

OIKOS UNIVERSITY
ACADEMIC CATALOG
2017-2018

**7850 EDGEWATER DR.
OAKLAND, CA 94621**

**PHONE: 510-639-7879
FAX: 510-639-7810
EMAIL: INFO@OIKOS.EDU
WEBSITE: WWW.OIKOS.EDU**

ACADEMIC YEAR: 7/1/2017 – 6/30/2018

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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.

Myung Soon Ma
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 Korean and Korean-American 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 in the areas of biblical studies, music performance, Asian medicine and practical vocational nursing.

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, Korean and Korean-American 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-especially the Korean and Korean-American communities 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 develop an appreciation for the Korean and Korean-American church denomination heritage including its knowledge, history and distinct.
3. To instill a desire for lifelong commitment to personal spiritual growth through daily Bible study and prayer.
4. To develop attitudes of service and commitment to the local church and world missions.
5. To equip students with learning skills that access knowledge for vocational success and enable students to manifest their perspectives
6. To provide students with competitive knowledge, skills and attitude for success in their profession.
7. To prepare students for Christian service and vocation in the Church and society.
8. 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.

**SCHOOL OF
THEOLOGY/MUSIC
2017 FALL
SEMESTER
ACADEMIC
CALENDAR**

| <School event> | Date |
|---|-----------------|
| Registration for Continuing Students | August 7-10 |
| Faculty Meeting | August 29 |
| Fall Instruction Begins w. Orientation | August 29 |
| Registration deadline for new & transfer students | September 1 |
| Labor Day (Office closed) | September 4 |
| First Installment payment Due | October 3 |
| Columbus Day (Office closed) | October 9 |
| D.Min. Intensive Course | October 16-27 |
| Veterans' Day (Office closed) | November 10 |
| Second Installment payment due | November 14 |
| Thanksgiving Break | November 20-24 |
| Final Exam | December 12-14 |
| M.Div Intensive (First Term) | December 18-21 |
| Early Registration for Spring 2018 | December 18-21 |
| Final grades due | December 21 |
| Winter Break | Dec. 18-Jan. 26 |
| M.Div. Intensive (Second Term) | January 8-12 |

**2018 SPRING
SEMESTER
ACADEMIC
CALENDAR**

| School event | Date |
|---|---------------|
| M.Div. Intensive (Second Term) | January 8-12 |
| Registration for Continuing Student | January 8-11 |
| Faculty Meeting | January 9 |
| Martin Luther King Day | January 15 |
| Spring Instruction Begins w. Orientation (Bachelor, Master) | January 30 |
| Registration Deadline for New & Transfer Student | February 2 |
| President Day (Office closed) | February 19 |
| First Installment Due Date | March 1 |
| D.Min. Course Intensive | March 5-16 |
| Easter Break (Office closed) | March 26-30 |
| Second Installment Due Date | April 19 |
| Final Examination | May 15-17 |
| Summer Intensive (Bachelor and Master) | May 21-25 |
| 2018 Commencement | May 26 |
| Summer Break | May 27-Aug 28 |
| Memorial Day (Office closed) | May 28 |
| Final grades due | May 30 |

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 has 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 through 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

**DISCLOSURE
STATEMENT**

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.

11. Satan

We believe the existence of a personal, malevolent being called Satan who acts as tempter and accuser, for whom the place of eternal punishment was prepared, where all who die outside of Christ shall be confined in conscious torment for eternity. He can be resisted by the believer through faith and reliance on the power of the Holy Spirit.

Oikos University is a private institution approved to operate by the California Bureau for Private Postsecondary Education (BPPE: 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833, 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, Doctor of Ministry, Master of Divinity, Master of Music, and Master of Science in Asian Medicine. 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.).

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 Candidate Status as Category IV institution by the TRACS Accreditation Commission on April 9, 2013. This Status is effective for a period of up to five years. 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).

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 Korean immigrant church and community in Southern California. Under the exceptional leadership of Mr. Youngkyo Choi (Chairman, Board of Directors), Dr. Jongin Kim (President), Dr. Nam Soo Woo (Director of Academic Affairs), Dr. Jongjin Kim (Director of Student Affairs), Myungsoon Ma (Board of Directors), Robert Choi (Board of Directors), Moolim Lee (Board of Directors), Myungsoon Yoon (Board of Directors), Suk Yoo (Board of Directors), and Sara Lim (Board of Directors), who were supported by a faculty of outstanding scholars and professionals, seek to educate Korean immigrants primarily in theology, music, business and Asian Medicine at the current location. Oikos University is currently seeking to offer its undergraduate and graduate programs. It is currently pursuing its programs to be 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.

CAMPUS LOCATION

The class sessions are held at the campus at 7850 Edgewater Dr., Oakland, CA 94621.

In the heart of San Francisco Bay Area in California, the campus is situated in the city of Oakland. Koreans have been a part of San Francisco over 100 years.

This community has a strong business and employment infrastructure that our student body enjoys. Local stores include wholesale markets, cleaners, and convenience stores. Local restaurants include various Korean bar-beques as well as most fast food establishments. Oikos students have found it to their

advantage to live in a community that has adapted to the employment needs of college students.

Oakland is a city with rich history that has many renovation projects and urban renewal plan. More Koreans are coming into this area. 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 Edgewater Dr. to the School. If you get lost, please call our switchboard Monday through Friday, 9 AM to 5 PM, for directions: **510-639-7879**.

You may also want to google for the map by typing the following address: 7850 Edgewater Dr. Oakland, CA 94621.

Oikos University has a teaching site in Los Angeles. The address is 2064 Marengo St., Los Angeles, CA 90033. You can contact the teaching site by calling 213-700-1966.

CAMPUS FACILITIES

Our 12,000-square foot main campus is in 7850 Edgewater Dr. Oakland, CA 94621, in the city of Oakland known near downtown Oakland. We're blessed with ten classrooms, six offices, a concert hall sized chapel, a 25,000-volume library, and a computer lab with 45 modern personal computers. The administrative area houses administrative and faculty offices, and the student lounge. The music hall sized chapel is capable of approximately 120 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 35,000 volumes as well as periodicals and multimedia resources. The catalog and many resources are available on computers located in the library.

The Praise God Korean Church, a vibrant church meeting the needs of the first- and second-generation Korean community, also sponsors the school.

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/issued/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.

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

OU is expected to receive a temporary approval to operate from for Private Postsecondary and Vocational Education. A temporary approval is an interim designation the Bureau can authorize pending a qualitative review and assessment of the institution. The Bureau has a formal Policy on Complaints Against an Institution. Contact the Bureau by e-mail (bppve@dca.ca.gov) telephone (916.574.7720) if you wish to discuss a complaint against OU or to receive a copy of the complaint policy.

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.com 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, but 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 from members of a local church. 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.

SPORTS

Oikos maintains an intramural sports program throughout the fall and spring semesters. Basketball, badminton, and ping-pong are available for both men and women.

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, Vice President, Secretary, and Treasurer—are elected annually by the members.

The Student Council consists of three representatives 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. These visitors are invited to stay with students in the Residence Hall or apartments; classrooms are filled to capacity; 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 2003 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 north of 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 OU to students and spouses, faculty and staff members and spouses, alumni, pastors, and other residents of the community. Patrons who are not affiliated with OU may have a total of two books checked out at a time. Students are encouraged to use the library for individual research and

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| | <p>study purposes and are expected to maintain a quiet atmosphere conducive to study at all times. There is no public-use telephone available in the library.</p> <p>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.</p> <p>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.</p> |
| CHECK-OUT PROCEDURE | <p>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.</p> |
| REFERENCE COLLECTION | <p>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.</p> |
| GENERAL COLLECTION | <p>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.</p> <p>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.</p> <p>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.</p> <p>Some books (such as duplicate copies of reference works) are given a three-day checkout period. These restrictions are designated on the book spine.</p> |
| RESERVED BOOKS | <p>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.</p> <p>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</p> |

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

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| 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**

For foreign students who is applying for MBA and MSAM degrees, 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 theology 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.

FACULTY

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.

RESPONSIBILITIES¹

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

¹ Priority of responsibilities may vary depending on the gifts of the faculty member and the need of the University.

JOB DESCRIPTION FOR LIBRARY FACULTY

and personal talents to the community outside of the University.

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.

RESPONSIBILITIES²

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

² Priority of responsibilities may vary depending on the gifts of the librarian and the need of the library.

**WORLDVIEW AND
HERMENEUTICS
UNDERSTANDING**

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.

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 2015-2016, effective Fall Semester, 2013. 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

Undergraduate Theology

| | | |
|---------------------|----------|-----------|
| 15 semester units | 2,800.00 | /semester |
| (per semester unit) | 234.00 | /unit |

Graduate Theology

| | | |
|---------------------|----------|-----------|
| 15 semester units | 3,200.00 | /semester |
| (per semester unit) | 356.00 | /unit |

Doctor of Ministry

| | | |
|-----------------------------------|-----------|-----------|
| 9 semester units | 13,500.00 | /course |
| (per unit) | 450.00 | /unit |
| continuation fee after coursework | 500.00 | /semester |

Undergraduate Music

| | | |
|-------------------------|----------|-----------|
| 15 semester units | 2,800.00 | /semester |
| (per semester unit) | 234.00 | /unit |
| Lesson fee per semester | 600.00 | /semester |

Graduate Music

| | | |
|-------------------------|----------|-----------|
| 15 semester units | 3,200.00 | /semester |
| (per semester unit) | 356.00 | /unit |
| Lesson fee per semester | 600.00 | /semester |

Master of Asian Medicine

| | | |
|-----------------------------|--------|-------|
| Academic units: 147.5 units | 180.00 | /unit |
| Clinical units: 32 units | 360.00 | /unit |
| Bible & Theology: 9 units | 356.00 | /unit |

Master of Business Administration

| | | |
|-----------------------------------|--------|-------|
| Business Administration: 36 units | 500.00 | /unit |
|-----------------------------------|--------|-------|

Bible & Theology: 9 units 356.00 /unit

English as a Second Language 600.00 /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 100.00

Deferred Payment Plan Fee 50.00

Late Payment Fee for payment plan
(1st time late: 3% of balance, 2nd time late: 6% of balance)

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 10.00

Certificate of Graduation 10.00

Verification of Registration 10.00

**EXPLANATION OF
DEPOSITS AND FEES**

| | |
|-------------------------------------|-------|
| Duplicate Certificate of Graduation | 25.00 |
| Extension of I-20 | 10.00 |
| Reissue of I-20 | 10.00 |

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.

DEFERRED PAYMENT PLAN

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.

A student will not be allowed to participate in graduation ceremonies or receive grades, a certificate, a diploma, a degree, a transcript, or a letter of recommendation until all financial obligations have been satisfied in accordance with the college's financial policies.

TUITION REFUNDS

If you find it necessary to withdraw from the university, you may be eligible for a refund for part of your tuition. (We do not give refunds for fees, nor audited courses.) 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.

STUDENT RIGHT TO CANCEL AND REFUND

The student has the right to cancel the agreement and receive a full refund of tuition before the first class of every semester and before materials is received. Cancellation is effective on the date the written notice of cancellation is hand-delivered to registrar's office at: 7850 Edgewater Dr. Oakland, CA 94621 or emailed to info@oikos.edu. The student has the right to cancel and obtain 100 percent of the amount paid for institutional charges, less a reasonable deposit or application fee not to exceed two hundred fifty dollars (\$250), when a notice of cancellation is made through attendance at the first class session, or the seventh day after enrollment, whichever is later.

If a student obtains a loan to pay for an educational program, the student will have the responsibility 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.

| 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% |

SCHOLARSHIPS AND OTHER FINANCIAL AID

| | | |
|-------------|-------|-------|
| 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% |

As part of your application packet you will receive a scholarship application. (You can also obtain this form from the Registrar's Office.) By completing and submitting this form, you can apply for a number of scholarships provided by various friends of the college. A scholarship committee comprised of members of the administration, faculty, and staff matches the information supplied on your application with the criteria set by donors.

The following list describes some of our available scholarships.

EXAMPLE

OIKOS FACULTY/STAFF SCHOLARSHIP

Established by the faculty and staff of Oikos University for deserving students chosen by the scholarship committee.

OIKOS DIRECTORS' SCHOLARSHIP

Established by the directors of Oikos for deserving students chosen by the scholarship committee.

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 a full-tuition scholarship per year to be used for tuition/books/room and board.

Scholarship Criteria: Multiple recipients are to be chosen by the Scholarship Committee and confirmed by the President of the

University.

JONGIN KIM HONORARY SCHOLARSHIP

The Jongin Kim Honorary Scholarship has been established to honor students who have exhibited or have the potential to exhibit extraordinary abilities as a theologian and Christian leader.

Award: Up to full-time graduate tuition in the School of Theology per academic year.

Scholarship Criteria: Students must have a minimum GPA of 3.85. Multiple recipients are to be chosen by the Director of the School of Theology, 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.

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.

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.

