

OIKOS UNIVERSITY  
ACADEMIC CATALOG  
2021-2022

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**ACADEMIC YEAR: 7/1/2021 – 6/30/2022**

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**A MESSAGE FROM THE  
CHAIRMAN**

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

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

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

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

Elizabeth Kim  
Chairman, Board of Directors

**A MESSAGE FROM THE  
PRESIDENT**

Brothers and Sisters,

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

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

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

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

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

Reverend Jongin Kim,  
President  
Oikos University

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# INTRODUCTION

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## **FOUNDING PHILOSOPHY**

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

## **MISSION STATEMENT**

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

## **VALUES**

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

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

## **VISION**

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

## **INSTITUTIONAL GOALS**

### **Undergraduate**

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

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

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

- Outcome 2: Apply mathematical skills in problem solving.

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

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

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

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

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

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

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

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

### Graduate

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

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

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

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

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

## **INSTITUTIONAL OBJECTIVES**

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

## **PHILOSOPHY OF STUDENT DEVELOPMENT**

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

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

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

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



**2021 FALL SEMESTER  
ACADEMIC CALENDAR**

<b>School event</b>	<b>Date</b>
Registration for Continuing Students	August 2-5
Faculty Meeting	August 17
New & Transfer Student Orientation	August 18
Fall Instruction Begins	August 23
Registration deadline for new & transfer students	August 27
Labor Day (Office closed)	September 6
First Installment payment Due	September 23
Columbus Day (Office closed)	October 11
D.Min. Intensive Course	October 18-29
Second Installment payment due	November 4
Veterans' Day (Office closed)	November 11
Thanksgiving Break	November 22-26
Final Exam	December 6-10
Fall Intensive (BABS & M.Div)	December 13-17
Final grades due	December 27
Winter Break	Dec. 18-Jan. 23

**2022 SPRING  
SEMESTER  
ACADEMIC CALENDAR**

<b>School event</b>	<b>Date</b>
Registration for Continuing Student	January 4-7
Martin Luther King Day	January 17
Faculty Meeting	January 18
New & Transfer Student Orientation	January 19
Spring Instruction Begins	January 24
Registration Deadline for New & Transfer Student	January 28
President Day (Office closed)	February 21
First Installment Due Date	February 25
D.Min. Course Intensive	March 6-18
Second Installment Due Date	March 25
Easter Break (Office closed)	March 18-22
Final Exam	May 9-13
Summer Intensive (BABS& M.Div)	May 16-20
2020 Commencement	May 18
Summer Break	May 21-Aug 28
Memorial Day (Office closed)	May 30
Final grades due	June 6

## DOCTRINAL STATEMENT

### 1. The Bible

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

### 2. The Trinity

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

### 3. The Father

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

### 4. The Son

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

### 5. Holy Spirit

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

### 6. Historicity

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

### 7. Redemption

We believe the redemptive grace of God through the substitutionary work of Jesus Christ who paid the full redemptive price for the sin of the world, through His literal physical death, burial, and resurrection,

followed by His bodily ascension into heaven.

#### 8. Salvation

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

#### 9. Last Things

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

#### 10. Biblical Creation

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

#### 11. Satan

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

### **DISCLOSURE STATEMENT**

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

Oikos University is approved to award the following degrees:  
Bachelor of Arts in Biblical Studies, Bachelor of Music, Bachelor of Arts in Business Administration, Master of Divinity, Master of Music, Master of Business Administration, Master of Science in Asian Medicine, Doctor of Ministry, Doctor of Musical Arts and Doctor of

Business Administration.

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

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

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

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

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

## OUR HERITAGE

Oikos University was established in San Francisco, more specifically, in Oakland, in January of 2004 by Rev. Jongin Kim to serve the growing immigrant church and community in Northern California. Under the exceptional leadership of the board of directors, who were supported by a faculty of outstanding scholars and professionals, seek to educate immigrants primarily in theology, music, business and Asian Medicine. Oikos University is currently seeking to offer its undergraduate and graduate programs. Oikos University continues to offer programs leading to degree program. And Oikos University is currently approved by the State of California through the Bureau for

Private Postsecondary Education (BPPE). “OIKOS UNIVERSITY was awarded Accredited Status as a Category IV institution by the Accreditation Commission of the Transnational Association of Christian Colleges and Schools (TRACS) on April 19, 2016. This status is effective for a period of five years.” TRACS is recognized by both the U.S. Department of Education and the Council for Higher Education Accreditation (CHEA).

## **MAIN CAMPUS LOCATION**

Main Campus is located at 7901 Oakport St. Suite 3000, Oakland, CA 94621.

The Main campus is situated in the city of Oakland. Oakland is a city with rich history that has many renovation projects and urban renewal plan. San Francisco International Airport (31 minutes) and Oakland Airport (5 minutes away) are serviced by numerous airlines. You can reach the campus both from San Francisco Airport and Oakland Airport by taking calling the school—please let us know 48 hours before you arrive; we’ll have someone pick you up. Near attractions includes UC Berkeley, Oakland Athletics, San Francisco Downtown, Golden Gate, Bay Bridge, Oakland Coliseum, and Treasure Island. If you are coming from southern California, follow I-5 north, continue on I-580 W, take I-238 N, take I-880 N to Oakland and take the Hegenberger Road Exit left at Edes Ave, left at Hegenberger Road and right at Oakport Street to the School. If you get lost, please call 510-639-7879 Monday through Friday, 9 AM to 5 PM, for directions. You may also want to google for the map by typing the following address: 7901 Oakport St. Suite 3000, Oakland, CA 94621.

## **MAIN CAMPUS FACILITIES**

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

## **LOS ANGELES CAMPUS**

Los Angeles Campus is located at 3450 Wilshire Blvd., #1010, Los Angeles, CA 90010. The Los Angeles campus is situation in the city of Los Angeles. The City of Los Angeles is known for its diversity, its central location for music, movie, banking, shopping, fashion, museum park, sports, and business. The campus is close to many restaurants, shopping, and nearby attraction. It is 40 minutes from LA

## ACADEMIC FREEDOM

airport, 20 minutes from Burbank airport, and 50 minutes from John Wayne Airport. Nearby attraction includes but is not limited to Disneyland, Universal Studio, Hollywood, LA convention center, LA Lives, Griffith Park, Beverly Hills Shopping Center, Staples Center, Sixth Flag Magic Mountain, etc.

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

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

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

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

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

office does not interfere with fulfillment of contractual duties.

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

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

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

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

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

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## STUDENT LIFE

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### **SPIRITUAL ENRICHMENT**

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

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

### **CHAPEL SERVICES**

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

### **SPECIAL DAYS**

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

### **MINISTRY EMPHASIS**

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

### **CHURCH SERVICES**

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

We assemble together in local congregations to allow the Word to work in us with authority and mutual accountability. We do this so that the gifts can work in and through us by the power of the Holy Spirit. We gather as well, to fellowship among God’s people, who are the true temple of God by His Spirit. New students are required to visit several churches in the local area prior to selecting a “home church.”



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

### **SMALL GROUPS**

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

### **DEVOTIONAL LIFE**

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

### **PHILOSOPHY OF COMMUNITY**

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

### **DEPORTMENT**

Because Oikos functions as a community of believers, students are to demonstrate a respectful attitude in all encounters with administrators, professors, staff personnel, campus guests, and other students. This standard applies to all areas of behavior, speech, and overall deportment. The same courtesy is to be returned to each student in the treatment he or she receives from others. Deviation from this standard will result in a review of the incident by faculty and staff advisors and the Director of Students. Following this review, the Director of Students will make an appropriate restorative recommendation.

Each professor is responsible for maintaining a classroom environment

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

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

## DISCIPLINARY POLICY

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

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

The Director of Students Affairs serves as the chief student conduct officer for the university and works with other administrators to resolve student disciplinary matters. The Student Handbook provides guidelines that are used to establish continuity for administering consequences for violating community standards.

## DISCIPLINARY PROCESS

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

- **Corrective Measure:** The failure of a student to meet a standard or

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

- **Restorative Action Plan:** A student who does not meet the standards of this handbook following the correction measure, or a student whose failure indicates a lack of biblical integrity or character will be required to meet with the Director of Students, Academic Director, and/or President. The purpose of this meeting is to develop a restorative action plan to resolve the issue and help the student grow and develop in integrity and character. Restorative action may include specific task assignments, restrictions, prohibitions, accountability meetings, and/or limited-term suspension. This remedy is commonly warranted when dealing with Level 2 violations. If the student does not agree to the restorative action plan, or if the student fails to meet the objectives and specific goals of the restorative action plan, the student progresses to the next step in the Disciplinary Policy.
- **Voluntary Withdrawal:** A student's failure to meet the objectives and specific goals specified in the restorative action plan will be reviewed by the Director of Students, Academic Director, and/or President. If the student believes that he or she could be best served by returning to his or her home church, the student may make a request to the OU administration to voluntarily withdraw from OU. This cooperative decision by the involved student and the OU administration has the goal of returning the student to the pastoral care of the local church for restoration. Consequently, the OU will discuss the matter with the student's pastor as a condition of the withdrawal. At the time of this voluntary withdrawal, the OU administration will define specific administrative requirements that must be fulfilled for the readmission of the student to OU. Documentation of this voluntary withdrawal and the requirements for readmission will be placed in the student's file.
- **Suspension:** A failure by a student to meet the objectives and specific goals specified in a restorative action plan or other corrective measure will be reviewed by the Director of Students, Academic Director, and/or President. The administrators will consider suspending the student from OU. Suspension is the involuntary separation of a student from the OU for a specific amount of time. If suspension for one or more semesters is deemed necessary, the student will receive a failing grade (W/F) in all classes in which he or she is enrolled, and the OU administration will define specific administrative requirements that must be fulfilled for the readmission of the student to OU. Documentation of this suspension and the requirements for readmission will be placed in the student's file. During suspension the Director of Students

may suspend a student's access to the Residence Hall, apartments, campus community, or may, in cooperation with the Academic Director, suspend a student's access to faculty members and the classrooms.

- **Expulsion:** If, in the opinion of the President of OU, a student's behavior or character so disqualifies him or her from Christian service that successful completion of any OU program seems unlikely, the President will direct that the student be dismissed indefinitely. Such a dismissal is called "expulsion." A student who is expelled will receive a failing grade (W/F) in all classes in which he or she is enrolled and is not encouraged to apply for readmission.
- **Appeal:** If a student has new information that might affect the decision of a particular administrator, faculty member, staff member, or any official OU committee holding disciplinary powers, the student may submit an appeal in writing, within five working days of notification of the OU's decision, or of the time that the new information came to light. The written appeal is to be submitted to the Director of Students requesting a hearing with the Disciplinary Committee. A copy of this appeal and the response from the OU administration will be placed in the student's file. Note: The written appeal should include the new information and an explanation of how the current decision might be affected.

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

Note that the role of the Appeals Committee is not to rehear the case and render a second judgment, but to determine if the disciplinary process has been fair and reasonable, the evidence supports the findings, and the consequences are justified by the criteria established in this handbook. The committee will either uphold the decision as sufficiently meeting the aforementioned criteria or submit recommendations to the respective director for considered implementation. The director's subsequent decision then becomes final.

## GRIEVANCE POLICY

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

A "grievance" is defined as an actual or supposed circumstance regarded as just cause for complaint or protest or a circumstance that

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

## **PROCEDURE**

1. The student should discuss the circumstance with the individual(s) involved to seek a resolution.
2. If there is no resolution of the issue, the student may submit a letter regarding the matter to the Academic Director (if it is an academic matter) or the Director of Students (if it is a non-academic matter). The letter must be submitted within 14 calendar days of the date of the actual or supposed circumstance and must include the following information:
  - a. Student's full name
  - b. Student's social security number
  - c. The major the student is enrolled in
  - d. Explanation of the grievance and supporting documents
  - e. Student's signature.
3. Within 10 business days of receiving the student's letter, the director or other interested parties may suggest mediation as an alternative to the grievance process. If all parties agree to mediation, the Academic Director or Director of Students will schedule mediation to work out an agreement based upon the OU's Mediation Policy (see the Mediation Policy in this handbook).
4. If mediation is not chosen or it was not successful, the Academic Director or Director of Students must respond in writing to the student within 30 business days of receiving the student's letter stating his or her decision and the reason for such decision.
5. If the student is not satisfied with the director's decision, the student may submit a written appeal of this decision to the President within 30 business days of receiving the decision. The appeal must include the materials described above and a copy of the director's response.
6. The President will review the appeal within 15 business days. If the President determines that the appeal warrants review, it will be referred to a subcommittee of the faculty (if it is an academic matter) or a subcommittee of the administrative council (if it is other than an academic matter) for a final decision.
7. The subcommittee will meet within 30 business days of the referral. They may overturn the original decision of the director only if they determine that the decision was arbitrary and capricious.
8. If the President does not believe the appeal is sufficient to warrant

review, the appeal will be rejected. This decision will be final.

## COMPLAINTS

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

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

## PHILOSOPHY OF GROOMING AND ATTIRE

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

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

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

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

1. The Principle of Modesty. Scripture mandates modesty, especially in women’s dress. The biblical principle is clear: modesty and decency are traits of godliness in the life of a believer. Modesty is not only

reflected by clothing choices, but also by the intent with which one chooses to conduct him or herself. (cf. 1 Timothy 2:9; 1 Peter 3:3-4).

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

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

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

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

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

**SERVICES AND  
ACTIVITIES**

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

**HOUSING POLICIES**

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

**MEALS**

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

**CLUBS**

We encourage you to form student-led clubs around common interests. Faculty and staff members are available for advice, and to help students' access university resources. Typical interests include hiking, sports, and reading and discussing particular books.

**STUDENT  
GOVERNMENT**

All registered students are members of the Student Association. The purpose of the student government is to promote Christian fellowship among students and to advance the kingdom of God and the mission of Oikos University. Activities of the Association are supported through a student fee and individual gifts. The officers of the Association—President, Secretary, and Treasurer—are elected annually by the members.

The Student Council consists of one representative from each class plus the student body president. These students serve as a “sounding board” for the administration regarding policies that affect the students. They are also responsible for planning certain student activities such as clubs and social events.

**OPEN HOUSE**

FIRST CLASS OF EACH SEMESTER IS OPEN. NO SPECIAL CELEBRATON

Oikos students view College-for-a-Day (C4D) each fall and spring as



opportunities to enjoy and serve prospective students who visit the campus for this open house. The Student Council and Director of Students plan special activities to make guests feel welcome. We encourage you to welcome these visitors and to pray with them as they seek God's will for their life.

### **CHAPEL MINISTRY**

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

### **STUDENT MINISTRY**

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

### **ACADEMIC COMPUTER LAB**

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

#### **Bringing Your Own Computer**

If you are considering bringing a computer to campus, we recommend the following configurations:

#### *Recommended Windows Configuration*

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

#### *Recommended Macintosh Configuration*

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

**LAPTOP CARRY POLICY**

- CD-RW drive

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

**ADDITIONAL INFORMATION**

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

**CAMPUS RESOURCES AND INFORMATION**

**LIBRARY**

The library is located in the main building.

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

**LIBRARY USE**

Use of the library is a privilege given by the Oikos to students and spouses, faculty and staff members and spouses, alumni, pastors, and other residents of the community. Patrons who are not affiliated with Oikos may have a total of two books checked out at a time. Students are encouraged to use the library for individual research and study purposes and are expected to maintain a quiet atmosphere conducive to study at all times. There is no public-use telephone available in the library.

Any person who wishes to use his or her personal computer in the library must obtain permission from the librarian prior to doing so. Certain restrictions will apply. In order to be granted permission for such use the user should ask to see the list of rules and be willing to comply with them.

Any person whose conduct in the library or treatment of the library collection or furnishings is not in accordance with library policies will be asked to leave the facility and may be subject to disciplinary action. Library privileges may be revoked for repeated offenses.

**CHECK-OUT PROCEDURE**

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

**REFERENCE**

The reference collection is available for in-library use during regular

<b>COLLECTION</b>	library hours. The reference librarian is usually available at the circulation desk during library hours.
<b>GENERAL COLLECTION</b>	<p>The general collection of books is found in the main room of the library. Books are arranged according to the Dewey Decimal system. The Dewey numbers for the books contained on each shelving unit are displayed at the end of those units.</p> <p>Most of the books in the general collection may be checked out for a period of two weeks and may be renewed one time only. No person who has overdue books or unpaid fines may check out or renew materials.</p> <p>A total of seven books (no more than four in any one subject area) may be checked out and held at any given time. Students may not check out materials for other students.</p> <p>Some books (such as duplicate copies of reference works) are given a three-day checkout period. These restrictions are designated on the book spine.</p>
<b>RESERVED BOOKS</b>	<p>A person may request that a “hold” be placed on any checked out material so that he or she may check it out when it is returned.</p> <p>The librarian maintains a list of materials placed on reserve by faculty members. Time limitations for the use of these materials are determined by the faculty member and are posted with the materials at the circulation desk. Materials on reserve may not be renewed. A 24-hour-waiting period is required before a student may recheck out the same material. There is a check out limit of one reserved book per course.</p>
<b>PERIODICALS</b>	Magazines and newspapers may not be taken from the library. The current issues are on display in the circulation room and should be returned to the same location from which they were taken.
<b>VERTICAL FILES</b>	Non-book materials are available and are located in the vertical files in the reference room. These files cover a broad range of subjects and are arranged alphabetically. A subject index is located with them. Vertical files may be checked out for a three-day period as follows: up to ten articles per subject and a total of four subjects.
<b>AUDIO/VIDEO RESOURCES</b>	A patron who uses videos, cassette tapes and compact discs must request at the circulation desk by call number. They are shelved behind the circulation desk. Videos, cassette tapes, and compact discs are available only at the particular site in the Library. They cannot be allowed to take out of the library. Everyone must sign in at the circulation desk before using a VCR or a cassette player at one of these audio-visual workstations. For exception, Audio/Video resources may be taken out of the Library by instructor’s request for teaching. Follow the procedure used for books.
<b>RETURNING BOOKS</b>	All library materials should be returned by the due date assigned. A person who retains library materials past the due date or who has outstanding fines will have their checkout privilege rescinded until the

material is returned and the fine is paid. A student who continues to have overdue materials may have their use of the library restricted. No student who has overdue material or an unpaid fine may take final exams.

