

# UNIVERSITY OF SOUTH LOS ANGELES

## Catalog



**January 1, 2019 – December 31, 2019**

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## **Non-Discrimination Policy/ Equal Employment Opportunity (EEO)**

The University of South Los Angeles does not discriminate on the basis of race, color, creed, sex, national origin, age, physical disability, marital status, veteran status, personal appearance, family responsibilities, political affiliation, source of income, sexual preference, the exercise of statutorily or constitutionally protected rights, or on the basis of the exercise of conduct consistent with the university's policy on academic freedom in the administration of any of its educational policies, programs, or activities, admissions policies and procedures, scholarship and loan programs, or other university administered programs. The university ensures the rights of all individuals to equal employment opportunity and excludes from its employment policies any consideration not directly and substantively related to merit and performance. The nondiscrimination policy of the university is consistent with, implements the statutory intent of, and provides procedures for discrimination complaints under:

- Sections 503 and 504 of the Rehabilitation Act of 1973 and 34 CFR 104 et seq. (pertaining to handicap/disability);
- Title VI of the Civil Rights Act of 1964 and 34 CFR 100 et seq. (pertaining to race, color and national origin);
- Title VII of the Civil Rights Act of 1964 and 29 CFR 1601 et seq. (pertaining to discrimination in employment on the basis of race, color, religion, sex, and national origin);
- Title IX of the 1972 Education Amendments and 34 CFR 106 et seq. (pertaining to sex);
- The Age Discrimination in Employment Act of 1975; and
- The Americans with Disabilities Act of 1990.

All aspects of the University of South Los Angeles' programs will be administered in compliance with Titles VI and VIII of the 1964 Civil Rights Act; the Age Discrimination Act of 1975, as amended; Sections 503 and 504 of the Rehabilitation Act of 1973, as amended; the Americans with Disabilities Act of 1990; Title IX of the Education Amendments of 1972. No individual will be excluded from participation in, denied benefits of, subjected to discrimination under, or denied employment in the administration of or in connection with University of South Los Angeles' programs because of race, color, age, disability, citizenship, handicap or political affiliation.

In compliance with section 402 of the Vietnam Era Veterans Readjustment Act of 1974, the university does not discriminate against any employees or applicants for employment because they are special disabled veterans or veterans of the Vietnam era, or because of their medical condition.

In a continuing effort to enrich its academic environment and provide equal educational and employment opportunities, the university subscribes to the fundamental importance of a multicultural and diverse workforce and student body and seeks to enhance the pluralism in its programs and in the makeup of its student body, faculty and staff by actively and encouraging applications from members of all groups that are underrepresented in higher education.

The University of South Los Angeles' commitment is that participation in any program shall be open to all citizens and nationals of the United States, lawfully admitted refugees and parolees, and other individuals authorized by the Attorney General to work in the United States.

The University of South Los Angeles' commitment is that no individual will be intimidated, threatened, coerced, or discriminated against because of filing a complaint, furnishing information, or assisting or participating in any manner in an investigation, compliance review, hearing, or any other activity related to the administration of the University of South Los Angeles' programs.

*May the nations be glad and sing for joy, for you rule the peoples with equity and guide the nations of the earth.*  
(Psalm, 67:4)

*For God does not show favoritism.* (Romans, 2:11)

## **Disclosure Statement**

The University of South Los Angeles is a private degree-granting institution approved to operate by the California Bureau for Private Postsecondary Education. 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 (BPPE School Code: 1924851).

Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833 or P.O. Box 980818, West Sacramento, CA 95798-0818, [www.bppe.ca.gov](http://www.bppe.ca.gov), (888) 370-7589 or by fax (916) 263-1897. A student or 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 website [www.bppe.ca.gov](http://www.bppe.ca.gov).

University of South of Los Angeles provides all prospective students with a free catalog which is available either electronically online or in writing from the University's Office of Administration. The catalog is updated annually and covers the period of January 1 to December 31 of the current year.

California Education Code (CEC) §94897(p) requires the University to disclose to prospective students prior to enrollment that the University and its degree program are unaccredited. Any known limitations of the degree include all of the following:

- A graduate of the degree program may be ineligible to sit for applicable licensure exam in California and other states.
- A degree program that is unaccredited or a degree from an unaccredited institution is not recognized for some employment positions including but not limited to positions with the State of California
- A student enrolled in an unaccredited institution is not eligible for federal financial aid programs.

### **What You Should Know About Our State Re-Approval**

Although this institution was approved to operate by the former Bureau for Private Postsecondary and Vocational Education, our approval to operate was granted by the Bureau for Private Postsecondary Education from August 27, 2015 with an expiration date of August 26, 2020. For more information, call the Bureau for Private Postsecondary Education at (916) 574-8900, or toll free at (888) 370-7589, or visit its website at [www.bppe.ca.gov](http://www.bppe.ca.gov).

# TABLE OF CONTENTS

Non-Discrimination Policy/ Equal Employment Opportunity (EEO) .....	ii
Disclosure Statement .....	iii
<b>TABLE OF CONTENTS</b> .....	<b>i</b>
<b>Academic Calendar 2019</b> .....	<b>7</b>
<b>Administrative Directory</b> .....	<b>8</b>
<b>Institutional Information and Policies</b> .....	<b>9</b>
About .....	9
Mission .....	9
Purpose .....	9
Christian Philosophy of Education .....	10
Objectives .....	10
Statement of Faith .....	10
Ethical Standards and Code of Conduct .....	11
A Brief History of the University .....	11
Academic Programs .....	12
Statement of Academic Freedom .....	12
Student Records (FERPA Disclosure) .....	13
Student Records Retention .....	14
Online Privacy Policy .....	14
Online Privacy Notice .....	14
Cookies .....	15
Cookie Policy .....	15
Types of Cookies .....	15
UOSLA Use of Cookies .....	16
Link to third-party websites .....	16
Email Policy .....	16
Information Protection .....	16
Contact Information .....	16
Updates to Privacy Policy .....	16
Drug Free Workplace Policy .....	16
Non-Discrimination Policy/ Equal Employment Opportunity (EEO) .....	17
Sexual Harassment Policy .....	18
Change or Cancellation of a Class .....	18
Veterans Benefits .....	19
Observed Holidays .....	19
I-20 .....	19
University Facilities .....	19
Campus Location and Facilities .....	19
Administration Office .....	20
Classrooms .....	20
The University of South Los Angeles Health Center .....	20
Herbal Pharmacy .....	20
Student Lounge .....	20
Auditorium .....	21
Maps .....	22
Library and Learning Resources .....	23
Parking .....	23
Student Housing .....	23
Accessibility Policy .....	23
<b>Admissions</b> .....	<b>24</b>

Program Admission Requirements .....	24
School of Oriental Medicine .....	24
School of Business and Management .....	24
School of Languages .....	25
School of Theology .....	25
Admission Procedures .....	26
Provisional Admission .....	26
Special Standing Admission .....	26
Auditor Admission .....	26
Student Health Insurance .....	26
Ability-to-Benefit Policy .....	26
<b>Academic Policies.....</b>	<b>27</b>
Registration Policies .....	27
Unit of Credit .....	27
Academic Load Policy .....	27
Change or Cancellation of a Class .....	27
Grading Policies.....	27
Classification of Class Standing for Undergraduate Programs.....	28
Incomplete Grades .....	28
Passing Grade.....	28
Repeating Courses to Raise Grade Point Average .....	28
Scholastic Honors .....	28
Teacher/Student Ratio.....	28
Directed Independent Study.....	28
Instruction by Correspondence .....	29
Distance Education .....	29
Language of Instruction .....	30
Language Requirements.....	30
Types of Instruction .....	31
Grade Reports .....	31
Records and Credit Requirements .....	31
Record-Keeping/Custodian of Records .....	31
Transcripts.....	32
Transfer Credit Policy.....	32
Notice Concerning Transferability of Credits and Credentials Earned At Our Institution.....	33
Notice Concerning Transferability of Credits and Credentials Earned At Other Institutions.....	34
Credit by Challenge Examination.....	35
Audit to Credit .....	35
Credit for Prior Experiential Learning.....	35
Make-up Exam Policy.....	35
Credit/No Credit Grading Policy .....	36
Incomplete Work.....	36
Adding or Dropping Courses .....	36
Course Withdrawal.....	36
Attendance and Tardiness .....	37
Statement of Classroom Decorum .....	37
Make-up Work .....	37
Leave of Absence.....	37
Dropout Policy .....	38
Program Completion.....	38
Graduation Requirements .....	38
The Doctoral Committee.....	38

Veterans Benefits .....	38
International Student Policy.....	39
New International Students.....	39
International Transfer Students.....	39
Satisfactory Academic Progress.....	40
Standards for Student Achievement.....	40
Academic Probation and Dismissal Policy.....	40
Academic Progress Reports .....	40
Student Learning Outcomes.....	40
Course Evaluations .....	41
Disciplinary and Grievance Policies.....	41
Student Code of Conduct.....	41
Academic Disciplinary Procedure .....	42
Grade Appeal Procedure .....	42
Non-Academic Grievance Procedure .....	43
Degree Revocation Policy.....	43
Policy .....	43
Procedure .....	43
<b>Student Affairs and Support Services .....</b>	<b>45</b>
General Statement.....	45
New Student Orientation.....	45
Academic Counseling.....	45
Career Guidance.....	45
Student Placement Services .....	45
Student Government .....	45
Student Clubs and Organizations.....	46
Campus Ministry and Outreach .....	46
Administrative Services .....	47
Cultural, Education, and Religious Opportunities .....	47
Student Complaint Procedures.....	47
Notice of Student Rights and Due Process .....	48
Student Tuition Recovery Fund (STRF).....	49
<b>Emergency and Safety Policies .....</b>	<b>51</b>
Campus Emergency Plan .....	51
Medical Emergency .....	51
Weather-Related and Emergency-Related Closings .....	52
Fire .....	52
Earthquake .....	52
Crime.....	52
Campus Intruder.....	52
Visitors .....	52
Offices and Related Facilities .....	52
Computer System Access.....	52
<b>Financial Information.....</b>	<b>53</b>
Tuition.....	53
Programs .....	53
Estimated Schedule of Total Charges for Entire Educational Program .....	55
Schedule of Total Charges Per Quarter .....	55
Financial Policies.....	56
Payment Policy .....	56
Student Loans.....	56
Tuition and Insurance Deferment Program.....	56

University Scholarships .....	56
Veterans Benefits .....	57
Class Availability .....	57
Enrollment Cancellation .....	57
Course Withdrawal.....	57
Refund Policy.....	58
Audits.....	58
Instruction by Correspondence .....	58
<b>General Education .....</b>	<b>60</b>
Program Outcomes.....	60
Courses.....	61
Course Areas .....	61
General Education Courses.....	61
Course Descriptions.....	64
<b>School of Oriental Medicine.....</b>	<b>84</b>
Master of Oriental Medicine Program .....	85
Admission Requirements for Master of Oriental Medicine Program.....	85
Graduation Requirements for Master of Oriental Medicine Program .....	85
Program Completion.....	85
Program Outcome .....	86
Notice to Prospective Degree Program Students .....	86
Professional Liability and Malpractice Insurance.....	86
California Acupuncture Licensing Exam.....	86
Curriculum of Master of Oriental Medicine Program (270 units/3,300 hours).....	87
Doctor of Oriental Medicine in Research Advancement Program .....	89
Admission Requirement for Doctor of Oriental Medicine in Research Advancement Program.....	89
Graduation Requirements for Doctor of Oriental Medicine in Research Advancement Program .....	89
Program Completion.....	89
Program Outcome .....	90
Notice to Prospective Degree Program Students .....	90
Awarding the Degree .....	90
Curriculum of Doctor of Oriental Medicine in Research Advancement Program.....	90
Dissertation Project.....	91
Elective Courses.....	91
Course Descriptions .....	92
<b>School of Business &amp; Management .....</b>	<b>109</b>
Associate of Arts in Accounting Program.....	110
Degree Requirements.....	110
Program Completion.....	110
Program Outcome .....	110
Notice to Prospective Degree Program Students .....	110
Courses.....	111
Course Descriptions .....	111
Bachelor of Science in Business Administration Program .....	114
Degree Requirements.....	114
Program Completion.....	114
Program Outcome .....	114
Notice to Prospective Degree Program Students .....	114
Courses.....	115
Course Descriptions .....	116
Master of Business Administration Program .....	122
Degree Requirements.....	122

Program Completion.....	122
Program Outcome .....	122
Notice to Prospective Degree Program Students .....	123
Courses.....	123
Course Descriptions.....	124
Doctor of Business Administration Program .....	132
General Requirements.....	132
Doctoral Degree Requirements.....	132
Program Completion.....	132
Program Outcome .....	132
Notice to Prospective Degree Program Students .....	133
Prerequisites for the Doctoral Degree.....	133
Course Descriptions for Doctor of Business Administration.....	134
<b>School of Languages .....</b>	<b>139</b>
ESL Certificate Programs .....	140
Overview.....	140
ESL 100.....	140
ESL 200.....	141
ESL 300.....	141
Course Descriptions .....	142
TOEFL Preparation.....	146
Certificate Requirements .....	146
Program Completion.....	146
TOEFL Preparation Courses.....	146
Course Descriptions.....	146
Business English.....	147
Certificate Requirements .....	147
Program Completion.....	147
Business English Courses .....	147
Course Descriptions.....	147
TESOL (Teachers of English to Speakers of Other Languages).....	149
Certificate Requirements .....	149
Program Completion.....	149
TESOL Courses .....	149
Course Descriptions.....	149
<b>School of Theology .....</b>	<b>152</b>
Bachelor of Arts in Theology Program.....	153
Degree Requirements.....	153
Program Completion.....	153
Program Outcome .....	153
Notice to Prospective Degree Program Students .....	154
Courses.....	154
Course Descriptions.....	156
Master of Divinity Program .....	170
Degree Requirements.....	170
Program Completion.....	170
Program Outcome .....	170
Notice to Prospective Degree Program Students .....	170
Courses.....	171
Course Descriptions.....	173
Master of Theology Program .....	188
Degree Requirements.....	188



Program Completion.....	188
Program Outcome .....	188
Notice to Prospective Degree Program Students .....	188
Courses.....	189
Course Descriptions .....	190
Doctor of Ministry Program.....	194
Degree Requirements.....	194
Program Completion.....	194
Notice to Prospective Degree Program Students .....	195
Awarding the Degree .....	195
Courses.....	195
Integrative Review .....	196
Dissertation/Research Project (D/RP).....	196
Course Descriptions .....	197
Doctor of Theology Program .....	202
Degree Requirements.....	202
Program Completion.....	202
Program Outcome .....	202
Notice to Prospective Degree Program Students .....	203
Awarding the Degree .....	203
Courses.....	203
Comprehensive Examination .....	204
Dissertation/Research Project (D/RP).....	204
Course Descriptions .....	205
<b>Faculty.....</b>	<b>210</b>
School of Oriental Medicine .....	210
School of Business and Management .....	210
School of General Education .....	211
School of Languages.....	211
School of Theology.....	211

## Academic Calendar 2019

Dates are subject to change. Refer to quarter schedule of classes for recent changes related to holiday observances, registration deadlines, and graduation ceremonies. This is not to be construed as an employee work calendar. For purposes of degree evaluation, the academic year is defined as: fall, winter, spring, and summer quarters.

Applications will be accepted for entry into programs until capacity is reached up to the beginning of the quarter.

<b>Winter Quarter, 2019</b>	
Student registration & orientation	December 3 – December 14
Beginning of quarter and first day of instruction	January 2
Last day to add class and register	January 11
Last day to drop classes	January 18
Last day of class instructions	March 8
Final examinations	March 11-15
Last day of the quarter	March 15
Academic Holiday – Martin Luther King Jr. Day	January 21
Academic Holiday – Presidents’ Day	February 18
<b>Spring Quarter, 2019</b>	
Student registration & orientation	March 4 - March 15
Beginning of quarter and first day of classes	April 1
Last day to add class and register	April 12
Last day to drop classes	April 19
Last day of class instructions	June 7
Final examinations	June 10-14
Last day of the quarter	June 14
Academic Holiday – Memorial Day	May 27
<b>Summer Quarter, 2019</b>	
Student registration & orientation	June 3 – June 14
Beginning of quarter and first day of classes	July 1
Last day to add class and register	July 12
Last day to drop classes	July 19
Last day of class instructions	September 6
Final examinations	September 9-13
Last day of the quarter	September 13
Academic Holiday – Independence Day	July 4
Academic Holiday – Labor Day	September 2
<b>Fall Quarter, 2019</b>	
Student registration & orientation	September 2 – September 13
Beginning of quarter and first day of classes	September 30
Last day to add class and register	October 11
Last day to drop classes	October 18
Last day of class instructions	December 6
Final examinations	December 9-13
Last day of the quarter	December 14
Academic Holiday – Veterans Day	November 11
Academic Holiday – Thanksgiving Day	November 21-22

## **Administrative Directory**

### **Members of the Board of Trustees\***

Chairperson: Jean K. Lee, Ph.D.  
Treasurer: Daniel Lee, Esq.  
Secretary: Jin Jung, MBA  
Member: David Shane  
Member: Rev. Chong Yun, D.Min.

\*All members of the Board of Trustees reside in the state of California

### **Admissions Committee**

Guy Langvardt, MBA, Ph.D.  
Nuri Kim  
Joselyn Campos

### **Administrative Staff**

#### **Chancellor (Chief Executive Officer)**

Paul Lee, D.Min.

#### **Executive Vice Chancellor**

Richard Kang, Ph.D.

#### **Chief Academic Officer**

Guy Langvardt, MBA, Ph.D.

#### **Chief Financial Officer and Director of Administration**

Jackie Jung, MBA

#### **Dean of Student Affairs, Institutional Effectiveness**

Tania Maync Ph.D.

#### **Dean, School of Oriental Medicine**

Dong Woo Park, Ph.D.

#### **Dean, School of Business and Management**

Guy Langvardt, MBA, Ph.D.

#### **Dean, School of Theology**

Alice Yun, Th.M.

#### **Clinic Supervisor**

Ji Hyun Ham, L.Ac.

#### **Registrar & Director of Admission & Records**

Joseph Roh, MPA

#### **International Student Advisor**

Tina Osor, MBA

## **Institutional Information and Policies**

### **About**

The University of South Los Angeles is intent on helping students prepare themselves to pursue their careers and become active leaders in their communities. It is the goal of the University of South Los Angeles to provide a comprehensive education, as well as professional training towards the awarding of an undergraduate or graduate degree. The University of South Los Angeles focuses mainly on academic excellence with well-structured curricula that will result in highly knowledgeable and prepared graduates.

### **Mission**

The University of South Los Angeles is a Christian faith based university dedicated to preparing students for thoughtful and productive lives of Christian faith, leadership and service. The University, founded upon the belief that all people are enhanced by understanding, is committed to the advancement of learning and the quest for truth; to the sharing of this knowledge through education for a diverse community; and to the application of this knowledge to benefit the people of the state, the nation, and the world.

The University of South Los Angeles recognizes its duty to:

- Appropriate and give witness to a Christian world view – through action and voice;
- Provide services and resources to promote student learning, retention, and academic success;
- Maintain a learning environment that will attract and challenge outstanding students;
- Prepare its students to succeed in rigorous professional programs;
- Provide a physical environment and support services that will help members of the university achieve their educational goals, enhance their development, and further serve as a source of pride to the University
- Enhance the quality of health care in the region;
- Prepare the next generations of skilled and ethical professionals by providing excellent graduate and professional education that prepares graduates to compete in an expanding world market;
- Promote a campus environment that welcomes and honors women and men of all races and cultures and an atmosphere that values intellectual curiosity, search for knowledge, and academic freedom and integrity.

The University of South Los Angeles believes that these goals can be attained only through academic programs of superior quality that are served by faculty dedicated to excellence in teaching, nurtured by scholarship and research, and supported by a wide range of university and student life programs.

The University is dedicated to the discovery, development, communication, and application of knowledge in a wide range of academic and professional areas. Its mission of providing superior quality undergraduate and graduate programs is inseparable from its mission of developing new understandings through research and creativity. It prepares students to assume roles in leadership, responsibility, and service to society.

Educational programs at the undergraduate level transmit knowledge and skills to students. At the graduate level, students experience with their instructors the processes of developing and testing new hypotheses and fresh interpretations of knowledge. Education for professional careers, grounded in understanding of relevant sciences, literature and research methods, provides students with the tools to continue intellectual development over a lifetime and to contribute to the needs of a changing society.

### **Purpose**

The University of South Los Angeles is intent on helping students prepare themselves to pursue their careers and become leaders in their communities. It is the goal of the University of South Los Angeles to provide comprehensive education, as well as, professional training towards the award of an undergraduate or graduate degree. The University of South Los Angeles focuses mainly on academic excellence with well-structured curricula that will result in highly knowledgeable and prepared graduates.

## **Christian Philosophy of Education**

The University of South Los Angeles is a private, non-profit, post-secondary academic institution committed to preparing men and women for a life of service and Christian living. The purpose of a Christian education is to instill in students the longing to pursue knowledge and learning integrated in to God's Truth so they may live through Him and serve others according to his teachings. The development of a true and humble Christian character is only possible through striving to study and understand the glory of His creation and the Truth of His moral teachings. A Christ-centered educational philosophy recognizes that Jesus Christ is our authority and Lord of Truth. The Lord is the foundation "in whom are hid all the treasures of wisdom and knowledge" (Colossians 3:3). A Christian education empowers students to engage and become leaders in this world with Christ in their hearts: "And be not conformed to this world, but be ye transformed by the renewing of your mind that ye may prove what is that good, and acceptable, and perfect, will of God" (Romans 12:2).

### **Objectives**

The University seeks to educate men and women in undergraduate and graduate programs to produce professionals who:

- Are broadly educated with a biblical foundation and worldview.
- Appreciate with discernment the breadth of ideas and creative expressions that have shaped humanity.
- Apply critical thinking in order to reason logically.
- Develop a commitment to cross-cultural understanding and engagement in order to function and serve in a diverse world.
- Develop skills for independent thinking and analytical reasoning.
- Are prepared for graduate school or for a vocation in his/her chosen field of study.
- Participate in service and experiential learning opportunities.
- Demonstrate competence in the knowledge, skills, and attitudes appropriate to their fields and levels of study.
- Demonstrate competence in written and oral expression, as well as observing the conventions of their discipline.

### **Statement of Faith**

The Bible is the inerrant and divinely inspired word of God. There is one God, eternally existing and manifesting Himself to us in three Persons — the Father, the Son and the Holy Spirit. God, by his Word and for His glory, freely created the world in six days from nothing and created man and woman, in His own image, that they might have fellowship with Him. Tempted by Satan, the whole human race fell in the fall of the first Adam. All men, until they accept the Lord Jesus as their personal Savior, are lost, darkened in their understanding, alienated from the life of God through the ignorance that is in them, hardened in heart, morally and spiritually dead through their trespasses and sins. They cannot see, nor enter the Kingdom of God until they are born again of the Holy Spirit. The only mediator between God and humankind is Jesus Christ our Lord, the eternal Son of God. Jesus Christ revealed his divine love and upheld divine justice through his death in our place, revealing our guilt and reconciling us to God. All have sinned through Adam, but the gift of God is eternal life through Jesus Christ our Lord. Christ redeemed us from sin through his death on the cross and on the third day he rose bodily from the grave victorious over death and power over darkness. He ascended to heaven where, at God's right hand, he intercedes for his people and rules as Lord over all. The true Church is composed of all such persons who through saving faith in Jesus Christ have been regenerated by the Holy Spirit and are united together in the body of Christ. The Holy Spirit is a person, and is possessed of all the distinctively divine attributes. He is God. God's redemptive purpose will be consummated by the return of Christ to raise the dead, to judge all people according to the deeds done in the body and to establish His glorious kingdom. The wicked shall be separated from God's presence, but the righteous, in glorious bodies, shall live and reign with Him forever. All those who persistently reject Jesus Christ in the present life shall be raised from the dead and throughout eternity exist in the state of conscious, unutterable, endless torment and anguish, in hell. All those who receive Jesus Christ as their Savior and their Lord, and who confess Him as such before their fellow man, become children of God and receive eternal life. They become heirs of God and joint-heirs with Jesus Christ. At death their spirits depart to be with Christ in conscious

blessedness, and at the Second Coming of Christ their bodies shall be raised and transformed into the likeness of the body of His glory. There is a personal devil, a being of cunning and power: He shall ultimately be cast into the lake of fire and brimstone and shall be tormented day and night forever. The existence of the Creation is not explainable apart from the roles of God as the sovereign creator and sustainer of the entire natural realm. Concepts such as theistic or threshold evolution do not adequately explain God's creation.

### **Ethical Standards and Code of Conduct**

All person affiliated with the University of South Los Angeles, including faculty, administration, and students agree to embrace the university Ethical Standards and Code of Conduct. We believe that the educational process may not be divorced from the spiritual commitment which tolerates no excuse for mediocrity and demands the highest standards of academic excellence.

Academic and Professional Standards we embrace:

1. Transparency, integrity, and professionalism are fundamental to all academic endeavors.
2. Freedom of thought and of expression.
3. The denunciation of plagiarism and any other form of academic dishonesty.
4. Individual accountability and responsibility.
5. A strong commitment to individual and communal success and the reconciliation of both.

The Holy Spirit says in James 2:17: "in the same way, faith by itself, if it is not accompanied by action, is dead." The social implications of our faith:

1. Honesty, integrity, and forthrightness in all dealings with others.
2. The avoidance of greed and materialism.
3. Engagement in charitable causes, public service, and generally helping those less fortunate.
4. The belief in the equality of all God's children and the end of discrimination of all types.
5. The embrace of the moral teaching of Christ.

Our moral stances are derived from the Bible, and we strive to follow them and live up to them. We realize that all people are fallible, and our practice is such that when we transgress God's laws, we confess and repent of our sins in order to continue to walk in fellowship with Him.

### **A Brief History of the University**

The University of South Los Angeles is a co-educational institution of higher education for individuals desiring a college education. The university was organized under California Corporation Law as a non-profit public benefit corporation.

Life University was established in the fall of 1993, as an exempt institution authorized to confer degrees. In August 1995, the University applied to the Council for Private, Postsecondary, and Vocational Education (CPPVE) for approval to operate as a degree-granting institution under California Education Code Section 94310 (which is later revised as Section 94760). In October of 1995 Life University obtained a temporary approval. A year later the university received institutional approval status from the Bureau for Private, Postsecondary, and Vocational Education (BPPVE) and has retained approval status with the Bureau for Private Postsecondary Education (BPPE). In December 2013, Life University was granted approval by BPPE to officially change its name to the University of South Los Angeles.

The University of South Los Angeles is licensed and approved by the State of California to operate as a private degree granting institution by the BPPE. While state approval is mandatory, accreditation is voluntary action through private agencies approved by the United States Department of Education (USDE) or the Council or the Council for Higher Education Accreditations (CHEA). The use of unaccredited degree titles is legally restricted in certain jurisdictions outside the State of California.

The University of South Los Angeles is a member of the Transnational Association of Christian Colleges and Schools (TRACS) having been awarded Candidate Status as a Category IV institution by the TRACS accreditation Commission on October 24, 2017. This status is effective for a period of up to five years. TRACS is recognized by the United States Department of Education (USDE), the Council for Higher Education Accreditation (CHEA), and the International Network for Quality Assurance Agencies in Higher Education (INQAAHE). The University of South Los Angeles aims to achieve full accreditation by October 2019.

### **Academic Programs**

The University of South Los Angeles currently offers the following programs:

#### **School of Oriental Medicine**

Master of Oriental Medicine	270	quarter units
Doctor of Oriental Medicine in Research Advancement	120	quarter units

#### **School of Business and Management**

Associate of Arts in Accounting	92	quarter units
Bachelor of Business Administration	180	quarter units
Master of Business Administration	68	quarter units
Doctor of Business Administration	68	quarter units

#### **School of Languages**

ESL 100	32	quarter units
ESL 200	32	quarter units
ESL 300	24	quarter units
TOEFL Preparation	16	quarter units
Business English	36	quarter units
TESOL	32	quarter units

#### **School of Theology**

Bachelor of Arts in Theology	180	quarter units
Master of Divinity	144	quarter units
Master of Theology	46	quarter units
Doctor of Ministry	68	quarter units
Doctor of Theology	72	quarter units

### **Statement of Academic Freedom**

In institutions of higher education, like University of South Los Angeles, the principle of Academic Freedom is essential to the search for truth and its exposition. Freedom in research is fundamental to the advancement of knowledge. The right to Academic Freedom in teaching is fundamental for the protection of the rights of the faculty and of the students in the educational process.

These concepts of Academic Freedom are promoted at the University of South Los Angeles and are elaborated as follows:

- The teacher is entitled to full freedom in research and in publication of the results; subject to the adequate performance of the teacher's other academic duties. The faculty member may take on additional employment, including research for pecuniary return, without the approval of the university's officer or Chancellor of the university, provided it does not interfere with his/her duties at the university.
- Teachers are entitled to freedom in the classroom to discuss their subject, but should exercise this freedom in a responsible manner.
- Faculty members may exercise their rights as citizens when speaking or writing as citizens and should be free from institutional censorship or discipline, but the faculty member's special position in the community

imposes special obligations. As a member of the teaching profession, and as a representative of an educational institution, the faculty member should remember that the public may judge his/her profession and his/her institution by his/her utterances. Hence, the faculty member should at all times be accurate, exercise appropriate restraint, show respect for the opinion of others, and make every effort to indicate that (s)he is not speaking for the University.

- Any faculty member who believes that his/her rights have been abridged or ignored by an administrative officer or employees of the University of South Los Angeles and who is unable to obtain redress which is satisfactory to the faculty member within his/her own department, shall have the right to appeal to the Chancellor of the university.

### **Student Records (FERPA Disclosure)**

Student records are confidential. The Family Educational Rights and Privacy Act of 1974 as amended govern the release of information from the student's permanent record. Federal law provides for the release of information to the University of South Los Angeles personnel who have a legitimate educational interest or to certain government officials. Students have the right to inspect their own academic records during normal business hours. All requests for access to academic records shall be presented in writing to the Registrar's office. Students also have the right to challenge records and request correction if they believe that the records are not accurate. Such appeals may be submitted in writing to Dean of Academic Affairs. If the appeal is not reconciled to the student's satisfaction, he or she may appeal to the Grievance Committee. (See "Grievance Appeals Procedure" for details). Direct appeals may be made at the student's option to:

Bureau for Private Postsecondary Education  
Capitol Oaks Drive, Suite 400  
Sacramento, California 95833

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

- Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.
- Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.
- Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):
  - School officials with legitimate educational interest;
  - Other schools to which a student is transferring;
  - Specified officials for audit or evaluation purposes;
  - Appropriate parties in connection with financial aid to a student;
  - Organizations conducting certain studies for or on behalf of the school;
  - Accrediting organizations;



- To comply with a judicial order or lawfully issued subpoena;
- Appropriate officials in cases of health and safety emergencies; and
- State and local authorities, within a juvenile justice system, pursuant to specific State law.

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school.

For additional information, you may call 1-800-USA-LEARN (1-800-872-5327) (voice). Individuals who use TDD may use the Federal Relay Service. Or you may contact us at the following address:

Family Policy Compliance Office  
 U.S. Department of Education  
 400 Maryland Avenue, SW  
 Washington, D.C. 20202-8520

### **Student Records Retention**

All student records are kept in hardcopy files secured in a fire safe storage at the Office of the Registrar. These records are kept in storage for five years after the student has graduated or the student's last date of attendance. After the minimum retention period of five years expires the file will no longer be retained by the university. Only the student's academic record will be kept in an electronic format at the Office of the Registrar.

### **Online Privacy Policy**

The University of South Los Angeles (UOSLA) provides the following information regarding online privacy when using websites in the [uosla.org](http://uosla.org) domain. This privacy policy covers all [uosla.org](http://uosla.org) affiliated websites unless otherwise indicated on a specific website.

### **Online Privacy Notice**

This Online Privacy Notice applies to the information that is collected when one visits the University of South Los Angeles's main website ([www.uosla.org](http://www.uosla.org)), other websites owned or controlled by the University of South Los Angeles, as well as affiliated sites that link or refer to this Privacy Notice. This Privacy Notice describes how this information is processed, as well as the choices that are available to users regarding the use of the information provided and collected.

Unless otherwise indicated on a specific site, the University of South Los Angeles is the sole data controller for all information collected under this Privacy Notice. Contact information for UOSLA is listed at the end of this Notice. This Notice does not apply to information collected from or about current or former employees, contractors, volunteers, post-doctorate fellows, and other workers of University of South Los Angeles as part of their employment or working relationship with UOSLA.

### **Personal Information that gets collected and processed:**

When you access or use the sites, UOSLA may collect and process the following types of information:

**Personal Information:** Personal information is any information that we can reasonably use to identify you. If you are located in the European Economic Area (EEA), Personal Information includes all Personal Data as defined under EEA laws.

**Sensitive Personal Information:** Sensitive personal information includes special categories of personal information (e.g., racial or ethnic origin, political opinions, religious or philosophical beliefs or affiliations, trade union membership, genetic data, biometric data, data concerning health, and data concerning a gender and/or sexual orientation) for which applicable law provides enhanced protections.

UOSLA uses your IP address to help diagnose problems with our server and to administer our website by identifying (1) which parts of our site are most heavily used, and (2) which portion of our audience comes from inside the UOSLA network. IP addresses are not linked to any personally identifiable data or characteristic. This means that user sessions will be tracked, but the users will remain anonymous.

The email address you provide may be used to send information, respond to inquiries, and/or other requests or questions.

User information may be shared with third-party partners to the extent necessary to provide and improve web services or other communications for users. Any third-parties who receive user information for this purpose are prohibited from using or sharing user information for any purpose other than providing services to users.

UOSLA may also provide user information to third-parties in circumstances deemed necessary or appropriate to: satisfy any applicable law, regulation, legal process or governmental request; detect, prevent or otherwise address fraud, security or technical issues; or protect the rights, property or safety of the university, its users or others.

UOSLA may collect non-personal information about the computer, mobile device or other device with which users access [uosla.org](http://uosla.org), such as IP address, geolocation information, unique device identifiers, browser type, browser language or other information of this nature. This information is used in an aggregate fashion to track access to [uosla.org](http://uosla.org). At no time will site usage by individual IP addresses be disclosed. Web server logs are retained on a temporary basis and then deleted from university systems.

### **Cookies**

A cookie is a file designed to contain a small amount of user and website information stored on a user's computer. The file interacts with the user and the website to provide a webpage tailored to the user through its awareness of information held within the file. Cookies also have the ability to carry all or parts of the information stored within the file to other websites that the user may visit or to third-parties.

### **Cookie Policy**

UOSLA's Cookie Policy applies to the cookies used when users visit University's main website, [www.uosla.org](http://www.uosla.org), as well as other websites controlled, affiliated, linked or that refer to this Cookie Policy (hereafter "Sites").

This cookie policy provides users with more information about cookies, including what types of cookies used as well as how they are used. Sites use cookies with the intention of providing users with a better experience to suit their needs, while concurrently allowing the university to improve the design and functionality of its Sites. Cookies can be adjusted or disabled, and this policy provides users with instructions to do so.

### **Types of Cookies**

A third-party cookie is placed by a domain other than that of the website the user is visiting.

A session cookie is temporary, linking the actions of a user during the any given browser session. When the browser is closed, the cookie is automatically deleted.

A permanent cookie, also known as a persistent cookie, is stored for a specific period of time and activates each time the user visits the website that created the cookie.

### **UOSLA Use of Cookies**

UOSLA uses third-party, session and persistent cookies and similar technology to collect aggregate (non-personal) information about Sites' usage by all of our visitors and to help us remember you and your preferences when you revisit the Sites. These cookies may stay on users' browsers indefinitely until they expire or the user deletes them.

UOSLA also uses technology to remember users when they return after logging out. Some of these cookies are erased when users close their browser window and some persist for a period of time. Further general information about cookies and how they work is available at [www.allaboutcookies.org](http://www.allaboutcookies.org).

UOSLA may allow selected third-parties to place cookies through the Sites to provide improved insight into the use of the Sites, user demographics, or to provide relevant advertising to users. These third-parties may collect information about a user's online activities over time and across different websites when he or she uses our Sites.

### **Link to third-party websites**

UOSLA may provide hyperlinks to third-party websites as a convenience to users of [uosla.org](http://uosla.org). [Uosla.org](http://Uosla.org) does not control third-party websites and is not responsible for the contents of any linked-to, third-party websites or any hyperlinks in a linked-to website. UOSLA is not responsible for the privacy practices or the content of third-party websites.

### **Email Policy**

UOSLA will not share, sell, rent, swap or authorize any third-party to use your email address for commercial purposes without your permission.

### **Information Protection**

To prevent unauthorized access, maintain data accuracy, and ensure the appropriate use of information, UOSLA gathers about users, the university has taken commercially reasonable steps to protect the information. However, no method of transmission over the internet, or method of electronic storage is 100% secure.

### **Contact Information**

For more information on how the university collects and processes your Personal Information, or if you have any complaints please contact [info@uosla.org](mailto:info@uosla.org)

### **Updates to Privacy Policy**

The University of South Los Angeles reserves the right to modify this Privacy Notice at any time. Prior to changes to the Privacy Notice, the university will provide users notice, which will be posted on this page, prior to the effective date of any changes. Continued use of the Sites after any change in this Privacy Policy will constitute acceptance of such change by all users. The effective date of this policy is September 10, 2018.

### **Drug Free Workplace Policy**

University of South Los Angeles has a policy of maintaining a Drug-free Workplace. All employees and students are hereby notified that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in this institution's workplace. The workplace is defined as any classrooms, hallway, restroom, parking, or storage areas that are connected to the main campus at 555 W. Redondo Beach Blvd., Gardena, CA 90248; or any location outside of the main campus where the University of South Los Angeles' programs or courses are discussed or promoted. All students must sign a drug free policy awareness statement located within this Catalog/Student Handbook. This form may also be found in the administrative office during normal office hours.

## **Non-Discrimination Policy/ Equal Employment Opportunity (EEO)**

The University of South Los Angeles does not discriminate on the basis of race, color, creed, sex, national origin, age, physical disability, marital status, veteran status, personal appearance, family responsibilities, political affiliation, source of income, sexual preference, the exercise of statutorily or constitutionally protected rights, or on the basis of the exercise of conduct consistent with the university's policy on academic freedom in the administration of any of its educational policies, programs, or activities, admissions policies and procedures, scholarship and loan programs, or other university administered programs. The university ensures the rights of all individuals to equal employment opportunity and excludes from its employment policies any consideration not directly and substantively related to merit and performance. The nondiscrimination policy of the university is consistent with, implements the statutory intent of, and provides procedures for discrimination complaints under:

- Sections 503 and 504 of the Rehabilitation Act of 1973 and 34 CFR 104 et seq. (pertaining to handicap/disability);
- Title VI of the Civil Rights Act of 1964 and 34 CFR 100 et seq. (pertaining to race, color and national origin);
- Title VII of the Civil Rights Act of 1964 and 29 CFR 1601 et seq. (pertaining to discrimination in employment on the basis of race, color, religion, sex, and national origin);
- Title IX of the 1972 Education Amendments and 34 CFR 106 et seq. (pertaining to sex);
- The Age Discrimination in Employment Act of 1975; and
- The Americans with Disabilities Act of 1990.

All aspects of the University of South Los Angeles' programs will be administered in compliance with Titles VI and VIII of the 1964 Civil Rights Act; the Age Discrimination Act of 1975, as amended; Sections 503 and 504 of the Rehabilitation Act of 1973, as amended; the Americans with Disabilities Act of 1990; Title IX of the Education Amendments of 1972. No individual will be excluded from participation in, denied benefits of, subjected to discrimination under, or denied employment in the administration of or in connection with University of South Los Angeles' programs because of race, color, age, disability, citizenship, handicap or political affiliation.

In compliance with section 402 of the Vietnam Era Veterans Readjustment Act of 1974, the university does not discriminate against any employees or applicants for employment because they are special disabled veterans or veterans of the Vietnam era, or because of their medical condition.

In a continuing effort to enrich its academic environment and provide equal educational and employment opportunities, the university subscribes to the fundamental importance of a multicultural and diverse workforce and student body and seeks to enhance the pluralism in its programs and in the makeup of its student body, faculty and staff by actively and encouraging applications from members of all groups that are underrepresented in higher education.

The University of South Los Angeles' commitment is that participation in any program shall be open to all citizens and nationals of the United States, lawfully admitted refugees and parolees, and other individuals authorized by the Attorney General to work in the United States.

The University of South Los Angeles' commitment is that no individual will be intimidated, threatened, coerced, or discriminated against because of filing a complaint, furnishing information, or assisting or participating in any manner in an investigation, compliance review, hearing, or any other activity related to the administration of the University of South Los Angeles' programs.

*May the nations be glad and sing for joy, for you rule the peoples with equity and guide the nations of the earth.*  
(Psalm, 67:4)

*For God does not show favoritism.* (Romans, 2:11)

## **Sexual Harassment Policy**

Sexual Harassment is a violation of Section 503 of Title VII of the Civil Rights Act of 1964 as well as the California Fair Employment and Housing Act (FEHA). Employers like the University of South Los Angeles are required to implement measures to prevent harassment.

Sexual Harassment is defined as:

1. Unwelcomed physical or verbal contact;
2. Sexually explicit language or gestures;
3. Uninvited or unwanted sexual advances;
4. An offensive overall environment, including the use of vulgar language, the presence of sexually explicit photographs or other materials, and the telling of sexual stories or jokes.

It is the University of South Los Angeles' policy that all its employees and students have a right to work in an environment free from sexual harassment in any form. Literature is both distributed upon hire as well as prominently displayed in various public areas of the university workspace that define sexual harassment and explain employees' rights regarding this serious issue including:

- A definition of unlawful conduct under FEHA and Title VII of the Civil Rights Act of 1964.
- FEHA and Title VII provisions and case law principles concerning the prohibition against and the prevention of sexual harassment, discrimination and retaliation in employment.
- The types of conduct that constitute sexual harassment.

The University of South Los Angeles prohibits all sexually harassing conduct in the workplace/university, whether committed by supervisors, non-supervisory employees, subcontractors, students, or vendors. This includes: repeated sexual advances, propositions, unwanted flirtations, continual or repeated verbal abuse of a sexual nature, graphic verbal commentaries about a person's body, gestures, or the display in the workplace/university of sexually suggestive objects or pictures. No employee and/or student shall threaten or insinuate, either explicitly or otherwise that refusal to submit to sexual advances will adversely affect the entrance or participation in a program. Such conduct (sexual harassment) may result in disciplinary action up to and including termination. No manager or supervisor (instructor) shall threaten or insinuate, either explicitly or otherwise to an employee and/or student that refusal to submit to sexual advances will adversely affect any employees' and/or students' employment, assignment, promotion, transfer, evaluation, wages, or any other term or condition of employment or enrollment.

All employees at the University of South Los Angeles must undergo formal training upon hire and every two years subsequently to learn how to recognize and handle instances of sexual harassment. The training will include general information about the legal definition of sexual harassment as well as practical examples that illustrate sexual harassment, discrimination, and retaliation. In addition, employees will learn about the remedies and resources available for sexual harassment victims in civil actions and potential employer liability. In addition, training will provide employees with strategies to prevent sexual harassment in the workplace and an explanation about the confidentiality of the complaint process and USLA's obligation to conduct an effective workplace investigation of a harassment complaint and take remedial measures to correct harassing behavior. Finally, employees will learn how to prevent abusive conduct.

Any employee and/or student who believes that he/she has been a victim of sexual harassment in the workplace/university should notify his/her supervisor or Dean of the school and follow the grievance procedures provided by this organization for the filing of sexual harassment complaints. It is the supervisor's obligation to report any complaints of sexual harassment, discrimination, and retaliation and resolve the claim in a timely and confidential manner. Documentation is required to record the impartial investigation by qualified personnel.

The University of South Los Angeles provides a complaint mechanism that does not require an employee or student to complain directly to his or her immediate supervisor. If the employee or student is more comfortable making a complaint to a designated representative they may contact and file the complaint with one of the university's acting Ombudspersons, Ms. Jackie Jung or Dr. Tania Maync.

## Change or Cancellation of a Class

Should enrollments drop unusually low in any one class, the university may, at its option, cancel that class in accordance with the rules and regulations of the BPPE and advise the remaining students to relocate to one of the other available classes. In the unforeseen cancellation of a class session, the university, at its option, may reschedule the class on a weekday or a Saturday. This will always be done giving the maximum amount of prior notice possible.

## Veterans Benefits

The University of South Los Angeles is currently approved by the California State Approving Agency for Veterans Education to offer programs to students who wish to study under the GI Bill and Dependents Education Assistance program. Additional Information can be found in the Academic Regulations and Financial Information sections of this catalog.

## Observed Holidays

<b>Holiday</b>	<b>2019</b>
New Year's Day	January 1
Martin Luther King Jr. Day	January 21
President's Day	February 18
Memorial Day	May 27
Independence Day	July 4
Labor Day	September 2
Veterans' Day	November 11
Thanksgiving	November 28 - 29
Christmas*	December 25

\*Christmas break between quarters

## I-20

The University is currently approved as an SEVP Certified School by the United States Immigration and Customs Enforcement (ICE) to issue I-20 certificates (SEVIS School Code: LOS214F01918000). International Students interested in studying at the University of South Los Angeles may find additional information and requirements under the academic regulations section of this catalog. It is important to note that the University of South Los Angeles does not offer any visa services for international students.

## University Facilities

### Campus Location and Facilities

The University of South Los Angeles main campus is located at 555 W. Redondo Beach Boulevard, Gardena, California 90248, and less than ten miles south of downtown Los Angeles. The University is close to the Harbor (110), San Diego (405), and Riverside (91), Norwalk (105) freeways, for easy access to the sites and surrounds of Los Angeles. The main campus is housed in a modern two-story building, which contains five classrooms, an Oriental Medicine clinic, one main administrative office, five smaller offices for upper management, an extensive library, a student lounge, a large auditorium, and a fully functioning computer lab. Each classroom is furnished with tables and chairs, a dry erase whiteboard, wireless network access, and power outlets facilitating laptop usage. Projectors, laptops, and computer speakers are available upon request of the instructor. Every classroom is air-conditioned for the comfort of the students.

Classroom 185, 180, 175, 150A, and 150B can house 30, 20, 10, 20, and 40 students, respectively.

The computer lab contains fifteen cubicles, each equipped with a fully functioning computer, microphone, and headphones, and open during the same hours as the Office of Administration. All are hard-wired to the internet,

and equipped with web browsers, office software, and Adobe Reader. Students can use these computers to check email, work on assignments, or do internet research.

The Oriental Medicine clinic has five treatment rooms, an herbal pharmacy, and a room for interns to study and learn in between treating patients. Each treatment room is intended to hold one intern, one clinician, and one patient at a time to preserve patient confidentiality.

The student lounge is located on the first floor of the building, next to classrooms 150A, 150B and the computer lab; it is equipped with tables and chairs for eating, studying, and relaxing. The lounge is equipped with a refrigerator, microwave oven, water dispenser, vending machines, and coffee maker for students to use in preparing meals or snacks. Students are encouraged to use the student lounge for visiting, relaxing or studying in an atmosphere where conversation and discussion are encouraged.

The University also offers classes at its Satellite Campus facility located at 3255 Wilshire Boulevard, Suite 1212, Los Angeles, CA 90019. It is in the Korea town area of Los Angeles, conveniently located within reasonable distance to public transportation. The satellite campus features three classrooms, one administrative office, and a student lounge. Classrooms 12A can house 20 students while 12B and 12C can house 30 students respectively. Each classroom is furnished with tables, chairs, dry erase whiteboard, wireless network access and power outlets to facilitate laptop usage. Projectors, laptops and audio speakers are available to instructors upon request.

All university policies apply to the satellite campus. Students may only take 50% or less of their total classes towards their degree at the satellite campus. Once students have taken 50% of their degree classes at the satellite campus they must finish their remaining courses at the main campus. All UOSLA student services are available to students at the teaching site.

### **Administration Office**

Office hours are from 9:00 a.m. to 6:00 p.m. Monday through Friday. All business transactions including admission, registration, counseling and payment of tuition and fees are conducted at this office.

### **Classrooms**

Each room is furnished with comfortable desks and chairs, and the necessary audio-visual equipment. Instructors will use textbooks, case studies, materials available from the Internet and other learning resources as needed for instructional purposes. Classrooms comply fully with all applicable federal and state regulations and local ordinances for safety and public health. For the ease access to students, a satellite classroom has been opened in the Mid-Wilshire area of Los Angeles.

### **The University of South Los Angeles Health Center**

The University of South Los Angeles Health Center (USLAHC) has been developed as a community service health center and offers high quality treatments with inexpensive fees. The health center contains an herbal pharmacy, a consultation room, a boiling room, a physical therapy room, a seminar room, 6 clean and quiet treatment rooms, and much more. Special rates are available for treatments to current University of South Los Angeles students and their direct families.

### **Herbal Pharmacy**

The herbal pharmacy stocks over 400 different Chinese & Korean herbs in raw, powdered, capsules, and extract forms. Furthermore, the pharmacy can serve herbal decoctions as prescribed by clinic supervisors and interns to meet patient needs. Current University of South Los Angeles students may purchase herbs for their personal use at a special discounted price.

### **Student Lounge**

There is a student lounge located on the first floor of the school building. It has tables and chairs for eating,

studying, and relaxing. The lounge is equipped with a refrigerator, microwave oven, water dispenser, vending machines, and coffee maker for students to use in preparing meals or snacks. Students are encouraged to use the student lounge for visiting, relaxing or studying in an atmosphere where conversation and discussion are encouraged. Students wishing a quiet atmosphere for study should use the library.

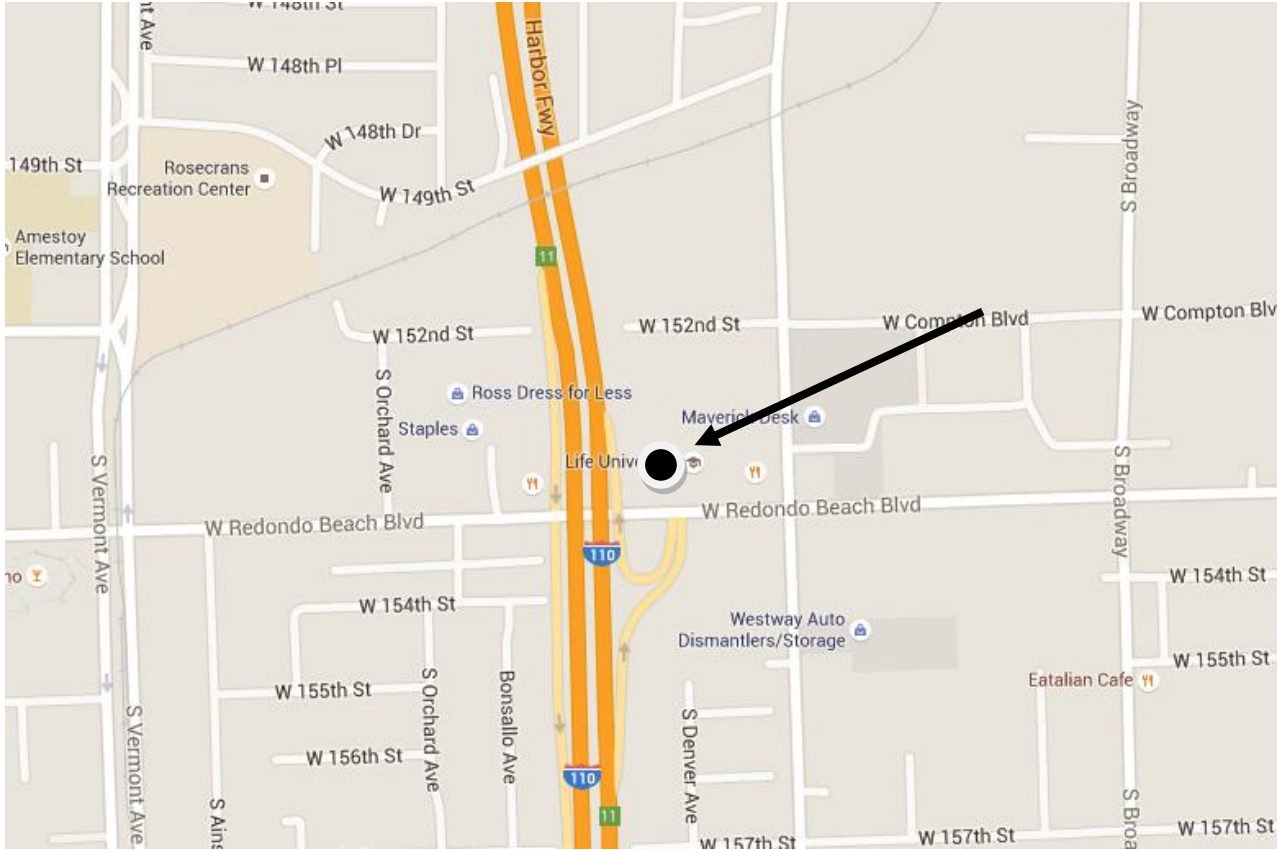
### **Auditorium**

The University's auditorium, located on the first floor is large and modern. It is used for gatherings; convocations, orientations, seminars, commencement exercises, and special offerings open to the public.

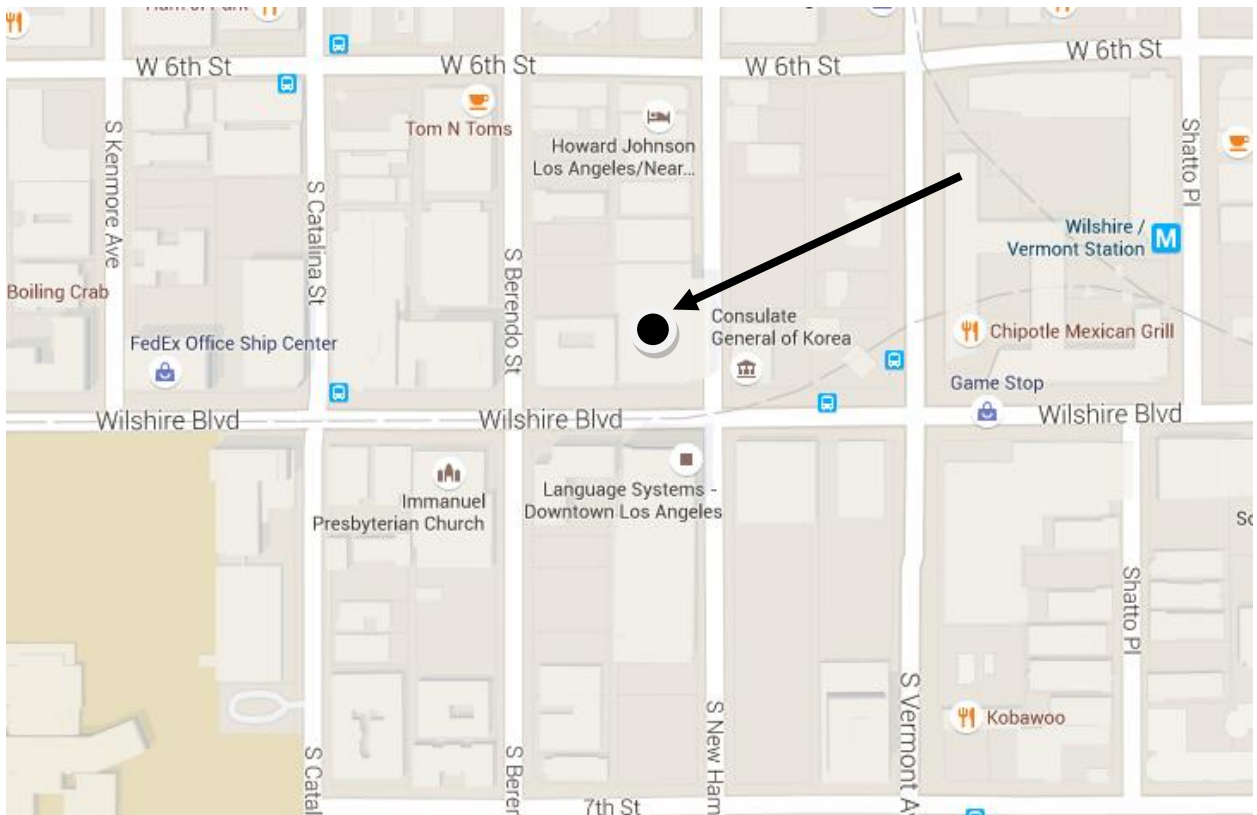


## Maps

### *Gardena Campus*



### *Los Angeles Campus*



## **Library and Learning Resources**

The library is located on the first floor with over 20,000 books and periodicals and is an integral part of the educational process. The library hours will be posted weekly. All books are available to the students for a period of two weeks and are renewable for additional time if no other students reserve them.

The University of South Los Angeles subscribes to the Library and Information Resource network which provides a core library collection with access to over 60 million journal articles, books, encyclopedias, newspapers, magazines, and audio and video clips that support all academic programs. The core collection includes databases from Thomson/Infotrac, Proquest, eLibrary, RCL Web and Books in Print. Additional modules may be added, Proquest's academic and ABI Inform databases and a Proquest medical database bundle.

In addition, University of South Los Angeles students have access to thousands of academic and professional databases and catalogs through reciprocal lending agreements and shared library privileges with the following institutions of higher learning:

- **El Camino College**  
16007 Crenshaw Blvd  
Torrance, CA 90506  
(866) 352-2646
- **Cal State University Dominguez Hills**  
1000 E Victoria St  
Carson, CA 90747  
(310) 243-3715
- **Biola University**  
13800 Biola Avenue  
La Mirada, CA 90639  
(562) 903-6000

## **Parking**

There is an ample parking lot for students, staff, and visitors and it is well lit during the evening.

## **Student Housing**

The University of South Los Angeles is a commuter campus and does not have any dormitory facilities under its control. The University takes no responsibility to assist students in finding suitable housing while they study here. There are many affordable rooms and apartments located in the Gardena region; the classified ads of local newspapers, apartment locator services and realtors are good sources for locating housing, which includes room rentals and apartments; and can cost anywhere from \$500 to \$1,000 a month

## **Accessibility Policy**

Section 504 of the Rehabilitation Act of 1973 prohibits discrimination on the basis of disability in programs or activities that receive Federal financial assistance from the U.S. Department of Education. Though the University of South Los Angeles is not covered by this statute as it does not receive Federal financial assistance, the school aims to comply with its tenets as much as reasonably possible.

The University of South Los Angeles makes sure that all equipment, materials, and facilities are deemed fully accessible for use by those with disabilities. Administration and all universities employees shall make every effort to reasonably accommodate students and faculty so that the learning process is not affected on either end.

All classrooms, offices, administration, and facilities on the main campus are on a single level on the base floor of the building. There are also handicap accessible parking spots. For the downtown satellite campus, there is a handicap accessible elevator to the floor where all facilities are located.

