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# LABI COLLEGE

## CATALOG

### 2024-2025



**LABI COLLEGE**  
**CATALOG YEAR**  
**AUGUST 1<sup>ST</sup>, 2024- JULY 31<sup>ST</sup>, 2025**

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## **LABI College**

### ***Accreditation***

LABI College is accredited by the Commission on Accreditation of the Association for Biblical Higher Education to grant certificates and degrees at the Associate and Baccalaureate levels. 5850 T.G. Lee Blvd., Ste. 130, Orlando, FL 32822, Telephone: 407-207-0808. LABI College was accredited by ABHE for the next five years until 2025.

### ***Endorsement***

LABI College of California is endorsed by the Alliance of Christian Higher Education of the General Council of the Assemblies of God, Springfield, Missouri and the Southern Pacific District of the Assemblies of God.

### ***Disclosure Statement***

LABI College (Latin American Bible Institute) is a nonprofit religious corporation in the State of California and under section 501(c)3 of the Internal Revenue Code.

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.

LABI does not have any pending petitions in bankruptcy, nor operating as a debtor in possession, nor has filed a petition within the preceding five years, nor has 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.)

### ***CA Bureau for Private Postsecondary Education***

The California Bureau for Private Postsecondary Education (BPPE) has granted LABI College approval to operate and grant degrees within the State of California. Approval to operate means compliance with minimum standards set forth by the BPPE. For more information, call the Bureau for Private Postsecondary Education at (916) 574- 8900, or toll free at (888) 370-7589, or visit its website at [www\\_bppe.ca.gov](http://www_bppe.ca.gov)

A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling (888) 370-7589 toll-free 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)

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, P.O. Box 980818, West Sacramento, CA 95798-0818; [www\\_bppe.ca.gov](http://www_bppe.ca.gov); phone number: (960) 574-8900 or (888) 370-7589; fax number (916) 263-1897.

### ***State Authorizations for Distance Education***

LABI College is authorized or exempt from authorization to offer online courses/programs in the following States: Arizona, California, Colorado, Hawaii, Idaho, Missouri, Nevada, Texas, Utah, Washington, Wyoming, Wisconsin.

### ***Non-Discriminatory Policy***

LABI College recruits, hires, and promotes upon the basis of merit and relevant qualifications, without regard to age, sex, race, color, national origin, veterans or disabled status. As a religious non-profit, LABI College reserves the right to discriminate on the basis of religious belief for all positions.

### ***Employment***

LABI College does not express or imply that you will make a certain income or gainful employment after graduating. The following degree programs prepare students for the related occupations according to the US department of Labor Codes.

Degree Program	Related Occupation	SOC Code
Certificate in Ministerial Studies Certificate in Biblical Studies; Associate of Arts in Bible and Ministry; Bachelor of Arts in Theology	Religious Workers	21-2099
Certificate in Ministerial Studies; Certificate in Biblical Studies; Associate of Arts in Bible and Ministry; Bachelor of Arts in Theology	Clergy	21-2011
Certificate in Ministerial Studies; Certificate in Biblical Studies; Associate of Arts in Bible and Ministry; Bachelor of Arts in Theology	Directors, Religious Activities and Education	21-2021
Bachelor of Arts in Psychology	Counselors, Social Workers, and Other Community and Social Service Specialists	21-0000
Bachelor of Arts in Business Administration	Business and Financial Operations Occupations	13-0000

### ***Catalog Annual Update***

The LABI catalog is updated annually each summer by the administrative team. All information in the catalog has been verified for accuracy. However, information may be subject to change without notice and does not constitute a contract between LABI and a student or applicant for admission. Since the catalog is prepared annually, an addendum may be published during the academic year for the most recent updates. Students are advised to consult the academic office whenever questions or problems pertaining to the catalog arise. The catalog may be found online at [labi.edu](http://labi.edu) under the "Academics" tab. Students who desire to have a copy of the catalog can download it at [labi.edu](http://labi.edu) or receive a hard copy from the academic office in the main administrative building on the campus.

## ***Mission Statement***

We are a Biblically based Pentecostal community of higher learning, equipping Christian men and women for service in the Church and world.

## ***Goals***

### Academic

Students will develop a biblical and theological foundation from a Pentecostal perspective.

### Intellectual

Students will gain critical thinking and effective communication skills that will enable them to articulate the Christian faith in the Church, academy, and society.

### Spiritual Formation

Students will experience biblical spiritual formation practices that will form their character in Christ and assist them in discovering their call for the ministry.

### Service

Students will learn a biblically-based servant style of leadership and develop competency in ministry skills that will prepare them for credentials with the Assemblies of God.

## ***Values***

### Truth

Pursuing truth and a biblical foundation through academic learning.

### Service

Experiencing servant leadership through ministerial and professional opportunities that develop gifts for service.

