthy lifestyles. Public health education is emphasized, equipping students with skills to communicate effectively about health issues and to engage communities in preventive practices. The curriculum includes an overview of treatment approaches for chemical dependency, as well as an in-depth look at communicable diseases, public health alerts, and other fundamentals of epidemiology.
Prerequisite: None

CPR CPR/First Aid (0.5 unit/7.5 hours)
This course provides American Heart Association (AHA) certification in CPR and First Aid, equipping students with essential life-saving skills for clinical and community settings. Students will learn the fundamentals of cardiopulmonary resuscitation (CPR) for adults, children, and infants, as well as basic first aid techniques for managing common emergencies, such as choking, bleeding, fractures, and shock. Emphasis is placed on hands-on practice, proper technique, and adherence to AHA guidelines. Students will learn to respond to emergency situations with effective, immediate care, and will receive AHA certification upon successful completion.
Prerequisite: None

PROFESSIONAL DEVELOPMENT (PDV)

PDV 100 Medical Ethics (1 unit/15 hours)
This course provides an introduction to the principles and practice of medical ethics, focusing on ethical decision-making in healthcare settings. Students will explore foundational concepts such as patient autonomy, confidentiality, informed consent, and beneficence. Through case studies and discussions, the course addresses complex issues including end-of-life care, cultural sensitivity, and ethical dilemmas in

patient-practitioner relationships. Emphasis is placed on developing a strong ethical and empathic framework that guides professional conduct and enhances patient trust. By the end of the course, students will be prepared to navigate ethical challenges with integrity and empathy in their healthcare practice.
Prerequisite: None

PDV 200 Medical Research (2 units/30 hours)
This course introduces students to the fundamentals of medical research, focusing on research design, methodology, and critical analysis of scientific literature. Students will learn essential skills for evaluating studies, interpreting data, and understanding various research methods used in clinical and medical research, including observational studies, clinical trials, and systematic reviews. Emphasis is placed on evidence-based practice, statistical literacy, and understanding research ethics, as well as the application of research findings to enhance patient care.
Prerequisite: AMD100 Chinese Language and Medical Terminology, WMD100 Medical Terminology

PDV 300 History of Medicine (1 unit/15 hours)
This course offers an overview of the evolution of medicine from ancient practices to modern healthcare. Students will explore key developments in medical history, including traditional healing systems, the emergence of modern medical science, and the integration of technology in patient care. Topics include influential figures, landmark discoveries, and the impact of social, cultural, and scientific advancements on medicine. Emphasis is placed on understanding how historical perspectives shape current practices and the role of medicine in society. By the end of the course, students will gain a broad understanding of medicine's past, fostering an appreciation for its progression and diversity.
Prerequisite: None

ADDITIONAL ACADEMIC COURSE REQUIREMENTS

REVIEW & PREPARATION (REV)

REV 100 Year 1 Review (3 units/45 hours)
This course provides a comprehensive review and assessment of students' understanding of key concepts covered in the first ⅓ of the degree curriculum. Emphasis is placed on reinforcing foundational knowledge in Asian medicine and basic science theory, ensuring students have a strong grasp of essential topics.
Prerequisite: Completion of first ⅓ of curriculum

REV 200 Year II Review (3 units/45 hours)
This course provides a comprehensive review and assessment of students' understanding of key concepts covered in the second ⅓ of the degree curriculum. Emphasis is placed on reinforcing acupuncture

and herbal medicine topics, ensuring students have a strong grasp of essential topics.
Prerequisite: REV100 Year I Review, completion of second ⅓ of curriculum

REV 300 Year III Review (3 units/45 hours)
This course provides a comprehensive review and assessment of students' understanding of key concepts covered in the third ⅓ of the degree curriculum. Emphasis is placed on reinforcing biomedical concepts, ensuring students have a strong grasp of essential topics.
Prerequisite: REV200 Year II Review, completion of third ⅓ of curriculum

REV 400 Final Review (3 units/45 hours)
This course provides a comprehensive review and assessment of students' understanding of all key concepts covered in the degree curriculum. Emphasis is placed on assessing students' academic competency and potential success on acupuncture/oriental medicine board exams.
Prerequisite: *REV100 Year I Review, REV200 Year II Review, REV300 Year III Review*

BIBLE AND THEOLOGY (CHOOSE 3)