## **Admissions**

Applicants seeking admission to The University of South Los Angeles are evaluated on the basis of academic ability sufficient to complete the selected educational program successfully within the allotted time frame. Other factors that are taken into consideration are personal and professional goals and commitment of the applicant seeking entry.

As a prospective student, you are encouraged to review this catalog prior to signing an enrollment agreement. You are also encouraged to review the School Performance Fact Sheet, which must be provided to you prior to signing an enrollment agreement.

To be considered for acceptance, applicants that are United States legal residences are required to provide a copy of their driver's license, social security card, and birth certificate, citizenship certificate, or green card and international applicants are required to provide a copy of their visa and passport. In addition to the requirements stated above, all applicants must be at least 18 years of age and provide evidence that they meet the minimum admission requirements by submitting the following supporting documents according to the selected course of study along with the Application for Admission:

### **Program Admission Requirements**

#### **School of Oriental Medicine**

##### **Master of Oriental Medicine**

1. Official transcripts showing the successful completion of at least 90 quarter units or equivalent (60 semester units) of undergraduate level studies with a minimum cumulative GPA of 2.00; and
2. Two letters of recommendation.

##### **Doctor of Oriental Medicine in Research Advancement**

1. A copy of the applicant's Master of Oriental Medicine Degree with corresponding official transcripts showing the successful completion of the degree with a minimum of 3000 study hours and a minimum cumulative GPA of 2.00; and
2. Two letters of recommendation.

#### **School of Business and Management**

##### **Associate of Arts in Accounting**

1. A copy of the applicant's High School Diploma or G.E.D. Certificate; and
2. Official High School transcripts showing a minimum cumulative GPA of 2.00.

##### **Bachelor of Business Administration**

1. A copy of the applicant's High School Diploma or G.E.D. Certificate; and
2. Official High School transcripts showing a minimum cumulative GPA of 2.00.

##### **Master of Business Administration**

1. A copy of the applicant's Bachelor Diploma along with corresponding official transcripts showing the successful completion of the degree with a minimum cumulative GPA of 2.00; and
2. Two letters of recommendation.

##### **Doctor of Business Administration**

1. A copy of the applicant's Master Diploma along with corresponding official transcripts showing the successful completion of the degree with a minimum cumulative GPA of 2.00; and
2. Two letters of recommendation.

## School of Languages

### **ESL 100**

1. There are no additional requirements for this course of study.

### **ESL 200**

1. A copy of the applicant's Certificate of Completion of the ESL 100 program or official transcripts showing that he/she successfully completed the equivalent of the ESL 100 program.

### **ESL 300**

1. A copy of the applicant's Certificate of Completion of the ESL 200 program or official transcripts showing that he/she successfully completed the equivalent of the ESL 200 program.

### **TOEFL Preparation**

1. A copy of the applicant's Certificate of Completion of the ESL 300 program or official transcripts showing that he/she successfully completed the equivalent of the ESL 300 program.

### **Business English**

1. A copy of the applicant's Certificate of Completion of the ESL 300 program or official transcripts showing that he/she successfully completed the equivalent of the ESL 300 program.

### **TESOL**

1. A copy of the applicant's Certificate of Completion of the ESL 300 program or official transcripts showing that he/she successfully completed the equivalent of the ESL 300 program.

## School of Theology

### **Bachelor of Arts in Theology**

1. A copy of the applicant's High School Diploma or G.E.D. Certificate; and
2. Official High School transcripts showing a minimum cumulative GPA of 2.00.

### **Master of Divinity**

1. A copy of the applicant's Bachelor Diploma along with corresponding official transcripts showing the successful completion of the degree with a minimum cumulative GPA of 2.00; and
2. Two letters of recommendation.

### **Master of Theology**

1. A copy of the applicant's Master of Divinity Diploma along with corresponding official transcripts showing the successful completion of the degree with a minimum cumulative GPA of 2.00; and
2. Evidence demonstrating the ability to write effectively and to produce a written Master of Theology project; and
3. Two letters of recommendation.

### **Doctor of Ministry**

1. A copy of the applicant's Master of Divinity. Diploma along with corresponding official transcripts showing the successful completion of the degree with a minimum cumulative GPA of 2.00; and
2. Evidence showing at least three years of post master's, full-time (or part-time equivalent) service satisfactorily in ministry or in the field of theology; and
3. Evidence demonstrating the ability to write effectively and to produce a written doctoral project; and
4. Two letters of recommendation.

### **Doctor of Theology**

1. A copy of the applicant's Master of Theology. Diploma along with corresponding official transcripts showing the successful completion of the degree with a minimum cumulative GPA of 2.00; and
2. Evidence showing at least three years of post master's, full-time (or part-time equivalent) service satisfactorily in ministry or in the field of theology; and
3. Evidence demonstrating the ability to write effectively and to produce a written doctoral project; and
4. Two letters of recommendation.

All diplomas and transcripts furnished by the applicant for the purpose of admission requirements must be from an institution that meets or exceeds the standards of The University of South Los Angeles and is approved by the Bureau for Private Post-secondary and Vocational Education; from an accrediting agency recognized by the U.S. Department of Education; or from a national or international institution that meets USDE standards.

### **Admission Procedures**

1. Submit a completed application for admission with all required supporting documents
2. Requested and/or required official transcripts from other institutions must be sent directly to the Admission's Office. Transcripts delivered to the university directly by students or persons other than the providing institution are not acceptable.
3. Payment of the non-refundable application fee of \$200.00.

### **Provisional Admission**

In certain exceptions, degree program applicants who are unable to furnish a copy of all the required admissions documents may be provisionally accepted with the approval of the Chief Academic Officer or the Dean of School. Degree program applicants on academic probation or suspension at another university may also be provisionally accepted with the approval of the Chief Academic Officer or the School Dean. Provisionally accepted students will be placed on probationary status and must receive a minimum cumulative GPA of 3.0 for the courses completed during the first quarter of acceptance or will be dismissed from the university. Students who meet the minimum GPA of 3.0 during the probationary period are placed in regular standing in the following quarter.

### **Special Standing Admission**

Students who wish to officially enroll in selective courses, but do not wish to receive a degree may be granted a status of special standing. Students who enroll as special standing must meet the regular admissions requirements.

### **Auditor Admission**

Students who attend classes for personal enrichment and not for academic credit may be granted auditor's status. Auditors attend class with no obligations to participate actively in the work. Auditors will receive a grade of "AU" for every course completed. Auditor students may change the course grade from audit to credit once they are accepted into a degree program (See "Audit to Credit" section of this catalog). An abbreviated admissions process is necessary to receive auditor status. Audit fees are required for each class in which auditor students enroll.

Auditor students who wish to apply for entry into a degree program must submit the "Auditor to Degree Program" form and meet the existing requirements for admission to the degree program. A minimum cumulative GPA of 3.0 is required for those courses that have been taken by the student. The "Auditor to Degree Program" form can be found at the administration office during normal business hours.

Degree program students may also enroll in any course as an auditor for personal enrichment.

### **Student Health Insurance**

The University of South Los Angeles highly recommends that all international students holding non-immigrant visas obtain comprehensive health insurance while enrolled. If students require assistance in obtaining affordable health insurance please make an appointment with the Dean of Student Affairs for guidance.

### **Ability-to-Benefit Policy**

The University of South Los Angeles does not accept students who do not meet the minimum academic requirements.

## **Academic Policies**

### **Registration Policies**

Registration dates are specified in the calendar provided in this catalog.

#### **Unit of Credit**

All University of South Los Angeles courses adhere to the federal credit hour standard:

A credit hour is an amount of work represented in intended learning outcomes and verified by evidence of student achievement that is an institutionally-established equivalency that reasonably approximates not less than:

- One hour of classroom or direct faculty instruction and a minimum of two hours of out-of-class student work each week for approximately fifteen weeks for one semester or trimester hour of credit, or ten to twelve weeks for one quarter hour of credit, or the equivalent amount of work over a different amount of time;
- Or at least an equivalent amount of work as required in paragraph (1) of this definition for other activities as established by an institution, including laboratory work, internships, practica, studio work and other academic work leading toward the awarding of credit hours.

The university currently operates on the quarter system. There are four regular quarters per year. Each quarter consists of 11 weeks. Each quarter unit represents 10 clock hours of classroom instruction and a minimum of 20 clock hours of subsequent preparation, reading, research, and/or study. The nature and content of the out-of-class work will be explained on the syllabus for the course.

#### **Academic Load Policy**

The normal academic requirements for a full-time student are as follows:

Undergraduate Students:	12 units or more per quarter.
Master Students:	9 units or more per quarter.
Doctoral Students:	8 units or more per quarter.

Students with less than the specified units above are considered as part-time students.

#### **Change or Cancellation of a Class**

Should enrollments drop unusually low in any one class, the university may, at its option, cancel that class in accordance with the rules and regulations of the BPPE and advise the remaining students to relocate to one of the other available classes. In the unforeseen cancellation of a class session, the university, at its option, may reschedule the class on a weekday or a Saturday. This will always be done giving the maximum amount of prior notice possible.

### **Grading Policies**

<b><u>Grade</u></b>	<b><u>Percent</u></b>	<b><u>Grade Point</u></b>
A	93-100 %	4.00
A-	90-92 %	3.67
B+	87-89 %	3.33
B	83-86 %	3.00
B-	80-82 %	2.67
C+	77-79 %	2.33
C	73-76 %	2.00
C-	70-72 %	1.67
D+	67-69 %	1.33
D	63-66 %	1.00

D-	60-62 %	0.67
F	Below 60%	0.00
I	Incomplete	0.00
P	Passed course	
	Challenge exam	0.00
AU	Audit (No Credit)	0.00
CR	Credit	0.00
NC	No Credit	0.00
WP	Withdrawal Passing	0.00
WF	Withdrawal Failing	0.00

### **Classification of Class Standing for Undergraduate Programs**

Freshmen:	0	-	45	quarter units
Sophomore:	46	-	90	quarter units
Junior:	91	-	135	quarter units
Senior:	136	or more		quarter units

### **Incomplete Grades**

Any course that has an assignment due and has not been turned in by the time of final examination or failure to take the final examination will be assigned the grade of “F”. A student who obtains an approval from the faculty in charge to turn in the required work within a stipulated later time or take a late final examination may receive the grade of “I”. The “I” grade is awarded for compelling reasons such as medical or deemed appropriate by the faculty in charge of the course. All course requirements that are due must be completed no later than the end of the next quarter, otherwise the “I” grade will be changed to an “F” grade automatically.

### **Passing Grade**

A student who receives a “D” grade in a course must repeat the course. The course in which the “D” grade was earned cannot be counted towards the degree major.

### **Repeating Courses to Raise Grade Point Average**

A student who receives a grade of “C” or lower may repeat courses to raise the grade point average. Whenever a course is repeated in an attempt to raise the grade point average, only the highest grade earned will be recorded as the official grade and the lower grades will be removed from the student’s record. A course may be repeated one time.

### **Scholastic Honors**

University of South Los Angeles graduates receiving degrees will be honored in accordance with the following categories:

<b>Graduate Honors</b>	<b>Cumulative GPA</b>
Summa Cum Laude	3.90 – 4.00
Magna Cum Laude	3.70 – 3.89
Cum Laude	3.50 – 3.69

### **Teacher/Student Ratio**

An instructor is present for all classes and all efforts are made to keep student-to-teacher ratios low.

### **Directed Independent Study**

An Independent Study course allows students to study one or more topics that are related to the student’s major field of study. Independent study classes may be arranged under special circumstances with the permission of the

Chief Academic Officer or the School Dean. Independent study classes may not be taken at the same time that the class in question is being offered. All students that register for an independent study class will be under the direct supervision of the instructor as assigned by the Chief Academic Officer or the School Dean. Students may not exceed 12 units of Independent Study courses.

Independent study classes will begin on the first day of the academic quarter and end on the last day of the academic quarter. The student will be required to meet at least weekly with the assigned instructor and to complete all assignments and pass the test as prescribed by the course syllabus. Independent study may not be substituted for a class which is being regularly offered at the time.

Only those students who maintain a GPA of 3.0 or higher will be permitted to take an independent study course. All Directed Independent Study projects must be completed before the end of the current term.

Directed Independent Study is not an option for international students (I-20 students), veterans or other students whose tuition is paid by third parties.

### **Instruction by Correspondence**

The University of South Los Angeles offers certain programs through correspondence. All procedures are in accordance with Section 71716 of the BPPE Rules and Regulations. A list of programs offered through Distance Learning may be obtained by contacting the administrative office. Students who wish to be admitted to the university as a Distance Learning student must submit an Admissions Application to the administration office. The University of South Los Angeles shall mail the first lesson and the initial study material to the student within seven days after the institution accepts the student for admission. Every course shall include all required exams, tests, projects and dissertations along with a time schedule prepared by the faculty or Chief Academic Officer or the School Dean containing a list of scheduled dates for each material to be returned by. The student must submit all required exams, tests, projects, and dissertations postdated no later than the scheduled dates provided. If not, the student's grade will be affected accordingly by the faculty, Chief Academic Officer or the School Dean. The University of South Los Angeles shall provide the results or evaluation of any quizzes, exams, tests, projects, and dissertations in approximately 14 days after the university receives them.

Students who receive instruction by correspondence may contact any faculty or administrative personnel by e-mail, telephone, or in person during normal office hours to inquire about any questions regarding their program of study using the contact information provided in the front of this catalog.

Instruction by correspondence is not an option for Oriental Medicine students, international students (I-20 students), veterans and other eligible persons receiving benefit payments.

### **Distance Education**

The University of South Los Angeles offers certain programs through Distance Education. All procedures are in accordance with Section 71716 of the BPPE Rules and Regulations. A list of programs offered through Distance Education may be obtained by contacting the administrative office. Students who wish to be admitted to the university as a Distance Education student must submit an Admissions Application to the administration office. The University of South Los Angeles shall transmit the first lesson and the initial study material to the student within seven days after the institution accepts the student for admission. Every course shall include all required exams, tests, projects and dissertations along with a time schedule prepared by the faculty. The student must submit all required exams, tests, projects, and dissertations postdated no later than the scheduled dates provided by the faculty. If not, the student's grade will be affected accordingly by the faculty or the School Dean. The University of South Los Angeles shall provide the results or evaluation of any quizzes, exams, tests, projects, and dissertations in approximately 10 days after the university receives them.

Our distance education program, or online education program will be offered to students through the use of Moodle, a free, open-source web application that faculty will be able to use to effectively instruct students in



whichever courses are offered through our distance education program. There is a mandatory one-unit on-site workshop paired with all online classes.

Each student will be assessed prior to admission in order to determine whether they have the skills and competencies to succeed in this educational format; this will be conducted via the University's Online Assessment tool available in Moodle.

Current as well as prospective students will be assessed on the basis of whether they have the skills and competencies to succeed in an online learning environment as well as whether they have reliable computer access and the proper software and internet technologies.

Meaningful interaction between students and qualified faculty will occur primarily through the University's Learning Management System. It provides capabilities including but not limited to discussion forums, instant messaging, video messaging, assignment submission and grading, and news and announcements. The online component allows for instructors to lecture and relay messages to students outside of the classroom, facilitate discussion, check for academic dishonesty using a plagiarism detecting software and most importantly, avoid the hassle of late submissions by tracking time-stamped assignments through electronic submission.

UOSLA Online is available to students 24 hours a day, 7 days a week.

### Computer and Internet Requirements

- Windows operating system XP or newer
- Macs should have OS X 10.3.X or above 11
- 2G of RAM is recommended
- High Speed Internet - DSL or Cable is *\*strongly\** recommended.
- Have an E-mail Account
- A recent version of a Web browser such as Google Chrome or Microsoft Explorer
- Current Word Processing Software and/ or Adobe Acrobat Reader as required by the instructor
- Some courses may have additional requirements. Your instructor will give you more information.

You must have regular, reliable Internet access for satisfactory performance. Many courses require high-speed connections for interactive multimedia such as PowerPoint, Digital Video, etc. These requirements should also be stated in the course syllabus. If you don't have high-speed access, you might experience frustration with slow response, depending on the media and materials that your instructors have posted.

PC Users: For best experience, use the latest versions of Google Chrome and Internet Explorer

Mac Users: For best experience with use the latest versions of Safari and Google Chrome.

### Language of Instruction

All instruction is provided in English. As a courtesy, the University can provide Korean, Japanese and Spanish translators for students as needed. In order to be eligible for instruction in the School of Theology, students must demonstrate a language proficiency that matches Level 3 (General Professional Proficiency) of the Foreign Service Institute (FSI) Language Proficiency Ratings.

### Language Requirements

UOSLA students are required to be proficient in the language of instruction. There are three ways for students to demonstrate their proficiency for courses in which the language of instruction is English.

1. Students may provide a copy of their TOEFL exam results showing a minimum score of 500 (173 on computer-based exam or 60 on the Internet Based Exam) for undergraduate courses. A TOEFL exam result of 550 (213 on computer-based exam or 80 on the Internet Based Exam) is required for graduate courses. A TOEFL exam result of 600 (250 on computer-based exam or 100 on the Internet Based Exam) is required for doctoral courses.

2. Alternatively, students may submit a score from the International English Language Testing System (IELTS). Students with a score of Band 6 are eligible to register for undergraduate courses. Students with an IELTS score of Band 6.5 are eligible to register for graduate courses and students with an IELTS score of Band 7 are eligible to register for doctoral courses.
3. An additional way to meet the English-language requirement for students who wish to enroll in classes at the University of South Los Angeles is to pass a UOSLA-administered proficiency exam or enroll in the English preparatory classes or successfully complete ESL 300 at the University of South Los Angeles.

### **Types of Instruction**

What characterizes instruction at the University of South Los Angeles is the small class size and the outstanding student-to-professor ratio. Professors will be able to know each student by name and get to know them on a more personal level throughout the course of their program. This can be advantageous for students when references are needed from their professors. This also lays the simple groundwork for professors to provide advice for later educational programs. In addition, small classes offer opportunities for class discussions and interaction between students who may be new to the region or as a whole the United States.

Students enrolled in the School of Language, particularly the ESL programs, there is an emphasis on verbal conversations, vocabulary and reading comprehension. Students will not only learn from dialectical lectures, they will be able to interact with classmates and complete critical thinking and group exercises. Students will also take midterms and finals to prepare them for the rhythms and rigors of future academics. Students who are enrolled in the TESOL program will be taught through a combination of dialectical lectures focusing on educational theories and actual praxis which can involve lesson preparation, oral presentations and group activities.

Students enrolled in the School of Business, instructions will take place primarily through dialectical lectures, reading assignments, case studies, audio/visual presentations and site visits to local business. Supplementary instructional material is also provided through Moodle learning management system. The business program will emphasize the application of business theory in combination with practical experiences. Instructors will use business case studies to help students develop analytical and critical thinking skills.

Students enrolled in the School of Oriental Medicine, instructions will take place through a combination of dialectical lectures, reading assignments, practices of fundamental management and clinical internship. Students who complete the requisite courses will be able to participate in the treatment of patients as a clinical intern. The interns will be overseen and supervised by a licensed acupuncturist for the duration of their rotation. Students will also have access to various types of equipment used by acupuncturists such as needles, moxa, infrared light and etc; to expose them to the latest technologies utilized by current practitioners.

Students enrolled in the School of Theology, instructions will take place through a combination of dialectical lectures and analysis of biblical texts. Students enrolled in the program will also be exposed to a wide range of theological views and opinion from current world scholars, which will allow students to craft a cohesive, thoughtful analysis of the text and apply it to their research paper. Students will understand the biblical text and trends of the modern church by the time they graduate.

### **Grade Reports**

Grades are reported within two weeks of the end of the quarter. Students are notified of any grade deficiency.

### **Records and Credit Requirements**

#### **Record-Keeping/Custodian of Records**

All student records are kept by physical files and by digital electronic means. The types of records kept are:

- Admission application
- Records of courses taken and a transcript of all course work
- Copies of signed enrollment agreements
- Copies of student disclosures provided to students
- Copies of previous coursework/diplomas (where applicable)
- Copies of transfer of credits (where applicable)
- Copies of financial records showing copies of receipts, payments, and refunds
- Dismissal/correspondence (both physical and electronic)
- Copies of the student's final transcript, which contain the final grades
- Copy of the degree awarded
- Any miscellaneous documentation
- Copies of identification (visas, passports, driver's licenses, student ID cards, etc.)

All files maintain both financial and academic records. Electronic records are kept separate and backed up regularly offsite. Physical files of students are kept in fireproof filing cabinets, in a securely locked room close in proximity to the Office of Administration for the sake of security and the reproduction of records if needed due to fire, earthquake, disasters, or failure of the electronic records for at least five years after the student's graduation, transfer or inactivity, in compliance with CEC 94900.5, transcripts are kept permanently.

The institution's custodian of records is:

Joseph Roh, MPA, Registrar  
 University of South Los Angeles  
 555 W. Redondo Beach Blvd. #111  
 Gardena, CA 90248  
 Phone: 310-756-0001 | Fax: 310-756-0004  
 jroh@uosla.org

All records will be kept at the aforementioned location.

### **Transcripts**

Transcripts will be sent at the student's written request or that of any other institution authorized by the student by applying on the corresponding form. Transcripts are sent within ten working days. The first official transcript will be free of charge. There will be a charge for every additional official transcript requested. Transcript fees are listed in the financial section of this catalog.

### **Transfer Credit Policy**

Students may transfer coursework credits earned at other institutions towards the University of South Los Angeles programs if the institution meets or exceeds the standards of the University of South Los Angeles and has jurisdictional/state approval to operate at the time of the student's attendance or if the institution is accredited by an accrediting agency recognized by the U.S. Department of Education. Coursework from other institutions must have a minimum grade of 2.0 on a scale of 4.0 and must be applicable to fulfilling the degree requirements for the respective degree programs offered at the University of South Los Angeles.

Copies of course descriptions from a catalog that were current for the year of attendance along with copies of course syllabi are required for all unaccredited and/or out of state institutions except for institutions approved by the Bureau for Private Postsecondary Education (BPPE). All transfer units of Oriental Medicine coursework completed in California prior to 1994 also require copies of course descriptions and syllabi to be submitted regardless of the institutions approval status with the BPPE. Work completed at exempt institutions will be evaluated on an individual basis by the approximate course content equivalency to courses offered at the University of South Los Angeles. Coursework from foreign institutions require transcripts to be translated by a professional service that has current membership in the National Association of Credit Evaluation Services

(NACES).

Each request for a transfer of credits must be received by the Office of Admissions and Records no later than the commencement of classes for new students and by the last quarter of their program for current students who have taken one or more courses at another institution while working toward their degree at the University of South Los Angeles. Only one official transcript per institution attended will be accepted and must be sent directly from the institution to the University of South Los Angeles. Transfer credits are awarded by the Admissions Committee after review.

Veterans are required to list all previous education and training on the Admissions Application and provide their transcripts. All previous course credits/units shall be evaluated and awarded appropriately by the university and the length of the course shall be shortened correspondingly. VA students must submit to an evaluation or course credits/units not be granted. All units/credits awarded by the university are recorded in the administration office and the VA and student are notified accordingly.

The University of South Los Angeles' Transfer Policy shall be in accordance with Section 71770.

### ***School of Business and Management***

Undergraduate Programs:	75% of total coursework
Master level Programs:	20% of total coursework
Doctoral level Programs:	45% of total coursework

### ***School of Theology***

Undergraduate Programs:	75% of total coursework
Master level Programs:	20% of total coursework
Doctoral level Programs:	45% of total coursework

### ***School of Oriental Medicine***

Master of Oriental Medicine Program:

- A. If a student wishes to transfer credit from another acupuncture school that offers a CAB-approved program: up to 100% transfer credit may be awarded for any coursework or clinical instruction.
- B. If a student wishes to transfer credit from a school that does not offer a CAB-approved program, but that is approved by an accrediting agency recognized by the U.S. Dept. of Education:
  - Up to 100% transfer credit may be awarded for courses in basic sciences, clinical medicine, case management, practice management, public health, and professional development at a school approved by an accrediting agency.
  - Up to 50% credit may be awarded for clinical practice coursework and courses completed in acupuncture and Asian medicine principles, theories, and treatment. At least 50% of the course hours in the individual subjects within this category must be completed within the CAB-approved program.

### **Notice Concerning Transferability of Credits and Credentials Earned At Our Institution**

The transferability of credits you earn at the University of South Los Angeles is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the (degree, diploma, or certificate) you earn in the educational program is also at complete discretion of the institution to which you may seek to transfer. If the (credits or degree, diploma, or certificate) that you earn at this institution are 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 the University of South Los Angeles to determine if your (credits or degree, diploma or certificate) will transfer.

## **Notice Concerning Transferability of Credits and Credentials Earned At Other Institutions**

The University of South Los Angeles' Transfer of Credit Policy shall be in accordance with Section 71770, which states:

The institution shall specify the maximum credit it will transfer from another institution for each educational program, and the basis upon which the transferred credit will be awarded.

- (1) Except as limited by subdivision (c) of this section, a minimum of 75 percent of the units or credit that may be applied toward the award of a bachelor's degree may be derived from a combination of any or both of the following:
  - (B) Challenge examinations and standardized tests such as the College Level Placement Test (CLEP) for specific academic disciplines.
  - (A) Units earned at institutions approved by the Bureau, public or private institutions of higher learning accredited by an accrediting association recognized by the U.S. Department of Education, or any institution of higher learning, including foreign institutions, if the institution offering the undergraduate program documents that the institution of higher learning at which the units were earned offers degree programs equivalent to degree programs approved by the Bureau or accredited by an accrediting association recognized by the U.S. Department of Education;
- (2) No more than 20% of graduate semester units or the equivalent in other units awarded by another institution may be transferred for credit toward a Master's degree. An institution may accept transfer credits only from the institutions of higher learning described in subsection (1)(A)
- (3) No more than 30 graduate semester credits or its equivalent awarded by another institution may be credited toward a doctoral degree. This subdivision does not apply to graduate programs that lead to a profession or an occupation requiring state licensure where the licensing agency has a regulation permitting a different standard.
- (c) If credit for prior experiential learning is to be granted, the policy for granting such credit shall be included in the catalog.
  - (1) An institution may grant credit to a student for prior experiential learning only if:
    - (A) The prior learning is equivalent to a college or university level of learning;
    - (B) The learning experience demonstrates a balance between theory and practice and;
    - (C) The credit awarded for the prior learning experience directly relates to the student's degree program and is applied in satisfaction of some of the degree requirements.
  - (2) Each college or university level learning experience for which credit is sought shall be documented by the student in writing.
  - (3) Each college or university level learning experience shall be evaluated by faculty qualified in that specific subject area who shall ascertain (1) to what college or university level learning the student's prior experience is equivalent and (2) how many credits toward a degree may be granted for that experience.
  - (4) The faculty evaluating the prior learning shall prepare a written report indicating all of the following:
    - (A) The documents in the student's record on which the faculty member relied in determining the nature of the student's prior experience;
    - (B) The bases for determining that the prior experience (i) is equivalent to college or university level learning and (ii) demonstrates a balance between theory and practice; and
    - (C) The bases for determining (i) to what college or university level the experience is equivalent and (ii) the proper number of credits to be awarded toward the degree for that experience.
  - (5)(A) The institution shall designate at least one administrator to be responsible for the review of faculty determinations regarding the award of credit for prior experiential learning.
  - (B) the administrator shall document the institution's periodic review of faculty evaluations to assure that the faculty written evaluations and awards of credit comply with this section and the institution's policies and are consistent.
  - (6) The amount of credit awarded for prior experiential learning shall not be related to the amount charged the student for the assessment process.
  - (7) (A) Of the first 60 semester credits awarded a student in an undergraduate program, no more than 15 semester credits may be awarded for prior experimental learning.

- (B) Of the second 60 semester units (i.e., credits 61 to 120) awarded a student in an undergraduate program, no more than 15 semester credits may be awarded for prior experiential learning.
- (C) Of the first 30 semester credits awarded a student in a graduate program, no more than 6 semester credits may be awarded for prior experiential learning.
- (D) Of the second 30 semester credits (i.e., credits 31 to 60) awarded a student in a graduate program, no more than 3 semester credits may be awarded for prior experiential learning.
- (E) No credit for experiential learning may be awarded after a student has obtained 60 semester credits in a graduate program.

### **Credit by Challenge Examination**

Students may challenge courses by taking examinations developed by the University of South Los Angeles. In order to earn credits by challenge examination, a student must first submit a “Course Challenge Examination” application that can be obtained from the administration office during normal business hours. Once students are approved to take the Course Challenge Examination, the student is required to pay the examination fee before taking the exam.

Course Challenge Examinations will be granted to regularly enrolled students to obtain credit by challenge examination in subject matters in which they are qualified through non-traditional education or experience, and for which credit has not previously been granted for any similar course.

The examination may include written, oral, technical skills, or a combination thereof, and will be sufficiently comprehensive to determine that the student possess essentially the same knowledge and/or skills as those students who successfully completed similar courses offered at the university. The letter grade of “P” will be awarded to those who pass the course challenge examination. Those who fail, however, will receive no grade and there will be no record of non-passing of the course challenge examination on the student’s permanent record.

Credit by challenge examination shall not be allowed for the purpose of earning a higher grade for a previously taken course. The only way to earn a higher grade for a course that was once taken is to repeat the course and pay normal course unit fees.

Units of credits earned through the credit by challenge examination procedure may not apply toward satisfying the residence requirements for any degree or certificate granted by the University.

Credit granted through challenge examination follows the same regulation as in the transfer credit policy and cannot exceed the maximum limits described in the section of transfer credit policy.

### **Audit to Credit**

Once Audit students are accepted into a degree program, changes from audit to credit can be made prior to the beginning of the third week of a given quarter in which the student is taking the course he/she wishes to change from audit to credit. Students who wish to change from audit to credit status must fill out and submit the “Audit to Credit” form that is available in the admissions office during normal business hours.

### **Credit for Prior Experiential Learning**

The University of South Los Angeles does not award credits for prior experiential learning under any circumstances.

### **Make-up Exam Policy**

Make-up assignments for missed classes, quizzes, mid-term and final exams for a specific course shall be made only by the instructor in charge and only at the discretion of the instructor. Make-up and re-test final exams may be given as follows:

- The Dean of the School shall make the final decision with respect to granting or denial of the request for make-up examination or re-test.

- If a student misses the final examination, the student must contact the instructor in charge and must secure his/her endorsement on the MAKE-UP EXAMINATION REQUEST form, which can be obtained at the Registrar's office.
- If a re-test is desired, secure the instructor's endorsement on the RE-TEST REQUEST form indicating that the student has made a good faith effort to pass the course, and could reasonably be expected to pass a re-test. The re-test is given at the discretion of the instructor in charge of the course.
- The make-up examination or re-test must be completed before the end of the fifth week of the next quarter.

A grade of "I" or incomplete will be given to the course until the results of the make-up or re-test are known.

### **Credit/No Credit Grading Policy**

A student in good standing may elect to be graded on a Credit/No Credit basis in certain courses. A grade of Credit (CR) is awarded for work equivalent to all grades which earn 3.0 or more grade point. No credit is awarded for work equivalent to all grades which earn less than 3.0 grade points. The units earned will be counted in satisfaction of program requirements, but will be disregarded in determining a student's GPA. No Credit is a no penalty grade.

CR – credit (3.0 grade points or better), units awarded are not calculated in the GPA.

NC – no credit (less than 3.0 grade points), No units awarded, i.e., units are not calculated in the GPA.

Certain courses, at the discretion of the instructor and/or the school, may not be taken on a CR/NC basis. These courses are designated in the quarterly schedule of classes. Students who wish to be graded on a Credit/No Credit basis must submit a petition to the Administration Office by the deadline date listed in the appropriate class schedule. No exceptions to the deadlines will be made.

An evaluation on a Credit/No Credit basis may not be changed later to a letter grade. No exceptions to this policy will be made.

### **Incomplete Work**

Any incomplete work for a course must be made up no later than the fifth week of the subsequent quarter in which the incomplete grade was granted or a tentative grade will be assigned to the course by the instructor and automatically becomes effective and is placed on the permanent record of the student. An instructor is under no obligation to assign an incomplete grade or to administer a make-up examination. Exceptions or extensions to this policy are made only with the approval of the Dean of Academic Dean or the School Dean.

### **Adding or Dropping Courses**

Any course can be added to your schedule within five business days of the first class session. After the fifth business day, courses cannot be added. Courses can be dropped up to four weeks after commencing classes. After that day no more changes can be made to your schedule.

Students may add or drop courses after the Add/Drop course deadlines by securing an approval from the instructor in charge or from the Chief Academic Officer or the School Dean and completing the add/drop form, available at the Registrar's office. Deadlines for adding or dropping courses are listed in the academic calendar.

The difference in tuition resulting from a reduction in the number of credits registered will be refunded to the student in accordance with the published refund policy. If the number of units is increased after the program change, the student must pay the difference in tuition.

### **Course Withdrawal**

After the deadline to drop courses, students may withdraw from a course. If the student withdraws from a course before the start of the sixth week from the first day of commencing classes, the student may receive a passing withdrawal "WP" with the permission of the instructor in charge. All courses withdrawn after the start of the sixth

week will be assigned a grade of failing withdrawal “WF”, unless reasons for withdrawing are accepted by the Dean of the school, at which time the course will be assigned a grade of “WP”. Students planning withdrawal from a course should contact Dean of Academic Dean or the School Dean and submit a completed withdrawal form. Students who withdraw officially will receive refunds in accordance with the posted prorated refund schedule. Students who do not officially withdrawn from a course will automatically receive a grade of “F” and not be entitled to any refund.

### **Attendance and Tardiness**

Students who accumulate more than three (3) unexcused absences from a regularly scheduled class are required to complete make-up assignments in order to be eligible to take the final examination. Courses that have not been completed with make-up assignments given by the instructor shall be automatically given the grade of “I”. Students who accumulate more than four (4) unexcused absences from a regularly scheduled class are considered unofficially withdrawn from the course and are automatically given the grade of “F”. Students are required to make-up any work they miss at the instructor’s discretion regardless of whether an absence is excused or unexcused. Excusable absences are as follows:

1. Childbirth
2. Documented illness
3. Death in the family
4. Emergency situations reported to the Dean.
5. Injury
6. Jury Duty
7. Military duty

Any student who arrives after the regularly scheduled start time of a class shall be considered tardy. Students who are more than 15 minutes late for a class will be considered absent unless acceptable reasons are given. Three tardies (3) shall be considered as one unexcused absence. If a student is absent on the day of final examination due to an unforeseen circumstance, a make-up examination may be arranged upon payment of the challenge examination fee and at the discretion of the professor.

### **Statement of Classroom Decorum**

The University seeks to promote a teaching and learning environment free from material and substantial classroom disruptions. Faculty and students have a joint responsibility to develop and maintain an optimal learning environment. Faculty members and teaching staff have the authority and responsibility to effectively manage their classroom environment because university course requires focused study and the open exchange of ideas the University of South Los Angeles expects the classroom to be a place of courteous interaction. Demonstrating mutual dignity and respect between students and instructors includes arriving on time, participating in class discussion and refraining from browsing the internet on a laptop or using a cellular phone except in case of documented emergency. Academic communication requires listening respectfully even if you disagree. Any activities or behaviors that disrupt the learning environment can be considered as interfering with the learning process and a violation of this policy.

### **Make-up Work**

Students are expected to attend classes every scheduled day. If for any acceptable reason a student has to miss one or more class sessions, the student must communicate it to the administration office and the instructor. The student may obtain make-up material upon return to school.

### **Leave of Absence**

Leave of Absence may be granted to a student if acceptable reasons are presented. The official request for a LEAVE OF ABSENCE form may be obtained from the Registrar’s office. It should be understood that a leave of absence is granted only in extreme cases and must be approved by the Chief Academic Officer or School Dean, who will prescribe the duration of the leave of absence and specific conditions for resumption of study.



### **Dropout Policy**

Students who have not registered for four (4) or more consecutive quarters are considered dropout students. Dropout students are automatically dismissed from the university. Students who wish to be reinstated will require the approval of the Chief Academic Officer or the School Dean and must submit an **Application for Readmission** with the Office of Admissions and Records. A re-entering student must meet any new graduation requirements which have come into effect at the time of their readmission. Students must also submit transcripts of any coursework taken at other institutions while absent from the University of South Los Angeles. Dropout students who are reinstated will be placed on probationary status and must receive a grade of 3.0 for the courses completed during the first quarter of reinstatement or will be permanently dismissed from the university.

### **Program Completion**

Students must satisfactorily complete all requirements for the enrolled program within the specified time limits. Students who do not complete the program within the time limit shall be permanently dismissed from the university subject to exceptions in the aforementioned paragraphs.

### **Graduation Requirements**

Students must meet the following requirements prior to graduating:

1. Successfully complete all specified requirements for the enrolled program within the time limit; and
2. Complete a graduation assessment;
3. Timely file all necessary forms for graduation;
4. Submit the graduation and commencement fees;
5. Settle all financial obligations with the university.

### **The Doctoral Committee**

Each student enrolled in a doctoral degree program is assigned to a Doctoral Committee. The Doctoral Committee supervises the student's doctoral program. A Chair for the committee is to be assigned by the Doctoral Committee. The Chair of the Committee, in consultation with the Chief Academic Officer or School Dean, selects two (2) additional committee members to be assigned to the Doctoral Committee. The candidate cannot submit any petition for the change of the Doctoral Committee.

### **Veterans Benefits**

The University of South Los Angeles is approved by the California State Approving Agency for Veterans Education to offer the following programs:

- Master of Oriental Medicine
- Doctor of Oriental Medicine in Research Advancement
- Associate of Arts in Accounting
- Bachelor of Business Administration
- Master of Business Administration
- Bachelor of Arts in Theology
- Master of Divinity
- Master of Theology
- Doctor of Ministry
- Doctor of Theology

Students who wish to study under the GI Bill and dependents education assistance program are required to fill out the appropriate application forms. For veterans who have never used their benefits, the appropriate application is VA Form 22-1990 or VA Form 22-5490 for other eligible dependents. For veterans who have used their benefits previously, the appropriate application is VA Form 22-1995 or VA Form 22-5495 for other eligible dependents. In addition to completing an application, qualified students who wish to use their benefits must complete an enrollment certification form (VA Form 22-1999).

The following policies apply to veterans and other eligible persons receiving benefits payments only:

- Correspondence and Directed Independent Study are not options for veterans and other eligible persons receiving benefits payments.
- Veterans and other eligible persons will not be certified for repeating a course if they received a grade higher than an “F”.
- The enrollment of Veterans and other eligible persons who violate the standards of conduct shall be subject to interpretation

Students may find additional information regarding Veterans Benefits under the Financial Information section of this catalog.

### **International Student Policy**

The University of South Los Angeles is currently approved by the United States Immigration and Customs Enforcement (ICE) to issue I-20 certificates granting F 1 visa status.

- Distance Learning and Directed Independent Study are not options for international students (I-20 students).
- F 1 students must report to the school before the Program Start Date or this will be noted in the student’s record in SEVIS.
- Attendance of enrolled classes is mandatory. Failure to come to enrolled classes without a valid excuse and documentation (see Academic Policies) will lead to termination from the program and report to SEVIS.

Questions about SEVIS and immigration requirements should be directed to the International Student Advisor:

### **New International Students**

New students applying for the I-20 certificate must meet the following eligibility requirements:

1. Students must be admitted to the University.
2. Submit a completed I-20 Application form available in the administration office.
3. Submit a completed International Student Financial Information form along with current financial statements providing evidence of financial support including tuition, fees, living expenses, books, insurance, supplies, and transportation.
4. Students who have sponsors must submit a completed Affidavit of Financial Support form along with all the required supporting documents.
5. Provide a clear legible copy of a valid passport with the full name, picture, and expiration date showing.
6. New international students with dependents must complete the dependents section of the I-20 Application form and provide a clear legible copy of each dependent’s valid passport with the full name, picture, and expiration date showing.

### **International Transfer Students**

International students who wish to transfer to the University of South Los Angeles from other institutions must meet the following eligibility requirements:

1. Students must be admitted to the University.
2. Submit a completed I-20 Application form available in the administration office.
3. Submit a completed International Student Financial Information form along with current financial statements providing evidence of financial support including tuition, fees, living expenses, books, insurance, supplies, and transportation.
4. Students who have sponsors must submit a completed Affidavit of Financial Support form along with all the required supporting documents.
5. Submit a completed Notice of Intent to Transfer to the University of South Los Angeles form.
6. Provide a copy of both sides of the student’s I-94 form.
7. Provide an endorsed copy of the student’s previous I-20 form.

8. Provide a clear legible copy of a valid passport with the full name, picture, and expiration date showing.

### **Satisfactory Academic Progress Standards for Student Achievement**

For the purpose of determining Standards of Student Achievement for course registration eligibility and maintaining financial aid from the university, students must maintain a minimum cumulative GPA of 2.0. If a student's cumulative GPA is not 2.0 or above upon completion of a program, the student will not be allowed to graduate until the student has met the minimum standards of student achievement by repeating courses to raise his/her cumulative grade point average. Students are required to make quantitative progress toward a degree by achieving a minimum completion of credits if enrolled as a full-time student. Students taking less than a full schedule are adjusted accordingly. Under special mitigating circumstances, the Chief Academic Officer or the School Dean may rule that a student, who does not meet the above standards, may be considered to be making satisfactory progress for the purpose of determining eligibility for course registration and financial aid programs.

### **Academic Probation and Dismissal Policy**

Students will be placed on probation if he or she fails to meet the standards of satisfactory progress requirements at the 25% point in their program. A student who fails to meet the standards of satisfactory progress at or beyond the 50% point in their program will be academically suspended for a period of one year. Upon returning, the student will be placed on probationary status and must maintain a minimum grade of 3.0 for each course for the first quarter of studies after reinstatement or the student will be permanently dismissed from the university. During probation, the student may not enroll in more than three courses (but may enroll in fewer if he or she so desires).

### **Academic Progress Reports**

Students are emailed academic progress reports at the end of each quarter so they have the most current information regarding their academic progress.

### **Student Learning Outcomes**

The University has committed itself to education for character and service. Through our curriculum, we intend that all graduates:

Seek truth through critical inquiry and research:

- Practice critical self-awareness. Articulate and justify one's own principles and assumptions. Be able to assess arguments about religious, political, cultural, and scientific topics--especially in one's chosen field. Subject individual reasoning, ideas, and expressions to critical analysis and revision. Recognize and develop personal strengths. (Knowledge)
- Understand our world and comprehend quantitative and conceptual relationships. Seek, identify, synthesize, and communicate relationships among concepts, especially in a chosen discipline. Demonstrate a scientific understanding of physical and biological concepts and the human race, and be able to articulate how scientific accounts of natural processes are congruent with theological understandings of the created order. (Knowledge)
- Think integratively to solve problems. Evaluate and integrate alternative perspectives and disciplinary frameworks; use social structures to accomplish goals and solve problems to benefit society. (Skill)
- Apply skills and systematic reasoning. Analyze and solve problems with quantitative and qualitative reasoning. Demonstrate skills necessary to succeed in a chosen discipline. Demonstrate a consistent, scholarly, and ethical use of evidence, especially in a chosen discipline. (Skill)

Collaborate and communicate:

- Communicate and cooperate. Express one's self effectively through a variety of means: oral, written, and other creative modes; work effectively and productively on collaborative teams. (Skill)

- Value others. Articulate and live out the Christian concepts of human freedom, rights, justice, grace, dignity, and service. Build friendships across cultural barriers. (Value)

Engage culture and be creative:

- Demonstrate cultural awareness. Describe the essential components of culture, the challenges and opportunities of cultural interaction, and distinctive contributions of Western civilization. Demonstrate knowledge of at least one other culture. (Knowledge)
- Demonstrate creativity and appreciation for arts, beauty, and ideas. Demonstrate creativity and innovation in various types of endeavors especially by participating in the arts and other creative pursuits. (Value)

Demonstrate Faith and Learning in Action:

- Recognize worldviews. Articulate essential features of a Christian worldview and be able to differentiate it from other influential worldviews; explain how Christian commitments can and should influence personal actions. (Knowledge)
- Apply Christian values. Analyze real-world situations using the lens of the Wesleyan Quadrilateral: scripture, reason, tradition, and experience; demonstrate a desire to serve God and live faithfully. (Skill)
- Respond to God. Value God's expression as Creator, Redeemer, and Sustainer; respond to God's loving character and actions through worship, service, and stewardship of resources. Communicate and participate in God's saving purpose for the redemption of the created order. (Value)
- Maintain healthy self-regard and a growth-focused lifestyle. Exhibit personal growth (psychological, social, physical) and accomplishment. Articulate a personal value system, enlightened by liberal education, and directed toward lifelong learning and discovering one's calling. (Value)

### Course Evaluations

At the end of each course students shall be given the opportunity to confidentially evaluate the course and its instructor. The evaluations will be used to effectively measure student learning outcomes and student satisfaction.

## **Disciplinary and Grievance Policies**

### Student Code of Conduct

This university shall take disciplinary action against a student who violates the standards of personal and ethical conduct. These standards include the following:

- Academic misconduct including, but not limited to plagiarism or cheating
- Fabrication: Falsification or invention of information concerning the student's background
- Use or possession of alcoholic beverage, illegal drugs or dangerous weapon on campus
- Sexual harassment or misconduct
- Giving false statements to the university regarding application for admission
- Theft of university or personal property
- Unauthorized use of the university property
- Hazing
- Use of vulgar or abusive language to the faculty, staff and/or fellow students
- Obstruction or disruption of the educational process on or off campus
- Intimidation, stalking
- Alcohol or drug distribution/usage/sale/possession
- Destruction of property including arson
- Fighting and aggravated assault
- Possession of an illegal weapon
- Theft
- Unauthorized use of keys/trespassing

- Smoking in non-smoking designated areas

Among those listed, an act of academic dishonesty is one of the most serious violations of the student code of conduct. Definitions of various forms of academic dishonesty are as follows:

- Plagiarism: Knowingly or intentionally presenting the ideas, words or work of another as one's own.
- Cheating: Unauthorized use of study aids, examination files or receiving unauthorized assistance in any academic exercise.

Violations of the Standards of Conduct are to be reported to the Dean of Student Affairs. As members of the UOSLA, students are also subject to city, county, state, and federal laws. Legal action, in addition to action taken by the university, may take place.

### **Academic Disciplinary Procedure**

The Disciplinary Committee of the university is composed of a faculty representative and at least two senior members of the university administration. The committee is entrusted with the task of determining the disciplinary action and calling a hearing with the student alleged to have broken the standards of university conduct. Shortly before the hearing, the committee members receive any materials prepared by the student and the faculty member involved. The faculty member bringing the allegation will usually be present at the hearing, and other persons with information about the case may be asked to appear by the student or secretary. The student may be accompanied by an adviser, who must be a current member of the University community and who may participate fully in the proceedings.

The student has the opportunity to make an opening statement, to review any pertinent materials, and to question any individuals who have provided information to the committee. The committee members may then question the student; they may also direct questions to the faculty member or other individuals who have provided information. After such questioning, the committee may hear from a member of the University community who may speak about the character and personal qualities of the student. Students may also submit additional written statements from character witnesses. Please understand, however, that the positive testimony of character witnesses cannot outweigh or cancel out evidence presented to the committee. The student then has an opportunity to make a final statement, after which the student, the adviser, and other others who are not members of the committee are excused.

The committee immediately adjudicates the case. A majority of the committee members present must conclude that the evidence presented constitutes a clear and persuasive case in support of the charges in order to determine that the student has violated a University regulation. If that is the committee's finding, a determination of the appropriate penalty is then made. The secretary informs the student promptly of the committee's decision.

These actions shall be implemented immediately upon the findings of a violation by the committee and include, but are not limited to:

- Verbal reprimand
- Written reprimand
- Loss of credits
- Property restitution
- Temporary suspension or dismissal
- Permanent dismissal

### **Grade Appeal Procedure**

A student may appeal a final course grade up to the fifth week of the quarter subsequent to its issue. They may also appeal a grade on a final exam or a project according to the same timeframe on the following bases:

- Clerical error.

- Capricious or prejudicial evaluation.
- Inconsistent or inequitably applied standards for evaluation.

Along with the right to assign grades, faculty have the responsibility to provide careful evaluation and timely assignment of grades. There is a presumption that grades assigned are correct and that faculty will base grades on clearly stated criteria. It is the responsibility of anyone appealing an assigned grade to demonstrate otherwise. Formal grade appeals must be directed to the dean of school in writing. Upon evaluation, the dean shall meet with both student and faculty member before making the final judgement. Advice and consent may be offered by the Dean of Student Affairs.

### **Non-Academic Grievance Procedure**

Non-academic student grievances shall be directed to the Dean of Student Affairs for individual and confidential evaluation.

### **Degree Revocation Policy**

In order to preserve the integrity of the academic standards and of the degrees granted by the University of South Los Angeles as well as the general reputation of the University, the University reserves the right to rescind a degree previously awarded as set forth in this procedure. In cases where a degree revocation sanction has been issued, it will be noted on the student's academic transcript on a permanent basis.

The sanction of degree revocation may occur if:

1. upon examination of a Student's record, it is determined that the requirements for the Degree awarded as established by the California Code of Regulations, Title 5 were not met either due to error or misrepresentation;
2. information comes to light which, if known at the time of the awarding of a degree, would have resulted in a decision not to award the degree, without any further proceedings.

The bases for a Degree revocation include, but are not limited to, the following:

- a. Intentional misconduct by administrators, faculty, staff or students, including fraud, dishonesty, or falsification or unauthorized altering of information of a student records at this or a previous institution.
- b. Error(s) by administrators, faculty, staff or students which resulted in the granting of the degree when the degree otherwise would not have been awarded
- c. Violation of the University's Student Code of Conduct (as laid out on page 48 of the Student Handbook and page 39 in the Catalog) and the general university Ethical Standards and Code of Conduct (as laid out on page 13 in the Student Handbook and page 14 of the Catalog) that are of such a nature that had they been discovered prior to the issuance of the Degree, they would have resulted in the suspension or expulsion of the Student from the University.

### **Procedure**

If the act is found to have occurred before graduation and during the time the student has applied to, or was enrolled at the University, but a complaint had not been filed prior to graduation, the degree may be withdrawn. If acts of misconduct prior to a student graduating are under investigation, the University may postpone the awarding of a degree pending the outcome of the investigation and imposing of appropriate disciplinary sanctions.

Any member of the university community may file a complaint against a student for material academic misconduct. The complaint shall be prepared in writing and directed to either the Dean of Student Affairs. Any complaint should be submitted as soon as possible after the alleged violation is discovered, preferably within 30 days.

After receiving the complaint, the Dean of Student Affairs will convene the Disciplinary Committee to investigate the incident, violation, or complaint. The Dean of the relevant school must be one of the members of the Disciplinary Committee. The investigation must be completed within 60 days. During that time period, the Dean of Student Affairs shall issue a charging letter to the person charged that includes the following:

- a. the University's specific findings with regard to the graduate's academic record and its intention to revoke the degree;
- b. the graduate's opportunity to respond in order to present evidence that the record is incorrect;
- c. the graduate's right to be represented or assisted in responding to the University's findings, by other parties, including an attorney at the graduate's expense; and
- d. a 14-day time limit to respond to the notice

The Student shall be entitled to review the evidence that supports the University's case and may request a copy of such evidence at a cost not to exceed that provided under the California Information Practices Act (Civil Code section 1798 et. seq.).

In cases where the graduate elects to respond to the University's findings either in person or in writing, the following review procedures shall be used:

- a. A person designated by the Dean of the School in which the graduate was enrolled shall review the evidence on both sides and, based on this review, make a recommendation to the Dean concerning the graduate's degree within 7 days.
- b. The Dean, based upon review of the recommendation, shall submit to the appropriate Executive Vice Chancellor his or her written recommendation concerning revocation of the graduate's degree.
- c. The Executive Vice Chancellor, based upon his or her review of the record and prior recommendations, shall submit his or her recommendations, the record and all prior recommendations to the President for final action, subject to approval by the Board of Directors.
- d. The student shall be notified immediately of University's final decision.

If the student does not respond to the initial notification within 14 days then the decision to revoke the degree shall be forwarded to the Executive Vice Chancellor and the Board of Directors for final approval.

## **Student Affairs and Support Services**

### **General Statement**

The University of South Los Angeles is committed to providing its students with the opportunity to engage in active learning and develop coherent values and ethical standards in line with our mission. The University sets and communicates high expectations for student learning and provides ample resources for students to achieve the educational goals. UOSLA also strives to build supportive and inclusive communities within and outside the walls of the school by forging educational partnerships that advance student learning. The following section elucidates the specific services and resources available to UOSLA students to achieve these goals.

### **New Student Orientation**

New students are given a full tour of the campus, after which students will be informed of the college's academic policies, registration processes, scholastic regulations, library hours, office hours, student organizations, student codes of conduct, grievance policies and procedures, and other support services available to students. A new student orientation packet and powerpoint are also made available to new students.

### **Academic Counseling**

The Office of the School Dean will serve as the academic advisor or it will assign a faculty member to counsel students concerning the details of their program. Students will receive notification of the name of their academic advisor prior to their registration in the program.

### **Career Guidance**

Academic advisors are available to guide and advise students throughout their time at the University of South Los Angeles in their career decisions.

### **Student Placement Services**

The University of South Los Angeles does not provide placement services for students.

### **Student Government**

The students of the University of South Los Angeles are organized in a Student Body Association (SBA), for the purpose of promoting the best interest of students and to create a spirit of cooperation.

This association also serves as the conduit through which students can input their ideas to the University for addressing students' needs and interests.

Officers of the University Student Association, elected by the student body for the term of one year, are:

- President
- Vice President
- Secretary
- Treasurer
- Representatives from each school (Business, Oriental Medicine, and Theology)

The SBA meets once a month and is supported as needed by general funds from the university. The SBA sends a representative to the annual RAP workshop in June to represent the student body on all matters of assessment.



## **Student Clubs and Organizations**

The University of South Los Angeles encourages students to form organization around issues and subjects they are passionate about. Clubs provide students the opportunity to become engaged in the campus community, gain a deeper sense of belonging, and enhance their learning in a co-curricular setting.

Leaders and members of clubs have the opportunity to create inclusive communities for the student body that support the University's mission. Through clubs, students are able to develop leadership skills, meet other students that share similar interests, and contribute positively to their UOSLA experience.

A student club must have a minimum of 5 members with two officers, an elected president and secretary. All members must have a minimum GPA of 2.0. All student clubs must have a faculty advisor who

- Assists the club in identifying its yearly goals and aiding in the clarification of member and officer responsibilities within the group.
- Is an advocate for the club's program.
- Actively participates in the planning of all on and off campus activities.
- Meets at least once a month with club officers to monitor club activity.
- Serves as a resource person to answer questions when necessary, as well as help resolve problems and issues confronting the group through alternative solutions.

Forms for club proposals are available at the university administration office.

## **Campus Ministry and Outreach**

The University of South Los Angeles, in accordance with its Mission, is dedicated to providing our students various opportunities for Prayer, Mass, Confession, Adoration, Spiritual Retreats, and Christian Service to help their grow in relationship with God. Drawing on the Scriptures, campus ministry bears witness to God's amazing grace within the context of higher education. Sensitive to the pastoral needs of those on campus and engaged in the intellectual discourse of the university, campus ministry strives to communicate the gospel in fresh ways.

Prayers are held before all theology classes and occasional chapel services led by ordained ministers are held in the large assembly room at various times to commemorate religious holidays, important community events, or at student or faculty request. There are also many local Churches the provide worship and others services in the community surrounding the University of South Los Angeles. Students are encouraged to inquire with the Dean of Student Affairs for more information.

Outreach and Engagement is defined as meaningful and mutually beneficial collaborations with partners in education, business, and public and social service. It is:

- That aspect of research that makes what we discover useful beyond the academic community.
- That aspect of teaching that enables learning beyond the campus walls.
- That aspect of service that directly benefits the public.

UOSLA demonstrates a commitment to social outreach in the following ways:

- Teaching undergraduate or graduate courses that include a service-learning, internship, practicum or clinical component that benefits community members
- Providing distance learning credit or continuing education courses that enable nontraditional students to enroll
- Teaching extension, continuing education, professional development, or other nontraditional educational programs, workshops, or classes that reach people in their communities

Many of our faculty members have valuable relationship with community organizations and students looking for ways to get more involved with their community are encouraged to talk to their professors.

## **Administrative Services**

In addition to academic counseling, the University of South Los Angeles provides the following student services upon request. Please see the front desk for more information:

- Mentoring
- Counseling
- Legal Services/consultations
- Housing Information service
- Transportation services (airport pick-up etc.)

## **Cultural, Education, and Religious Opportunities**

Los Angeles is a large and diverse cultural capitol and UOSLA are encouraged to take advantage of the numerous opportunities to enrich their cultural, educational, and religious experience while living in this city.

For a calendar of cultural events that take place in Los Angeles please visit:

<https://www.lacity.org/public-events>

<http://culturela.org/events/>

<http://www.laweekly.com/calendar>

For a list of LA area museums and their websites:

[https://en.wikipedia.org/wiki/List\\_of\\_museums\\_in\\_Los\\_Angeles](https://en.wikipedia.org/wiki/List_of_museums_in_Los_Angeles)

For a database of faith-based organizations in and around Los Angeles:

<https://crcc.usc.edu/resource-database/>

The City of Los Angeles is concerned about the education and personal development of its constituents. Through partnerships with other agencies, non-profits, and service providers in and around the City of Los Angeles, services are provided to individuals, especially the youth, for educational and employment assistance. For a list of services:

<https://www.lacity.org/for-job-seekers/education-and-personal-development>

## **Student Complaint Procedures**

A valid grievance is an injustice and indicates a policy has been abused or violated. A student may lodge a complaint by communicating orally or in writing to any teacher, administrator, admissions personnel, or counselor. Faculty, administrator, or personnel who receive a complaint shall attempt to confidentially resolve all complaints that are related to his/her duties and transmit it as soon as possible to the Dean of Student Affairs.

If a student orally delivers the complaint and the complaint is not resolved either within a reasonable period or before the student again complains about the same matter, the student is recommended to submit the complaint to the Dean of Student Affairs in writing using the university's complaint form. If the student provides a written complaint, the Dean of Student Affairs shall provide the student with a written response within 10 days of receiving the complaint, including a summary of university's investigation and disposition of it. If the complaint or relief requested by the student is rejected, the university shall provide the student with the reasons for the rejection. The Dean of Student Affairs shall be responsible for taking action to remedy the complaint under California Education Code Section 73770.

The institution's Dean of Student Affairs is:

Tania Maync, Ph.D.  
University of South Los Angeles  
555 W. Redondo Beach Blvd. #111  
Gardena, CA 90248  
Phone: 310-756-0004 | Fax: 310-756-0004  
[tmaync@usola.org](mailto:tmaync@usola.org)

Student complaint records and their resolution are kept in the Office of the Dean of Student Affairs for five years.