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

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 (SAP)

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

**STUDENT TUITION
RECOVERY FUND (STRF)**

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.

The Student Tuition Recovery Fund (STRF) is a fund established by the State of California for the purpose of reimbursing students when their state-approved schools close untimely. When students enroll in a program, a fee is assessed in relation to the cost of tuition.

You must pay the state-imposed assessment for the Student Tuition Recovery Fund (STRF) if all of the following applies to you:

1. 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 either by cash, guaranteed student loans, or personal loans, and
2. Your total charges are not paid by any third-party payer such as an employer, government program or other payer unless you have a separate agreement to repay the third party.

You are not eligible for protection from the STRF and you are not required to pay the STRF assessment, if either of the following applies:

1. You are not a California resident, or are not enrolled in a residency program, or
2. Your total charges are paid by a third party, such as an employer, government program or other payer, and you have no separate agreement to repay the third party.

The State of California created the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic losses suffered by students in educational programs who are California residents, or are enrolled in a residency programs attending certain schools regulated by the Bureau for Private Postsecondary and Vocational Education.

You may be eligible for STRF if you are a California resident or are enrolled in residency program, prepaid tuition, paid the STRF assessment, and suffered an economic loss as a result of any of the following:

1. The school closed before the course of instruction was completed.
2. The school's failure to pay refunds or charges on behalf of a student to a third party for license fees or any other purpose, or to provide equipment or materials for which a charge was collected within 180 days before the closure of the school.
3. The school's failure to pay or reimburse loan proceeds under a federally guaranteed student loan program as required by law or

- to pay or reimburse proceeds received by the school prior to closure in excess of tuition and other costs.
4. There was a material failure to comply with the Act or this Division within 30 days before the school closed or, if the material failure began earlier than 30 days prior to closure, the period determined by the Bureau.
 5. An inability after diligent efforts to prosecute, prove, and collect on a judgment against the institution for a violation of the Act.

When school closure occurs, students may file within sixty days a claim for reimbursement from STRF for prepaid but unused tuition. Students should keep a copy of their enrollment agreements, tuition receipts or other financial documents that can be used to support a claim for reimbursement. For claim instructions or further information contact:

Bureau for Private Postsecondary Education
2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833
P.O. Box 980818, West Sacramento, CA 95798-0818
Telephone: (916) 431-6959 Toll Free: (888) 370-7589
Fax: (916) 263-1897
Website: <http://www.bppe.ca.gov/students/strf.shtml>

Total Charges to Complete the Program

| Items | School of Theology | | | School of Music | | School of Business | School of Asian Medicine | ESL |
|--|--|-------------------------------|-------------------------------|------------------------------|----------------------------|--|--|--------------------|
| | BABS | M.Div | D.Min | BM | MM | MBA | MSAM | |
| Program | Bachelor | Master | Doctor | Bachelor | Master | Master | Master | N/A |
| Period | Bachelor of Arts 4 years | Master of Divinity 3 years | Doctor of Ministry 2 years | Bachelor of Music 4 years | Master of Music 3 years | Master of Business Administration 2 years | Master of Science in Asian Medicine 4 years | Monthly enrollment |
| Tuition | \$22,400 | \$19,200 | \$13,500 | \$22,400 | \$19,200 | \$21,204 | \$41,274 | \$600/month |
| Application Fee (Non-refundable) | \$250 | \$250 | \$250 | \$250 | \$250 | \$250 | \$250 | \$250 |
| Admission Fee | \$150 | \$150 | \$150 | \$150 | \$150 | \$150 | \$150 | \$150 |
| Registration Fee | \$100 | \$100 | \$100 | \$100 | \$100 | \$100 | \$100 | \$0 |
| STRF (Non-refundable) | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| Continuation Fee | | | \$500/semester | | | | | |
| Books and Supplies (Estimated) | \$500* | \$500* | \$500* | \$500* | \$500* | \$500* | \$500* | |
| Total charges for the current period of attendance | \$2,900 | \$3,300 | \$3,475 | \$2,900 | \$3,300 | \$4,956 | Amount varies | |
| Estimated total charges for the entire educational program | \$23,600 | \$20,400 | \$13,500+ Continuation Fee | \$23,600 | \$20,400 | \$22,004 | \$42,474 | |
| | *Books and supplies are not included in the estimated total charges. | | | | | | | |

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 determine 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.

APPLICANT ASSESSMENT

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

SPIRITUAL READINESS

Applicants to the Program of Theology or Program 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 8 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. Since Oikos University is not accredited, the college does not yet qualify for federal grants and loans.

**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 write to the Registrar several months in advance of the fall 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 card
- Copy of spouse's I-94 if dependent on his/her visa status
- Check for **\$200** made payable to Department of Homeland Security
- Copies of valid/current passport and visa pages

OPTIONAL PRACTICAL TRAINING

- 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.

Application is made for a new visa for the new status at a U.S. Embassy or Consulate.

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
- \$180.00 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 expenses (600/month) and miscellaneous expenses (\$1,000). An additional \$ 4,000 will be added for accompanying spouses and \$ 1,500 for 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

- \$100.00 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 \$200.00 made payable to “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 Officer, Ms. Sunyeon Hwang

Ms. Sunyeon Hwang
Oikos University
7850 Edgewater Dr.
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 Christian friends with the Reference Forms and return envelopes supplied in the Application Packet. 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. It will also include a Housing Application. You should return this form to the Registrar's Office immediately for processing by the Director of Students. Housing Applications for new students are due one month before the first day of New Student Orientation.

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 the Residence Hall or Apartment Application, 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 Housing Application, the 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. We will pre-register you in courses, and will help you find suitable housing. As a prospective student, Oikos University encourages students to review the catalog prior to signing an enrollment agreement. Students are also encouraged to review the School Performance Fact Sheet, which must be provided to students 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 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 fall 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 (including the textbook order form) 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

**NON-DISCRIMINATION
POLICY**

maintain full-time enrollment (less than 12 semester hours per term).

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.

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.

When your total number of absences exceeds 10 percent of the number of class sessions in the semester, you are dropped from the course with a W/F unless the professor specifically asks the Registrar to retain you in the course. The 10 percent allowance is to provide for serious illness, serious injury, serious illness in the family, death in the family, and unforeseen emergency. Note that failure to enter the classroom and be seated at the beginning of class may result in your being counted absent.

In addition to the 10 percent policy, individual professors may impose additional attendance and participation requirements that have the

potential of impacting your course grade. See your course syllabus for details.

It is important that you keep an accurate record of any absences from class, including dates and reasons. This information could prove essential in the event of a discrepancy and/or an appeal. You should not rely upon professors or the Registrar to supply tallies, warnings, or notifications.

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 student's 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's 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 pager 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 commencement 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. It is our plan that by the time of our first graduating class, we will be able to offer such services. 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 seven curricular programs: a four-year (Bachelor of Arts) degree with a major in biblical studies; a four-year (Bachelor of Music) degree; a three-year (Master of Divinity) degree; and 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.

ABILITY TO BENEFIT

New students who are admitted with a high school GPA below "C", are admitted on a provisional basis with "ability to benefit" restrictions. These restrictions are likely to include enrollment in Fundamentals, a reduced load of 12 hours, and supervised study arrangements.

This classification and its restrictions may also be applied to new students whose high school grade average is below a "C" and to older students who are returning to school after an extended period of time strong transcript grades.

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 & Theology 300- 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 Composition and Rhetoric (ENG101) and Composition and 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

PROGRAM OF THEOLOGY

BACHELOR OF ARTS IN BIBLICAL STUDIES

Through the Program of Theology, the Program of Music, the Program of Asian Medicine and the Program of Business, Oikos University offers programs leading to the following degrees: the Bachelor of Arts in Biblical Studies, the Bachelor of Music, the Master of Music, the Master of Divinity, the Master of Business Administration, the Master of Science in Asian Medicine and Doctor of Ministry. Oikos also offers non-certificate English as a Second Language 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 and 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. Develop an appreciation for the Korean and Korean-American Church denomination and rich cultural and religious heritage
3. Instill a lifelong commitment to personal spiritual growth and develop attitude and demonstrate preaching skills
4. Develop attitudes of service and commitment at the local, national and international communities
5. 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_alpha.htm)

21-2010 Clergy

21-2020 Directors, Religious Activities and Education

21-2090 Miscellaneous Religious Workers

ADMISSION REQUIREMENTS

Anyone possessing a high school diploma or its equivalent meets the basic academic requirement for admission to the program. See the section on admissions criteria, earlier in this catalog, for additional

requirements.

PROGRAM REQUIREMENTS

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

The general education (GE) requirement: 45 units

The Bible and theology requirement: 60 units

Unit requirement: A minimum of 120 units

Residence requirement: 60 units to be taken at Oikos University

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 103 | 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 425 | Counseling for Marriage and Family | 3 |
| Mathematics/Science | | 9 Units |
| MATH 101 | College Mathematics | 3 |
| BS 110 | General Biology | 3 |
| BS 220 | Physiology | 3 |

BIBLE AND THEOLOGY REQUIREMENT: 60 UNITS

| | | |
|--------|---------------------------|----------|
| Bible | | 30 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 |
| NT 320 | Gospel of John | 3 |
| OT 220 | OT Historical Books | 3 |
| OT 305 | The Pentateuch | 3 |
| OT 320 | The Prophets (Major) | 3 |

| | | |
|----------------|------------------------|----------|
| OT 321 | The Prophets (Minor) | 3 |
| Theology | | 12 units |
| THE 301 | Christian Doctrine I | 3 |
| THE 302 | Christian Doctrine II | 3 |
| THE 303 | Christian Doctrine III | 3 |
| THE 304 | Christian Doctrine IV | 3 |
| Church History | | 6 units |
| HIS 305 | Church History I | 3 |
| HIS 306 | Church History II | 3 |
| Emphasis | | 12 units |
| MUEN 131 | Hymnody | 3 |
| PSY 206 | Psychology of Religion | 3 |
| PSY 402 | Christian Counseling | 3 |
| PRA 412 | Mission | 3 |

ELECTIVES: 15 UNITS

GRADUATION REQUIREMENT

- 1) The completion of 120 semester hours of credit including at least 45 credits in General Education.
- 2) Completion of this program within six (6) academic years (18 semesters) from the time of admission.
- 3) Passing the comprehensive Bible examination
- 4) Demonstration of Christian character by interview
- 5) Completion of course work with a Grade Point Average of C (2.0)
- 6) Demonstration of ministry skills
- 7) Passing Exit interview

MASTER OF DIVINITY

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 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_alpha.htm)

- 21-2010 Clergy
- 21-2020 Directors, Religious Activities and Education
- 21-2090 Miscellaneous Religious Workers

ADMISSION REQUIREMENTS

Anyone possessing a bachelor’s degree or its equivalent meets the basic academic requirement for admission to the program. See the section on admissions criteria, earlier in this catalog, for additional requirements.

PROGRAM REQUIREMENTS

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

- Greek and Hebrew: 12 units
- History: 12 units
- Biblical Studies: 36 units
- Practical Theology: 15 units
- Unit requirement: a minimum of 96 units
- Residence requirement: 48 units to be taken at Oikos University

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 415 | Apologetics | 3 |
| THE 425 | Contemporary Theology I | 3 |
| THE 426 | Contemporary Theology II | 3 |
| THE 511 | Biblical Theology I | 3 |
| THE 512 | Biblical Theology II | 3 |

PRACTICAL THEOLOGY: 15 UNITS

| | | |
|---------|--------------------------|---|
| ED 415 | Church Administration | 3 |
| POS 415 | Modern Political Thought | 3 |
| PRA 410 | Homiletics | 3 |
| PRA 415 | Practical Counseling | 3 |
| PSY 415 | Pastoral Counseling | 3 |

ELECTIVES: 21 UNITS

GRADUATION REQUIREMENTS

- 1) Completion of 96 semester credits
- 2) Completion of this program within four and a half (4.5) academic years (9 semesters) from the time of admission.
- 3) Passing the comprehensive Bible examination
- 4) Completion of the course work with a GPA of 2.5 or above.
- 5) Demonstration of competence in Ministry Skills
- 6) Passing Exit interview

DOCTOR OF MINISTRY

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 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)

21-2010 Clergy

21-2020 Directors, Religious Activities and Education

21-2090 Miscellaneous Religious Workers

ADMISSION REQUIREMENTS

1. A Master of Divinity degree or its equivalent with a GPA of at least 3.0 (B). Applicants with lower GPA may take two courses first and will be accepted with average total grade of B or above. Applicants with an M.A. degree or its equivalent must complete the M.Div. requirement prior to completion of 18 credit units of D.M. course.
2. At least three years of experience in full-time ministry with good standing after receiving the M.Div. degree. Applicants with only two years of ministry experience after receiving the M.Div. degree may apply only if they have over two years of full-time ministry experience before the M.Div. degree. The applicants with M.A. degree must have five years of experience in full-time ministry with good standing.
3. Recommendations by two church leaders
4. Application
5. Official transcripts of the school(s) previously attended (photocopies or transcripts in an opened envelope will not be accepted),
6. Demonstrate ability to read and write either English or Korean at the college entrance level. Level test will be required.