NT 301 Introduction to the New Testament (3 units/45 hours)
This is an introduction to the New Testament as traditions interpretable within their earliest socio-religious settings, and in distinctly different times and places, as living Christian Scripture. This class will focus on the teachings and traditions of Jesus preserved in the Gospels and Christian practice and thought in the Pauline letters and the Apocalypse of John.
Prerequisite: None

OT 301 Introduction to the Old Testament (3 units/45 hours)
This course serves as an introduction to the Old Testament. We will study ancient Israel's canonical literature within its historical, social, cultural, political, economic, and religious environments. In addition to familiarizing students with the books of the Old Testament, this course will also introduce the ancient Near Eastern texts and backgrounds, which are relevant to the pertinent biblical passages.
Prerequisite: None

THE 401 Systematic Theology I (3 units/45 hours)
This course is designed to introduce the foundational Christian thoughts in Protestants. As the semester goes through, students are supposed to examine the traditional doctrines and the contexts out of which Christian thoughts have been formulated. Not only with that, this course is designed to reformulate and to apply the doctrines to today. In doing so, the students will learn how to establish their own theology by which they can work out their Church ministries. No prior knowledge is required.

Prerequisite: None

THE 425 Contemporary Theology I (3 units/45 hours)
This course is designed to introduce and review Christian thoughts in the Modern and Postmodern period. During the 19-20th centuries, the West had experienced a significant challenge to understand its own culture that was reflected in Christian thoughts. Western thoughts based upon Christian worldview in the 19th century had to change themselves into uncertain and relative in the face of critique. In the lecture, we will explore the implication of such critiques through the study of key figures and issues. After WW I, new challenges such as secularization and globalization had made Western culture more uncertain and insecure. We will investigate how Christian theology had responded to modernist and post-modernist impulses from the early twentieth century to today, delving into modern Christian thoughts. In addition, we will review the works of contemporary Christian thinkers who have acted in the second half of the twentieth century.
Prerequisite: None

CLINICAL PRACTICE (CLC)

CLC 100 Observation (take 2) (1.5 units/45 hours)
This course provides students with supervised observation of clinical practices in acupuncture and Asian medicine. Students will observe experienced practitioners as they conduct patient assessments, diagnoses, and treatments, offering a real-world perspective on the application of theoretical knowledge. The course includes case presentations and group discussions, allowing students to explore diagnostic reasoning, treatment planning, and patient interaction in a clinical setting. Through guided observation and case analysis, students gain valuable insights into clinical decision-making and patient management, preparing them for hands-on practice in future clinical training.
Prerequisite: None

CLC 200 Observation Assistantship (take 2) (1.5 units/45 hours)
This course offers students supervised, more hands-on observation of the clinical practice of acupuncture and Asian medicine. Students will observe skilled practitioners as they assess, diagnose, and treat patients, gaining a practical perspective on combining Asian medicine techniques with Western diagnostic methods. The course includes case presentations and group discussions, where students analyze cases, discuss treatment planning, and examine patient interaction.
Prerequisite: Completion of two CLC100 Observation

CLC 300 Internship (take 6) (1.5 units/45 hours)
In this hands-on practicum, students' progress to performing acupuncture and Asian medicine treatments under the direct supervision of an experienced teacher. Throughout each session, the instructor is present to guide and monitor the student's technique, ensuring safety, accuracy, and adherence to best practices. Students

will engage in all aspects of patient care, from intake and diagnosis to point location, needling, and adjunct therapies, receiving immediate feedback and support from the supervising practitioner. Case presentations and discussions further reinforce diagnostic reasoning and treatment strategy, allowing students to refine their clinical skills in a supportive, supervised environment.
*Prerequisite**:** Completion of two CLC200 Observation Assistantship*

CLC 400 Senior Internship (take 10) (1.5 units/45 hours)
This course simulates a real-life clinical environment where students work independently in patient care, with a supervising instructor available nearby for guidance and support as needed. Students are responsible for all aspects of patient treatment, including intake, diagnosis, treatment planning, needling, and follow-up, utilizing both Eastern and Western diagnostic approaches. This experience allows students to apply their knowledge autonomously, refining their skills in a clinical setting while still having the reassurance of instructor support if questions or complex cases arise.
Prerequisite: Completion of at least four CLC300 Internship