The students' participation in this optional complaint procedure and the disposition of a student's complaint shall not limit or waive any of the student's other rights or remedies including the right to directly file a complaint with the:

BPPE  
Capitol Oaks Drive, Suite 400  
Sacramento, California 95833  
P.O. Box 980818  
West Sacramento, CA 95798-0818

Students may also submit complaints to the accrediting agency TRACS for the purpose of addressing any significant noncompliance by USOLA with TRACS' Standards, policies, or procedures.

A formal complaint is one that is:

- a. Submitted in writing using the TRACS Complaint Processing Form (including all required supporting documentation),
- b. Signed, and
- c. Sent to the attention of the President of TRACS by the complainant(s). Complaints which are not in writing, anonymous, or sent electronically or through facsimile transmission will not be considered.

Complaints are submitted in writing on the TRACS Complaint Processing Form and in accordance with the provisions detailed on the TRACS Complaint Information Sheet (both available on the TRACS website)

Two hard copies of all materials are sent to:

President  
Transnational Association of Christian Colleges and Schools  
15935 Forest Rd.  
Forest VA 24551

### **Notice of Student Rights and Due Process**

Students matriculated at University of South Los Angeles are entitled to and are assured of the following rights:

- To receive quality educational services provided by the duly qualified and experienced faculty;
- To cancel enrollment and receive a full refund of the amount paid for tuition, fees and other instructional charges consistent with refund policies (less non-refundable fees), if notice of cancellation is delivered or mailed to the Registrar's office prior to the posted deadline;
- To discontinue his or her academic program at any time and receive a prorated refund for the part of the course not taken in accordance with the refund policy stated in the school catalog;
- With a 24 hour notice to inspect and review his or her records during normal business hours and seek correction of errors in the records through the established administrative procedures;
- To write to the state regulatory agency or accrediting agency or register complaints and seek fair and just remedial action.

## **Student Tuition Recovery Fund (STRF)**

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 a 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.

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

The fund exists to relieve or mitigate pecuniary losses suffered by a California resident who is or was a student of a qualifying institution if the student enrolled in an institution, prepaid tuition, paid the assessment, and suffered loss as a result of any of the following:

- The closure of the institution;
- The institution's failure to pay refunds or charges on behalf of a student to a third party for license fees or any other purposes, or to provide equipment or materials for which a charge was collected within 180 days before the closure of the institution;
- The institution'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 institution prior to closure in excess of tuition and other costs;
- A significant decline in the quality or value of the educational program within the 30-day period before the closure of the institution or, if the decline began before that period, the period of decline determined by the Bureau, to a degree that results in the institution's failure to meet minimum operating or academic standards;
- The student's inability to collect a judgment entered against a qualifying institution for a violation of an

Act, subject to all of the following:

1. The student has reasonably tried, and failed, to collect on the judgment. The Bureau will determine the reasonableness of the effort on a case-by-case basis;
2. The Bureau receives the student's application within 4 years from the school's closure;
3. The student has not received reimbursement or forgiveness from any other source;

A student whose total charges were paid by a third-party payer is not eligible to make a claim.

### *Amount of STRF Assessment*

Pursuant to Code Section 76120, (a) A qualifying institution shall collect an assessment of fifty cents (\$0.00) per one thousand dollars (\$1,000) of institutional charges, rounded to the nearest thousand dollars, from each student. For institutional charges of one thousand dollars (\$1,000) or less, the assessment is fifty cents (\$0.00). (b) Unless a student has a separate agreement to repay the third-party payer shall not pay the STRF assessment to the qualifying institution. (c) Except when an institution provides a 100% refund pursuant to section 94919 (d) or section 94920 (b) of the Code, the assessment is non-refundable.

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

1. You are a student, who is a California resident and prepays all or part of your tuition either by cash, guaranteed student loans, or personal loans, and
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 who are California residents, or are enrolled in a residency program attending certain schools regulated by the Bureau for Private Postsecondary Education.

You may be eligible for STRF if you are a California resident or are enrolled in a 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 cost.
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 determine 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.

It is important that the students keep copies of the enrollment agreement, financial aid papers, receipts, or any other information that documents moneys paid to the school.

Questions regarding STRF may be directed to:

BPPE  
Capitol Oaks Drive, Suite 400  
Sacramento, California 95833  
P.O. Box 980818  
West Sacramento, CA 95798-0818

## Emergency and Safety Policies

### Campus Emergency Plan

In case of emergency, it is important to remain calm and to listen for instructions from personnel in charge, whether these are school personnel or an emergency response team. In all emergencies, someone should phone 911; if this is an emergency involving the whole school and is during regular office hours, someone in administration will make the call. If this is a personal emergency, such as a medical emergency, or after hours and the office is closed, the student or a capable friend or acquaintance should make the call to 911.

If you have not had a first aid course, you may want to familiarize yourself now with the first aid survival guide at the front of the white pages in the phone directory. It addresses a variety of medical emergencies and earthquake issues. When you dial 911, be prepared to tell the operator:

1. The phone number from which you are calling;
2. The address (555 Redondo Beach Blvd., Gardena - if you are on campus);
3. Any special directions of how to find the victim (i.e., the first floor library);
4. Describe the victim's condition (i.e., unconscious, bleeding, burned, broken bones, etc.);
5. Describe what happened; how many are injured; what help is being given;
6. Give your name;
7. **DO NOT HANG UP** until the 911 operator tells you; they may have special questions.

### Medical Emergency

All students are encouraged to maintain a medical insurance policy for themselves (and their families, if they are head of household) while studying at the University of South Los Angeles.

A first aid kit is kept in the Registrar's office for minor medical care. Students are encouraged to provide their own first aid supplies as they know their potential medical needs better than anyone. Students are encouraged to visit their own physicians as needed to prevent medical emergencies.

A partial list of local full-service hospitals and urgent care clinics is provided here. If a medical emergency is acute, phone 911 and request an ambulance or paramedics.

- Memorial Hospital of Gardena (Nearest)  
1145 W. Redondo Beach Blvd.  
Gardena, CA  
310-532-4200
- Care Station Carson,  
21501 S. Avalon Blvd., Suite 100  
Carson, CA  
310-835-6627
- Manhattan Medical Group  
15401 S. Main St.  
Gardena, CA  
310-323-0484
- Torrance Memorial Medical Center  
3330 W. Lomita Blvd.  
Torrance, CA  
310-325-9110

## **Weather-Related and Emergency-Related Closings**

At times, emergencies such as severe weather, fires, or power failures can disrupt classroom activities. In such instances, the instructor will decide on the closure and will provide the official notification to the appropriate Dean.

### **Fire**

In case of fire or fire drill on the campus, all persons are to proceed quickly and calmly to the main parking lot toward Redondo Beach Boulevard (in front of the building). Faculty is responsible for ensuring that all students leave the classrooms immediately.

### **Earthquake**

In case of an earthquake: If inside, stay there and drop, cover and hold.

- DROP to the ground. (Do not rush for the doors and try to get in to a doorway)
- Take COVER by getting under a sturdy desk/table or crouching down close to a wall. Protect your head, neck, and face from falling object.
- HOLD ON until the "shaking" stops (2 to 5 minutes).

If outside, stay there and stay clear of falling objects.

### **Crime**

While we have experienced very little crime at the University of South Los Angeles, the possibility is still very real. If you are the victim of a violent criminal act, or witness one, phone 911 immediately. Also report any crime to the administration offices at the earliest possible time. Students should use caution after leaving campus at night.

### **Campus Intruder**

In the event of a campus intruder or shooter please follow all emergency policies and instructions by faculty and staff. If you notice strange or suspicious behavior, please contact staff OR call 911 to report the behavior.

### **Visitors**

All visitors to an office or facility maintained by the University of South Los Angeles should be directed to the reception area and remain there until escorted to another area by a UOSLA representative.

### **Offices and Related Facilities**

You must never disable, disarm, obstruct, or tamper with any doors or fire exits; locks, alarms, or other security devices; smoke alarms, fire alarms, or security lights; fire extinguishers or sprinklers; or similar devices or equipment.

### **Computer System Access**

Information Technology users are required to take reasonable measures to prevent unauthorized use of the computing resources made available to them.

## Financial Information

### Tuition Programs

#### School of Oriental Medicine

Master of Oriental Medicine	
Didactic Courses	\$120.00 per unit
Clinical Internship Courses	\$120.00 per unit
DOM in Research Advancement	\$200.00 per unit

#### School of Business and Management

Associate of Arts in Accounting	\$150.00 per unit
Bachelor of Business Administration	\$150.00 per unit
Master of Business Administration	\$170.00 per unit
Doctor of Business Administration	
Core Courses	\$200.00 per unit
Concentration courses	\$250.00 per unit
Research Courses	\$300.00 per unit

#### School of Languages

ESL 100, ESL 200, ESL 300	\$900.00 per quarter
TOEFL Preparation	\$900.00 per quarter
Business English	\$900.00 per quarter
TESOL	\$1250.00 per quarter

#### School of Theology

Bachelor of Arts in Theology	\$100.00 per unit
Master of Divinity	\$120.00 per unit
Master of Theology	\$120.00 per unit
Doctor of Ministry	\$180.00 per unit
Doctor of Theology	\$200.00 per unit

#### General Fees

Admission Application Fee**	\$200.00 one time
Add/Drop Course Fee**	\$30.00 per course
Audit Fee**	\$40.00 per unit
Comprehensive Examination Fee**	\$150.00
Challenge examination**	\$240.00 per course
Deferred Tuition Fee*	\$30.00
Diploma Replacement Fee*	\$100.00
Dissertation Fee**	\$300.00
Graduation Fee**	\$200.00
Early Transfer Fee	\$600.00
I-20 Application Fee (SEVIS)**	\$200.00
Document Fee for I-20	\$200.00
Institution Equivalency Report*	\$275.00
Make-up Exam Fee**	\$40.00 per exam
Registration Fee**	\$50.00 per quarter
Late Registration Fee**	\$100.00
Professional Liability and Malpractice Insurance**	\$50.00 per quarter
Returned Check Service Charge*	\$50.00



STRF Fee**	\$0.00 per thousand of tuition
Thesis Fee**	\$200.00
Transcripts Official*	\$20.00 per copy
Transcripts Unofficial*	\$10.00 per copy
Other Documentation	\$10.00
Pre-Internship Test Fee	\$100.00
Withdrawal Fee	\$200.00

Fees are subject to change

\* Fee is non-refundable

\*\* Fee is non-refundable, except for veterans and other eligible persons for whom it is pro-rata

\*\*\* The University reserves the right to withhold a student's transcripts, diploma, degree, or grades if the student is in default on a student tuition contract.

\*\*\*\* International students will have increased tuition and additional fees.

**Estimated Schedule of Total Charges for Entire Educational Program**

The University of South Los Angeles reserves the right to change the fees and tuition at any time.

Program		Cost Per Unit/Quarter (Languages)	Tuition	Admission Application Fee	STRF	Registration Fees	Total Charges
Master of Oriental Medicine		\$120.00	\$32,400.00	\$200.00	\$0.00	\$1,150.00	\$34,400.00
Doctor of Oriental Medicine		\$200.00	\$24,000.00	\$200.00	\$0.00	\$750.00	\$25,250.00
Associate of Art in Accounting		\$150.00	\$13,800.00	\$200.00	\$0.00	\$400.00	\$14,400.00
Bachelor of Science in Business Administration		\$150.00	\$27,000.00	\$200.00	\$0.00	\$750.00	\$27,950.00
Master of Business Administration		\$170.00	\$11,560.00	\$200.00	\$0.00	\$300.00	\$12,060.00
Doctor of Business Administration	Core (20 units)	\$200.00	\$16,600.00	\$200.00	\$0.00	\$450.00	\$17,550.00
	Concentration (36 units)	\$250.00					
	Research (12 units)	\$300.00					
ESL100		\$900.00	\$2,700.00	\$200.00	\$0.00	\$150.00	\$3,050.00
ESL200		\$900.00	\$2,700.00	\$200.00	\$0.00	\$150.00	\$3,050.00
ESL300		\$900.00	\$2,700.00	\$200.00	\$0.00	\$150.00	\$3,050.00
TESOL		\$1250.00	\$5,000.00	\$200.00	\$0.00	\$200.00	\$5,400.00
TOEFL Preparation		\$1250.00	\$1,250.00	\$200.00	\$0.00	\$200.00	\$1,500.00
Business English		\$900.00	\$2,700.00	\$200.00	\$0.00	\$150.00	\$3,050.00
Bachelor of Arts in Theology		\$100.00	\$18,000.00	\$200.00	\$0.00	\$750.00	\$18,950.00
Master of Divinity		\$120.00	\$17,280.00	\$200.00	\$0.00	\$600.00	\$18,280.00
Master of Theology		\$120.00	\$5,520.00	\$200.00	\$0.00	\$200.00	\$6,120.00
Doctor of Ministry		\$180.00	\$12,240.00	\$200.00	\$0.00	\$450.00	\$13,190.00
Doctor of Theology		\$200.00	\$14,400.00	\$200.00	\$0.00	\$450.00	\$15,350.00

**Schedule of Total Charges Per Quarter**

Program	Registration Fee (Per Quarter)	Per Unit/Quarter (Languages)	STRF	Tuition
Master of Oriental Medicine	\$50.00	\$120.00	\$0.00	\$1,540.00
Doctor of Oriental Medicine	\$50.00	\$200.00	\$0.00	\$1,650.00
Associate of Art in Accounting	\$50.00	\$150.00	\$0.00	\$1,850.00
Bachelor of Science in Business Administration	\$50.00	\$150.00	\$0.00	\$1,850.00
Master of Business Administration	\$50.00	\$170.00	\$0.00	\$2,090.00
Doctor of Business Administration	\$50.00	\$250.00	\$0.00	\$2,050.00
ESL100	\$50.00	\$900.00	\$0.00	\$950.00
ESL200	\$50.00	\$900.00	\$0.00	\$950.00
ESL300	\$50.00	\$900.00	\$0.00	\$950.00
TESOL	\$50.00	\$1250.00	\$0.00	\$1,300.00
TOEFL Preparation	\$50.00	\$1250.00	\$0.00	\$1,300.00
Business English	\$50.00	\$900.00	\$0.00	\$950.00
Bachelor of Arts in Theology	\$50.00	\$100.00	\$0.00	\$1250.00
Master of Divinity	\$50.00	\$120.00	\$0.00	\$1,490.00
Master of Theology	\$50.00	\$120.00	\$0.00	\$1,490.00
Doctor of Ministry	\$50.00	\$180.00	\$0.00	\$1,490.00
Doctor of Theology	\$50.00	\$200.00	\$0.00	\$1,650.00

## **Financial Policies**

### **Payment Policy**

All tuition and fees are payable during registration. However, student loans are available. For more details concerning student loans, see the following student loans section.

### **Student Loans**

Students who qualify with good standing credit may apply for a student loan. Student loans allow students who are unable to pay in one lump sum to pay in convenient monthly installments. Students who wish to apply for a student loan are required to fill out a loan application that is available at the administration office during normal business hours. Students are required to pay the amount of the loan plus any interest, less the amount of any refund. If the student receives federal financial aid funds, the student is entitled to a refund of the money not paid from federal financial aid fund.

Students with loan applications that are approved by the university must sign a Payment Schedule Agreement that specifies the dates that the student is expected to repay the loan. Failure to make any payments listed on the Payment Schedule Agreement to the university on the due dates, without any arrangement, is considered sufficient ground for barring the student from further attending classes or taking examinations, until the terms for settlement have been arranged with the Financial Officer. Students who are delinquent on any of the payments may not register for the following quarter and will not receive their diploma until all financial obligations are settled with the administration office.

The University of South Los Angeles does not currently participate in federal and/or state financial aid programs. In addition, the 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, and has not had a petition in bankruptcy filed against it with 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 enrolled in an unaccredited institution is not eligible to participate in federal financial aid programs.

### **Tuition and Insurance Deferment Program**

All students at the University of South Los Angeles are given the option to apply for a tuition and/or insurance deferment that allows them to pay their due in two installments. The insurance deferment program is free while the tuition deferment program has a fee of \$30.

### **University Scholarships**

The University of South Los Angeles awards a limited amount of tuition scholarships on a quarter to quarter basis to truly deserving students who meet the following qualifications:

- The student must be accepted for admission.
- The student must submit an application for scholarship
- The student must satisfy the scholarship requirements established by the Scholarship Committee of the university.
- The student must submit any additional documents requested by the Scholarship Committee required for assessing the student's scholarship application.
- Apply at least two weeks prior to the beginning of any quarter.
- Maintain the minimum Standards of Student Achievement.
- Pay tuition in full.

If a student fails to maintain the minimum Standards of Student Achievement, financial aid may be terminated after a one quarter grace period until the required levels are reached. A student who loses eligibility for financial aid may re-establish eligibility by maintaining the minimum Standards of Student Achievement. The maximum award for financial aid is 10% of quarterly tuition.

Students who are admitted provisionally are not eligible for university scholarships.

Further details regarding UOSLA scholarship programs and its requirements may be found at the Office of Administration.

### **Veterans Benefits**

**Withdrawal and Refund Policy:** The amount charged to veterans and other eligible persons for tuition, fees and other charges for a portion of the course will not exceed the approximate pro rata portion of the total charges for tuition, fees and other charges for the length of the completed portion of the course. The maximum fee that will be withheld for registration shall be \$10. Any amount that exceeds \$10 shall be prorated.

Students may find additional information regarding Veterans Benefits under the Academic Regulations section of this catalog.

### **Class Availability**

The availability of each on site course listed in the catalog is contingent upon the requisite number of students registering for each course.

### **Enrollment Cancellation**

You have the right to cancel this Agreement for a course of instruction, including any equipment such as books, materials and supplies or any other goods related to the instruction offered in this Agreement, before 60% of the program has been completed. Cancellation shall occur when you give written notice of cancellation at the address shown above. You can do this by mail, hand delivery, or telegram. The written notice of cancellations, if sent by mail, is effective when deposited in the mail properly addressed with postage prepaid. The written notice of cancellation need not take any particular form and, however expressed, it is effective if it shows that you are no longer wish to be bound by this Agreement.

You will be given two “Enrollment Agreement Cancellation” forms along with the Enrollment Agreement for you to use in the event you decide to cancel this enrollment agreement, but you can use any written notice that you wish. The “Enrollment Agreement Cancellation” forms may also be obtained at the administration office during normal business hours. If the Institution has given you any equipment, including books or other materials, you shall return it to the Institution within 45 days following the date of your notice of cancellation. If you fail to return this equipment, including books, or other materials, in good condition within this 45 day period, the Institution may deduct its documented cost for the equipment from any refund that may be due to you. Once you pay for the equipment, it is yours to keep without further obligation. If you cancel this Agreement, the Institution shall refund any money that you paid, less any deduction for equipment not timely returned in good condition, within 45 days after your notice of cancellation is received.

The amount of refund shall be in accordance with the terms and conditions of the University of South Los Angeles’ refund policy which is based on Code Section 94909 (a) (8) (B), as described below.

### **Course Withdrawal**

Students have the right to drop or withdraw from any course of instruction at any time. All requests to drop or withdraw a course must be in writing and delivered to the Registrar’s office in person or by registered mail. If mailed, the date posted on the envelope constitutes the effective date of drop or withdrawal. Forms necessary to drop or withdraw are available at the Registrar’s office.

If you withdraw or drop from a course of instruction after the period allowed for cancellation of the Agreement, the university will remit a pro-rated refund less any non-refundable fees within 45 days following the withdrawal or drop. You are obligated to pay only for educational services rendered and for any unreturned equipment. The amount of refund shall be accordance with the terms and conditions of the University of South Los Angeles’ refund policy which is based on Code Section 94909 (a) (8) (B), as described below

## **Refund Policy**

In accordance with Section 94909 (a) (8) (B) of the Code, a student is entitled to a full refund after the first class session or seven days after enrollment, whichever is later. A student is entitled to a prorated refund if the student withdraws or drops the program before 60% of the program has been completed. Pursuant to Section 94919(c) or 94920(d) or 94927 of the Code, the pro-rata refund shall be no less than the total amount owed of the student for the portion of the educational program provided, subtracted from the amount paid by the student, calculated as follows:

1. The amount owed equals the daily charge for the program (total institutional charge, divided by the number of days in the program), multiplied by the number of days the student attended, or was scheduled to attend, prior to withdrawal.
2. Except as provided for in subdivision (a)(3) of Code Section 94909, all amounts paid by the student in excess of what is owed as calculated in subdivision (a)(1) shall be refunded.
3. Except as provided in Section 73120, of the Code all amounts that the student has paid shall be subject to refund unless the enrollment agreement and the refund policy outlined in the catalog specify amounts paid for an application fee or deposit not more than \$250.00, books, supplies, or equipment, and specify whether and under what circumstances those amounts are non-refundable.
4. For purposes of determining a refund under the Act and this Section, a student shall be considered to have withdrawn from an educational program when he or she withdraws or is deemed withdrawn in accordance with the withdrawal policy stated in its catalog
  - a. If the University of South Los Angeles has collected money from a student for transmittal on the student's behalf to a third party for a bond, library usage, or fees for a license, application, or examination, and the institution has not paid the money to the third party at the time of the student's withdrawal or cancellation, the University of South Los Angeles shall refund the money to the student within 45 days of the student's withdrawal or cancellation.
  - b. The University of South Los Angeles shall refund any credit balance on the student's account within 45 days after the date of the student's completion of, or withdrawal from, the educational program in which the student was enrolled.
  - c. The University of South Los Angeles shall maintain a cancellation and withdrawal log, kept current on a monthly basis, which shall include the names, addresses, telephone numbers, and dates of cancellations or withdrawal of all students who have cancelled the enrollment agreement with, or withdrawn from, the institution during the calendar year.

## **Audits**

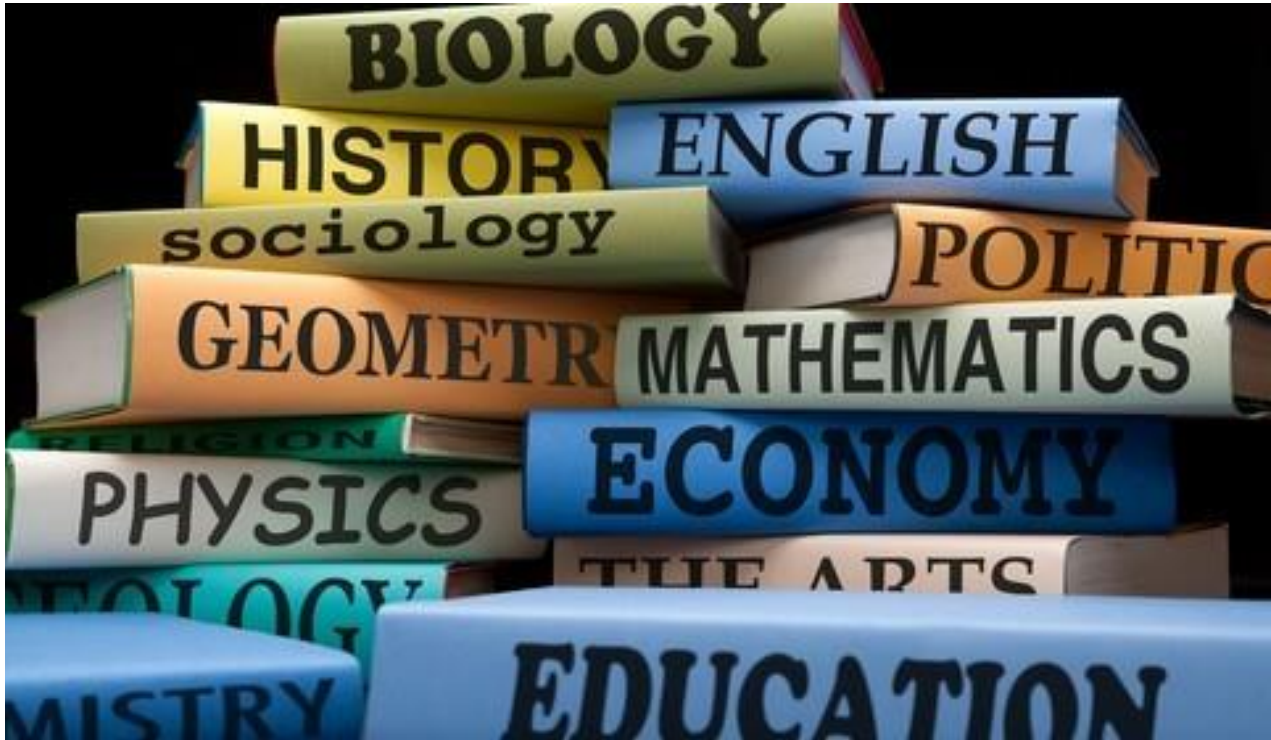
Auditing a course or being allowed to take a course for non-credit means a student has obtained permission to attend the course and is not enrolled for academic credit. Thus, audit or non-credit courses cannot be dropped nor refunds issued. Audited courses are not listed on transcripts.

## **Instruction by Correspondence**

The student shall have the right to cancel the agreement for instruction by correspondence and receive a full refund before the first lesson and initial study materials are received. Cancellation is effective on the date the written notice of cancellation is mailed. The University of South Los Angeles shall make the refund within 30 days of the cancellation. If the first lesson and materials were sent before an effective cancellation notice was received, the University of South Los Angeles shall make a refund within 30 days after the student returns correspondence instructional material. The University of South Los Angeles shall mail all of the lessons and other material to the student if the Student has fully paid for the program and requests all of the material in writing after having received the first lesson and initial correspondence material. If the University of South Los Angeles mails the balance of the material as the student requests, The University of South Los Angeles remains obligated to provide educational services that have been agreed to be provided, such as responses to student inquiries, student and faculty interaction, and evaluation and comment on lessons submitted by the student. The

university shall refund the fees for any unwanted lessons that have been paid for and not yet sent to the student. However, the university shall not be obligated to refund the fees for any lessons that have been received by the student after the cancellation period. Instruction by correspondence is not an option for Oriental Medicine, language students, veterans and other eligible persons receiving benefits payments.

# General Education



The University of South Los Angeles offers a wide variety of General Education courses that are designed to give students a general understanding of a diverse number of subjects. General education courses fall in to seven basic areas: Social Sciences, Humanities, Foreign Languages, English, Computer Science, Math, and General Sciences. Bachelors programs require a certain number of General Education courses.

## **Program Outcomes**

- Students will be able to develop the disposition and skills to gather, organize, refine, analyze, and evaluate critically information and ideas as well as develop new ideas, perspectives, and approaches.
- Students will be able to develop and express themselves clearly and appropriately in writing for a range of social, academic, and professional contexts and use appropriate writing technologies.
- Students will be able to understand the collaborative process and work collaboratively with others to solve problems and make informed decisions.
- Students will be able to understand various institutions (e.g., cultural, political, economic, religious, and educational) and their historical backgrounds, as well as principles of human behavior and social interaction. Students will cultivate their intellect, imagination, and creativity as they develop an understanding of how social, cultural, linguistic, artistic, religious, philosophical, and historical contexts have shaped the thoughts and actions of people worldwide.
- Students will understand and actively explore fundamental principles in physical sciences and methods of developing and testing hypotheses used in the analysis of the physical universe.
- Students will be able to recognize the importance of contributing their knowledge and experiences to their own communities and the broader society and be able to recognize and consider multiple perspectives and cultures. Students will be able to articulate their value systems, understand the ethical implications of their actions based on those values, and develop skills consistent with having a positive impact on individuals, groups, or communities.

**Courses**  
**Course Areas**

<b>Languages</b>		<b>Social Sciences</b>	<b>Math and Sciences</b>			<b>Humanities</b>
<b>Foreign Languages</b>	<b>English</b>		<b>Computer Science</b>	<b>Mathematics</b>	<b>General Sciences</b>	
Chinese: CHI 101, 102, 103	Fundamentals: ENG 10, 11, 12, 13, 20, 21, 22, 23, 30, 31, 32, 33, 41, 42, 68, 69, 78, 79, 88, 89, 98, 99	Anthropology: ANT 101, 102	Computer Science: CMS 101, 102, 103, 104	Algebra: ALG 99, 101a-c	Biology: BIO 101a-c	Art: ART 101, 102
Korean: KOR 101, 102, 103	Introductory: ENG 101, 102, 103	Communications: COM 101, 102, 103, 104a-b, 105		Calculus: CAL 99, 101a-c	Chemistry: CHE 101a-c, 102 a-c	ARH 101a-b, 102a-b
Spanish: SPN 101, 102, 103	Aspects: ENG 104, 105, 106	Economics: ECO 101, 102, 103		Geometry: GEO 101a- c	Physics: PHY 101a-c	Music: MUS 101, 102, 103
	Special: ENG 107	Linguistics: LIN 101, 102		Special: MTH 101	Geography: GEG 101, 102	Philosophy: PHL 101, 102, 103a-c, 104a-b
	Literature Surveys: ENG 110a-c, 111a- c, 112a-c	History: HIS 101a-c, 102a-c, 103 a-c, 104a-c		Statistics: STA 101		
		Political Science: POL 101, 102, 103, 104, 105				
		Psychology: PSY 101, 102				
		Sociology: SOC 101				

**General Education Courses**

<b>Course No.</b>	<b>Course Title</b>	<b>Units/Hours</b>
<i>Foreign Languages</i>		
CHI 101a	Elementary Chinese I	4/40
CHI 101b	Elementary Chinese II	4/40
CHI 101c	Elementary Chinese III	4/40
KOR 101a	Elementary Korean I	4/40
KOR 101b	Elementary Korean II	4/40
KOR 101c	Elementary Korean III	4/40
SPN 101a	Elementary Spanish I	4/40
SPN 101b	Elementary Spanish II	4/40
SPN 101c	Elementary Spanish III	4/40



<i>English</i>		
ENG 10	Vocabulary and Reading Essentials	4/40
ENG 11	Introduction to Conversation and Culture	4/40
ENG 12	Beginning Grammar Workshop	4/40
ENG 13	Beginning English Literature	4/40
ENG 20	Intermediate Reading and Vocabulary Development	4/40
ENG 21	Intermediate Conversation and Culture	4/40
ENG 22	Intermediate Writing Workshop	4/40
ENG 23	Intermediate English Literature	4/40
ENG 30	College Reading	4/40
ENG 31	Academic Presentations	4/40
ENG 32	Advanced Writing Workshop	4/40
ENG 33	Introduction to Literary Analysis	4/40
ENG 41	Intro to College English	4/40
ENG 42	Student Success Strategies	4/40
ENG 68	Fundamentals of English Language I	4/40
ENG 69	Fundamentals of English Language II	4/40
ENG 78	Intermediate Reading Laboratory	4/40
ENG 79	Intermediate Writing Laboratory	4/40
ENG 88	Academic Reading	4/40
ENG 89	Advanced Writing Laboratory	4/40
ENG 98	Intro to College English	4/40
ENG 99	Student Success Strategies	4/40
ENG 101	Reading and Composition	4/40
ENG 102	Critical Analysis and Intermediate Composition	4/40
ENG 103	Literature and Advanced Composition	4/40
ENG 104	Introduction to Fiction	4/40
ENG 105	Introduction to Drama	4/40
ENG 106	Introduction to Poetry	4/40
ENG 107	Business English	4/40
ENG 110a	Survey of British Literature I	4/40
ENG 110b	Survey of British Literature II	4/40
ENG 110c	Survey of British Literature III	4/40
ENG 111a	Survey of American Literature I	4/40
ENG 111b	Survey of American Literature II	4/40
ENG 111c	Survey of American Literature III	4/40
ENG 112a	Survey of World Literature I	4/40
ENG 112b	Survey of World Literature II	4/40
ENG 112c	Survey of World Literature III	4/40
<i>Social Sciences</i>		
ANT 101	Introduction to Cultural Anthropology	4/40
ANT 102	Introduction to Physical Anthropology	4/40
COM 101	Principles of Oral Communication	4/40
COM 102	Fundamentals of Public Speaking	4/40
COM 103	Persuasion	4/40
COM 104a	Media Studies I: Mass Communication	4/40
COM 104b	Media Studies II: Communication and Technology	4/40
COM 105	Intercultural Communication	4/40
ECO 101	Introduction to Economics	4/40
ECO 102	Principles of Macroeconomics	4/40

ECO 103	Principles of Microeconomics	4/40
HIS 101a	History of Western Civilization I	4/40
HIS 101b	History of Western Civilization II	4/40
HIS 101c	History of Western Civilization III	4/40
HIS 102a	Introduction to American History I	4/40
HIS 102b	Introduction to American History II	4/40
HIS 102c	Introduction to American History III	4/40
HIS 103a	World History I	4/40
HIS 103b	World History II	4/40
HIS 103c	World History III	4/40
HIS 104a	History of Eastern Civilization I	4/40
HIS 104b	History of Eastern Civilization II	4/40
HIS 104c	History of Eastern Civilization III	4/40
LIN 101	Introduction to Linguistics	4/40
LIN 102	Languages of the World	4/40
POL 101	Introduction to Political Science	4/40
POL 102	Introduction to Political Theory	4/40
POL 103	American Government	4/40
POL 104	Introduction to Comparative Politics	4/40
POL 105	International Relations	4/40
PSY 101	Introduction to Psychology	4/40
PSY 102	Social Psychology	4/40
SOC 101	Principles of Sociology	4/40
<b><i>Computer Science</i></b>		
CMS 101	Basic Computer Operations	4/40
CMS 102a	Word Processing I	4/40
CMS 102b	Word Processing II	4/40
CMS 103	Spreadsheet	4/40
CMS 104	Database	4/40
<b><i>Mathematics</i></b>		
ALG 99	Pre-Algebra	4/40
ALG 101a	College Algebra	4/40
ALG 101b	Intermediate Algebra	4/40
ALG 101c	Advanced Algebra	4/40
CAL 99	Pre-Calculus	4/40
CAL 101a	Calculus I	4/40
CAL 101b	Calculus II	4/40
CAL 101c	Calculus III	4/40
GEO 101a	Calculus for Business and Social Sciences	4/40
GEO 101b	College Geometry I	4/40
GEO 101c	College Geometry II	4/40
MTH 101	Business Math	4/40
STA 101	Elementary Statistics	4/40
<b><i>General Sciences</i></b>		
BIO 101a	Fundamentals of Biology	4/40
BIO 101b	Human Biology	4/40
BIO 101c	Introductory Zoology	4/40
CHE 101a	Introduction to General Chemistry I	4/40
CHE 101b	Introduction to General Chemistry II	4/40
CHE 101c	Introduction to General Chemistry III	4/40

CHE 102a	Introduction to Organic Chemistry I	4/40
CHE 102b	Introduction to Organic Chemistry II	4/40
CHE 102c	Introduction to Organic Chemistry III	4/40
GEG 101	Introduction to Natural Environment	4/40
GEO 102	Introduction to Human Geography	4/40
PHY 101a	General Physics I	4/40
PHY 101b	General Physics II	4/40
PHY 101c	General Physics III	4/40
<i>Humanities</i>		
ART 101	Fundamentals of Design	4/40
ART 102	Computer Design	4/40
ARH 101a	Western Art History I	4/40
ARH 101b	Western Art History II	4/40
ARH 102a	Eastern Art History I	4/40
ARH 102b	Eastern Art History II	4/40
MUS 101	Fundamentals of Music	4/40
MUS 102	History of Western Music	4/40
MUS 103	History of World Music	4/40
PHL 101	Introduction to Philosophy	4/40
PHL 102	Ethics	4/40
PHL 103a	Ancient Western Philosophy	4/40
PHL 103b	Medieval Western Philosophy	4/40
PHL 103c	Modern Western Philosophy	4/40
PHL 104a	Eastern Philosophy I	4/40
PHL 104b	Eastern Philosophy II	

## Course Descriptions

### *Foreign Languages*

#### **CHI 101 Elementary Modern Chinese I**

**4 quarter units/40 clock hours**

**Prerequisite: none**

Introduction to fundamentals of standard Chinese, and Chinese culture including pronunciation, grammar, and Chinese characters, with emphasis on all four basic language skills—speaking, listening comprehension, reading, and writing.

#### **CHI 102 Elementary Modern Chinese II**

**4 quarter units/40 clock hours**

**Prerequisite: CHI 101 or approval of instructor**

Continuation of CHI 101—intermediate beginning level. Designed for students who already have certain listening and speaking skills in Mandarin or other Chinese dialects at elementary levels. Training in all four basic language skills (speaking, listening, reading, and writing).

#### **CHI 103 Elementary Modern Chinese III**

**4 quarter units/40 clock hours**

**Prerequisite: CHI 102 or approval of instructor**

Continuation of CHI 102—upper beginning level. Designed for students who already have certain listening and speaking skills in Mandarin or other Chinese dialects at elementary levels. Training in all four basic language skills (speaking, listening, reading, and writing).

**KOR 101 Elementary Modern Korean I**

**4 quarter units/40 clock hours**

**Prerequisite: None**

Introduction to standard spoken Korean language, Korean writing, and Korean culture with emphasis on conversation.

**KOR 102 Elementary Korean II**

**4 quarter units/40 clock hours**

**Prerequisite: KOR 101 or approval of instructor**

Continuation of KOR 101—intermediate beginning level. Designed for students who already have certain listening and speaking skills in Korean at elementary levels. Training in all four basic language skills (speaking, listening, reading, and writing).

**KOR 103 Elementary Korean III**

**4 quarter units/40 clock hours**

**Prerequisite: KOR 102 or approval of instructor**

Continuation of KOR 102—upper beginning level. Designed for students who already have certain listening and speaking skills in Korean at elementary levels. Training in all four basic language skills (speaking, listening, reading, and writing).

**SPN 101 Elementary Spanish I**

**4 quarter units/40 clock hours**

**Prerequisite: None**

Introductory Spanish language and culture course that is proficiency-oriented, communicative, and task-based to help develop communicative competence in four skill areas (listening, speaking, reading, and writing).

**SPN 102 Elementary Spanish II**

**4 quarter units/40 clock hours**

**Prerequisite: SPN101 or approval of Instructor**

Continuation of Spanish 101—intermediate beginning level. Designed for students who already have certain Spanish listening and speaking skills at elementary levels. Training in all four basic language skills (speaking, listening, reading, and writing).

**SPN 103 Elementary Spanish III**

**4 quarter units/40 clock hours**

**Prerequisite: SPN102 or approval of Instructor**

Continuation of Spanish 102 —upper beginning level. Designed for students who already have certain Spanish listening and speaking skills at elementary levels. Training in all four basic language skills (speaking, listening, reading, and writing).

*English*

**ENG 10 Vocabulary and Reading Essentials**

**4 quarter units/40 clock hours**

**Prerequisite: none**

This course is designed to enable students to read and use linguistic forms accurately and meaningfully. Students will develop strategies for reading comprehension and flexibility, including skimming, scanning, identifying main ideas and support, interactive reading, and vocabulary. Students will engage in interactive reading and vocabulary development activities.

**ENG 11 Introduction to Conversation and Culture**

**4 quarter units/40 clock hours**

**Prerequisite: none**

This course is designed to enable students to use linguist forms accurately, meaningfully, and

appropriately, emphasizing the following conversational skills: pronunciation, listening and talking in small groups, and understanding new grammar structures, learning new words and expressions, and understanding and using idiomatic expressions and understanding American culture.

**ENG 12 Beginning Grammar Workshop**

**4 quarter units/40 clock hours**

**Prerequisite: none**

This course will help students develop grammatical competence which forms the foundation for academic reading and writing skills. Students will learn a variety of complex grammatical structures, including subordinating clauses and phrases, and learn more complex verb sentences.

**ENG 13 Beginning English Literature**

**4 quarter units/40 clock hours**

**Prerequisite: none**

This course will introduce students to reading English and American literature with an emphasis on comprehension and analysis. Students will read a variety of short stories and/or a short novel and learn to discuss and analyze various interpretations, perspectives and purposes.

**ENG 20 Intermediate Reading and Vocabulary Development**

**4 quarter units/40 clock hours**

**Prerequisite: none**

This course focuses on improving strategies for reading comprehension and analysis, flexibility, interactive reading, and vocabulary development. Activities included are reading, as well as, responding to the author's ideas. Both fiction and non-fiction are included. The includes activities such as reading and responding to the authors' ideas.

**ENG 21 Intermediate Conversation and Culture**

**4 quarter units/40 clock hours**

**Prerequisite: none**

This course is an intermediate oral communication course designed to enable students to use linguist forms accurately, meaningfully, and appropriately, emphasizing the following conversational skills: listening and talking in small groups, and understanding new grammar structures, learning new words and expressions and understanding and using idiomatic expressions, and effective note-taking strategies. American cultural norms and idiosyncrasies will be explored.

**ENG 22 Intermediate Writing Workshop**

**4 quarter units/40 clock hours**

**Prerequisite: none**

This course prepares students for academic and professional writing. Included are the following: writing sentences, paragraphs and short essays, development of cultural understanding, organization and content development, and editing skills. Focus is on writing paragraphs and short essays, development of academic cultural knowledge, academic vocabulary, and fluency through a variety of reading and writing tasks.

**ENG 23 Intermediate English Literature**

**4 quarter units/40 clock hours**

**Prerequisite: none**

This course is a continuation of English 13 though the former is not a prerequisite. Students will be exposed to a large array of English and American literature with an emphasis on comprehension and analysis. Students will discuss and analyze various interpretations, perspectives and purposes. At least one short novel will be assigned.

**ENG 30 College Reading**

**4 quarter units/40 clock hours**

**Prerequisite: none**

This course is designed to prepare students for college reading. Students will further develop critical thinking skills, critical reading skills, academic research skills, and academic vocabulary. Strategies for more effective retention and speed reading will also be covered. Students will read and analyze a series of short stories and a short novel.

**ENG 31 Academic Presentations**

**4 quarter units/40 clock hours**

**Prerequisite: none**

This course is designed to prepare students for making presentations in an academic setting. Students will learn how to design and execute effective oral presentations on a variety of subjects. Effective presentations strategies will include focus on maintaining pace, professional tone, and visual props.

**ENG 32 Advanced Writing Workshop**

**4 quarter units/40 clock hours**

**Prerequisite: none**

This course will emphasize academic composition and essay writing. Students will write shorter essays as well as an extended research paper. In addition they will improve their reading and critical thinking skills both central to the process of academic research.

**ENG 33 Introduction to Literary Analysis**

**4 quarter units/40 clock hours**

**Prerequisite: none**

This course is designed to prepare students for college-level literary analysis. Students will be exposed to a large array of English and American literature, poetry, and/or theater and learn to approach the texts with a critical perspective. Students will learn to analyze and discuss texts in a forum-like atmosphere and assess various interpretations, perspectives, and purposes.

**ENG 41/ENG 98 Intro to College English**

**4 quarter units/40 clock hours**

**Prerequisite: None.**

This course is designed to prepare students for college writing classes. The course will focus on developing the following skills: the process of creating, developing, and revising paragraphs, how to develop an argument and thesis statement, marshalling evidence and support, and citing and avoiding plagiarism. Students will revise their writing using peer review. Cross-listed with ENG 98.

**ENG 42/ENG 99 Student Success Strategies**

**4 quarter units/40 clock hours**

**Prerequisite: None.**

This course is intended to prepare students for the academic and emotional demands of higher education and provide a broad basis for well-being and success. Topics include motivation and self-efficacy; critical thinking, academic integrity and active study strategies; health issues and lifestyle choices; relating to others as a global citizen; written and oral communication; time management; career exploration; and educational planning. Cross-listed with ENG 99.

**ENG 68 Fundamentals of English Language I**

**4 quarter units/40 clock hours**

**Prerequisite: none**

This course is designed to introduce students to the fundamentals of the English language including communication skills, grammar and syntax, spelling, punctuation, sentence and paragraph construction, reading comprehension and vocabulary expansion. Students will also learn to identify the main idea of passages and make connections between ideas across and between texts.

**ENG 69 Fundamentals of English Language II**

**4 quarter units/40 clock hours**

**Prerequisite: none**

This course is designed to expand students' knowledge of the fundamentals of the English language including communication skills, grammar and syntax, spelling, punctuation, sentence and paragraph construction, reading comprehension and vocabulary expansion.

**ENG 78 Intermediate Reading Laboratory**

**4 quarter units/40 clock hours**

**Prerequisite: none**

This course is designed to improve general reading and thinking abilities through increasing comprehension, vocabulary, reading speed and effectiveness, and study and test-taking techniques. Special emphasis will be placed discerning the difference between fact and opinion, using context clues, and drawing inferences.

**ENG 79 Intermediate Writing Laboratory**

**4 quarter units/40 clock hours**

**Prerequisite: none**

This course introduces students to the process of writing short essays by focusing on the following skills: choosing a topic, outlining an essay, developing and revising paragraphs, and editing and revising strategies. Focus will also be placed on the use of good grammar, mechanics, and word usage.

**ENG 88 Academic Reading**

**4 quarter units/40 clock hours**

**Prerequisite: none**

This course is designed to prepare students to read college-level reading materials. Special emphasis will be placed on facilitating the transition from literal comprehension of texts to critical analysis thereof. Students will learn to integrate specific reading strategies in writing responses to a variety of texts.

**ENG 89 Advanced Writing Laboratory**

**4 quarter units/40 clock hours**

**Prerequisite: none**

This course is designed to develop strong writing skills with an emphasis on grammar. Correct usage, punctuation, capitalization, spelling, and effective expression are emphasized. This course will require written compositions on current affairs, past experience, cultural heritage, and other topics.

**ENG 41/ENG 98 Intro to College English**

**4 quarter units/40 clock hours**

**Prerequisite: None.**

This course is designed to prepare students for college writing classes. The course will focus on developing the following skills: the process of creating, developing, and revising paragraphs, how to develop an argument and thesis statement, marshalling evidence and support, and citing and avoiding plagiarism. Students will revise their writing using peer review. Cross-listed with ENG 98.

**ENG 42/ENG 99 Student Success Strategies**

**4 quarter units/40 clock hours**

**Prerequisite: None.**

This course is intended to prepare students for the academic and emotional demands of higher education and provide a broad basis for well-being and success. Topics include motivation and self-efficacy; critical thinking, academic integrity and active study strategies; health issues and lifestyle choices; relating to others as a global citizen; written and oral communication; time management; career exploration; and educational planning. Cross-listed with ENG 99.

**ENG 101 Reading and Composition****4 quarter units/40 clock hours****Prerequisite: none**

This course is designed to strengthen students' ability to read with understanding, discernment, and retention, discuss the assigned readings intelligently, and to write clearly and effectively. Emphasis will be on writing essays in which each paragraph relates to a thematic idea and is separated by a smooth transition, has an introduction and a conclusion, and contains both primary and secondary support. College-level reading material will be assigned to provide the stimulus for class discussion and writing assignments, including a substantial research paper.

**ENG 102 Critical Analysis and Intermediate Composition****4 quarter units/40 clock hours****Prerequisite: ENG 101 or approval of instructor**

The aim of this course is to develop students' critical thinking skills. Students will apply these skills to the analysis of written arguments in various forms and genres, both classic and contemporary, and to the writing of effective persuasive essays. Students will learn to evaluate and interpret data, to recognize assumptions, to distinguish facts from opinions, to identify and avoid logical fallacies, to employ deductive and inductive reasoning, and to effectively assert and support argumentative claims.

**ENG 103 Literature and Advanced Composition****4 quarter units/40 clock hours****Prerequisite: ENG 102 or approval of instructor**

This course is designed to introduce students to a wide array of literature and to develop interpretive, critical, and analytical reading skills. Students will also receive extensive instruction on writing critically about short stories, full-length works (such as novellas, novels, plays, or biographies) and poems. The course will include critical analysis and research involving one or more literary genres.

**ENG 104 Introduction to Fiction****4 quarter units/40 clock hours****Prerequisite: ENG 103 or approval of instructor**

This course explores the nature of fiction in relation to the short story and the novel. Both traditional and innovative as well as western and nonwestern fiction will be analyzed focusing on a wide variety of narrative styles and perspectives and different fictional forms including fantasy, suspense, tragedy, historical, romance, thriller, and realism.

**ENG 105 Introduction to Drama****4 quarter units/40 clock hours****Prerequisite: ENG 103 or approval of instructor**

This course introduces students to various types of dramatic literature, from the ancient Greek dramas to contemporary Eastern and Western theater. Students will be familiarized with the history and theoretical aspects of theatre, its practical manifestations through playwriting, acting, directing, stage production, and theater management as well as its social functions to entertain audiences, unite communities, and challenge social norms.

**ENG 106 Introduction to Poetry****4 quarter units/40 clock hours****Prerequisite: ENG 103 or approval of instructor**

This course introduces students to the analysis, crafting, and appreciation of poetry. The course will examine both Western and non-Western poetic traditions and explore a variety of poetic forms including poetic allusions, language, genre, diction, rhythm, and figurative language.



- ENG 107 Business English**  
**4 quarter units/40 clock hours**  
 This course will introduce non-native speakers of English to methods for developing English language and communication skills for the workplace, doing business, cross-cultural understanding, and business case study analysis. **Writing business documents such as resumes, cover letters, memos, letters, and emails are emphasized.**
- ENG 110a Survey of British Literature I**  
**4 quarter units/40 clock hours**  
**Prerequisite: ENG103 or approval of instructor**  
 This is an introductory course to British Literature during the Anglo-Saxon and Norman periods beginning with *Beowulf*.
- ENG 110b Survey of British Literature II**  
**4 quarter units/40 clock hours**  
**Prerequisite: ENG103 or approval of instructor**  
 A survey of medieval and early modern British literature including the plays of William Shakespeare.
- ENG 110c Survey of British Literature III**  
**4 quarter units/40 clock hours**  
**Prerequisite: ENG103 or approval of instructor**  
 A survey of modern British literature from Johnathon Swift to the present.
- ENG 111a Survey of American Literature I**  
**4 quarter units/40 clock hours**  
**Prerequisite: ENG103 or approval of instructor**  
 This is an introductory course on American Literature covering the colonial period to 1783.
- ENG 111b Survey of American Literature II**  
**4 quarter units/40 clock hours**  
**Prerequisite: ENG103 or approval of instructor**  
 This is an introductory course on American Literature from the American Revolution to the Civil War.
- ENG 111c Survey of American Literature III**  
**4 quarter units/40 clock hours**  
**Prerequisite: ENG103 or approval of instructor**  
 This is an introductory course on American Literature from the Civil War to the present.
- ENG 112a Survey of World Literature I**  
**4 quarter units/40 clock hours**  
**Prerequisite: ENG103 or approval of instructor**  
 This course examines major works of world literature from the beginnings of civilization to 500 CE.
- ENG 112b Survey of World Literature II**  
**4 quarter units/40 clock hours**  
**Prerequisite: ENG103 or approval of instructor**  
 This course examines major works of world literature from 500-1650.
- ENG 112c Survey of World Literature III**  
**4 quarter units/40 clock hours**  
**Prerequisite: ENG103 or approval of instructor**  
 This course examines major works of world literature from 1650 to the present.

## *Social Sciences*

### **ANT 101 Introduction to Cultural Anthropology**

**4 quarter units/40 clock hours**

**Prerequisite: None**

This course introduces students to the most important concepts, theories, and approaches used by anthropologists in understanding socio-cultural variation across societies. The course analyzes different cultures around the globe and focuses on how notions of gender, race, affluence, kinship, marriage, religion and systems of symbolic expression (language and art) vary significantly from one society to another.

### **ANT 102 Introduction to Physical Anthropology**

**4 quarter units/40 clock hours**

**Prerequisite: None**

This course introduces students to physical anthropology and the study of human biological evolution. The course will examine human beings and their ancestors in the context of modern genetics and primate behavior studies. Students will examine human fossil record, as well as the diversity and commonality of present and past populations of humankind.

### **COM 101 Principles of Oral Communication**

**4 quarter units/40 clock hours**

**Prerequisite: None**

This course is a survey designed to assist students in increasing knowledge about and skills in employing verbal and nonverbal communication messages in a variety of settings including intrapersonal, interpersonal, group, and public contexts. By studying the process of communication and applying communication theory and principles to diverse real-life situations, students will practice and analyze communication skills in various contexts. The course is organized around critical discussion and presentation of current social issues for students to build presentation abilities as both producers and consumers of communication in a variety of settings.

### **COM 102 Fundamentals of Public Speaking**

**4 quarter units/40 clock hours**

**Prerequisite: None**

This is a course in public speaking for students learning to prepare and deliver platform speeches. Assignments include speeches of description, exposition, and persuasion. Techniques for controlling tension, building self-confidence, and effective listening are emphasized.

### **COM 103 Persuasion**

**4 quarter units/40 clock hours**

**Prerequisite: None**

This course focuses on the development of persuasion in rhetorical perspective, with an emphasis on balancing logic, emotion and credibility in public speaking. The history of classical rhetoric in Ancient Greece and Rome, as well as great speakers in American history, are emphasized.

### **COM 104a Media Studies I: Mass Communication**

**4 quarter units/40 clock hours**

**Prerequisite: None**

This course is an introduction to the field of mass communication and will focus on introducing students to its key components including advertising, broadcasting, newspapers, magazines, public relations, and the history of each.

## **COM 104b Media Studies II: Communication and Technology**

**4 quarter units/40 clock hours**

**Prerequisite: None**

This course examines the role of communication in technology, culture, and society moving historically and exploring the cultural impact of technology from the nineteenth century to the present including the telegraph, film, telephone, commercial radio, television, and transnational information technologies like computers and the internet. Students will analyze current implications of the internet for democracy, privacy, community, art, entertainment and other concepts central to US society and culture.

## **COM 105 Intercultural Communication**

**4 quarter units/40 clock hours**

**Prerequisite: None**

This course examines the flow of information throughout the world, and the communication systems that deliver it both across cultural boundaries both within and across international borders. Students will gain an appreciation of cultural diversity and how differences in culture, forms of government and information delivery systems affect worldwide communication.

## **ECO 101 Introduction to Economics**

**4 quarter units/40 clock hours**

**Prerequisite: None**

This course is a general introduction to economics for students who want to acquire a basic understanding of the economic system. The direct and indirect effects of structure, organization, and operation of our economy are covered, as well as, the effects of inflation, taxation, jobs, role of money, business fluctuations, and production.

## **ECO 102 Principles of Macroeconomics**

**4 quarter units/40 clock hours**

**Prerequisite: None**

This course is an introduction to macroeconomics including the study of unemployment, inflation, business cycles, monetary and fiscal policy.

## **ECO 103 Principles of Microeconomics**

**4 quarter units/40 clock hours**

**Prerequisite: ECO102 or approval of instructor**

Introduction to the study of the economic system. This course will introduce the standard economic models used to examine how individuals and firms make decisions in perfectly competitive markets, and how these decisions affect supply and demand in output markets.

## **HIS 101a History of Western Civilization I**

**4 quarter units/40 clock hours**

**Prerequisite: None**

This course surveys the diverse cultures that shaped the foundation of Western civilization during the ancient and classical period from about 3500 BCE to 500 CE. Investigation of first civilizations in Near East and Egypt. Analysis of worlds of Greeks and Romans and Medieval Europe. Examination of ways in which western European societies created new syntheses through selective appropriation of Greek and Roman cultures and introduction of new cultural forms and medieval Christendom.

## **HIS 101b History of Western Civilization II**

**4 quarter units/40 clock hours**

**Prerequisite: None**

Intro to history of the West during the Middle Ages and Early Modern periods from about 500 to 1600. Topics include the rise of the Church, Papacy, the spread of Christianity, the Carolingian Empire, the rise of states especially England, France, and the Holy Roman Empire, the Rise of Islam and the Crusades, the Renaissance and Reformation and the expansion of Europe overseas and colonialism.

**HIS 101c History of Western Civilization III**

This course surveys the history of Western Civilization in the modern period from about 1600 to the present. Topics covered include the Scientific Revolution, the Enlightenment, industrialization, rise of nationalism and mass politics, revolutionary movements, urbanization, mass global migrations, European expansion and imperialism, and decolonization, leading to emergence of new nation states in Europe's former colonies.

**HIS 102a Introduction to American History I**

**4 quarter units/40 clock hours**

**Prerequisite: None**

A survey of the social, political, economic, cultural, and intellectual history of the United States from the colonial period to 1815. Topics will include migration to North America, the English colonies, the war for Independence, the founding of the Republic, the Constitution and early United States, and the War of 1812.

**HIS 102b Introduction to American History II**

**4 quarter units/40 clock hours**

**Prerequisite: None**

A survey of the social, political, economic, cultural, and intellectual history of the United States from 1815 to 1920. Topics include the Age of Jackson, the Mexican War, the Civil War and Reconstruction, industrialization, immigration, the Gilded Age, the Progressive Era and the First World War and its aftermath.

**HIS 102c Introduction to American History III**

**4 quarter units/40 clock hours**

**Prerequisite: None**

A survey of the social, political, economic, cultural, and intellectual history of the United States from 1920 to the present. Topics include the roaring 20s, the Great Depression, World War II, the Cold War and post-Cold War eras and the place of the United States in the modern world.

**HIS 103a World History I**

**4 quarter units/40 clock hours**

**Prerequisite: None**

A survey of world civilizations from the beginning of the human record to 1200. This course will highlight major developments in human activity and endeavor regionally, chronologically, and thematically. It will offer an overview of the social, intellectual, cultural, political, and economic patterns within which humans interact in a global framework.

**HIS 103b World History II**

**4 quarter units/40 clock hours**

**Prerequisite: None**

A survey of world civilizations from 1200 to 1600. This course will highlight major developments in human activity and endeavor regionally, chronologically, and thematically. It will offer an overview of the social, intellectual, cultural, political, and economic patterns within which humans interact in a global framework.

**HIS 103c World History III**

**4 quarter units/40 clock hours**

**Prerequisite: None**

A survey of world civilizations from 1600 to the present. This course will highlight major developments in human activity and endeavor regionally, chronologically, and thematically. It will offer an overview of the social, intellectual, cultural, political, and economic patterns within which humans interact in a global framework.

**HIS 104a History of Eastern Civilization I**

**4 quarter units/40 clock hours**

**Prerequisite: HIS101 or approval of instructor**

This is an introduction of the history of Asian Civilization including Central, South, and East Asian history from the beginnings to 500. Topics include the migrations of humans to East Asia and Oceania, the birth of civilization in the Indus and Yellow and Yangtze River Valleys, the unification of China, the Silk Roads and cultural phenomena such as Confucianism, legalism, Buddhism, Daoism, and Hinduism.

**HIS 104b History of Eastern Civilization II**

**4 quarter units/40 clock hours**

**Prerequisite: HIS101 or approval of instructor**

This is an introduction of the history of Asian Civilization including Central, South, and East Asian history from 500 to 1600. Topics include medieval Japan, the Mongols, the spread of Islam, the Koryo, the rise of the Ming, and the Silk, Sand, and Sea Roads.

**HIS 104c History of Eastern Civilization III**

**4 quarter units/40 clock hours**

**Prerequisite: HIS101 or approval of instructor**

This is an introduction of the history of Asian Civilization including Central, South, and East Asian history from 1600 to the present. Topics include the rise and fall of the Qin, confrontation with Western colonialism, industrialization, modernization, Meiji and modern Japan, communism, and decolonization.