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 REQUIREMENTS

- 1) Student must complete 30 semester units
- 2) Students must submit 6 units of dissertation requirement
- 3) Courses are offered in the following areas: Biblical studies, systematic theology, pastoral ministry, church history, and dissertation.
- 4) All courses are offered in the form of intensive teaching.
- 5) The total requirement student needs to complete is 36 units.

PROGRAM OF MUSIC
BACHELOR OF MUSIC

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

- 1) Completion of 36 semester units with GPA of 3.0 (B or above).
- 2) Completion of this program within four and a half (4.5) academic years (9 semesters) from the time of admission.
- 3) Finish the dissertation and pass the oral defense of dissertation.
- 4) Pass the graduation interview and meet all the requirements set by the seminary.
- 5) Obtain an academic clearance.

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_alpha.htm) 27-2042 Musicians and Singers

27-2040 Musicians, Singers, and Related Workers
 27-2041 Music Directors and Composers
 25-1121 Art, Drama, and Music Teachers, Postsecondary

ADMISSION REQUIREMENTS

The process of admission to the Bachelor of Music program requires:

- a diploma from an accredited high school or its equivalent
- an official transcript from the current or previous college or university for a transfer
- a Oikos University Application
- a School of Music Supplementary Application
- two professional letters of recommendation
- a personal audition, or a recent video recording if necessary

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 20 th 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.***

PROGRAM REQUIREMENTS

Students receive the Bachelor of Music degree when they fulfill the following program requirements:

The general education (GE) requirement: 45 units

The Bible and theology requirement: 15 units

Music Requirement: 60 units

Unit requirement: A minimum of 120 units

Residence requirement: 60 units to be taken at Oikos University

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 103 | 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 425 | Counseling for Marriage and Family | 3 |
| Mathematics/Science | | 9 Units |
| MATH 101 | College Mathematics | 3 |
| BS 110 | General Biology | 3 |
| BS 220 | Physiology | 3 |

BIBLE AND THEOLOGY REQUIREMENT: 15 UNITS

| | | |
|--------|---------------------------|---|
| OT 101 | Survey of OT | 3 |
| NT 101 | Survey of NT | 3 |
| NT 205 | Life & Teaching of Christ | 3 |
| OT 220 | OT Historical Books I | 3 |
| NT 305 | Pauline Epistles | 3 |

MUSIC REQUIREMENT: 60 UNITS

| | | |
|------------------------------|------------------------------------|-------------|
| Conducting | | 3 units |
| MUCD 411 | Chorale Conducting I | 3 |
| Ensemble (choice of one) | | 8 units |
| MUEN 131,132,231,232 | Oikos University Choir | 4 |
| MUEN 341,342,441,442 | Chamber Choir | 4 |
| Music History and Literature | | 6 units |
| MUHL 341 | Music History I | 3 |
| MUHL 342 | Music History II | 3 |
| Music Theory | | 14 units |
| MUTC 151 | Aural Skills and Sight Singing I | 2 |
| MUTC 153 | Aural Skills and Sight Singing II | 2 |
| MUTC 251 | Aural Skills and Sight Singing III | 2 |
| MUTC 253 | Aural Skills and Sight Singing IV | 2 |
| MUTC 255 | Tonal Harmony I | 3 |
| MUTC 351 | Music Theory I | 3 |
| Music Performance | | 5 units |
| MUPC 161 | Class Voice | 3 |
| MUPC 261 | Class Piano | 2 |
| Individual Instruction | | 24 units |
| MUCH 171 | Individual Instruction | 3 |
| MUCH 172 | Individual Instruction | 3 |
| MUCH 271 | Individual Instruction | 3 |
| MUCH 272 | Individual Instruction | 3 |
| MUCH 371 | Individual Instruction | 3 |
| MUCH 372 | Individual Instruction | 3 |
| MUCH 471 | Individual Instruction | 3 |
| MUCH 472 | Individual Instruction | 3 |

SENIOR RECITAL

All students must present a one-hour long recital in partial fulfillment

MASTER OF MUSIC

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

- 1) Completion of a minimum of 120 semester hours of credit including at least 45 credits in General Education
- 2) Completion of this program within four academic years from the time of admission.
- 3) Demonstration of Christian character by interview
- 4) Completion of course work with a Grade Point Average of C (2.0)
- 5) Demonstration of ministry skills
- 6) Passing Exit interview

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_alpha.htm)

27-2042 Musicians and Singers

27-2040 Musicians, Singers, and Related Workers

27-2041 Music Directors and Composers

25-1121 Art, Drama, and Music Teachers, Postsecondary

ADMISSION REQUIREMENTS

The process of admission to the Master of Music program requires:

- Bachelor's degree or its equivalent
- an official transcript from the current or previous college or university
- an Oikos University Application
- a School of Music Supplementary Application
- two professional letters of recommendation

- a personal audition, or a recent video recording if necessary

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 20 th 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, | Two free choices |

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

PROGRAM REQUIREMENTS

Students receive the Master of Music degree when they fulfill the following program requirements:

Bible Studies: 12 units

Music Requirement: 48 units

Unit requirement: A minimum of 60 units

Residence requirement: 30units to be taken at Oikos University

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 |
| Field Education | | 4 units |
| FE 681 | Supervised Music Ministry I | 2 |
| FE 682 | Supervised Music Ministry II | 2 |
| Conducting | | 3 units |
| MUCD412 | Choral Conducting | 3 |
| Ensemble | | 4 units |
| MUEN 531 | Oikos University Choir | 1 |
| MUEN 532 | Oikos University Choir | 1 |
| MUEN 631 | Chamber Choir | 1 |
| MUEN 632 | Chamber Choir | 1 |
| Music History and Literature | | 3 units |
| MUHL 548 | Special Study in Music History | 3 |
| Music Theory | | 9 units |
| MUTC 551 | Music Analysis | 3 |
| MUTC 552 | Advanced Theory | 3 |
| MUTC 651 | Advanced Harmony | 3 |
| Music Performance | | 13 units |
| MUPC561 | Class Voice I | 2 |

| | | |
|------------------------|------------------------|---------|
| MUPC562 | Class Voice II | 3 |
| MUPC661 | Class Piano I | 2 |
| MUPC662 | Class Piano II | 3 |
| MUPC761 | Class Guitar | 3 |
| Individual Instruction | | 12units |
| MUCH571 | Individual Instruction | 3 |
| MUCH572 | Individual Instruction | 3 |
| MUCH671 | Individual Instruction | 3 |
| MUCH672 | Individual Instruction | 3 |
| Graduate Recital | | 0 |
| Comprehensive Review | | 0 |

CHURCH MUSIC 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 |
| Field Education | | 4 units |
| FE 681 | Supervised Ministry I | 2 |
| FE 682 | Supervised Ministry II | 2 |
| Conducting | | 3 units |
| MUCD421 | Instrumental Conducting | 3 |
| Ensemble | | 4 units |
| MUEN 531-632 | Oikos University Choir | 2 |
| MUEN 541-642 | Chamber Choir | 2 |
| Music History and Literature | | 6 units |
| MUHL 541 | Bibliography in Music I | 3 |
| MUHL 542 | Bibliography in Music II | 3 |
| Music Theory | | 3 units |
| MUTC 551 | Music Analysis | 3 |
| Music Performance | | 10 units |
| MUPC561 | Class Voice I | 2 |
| MUPC562 | Class Voice II | 3 |
| MUPC661 | Class Piano I | 2 |
| MUPC662 | Class Piano II | 3 |
| Individual Instruction | | 12 units |
| MUCH571 | Individual Instruction | 3 |
| MUCH572 | Individual Instruction | 3 |
| MUCH671 | Individual Instruction | 3 |

| | | |
|---------------------------|--------------------------|---------|
| MUCH672 | Individual Instruction | 3 |
| Church Music Requirements | | 6 units |
| MUCH561 | Liturgical Music | 3 |
| MUCH591 | Practice of Church Music | 3 |
| Graduate Recital | | 0 |
| Comprehensive Review | | 0 |

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

- 1) Completion of 60 semester credits of course work
- 2) Completion of this program within four and a half (4.5) academic years (9 semesters) from the time of admission.
- 3) Completion of course work with a 2.5 GPA or above
- 4) Demonstration of competence in Ministry Skills
- 5) Exit interview
- 6) Graduation Recital

Graduation Recital

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 OF BUSINESS

**MASTER OF BUSINESS
ADMINISTRATION**

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

In order to secure admission into the MBA program at Oikos University, every applicant will have to meet the following minimum requirements:

1. Completion of Application Form for Admission.
2. At least two letters of recommendation from faculty, counselors, school administrators, employers, or church leaders.
3. Possession of or candidacy for an accredited Bachelor's degree or its equivalent.
4. A statement of the applicant's Christian faith.
5. One recent photograph.
6. Official transcripts from all schools attended including high school.
7. Evaluation of personal interview with a team of faculty members.
8. Payment of \$400.00 application fee.
9. English Proficiency Exam (TOEFL, IELTS, or OIKOS ESL Placement test, if English is not primary language; waived if graduated high school or completed secondary education in the U.S.
10. A student whose undergraduate major is not from business or its related area must take 9 units of courses from the following accounting, finance, management, and marketing as pre-requisite (Principles of Accounting – 3 units, Principles of Microeconomics – 3 units, Business Finance – 3 units, Principle of Management -3 units, and marketing Fundamentals – 3 units)

PROGRAM REQUIREMENTS

Students receive the Master of Business Administration degree when they fulfill the following program requirements:

| | |
|--|----------|
| Core Courses in Business Administration: | 30 units |
| Elective Courses in Business Administration: | 6 units |
| Bible and Theology Requirements: | 9 units |
| Total Program Requirements: | 45 units |

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 REQUIREMENT

To receive the Master of Business Administration from Oikos, the student must meet the following requirements:

- 1) Complete the MBA curriculum that includes core courses, elective course, and Christian studies.
- 2) Complete all business course requirements within 150% of the published length of the academic program.
- 3) Attain a cumulative quality point average of 3.0 on a 4.0 scale in the major.
- 4) Attain an overall cumulative quality point average of 3.0 on a 4.0 scale.
- 5) Pass all exams required by each of the courses.
- 6) In addition to 9 units of Christian studies, students must complete 30 semester credits of pre-determined core business courses, as well as 6 semester credits of elective courses of their choice.

PROGRAM OF ASIAN
MEDICINE

**MASTER OF SCIENCE IN
ASIAN MEDICINE**

PROGRAM LEARNING OBJECTIVES

At the end of the program, students will become oriental medicine expert and care provider to the patient with the following knowledge

and skills:

1. Demonstrate a thorough understanding of the theories and systems of Acupuncture and Asian Medicine and knowledge of the historical roots and modern application of the systems.
2. Demonstrate a solid understanding of Asian Medicine in its themes and structure.
3. Develop a basic foundation for practice within its treatment scope.
4. Demonstrate an ability to communicate within clinical settings and articulate a practitioner's view for practice.
5. Demonstrate Christian commitment and spiritual integrity to serve church and the community.

ADMISSION REQUIREMENTS

Applicants must have completed at least 2years (60 semester/90 quarter credits) of general education studies at the Baccalaureate level from an institution accredited by an agency recognized by the U.S Secretary of Education.