A “book drop” is available in the library foyer to receive returned materials when the library is closed. If the student has incurred a fine, the fine may be placed in the “book drop” with the overdue item. Otherwise, all books are to be returned to the library circulation desk during regular library hours. A checked-out item may not be returned to any other school office or school staff member.

Fines are charged for all checked-out library materials that are not returned by the due date according to the number of days the material is overdue. The fine is to be paid at the time the item is returned. When the material is returned, the fine stops accruing. However, if the fine is not paid when the item is returned, the student loses check-out privileges until the fine is paid. If a book is lost, it is the responsibility of the student to inform the librarian. As soon as the book is reported as lost the fine stops accruing.

**LIBRARY FINES**

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

A fine accrues to a maximum charge equal to the current cost of the item, except for the reserve books. The fine accrues until the reserve book is returned with no maximum charge. While overdue notices are typically sent to students as a courtesy, it is the student’s responsibility to return materials on time and to pay the fine whether or not a notice is received.

**LOST OR DAMAGED MATERIALS**

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

**PHOTOCOPIER**

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

**ACADEMIC COMPUTER LAB**

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

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

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

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

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

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

**KOREAN LANGUAGE  
PROFICIENCY**

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

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# FACULTY

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## **JOB DESCRIPTION FOR TEACHING FACULTY**

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

### **RESPONSIBILITIES<sup>1</sup>**

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

### **Teaching and Mentoring**

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

### **Research, Scholarship and/or Creative Works**

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

### **University Administration and Community and Professional Service**

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

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

## **JOB DESCRIPTION FOR LIBRARY FACULTY**

and personal talents to the community outside of the University.

### **QUALIFICATIONS**

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

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

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

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

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

### **RESPONSIBILITIES<sup>2</sup>**

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

### **Professional Librarianship**

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

### **Research, Scholarship and/or Creative Works**

Although Oikos University is not a research institution, librarians are encouraged to conduct research and scholarly or creative activity that

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<sup>2</sup> Priority of responsibilities may vary depending on the gifts of the librarian and the need of the library.



**WORLDVIEW AND  
HERMENEUTICS  
UNDERSTANDING**

advances the mission of the University, reflects commitment to a biblical worldview and expands the knowledge base in librarianship. Communicate research findings in professionally relevant media. Participate actively in professional organizations that promote scholarship. Engage in professional development activities that will enhance scholarly and professional competence.

**University Administration and Community and Professional Service**

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

**QUALIFICATIONS**

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

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

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

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

**PROSPECTIVE FACULTY**

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

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

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

- hermeneutics and integration;
3. Attend a lecture and discussion series offered by the University.

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

#### **EMPLOYED FACULTY**

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

## **FACULTY RECRUITMENT**

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

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

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

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

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

Upon the academic Director's recommendation, the president determines whether to recommend appointment to the Board of Directors in accordance with the University bylaws and the policies of the Board of Directors.

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# FINANCIAL INFORMATION

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

The information provided in this section reflects Oikos's education prices for academic year 2020-2021. These rates are subject to change without notice by action of the Board of Directors. The university reserves the right to assess new charges in relation to rising costs.

## TUITION

### Undergraduate Theology

15 semester units	3,000.00 /semester
(per semester unit)	250.00 /unit

### Graduate Theology

15 semester units	3,400.00 /semester
(per semester unit)	378.00 /unit

### Doctor of Ministry

9 semester units	13,500.00 /course
(per unit)	375.00 /unit
continuation fee after coursework	500.00 /semester

### Undergraduate Music

15 semester units	4,680.00 /semester
(per semester unit)	390.00 /unit

### Graduate Music

15 semester units	4,950.00 /semester
(per semester unit)	550.00 /unit

### Doctor of Musical Arts

Music	800.00 /unit
Bible & Theology	378.00 /unit

### Master of Asian Medicine

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

### Undergraduate Business

15 semester units	3,000.00 /semester
(per semester unit)	250.00 /unit

Master of Business Administration

Business Prerequisites: 9 units	500.00 /unit
Business Administration: 36 units	500.00 /unit
Bible & Theology: 9 units	378.00 /unit

Doctor of Business Administration

Business Administration	800.00 /unit
Bible & Theology	378.00 /unit

English as a Second Language 600.00 /month

Audit (per unit)\*

Credit	100%
Non-credit	50%

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

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

**TEXTBOOKS**

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

**FEEES**

Application Fee	250.00 (Non-refundable)
Placement Test Fee	100.00
Admission Fee	150.00
Registration Fee	100.00
Student Fee	50.00
Payment Plan Fee	50.00
Late Payment Fee for payment plan (1 <sup>st</sup> time late: 3% of balance, 2 <sup>nd</sup> time late: 6% of balance)	30.00
Returned Check Charge	100.00
Late registration fee	150.00
Exam rescheduling fee	50.00
Add/drop/withdrawal fee	50.00
Re-Entry fee	100.00
Thesis Fee	600.00
Graduation fee	300.00
Music Graduation Recital	Varies: contact School of

**EXPLANATION OF DEPOSITS AND FEES**

Private or group music lessons	Music Varies: contact School of Music
Lab Fee	Varies: see syllabus
Document Fee (per copy)	
Transcript	10.00
Certificate of Graduation	10.00
Verification of Registration	10.00
Duplicate Certificate of Graduation	25.00
Extension of I-20	10.00
Reissue of I-20	10.00

**APPLICATION FEE**

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

**PLACEMENT TEST FEE**

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

**PAYMENT PLAN FEE**

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

**RETURNED CHECK CHARGE**

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

**LATE REGISTRATION FEE**

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

**EXAM RESCHEDULING FEE**

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

### **ADD/DROP FEE**

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

### **TRANSCRIPT FEE**

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

### **GRADUATION FEE**

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

### **MUSIC LESSONS**

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

### **LAB FEE**

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

### **EXTRA HANDOUTS**

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

## **PAYMENT SCHEDULE**

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

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

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

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

## **UNPAID ACCOUNTS**

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

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

Oikos makes exceptions to this policy only with the approval of the President. In those cases where the college elects to make an



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

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

### **TUITION REFUNDS**

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

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

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

### **STUDENT RIGHT TO CANCEL AND REFUND**

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

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

The written notice of cancellation, if sent by mail, is effective when deposited in the mail properly addressed with proper postage. The written notice of cancellation need not take any particular form and, however expressed, it is effective if it shows that the student no

longer wishes to be bound by the Enrollment Agreement. If the Enrollment Agreement is cancelled the school will refund the student any money he/she paid, less a registration or administration fee not to exceed \$250.00, and less any deduction for equipment not returned in good condition, within 45 days after the notice of cancellation is received.

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

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

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

Enrollment Time	Weeks	Refund
On or before the Last Day of the Add/Drop date (0-6.6%)	1	100%
6.7%-13.1%	2	86.8%
13.2%-19.8%	3	80.1%
19.9%-26.5%	4	73.4%
26.4%-33.2%	5	66.7%
33.3%-39.9%	6	60.0%
40.0%-46.6%	7	53.3%
46.7%-53.3%	8	46.6%
53.3%-60%	9	40.0%
After 60%	10-16	0%

**SCHOLARSHIPS AND  
OTHER FINANCIAL AID**

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

**Rules & Regulations**

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

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

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

The following list describes some of our available scholarships.

#### OIKOS FACULTY/STAFF SCHOLARSHIP

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

Award: Up to 50% of tuition per semester

Eligibility: Must have completed two semesters with a 4.0/4.0 GPA

#### PRESIDENT'S SACRIFICIAL LEADERSHIP SCHOLARSHIP

The President's Sacrificial Leadership Scholarship has been established to honor students who have exhibited or have the potential to exhibit extraordinary leadership qualities of a sacrificial nature. Sacrifice is defined as a dying to all self-interests in order that those who follow will discover in these sacrificial acts and attitude the potential to rise to new heights of achievement. This achievement will, by its very nature and source, propel the character of all involved to the highest calling they have in Christ. The fulfillment of this calling is identified in a leader who recognizes and follows a sacred vision, who is willing to consider all others before himself or herself, who focuses on the integrity of the process rather than the end result, and who remains committed without constraints even to the point of personal injury or death. Recipients of this scholarship are leaders of the highest character, compassion, and Christ-like nature.

Award: Up to 50% of tuition per semester

Eligibility: Must have completed two semesters with a 4.0/4.0 GPA

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

#### PRAISE GOD KOREAN CHURCH SCHOLARSHIP

A working scholarship established by a member of Praise God Korean Church, Oakland, to assist with tuition. The student will serve the Praise God Korean Church for a semester in a capacity determined by the church council and pastor.

Award: Up to 100% of tuition in the School of Theology per semester

Scholarship Criteria: Determined by pastor and church council.

#### ADDITIONAL SCHOLARSHIPS

Several churches provide monetary resources to assist students in attending Oikos. We encourage you to let your home church and your

home presbytery know that you have been accepted into seminary college.

Award: Not specified

#### CHAPLAIN'S SCHOLARSHIP

Chaplain's Scholarship has been established to honor students who have vowed and being trained as a professional pastor.

Award: Up to 50% of tuition

Eligibility: A third-year student in Master of Divinity Program

#### GRADUATE TEACHING ASSISTANTSHIPS

Graduate students in the School of Music who demonstrate exceptional musical talent and extensive professional experience may be eligible for teaching assistantships, which offer tuition assistance.

Award: Up to 30% of tuition per semester

Eligibility: Graduate student in the School of Music

#### DOCTOR OF BUSINESS ADMINISTRATION SCHOLARSHIP

Award: Up to 50% of tuition per semester

Eligibility: A DBA student who actively work as a head of community organization at the time of admission

#### DOCTOR OF MUSICAL ARTS SCHOLARSHIP

Award: Up to 50% of tuition per semester

Eligibility: A DMA student who won the top 3 in the prestigious music competition at the time of admission

## INSURANCE

The college does not provide coverage for your medical care. You must use local doctors, clinics, and hospitals at your own expense, with payment usually required at the time of treatment. Consequently, we strongly encourage you to secure health insurance (under your parents policy, via a work policy, or privately). You may contact the Oikos receptionist for information about private plans.

You should also be aware of the benefits and limitations of your coverage. Be sure to bring pertinent policy paperwork with you (e.g. name and phone number of the company, group number, policy number, your social security number).

Likewise, your personal belongings in your residence are not covered by university insurance. We encourage you to purchase a policy to cover these items.

## STANDARDS OF SATISFACTORY ACADEMIC PROGRESS (SAP)

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

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

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

#### *Unsatisfactory Academic Progress*

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

#### *Re-establishing SAP*

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

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

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

#### *Financial Aid Warning*

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

**STUDENT TUITION  
RECOVERY FUND  
(STRF)**

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

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

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

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

1. The institution, a location of the institution, or an educational program offered by the institution was closed or discontinued, and you did not choose to participate in a teach-out plan approved by the Bureau or did not complete a chosen teach-out plan approved by the Bureau.
2. You were enrolled at an institution or a location of the institution within the 120 day period before the closure of the institution or location of the institution, or were enrolled in an educational program within the 120 day period before the program was discontinued.
3. You were enrolled at an institution or a location of the institution more than 120 days before the closure of the institution or location of the institution, in an educational program offered by the institution as to which the Bureau determined there was a significant decline in the quality or value of the program more than 120 days before closure.
4. The institution has been ordered to pay a refund by the Bureau but has failed to do so.
5. The institution has failed to pay or reimburse loan proceeds under a federal student loan program as required by law, or has failed to

pay or reimburse proceeds received by the institution in excess of tuition and other costs.

6. You have been awarded restitution, a refund, or other monetary award by an arbitrator or court, based on a violation of this chapter by an institution or representative of an institution, but have been unable to collect the award from the institution.
7. You sought legal counsel that resulted in the cancellation of one or more of your student loans and have an invoice for services rendered and evidence of the cancellation of the student loan or loans.

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

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

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

## Total Charges to Complete the Program

	School of Theology			School of Music			School of Business				School of Asian Medicine	ESL
	BABS	M.Div	D.Min	BM	MM	DMA	BABA	MBA		DBA	MSAM	
Degree	Bachelor of Arts in Biblical Studies	Master of Divinity	Doctor of Ministry	Bachelor of Music	Master of Music	Doctor of Musical Arts	Bachelor of Arts in Business Administration	Master of Business Administration		Doctor of Business Administration	Master of Science in Asian Medicine	Monthly enrollment
Period	4 years	3 years	Course work (2 years) +	4 years	3 years	3 years	4 years	2 years	2 years	3 years	4 years	
Application Fee (Non-refundable)	\$250	\$250	\$250	\$250	\$250	\$250	\$250	\$250	\$250	\$250	\$250	\$250
Admission Fee	\$150	\$150	\$150	\$150	\$150	\$150	\$150	\$150	\$150	\$150	\$150	\$150
Registration Fee	\$100	\$100	\$100	\$100	\$100	\$100	\$100	\$100	\$100	\$100	\$100	\$0
Continuation Fee			\$500									
Thesis Review fee			\$600									
Graduation Fee	\$300	\$300	\$300	\$300	\$300	\$300	\$300	\$300	\$300	\$300	\$300	
Tuition/semester	\$3,000 (\$250/unit)	\$3,400 (\$378/unit)	*\$13,500/ Course (\$375/unit)	\$4,680 (\$390/unit)	\$4,950 (\$550/unit)	Music: \$800/unit Bible & Theology: \$378/unit	\$3,000 (\$250/unit)	(Business: \$500/unit Bible & Theology: \$378/unit)	(Business: \$500/unit Bible & Theology: \$378/unit)	Business: \$800/unit Bible & Theology: \$378/unit	Amount varies	\$600/month
Estimated total charges for the entire program	\$25,500	\$21,700	\$14,300+ Continuation Fee	\$38,940	\$30,700	\$44,236	\$25,500	\$22,502	\$27,002	\$44,236	\$42,774	

\*Tuition for coursework only.



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# ADMISSION INFORMATION

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## **ADMISSIONS CRITERIA**

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

## **ADMISSION POLICY**

An applicant for admission to a degree program must meet the minimum admission requirements for each program. Students with special circumstances and those who do not meet certain admission standards may be accepted on a conditional basis.

Admission to some programs may be granted to students who meet certain criteria. However, those who are admitted in this condition must complete the application process before the degree is granted. Admission standing is subject to cancellation or change if the admission credentials remain incomplete.

Oikos University does not accept Ability-to-Benefit students.

## **APPLICANT ASSESSMENT**

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

### **SPIRITUAL READINESS**

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

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

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

### **ACADEMIC READINESS**

Applicants must have sufficient educational background to enable

them to perform at the college level. A high school diploma or GED (General Education Development) is required for admission.

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

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

**PHYSICAL READINESS**

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

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

**FINANCIAL READINESS**

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

**STATEMENT OF  
NONDISCRIMINATION**

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

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

**DIVERSITY POLICY**

Oikos University does not discriminate on the basis of race, age, color, nationality, ethnic origin, socioeconomic class, gender, and/or physical and mental disabilities in the administration of its policies in

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

### **INTERNATIONAL STUDENTS**

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

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

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

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

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

### **ADDRESS CHANGE**

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

### **CHANGE OF STATUS**

WITHIN THE U.S.

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

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

## OPTIONAL PRACTICAL TRAINING

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

### OUTSIDE THE U.S.

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

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

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

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

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

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

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

### Training Checklist:

- I-765 (Signed in blue ink)
- All I-20's
- Copies of passport and I-94 card
- \$495.00 check made payable to U.S. Department of Homeland Security
- Academic Certification/Recommendation letter from department
- Two color photos (Please follow the instructions included in the application packet)

If you meet these qualifications, you can proceed with the application for practical training authorization. Upon completion of all the forms, the international student advisor will review your application and

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

## **FINANCIAL REQUIREMENTS**

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

### **The following documents are accepted as financial certification:**

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

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

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

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

## **INSURANCE**

All international students and their families are required to have active health insurance during their stay in the United States. International students are not permitted to register or to continue enrollment at Oikos without demonstrating compliance with the insurance requirement. A block will be placed on your account until requirements are met. The university is unable to make any

exceptions to this rule. Insurance coverage will be checked every semester.

## **MAINTAINING STATUS**

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

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

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

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

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

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

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

Keep your passport valid at all times.

## **NEW STUDENTS**

### **REQUIRED VISA DOCUMENTATION**

- \$160.00 non-refundable to U.S. Consulate
- Form DS-156, Form DS-157, Form DS-158 (available online at [http://travel.state.gov/visa/frvi/forms/forms\\_1342.html](http://travel.state.gov/visa/frvi/forms/forms_1342.html))
- Valid Passport
- SEVIS fee
- Photographs (2-inch x 2-inch)
- SEVIS I-20 (provided by the University)
- University acceptance letter
- Sufficient funding

Students are required to report and register immediately upon arrival with the international student advisor. Please bring the following documents: passport, stamped I-20 and I-94. All students and their dependents are required to purchase medical insurance whether from your home country or from the U.S. Insurance is not included in your tuition.