**LIN 101 Introduction to Linguistics**

**4 quarter units/40 clock hours**

**Prerequisite: None**

In this course, students will learn about the components of human languages: the sound system (phonology); the way sounds are organized into prefixes, suffixes, and root words (morphology); the way words are organized into phrases and sentences (syntax); and the ways that speakers and speech communities modify languages (pragmatics). In order to learn, students will learn to examine a variety of languages, including their own.

**LIN 102 Languages of the World**

**4 quarter units/40 clock hours**

**Prerequisite: None**

This course introduces students to the world's languages on an introductory level and contributes to an understanding of the nature of human language as such. The course will focus on the diversity of languages across space and time, their fundamental similarities, as well as the points of divergence. Topics also covered include: language families and historical relationships, linguistic typology and language universals, sound and structural features of the world's languages, and writing systems, among others.

**POL 101 Introduction to Political Science**

**4 quarter units/40 clock hours**

**Prerequisite: None**

This course focuses on the nature and study of politics, from both a historical and contemporary perspective. Students will explore the methods and approaches used in the field of political science to analyze a variety of political concepts and problems, including the nature and distribution of power, justice, citizenship, sustainability, leadership and agency and efficacy.

**POL 102 Introduction to Political Theory**

**4 quarter units/40 clock hours**

**Prerequisite: None**

This course is intended as an introduction to political philosophy as seen through an examination of some of the major texts and thinkers of the Western political tradition from Plato to the present.

**POL 103 American Government**

**4 quarter units/40 clock hours**

**Prerequisite: None**

This course is an introductory survey of the field of political science focusing on the major concepts, theories, institutions, processes and policies of government in the United States at the national, state, and local levels.

**POL 104 Introduction to Comparative Politics**

**4 quarter units/40 clock hours**

**Prerequisite: None**

This is an introductory course on the study of comparative systems of government, differing ideologies, as well as current political problems. Students will compare and contrast various systems of government across the globe from autocracies to democracies and examine the role different groups play within these systems.

**POL 105 International Relations**

**4 quarter units/40 clock hours**

**Prerequisite: None**

This course examines the basic concepts, theories, and principles of international politics and the way in which states interact with each other. Emphasis shall be placed on an examination of contemporary world affairs including nationalism, imperialism, political ideology, alliance systems, the rise of the developing nations, and the nature of international organizations. Specific case studies will be examined to illustrate the various principles of international relations.

**PSY 101 Introduction to Psychology**

**4 quarter units/40 clock hours**

**Prerequisite: None**

This course is a study of the nature of man and human behavior, giving special attention to various factors associated with the development of personality and behavior patterns, and coping strategies for dealing with stress.

**PSY 102 Social Psychology**

**4 quarter units/40 clock hours**

**Prerequisite: None**

This course is an introduction to the field of social psychology, the scientific study of the way people think about, feel, and behave in social situations. Topics to be covered include: impression formation, conformity, prosocial behavior, interpersonal attraction, persuasion, stereotyping and prejudice.

**SOC 101 Principles of Sociology**

**4 quarter units/40 clock hours**

**Prerequisite: None**

This is an introduction to sociology with emphasis on social interaction, social processes, society, culture, social structures, and other concepts fundamental to sociological understanding.

## *Computer Science*

### **CMS 101 Basic Computer Operations**

**4 quarter units/40 clock hours**

**Prerequisite: none**

This course provides instructions in basic skills of personal computing. Topics include a description of microcomputer components, input and output devices, networking, and microprocessing concepts. Beginning word processing, spreadsheet, database, Internet, Windows, and programming concepts are introduced.

### **CMS 102a Word Processing I**

**4 quarter units/40 clock hours**

**Prerequisite: None**

This introductory course in word processing (Microsoft Word) acquaints the student with basic features of the software including creating, revising, storing, and printing documents. It is offered as a brief overview of the software including on the presentation software Powerpoint for business applications.

### **CMS 102b Word Processing II**

**4 quarter units/40 clock hours**

**Prerequisite: None**

This course is a continuation of CMS 102a or for people with some experience with word processing (Microsoft Word). It acquaints the student with basic features of the software including creating, revising, storing, and printing documents. It is offered as a brief overview of the software including on the presentation software PowerPoint for business applications.

### **CMS 103 Spreadsheet**

**4 quarter units/40 clock hours**

**Prerequisite: None**

This course includes a detailed study of business applications using Microsoft Excel spreadsheet package. Topics include the commands, formats, and functions of Excel with emphasis on its use as a problem solving and financial analysis tool. Students will also learn to create macros, customize toolbars and menus, and integrate Excel with other applications and the World Wide Web. Students will also have an introduction to writing Visual Basic code.

### **CMS 104 Database**

**4 quarter units/40 clock hours**

**Prerequisite: DBS 101 Spreadsheet or approval of Instructor**

This course presents an introduction to relational database management systems using Microsoft Access. It is designed to familiarize the student with Microsoft Access and its application in the business world. Topics include: designing, maintaining and querying a database; creating forms, reports, and macros; and an introduction to writing Visual Basic code.

## *General Sciences*

### **BIO 101a Fundamentals of Biology**

**4 quarter units/40 clock hours**

**Prerequisite: None**

This course is a general survey of all living things. Topics include basic molecular and cellular biology, genetics, the anatomy and physiology of plants, animals and humans, the diversity of life, evolution, and ecology. Current environmental issues and new developments in biological science are discussed.

**BIO 101b Human Biology****4 quarter units/40 clock hours****Prerequisite: BIO 101a or Instructor Approval.**

This course is a general survey of all living things and a continuation of BIO101a. Topics include basic molecular and cellular biology, genetics, the anatomy and physiology of plants, animals and humans, the diversity of life, evolution, and ecology. Current environmental issues and new developments in biological science are discussed.

**BIO 101c Introductory Zoology****4 quarter units/40 clock hours****Prerequisite: BIO 101b or Instructor Approval.**

This course is a general survey of all living things and a continuation of BIO101b. Topics include basic molecular and cellular biology, genetics, the anatomy and physiology of plants, animals and humans, the diversity of life, evolution, and ecology. Current environmental issues and new developments in biological science are discussed.

**CHE 101a Introduction to General Chemistry I****4 quarter units/40 clock hours****Prerequisite: None**

This course introduces the principles of chemistry, modern concepts of atomic structure and periodicity as a basis for understanding bonding, chemical formulas, chemical equations and chemical reactions, states of matter, important elements and their compounds, solutions, acid-base theories and reactions, net-ionic equations, oxidation-reduction, kinetics and chemical equilibrium, chemical nomenclature and calculations.

**CHE 101b Introduction to General Chemistry II****4 quarter units/40 clock hours****Prerequisite: CHE 101a or Instructor Approval.**

A continuation of CHE 101a. This course introduces the principles of chemistry, modern concepts of atomic structure and periodicity as a basis for understanding bonding, chemical formulas, chemical equations and chemical reactions, states of matter, important elements and their compounds, solutions, acid-base theories and reactions, net-ionic equations, oxidation-reduction, kinetics and chemical equilibrium, chemical nomenclature and calculations.

**CHE 101c Introduction to General Chemistry III****4 quarter units/40 clock hours****Prerequisite: CHE 101b or Instructor Approval.**

A continuation of CHE 101b. This course introduces the principles of chemistry, modern concepts of atomic structure and periodicity as a basis for understanding bonding, chemical formulas, chemical equations and chemical reactions, states of matter, important elements and their compounds, solutions, acid-base theories and reactions, net-ionic equations, oxidation-reduction, kinetics and chemical equilibrium, chemical nomenclature and calculations.

**CHE 102a Introduction to Organic Chemistry I****4 quarter units/40 clock hours****Prerequisite: None**

This course is a general introduction to the chemistry of carbon compounds. Topics included are bonding and structure, nomenclature, stereochemistry, synthesis, mechanism, and spectroscopic analysis. The laboratory work focuses on techniques of synthesis, isolation, and purification.



**CHE 102a Introduction to Organic Chemistry II**

**4 quarter units/40 clock hours**

**Prerequisite: CHE 102a or Instructor Approval**

A continuation of CHE 102a. This course is a general introduction to the chemistry of carbon compounds. Topics included are bonding and structure, nomenclature, stereochemistry, synthesis, mechanism, and spectroscopic analysis. The laboratory work focuses on techniques of synthesis, isolation, and purification.

**CHE 102c Introduction to Organic Chemistry III**

**4 quarter units/40 clock hours**

**Prerequisite: CHE 102b or Instructor Approval**

A continuation of CHE 102b. This course is a general introduction to the chemistry of carbon compounds. Topics included are bonding and structure, nomenclature, stereochemistry, synthesis, mechanism, and spectroscopic analysis. The laboratory work focuses on techniques of synthesis, isolation, and purification.

**GEG 101 Introduction to Natural Environment**

**4 quarter units/40 clock hours**

**Prerequisite: none**

This course surveys the physical environment of the planet including the atmosphere, lithosphere, hydrosphere and biosphere, including weather, climate, water resources, landforms, soils, natural vegetation, and wildlife.

**GEG 102 Introduction to Human Geography**

**4 quarter units/40 clock hours**

**Prerequisite: None**

This course is a study of humanity and its planetary home of distinctive places, spaces, landscapes, and environments. Specific topics examined include human population change and migration; agriculture and food systems; urban-economic development; cultural and environmental change in an age of globalization, with specific attention paid to language, religion, ethnic identity, and biodiversity; and international geopolitics

**PHY 101a General Physics I**

**4 quarter units/40 clock hours**

**Prerequisite: None**

Introduction to the physics. This is a survey course introducing the topics of mechanics, heat, sound, electricity and magnetism, light and modern physics. The emphasis will be on developing conceptual understanding of the laws of nature through lectures, demonstrations, and class discussions. High school math recommended.

**PHY 101b General Physics II**

**4 quarter units/40 clock hours**

**Prerequisite: PHY 101a or Instructor Approval.**

Continuation of PHY 101a. Introduction to the physics. This is a survey course introducing the topics of mechanics, heat, sound, electricity and magnetism, light and modern physics. The emphasis will be on developing conceptual understanding of the laws of nature through lectures, demonstrations, and class discussions. High school math recommended.

**PHY 101c General Physics III**

**4 quarter units/40 clock hours**

**Prerequisite: PHY 101b or Instructor Approval.**

Continuation of PHY 101b. Introduction to the physics. This is a survey course introducing the topics of mechanics, heat, sound, electricity and magnetism, light and modern physics. The emphasis will be on developing conceptual understanding of the laws of nature through lectures, demonstrations, and class discussions. High school math recommended.

## *Math*

### **ALG 99 Pre-Algebra**

**4 quarter units/40 clock hours**

**Prerequisite: None**

This course serves as a bridge from arithmetic to formal algebra. Topics include the study of real numbers, an introduction to fundamental algebraic concepts and their applications, proportional reasoning, informal geometry, measurement, and an introduction to the Cartesian coordinate system.

### **ALG 101a College Algebra**

**4 quarter units/40 clock hours**

**Prerequisite: None**

This is the introduction to basic algebra. This class will include the study of equations and inequalities, functions and their graphs, polynomial and rational functions, exponential and logarithmic functions, and trigonometric functions.

### **ALG 101b Intermediate Algebra**

**4 quarter units/40 clock hours**

**Prerequisite: ALG 101a or Instructor Approval.**

This is the introduction to intermediate algebra. This class will include the study of equations and inequalities, functions and their graphs, polynomial and rational functions, exponential and logarithmic functions, and trigonometric functions.

### **ALG 101c Advanced Algebra**

**4 quarter units/40 clock hours**

**Prerequisite: ALG 101b or Instructor Approval.**

This is the introduction to advanced algebra. This class will include the study of equations and inequalities, functions and their graphs, polynomial and rational functions, exponential and logarithmic functions, and trigonometric functions.

### **CAL 99 Pre-Calculus**

**4 quarter units/40 clock hours**

**Prerequisite: None**

This course is designed to prepare students for calculus. Topics include the study of polynomial, rational, and radical functions, absolute value, exponential and logarithmic functions as well as solving applications by mathematical modeling, matrices and systems of equations, and inequalities.

### **CAL 101a Calculus I**

**4 quarter units/40 clock hours**

**Prerequisite: None**

This course serves as an introduction to calculus. Topics in this course include limits, differentiation and integration of algebraic, exponential and logarithmic functions, integration techniques and related applications in the management, business and social sciences.

### **CAL 101b Calculus II**

**4 quarter units/40 clock hours**

**Prerequisite: CAL 101a or Instructor Approval.**

This course is a continuation of CAL 101a. Topics in this course include limits, differentiation and integration of algebraic, exponential and logarithmic functions, integration techniques and related applications in the management, business and social sciences.

**CAL 101c Calculus III****4 quarter units/40 clock hours****Prerequisite: CAL 101b or Instructor Approval.**

This course is a continuation of CAL 101b. Topics in this course include limits, differentiation and integration of algebraic, exponential and logarithmic functions, integration techniques and related applications in the management, business and social sciences.

**CAL 102 Calculus for Business and Social Sciences****4 quarter units/40 clock hours****Prerequisite: None**

This course is intended to introduce students of the social science to basic calculus. It includes the basic study of limits and continuity, differentiation, optimization and graphing, and integration of elementary functions, with emphasis on applications in business, economics, and social sciences.

**GEO 101a College Geometry I****4 quarter units/40 clock hours****Prerequisite: None**

This course is an introduction to plane geometry. Topics include angles, parallel and perpendicular lines, congruence, similar triangles, properties and applications of right triangles, introduction to trigonometry, constructions, transformations, polygons, circles, area, perimeter, surface area, volume, and three-dimensional space.

**GEO 101b College Geometry II****4 quarter units/40 clock hours****Prerequisite: GEO 101a or Instructor Approval.**

This course is a continuation of GEO 101a. Topics include angles, parallel and perpendicular lines, congruence, similar triangles, properties and applications of right triangles, introduction to trigonometry, constructions, transformations, polygons, circles, area, perimeter, surface area, volume, and three-dimensional space.

**GEO 101c College Geometry III****4 quarter units/40 clock hours****Prerequisite: GEO 101b or Instructor Approval.**

This course is a continuation of GEO 101b. Topics include angles, parallel and perpendicular lines, congruence, similar triangles, properties and applications of right triangles, introduction to trigonometry, constructions, transformations, polygons, circles, area, perimeter, surface area, volume, and three-dimensional space.

**MTH 101 Business Math****4 quarter units/40 clock hours****Prerequisite: None**

This course is designed for all business students. The course will assist students in reaching a level of increased competence in mathematics and expanded understanding of the applications of mathematical concepts in business activities. Emphasis is placed upon learning mathematical concepts through practical application to common business problems.

**STA 101 Elementary Statistics****4 quarter units/40 clock hours****Prerequisite: None**

A study of statistics and statistical analysis. This class will teach the student different information to calculate the mean, the median, the average, and the mode.

## *Humanities*

### **ART 101 Fundamentals of Design**

**4 quarter units/40 clock hours**

**Prerequisite: None**

This is an introductory course in the theory and application of the elements of 2-D design. Assignments will focus on the following design principles: line, value, form, scale, light, logic, space, depth, texture, pattern, composition and color theory.

### **ART 102 Computer Design**

**4 quarter units/40 clock hours**

This course is an introduction of the theory and application of the principles and elements of fine art and design on the computer. Introducing the basics of computer operation for digital imaging applications, scanner technologies, and learning how to apply visual design concepts with digital media.

### **ARH 101a Western Art History I**

**4 quarter units/40 clock hours**

**Prerequisite: None**

This course surveys architecture, painting, sculpture, and related art forms created by early western cultures and civilizations. This includes the visual arts of prehistoric times, Mesopotamia, ancient Egypt, classical Greece and Rome, and the development of Christian art from its origins through the medieval era.

### **ARH 101b Western Art History II**

**4 quarter units/40 clock hours**

**Prerequisite: None**

This course surveys western architecture, painting, and sculpture from the Renaissance to modern times. The visual arts of the Renaissance, Baroque, and Modern periods in Europe and the United States are discussed. Emphasis is placed on integrating the development of art forms with the geographic, social, political, philosophical, and religious characteristics of these cultures.

### **ARH 102a Eastern Art History I**

**4 quarter units/40 clock hours**

**Prerequisite: None**

This course surveys the sculpture, painting, and architecture of India, China, Japan, Korea, and Persia from prehistoric times to 1200 A.D. It includes an introduction to the religious, philosophical, social and political ideas which influenced the art of these regions and times.

### **ARH 102b Eastern Art History II**

**4 quarter units/40 clock hours**

**Prerequisite: None**

This course surveys sculpture, painting, and architecture of India, China, Southeast Asia, Japan, and Islamic expansion in the Near East and Spain. The philosophical, social, and political ideas that produced Oriental art from 1200-1850 are considered.

### **MUS 101 Fundamentals of Music**

**4 quarter units/40 clock hours**

**Prerequisite: None**

This course deals with the business fundamentals and principles of music. Students will also be introduced to the elements of music: pitch and rhythm symbols, meter and time signatures, melody, scales, intervals, and chord structure.

### **MUS 102 History of Western Music**

**4 quarter units/40 clock hours**

**Prerequisite: None**

This course gives a broad overview of Western music from the Middle Ages to the 20th century, with emphasis on late baroque, classical, romantic, and modernist styles. It is also meant to enhance students' musical experience by developing listening skills and an understanding of diverse forms and genres. Major composers and their works will be placed in social and cultural contexts.

**MUS 103 History of World Music**

**4 quarter units/40 clock hours**

**Prerequisite: None**

This course explores the ways that music is both shaped by and gives shape to the cultural settings in which it is performed, through studying selected musical traditions from around the world including Asia, Africa, and Latin America, as well as indigenous music traditions from around the world.

**PHL 101 Introduction to Philosophy**

**4 quarter units/40 clock hours**

**Prerequisite: None**

This course introduces students to the analysis of various metaphysical and epistemological questions and problems in philosophy, typically including: the nature and limits of knowledge, mind-body dualism, freedom and determinism and general logic. The course covers both inductive and deductive techniques.

**PHL 102 Ethics**

**4 quarter units/40 clock hours**

**Prerequisite: PHL101 or approval of instructor**

This course provides an introduction to the nature of ethical theory, an analysis of significant ethical theories, and an exploration of the problems encountered in the continuing quest for a satisfactory ethical theory for contemporary society. Some of the main topics in normative ethics and meta-ethics are covered.

**PHL 103a Ancient Western Philosophy**

**4 quarter units/40 clock hours**

**Prerequisite: None**

This course is a historical introduction to philosophy traces the development of Western philosophy from the pre-Socratics to the late Roman period. The ideas that have influenced the development of Western culture are emphasized.

**PHL 103c Medieval Western Philosophy**

**4 quarter units/40 clock hours**

**Prerequisite: None**

This course surveys the principal philosophical developments during the late Roman period and the Middle Ages with particular emphasis on the rise of Christian philosophy.

**PHL 103c Modern Western Philosophy**

**4 quarter units/40 clock hours**

**Prerequisite: None**

This course surveys the principal philosophical developments since the Renaissance emphasizes the relation of philosophy to the growth of science and social and cultural changes in the modern period.

**PHL 105a Eastern Philosophy I**

**4 quarter units/40 clock hours**

**Prerequisite: None**

This course examines the cultural settings and basic concepts of the major philosophical and religious systems of Eastern civilizations from the origins to 800 with particular emphasis on India, China, and Japan.

**PHL 105b Eastern Philosophy II**

**4 quarter units/40 clock hours**

**Prerequisite: None**

This course examines the cultural settings and basic concepts of the major philosophical and religious systems of Eastern civilizations from 800 with particular to the present with particular emphasis on India, China, and Japan.

# School of Oriental Medicine

## Master of Oriental Medicine Program

### Doctor of Oriental Medicine In Research Advancement Program



## Introduction

The School of Oriental Medicine at the University of South Los Angeles trains master and doctoral students, conducts research, and treats patients at clinics on campus. Our academic programs are among the most comprehensive in the country, providing students with a solid foundation in acupuncture.

Acupuncture is among the oldest healing practices in the world. As part of traditional Oriental medicine, it is based on the concept that disease results from disruption in the flow of qi and imbalance in the forces of yin and yang. Practices such as herbs, meditation, massage, and acupuncture seek to aid healing by restoring the yin-yang balance and the flow of qi.

This practice has evolved over thousands of years. Our practitioners use herbs, acupuncture, and a family of procedures that originated in traditional Oriental medicine.

## **Master of Oriental Medicine Program**

**(270 Quarter Units/3,300 hours)  
(Internship units are double hours)**

The Master of Oriental Medicine degree program is designed to provide highly-motivated students with an opportunity to pursue a career in this rapidly growing field. While the program stresses the traditional Chinese approach to Oriental medicine, students are exposed to the influence that Korea, Japan, and India have contributed to the discipline.

The Master of Oriental Medicine Program subscribes to an educational philosophy that is a marriage of Oriental and Occidental philosophies of teaching and learning where each student is viewed as being gifted. With humanistic understanding each student's gifts will find their full expression. The use of intellect to discover what we may become is the essence of humanistic study. To release one's gifts is to adopt a holistic view, acknowledging the individual's capacity for self-actualization, choice, growth and spirituality. The implementation of such a teaching-learning model demands that individuals be considered in their many inseparable dimensions: body, mind and spirit and in their social, cultural and environmental contexts.

As a mode of education, this approach combines cognitive and methodological skills with affective and intuitive skills. It recognizes maturity and effectiveness are manifestations of perspective, experience and knowledge.

Focusing on the cultivation of professional expertise and personal development, the fundamental purpose of the Master of Oriental Medicine program is to promote excellence in Oriental Medicine. The expectations we have for students in the Master of Oriental Medicine program are high and students must be self-disciplined, willing to dedicate themselves to rigorous academic study, and resolve to attain complete development spiritually, as well as, intellectually.

Graduates of the Master of Oriental Medicine program will have the intellectual skills to understand allopathic, biomedical, evidence-based, and complimentary care practices and will be able to fulfill leadership roles in establishing new systems to disseminate research findings to health-care practitioners and consumers of health and healing. The MOM program is approved by the California Acupuncture Board. Graduates who have successfully completed all graduation requirements are eligible to sit for the California Acupuncture Licensing Examination (CALE), which is offered twice per year.

### **Admission Requirements for Master of Oriental Medicine Program**

- Official transcript showing the completion of at least 90 quarter units (60 semester units) of undergraduate level study with a minimum cumulative GPA of 2.00
- Two letters of recommendation.

### **Graduation Requirements for Master of Oriental Medicine Program**

- Successfully complete a minimum of 270 quarter units of the following coursework with a cumulative Grade Point average of 2.0.
- Successfully pass the MOM comprehensive examination.

### **Program Completion**

The MOM program must be completed within 6 years from the time the student commenced the first course, as a regular student, which applies to the degree requirements. This time limit, at the option of the university, may be extended due to special extenuating circumstances.



## **Program Outcome**

Upon successful completion of the program, graduates will be able to:

1. Possess knowledge of the history and theory of Oriental medicine and its different traditions
2. Integrate the principles of Chinese medicine with contemporary science
3. Grow personally and professionally
4. Serve clients at all levels of being – body, mind, and spirit
5. Establish and maintain an oriental medicine practice

## **Notice to Prospective Degree Program Students**

This institution is approved by the Bureau of Private Postsecondary Education to offer degree programs. To continue to offer this degree program, this institution must meet the following requirements:

1. Become institutionally accredited by an accrediting agency recognized by the United States Department of Education, with the scope of the accreditation covering at least one degree program.
2. Achieve accreditation candidacy or pre-accreditation, as defined in regulations, by July 1, 2017, and full accreditation by July 1, 2020.

If this institution stops pursuing accreditation it must:

- Stop all enrollment in its degree programs, and
- Provide a teach-out to finish the educational program or provide a refund.

An institution that fails to comply with accreditation requirements by the required dates shall have its approval to offer degree programs automatically suspended.

## **Professional Liability and Malpractice Insurance**

All students enrolled in the MOM program must maintain professional liability and malpractice insurance throughout the time they are officially enrolled in the program's internship courses.

## **California Acupuncture Licensing Exam**

Students who plan to practice acupuncture in California must first obtain a state license, which requires qualifying for and passing California's written examination. The examination tests the competency of entry level acupuncturists.

In order to qualify for California Acupuncture Licensing Examination, an applicant must furnish satisfactory evidence of completion on one of the following:

- A California Acupuncture Board (CAB) approved educational and training program consisting of a minimum of 2,348 hours of theoretical and clinical training.
- A CAB-approved tutorial program in the practice of acupuncture consisting of a minimum of 2,850 hours of theoretical and clinical training, which is approved by the Board. Documented educational training and clinical experience that meets the standards established pursuant to Business and Professions Code sections 4939 and 4941. (For applicants who have completed their education and training outside the United States or Canada.)

California does not recognize out-of-state licensing (reciprocity) nor does it accept for licensure those individuals who take and pass the national examination administered by the NCCAOM. Therefore, licensees from other states or those individuals who have passed NCCAOM's examination may not practice until they have qualified for, taken and passed the California Acupuncture Licensing Examination.

California Acupuncture Board administers the California Acupuncture Licensing Examination (CALE) in Mandarin, Korean and English. The CALE is based on and validated by an occupational analysis. The passing score on the examination is determined by subject matter experts (SMEs) who use a criterion-referenced scoring method.

Applications for examination must be received in the Sacramento office at least 120 days prior to the date of the examination for which the application is made. The application requires personal and demographic information, including relevant transcripts/diplomas, be submitted to the Board's office. Diplomas and transcripts must be original documents. All foreign language documents must be accompanied by an English translation certified by a translator who can attest to the accuracy. All original documents will be returned upon submitting a "Request for Return of Original Documents" and payment of the required fee.

For more information, visit: [www.acupuncture.ca.gov](http://www.acupuncture.ca.gov)

The California Acupuncture Board

1747 N. Market Blvd, Suite 180

Sacramento, CA 95834

Phone: (916) 515-5200 Fax: (916) 928-2204

Email: [acupuncture@dca.ca.gov](mailto:acupuncture@dca.ca.gov)

### **Curriculum of Master of Oriental Medicine Program (270 units/3,300 hours)**

#### *Western Sciences and Medicine*

<b>Course No.</b>	<b>Course Title</b>	<b>Units/Hours</b>
GS 500	General Biology I	3/30
GS 501	General Biology II	3/30
GS 510	General Chemistry	3/30
GS 511	Organic and Biochemistry	4/40
GS 520	General Physics	4/40
GS 525	General Psychology	3/30
GS 530	Human Anatomy & Physiology I	4/40
GS 531	Human Anatomy & Physiology II	4/40
GS 532	Human Anatomy & Physiology III	4/40
GS 540	Nutrition	4/40
GS 550	Pathology I	4/40
GS 551	Pathology II	4/40
HT 500	Ancient Writings and the History of Medicine	2/20
HT 510	Western and Oriental Medical Terminology	4/40
PME 500	Laws, Ethics, and Professional Issues	3/30
PME 501	Practice Management: Visiting and Planning	6/60
WM 595	Cardiopulmonary Resuscitation and First Aid	1/10
WM 596	Public Hygiene	3/30
WM 621	Pharmacology I	4/40
WM 622	Pharmacology II	4/40
WM 651	Western Internal Medicine I	4/40
WM 652	Western Internal Medicine II	4/40
WM 653	Western Internal Medicine III	4/40

#### *Oriental Medicine of Acupuncture and Herbs*

<b>Course No.</b>	<b>Course Title</b>	<b>Units/Hours</b>
OH 550	Botany	4/40
OH 551	Herb Making	1/10
OH 601	Oriental Herbal Pharmacopeia I: Herbology I	4/40
OH 602	Oriental Herbal Pharmacopeia II: Herbology II	4/40
OH 603	Oriental Herbal Pharmacopeia III: Herbology III	4/40
OH 604	Oriental Herbal Pharmacopeia IV: Herbology IV	4/40
OH 605	Oriental Herbal Pharmacopeia V: Herbology V	4/40

OH 606	Herbs of North America	4/40
OH 607	Oriental Herbal Prescription I: Formula I	4/40
OH 608	Oriental Herbal Prescription II: Formula II	4/40
OH 609	Oriental Herbal Prescription III: Formula III	4/40
OH 610	Oriental Herbal Prescription IV: Formula IV	4/40
OM 550	Breathing Techniques and Oriental Exercise	2/20
OM 555	Acupressure	2/20
OM 560	Tui-Na I	3/30
OM 561	Tui-Na II	3/30
OM 585	Fundamentals of OM I: Introduction to OM	4/40
OM 586	Fundamentals of OM II: Meridian Theory	4/40
OM 587	Fundamentals of OM III: General Pathology in OM	4/40
OM 611	Traditional Oriental Diagnosis I	4/40
OM 612	Traditional Oriental Diagnosis II	4/40
OM 613	Traditional Oriental Diagnosis III	4/40
OM 615	Oriental Internal Medicine I	4/40
OM 616	Oriental Internal Medicine II	4/40
OM 617	Oriental Internal Medicine III	4/40
OM 618	Oriental Internal Medicine IV	3/30
OM 619	Oriental Internal Medicine V	3/30
OM 636	Acupuncture I: Point Locations I	4/40
OM 637	Acupuncture II: Point Locations II	4/40
OM 638	Acupuncture III: Acupuncture Therapeutics	4/40
OM 639	Acupuncture IV: Acupuncture Techniques I	4/40
OM 640	Acupuncture V: Acupuncture Techniques II	4/40

### *Clinical Practice*

Course No.	Course Title	Units/Hours
CIT 641	Clinical Practice: Observation Internship I: Phase IA	4/80
CIT 642	Clinical Practice: Observation Internship II: Phase IB	4/80
CIT 643	Clinical Training: Internship Diagnosis/ Evaluation I: Phase IIA	4/80
CIT 644	Clinical Training: Internship Diagnosis/ Evaluation II: Phase IIB	4/80
CIT 645	Clinical Training: Internship Guided Practice Diagnosis/Evaluation III: Phase IIIA	8/160
CIT 646	Clinical Training: Internship Partial Supervision: Phase IIIB	8/160
CIT 647	Clinical Training: Internship Proximal Supervision I: Phase IV	12/240
CIT 648	Clinical Training: Internship Proximal Supervision II: Phase V	12/240
CIT 649	Case Review I	5/50
CIT 650	Case Review II	5/50
CIT 651	Advanced Patient Diagnosis, Evaluation and Treatment	4/80

*\*All students are required to successfully pass a pre-internship test prior to entering a clinical phase.*

### ***MOM Comprehensive Examination***

The final step in qualifying for the MOM is to pass the **MOM Comprehensive Examination**. The MOM Comprehensive Examination is administered by a special examination committee appointed by the Dean of the School of Oriental Medicine. The exam is a written theory based exam approximately Five (5) hours in length and is evaluated on a pass/fail basis. Students are given three opportunities to pass the exam. Failure to pass the exam on the third attempt automatically disqualifies the student from further attempts until he/she has successfully completed additional prescribed coursework.

### *Elective Courses*

Master of Oriental Medicine Degree students may optionally select courses from the following elective courses:

<b>Course No.</b>	<b>Course Title</b>	<b>Units/Hours</b>
GS 644	Application of Computers to Health Care Practice	3/30
GS 646	Medical Literature/Review	2/20
OM 562	Tui-Na III	3/30
OM 563	Tui-Na IV	3/30
OM 650	Auricular Acupuncture	3/30
OM 651	Scalp Acupuncture	3/30
OM 652	Korean Hand Acupuncture	3/30
OM 653	Sa-Sang Constitutional Medicine I	3/30
OM 654	Sa-Sang Constitutional Medicine II	3/30

### **Doctor of Oriental Medicine in Research Advancement Program (120 Quarter Units/1,200 hours)**

The Doctor of Oriental Medicine in Research Advancement program is a professional graduate program that builds on the specialized knowledge and expertise acquired at the master's level in Oriental medicine. The program augments the master's level education by providing additional course work that meets the California standard of primary care education as described in California acupuncture code AB 1943, and puts OM education on parity with all other primary care professions.

The study of clinical OM requires critical thinking, broad knowledge on current medical practice, dedication to patient care and the ability to bring OM into the medical main stream. Candidates are expected to pursue a career that is dedicated to improving healthcare by integrating OM into the American healthcare lexicon.

The program emphasizes the scientific basis of Oriental Medicine, clinical practice, research methodologies, and leadership skills and is designed to bring recognition of OM as a medical system that will be a significant part of the solution for today's healthcare problems.

#### **Admission Requirement for Doctor of Oriental Medicine in Research Advancement Program**

- Master of Oriental Medicine Degree with an official transcript showing the completion of a minimum of 3,000 hours of oriental medicine study and a minimum cumulative GPA of 2.00.
- Two letters of recommendation.

#### **Graduation Requirements for Doctor of Oriental Medicine in Research Advancement Program**

- Successfully complete a minimum of 120 quarter units of the following coursework with a minimum cumulative grade point average of 2.0 on a 4.0 scale.
- Successfully complete the Dissertation Project.

#### **Program Completion**

The DOMRA program must be completed within 4 years from the time the student commenced the first course, as a regular student, which applies to the degree requirements. This time limit, at the option of the university, may be extended due to special extenuating circumstances.

## **Program Outcome**

Upon successful completion of the program, graduates will be able to:

1. Possess knowledge of the history and theory of Oriental medicine and its different traditions
2. Integrate the principles of Oriental medicine with contemporary science
3. Treat clients safely and effectively
4. Serve clients at all levels of being – body, mind, and spirit
5. Grow personally and professionally
6. Have the ability to establish and maintain an acupuncture practice
7. Develop a collaborative approach to health care
8. Be an effective clinician/educator in an Integrative Care setting
9. Understand research and scholarship in the field of health and wellness

## **Notice to Prospective Degree Program Students**

This institution is approved by the Bureau of Private Postsecondary Education to offer degree programs. To continue to offer this degree program, this institution must meet the following requirements:

1. Become institutionally accredited by an accrediting agency recognized by the United States Department of Education, with the scope of the accreditation covering at least one degree program.
2. Achieve accreditation candidacy or pre-accreditation, as defined in regulations, by July 1, 2017, and full accreditation by July 1, 2020.

If this institution stops pursuing accreditation it must:

- Stop all enrollment in its degree programs, and
- Provide a teach-out to finish the educational program or provide a refund.

An institution that fails to comply with accreditation requirements by the required dates shall have its approval to offer degree programs automatically suspended.

## **Awarding the Degree**

When it is certified that the candidate has completed all required work and met all financial obligations for the Doctor of Oriental Medicine in Research Advancement degree course, the degree will be recommended by vote of the Doctoral Committee. The degree is granted by the University of South Los Angeles' Board of Trustees and is conferred at the university's commencement.

## **Curriculum of Doctor of Oriental Medicine in Research Advancement Program**

**(120 units/1,200 hours)**

<b>Course No.</b>	<b>Course Title</b>	<b>Units/Hours</b>
GS 710	Applied Biostatistics	4/40
GS 712	Experimental Design, Statistical Sampling Methods and Research Methodology	4/40
GS 714	Science Laboratory	4/40
GS 716	Immunology	3/30
GS 718	Medical Microbiology	4/40
GS 720	Physiological Balance	3/30
GS 730	Health Care Economics and Public Health	3/30
GS 732	Health Services Financial Management	3/30
OM 712	Gross Anatomy	4/40
OM 714	Neurophysiology	4/40
OM 718	Advanced Oriental Internal Medicine I	4/40
OM 720	Advanced Oriental Internal Medicine II	4/40

OM 729	Advanced Herbs and Pharmaceutical Interactions	4/40
OM 730	Treatise on Exogenous Febrile Diseases	4/40
OM 731	Distribution Vessels and Nodes	4/40
OM 732	Vitality, Endocrine Glands and Emotions	4/40
OM 734	Science of Seasonal Febrile Diseases	4/40
OM 736	Synopsis of the Golden Chamber	4/40
OM 737	Patient Assessment and Diagnosis I	4/40
OM 738	Patient Assessment and Diagnosis II	4/40
OM 739	Patient Assessment and Diagnosis III	3/30
CIT 710	Advanced Diagnosis (Radiology)	4/40
CIT 715	Mechanisms of Needling Therapy	4/40
CIT 718	Oriental Orthopedics I	4/40
CIT 730	Oriental Orthopedics II	4/40
CIT 731	Oriental Orthopedics III	4/40
CIT 732	Evidence Based Research I	3/30
CIT 733	Evidence Based Research II	3/30
CIT 740	Evidence Based Research III	3/30
CIT 741	Doctoral Special Study I	2/20
CIT 742	Doctoral Special Study II	2/20
CIT 760	Supervised Teaching Internship I	2/20
CIT 761	Supervised Teaching Internship II	2/20
CIT 762	Supervised Teaching Internship III	2/20
CIT 780	OM Seminar	2/20

### **Dissertation Project**

Students are required to complete a Dissertation Project. Students are appointed a Doctoral Committee by the Dean of the school and students must submit a proposal of the Dissertation Project to the committee for approval. Once the Dissertation Project has been approved, the student must then write a dissertation, under the supervision of the Doctoral Committee, demonstrating an ability to do significant research and scholarly analysis and to present findings and conclusions with precision and clarity. An abstract of 350 words which clearly sets forth the content and conclusion of the dissertation is to be filed and signed by the Doctoral Committee Chair. Once approved by the Doctoral Committee, two copies of the dissertation, typographically perfect and bearing the signatures of the committee, must be filed with the School Dean before the given deadline. When the final copies are filed with the School Dean, the student is asked to sign a microfilming and copyright agreement. The dissertation, including the abstract, bibliography and appendix, is not to exceed 500 pages.

### **Elective Courses**

*Doctor of Oriental Medicine in Research Advancement Degree students may optionally select courses from the following elective courses:*

<b>Course No.</b>	<b>Course Title</b>	<b>Units/Hours</b>
OM 716	OM Otorhinolaryngology	4/40
OM 722	OM Osteology	4/40

**Course Descriptions**  
**Master and Doctor of Oriental Medicine**

- CIT 641 Clinical Practice: Observation Internship I: Phase IA**  
**4 quarter units/80 clock hours**  
**Prerequisite: Complete a minimum of 60 quarter units of M.O.M. Courses, GS500, GS510, GS520, GS525, GS530, HT500, HT510, OH602, OM586, OM587, OM611, OM636, OM637, WM595, and WM596 or approval of instructor**  
This course is an orientation to the University of South Los Angeles Health Center (LUHC) for entering interns and includes discussion of basic diagnostic protocols, traditional Oriental medical therapies, and the practitioner to patient relationship. Interns will observe supervisors and advanced (upper level) interns in their examination and treatment of patients.
- CIT 642 Clinical Practice: Observation Internship II: Phase IB**  
**4 quarter units/80 clock hours**  
**Prerequisite: CIT641 or approval of instructor**  
In this course, students will be observing the procedures used to diagnose and evaluate from both Oriental and Western perspectives. Interns will observe history taking, charting, record keeping, and examination of patients. Interns will also have practical experience in the herbal pharmacy selecting, weighing, and compounding herbal prescriptions.
- CIT 643 Clinical Training: Internship Diagnosis/ Evaluation I: Phase IIA**  
**4 quarter units/80 clock hours**  
**Prerequisite: Complete a minimum of 90 quarter units of M.O.M. courses, CIT642, GS531, OH603, OM550, OM555, OM612, OM638, and WM621 or approval of instructor**  
Interns will learn the procedures used to diagnose and evaluate from both Oriental and Western perspectives. Interns will participate in history taking, charting, record keeping, and examination of patients. Case studies will be discussed with the supervisor
- CIT 644 Clinical Training: Internship Diagnosis/ Evaluation II: Phase IIB**  
**4 quarter units/80 clock hours**  
**Prerequisite: CIT643 or approval of instructor.**  
This course is a continuation of CIT643 (Clinical Training: Internship Diagnosis/ Evaluation I: Phase IIA).
- CIT 645 Clinical Training: Internship Guided Practice Diagnosis/ Evaluation III: Phase IIIA**  
**8 quarter units/160 clock hours**  
**Prerequisite: Complete a minimum of 120 quarter units of M.O.M. courses, CIT649, GS532, GS540, OH607, OM613, OM616, OM639 or approval of instructor**  
In this course, Interns will learn the procedures used to diagnose and evaluate from both Oriental and Western perspectives. Interns will participate in history taking, charting, record keeping, and the examination of patients. Case studies will be discussed with the supervisor.
- CIT 646 Clinical Training: Internship Partial Supervision: Phase IIIB**  
**8 quarter units/160 clock hours**  
**Prerequisite: CIT645 or approval of instructor**  
In this course, Interns will learn the procedures used to diagnose and evaluate from both Oriental and Western perspectives. Interns will participate in history taking, charting, record keeping, and the examination of patients. Case studies will be discussed with the supervisor.

- CIT 647 Clinical Training: Internship Proximal Supervision I: Phase IV**  
**12 quarter units/240 clock hours**  
**Prerequisite: Complete a minimum of 140 quarter units of M.O.M. courses, CIT649, OH608, OM640 or approval of instructor**  
In this course, Interns are allowed to do supervised practice. Interns will be expected to monitor the patient's progress and adjust treatment accordingly. Interns will diagnose and evaluate the patient's symptoms from both Oriental and Western perspectives. Interns will also participate in history taking, charting, record keeping, and the examination of patients. Case studies will be discussed with the supervisor.
- CIT 648 Clinical Training: Internship Proximal Supervision II: Phase V**  
**12 quarter units/240 clock hours**  
**Prerequisite: CIT647 or approval of instructor**  
This course is a continuation of CIT 647 (Clinical Training: Internship Proximal Supervision I: Phase IV).
- CIT 649 Case Review I**  
**5 quarter units/50 clock hours**  
**Prerequisite: CIT642 or approval of instructor**  
This course is a clinical practice course and includes presentations and discussions of case studies from the analysis of treatment plans and principles. Interns will learn how to interview patients, take vital signs, differentiate, diagnose, write charts and patient histories, and prescribe herbal and acupuncture therapies through treatment plans and principles under the close supervision of supervisors.
- CIT 650 Case Review II**  
**5 quarter units/50 clock hours**  
**Prerequisite: CIT644 and CIT649 or approval of instructor**  
This course is a continuation of CIT 650 (Case Review I). Students will prepare patient case studies and presentations with clinical research by proper research methodologies. This course includes discussions of case studies from analysis in clinical situations for professional and personal development. Students will also learn how to take care of patients with secondary, psychosocial assessment, collaboration, follow-up, prognosis, communication and counseling, and appropriate referral and treatment plans. Medical report writing, medical testimony, and independent medical review are also included in this course.
- CIT 651 Advanced Patient Diagnosis, Evaluation and Treatment**  
**4 quarter units/80 clock hours**  
**Prerequisite: CIT648 and CIT 650 or approval of instructor**  
This course covers the managing of patient's psychological reaction, psychosocial assessment, practitioner/patient rapport, communication skills, treatment of at-risk populations, disease specific patients, contraindications and complications, treatment planning, referral, survey of other healthcare practitioners, collaborations, follow-up, outcome measurements, prognosis, worker's compensation, labor code, QME(qualified medical evaluations), coding procedure (CPT, ICD-9), and special care and emergency procedures. Public health and disease prevention, health education, treatment of chemical dependency, communicable disease, public health alert, and epidemiology will also be discussed in this course.
- CIT 710 Advanced Diagnosis (Radiology)**  
**4 quarter units/40 clock hours**  
**Prerequisite: OM712 or approval of instructor**  
This course is designed to teach students to read basic films such as X-rays, MRI, Ultra-Sound, etc.



**CIT 715 Mechanisms of Needling Therapy**

**4 quarter units/40 clock hours**

**Prerequisite: GS720 or approval of instructor**

Understanding the physiological basis of how needling works to bring about restorative processes is an essential requirement of all doctoral level practitioners of Oriental medicine. It is important to know what tissue responses are activated by needle induced micro trauma, including the participation of nociceptive pain and proprioceptive neural fibers that stimulate and sustains the needling reaction, ultimately bringing about central nervous system restorative descending control. All major ascending spinal tracts, participating brain nuclei, and descending spinal pathways are studied.

**CIT 718 Oriental Orthopedics I**

**4 quarter units/40 clock hours**

**Prerequisite: None**

This course involves a comprehensive study of Oriental medical orthopedics involving use of Traditional Oriental medical muscular distributions in the assessment and treatment of all pain and musculoskeletal problems affecting all major regions of the body.

**CIT 730 Oriental Orthopedics II**

**4 quarter units/40 clock hours**

**Prerequisite: CIT718 or approval of instructor**

This course is a continuation of CIT 718 and includes a study of skills to diagnose and treat all common pain and orthopedic conditions, order necessary diagnostic imaging and laboratory tests, referral skills, and to work in an integrated medical setting.

**CIT 731 Oriental Orthopedics III**

**4 quarter units/40 clock hours**

**Prerequisite: CIT730 or approval of instructor**

This course is a continuation of CIT 730. Treatment approaches include needling therapy, electro acupuncture, percutaneous electrical nerve stimulation, herbal medicine, mobilization techniques, manipulation, remedial exercise, and rehabilitation.

**CIT 732 Evidence Based Research I**

**3 quarter units/30 clock hours**

**Prerequisite: approval of a faculty supervisor**

Student research in a Faculty supervisor approved specific topic.

**CIT 733 Evidence Based Research II**

**3 quarter units/30 clock hours**

**Prerequisite: CIT 732 or approval of a faculty supervisor**

This is the continuation of CIT 732.

**CIT 740 Evidence Based Research III**

**3 quarter units/30 clock hours**

**Prerequisite: CIT 733 or approval of a faculty supervisor**

This is the continuation of CIT733.

**CIT 741 Doctoral Special Study I**

**2 quarter units/20 clock hours**

**Prerequisite: CIT732 or approval of instructor**

This course is case evaluation for completed Supervised Practice clinical interns. Each student prepares a minimum of 5 different patient cases. Interns demonstrate history taking, vital signs check, physical examinations, differentiation, diagnosis, and treatment plans of all treating techniques.

- CIT 742 Doctoral Special Study II**  
**2 quarter units/20 clock hours**  
**Prerequisite: CIT733 and CIT 741 or approval of instructor**  
This course is case evaluation for completed Supervised Practice clinical interns. Each intern prepares a minimum of 7 different patient cases. Interns demonstrate history taking, vital signs check, physical examinations, differentiation, diagnosis, and treatment plans of all treating techniques.
- CIT760 Supervised Teaching Internship I\**  
**2 quarter units/20clock hours**  
**Prerequisite: approval of instructor**  
Students bring result of their research, and present their own case or research materials.
- CIT 761 Supervised Teaching Internship II**  
**2 quarter units/20clock hours**  
**Prerequisite: CIT760 or approval of instructor**  
This is the continuation of CIT 760.
- CIT 762 Supervised Teaching Internship III**  
**2 quarter units/20clock hours**  
**Prerequisite: CIT761 or approval of instructor**  
This is the continuation of CIT 761.
- CIT 780 OM Seminar**  
**2 quarter units/20 clock hours**  
**Prerequisite: None**  
Students must register in this course during the time they are conducting research and/or the opening specific seminars.
- GS 500 General Biology I**  
**3 quarter units/30 clock hours**  
**Prerequisite: None**  
This course covers fundamentals of general human biology. It introduces the principles and concepts about cell, chromosomes, DNA, and various systems in the human body such as nervous system, muscular system, skeletal system and reproductive system.
- GS 501 General Biology II**  
**3 quarter units/30 clock hours**  
**Prerequisite: GS500 or approval of instructor**  
This course is the continuation of General Biology I. It covers fundamentals of general human biology. It introduces the principles and concepts regarding the immune system, hormonal system, digestive system, urinary system, respiratory system, cardiovascular system, etc. and molecular genetics and microbiology.
- GS 510 General Chemistry**  
**3 quarter units/30 clock hours**  
**Prerequisite: None**  
This course is a study of the basic principles of atomic structure, chemical periodicity; properties of molecules (structure, bonding, geometry, polarity); thermodynamics; organic chemistry. Emphasis is placed on the application of chemistry to the explanation and understanding of processes within the human body.

**GS 511 Organic and Biochemistry****4 quarter units/40 clock hours****Prerequisite: GS510 or approval of instructor.**

This course is a survey of organic chemistry, the chemistry of hydrocarbons and their derivatives, and the major areas in biochemistry including basic enzymology, bioenergetics, carbohydrates, lipid and nitrogen metabolism. Students are taught the biochemistry of electrolyte, water, and acid-base balance. Study of hormones, carbohydrates, lipids, proteins, and other substances as they relate to nutrition, diseases, and the homeostasis of blood components are covered.

**GS 520 General Physics****4 quarter units/40 clock hours****Prerequisite: None**

This course is the study of basic concepts of force, motion, heat, sound, light, electricity and magnetism with emphasis on those physical laws that explain acupuncture and other phenomena in Oriental medicine. Survey of the application of the principles of physics to biology/biophysics is also covered.

**GS 525 General Psychology****3 quarter units/30 clock hours****Prerequisite: None**

Students are taught exploration and application of basic principles of psychology in understanding self, relations with others, and interactions with social groups. The stages of psychological development and personality are covered. This course also includes the Psychological approaches to interpersonal relations and effective and ineffective living. Mind-body relations — how one's psychological state affects their physical and mental health; counseling principles and methods are covered.

**GS 530 Human Anatomy & Physiology I****4 quarter units/40 clock hours****Prerequisite: None**

This course is an overview of the structure and functions of the human body, including histology and embryology, anatomy and physiology of bones, sensory organs, and an introduction to muscular structures.

**GS 531 Human Anatomy & Physiology II****4 quarter units/40 clock hours****Prerequisite: GS530 or approval of instructor**

This course details the muscular system, anatomy and physiology of both the digestive and expiratory systems, the physiology of exercise, and energy metabolism. Other subjects covered in this course include cardiovascular, lymphatic, nervous, and endocrine systems.

**GS 532 Human Anatomy & Physiology III****4 quarter units/40 clock hours****Prerequisite: GS531 or approval of instructor**

This course is a study of the anatomical structures and physiological functions of both male and female reproductive organs, circulatory systems, and respiratory and digestive systems.

**GS 540 Nutrition****4 quarter units/40 clock hours****Prerequisite: None**

This course covers the general concepts of nutrition such as the biochemistry of foods, vitamins and minerals, and the physiology of digestion with special emphasis on nutrition as a treatment modality in traditional Oriental medicine. Students are shown the importance of proper nutrition; the role of diet in health maintenance; food related environmental illnesses; Oriental medicinal food for treating specific symptoms and patterns of disharmony. Appropriate use of diet, herbal stews and soups; vitamins, minerals and herbal supplements are also covered.

- GS 550 Pathology I**  
**4 quarter units/40 clock hours**  
**Prerequisite: GS532 and HT510 or approval of instructor**  
This is an introduction to the study of general pathology. Subjects covered include cellular dynamics, abnormal cellular changes, inflammation and repair, immunity, hematology, and circulation.
- GS 551 Pathology II**  
**4 quarter units/40 clock hours**  
**Prerequisite: GS550 or approval of instructor**  
This course is a study of the nature of disease and includes topics in microbiology, immunology, psycho-pathology, and epidemiology; a system-by-system survey of specific diseases pertaining to individual organs or systems. Side effects of Western prescription medicines commonly used in medical practice will be covered along with the presentation of alternative herbal medicines.
- GS 644 Application of Computers to Healthcare Practice**  
**3 quarter units/30 clock hours**  
**Prerequisite: Complete a minimum of 85 quarter units of M.O.M. courses or approval of instructor**  
This is an advanced course designed to give O.M. students hands-on proficiency in computer application relative to the practice of health care and medicine with emphasis on e-mail, literature searching, file transfers, and hospital information services. This course is also a study of electronic education and sources, reference sources, and additional resources in medical practice. Students will learn the methods and limits of creating and providing text image material and becoming a health care resource provider on the internet. (C/NC grading)
- GS 646 Medical Literature/Review**  
**2 quarter units/20 clock hours**  
**Prerequisite: Complete a minimum of 85 quarter units of M.O.M. courses or approval of instructor**  
This is an independent study course. Topics for this selection include, but are not limited to, medical ethics, economics and jurisprudence, culture and medicine, ethnicity and medicine, gender and medicine, history of medicine, health man-power, and medical education. A prepared paper on the selected topic will be required. (C/NC grading)
- GS 710 Applied Biostatistics**  
**4 quarter units/40 clock hours**  
**Prerequisite: None**  
Statistics is the science which studies data, its collection, description, analysis, and interpretation. It is the discipline at the heart of the scientific method of discovery. Statistical principles and methods are used to design experiments and surveys, to collect data and information, for studying relationships, predicting results, testing hypotheses, drawing conclusions and making decisions. This course covers the collection and summarization of data and histograms, measures of central tendency and variability, and sampling distributions. Students will learn estimation and hypothesis tests for means, proportions, and variances along with the analysis of variance models, linear regression and correlation, and nonparametric methods. Statistical reasoning as applied to primary health care, allied health and public health. Extensive use of tables, charts and summary measures to demonstrate appropriate ways to use and display data; how to recognize when statistics are misrepresented and how to evaluate research data to develop and evaluate hypotheses and to draw conclusions are also covered.

- GS 712 Experimental Design, Statistical Sampling Methods and Research Methodology**  
**4 quarter units/40 clock hours**  
**Prerequisite: GS710 or approval of instructor**  
Statistical concepts of sampling — sampling theory; methods for design and analysis of sampling surveys; simple random sampling, stratification and clustering, ratio and regression estimators, sub-sampling, selected topics in survey methodology; sources of error; sample size estimation; the treatment of missing and "dirty data"; analysis of data generation and evaluation techniques. Randomized groups and block design, interactions; Latin squares, split-plot, simple and co-founded/factorial designs; incomplete-block designs; research designs; contemporary research techniques and methods are covered. Students learn how to choose a statistical technique for the type of research they are studying and/or conducting and how to design experiments, interpret statistical data, and report results using graphs, charts and tables. Application of computer based statistical techniques is discussed
- GS 714 Science Laboratory**  
**4 quarter units/40 clock hours**  
**Prerequisite: None**  
This course is a practical study of scientific method and laboratory techniques. During this course, students will learn how to design experiment and gather scientific data. This course covers the lab of biology, bio-chemistry and physics.
- GS 716 Immunology**  
**3 quarter units/30 clock hours**  
**Prerequisite: GS714 or approval of instructor**  
This is a course on the structure and function of the immune system. With an emphasis on the immunoglobulin system, mediators of cellular immunity, the immune complement system, the alternative pathway, immune mechanisms in tissue damage, and immediate hypersensitivity reactions.
- GS 718 Medical Microbiology**  
**4 quarter units/40 clock hours**  
**Prerequisite: GS716 or approval of instructor**  
This course covers Microbiology in the clinical setting, the classification, life cycle and clinical manifestations of pathogenic micro-organisms including bacteria, archaea, fungi, algae, protozoa, helminthes, viruses, viroids, and prions. The course presents the basic biology of the physical, structural and functional manifestations of pathogenic micro-organisms and of the pathophysiological manifestations of related diseases.
- GS 720 Physiological Balance**  
**3 quarter units/30 clock hours**  
**Prerequisite: GS 718 or approval of instructor**  
This is a course studying the OM understanding of physiological balance (homeostasis) in a range of external environments, the influence of emotions and diet, the principles of feed-back controlled homeostasis and feed-forward mechanisms that impact health; vital breath, nutrients, and human bioenergetics, role of blood, O<sub>2</sub>/CO<sub>2</sub> ratio, nutrients, immune substances, lymphatic system, hormones, blood circulation, respiration, metabolism, the nervous system; the internal organs and endocrine glands in health and disease.
- GS 730 Health Care Economics and Public Health**  
**3 quarter units/30 clock hours**  
**Prerequisite: None**  
Application of economic theory to problems of health care. Issues include: supply, demand, and price-of-health care; cost-benefit, cost – effectiveness and cost-control analysis; preventative health care; regulations and World Health Organizations.

- GS 732 Health Services Financial Management**  
**3 quarter units/30 clock hours**  
**Prerequisite: GS730 or approval of instructor**  
 Financing and accounting principles applied to health services facilities and organizations; long-term financing, capitol budgeting; financial statement analysis, working capitol management; financing of health services — Medicare, Medicaid, and private health insurance plans. Emphasis on principles of managed care, provider reimbursement and incentives for cost containment.
- HT 500 Ancient Writings and the History of Medicine**  
**2 quarter units/20 clock hours**  
**Prerequisite: None**  
 This is a survey of classical literature covering Oriental medicine. The history of Oriental medicine and Western medicine in China, the USA, and other countries will be covered along with the trends and development of Oriental medicine throughout the world.
- HT 510 Western and Oriental Medical Terminology**  
**4 quarter units/40 clock hours**  
**Prerequisite: None**  
 This course covers fundamental terminology of Western clinical sciences including common terms of Greek and Latin prefixes, suffixes and roots of terms commonly used in anatomy, physiology and pathology. This course also covers terminology used in Oriental medicine with comparison of Oriental and Western medical expressions. Students will be given familiarization with the Pin Yin pronunciation (Romanization of Chinese characters).
- OH 550 Botany**  
**4 quarter units/40 clock hours**  
**Prerequisite: None**  
 This course provides classification of herbal materials, differentiation of toxic and non-toxic herbs, safe storage, and the rules and regulations governing pharmacy.
- OH 551 Herb Making**  
**1 quarter unit/10 clock hours**  
**Prerequisite: None**  
 This course will give a demonstration in making different types of herbs, such as powder, decoction, pills, etc. Students will learn characteristics, rules, and regulations of each herb.
- OH 601 Oriental Herbal Pharmacopeia I: Herbology I**  
**4 quarter units/40 clock hours**  
**Prerequisite: OH550 or approval of instructor**  
 Students will learn the most commonly used medical substances in traditional Oriental herbal pharmacology. This first course offers a detailed study of approximately 60 herbs; their name, taste, classification, characteristics, properties, entering meridian, actions, uses, contradictions, and preparation. This course also covers exterior releasing herbs, herbs that clear heat and relieve toxicity, and downward draining herbs.
- OH 602 Oriental Herbal Pharmacopeia II: Herbology II**  
**4 quarter units/40 clock hours**  
**Prerequisite: OH601 or approval of instructor**  
 This course discusses herbs that expel wind and dampness, transform dampness, warm the interior, regulate Qi, relieve food stagnation, and expel parasites.