PROGRAM REQUIREMENTS

The Master of Science in Asian Medicine will be received when students fulfill the following program requirements:

General Science: 17 units
Asian Medicine: 34 units
Acupuncture: 24 units
Herbology: 30 units
Biomedicine: 29.5 units
Career Development: 3 units
Review & Preparation: 9 units
Clinical Training: 32 units
CNT & CPR/First Aid: 1 unit
Bible & Theology: 9 units
Total: 188.5 units

GENERAL SCIENCE: 17 UNITS

| | | |
|--------|---------------------------------|---|
| BS 110 | General Biology | 3 |
| BS 120 | Chemistry | 3 |
| BS 130 | Introduction to Physics | 2 |
| BS 140 | General Psychology & Counseling | 2 |
| BS 210 | Human Anatomy | 4 |
| BS 350 | Human Physiology | 3 |

ASIAN MEDICINE: 34 UNITS

| | | |
|-------------|---|---|
| AM110 | Asian Medicine Foundation | 4 |
| AM150 & 170 | Qi Gong I & II | 2 |
| AM210 & 211 | Asian Medicine Diagnosis I & II | 6 |
| AM310 & 390 | Asian Medicine Case Management I & II | 4 |
| AM420 | Nei Jing | 2 |
| AM430 | Shang Han Lun & Wen Bing | 2 |
| AM510 | Asian Medicine Orthopedics | 2 |
| AM520 | Asian Medicine OB/GYN | 2 |
| AM530 | Asian Medicine Pediatrics | 2 |
| AM540 | AM External Medicine | 2 |
| AM650 & 651 | Asian Medicine Internal Medicine I & II | 6 |

ACUPUNCTURE: 24 UNITS

| | | |
|-------------|--------------------------------------|---|
| AC110 | Meridian Theory | 1 |
| AC191 | Tui Na | 2 |
| AC210 & 211 | Acupuncture Points and Lab I & II | 8 |
| AC350 | Acupuncture Techniques & Lab | 4 |
| AC410 | Extra Points and Micro Systems & Lab | 3 |
| AC510 & 511 | Acupuncture Therapy I & II | 6 |

HERBOLOGY: 30 UNITS

| | | |
|------------------|-----------------------------|----|
| HB120, 140 & 160 | Herbology I, II & III | 10 |
| HB320, 340 & 360 | Herbal Formulas I, II & III | 10 |
| HB450 | Asian Medicine Dietetics | 2 |
| HB470 | Herb-Drug Interaction | 1 |
| HB510 | Patent Medicine | 1 |
| HB610 & 611 | Herbal Therapy I & II | 6 |

BIOMEDICINE: 29.5 UNITS

| | | |
|-------------|------------------------|---|
| WM210 | Medical Terminology | 2 |
| WM240 | Nutrition and Vitamins | 2 |
| WM420 & 421 | Pathophysiology I & II | 6 |
| WM510 | Pharmacology | 3 |

| | | |
|-------------|----------------------------------|-----|
| WM520 | Emergency Response (ER) | 1 |
| WM530 | Western Physical Examination | 4 |
| WM550 | Public Health & Epidemiology | 2 |
| WM560 | Laboratory Data Analysis | 1 |
| WM620 & 621 | Western Clinical Medicine I & II | 6 |
| WM650 | Research Development | 2 |
| WM670 | Medical Testimonial | 0.5 |

CAREER DEVELOPMENT: 3 UNITS

| | | |
|-------|---------------------------------|---|
| CD210 | Practice Planning & Development | 1 |
| CD330 | Ethics | 1 |
| CD431 | Practice Marketing & Management | 1 |

REVIEW & PREPARATION: 9 UNITS

| | | |
|-------|--------------------|---|
| RV200 | First Year Review | 2 |
| RV400 | Second Year Review | 2 |
| RV500 | Third Year Review | 2 |
| RV600 | Final Review | 3 |

CLINICAL TRAINING: 32 UNITS

| | | |
|-------------|-------------------------------|-----|
| CL110 & 120 | Clinical Theater I & II | 3.3 |
| CL210 & 211 | Clinical Rounds I & II | 3 |
| CL310 | Clinical Intern-Rounds I ~ VI | 9 |
| CL510 | Internship I ~ VIII | 15 |
| CL610 | Integrated Intern-Rounds | 1.7 |

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 |

GRADUATION REQUIREMENT

All students of MSAM program will be required the completion of a minimum of 179.5 units to satisfy graduation requirement. Third year program didactic and clinical credit must be taken at Oikos University. In order to be eligible for graduation, each student must:

- 1) Complete all classes and clinic course works listed in the

ENGLISH AS A SECOND LANGUAGE

- curriculum with a minimum grade of "C" in each course.
- 2) Achieve at least 2.3 GPA in all graded works.
- 3) Pass all comprehensive examinations.
- 4) Submit a project to complete the program. The length of the project will be over 30 pages double-spaced.
- 5) File a Notice of Candidacy for Graduation during the final term before graduation.
- 6) Clear all financial obligations including mandatory graduation fees and return all borrowed library materials.

PROGRAM OVERVIEW

The courses are divided into six proficiency levels (Beginning, Beginning High, Intermediate, Intermediate High, Advanced, and Advanced High) 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 20 hours per week for 6 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

CHC100 Chapel (1 unit)

Attending chapel once a week is required for all full-time students to fulfill institution's mission and keep Christian values.

BI101 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.

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.

SOC301 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.

SOC302 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.

PHL112 Logic (3 units)

Study of deductive and inductive reasoning, elementary symbolic, logic and language structure with consideration to argument, inference, proof, fallacies and semantics.

HIS105 American History (3 units)

An overview of the entire sweep of American history from colonial period to the present.

BS150 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.

BS151 Anatomy Lab (1 unit)

This course covers laboratory work enhanced by microscopic study and examination of tissues, preserved specimens and anatomic models.

BS170 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.

BS171 Microbiology Lab (1 unit)

This course covers an array of microbiological precedures with an emphasis on the use of proper aseptic techniques, and with experiments aimed to demonstrate major concepts of bacteriology, virology, and immunology.

BS220 Physiology I (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.

BS221 Physiology I Lab (1 unit)

This course covers homeostasis and pH, molecular movement, enzyme effects, human reflex, nervous and sensory systems, blood physiology, blood pressure, respiration, body fat and physical fitness.

NR121 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.

MUS103 Music Appreciation (3 units)

Basic elements of music theory. Understanding and cultivating a life of worship, with emphasis upon simple worship-planning techniques. Recognition and history of Western music from Medieval times to the present. Appreciation for music from non-Western cultures.

HUM101 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.

MATH101 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

MATH102 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.

PSY205 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.

PSY425 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.

**BIBLICAL AND
THEOLOGICAL STUDIES**

ENG101 English Composition

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.

ENG102 English Literature

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.

EN301 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.

EN302 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.

EN303 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 STUDIES

OT101 Survey to Old Testament (3 units)

A Study of the Old Testament with emphasis on the historical, theological and literary features.

OT220 OT Historical Books I (3 units)

A study of Chronicles I, II and Kings I, II and the history, ideology and theology found there.

OT221 OT Historical Books II (3units)

A Study of Ezra, Nehemiah and Esther, and the history, ideology and theology found there.

OT301 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.

OT305 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.

OT315 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.

OT320 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.

OT321 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.

OT400 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.

OT402 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.

OT402 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.

OT404 Numbers (3 units)

A study of the Book of Numbers.

OT406 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.

OT420 Samuel (3 units)

A widely ranging investigation of the Books of Samuel, with a special attention to the figure of David.

OT440 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.

OT460 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.

OT480 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

OT502 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.

OT555 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.

OT560 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.

OT562 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.

NT101 Survey to New Testament (3 units)

A study of the New Testament with emphasis on the historical, theological and literary features.

NT203 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.

NT205 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.

NT301 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.

NT305 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.

NT306 Ephesians, Philippians, Colossians (3 units)

An in-depth study and application of the letters of Ephesians, Philippians and Colossians.

NT307 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.

NT308 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.

NT320 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.

NT321 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.

NT322 Romans (3 units)

Interpretation of key passages of the epistle with special attention to its theological teaching and its relation to other Pauline letters.

NT323 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.

NT324 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.

NT325 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.

NT326 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.

NT327 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.

NT401 Pauline Theology (3 units)

A study of the theology of Paul's Epistles with readings in standard text books as well as exegetical study of key passages.

BT103 Biblical Interpretation (3 units)

A study of the methods of interpretation of the Bible with special attention to textual, historical and theological issues.

BT302 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

GK101 New Testament Greek I (3 units)

An introduction to the grammatical forms, syntax and vocabulary of N.T. Greek.

GK102 New Testament Greek II (3 units)

Continued study of vocabulary and advanced grammar with translation of portions of the N.T. Prerequisite: GK101.

HEB101 Biblical Hebrew I (3 units)

An introduction to O.T. Hebrew with emphasis on vocabulary, syntax and grammar.

HEB102 Biblical Hebrew II (3 units)

Advanced study of Hebrew grammar with emphasis an improvement of vocabulary. Prerequisite: HEB101.

HEB605 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.

HEB608 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

THE301 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.

THE302 Christian Doctrine II (3 units)

A study of the Person, claims, and work of Jesus Christ. Prerequisite: THE301.

THE303 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.

THE304 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.

THE401 Systematic Theology I (3 units)

A study of the inspiration of the scriptures, the works of God, origin, and destiny of angels, and man..

THE402 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: THE402

THE415 Apologetics (3 units)

The defense of the Christian faith against anti-theistic thought and theories.

THE416 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.

THE431 Christian Ethics (3 units)

A consideration of various areas in personal and social ethics as they relate to the Christian life.

THE425 Contemporary Theology I (3 units)

This course focuses on the study of related representation theologians.

THE426 Contemporary Theology II (3 units)

This course focuses on the study of related representation theologians.
Prerequisite: THE425

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.

THE512 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

HIS305 Church History I (3 units)

A study of early and medieval church development including major theologians and their writings.

HIS306 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.

HIS405 History of Presbyterian Movement (3 units)

An in-depth study of the Presbyterian Movement. Emphasis on doctrinal distinctive and present directions.

HIS415 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.

HIS420 History of Korean Church (3 units)

A study of the Korean church development including its identity and growth within historical-theological framework.

HIS416 History of Modern Church (3 units)

A study of the modern church development including major theologians and their writings.

HIS703 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

PRA400 Christian Worship (3 units)

A study of biblical foundations, historical development and current trends in worship.

PRA411 Preaching (3 units)

A study of preparing sermon construction and style of delivery of the sermon.

PRA412 Preaching Practice (3 units)

Actual practice in preaching a sermon in the seminary chapel.

PSY402 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.

PRA410 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.

PSY415 Pastoral Counseling (3 units)

Instruction in the scope and methods of pastoral counseling with a practical examination of case studies.

ED 415 Church Administration (3 units)

A study of administrative aspects of the church operation. Its organization, record keeping and other activities are studied.

POS415 Modern Political Thought (3 units)

A study of the philosophical foundations of western democracy, fascism and communism.

PRA415 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.

PRA505 Evangelism (3 units)

This course examines biblical foundations and different methods of evangelism.

PRA412 Mission (3 units)

This course examines biblical and theological foundations of mission with attention to historical, cultural and methodological issues.

PRA507 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.

PRA510 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

CE102 Principles of Teaching (3 units)

A study of the complexities of teaching with attention to methods of teaching and effective interaction with students.

CE301 Christian Education (3 units)

A study of educational philosophies with an emphasis on promoting Christian growth through educational planning and evaluation.

Prerequisite: CE102.

DOCTOR OF MINISTRY

CE303 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.

CE501 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.

CE601 Christian Education (3 units)

A study of educational philosophies with an emphasis on promoting Christian growth through educational planning and evaluation.

CE603 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.

CE701 Discipleship (3 units)

A study of the biblical principles and contemporary issues of disciple-making with attention to evaluating existing programs of discipleship.

CE715 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.

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.

units)

MUCH 202/404 Individual Organ Lesson (Non-Major 3 units)

MUCH 380 Praise and Worship (3 units)

Study of the Scripture and the Biblical history of worship and presentations of those concepts in a contemporary setting

MUCH 391 History of Church Music (3 units)

An introduction to the history of church music

MUCH 474 Church Organist (3 units)

Basic knowledge and the history of the organ; playing Hymn and service Repertoire.

MUCH 487 Group Performance (3 units)

A variety of group playing listening, interacting, and improvising and memorizing of standard tunes

MUCH 491 Hymnology (3 units)

The Study focuses on the biblical, theological, literary, musical, and historical aspects of hymns.

MUCH 492 Worship & Music (3 units)

A study of church music in relation to worship

MUCH 571/572/671/672 Individual Instruction (3 units)

MUCH 591 Practice of Church Music (3 units)

The nature of music in worship; developing and administering the music program of the church.

MUCH 592 Advanced History of Church Music (3 units)

Advanced study of the history of church music

MUCH 561 Liturgical Music (3 units)

Comparison of the Jewish, Eastern Orthodox, Roman Catholic, Lutheran, and Anglican liturgies and their music; the church year.

MUCH 692 Philosophy of Church Music (3 units)

The concepts and the roles of church music

CONDUCTING

MUCD 411 Choral Conducting I (3 units)

Basic conducting techniques: score analysis; conducting patterns; problems of tempo, dynamics, articulation and text.

MUCD 412 Choral Conducting II (3 units)

Refinement of techniques developed in 411; study of styles and interpretations of choral music from the Renaissance to the present.

Prerequisite: MUCD 411.

MUCD 421 Instrumental Conducting (3 units)

Communicating musical ideas to instrumental ensembles; reading and conducting from full score of orchestral compositions.

MUCD 511 Choral Conducting III (3 units)

Problems of preparing and conducting contemporary choral music and major choral-orchestral works from full score; special projects according to student's development and interests. Prerequisite: MUCD 412.

MUCD 512 Choral Conducting IV (3 units)

Continuation of 511, including choral conducting pedagogy. Prerequisite: MUCD 511.

MUCD 521 Instrumental Conducting II (3 units)

Principal composers and representative instrumental works since the 18th Century: studies of styles and interpretations based on scores and the performance of works in class. Prerequisite: MUCD 421.

MUCD 543 Instrumental Conducting III (3 units)

Problems in advanced conducting. Prerequisite: MUCD 521.

MUCD 571/572/671/672 Individual Instruction (3 units)

MUCD 593 Choral Literature I (3 units)

Choral works from c. 1500 to 1800

MUCD 594 Choral Literature II (3 units)

Choral works from the 19th to the 20th century Prerequisite: MUCD 593.