CLC 500 Grand Rounds (take 1) (1.5 units/45 hours)
This advanced course offers senior students the opportunity to observe and engage in clinical practice at a higher level, building on previous observation experiences. Similar to an Observation Assistantship, Grand Rounds allows students to reassess and refine their skills by closely observing seasoned practitioners and analyzing differences in diagnostic and treatment approaches among instructors. Through guided discussions and case presentations, students critically evaluate various treatment methodologies, enhancing their understanding of clinical decision-making and adaptability. This course fosters a deeper comprehension of diverse techniques and styles within acupuncture and Asian medicine.
Prerequisite: *Completion of six CLC300 Internship*

CLC 600 Integrative Rounds (take 1) (1.5 unit/45 hours)
This advanced course focuses on integrative clinical observation, where senior students analyze patient cases through both Eastern and Western medical perspectives. Similar to an Observation Assistantship, Integrative Rounds emphasizes critical thinking and comparative analysis, as students consider the strengths and limitations of each medical system for individual cases. Under the guidance of experienced integrative instructors, students discuss diagnostic and treatment options from both approaches, exploring how integrative strategies can enhance patient outcomes. This course deepens students' ability to evaluate cases holistically, preparing them for collaborative practice in interdisciplinary healthcare settings.
Prerequisite: Completion of six CLC300 Internship

CLC 700 Externship (optional, can constitute senior internship) (1.5 units/45 hours)

This externship provides students with hands-on experience in various healthcare settings beyond the school clinic, allowing them to explore a range of medical specialties. Working under the guidance of seasoned practitioners, students have the opportunity to observe and assist in diverse fields, such as orthopedics, gynecology, internal medicine, pediatrics, and integrative pain management. Through this experience, students gain exposure to different clinical approaches, techniques, and treatment styles, enhancing their versatility and understanding of how acupuncture and Asian medicine integrate with various specialties.
Prerequisite: *Completion of at least four CLC300 Internship*

Master of Fine Arts in Visual Arts

MFA CORE COURSES

ART500 Art Analysis and Criticism (3 units)
This course explores the critical approach to the work of art in terms of form, content, and expression. The course provides an in-depth discussion and investigation of how an artist' s work is perceived as a public statement, and how one' s work exists in the world. This is also an in-depth seminar course examines contemporary issues in the visual arts, their relation to the Christian faith, and how they ultimately relate to the student's own work.

ART 510 History and Philosophy of Art (3 units)
This class examines the development of movements and ideas in 20th century art and artists. This class focuses on the history of modern and contemporary art. Starting in the 1880s with the advent of Modernism, the class investigates the movements and artists active up to the late 1950s and Abstract Expressionism. The class also explores the 1960s with the development of Conceptualism and POP Art and proceeds to the present.

ART 520 Advanced Studies in Contemporary Art (3 units)
The class explores major trends in visual art since the end of the Modern era. It examines the evolution of visual exploration and expression since the middle of the twentieth century and the impact it has manifested on contemporary society worldwide. This class is also designed to comprehend the context of contemporary trends and consider the artists' roles as image-maker in today's globally connected world.

ART530 Integration: Theory and Practice (3 units)
This is a seminar class that explores student's thinking regarding the relationship between the life of art making and the personal development of faith issues. The student learns to write a comprehensive artist's statement reflecting both artistic issues and faith concern. This course also allows students to articulate the philosophical basis for their life's work as artists with a spiritual understanding and how they plan to interact with the contemporary art world.

ART 540 Graduate Studio (3 units)
This course focuses on art concerns and critiques stemming from each

student's work. This course focuses on each individual student· s practice, specifically directed toward aesthetic and technical issues arising out of their work. Students meet with several individual instructors on an independent basis, as they have work or issues prepared for discussion.

ART 550 Independent Research Method (3 units)
This course provides instruction in research design and techniques, and gives students experience in the research process. This course encourages and trains students to write about art and faith through the development of critical writing skills that is essential to an artist's career.

ART 560 Critical Issues in Art I (3 units)
This is an in-depth class that examines contemporary issues in the visual arts, their relation to the Christian faith, and how they ultimately related to the student's own work.

ART 570 Critical Issues in Art II (3 units)
This is an in-depth class that examines contemporary issues in the visual arts, their relation to the Christian faith, and how they ultimately related to the student's own work. Topics may vary according to the faculty. This course provides a historical overview of the relationship between art making, art viewing, and art writing within the appropriate social and economic contexts. Theory is paired with art, showing how certain aspects of a work of art are highlighted from particular theories.