- OH 603 Oriental Herbal Pharmacopeia III: Herbology III**  
**4 quarter units/40 clock hours**  
**Prerequisite: OH602 or approval of instructor**  
This course is a continuation of OH602 (Oriental Herbal Pharmacopeia II: Herbology II) and introduces an additional 60-70 herbs. This course covers herbs that regulate blood, transform phlegm, relieve coughing, calm the spirit, extinguish wind, stop tremors, and open orifices.
- OH 604 Oriental Herbal Pharmacopeia IV: Herbology IV**  
**4 quarter units/40 clock hours**  
**Prerequisite: OH603 or approval of instructor**  
This course is a continuation of OH603 (Oriental Herbal Pharmacopeia III: Herbology III) and introduces an additional 60-70 herbs. Students will learn herbs that tonify Qi, yang, blood, yin, astringent herbs, herbs that cause vomiting, and herbs for external uses.
- OH 605 Oriental Herbal Pharmacopeia V: Herbology V**  
**4 quarter units/40 clock hours**  
**Prerequisite: OH604 or approval of instructor**  
This course is a continuation of OH604 (Oriental Herbal Pharmacopeia IV: Herbology IV) and reviews all herbs. Preparation and processing of herbs and herb drug interactions are also discussed.
- OH 606 Herbs of North America**  
**4 quarter units/40 clock hours**  
**Prerequisite: OH605 or approval of instructor**  
In this course, students will learn the identification of herbs native in North America with special attention to herbs that can be found locally. Their functions, characteristics, and the adapting of these herbs during practice are also discussed.
- OH 607 Oriental Herbal Prescription I: Formula I**  
**4 quarter units/40 clock hours**  
**Prerequisite: OH605 and OM613 or approval of instructor**  
This is a comprehensive study of traditional Oriental formulary commencing with an overview of the history of Oriental formula followed by an analysis of the properties, functions, the principles of combination, preparation, dosage administration, and contradictions of herbal prescriptions. This course introduces various clinical applications including formulas that release the exterior, clear heat, and drain downward.
- OH 608 Oriental Herbal Prescription II: Formula II**  
**4 quarter units/40 clock hours**  
**Prerequisite: OH607 or approval of instructor**  
This course covers formulas for harmonizing, expelling dampness, and warming the interior.
- OH 609 Oriental Herbal Prescription III: Formula III**  
**4 quarter units/40 clock hours**  
**Prerequisite: OH608 or approval of instructor**  
This course is a study of formulas for tonifying Qi, yang, blood, and yin. Also discussed will be regulating the Qi, invigorating the blood, and dispelling blood stasis.
- OH 610 Oriental Herbal Prescription IV: Formula IV**  
**4 quarter units/40 clock hours**  
**Prerequisite: OH609 or approval of instructor**  
This course is a study of formulas for stabilizing, calming the spirit, expelling wind, treating phlegm, and reducing food stagnation.

**OM 550 Breathing Techniques and Oriental Exercise**

**2 quarter units/20 clock hours**

**Prerequisite: None**

Students will learn awareness of energy pathways and flows by self-experience within one's own body through an introduction by the form of Qi Gong. Students will also be introduced to Shaolin style breathing exercise techniques that nourish energy. This course also introduces the Chinese system of movement and meditation which is performed to maintain good health and prolong longevity by promoting free flow of Qi through the body. There are 27 movements in all, combining motion with meditation and breathing exercises to nourish energy.

**OM 555 Acupressure**

**2 quarter units/20 clock hours**

**Prerequisite: None**

This is an introduction to the basic techniques of finger pressure, palpitation techniques, and reactional points. Students will learn the usage of Anma with acupuncture points and how to properly touch, apply pressure, palpate the patient's body, and how to evaluate the quantity and quality of the stimulation applied. This course also covers how to use the information obtained from palpation in diagnosis and treatment of a patient. By the end of the course, students should be able to touch and palpate a patient properly, perform very basic finger pressure and Anma Techniques, and have an understanding of finger pressure, acupoint needle pressure, and Anma as therapies of Oriental medicine. This course plays an important role in preparing the student for fundamental abdominal diagnosis, general back point diagnosis, and acupuncture treatment.

**OM 560 Tui-Na I**

**3 quarter units/30 clock hours**

**Prerequisite: None**

This course provides a brief history of the basic principles and manipulation techniques of Chinese massotherapy. Chinese massotherapy and the basic principles of massotherapy which deals with Yin, Yang, blood, and internal organs will be discussed along with diseases involving internal organs.

**OM 561 Tui-Na II**

**3 quarter units/30 clock hours**

**Prerequisite: OM560 or approval of instructor**

This course covers the special physical examination of the vertebrae, each joint, ligaments, soft tissues, and lower extremities. Students will also learn a variety of basic stage treating techniques.

**OM 562 Tui-Na III**

**3 quarter units/30 clock hours**

**Prerequisite: OM561 or approval of instructor**

This course covers advanced diagnosis and practice of Tui-Na and focuses on neck, shoulder, arm, and upper extremities joint diseases.

**OM 563 Tui-Na IV**

**3 quarter units/30 clock hours**

**Prerequisite: OM562 or approval of instructor**

This course covers diagnostic techniques and treatment skills with a focus on upper thoracic diseases, vertebrae related diseases such as lower back problems, lower extremities joint pain, and intestinal problems or diseases.

**OM 585 Fundamentals of OM I: Introduction to OM**

**4 quarter units/40 clock hours**

**Prerequisite: None**

The Fundamentals of Oriental Medicine series of courses cover the essential theories/principles of



traditional Oriental medicine including basic concepts of Yin & Yang, the Five Elements, physiological function of “solid” and “hollow” internal organs as Zang-Fu systems, the formation and function of Qi, blood, body fluids, and nature of the human being.

**OM 586 Fundamentals of OM II: Meridian Theory**

**4 quarter units/40 clock hours**

**Prerequisite: None**

This course is an introduction to the concepts of the Meridian Theory. Subjects discussed include the distribution of channels, branches, and collaterals in the human body. Students will also learn meridian formation, their physiological functions, pathological changes, and inter-relationships with all internal organs.

**OM 587 Fundamentals of OM III: General Pathology in O.M.**

**4 quarter units/40 clock hours**

**Prerequisite: OM585 or approval of instructor**

This course covers traditional Oriental pathology and describes the fundamental principles of the internal and external factors that cause diseases. Students will also learn the general laws of pathological changes and the prevention and treatment of various diseases.

**OM 611 Traditional Oriental Diagnosis I**

**4 quarter units/40 clock hours**

**Prerequisite: OM587 or approval of instructor**

This course is a study of the five elements theory and the four traditional methods of Oriental diagnosis including observation, auscultation, olfaction, and palpation. Students will learn diagnosis with classical tongue and pulse assessment and analysis.

**OM 612 Traditional Oriental Diagnosis II**

**4 quarter units/40 clock hours**

**Prerequisite: OM611 or approval of instructor**

This course is a study of traditional Oriental medicine treatment of diseases based on the correct differentiation of syndrome patterns. This course involves the study of Oriental medical diagnostic methods and differential diagnosis as a mean to differentiate patterns of symptoms. The diagnosis of disease through the eight principles and other various methods of the traditional methods of Oriental diagnosis are also covered.

**OM 613 Traditional Oriental Diagnosis III**

**4 quarter units/40 clock hours**

**Prerequisite: OM612 or approval of instructor**

This course covers traditional Oriental diagnosis by zangfu (visceral) identification and includes case studies combining all diagnostic methods.

**OM 615 Oriental Internal Medicine I**

**4 quarter units/40 clock hours**

**Prerequisite: OH607 or approval of instructor**

This course is a study of etiology, pathogenesis, and treatments of general and zangfu diseases such as wind stroke, common cold, vomiting, dysentery, jaundice, and edema in Oriental medicine

**OM 616 Oriental Internal Medicine II**

**4 quarter units/40 clock hours**

**Prerequisite: OH608 and OM615 or approval of instructor**

This course is a continuation of OM615 and covers disorders of the gastrointestinal, neuromuscular, and genital systems.

- OM 617 Oriental Internal Medicine III**  
**4 quarter units/40 clock hours**  
**Prerequisite: OH609 and OM616 or approval of instructor**  
This course is a study of the etiology, pathogenesis, and treatment of general and zangfu diseases such as enuresis, impotence, insomnia, epilepsy, melancholia, bi, and wei syndromes in Oriental medicine
- OM 618 Oriental Internal Medicine IV**  
**3 quarter units/30 clock hours**  
**Prerequisite: OM617 or approval of instructor**  
This course is a study of the etiology, pathogenesis, and treatment of dermatological, ophthalmological, and otorhinolaryngological symptoms in Oriental medicine.
- OM 619 Oriental Internal Medicine V**  
**3 quarter units/30 clock hours**  
**Prerequisite: OM618 or approval of instructor**  
This course is a study of the etiology, pathogenesis, and treatment of pediatric, injury of muscles and tendons, and fracture disorders in Oriental medicine.
- OM 636 Acupuncture I: Point Locations I**  
**4 quarter units/40 clock hours**  
**Prerequisite: None**  
This course is an introduction to the fundamental theory of acupuncture points and the meridian (channels) including an in-depth study of channel pathways and acupuncture point locations in relation to anatomical regions, nerves, bones, muscles, tendons, ligaments, and vessels with special emphasis on channel and collateral theories and treatments. Students will also learn lung meridian, large and small intestine, stomach, heart, and urinary bladder meridian.
- OM 637 Acupuncture II: Point Locations II**  
**4 quarter units/40 clock hours**  
**Prerequisite: None**  
This course is a detailed study of acupuncture point locations of the kidney, pericardium, san jiao, gall bladder, liver, ren, and du meridian along with additional points.
- OM 638 Acupuncture III: Acupuncture Therapeutics**  
**4 quarter units/40 clock hours**  
**Prerequisite: OM636 and OM637 or approval of instructor**  
This course is a detailed study of therapeutic strategies, treatment principles, treating methods, and point selection and combinations for meridian problems and zangfu syndromes. This course also covers the five shu points, yuan, luo, xi, mu, eight influential and confluent, and crossing points.
- OM 639 Acupuncture IV: Acupuncture Techniques I**  
**4 quarter units/40 clock hours**  
**Prerequisite: OM636 and OM637 or approval of instructor**  
This course includes lectures and demonstrations of the techniques of acupuncture including Clean Needle Techniques (CNT), insertion and removal of needles, use of disposable needles, and managing emergency situations. This course also introduces tonification and sedation techniques.
- OM 640 Acupuncture V: Acupuncture Techniques II**  
**4 quarter units/40 clock hours**  
**Prerequisite: OM639 or approval of instructor**  
This is a continuation of Acupuncture IV: Acupuncture Techniques I and covers moxibustion, cupping, electro stimulation (electro acupuncture), scalp and auricular techniques, needling of difficult points, and advanced techniques.

- OM 650 Auricular Acupuncture**  
**3 quarter units/30 clock hours**  
**Prerequisite: OM636 and OM637 or approval of instructor**  
 This course covers advanced techniques in auricular acupuncture.
- OM 651 Scalp Acupuncture**  
**3 quarter units/30 clock hours**  
**Prerequisite: OM636 and OM637 or approval of instructor**  
 This course covers advanced techniques in the various systems of scalp acupuncture with emphasis on physical rehabilitation and chronic diseases.
- OM 652 Korean Hand Acupuncture**  
**3 quarter units/30 clock hours**  
**Prerequisite: OM638 or approval of instructor**  
 This course is an introduction to the study of the points, meridians, usages, and benefits of Korean Hand Acupuncture (Su Ji Chim).
- OM 653 Sa-Sang Constitutional Medicine I**  
**3 quarter units/30 clock hours**  
**Prerequisite: Complete a minimum of 140 quarter units of O.M. courses or approval of instructor**  
 This course is an introduction to Sa-Sang Constitutional medicine and covers basic Sa-Sang theories, its treatment methods and, applications of the formulas with emphasis in respects to Tae Yang In and Tae Eum (Yin) In.
- OM 654 Sa-Sang Constitutional Medicine II**  
**3 quarter units/30 clock hours**  
**Prerequisite: OM653 or approval of instructor**  
 This course covers the theories, treatment methods, and applications of the formulas with emphasis on So Eum In and So Yang In.
- OM 712 Gross Anatomy**  
**4 quarter units/40 clock hours**  
**Prerequisite: GS714 or approval of instructor**  
 This course is a practical study of human anatomy & physiology laboratory techniques. During this course, students identify the musculoskeletal system, the nervous system, the lymphatic system, the respiratory system, and other related physiological systems by using the cyber anatomical laboratory.
- OM 714 Neurophysiology**  
**4 quarter units/40 clock hours**  
**Prerequisite: OM712 or approval of instructor**  
 The study of human neurophysiology with emphasis on normal cellular and systemic functions of the central and peripheral nervous system and the neurological basis of Oriental medicine and Oriental Medicine Therapeutics. Topics to be covered include but are not limited to the following: sensory systems and perception including anatomical substrates and central representation, including pain and analgesia; visual and auditory systems; motor systems of the brain including reflexes and voluntary control of movement involving the proprio-spinal and gamma motor control; the spinal cord, muscles and muscle receptors, reflex action, , descending control circuits; the hypothalamus, limbic system, cerebral cortex, homeostasis, arousal, motivation and clinical neurophysiology.
- OM 716 OM Otorhinolaryngology**  
**4 quarter units/40 clock hours**  
**Prerequisite: None**  
 The study of Otorhinolaryngology: the combined specialties of diseases of the ear, nose, and larynx,

including diseases of related structures of the head and neck. In Oriental Otorhinolaryngology, students through instruction, study and practice, develop a systematic command of the procedural techniques and basic theories of the otorhinolaryngology of TCM and learn how to diagnose and treat common illnesses based on analysis of symptoms and signs.

**OM 718 Advanced Oriental Internal Medicine I**

**4 quarter units/40 clock hours**

**Prerequisite: OM714 or approval of instructor**

This course compares WHO International Current Diagnosis with OM pattern ID with a emphasis on organ patho-physiology and clinical medicine.

**OM 720 Advanced Oriental Internal Medicine II**

**4 quarter units/40 clock hours**

**Prerequisite: OM718 or approval of instructor**

This course is an extension study of OM718

**OM 722 OM Osteology**

**4 quarter units/40 clock hours**

**Prerequisite: None**

The study of Osteology: the anatomy of bones; the science concerned with bones and their structure. In Oriental Osteology, students, through instruction and practice develop a systematic command of the theories of the orthopedics of TCM, the diagnosis and treatment of common illnesses based on an overall analysis of symptoms and signs, and a working knowledge of the general procedural techniques of Oriental Osteology.

**OM 729 Advanced Herbs and Pharmaceutical Interactions**

**4 quarter units/40 clock hours**

**Prerequisite: None**

This course integrates herbs with drug therapy. Pharmacological assessment, herb and drug interactions, a review of commonly used drugs, and their herb counter parts are discussed

**OM 730 Treatise on Exogenous Febrile Diseases**

**4 quarter units/40 clock hours**

**Prerequisite: None**

An advanced presentation of the diagnostic methods of TCM involving the course and nature of disease as revealed by symptoms/sign complex within organ systems. Study of differentiation using subjective indexes of physical signs. Treatment principles are studied for each pattern. Examples are given of strategies using both acupuncture and herbs.

**OM 731 Distribution Vessels and Nodes**

**4 quarter units/40 clock hours**

**Prerequisite: GS720 or approval of instructor**

This course is a study of the anatomical and physiological basis of Oriental medicine involving the distribution vessels and their related neurovascular nodes. Segmental and distal indications are examined. The superficial and internal vascular pathways, confluent and divergent vessel distributions, as well as major collateral vessel distributions, are identified. The following topics are included: review all the underlying vascular structures related to the neurovascular nodes; a review of the superficial and deep circulation of the blood vascular and lymphatic system; a review of somatotopic and somato-visceral relationship of critical nodes and their indications; a review of nodes with respect to segmental dominance and distal effects for internal organs and musculoskeletal problems.

**OM 732 Vitality, Endocrine Glands and Emotions**

**4 quarter units/40 clock hours**

**Prerequisite: GS718 or approval of instructor**

This area of study involves the Oriental medicine concept of vitality associated with each of the five principles. Described as intent, vigor, drive, mood, and overall vitality, the vitalities give rise to specific emotions mediated by endocrine pathways which influence metabolism, chrono-biology and seasonal effects on the body. Topics to be studied include: relationship of the five vitalities and internal organs; relationship of vitalities, endocrine glands, and emotions; impact of vitalities on health and disease; impact of chrono-biology on health and disease.

**OM 734 Science of Seasonal Febrile Diseases**

**4 quarter units/40 clock hours**

**Prerequisite: OM718 or approval of instructor**

A medically integrated study of the Treatise of Febrile Diseases with emphasis on four stage pattern differentiation, pathologies of the san jiao; the peculiarities of seasonal febrile diseases and methods of treatment. Pulse correlation with pattern differentiation as presented in translations of the original texts will be reinterpreted using a 21st century lifestyle template.

**OM 736 Synopsis of the Golden Chamber**

**4 quarter units/40 clock hours**

**Prerequisite: OM720 or approval of instructor**

An examination of the theories, principles and practices involved in the diagnosis and differentiation of diseases according to this classic text. Reinterpretation using the 21st century lifestyle template of the pathological changes in the viscera study of the underlying concepts of treatments that lay the foundation for learning the clinical courses of Oriental medicine.

**OM 737 Patient Assessment and Diagnosis I**

**4 quarter units/40 clock hours**

**Prerequisite: approval of a faculty supervisor**

This is a course study of how to solve problems and apply critical thinking in patient assessment and diagnosis including the following: comprehensive patient history and the necessary skills related to forms, records, patient privacy, and referrals; comprehensive physical assessment including abdominal, thoracic, pulmonary, EENT, genital, and rectal examination using common and standard instruments (neurological and musculoskeletal examination and assessment taught under External Medicine and Orthopedics); psychosocial and vitality assessment; importance of patient and practitioner rapport, communications skills, treatment room manners, patient privacy, gender and age sensitivity, and multicultural sensitivity; formation of a working diagnosis and clinical impression consistent with Oriental medicine diagnosis and the World Health Organization's international classification of disease (ICD-9); procedures for ordering appropriate laboratory tests and diagnostic imaging studies and interpreting the resulting reports and findings; awareness of at-risk populations, including gender, age, indigent, and disease specific patients; standard medical terminology.

**OM 738 Patient Assessment and Diagnosis II**

**4 quarter units/40 clock hours**

**Prerequisite: OM737 or approval of a faculty supervisor**

This course is the continuation of OM 737.

**OM 739 Patient Assessment and Diagnosis III**

**3 quarter units/30 clock hours**

**Prerequisite: OM738 or approval of a faculty supervisor**

This course is the continuation of OM 738.

**PME 500 Laws, Ethics, and Professional Issues****3 quarter units/30 clock hours****Prerequisite: None**

This course covers the legal and ethical aspects of maintaining a professional practice and discusses laws and regulations governing the practice of Oriental medicine/acupuncture in the United States with special emphasis on California's laws, medical ethics and the responsibilities of the acupuncturist.

**PME 501 Practice Management: Visiting and Panning****6 quarter units/60 clock hours****Prerequisite: PME500 or approval of instructor**

This course is a study of the legal aspects of maintaining a professional practice. Subjects include record keeping and filing, general and professional liability, professional development, records management, referral procedures, laws and regulations as they relate to the practice and scope of acupuncture in California, and other topics relative to running a private practice in Oriental medicine.

**PSY 101 Introduction to Psychology****4 quarter units/40 clock hours****Prerequisite: None**

This course is a study of the nature of man and human behavior, giving special attention to various factors associated with the development of personality and behavior patterns, and coping strategies for dealing with stress.

**WM 595 Cardiopulmonary Resuscitation and First Aid****1 quarter unit/10 clock hours****Prerequisite: None**

This is a required course for anyone in the medical profession. Lectures will be on the causes of heart diseases, symptoms of a stroke, and the principles of cardiopulmonary resuscitation. This course also covers the method of mouth-to-mouth resuscitation for an obstructed airway, non-obstructed airway, a conscious and unconscious person, one and two rescuer CPR for adults, children, and infants. Students will also learn the basic principles of first aid. Upon completion, students will receive a first aid certificate and a certified CPR card. Certificate cards must be updated and current during clinical training and at the time of graduation

**WM 596 Public Hygiene****3 quarter units/30 clock hours****Prerequisite: None**

This course is a study of public health and discusses public health policies, procedures, rules and regulations. Other subjects include ways and means of protecting and preserving public health. Students will study the past and present public health issues and how public hygiene affects general public health. This course also explores the principles of hygiene, disinfection and sterilization as they apply to the practice of acupuncture and moxibustion. Students will be taught the principles of infection, contamination, disinfection and sterilization with emphasis on those principles which are relevant to the acupuncture clinic. Students will assemble their own home visit kits and practice hygienic needling for clinic and home visit situations. Clean Needle Technique (CNT) will also be covered in this course.

**WM 621 Pharmacology I****4 quarter units/40 clock hours****Prerequisite: HT510 or approval of instructor**

As an introduction to Western pharmacology, this course discusses how certain drugs affect the autonomic nervous system, the central nervous system, the cardiovascular system, as well as, other organs. Various substances that will be studied include basic chemotherapeutic drugs, anti-inflammatory drugs, and autacoids.

**WM 622 Pharmacology II**

**4 quarter units/40 clock hours**

**Prerequisite: WM621 or approval of instructor**

This course is a study of pharmacologic theory and an overview of the pharmacology of therapeutic agents including the basic principles of drug action and their beneficial and adverse effect on the human body. Students will also learn how specific drug groups affect the central nervous, autonomic nervous, cardiovascular, systemic, endocrine, metabolic, and digestive systems. Students will also be taught the use of pharmaceuticals to treat infectious diseases and chemotherapy treatment of cancer.

**WM 651 Western Internal Medicine I**

**4 quarter units/40 clock hours**

**Prerequisite: GS532 and HT510 or approval of instructor**

This course introduces the clinical aspects of Western medicine and also presents the human body within the Western approach to disease and disorders, nutrition, hormonal disorders, metabolism, and biological agents. Western charting, diagnosis, and lab test are also included in this course

**WM 652 Western Internal Medicine II**

**4 quarter units/40 clock hours**

**Prerequisite: WM651 or approval of instructor**

Topics of discussion in this course emphasize diseases of the digestive system, cardiovascular system, urinary system, respiratory system, and skin disorders.

**WM 653 Western Internal Medicine III**

**4 quarter units/40 clock hours**

**Prerequisite: WM652 or approval of instructor**

This course is a study of the diseases of the nervous systems, psychiatric disorders, cancer, ear, nose, throat disorders, muscle, bone and blood disorders, immune disorders, obstetrics, gynecology, pediatrics, and gerontology disorders.

# School of Business & Management

## Introduction

The University of South Los Angeles' School of Business & Management is dedicated to preparing its students to meet the challenges of the Twenty-First Century by providing high quality professional programs that prepare students to think critically, to be adaptable in a changing world, and to assume leadership positions in a diversified and internationally oriented community. A major shift in demographics has brought organizations to the realization that the American society is distinctly multicultural and to be competitive and successful they must recruit, retain and promote a multi-ethnic staff.

The School places high value on building an organization of quality personnel in an environment that fosters individual career development. The School encourages faculty vision and creativity in the development of programs, exploration of new ideas, and joint participation in activities common to the whole school. The School also expects high ethical standards of conduct among its faculty, staff and students.

The goal of the School of Business and Management is to develop in students the technical and managerial competence necessary for successful performance in any component of the public and/or private sectors, and life in general.





## **Associate of Arts in Accounting Program**

### **92 Quarter Units**

This program is designed to provide the graduate student with the skills necessary to assume bookkeeping, accounting, computerized accounting, word processing, and other related business functions in the organization.

For applicants interested in training to become accounting or bookkeeping professionals, this program is strongly recommended. This program provides a strong proficiency in these specialized professions. Students are taught keyboarding skills, accounting principles and theories which are enhanced through their use in practical applications on microcomputer systems. The students are given broad academic and intensive specialized training to develop professional skills in accounting principles.

### **Degree Requirements**

- Successfully complete a minimum of 92 quarter units of the following coursework with a minimum cumulative grade point average of 2.0 on a 4.0 scale:
  - Complete 28 quarter units of general education courses.
  - Complete 52 quarter units of common core courses.
  - Complete 12 quarter units of unrestricted electives.
- Successfully complete the degree requirements within the time limit.

### **Program Completion**

The AA in Accounting program must be completed within 3 years from the time the student commenced the first course, as a regular student, which applies to the degree requirements. This time limit, at the option of the university, may be extended due to special extenuating circumstances.

### **Program Outcome**

Upon successful completion of the program, graduates will be able to:

1. Organize, analyze, summarize and report financial data, in an ethical manner, through knowledge and application of accounting concepts and principles.
2. Develop critical thinking and problem-solving skills by identifying, gathering, measuring and summarizing financial data.
3. Integrate and apply technological skills to accounting and business problems.
4. Develop awareness of professional and ethical issues facing the accounting industry.
5. Create professional financial reports and analysis for users of accounting information.
6. Achieve professional certification in bookkeeping, QuickBooks and Microsoft Excel.

### **Notice to Prospective Degree Program Students**

This institution is approved by the Bureau of Private Postsecondary Education to offer degree programs. To continue to offer this degree program, this institution must meet the following requirements:

1. Become institutionally accredited by an accrediting agency recognized by the United States Department of Education, with the scope of the accreditation covering at least one degree program.
2. Achieve accreditation candidacy or pre-accreditation, as defined in regulations, by July 1, 2017, and full accreditation by July 1, 2020.

If this institution stops pursuing accreditation it must:

- Stop all enrollment in its degree programs, and
- Provide a teach-out to finish the educational program or provide a refund.

An institution that fails to comply with accreditation requirements by the required dates shall have its approval to offer degree programs automatically suspended.

## Courses

### **General Education Courses 28 quarter units required**

This program requires 28 quarter units of General Education Courses. For General Education course descriptions see pages 57-82.

### **Common Core Courses 52 quarter units required**

*Select 52 quarter units of courses from the following Common Core Courses:*

<b>Course No.</b>	<b>Course Title</b>	<b>Units/Hours</b>
ACC 101	Accounting I	4/40
ACC 102	Accounting II	4/40
ACC 103	Accounting III	4/40
ACC 106	Managerial Accounting	4/40
ACC 108	Payroll Accounting	4/40
ACC 110	Computerized Accounting I	4/40
ACC 111	Computerized Accounting II	4/40
AUD 101	Auditing I	4/40
BUS 101	Introduction to Business	4/40
BUS 102	Principles of Business Management	4/40
BUS 103	Business Law I	4/40
BUS 104	Business Law II	4/40
BUS 110	Business Ethics	4/40
BUS 111	Business Communication	4/40
BUS 112	Business Plan	4/40
ECO 101	Introduction to Economics	4/40
TAX 101	Principles of Taxation	4/40

### **Unrestricted Electives 12 quarter units required**

In consultation with his/her advisor, the Associate of Arts in Accounting Degree student will choose a minimum of 12 quarter units of electives from any of the courses listed in the AA in accounting course list.

## Course Descriptions

### **School of Business and Management**

#### ***Core Courses***

#### **ACC 101 Accounting I**

**4 quarter units/40 clock hours**

**Prerequisite: None**

This course introduces students to the fundamentals of accounting and the accounting cycle, including journalizing, posting and the preparation of work sheets, and all financial statements. Students also learn closing procedures.

#### **ACC 102 Accounting II**

**4 quarter units/40 clock hours**

**Prerequisite: ACC101 or approval of instructor**

This course expands students' knowledge of preparing balance sheets and financial statements. Students will prepare general ledger entries, prepare payroll, and gain an understanding of budget control.

**ACC 103 Accounting III****4 quarter units/40 clock hours****Prerequisite: ACC102 or approval of instructor**

This course provides a frame of reference for advanced accounting theories. Emphasizes income, liability, and asset valuation based on inductive, deductive, and capital market approaches. The course also surveys price level changes, monetary and non-monetary factors, problems of ownership equities, and the disclosure of relevant information to investors and creditors.

**ACC 106 Managerial Accounting****4 quarter units/40 clock hours****Prerequisite: None**

This course is an introduction to accounting for management planning, control, and decision making.

**ACC 108 Payroll Accounting****4 quarter units/40 clock hours****Prerequisite: None**

This course explains the methods of calculating wages and salaries. Record keeping, government reports, deductions, and planning are all stressed

**ACC110 Accounting Information Systems I****4 quarter units/40 clock hours****Prerequisite: None**

This course prepares students to understand and oversee computer-based tools to ensure that an organization has accurate and timely financial information to support business decision making. Students will receive experience with accounting software such as QuickBooks.

**ACC 111 Accounting Information Systems II****4 quarter units/40 clock hours****Prerequisite: ACC110 or approval of instructor**

This course continues from the previous course and builds the student understanding of computer-based tools. This will help ensure that an organization has accurate and timely financial information to support business decision making. Students will receive experience with accounting software such as QuickBooks.

**AUD 101 Auditing 1****4 quarter units/40 clock hours****Prerequisite: ACC101 or approval of instructor**

This course covers the theory of auditing, the review of financial statements of a legal entity, and the educational and moral qualifications for auditors, including the role of the auditor in the American economy. It will emphasize professional standards, professional ethics, and the legal liabilities of auditors focusing mainly on the internal controls of an organization, such as planning, collecting, designing, and summarizing evidence.

**BUS 101 Introduction to Business****4 quarter units/40 clock hours****Prerequisite: None**

This course covers the fundamentals of business and management, including human relations, organizational structure, communications, marketing, production, quality assurance, and strategic planning.

**BUS 102 Principles of Business Management**

**4 quarter units/40 clock hours**

**Prerequisite: BUS101 or approval of instructor**

This course teaches students objectives of business, environmental forces affecting business, and social responsibility and ethics of business. In addition, students will learn about different business organizations (forms of ownership) and enterprise management.

**BUS 103 Business Law I**

**4 quarter units/40 clock hours**

**Prerequisite: BUS102 or approval of instructor**

This course is an introduction to business law and the American legal system in the context of the history of the U.S. government, its constitution, American business entities and practices, and the development of commercial law in the Anglo-American tradition. It highlights the law of contracts, sales, commercial transactions and corporations.

**BUS 104 Business Law II**

**4 quarter units/40 clock hours**

**Prerequisite: BUS103 or approval of instructor**

This course will examine concepts such as further types of business organization, commercial paper, sales of goods, debtor/creditor relations, and property transactions.

**BUS 110 Business Ethics**

**4 quarter units/40 clock hours**

**Prerequisite: None**

This course analyzes basic principles of business ethics, moral reasoning and the capitalistic market economic system. Topics include a framework for moral reasoning, government regulation, ethics of bribery, price fixing, pollution, resource depletion, product safety, consumer protection as well as rights and duties of employees and corporations.

**BUS 111 Business Communication**

**4 quarter units/40 clock hours**

**Prerequisite: None**

This course is designed to give students a comprehensive view of communication, its scope and importance in business, and the role of communication in establishing a favorable outside the firm environment, as well as an effective internal communications program. The various types of business communication media are covered. This course also develops an awareness of the importance of succinct written expression to modern business communication.

**BUS 112 Business Plan**

**4 quarter units/40 clock hours**

**Prerequisite: None**

This course examines the principles and techniques for developing a business plan.

**TAX 101 Principles of Taxation**

**4 quarter units/40 clock hours**

**Prerequisite: ACC101 or approval of instructor**

This course develops competencies necessary to evaluate business transactions. Students will learn how fundamental tax concepts are applied to a variety of business, investment, employment, and personal transactions. Topics include business formation, capital expenditures, employee and executive compensation, international and multi-state operations and disclosure.

## **Bachelor of Science in Business Administration Program**

### **180 Quarter Units**

The Bachelor of Science in Business Administration (BSBA) program is designed to meet the educational needs of working adults in an ever-expanding global economy. The BSBA program emphasizes the study of accounting, management, marketing and economics which lays a foundation for later study in business administration. Completion of the BSBA program requirements ensures students will comprehend the relationships among marketing, quantitative theory, accountancy, economic principles and financial, human and organizational management. This course gives students the fundamental education for career opportunities and advancement in business.

The BSBA program is designed for students who are strongly interested and motivated in the business field and are conscientious and responsible individuals. Students who enroll in the program will be exposed to business environments during class while discussing topics critical to the career field.

### **Degree Requirements**

- Successfully complete a minimum of 180 quarter units of the following coursework with a minimum cumulative grade point average of 2.0 on a 4.0 scale:
- Complete 68 quarter units of General Education courses in the following fields:

English	12 quarter units
Mathematics and Computer Science	12 quarter units
General Sciences	12 quarter units
Humanities	12 quarter units
Social Sciences	12 quarter units
Foreign Languages	8 quarter units

- Complete 72 quarter units of common core courses.
- Complete 40 quarter units of unrestricted elective courses.
- Successfully complete the degree requirements within the time limit.

For General Education course descriptions please see pages 57-82.

### **Program Completion**

The BSBA program must be completed within 6 years from the time the student commenced the first course, as a regular student, which applies to the degree requirements. This time limit, at the option of the university, may be extended due to special extenuating circumstances.

### **Program Outcome**

Upon successful completion of the program, graduates will be able to:

1. Communicate clearly and concisely both verbally and in writing;
2. Acquire, analyze, and synthesize data for operational and strategic decision-making;
3. Recommend ethical behaviors, promote corporate social responsibility, and engage in social enterprise;
4. Evaluate the global environment and position the business unit demonstrating multicultural awareness;
5. Manage and coordinate people, business processes, and business resources; and
6. Develop and implement components of a business plan.

### **Notice to Prospective Degree Program Students**

This institution is approved by the Bureau of Private Postsecondary Education to offer degree programs. To continue to offer this degree program, this institution must meet the following requirements:

1. Become institutionally accredited by an accrediting agency recognized by the United States Department of Education, with the scope of the accreditation covering at least one degree program.
2. Achieve accreditation candidacy or pre-accreditation, as defined in regulations, by July 1, 2017, and full accreditation by July 1, 2020.

If this institution stops pursuing accreditation it must:

- Stop all enrollment in its degree programs, and
- Provide a teach-out to finish the educational program or provide a refund.

An institution that fails to comply with accreditation requirements by the required dates shall have its approval to offer degree programs automatically suspended.

## Courses

### **Common Core Courses 72 quarter units required**

*Select 72 quarter units of courses from the following Common Core Courses:*

<b>Course No.</b>	<b>Course Title</b>	<b>Units/Hours</b>
ACC 101	Accounting I	4/40
ACC 102	Accounting II	4/40
BUS 101	Introduction to Business	4/40
BUS 102	Principles of Business Management	4/40
BUS 103	Business Law I	4/40
BUS 110	Business Ethics	4/40
BUS 112	Business Plans	4/40
BUS 120	Introduction to Sales and Marketing	4/40
BUS 210	Human Resource Management	4/40
BUS 225	Business Systems and Procedures	4/40
BUS 227	Business, Government and Society	4/40
BUS 240	International Business	4/40
BUS 310	Internet Business Models and Strategies	4/40
BUS 325	Entrepreneurial Leadership	4/40
BUS 335	Internet Sales and Marketing	4/40
BUS 340	Financial Management	4/40
BUS 375	New Venture Creation	4/40
BUS 395	Business Communications	4/40
BUS 415	Organizational Theory and Development	4/40
BUS 440	Business Forecasting and Simulation	4/40
BUS 455	E-Business Systems Development	4/40
BUS 465	Small Business Management	4/40
BUS 470	Investment and Practice	4/40
CIS 300	Managing Information System	4/40
CIS 315	E-Commerce Management	4/40
TAX 101	Principles of Taxation	4/40

### **Concentration Courses 48 quarter units required**

In consultation with his/her advisor, the BSBA Degree student will take 48 quarter units from the courses listed in the BSBA concentration course list. Courses after the 48 units are fulfilled will then be used to satisfy the 72 unit BSBA Common Core requirement.

<b>Course No.</b>	<b>Course Title</b>	<b>Units/Hours</b>
BUS 125	Global Marketing	4/40
BUS 210	Human Resource Management	4/40
BUS 230	Business Statistics	4/40
BUS 325	Entrepreneurial Leadership	4/40
BUS 340	Financial Management	4/40
BUS 343	Operations Management	4/40
BUS 345	Labor Relations	4/40
BUS 400	Advanced Financial Management	4/40
BUS 430	Competitive Strategies	4/40
BUS 450	Advertising Management	4/40
BUS 463	Research in Management	4/40
BUS 470	Investment and Practice	4/40

### Course Descriptions

#### **School of Business and Management**

#### *Core Courses*

#### **ACC 101 Accounting I**

**4 quarter units/40 clock hours**

**Prerequisite: None**

This course introduces the fundamentals of accounting and the accounting cycle, including journalizing, posting and the preparation of work sheets, and all financial statements. Students also learn closing procedures.

#### **ACC 102 Accounting II**

**4 quarter units/40 clock hours**

**Prerequisite: ACC101 or approval of instructor**

This course expands students' knowledge of preparing balance sheets and financial statements. Students will prepare general ledger entries, prepare payroll, and gain an understanding of budget control.

#### **BUS 101 Introduction to Business**

**4 quarter units/40 clock hours**

**Prerequisite: None**

This course covers the fundamentals of business and management, including human relations, organizational structure, communications, marketing, production, quality assurance, and strategic planning.

#### **BUS 102 Principles of Business Management**

**4 quarter units/40 clock hours**

**Prerequisite: BUS101 or approval of instructor**

This course teaches students objectives of business, environmental forces affecting business, and social responsibility and ethics of business. In addition, students will learn about different business organizations (forms of ownership) and enterprise management.

#### **BUS 103 Business Law I**

**4 quarter units/40 clock hours**

**Prerequisite: BUS102 or instructor approval**

This course is an introduction to business law and the American legal system in the context of the history of the U.S. government, its constitution, American business entities and practices, and the development of commercial law in the Anglo-American tradition. It highlights the law of contracts, sales, commercial transactions and corporations.

**BUS 110 Business Ethics****4 quarter units/40 clock hours****Prerequisite: None**

This course analyzes basic principles of business ethics, moral reasoning and the capitalistic market economic system. Topics include a framework for moral reasoning, government regulation, ethics of bribery, price fixing, pollution, resource depletion, product safety, consumer protection as well as rights and duties of employees and corporations.

**BUS 112 Business Plan****4 quarter units/40 clock hours****Prerequisite: None**

This course examines the principles and techniques for developing a business plan.

**BUS 120 Introduction to Sales and Marketing****4 quarter units/40 clock hours****Prerequisite: BUS102 or approval of instructor**

This course is a study on effective methods for marketing products and services. Advertising techniques and direct mail are discussed. Consumer profile, organizational principles and demographics are presented as components of market research and analysis.

**BUS 210 Human Resource Management****4 quarter units/40 clock hours****Prerequisite: BUS104 or approval of instructor**

This course presents the fundamental principles and techniques of personnel management and examines the management of human resources from the point of view of the personnel officer, the operational manager and the employee. Examines the responsibilities of organizational leadership for incorporating human resource issues in strategic planning and initiatives. Emphasis is placed on current legal considerations, issues and research.

**BUS 225 Business Systems and Procedures****4 quarter units/40 clock hours****Prerequisite: BUS104 or approval of instructor**

This course examines the importance of planning, organizational duties and responsibilities, the importance of office policies and procedures, and time management.

**BUS 227 Business Government and Society****4 quarter units/40 clock hours****Prerequisites: none**

This course examines the complex interface between public and private business sectors and explores the role of business administration in contemporary society through examination of theoretical foundations, ethical dilemmas, and political environments within historical and global comparative contexts. Students engage in intensive readings of scholarly works within the discipline foundation and collateral contemporary works that span the public, private, and independent sectors. Case studies are provided for practical understanding of the techniques for managing business relations at the local, state, federal, and multinational levels. Learners explore advanced analytical and strategic business skills related to government regulation, politics, ethics, and corporate social responsibility.



**BUS 240 International Business**

**4 quarter units/40 clock hours**

**Prerequisite: Upper Division Standing or approval of instructor**

This course reviews the environment, concepts, and basic differences involved in international business. Topics include forms of foreign involvement, international trade theory, governmental influences on trade and strategies, international organizations, multinational corporations, personnel management, and international marketing.

**BUS 310 Internet Business Models and Strategies**

**4 quarter units/40 clock hours**

**Prerequisite: CIS300 or approval of instructor**

This course addresses the impact of the internet on business performance through theory and case studies. Included will be information on internet start-ups, the challenges faced by bricks-and-mortar firms, and the worth of start-ups.

**BUS 325 Entrepreneurial Leadership**

**4 quarter units/40 clock hours**

**Prerequisite: BUS225 or approval of instructor**

This course examines successful leadership on both the individual and company levels. Examples of successful individuals and their companies will be used to teach students the techniques to move a company from mediocrity to greatness. Also included are topics of goal setting, culture development, vision, profits, technology, effects of change, discipline, and necessary leadership qualities.

**BUS 335 Internet Sales and Marketing**

**4 quarter units/40 clock hours**

**Prerequisite: BUS310 or approval of instructor**

This course emphasizes the importance of e-commerce, technology, social issues, and legal issues as applied to sales and marketing. Additional topics include security, encryption, payment systems, marketing concepts including branding, marketing communications, web retailing, online service industries, supply chain management and collaborative commerce.

**BUS 340 Financial Management**

**4 quarter units/40 clock hours**

**Prerequisite: Approval of instructor**

This course teaches the concepts and skills of financial planning within a business. Concepts covered include how to use financial statements and how to plan appropriate action. Specific topics are preparing budgets, analyze investment options, and assess risk and return of financing business endeavors.

**BUS 375 New Venture Creation**

**4 quarter units/40 clock hours**

**Prerequisite: Approval of instructor**

This course will provide research and information concerning the entrepreneurial process. The topics of equity creation, recognizing opportunities, effect of the internet, attitudes and behaviors, rewards and incentives, ethics, finance, and business plans will be taught.

**BUS 395 Business Communications**

**4 quarter units/40 clock hours**

**Prerequisite: None**

This course will help a student develop the written and verbal communication skills that you will use throughout your career. Business Communications develops and sharpens your written, oral, and interpersonal communication, introducing you to common forms of professional writing and speaking in specific business situations. The course explores crucial rhetorical issues that impact your ability to communicate and achieve your objectives as a business leader.

**BUS 415 Organizational Theory and Development****4 quarter units/40 clock hours****Prerequisite: BUS375 or approval of instructor**

This course examines the field of organizational development and provides a background in theory and application. It will also include the topics of the history of the organizational development theory, models for organizational structure and change, and advances in organizational development theory.

**BUS 440 Business Forecasting and Simulation****4 quarter units/40 clock hours****Prerequisite: BUS430 or approval of instructor**

This course examines the application of economic theories and methodology needed by business managers to forecast both technical and non-technical needs. Topics include tools and techniques for analysis, consumer and firm behavior, product demand, evaluation of decisions, and interactions between firms and the marketplace.

**BUS 455 E-Business Deployment****4 quarter units/40 clock hours****Prerequisite: Approval of instructor**

This course presents a new understanding of e-commerce and e-business design. The course focuses on business processes, back-office and front-office applications and strategies which are needed to be successful in a digital economy. Topics include an overview of e-business and e-commerce, trend spotting, developing management of an e-customer relationship, sales, and enterprise resource planning.

**BUS 465 Small Business Management****4 quarter units/40 clock hours****Prerequisites: None**

This course provides students with the education and tools necessary to start and operate a small business. The focus is placed on how to research and develop a selected business opportunity.

**BUS 470 Investment and Practice:****4 quarter units/40 clock hours****Prerequisites: None**

This course will provide the student with comprehensive of knowledge of investment analysis and management and the theoretical underpinnings necessary for rational investment decision-making of both securities and portfolios.

**CIS 300 Managing Information Systems****4 quarter units/40 clock hours****Prerequisite: Approval of instructor**

This course will focus on the information system which supports business decisions, internal business processes, customer relations, and interaction with suppliers. It deals with the organizational foundations of such systems, their strategy role, and the organizational and management changes driving electronic commerce, electronic business and emerging digital firms. The course also includes an overview of the hardware, software, data storage, and telecommunications technologies needed for information systems. The impact of such systems on the reengineering of critical business processes and on the decision-making cycle are discussed in detail.

**CIS 315 E-Commerce Management****4 quarter units/40 clock hours****Prerequisites: None**

This course provides the theory and practice of conducting business over the internet and the worldwide web. It integrates concepts from economics, organizational strategy, and entrepreneurship to web design. Topics are aligning technology and strategy, models of diffusion and innovation,

characteristics of information and digital goods, identifying potential web applications and information products for solving commercial problems.

**TAX 101 Principles of Taxation**

**4 quarter units/40 clock hours**

**Prerequisite: ACC101 or approval of instructor**

This course develops competencies necessary to evaluate business transactions. Students will learn how fundamental tax concepts are applied to a variety of business, investment, employment, and personal transactions. Topics include business formation, capital expenditures, employee and executive compensation, international and multi-state operations and disclosure.

*Concentration Courses*

**BUS 125 Global Marketing:**

**4 quarter units/40 clock hours**

**Prerequisites: None**

This course provides an overview of various issues involved in global marketing. It introduces an analytical approach to strategic marketing problems facing a business competing in the global market. The course emphasizes key analytical and decision-making frameworks concerning the global marketing environment and the marketing mix and their impact on a business' performance.

**BUS 210 Human Resource Management**

**4 quarter units/40 clock hours**

**Prerequisite: Approval of instructor**

This course presents the fundamental principles and techniques of personnel management and examines the management of human resources from the point of view of the personnel officer, the operational manager and the employee. Examines the responsibilities of organizational leadership for incorporating human resource issues in strategic planning and initiatives. Emphasis is placed on current legal considerations, issues and research.

**BUS 230 Business Statistics**

**4 quarter units/40 clock hours**

**Prerequisite: Approval of instructor**

This course focuses on learning various statistical techniques and their applications that will assist students in making effective business decisions. The primary objective of this course is to enable students to perform and understand statistical analysis of data, with the view of being able to critically evaluate statistical reports or findings. Students will learn to think critically about how statistics is used by others and how it impacts your day to day life and career.

**BUS 325 Entrepreneurial Leadership**

**4 quarter units/40 clock hours**

**Prerequisite: Approval of instructor**

This course examines successful leadership on both the individual and company levels. Examples of successful individuals and their companies will be used to teach students the techniques to move a company from mediocrity to greatness. Also included are topics of goal setting, culture development, vision, profits, technology, effects of change, discipline, and necessary leadership qualities.

**BUS 340 Financial Management**

**4 quarter units/40 clock hours**

**Prerequisite: Approval of instructor**

This course teaches the concepts and skills of financial planning within a business. Concepts covered include how to use financial statements and how to plan appropriate action. Specific topics are preparing budgets, analyze investment options, and assess risk and return of financing business endeavors.

**BUS 343 Operations Management:**

**4 quarter units/40 clock hours**

**Prerequisites: None**

This course addresses the management of operations in manufacturing and service organizations. Diverse activities, such as determining the size and type of production process, purchasing the appropriate raw materials, planning and scheduling the flow of materials and the nature and content of inventories, assuring product quality, and deciding on production hardware are discussed.

**BUS 345 Labor Relations**

**4 quarter units/40 clock hours**

**Prerequisite: Approval of Instructor**

This course introduces the basic concepts of employee relations and satisfaction based upon company policy and legal regulations. Topics include compensation, benefits, OSHA requirements, unionization and collective bargaining, and ethical issues.

**BUS 400 Advanced Financial Management**

**4 quarter units/40 clock hours**

**Prerequisite: Approval of instructor**

This is a continuation course of finance management and will include topics such as capital budgeting, capital structure and leverage, distributions, dividends, current asset management and financing, hybrid financing, mergers, LBOs, and holding companies.

**BUS 430 Competitive Strategies**

**4 quarter units/40 clock hours**

**Prerequisite: Approval of instructor**

This course addresses the complex future faced by existing businesses. Materials covered will include strategic and organizational issues, restructuring, mergers and acquisitions, technological changes, strategic alliances, and the challenges of creating and serving markets around the world. Topics include strategic goals, competitive environment, value chains, focus strategies, ethics, diversification, globalization, cooperation and competition, organization design practices, and implementing change.

**BUS 450 Advertising Management**

**4 quarter units/40 clock hours**

**Prerequisites: None**

The course aims at skill, as well as, perspective building for students in the field of advertising management. It seeks to deliver skills for managing advertising businesses by combining theoretical learning in the field of communications with the right blend of management education.

**BUS 463 Research in Management**

**4 quarter units/40 clock hours**

**Prerequisites: None**

This course provides students with a structured introduction to the theory and practice of research in organization and management. The main focus of the course is on generic management, organizational and business research skills, students will also study management and organizational theory and have an opportunity to develop a specialization in a management sub-discipline through option choice and through their dissertation. Students will also have the opportunity to develop a specialization in either qualitative or quantitative research methods.

**BUS 470 Research in Investment and Practice:**

**4 quarter units/40 clock hours**

**Prerequisites: None**

Discussions of investment analysis with special attention to the value added approach are discussed.

## **Master of Business Administration Program**

### **68 Quarter Units**

The Master of Business Administration (M.B.A.) program is designed to continue the educational process of our students in an ever-expanding global economy. The M.B.A. program emphasizes the identification, analysis, and solution of complex management problems within a context requiring both technical understanding and balanced decision making. Management consists of the rational assessment of a situation and the systematic selection of goals and purposes; the systematic development of strategies to achieve these goals; the marshalling of the required resources; the rational design, organization, direction, and control of the activities required to attain these selected purposes.

Managers are responsible for achieving organizational objectives by coordinating money, materials, machines, and most importantly, the efforts of people. Managers set objectives, establish policies, plan, organize, direct, communicate, and make decisions. Since their principal concern is solving problems, managers are continually defining problems and seeking solutions.

Becoming an effective manager requires that an individual have a broad knowledge of the practice of management, the workings of business and the economy, and the behavior of people. Effective management requires persistence, tough-mindedness, hard work, intelligence, analytic ability, and perhaps most importantly, tolerance and good will.

The M.B.A. program provides our students with a comprehensive knowledge for business decision making and prepares them to lead effectively in a rapidly changing business environment. The M.B.A. program enables graduates to manage challenges including globalization, diversity, social and ethical responsibility, and technology, and to anticipate and adapt to the challenges of tomorrow. The degree encompasses the theoretical concepts and practical applications for business practitioners. Special emphasis is placed on the role of management in the formulation and administration of corporate policy and strategic plans.

### **Degree Requirements**

- Successfully complete a minimum of 68 quarter units of the following coursework with a cumulative Grade Point average of 2.0 on a 4.0 scale:
  - Complete 40 quarter units of required courses
  - Complete 28 quarter units of concentration courses
- Pass the Comprehensive Graduation Examination
- Successfully complete the degree requirements within the time limit.

### **Program Completion**

The MBA program must be completed within 3 years from the time the student commenced the first course, as a regular student. This time limit, at the option of the university, may be extended due to special extenuating circumstances.

### **Program Outcome**

At the successful completion of the program, graduates will be able to:

1. Analyze knowledge, techniques, skills and tools of past, present and future business models
2. Apply current knowledge and adapt to emerging applications of all foundational business areas
3. Integrate theory and practice for the purpose of strategic analysis and planning
4. Utilize communication skills
5. Evaluate professional, ethical and social responsibilities in business management and team setting
6. Employ quantitative analysis in business.

## Notice to Prospective Degree Program Students

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1. Become institutionally accredited by an accrediting agency recognized by the United States Department of Education, with the scope of the accreditation covering at least one degree program.
2. Achieve accreditation candidacy or pre-accreditation, as defined in regulations, by July 1, 2017, and full accreditation by July 1, 2020.

If this institution stops pursuing accreditation it must:

- Stop all enrollment in its degree programs, and
- Provide a teach-out to finish the educational program or provide a refund.

An institution that fails to comply with accreditation requirements by the required dates shall have its approval to offer degree programs automatically suspended.

### Courses

#### **Required Courses 40 quarter units required**

*Select 40 quarter units of courses from the following Core Courses.*

<b>Course No.</b>	<b>Course Title</b>	<b>Units/Hours</b>
BA 625	Financial Accounting	4/40
BA 630	Managerial Accounting	4/40
BA 635	Statistics for Managerial Decision Making	4/40
BA 640	Applied Managerial Economics	4/40
BA 642	Organizational Behaviors	4/40
BA 647	Marketing Management and Strategies	4/40
BA 650	Managerial Communication Strategies	4/40
BA 651	Global Marketing	4/40
BA 655	Strategic Human Resources Management	4/40
BA 660	Executive Leadership	4/40
BA 664	Business Law	4/40
BA 665	Financial Analysis and Management	4/40
BA 668	Financial Risk Management	4/40
BA 670	Financial Investment and Practice	4/40
BA 672	International Financial Management	4/40
BA 675	International Business and Decision Making	4/40
BA 680	Operations Management	4/40
BA 682	Management Information System	4/40
BA 685	Business Entrepreneurship and New Venture Information	4/40
BA 703	Management of Innovation	4/40
BA 710	Business Cycles and Forecasting	4/40
BA 717	Research Methods in Business	4/40
BA 720	Business Plan	4/40
BA 730	Advanced E-commerce	4/40
BA 740	Small Business Management	4/40
TAX 102	Individual Tax	4/40
TAX 103	Business Tax	4/40
TAX 104	Practice (Income Tax, Sales Tax, Payroll, Property Tax)	4/40
MIS 710	Software Concepts	4/40
MIS 715	Information Systems Planning & Strategies	4/40

MIS 716	Information Systems Project Management	4/40
MIS 720	Data Communications and Networking	4/40
MIS 722	Analysis Modeling and Design	4/40
MIS 724	Web Development and Electronic Commerce	4/40
MIS 726	Data Management	4/40
MIS 730	Web Technologies and Innovation	4/40
MIS 740	Control and Auditing Systems	4/40
MIS 750	Research Seminar in Information Systems	4/40

### **Concentration in Business and Management**

The Business and Management concentration educates students in the field of Business and Management. Students learn how to be more effective and make informed business decisions. Students entering into this field are required to have a Bachelor's degree in Business Administration from an approved institution, which meets the University of South Los Angeles' requirements as described in the University of South Los Angeles Catalogue.

The student will be requested to take and complete 28 units of courses focusing on Business and Management. Courses after the 28 units are fulfilled will then be used to satisfy the 40 unit MBA Required Course requirement.

<b>Course No.</b>	<b>Course Title</b>	<b>Units/Hours</b>
BA 625	Financial Accounting	4/40
BA 630	Managerial Accounting	4/40
BA 635	Statistics for Managerial Decision Making	4/40
BA 640	Applied Managerial Economics	4/40
BA 642	Organizational Behavior	4/40
BA 647	Market Management and Strategies	4/40
BA 680	Operations Management	4/40
BA 682	Management Information System	4/40

### **Course Descriptions**

#### **School of Business and Management**

##### ***Core Courses***

##### **BA 625 Financial Accounting**

**4 quarter units/40 clock hours**

**Prerequisite: None**

This course will provide students an understanding of accounting procedures and the judgments underlying corporate financial statements, as well as, the ability to read and analyze these statements, make inferences about financial health, and other important attributes of various business entities are taught.

##### **BA 630 Managerial Accounting**

**4 quarter units/40 clock hours**

**Prerequisite: BA625 or approval of instructor**

This course provides instruction in accounting for management planning, control, and decision making. Instruction in cost-profit-volume relationships; cost and revenue information for routine and non-routine decisions; budgeting and profit planning. Discussions of standard costing, responsibility accounting, decentralization and transfer pricing in the context of management control of operations.

**BA 635 Statistics for Managerial Decision Making**

**4 quarter units/40 clock hours**

**Prerequisite: One course in statistics or approval of instructor**

This course covers the role played by applied statistics in business decision making. Topics include the analysis of data generation and evaluation techniques, including survey design, survey sampling and dirty data, the use of tables, charts and summary measures to demonstrate appropriate ways to use and display data as a manager are utilized and analysis of variance, regression, and correlation methods. Theory of decision making under conditions of uncertainty, general structure of decision problems including subjective probability, utility, experimentation, and decision analysis are also discussed.

**BA 640 Applied Managerial Economics**

**4 quarter units/40 clock hours**

**Prerequisite: None**

This course provides instruction in the application of microeconomic and macro-economic theories to managerial decisions and planning. Analysis of a firm's resources, product markets, production functions, cost and output decisions, pricing strategies under various market constraints, investment in fixed assets, risk and demand analysis and business forecasting. Analyzing solutions to operational problems of the business firm are also discussed.

**BA 642 Organizational Behavior**

**4 quarter units/40 clock hours**

**Prerequisite: None**

This course examines the contingency view for understanding the whys of behavior and the how's of increasing effectiveness. Students will be taught the conceptual skills involved in diagnosing the human problems in management, recognizing the situation and how it relates to the organization as a whole and to the external environment, understanding how an individual's actions and actions on the part of one organization are interdependent and impact on one another, and knowing how and when to use models for managing organizational problems.

**BA 647 Marketing Management and Strategies**

**4 quarter units/40 clock hours**

**Prerequisite: None**

The course is an introduction to the language and issues of marketing with an emphasis on learning to develop responsive marketing strategies that meet customer needs. The course focuses on basic marketing concepts, the role of marketing in the organization, and the role of marketing in society. Topics include market segmentation, product development, promotion, distribution, and pricing. Other topics, which will be incorporated into the course, are external environment (which will focus on integrative topics with marketing, such as economics, politics, government, and nature), marketing research, international/global marketing with relevance to cultural diversity, ethics, the impact of technology on marketing, and careers in marketing.

**BA 650 Managerial Communication Strategies**

**4 quarter units/40 clock hours**

**Prerequisite: None**

Organizational theory and the role communication plays in modern business, as well as, development of advanced written, oral and interpersonal communication are taught.

**BA 651 Global Marketing**

**4 quarter units/40 clock hours**

**Prerequisite: None**

This course provides an overview of various issues involved in global marketing. It introduces the analytical approach to strategic marketing problems facing a business competing in a global market. The course emphasizes key analytical and decision-making frameworks concerning the global marketing environment and their impact on a business' performance.



- BA 655 Strategic Human Resources**  
**4 quarter units/40 clock hours**  
**Prerequisite: BA642 or approval of instructor**  
Estimating demand and supply of labor, designing staffing systems for attaining strategic objectives and developing human resources are taught. Study of legal, global, and environmental issues and comparisons of staffing practices.
- BA 660 Executive Leadership**  
**4 quarter units/40 clock hours**  
**Prerequisite: BA642 or approval of instructor**  
Construction of an executive leadership style; developing emotional intelligence; examining executive leadership techniques; study traits of successful executive leadership patterns; and development of mission statements, corporate values, and department systems to effectively accomplish the goals for the company.
- BA 664 Business Law**  
**4 quarter units/40 clock hours**  
**Prerequisite: None**  
Examine the different rules and laws that govern different forms of business; analyze the legal requirements of the formation, operation, and financing of partnerships, corporations, and other business organizations. Differentiate between the various corporate structures and the legal responsibilities of each.
- BA 665 Financial Analysis and Management**  
**4 quarter units/40 clock hours**  
**Prerequisite: BA625 or approval of instructor**  
Introduction to and analysis of financial statements, cost behavior, use of relevant costs in decision making, fiscal budgeting, and divisional performance measurement; investment and financing decisions by corporations; and development of tools required to analyze flows of income and their interactions within the financial system.
- BA 668 Financial Risk Management**  
**4 quarter units/40 clock hours**  
**Prerequisite: BA665 or approval of instructor**  
Measurement and management of foreign exchange, interest rates, equity and commodity risks; Risk assessment models, implementation strategies, risk management, and capital allocation; The theoretical basis of insurance and self-insurance mechanisms. Using derivatives for risk management are taught
- BA 670 Financial Investment and Practice**  
**4 quarter units/40 clock hours**  
**Prerequisite: Approval of instructor**  
This course provides an overview of various issues in the field of Financial Investment. It provides an in-depth perspective to various investment techniques and practices.
- BA 672 International Financial Management**  
**4 quarter units/40 clock hours**  
**Prerequisite: BA665 and BA668, or approval of Instructor**  
Topics discussed include: international trade and balance of payments; international monetary agreements, currency arrangements, international short-term borrowing and investment; international taxation. Review of global financial challenges and opportunities facing U.S. firms including the problems of risk in foreign investments, currency value fluctuations and exchange rate variations are also discussed.