## REINSTATEMENT

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

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

Reinstatement Application should be submitted to the address given at:

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

or file electronically at

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

## INCOME TAXES

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

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

or

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

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

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

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

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

The analogous California form is 540NR, available from

**<http://www.ftb.ca.gov/forms/index.html>**

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

## **LINKS**

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

Visa Wait Times

[http://travel.state.gov/visa/temp/wait/tempvisitors\\_wait.php](http://travel.state.gov/visa/temp/wait/tempvisitors_wait.php)

Port of Entry Fact Sheet

[http://www.ice.gov/sevis/travel/faq\\_f.htm](http://www.ice.gov/sevis/travel/faq_f.htm)

**and**

[http://www.ice.gov/sevis/factsheet/100104ent\\_stdnt\\_fs.htm](http://www.ice.gov/sevis/factsheet/100104ent_stdnt_fs.htm)

SEVIS I-901 Fee

<http://www.ice.gov/sevis/i901/index.htm>

## **APPLICATION PROCESS**

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

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

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

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

If your application package is complete by the deadline shown in the calendar at the front of this catalog, we will review your application and will respond promptly with our decision. If your package is missing a few items and the deadline is drawing near, please contact our Admissions Officer. When possible, we will review your package



and offer you provisional admission. (You will then be required to complete the package before you can begin your courses.)

The application process consists of three steps. All three must be completed before admission to the college is official.

1) Complete an Application File, including:

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

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

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

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

World Education Services (WES): [www.wes.org](http://www.wes.org)

Global Credential Evaluators (GCE): [www.gcevaluators.com](http://www.gcevaluators.com)

2) Letter of Acceptance

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

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

Included with your letter of acceptance will be a copy of the Student Handbook and a form indicating that you have read the handbook and

agree to comply with it. This form should be returned to the Registrar' s Office immediately.

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

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

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

### 3) Intent to Enroll

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

## **AWARD OF CREDIT**

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

## **TRANSFER OF CREDIT**

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

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

Transfer of credit may be possible from recognized but unaccredited

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

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

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

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

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

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

**NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION:**

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

**CHALLENGING A COURSE**

If you believe that you already have the knowledge and skills required by one of your curriculum's required courses, you may apply in the Registrar's office to challenge the course. The Registrar will supply you with a copy of the course syllabus and, together with the Academic Director, will identify a professor who will test your knowledge and skills. (Often this test is conducted by using the

course' s final exam.) If you demonstrate to the professor' s satisfaction that you are able to meet the course objectives, the professor will recommend that the required course be dropped from your program and replaced with an alternative course that you will find more beneficial.

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

### **REGISTRATION FOR NEW STUDENTS**

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

### **NEW STUDENT ORIENTATION**

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

### **REGISTRATION FOR RETURNING STUDENTS**

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

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

### **READMISSION**

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

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

If you have been gone from Oikos for one semester or more, you will return under the curriculum and graduation requirements of the most recent catalog. This policy may also apply to students who do not

**NON-DISCRIMINATION  
POLICY**

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

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

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# ACADEMIC INFORMATION

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

## **REGISTRATION**

### **ENROLLMENT STATUS**

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

### **LEAVE OF ABSENCE**

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

## **ACADEMIC STANDARDS**

### **CLASS PARTICIPATION**

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

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

## **ATTENDANCE POLICY**

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

## **DEFINITION OF CREDIT HOUR**

### **DEFINITION OF CREDIT HOUR**

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

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

**MAKE-UP EXAMS**

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

**FINAL EXAMS**

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

**GRADING SYSTEM**

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

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

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

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

**Grade definition**

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

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

**GRADING POLICY**

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



**CONTESTING A GRADE**

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

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

**THE DIRECTOR'S LIST**

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

**ACADEMIC PROBATION AND DISMISSAL**

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

**INCOMPLETE**

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

**REPEATING COURSES**

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

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

**AUDITING COURSES**

If classroom space permits, students and their spouses may take courses on an audit basis. Credit is not given, class attendance requirements do not apply, and the student does not participate in

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

### **DIRECTED STUDY**

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

### **SUPERVISED STUDY**

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

### **CORRESPONDENCE COURSES**

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

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

### **COMPLAINT RESOLUTION**

When students have complaints about individual faculty members regarding a particular course requirement(s), examination(s), or grade(s), or regarding general issues such as teaching method and classroom conduct, they may bring the matter directly to the individual

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

## **HONESTY**

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

## **FACULTY ASSISTANCE**

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

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

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

## **STUDY GROUPS**

The school assigns you a faculty member to serve as an advisor. You are required to meet with your advisor each semester to review your academic plan and to register for courses for the upcoming semester. We encourage you to meet with your advisor at other times to discuss your academic, spiritual, and ministry progress. Often students receive some of the best help from other students. We encourage you to seek out other students in each class and form study groups that meet regularly to review class notes, prepare for tests, and (to the extent permitted by the syllabus) collaborate on projects. Please contact your professor if you would like help in joining a study group.

## PEER TUTORING

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

## GRADUATION

### DEGREE REQUIREMENTS

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

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

### GRADUATION PETITION

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

### GRADUATION HONORS

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

### COMMENCEMENT

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

## GRADUATION AND PLACEMENT SERVICES

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

through our pedagogy. Rest assured that we will not abandon our students.

**WITHDRAWAL**

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

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

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

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

**CURRICULAR PROGRAMS**

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

**ACADEMIC LOAD**

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

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

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

- 18 hours 2.70 GPA
- 19 hours 3.00 GPA
- 20 hours 3.30 GPA

	<p>A new student' s high school GPA, a returning student' s GPA or a dramatic change in life circumstances may require a reduced load of 12 hours to be taken for one or more semesters. If the Academic Director' s decision, or your own decision, causes an average semester load of less than 16 hours, you may not graduate on your original schedule. If you want to get back on schedule, you should consider taking online courses during the summer semester, taking a course during the Winter Modular, or seeking an overload later in your college career.</p>
<p><b>COMPUTER PROFICIENCY</b></p>	<p>You are expected to have computer proficiency sufficient to type assignments. The Academic Computer Lab offers full Internet access, word processing capabilities, and Bible research software. You are encouraged to have your own personal computer, but the computer lab assists you if you are not able to do so.</p>
<p><b>PROFICIENCY AND REQUIREMENTS</b></p>	<p>Effective communication must go hand-in-hand with sound doctrine. Consequently, we require that you demonstrate expertise in both written and spoken English. Otherwise, we require that you enroll in ETP classes during your first semester.</p>
<p><b>CATALOG AS A CONTRACT</b></p>	<p>The curriculum and graduation requirements in the catalog that is current when you enroll at Oikos establish your program requirements. However, the college reserves the right to make reasonable modifications and substitutions in these requirements.</p> <p>If you withdraw from the college for one semester or more and reenter at a later date, you must meet the curriculum and graduation requirements of the most recent catalog. This policy may also be applied to students who maintain enrollment but do so on a part-time basis (less than 12 hours per semester).</p>
<p><b>COURSE SEQUENCE</b></p>	<p>You are expected to take courses in their proper sequence according to the class level of the course. The college is not responsible for your graduation requirements if you do not follow this policy.</p> <p>Students are not usually permitted to register for upper-division Bible courses (Bible &amp; Theology 300- and 400-level) unless they have completed BIBL202 (Biblical Exegesis) with a passing grade. In both cases, the instructor of the upper-division course is permitted to make an exception for exceptionally well-qualified students. If you want to register for an upper-division course but you don' t satisfy these prerequisites, feel free to contact the instructor.</p>
<p><b>COURSE CODES</b></p>	<p>Each course at Oikos has a combination alphabetic and numeric</p>

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

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

### **STUDENT MINISTRY**

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

### **MAINTENANCE OF RECORDS**

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

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# ACADEMIC PROGRAMS

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## SCHOOL OF THEOLOGY

### **BACHELOR OF ARTS IN BIBLICAL STUDIES (4 YEAR PROGRAM)**

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

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#### **PROGRAM LEARNING OBJECTIVES**

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

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

#### **JOB CLASSIFICATION CODES**

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

21-2011 Clergy

21-2021 Directors, Religious Activities and Education

21-2099 Miscellaneous Religious Workers

#### **ADMISSION REQUIREMENTS**

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



**GENERAL EDUCATION REQUIREMENT: 45 UNITS**

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

**BIBLE AND THEOLOGY REQUIREMENT: 60 UNITS**

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

**MASTER OF DIVINITY  
(3 YEAR PROGRAM)**

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

**ELECTIVES: 15 UNITS**

**GRADUATION REQUIREMENT**

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

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

**PROGRAM LEARNING OBJECTIVES**

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

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

**JOB CLASSIFICATION CODES**

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

21-2011 Clergy

21-2021 Directors, Religious Activities and Education

21-2099 Miscellaneous Religious Workers

**ADMISSION REQUIREMENTS**

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

**GREEK AND HEBREW: 12 UNITS**

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

**HISTORY: 12 UNITS**

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

**BIBLICAL STUDIES: 36 UNITS**

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

**PRACTICAL THEOLOGY: 15 UNITS**

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

**ELECTIVES: 21 UNITS**

**GRADUATION REQUIREMENTS**

**DOCTOR OF MINISTRY  
(3 YEAR PROGRAM)**

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

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

**PROGRAM LEARNING OBJECTIVES**

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

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

**JOB CLASSIFICATION CODES**

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

21-2011 Clergy

21-2021 Directors, Religious Activities and Education

21-2099 Miscellaneous Religious Workers

**ADMISSION REQUIREMENTS**

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

**D.MIN DISSERTATION/PROJECT**

Upon successful completion of 30 units of course works, students are allowed to schedule writing dissertation. Student will demonstrate academic and practical learning through completion of a major within project. They will conduct research and develop and write their project in a ministry practice field of interest. Ordinarily the project will be a

minimum of 100 pages and a maximum of 250 pages in length. Complete information on the doctoral process and standards is available from the Office of the Doctor of Ministry.

### **TRANSFER CREDIT**

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

### **FULL-TIME STATUS**

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

### **LEAVE OF ABSENCE**

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

### **MAXIMUM TIME LIMIT**

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

### **ADVANCEMENT TO CANDIDACY**

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

### **D.MIN COURSE REQUIREMENTS: 36 UNITS**

ADB511	Advanced Biblical Theology	4
ADS 511	Advanced Systematic Theology	4
ADP511	Pastor as a Person	4
ADH511	Church and the Holy Spirit	4
ADH512	Church and History	4

## SCHOOL OF MUSIC

### BACHELOR OF MUSIC (4 YEAR PROGRAM)

ADS512	Church and Society	4
ADD511	Dissertation Seminar	6
ADD512	Dissertation & Project	6

#### **GRADUATION REQUIREMENTS**

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

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

#### **PROGRAM LEARNING OBJECTIVES**

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

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

#### **JOB CLASSIFICATION CODES**

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

27-2042 Musicians and Singers

27-2041 Music Directors and Composers

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

#### **ADMISSION REQUIREMENTS**

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

#### **AUDITION**

A personal audition is required of all undergraduate applicants. A video

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

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

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

**GENERAL EDUCATION REQUIREMENT: 45 UNITS**

Humanities		12 units
PHL 111	Introduction to Philosophy	3
PHL 212	Introduction to Ethics	3
HUM 101	Human Growth & Development	3
MUS 104	Musicianship	3
English		6 units
ENG 101	English Composition	3
ENG 102	English Literature	3
Social Science		18 units

HIS 101	Western Civilization I	3
HIS 102	Western Civilization II	3
SOC 301	Introduction to Sociology	3
SOC 302	Contemporary Social Problems	3
PSY 205	Introduction to Psychology	3
PSY 225	Counseling for Marriage and Family	3
Mathematics/Science		9 Units
MATH 101	College Mathematics	3
BS 110	General Biology	3
BS 220	Physiology	3
SS 101	Introduction to Science Studies	3

### **BIBLE AND THEOLOGY REQUIREMENT: 15 UNITS**

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

### **MUSIC REQUIREMENT: 60 UNITS**

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



**MASTER OF MUSIC  
(3 YEAR PROGRAM)**

MUCH 172	Individual Instruction	3
MUCH 271	Individual Instruction	3
MUCH 272	Individual Instruction	3
MUCH 371	Individual Instruction	3
MUCH 372	Individual Instruction	3
MUCH 471	Individual Instruction	3
MUCH 472	Individual Instruction	3

**SENIOR RECITAL**

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

**GRADUATION REQUIREMENTS**

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

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

**PROGRAM LEARNING OBJECTIVES**

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

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

**JOB CLASSIFICATION CODES**

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

**ADMISSION REQUIREMENTS**

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

### AUDITION

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

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

Brass, Percussion	
Praise Ministry: Praise Leader Studio Voice Keyboard Acoustic, Electric or Bass Guitar, Drum, Midi Composition & Arranging	Two free choices

**CHORAL CONDUCTING, COMPOSITION & PERFORMANCE  
EMPHASIS: 60 UNITS**

Theology		12 units
OT 301	Introduction to Old Testament	3
NT 301	Introduction to New Testament	3
HIS 305	Church History I	3
HIS 306	Church History II	3
Field Education		4 units
FE 681	Supervised Music Ministry I	2
FE 682	Supervised Music Ministry II	2
Conducting		3 units
MUCD412	Choral Conducting	3
Ensemble		4 units
MUEN 531	Oikos University Choir	1
MUEN 532	Oikos University Choir	1
MUEN 631	Chamber Choir	1
MUEN 632	Chamber Choir	1
Music History and Literature		3 units
MUHL 548	Special Study in Music History	3
Music Theory		9 units
MUTC 551	Music Analysis	3
MUTC 552	Advanced Theory	3
MUTC 651	Advanced Harmony	3
Music Performance		13 units
MUPC561	Class Voice I	2
MUPC562	Class Voice II	3
MUPC661	Class Piano I	2
MUPC662	Class Piano II	3
MUPC761	Class Guitar	3
Individual Instruction		12units
MUCH571	Individual Instruction	3
MUCH572	Individual Instruction	3
MUCH671	Individual Instruction	3
MUCH672	Individual Instruction	3

Graduate Recital	0
Comprehensive Review	0

### CHURCH MUSIC EMPHASIS: 60 UNITS

Theology		12 units
OT 301	Introduction to Old Testament	3
NT 301	Introduction to New Testament	3
HIS 305	Church History I	3
HIS 306	Church History II	3
Field Education		4 units
FE 681	Supervised Ministry I	2
FE 682	Supervised Ministry II	2
Conducting		3 units
MUCD421	Instrumental Conducting	3
Ensemble		4 units
MUEN 531-632	Oikos University Choir	2
MUEN 541-642	Chamber Choir	2
Music History and Literature		6 units
MUHL 541	Bibliography in Music I	3
MUHL 542	Bibliography in Music II	3
Music Theory		3 units
MUTC 551	Music Analysis	3
Music Performance		10 units
MUPC561	Class Voice I	2
MUPC562	Class Voice II	3
MUPC661	Class Piano I	2
MUPC662	Class Piano II	3
Individual Instruction		12 units
MUCH571	Individual Instruction	3
MUCH572	Individual Instruction	3
MUCH671	Individual Instruction	3
MUCH672	Individual Instruction	3
Church Music Requirements		6 units
MUCH561	Liturgical Music	3
MUCH591	Practice of Church Music	3
Graduate Recital		0
Comprehensive Review		0

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

**DOCTOR OF MUSICAL  
ARTS  
(3 YEAR PROGRAM)**

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**GRADUATION REQUIREMENTS**

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

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

**Graduation Recital**

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

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**PROGRAM LEARNING OBJECTIVES**

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

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

**ADMISSION REQUIREMENTS**

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

**JOB CLASSIFICATION CODES**

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

27-2042 Musicians and Singers

27-2041 Music Directors and Composers

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

### EDUCATION REQUIREMENTS:

<b>Core Requirements: 24 units are required in order to graduate</b>		
MUCO 500	Aural Skills	3
MUCO 501	Tonal Analysis	3
MUCO 502	Post-Tonal Analysis	3
MUCO 503	Schenkerian Analysis	3
MUCO 504	Orchestration Arrangement Analysis	3
MUHL 550	Medieval-Romantic Music History	3
MUHL551	20 <sup>th</sup> Century to Present Music History	3
MUHL 552	Music Seminar	3
MUHL 553	Modernism of the 20 <sup>th</sup> Century	3
MUHL 554	Music of the 21 <sup>st</sup> Century	3
MUHL 555	American Music	3
MUHL 570	Research Materials and Techniques	3
MUHL 571	Doctoral Colloquium	3
MUHL 572	Song and Chamber Music Interpretation	3
MPKS 600	Music Pedagogy	3
<b>Piano Major Minimum Requirements: 24 units are required in order to graduate. All three recitals and thesis are required to graduate.</b>		
	Doctoral Chamber Recital	0
	Doctoral Lecture Recital	0
	Doctoral Recital (after written exam)	0
	Thesis	0
MPKS 648	Keyboard Literature (3 units/semester)	6
MPKS 650	Individual Coaching (2 units/semester)	12
MPKS 641	Keyboard Skills	3
MPKS 651	Keyboard Ensemble	3
<b>Vocal Major Minimum Requirements: 24 units are required in order to graduate. All three recitals and thesis are required to graduate.</b>		
	Doctoral Chamber Recital	0

	Doctoral Lecture Recital	0
	Doctoral Recital (after written exam)	0
	Thesis	0
MUHL 556	Opera History (3 units/semester)	6
MPKS 640	Keyboard Proficiency (2 units/semester)	4
MPVS 630	Individual Coaching (2 units/semester)	12
MPVS 631	Vocal Pedagogy	2

**BIBLE AND THEOLOGY: 12 UNITS (Choose 4 courses)**

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

**GRADUATION REQUIREMENTS**

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

- 1) Completion of 60 units including 24 units basic DMA Curriculum courses, 24 units for their respective field core classes, and 12 units in Bible and Theology
- 2) 3 Doctoral Recitals: One chamber recital, one lecture recital and one solo recital which will be completed after the written preliminary exam.
- 3) One Doctoral Thesis