ART 580 Independent Studio Practices (3 units)
This is an independent studio course that is a part of requirement course for MFA program. Faculty is assigned to supervise the development of student work.

ART 590 Critical Practice and Writing (3 units)
This culminating seminar course allows students to articulate the philosophical basis for their life's work as artists with a spiritual understanding and how they plan to interact with the contemporary art world. Exposes students to the complexity and diversity of activities in the fine arts by inviting prominent artists and critics to the campus for studio and seminar workshops in their practice, methods or medium.

MFA ELECTIVE COURSES

ART 600 Advanced Studio: Graduate Drawing (3 units)
This is a multi-level drawing studio emphasizing advanced concepts and processes related to drawing. It is also designed to emphasize on contemporary art issues and individual directions.

ART 610 Advanced Studio: Video/Digital Art (3 units)
This is an advanced studio class that provides students with an in-depth study and experimentation in various digital visualization theories, and processes used in the visual arts. Its topics include but are not limited to

integration of traditional design, color and compositional principles with contemporary digital tools and emerging technologies. It also includes demonstration and practice with digital illustration and painting, digital photography and image manipulation, typography and page layout, digital animation and time-based media.

ART 620 Advanced Studio: Graduate Painting I (3 units)
This is multi-level painting studio emphasizing advanced concepts and process related to oil and acrylic painting. This also emphasizes on contemporary art issues and individual directions along with picture structure and interpretation of concepts, forms, and symbols in today's art.

ART 630 Advanced Studio: Graduate Painting II (3 units)
This is the continuation of multi-level painting studio (ART 620) emphasizing advanced concepts and process related to oil and acrylic painting. This also emphasizes on contemporary art issues and individual directions along with picture structure and interpretation of concepts, forms, and symbols in today's art. (pre-requisite: ART 620)

ART 640 Advanced Studio: Illustration (3 units)
This class provides a critical and contextualized chronological survey of graphic design, illustration, and advertising, and how these disciplines responded to and affected political, cultural, and social changes. This course also explores wet and dry media techniques and high-end rendering in the multiple uses of illustration. The class duplicates client/artist interactions to prepare students for the environment in the commercial arts field. Students are required to furnish art materials and tools.

ART 650 Advanced Studio: Photography (3 units)
This advanced-level studio course offers further study in the fine art of photography with a continued emphasis on developing significant personal imagery. The course includes study of current fine art photography, and creative and technical aspects of black and white photography as well as alternative processes.

ART 660 Advanced Studio: Graphic Design (3 units)
This course explores graphic communication through the understanding of the elements and principles of design; as well as, the design process, from idea development through the final execution of a document. The class also explore the past, present, and future of visual identity, branding, and systems design. The development of philosophical and professional attitudes related to the role of the designer as interpreter of society dealing with ethical issues is also emphasized.

ART 670 Graduate Gallery/Museum (3 units)
This course is an in-depth study of professional gallery design and preparation for the exhibit. This class also focuses on the public dimension of the gallery or museum operations to establish and

maintain relevancy.

ART 680 Graduation Project: Exhibition Development and Presentation (3 units) - Capstone Course
This class help prepares student plan, publicize, and install their gradate exhibition. Under the direction of the graduate art faculty, the student learns to develop their own
exhibition. This course focuses on exhibition design, execution, and documentation.

MFA BIBLE/THEOLOGY COURSES

THE511 Biblical Theology I (3 units)
This course examines the thematic and historical development of a particular doctrine. Special emphasis on the given period on the author in the context of the entire scripture.

NT505 Life and Teaching of Christ (3 units)
A thorough overview of the life of Jesus Christ on earth, with special attention to the developing emphasis and distinctive purposes that prevailed during Christ' publica ministry. The course also examines the historical setting of Jesus' ministry and the special emphasis of each Gospel.

THE525 Contemporary Theology (3 units)
This course focuses on the study of Christian faith or theological thought as formulated by contemporary theologians from various traditions, and to theology as one way the church reflects critically on its tradition, identity, and message.