MUSIC ENSEMBLE

MUEN 131/132/231/232/331/332/431/432/531/532/631/632 Oikos University Choir (0.5 unit)

Rehearsal and performance of choral literature from all periods of music history.

MUEN 141/142/241/242/341/342/441/442/541/542/641/642

Chamber Choir (0.5 unit)

Performance of choral works of all styles and periods.

MUEN 133/233/333/433/533 Praise Ensemble (1 unit)

Performance of 20th-century church music; readings of student and faculty compositions; experimental music.

MUSIC HISTORY AND 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 Present. Major classical, romantic, and modern composers, styles and musical genres. Detailed analysis of selected works. Prerequisite: MUHL 341.

MUHL 541 Bibliography in Music I (3 units)

Basic bibliography, literature, and research techniques useful in graduate music study. Required of all graduate students majoring in music.

MUHL 542 Bibliography in Music II (3 units)

In-depth examination and analysis of bibliography, literature, and research techniques useful in graduate music study. Required of all graduate students majoring in music. Prerequisite: MUHL541

MUHL 542 Special Studies in Medieval Music (3 units)

Chief musical developments in Western Europe from the beginning of the Christian era to the middle of the 14th century. Prerequisite: MUHL541

MUHL 543 Special Studies in Renaissance Music (3 units)

Chief musical developments in Western Europe from the middle of the 14th century to the end of the 16th. Prerequisite: MUHL541

MUHL 544 Special Studies in Baroque Music (3 units)

Styles, forms, composers, and compositions of the Baroque era. Prerequisite: MUHL541

MUHL 545 Special Studies in Classical Music (3 units)

Development of classical style in symphonic music, opera, and chamber music
Prerequisite: MUHL541

MUHL 546 Special Studies in Romantic Music (3 units)

Vocal and instrumental music of the Romantic era from late Beethoven through Brahms
Styles, forms, composers, and compositions of the Baroque era.
Prerequisite: MUHL541

MUHL 547 Music of the 20th Century (3 units)

Chief musical developments in Western Europe and the Americas 1890 to the present
Prerequisite: MUHL541: Bibliography in Music

MUHL 548 Special Studies in Music History (3 units)

Chronological and systematic studies. Prerequisite: MUHL541

MUSIC PERFORMANCE

MUPF 101 Class Piano (3 units)

Techniques of performance, note reading, and basic musicianship.

MUPF 171/271/371/471 Individual Instruction (3 units)

MUPF 201 Class Piano (3 units)

Advanced techniques of performance, and note reading.

MUPF 202/402 Individual Piano Lesson (Non-Major 3 units)

Individual Instruction

MUPF 272/372/472/572 Piano Accompaniment (3 units)

Establishing and administering courses or programs in sight-reading and accompanying; basic curricula and materials; scheduling.

MUPF 373/473 Chamber Music Ensemble (3 units)

Preparation and performance of literature for piano with voice and string, wood-wind and brass and percussion instruments.

MUPF 374 Piano Literature I (3 units)

Solo piano literature; emphasis on composer's influences, performance practices and the development of the pianoforte – late Baroque through Beethoven.

MUPF 375 Piano Pedagogy I (3 units)

The learning process at the keyboard; pedagogy and methodology of beginning methods Studio/group instruction: children/adults – survey and observation.

MUPF 376 Orchestra Literature I (3 units)

Symphonic literature until Classical Period.

MUPF 377 Orchestra Literature II (3 units)

Symphonic literature from Romantic era to the Present. Prerequisite: MUPF 376.

MUPF 474 Piano Literature II (3 units)

Solo piano literature; emphasis on composer's influences, performance practices and the development of the pianoforte – Schubert to the Present. Prerequisite: MUPF 374.

MUPF 475 Piano Pedagogy II (3 units)

The learning process at the keyboard; pedagogy and methodology of beginning methods Studio/group instruction: children/adults – practice teaching: beginners. Prerequisite: MUPF 375.

MUPF 476 Chamber Music Literature I (3 units)

Orchestral literature covering a broad spectrum of the repertoire; emphasis on preparation for audition, until Classical Period.

MUPF 477 Chamber Music Literature II (3 units)
Orchestral literature covering a broad spectrum of the repertoire;
emphasis on preparation for audition, from Romantic era to Present.
Prerequisite: MUPF 476.

MUPF 571 Individual Instruction (3 units)

MUPF 573 Chamber Music Ensemble (3 units)
Continuation of MUPF 373/473.

MUPF 574 Special Studies in Piano Literature (3 units)
Historical, stylistic and pedagogical aspects of concerto repertoire.
Special emphasis to be determined by the department.

MUPF 576 Special Studies in Chamber Music Literature (3 units)
Advanced orchestra literature.

MUSIC THEORY

MUTC 151 Aural skill and sight singing I (2units)
Sight-singing, dictation, related keyboard application.

MUTC 153 Aural skill and sight singing II (2 units)
Sight-singing, dictation, related keyboard application.

MUTC 171/172/271/272/371/372/471/472 Individual Instruction (3
units)

MUTC 251 Aural Skill and Sight Singing III (2 units)
Sight-singing, dictation, related keyboard application.

MUTC 253 Aural Skill and Sight Singing IV (2 units)
Sight-singing, dictation, related keyboard application.

MUTC 255 Tonal Harmony I (3units)
Harmonic function in tonal music.

MUTC 355 Tonal Harmony II (3units)
Continuation of MUTC 255. Prerequisite: MUTC 255

MUTC 256 Jazz Harmony I (3 units)
Principles of diatonic chord progressions and available tensions.
Exploration of major and minor key harmony: secondary and
extended dominant relationships, introduction to subdominant minor.
Study of melodic construction and motif development. Principles of
linear harmonic continuity and guide tone lines,

MUTC 351 Music Theory I (3 units)
A beginning course in music theory for the general student who
wishes to develop music writing skills.

MUTC 352 Music theory II (3 units)
Comparative study of curricula, text materials, and teaching strategies in music theory. Prerequisite: MUTC 351.

MUTC 562 Orchestration (3 units)
Range, techniques, timbre, transposition of orchestral and band instruments; exercises in orchestration.

MUTC 356 Jazz Harmony II (3 units)
Continued analysis and application of major & minor key harmony: continued elaboration of subdominant minor and modal interchange, chord scale theory, individual note analysis of melodies, Substitute dominant and related II-7 chords, diminished chord patterns, modulation. Prerequisite: MUTC 256.

MUTC 357 Counterpoint (3 units)
Two and three-voice counterpoint in 16th and 17th century styles; Two three and four part counterpoint in 18th century style; polyphonic variations, inventions.

MUTC 451 Form and Analysis (3 units)
Survey of approaches to analysis. Emphasis on major forms and procedures of the tonal period.

MUTC 452 Form and Analysis II (3 units)
20th Century approaches to organization of pitch, rhythm, texture, form, etc. Prerequisite: MUTC 451.

MUTC 453 Orchestration II (3 units)
Scoring for small instrumental combinations and for full orchestra. Prerequisite: MUTC 353.

MUTC 454 Orchestration III (3 units)
Continuation of Orchestration II with emphasis on contemporary technique. Prerequisite: MUTC 453.

MUTC 455 Keyboard Harmony (3 units)
Harmonic principles of the common practice period; analysis, written work.

MUTC 457 Counterpoint III (3 units)
Advanced course for composition major. Prerequisite: MUTC 358.

MUTC 458 Counterpoint IV (3 units)
Advanced course for composition major. Prerequisite: MUTC 457.

MUTC 551 Music Analysis (3 units)
Survey of systematic approaches to musical analysis and their application to selected tonal works.

MUTC 552 Analytical Study of Music II (3 units)

Analytic methods and applications to selected 20th century works.
Prerequisite: MUTC 551.

MUTC 554 Selected Topics in Graduate Composition (3 units)
Analysis and composition of large forms: For graduates with evidence of preparation for advanced work.

MUTC 571 Individual Instruction (3 units)

VOCAL ARTS

MUVA 101 Class Voice (3 units)
Introduction to the fundamental principles of singing breath control, tone production, diction, and the use of appropriate sing material.

MUVA 171/271/371/471 Individual Instruction (3 units)

MUVA 201 Class Voice Intermediate (3 units)
Continued development of the fundamentals of singing, diction, and repertoire building. Prerequisite: MUVA 101.

MUVA 202/404 Individual Voice Lesson: Non-Major (3 units)
Individual instruction for non- major

MUVA 261 Diction (3 units)
Principles of pronunciation and enunciation: use of international phonetic alphabet.

MUVA 361 Song Literature I (3 units)
Song Literature of Italy, France, Germany, Russia, Norway, Sweden, England, America; composers and their influence on song literature.

MUVA 362 Opera Literature (3 units)
Musical theater -its historical, political, and economic foundations; significant milestones in opera; interrelation between the dramatic theater, opera, concert, and church music.

MUVA 461 Song Literature II (3 units)
Continuation on Song literature I.

MUVA 462/562 Opera Workshop (3 units)
Score study for pianists, coaches, and conductors: role analysis; transcription techniques for one or two pianos of an orchestral score

MUVA 463 Oratorio Solo Repertoire (3 units)
Find out each part of aria from major oratorio ; Messiah, The Creation, Elijah etc.

MUVA 465 Vocal Pedagogy (3 units)
Voice physiology and function; common vocal faults; pedagogical approaches and methodology.

**BUSINESS
ADMINISTRATION**

MUVA 561 Special Studies in song Literature (3 units)
Art song, concert and operatic repertoire. Emphasis to be determined by the department.

MUVA 563 Comparative Vocal Pedagogy (3 units)
Laryngeal physiology as related to vocal registration; common vocal faults; appropriate corrective.

MUVA 564 Cantata and Oratorio (3 units)
Historical survey of literature, style and performance practice: emphasis on performing solo and small ensemble sections of larger works.

MUVA 571 Individual Instruction (3 units)

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 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 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)

ASIAN MEDICINE

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).

GENERAL SCIENCE

BS110 General Biology (3 units / 45 hours)

This course covers the principles of human biology, which includes basics of chemistry of life, body structure and function, reproduction and development, genetics and evolution. Additionally, the course looks into the aspects of modern biology impacting the human species such as ecology and recombinant DNA research.

Prerequisite: None

BS120 Chemistry (3 units / 45 hours)

This course covers the introductory aspects of inorganic chemistry. Topics include states of matter, atomic structure, periodic table, bonding, nomenclature, chemical reactions, chemical equations, and quantitative relationships. In addition, introduction and application of both organic and biochemistry are included. *Prerequisite: None*

BS130 Introduction to Physics (2 units / 30 hours)

This introductory course explores an elementary introduction to the basic principles of physics, their interpretation and application. Topics include vector algebra, motion, gravity, work, energy, momentum, angular momentum, conservation laws, thermodynamics, and vibrations and waves

Prerequisite: None

BS140 General Psychology & Counseling (2 units / 30 hours)

This course is designed to encompass the basics of the main theories, methods, and principles of psychology. Topics will include a brief history of psychology, critical thinking, basic research and statistics, human development, personality, psychopathology, motivation, emotions and stress, and basic principles of learning. In addition, the course will have an emphasis on counseling skills development.

Prerequisite: None

BS210 Human Anatomy (4 units / 60 hours)

This course is designed to help students understand the anatomical structure of the human body. The course will study the physical structure of human cells, tissues and organs, and is often taught alongside physiology, which covers organ and body system functions. The course will have an emphasis on the nervous system and musculoskeletal system, to help students integrate acupuncture with human anatomy. In addition, the course will also cover the structures of sensory organs, the cardiovascular system, immune system, respiratory system, digestive system, urinary system, reproductive system, endocrine system and integumentary system.

Prerequisite: None

BS350 Human Physiology (3 units / 45 hours)

The course is designed to help students develop knowledge of the anatomy and physiology of the cell and human biological control systems and the major organ systems of the human body. The course puts emphasis on the major systems of human body such as the cardiovascular, respiratory, excretory, digestive, reproductive, and immune systems, and the components of blood. Other topics include cell structure and function, movement of molecules across cell membranes, homeostatic mechanisms and cellular communication, neural control mechanisms, sensory systems, hormonal control systems, muscle physiology, and control of body movements.

Prerequisite: BS110 Biology, BS310 Human Anatomy

ASIAN MEDICINE

AM110 Asian Medicine Foundation (4 units / 60 hours)

The course is designed to provide the fundamental foundation of Asian Medicine for students to grasp the basic understanding of various Asian Medicine theories. Students are introduced to basic structures of Asian Medicine, which includes Yin and Yang, Five Elements, Qi, Essence, Blood and Body Fluid, and Zang Fu, and their dynamic interrelationships. The various theories of Asian Medicine regarding pathogenesis and etiology will be covered including Yin and Yang imbalance, Five Elements disharmony, six environmental pathogen factors, seven emotional factors, the six channel patterns, and basic Zang Fu patterns.