**QUALIFYING EXAM**

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

SCHOOL OF  
BUSINESS  
**BACHELOR OF ARTS IN  
BUSINESS  
ADMINISTRATION  
(4 YEAR PROGRAM)**

### **ADVANCEMENT TO CANDIDACY**

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

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

### **PROTRAM LEARNING OBJECTIVES**

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

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

### **ADMISSION REQUIREMENTS**

8. High school diploma or GED
9. A completed application form
10. Application fee
11. Letter of Recommendation

### **JOB CLASSIFICATION CODES**

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

11-1021 General and Operations Managers



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

**EDUCATION REQUIREMENT: 45 UNITS**

Humanities		12 units
PHL 111	Introduction to Philosophy	3
PHL 212	Introduction to Ethics	3
HUM 101	Human Growth & Development	3
MUS 101	Music Appreciation	3
English		6 units
ENG 101	English Composition	3
ENG 102	English Literature	3
Social Science		18 units
HIS 101	Western Civilization I	3
HIS 102	Western Civilization II	3
SOC 301	Introduction to Sociology	3
SOC 302	Contemporary Social Problems	3
PSY 205	Introduction to Psychology	3
PSY 225	Counseling for Marriage and Family	3
Mathematics/Science		9 Units
MATH 101	College Mathematics	3
BS 110	General Biology	3
MATH 102	College Algebra	3
MATH 211	Essentials of Calculus	3
MATH 301	Introduction to Statistics	3

**BIBLE & THEOLOGY REQUIREMENTS: 15 UNITS**

Biblical Studies		9 units
OT 101	Survey of the OT	3
NT 101	Survey of the NT	3
NT 203	Synoptic Gospels	3
NT 205	Life and Teaching of Christ	3
NT 305	Pauline Epistles	3
OT 220	OT Historical Books	3
OT 305	The Pentateuch	3
OT 322	The Prophets	3
Theology		6 units
THE 301	Christian Doctrine I	3

THE 302	Christian Doctrine II	3
HIS 305	Church History I	3
MUEN 131	Hymnody	3
PSY 206	Psychology of Religion	3
PSY 202	Christian Counseling	3
PRA 212	Mission	3

**BUSINESS ADMINISTRATION COURSES: 45 UNITS**

<b>Business Administration</b>		<b>45 units</b>
ACC 101	Principles of Accounting I	3
ACC 102	Principles of Accounting II	3
BUS 240	Business Law	3
BUS 250	Business Ethics	3
BUS 299	Introduction to Business	3
ECO 120	Principles of Microeconomics	3
ECO 130	Principles of Macroeconomics	3
FIN 120	Business Finance	3
FIN 201	Corporate Finance	3
HRMN 101	Human Resource Management	3
LEDR 311	Organizational Leadership	3
MGMT 121	Small Business Management	3
MGMT 250	Business Plan	3
MGMT 308	Principles of Management	3
MGMT 309	Management and Organizational Theory	3
MGMT 410	International Management	3
MGMT 420	Foundations of Entrepreneurship	3
MGMT 430	Operations Management	3
MGMT 450	Strategic Management	3
MKTG 289	Marketing Fundamentals	3
MNSC 301	Introduction to Quantitative Analysis	3
OBHV 110	Introduction to Organizational Behavior	3
BUS 351	Field Education I	3
BUS 352	Field Education II	3
BUS 353	Field Education III	3
<b>Business Administration Electives</b>		<b>15 units</b>
ACC 103	Managerial Accounting	3
BUS 120	Spreadsheet Fundamentals	3
BUS 150	Database Fundamentals	3
BUS 226	Webpage Design and Development	3
BUS 228	Web Design and Development Using Solutions	3

BUS 246	Team Building and Interpersonal Dynamics	3
BUS 261	Legal and Ethical Issues in Business	3
BUS 326	Introduction to HTML & CSS for Webpage Design	3
BUS 327	Introduction to Application Program Interface (API)	3
ECO 140	International Economics	3
ECO 150	Economic Data Analysis	3
LEDR 121	Conflict Negotiation	3
MGMT 111	Intercultural Competence	3
MGMT 112	Global Development	3
MGMT 131	Service Operations	3
MKTG 190	Social Media Marketing	3
MKTG 194	Marketing Channels	3
OBHV 112	Leadership and Organizational Change	3
OBHV 113	Theory and Practice of Organizational Behavior	3
CS 201	Introduction to Computer Information Systems	3
CS 250	Introduction to E-Commerce	3

### **GRADUATION REQUIREMENTS**

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

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

### **MASTER OF BUSINESS ADMINISTRATION (2 YEARS PROGRAM)**

### **PROGRAM LEARNING OBJECTIVES**

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

1. Demonstrate the ability to analyze the evolving nature of corporations
2. Practice managerial leadership and organizational change
3. Determine and measure an organization’ s intellectual assets
4. Identify how product development merges with entrepreneurship
5. Foster new approaches to measuring the economic performance of

- organizations
6. Demonstrate the ability to manage and administer a business organization with a clear embodiment of ethics in his/her business practices
  7. Integrate Biblical and Theological Perspectives in Business and Administration

**ADMISSION REQUIREMENTS**

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

**JOB CLASSIFICATION CODES**

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

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

**CORE BUSINESS ADMINISTRATION: 30 UNITS**

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

**BIBLE AND THEOLOGY: 9 UNITS (choose 3)**

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

**DOCTOR OF BUSINESS  
ADMINISTRATION  
(3 YEARS PROGRAM)**

**BUSINESS ELECTIVE: 6 UNITS**

**GRADUATION REQUIREMENTS**

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

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

**PROGRAM LEARNING OBJECTIVES**

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

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

**ADMISSION REQUIREMENTS**

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

**JOB CLASSIFICATION CODES**

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

- 11-1021 General and Operations Managers
- 11-3012 Administrative Services Managers
- 11-1011 Chief Executives
- 13-2011 Accountants and Auditors
- 13-1199 Business Operations Specialists

**BIBLE AND THEOLOGY: 12 UNITS (choose 4)**

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

**ADVANCED CORE COURSES IN BUSINESS ADMINISTRATION (6 courses)**

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

**ADVANCED ELECTIVE COURSES (6 courses)**

Advanced Electives in Entrepreneurship		
ENTR712	Creativity, Innovation and Entrepreneurship	3
ENTR713	Finance for Small Business and Entrepreneurial Ventures	3
ENTR714	Applied Information Systems for Small Business	3
ENTR715	Marketing for Entrepreneurs and Small Business	3
ENTR716	International Business and Entrepreneurship	3
ENTR717	Venture Creation	3

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

## GRADUATION REQUIREMENTS

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

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

## QUALIFYING EXAMINATIONS

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

## **ADVANCEMENT TO CANDIDACY**

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

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

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

## **DISSERTATION COMMITTEE AND ORAL DISSERTATION DEFENSE REQUIREMENTS**

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

Any dissertation committee in the School of Business will consist of three graduate faculty members selected at large from the Business Administration Program at Oikos University in consultation with the dissertation committee chair, who will also have to be selected from the graduate faculty in the School of Business at Oikos University. The dissertation committee members will solely have the responsibility to



SCHOOL OF ASIAN  
MEDICINE

**MASTER OF SCIENCE  
IN ASIAN MEDICINE  
(3 YEARS PROGRAM)**

mentor the doctoral candidate' s progress and approve all his/her doctoral dissertation content.

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

### **DRAFTING THE DISSERTATION & SCHEDULING THE DISSERTATION ORAL DEFENSE**

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

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

### **PROGRAM LEARNING OBJECTIVES**

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

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

church and the community.

### **ADMISSION REQUIREMENTS**

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

### **JOB CLASSIFICATION CODES**

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

29-1291 Acupuncturist

29-1299 Health Diagnosing and Treating Practitioners

### **GENERAL SCIENCE: 17 UNITS**

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

### **ASIAN MEDICINE: 34 UNITS**

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

### **ACUPUNCTURE: 24 UNITS**

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

**HERBOLOGY: 30 UNITS**

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

**BIOMEDICINE: 29.5 UNITS**

WM210	Medical Terminology	2
WM240	Nutrition and Vitamins	2
WM420 & 421	Pathophysiology I & II	6
WM510	Pharmacology	3
WM520	Emergency Response (ER)	1
WM530	Western Physical Examination	4
WM550	Public Health & Epidemiology	2
WM560	Laboratory Data Analysis	1
WM620 & 621	Western Clinical Medicine I & II	6
WM650	Research Development	2
WM670	Medical Testimonial	0.5

**CAREER DEVELOPMENT: 3 UNITS**

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

**REVIEW & PREPARATION: 9 UNITS**

RV200	First Year Review	2
RV400	Second Year Review	2

RV500	Third Year Review	2
RV600	Final Review	3

**CLINICAL TRAINING: 32 UNITS**

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

**BIBLE AND THEOLOGY: 9 UNITS (choose 3)**

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

\*Master of Science in Asian Medicine program does not lead to licensure.

**GRADUATION REQUIREMENT**

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

- 1) Completion of 188.5 units including 17 units in General Science, 34 units in Asian Medicine, 24 units in Acupuncture, 30 units in Herbology, 29.5 units in Biomedicine, 3 units in Career Development, 9 units in Review & Preparation, 32 units in Clinical Training, 1 unit in CNT & CPR/First Aid, and 9 units in Bible & Theology
- 2) Completion of course work with a GPA of 2.3 or above
- 3) Pass Graduation Exam

**PROGRAM OVERVIEW**

The courses are divided into six proficiency levels (Beginning, Beginning High, Intermediate, Intermediate High, Advanced, and Advanced High) in three programs (Beginning, Intermediate, Advanced) and four skill areas (Listening, Speaking, Reading & Vocabulary, and Writing & Grammar). The full-time ESL student takes a cluster of Listening & Speaking, Academic Reading, Academic Writing and English Grammar totaling 20 hours per week for 6 Weeks. All levels provide daily communication practice in speaking and listening, reading, writing, and communicative grammar. In addition, students work with audio, video, computer software, the Internet and an

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

online grammar program.

### **ADMISSION REQUIREMENTS**

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

ESL 101	Listening & Speaking I	3
ESL 102	Academic Reading I	3
ESL 103	Academic Writing I	3
ESL 104	English Grammar I	3
ESL 201	Listening & Speaking II	3
ESL 202	Academic Reading II	3
ESL 203	Academic Writing II	3
ESL 204	English Grammar II	3
ESL 301	Listening & Speaking III	3
ESL 302	Academic Reading III	3
ESL 303	Academic Writing III	3
ESL 304	English Grammar III	3
ESL 401	Listening & Speaking IV	3
ESL 402	Academic Reading IV	3
ESL 403	Academic Writing IV	3
ESL 404	English Grammar IV	3
ESL 501	Listening & Speaking V	3
ESL 502	Academic Reading V	3
ESL 503	Academic Writing V	3
ESL 504	English Grammar V	3
ESL 601	Listening & Speaking VI	3
ESL 602	Academic Reading VI	3
ESL 603	Academic Writing VI	3
ESL 604	English Grammar VI	3

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# COURSE DESCRIPTIONS

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## GENERAL EDUCATION (HUMANITIES AND SCIENCES)

### GENERAL EDUCATION

#### CHC 100 Chapel (1 unit)

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

#### BI 101 Introduction to Bible (3 units)

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

#### HIS 101 Western Civilization I (3 units)

This course surveys the social, cultural and political development of western Europe from the ancient Mediterranean world to the dawn of Modern Europe. This course covers the ancient civilizations of Babylonia and Egypt, Greece and Rome, and the collapse of the Roman Empire, the development and conflicts between secular and ecclesiastical governments.

#### HIS 102 Western Civilization II (3 units)

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

#### PHL111 Introduction to Philosophy (3 units)

Study of philosophical methods and how these methods may serve as a means of integrating learning and faith.

#### PHL212 Introduction to Ethics (3 units)

An examination of theories of morality with special emphasis on conscience and morality in decision-making.

#### SOC 301 Introduction to Sociology (3 units)

An introductory study of sociology and its development and structure. The working dynamics of ethno-economic groups in the modern society are critically examined.

SOC 302 Contemporary Social Problems (3 units)

An in-depth study of contemporary social problems. Includes an examination of marital problems, education of youth, drug abuse and criminal behavior.

COMM 201 Public Speaking (3 units)

This course provides the opportunity to significantly improve public speaking skills by practicing and delivering speeches and presentations in a safe environment with personalized feedback.

PHL 112 Logic (3 units)

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

HIS 105 American History (3 units)

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

BS 150 Anatomy I(3 units)

This course will focus on general human anatomy with emphasis on structural identification and function. Students will learn the names and locations of the body structures as well as general functions of organs systems of the human body.

BS 151 Anatomy Lab (1 unit)

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

BS 170 Microbiology (3 units)

Topics include microbial cell structure and function, metabolism, microbial genetics, and the role of microorganisms in disease, immunity, and other selected applied areas.

BS 171 Microbiology Lab (1 unit)

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

BS 220 Physiology (3 units)

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

NR 121 Nutrition (3 units)

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

#### SS 101 Introduction to Science Studies (3 units)

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

#### MUS 101 Music Appreciation (3 units)

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

#### HUM 101 Human Growth and Development (3 units)

An analysis of the life span of persons as it unfolds, viewed through the lenses of contemporary theories of development. Special emphasis will be given to successful transitioning into adulthood and the relational issues of young adults.

#### MATH 101 College Mathematics (3 Units)

Mathematical skill and fluency is one of the first hurdles for lifetime success. This course is designed to help overcome the participants “ math anxiety.” Specifically, the course will develop the participant’ s competency skills, including basic algebra, the use of calculators and computers, estimation, and graphs and tables

#### MATH 102 College Algebra (3 units)

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

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



**MATH 301 Statistics (3 units)**

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

**PSY 205 Introduction to Psychology (3 units)**

This comprehensive survey of psychology explores human mind and behavior in relationship to psychological aspects concerning human development and intra/interpersonal relationship.

**PSY 225 Counseling for Marriage and Family (3 units)**

An evaluation of family interaction, family structure, marital relationship and interdependence of marriage partners and their family members.

**ENG 101 English Composition (3 units)**

Writing college-level academic essays. Students will study the art and elements of writing, develop editing and revision skills, practice critical reading and critical analysis, and develop library skills for research.

**ENG 102 English Literature (3 units)**

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

**ENG 105 English Bible (3 units)**

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

**EN 301 English I (3 units)**

This course trains students in the basic English skills. Students practice simple conversations, basic listening skills, pronunciation, reading comprehension and strategies, vocabulary development, and writing sentences and paragraphs.

**EN 302 English II (3 units)**

This course develops students' proficiency in all the English language skills. Students practice interpersonal communication skills; develop reading skills and vocabulary to improve comprehension; write paragraphs incorporating grammatical concepts and writing strategies. Prerequisite: EN301.

**BIBLICAL AND  
THEOLOGICAL STUDIES**

**EN 303 English III (3 units)**

This advanced course enables students to perform basic academic tasks. The academic focus of this course enables students to use their English language skills in regular academic activities. Prerequisite: EN302.

**BIBLICAL STUDIES**

**OT 101 Survey to Old Testament (3 units)**

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

**OT 220 OT Historical Books I (3 units)**

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

**OT 221 OT Historical Books II (3units)**

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

**OT 301 Introduction to the Old Testament (3 units)**

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

**OT 305 The Pentateuch (3 units)**

This course examines creation, fall, Israel's ancestors, exodus, and the Law using literary and historical analysis. Theological issues explored include the character of God, human nature, and covenantal relationship with God.

**OT 315 Introduction to the Prophets (3 units)**

The study of the role of the Old Testament prophets in their historical setting, their messages to the nation and their impact on the development of the Judio Christian through.

**OT 320 Major Prophets (3 units)**

An expository study of the selected books of major prophets. The historical setting that gave rise to the prophetic literature will be examined.

**OT 321 Minor Prophets (3 units)**

A study of the historical backgrounds, the theological aspect, time, and place of ministry, and personality of each of the authors of the books from Hosea through Malachi.

**OT 322 The Prophets (3 units)**

Through the prophetic literature in the OT, the historical backgrounds,

the theological perspective, personality of each of the authors of the books are examined.

OT 400 Genesis (3 units)

A basic study of the background and message of the book of Genesis. Particular attention will be paid to the application of specific truths within the book.

OT 402 Exodus (3 units)

A study with a special focus on three sections of Exodus:

1) The call of Moses; 2) the challenge to the gods of Egypt; and 3) the call to the congregation.

OT 402 Leviticus (3 units)

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

OT 404 Numbers (3 units)

A study of the Book of Numbers.

OT 406 Joshua, Judges, Ruth (3 units)

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

OT 420 Samuel (3 units)

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

OT 440 Isaiah (2 units)

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

OT 460 Joel & Amos (2 units)

An Exegetical study of books of Joel and Amos with emphasis on the authors, background, themes, sinfulness of the people during the specific time period.

OT 480 Psalms (3 units)

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

OT 502 Wisdom Literature (3 units)

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

OT 555 Jeremiah (3 units)

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

OT 560 Ezekiel (3 units)

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

OT 562 Daniel (3 units)

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

NT 101 Survey to New Testament (3 units)

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

NT 203 Synoptic Gospels (3 units)

A study of the Gospels of Matthew, Mark, Luke, and John with emphasis on content, similarities, and differences. Critical methodologies are studied and evaluated.

NT 205 Life & Teaching of Christ (3 units)

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

NT 301 Introduction to the New Testament (3 units)

An evaluative, critical, in-depth study of the authorship, dates, literary style and each book's relative place within the collection. Various theories of the origin and nature of the books are examined.

NT 305 Pauline Epistles (3 units)

A study of the letters of Paul in terms of their literary and theological issues and in the context of early Christianity.

NT 306 Ephesians, Philippians, Colossians (3 units)

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

NT 307 Thessalonians, Timothy, Titus (3 units)

A survey of the Book of Thessalonians, I & II Timothy and Titus. Attention is given to the themes of each, sound doctrines, and

leadership qualifications.

NT 308 James, Peter, Jude (3 units)

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

NT 320 Gospel of John (3 units)

A study of the Gospel of John with emphasis on its historical, literary and theological aspects in view of modern scholarship.

NT 321 Acts (3 units)

A detailed study of the Book of Acts with emphasis on the development of the early church and on the life and missionary journey of Paul.