Ph.D. in Intercultural Studies

ADVANCED CORE COURSES IN INTERCULTURAL STUDIES

ICS 701 Intercultural Studies as a Discipline (3 units)
This is seminar course that deals with the academic discipline of intercultural studies and intercultural study research and writing. It deals with research of classical and current publication in the field of intercultural studies and study of relationship between theology, history and social science in intercultural studies.

ICS702 Biblical Understanding of Intercultural Studies (3 units)
This is a study of biblical books or texts in the context of intercultural settings. This equips students to wrestle with the Bible and the teaching of the Bible in intercultural settings. It also pays particular attention to the intercultural study of biblical texts, diverse reading of the texts, issues of contextualization as students seek to make sense out of the text in their various cultural contexts.

ICS703 Social Anthropology (3 units)
A study of anthropological approaches to society, culture, history, and current events. The course explores social and cultural diversity

through a range of themes: social organization, ideology, religion, exchange, subsistence, gender, land use, ethnicity, ethnic conflict, and local/global inter-relations.

ICS704 Culture and Transformation (3 units)
This is a study of culture and transformation by paying attention to cultural change, the place of change agents and the speed and intensity of change. The study also focuses on the implication of cultural change and its process that are evidence in social, political, economic, and religious aspect of society.

ICS705 Intercultural Communication (3 units)
This is a study of theories and issues related to intercultural communication, discussing principles and processes of communicating from one culture to another. This also focuses on strategies for effective interaction among member of different cultures. Special attention will be given to language and culture, culture shock, ethnocentrism, paternalism, nonverbal communication, contextualization, and dynamics of change.

ICS706 Intercultural Leadership (3 units)
This is a study of intercultural leadership covering diversity of pattern of authority, legitimacy, public support, leadership recruitment, and training as they affect communication, ministry, and mission. Special attention will be given to the missionary role of multicultural leadership in a world where missionaries from every country of the world are partnering with missionaries and church leaders.

ADVANCED ELECTIVE AREA COURSES

ICS751 Method and Theory in Intercultural Studies (3 units)
A study of the various strategies and theories underneath the multiplicity of organized efforts to introduce change to the world by the faith-based organizations. It is a study of various approaches to the academic study of intercultural studies from qualitative and quantitative methods. Special attention will be made on academic writing, use of library and online sources, ethics in research and related topics.

ICS761 Seminar in the major issues of intercultural studies (3 units)
This course deals with contemporary issues in intercultural studies. It includes but is not limited to the topics of cross-cultural theology, intercultural competencies for missionaries, and intercultural mission.

ICS765 Research in Intercultural Studies (3 units)

This is a study of the principle and practical of research on the discipline of intercultural studies. The course focuses on the methodology and the use and evaluation of primary and secondary sources and the planning and execution of research project.

ICS771 Christianity and Cultural Change (3 units)
This is a study of cultures and societies, the tools of anthropological methodology, and sociological and anthropological theories to evaluate and propose solutions to intercultural studies. Topics include but are not limited to models of culture change, understanding local values and ethics, problems in community development, and the challenge of integral human development.

ICS779 Religion in the Modern World (3 units)
This course introduces students to major religions of the world focusing on their origin and development, beliefs and practices, and worldviews and institutions. This course also deals with Christian responses to other religions whereby students learn to engage people of other faith respectfully and participate in God's mission in culturally diverse society.

ICS785 Intercultural Studies in Teaching and Learning (3 units)
It is a study of principles and factors that contribute to effective teaching and learning when teacher and learners are from different cultures. It includes analysis of cultural influences upon cognitive style, logical processes, worldview, social relations, modes of learning, and learning environments. It also studies implication for teaching in specific cultural setting with particular attention to learning outcomes and cognitive development.

BIBLE AND THEOLOGY

NT705 Life and Teaching of Christ (3 units)
A thorough overview of the life of Jesus Christ on earth, with special attention to the developing emphasis and distinctive purposes that prevailed during Christ' publica ministry. The course also examines the historical setting of Jesus' ministry and the special emphasis of each Gospel.

THE725 Contemporary Theology (3 units)
This course focuses on the study of Christian faith or theological thought as formulated by contemporary theologians from various traditions, and to theology as one way the church reflects

critically on its tradition, identity, and message.

THE811 Biblical Theology I (3 units)
This course examines the thematic and historical development of a particular doctrine. Special emphasis on the given period on the author in the context of the entire scripture.