Prerequisite: None

AM150 & 170 Qi Gong I & II (2 units / 30 hours)

This practical course is designed to provide the basic introduction to the theories and benefits of Qi Gong. The course aims to present the empirical awareness of energy/Qi flow and pathway for students to employ and cultivate the healthy life through the daily exercise of Qi Gong.

Prerequisite: None

AM210 & 211 Asian Medicine Diagnosis I & II (6 units / 90 hours)

These two sequential courses are intended to present the fundamental skills and theories of Asian Medicine diagnosis for students to understand and utilize the four examinations structure of inspection, inquiring, olfaction and palpation, which are the basic fundamentals of Asian Medicine diagnosis. The emphasis will be put on the complexion, pulse and tongue examination, which are the core and distinctive methods of Asian Medicine diagnosis. The course will further explore into more profound theories of pattern identification including the eight principles, Qi and Blood, six channel patterns, four stages of Wei, Qi, Ying and Xue, and San Jiao Theory.

The second part of the class also provides the basic skills in patient intake and physical examination utilizing Asian Medicine techniques.

Prerequisite: AM110 Asian Medicine Foundation

AM310 & 390 Asian Medicine Case Management I & II (4 units / 60 hours)

These two courses are designed to teach and aid students to make the better transition of their knowledge into the clinical application.

Asian Medicine Case Management I: The course is set to demonstrate the primary, secondary and specialty care responsibilities as an Asian Medicine provider from beginning to end with the cases. . The emphasis of the course is to demonstrate students on how to design the entire treatment plan that includes treatment planning from the initial visit to follow-ups, referral and collaboration with other medical field personnel, and prognosis and potential impending medical care. Furthermore, the medical codes including CPT and ICD-9 and the cases involving workers compensation/labor codes are presented to construct the familiarity among students with the medical coding structures and its benefits.

Asian Medicine Case Management II: The second course is designed to help students focus on fewer yet in-depth cases of special cares on intense situations including oncology, auto-immune disease and other life threatening illness. In addition, Students are required to give formal presentation of the case report in order to be familiar with the medical reporting and review procedure.

Prerequisite:

- **For AM310: AM211 Asian Medicine Diagnosis II & Concurrent Enrollment of HB320 Herbal Formulas I or above**
- **For AM390: HB360 Herbal Formulas III**

AM420 Nei Jing (2 units / 30 hours)

The course is designed to provide the fundamental understanding on one of the most treasured Chinese classical literatures in Asian Medicine foundation, Nei Jing. The course is aimed to demonstrate the true meaning of this classic literature, which is regarded as the backbone of the Asian Medicine, from side to side of its diagnosis and acupuncture theory. The emphasis is put on the pivotal understanding of theories in Yin and Yang, Five Elements and Zang Fu with its related pathogens, symptoms and treatment.

Prerequisite: AM211 Asian Medicine Diagnosis II

AM430 Shang Han Lun & Wen Bing (2 units / 30 hours)

Regarded as two most essential classic Chinese literatures for cold (Shang Han Lun) and heat (Wen Bing) induced diseases, this course is designed to demonstrate further understanding on the application of classic literature into clinical settings. The course focuses on the etiology, clinical manifestations, pulse, tongue and complexion signs and different stages of the each disease/syndrome as well as the appropriate herbal formulas applicable to different stages of each disease.

Prerequisite: AM211 Asian Medicine Diagnosis II, HB360 Herbal Formulas III

AM510 Asian Medicine Orthopedics (2 units / 30 hours)

The course is designed to provide the integrated aspects of musculoskeletal systems compliant with both Asian Medicine and Western Medicine. The commonly encountered musculoskeletal disease, its etiology, diagnostic methods and treatment methods will be studied in both medicinal aspects of East and West, which will facilitate the students with the necessary skills to test and evaluate Western diagnostic methods while using Asian Medicine treatment methods. Furthermore, students will learn to recognize emergency situations in orthopedics and its proper procedure including making referrals as well as providing patients with appropriate prevention and rehabilitation of orthopedic injuries.

Prerequisite: AC350 Acupuncture Techniques & Lab

AM520 Asian Medicine OB/GYN (2 units / 30 hours)

The course will cover both Western and Asian Medicine aspects on gynecological pathology, etiology and the treatment methods. Emphasis is employed to most commonly encountered gynecological complications such as menstrual syndromes and pregnancy related disorders. Students will also learn to incorporate the Western diagnostic methods such as hormonal cycles with Asian Medicine diagnosis and treatment methods as well as the contraindication during pregnancy in both East and West Medicine.

Prerequisite: HB360 Herbal Formulas III

AM530 Asian Medicine Pediatrics (2 units / 30 hours)

The course will presents the commonly encountered pediatric complaints with its diagnosis, herbal and acupuncture treatments, and proper pediatric Tuina massage for each specific condition of children. The emphasis will be placed on etiology and treatment methods for common pediatric complications such as developmental disorder, respiratory impediments, fever including otitis media induced and digestive problems. Furthermore, the modern pediatric disorders, such as ADHD (Attention Deficit Hyperactivity Disorder), diabetes and obesity, will be studied with its proper Asian Medicine treatment.

Prerequisite: HB360 Herbal Formulas III

AM540 Asian Medicine External Medicine (2 units / 30 hours)

The course will cover the pathology of external medicine in both Western and Asian medicine aspects and provide students with the fundamental theories of external medicine and its treatment methods in the scope of Asian medicine. The emphasis will be placed on the etiology, pattern differentiation and treatment methods as well as its pathological relationships with internal system.

*Prerequisite: **HB360 Herbal Formulas III, AC350 Acupuncture Techniques & Lab***

AM650 & 651 Asian Medicine Internal Medicine I & II (6 units / 90 hours)

The two subsequent courses are designed to provide students into the fundamentals of clinical Asian Medicine, which includes the etiology and pathogenesis, diagnosis principle and integrated acupuncture and herbal treatment methods according to the diagnosis. The courses will cover the pathology of internal system in both Western and Asian medicine aspects and provide students with the important and necessary Asian Medicine treatments fundamentals with the emphasis placed on the etiology, pattern differentiation and treatment methods of both acupuncture and herbal formulas.

*Prerequisite: **HB360 Herbal Formulas III, AC350 Acupuncture Techniques & Lab***

ACUPUNCTURE

AC110 Meridian Theory (1 unit / 15 hours)

The course is designed to provide the students with fundamental understanding in meridian theory. The meridian theory, one of the major theories in Asian Medicine, includes the pathology and etiology of twelve regular meridians, Governing and Conception meridians. Furthermore, each meridian will be studied with the four aspects of the meridian; primary channel, luo connecting channel, divergent channel and muscular channel, and its co-related pathology and symptoms will be presented to instruct students to select applicable meridian for treatment.

Prerequisite: None

AC191 Tui Na (2 units / 30 hours)

The course will cover the foundation and systems of Tuina, the traditional Chinese therapeutic massage. The various techniques of Tui Na will be instructed and demonstrated for students to employ on clinical settings.

*Prerequisite: **BS210 Human Anatomy***

AC210 & 211 Acupuncture Points and Lab I & II (8 units / 120 hours)

These two sequential courses are designed to present the 361 acupuncture points of twelve main meridians, Governing and Conception meridians. The details of each meridian point will be

covered, including its functions, indications, locations and clinical importance and applications, in order to guide students to grasp clear understanding of the fundamentals of acupuncture points and its therapeutic applications. Furthermore, the contraindications and precautions of particular points will be reviewed and basic pairings of significant points will be analyzed. The lab will be focused on point location and needling methods.

Prerequisite: AC110 Meridian Theory

AC350 Acupuncture Techniques and Lab (4 units / 60 hours)

The course is designed to provide the comprehensive acupuncture treatment procedures and skills for students that will serve as the foundation of clinical practice. The topics will include hygienic standard such as Clean Needle Techniques, various needling techniques of tonification and sedation methods, different needle types and its usage according to the symptoms, supplementary treatment techniques such as moxa, cupping, guasha and electro stimulation, and the systematic methods of combining techniques to acupuncture treatment according to the signs and symptoms. Furthermore, the course will look into the applying methods of magnetics and beads into ear and acupuncture points. The lab will build competence for students to practically employ the techniques into clinical settings through demonstration and hands-on practice.

Prerequisite: AC211 Acupuncture Points and Lab II

AC410 Extra Points and Micro Systems & Lab (3 units / 45 hours)

The course is designed to provide students with the extra points and meridians, ear and scalp acupuncture, and Korean hand acupuncture. The first half of the course will focus on over 40 extra points and eight extraordinary channels in order to teach students with the importance of extra points and channels and its clinical applications. The second half of the course will focus on ear and scalp acupuncture and Korean hand acupuncture as well as its applications according to the signs and symptoms.

Prerequisite: AC211 Acupuncture Points and Lab II

AC510 & 511 Acupuncture Therapy I & II (4 units / 60 hours)

Designed to supplement Asian Medicine Internal Medicine, this sequential course present the essential treatment principles and methods with acupuncture points selections for various internal medicine complications. Students will learn the properties of the major points, including their traditional and empirical usages, the significance of their classification such as Yuan/Source and Luo/Connecting points, and their therapeutic effects. Moreover, students will be presented to the major groupings of the acupuncture points on the twelve main meridians, the Ren and Du Channels, and the extra point categories. The course will put emphasis on extensive review into the textbooks such as *Chinese Acupuncture and Moxibustion (CAM) and Acupuncture: A Comprehensive Text (Shanghai)*, as well as the classics like *Nei Jing Ling Shu*.

Prerequisite: AC211 Acupuncture Points and Lab II, AM650 Asian

HERBOLOGY

HB120, 140 & 160 Herbology I, II & III (10 units / 150 hours)

Designed to provide the students with fundamentals of Asian Medicine herbology, these three sequential courses look into general theories, preparation methods, treatment methods, categorization into temperature, taste, inflowing meridians and its indications. Over 350 single herbs are allocated into functional categories and studied with regard to unique and common characteristics. The first course in the series covers the history and development of the Chinese pharmacopoeia, herb processing and dosage. Each of the four courses covers a different set of herb categories.

Prerequisite: None

HB320, 340 & 360 Herbal Formulas I, II & III (10 units / 150 hours)

These sequential three courses of herbal formulas cover the fundamentals and therapeutic usage of major herbal formulas with the emphasis on its therapeutic functions and indications. The courses are designed to train students with adequate ability to blend herbs into appropriate formulas according to the patient's pattern of signs and symptoms. Each formula will be presented with the specific treatment principles along with information on the classical organization of ingredients. Furthermore, the modifications and contraindications will be studied as well as the specific disease of Western Medicine and adequate herbal formulas.

*Prerequisite: **HB160 Herbology III***

HB450 Asian Medicine Dietetics (2 units / 30 hours)

Constructed upon the theory that states medicine and diet are from same source, Asian Medicine acknowledged the importance of diet in human wellbeing. The course presents the foundations of Asian Medicine Dietetics and its therapeutic functions as well as the combining of herbs into diets. The emphasis will be placed on the functional categorizations of each diet and recipes of herbal diets.

*Prerequisite: **HB160 Herbology III***

HB470 Herb-Drug Interaction (1 unit / 15 hours)

The course is designed to provide students on the basic biomedical criteria related to adverse/toxic and beneficial interactions between natural herbs and Western Medicine drugs. The emphasis is put on the biomedical nature of herbs and its potential interaction with commonly prescribed Western Medicine drugs and nutritional supplements. Furthermore, the course looks into the pharmacological effects and characteristics of natural herbs from a biomedical perspective.

*Prerequisite: **HB160 Herbology III, WM510 Pharmacology***

HB510 Patent Medicine (1 unit / 15 hours)

The course presents the instrumental knowledge for students to utilize the herbal pills and solutions. The emphasis is placed on categorization

of major patent Asian medicines according to the signs and symptoms. Moreover, the distinctive applications of single patent to multiple symptoms as well as multiple patents applying to single diagnosis will be analyzed.

Prerequisite: HB360 Herbal Formulas III

HB610 & 611 Herbal Therapy I & II (6 units / 90 hours)

The two sequential courses are designed to review the formulas courses and to supplement the Asian Medicine Internal Medicine. The course presents the constructive knowledge for students to employ the herbal formulas and single herbs into clinical settings. The emphasis is place on identifying single herbs for principal formulas and its modification according to signs and symptoms as well as the prognosis. Different forms of herbal formulas, decoctions to powders, and its preparation methods are demonstrated and distinctive functions of single herbs will be reviewed for its clinical employments. Students are required to provide the presentation of case study including the formulas, its modification according to prognosis and dietetic recommendations at the end of each class. *Prerequisite: HB360*

Herbal Formulas III, AM650 Asian Medicine Internal Medicine I

BIOMEDICINE

WM210 Medical Terminology (2 units / 30 hours)

This course presents students to an introduction to medical terminology through an analysis of their construction including prefix, suffix, root, connecting and combining forms. The student acquires an understanding of medical meanings applicable to the structure, function, and diseases of the human body. Abbreviations and their appropriate usage are represented.