NT 322 Romans (3 units)

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

NT 323 Corinthians (3 units)

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

NT 324 Galatians (3 units)

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

NT 325 Hebrews (3 units)

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

NT 326 I, II & III John (3 units)

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

NT 327 Revelation (3 units)

An expository study of the book of Revelation, including introductory information, the genre and structure of the book, and different approaches to the book. The study of each chapter will include a contextual exposition taking into consideration its theology in light of OT background, enabling the student to prepare sermons and other

materials related to the book.

**NT 401 Pauline Theology (3 units)**

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

**BT 103 Biblical Interpretation (3 units)**

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

**BT 302 The Old Testament and Archaeology (3 units)**

A study of the history of the OT from Abraham to the Exile with special attention given to archaeology in relationship to history.

**BIBLICAL LANGUAGES**

**GK 101 New Testament Greek I (3 units)**

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

**GK 102 New Testament Greek II (3 units)**

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

**HEB 101 Biblical Hebrew I (3 units)**

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

**HEB 102 Biblical Hebrew II (3 units)**

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

**HEB 605 Hebrew Exegesis (3 units)**

A formal introduction to the steps and tools for exegesis of the Hebrew text, including practice in exegesis of selected Old Testament passages and the writing of an exegesis paper.

**HEB 608 Advanced Hebrew Exegesis (3 units)**

An advanced course in Hebrew grammar, semantics, syntax, and readings, including Old Testament texts and samples of extra-biblical Hebrew texts such as epigraphical texts from the biblical period and Hebrew texts from the Dead Sea Scrolls.

**SYSTEMATIC THEOLOGY**

**THE 301 Christian Doctrine I (3 units)**

A brief look at each of the four departments of Theology and a study of the doctrine of God. His nature, attributes, personality, and work.

**THE 302 Christian Doctrine II (3 units)**

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

THE301.

THE 303 Christian Doctrine III (3 units)

A study of the doctrine of the Holy Spirit as to His Person and work and a study of the nature and responsibilities of the Church with attention to its relations to the Kingdom of God and society in historical context. Prerequisite: THE302.

THE 304 Christian Doctrine IV (3 units)

A study of the doctrine of man and sin, including the depravity of man and the nature and consequences of sin. Prerequisite: THE303.

THE 401 Systematic Theology I (3 units)

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

THE 402 Systematic Theology II (3 units)

A study of the purpose and plan of God, the person and work of Christ, conversion, grace, justification, regeneration, and sanctification. Prerequisite: THE401

THE 415 Apologetics (3 units)

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

THE 416 History of Christian Doctrine (3 units)

A survey of the history of Christian doctrine with an emphasis on understanding the antecedents of contemporary doctrinal problems in theology.

THE 431 Christian Ethics (3 units)

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

THE 425 Contemporary Theology I (3 units)

This course focuses on the study of related representation theologians.

THE 426 Contemporary Theology II (3 units)

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

THE 511 Biblical Theology I (3 units)

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

THE 512 Biblical Theology II (3 units)

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

## **CHURCH HISTORY**

### **HIS 305 Church History I (3 units)**

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

### **HIS 306 Church History II (3 units)**

A study of the modern church development including major theologians and their writings. Prerequisite: HIS305.

### **HIS 401 Early Church History (3 units)**

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

### **HIS 402 Medieval Church History (3 units)**

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

### **HIS 405 History of Presbyterian Movement (3 units)**

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

### **HIS 415 History of Renaissance and Reformation (3 units)**

A study of the political, intellectual, industrial and religious development that resulted in the reformation movement in Europe from 14<sup>th</sup> to the 17<sup>th</sup> centuries. Detailed study of courses, factions, distinctiveness and their achievements of various reform movements are studied.

### **HIS 416 History of Modern Church (3 units)**

A study of the modern church development including major



## **PROFESSIONAL STUDIES**

theologians and their writings.

### **HIS 420 History of Korean Church (3 units)**

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

### **HIS 703 Reformed Theology (3 units)**

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

## **PRACTICAL THEOLOGY**

### **PRA 200 Christian Worship (3 units)**

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

### **PRA 411 Preaching (3 units)**

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

### **PRA 212 Preaching Practice (3 units)**

Actual practice in preaching a sermon in the seminary chapel.

### **PRA 413 Preaching & Public Speaking (3 units)**

This course is designed for students to provide the opportunity to improve public speaking skills as well as delivering sermon skills by practicing speeches and presentations.

### **PRS 201 Christian Spirituality (3 units)**

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

### **PSY 206 Psychology of Religion (3 units)**

This course is designed to introduce the basics of psychology and application to real religious life. This course divides two parts. Students are supposed to learn basic theory by prominent classic psychologists. Then this course is to enable students to think critically about the impact of religion, faith and spirituality on individuals, society and cultures from a psychological perspective. Students will learn relevant theories, principles, methods, measurement tools, terminology and “ real world” applications.

### **PSY 202 Christian Counseling (3 units)**

This course provides an examination of theories of counseling with an emphasis on principles and techniques integral to Christian practice of

counseling.

**PRA 410 Homiletics (3 units)**

A basic course in the theory and practice of developing a sermon in the Seminary Chapel with constructive criticism on the part of the instructor.

**PSY 415 Pastoral Counseling (3 units)**

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

**SP 401 Spirituality in Ministry (3 units)**

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

**ED 415 Church Administration (3 units)**

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

**POS 415 Modern Political Thought (3 units)**

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

**PRA 415 Practical Counseling (3 units)**

This course provides an examination of theories of counseling with an emphasis on principles and techniques integral to Christian practice of counseling.

**PRA 205 Evangelism (3 units)**

This course examines biblical foundations and different methods of evangelism.

**PRA 212 Mission (3 units)**

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

**PRA 507 Pastoral Leadership (3 units)**

A study of theories and styles of leadership in ministry context with attention to a biblical image of leadership and service.

**PRA 510 Church Growth (3 units)**

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

**CHRISTIAN EDUCATION**

**CE 102 Principles of Teaching (3 units)**

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

**CE 301 Christian Education (3 units)**

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

**CE 303 Youth Ministry (3 units)**

A thorough study of the Scriptures is involved in this class as it relates to the needs of young people. Contemporary methods of youth ministry will be analyzed.

**CE 501 Children Ministry (3 units)**

An exploration of the theories and practices of ministry directed toward children with an emphasis on the developmental and cultural dynamics of childhood.

**CE 502 Teaching Method (3 units)**

An explanation of how to use teaching materials, how to prepare lectures and syllabus.

**CE 603 Youth Ministry (3 units)**

An exploration of the theories and practices of ministry directed toward teenagers with an emphasis on the developmental and cultural dynamics of adolescence.

**CE 701 Discipleship (3 units)**

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

**CE 715 Bible Study Methods (3 units)**

This course will not only teach the essentials of inductive Bible study methods but will present the techniques using new modes of communication.

**DOCTOR OF MINISTRY**

**ADB 511 Advanced Biblical Theology (4 units)**

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

**ADS 511 Advanced Systematic Theology (4 units)**

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

**ADP 511 Pastor as Person (4 units)**

This course is designed to assist pastor to make personal assessment of character temperament, learning style, talents, abilities, and gifts, ministry and relational skills, and other traits relevant to ministry.

**ADP 512 Christian Spirituality (4 units)**

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

**ADH 511 Church and the Holy Spirit (4 units)**

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

**ADH 512 Church and History (4 units)**

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

**ADS 512 Church and Society (4 units)**

This course examines the role and function the church in the ever-changing society. This course deals with 21<sup>st</sup> century expression of society' s needs and quest for the new model for church.

**ADD 511 Dissertation Seminar (6 units)**

This course helps student to prepare researching on dissertation, writing dissertation proposal and submitting dissertation in accordance with standardized format. This course deals with academic research into selected subjects, sample dissertation, ways to organize and arrange the argument, thesis, and ideas and write publishable dissertation.

**ADD 512 Dissertation & Project (6 units)**

This course further helps students to prepare well of dissertation proposal and dissertation.

## CHURCH MUSIC

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

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

MUCH 380 Praise and Worship (3 units)  
Study of the Scripture and the Biblical history of worship and presentations of those concepts in a contemporary setting

MUCH 391 History of Church Music (3 units)  
An introduction to the history of church music

MUCH 474 Church Organist (3 units)  
Basic knowledge and the history of the organ; playing Hymn and service Repertoire.

MUCH 487 Group Performance (3 units)  
A variety of group playing listening, interacting, and improvising and memorizing of standard tunes

MUCH 491 Hymnology (3 units)  
The Study focuses on the biblical, theological, literary, musical, and historical aspects of hymns.

MUCH 492 Worship & Music (3 units)  
A study of church music in relation to worship

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

MUCH 591 Practice of Church Music (3 units)  
The nature of music in worship; developing and administering the music program of the church.

MUCH 592 Advanced History of Church Music (3 units)  
Advanced study of the history of church music

MUCH 561 Liturgical Music (3 units)  
Comparison of the Jewish, Eastern Orthodox, Roman Catholic, Lutheran, and Anglican liturgies and their music; the church year.

MUCH 692 Philosophy of Church Music (3 units)  
The concepts and the roles of church music

MUS 104 Musicianship (3 units)  
The study of music's various functionalities in order to gain a deeper understanding for church music

## CONDUCTING

MUCD 411 Choral Conducting I (3 units)

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

MUCD 412 Choral Conducting II (3 units)

Refinement of techniques developed in 411, study of styles and interpretations of choral music from the Renaissance to the present. Prerequisite: MUCD 411.

MUCD 413 Church Choral Conducting (3 units)

This course teaches the basic method of conducting the choir and the basic music theory necessary for this. The students will learn how to shoot and edit choir videos. This course is aimed to be applied to the individual student's music ministry.

MUCD 421 Instrumental Conducting (3 units)

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

MUCD 511 Choral Conducting III (3 units)

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

MUCD 512 Choral Conducting IV (3 units)

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

MUCD 521 Instrumental Conducting II (3 units)

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

MUCD 543 Instrumental Conducting III (3 units)

Problems in advanced conducting. Prerequisite: MUCD 521.

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

MUCD 593 Choral Literature I (3 units)

Choral works from c. 1500 to 1800

MUCD 594 Choral Literature II (3 units)

Choral works from the 19th to the 20<sup>th</sup> century Prerequisite: MUCD 593.

**MUSIC ENSEMBLE**

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

Rehearsal and performance of choral literature from all periods of

music history.

MUEN 141/142/241/242/341/342/441/442/541/542/641/642 Chamber Choir (0.5 unit)

Performance of choral works of all styles and periods.

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

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

## **MUSIC HISTORY AND LITERATURE**

MUHL 341 Music History I (3 units)

Music from Antiquity to 1750. Musical styles and genres, performance practices, research methods, and related topics. Detailed analyses of selected works.

MUHL 342 Music History II (3 units)

Music from 1750 to Present. Major classical, romantic, and modern composers, styles and musical genres. Detailed analysis of selected works. Prerequisite: MUHL 341.

MUHL 540 Bibliography in Music I (3 units)

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

MUHL 541 Bibliography in Music II (3 units)

In-depth examination and analysis of bibliography, literature, and research techniques useful in graduate music study. Required of all graduate students majoring in music. Prerequisite: MUHL540

MUHL 542 Special Studies in Medieval Music (3 units)

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

MUHL 543 Special Studies in Renaissance Music (3 units)

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

MUHL 544 Special Studies in Baroque Music (3 units)

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

MUHL 545 Special Studies in Classical Music (3 units)

Development of classical style in symphonic music, opera, and chamber music

Prerequisite: MUHL541

MUHL 546 Special Studies in Romantic Music (3 units)

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

MUHL 547 Music of the 20th Century (3 units)  
Chief musical developments in Western Europe and the Americas 1890 to the present  
Prerequisite: MUHL541: Bibliography in Music

MUHL 548 Special Studies in Music History (3 units)  
Chronological and systematic studies. Prerequisite: MUHL541

### **MUSIC PERFORMANCE**

MUPF 101 Class Piano (3 units)  
Techniques of performance, note reading, and basic musicianship.

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

MUPF 201 Class Piano (3 units)  
Advanced techniques of performance and note reading.

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

MUPF 272/372/472/572 Piano Accompaniment (3 units)  
Establishing and administering courses or programs in sight-reading and accompanying; basic curricula and materials; scheduling.

MUPF 373/473 Chamber Music Ensemble (3 units)  
Preparation and performance of literature for piano with voice and string, woodwind and brass and percussion instruments.

MUPF 374 Piano Literature I (3 units)  
Solo piano literature; emphasis on composer's influences, performance practices and the development of the pianoforte – late Baroque through Beethoven.

MUPF 375 Piano Pedagogy I (3 units)  
The learning process at the keyboard; pedagogy and methodology of beginning methods Studio/group instruction: children/adults – survey and observation.

MUPF 376 Orchestra Literature I (3 units)  
Symphonic literature until Classical Period.

MUPF 377 Orchestra Literature II (3 units)  
Symphonic literature from Romantic era to the Present. Prerequisite: MUPF 376.



MUPF 474 Piano Literature II (3 units)

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

MUPF 475 Piano Pedagogy II (3 units)

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

MUPF 476 Chamber Music Literature I (3 units)

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

MUPF 477 Chamber Music Literature II (3 units)

Orchestral literature covering a broad spectrum of the repertoire; emphasis on preparation for audition, from Romantic era to Present. Prerequisite: MUPF 476.

MUPF 571 Individual Instruction (3 units)

MUPF 573 Chamber Music Ensemble (3 units)

Continuation of MUPF 373/473.

MUPF 574 Special Studies in Piano Literature (3 units)

Historical, stylistic and pedagogical aspects of concerto repertoire. Special emphasis to be determined by the department.

MUPF 576 Special Studies in Chamber Music Literature (3 units)

Advanced orchestra literature.

**MUSIC THEORY**

MUTC 151 Aural skill and sight singing I (2units)

Sight-singing, dictation, related keyboard application.

MUTC 153 Aural skill and sight singing II (2 units)

Sight-singing, dictation, related keyboard application.

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

MUTC 251 Aural Skill and Sight Singing III (2 units)

Sight-singing, dictation, related keyboard application.

MUTC 253 Aural Skill and Sight Singing IV (2 units)

Sight-singing, dictation, related keyboard application.

MUTC 255 Tonal Harmony I (3units)

Harmonic function in tonal music.

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

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

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

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

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

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

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

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

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

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

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

MUTC 455 Keyboard Harmony (3 units)

Harmonic principles of the common practice period; analysis, written work.

MUTC 457 Counterpoint III (3 units)

Advanced course for composition major. Prerequisite: MUTC 358.

MUTC 458 Counterpoint IV (3 units)

Advanced course for composition major. Prerequisite: MUTC 457.

MUTC 551 Music Analysis (3 units)

Survey of systematic approaches to musical analysis and their application to selected tonal works.

MUTC 552 Advanced Theory (3 units)

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

MUTC 554 Selected Topics in Graduate Composition (3 units)

Analysis and composition of large forms: For graduates with evidence of preparation for advanced work.

MUTC 571 Individual Instruction (3 units)

### **VOCAL ARTS**

MUVA 101 Class Voice (3 units)

Introduction to the fundamental principles of singing breath control, tone production, diction, and the use of appropriate sing material.

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

MUVA 201 Class Voice Intermediate (3 units)

Continued development of the fundamentals of singing, diction, and repertoire building. Prerequisite: MUVA 101.

MUVA 202/404 Individual Voice Lesson : Non-Major (3 units)

Individual instruction for non- major

MUVA 261 Diction (3 units)

Principles of pronunciation and enunciation: use of international phonetic alphabet.

MUVA 361 Song Literature I (3 units)

Song Literature of Italy, France, Germany, Russia, Norway, Sweden, England, America; composers and their influence on song literature.

MUVA 362 Opera Literature (3 units)

Musical theater -its historical, political, and economic foundations; significant milestones in opera; interrelation between the dramatic theater, opera, concert, and church music.

**DOCTOR OF MUSICAL  
ARTS (DMA)**

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

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

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

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

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

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

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

MUVA 571 Individual Instruction (3 units)

MUCO 500 Aural Skills (3 units)  
This course demonstrates the relevancy of music to functional tonal  
music. To pass the course, students need to be comfortable with  
hearing and identifying functional chromaticism in both melody and  
harmony. For melody this means that you need to be able to hear and  
identify chromatic embellishments and modal mixture. Harmonically  
you need to be able to hear and identify applied harmonies (secondary  
dominants), modal mixture harmonies, and altered harmonies  
(Neapolitan chords and Augmented 6th chords).

MUCO 501 Tonal Analysis (3 units)  
This course reviews the common practice period (1650-1900) and the  
various approaches to phrase design, tonal organization and type-forms  
(binary, ternary, rondo, sonata).

MUCO 502 Post-Tonal Analysis (3 units)  
This course is an introductory survey of 20th/21st century approaches  
to the organization of pitch (serial, modal, extended tonal, etc.),  
rhythm, texture and form.

MUCO 503 Schenkerian Analysis (3 units)

This course reviews the application of Schenkerian techniques to large works. Criticisms and extensions of Schenker, semiotic approaches, and theories of rhythmic structure.

MUCO 504 Orchestration Arrangement Analysis (3 units)

This course is a review of materials covered in elementary orchestration; for students whose entrance examination in orchestration indicates a need for further study. Beginning to intermediate exercises in orchestration, including scoring for chamber ensembles and orchestra; study of the history of orchestration.

MUHL 550 Medieval - Romantic (3 units)

This course will cover chief musical developments in Western Europe from the middle of the 14th century to the 19th century. Styles, forms, composers, and compositions of the Baroque era, the classical style in symphonic music, opera, and chamber music and vocal and instrumental music of the Romantic era from late Beethoven through Brahms will be covered throughout the course.

MUHL 551 20th century to Present (3 units)

This course will cover the historical and philosophical problems and composers of the period; specific emphasis determined by the department.

MUHL 552 Music Seminar (3 units)

This course will be chosen by faculty from a selected topic of current interest.