**BA 675 International Business and Decision Making**

**4 quarter units/40 clock hours**

**Prerequisite: BA642 and BA672 or approval of Instructor**

The nature, dimensions and motives of international business. Evolution of multinational corporations, management of organizations in the global environment and marketing, as well as, management implications of competition in the international arena are discussed. International business decision making with emphasis on business functions, practices, and law as they are influenced by cultural, political, economic, social and institutional factors in various parts of the world are also covered.

**BA 680 Operations Management**

**4 quarter units/40 clock hours**

**Prerequisite: None**

Instruction in decision-making techniques for operations management; management of the production of goods and services. Topics include resources allocation, facility location and design, operations scheduling, capacity planning, inventory management, and quality control. Quantitative techniques for establishing management decision criteria, constraints and alternatives are also discussed.

**BA 682 Management Information Systems**

**4 quarter units/40 clock hours**

**Prerequisite: None**

Information as an organizational resource, decision-making frameworks, transaction-processing systems, office automation, competitive information systems, accounting and financial applications, marketing applications, production applications, needs assessment, system design and implementation, organizational impacts, and social issues are discussed. A technology update is provided in hardware and software basics, database-management systems, and telecommunications.

**BA 685 Business Entrepreneurship and New Venture**

**4 quarter units/40 clock hours**

**Prerequisite: None**

The entrepreneurship philosophies, attitudes, and characteristics are discussed. Identifying and evaluating entrepreneurial opportunities; developing a new venture business plan and successfully managing the new venture are also covered. The course also covers creation and management of stand-alone ventures and of those developed within corporations. Students develop the creative thinking skills required to recognize business opportunities. Other skills discussed include team building, goal setting, leadership, and negotiation. Members of the class are asked to develop their own five-year business plan for a new enterprise.

**BA 703 Management of Innovation**

**4 quarter units/40 clock hours**

**Prerequisite: Approval of instructor**

The focus of this course is on analysis of the issues and options which must be faced in developing a new technological or service venture. Particular attention is directed to the identification of technology-based product and service venture opportunities, evaluation of technical feasibility and commercial potential, and planning for successful commercialization. The focus will be on specific types of innovation, the development of technologically innovative new products and services for new markets.

**BA 710 Business Cycles and Forecasting**

**4 quarter units/40 clock hours**

**Prerequisite: Approval of instructor**

This course examines the business cycle and techniques for forecasting fluctuations. The emphasis of the course is to gain hands-on exposure to specific business forecasting techniques and to learn to apply them to limit the range of uncertainty in management decision-making. Techniques for estimation of sales, investment, working capital, inventories and labor requirements; naïve forecasts, moving averages, and regression techniques are also discussed. Specific techniques covered included lead-lag, exponential smoothing, econometric and Arima (Box-Jenkins) time series analysis.

**BA 717 Research Methods in Business**

**4 quarter units/40 clock hours**

**Prerequisite: Approval of instructor**

This course investigates the techniques of the research process as applied to business. Experience is gained in defining research problems, designing a research project, and in collecting, analyzing, recording, and interpreting data. Also, an analysis of pertinent research literature in business and economics is conducted.

**BA 720 Business Plan**

**4 quarter units/40 clock hours**

**Prerequisite: Approval of instructor**

In this course students are taught the principles and techniques for developing a business plan.

**BA 730 Advanced E-Commerce**

**4 quarter units/40 clock hours**

**Prerequisite: Approval of instructor**

In this course, students will examine critical information technologies that provide a basis for electronic commerce, and their application to a variety of sectors and industries. It will begin with coverage of the tools, skills and business concepts that surround the emergence of electronic commerce and the consequences of applying these information technologies to different commercial processes from both an operational and strategic perspective. This course will also explore several of the problems surrounding electronic commerce such as security, privacy, content selection and rating, intellectual property rights, authentication, encryption, acceptable use policies, and legal liabilities.

**BA 740 Small Business Management**

**4 quarter units/40 clock hours**

**Prerequisite: Approval of instructor**

This course introduces students to the world of entrepreneurship and small business management. Major components include self-assessment of entrepreneurial capabilities and the completion of a comprehensive business plan that provides the student with a step-by-step process to actually create a business.

**TAX 102 Individual Tax**

**4 quarter units/40 clock hours**

**Prerequisite: Approval of instructor**

Using the Internal Revenue Code and the Federal Income Tax Regulations as a basis, substantive issues relating to individual taxation are covered. Areas included are general concepts of gross income, individual employee benefits and deductions, charitable deductions, alternative minimum tax, deductibility and classes of interest, office in home and vacation homes, and a general overview of the interrelationships of various statutory and non-statutory principles.

**TAX 103 Business Tax**

**4 quarter units/40 clock hours**

**Prerequisite: Approval of instructor**

The objective of this course is to teach students Federal tax responsibilities including: tax credits, audits, and other tax responsibilities

**TAX 104 Practice (Income, Sales, Payroll, Property Taxes)**

**4 quarter units/40 clock hours**

**Prerequisites: TAX 101, TAX 102, TAX 103**

In this course, students will learn about and discuss topics related to Income Tax, Sales Tax, Payroll and Property Tax.

*Concentration Courses*

**BA 625 Financial Accounting**

**4 quarter units/40 clock hours**

**Prerequisite: None**

This course will provide students an understanding of accounting procedures and the judgments underlying corporate financial statements, as well as, the ability to read and analyze these statements, make inferences about financial health, and other important attributes of various business entities are taught.

**BA 630 Managerial Accounting**

**4 quarter units/40 clock hours**

**Prerequisite: BA625 or approval of instructor**

This course provides instruction in accounting for management planning, control, and decision making. Instruction in cost-profit-volume relationships; cost and revenue information for routine and non-routine decisions; budgeting and profit planning. Discussions of standard costing, responsibility accounting, decentralization and transfer pricing in the context of management control of operations.

**BA 635 Statistics for Managerial Decision Making**

**4 quarter units/40 clock hours**

**Prerequisite: One course in statistics or approval of instructor**

This course covers the role played by applied statistics in business decision making. Topics include the analysis of data generation and evaluation techniques, including survey design, survey sampling and dirty data, the use of tables, charts and summary measures to demonstrate appropriate ways to use and display data as a manager are utilized and analysis of variance, regression, and correlation methods. Theory of decision making under conditions of uncertainty, general structure of decision problems including subjective probability, utility, experimentation, and decision analysis are also discussed.

**BA 640 Applied Managerial Economics**

**4 quarter units/40 clock hours**

**Prerequisite: None**

This course provides instruction in the application of microeconomic and macro-economic theories to managerial decisions and planning. Analysis of a firm's resources, product markets, production functions, cost and output decisions, pricing strategies under various market constraints, investment in fixed assets, risk and demand analysis and business forecasting. Analyzing solutions to operational problems of the business firm are also discussed.

- BA 642 Organizational Behavior**  
**4 quarter units/40 clock hours**  
**Prerequisite: None**  
This course examines the contingency view for understanding the whys of behavior and the how's of increasing effectiveness. Students will be taught the conceptual skills involved in diagnosing the human problems in management, recognizing the situation and how it relates to the organization as a whole and to the external environment, understanding how an individual's actions and actions on the part of one organization are interdependent and impact on one another, and knowing how and when to use models for managing organizational problems.
- BA 647 Marketing Management and Strategies**  
**4 quarter units/40 clock hours**  
**Prerequisite: None**  
The course is an introduction to the language and issues of marketing with an emphasis on learning to develop responsive marketing strategies that meet customer needs. The course focuses on basic marketing concepts, the role of marketing in the organization, and the role of marketing in society. Topics include market segmentation, product development, promotion, distribution, and pricing. Other topics, which will be incorporated into the course, are external environment (which will focus on integrative topics with marketing, such as economics, politics, government, and nature), marketing research, international/global marketing with relevance to cultural diversity, ethics, the impact of technology on marketing, and careers in marketing.
- BA 680 Operations Management**  
**4 quarter units/40 clock hours**  
**Prerequisite: None**  
Instruction in decision-making techniques for operations management and the management of the production of goods and services. Topics include resource allocation, facility location and design, operations scheduling, capacity planning, inventory management, and quality control. Quantitative techniques for establishing management decision criteria, constraints and alternatives are also discussed.
- BA 682 Management Information Systems**  
**4 quarter units/40 clock hours**  
**Prerequisite: None**  
Information as an organizational resource, decision-making frameworks, transaction-processing systems, office automation, competitive information systems, accounting and financial applications, marketing applications, production applications, needs assessment, system design and implementation, organizational impacts, and social issues are discussed. A technology update is provided in hardware and software basics, database management systems and tele-communications.
- MIS 710 Software Concepts**  
**4 quarter units/40 clock hours**  
**Prerequisite: None**  
**The MIS Software Concepts class has been established to provide students with knowledge and exposure to software development metrics and project management concepts.**
- MIS 715 Information Systems Planning and Strategies**  
**4 quarter units/40 clock hours**  
**Prerequisite: None**  
The student will learn in detail about planning and management of information systems and their function in business organizations.

**MIS 716 Information Systems Project Management**

**4 quarter units/40 clock hours**

**Prerequisite: None**

Project management terms, concepts, techniques, and tools are explored. Integration, scope, time, cost, quality, human resources, communication, risk, and procurement management are the topics which are reviewed.

**MIS 720 Data Communications and Networking**

**4 quarter units/40 clock hours**

**Prerequisite: None**

In this course the students will gain a practical understanding of relevant terminology, concepts, and other information in data communications. By the end of the course, students will be able to make intelligent decisions about the appropriate design, purchase, integration, and use of data communications equipment and systems.

**MIS 722 Analysis Modeling and Design**

**4 quarter units/40 clock hours**

**Prerequisite: None**

This course's concentration is systems analysis and design. Emphasis on the concept that data modeling provides a language, and that iterative design provides a process, with which designers and users can articulate the functionality of a computer system.

**MIS 724 Web Development and Electronic Commerce**

**4 quarter units/40 clock hours**

**Prerequisite: None**

In this course the students will learn about various web development tools. They will also familiarize themselves with e commerce concepts and later go on to study e commerce software.

**MIS 726 Data Management**

**4 quarter units/40 clock hours**

**Prerequisite: None**

In this course students will be introduced to the concept of Data Management. They will learn various practices for implementing Data Management, as well as, creating Data Management Models

**MIS 730 Web Technologies and Innovation**

**4 quarter units/40 clock hours**

**Prerequisite: None**

In this course students will familiarize themselves with current web technologies and also learn about the innovations taking place in the field of web development and management.

**MIS 740 Control and Auditing Systems**

**4 quarter units/40 clock hours**

**Prerequisite: None**

In this course students will familiarize themselves with accounting and technology required to properly inform and execute management decisions in areas such as IT Assurance, Information Security, IT Governance, and IT Risk Management.

**MIS 750 Research Seminar in Information Systems (Thesis)**

**4 quarter units/40 clock hours**

**Prerequisite: None**

This course is designed to enable qualified students to pursue advanced research in special areas of interest and competency with opportunities for independent study, field research, or other special assignments. This course requires the approval of a sponsoring professor and a department chair, as well as, a written proposal approved before registration. Study is under faculty supervision and graded on either a Pass/Fail or letter grade basis.

## **Doctor of Business Administration Program**

### **68 Quarter Units**

The Doctor of Business Administration (DBA) program emphasizes discovery of new knowledge that can be applied to enhance successful management of continuous changes in business firms, government organizations and other non-profit organizations. It prepares forward looking business leaders to take front line positions in an increasingly dynamic and complex world of Business. The doctoral program prepares students for advanced positions in management or consulting, or entry into teaching and research.

### **General Requirements**

Maintain a minimum GPA of 3.0 in all coursework. Students failing to maintain a cumulative grade point average of 3.0 at the end of any quarter will be placed on academic probation and must correct the deficiency by the following quarter or be subject to academic dismissal from the doctoral program.

### **Doctoral Degree Requirements**

The Doctor of Business Administration programs are designed to provide a multidisciplinary and global perspective for managers, as well as, emphasizing the use of both practical and theoretical abilities. The programs encourage the assimilation of ideas from business administration, the humanities and the behavioral sciences.

The curriculum for the doctoral degree in business consists of the following:

- Core courses
- Concentration courses
- Doctoral electives
- Doctoral research courses
- Dissertation courses

As in the Master's program, a student will have to complete appropriate prerequisite (survey) courses if a student's previous academic preparation is deemed to be lacking.

### **Program Completion**

The DBA program must be completed within 4 years from the time the student commenced the first course, as a regular student. This time limit, at the option of the university, may be extended due to special extenuating circumstances.

### **Program Outcome**

Upon successful completion of the program, graduates will be able to:

1. Prepare highly experienced professionals for teaching and research positions or for advanced research positions in consulting, government or industry.
2. Apply knowledge related to fundamental business processes to make effective business decisions in a global context.
3. Integrate business knowledge to take well-reasoned action in diverse situations.
4. Innovate to address business issues and opportunities in dynamic environments.
5. Demonstrate the leadership necessary to accomplish business goals and maximize organizational performance.

Evaluate the ethical and social implications of business decisions in a global context.

### **Notice to Prospective Degree Program Students**

This institution is approved by the Bureau of Private Postsecondary Education to offer degree programs. To continue to offer this degree program, this institution must meet the following requirements:

1. Become institutionally accredited by an accrediting agency recognized by the United States Department of Education, with the scope of the accreditation covering at least one degree program.
2. Achieve accreditation candidacy or pre-accreditation, as defined in regulations, by July 1, 2017, and full accreditation by July 1, 2020.

If this institution stops pursuing accreditation it must:

- Stop all enrollment in its degree programs, and
- Provide a teach-out to finish the educational program or provide a refund.

An institution that fails to comply with accreditation requirements by the required dates shall have its approval to offer degree programs automatically suspended.

### **Prerequisites for the Doctoral Degree**

A student's academic transcripts will be evaluated and, if any prerequisites are lacking, appropriate foundation courses must be taken. All foundation courses are 4 units each.

#### **Foundation Courses**

<b>Course No.</b>	<b>Course Title</b>	<b>Units/Hours</b>
BA 630	Managerial Accounting	4 /40
BA 647	Marketing Management	4 /40
BA 641	Managerial Economics	4 /40
BA 687	International Comparative Management	4 /40

#### ***Concentration in International Marketing Management***

##### **Core Courses**

**20 quarter units required**

*Select 20 quarter units of courses from the following Core Courses:*

<b>Course No.</b>	<b>Course Title</b>	<b>Units/Hours</b>
MGT 900	Corporate Social Responsibility	4 /40
MGT 910	Strategic Management	4 /40
MGT 920	Multi-national Marketing	4 /40
MGT 930	E-Commerce & Business	4 /40
MGT 940	Executive Leadership	4 /40

##### **Concentration Courses**

**28 quarter units required**

*Select 28 quarter units of courses from the following Concentration Courses:*

<b>Course No.</b>	<b>Course Title</b>	<b>Units/Hours</b>
LAW 900	Legal Environment of International Business	4 /40
MKT 900	Global Marketing Strategy	4 /40
MKT 910	Social Media Marketing	4 /40
MKT 920	Research in International Marketing I	4 /40
MKT 930	Research in International Marketing II	4 /40
MKT 940	Seminar in International Marketing I	4 /40
MKT 950	Seminar in International Marketing II	4 /40



**Doctoral Elective Courses**  
**8 quarter units required**

*Select 8 quarter units of courses from the following Elective Courses:*

<b>Course No.</b>	<b>Course Title</b>	<b>Units/Hours</b>
BUS 800	Global Management Models	4 /40
BUS 810	Marketing Organization and Control	4 /40
BUS 820	Marketing and Innovation	4 /40
BUS 830	Leadership in Global Multicultural Organizations	4 /40
BUS840	Theory and Research in Consumer Branding	4 /40

**Doctoral Research Courses**  
**12 quarter units required**

*Select 12 quarter units of courses from the following Research Courses:*

<b>Course No.</b>	<b>Course Title</b>	<b>Units/Hours</b>
BUS 900	Dissertation Process I	4 /40
BUS 910	Dissertation Process II	4 /40
BUS 920	Dissertation Process III	4 /40

**Dissertation Extension**

The DBA candidates are expected to complete, defend and file their dissertations in the Office of Administration during their final quarter. If the dissertation is not filed in the Office of Administration after the completion of the final quarter, the student is required to register in BUS 990 until the dissertation is filed in the library.

<b>Course No.</b>	<b>Course Title</b>	<b>Units/Hours</b>
BUS 990	Dissertation Extension	5 /50

**Course Descriptions for Doctor of Business Administration**

- BA 630 Managerial Accounting**  
**4 quarter units/40 clock hours**  
**Prerequisite: BA625 or approval of instructor**  
Instruction in accounting for management planning, control, and decision making. Instruction in cost-profit-volume relationships; cost and revenue information for routine and non-routine decisions; budgeting and profit planning. Discussions of standard costing, responsibility accounting, decentralization and transfer pricing in the context of management control of operations.
- BA 641 Managerial Economics**  
**4 quarter units/40 clock hours**  
**Prerequisite: Approval of instructor**  
This course covers the essential principles and tools of Managerial Economics, the application of microeconomics to management decisions. Students who master this material will be better prepared for leadership positions in business, not-for-profit, and government entities.
- BA 647 Marketing Management and Strategies**  
**4 quarter units/40 clock hours**  
**Prerequisite: Approval of instructor**  
The course is an introduction to the language and issues of marketing with an emphasis on learning to develop responsive marketing strategies that meet customer needs. The course focuses on basic marketing concepts, the role of marketing in the organization, and the role of marketing in society. Topics include market segmentation, product development, promotion, distribution, and pricing. Other topics, which will be incorporated into the course, are external environment (which will focus on integrative topics with marketing, such as economics, politics, government, and nature), marketing research, international/global marketing with relevance to cultural diversity, ethics, the impact of technology on marketing, and careers in marketing.

**BA 687 International Comparative Management****4 quarter units/40 clock hours****Prerequisite: Approval of instructor**

This course provides a comprehensive foundation for understanding, managing, and successfully interacting in today's complex, multinational and multicultural organizations. Students will gain an understanding of the key issues and challenges facing multinational enterprises in the management of their cross-border operations, particularly those of an intercultural nature, insights into the historical, institutional, and cultural factors influencing management practices around the globe, and an enhanced ability to work effectively with people from various cultures. The course provides in-depth country comparisons and offers skills for successfully working overseas.

*Core courses***MGT 900 Corporate Social Responsibility****4 quarter units/40 clock hours****Prerequisite: Approval of Instructor**

This course introduces students to the concept of corporate social responsibility, which involves an examination of whether organizations should expand their focus from serving stockholders to also considering the impact of the firm's activities on diverse stakeholders. Practicing corporate social responsibility requires that a corporation meld business goals with societal expectations. To do so means addressing complex questions such as: What obligations do businesses have to the societies in which they operate? Can the interests of corporations and their outside stakeholders be aligned, or are they in inherent conflict? This course examines these and other questions without prescribing simple solutions.

**MGT 910 Strategic Management****4 quarter units/40 clock hours****Prerequisite: Approval of Instructor**

The course emphasizes a strategic inquiry of the driving forces of competitive markets, the importance of history, the complexity of resource allocation under uncertainty, and the need to develop firm-specific capabilities that are flexible and responsive to changing situations. Attention will also be paid to the construction of criteria for firm success that reflect the complex interactions of ethical, societal, legal, and economic demands.

**MGT 920 Multi National Marketing****4 quarter units/40 clock hours****Prerequisite: Approval of Instructor**

This course is designed to give the student an appreciation of the international marketplace, the global consumer culture, the increased range of choices in multinational strategy, and the difficulty of organizing a worldwide business. This class will help the students develop a better understanding of how international environments influence marketing practice worldwide. Various marketing decisions made by global firms will be discussed.

**MGT 930 E-commerce and Business****4 quarter units/40 clock hours****Prerequisite: Approval of Instructor**

This course exposes students to the realities and implications of e-commerce from a business perspective. Business-to-consumer (B2C) and business-to-business (B2B) e-commerce markets are examined. The course introduces students to a wide range of electronic commerce issues.

**MGT 940 Executive Leadership****4 quarter units/40 clock hours****Prerequisite: Approval of Instructor**

In this course students will gain a greater understanding of their own leadership skills, as well as, strategic vision necessary to guide an organization through continual change.

## *Concentration Courses*

### **LAW 900 Legal Environment of International Business**

**4 quarter units/40 clock hours**

**Prerequisite: Approval of Instructor**

This course focuses on the legal aspects of international business activities. Topics include: international trade practices and government regulations; legal aspects of international joint ventures, mergers, and acquisitions; and the legal component of intellectual property rights and their relation to trade disputes.

### **MKT 900 Global Marketing Strategy**

**4 quarter units/40 clock hours**

**Prerequisite: Approval of Instructor**

This course provides an overview of various issues involved in global marketing. It introduces a analytical approach to strategic marketing problems facing a business competing in the global market. The course emphasizes key analytical and decision-making frameworks concerning the global marketing environment and the marketing mix and their impact on a business' performance.

### **MKT 910 Social Media Marketing**

**4 quarter units/40 clock hours**

**Prerequisite: Approval of Instructor**

This course immerses students in the marketing application of social media and other newly emerging media channels. The course covers the planning and integration of social media into marketing plans. Students will learn to set objectives, develop social marketing plans, integrate social media into overall marketing and communication plans, measure program results, utilize new media technologies and about the macro-environmental issues affecting social media. The class includes hands-on development of social media tactics and channels. This may require students to set up individual social media accounts.

### **MKT 920 Research in International Marketing I**

**4 quarter units/40 clock hours**

**Prerequisite: Approval of Instructor**

This course will acquaint the student with the fundamentals of market research. As most students will become users of market research rather than specialists in research, the course will emphasize research as an aid to management decision-making. In addition, this course will foster an ability to develop, execute and interpret market research with emphasis on the development, use, and interpretation of a questionnaire. The course will be project based.

### **MKT930 Research in International Marketing II**

**4 quarter units/40 clock hours**

**Prerequisite: Approval of Instructor**

This course is a continuation of Research in International Marketing I. In this course students will delve further into the fundamentals of market research. As most students will become users of market research rather than specialists in research, the course will further emphasize research as an aid to management decision-making. In addition, this course will foster an ability to develop, execute and interpret market research, in particular, the development, use, and interpretation of a questionnaire. The course will be project based.

### **MKT940 Seminar in International Marketing I**

**4 quarter units/40 clock hours**

**Prerequisite: Approval of Instructor**

This course is designed to develop an understanding of the problems and opportunities present in the international business environment and the challenges involved in the development and implementation of the international corporate/marketing strategy. It includes an analysis of the environment of intl. markets, theories and models, market research methodology, and market mix.

**MKT950 Seminar in International Marketing II****4 quarter units/40 clock hours****Prerequisite: Approval of Instructor**

This course is a continuation of Seminar in International Marketing I. In this course the students will advance their understanding of the problems and opportunities present in the international business environment and the challenges involved in the development and implementation of the international corporate marketing strategy. It includes an analysis of the environment of international markets, theories and models, market research methodology, and the market mix.

*Doctoral Elective Courses***BUS 800 Global Management Models****4 quarter units/40 clock hours****Prerequisite: Approval of Instructor**

This course provides students with a general overview of international management, including the integration of corporate culture. Specific applications to trade agreements and research areas in business strategies are also explored.

**BUS 810 Marketing Organization and Control****4 quarter units/40 clock hours****Prerequisite: Approval of Instructor**

This course examines the challenges of aligning and/or transforming a product-centric organization into a customer-centric organization. Major company and marketing issues discussed are: reassessment of the company and marketing vision-strategy-operations; utilization of company and marketing resources; direct & indirect effects on in-house and customer driven technology, communications networks, information management; organizational behavior-changes necessary to convert employees to a new line of thinking; changes in revenues-profits-earnings; and, customer services. The goal of the course is to provide a structure on how to align and/or transform company and marketing operations to maximize customer value.

**BUS 820 Marketing and Innovation****4 quarter units/40 clock hours****Prerequisite: Approval of Instructor**

This course focuses on the processes involved in marketing innovative products in current and new markets. Focus will be on taking a product from idea to development to actual launch, including: identifying potential/new markets, appreciation for the innovative product planning phase; understanding the customer's potential needs-wants-behaviors; pre-product introduction through diffusion; writing the potential/new market strategic plan; management processes and resources required for marketing innovative products; and the management processes necessary for the re-innovation or sustaining the marketability of the innovative product.

**BUS 830 Leadership in Global Multicultural Organizations****4 quarter units/40 clock hours****Prerequisite: Approval of Instructor**

This advanced course reviews and provides research opportunities on leadership issues in global, international, and multicultural organizations. Culturally sensitive leadership skills, styles, practices, models, trends, theories, and concepts are examined. Attention is given to international ethical, diversity, and conflict management research and practices. The course includes theoretical orientation and theory to practice experiences using case studies, demonstrations, and simulations. The course provides an in-depth review and analysis of the latest theories and research on leadership in global and multicultural organizations. Written projects will focus on critical thinking, problem solving, decision making and information literacy. Attention is given to team leadership, team collaboration skills within a culturally diverse world.

**BUS 840 Theory and Research in Consumer Branding****4 quarter units/40 clock hours****Prerequisite: Approval of Instructor**

Consumer branding is the focal point of all businesses, domestic and global. Challenges in developing effective consumer brands must be integrated with the company's short and long-term strategic and operational plans. One of the major goals is to identify branding issues in depth, experienced by marketing firms. Topics included are challenges and changes in marketing branding strategies that worked yesterday but likely will not fit tomorrow's customer, managing the distribution channel to build brand equity, developing effective communication strategies in a digital environment, establishing effective global brands by region, issues-attributes-challenges in building domestic and customer relationships.

*Doctoral Research Courses***BUS900 Dissertation Process I****4 quarter units/40 clock hours****Prerequisite: Approval of Instructor**

Students are required to enroll for dissertation each quarter from the beginning of the dissertation until passing the final defense. At the end of each quarter, the dissertation chair issues a grade of "PR" (Progressing) indicating that the student is progressing toward completion of the dissertation, or a grade of "NC" (No Credit) indicating that the student should receive no credit for dissertation that quarter.

**BUS910 Dissertation Process II****4 quarter units/40 clock hours****Prerequisite: Approval of Instructor**

Students are required to enroll for dissertation each quarter from the beginning of the dissertation until passing the final defense. At the end of each quarter, the dissertation chair issues a grade of "PR" (Progressing) indicating that the student is progressing toward completion of the dissertation, or a grade of "NC" (No Credit) indicating that the student should receive no credit for dissertation that quarter.

**BUS920 Dissertation Process III****4 quarter units/40 clock hours****Prerequisite: Approval of Instructor**

Students are required to enroll for dissertation each quarter from the beginning of the dissertation until passing the final defense. At the end of each quarter, the dissertation chair issues a grade of "PR" (Progressing) indicating that the student is progressing toward completion of the dissertation, or a grade of "NC" (No Credit) indicating that the student should receive no credit for dissertation that quarter.

**BUS990 Dissertation Extension****5 quarter units/50 clock hours****Prerequisite: Approval of Instructor**

A student may apply for dissertation extension if he/she requires more time to complete his/her thesis.

# School of Languages

## Introduction

The University of South Los Angeles' School of Languages expands the educational efforts of the university and equips students with the knowledge, skills, and ideas for living and working successfully in an international world of rapid social and technical change.

The transmission of knowledge in English is central to preparing students with the attitudes and habits of lifelong learning and leadership skills, enabling them to be a useful member of the global society.

The School of Languages intends to judge itself by the most demanding standards to attract people of great ability from all backgrounds and provide the infrastructure to support teaching, scholarship, and service for present and future generations.



## ESL Certificate Programs

### Overview

The University of South Los Angeles ESL certificate programs range from the 100 through 300 levels. These ESL programs are components of the School of Languages and are designed to provide for the academic needs of the ESL students. The University of South Los Angeles ESL programs lay a foundation for later study and help prepare students to enter and succeed in their various fields of study. Classes focus on the academic English skills students need to be successful at the university level. Special emphasis is given to advanced listening, speaking and reading skills, as well as, complex English grammatical forms and structures, and academic composition.

Students who complete the ESL 300 program or receive a qualifying score in the ESL placement examination may enroll in the University of South Los Angeles TOEFL preparation program which prepares students to take the TOEFL exam. Passing the TOEFL examination is essential to the continued success of foreign students. This program reviews acquisition skills learned in previous ESL programs and provides students the preparatory information for taking the examination. The University of South Los Angeles TOEFL preparation program is designed to help students effectively and successfully pass the TOEFL examination.

Furthermore, students who complete the ESL 300 program or receive a qualifying score in the ESL placement examination may opt to enroll in the University of South Los Angeles Business English certificate program. This program allows students to learn business vocabulary, composition, listening, and speaking skills. In addition to language skills, this program covers basic business courses and GMAT preparation. This program prepares students to later enroll in other business programs. Since English is the universal language in the business world, the Business English program also helps build student confidence in their careers and gives them an advantage in the global job market.

### ESL 100

#### **32 quarter units**

#### *Certificate Requirements*

- Successfully complete 32 quarter units of ESL100 coursework with a minimum cumulative grade point average of 2.0 on a 4.0 scale:
- Successfully complete the certificate requirements within the time limit.

#### *Program Completion*

The ESL100 program must be completed within 4 consecutive academic quarters from the time the student commenced the first course, as a regular student, which applies to the certificate requirements. This time limit, at the option of the university, may be extended due to special extenuating circumstances.

#### *ESL 100 Courses*

#### **32 quarter units required**

*Complete all of the following courses:*

<b>Course No.</b>	<b>Course Title</b>	<b>Units/Hours</b>
ESL 10	Beginning Grammar I	4/40
ESL 11	Beginning Grammar II	4/40
ESL 13	Beginning Writing I	4/40
ESL 14	Beginning Writing II	4/40
ESL 16	Beginning Reading I	4/40
ESL 17	Beginning Reading II	4/40
ESL 18	Beginning Oral Communication I	4/40
ESL 19	Beginning Oral Communication II	4/40

## ESL 200

**32 quarter units**

### *Certificate Requirements*

- Successfully complete 32 quarter units of ESL200 coursework with a minimum cumulative grade point average of 2.0 on a 4.0 scale:
- Successfully complete the certificate requirements within the time limit.

### *Program Completion*

The ESL 200 program must be completed within 4 consecutive academic quarters from the time the student commenced the first course, as a regular student, which applies to the certificate requirements. This time limit, at the option of the university, may be extended due to special extenuating circumstances.

### *ESL 200 Courses*

**32 quarter units required**

*Complete all of the following courses:*

<b>Course No.</b>	<b>Course Title</b>	<b>Units/Hours</b>
ESL 20	Intermediate Grammar I	4/40
ESL 21	Intermediate Grammar II	4/40
ESL 23	Intermediate Writing I	4/40
ESL 24	Intermediate Writing II	4/40
ESL 26	Intermediate Reading I	4/40
ESL 27	Intermediate Reading II	4/40
ESL 28	Intermediate Oral Communication I	4/40
ESL 29	Intermediate Oral Communication II	4/40

## ESL 300

**32 quarter units**

### *Certificate Requirements*

- Successfully complete 32 quarter units of ESL300 coursework with a minimum cumulative grade point average of 2.0 on a 4.0 scale:
- Successfully complete the certificate requirements within the time limit.

### *Program Completion*

The ESL300 program must be completed within 3 consecutive academic quarters from the time the student commenced the first course, as a regular student, which applies to the certificate requirements. This time limit, at the option of the university, may be extended due to special extenuating circumstances.

### *ESL 300 Courses*

**32 quarter units required**

*Complete all of the following courses:*

<b>Course No.</b>	<b>Course Title</b>	<b>Units/Hours</b>
ESL 30	Advanced Reading and Composition I	4/40
ESL 31	Advanced Reading and Composition II	4/40
ESL 32	Advanced Reading and Composition III	4/40
ESL 33	Advanced Reading and Composition IV	4/40
ESL 34	Advanced Oral Communication I	4/40
ESL 35	Advanced Oral Communication II	4/40
ESL 36	Advanced Oral Communication III	4/40
ESL 37	Advanced Oral Communication IV	4/40



## Course Descriptions

- ESL 10 Beginning Grammar I**  
**4 quarter units/40 clock hours**  
**Prerequisite: None**  
This course is designed to enable students to use linguistic forms accurately, meaningfully, and appropriately in both oral and written expression. This course will include grammar terminology, sentence grammar appropriate to this level, and new vocabulary.
- ESL 11 Beginning Grammar II**  
**4 quarter units/40 clock hours**  
**Prerequisite: ESL10 or approval of instructor**  
This course is the second level of the beginning grammar course designed to enable students to read and use linguistic forms accurately. Emphasis will be given on written academic language. Students will learn verb tenses, focusing on the present, past, and future of the simple and the progressive verb tenses. The students will continue to learn grammar terminology and develop new vocabulary.
- ESL 13 Beginning Writing I**  
**4 quarter units/40 clock hours**  
**Prerequisite: None**  
This course is designed to enable students to use linguistic forms accurately, meaningfully, and appropriately in written expression. Students will develop academic writing skills, especially writing simple and compound sentences and short paragraphs. Students will also develop cultural understanding, vocabulary, and fluency through a variety of writing tasks.
- ESL 14 Beginning Writing II**  
**4 quarter units/40 clock hours**  
**Prerequisite: ESL13 or approval of instructor**  
This course is the second level in beginning academic writing. Students will further develop academic writing skills, especially writing simple, compound and complex sentences, developing support for main ideas and organizing that support effectively. The students will further develop cultural understanding, vocabulary, and fluency through a variety of writing tasks.
- ESL 16 Beginning Reading I**  
**4 quarter units/40 clock hours**  
**Prerequisite: None**  
This is the first level of the reading course and is designed to enable students to read and use linguistic forms accurately and meaningfully. Students will develop strategies for reading comprehension and flexibility, interactive reading, and vocabulary.
- ESL 17 Beginning Reading II**  
**4 quarter units/40 clock hours**  
**Prerequisite: ESL16 or approval of instructor**  
This is the second level for the beginning reading course. This course focuses on developing strategies for reading comprehension and flexibility, including skimming, scanning, identifying main ideas and support. Students will engage in interactive reading and vocabulary development activities.
- ESL 18 Beginning Oral Communication I**  
**4 quarter units/40 clock hours**  
**Pre-requisite: None**  
This is the first level for the beginning oral communication course. This course is designed to enable students to use linguist forms accurately, meaningfully, and appropriately, emphasizing the following conversational skills: listening and talking in small groups, and understanding new grammar structures, learning new words and expressions, and understanding and using idiomatic expressions.

- ESL 19 Beginning Oral Communication II**  
**4 quarter units/40 clock hours**  
**Pre-requisite: ESL18 or approval of instructor**  
This is the second part of the beginning oral communication course. This course is designed to enable students to develop the following conversational skills: listening and talking in small groups, understanding new grammar structures, learning new words and expressions, understanding idiomatic expressions, and note taking.
- ESL 20 Intermediate Grammar I**  
**4 quarter units/40 clock hours**  
**Prerequisite: None**  
This is the first part of the intermediate grammar course. This course will help students develop grammatical competence which forms the foundation for academic reading and writing skills. Students will learn a variety of complex grammatical structures, including subordinating clauses and phrases, and learn more complex verb sentences.
- ESL 21 Intermediate Grammar II**  
**4 quarter units/40 clock hours**  
**Prerequisite: ESL20 or approval of instructor**  
This is the second part of the intermediate grammar course. This course focuses on sentence level grammar, as well as, on extended passages, such as paragraphs and essays. Students will develop complex academic grammar, especially verb tenses, verb forms, passive voice and subordination.
- ESL 23 Intermediate Writing I**  
**4 quarter units/40 clock hours**  
**Prerequisite: None**  
This is the first part of the intermediate academic writing course in preparation for academic and professional writing. Included in this course are the following: writing sentences, paragraphs and short essays, development of cultural understanding, vocabulary, and fluency through a variety of reading and writing tasks.
- ESL 24 Intermediate Writing II**  
**4 quarter units/40 clock hours**  
**Prerequisite: ESL23 or approval of instructor**  
This is the second part of the intermediate academic writing course. Students will develop their academic writing skills of organization and content development, as well as, editing skills. Focus is on writing paragraphs and short essays, development of academic cultural knowledge, academic vocabulary, and fluency through a variety of reading and writing tasks.
- ESL 26 Intermediate Reading I**  
**4 quarter units/40 clock hours**  
**Prerequisite: None**  
This is the first part of the intermediate reading course for academic purposes that focus on improving strategies for reading comprehension and analysis, flexibility, interactive reading, and vocabulary development. Activities included are reading, as well as, responding to the author's ideas. Both fiction and non-fiction are included.
- ESL 27 Intermediate Reading II**  
**4 quarter units/40 clock hours**  
**Prerequisite: ESL26 or approval of instructor**  
This is the second part of the intermediate reading course. The purpose of this course focuses on improving strategies for reading comprehension, critical thinking, flexibility, interactive reading, and vocabulary development. This will include activities such as reading and responding to the author's ideas.

- ESL 28 Intermediate Oral Communication I**  
**4 quarter units/40 clock hours**  
**Pre-requisite: None**  
This course is the intermediate oral communication course. This course is designed to enable students to use linguist forms accurately, meaningfully, and appropriately, emphasizing the following conversational skills; listening and talking in small groups, and understanding new grammar structures; learning new words and expressions and understanding and using idiomatic expressions.
- ESL 29 Intermediate Oral Communication II**  
**4 quarter units/40 clock hours**  
**Pre-requisite: ESL28 or approval of instructor**  
This course is the second part of the intermediate oral communication course. This course is designed to enable students to develop the following conversational skills: listening and talking in small groups, understanding new grammar structures, learning new words and expressions, understanding idiomatic expressions, and note taking.
- ESL 30 Advanced Reading and Composition I**  
**4 quarter units/40 clock hours**  
**Prerequisite: None**  
Focus is on verb tense in discourse, relative clauses, modal perfect verbs, hypothetical statements, subjunctive verb clauses and other complex grammar issues.
- ESL 31 Advanced Reading and Composition II**  
**4 quarter units/40 clock hours**  
**Prerequisite: ESL30 or approval of instructor**  
During this course the student will write a variety of essays. They will further develop critical thinking skills, critical reading skills, and academic vocabulary and research skills.
- ESL 32 Advanced Reading and Composition III**  
**4 quarter units/40 clock hours**  
**Pre-requisite: ESL31 or approval of instructor**  
During this course the students will write longer essays employing several rhetorical modes. Students will further develop critical thinking skills, critical reading skills, academic research skills, and academic vocabulary.
- ESL 33 Advanced Reading and Composition IV**  
**4 quarter units/40 clock hours**  
**Pre-requisite: ESL32 or approval of instructor**  
This course will further emphasize critical reading and essay writing, with each student writing essays and an extended research paper, as well as, engaging students in the reading, thinking and writing processes central to academic research.
- ESL 34 Advanced Oral Communication I**  
**4 quarter units/40 clock hours**  
**Pre-requisite: None**  
This course is the advanced oral communication course. This course is designed to enable students to use linguist forms accurately, meaningfully, and appropriately, emphasizing the following conversational skills: listening and talking in small groups, understanding new grammar structures, learning new words and expressions, and understanding and using idiomatic expressions.
- ESL 35 Advanced Oral Communication II**  
**4 quarter units/40 clock hours**  
**Pre-requisite: ESL34 or approval of instructor**  
This course is the second part of the advanced oral communication course. This course is designed to

enable students to develop the following conversational skills: listening and talking in small groups, understanding new grammar structures, learning new words and expressions, understanding idiomatic expressions, and note taking.

**ESL 36    Advanced Oral Communication III**

**4 quarter units/40 clock hours**

**Pre-requisite: ESL35 or approval of instructor**

This course is the third part of the advanced oral communication course. This course is designed to enable students to continue developing the following conversational skills: expanded listening and talking in small groups, understanding American vernacular, understanding everyday and idiomatic expressions, as well as academic setting simulation.

**ESL 37    Advanced Oral Communication IV**

**4 quarter units/40 clock hours**

**Pre-requisite: ESL36 or approval of instructor**

This course is the fourth part of the advanced oral communication course. This course is designed to enable students to develop the following conversational skills: carrying on everyday conversations, communication in the educational setting, and expanding American vocabulary.

## TOEFL Preparation

16 quarter units

### Certificate Requirements

- Successfully complete 16 quarter units of TOEFL Preparation coursework with a minimum cumulative grade point average of 2.0 on a 4.0 scale:
- Successfully complete the certificate requirements within the time limit.

### Program Completion

The TOEFL program must be completed within 2 consecutive academic quarters from the time the student commenced the first course, as a regular student. This time limit, at the option of the university, may be extended due to special extenuating circumstances.

### TOEFL Preparation Courses

16 quarter units required

*Complete all of the following courses:*

<b>Course No.</b>	<b>Course Title</b>	<b>Units/Hours</b>
TFL 81	Listening Practice	4/40
TFL 82	Topics in TOEFL and Reading Strategies	4/40
TFL 84	Writing for the TOEFL test	4/40
TFL 85	Grammar Review and Practice	4/40

### Course Descriptions

#### **TFL 81 Listening Practice**

**4 quarter units/40 clock hours**

**Prerequisite: ESL34 or approval of instructor**

This course includes the skills needed to understand and accurately respond to the listening tests within the requirement test. Also included will be grammatical structures. Students will build basic grammar and listening skills.

#### **TFL 82 Topics in TOEFL and Reading Strategies**

**4 quarter units/40 clock hours**

**Prerequisite: TFL81 or approval of instructor**

In preparation for the reading section of the test, students will acquire skills which will be essential for the rapid comprehension of the TOEFL test materials. Students will enhance reading skills through articles and vocabulary exercises.

#### **TFL 84 Writing for the TOEFL test**

**4 quarter units/40 clock hours**

**Prerequisite: TFL82 or approval of instructor**

This course covers advanced writing skills and focuses on expressing complex ideas. Students will be guided through the process of developing skills for writing the type of essay that the TOEFL test requires.

#### **TFL 85 Grammar Review and Practice**

**4 quarter units/40 clock hours**

**Prerequisite: TFL84 or approval of instructor**

This course reviews editing and error correction with the use of appropriate grammar. Students will also enhance their English vocabulary and writing skills.

## **Business English**

**36 quarter units**

### **Certificate Requirements**

- Successfully complete 36 quarter units of Business English coursework with a minimum cumulative grade point average of 2.0 on a 4.0 scale:
- Successfully complete the certificate requirements within the time limit.

### **Program Completion**

The Business English program must be completed within 4 consecutive academic quarters from the time the student commenced the first course, as a regular student, which applies to the certificate requirements. This time limit, at the option of the university, may be extended due to special extenuating circumstances.

### **Business English Courses**

**36 quarter units required**

*Complete all of the following courses:*

<b>Course No.</b>	<b>Course Title</b>	<b>Units/Hours</b>
BE91	Business Vocabulary and Idioms	4/40
BE92	Business Communications	4/40
BE93	Principles of Economics	4/40
BE94	Marketing	4/40
BE95	Case Analysis	4/40
BE96	Financial and Managerial Accounting Principles	4/40
BE97	Principles of Management	4/40
BE98	Business Planning and Implementation	4/40
BE99	GMAT Preparation	4/40

### **Course Descriptions**

#### **BE 91 Business Vocabulary and Idioms**

**4 quarter units/40 clock hours**

**Prerequisite: ESL34 or approval of instructor**

This course has been designed to provide a foundation for more in-depth and advanced business reading. During this course, students will improve their knowledge of business vocabulary and idioms through weekly business reading assignments including management, marketing, advertising, and the stock market.

#### **BE 92 Business Communications**

**4 quarter units/40 clock hours**

**Prerequisite: BE91 or approval of instructor**

This course develops practical writing skills in English to help students communicate effectively in today's global economy. It focuses on writing business letters, e-mail, faxes, and memos. Also it will cover basic academic paragraph structure. Students will be able to send and respond to correspondence appropriately, using common business expressions.

#### **BE 93 Principles of Economics**

**4 quarter units/40 clock hours**

**Prerequisite: BE93 or approval of instructor**

This is an introduction to the history of economic cycles and the economic control systems of the United States of America. This course familiarizes students with the concepts and terminology used in macro-economic courses offered at U.S. graduate schools.

- BE 94     Marketing**  
**4 quarter units/40 clock hours**  
**Prerequisite: BE93 or approval of instructor**  
This is an introduction to United States marketing practices. The course focuses on the basic marketing principles of product, price, promotion, and distribution, as well as, the importance of identifying and satisfying customer needs.
- BE 95     Case Analysis**  
**4 quarter units/40 clock hours**  
**Prerequisite: BE94 or approval of instructor**  
This course combines business cases with language-focused exercises to practice business English and bring the realities of the business world to the student. Students will develop communication and vocabulary skills. The class will include activities on problem solving and decision-making. Students will learn to write cases analyses and summaries, make recommendations and suggest plans of action. A glossary of business terms will be examined.
- BE 96     Financial and Managerial Accounting Principles**  
**4 quarter units/40 clock hours**  
**Prerequisite: BE95 or approval of instructor**  
This is a introductory course on financial and managerial accounting techniques practiced in the U.S. Students will review the accounting reports, methods and procedures from the viewpoint of an outside investor or financier. Basic accounting terminology and functions are examined along with cash flow analysis, profitability ratios and inventory methods.
- BE 97     Principles of Management**  
**4 quarter units/40 clock hours**  
**Prerequisite: BE96 or approval of instructor**  
This course covers the principles of effective management of organizations and people with an introduction into strategic management, visioning, and leadership. This course also provides students with a fundamental knowledge of the relationship between American cultural values and American business practices. Students are required to report on readings about business from books of their choice.
- BE 98     Business Planning and Implementation**  
**4 quarter units/40 clock hours**  
**Prerequisite: BE97 or approval of instructor**  
This course will focus on two topics: business planning and writing academic essays for both the MBA application and in the preparation for MBA entrance exams. Students will be requested to write a detailed business plan.
- BE 99     GMAT Preparation**  
**4 quarter units/40 clock hours**  
**Prerequisite: BE98 or approval of instructor**  
This course is required for the graduate business program in the United States of America. It provides GMAT preparation designed specifically to meet the needs of students by providing classes that focus on developing skills for each section of the exam i.e. verbal, quantitative, and analytical writing.

## TESOL (Teachers of English to Speakers of Other Languages)

32 quarter units

### Certificate Requirements

- Successfully complete 32 quarter units of TESOL coursework with a minimum cumulative grade point average of 2.0 on a 4.0 scale:
- Students must also take an exit cumulative evaluation upon finishing the program. The evaluation will be administered and conducted by third party evaluators which will be arranged by the Dean of the School. Certification will be awarded upon successful completion of both requirements.

### Program Completion

The TESOL program must be completed within 4 consecutive academic quarters from the time the student commenced the first course, as a regular student, which applies to the certificate requirements. This time limit, at the option of the university, may be extended due to special extenuating circumstances.

### TESOL Courses

32 quarter units required

*Complete all of the following courses:*

<b>Course No.</b>	<b>Course Title</b>	<b>Units/Hours</b>
TES 10	Teaching and Learning	4/40
TES 20	Language Presentation	4/40
TES 30	Teaching Grammar and Vocabulary	4/40
TES 40	Teaching Listening and Speaking	4/40
TES 50	Teaching Reading and Writing	4/40
TES 60	Variations of Language Activities/Lesson Planning, Materials and Resources	4/40
TES 70	Effective Classroom Practice/Classroom Techniques and Management	4/40
TES 80	Student Assessment and Testing	4/40

All TESOL courses consist of classroom instruction as well as supplementary hours of observation and praxis sessions. Students will schedule weekly classroom observations of all ESL levels as well as schedule at least two one hour teaching practice sessions during the quarter.

### Course Descriptions

**TES 10 ESL Teaching and Learning**  
**4 quarter units/40 clock hours**  
Introduction to the Course/ Materials/Assignments  
English and the World of TESOL  
L1 and L2 Learning Differences  
Overview and analysis of Teaching Methods  
What Makes an Effective Teacher?  
Introduction to Educational Theory  
Second Language Acquisition  
Language Learning  
Student Motivation  
Student Proficiency Levels  
ESL Warm-Up Games and Exercises  
ESL Icebreaker Activities



- TES 20 Language Presentation**  
**4 quarter units/40 clock hours**  
 Phonology  
 Lexis  
 Language Functions  
 Language Analysis  
 When, What and How to Present Various Aspects of English
- TES 30 Teaching Grammar and Vocabulary**  
**4 quarter units/40 clock hours**  
 What is Grammar?  
 Grammar Overview  
 Presenting Grammar  
 Practicing Grammar  
 Presenting vocabulary  
 Developing students' vocabulary skills
- TES 40 Teaching Speaking and Listening**  
**4 quarter units/40 clock hours**  
 Speaking  
 The sounds of English  
 Phonetics  
 Speaking in the classroom  
 Listening  
 Developing listening skills
- TES 50 Teaching Reading and Writing**  
**4 quarter units/40 clock hours**  
 Introduction  
 Developing reading skills  
 Intensive and extensive reading  
 Types of writing  
 Aspects of writing  
 Controlled and guided writing
- TES 60 Variations of Language Activities - Lesson Planning, Materials and Resources**  
**4 quarter units/40 clock hours**  
 Lesson Planning  
 Materials and Resources  
 Word games and activities  
 Picture games  
 Group/class games  
 Role play  
 General activities
- TES 70 Effective Classroom Practice - Classroom Techniques and Management**  
**4 quarter units/40 clock hours**  
 Using the Board  
 Eliciting and Concept Checking  
 Giving Instructions  
 Correction and Feedback  
 Conflict Resolution Techniques  
 Teaching in a Multicultural Setting  
 Lesson Coordination When Team Teaching

**TES 80 Student Assessment, Testing and Professional Development**

**4 quarter units/40 clock hours**

An introduction to testing

What Tests to use?

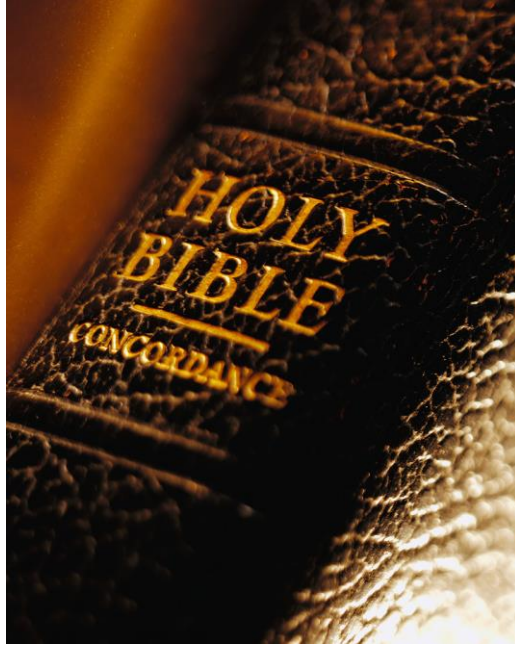
How to test various aspects of language

The English Teacher as a Professional

Developing Professional Competence

# School of Theology

## Introduction



The University of South Los Angeles School of Theology is committed to preparing men and women for Christian living and church-related ministry. The general purpose of education is to secure for students an appropriate wealth of knowledge so that they will know that they are God's creation, made in His image, (Genesis 1:26-27) as spiritual moral, rational, social and physical beings, although all people are sinners and have a sinful nature due to the Fall and Adam's sin. Education must also teach students that they are intended to become like Jesus as they mature in their beliefs and behaviors (Romans 8:29). More importantly, individuals thus can know what the purpose of their lives is, and what they are supposed to be only by knowing what God's plan is. They can live as they are intended to live according to the purpose of His calling.

We know nothing correctly unless we first know God, and we know Him best through His revelation of Himself in scripture. We can also indirectly know God by observing what He does and has done. God's creation reveals objective truth about our world. All truth is God's truth.

Creation means that there is an objective truth about our world, however because we are human, our knowledge is subjective and fallible. God is a God of order who can be known through logical methods of instruction and learning. The objective content of truth directs us to objective methods of teaching. Students are persons with a physical body and a spirit. The fact that students are individuals requires personal approaches to teaching. The purpose of conforming to Christ's image necessarily focuses the process of teaching on evaluation.

The primary purpose of the School of Theology, however, is to offer both undergraduate and graduate theological curricula to equip students for Christian ministry as ordained ministers, evangelists, Christian education teachers, missionary workers, and youth ministers.

Its secondary purpose is to encourage people to develop Christian commitment and integrity. Students will be exposed to a nucleus of courses that will equip them with appropriate professional knowledge and skills essential for their chosen field of service and activity.

Required courses are also designed so that students will have the opportunity to choose an area for specialized vocational and ministerial preparation.

## **Bachelor of Arts in Theology Program**

### **180 quarter units**

The Bachelor of Arts in Theology is designed as a seminary-track curriculum with an emphasis on the study of the Bible. It is the foundational degree for those seeking to enter a seminary. Upon completion of the program, graduates will be well prepared to enter a theological seminary to pursue an educational program leading to the award of a Master's degree in preparation for a career as an ordained minister.

Graduates are able to serve the Christian Community as Christian educators, missionary workers, youth ministers, Christian counselors, or Sunday school coordinators.

### **Degree Requirements**

- Successfully complete a minimum of 180 quarter units of the following coursework with a cumulative Grade Point average of 2.0 on a 4.0 scale:
  - Complete 56 quarter units of general education

English	12 quarter units
Mathematics and Computer Science	8 quarter units
General Sciences	8 quarter units
Humanities	12 quarter units
Social Sciences	8 quarter units
Foreign Languages	8 quarter units
  - Complete 80 quarter units of required courses.
  - Complete 44 quarter units of unrestricted electives, or 28 quarter units of unrestricted electives and 24 quarter units of concentration required courses. Students may choose from the following areas of concentration:
    - Education
    - Christian Counseling
    - Church Music
    - Mission
    - Social Welfare
- Successfully complete the degree requirements within the time limit.

For General Education course descriptions please see pages 57-82.

### **Program Completion**

The BA in Theology program must be completed within 6 years from the time the student commenced the first course, as a regular student, which applies to the degree requirements. This time limit, at the option of the university, may be extended due to special extenuating circumstances.

### **Program Outcome**

Upon successful completion of the program, graduates will be able to:

1. Exhibit creative and critical thinking skills.
2. Demonstrate effectiveness in oral and written communication.
3. Understand theological doctrine, proclaiming and living according to the gospel of Christ towards the formation of character and wisdom towards the transformation of the world in the expansion of God's kingdom.
4. Critically and constructively apply a Biblical worldview as it relates to various disciplines.

5. Demonstrate knowledge of the Bible, Christian theology, and church history with the purpose of ministry application.

**Notice to Prospective Degree Program Students**

This institution is approved by the Bureau of Private Postsecondary Education to offer degree programs. To continue to offer this degree program, this institution must meet the following requirements:

1. Become institutionally accredited by an accrediting agency recognized by the United States Department of Education, with the scope of the accreditation covering at least one degree program.
2. Achieve accreditation candidacy or pre-accreditation, as defined in regulations, by July 1, 2017, and full accreditation by July 1, 2020.

If this institution stops pursuing accreditation it must:

- Stop all enrollment in its degree programs, and
- Provide a teach-out to finish the educational program or provide a refund.

An institution that fails to comply with accreditation requirements by the required dates shall have its approval to offer degree programs automatically suspended.

**Courses**

**Common Core Courses  
80 quarter units required**

*Select 80 quarter units of courses from the following Common Required Courses.*

<b>Course No.</b>	<b>Course Title</b>	<b>Units/Hours</b>
BBL 101	Old Testament Survey I	4/40
BBL 102	Old Testament Survey II	4/40
BBL 103	New Testament Survey I	4/40
BBL 104	New Testament Survey II	4/40
BBL 209	Principles of Bible Study	4/40
BBL 300	History of Israel (OT)	4/40
BBL 301	Introduction to Pentateuch	4/40
BBL 302	Introduction to Psalms and Wisdom Books	4/40
BBL 303	Introduction to the Four Gospels	4/40
BBL 304	Introduction to the Gospel of John	4/40
BBL 305	Introduction to Romans	4/40
BBL 306	Introduction to Acts	4/40
BBL 307	Life of Christ	4/40
BBL 308	Pauline Epistles	4/40
BBL 309	Introduction to Pastoral Epistles	4/40
BBL 310	Introduction to Petrine Epistles	4/40
BBL 401	Major Prophets	4/40
BBL 402	Minor Prophets	4/40
CSL 431	Introduction to Christian Counseling	4/40
CSL 432	Personality Development	4/40
CSL 433	Biblical Models for Marriage & Family Counseling	4/40
CSL 434	Techniques of Christian Counseling	4/40
CSL 435	Application of Biblical Truths in Counseling	4/40
CSL 436	Pastoral Counseling	4/40
EDU 301	Introduction to Christian Education	4/40
EDU 302	Advance Principles of Teaching & Learning	4/40
EDU 303	Curriculum Development	4/40

EDU 304	Development of Children	4/40
EDU 305	Educational Leadership & Administration	4/40
EDU 307	Teaching of Christ	4/40
EDU 308	Children and Youth Education	4/40
EDU 310	History of Christian Education	4/40
EDU 311	Philosophy of Christian Education	4/40
ENG 301	Introduction to Theological English	4/40
ENG 302	Introduction to English Bible Survey	4/40
ETH 401	Introduction to Christian Ethics	4/40
GRK 101	New Testament Greek I	4/40
GRK 102	New Testament Greek II	4/40
GRK 103	New Testament Greek III	4/40
HEB 101	Biblical Hebrew I	4/40
HEB 102	Biblical Hebrew II	4/40
HEB 103	Biblical Hebrew III	4/40
HIS 301	The Ancient Church History	4/40
HIS 302	The Medieval Church History	4/40
HIS 303	History of the Christian Doctrine	4/40
HIS 304	History of the Korean Church	4/40
HIS 305	History of the American Church	4/40
HIS 306	History of the Bible	4/40
HIS 307	The Reformation	4/40
HIS 308	The Church History in the Modern Age	4/40
MIN 301	Introduction to Practical Theology	4/40
MIN 304	Introduction to Evangelism	4/40
MIN 309	Introduction to Field Education	4/40
MIN 312	Introduction to Church Polity	4/40
MIN 421	Spiritual Formation and Worship	4/40
MIN 422	Introduction to Ministry	4/40
MIN 423	Introduction to Sermon Structure	4/40
MIN 424	Introduction to Sermon Delivery	4/40
MIN 425	Youth Ministry	4/40
MSN460	World Religions	4/40
MSN461	Introduction to World Mission	4/40
MSN462	History of Christian Mission	4/40
MSN463	Missionary Anthropology	4/40
MSN464	Missionary Methods	4/40
MSN465	Intercultural Communication	4/40
MUS301	Church Music I	4/40
MUS302	Church Music II	4/40
MUS 303	Introduction to Hymnology	4/40
MUS304	Introduction to Music Composition	4/40
MUS 306	Introduction to Conducting	4/40
MUS401	Basic Piano Skills	4/40
MUS404	Basic Organ Skills	4/40
MUS422	Basic Guitar Skills	4/40
MUS449	Basic Voice Skills	4/40
MUS452	Beginning Chorus	4/40
SWF 101	Introduction to Social Welfare	4/40
SWF 102	Human Behavior and Environment	4/40
SWF 103	Community Theory and Practice	4/40
SWF 201	Current Topics in Social Work Practice	4/40

SWF 202	Social Policy	4/40
SWF 203	Social Work Practice	4/40
THL 200	Introduction to Doctrine of Revelation	4/40
THL 201	Introduction to Doctrine of God	4/40
THL 202	Introduction to Doctrine of Man	4/40
THL 203	Introduction to Doctrine of Christ	4/40
THL 204	Introduction to Doctrine of Salvation	4/40
THL 205	Introduction to Doctrine of Church	4/40
THL 206	Introduction to Doctrine of Eschatology	4/40
THL 208	Dogmatics I	4/40
THL 209	Dogmatics II	4/40
THL 300	Introduction to Covenant Theology	4/40
THL 301	Theology of Christian Life	4/40
THL 302	Introduction to Christian Apologetics	4/40
THL 305	Introduction to the Westminster Standards	4/40
THL 310	Introduction to Calvinism	4/40
THL 311	Introduction to Reformed Theology	4/40
THL 312	Contemporary Theology	4/40
THL 313	Introduction to Pauline Theology	4/40
THL 314	Introduction to Christianity and Cults	4/40

### **Unrestricted Electives**

In consultation with his/her advisor, the Bachelor of Arts in Theology Degree student will choose a minimum of 52 quarter units of electives from any of the courses listed in the BA in Theology course list, or 28 quarter units of electives from any of the courses listed in the BA in Theology course list and 24 quarter units of Concentration Core Courses with concentration in the areas of Education, Christian Counseling, Church Music, Mission, or Social Welfare.