RESEARCH COURSES

ICS801 Qualitative Research Method (3 units)
A study of qualitative method that emphasizes on data collection, analysis, and validation methods for educational and practical research. Special attention will be given to participant observation, interviewing, how to write field notes, the use of video clips or audio in the field settings, how to code verbal data, and so on. It also includes ethical issues in research, the place of theory in qualitative research, proposal writing for qualitative research, and so forth.

ICS802 Research Design (3 units)
This is a study that explores qualitative, quantitative and both methods research design in the social sciences. It helps students to select and describe appropriate research method and procedures for their doctoral dissertation. The course also includes but is not limited to survey design and execution, data collection, management and analysis, use of statistical tools and computer software.

DISSERTATION

ICS901 Intro to Doctoral Research (3 units)
This course helps students to conduct doctoral study with the final dissertation. It is the introductory course for the dissertation process including the selection of researchable dissertation topic, strategies in library research, mapping a literature review, issues of form and style, etc. This is an overview course for PhD student in intercultural studies for dissertation writing. It also summarizes the contribution that the dissertation intends to make to the field of intercultural studies.

ICS902 Ph.D. Dissertation Field Research (3 units)
This course is designed to help students to conduct its research for dissertation writing. The course provides students with academic advising at each stage of the dissertation writing.

ICS903 Ph.D. Dissertation Proposal (3 units)
This is an independent course for dissertation writing that

embodies the results of original research and makes genuine contribution to knowledge in the field of concentration. It helps students to develop doctoral dissertation proposal by presenting the draft of proposal and discussion related to the dissertation research.

English as a Second Language

ESL 101 Listening and Speaking I
This class is designed to help students whose native language is not English develop the basic elements of pronunciation and speak clearly and effectively in academic, formal, and informal settings. Students will also be able to actively listen to a conversation, radio, or TV program and grasp the main idea of the information they are hearing.

ESL 102 Academic Reading I
This course provides instruction and practice to help students develop foundational English reading skills. Emphasis is placed on improving reading comprehension, increasing reading speed, and beginning to build a core academic vocabulary. Through a variety of texts and guided activities, students will strengthen their ability to understand and engage with written English.

ESL 103 Academic Writing I
This course introduces students to academic writing through a variety of engaging topics to develop basic written proficiency and effective communication skills. Students will learn to express ideas clearly in writing while building foundational grammar and structure. Instructional methods may include teacher-led discussions, video presentations, pair and group work, dictation, games, and targeted writing exercises.

ESL104 English Grammar I
This course is designed to help students build a strong foundation in basic English grammar. A variety of grammar topics will be covered to support the development of clear and accurate communication. Instructional methods may include teacher-led discussions, pair and group activities, dictation, role-plays, games, and written exercises to reinforce learning in an interactive and supportive environment.

ESL 201 Listening and Speaking II
This course is designed for non-native English speakers who are ready to strengthen their speaking and listening skills at the low-intermediate level. Students will continue to build on the fundamentals of pronunciation, working toward clearer and more confident speech in academic, formal, and informal settings. The course also focuses on improving listening comprehension, enabling students to follow conversations, radio broadcasts, and TV programs and identify main ideas and key details with greater accuracy.

ESL 202 Academic Reading II

This course offers instruction and practice to help students strengthen their English reading skills at the low-intermediate level. Emphasis is placed on improving reading comprehension, increasing reading speed, and expanding academic and everyday vocabulary. Through a variety of engaging texts and guided activities, students will develop greater confidence in understanding, interpreting, and responding to written English.

ESL 203 Academic Writing II
This course builds on foundational writing skills to help students develop greater fluency and accuracy in academic English. Students will learn to organize and express ideas in structured paragraphs and short essays, with a continued focus on grammar, sentence variety, and clarity. A variety of engaging topics will support critical thinking and written communication across academic and real-world contexts. Instructional methods may include teacher-led discussions, video presentations, collaborative writing tasks, peer review, and targeted grammar and writing exercises.

ESL 204 English Grammar II
This course is designed to help students strengthen their understanding and use of essential English grammar at the low-intermediate level. Students will review foundational structures while learning more complex grammar forms needed for clear and accurate communication in both spoken and written English. Emphasis will be placed on applying grammar in real-life contexts. Instructional methods may include teacher-led explanations, collaborative activities, role-plays, dictation, games, and writing exercises to support interactive and meaningful learning.