MUHL 553 Modernism of the 20th century (3 units)

This course will cover the start of Wagner's ideas and how it created the Modernist Era. Music problems and composers of the period will be covered, and specific emphasis will be determined by the department

MUHL 554 Music of the 21st century (3 units)

This course will cover performance practice and the various musical genres that arose during the 21st century. It will be a course designed to analyze the music of the recording industry and its influence on 21st century music. It will be specified by the department.

MUHL 555 American Music (3 units)

This course will cover music that arose from the indigenous regions of North America and how the development of different musical styles arose to prominence.

MUHL 556 Opera History (3 units each, total 6 units)

This course is a study of the national schools of 19th Century opera with special attention to music style and sociopolitical context. All of the usual suspects will be discussed - Rossini, Cherubini, Meyerbeer,

Donizetti, Weber, Verdi, Wagner, Puccini, etc. as well as many of the most recent issues in scholarship.

**MUHL 570 Research Materials and Techniques (3 units)**

Introduction to music research, information science and technical writing. Required of all graduate students majoring in music.

**MUHL 571 Doctoral Colloquium (3 units)**

These will be regularly scheduled meeting with faculty and doctoral students to share ideas and the results of scholarly research. Must attend one quarter in order to graduate.

**MUHL 572 Song and Chamber Music Interpretation (3 units)**

This course will be led by a performing faculty member who will put an emphasis on different interpretation approaches to different musical styles. It will be an analytical study, but with an emphasis on performance. This course will cover the various techniques of vocal and instrumental accompanying. It will cover a range of topics and musical styles and genres set by the department. It will be an analytical approach to the performance practice of each musical period and work discovered during the course.

**MPKS 600 Music Pedagogy (3 units)**

This course will survey the different methods and studies of college curriculum music classes. Students will be required to do Studio/group instruction. Moreover, students will explore different business practices, auditions, and interview techniques. They will be required to survey and observe and to practice teaching.

**MPKS 648 Keyboard Literature (3 units)**

Keyboard students are required to take 2 KL courses. This is a course that emphasizes on solo piano literature. It will also put an emphasis on composers' influences, performance practices and the development of the pianoforte.

**MPKS 640 Keyboard Proficiency (2 units)**

Vocal students are required to take 2 KP courses. Vocal students are required to take this class. The course will cover techniques of performance, note reading, and basic musicianship. Not open to keyboard music majors.

**MPKS 641 Keyboard Skills (3 units)**

This course will emphasize sight-reading and the various principles of style as related to intermediate literature; c-clef and open score reading; improvisation and functional harmony. Introduction to standard reference works, periodicals. Required of all keyboard majors.

**MPKS 650 Individual Coaching (2 units each, 12 units total)**

At least two years, six semesters of individual coaching is required. This is only for Piano Majors. This is in preparation for all recitals.

**MPKS 651 Keyboard Ensemble Studies (3 units)**

Preparation and performance of literature for piano duets and duo-piano, and other forms of ensemble work.

**MPVS 630 Individual Coaching (2 units each, 12 units total)**

This will be required of all vocal students. They will be required to take at least two years, six semesters of individual coaching. This is in preparation for all recitals.

**MPVS 631 Vocal Pedagogy (2 units)**

Vocal students will be required to take 2 courses on vocal pedagogy. This course will cover special emphasis on voice physiology, function, and the various pedagogical approaches and methodologies. It will also have a special emphasis on practice teaching.

**Bible and Theology**

**OT 701 Introduction to Old Testament (3 units)**

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

**OT 715 Introduction to the Prophets (3 units)**

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

**NT 701 Introduction to New Testament (3 units)**

An evaluative, critical, in-depth study of the authorship, dates, literary style and each book's relative place within the collection. Various theories of the origin and nature of the books are examined.

**NT 705 Life and Teaching of Christ (3 units)**

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

**NT 801 Pauline Theology (3 units)**

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

**THE 725 Contemporary Theology I (3 units)**

This course focuses on the study of related representation theologians.

**THE 726 Contemporary Theology II (3 units)**

This course focuses on the study of related representation theologians.  
Prerequisite: THE725

**BUSINESS  
ADMINISTRATION  
(BABA)**

**THE 811 Biblical Theology I (3 units)**

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

**THE 812 Biblical Theology II (3 units)**

This course examines the thematic and historical development of a particular doctrine. Special emphasis on the given period on the author in the context of the entire scripture. Prerequisite: THE811

**ACC 101 Principles of Accounting I (3 units)**

Introduces the basic concepts of the complete accounting cycle and provides the student with the necessary skills to maintain a set of books for a sole proprietorship. Topics include accounting vocabulary and concepts, the accounting cycle and accounting for a personal service business, the accounting cycle and accounting for a merchandising enterprise, and cash control. Laboratory work demonstrates theory presented in class. Prerequisite: None

**ACC 102 Principles of Accounting II (3 units)**

This course covers a substantial portion of the U.S. accounting standards known as G.A.A.P. (generally accepted accounting principles). In particular, it entails a detailed study of the principal financial statements, accounting concepts, revenue and expense recognition, accounting for cash, receivables, and inventories. Prerequisite: ACC 101 Principles of Accounting I.

**BUS 101 Business English Fundamentals (3 units)**

This course will introduce non-native speakers of English to methods for developing English language and communication skills for the workplace, doing business, cross-cultural understanding, and business case study analysis. You will apply these skills in the Final Exam by presenting your analysis in a video and a written report of a current business case study and providing recommendations to a target audience.

**BUS 240 Business Law (3 units)**

It is a study of fundamental principles of law applicable to business transactions. The course specifically relates to the areas of legal environment of business, contracts, and sales contracts. Prerequisite: None

**BUS 250 Business Ethics (3 units)**

The course includes a study of ethics in business and work. The topics include: recognizing and analyzing ethical issues in business; promoting ethical behavior in corporations and institutions; the social responsibilities of business; the role of business in a free market economy; ethics in the global economy; the role of the professions in contemporary American society. Prerequisite: None



**BUS 299 Introduction to Business (3 units)**

An introductory study of the functional areas of business to help students realize the integral role business plays in the economy and our lifestyles. Topics include the major elements in the business environment, forms of business ownership, competition in the domestic and international market, management of human and financial resources, marketing, business technology and information management, accounting, and business and personal finance.

Prerequisite: None.

**ECO 120 Principles of Microeconomics (3 units)**

This course deals with the price system, market structures, and consumer theory. Topics covered include supply and demand, price controls, public policy, the theory of the firm, cost and revenue concepts, forms of competition, elasticity, and efficient resource allocation, etc. Prerequisite: None

**ECO 130 Principles of Macroeconomics (3 units)**

This course provides an examination of aggregate economic activity. It includes a study of aggregate supply and demand, the monetary and banking systems, aggregate economic accounting, inflation, unemployment, the business cycle, macroeconomic policy, and economic progress and stability, among other things. Prerequisite: None.

**FIN 120 Business Finance (3 units)**

This course deals with a survey of the basic principles and concepts used in the financial management of a business enterprise addressed from both theoretical and practical standpoint. Topics include money and capital markets, financial management of working capital, capital budgeting and fixed asset management, cost of capital, and short-term and long-term financing by means of debt and equity capital.

Prerequisite: None.

**FIN 201 Corporate Finance (3 units)**

It is a study of how corporations raise and manage capital. Topics include modern financial principles, methods, policies, and institutions. It is to focus on corporate organization, creation and organization. Prerequisite: None

**HRMN 101 Human Resource Management (3 units)**

Introductory overview of basic human resource management activities. Various functions of human resource management are explored including planning, staffing, training, compensation, motivation, employee development, benefits, performance evaluation, discipline, health and safety issues, employer-employee relationships, and compliance with employment laws. Prerequisite: None.

**LEDR 311 Organizational Leadership (3 units)**

An exploration of leadership as a critical skill for the 21st century,

when change occurs rapidly and consistently. The objective is to be able to use leadership theory and assessment tools to evaluate one's own leadership skills. Focus is on the leadership skills needed to develop committed and productive individuals and high-performing organizations. Prerequisite: None

**MGMT 121 Small Business Management (3 units)**

An in-depth study of small to mid-sized companies with a view to preparing students for leadership roles. Emphasis on building and managing companies from the start-up phase to their growth and efficient operation. Problem solving strategies of managerial, legal and ethical issues and dilemmas particularly relevant to small business. Prerequisite: None

**MGMT 250 Business Plan (3 units)**

The capstone course is designed to be the culminating work for the Bachelor of Arts degree in Business Administration. It is an industry-sponsored, real-world project. This course is an interface between university- and work- environments. It is meant to prepare students to use the knowledge they gained during their academic studies and apply it in professional life. Through on-site work, each group of students will develop and provide a plan of action for the business they select. The plan must include organizational culture, organizational structure, financial statements, marketing plans, operations objectives, marketing plans, advertising strategies, and human resource base, among other requirements, to plan a successful operation of a business. The projects will pertain to a business in any domain. In the process of completing the business plan, students will gain practical skills in group dynamics, public presentation skills, project management, and business behavior. A professional presentation of 15-20 minutes of the student's project is required at the end of the course. Prerequisite: None

**MGMT 308 Principles of Management (3 units)**

This course is a survey of the five basic functions included in the practice of management. Management in organizations' theories, techniques, and concepts will be presented. The role of the manager in a technologically oriented society will also be discussed. Prerequisite: None

**MGMT 309 Management and Organization Theory (3 units)**

This course distinguishes the fundamental practices of sound management functions to the understanding of effective leadership. Organizations need both leadership and management understanding to function effectively in creating the learning organization. Students will learn to analyze and create plans for strategic management and apply leadership concepts and approaches. Prerequisite: None

**MGMT 410 International Management (3 units)**

A study of the accelerating internationalization of all business, this course introduces upper-division undergraduate students to all facets

of international business within three broad subject areas: (1) the economic framework of international business, (2) the operating frameworks of multinational corporations, and (3) a framework for global strategic management. It uses case studies to illustrate concepts and methods. Prerequisite: None

**MGMT 420 Foundations of Entrepreneurship (3 units)**

A study of entrepreneurship with particular reference to creating and starting a new venture. Emphasis on historical development of entrepreneurship, risk taking and entrepreneurship, innovation and marketing the plan, financial plan, organizational plan, going public, and legal issues for the entrepreneur. Prerequisite: None

**MGMT 430 Operations Management (3 units)**

This course is a survey of the fundamental concepts of production and operations management. The course covers the use of quantitative methods and statistical techniques for forecasting, resource allocation, decision theory, capacity planning, project management, inventory management, and quality assurance. Prerequisite: None

**MGMT 450 Strategic Management (3 units)**

A study of strategic management that focuses on integrating management, marketing, finance/accounting, production/operations, services, research and development, and information systems functions to achieve organizational success. The aim is to apply integrative analysis, practical application, and critical thinking to the conceptual foundation gained through previous study and personal experience. Emphasis is on developing an organizational vision and mission, developing and implementing strategic plans, and evaluating outcomes. Prerequisite: None

**MKTG 289 Marketing Fundamentals (3 units)**

An introductory course will study the functions of marketing in for profit service and product organization. The course will show how businesses and organizations use marketing techniques to create and promote image, develop product offerings, create branding, customer service and relations, consumer tracking, market research, vertical and horizontal integration, sales techniques, and sales management, and pricing strategies for positioning within the marketplace. Prerequisite: None

**MNSC 301 Introduction to Quantitative Analysis (3 units)**

A survey of the fundamentals of management science. This course emphasizes the concepts and algorithmic techniques utilized in business and finance contexts in order to optimize the desired business outcomes. Prerequisite: None

**OBHV 110 Introduction to Organizational Behavior (3 units)**

An introduction to the impact that individuals, groups, and structure have on behavior within organizations for the purpose of applying such knowledge toward improving organization effectiveness. The

course will focus on work-related behavior with an emphasis on individual and group performance as it relates to organizational productivity and processes. A central theme will be the development of "people" skills to help all employees- staff, front-line supervision, and management- improve their effectiveness. Prerequisite: None

**BUS 351 Field Education I (3 units)**

This course is an educationally directed practicum through which students are expected to progress in their professional development from one quarter to the next. A course focused on important principles of Christian business leadership with an appropriate field experience under the supervision of a competent supervisor. Cognitive, affective, and experiential learning experiences are designed to foster the student's formation in business field and community service.

**BUS 352 Field Education II (3 units)**

This course is a continuation of field education I. This course requires weekly involvement in community service with satisfactory completion of student's self-evaluation form and supervisor's evaluation form.

**BUS 353 Field Education III (3 units)**

This course is a continuation of field education II. This course requires weekly involvement in community service with satisfactory completion of student's self-evaluation form and supervisor's evaluation form.

**ACC 103 Managerial Accounting (3 units)**

This course is an overview of the use of financial accounting and cost accounting data for the design and preparation of reports to aid management in organizing, directing, controlling, and decision-making functions. The topics include the fundamentals of cost accounting, budgeting and responsibility accounting for cost and profit centers. Prerequisite: None

**BUS 120 Spreadsheet Fundamentals (3 units)**

The course instructs students how to use electronic spreadsheet software in business applications. Students become proficient in creating and modifying spreadsheets in a business environment and in printing files that meet business standards. Topics include spreadsheet concepts, data entry and modification, data analysis, analysis of charts and graphs, formatting data and content, and managing workbooks. Prerequisite: None

**BUS 150 Database Fundamentals (3 units)**

This course emphasizes the use of database management software packages to access, manipulate, and create data files. Topics include data entry, data access, data manipulation, relational databases, database creation, and file documentation. Prerequisite: None

**BUS 226 Webpage Design and Development (3 units)**

Focuses on two aspects of website management: technical and business aspects. An introduction to Web languages and technologies is made with some in-depth coverage of HTML and CSS. How to manage people, content, and suppliers is covered in the business focus. Prerequisite: None.

**BUS 228 Web Design and Development Using Solutions (3 units)**  
Focuses on two aspects of website management: technical and business aspects. An introduction to Web languages and technologies is made with some in-depth coverage of HTML and CSS. Using the provided web design solution develop a web site. How to manage people, content, and suppliers is covered in the business focus. Prerequisite: None.

**BUS 246 Team Building and Interpersonal Dynamics (3 units)**  
An overview of the issues of quality applied to human resources management, topics include the delegation of authority and empowerment, work groups, team building, and employee involvement, reward/recognition programs and employee morale, and the importance of written and oral communication skill in the delegation, sharing, and execution of work. Students gain a clearer understanding of the ways the workplace is changing to improve productivity and profitability.

**BUS261 Legal and Ethical Issues in Business (3 units)**  
This course is an in-depth, exploratory study of human values and ethical conduct of American businesses. The focus will be on verbal debate and written exercises that would draw attention to business practices. This course will also consider the various ethical issues that are arising in the workplace and their impact on the global business environments.

**BUS326 Introduction to HTML & CSS for Webpage Design (3 unit)**  
This course introduces students to understand and develop web design using HTML (Hyper Text Markup Language) and CSS (Cascading Style Sheets). This course will provide the basic structure of HTML and CSS so that this course does not require the knowledge of HTML. In this course basics of HTML and CSS will be presented base on simple and practical coding. Throughout the course students will be able to plan and design effective web pages, implement web page by coding HTML and enhance web page with layout techniques. Prerequisite: None

**BUS327 Introduction to Application Program Interface (API) (3 units)**  
Focuses on two aspects of website management: technical and business aspects. Application program interface (API) is a set of routines, protocols, and tools for building software applications. An API specifies how software components should interact and APIs are used when programming graphical user interface (GUI) components. An introduction to API is made with some in-depth coverage of HTML and CSS. Prerequisite: None.

ECO 140 International Economics (3 units)

Students will apply what they have learned in previous economics courses to analyze the global economic environment. They will learn and apply the law of comparative advantage to understand how all people can gain from international trade. Trade agreements, such as GATT and NAFTA, will be discussed and analyzed. Students will learn about the currency markets and the different types of monetary systems. Prerequisite: None

ECO 150 Economic Data Analysis (3 units)

This course prepares students for analysis of economic data found in secondary sources such as the World Bank, The International Monetary Fund (IMF), Organization of European Community for Development (OECD), and various U.S. government sources. Emphasis is placed on learning the basic tools of mathematical and statistical analysis with a goal to applying those tools to analyzing data for meaningful conclusion. Prerequisite: None

LEDR 121 Conflict Negotiation (3 units)

Effective conflict resolution, bargaining and negotiation are addressed in this course as methods for improving the organizational effectiveness in the long term. A special focus will be placed upon creation of win-win solutions to real life organizational situations. Conflict will be examined as both a necessary and challenging workplace phenomenon. Prerequisite: None

MGMT 111 Intercultural Competence (3 units)

Overview of business communication and culture within the hospitality industry. Specifically, the ways that culture influences our communication patterns. This course will emphasize the development of both professional and personal relationships among people from different cultural backgrounds. Prerequisite: None

MGMT 112 Global Development (3 units)

This course explores the synchronic and diachronic context for understanding human social processes in colonialism, globalization, and the current world order. Colonial and postcolonial issues such as inequality, resource competition, ethnic and national conflict, migration, and the transition from traditional subsistence-based communities to market-driven consumerism are illustrated. Prerequisite: None

MGMT 131 Service Operations (3 units)

This course provides a survey of the different types of services provided by organizations. Topics include similarities and differences between production of services and production of products, the wide variety of services produced, proportion of organizations' offerings that are services, and accountability and quality of services. Prerequisite: None

**MKTG 190 Social Media Marketing (3 units)**

This course gives a foundation to the practical business applications of social media in a marketing world. Through Facebook, LinkedIn, blogs, YouTube, Pinterest and other platforms, students discover that social media is for more than just making friends and that there are now only a few degrees of separation globally. Students learn that social media is about marketing at the right time, place and with the right message for existing as well as prospective customers with both legal and ethical behaviors. Prerequisite: None

**MKTG 194 Marketing Channels (3 units)**

A study of all phases of management skills in the field of physical distribution with emphasis on customer service and international distribution strategies, the course covers distribution strategies for products and services. It pays specific attention to direct distribution (from manufacturing to retail), indirect distribution (agents, independent representatives, and VARs), and direct marketing (fulfillment centers). Prerequisite: None

**OBHV 112 Leadership and Organizational Change (3 units)**

Examination of the application of leadership theory to groups that are diverse in gender, ethnicity, education, and functional expertise. The role of the leader in establishing effective collaboration among members; the decision-making process and power will also be examined. Prerequisite: None

**OBHV 113 Theory and Practice of Organizational Development (3 units)**

The course overviews how, why, and when to integrate the behavioral sciences with human resource management principles to increase individual and organizational effectiveness. Students will analyze, evaluate, and design relevant theories as they relate to practical application in the workplace. Prerequisite: None

**CS 201 Introduction to Computer Information Systems (3 units)**

This course is designed to be an introduction to the concepts of computer information systems and use common software for organizing, searching, and computing on information, with an emphasis on business-related tasks. Topics include computer hardware, software, networking, the Internet, programming, and databases. Hands-on experience with personal computers in the lab. Pre-requisite: None

**CS 250 Introduction to E-Commerce (3 units)**

E-commerce coursework, distance learners typically study business theory, relevant technologies, business law and business writing. Courses in economics and sociology might be included in addition to general education classes in order to provide a well-rounded curriculum. Once students get to the e-business program coursework, they likely will study the following topics: The Basics of E-Commerce, Implications of E-Business, and Interface Design for E-

**BUSINESS  
ADMINISTRATION  
(MBA)**

Business Transactions

**CORE BUSINESS ADMINISTRATION**

**BUS 510 Fundamentals of MBA (3 units)**

This course is an overview of fundamental management concepts across a broad spectrum of subject areas. Topics include the online environment and technologies used in the MBA program; academic requirements; research, writing, and analytical skills; plagiarism issues; and basic management concepts. Assignments focus on statistics and the theory of constraints. Exercises improve skills in the areas of research, writing, critical thinking, and teamwork.