### **Course Descriptions**

#### **Bachelor of Arts in Theology Program**

#### ***Core Courses***

#### **BBL 101 Old Testament Survey I**

**4 quarter units/40 clock hours**

**Prerequisite: None**

This course is an introductory survey of the Old Testament, focusing on the authorship, historical background, themes of each book with its doctrinal contribution and a study of the history of the Hebrew nation.

#### **BBL 102 Old Testament Survey II**

**4 quarter units/40 clock hours**

**Prerequisite: BBL101 or approval of instructor**

This course is a continuation of BBL101, Old Testament Survey I. It will provide a richer detail and expansion of the historical background of the Old Testament.

#### **BBL 103 New Testament Survey I**

**4 quarter units/40 clock hours**

**Prerequisite: None**

This course is a survey of the New Testament. Topics covered are: political, social, moral and religious backgrounds of the inter-Testament period.

- BBL 104 New Testament Survey II**  
**4 quarter units/40 clock hours**  
**Prerequisite: BBL103 or approval of instructor**  
This course is a continuation of BBL103, New Testament Survey I. It expands the given topics to include authorship, date and occasion of writing, as well as, theme and purpose.
- BBL 209 Principles of Bible Study**  
**4 quarter units/40 clock hours**  
**Prerequisite: None**  
This course teaches Bible study using inductive and deductive methods. Special attention is given to words, phrases, definition, sources of material, historical and cultural background. Teaching methods for small groups are also presented.
- BBL 300 History of Israel (OT)**  
**4 quarter units/40 clock hours**  
**Prerequisite: None**  
Few nations in the age of man have experienced such a dynamic, turbulent, or influential history as the nation of Israel. This study brings to life the people and the environment that contributed to the history of Israel. It covers the periods from Adam to Abraham to Moses to David to Isaiah to the intermediate period to Jesus Christ.
- BBL 301 Introduction to Pentateuch**  
**4 quarter units/40 clock hours**  
**Prerequisite: None**  
This introductory course is a Biblical and theological exploration of God's ruling over His kingdom in the period of the Pentateuch. A study focusing on the analysis of the Old Testament will be included.
- BBL 302 Introduction to Psalms and Wisdom Books**  
**4 quarter units/40 clock hours**  
**Prerequisite: None**  
This introductory course is an exegetical study of the following Old Testament Books: Psalms, Proverbs, Job, Song of Solomon, and Ecclesiastes.
- BBL 303 Introduction to the Four Gospels**  
**4 quarter units/40 clock hours**  
**Prerequisite: None**  
This course is an exegetical study of selected passages from the texts of the Gospels. There will be discussions of background issues including history, composition, authorship, and distinctions of each book.
- BBL 304 Introduction to the Gospel of John**  
**4 quarter units/40 clock hours**  
**Prerequisite: None**  
This course is a study of selected passages of this book. There will be focus and discussion on the similarities and differences between the Gospel of John and the three Synoptic Gospels.
- BBL 305 Introduction to Romans**  
**4 quarter units/40 clock hours**  
**Prerequisite: None**  
This course is an exegetical study of the book of Romans.



- BBL 306 Introduction to Acts**  
**4 quarter units/40 clock hours**  
**Prerequisite: None**  
This is an exegetical study of selected portions of the book of Acts, with special consideration on the contribution of this book to the knowledge of the expansion and the life of the early church.
- BBL 307 Life of Christ**  
**4 quarter units/40 clock hours**  
**Prerequisite: None**  
This course is a study of tracing the birth, growth, learning, teaching, healing, ministry, crucifixion, death, resurrection, and theology of Jesus Christ in the four Gospels. Students will be taught the religious, cultural, social, and political background of Judaism, as well as, the new and different teachings of Jesus Christ.
- BBL 308 Pauline Epistles**  
**4 quarter units/40 clock hours**  
**Prerequisite: None**  
This course covers many key issues of theology and religious answers in the thirteen writings of Paul the Apostle. His epistles are Romans, 1 and 2 Thessalonians, 1 and 2 Timothy, and Titus.
- BBL 309 Introduction to Pastoral Epistles**  
**4 quarter units/40 clock hours**  
**Prerequisite: BBL101 or approval of instructor**  
This course is a study of First and Second Timothy and Titus with reference to the original text. Special focus will be on church structure and leadership
- BBL 310 Introduction to Petrine Epistles**  
**4 quarter units/40 clock hours**  
**Prerequisite: None**  
This introductory course is a study of the pastoral and theological contents of Peter's writings and of the literature on Petrine theology and his bearing on the work of pastoral theology
- BBL 401 Major Prophets**  
**4 quarter units/40 clock hours**  
**Prerequisite: None**  
This course is a thorough study of the teachings of the Major Prophets with emphasis on Isaiah, Jeremiah, Ezekiel, and Daniel. The historical settings and prophetic character of the Major Prophets are examined. Harmony of The Prophecies and New Testament teachings will also be examined.
- BBL 402 Minor Prophets**  
**4 quarter units/40 clock hours**  
**Prerequisite: None**  
This is an exegetical and biblical-theological approach to the original text of Minor Prophets. The focus of the course will be on the close reading of the books themselves, as well as, broader issues concerning principles and methods of interpretation of Old Testament prophecy.
- CSL 431 Introduction to Christian Counseling**  
**4 quarter units/40 clock hours**  
**Prerequisite: None**  
This is an introduction to foundational pre-suppositions underlying the task of counseling. A historical survey of classic and current theories of counseling will be developed and related to present day problems.

**CSL 432 Personality Development**

**4 quarter units/40 clock hours**

**Prerequisite: None**

This course focuses on personality development from early childhood to adulthood with special attention given to physical, cognitive, socio-emotional, moral, and faith aspects of human development. Topics covered include social skills, relational capacities, gender and role learning, and socialization. The human personality development is also viewed from the Christian perspective.

**CSL 433 Biblical Models for Marriage and Family Counseling**

**4 quarter units/40 clock hours**

**Prerequisite: None**

This course presents models for personality, partnership, and parenthood emphasizing Biblical views for improving skills in individuals, marriage, and family counseling. Problematic situations in the lives of people will be discussed and analyzed in light of biblical principles. Special attention is given to proper principles and strategies involved in marriage and family counseling.

**CSL 434 Techniques of Christian Counseling**

**4 quarter units/40 clock hours**

**Prerequisite: None**

This course is a study of the principles, theories, and techniques of Nouthetic Counseling for use by pastors and professional counselors. This course will involve role playing as practical “hands on” training in the use of counseling for the purpose of bringing about solutions to the delicate problems involved in marriage and family counseling.

**CSL 435 Application of Biblical Truths in Counseling**

**4 quarter units/40 clock hours**

**Prerequisite: None**

This course is a study of the meaning of biblical principles within a biblical text. It will involve practice in applying those principles in a culturally appropriate manner within the context often found in pastoral counseling situations.

**CSL 436 Pastoral Counseling**

**4 quarter units/40 clock hours**

**Prerequisite: None**

This course covers biblical principles used in the full scope of the local ministry. Included are: preaching, teaching, counseling, and visitation instruction.

**EDU 301 Introduction to Christian Education**

**4 quarter units/40 clock hours**

**Prerequisite: None**

This course covers the philosophy and methodology of establishing a biblical world and life view in children, youth, and adolescents.

**EDU 302 Principles of Teaching and Learning**

**4 quarter units/40 clock hours**

**Prerequisite: None**

Taught from an outcomes-based perspective, this course focuses on the role of the faculty member in curricula and course design and evaluation and assessment of student learning. Competency-based student assessment will be addressed. Content of test design, construction and evaluation, and the use of instructional technology in student evaluation is also included.

**EDU 303 Curriculum Development****4 quarter units/40 clock hours****Prerequisite: None**

This course will help students learn to develop, implement, and evaluate early childhood education curriculum. Topics will include settings, methods, materials, scheduling, planning, and classroom management. Lesson plans and projects will be developed for the content fields using art, music, drama, play, exploration, games, and various strategies.

**EDU 304 Development of Children****4 quarter units/40 clock hours****Prerequisite: None**

This course examines research and theory concerning the origins and development of cognition in humans. The course traces the development of language and children's thinking of the physical and social world from birth to adulthood, with a focus on infancy and childhood.

**EDU 305 Educational Leadership and Administration****4 quarter units/40 clock hours****Prerequisite: None**

This is a course on the current thinking of educational leadership. Students will become acquainted with some of the leading theorists and researchers in this field. Traditional and contemporary theories on leadership will be examined from a diverse array of perspectives. Topics will include the roles and responsibilities of educational leaders from organizational and managerial perspectives, models of instructional leadership, shared leadership and issues of equity and morality. By the end of the course, students will have developed their own philosophy of leadership and should be able to apply these principles to their own professional settings or educational studies.

**EDU 307 Teaching of Christ****4 quarter units/40 clock hours****Prerequisite: None**

This introductory course is to expose the undergraduate student to the teaching of Christ, both in terms of content and style as explained in the four Gospels of the New Testament

**EDU 308 Children and Youth Education****4 quarter units/40 clock hours****Prerequisite: None**

This course examines the educational needs of young children and teaching approaches in a cooperative environment including parents, school and community interaction. To assist students in gaining this knowledge in a well-organized manner, this course is structured into areas of competence.

**EDU 310 History of Christian Education****4 quarter units/40 clock hours****Prerequisite: None**

This course examines the history of Christian education that presents views regarding the nature and goals of education. Specific topics covered may include: historical perspectives on multicultural education; the role of education in historical and modern democracies; and teaching of social justice in the contemporary classroom.

**EDU 311 Philosophy of Christian Education****4 quarter units/40 clock hours****Prerequisite: None**

This course examines a variety of contemporary texts that present philosophical views regarding the goals of education. Specific topics covered may include: contemporary education; philosophical interdisciplinary perspectives on multicultural education; the role of education in modern democracies; and teaching toward social justice in the contemporary classroom.

**ENG 301 Introduction to Theological English**

**4 quarter units/40 clock hours**

**Prerequisite: None**

This introductory course introduces students to theological language comprehension through selected texts, which reflect major aspects of theology, church history and the ongoing influence of classical culture.

**ENG 302 Introduction to English Bible Survey**

**4 quarter units/40 clock hours**

**Prerequisite: None**

This is a basic course which provides a thorough survey of the content of the English Bible and which seeks to equip future church leaders with skills for teaching the English Bible in the ministry. Assigned reading of the entire English Bible, written exercises and class discussion are included.

**ETH 401 Introduction to Christian Ethics**

**4 quarter units/40 clock hours**

**Prerequisite: None**

This course considers the various areas in personal and social ethics as they are formulated in Christian theology and as they apply to Christian Life and ministry.

**GRK 101 New Testament Greek I**

**4 quarter units/40 clock hours**

**Prerequisite: None**

This is a study of phonology, morphology and grammar of New Testament Greek with an emphasis placed on vocabulary development. It covers reading, writing, verb conjugation, and other parts of speech. It also introduces Greek customs, culture and politics of the inter-testamental period.

**GRK 102 New Testament Greek II**

**4 quarter units/40 clock hours**

**Prerequisite: GRK101 or approval of instructor**

This course is a continuation of GRK101. Nouns, verbs infinitives, adjectives, and pronouns will be studied along with voice, extension, tense, and book.

**GRK 103 New Testament Greek III**

**4 quarter units/40 clock hours**

**Prerequisite: GRK102 or approval of instructor**

This course is a continuation of GRK202. Nouns, verbs infinitives, adjectives, and pronouns will be further studied along with voice, extension and tense.

**HEB 101 Biblical Hebrew I**

**4 quarter units/40 clock hours**

**Prerequisite: None**

This course studies the basic grammar of the Hebrew language. Translation and written exercises based on selected biblical texts will be assigned. The emphasis on language used in the writings will be part of the course.

**HEB 102 Biblical Hebrew II**

**4 quarter units/40 clock hours**

**Prerequisite: HEB101 or approval of instructor**

This course studies the intermediate grammar of the biblical Hebrew language. Translation and written exercises of selected biblical texts will be done.

**HEB 103 Biblical Hebrew III**

**4 quarter units/40 clock hours**

**Prerequisite: HEB102 or approval of instructor**

This course studies the advanced grammar and structure of the biblical Hebrew language. Translation and written exercises of selected biblical texts will be done.

**HIS 301 The Ancient Church History**

**4 quarter units/40 clock hours**

**Prerequisite: None**

This course is a survey of the main events and theological developments of the Christian church from the close of the apostolic age, with focus on; the church and Roman Empire, ecclesiastical organization, development of theology and dogma, Christian life and worship.

**HIS 302 The Medieval Church History**

**4 quarter units/40 clock hours**

**Prerequisite: HIS301 or approval of instructor**

This course is a continuation of HIS301. The main topic will cover the Medieval Age of Church History with focus on the period up to approximately 1500 and concentrating on; the growth of the power of the papacy, the rise and development of monasticism, scholasticism and doctrinal controversies; mysticism and the mystics, popular piety and religious life, and the demand for reform.

**HIS 303 History of the Christian Doctrine**

**4 quarter units/40 clock hours**

**Prerequisite: None**

This is an introductory study that deals with the origin, development and contemporary aspects of the Christian doctrine.

**HIS 304 History of the Korean Church**

**4 quarter units/40 clock hours**

**Prerequisite: None**

This course is a historical and theological study of the origin, development, and current domestic and overseas activities of the entire Korean Church: i.e., Catholicism, Presbyterian, Methodist, Holiness-Pentecostal, Baptist, and others.

**HIS 305 History of the American Church**

**4 quarter units/40 clock hours**

**Prerequisite: None**

This course is a historical and theological study of the origin, development, and current domestic and overseas activities of the whole Church in America: Presbyterian, Methodist, Holiness-Pentecostal, Baptist, Catholic and others. Emphasis will be given to social, cultural, and geographic, as well as, theological factors in the history of American Christianity.

**HIS 306 History of the Bible**

**4 quarter units/40 clock hours**

**Prerequisite: None**

This course is a historical study of the origin and development of the Scriptures: the Old Testament and the New Testament. Emphasis will be given to canonical factors of the Scriptures which are recognized in history.

**HIS 307 The Reformation**

**4 quarter units/40 clock hours**

**Prerequisite: None**

This is study of a broad survey of the movement as a whole; the conditions which prepared the way and the forerunners; the leaders and the environments in which they worked; the revolution in the message and methods of the church.

**HIS 308 The Church History in the Modern Age**

**4 quarter units/40 clock hours**

**Prerequisite: None**

This study of the change in intellectual background which developed in the seventh century and continued through the modern age; the claims of reason; pietism; the evangelical revival. It will also cover current conflicts and attitudes.

**MIN 301 Introduction to Practical Theology**

**4 quarter units/40 clock hours**

**Prerequisite: None**

This course introduces students to practical theology as a disciplined reflection on the church's life and ministry. This reflection will be by a critical correlation of scripture and theology and the human sciences. In an integrated fashion, the course addresses methods central to the practice of ministry. Students will be encouraged to become critically reflective and discuss the practice of ministry in communities, including their own. Attention will be given to ministry in multicultural, local, and global contexts

**MIN 304 Introduction to Evangelism**

**4 quarter units/40 clock hours**

**Prerequisite: None**

Evangelism is the study of both the methods and message for converting disbelievers to Christ. This course presents the biblical and theological basis for evangelism.

**MIN 309 Introduction to Field Education**

**4 quarter units/40 clock hours**

**Prerequisite: None**

This course is a field education designed to provide basic supervised field experience for students.

**MIN 312 Introduction to Church Polity**

**4 quarter units/40 clock hours**

**Prerequisite: None**

This is an introductory course on theological and historical examinations of principles of polity, ecclesiology, church structure and constitutional activities of the church.

**MIN 421 Spiritual Formation and Worship**

**4 quarter units/40 clock hours**

**Prerequisite: None**

This course will examine the historical and biblical roots of spiritual formation and worship. This will be followed by a study of developing personally effective, pastorally sensitive, and theologically sound worship services.

**MIN 422 Introduction to Ministry**

**4 quarter units/40 clock hours**

**Prerequisite: None**

This course covers biblical principles regarding the full scope of the local ministry including preaching, teaching, counseling, and visitation.

**MIN 423 Introduction to Sermon Structure**

**4 quarter units/40 clock hours**

**Prerequisite: None**

This is an introductory course focusing on preaching from the Scripture. It will cover principles of effective verbal communication, types of sermons, analysis of sermons by great preachers of the past, outlining and structuring a sermon along with adaptation to select audiences.

**MIN 424 Introduction to Sermon Delivery**

**4 quarter units/40 clock hours**

**Prerequisite: None**

This is an introductory course focusing on preaching from the Scriptures. It will cover the practice of effective verbal communication. Students will prepare and preach sermons in the class. The preparation and delivery of sermons will be practiced, under guidance and criticism, focusing on use of voice and body in sermon delivery, the use of language, and the use of notes.

**MIN 425 Youth Ministry**

**4 quarter units/40 clock hours**

**Prerequisite: None**

This is the study of youth ministry from event planning to instruction methods for youth ministries. It will include input from youth ministers and Christian educators.

**MSN 460 World Religions**

**4 quarter units/40 clock hours**

**Prerequisite: None**

This course is an examination and comparison of the major religions of the world to Christianity. Religions covered are Buddhism, Confucianism, Hinduism, Islam, Judaism, and Taoism.

**MSN 461 Introduction to World Mission**

**4 quarter units/40 clock hours**

**Prerequisite: None**

This course is an introduction to a wide range of issues and basic principles governing the missionary task of the church. The character, aims, agents, methods of Christian religious education, and evangelistic strategy are emphasized in relation to growth and stewardship. Also covered are studies in the cultural and religious backgrounds and the historical developments, as well as, the present situation of Christian missions in East and Southeast Asia, Africa, and Eastern Europe.

**MSN 462 History of Christian Mission**

**4 quarter units/40 clock hours**

**Prerequisite: None**

A survey of the history of the expansion of Christianity from Apostolic times to the present, focusing on the lives of great missionaries from the past to the present.

**MSN 463 Missionary Anthropology**

**4 quarter units/40 clock hours**

**Prerequisite: None**

This is an introduction to cultural anthropology emphasizing cross-cultural ministry. The course will focus on understanding social structures, customs, culture, religion, worldview, language, and related topics in light of the missionary's changing role.

**MSN 464 Missionary Methods**

**4 quarter units/40 clock hours**

**Prerequisite: MSN463 or approval of instructor**

This course is a survey of basic missionary methodology to help prospective missionaries become successful in Christian service.

**MSN 465 Intercultural Communication**

**4 quarter units/40 clock hours**

**Prerequisite: None**

This course is the study of the principles and processes of communicating between cultures, the knowledge of which is essential for effective missionary work. Topics covered include different perceptions and ways of thinking, non-verbal expression, language expression and subgroups within cultures as they relate to the message.

**MUS 301 Church Music I**

**4 quarter units/40 clock hours**

**Prerequisite: None**

This course is an introduction to church music. Studies include historical background, purpose, leadership, function and application.

**MUS 302 Church Music II**

**4 quarter units/40 clock hours**

**Prerequisite: None**

This course covers church music and worship which includes the guiding principles of designing and organizing group worship.

**MUS 303 Introduction to Hymnology**

**4 quarter units/40 clock hours**

**Prerequisite: None**

This is an introductory course on Christian Hymnody. Studies include historical patterns, review of a broad scope of hymnic literature and significant contributing individuals

**MUS 304 Introduction to Music Composition**

**4 quarter units/40 clock hours**

**Prerequisite: None**

This course is a beginning study of harmony, counterpoint, and musical form. The student will learn skills to develop compositions and abilities for writing hymns, anthems, choral and instrumental pieces.

**MUS 306 Introduction to conducting**

**4 quarter units/40 clock hours**

**Prerequisite: None**

This is a beginning course which covers basic skills needed for conducting both choral and orchestra groups.

**MUS 401 Basic Piano Skills**

**4 quarter units/40 clock hours**

**Prerequisite: None**

This course is designed to teach the student with no previous keyboard training how to play the piano.

**MUS 404 Basic Organ Skills**

**4 quarter units/40 clock hours**

**Prerequisite: None**

This course will teach the student with no previous keyboard training how to play the organ.

**MUS 422 Basic Guitar Skills**

**4 quarter units/40 clock hours**

**Prerequisite: None**

The student will be taught the basics of Guitar including parts of the guitar, musical notation, classical guitar methods, arpeggios, chords and Gospel songs.

**MUS 449 Basic Voice Skills**

**4 quarter units/40 clock hours**

**Prerequisite: None**

This course is a study of basic vocal techniques including preparation and presentation of a recital.



**MUS 452 Beginning Chorus**

**4 quarter units/40 clock hours**

**Prerequisite: None**

This is a Choir and group vocal ensemble which includes performance and practice. The choir will practice as a group for performance at school functions.

**SWF 101 Introduction to Social Welfare**

**4 quarter units/40 clock hours**

**Prerequisite: None**

This course is an overview and history of social welfare. Problems of individuals, families, and resource agencies with which social workers have contact are covered.

**SWF 102 Human Behavior and Environment**

**4 quarter units/40 clock hours**

**Prerequisite: None**

Students will learn understanding and assessment of individual behavior through the use of an ecological/social systems model. This course mainly focuses on Human development issues such as psychological, cultural, biological, and environmental factors.

**SWF 103 Community Theory and Practice**

**4 quarter units/40 clock hours**

**Prerequisite: None**

This course covers the examination of community dynamics using different theoretical and cultural perspectives. Students develop knowledge and skills needed to mobilize resources to meet community social problems.

**SWF 201 Current Topics in Social Work Practice**

**4 quarter units/40 clock hours**

**Prerequisite: None**

This course covers specific fields of social work and human services. Possible topics include mental health, criminal justice, developmental disabilities, substance abuse, family services, and medical social work.

**SWF 202 Social Policy**

**4 quarter units/40 clock hours**

**Prerequisite: None**

This course is an overview of social welfare policies. How and by whom policy decisions are made are covered, as well as, analyzing policies and their effect on others.

**SWF 203 Social Work Practice**

**4 quarter units/40 clock hours**

**Prerequisite: None**

Students learn interviewing skills, social work values, principles of generic practice, systems theory, and problem-solving techniques.

**THL 200 Introduction to Doctrine of Revelation**

**4 quarter units/40 clock hours**

**Prerequisite: None**

An introductory study of the nature, method, and sources of theology, as well as, revelation and the inspiration of Scripture.

**THL 201 Introduction to Doctrine of God**

**4 quarter units/40 clock hours**

**Prerequisite: None**

Authority, covenants, providence, divine attributes, the deity of Christ, and the Holy Spirit are treated.

**THL 202 Introduction to Doctrine of Man**

**4 quarter units/40 clock hours**

**Prerequisite: None**

During this course the student will be taught the Doctrine of Sin since the beginning of the creation.

**THL 203 Introduction to Doctrine of Christ**

**4 quarter units/40 clock hours**

**Prerequisite: None**

This is a study of Christ's person, office, humiliation, exaltation, and grace.

**THL 204 Introduction to Doctrine of Salvation**

**4 quarter units/40 clock hours**

**Prerequisite: None**

This course is a basic Theology course examining the doctrine of Grace, Faith, Repentance, Conversion, Justification, and Sanctification.

**THL 205 Introduction to Doctrine of Church**

**4 quarter units/40 clock hours**

**Prerequisite: None**

This course is a study of the church from a biblical-theological perspective including attributes, marks, worship, kingdom, politics, and para-church organizational issues.

**THL 206 Introduction to Eschatology**

**4 quarter units/40 clock hours**

**Prerequisite: None**

This course is an introduction to eschatology and covers biblical teachings regarding the last things, the second coming of Christ, the consummation of the age, the resurrection and judgments, the millennial reign of Christ, and the final state of both the saved and unsaved.

**THL 208 Dogmatics I**

**4 quarter units/40 clock hours**

**Prerequisite: None**

This course is the first half of an introduction to systematic or constructive theology and allows students to master various theological approaches, different lines, doctrines of revelation, doctrines of God with the Trinity, doctrines of man in sin and doctrines of the redemption of Christ.

**THL 209 Dogmatics II**

**4 quarter units/40 clock hours**

**Prerequisite: None**

This course is the latter half of an introduction to systematic or constructive theology and allows students to master various theological approaches, different lines, doctrines of revelation, doctrine of salvation of the Holy Spirit, doctrines of sanctification with church, and doctrines of eschatology.

**THL 300 Introduction to Covenant Theology**

**4 quarter units/40 clock hours**

**Prerequisite: None**

This course is an introductory study of the covenants with theological and biblical perspectives based upon the Old Testament, New Testament and historical background. This study focuses on the covenantal relationship between God and His people, as well as, the heritage of His chosen people.

**THL 301 Theology of Christian Life**

**4 quarter units/40 clock hours**

**Prerequisite: None**

This course is a theological examination of important aspects of the Christian life. Topics covered in this course are: regeneration, repentance, faith, reconciliation, sanctification, forgiveness, worship, evangelism, fellowship, stewardship, and freedom.

**THL 302 Introduction to Christian Apologetics**

**4 quarter units/40 clock hours**

**Prerequisite: None**

This introductory course presents the nature, methods, and issues involved in defending a Christian world view, including religious knowledge, the existence of God, the problem of miracle, and the authority of Scripture. Major objections to Christianity are reviewed and answered.

**THL 305 Introduction to Westminster Standards**

**4 quarter units/40 clock hours**

**Prerequisite: None**

This introductory course is a study of the origin and historical development of the Westminster Confession of Faith. Emphasis will be given to the Biblical foundation and development of the Westminster Standards which are recognized in history.

**THL 310 Introduction to Calvinism**

**4 quarter units/40 clock hours**

**Prerequisite: None**

This course is an introductory study of the sources and development of Calvin's theology through historical backgrounds and his own writings

**THL 311 Introduction to Reformed Theology**

**4 quarter units/40 clock hours**

**Prerequisite: None**

This course is an introductory study of Reformed theology and includes the Reformed faith, practice, and the historical confessions that have helped give shape to the tradition. This course will provide an opportunity to explore the contours of Reformed theology, concentrating on its historical formations, contemporary expressions, and pastoral implications for church and community.

**THL 312 Contemporary Theology**

**4 quarter units/40 clock hours**

**Prerequisite: None**

This introductory course is a study of the trends in modern theological thought, from the eighteenth-century Enlightenment to the present, and an evaluation of this diversity in light of evangelical Christianity. The perspectives and contributions of several theologians of this period will be considered.

**THL 313 Introduction to Pauline Theology**

**4 quarter units/40 clock hours**

**Prerequisite: None**

This course is a focus on an introductory study of Paul's theology contrasting Jewish and Hellenistic backgrounds in the light of his life and missionary situations. The course concentrates on a systematic exposition of Christology, soteriology, eschatology and other leading themes such as analyzing the organic unity of justification, sanctification, union with Christ, covenant, and eschatology in Pauline theology.

**THL 314 Introduction to Christianity and Cults**

**4 quarter units/40 clock hours**

**Prerequisite: None**

This introductory course primarily involves the study of major cults in the United States. Attention will be given to the theological and operational characteristics of new religions and cults.

## **Master of Divinity Program**

### **144 quarter units**

The Master of Divinity degree is a professional degree which will equip graduates with the comprehensive graduate education necessary for becoming an ordained minister. Upon successful completion of the program, graduates are expected to attain the following:

1. A competent professional skill in preaching, teaching, church administration, worship, and counseling as an ordained minister.
2. A healthy balance among the biblical, historical, theological, and practical areas of study essential for developing organizational, managerial, and counseling skills as an ordained minister.
3. A thorough knowledge and understanding of the Bible.
4. Exposure to contemporary theological issues with the goal of equipping students to think independently and constructively in areas vital to Christian ministry.

### **Degree Requirements**

Successfully complete 144 quarter units of the following coursework with a minimum cumulative grade point average of 2.0 on a 4.0 scale:

- Complete 80 quarter units of common core courses
- Complete 56 quarter units of unrestricted electives or alternative electives
- Complete 8 quarter units of master's project preparation courses

Successfully complete a Thesis approved by the evaluation committee.

Successfully complete the degree requirements within the time limit.

### **Program Completion**

The M.Div. program must be completed within 5 years from the time the student commenced the first course, as a regular student, which applies to the degree requirements. This time limit, at the option of the university, may be extended due to special extenuating circumstances.

### **Program Outcome**

Upon successful completion of the program, graduates will be able to:

1. Verbalize a general knowledge of the Bible, including a systematic understanding of the major books.
2. Evidence an understanding of the historical development of theology, and an ability to support their theological views and apply them to contemporary issues.
3. Demonstrate ability to do exegesis in the Hebrew and Greek texts of the Bible. Evidence an understanding of the educational program of the local church and an awareness of the worldwide mission of the church.
4. Lead a local church or other group by means of biblical exposition, leadership skills, evangelism, and service.

### **Notice to Prospective Degree Program Students**

This institution is approved by the Bureau of Private Postsecondary Education to offer degree programs. To continue to offer this degree program, this institution must meet the following requirements:

1. Become institutionally accredited by an accrediting agency recognized by the United States Department of Education, with the scope of the accreditation covering at least one degree program.
2. Achieve accreditation candidacy or pre-accreditation, as defined in regulations, by July 1, 2017, and full accreditation by July 1, 2020.

If this institution stops pursuing accreditation it must:

- Stop all enrollment in its degree programs, and
- Provide a teach-out to finish the educational program or provide a refund.

An institution that fails to comply with accreditation requirements by the required dates shall have its approval to offer degree programs automatically suspended.

## Courses

### Common Core Courses 80 quarter units required

*Select 80 quarter units of courses from the following Common Core Courses.*

<b>Course No.</b>	<b>Course Title</b>	<b>Units/Hours</b>
BBL 501	Old Testament Analysis I	4/40
BBL 503	New Testament Analysis I	4/40
BBL 505	Advanced Hermeneutics	4/40
BBL 507	Advanced Life of Christ	4/40
BBL 509	Advanced Pastoral Epistles	4/40
BBL 600	Advanced History of Israel (OT)	4/40
BBL 601	Advanced Pentateuch	4/40
BBL 602	Advanced Psalms and Wisdom Books	4/40
BBL 603	Advanced Synoptic Gospels	4/40
BBL 604	Advanced Gospel of John	4/40
BBL 605	Advanced Romans	4/40
BBL 606	Advanced Acts	4/40
BBL 607	Advanced Book of Hebrews	4/40
BBL 608	Advanced Pauline Epistles	4/40
BBL 610	Advanced Bible Study	4/40
BBL 701	Advanced Major Prophets	4/40
BBL 702	Advanced Minor Prophets	4/40
EDU 501	Advanced Christian Education	4/40
ENG 501	Advanced Theological English	4/40
ENG 502	Advanced English Bible Survey	4/40
ETH 501	Advanced Christian Ethics	4/40
GRK 501	Advanced New Testament Greek I	4/40
GRK 502	Advanced New Testament Greek II	4/40
GRK 503	Advanced New Testament Greek III	4/40
HEB 501	Advanced Biblical Hebrew I	4/40
HEB 502	Advanced Biblical Hebrew II	4/40
HEB 503	Advanced Biblical Hebrew III	4/40
HIS 501	Advanced Ancient Church History	4/40
HIS 502	Advanced Medieval Church History	4/40
HIS 503	Advanced History of the Christian Doctrine	4/40
HIS 504	Advanced History of the Korean Church	4/40
HIS 505	Advanced History of the American Church	4/40
HIS 506	Advanced History of the Bible	4/40
HIS 507	Advanced Reformation	4/40
HIS 508	Advanced Church History in the Modern Age	4/40
MIN 501	Advanced Practical Theology	4/40
MIN 504	Advanced Evangelism	4/40
MIN 601	Advanced Pastoral Ministry	4/40
MIN 604	Christian Leadership	4/40
MIN 609	Advanced Field Education	4/40
MIN 610	Pastoral Field Practicum	4/40
MIN 612	Advanced Church Polity	4/40
MIN 623	Advanced Sermon Structure	4/40

MIN 624	Advanced Sermon Delivery	4/40
MIN 628	Church Planting	4/40
MIN 630	Church Growth	4/40
MSN665	Advanced Intercultural Communication	4/40
MUS501	Advanced Church Music I	4/40
MUS 502	Advanced Church Music II	4/40
MUS 503	Advanced Hymnology	4/40
MUS504	Intermediate Music Composition	4/40
MUS 506	Intermediate Conducting	4/40
MUS 601	Intermediate Piano Skills	4/40
MUS 604	Intermediate Organ Skills	4/40
MUS 622	Intermediate Guitar Skills	4/40
MUS 649	Intermediate Voice Skills	4/40
MUS 652	Intermediate Chorus	4/40
SWF 501	Intermediate Social Welfare	4/40
SWF 502	Intermediate Human Behavior and Environment	4/40
SWF 503	Intermediate Community Theory and Practice	4/40
SWF 601	Intermediate Current Topics in Social Work Practice	4/40
SWF 602	Intermediate Social Policy	4/40
SWF 603	Intermediate Social Work Practice	4/40
THL 500	Advanced Covenant Theology	4/40
THL 501	Advanced Theology of Christian Life	4/40
THL 502	Advanced Christian Apologetics	4/40
THL 505	Advanced Westminster Standards	4/40
THL 600	Advanced Doctrine of Revelation	4/40
THL 601	Advanced Doctrine of God	4/40
THL 602	Advanced Doctrine of Man	4/40
THL 603	Advanced Doctrine of Christ	4/40
THL 604	Advanced Doctrine of Salvation	4/40
THL 605	Advanced Doctrine of Church	4/40
THL 606	Advanced Doctrine of Eschatology	4/40
THL 608	Advanced Dogmatics I	4/40
THL 609	Advanced Dogmatics II	4/40
THL 610	Advanced Calvinism	4/40
THL 612	Advanced Contemporary Theology	4/40
THL 613	Advanced Pauline Theology	4/40
THL 614	Advanced Christianity and Cults	4/40

**Unrestricted Electives**  
**56 quarter units required**

In consultation with his/her advisor, the Master of Divinity Degree student will choose a minimum of 56 quarter units of electives from any of the courses listed in the Master of Arts in Theology course list or any of the courses listed in the Master of Divinity course list, and/or from the alternative electives list.

**Alternative Electives**

<b>Course No.</b>	<b>Course Title</b>	<b>Units/Hours</b>
BBL 502	Old Testament Analysis II	4/40
BBL 504	New Testament Analysis II	4/40
BBL 703	Advanced Petrine Epistles	4/40
CSL 631	Advanced Christian Counseling	4/40
CSL 632	Advanced Personality Development	4/40
CSL 633	Advanced Biblical Models for Marriage and Family Counseling	4/40

CSL 634	Advanced Techniques of Christian Counseling	4/40
CSL 635	Advanced Application of Biblical Truths to Counseling	4/40
CSL 636	Advanced Pastoral Counseling	4/40
EDU 502	Advanced Principles of Teaching and Learning	4/40
EDU 503	Advanced Curriculum Development	4/40
EDU 504	Advanced Development of Children	4/40
EDU 505	Advanced Christian Educational Leadership and Administration	4/40
EDU 507	Advanced Teaching of Christ	4/40
EDU 508	Advanced Children and Youth Education	4/40
EDU 510	Advanced History of Christian Education	4/40
EDU 511	Advanced Philosophy of Christian Education	4/40
MIN 621	Advanced Spiritual Formation and Worship	4/40
MIN 625	Expository Preaching	4/40
MIN 626	Advanced Church Administration	4/40
MSN660	Advanced World Religions	4/40
MSN661	Advanced World Mission	4/40
MSN662	Advanced History of Christian Mission	4/40
MSN663	Advanced Missionary Anthropology	4/40
MSN664	Advanced Missionary Methods	4/40
THL 611	Advanced Reformed Theology	4/40

**Master's Project**  
**8 units required**

Students are required to complete a Master's project in the form of a Thesis and present it to the Master's Degree Evaluation Committee for approval during the student's final quarter at the University of South Los Angeles. Candidates for the Master's Project are required to enroll in the following master's project preparation courses and complete an original master's degree project under the guidance of a faculty member.

<b>Course No.</b>	<b>Course Title</b>	<b>Units/Hours</b>
PRJ 701	Master's Project I	4/40
PRJ 702	Master's Project II	4/40

**Course Descriptions**

**Master of Divinity Programs**

***Core Courses***

**BBL 501 Old Testament Analysis I**

**4 quarter units/40 clock hours**

**Prerequisite: None**

This course is an analysis of the Old Testament. The Old Testament is diverse in materials from various historical settings, genres and theological perspectives. The nature of the texts presents the modern reader with challenges of understanding the content of the materials and observing the constraints that the text places on the reader. This course is also an analysis of Israel's history from conquest to exile, with special investigation into the relationship between Israel's historical traditions and its theological appropriation of those traditions around such themes as election, law, the land, and leadership. This course covers Genesis to Esther.

**BBL 502 Old Testament Analysis II**

**4 quarter units/40 clock hours**

**Prerequisite: BBL501 or approval of instructor**

This course is a continuation of BBL501, Old Testament Analysis I. It deals. This course deals with the chief techniques and important themes of biblical wisdom literature with some attention to



apocryphal wisdom and the impact of wisdom literature on the New Testament. This course is also an analysis of Hebrew, former and latter Prophets in light of their historical background and their developing theological content. Form, structure, historical context and redaction will all be used to elucidate the purpose and meaning of the prophetic oracles of the Bible. A brief introduction and survey of the prophetic literature of the Old Testament will also be presented. This course covers Job to Malachi.

**BBL 503 New Testament Analysis I**

**4 quarter units/40 clock hours**

**Prerequisite: None**

This course is a review of the New Testament. Topics covered are: political, social, moral, and religious backgrounds of the inter-Testament period. It also covers each book including, authorship, date and occasion of writing, theme, and purpose. New Testament I covers the first half of the New Testament.

**BBL 504 New Testament Analysis II**

**4 quarter units/40 clock hours**

**Prerequisite: BBL503 or approval of instructor**

This course is a review of the New Testament. Topics covered are: political, social, moral, and religious backgrounds of the inter-Testament period. It also covers each book including, authorship, date and occasion of writing, theme, and purpose. New Testament II covers the second half of the New Testament.

**BBL 505 Advanced Hermeneutics**

**4 quarter units/40 clock hours**

**Prerequisite: None**

This course is a study of the principles and practices of biblical interpretation in all of its basic aspects: theological, historical, cultural, grammatical, and literary. It will range from prolegomena to biblical interpretation seen from the viewpoint of typology, symbolism, prophecy, and parables.

**BBL 507 Advanced Life of Christ**

**4 quarter units/40 clock hours**

**Prerequisite: None**

A study of the early life and ministry of Christ as revealed in the Four Gospels; particular emphasis on His life from birth to resurrection with a view to establishing a harmony of the Gospels.

**BBL 509 Advanced Pastoral Epistles**

**4 quarter units/40 clock hours**

**Prerequisite: BBL501 or approval of instructor**

This course is an advanced study on the letter of 1st and 2nd Timothy and Titus. Critical issues with regard to background, context, authorship, and literary characteristics will be examined. Also covered are the theology and contemporary application of their teachings.

**BBL 600 Advanced History of Israel (OT)**

**4 quarter units/40 clock hours**

**Prerequisite: None**

Few nations in the age of man have experienced such a dynamic, turbulent, or influential history as the nation of Israel. This is an advanced study that brings to life the people and the environment that made the history of Israel. It covers the periods from Adam to Abraham to Moses to David to Isaiah to the intermediate period to Jesus Christ.

**BBL 601 Advanced Pentateuch**

**4 quarter units/40 clock hours**

**Prerequisite: None**

This course is a Biblical and theological analysis of God's covenantal administration of his kingdom

during the period covered by the Pentateuch. A study of the emergence and formation of the Old Testament canon will be included. A survey of the content and higher criticism of the Pentateuch will also be covered.

**BBL602 Advanced Psalms and Wisdom Books**

**4 quarter units/40 clock hours**

**Prerequisite: None**

An exegetical study of the following Old Testament Books: Psalms, Proverbs, Job, Song of Solomon, and Ecclesiastes.

**BBL 603 Advanced Synoptic Gospels**

**4 quarter units/40 clock hours**

**Prerequisite: None**

This course is an exegetical study of selected passages from the texts of the Gospels. There will be discussion of background issues including history, composition, authorship, and the distinction of each book. Special attention will be given to assessment of critical methods for the interpretation of the biblical text.

**BBL 604 Advanced Gospel of John**

**4 quarter units/40 clock hours**

**Prerequisite: None**

This course is an exegetical study of selected passages of this book. There will be focus and discussion on the similarities and differences between the Gospel of John and the three Synoptic Gospels.

**BBL 605 Advanced Romans**

**4 quarter units/40 clock hours**

**Prerequisite: None**

This course is a careful exegetical study of the book of Romans. The great theme of "Salvation by Grace" is carefully examined.

**BBL 606 Advanced Acts**

**4 quarter units/40 clock hours**

**Prerequisite: None**

This course is an exegetical study of selected portions of this book with special consideration of the contribution this book made to the knowledge of the expansion and life of the early church. There will be an introduction to critical issues in the book with stress on its importance and its history.

**BBL 607 Advanced Book of Hebrews**

**4 quarter units/40 clock hours**

**Prerequisite: None**

Hebrews has been called the "Fifth Gospel". This course explores the superiority of Christ over the Prophets, Angels, Joshua, and Moses. It also explores the superiority of the New Testament and the sacrifice of Christ over the Old Testament and its sacrificial system.

**BBL 608 Advanced Pauline Epistles**

**4 quarter units/40 clock hours**

**Prerequisite: None**

This course covers many key theological issues, theology, and religious answers found in the thirteen writings of Paul the Apostle. His epistles are Romans, 1 and 2 Thessalonians, 1 and 2 Timothy, and Titus.

**BBL 610 Advanced Bible Study**

**4 quarter units/40 clock hours**

**Prerequisite: None**

This course teaches advanced bible study using the inductive and deductive methods, with special attention given to words, phrases, definition, source of material, historical and cultural background, as well as, teaching steps in preparing for a small group.

**BBL 701 Advanced Major Prophets**

**4 quarter units/40 clock hours**

**Prerequisite: None**

This advanced course is a thorough study of the teachings of Major Prophets with emphasis on Isaiah, Jeremiah, Ezekiel, and Daniel. The historical settings and prophetic character of the Major Prophets are examined. Harmony of The Prophecies and New Testament teaching will also be examined.

**BBL 702 Advanced Minor Prophets**

**4 quarter units/40 clock hours**

**Prerequisite: None**

This is an exegetical and biblical-theological approach to the original text of Minor Prophets. The focus of the course will be on the close reading of the books themselves. Broader issues concerning principles and methods of interpretation of Old Testament prophecy will also be discussed

**BBL 703 Advanced Petrine Epistles**

**4 quarter units/40 clock hours**

**Prerequisite: None**

This advanced course provides students with the pastoral and theological contributions of Peter's writings and of the literature on Petrine theology and its' relevance to ministry, with emphasis on its' authorship, purpose, genre, interpretative problem, as well as, its' bearing on the work of pastoral theology.

**CSL 631 Advanced Christian Counseling**

**4 quarter units/40 clock hours**

**Prerequisite: None**

This is an advanced study of foundational pre-suppositions underlying the task of counseling. A historical survey of classic and current theories of counseling will be developed and related to present day problems. The Bible will be the basic source in dealing with human problems and the search for solutions.

**CSL 632 Advanced Personality Development**

**4 quarter units/40 clock hours**

**Prerequisite: None**

This course focuses on personality development from early childhood to adulthood with special attention given to physical, cognitive, socio-emotional, moral, and faith aspects of human development. Topics covered include social skills, relational capacities, gender and role learning, and socialization. The human personality development is also viewed from the Christian perspective.

**CSL 633 Advanced Biblical Models for Marriage and Family Counseling**

**4 quarter units/40 clock hours**

**Prerequisite: None**

This course presents models of personality, partnership, and parenthood in light of the Bible with a view to improving skills in the individual, marriage and with family counseling. Problem situations in the lives of people will be discussed and analyzed in light of biblical principles. Special attention is given to proper principles and strategies involved in marriage and family counseling.

**CSL 634 Advanced Techniques of Christian Counseling**

**4 quarter units/40 clock hours**

**Prerequisite: None**

This course is an advanced study of the principles, theories, and techniques of Nouthetic Counseling for use by pastors and Christian counselors. This course will involve role playing with “hands on” training in the use of counseling for the purpose of bringing about solutions to the delicate problems involved in marriage and family counseling.

**CSL 635 Advanced Application of Biblical Truths to Counseling**

**4 quarter units/40 clock hours**

**Prerequisite: None**

This course is an advanced study of the meaning of biblical principles and will involve practice in applying those principles in a culturally appropriate manner within the context found in pastoral counseling.

**CSL 636 Advanced Pastoral Counseling**

**4 quarter units/40 clock hours**

**Prerequisite: None**

This course is an advanced study in biblical principles as they relate to the full scope of the local ministry. This will include: preaching, teaching, counseling, and visitation.

**EDU 501 Advanced Christian Education**

**4 quarter units/40 clock hours**

**Prerequisite: None**

This course is an advanced study that covers the philosophy and methodology of establishing a biblical world and life view in children, youth, and adolescents.

**EDU 502 Advanced Principles of Teaching and Learning**

**4 quarter units/40 clock hours**

**Prerequisite: None**

This is an advanced research course consisting of the philosophical, psychological, and educational aspects of teaching and learning. Concepts involved in contemporary teaching will be studied and synthesized as models for teaching, as well as, presented in planning-learning experiences and used in actual practice teaching opportunities. Particular attention is given to Christian principles and psychological transformation.

**EDU 503 Advanced Curriculum Development**

**4 quarter units/40 clock hours**

**Prerequisite: None**

This course is an advanced study of curriculum principles and practices for special needs and culturally diverse learners. Discussions of regular education curriculum mandates, appropriate modifications, specialized teaching, curriculum writing formats, evaluation, and resource materials are included.

**EDU 504 Advanced Development of Children**

**4 quarter units/40 clock hours**

**Prerequisite: None**

This course addresses complex issues of child development and early childhood education with emphasis on guiding physical, social, emotional, intellectual, moral, and cultural development throughout childhood. Topics include positive parenting and nurturing across ages and stages; practices that promote long-term well-being of children and their families; developmentally appropriate guidance and intervention strategies with individuals and groups of children. Students will access, evaluate, and utilize information, including brain/learning research, as well as, other research results to meet needs of children, including children with a variety of disadvantaging conditions.

**EDU 505 Advanced Educational Leadership and Administration**

**4 quarter units/40 clock hours**

**Prerequisite: None**

This course focuses on the role of leadership in effecting change and includes practical consideration of issues related to instructional supervision, use of evaluation to support continuous improvement, professional development, and the creation of a school culture that promotes the success of all students. Participants will explore a variety of issues, including long-range planning, development/articulation of a school's goals and mission statement, ethical dilemmas, problem-solving, development of school and community partnerships, school safety, time management, consensus-building, and other areas of contemporary concern.

**EDU 507 Advanced Teaching of Christ**

**4 quarter units/40 clock hours**

**Prerequisite: None**

This in-depth course provides the graduate student a learning experience that prompts extended reflection and consideration of the teaching of Christ as found in the four Gospels of the New Testament

**EDU 508 Advanced Children and Youth Education**

**4 quarter units/40 clock hours**

**Prerequisite: None**

This course focuses on curriculum development, implementation and evaluation based on child development, learning theories, educational research and practice. Mathematics, environmental education, science and social studies for young children are also covered.

**EDU 510 Advanced History of Christian Education**

**4 quarter units/40 clock hours**

**Prerequisite: None**

This advanced course examines the history of views regarding the nature and goals of education. Specific topics covered may include: historical perspectives on multicultural education; the role of education in historical and modern democracies; and the teaching of social justice in the contemporary classroom

**EDU 511 Advanced Philosophy of Christian Education**

**4 quarter units/40 clock hours**

**Prerequisite: None**

This advanced course examines a variety of contemporary texts that present philosophical views regarding the goals of education. Specific topics covered may include: contemporary education; philosophical interdisciplinary perspectives on multicultural education; the role of education in modern democracies; and teaching of social justice in the contemporary classroom.

**ENG 501 Advanced Theological English**

**4 quarter units/40 clock hours**

**Prerequisite: None**

This in-depth course equips students with theological language comprehension through selected texts which reflect major aspects of theology, church history and the ongoing influence of classical culture.

**ENG 502 Advanced English Bible Survey**

**4 quarter units/40 clock hours**

**Prerequisite: None**

This is an advanced course which provides a thorough survey of the contents of the English Bible and which seeks to equip future church leaders with the skills for teaching the English Bible in the ministry. Assigned reading of the entire English Bible, written exercises and class discussion will be required.

**ETH 501 Advanced Christian Ethics**

**4 quarter units/40 clock hours**

**Prerequisite: None**

This course considers the various areas in personal and social ethics as they are formulated by Christian theology and as they apply to Christian life and the ministry.

**GRK 501 Advanced New Testament Greek I**

**4 quarter units/40 clock hours**

**Prerequisite: None**

This is a study of phonology, morphology and grammar of New Testament Greek with an emphasis placed on vocabulary development. It covers reading, writing, verb conjugation, and other parts of speech. It also introduces Greek customs, culture and politics of the inter-Testamental period.

**GRK 502 Advanced New Testament Greek II**

**4 quarter units/40 clock hours**

**Prerequisite: GRK501 or approval of instructor**

A continuation of GRK501. Nouns, verbs infinitives, adjectives, and pronouns will be studied along with voice, extension and tense.

**GRK 503 Advanced New Testament Greek III**

**4 quarter units/40 clock hours**

**Prerequisite: GRK502 or approval of instructor**

A continuation of GRK502. Nouns, verbs infinitives, adjectives, and pronouns will be further studied along with voice, extension and tense.

**HEB 501 Advanced Biblical Hebrew I**

**4 quarter units/40 clock hours**

**Prerequisite: None**

This course studies the basic grammar of the Hebrew language. Translation and written exercises of selected biblical texts will be required.

**HEB 502 Advanced Biblical Hebrew II**

**4 quarter units/40 clock hours**

**Prerequisite: HEB501**

This course further studies the intermediate grammar of the biblical Hebrew language. Translation and written exercises of selected biblical texts will be required.

**HEB 503 Advanced Biblical Hebrew III**

**4 quarter units/40 clock hours**

**Prerequisite: HEB502**

This course studies advanced grammar and structure of the biblical Hebrew language. Translation and written exercises of selected biblical texts will be required.

**HIS 501 Advanced Ancient Church History**

**4 quarter units/40 clock hours**

**Prerequisite: None**

This in-depth course is a survey of the main events and theological developments of the Christian church from the close of the apostolic age; ecclesiastical organization; development of theology and dogma; Christian life and worship.

**HIS 502 Advanced Medieval Church History**

**4 quarter units/40 clock hours**

**Prerequisite: HIS301 or approval of instructor**

This in-depth course is a continuation of HIS302 and will cover the Medieval Age of Church

History, focusing on the period to approximately year 1500 and concentrating on the growth of the power of the papacy; the rise and development of monasticism, scholasticism and doctrinal controversies; mysticism and the mystics; popular piety and religious life; and the demand for reform.

**HIS 503 Advanced History of the Christian Doctrine**

**4 quarter units/40 clock hours**

**Prerequisite: None**

This is an advanced study that deals with the origin, development and contemporary aspect of the Christian doctrine.

**HIS 504 Advanced History of the Korean Church**

**4 quarter units/40 clock hours**

**Prerequisite: None**

This course is an advanced study of the historical and theological origin, development, and current domestic and overseas activities of the Korean, Catholic, Presbyterian, Methodist, Holiness-Pentecostal and Baptist churches.

**HIS 505 Advanced History of the American Church**

**4 quarter units/40 clock hours**

**Prerequisite: None**

This advanced course is a historical and theological study of the origin, development, and current domestic and overseas activities of the Church in America, including, but not limited to: Presbyterian, Methodist, Holiness-Pentecostal, Baptist, and Catholic. Emphasis will be given to social, cultural, and geographic, as well as, theological factors in the history of American Christianity.

**HIS 506 Advanced History of the Bible**

**4 quarter units/40 clock hours**

**Prerequisite: None**

This in-depth course is a historical study of the origin and development of the Scriptures, as well as, the Old Testament and the New Testament. Emphasis will be given to canonical factors of the Scriptures recognized in history.

**HIS 507 Advanced Reformation**

**4 quarter units/40 clock hours**

**Prerequisite: None**

This is a study of the in-depth survey of the movement as a whole; the conditions which prepared the way and the forerunners; the leaders and the environments in which they worked; the revolution's message and methods of the church.

**HIS 508 Advanced Church History in the Modern Age**

**4 quarter units/40 clock hours**

**Prerequisite: None**

This is an in-depth study of the intellectual and theological backgrounds which developed from the seventh century through modern age; the claims of reason; pietism; the evangelical revival and modernism.

**MIN 501 Advanced Practical Theology**

**4 quarter units/40 clock hours**

**Prerequisite: None**

This advanced course provides students with the philosophy and the methodology that are consistent with pastoral ministry so that they may master worship, liturgy, preaching, evangelism, visitation, counseling, parish ministry, leadership, church education, church music, social service, and missionary works for the local church.

**MIN 504 Advanced Evangelism**

**4 quarter units/40 clock hours**

**Prerequisite: None**

Evangelism is the study of both the methods and the contents of the gospel for converting disbelievers to Christ. This course will present biblical and theological foundations of evangelism. Special attention will be given to developing methods of how to present the gospel of Christ to the ignorant, the unconcerned, the procrastinator, or other types of disbelievers.

**MIN 601 Advanced Pastoral Ministry**

**4 quarter units/40 clock hours**

**Prerequisite: None**

This course covers biblical principles regarding the full scope of the local ministry. This will include: preaching, teaching, counseling, and visitation.

**MIN 604 Christian Leadership**

**4 quarter units/40 clock hours**

**Prerequisite: None**

In this course, essential ingredients of Christian Leadership are studied. Also included are ways to develop one's potential as a leader. These concepts are carefully examined and implemented.

**MIN 609 Advanced Field Education**

**4 quarter units/40 clock hours**

**Prerequisite: None**

This course is a field education designed to provide advanced supervised field experience for master's students' ministry.

**MIN 610 Pastoral Field Practicum**

**4 quarter units/40 clock hours**

**Prerequisite: None**

This course is a pastoral practicum designed to provide basic supervised pastoral field experience for students.

**MIN 612 Advanced Church Polity**

**4 quarter units/40 clock hours**

**Prerequisite: None**

This is an advanced course on theological and historical examinations of principles of polity, ecclesiology, church structure and constitutional activities of the church

**MIN 621 Advanced Spiritual Formation and Worship**

**4 quarter units/40 clock hours**

**Prerequisite: None**

This course will examine the historical and biblical roots of spiritual formation and worship. This will be followed by a study of developing personally effective, pastorally sensitive, and theologically sound worship services.

**MIN 623 Advanced Sermon Structure**

**4 quarter units/40 clock hours**

**Prerequisite: None**

This is an in-depth course focusing on preaching from the Scripture. It will cover principles of effective verbal communication, types of sermon, analysis of sermons by great preachers of the past, outlining and structuring a sermon along with adaptation to a particular audience.



**MIN 624 Advanced Sermon Delivery**

**4 quarter units/40 clock hours**

**Prerequisite: None**

This is an in-depth course focusing on preaching from the Scripture. It will cover the practice of effective verbal communication. Students will prepare and preach sermons in the class. The preparation and delivery of sermons will be practiced under guidance and criticism focusing on use of voice and body in sermon delivery, the use of language, and the use of notes.

**MIN 625 Expository Preaching**

**4 quarter units/40 clock hours**

**Prerequisite: None**

This course is a study of the development of biblical sermons, including an analysis of the hermeneutical method which is used to move from the passage to the sermon on the passage. Particular attention will be given to scripture analysis, and homiletical tools for creating a sermon. How the preacher allows the text to conceive the sermon is the crux of this course.

**MIN 626 Advanced Church Administration**

**4 quarter units/40 clock hours**

**Prerequisite: None**

This course helps equip students for church organization and administration. The pastor's responsibilities for the management of ministry will be discussed, including; recognizing needs, planning, organizing, motivating, coaching, mentoring core members, evaluating, and revising church programs and strategies

**MIN 628 Church Planting**

**4 quarter units/40 clock hours**

**Prerequisite: None**

This course will focus on the theology, history, and theory of church planting, examining the biblical mandate, as well as, historical models. Participants will be challenged to consider their role in forwarding the Kingdom of God in their generation through the planting of churches worldwide. Students will gain specific and practical knowledge related to effective church planting practices, with transferable application to their ministry.