Prerequisite: None

WM240 Nutrition and Vitamins (2 units / 30 hours)

The course introduces students to a study of the basic principles of nutrition and the influence of nutrients and food choices on health promotion and disease prevention. The course also offers a detailed knowledge of the metabolism of proteins, carbohydrates, fats and macro (Carbohydrates, Fats and Proteins) and micro nutrients (Vitamins, Minerals and Amino Acids).

Prerequisite: None

WM420 / 421 Pathophysiology I & II (6 units / 90 hours)

This course is designed to offer students to learn the physiology of various human diseases and disorders in clinical settings. The course will provide the students to the basic understanding of the pathogenesis of various symptoms and diseases affecting the human body. Topics include diseases and disorders of the immune, nervous, endocrine, reproductive, hematologic, cardiovascular, lymphatic, pulmonary, urologic, digestive, musculoskeletal, and integumentary systems. Also discussed are oncology and modern epidemics.

Prerequisite:

- **For WM420: BS210 Human Anatomy, BS350 Human Physiology, WM210 Medical Terminology**
- **For WM421: WM420 Pathophysiology I**

WM510 Pharmacology (3 units / 45 hours)

The Pharmacology course is designed to help students understand the concepts of basic pharmacology and the management of drug therapy. The course looks into the examination of the body systems and the related drug therapy within each system. The topics include the basic drug groups, key similarities and differences among drugs in each group and the mechanisms of main action and secondary action. Its emphasis is placed on the mechanism of action for each group, its therapeutic use and adverse effects.

Prerequisite: WM421 Pathophysiology II

WM530 Western Physical Examination (4 units / 60 hours)

The course is designed to provide students to learn the techniques of Western clinical methods of history-taking and physical assessment. The course will put emphasis on the practical preparation to train students to be capable of executing the procedures of the Western physical examination proficiently. The topics will encompass the inclusive physical examinations of the skin, head, sense organs, chest, and abdomen. Additionally, neurologic and muscular-skeletal assessment, laboratory tests and x-rays will be reviewed for students to retain a fundamental understanding of its application and evaluation.

Prerequisite: WM421 Pathophysiology II

WM530 Laboratory Data Analysis (1 unit / 15 hours)

The course is designed to provide students to the basic understandings of Western laboratory data and how to employ those data into Asian Medicine diagnosis. The class presents various lab tests that correspond to specific system/organs and its pathology and homeostasis. The emphasis is place on understanding and acknowledging the laboratory data and its indication as well as linking the data with both Western and Asian Medicine diagnosis. The laboratory data includes X-rays, MRI, BMP (Basic Metabolic Panel) and CMP (Comprehensive Metabolic Panel), Thyroid tests and Lipid Panel.

Prerequisite: WM530 Western Physical Examination

WM610 Public Health & Epidemiology (2 units / 30 hours)

The course is designed to evaluate the relationship between the cultural / environmental concerns and public health. Study will focus on the relationship with epidemiology and population, healthcare system and socio-economics of society, and Asian medicine and its responsibility with public health and its system.

Prerequisite: Completion of 4th Semester and Passage of First Year Review Exam

WM620 / 621 Western Clinical Medicine I & II (6 units / 90 hours)

Designed as a conclusive course that systematizes and reviews the

prior western medicine courses, this course is intended to teach student on the process and perspective of case managements in western medical realm. Students will be presented with an overview of selected common diseases, principally the ones that are commonly encountered in Asian Medicine clinic, observed and treated in western medicine. The focus of the course will be the etiology, pathogenesis, differential diagnosis and first line of allopathic treatment with the emphasis on the clinical manifestations of the diseases. The topics will include infectious disease, cardiovascular, gastrointestinal, endocrine, respiratory, urinary, dermatological, psychosomatic and musculoskeletal conditions.

Prerequisite: WM421 Pathophysiology II, WM530 Physical Examination and Lab Diagnosis

WM650 Research Development (2 units / 30 hours)

The course is designed to teach students the necessary knowledge and aptitude in developing and presenting clinical research project. Students are required to present the research project in the class that is relevant to Asian Medicine.

Prerequisite: Completion of 6th Semester and Passage of Second Year Review Exam

WM670 Medical Testimonial (0.5 unit / 8 hours)

The course is designed to introduce students into the wider view of medical world in both Asian and Western Medicine. Guest speakers/practitioners will share the knowledge and values of their medical field in order to offer students the basic understanding on the relationship of Asian Medicine with other medical field. The line of profession may include a surgeon, general practitioner (M.D.), pharmacist, Registered Nurse (RN), chiropractor, gynecologist and many other medical field professions.

Prerequisite: Completion of 5th Semester

CAREER DEVELOPMENT

CD210 Practice Planning & Development (1 unit / 15 hours)

The course is designed to help students with the necessary preparations to construct a path for successful practice. The emphasis will be place on the topics include: the specialty selection and groundwork development, the legal requirements of initial setting up of practice, researching the clinic location, generating financial budget and arranging the management of practice. The students are required to submit the project of their future practice proposal at the end of the Semester.

Prerequisite: Completion of 3rd Semester

CD330 Ethics (1 unit / 15 hours)

The course provides the students with the general information on universal medical ethics obliged to primary healthcare providers. The emphasis is place on the professional responsibility and the regulating laws of Asian Medicine practice in California and U.S.

Prerequisite: Completion of 3rd Semester

CD431 Practice Marketing & Management (1 unit / 15 hours)

The course is designed to provide the students with the essential knowledge and guidelines for the business aspects of practice. The topics include: the marketing tools of practice, public relation (PR) strategies, effective medical billings and insurance procedure and financial strategy for successful practice.

Prerequisite: Completion of 6th Semester

REVIEW & PREPARATION

RV200 First Year Review (2 units / 30 hours)

The course provides the essential review on the first four Semesters of study including Asian Medicine Foundation, Herbology, Acupuncture Points and general science subjects. The course presents the systemic review process for students to consolidate and solidify the past learnt subjects in order to guide and corroborate students with the necessary skills and knowledge for next level of study. Furthermore, the course provides the glimpse of how to prepare for the California Acupuncture License Exam (CALE) through the review exam.

Prerequisite: Completion of 2nd Semester (Students with the GPA higher than 3.5 are allowed to take the course at their 1st Semester)

RV400 Second Year Review (2 units / 30 hours)

The course provides the essential review on the first four Semesters of study including Asian Medicine Foundation and Diagnosis, Herbology and Formulas, Acupuncture Points and Techniques, and Western Medicine subjects. The course presents the systemic review process for students to consolidate and solidify the past learnt subjects in order to guide and corroborate students with the necessary skills and knowledge for next level of study. Furthermore, the course provides the glimpse of how to prepare for the California Acupuncture License Exam (CALE) through the review exam.

Prerequisite: Completion of 4th Semester (Students with the GPA higher than 3.5 are allowed to take the course at their 3rd Semester) and Passage of First Year Review Exam

RV500 Third Year Review (2 units / 30 hours)

The course provides the essential review on the first six Semesters of study including Asian Medicine Foundation and Diagnosis, Herbology and Formulas, Acupuncture Points and Techniques, and Western Medicine subjects. The course presents the systemic review process for students to consolidate and solidify the past learnt subjects in order to guide and corroborate students with the necessary skills and knowledge for next level of study. Furthermore, the course provides the glimpse of how to prepare for the California Acupuncture License Exam (CALE) through the review exam.

Prerequisite: Completion of 6th Semester (Students with the GPA higher than 3.5 are allowed to take the course at their 5th Semester) and Passage of Second Year Review Exam

RV600 Final Review (3 units / 45 hours)

The course is designed to prepare student to have adequate knowledge and preparation for final review examination, which is required to pass in order to graduate, and California Acupuncture License Exam (CALE) as well as National Certification (NCCAOM). The students are presented with the thorough review on necessary information and knowledge assimilation of courses covered during the four years / nine Semesters of study. The emphasis is place on patient assessment, diagnosis (both Asian and Western Medicine), and acupuncture and herbal treatment in order to prepare students with the necessary proficiencies and comprehension for incoming examinations.

Prerequisite: Completion of 8th Semester (Students with the GPA higher than 3.5 are allowed to take the course at their 7th Semester or earlier) and Passage of Third Year Review Exam

CLINICAL TRAINING

CL110 & 120 Clinical Theater I & II (3.3 units / 100 hours)

This observational clinical practice course provides the comprehensive introduction to clinical protocols of Asian Medicine practice. The class is designed to establish the basic comprehension of essential clinical procedures to students, which includes patient assessment, safety, patient progressive record, and herbal and acupuncture treatment. The students are required to have read the clinical handbook and clinic orientation to recognize the clinical policies of OIKOS University Health Center, guidelines and standards of safety and clean clinic, California Acupuncture Board requirements and OSHA and HIPPA requirements before entering the first class. The students are mandated to attend and observe the entire procedure of interview, diagnosis, and treatment performed by faculty as well as the post assessment and treatment discussion. Furthermore, students are expected to participate in the herbal formula preparation.

Prerequisite: None

CL210 & 211 Clinical Rounds I & II (3 units / 90 hours)

This advanced observational clinical practice course provides the more in-depth clinical practice observation thorough smaller class size consisting of fewer than five students. The class is designed to assign more responsibility to student through the participation of patient assessment and recording as well as carrying the examination of pulse and tongue, which facilitates the essential comprehension of diagnosis and treatment methods conducted by faculty. Furthermore, students are expected to have adequate train to prepare the herbal formulas and able to explain the instruction to patients regarding its preparation methods and dosages. *Prerequisite: CL110 & 120 Clinical Theater I & II*

CL310 Clinical Intern-Rounds I – VI (4.5 units / 135 hours)

Designed as an introductory class of hands-on treatment, Clinical Intern-Rounds offers student to obtain and develop the acupuncture treatment experience. Under the careful supervision of licensed

faculty, students are consented to exercise more autonomy by providing the acupuncture treatment as well as patient assessment and record. Intended to present more in-depth and close experience of clinical procedure, class is designed to have less than five students and students are advised to offer their own judgment in the diagnosis and treatment plan. The course is the gateway class for the Internship, where students are able to develop the comprehensive clinical skills in patient care.

Prerequisite: CL210 & 211 Clinical Rounds I & II, CNT & CPR/First Aid

CL510 Internship I – X (15 units / 450 hours)

Designed to promote the actual clinical settings, the Internship is the comprehensive culmination of clinical courses in OIKOS University. Interns are instructed to utilize the maximum autonomy in patient care under the supervisions of licensed faculty, whom is there to provide the solutions and advices to complicated cases. The class is intended to establish the adequate proficiency and confidence in student to prepare for the practice as a licensed Asian Medicine provider.

Prerequisite: CL310 Clinical Intern-Rounds I-VI

CL610 Integrative Theater (1.7 units / 50 hours)

The class is designed to provide the students with both Western and Asian Medicine perspectives on patient assessment, diagnosis and treatment plan. The class will consist of two faculty members, each from Western and Asian Medicine, or a faculty with experience and/or licensure in both medicine, to supervise the groups of four to four students who will take a turn in patient assessment, diagnosis and treatment. The class will conduct a discussion forum after each patient in regards of patients' diagnosis and treatment plan according to the both medicinal perspective. Western medicine procedures will exclude medication prescription and administration, but includes all the physical examinations and lab analysis.

Prerequisite: WM621 Western Clinical Medicine II

ENGLISH AS A SECOND LANGUAGE

ESL101 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.

ESL102 Academic Reading I

The Academic Reading course provides practice and instruction to help students develop a basic level of English reading skills to improve comprehension and speed. Students will also begin to build a basic vocabulary.

ESL103 Academic Writing I

This course will cover academic writing about a variety of topics with

the goal of helping students develop a basic level of written proficiency and ability to communicate with others. Teaching methods may include teacher-led discussion, video presentations, group or pair work, dictation, games, and written exercises.

ESL104 English Grammar I

This course will cover a variety of grammar topics with the goal of helping students develop a basic level of English grammar. Even though the emphasis is on grammar and writing, students will be expected to participate verbally in the class; it is not acceptable to sit quietly in the back and never speak. Teaching methods may include teacher-led discussion, group or pair work, dictation, role-play, games, and written exercises.

ESL201 Listening and Speaking II

This ESL 101B Listening and Speaking class is designed to assist students whose native language is not English to master the basic elements of pronunciation and speak clearly and effectively in academic, formal and informal settings. Taking this course, 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 202 Academic Reading II

The Reading & Vocabulary course provides practice and instruction to help students master an intermediate level of English reading skills to improve comprehension and speed. Students will also begin to master an intermediate level of vocabulary.

ESL 203 Academic Writing II

Students will achieve an intermediate level of fluency in English and grasp an active command of the language with a balanced emphasis on conversation and idioms. The main goal of Conversation & Idioms is to improve students' ability to communicate and interact in English. This course will present skills, strategies and abilities, which are fundamental to improving communicative competence in English.