**BUS 520 Organization and Society Management (3 units)**

This course is an exploration of the responsibilities and influence that 21<sup>st</sup> century managers have within their organizations and the global society. Essential concepts and theories that provide a foundation for the study of business administration and management -- including systems thinking, critical thinking, ethical decision making and leadership, legal concepts, corporate social responsibility, and organizational theory and design -- are examined.

**BUS 530 Managerial Accounting (3 units)**

A study of accounting concepts and reporting techniques applied in a managerial decision-making context. Students will analyze accounting data from real-world case studies and present their analyses, conclusions, and recommendations. Managerial accounting models used by diverse enterprises in virtually all industrialized nations include cost accounting & the behavior of costs, budgeting, differential analysis, and responsibility accounting will be examined. Reporting techniques involving the use of current spreadsheets and graphic presentation technologies will also be presented.

**BUS 535 Financial Management (3 units)**

This is a course on how to deploy the available capital resources of the organization in order to gain the maximum advantage possible. Students will review capital budgeting policies and procedures, formulation of growth and diversification policies, appraisal of income and risk, and establishment of decision-making guidelines.

**BUS 540 Economics of Management Decisions (3 units)**

This is a seminar class applying the concepts of economic decision making to a wide variety of managerial situations, including financial statement analysis; asset valuation; budgeting; cost management; and performance evaluation of organizations, organizational credits, products, and managers. The student must apply critical thinking to make connections among concepts from the disciplines of microeconomics, finance, managerial accounting, and financial accounting.

**BUS 550 Operations & Information Systems Management (3 units)**



This course is a study of the major functions of modern business management. Topics include the dos and don'ts of successfully managing a project, a survey of several world-class operations management techniques (such as Six Sigma), and the industry's best practices in operational efficiency and effectiveness. Also, the mission, goals, and importance of information systems management will be assessed using actual work organizations as learning models.

#### BUS 560 Marketing Management and Innovation (3 units)

This is an exploration of the essentials of marketing management: setting marketing goals for an organization with consideration of internal resources and marketing opportunities, planning and executing activities to meet these goals, and measuring progress toward their achievement. Focus is on the concept of innovation in business, including the introduction of new market offerings and the use of new technologies, strategies, and tactics for achieving marketing objectives. An integrative approach combines discussions on theory of marketing management with industry analysis and practical implications.

#### BUS 570 Global Business Management (3 units)

This class is about a global overview of various types of business organizations and environments that shape organizational decisions. Emphasis is on the regulatory structures, legal systems, governance models, as well as policy-making processes that define the internal and external functions of business at the confluence of local, state, national, and international affairs. Topics include critical thinking, international ethics, business sustainability, social responsibility, and the impact of economics and technology.

#### BUS 580 Strategic Management in a Global Marketplace (3 units)

This course deals with an investigation of strategy, value creation, and value capture in different business contexts. Currently, companies compete simultaneously in domestic, global, and electronic markets. Focus is on developing frameworks and models for understanding the structural characteristics of industries and how companies can achieve sustainable competitive advantage, taking appropriate action in these different, but concurrent, business contexts. An explicitly integrative approach is adopted, building on knowledge of the different functional areas of management gained through previous study.

#### BUS 590 Ethical Decision Making (3 units)

This course is an examination of the many components that influence decision-making by leaders of business organizations - including the notions of cultural relativism, legal responsibilities, prescriptive and normative approaches, and universal principles of ethical behavior. The potential impacts of different decisions on the organization will be investigated and the transparency of the business organization's decision-making processes will be reviewed within a host of ethical frameworks and hypothetical situations.

## **ELECTIVE COURSES IN INTERNATIONAL BUSINESS**

### **BUS 571 Culture and Change (3 units)**

This course is an overview of different methods for assessment of cultural competency, and comparison of American cultural values with other national and ethnic cultural values. Simulations will be used to illustrate the influence of stakeholder values in community development projects. Discussions focus on appropriateness and compatibility of outside development models and approaches to traditional communities.

### **BUS 572 Intercultural Competence (3 units)**

This course is an overview of the domains of communication and culture. Specifically, the ways that culture influences our communication patterns, and the development of both professional and personal relationships with people from different cultural backgrounds.

### **BUS 573 Comparative International Management (3 units)**

This course studies the impact of country-specific cultural, economic and legal factors on the theory and practice of managing multinational corporations. Case studies focusing on North American, Latin American, European and Asian settings are used to illustrate the feasibility of adapting and combining different national management styles in the operations of domestic and multinational corporations.

### **BUS 574 Culture and Socialization (3 units)**

An in-depth examination of the concepts of culture and socialization, this course analyzes the socialization process as the key means through which culture is reproduced. Through a critical engagement with competing theories of socialization, students undertake advanced research projects, oral presentations and written assignments. Lecture and discussion topics include issues of ethnic identity and cultural diversity, socio-economic, gender and racial stratification, media representations, dress, language and religion and schooling and the reproduction of inequality. Issues are explored from a cross-cultural perspective.

## **ELECTIVE COURSES IN LEADERSHIP**

### **BUS 521 Emerging Leadership Concepts and Strategies (3 units)**

This course will review and examine the various core organizational issues in the theory and practice of leadership. The identification of different leadership theories and leadership styles in a collaborative, integrative organizational leadership context, as well as comparing and contrasting these theories with an authoritarian or collaborative leadership approach within the organizational context will be scrutinized.

### **BUS 522 Negotiations, Collective Bargaining, and Group Dynamics (3 units)**

This course will address effective conflict resolution, collective bargaining, and negotiations strategies, and will assess various methods for improving the organizational efficiency and effectiveness in the long-term. A special focus will be placed upon the creation of win-win solutions for real-life organizations. Conflict resolution will be approached and examined as both a necessary and a challenging workplace phenomenon.

#### BUS 523 Advanced Personnel Management (3 units)

This course will present an overview of how, why, when, and where to integrate and apply the theories of behavioral sciences with the human resource management principles in order to augment and improve both individual as well as organizational efficiency and effectiveness. Students will evaluate, analyze, and design the various relevant personnel management theories as they relate to practical applications in different work environments.

#### BUS 524 Interpersonal Communication (3 units)

This course will survey the formation and development of groups through effective and efficient leadership. Team communication styles and roles within organizational work teams will be examined. Different strategies that can foster creativity in work groups will be discussed and analyzed. The impact of technology on work teams and on communication styles will also be evaluated. Students will learn experientially about work groups and teams as well as about the impact of different ethical perspectives by participating in group activities and observing leadership practices in small work groups.

### **ELECTIVE COURSES IN MARKETING**

#### BUS 561 Legal and Ethical Issues in Business (3 units)

This course is an in-depth, exploratory study of human values and ethical conduct of American businesses. The focus will be on verbal debate and written exercises that would draw attention to business practices. This course will also consider the various ethical issues that are arising in the workplace and their impact on the global business environments.

#### BUS 562 Dynamics of Consumer Behavior (3 units)

A study of the dynamics of human behavior and how it relates to the purchasing decision, this course provides a general view of the different factors that influence the consumer's decision-making including, personality, social groups, culture, values structure, perception and learning.

#### BUS 563 Global Marketing (3 units)

An introduction to the fundamentals of trade, finance, and investment in the international context, the course discusses the international monetary framework and foreign exchange in detail. It reviews theory and history of international trade, including exporting and importing, regional economic integration, and international marketing.

**BUSINESS  
ADMINISTRATION  
(DBA)**

**BUS 564 Channels of Distribution and Value Networks (3 units)**

A study of all phases of management skills in the field of physical distribution with emphasis on customer service and international distribution strategies. This course covers also distribution strategies for products and services. It pays specific attention to direct distribution (from manufacturing to retail), indirect distribution (agents, independent representatives, and VARs), and direct marketing (fulfillment centers).

**ADVANCED CORE COURSES IN BUSINESS  
ADMINISTRATION**

**BUS 701 Ethics and Corporate Social Responsibility (3 units)**

This course is an examination of the many components that influence decision-making by leaders of business organizations - including the notions of cultural relativism, legal responsibilities, prescriptive and normative approaches, and universal principles of ethical behavior. The potential impacts of different decisions on the organization will be investigated and the transparency of the business organization's decision-making processes will be reviewed within a host of ethical frameworks and hypothetical situations.

**BUS 702 Advanced Seminar in Managerial Finance and Accounting (3 units)**

This course will integrate the various principles and concepts used in the financial management of business organizations and will address these principles and concepts from both a theoretical and a practical standpoint. Covered topics will include money and capital markets, financial management of working capital, capital budgeting, fixed asset management, cost of capital, and short-term as well as long-term institutional financing by the contrasting means of debt and equity capital.

**BUS 703 Advanced Marketing Management (3 units)**

This course reviews and critiques contemporary marketing theory and its applications in a marketing implementation process context. It focuses attention on the identification of market opportunities, the product development process, promotion planning and execution, pricing structures and decisions, as well as channels of distribution in a highly competitive business environment.

**BUS 705 Advanced Organization Behavior (3 units)**

A study of the dynamics of human behavior and how it relates to the purchasing decision, this course provides a general view of the different factors that influence the consumer's decision-making including, personality, social groups, culture, values structure, perception and learning.

**BUS 707 Managing Innovation and Change (3 units)**

This course goes over an in-depth review of current organizational

behavior issues in an organizational change framework, from a workforce planning and performance management perspective, and is analyzed as it relates to employee diversity. Using case studies, the course provides an integrated approach of the theoretical and practical aspects in interpersonal and group communications, organizational structures, organizational systems, and employee performance appraisal in a diverse workplace.

#### BUS 708 Research Design in Business Administration (3 units)

This course focuses on the study of research methods and experimental design. The primary objective of the course is to prepare students to conduct empirical research. Special emphasis will be placed on in-depth understanding of the philosophy of science underlying research methods, the principles of theory development, methods for enhancing the internal and external validity of research findings, as well as techniques for valid and reliable measurement.

### **ADVANCED ELECTIVES IN ENTREPRENEURSHIP**

#### ENTR 712 Creativity, Innovation and Entrepreneurship (3 units)

A course designed to familiarize graduate students with the world of small business and entrepreneurship by exploring the foundational concepts of creativity and innovation. Attention is given to leveraging intellectual capital by enhancing innate creativity and supporting the generation of unique and innovative ideas while, at the same time, include an overview of the other aspects of the entrepreneurial process including opportunity recognition, entrepreneurial marketing, practical use of financial statements analysis of small business and small business financing, operating a small business and legal and ethical issues in entrepreneurship.

#### ENTR 713 Finance for Small Businesses and Entrepreneurial Ventures (3 units)

This course takes a three-pronged stage-sensitive approach to the realm of entrepreneurship and small business ownership. The course emphasizes the differences between large corporations and Small & Medium Enterprises (SMEs) relative to funding, risk assessment, and management. Topics include introduction to financial tools, financial markets, and instruments, and management of short-term assets and liabilities. Analysis of bootstrapping strategies in estimating financial resource requirements is followed by a comprehensive discussion of sources of funds for small businesses in the development, start-up, and survival stages of the entity's life cycle (including Small Business Administration programs), and in later stages of life, entrepreneurial venture growth capital, harvesting the venture investment and turnaround opportunities or liquidation under financial distress.

#### ENTR 714 Applied Information Systems for Small Businesses (3 units)

Success as an entrepreneur or small business owner depends on the availability of relevant, accurate, and timely information. This course

introduces fundamental business planning and accounting concepts while developing skills to implement a cloud-based, technology enabled small business accounting system.

**ENTR 715 Marketing for Entrepreneurs and Small Businesses (3 units)**

This course focuses on the application of marketing principles and practices in entrepreneurial and small business contexts. Using marketing research methods, students will use a cloud-based, technology enabled business planning application to develop a marketing plan for a proposed or existing business concept. Topics include opportunity analysis, strategy and marketing mix development, business model creation including franchising and acquisition, and the importance of mentoring. Small Business Development Center counselors will provide mentoring to students.

**ENTR 716 International Business and Entrepreneurship (3 units)**

An introduction to globalization and the cultural, economic, political, and legal environments of international business including exploration of opportunities, challenges, and risks facing multinational corporations and small businesses competing in the global marketplace.

**ENTR 717 Venture Creation (3 units)**

This course is designed to prepare the DBA students in the entrepreneurship concentration for the role of practicing entrepreneur. Critical issues affecting entrepreneurship and small business management will be examined. The primary focus of the course will include marketing strategy, role of marketing in financing the venture, branding, viral marketing, customer relationship management, distribution tactics, new product marketing and public relations, essential concepts of venture financing, human resource management, strategic planning and analytical reasoning as applied to business management. A comparative view of entrepreneurship and case analyses will be used.

### **ADVANCED ELECTIVES IN FINANCE**

**FIN 722 (MNGT 777) Financial Statements Analysis (3 units)**

A study of accounting concepts and reporting techniques applied in a managerial decision-making context. Graduate students will analyze accounting data from real-world case studies and present their analyses, conclusions, and recommendations. Managerial accounting models used by diverse enterprises in virtually all industrialized nations include cost accounting & the behavior of costs, budgeting, differential analysis, and responsibility accounting will be examined. Reporting techniques involving the use of current spreadsheets and graphics presentation technologies will also be presented.

**FIN 723 Advanced Global Financial Management (3 units)**

This course will integrate the various principles and concepts used in the financial management of business organizations and will address these principles and concepts from both a theoretical and a practical standpoint. Covered topics will include money and capital markets, financial management of working capital, capital budgeting, fixed asset management, cost of capital, and short-term as well as long-term institutional financing by the contrasting means of debt and equity capital.

**FIN 724 Financial Markets and Instruments (3 units)**

A comprehensive study of global financial markets and financial instruments. Topics include central banking, financial regulations with particular emphasis on cross border monetary transactions and money laundering preventive measures, commercial banking and loan management, private banking and wealth management, and offshore banking.

**FIN 725 Portfolio Management and Risk Analysis (3 units)**

Managing investment risk through diversification of portfolio of financial products. Covers financial instruments employed for risk management, including financial futures, financial options, interest rate swaps, and other derivative financial instruments.

Also covers various forms of insurance products available to business entities.

**FIN 726 Investments (3 units)**

Analysis of investment options, strategies, and instruments available to both businesses and individuals. Includes fundamental and technical approaches to investments and covers investments vehicles such as fixed income securities, equities, unit trusts/mutual funds, index funds. Also covers tax strategies and estate planning.

**FIN 727 Economics for Financial Managers (3 units)**

This is a seminar class applying the concepts of economic decision making to a wide variety of managerial situations, including financial statement analysis; asset valuation; budgeting; cost management; and performance evaluation of organizations, organizational units, products, and managers. The student must apply critical thinking to make connections among concepts from the disciplines of microeconomics, finance, managerial accounting, and financial accounting.

**ADVANCED ELECTIVES IN MANAGEMENT/LEADERSHIP**

**MNGT 772 Cross-Cultural Management (3 units)**

This course studies the impact of country-specific cultural, economic and legal factors on the theory and practice of managing multinational corporations. Case studies focusing on North American, Latin American, European and Asian settings are used to illustrate the feasibility of adapting and combining different national management styles in the operations of domestic and multinational corporations.

**MNGT 773 Human Resources Management (3 units)**

Advanced study of human resource management activities and effective management of human resources in a complex organization. Various functions of human resource management are explored including planning, staffing, training, compensation, motivation, employee development, benefits, performance evaluation, discipline, health and safety issues, employer-employee relationships, and compliance with employment laws.

**MNGT 774 Conflict Management and Negotiation (3 units)**

This course will address effective conflict resolution, collective bargaining, and negotiations strategies, and will assess various methods for improving the organizational efficiency and effectiveness in the long-term. A special focus will be placed upon the creation of win-win solutions for real-life organizations. Conflict resolution will be approached and examined as both a necessary and challenging workplace phenomenon.