ESL 301 Listening and Speaking III
This is a skills-based course that focuses on improving speaking and listening. To succeed, students need to participate actively in every class and practice regularly outside of class. Progress will not happen without personal commitment and consistent effort.

ESL 302 Academic Reading III
This is an academic reading course designed to help students improve their reading and writing skills. Students will practice reading critically, organizing ideas, and using information from different sources in their writing. The course also focuses on learning how to plan, revise, and edit common types of academic writing.

ESL 303 Academic Writing III
Students will learn to identify the purpose of reading, monitor their understanding, and adjust their reading strategies as needed. They will practice analyzing information, thinking about its deeper meaning, and connecting new ideas with what they already know. For writing, students will learn to choose the right strategy for different writing purposes, understand the steps of the writing process, and improve their

grammar, punctuation, and writing style while developing their compositions.

ESL 304 English Grammar III
This course is designed to help students review and strengthen their understanding of American English grammar. By improving their grammar skills, students will be better able to express themselves clearly and accurately in both writing and speaking, especially in academic settings.

ESL 401 Listening and Speaking IV
This course is designed to strengthen students' English listening and speaking skills while also improving their ability to communicate effectively in both spoken and written forms in academic settings

ESL 402 Academic Reading IV
This academic reading course is designed to help students strengthen their critical reading and writing skills. Students will learn to synthesize information from multiple sources and incorporate it into their writing. The course also focuses on developing effective organizational strategies for common academic writing tasks, as well as building revising and editing skills.

ESL 403 Academic Writing IV
This high-intermediate ESL course focuses on developing academic writing skills through reading and critical thinking. Students will practice analyzing texts and synthesizing information to produce well-organized, thoughtful written responses. The course emphasizes clear communication, critical analysis, and the connection between reading and writing in academic contexts.

ESL 404 English Grammar IV
This course is designed to review and expand students' understanding of American English grammar and sentence structures. It aims to strengthen their ability to use grammar accurately and effectively, which will improve both their written and spoken communication in academic settings. Students will develop greater confidence in expressing complex ideas clearly and appropriately in essays, presentations, and discussions.

ESL 501 Listening and Speaking V
This course focuses on developing students' listening and speaking skills through a variety of academic and general topics. The primary goal is to increase English proficiency, with a strong emphasis on critical thinking, presentation skills, and active verbal participation. Students will be expected to contribute regularly in class discussions and present prepared material to their peers; passive participation is not acceptable. The course will focus on building fluency in academic speaking, including presentations and discussions. Instructional methods may include teacher-led discussions, group and pair work, dictation, role-plays, games, and written exercises to support learning.

ESL 502 Academic Reading V
This advanced reading course offers targeted instruction and practice to help students strengthen reading comprehension and increase reading speed at an advanced level. Students will also work on expanding their academic vocabulary and developing strategies for understanding complex texts.

ESL 503 Academic Writing V
This course covers a range of topics designed to help students master advanced writing skills and confidently present their work in public. Instructional methods may include teacher-led discussions, video presentations, group and pair activities, dictation, games, and written exercises to support learning.

ESL 504 English Grammar V
This course covers a wide range of grammar topics aimed at helping students develop and master an advanced level of English grammar. While the main focus is on grammar and writing skills, students are also expected to participate actively in class discussions and provide thoughtful comments on writing from journals and scholarly research.

ESL 601 Listening and Speaking VI
This course explores a range of complex topics to help students achieve advanced proficiency in English. Students will be expected to actively listen, analyze, and critically summarize spoken content. They will also develop the ability to identify key points, interpret underlying messages, and articulate thoughtful, detailed responses

ESL 602 Academic Reading VI
This advanced reading course provides high-level instruction and practice to help students engage with scholarly texts, including academic research, journal articles, and presentations. The course is designed to strengthen academic reading skills and support advanced English language development.

ESL 603 Academic Writing VI
This course explores a wide range of topics aimed at helping students master advanced scholarly writing and conduct independent research with confidence. Students will also have opportunities to present their research papers or critical analyses, enhancing both their written and oral academic skills.

ESL 604 English Grammar VI
This course explores a wide range of advanced grammar and syntax topics through focused practice and critical analysis of scholarly writing. Students will develop the skills to write confidently and to provide professional, constructive feedback on the work of others.

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