**MIN 630 Church Growth**

**4 quarter units/40 clock hours**

**Prerequisite: None**

This course examines how a church grows and develops techniques to stimulate growth and maintenance.

**MSN 660 Advanced World Religions**

**4 quarter units/40 clock hours**

**Prerequisite: None**

This course is an advanced survey and comparison of the major religions of the world with Christianity. Religions covered are Buddhism, Confucianism, Hinduism, Islam, Judaism, and Taoism.

**MSN 661 Advanced World Mission**

**4 quarter units/40 clock hours**

**Prerequisite: None**

This course is an advanced study of a wide range of issues and basic principles governing the missionary task of the church. Also covered are studies of the cultural and religious background, as well as, the historical developments and present situation of Christian missions in East and Southeast Asia, Africa, and Eastern Europe.

**MSN 662 Advanced History of Christian Mission**

**4 quarter units/40 clock hours**

**Prerequisite: None**

This course is an advanced survey of the history of the expansion of Christianity from Apostolic times to the present, focusing on the lives of great missionaries of the past and present.

**MSN 663 Advanced Missionary Anthropology**

**4 quarter units/40 clock hours**

**Prerequisite: None**

This course is an advanced study of cultural anthropology for effective cross-cultural ministry. The course will focus on understanding social structures, customs, thought forms, culture, religion, worldview, language, and related topics in light of the missionary's change-agent role.

**MSN 664 Advanced Missionary Methods**

**4 quarter units/40 clock hours**

**Prerequisite: MSN663 or approval of instructor**

This course is an advanced study of missionary methods and ways to help prospective missionaries be successful in Christian service.

**MSN 665 Advanced Intercultural Communication**

**4 quarter units/40 clock hours**

**Prerequisite: None**

This course is an advanced study of the processes of communicating between cultures, the knowledge of which is essential for effective missionary work. Topics covered include different perceptions and ways of thinking, values, non-verbal expressions, language expressions and subgroups within a culture as they relate to the media and the message.

**MUS 501 Advanced Church Music I**

**4 quarter units/40 clock hours**

**Prerequisite: None**

This course is an advanced study of church music. Subjects include historical background, purpose, leadership, function and application.

**MUS 502 Advanced Church Music II**

**4 quarter units/40 clock hours**

**Prerequisite: None**

This course covers advanced church music and worship which includes the guiding principles of designing and organizing group worship.

**MUS 503 Advanced Hymnology**

**4 quarter units/40 clock hours**

**Prerequisite: None**

This is an advanced course on Christian Hymnody. Studies include historical patterns, hymnic literature, and significant contributing individuals.

**MUS 504 Intermediate Music Composition**

**4 quarter units/40 clock hours**

**Prerequisite: None**

This course is an intermediate study of harmony, counterpoint, and musical form. Students will further their skills in developing compositions and abilities for writing Hymns, Anthems, Choral and instrumental pieces.

**MUS 506 Intermediate Conducting**

**4 quarter units/40 clock hours**

**Prerequisite: None**

This is an intermediate course which covers practical skills needed for conducting both choral and orchestra groups.

**MUS 601 Intermediate Piano Skills**

**4 quarter units/40 clock hours**

**Prerequisite: None**

This course is designed to improve the student's piano skills and prepares them to perform as accompanists or as solo artists.

**MUS 604 Intermediate Organ Skills**

**4 quarter units/40 clock hours**

**Prerequisite: None**

Lessons will focus on hymn playing, sight –reading, modulation, transposition, and playing by ear improvisation. There is a supervised study in accompanying at the keyboard.

**MUS 622 Intermediate Guitar Skills**

**4 quarter units/40 clock hours**

**Prerequisite: None**

This is an intermediate course which enhances the student's skills in notation, guitar methods, arpeggios, chords and gospel songs.

**MUS 649 Intermediate Voice Skills**

**4 quarter units/40 clock hours**

**Prerequisite: None**

This course is an intermediate study that improves vocal techniques. This course also includes the preparation and presentation of a recital.

**MUS 652 Intermediate Chorus**

**4 quarter units/40 clock hours**

**Prerequisite: None**

This is a Choir and group vocal ensemble which includes performance and practice. Students will increase their skills by practicing in Choir groups and performing at school functions.

**PRJ 701 Master's Project I**

**4 quarter units/40 clock hours**

**Prerequisite: Consent of graduate advisor and approval of the instructor.**

This course provides step-by-step guidance by a faculty member for the organization and preparation of a Master's thesis. This course is for the completion of a master's project under the guidance of a faculty member appointed by the dean.

**PRJ 702 Master's Project II**

**4 quarter units/40 clock hours**

**Prerequisite: Consent of graduate advisor, and approval of instructor**

This course provides advanced guidance for the organization and preparation of a Master's thesis. This course is for the completion of a master's project under the guidance of a faculty member appointed by the dean.

**SWF 501 Intermediate Social Welfare**

**4 quarter units/40 clock hours**

**Prerequisite: None**

This course is an overview and history of social welfare. Problems of individuals, families, resource agencies with which social workers have contact are covered.

**SWF 502 Intermediate Human Behavior and Environment**

**4 quarter units/40 clock hours**

**Prerequisite: None**

Students will learn understanding and assessment of individual behavior through ecological/social system models and human development in light of family, psychosocial, psychological, cultural, biological, and environmental factors.

**SWF 503 Intermediate Community Theory and Practice**

**4 quarter units/40 clock hours**

**Prerequisite: None**

This course covers examinations of the community dynamics using different theoretical and cultural perspectives. Students develop knowledge and skills needed to mobilize resources to meet community social problems.

**SWF 601 Intermediate Current Topics in Social Work Practice**

**4 quarter units/40 clock hours**

**Prerequisite: None**

This course covers specific fields of social work and human services. Possible topics include mental health, criminal justice, developmental disabilities, family services, and social work.

**SWF 602 Intermediate Social Policy**

**4 quarter units/40 clock hours**

**Prerequisite: None**

This course is an overview of social welfare policy. How and by whom policy decisions are made are covered, as well as, analyzing policy and its effects on others

**SWF 603 Intermediate Social Work Practice**

**4 quarter units/40 clock hours**

**Prerequisite: None**

Students learn interviewing skills, social work values, principles of generic practice, systems theory, and problem-solving techniques.

**THL 500 Advanced Covenant Theology**

**4 quarter units/40 clock hours**

**Prerequisite: None**

This course is an advanced study of covenants with theological and biblical perspectives, based upon the Old Testament, New Testament and historical background. This study focuses on the covenantal relationship between God and His people, as well as, the heritage of His chosen people.

**THL 501 Advanced Theology of Christian Life**

**4 quarter units/40 clock hours**

**Prerequisite: None**

This course is a theological examination of important aspects of Christian Life. Topics covered in this course are: regeneration, faith, reconciliation, sanctification, forgiveness, worship, evangelism, fellowship, stewardship, and freedom.

**THL 502 Advanced Christian Apologetics**

**4 quarter units/40 clock hours**

**Prerequisite: None**

This advanced course presents the nature, methods, and issues involved in defending the Christian world view, including religious knowledge, the existence of God, the problem of miracle and the authority of Scripture. Major objections to Christianity are reviewed and answered.

**THL 505 Advanced the Westminster Standards**

**4 quarter units/40 clock hours**

**Prerequisite: None**

This course is an advanced study of the origin and historical development of the Westminster Confession of faith. Exploration of the theology of the Assembly, by means of studying the Westminster Confession of faith, will be examined accordingly.

**THL 600 Advanced Doctrine of Revelation**

**4 quarter units/40 clock hours**

**Prerequisite: None**

This advanced course is a study in the higher level of nature, method and sources of theology; revelation and the inspiration of Scripture.

**THL 601 Advanced Doctrine of God**

**4 quarter units/40 clock hours**

**Prerequisite: None**

This course focuses on the study of Prolegomena and Bibliology which include an examination of revelation, inspiration, canonization, preservation, and illumination. Also covered is the study of Pneumatology, which will examine the Person and work of the Holy Spirit.

**THL 602 Advanced Doctrine of Man**

**4 quarter units/40 clock hours**

**Prerequisite: None**

This course covers the origin of man, his nature and his destiny; the consequence and the effects of sin on mankind; and Christology, with emphasis on His person.

**THL 603 Advanced Doctrine of Christ**

**4 quarter units/40 clock hours**

**Prerequisite: None**

This is an advanced study in the Doctrine of Christ.

**THL 604 Advanced Doctrine of Salvation**

**4 quarter units/40 clock hours**

**Prerequisite: None**

This course will cover the study of creation, man, work of Christ, the role of the Holy Spirit, Salvation, Justification, and Sanctification.

**THL 605 Advanced Doctrine of Church**

**4 quarter units/40 clock hours**

**Prerequisite: None**

During this course, the student will be taught the teachings of the church from a biblical/theological perspective including; attributes, marks, worship, kingdom, politics and para-church organization issues.

**THL 606 Advanced Doctrine of Eschatology**

**4 quarter units/40 clock hours**

**Prerequisite: None**

This is an advanced course in eschatology and major eschatological events. Subjects that are covered include The Rapture, The Great Tribulation, The Church Spared From the Tribulation, The Church Antichrist, Israel in the Tribulation, The Close of the Tribulation, and The Millennium.

- THL 608 Advanced Dogmatics I**  
**4 quarter units/40 clock hours**  
**Prerequisite: None**  
During this course, the student will be taught Revelation to Eschatology. An exegetical approach to Bible prophecy's nature and problems is discussed.
- THL 609 Advanced Dogmatics II**  
**4 quarter units/40 clock hours**  
**Prerequisite: None**  
During this course, the student will be taught Revelation to Eschatology. An exegetical approach to Biblical prophecy is discussed.
- THL 610 Advanced Calvinism**  
**4 quarter units/40 clock hours**  
**Prerequisite: None**  
A study of the nature and sources of Calvin's theology through historical backgrounds and his own writings.
- THL 611 Advanced Reformed Theology**  
**4 quarter units/40 clock hours**  
**Prerequisite: None**  
This course is a study of Reformed theology and faith, as well as, the practice and the historical confessions that have helped give shape to tradition. This course will provide an opportunity to explore the contours of Reformed theology, giving attention to its historical formations, contemporary expressions and pastoral implications for church and community.
- THL 612 Advanced Contemporary Theology**  
**4 quarter units/40 clock hours**  
**Prerequisite: None**  
This in-depth course is a study of the trends in modern theological thought, from the eighteenth-century Enlightenment to the present, as well as, an evaluation of this diversity in light of evangelical Christianity. The perspectives and contributions of several theologians of this period will be considered.
- THL 613 Advanced Pauline Theology**  
**4 quarter units/40 clock hours**  
**Prerequisite: None**  
This course is a focus on the advanced study of Paul's theology contrasting the Jewish and Hellenistic background in the light of his life and missionary situations. The course concentrates on a systematic exploration of Christology, eschatology and other leading themes analyzing the organic unity of justification, sanctification, union with Christ, covenant, and eschatology in Pauline theology.
- THL 614 Advanced Christianity and Cults**  
**4 quarter units/40 clock hours**  
**Prerequisite: None**  
This advanced course primarily involves the in-depth study of major cults in the United States. Attention will be given to the theological and operational characteristics of new religions and cults. The course will focus on The Church of Jesus Christ of Latter-day Saints (the Mormons), the Watchtower Society (Jehovah's Witnesses), New Age movements and other major cults. Attention will be given to the theological and operational characteristics of new religions and cults.

## **Master of Theology Program**

### **46 quarter units**

The Master of Theology (Th.M.) degree is an advanced academic degree intended to prepare students to increase their knowledge of a major field of theological learning, particularly through training and practice in the use of the methods and tools of theological research. This is preparation for a teaching, ministry or for more advanced graduate study such as the Doctor of Theology(Th.D.) program. The areas of majors are offered as follows: Biblical Studies (O.T or N.T.), Theological Studies, Church History, Christian Education, Christian Counseling, Pastoral Ministry and Mission.

### **Degree Requirements**

- Successfully complete a minimum of 36 quarter units of coursework with a minimum cumulative grade point average of 3.0 on a 4.0 scale.
- Successfully complete 10 quarter units of the Thesis Project.
- Successfully complete the degree requirements within the time limit.

### **Program Completion**

The Th.M. program must be completed within 3 years from the time the student commenced the first course, as a regular student, which applies to the degree requirements. This time limit, at the option of the university, may be extended due to special extenuating circumstances.

### **Program Outcome**

Upon successful completion of the program, graduates will be able to:

1. Interpret the Bible in its parts and in its whole through use of its original languages and appropriate exegetical and hermeneutical methods
2. Formulate a comprehensive view of the main teachings of the Bible
3. Communicate God's saving work in Jesus Christ through the public and private ministries of the Word.
4. Demonstrate skills for leadership within congregations
5. Evaluate the historical, theological, and missiological dimensions of the Christian faith
6. Demonstrate a personal love for God, His Church, and the world

### **Notice to Prospective Degree Program Students**

This institution is approved by the Bureau of Private Postsecondary Education to offer degree programs. To continue to offer this degree program, this institution must meet the following requirements:

1. Become institutionally accredited by an accrediting agency recognized by the United States Department of Education, with the scope of the accreditation covering at least one degree program.
2. Achieve accreditation candidacy or pre-accreditation, as defined in regulations, by July 1, 2017, and full accreditation by July 1, 2020.

If this institution stops pursuing accreditation it must:

- Stop all enrollment in its degree programs, and
- Provide a teach-out to finish the educational program or provide a refund.

An institution that fails to comply with accreditation requirements by the required dates shall have its approval to offer degree programs automatically suspended.

## Courses

### **Master of Theology Courses**

**36 quarter units required**

*Select 36 quarter units of courses from the following Common Core Courses.*

<b>Course No.</b>	<b>Course Title</b>	<b>Units/Hours</b>
BBL 711	Exegetical Issues in Old Testament	4/40
BBL 721	Exegetical Issues in New Testament	4/40
BBL 723	Pentateuch	4/40
BBL 729	Parables and Miracles of Christ	4/40
CSL 651	Critical Issues in Pastoral Counseling	4/40
CSL 653	Seminar in Marriage and Family Counseling	4/40
EDU 613	Philosophy of Christian Education	4/40
EDU615	Historical Interpretation of Christian Education	4/40
ETH 601	The Ten Commandments and Ethical Life	4/40
GRK 601	Advanced Greek Reading	4/40
HEB 601	Advanced Hebrew Reading	4/40
HIS 600	Major Issues in History of Israel (OT)	4/40
HIS 613	Major Issues in Church History	4/40
HIS 621	Historical Christian Doctrine	4/40
MIN 671	Preaching Christ in the Old Testament	4/40
MIN675	Christian Leadership	4/40
MSN 680	Contextualization of Mission	4/40
MSN 682	Mission and Ministry	4/40
THL 653	Calvinistic Theology	4/40
THL 655	Promise and Fulfillment	4/40
THL 657	Systematic Theology	4/40
THL 665	Apologetic Issues	4/40

### **Comprehensive Examination**

In the Th.M. program, students must successfully pass the comprehensive examination to be eligible for the Thesis/Research Project. The passage of the examination is verification of the candidate's research readiness.

Candidates for the Comprehensive Exam are required to register in the following course:

<b>Course No.</b>	<b>Course Title</b>	<b>Units</b>
THM 800	Comprehensive Examination Preparation	0

### **Research Project for Master of Theology**

**10 units required**

After passage of the Comprehensive Examination, students are required to complete the Research Project for Master of Theology in the form of a Thesis and present it to the Master's Degree Evaluation Committee during the student's final quarter at the University of South Los Angeles for approval. Candidates for the Research Project for Master of Theology are required to register in the following project preparation courses and complete an original Research Project for Master of Theology under the guidance of a faculty member.

<b>Course No.</b>	<b>Course Title</b>	<b>Units/Hours</b>
THM 801 required	Continuous Registration/Research Project for Master of Theology	10 units



## Course Descriptions

### Master of Theology Program

#### *Core Courses*

**BBL 711 Exegetical Issues in the Old Testament**

**4 quarter units/40 clock hours**

**Prerequisite: None**

This seminar focuses on a detailed study of a selected book of the Old Testament, with an emphasis on the critical issues of exegetical questions in recent studies

**BBL 721 Exegetical Issues in the New Testament**

**4 quarter units/40 clock hours**

**Prerequisite: None**

This course is a special study of a New Testament book with special emphasis on critical passages. The content of this seminar may change from year to year, depending on the needs of students.

**BBL 723 Pentateuch**

**4 quarter units/40 clock hours**

**Prerequisite: None**

This course is a study of an exegetical and biblical-theological study of the first five books of the Old Testament. Special attention will be given to the theological interpretation of the Law of Moses, and the functions of tabernacle and sacrifices, and the question of fulfillment in Christ

**BBL 729 Parables and Miracles of Christ**

**4 quarter units/40 clock hours**

**Prerequisite: None**

This Course is a study of the parables and miracles within their context in the Gospels. It includes questions of genre, the nature of metaphor, the relations to the crucifixion and resurrection of Christ, and preaching from the Gospels. Seminar presentation is required.

**CSL 651 Critical Issues in Pastoral Counseling**

**4 quarter units/40 clock hours**

**Prerequisite: None**

This is a study of biblical principles that will help identify and suggest solutions for problems encountered in the ministry of pastoral counseling.

**CSL 653 Seminar in marriage and Christian Family Counseling**

**4 quarter units/40 clock hours**

**Prerequisite: None**

This seminar provides the student with study in the principles and methods of pastoral counseling as related to the dynamics of marriage and Christian family life. Special attention will be given to family development, communication, conflict resolution, child rearing, pre-marital counseling, and divorce counseling.

**EDU 613 The Theology and Philosophy of Christian Education**

**4 quarter units/40 clock hours**

**Prerequisite: None**

This advanced course covers the foundation of the theology, philosophy and methodology of Christian education which establishes a biblical maturity by emphasizing the philosophical perspectives of educational goals.

**EDU 615 Historical Interpretation of Christian Education**

**4 quarter units/40 clock hours**

**Prerequisite: None**

This is an advanced study of the history and development of the Christian educational ministry with special attention to the historical perspectives of key Christian educational theorists. Special attention will be given to those in the Reformed tradition and the application of their insights to the educational ministry of the church in the modern era.

**ETH 601 The Ten Commandments and Ethical Life**

**4 quarter units/40 clock hours**

**Prerequisite: None**

This course deals with the ten commandments in an attempt to discover their original meaning, contemporary significance and applications emphasizing the development of morality.

**GRK 601 Advanced Greek Reading**

**4 quarter units/40 clock hours**

**Prerequisite: GRK503 or Approval of Instructor**

This is an in-depth study of Greek reading from the New Testament, extra-biblical literature, and the writings of the apostolic fathers, apologists, and church fathers with an emphasis on grammatical outlines of clauses.

**HIS 600 Major Issues in History of Israel (OT)**

**4 quarter units/40 clock hours**

**Prerequisite: None**

This is a study of Israelite history that reflects the nation of Israel written in the Old Testament. It focuses on God's sustaining hand over the chosen people through the period from Adam to Jesus Christ.

**HEB 601 Advanced Hebrew Reading**

**4 quarter units/40 clock hours**

**Prerequisite: HEB503 or Approval of Instructor**

This is an in-depth study of Hebrew readings of Old Testament and extra-biblical literature with an emphasis on translation and written exercises of selected texts.

**HIS 613 Major issues in Church History**

**4 quarter units/40 clock hours**

**Prerequisite: None**

A selected study is focused on the major issues and trends in the development of the Christian church from the first century to the present. The content of the seminar will differ from year to year.

**HIS 621 Historical Christian Doctrine**

**4 quarter units/40 clock hours**

**Prerequisite: None**

This is an advanced study that deals with selected historical issues such as the origin, development and contemporary aspects of the Christian doctrine. Research presentation is required.

**MIN 671 Preaching Christ from the Old Testament**

**4 quarter units/40 clock hours**

**Prerequisite: None**

This is a study of hermeneutical and homiletic issues involved in using Old Testament passages for Christian proclamation. This course deals with issues such as Theocentric/Christicentric preaching, Christian understanding of Old Testament passages, promise and fulfillment, typology and likeness.

**MIN 675 Christian Leadership**

**4 quarter units/40 clock hours**

**Prerequisite: None**

Discussion emphasizing Christian leadership related to various church ministries; church planting, church growth, management, organization, evangelistic strategies, conflict, pastorate, lay leadership and a leader's personal development and his/her role.

**MSN 680 Contextualization of Mission**

**4 quarter units/40 clock hours**

**Prerequisite: None**

This course is an advanced theological study of missiological concepts of contextualization.

**MSN 682 Mission and Ministry**

**4 quarter units/40 clock hours**

**Prerequisite: None**

This course deals with biblical principles of the missionary task for the Christian church emphasizing evangelistic strategy in contemporary cultures, as well as, the character, goals and methods of Christian education in mission fields; disciple-making and equipping believers for the work of service are also discussed.

**THL 653 Calvinistic Theology**

**4 quarter units/40 clock hours**

**Prerequisite: None**

This course is a historical study of John Calvin, as contained in his Institutes of the Christian Religion, theological treatises, commentaries, and sermons.

**THL 655 Promise and Fulfillment**

**4 quarter units/40 clock hours**

**Prerequisite: None**

This course deals with an exegetical and theological study of various ways in which the Old Testament reveals. Implications for a biblical hermeneutic and theological perspective will be developed, as well as a perspective on the eschatological role of Israel and Jesus' life, as well as, teaching upon God's promise and work of fulfillment.

**THL 657 Systematic Theology**

**4 quarter units/40 clock hours**

**Prerequisite: None**

This course is an advanced study based on Scripture, historical documents and contemporary evaluations of issues in theological perspectives and doctrines of God and humanity, as well as, the doctrines of Christ, salvation, and the last things (eschatology).

**THL 665 Apologetic Issues**

**4 quarter units/40 clock hours**

**Prerequisite: None**

Lectures and discussions emphasizing postmodernism in contemporary culture such as current apologetic interests and suppositional apologetics.

**THM 800 Comprehensive Examination Preparation**

**0 quarter units**

**Prerequisite: Approval of Committee**

This is preparation for and completion of the Comprehensive Examination for the Master of Theology Degree. Faculty will arrange structured review sessions that covers subject material in the Th.M. program that candidates wish to review as preparation for the Comprehensive Examination.

**THM 801 Continuous Registration:**

**Thesis/Research Project**

**10 quarter units/Continuous Registration**

**Prerequisite: Approval of Committee**

Th.M. students must register in this course during the time they are conducting research and/or are writing their Thesis.

## **Doctor of Ministry Program**

### **68 quarter units**

The Doctor of Ministry is an advanced professional degree that focuses upon primary professional training and upon subsequent on-the-job learning. It is intended to help the candidate shape his or her own ministry specialty. The ministry specialty is an area of professional concern in which increased competence is desired – defined and articulated by the candidate, emerging from his or her day-to-day practice of ministry, eventually deepened by systematic study and reflection, and finally, analyzed in a carefully executed research project.

Because the D.Min. is an advanced professional degree in ministry, it is for clergy and Christian workers who wish to continue their professional education.

The D.Min. focuses on two types of knowledge. One is the articulation of a ministry specialty which integrates one or more disciplines of theological study with the D.Min. student's ministerial activity. For example, a ministry specialty may relate biblical studies and liturgics to preaching, or systematic theology to pastoral counseling, church history and the arts to educational ministry, or Christian ethics to advocacy for social justice.

The second type of knowledge is the development of skills of continuing professional education, i.e., learning how to learn more from the practice of ministry and reflection upon that practice. The four skills of continuing professional education are:

1. Identifying issues of ministry for study;
2. Selecting learning resources appropriate to the issues;
3. Translating what has been learned through study into professional practice; and
4. Forming the research process into a document that will be useful in ministry.

The first two skills are given special attention during the admission and coursework phases of the program; the last two skills surface in order as the program proceeds, each of them is latent at every point. It is the management of these skills which reveal the minister's ability to learn from the job in ways that will enhance professional practice.

Finally, the context within which ministry and learning take place is an important part of the D.Min. program, including both the local community within which the student works, as well as, the wider society and global community of mankind.

This program highlights the multi-cultural character of this larger context and seeks to help the student consider and understand the implications of the practice of ministry.

### **Degree Requirements**

- Successfully complete a minimum of 56 quarter units of coursework determined by the student and the student's Doctoral Committee from the Doctor of Ministry course list and any other coursework prescribed by the student's Doctoral Committee with a minimum cumulative grade point average of 2.0 on a 4.0 scale.
- Successfully complete the Integrative Review
- Successfully complete 12 quarter units of the Dissertation/Research Project.
- Successfully complete the degree requirements within the time limit.

### **Program Completion**

The D.Min. program must be completed within 4 years from the time the student commenced the first course, as a regular student, which applies to the degree requirements. This time limit, at the option of the university, may be extended due to special extenuating circumstances.

### **Notice to Prospective Degree Program Students**

This institution is approved by the Bureau of Private Postsecondary Education to offer degree programs. To continue to offer this degree program, this institution must meet the following requirements:

1. Become institutionally accredited by an accrediting agency recognized by the United States Department of Education, with the scope of the accreditation covering at least one degree program.
2. Achieve accreditation candidacy or pre-accreditation, as defined in regulations, by July 1, 2017, and full accreditation by July 1, 2020.

If this institution stops pursuing accreditation it must:

- Stop all enrollment in its degree programs, and
- Provide a teach-out to finish the educational program or provide a refund.

An institution that fails to comply with accreditation requirements by the required dates shall have its approval to offer degree programs automatically suspended.

### **Awarding the Degree**

When it is certified that the candidate has completed all required work and met all financial obligations for the Doctor of Ministry degree course, the degree will be recommended by vote of the Doctoral Committee of the School of Theology. The degree is granted by the University of South Los Angeles' Board of Trustees and is conferred at the university's commencement.

### **Courses**

#### **Doctor of Ministry Courses 56 quarter units required**

*Complete a minimum of 56 quarter units of coursework determined by the student and the student's Doctoral Committee and any other coursework prescribed by the student's Doctoral Committee from the following courses:*

<b>Course No.</b>	<b>Course Title</b>	<b>Units/Hours</b>
BBL 758	Old Testament Issues I: Exegesis	4/40
BBL 760	New Testament Issues I: Exegesis	4/40
HIS 758	Major Issues in Church History	4/40
TMS 711	Seminar: Church Planting	4/40
TMS 712	Church Music and Worship	4/40
TMS 714	Spiritual Formation and Worship	4/40
TMS 716	Seminar: Social Welfare	4/40
TMS 718	Seminar: Evangelism and Discipleship	4/40
TMS 719	Christian Education: Formative Figures and Contemporary Theories	4/40
TMS 722	Biblical Foundations of Ministry	4/40
TMS 729	Concepts and Models in American Church History	4/40
TMS 734	Issues in Contemporary Ministry	4/40
TMS 735	Theology and Strategies of Church Growth	4/40
TMS 736	Methods for Educational Ministries	4/40
TMS 740	Theology of Ministry	4/40
TMS 746	Shaping Pastoral Theology	4/40
TMS 748	Theology of Christian Spirituality	4/40
TMS 754	Lectionary Preaching	4/40
TMS 756	Special Occasions Preaching	4/40

TMS 758	Preaching Workshop and Practicum	4/40
TMS 764	Pastoral Care Conflict Management	4/40
TMS 766	Pastoral Counseling	4/40
TMS 772	Church Leadership and Management	4/40
TMS 774	Change in Church Organizations	4/40
TMS 776	Seminar: Other Religions	4/40
TMS 778	Field Education	4/40
TMS 780	Cultural Anthropology in Mission	4/40
TMS 786	Seminar: Parish Ministry Skills	4/40
TMS 789	Seminar: The Church and Practical Theology	4/40
TMS 792	Christian Education and Faith Development	4/40
TMS 801	Seminar: The Kingdom of God	4/40
TMS 802	Reformed Theology	4/40

### **Integrative Review**

After the student completes his/her coursework, the student is required to successfully complete the Integrative Review with the D.Min. committee members. In preparation for his review, the candidate submits to the committee a written description of how his/her courses are integrated with their practice of ministry, and a proposal for a research project, including a description of the ministry setting and bibliography. During the oral review, the candidate will discuss this material with the committee.

The integrative review is designed to evaluate the candidate's progress according to the following criteria:

- The ability to identify a critical issue in his/her ministry context.
- The skills to select appropriate study resources.
- The capacity to translate study into professional practice in a community setting.
- The willingness to formulate a document useful for ministry in a multi-cultural world.

### **Dissertation/Research Project (D/RP)**

**12 quarter units required**

After approval of the D/RP candidates must then write a dissertation, under the supervision of the Doctoral Committee, demonstrating an ability to do significant research and scholarly analysis and to present findings and conclusions with precision and clarity.

For all qualifying candidates, two approved copies of the dissertation, typographically perfect and bearing the signatures of the committee, must be filed with Chief Academic Officer or the School Dean by the agreed upon deadline and before the School of Theology's faculty meeting at which the degree is to be approved.

An abstract of 350 words which clearly sets forth the content and conclusion of the dissertation is to be filed and signed by the Doctoral Committee Chair. The final copies are to be filed with the Chief Academic Officer or the School Dean. Students must sign microfilming and copyright agreements. Dissertation, including the abstract, bibliography and appendix, should not exceed 500 pages. The student who submits a longer manuscript will be asked to reduce it to the page limit.

Candidates for the Dissertation/Research Project are required to enroll in the following course:

<b>Course No.</b>	<b>Course Title</b>	<b>Units</b>
TMS 901	Continuous Registration: Doctoral Dissertation/ Research Project	12/120

## Course Descriptions

### Doctor of Ministry Program

#### *Core Courses*

**BBL 758 Old Testament Issues I: Exegesis**

**4 quarter units/40 clock hours**

**Prerequisite: Approval of Doctoral Committee**

This course focuses on a detailed study of a selected book of the Old Testament, with an emphasis on the critical issues of exegetical questions in recent scholarship.

**BBL 760 New Testament Issues I: Exegesis**

**4 quarter units/40 clock hours**

**Prerequisite: Approval of Doctoral Committee**

This course is a special study of a New Testament book with special emphasis on critical passages. The content of this course may change from year to year, depending on the needs of students.

**HIS 758 Major Issues in Church History**

**4 quarter units/40 clock hours**

**Prerequisite: Approval of Doctoral Committee**

This is a selected study of the major issues and trends in the development of the Christian church from the first century to the present.

**TMS 711 Seminar: Church Planting**

**4 quarter units/40 clock hours**

**Prerequisite: None**

This is a course that will focus on the theology, history and theory of church planting, examining the biblical mandate, as well as, historical models. Participants will be challenged to consider their role in forwarding the Kingdom of God in their generation through the planting of churches worldwide. Students will gain specific and practical knowledge related to effective church planting practices, with transferable application to their ministry.

**TMS 712 Seminar: Church Music and Worship**

**4 quarter units/40 clock hours**

**Prerequisite: None**

This is a course that covers advanced church music and worship which includes the guiding principles of designing and organizing corporate worship.

**TMS 714 Spiritual Formation and Worship**

**4 quarter units/40 clock hours**

**Prerequisite: None**

This course will examine the historical and biblical roots of spiritual formation and worship. This will be followed by a study of developing personally effective, pastorally sensitive, and theologically sound worship services.

**TMS 716 Seminar: Social Welfare**

**4 quarter units/40 clock hours**

**Prerequisite: None**

This course is an overview and history of social welfare. Problems of individuals, families, resource agencies with which social workers have contact are covered.



**TMS 718 Seminar: Evangelism and Discipleship**

**4 quarter units/40 clock hours**

**Prerequisite: None**

This course is a practical overview of the ministry of evangelism and is structured to cover the fundamental aspects of the biblical paradigm for evangelism. This seminar is designed to prepare the student to be an effective witness of the gospel. The Scriptures will provide a foundation and biblical model for the need of evangelism and its contemporary application. Students will be given the opportunity to participate in evangelistic efforts.

**TMS 719 Christian Education: Formative figures and Contemporary Theories**

**4 quarter units/40 clock hours**

**Prerequisite: Approval of Doctoral Committee**

Study of formative figures of the late 19th and 20th centuries – figures who have influenced the development of religious educational theory and practice – and an exploration of major theoretical perspectives in religious education from the mid-1960's until the present. Particular attention is given to critical issues as they have emerged in Jewish and Christian communities.

**TMS 722 Biblical Foundations of Ministry**

**4 quarter units/40 clock hours**

**Prerequisite: None**

This course will explore the Bible, and its role in shaping a particularly Christian worldview by examining concepts of authority and revelation, the Bible as revelation, the meta-narrative or the “Big Story” that the Bible provides of life and the world, the flow and the general content of the Bible, the Biblical foundations of the various disciplines, and principles for Bible study and application.

**TMS 729 Concepts and Models in American Church History**

**4 quarter units/40 clock hours**

**Prerequisite: Approval of Doctoral Committee**

An examination of the ways in which the field as a whole have been conceptualized in the past; new approaches to the overall survey or “narrative” of Christianity in the U.S., and an analysis of methodological innovative monographs likely to shape research and how to incorporate such material in courses in U.S. history, literature, politics, etc.

**TMS 734 Issues in Contemporary Ministry**

**4 quarter units/40 clock hours**

**Prerequisite: Approval of Doctoral Committee**

Examination of issues that face laity in their work lives in order to develop church models that support laity's work in the world. Includes exploration of the issues — What is the vocation of laity in the ministry of the church? How does the work of laity in the world shape the work of the clergy?

**TMS 735 Theology and Strategies of Church Growth**

**4 quarter units/40 clock hours**

**Prerequisite: None**

This course is an advanced study on the strategies of church growth, development techniques, and how to stimulate and maintain growth.

**TMS 736 Methods for Educational Ministries**

**4 quarter units/40 clock hours**

**Prerequisite: Approval of Doctoral Committee**

This course is the study of curriculum in a systematic and intentional plan. It covers the principles for design, analysis, and evaluation of curriculum, and the exploration of teaching — learning processes and appropriate methods for various educational goals

**TMS 740 Theology of Ministry**

**4 quarter units/40 clock hours**

**Prerequisite: Approval of Doctoral Committee**

Faculty members engage students in theologizing about ministry and assist students in bringing to bear all of their previous seminary education on the process of Christian self-understanding and Christian decision making. Each student is required to complete a personal theological statement of understanding of the relationship of a variety of theological questions and issues related to the whole vocation of religion. Students have an opportunity to dialogue with each other and with the faculty teaching the course. Emphasis upon collaboration in the theologizing process is a central feature.

**TMS 746 Shaping Pastoral Theology**

**4 quarter units/40 clock hours**

**Prerequisite: Approval of Doctoral Committee**

Exploration of the changing nature of pastoral theology as the contemporary church responds to the challenges and opportunities of a changing world.

**TMS 748 Theology of Christian Spirituality**

**4 quarter units/40 clock hours**

**Prerequisite: Approval of Doctoral Committee**

Students will explore historical and contemporary currents in Christian spirituality. Particular attention is given to changes in theology and practice of spirituality during the 20th century. Students have opportunities to do analytic and theory-building work

**TMS 754 Lectionary Preaching**

**4 quarter units/40 clock hours**

**Prerequisite: Approval of Doctoral Committee**

This is an advanced practicum which exposes students to a variety of exegetical methods and sermon forms. Students interact individually and collectively with weekly lections, as well as, modeling strategies for on-going biblical study in local congregations.

**TMS 756 Special Occasions Preaching**

**4 quarter units/40 clock hours**

**Prerequisite: Approval of Doctoral Committee**

In this advanced practicum, students concentrate on the preaching event as it relates to special occasions in the life of the church community — baptisms, weddings, and funerals. Students prepare sermons appropriate for their own liturgical traditions. Sermons are video-taped and evaluated by students and professors.

**TMS 758 Preaching Worship and Practicum**

**4 quarter units/40 clock hours**

**Prerequisite: Approval of Doctoral Committee**

This course is an advanced practicum in sermon preparation, delivery and operative theology. It involves the integration of one's faith journey, the use of language, public speaking, storytelling, imagination, and the full range of communication skills.

**TMS 764 Pastoral Care Conflict Management**

**4 quarter units/40 clock hours**

**Prerequisite: Approval of Doctoral Committee**

This is a study of various types of conflicts found in the local church and intervention strategies for managing these conflict. A primary concern will be that of developing tools for assessing individuals and systems that contribute to conflict and creating pastoral care interventions for redemptive management, as well as, minimizing the destructive consequences of church conflict.

**TMS 766 Pastoral Counseling**

**4 quarter units/40 clock hours**

**Prerequisite: Approval of Doctoral Committee**

This is a review of the literature on pastoral counseling therapy and pastoral counseling in the congregational context. Application of counseling and guidance principles to the work of the pastor and other religious workers in the field of pastoral care, including the use of case studies in ministering to persons with illness, grief, or other types of special problems. Review of personality theory, family systems theory and psychotherapy as they relate to counseling principles. This course is designed to prepare the pastor involved in church ministry for situations which may arise requiring Christian counseling as an interventional mechanism.

**TMS 772 Church Leadership and Management**

**4 quarter units/40 clock hours**

**Prerequisite: None**

This course is a conceptual examination of church leadership.

**TMS 774 Change in Church Organizations**

**4 quarter units/40 clock hours**

**Prerequisite: Approval of Doctoral Committee**

This course is a systemic examination of change within congregations and religious organizations with a view to understanding the relationship between their organizational structures and their environment. Long range planning, problem solving, and program evaluation will be explored in light of church mission and ministry.

**TMS 776 Seminar: Other Religions**

**4 quarter units/40 clock hours**

**Prerequisite: Approval of Doctoral Committee**

This course includes the academic study of religious traditions of Hinduism, Buddhism, Confucianism, Taoism, Judaism, and Islam. The seminar examines the historical evolution, the fundamental doctrines and beliefs, the practices, institutions and expressions of these religions. The course also deals with some of the differences and similarities which exist among each of the discussed religions.

**TMS 778 Field Education**

**4 quarter units/40 clock hours**

**Prerequisite: Approval of Doctoral Committee**

An advanced field education experience with a faculty supervisor approved by the student's Doctoral Committee Chair.

**TMS 780 Cultural Anthropology in Mission**

**4 quarter units/40 clock hours**

**Prerequisite: None**

This course is an in-depth study of cultural anthropology for cross-cultural ministry emphasizing the understanding of social and cultural factors; religion, language, custom and other related phenomena in missionary context.

**TMS 786 Seminar: Parish Ministry Skills**

**4 quarter units/40 clock hours**

**Prerequisite: Approval of Doctoral Committee**

This course is a practice-focused seminar on the principles of managing one's ministry, ranging from the various aspects of church administration to self-care of the pastor in his/her ministry.

**TMS 789 The Church and Practical Theology**

**4 quarter units/40 clock hours**

**Prerequisite: Approval of Doctoral Committee**

This is an advanced seminar in practical theology as a discipline and the church as context for ministry. Attention is given to various perspectives on the nature and function of practical theology as a discipline, methods which practical theologians employ and different ecclesiological paradigms which contribute to practical theology.

**TMS 792 Christian Education and Faith Development**

**4 quarter units/40 clock hours**

**Prerequisite: Approval of Doctoral Committee**

This course is an advanced seminar on the dynamics of spiritual formation and faith development. Using a faith interview methodology, the (faith) lives of particular persons will be explored in dialogue with models and frameworks from both theological and social-scientific sources to illuminate dimensions of spiritual growth, psychological development, the formative influences of social-cultural contexts, and themes in the intentional nurture of spirituality.

**TMS 801 Seminar: The Kingdom of God**

**4 quarter units/40 clock hours**

**Prerequisite: Approval of Doctoral Committee**

This course is an investigation into the meaning and purpose of the Kingdom of God and its progressive development within history. Special emphasis will be on Jesus' teachings concerning this topic.

**TMS 802 Reformed Theology**

**4 quarter units/40 clock hours**

**Prerequisite: Approval of Doctoral Committee**

This course is a study of Reformed theology and includes the Reformed faith, practice, and the historical confessions that have helped give shape to its tradition. This course will provide an opportunity to explore the contours of Reformed theology, emphasizing its historical formations, contemporary expressions and pastoral implications for church and community.

**TMS 901 Continuous Registration: Doctoral Dissertation/Research Project**

**12 quarter units/Continuous Registration**

**Prerequisite: Approval of Doctoral Committee**

D. Min. students must register in this course during the time they are conducting research and/or are writing their dissertation.

## **Doctor of Theology Program**

### **72 quarter units**

The Doctor of Theology (Th.D.) degree is an advanced academic degree intended to prepare students for professional careers in teaching, writing, publishing, religious organizations, social service organizations, or foundations. The areas of majors are offered as follows: Biblical Studies (O.T or N.T.), Theological Studies, Church History, Christian Education, Christian Counseling, Pastoral Ministry and Mission.

The Th.D. program emphasizes theological studies in the context of “secular” university research disciplines and is characterized by a series of careful balances. Students are given considerable latitude to design their programs to meet specific needs and interests. This freedom is exercised under the guidance of the student’s Th.D. doctoral committee, which establishes examination and dissertation protocols for the structure of the student’s program.

The Th.D. program’s freedom and flexibility encourages students to work on fresh issues and with emerging methodologies. Theological scholarship is in profound transition, undergoing a revolution in the sources, methodologies, issues, and questions that constitute each of its disciplines. Many of the students in the Th.D. program will be creating the scholarship of tomorrow. However, this is in balance with a thorough grounding in the established scholarship of the theological disciplines. We believe that new approaches and active dialogues emerging in theological education will be facilitated best by scholars who are rooted in the traditions of theological scholarship.

The School of Theology’s standard of scholarship represents a balance of committed study of theological disciplines and perspectives. In the Th.D. program students study Christian traditions either from within (as a member) or with a deep respect for the beliefs and practices of the tradition. The Th.D. program brings to bear critical perspectives (both internal and external) so that the scholastic conclusions will be thoughtful and articulate; the scholar will have considered and addressed issues in such a way as to strengthen the distinctive position and conclusions that he/she wishes to present to the world.

### **Degree Requirements**

- Successfully complete a minimum of 56 quarter units of coursework determined by the student and the student’s Doctoral Committee from the Doctor of Theology course list and any other coursework prescribed by the student’s Doctoral Committee with a minimum cumulative grade point average of 3.0 on a 4.0 scale.
- Successfully complete the Integrative Review
- Successfully pass the comprehensive examinations.
- Successfully complete 16 quarter units of the Dissertation/Research Project.
- Successfully complete the degree requirements within the time limit.

### **Program Completion**

The Th.D. program must be completed within 5 years from the time the student commenced the first course, as a regular student, which applies to the degree requirements. This time limit, at the option of the university, may be extended due to special extenuating circumstances.

### **Program Outcome**

Upon successful completion of the program, graduates will be able to:

1. Demonstrate an advanced understanding and integration of ministry in relation to the biblical, theological, academic, and pastoral disciplines.
2. Articulate and apply a comprehensive and critical philosophy of ministry.

3. Demonstrate advanced competencies in the areas of critical thinking, research and writing, biblical theology, biblical counseling, Christian leadership, and pastoral care. Plan, implement, and critically evaluate major undertakings in ministry toward the fulfillment of the Great Commission and the Great Commandment.
4. Evaluate personal, spiritual, and professional development, and design a plan for lifelong learning.
5. Make a contribution to the understanding and practice of ministry through the completion of a doctoral-level project.

### **Notice to Prospective Degree Program Students**

This institution is approved by the Bureau of Private Postsecondary Education to offer degree programs. To continue to offer this degree program, this institution must meet the following requirements:

1. Become institutionally accredited by an accrediting agency recognized by the United States Department of Education, with the scope of the accreditation covering at least one degree program.
2. Achieve accreditation candidacy or pre-accreditation, as defined in regulations, by July 1, 2017, and full accreditation by July 1, 2020.

If this institution stops pursuing accreditation it must:

- Stop all enrollment in its degree programs, and
- Provide a teach-out to finish the educational program or provide a refund.

An institution that fails to comply with accreditation requirements by the required dates shall have its approval to offer degree programs automatically suspended.

### **Awarding the Degree**

When it is certified that the candidate has completed all required work and met all financial obligations for the Doctor of Theology degree course, the degree will be recommended by vote of the Doctoral Committee of the School of Theology. The degree is granted by the University of South Los Angeles' Board of Trustees and is conferred at the university's commencement.

### **Courses**

#### **Doctor of Theology Courses 56 quarter units required**

*Complete a minimum of 56 quarter units of coursework determined by the student and the student's Doctoral Committee and any other coursework prescribed by the student's Doctoral Committee from the following courses:*

<b>Course No.</b>	<b>Course Title</b>	<b>Units/Hours</b>
BBL 758	Old Testament Issues I: Exegesis	4/40
BBL 760	New Testament Issues I: Exegesis	4/40
CSL 758	Seminar on Pastoral Counseling	4/40
CSL 759	Legal and Critical Issues in the Pastoral Ministry	4/40
CSL 760	Biblical and Theological Approach to Family Conflict	4/40
GRK 701	Greek Discourse Analysis	4/40
HEB 701	Hebrew Discourse Analysis	4/40
HIS 758	Major Issues in Church History	4/40
HIS 759	Historical Interpretations on Reformation	4/40
MSN 758	Contextualization of Mission Theology	4/40

MSN 759	Modern Church Growth Movement	4/40
MSN 760	Cultural Anthropology in Mission	4/40
THL 759	Recent Apologetic Issues	4/40
TMS 707	The Doctrine of God	4/40
TMS 712	Church Music and Worship	4/40
TMS 714	Spiritual Formation and Worship	4/40
TMS 719	Christian Education: Formative Figures and Contemporary Theories	4/40
TMS 729	Concepts and Models in American Church History	4/40
TMS 732	Ministerial Spiritual Guidance	4/40
TMS 736	Methods for Educational Ministries	4/40
TMS 738	Leadership in Educational Ministries	4/40
TMS 747	Theological Ethics	4/40
TMS 748	Theology of Christian Spirituality	4/40
TMS 752	Homiletical Theology	4/40
TMS 770	Models of Church Leadership	4/40
TMS 792	Christian Education and Faith Development	4/40
TMS 794	Medieval and Reformation Theology	4/40
TMS 795	Formation of Israelite Nation in Old Testament	4/40
TMS 797	Pauline Theology	4/40
TMS 800	Seminar: Current Contemporary Theological Issues	4/40
TMS 801	Seminar: The Kingdom of God	4/40
TMS 802	Reformed Theology	4/40

### **Comprehensive Examination**

In the Th.D. program, students must successfully pass the comprehensive examination to be eligible for the Dissertation/Research Project. The passage of the examination is verification of the candidate's research readiness. Upon certification of a satisfactory research project by the Doctoral Committee, the candidate moves directly into the research project.

Candidates for the Comprehensive Exam are required to enroll in the following course:

<b>Course No.</b>	<b>Course Title</b>	<b>Units</b>
TMS 900	Comprehensive Examination Preparation	0

### **Dissertation/Research Project (D/RP)**

#### **16 quarter units required**

After approval of the D/RP candidates must then write a dissertation, under the supervision of the Doctoral Committee, demonstrating an ability to do significant research and scholarly analysis and to present findings and conclusions with precision and clarity.

For all qualifying candidates, two approved copies of the dissertation, typographically perfect and bearing the signatures of the committee, must be filed with Chief Academic Officer or the School Dean by the agreed upon deadline and before the School of Theology's faculty meeting at which the degree is to be approved.

An abstract of 350 words which clearly sets forth the content and conclusion of the dissertation is to be filed and signed by the Doctoral Committee Chair. When the final copies are filed with Chief Academic Officer or the School Dean, the student is asked to sign a microfilming and copyright agreement. The dissertation, including the abstract, bibliography and appendix, should not exceed 500 pages. The student who submits a longer manuscript will be asked to reduce it to the page limit.

Candidates for the Dissertation/Research Project are required to enroll in the following course:

<b>Course No.</b>	<b>Course Title</b>	<b>Units</b>
TMS 902	Continuous Registration Doctoral Dissertation/Research Project	16/160

### Course Descriptions

#### **Doctor of Theology Program**

##### *Core Courses*

**BBL 758 Old Testament Issues I: Exegesis**

**4 quarter units/40 clock hours**

**Prerequisite: Approval of Doctoral Committee**

This course focuses on a detailed study of this selected book of the Old Testament, with an emphasis on the critical issues of exegetical questions.

**BBL 760 New Testament Issues I: Exegesis**

**4 quarter units/40 clock hours**

**Prerequisite: Approval of Doctoral Committee**

This course is a special study of a New Testament book with special emphasis on critical passages. The content of this course may change from year to year, depending on the needs of students.

**CSL 758 Seminar on Pastoral Counseling**

**4 quarter units/40 clock hours**

**Prerequisite: Approval of Doctoral Committee**

A course devoted to the study of biblical and theological trends of pastoral counseling.

**CSL 759 Legal and Critical Issues in the Pastoral Ministry**

**4 quarter units/40 clock hours**

**Prerequisite: Approval of Doctoral Committee**

This course deals with the critical and legal issues that a pastor may face in modern ministry and Christian counseling in America.

**CSL 760 Biblical and Theological Approach to Family Conflict**

**4 quarter units/40 clock hours**

**Prerequisite: None**

This course will focus on a study of an examination of issues related to an integrative approach to family conflict. Special attention is given to the skills needed to develop biblical, theological perspectives in a practical manner.

**GRK 701 Greek Discourse Analysis**

**4 quarter units/40 clock hours**

**Prerequisite: GRK601 or Approval of Doctoral Committee**

This is an in-depth study of the linguistic analysis of New Testament Greek discourse and exegesis; including the introduction to various linguistic theories of sentence and discourse, and the relation of grammar to reference and meaning, and the exegesis of selected New Testament texts.

**HEB 701 Hebrew Discourse Analysis**

**4 quarter units/40 clock hours**

**Prerequisite: HEB601 or Approval of Doctoral Committee**

This is a study of Hebrew syntax and Hebrew discourse structure. The relation of grammar to reference and meaning, and exegesis of selected Hebrew texts will be included.



- HIS 758 Major Issues in Church History**  
**4 quarter units/40 clock hours**  
**Prerequisite: Approval of Doctoral Committee**  
This is a selected study of the major issues and trends in the development of the Christian church from the first century to the present.
- HIS 759 Historical Interpretations on Reformation**  
**4 quarter units/40 clock hours**  
**Prerequisite: Approval of Doctoral Committee**  
This is an in-depth historical study of the development of church and scholastic theology, and the environment in which they worked during the Reformation emphasizing the contribution of the reformers in developing dogmatic theology.
- MSN 758 Contextualization of Mission Theology**  
**4 quarter units/40 clock hours**  
**Prerequisite: Approval of Doctoral Committee**  
This course is a detailed study of Christian understanding of missiological concepts of contextualization of theology in the field of mission theology.
- MSN 759 Modern Church Growth Movement**  
**4 quarter units/40 clock hours**  
**Prerequisite: Approval of Doctoral Committee**  
This course is a critical study of the Church Growth movement and its application to modern church contexts.
- MSN 760 Cultural Anthropology in Mission**  
**4 quarter units/40 clock hours**  
**Prerequisite: None**  
A study of cultural anthropology for cross-cultural ministry emphasizing understanding of social and cultural factors.
- THL 759 Recent Apologetic Issues**  
**4 quarter units/40 clock hours**  
**Prerequisite: Approval of Doctoral Committee**  
A Critical study of evangelical and apologetic issues within the last 50 years, emphasizing the recent challenges to Christian belief, and a survey of theories and applications to those challenges,
- TMS 707 The Doctrine of God**  
**4 quarter units/40 clock hours**  
**Prerequisite: Approval of Doctoral Committee**  
This course is a study of prominent options for understanding the being of God that are extant in contemporary Christian theology. The types of issues that divide these approaches are considered.
- TMS 712 Seminar: Church Music and Worship**  
**4 quarter units/40 clock hours**  
**Prerequisite: None**  
This is an in-depth course that covers advanced church music and worship which includes the guiding principles of designing and organizing of worship.

**TMS 714 Spiritual Formation and Worship**

**4 quarter units/40 clock hours**

**Prerequisite: None**

This course will examine the historical and biblical roots of spiritual formation and worship. This will be followed by a study of developing personally effective, pastorally sensitive, and theologically sound worship services.

**TMS 719 Christian Education: Formative figures and Contemporary Theories**

**4 quarter units/40 clock hours**

**Prerequisite: Approval of Doctoral Committee**

Study of formative figures of the late 19th and 20th centuries – figures who have influenced the development of religious education theory and practice – and an exploration of major theoretical perspectives in religious education from the mid-1960's until the present. Particular attention is given to critical issues as they have emerged in Jewish and Christian communities, and the theoretical, philosophical, and social-psychological dimensions of these issues. Some issues have to do with identity, ecumenical and inter-religious relationships, scripture and personality.

**TMS 729 Concepts and Models in American Church History**

**4 quarter units/40 clock hours**

**Prerequisite: Approval of Doctoral Committee**

An examination of the ways in which the church has been conceptualized in the past; new approaches to the overall survey or “narrative” of Christianity in the U.S., and an analysis of methodological innovative monographs likely to shape research in how to teach courses in church history in the U.S. or how to incorporate such material in courses in the U.S. such as history, literature, politics, etc.

**TMS 732 Ministerial Spiritual Guidance**

**4 quarter units/40 clock hours**

**Prerequisite: Approval of Doctoral Committee**

The pastor's role in spiritual guidance of the congregation and its individual members as revealed in the understanding of “care souls” and discernment and their relation to other pastoral functions. Students will examine historical and contemporary perspectives.

**TMS 736 Methods for Educational Ministries**

**4 quarter units/40 clock hours**

**Prerequisite: Approval of Doctoral Committee**

This course is the study of curriculum in a systematic and intentional plan. It covers the principles for design, analysis, and evaluation of curriculum, and the exploration of teaching — learning processes and appropriate methods for various educational purposes and context.

**TMS 738 Leadership in Educational Ministries**

**4 quarter units/40 clock hours**

**Prerequisite: Approval of Doctoral Committee**

This course is the study and discussion of leadership in educational ministries emphasizing the roll of a leaders.

**TMS 747 Theological Ethics**

**4 quarter units/40 clock hours**

**Prerequisite: Approval of Doctoral Committee**

This is an advanced analysis of moral reasoning in the context of Christian faith commitment and the life of the church, with emphasis on Protestant sources.

**TMS 748 Theology of Christian Spirituality**

**4 quarter units/40 clock hours**

**Prerequisite: Approval of Doctoral Committee**

Students will explore historical and contemporary currents in Christian spirituality. Particular attention is given to changes in the theology and practice of spirituality during the 20th century. Students have opportunities to do analytic and theory-building work

**TMS 752 Homiletical Theology**

**4 quarter units/40 clock hours**

**Prerequisite: Approval of Doctoral Committee**

This course is an advanced seminar/practicum on contemporary preaching theory and movements of the last three decades.

**TMS 770 Models of Church Leadership**

**4 quarter units/40 clock hours**

**Prerequisite: Approval of Doctoral Committee**

A study of current methods of church leadership combining lecture/dialogues of practitioners of various ethnic and methodological approaches to local church leadership with cognitive study of theology, spirituality, development and application of leadership in the local church.

**TMS 792 Christian Education and Faith Development**

**4 quarter units/40 clock hours**

**Prerequisite: Approval of Doctoral Committee**

This course is an advanced seminar on the dynamics of spiritual formation and faith development. Using a faith interview methodology, the (faith) lives of particular persons will be explored in dialogue with models and frameworks from both theological and social-scientific sources to surface and illuminate dimensions of spiritual growth, psychological development, the formative influences of social-cultural contexts, and themes in the intentional nurture of spirituality.

**TMS 794 Medieval and Reformation Theology**

**4 quarter units/40 clock hours**

**Prerequisite: Approval of Doctoral Committee**

This course is a study in the development of scholastic theology from Anselm to Calvin with emphasis on the contribution of the medieval and Reformation scholars to development of dogmatic theology in the west.

**TMS 795 Formation of Israelite Nation in Old Testament**

**4 quarter units/40 clock hours**

**Prerequisite: None**

This is an in-depth study of historical, cultural and religious history of the nation of Israel mainly in the age of Old Testament emphasizing Israel as the chosen among nations. It also covers the intermediate period of Jesus Christ.

**TMS 797 Pauline Theology**

**4 quarter units/40 clock hours**

**Prerequisite: Approval of Doctoral Committee**

This course is a study in the main issues of Paul's theological and missionary preaching from the biblical-theological perspective

**TMS 800 Seminar: Current Contemporary Theological Issues**

**4 quarter units/40 clock hours**

**Prerequisite: Approval of Doctoral Committee**

This course is a study of the thoughts of particular contemporary theologians and prominent theological or theologically significant ethical issues in the light of biblical revelation.

**TMS 801 Seminar: The Kingdom of God**

**4 quarter units/40 clock hours**

**Prerequisite: Approval of Doctoral Committee**

This course is an investigation into the meaning and purpose of the Kingdom of God and its progressive development within history. Special emphasis will be on Jesus' teachings concerning this topic.

**TMS 802 Reformed Theology**

**4 quarter units/40 clock hours**

**Prerequisite: Approval of Doctoral Committee**

This course is a study of Reformed theology and includes the Reformed faith, practice, and the historical confessions that have helped give shape to the tradition. This course will provide an opportunity to explore the contours of Reformed theology, paying attention to its historical formations, contemporary expressions, and pastoral implications for church and community.

**TMS 900 Comprehensive Examination Preparation**

**0 quarter units**

**Prerequisite: Approval of Doctoral Committee**

This is preparation for and completion of the Comprehensive Examination for the Doctor of Theology Degree. Faculty will arrange structured review sessions that cover subject material in the Th.D. program that candidates wish to review in preparation for the Comprehensive Examination.

**TMS 902 Continuous Education**

**Doctoral Dissertation/Research Project**

**16 quarter units/Continuous Registration**

**Prerequisite: Approval of Doctoral Committee**

Th.D. students must register in this course during the time they are conducting research and/or are writing their dissertation.

## **Faculty**

### **School of Oriental Medicine**

**Ham, Ji Hyun**, D.O.M., South Baylo University.

**Park, Dong Woo**, Ph.D., Yuin University, (Oriental Medicine); M.S., Dongguk-Royal University, (Oriental Medicine).

*Adjunct:*

**Briones, Alfred**, M.A. in Acupuncture and Traditional Chinese Medicine, Yo San University of Traditional Chines Medicine; M.A. in Oriental Medicine, South Baylo University.

**Jeong, Hyodong**, Ph.D. cand., Lyaoning Chinese Medicine University; M.S. Oriental Medicine, Southern California University; M.S. Defense Management, National Defense University.

**Kim, Jae S.**, Ph.D. Acupuncture and Oriental Medicine, American Liberty University; M.S. Acupuncture and Oriental Medicine, South Baylo University.

**Kong, Kap-Seung**, M.D., Chung-Ang University.

**Lee, Jae Ho**, M.S. Oriental Medicine, Dongguk University.

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