**MNGT 775 Organizational Communications (3 units)**

This course explores the important roles that communication plays in managers/leaders being effective in their tasks as they exchange meaning with supervisees, peers, supervisors, the larger organization, and the community. Both formal and informal communication will be addressed. Additionally, issues such as cross-cultural communication, ethics, conflict resolution, crisis communication, and developing organizational communication competencies will be investigated.

**MNGT 776 Leadership**

This course will review and examine the various core organizational issues in the theory and practice of leadership. The identification of different leadership theories and leadership styles in a collaborative, integrative organizational leadership context, as well as comparing and contrasting these theories with an authoritarian or collaborative leadership approach within the organizational context will be scrutinized.

**MNGT 777(FIN 722) Managerial Accounting and Finance**

A study of accounting concepts and reporting techniques applied in a managerial decision-making context. Graduate students will analyze accounting data from real-world case studies and present their analyses, conclusions, and recommendations. Managerial accounting models used by diverse enterprises in virtually all industrialized nations include cost accounting & the behavior of costs, budgeting, differential analysis, and responsibility accounting will be examined. Reporting techniques involving the use of current spreadsheets and graphics presentation technologies will also be presented.

**ADVANCED ELECTIVES IN MARKETING**

**MKT 762 Advanced Sales and Marketing (3 units)**



A study of all phases of management skills in the field of physical distribution with emphasis on customer service and international distribution strategies. This course covers also distribution strategies for products and services. It pays specific attention to direct distribution (from manufacturing to retail), indirect distribution (agents, independent representatives, and VARs), and direct marketing (fulfillment centers).

**MKT 763 Dynamics of Consumer Behavior (3 units)**

A study of the dynamics of human behavior and how it relates to the purchasing decision, this course provides a general view of the different factors that influence the consumer's decision-making including, personality, social groups, culture, values structure, perception and learning.

**MKT 764 Global Marketing Practices (3 units)**

Fundamentals of trade, finance, and investment in the international context, the course discusses the international monetary framework and foreign exchange in detail. It reviews theory and history of international trade, including exporting and importing, regional economic integration, and international marketing.

**MKT 765 Marketing Management and Innovation (3 units)**

This is an exploration of the essentials of marketing management: setting marketing goals for an organization with consideration of internal resources and marketing opportunities, planning and executing activities to meet these goals, and measuring progress toward their achievement. Focus is on the concept of innovation in business, including the introduction of new market offerings and the use of new technologies, strategies, and tactics for achieving marketing objectives. An integrative approach combines discussions on theory of marketing management with industry analysis and practical implications.

**MKT 765 Marketing Research (3 units)**

This course covers both qualitative and quantitative technical aspects of marketing research. The case study methodology is then employed to apply the tools and techniques to real-life marketing projects.

**MKT 767 Social Media Marketing (3 units)**

This course gives a foundation to the practical business applications of social media in a marketing world. Through Facebook, LinkedIn, blogs, YouTube, Pinterest and other platforms, students discover that social media is for more than just making friends and that there are now only a few degrees of separation globally. Students learn that social media is about marketing at the right time, place and with the right message for existing as well as prospective customers with both legal and ethical behaviors.

**BIBLE AND THEOLOGY**

**OT 701 Introduction to Old Testament (3 units)**

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

**OT 715 Introduction to the Prophets (3 units)**

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

**NT 701 Introduction to New Testament (3 units)**

An evaluative, critical, in-depth study of the authorship, dates, literary style and each book's relative place within the collection. Various theories of the origin and nature of the books are examined.

**NT 705 Life and Teaching of Christ (3 units)**

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

**NT 801 Pauline Theology (3 units)**

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

**THE 725 Contemporary Theology I (3 units)**

This course focuses on the study of related representation theologians.

**THE 726 Contemporary Theology II (3 units)**

This course focuses on the study of related representation theologians. Prerequisite: THE725

**THE 811 Biblical Theology I (3 units)**

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

**THE 812 Biblical Theology II (3 units)**

This course examines the thematic and historical development of a particular doctrine. Special emphasis on the given period on the author in the context of the entire scripture. Prerequisite: THE811

**ASIAN MEDICINE**

**GENERAL SCIENCE**

**BS 110 General Biology (3 units / 45 hours)**

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

such as ecology and recombinant DNA research.

*Prerequisite: None*

**BS 120 Chemistry (3 units / 45 hours)**

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

**BS 130 Introduction to Physics (2 units / 30 hours)**

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

*Prerequisite: None*

**BS 140 General Psychology & Counseling (2 units / 30 hours)**

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

*Prerequisite: None*

**BS 210 Human Anatomy (4 units / 60 hours)**

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

*Prerequisite: None*

**BS 350 Human Physiology (3 units / 45 hours)**

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

*Prerequisite: BS110 Biology, BS310 Human Anatomy*

## **ASIAN MEDICINE**

AM 110 Asian Medicine Foundation (4 units / 60 hours)

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

*Prerequisite: None*

AM 150 & 170 Qi Gong I & II (2 units / 30 hours)

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

*Prerequisite: None*

AM 210 & 211 Asian Medicine Diagnosis I & II (6 units / 90 hours)

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

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

*Prerequisite: AM110 Asian Medicine Foundation*

AM 310 & 390 Asian Medicine Case Management I & II (4 units / 60 hours)

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

**Asian Medicine Case Management I:** The course is set to demonstrate the primary, secondary and specialty care responsibilities as an Asian Medicine provider from beginning to end with the cases. . The emphasis of the course is to demonstrate students on how to design the entire treatment plan that includes treatment planning from the initial visit to follow-ups, referral and collaboration with other medical

field personnel, and prognosis and potential impending medical care. Furthermore, the medical codes including CPT and ICD-9 and the cases involving workers compensation/labor codes are presented to construct the familiarity among students with the medical coding structures and its benefits.

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

*Prerequisite:*

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

AM 420 Nei Jing (2 units / 30 hours)

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

*Prerequisite: AM211 Asian Medicine Diagnosis II*

AM 430 Shang Han Lun & Wen Bing (2 units / 30 hours)

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

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

AM 510 Asian Medicine Orthopedics (2 units / 30 hours)

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

*Prerequisite: AC350 Acupuncture Techniques & Lab*

AM 520 Asian Medicine OB/GYN (2 units / 30 hours)

The course will cover both Western and Asian Medicine aspects on gynecological pathology, etiology and the treatment methods.

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

*Prerequisite: HB360 Herbal Formulas III*

AM 530 Asian Medicine Pediatrics (2 units / 30 hours)

The course will present the commonly encountered pediatric complaints with its diagnosis, herbal and acupuncture treatments, and proper pediatric Tuina massage for each specific condition of children.

The emphasis will be placed on etiology and treatment methods for common pediatric complications such as developmental disorder, respiratory impediments, fever including otitis media induced and digestive problems. Furthermore, the modern pediatric disorders, such as ADHD (Attention Deficit Hyperactivity Disorder), diabetes and obesity, will be studied with its proper Asian Medicine treatment.

*Prerequisite: HB360 Herbal Formulas III*

AM 540 Asian Medicine External Medicine (2 units / 30 hours)

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

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

AM 650 & 651 Asian Medicine Internal Medicine I & II (6 units / 90 hours)

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

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

## **ACUPUNCTURE**

**AC 110 Meridian Theory (1 unit / 15 hours)**

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

*Prerequisite: None*

**AC 191 Tui Na (2 units / 30 hours)**

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

*Prerequisite: **BS210 Human Anatomy***

**AC 210 & 211 Acupuncture Points and Lab I & II (8 units / 120 hours)**

These two sequential courses are designed to present the 361 acupuncture points of twelve main meridians, Governing and Conception meridians. The details of each meridian point will be covered, including its functions, indications, locations and clinical importance and applications, in order to guide students to grasp clear understanding of the fundamentals of acupuncture points and its therapeutic applications. Furthermore, the contraindications and precautions of particular points will be reviewed, and basic pairings of significant points will be analyzed. The lab will be focused on point location and needling methods.

*Prerequisite: **AC110 Meridian Theory***

**AC 350 Acupuncture Techniques and Lab (4 units / 60 hours)**

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

*Prerequisite: **AC211 Acupuncture Points and Lab II***

**AC 410 Extra Points and Micro Systems & Lab (3 units / 45 hours)**

The course is designed to provide students with the extra points and meridians, ear and scalp acupuncture, and Korean hand acupuncture.

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

*Prerequisite: AC211 Acupuncture Points and Lab II*

AC 510 & 511 Acupuncture Therapy I & II (4 units / 60 hours)

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

*Prerequisite: AC211 Acupuncture Points and Lab II, AM650 Asian Medicine Internal Medicine I*

## **HERBOLOGY**

HB 120, 140 & 160 Herbology I, II & III (10 units / 150 hours)

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

*Prerequisite: None*

HB 320, 340 & 360 Herbal Formulas I, II & III (10 units / 150 hours)

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

*Prerequisite: HB160 Herbology III*



**HB 450 Asian Medicine Dietetics (2 units / 30 hours)**

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

*Prerequisite: HB160 Herbology III*

**HB 470 Herb-Drug Interaction (1 unit / 15 hours)**

The course is designed to provide students on the basic biomedical criterions related to adverse/toxic and beneficial interactions between natural herbs and Western Medicine drugs. The emphasis is put on the biomedical nature of herbs and its potential interaction with commonly prescribed Western Medicine drugs and nutritional supplements.

Furthermore, the course looks into the pharmacological effects and characteristics of natural herbs from a biomedical perspective.

*Prerequisite: HB160 Herbology III, WM510 Pharmacology*

**HB 510 Patent Medicine (1 unit / 15 hours)**

The course presents the instrumental knowledge for students to utilize the herbal pills and solutions. The emphasis is place on categorization of major patent Asian medicines according to the signs and symptoms. Moreover, the distinctive applications of single patent to multiple symptoms as well as multiple patents applying to single diagnosis will be analyzed.

*Prerequisite: HB360 Herbal Formulas III*

**HB 610 & 611 Herbal Therapy I & II (6 units / 90 hours)**

The two sequential courses are designed to review the formulas courses and to supplement the Asian Medicine Internal Medicine. The course presents the constructive knowledge for students to employ the herbal formulas and single herbs into clinical settings. The emphasis is place on identifying single herbs for principal formulas and its modification according to signs and symptoms as well as the prognosis. Different forms of herbal formulas, decoctions to powders, and its preparation methods are demonstrated, and distinctive functions of single herbs will be reviewed for its clinical employments. Students are required to provide the presentation of case study including the formulas, its modification according to prognosis and dietetic recommendations at the end of each class. *Prerequisite: HB360 Herbal Formulas III, AM650 Asian Medicine Internal Medicine I*

**BIOMEDICINE**

**WM 210 Medical Terminology (2 units / 30 hours)**

This course presents students to an introduction to medical terminology through an analysis of their construction including prefix, suffix, root, connecting and combining forms. The student acquires an understanding of medical meanings applicable to the structure,

function, and diseases of the human body. Abbreviations and their appropriate usage are represented.

*Prerequisite: None*

WM 240 Nutrition and Vitamins (2 units / 30 hours)

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

*Prerequisite: None*

WM 420 / 421 Pathophysiology I & II (6 units / 90 hours)

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

*Prerequisite:*

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

WM 510 Pharmacology (3 units / 45 hours)

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

*Prerequisite: WM421 Pathophysiology II*

WM 530 Western Physical Examination (4 units / 60 hours)

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

*Prerequisite: WM421 Pathophysiology II*

WM 530 Laboratory Data Analysis (1 unit / 15 hours)

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

*Prerequisite: WM530 Western Physical Examination*

WM 610 Public Health & Epidemiology (2 units / 30 hours)

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

*Prerequisite: Completion of 4<sup>th</sup> Semester and Passage of 1<sup>st</sup> Year Review Exam*

WM 620 / 621 Western Clinical Medicine I & II (6 units / 90 hours)

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

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

WM 650 Research Development (2 units / 30 hours)

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

*Prerequisite: Completion of 6<sup>th</sup> Semester and Passage of Second Year Review Exam*

WM 670 Medical Testimonial (0.5 unit / 8 hours)

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

pharmacist, Registered Nurse (RN), chiropractor, gynecologist and many other medical field professions.

*Prerequisite: Completion of 5<sup>th</sup> Semester*

## **CAREER DEVELOPMENT**

CD 210 Practice Planning & Development (1 unit / 15 hours)

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

*Prerequisite: Completion of 3<sup>rd</sup> Semester*

CD 330 Ethics (1 unit / 15 hours)

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

*Prerequisite: Completion of 3<sup>rd</sup> Semester*

CD 431 Practice Marketing & Management (1 unit / 15 hours)

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

*Prerequisite: Completion of 6<sup>th</sup> Semester*

## **REVIEW & PREPARATION**

RV 200 First Year Review (2 units / 30 hours)

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

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

RV 400 Second Year Review (2 units / 30 hours)

The course provides the essential review on the first four Semesters of study including Asian Medicine Foundation and Diagnosis, Herbology and Formulas, Acupuncture Points and Techniques, and Western Medicine subjects. The course presents the systemic review process for

students to consolidate and solidify the past learnt subjects in order to guide and corroborate students with the necessary skills and knowledge for next level of study. Furthermore, the course provides the glimpse of how to prepare for the California Acupuncture License Exam (CALE) through the review exam.

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

**RV 500 Third Year Review (2 units / 30 hours)**

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

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

**RV 600 Final Review (3 units / 45 hours)**

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

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

## **CLINICAL TRAINING**

**CL 110 & 120 Clinical Theater I & II (3.3 units / 100 hours)**

This observational clinical practice course provides the comprehensive introduction to clinical protocols of Asian Medicine practice. The class is designed to establish the basic comprehension of essential clinical procedures to students, which includes patient assessment, safety, patient progressive record, and herbal and acupuncture treatment. The students are required to have read the clinical handbook and clinic orientation to recognize the clinical policies of OIKOS University Health Center, guidelines and standards of safety and clean clinic, California Acupuncture Board requirements and OSHA and HIPPA requirements before entering the first class. The students are mandated

to attend and observe the entire procedure of interview, diagnosis, and treatment performed by faculty as well as the post assessment and treatment discussion. Furthermore, students are expected to participate in the herbal formula preparation.

*Prerequisite: None*

**CL 210 & 211 Clinical Rounds I & II (3 units / 90 hours)**

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

**CL 310 Clinical Intern-Rounds I – VI (4.5 units / 135 hours)**

Designed as an introductory class of hands-on treatment, Clinical Intern-Rounds offers student to obtain and develop the acupuncture treatment experience. Under the careful supervision of licensed faculty, students are consented to exercise more autonomy by providing the acupuncture treatment as well as patient assessment and record.

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

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

**CL 510 Internship I – X (15 units / 450 hours)**

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

*Prerequisite: CL310 Clinical Intern-Rounds I-VI*

**CL 610 Integrative Theater (1.7 units / 50 hours)**

The class is designed to provide the students with both Western and Asian Medicine perspectives on patient assessment, diagnosis and treatment plan. The class will consist of two faculty members, each from Western and Asian Medicine, or a faculty with experience and/or licensure in both medicines, to supervise the groups of four to four students who will take a turn in patient assessment, diagnosis and treatment. The class will conduct a discussion forum after each patient

## ENGLISH AS A SECOND LANGUAGE

in regards of patients' diagnosis and treatment plan according to the both medicinal perspectives. Western medicine procedures will exclude medication prescription and administration but includes all the physical examinations and lab analysis.

*Prerequisite: WM621 Western Clinical Medicine II*

### ESL 101 Listening and Speaking I

This class is designed to help students whose native language is not English develop the basic elements of pronunciation and speak clearly and effectively in academic, formal and informal settings. Students will also be able to actively listen to a conversation, radio or TV program and grasp the main idea of the information they are hearing.

### ESL 102 Academic Reading I

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

### ESL 103 Academic Writing I

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

### ESL104 English Grammar I

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

### ESL 201 Listening and Speaking II

This ESL 101B Listening and Speaking class is designed to assist students whose native language is not English to master the basic elements of pronunciation and speak clearly and effectively in academic, formal and informal settings. Taking this course, students will also be able to actively listen to a conversation, radio or TV program and grasp the main idea of the information they are hearing.

### ESL 202 Academic Reading II

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

### ESL 203 Academic Writing II

Students will achieve an intermediate level of fluency in English and

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

#### ESL 204 English Grammar II

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

#### ESL 301 Listening and Speaking III

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

#### ESL 302 Academic Reading III

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

#### ESL 303 Academic Writing III

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

#### ESL 304 English Grammar III

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

#### ESL 401 Listening and Speaking IV

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

#### ESL 402 Academic Reading IV

This course is an academic reading class that is designed to help students develop critical reading, writing skills, ability to synthesize



information from several sources into your own writing, development and organizational strategies for common types of academic writing and revising and editing skills.

#### ESL 403 Academic Writing IV

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

#### ESL 404 English Grammar IV

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

#### ESL 501 Listening and Speaking V

This course will cover listening and speaking in general and cover a variety of topics with the goal of helping students improve proficiency in using English and presenting prepared material before their peers. The emphasis is on speaking particularly on critical thinking and presentation skills, so students will be expected to participate verbally in the class; it is not acceptable to sit quietly in the back and never speak. The students will work primarily on fluency in verbal skills while giving academic presentations and having academic discussions. Teaching methods may include teacher-led discussion, group or pair work, dictation, role-play, games, and written exercises.

#### ESL 502 Academic Reading V

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

#### ESL 503 Academic Writing V

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

#### ESL 504 English Grammar V

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

#### ESL 601 Listening and Speaking VI

This course will cover a variety of topics with the goal of helping students improve proficiency at the highest level. Students will be

expected to listen, and critically summarize what they have listened. They will be able to list and describe what they have heard critically.

#### ESL 602 Academic Reading VI

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

#### ESL 603 Academic Writing VI

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

#### ESL 604 English Grammar VI

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

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## PERSONNEL INFORMATION

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### **ADMINISTRATION AND STAFF**

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