ESL204 English Grammar II

This course covers a variety of grammar topics with the goal of improving students' proficiency in using correct English grammar in writing and speech. Even though the emphasis is on grammar and writing, students will be expected to participate verbally in the class; it is not acceptable to sit quietly in the back and never speak. Teaching methods may include teacher-led discussion, group or pair work, dictation, role-play, games and written exercises.

ESL301 Listening and Speaking III

This course is a skills-based course, which requires participation and effort during every class session and regular practice outside of class. Student will not improve their speaking and listening skills without a personal commitment to serious effort.

ESL302 Academic Reading III

This course is an academic reading class that is designed to help students develop critical reading, writing skills, ability to synthesize information from several sources into your own writing, development and organizational strategies for common types of academic writing and revising and editing skills.

ESL 303 Academic Writing III

Students will be able to determine the purpose for reading, monitoring comprehension and adjust reading strategy, analyze the information and reflect on its underlying meaning, integrate new understanding with prior knowledge to address the reading purpose, determine the purpose for writing, select writing strategy for appropriate purpose, understand writing process and method and monitor development of composition, including grammar, usage, punctuation, and style.

ESL304 English Grammar III

This course is designed to review and build upon students' grammatical command of American English structures in order to enhance their written and spoken performances in academic settings.

ESL401 Listening and Speaking IV

This course is designed to help students in the area of English listening and speaking skills and enhance their written and spoken performances in academic settings.

ESL 402 Academic Reading IV

This course is an academic reading class that is designed to help students develop critical reading, writing skills, ability to synthesize information from several sources into your own writing, development and organizational strategies for common types of academic writing and revising and editing skills.

ESL403 Academic Writing IV

This course is a higher intermediate ESL course that focuses on developing academic writing based on reading skills as well as critical thinking skills. It requires analyzing and synthetic critical writing and reading.

ESL404 English Grammar IV

This course is designed to review and build upon students' grammatical command of American English structures in order to enhance their written and spoken performances in academic settings.

ESL501 Listening and Speaking V

This course will cover listening and speaking in general and cover a variety of topics with the goal of helping students improve proficiency in using English and presenting prepared material before their peers. The emphasis is on speaking particularly on critical thinking and presentation skills, so students will be expected to participate

verbally in the class; it is not acceptable to sit quietly in the back and never speak. The students will work primarily on fluency in verbal skills while giving academic presentations and having academic discussions. Teaching methods may include teacher-led discussion, group or pair work, dictation, role-play, games, and written exercises.

ESL502 Academic Reading V

The advanced reading course provides practice and instruction to help students develop and master an advanced level of English reading skills to improve comprehension and speed. Students will also begin to build advanced level of vocabulary.

ESL 503 Academic Writing V

This course will cover a variety of topics with the goal of helping students master an advanced level of writing and ability to present it in public. Teaching methods may include teacher-led discussion, video presentations, group or pair work, dictation, games, and written exercises.

ESL 504 English Grammar V

This course will cover a variety of grammar topics with the goal of helping students develop and master an advanced level of English grammar. Even though the emphasis is on grammar and writing, students will be expected to participate verbally in the class and be able to comment on writing from journal and scholarly research.

ESL601 Listening and Speaking VI

This course will cover a variety of topics with the goal of helping students improve proficiency at the highest level. Students will be expected to listen, and critically summarize what they have listened. They will be able to list and describe what they have heard critically.

ESL 602 Academic Reading VI

The advanced reading course provides highest level of practice and instruction that help students to read scholarly research, journals, and presentation in such a way they can build strength in English Acquisition.

ESL 603 Academic Writing VI

This course will cover a variety of topics with the goal of helping students master an advanced level of scholarly writing and independent research with confidence. Students will have opportunity to present their research paper or reading analysis.

ESL604 English Grammar VI

This course will cover a variety of grammar topics and practice whereby students will read and comment about scholarly writing, grammar and syntax so that students can write with confidence and can make comment about other's work professionally.

PERSONNEL INFORMATION

ADMINISTRATION AND STAFF

Jongin Kim **President**

San Francisco Theological Seminary, D.Min
San Francisco Bible College & Seminary, Ph.D
Baptist College & Theological Seminary of Washington, Th.B, M.Div
Hapdong Presbyterian Theological Seminary, M.Div.

Myungsoon Yoon **Chief of Financial Officer**

Calvin College, B.A.B.S.
American Seminary University, B.S.B.A.

Meewon Sul **Director of Financial Aid**

Oikos University, M.Div
Ewha Woman's University, B.A.

Dongjin Lee **Director of Administration**

Baptist College Seminary of Washington, D.Min
Batist College of Seminary of Washington, M.Div

Daeseop Yi **Director of Academic Affairs**

Graduate Theological Union, Ph.D.
San Francisco Theological Seminary, D.Min.
San Francisco Seminary, MATS
Presbyterian Theological Seminary, M.Div.

Inchan Bae **Chaplain**

Seoul Presbyterian Seminary, M.Div.
Kyungbook National University, B.A.

Sungyeon Hwang **Registrar**

Oikos University, M.Div.
Oikos University, B.A.

Amy Lee
Director of International Student Service

University of California, Berkeley, B.A.

Jay Lee
Director of Public Relations

San Francisco Bible College & Seminary, Th.M
San Francisco Bible College & Seminary, M.Div

Meewon Sul
Director of Institutional Research

Oikos University, M.Div
Ewha Woman's University, B.A.

Sara Lim
Director of Career Development

California Ezra Bible Academy, M.C.E.
California Ezra Bible Academy, B. Th.
San Francisco College of Acupuncture Oriental Medicine
Busan National University, School of Nursing, B.S. in Nursing

Jungok Shin
Accountant

Oikos University, M.Div.
California Ezra Bible Academy, B.A.in Biblical Studies

FULL TIME FACULTY

Hongki Kim
Historical Theology

Drew University, Ph.D.
Wartburg Theological Seminary, S.T.M.

Chesung Justine Ryu
Old Testament

Graduate Theological Union, Ph.D.
Emory University, M.Div
Yonsei University, Th.M
Kookmin University, B.A.

Jihoon Lee
Church History

Graduate Theological Union, Ph.D.
Drew University, M.in Sacred Theology
The Korean Methodist Theological Seminary, M.Div

Kyounghee Lee
Practical Theology

Graduate Theological Union, Ph.D.
Graduate Theological Union, M.A. Biblical Language
Presbyterian College and Theological Seminary, Th.M
Presbyterian College and Theological Seminary, M.Div

Manuel Calzada
Composition

UCLA, Ph.D.
UCLA, M.A.

David Stern
Music Theory

CUNY, Ph.D.
CUNY, M.A.

Duckyoung Won
Librarian

Reformed Theological Seminary, D. Min
Reformed Presbyterian Seminary, M.Div
University of Oregon, Master of Library Science (MLS)

PART TIME FACULTY

Daeseop Yi
Christianity Spirituality

Graduate Theological Union, Ph.D.
San Francisco Theological Seminary, D.Min.
San Francisco Seminary, MATS
Presbyterian Theological Seminary, M.Div.
Korea University, B.A.

Namsoo Woo
Practical Theology

Pacific School of Religion in Berkeley, D.Min
Pacific School of Religion in Berkeley, M.Div
San Jose Christian College, B.S
Korea Christian Seminary, Th. B

Inhwan Kim*Intercultural Studies*

Reformed Theological Seminary, Ph.D.
Conwell Theological Seminary, Th.M.

Kiwook Min*Systematic and Philosophical Theology*

Graduate Theological Union, Ph.D. cand.
Graduate Theological Union, M.A.
Hanshin University, M.Div.
Chonbuk National University, B.S.

Seung Ku Jung*Christian Spirituality*

Graduate Theological Union, Ph.D. cand.
Graduate Theological Union, M.A.
Seoul Theological University, M.Div.
Inha University, B.A.

Peter Ryoo*New Testament*

Golden Gate Baptist Theological Seminary, Th.M.
Golden Gate Baptist Theological Seminary, M.Div.
Southwestern Baptist Theological Seminary, M.Div.
University of Auckland, B.A.

Soo Park*Practical Theology*

San Francisco Theological Seminary, D.Min
Seoul Theological Seminary, M.Div
Busan National University, B.A

Kyunghee Lee*Psychology*

Argosy University, Doctorate of Clinical Psychology
Argosy University, Master of Clinical Psychology
Franciscan School of Theology, M.Div.
Graduate Theological Union, Master of Buddhism
Nanzan University, Japan, Th.M.

Catholic University, B.A.

Kyunglan Suh

Intercultural Studies

Fuller Theological Seminary, Ph.D., M.A.

Biola University, M.A.

Yonsei University, M.S.

Ewha Women's University, B.S.

Innkyung Ahn

Sociology

Oikos University, M.Div.

Yonsei University, Ph.D.

Yonsei University, M.A

Yonsei University, B.A.

Kangyoun Cho

Systematic Theology

Sungkyunkwan University, Ph.D.cand.

Cambridge University, M.Phil

San Francisco Theological Seminary, M.Div

Joohyung Lee

Practical Theology

Claremont School of Theology, Ph.D.

Graduate Theological Union, Ph.D. incomplete

Graduate Theological Union, M.A.

David A. Sylvester

Social and Historical Theology

Graduate Theological Union, M.A

Jesuit School of Theology in Berkeley, M.Div

State University of New York, MA(Economics)

University of Chicago, BA(Modern European History)

Daekyung Jung

Systematic Theology

Graduate Theology union, 3rd year of Doctor

San Francisco Theological Seminary, M.Div.

Presbyterian University and Theological Seminary, B.A. Theology

Hyun Ho Park

New Testament

Graduate Theological Union, Ph.D.cand.
Emory University, M.T.
Emory University, M.Div.
Yonsei University, B.A.

Hyun J. Park
Old Testament

Paris University, Ph.D
IPT Montpellier University, D.E.A
Hanshin University, M.Div
Hanshin University, B.A

Canh Nguyen
Practical Theology

San Francisco Theological Seminary, D.Min
Golden Gate Baptist Theological Seminary, M.Div
Riverside Bible College, B.A.

Kyung Hee Lee
Psychology

Argosy University, D. of Clinical Psychology
Argosy University, M. of Clinical Psychology
Franciscan School of Theology, M.Div.
Catholic University, B.A.

Woojeong Lee
Music-Vocal

San Francisco Conservatory of Music, M.M. in Vocal Performance
Korean National University of Arts, B.M.

Yoonsil Kae
Music-Vocal

Notre Dame de Namur University, M.M. in Voice Performance &
Pedagogy
Yuin University, M.Div.
Chongshin College, B.A.

Hyojung Baek
Music

Golden Gate Baptist Theological Seminary, M.C.M., M.Div
Yonsei University, B.A.

Rachel Jisun Lee

Music Practice

San Francisco Conservatory of Music, M.A
Dankook University, M.M in Piano
Dankook University, B.A.

Christine Lee

Music Theology

University of Maryland, D.M.A
Indiana University, M.M
Korean National University of Arts and Music, B.M.

Dr. John Yeh

Shanghai Medical University, M.D
Mayo Clinic/Mayo Graduate Medical School

Eunwhan Choe

Acupuncture

South Baylo University, O.M.D
American Global University, Ph.D
Academy of Chinese Culture & Health Science, M.S.

Jaehoon Moon

Asian Medicine

Five Branches University, M.TCM
Santa Clara University, B.A.

Tony Quan

Medical Introduction

Roshvile University, M.D
Lincoln Medical Magnet Health & Profession Center
University of California, Davis, B.S.

Soonai Yoon

Acupuncture

South Baylo University, O.M.D
American Global University, Ph.D
Academy of Chinese Culture, M.S.

Duysal Askun Celik

Organizational Behavior

Marmara University, Ph.D.
Bogazici Univeristy, M.A.
Bogazici University, B.A.

Enrico Beltramini

Business

University of Manchester, Ph.D.
University of Stirling, M.B.A.

Michele E. Cushnie

Human Resource Development

Ohio State University, Ph.D.
Ohio State University, M.A.
Drake University, M. of Public Administration
Northern Caribbean University, B.S.

Vanessa Blakley

Human Resources

Capella University, Ph.D.
St. Mary's College, M.B.A.
University of Phoenix, B.S.

Hosung Lee

Art

Hongik University, Ph.D
Hongik University, M.A.

Emily Hosea

E.S.L

University of California, M.A in TESOL
University of California, B.A.

Heather AcAlpin,

E.S.L

Michigan State University, M.A. in TESOL
Michigan State University, B.A.

Sungrim Yoon

E.S.L

Oikos University, M.Div.
San Francisco State University, M.A. in TESOL
Dongkuk University, B.A.

Suzy Bausch
E.S.L.

California State University East Bay, TESOL Certificate Program
University of California in Los Angeles, Ph.D
University of California, Los Angeles, M.A
University of California, Davis, B.A

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LOCATION

7850 EDGEWATER DR., OAKLAND, CA 94621