### Culture

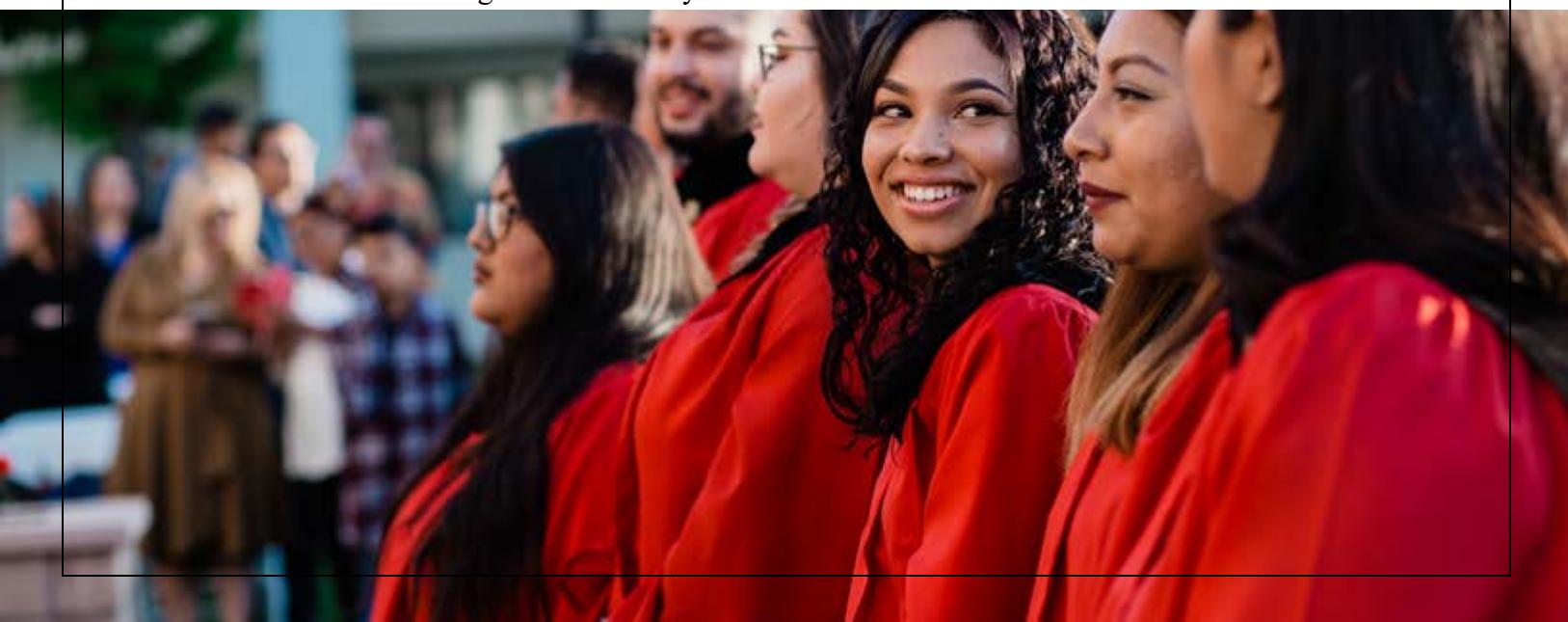
Commitment to cultural integrity and embracing diverse ethnicities.

### Character

Developing Christ-like identity, habits, gifts, and cultivating a love for others.

## ***Vision***

Led by the Board and College leadership, with collaborative support from our district churches, LABI will become one of the most beautiful, academically diverse, spirit-filled, and affordable colleges in the country.



## **LABI Statement of Faith**

LABI College accepts without reservation the Statement of Fundamental Truths of the General Council of the Assemblies of God. This statement of faith is as follows:

...the Bible is the inspired and only infallible and authoritative written Word of God.

...there is one God, eternally existent in three persons: God the Father, God the Son, and God the Holy Ghost.

...in the deity of our Lord Jesus Christ, in His virgin birth, in His sinless life, in His miracles, in His vicarious and atoning death, in His bodily resurrection and His ascension to the right hand of the Father, in His personal future return to this earth in power and glory to rule a thousand years.

...in the blessed hope, the rapture of the Church at Christ's coming.

...the only means of being cleansed from sin is through repentance and faith in the precious blood of Christ.

...regeneration by the Holy Spirit is absolutely essential for personal salvation.

...in water baptism by immersion.

...the redemptive work of Christ on the cross provides healing of the human body in answer to believing prayer.

...the baptism in the Holy Spirit, according to Acts 2:4, is given to believers who ask for it.

...in the sanctifying power of the Holy Spirit by whose indwelling the Christian is enabled to live a holy life.

...in the resurrection of both the saved and the lost, the one to everlasting life and the other to everlasting damnation.

## **History of the College**

LABI College is an educational institute that holds the distinction of being the oldest existing Hispanic college in the United States. The leading founder of LABI was an Assemblies of God missionary named Alice E. Luce. She was born in England on January 22, 1873 and was formally an Anglican missionary to India. After experiencing the baptism of the Holy Spirit, she left the Anglican Church and joined the Pentecostal movement. It was in Canada that she received a call to evangelize in Mexico. However, the Mexican Revolution was just beginning and there was a strong Catholic opposition that was brewing against Pentecostals. As she journeyed south, she realized that she could not effectively evangelize in Mexico. As a result, she settled in Los Angeles to open a mission church called *El Aposento Alto*. During her early ministerial years in Los Angeles, she faced much gender discrimination and resistance from Oneness Pentecostals, Catholics, and Spiritism. But this challenge did not wane Luce's desire to convert and disciple new believers. She was even more committed to her goal of educating Latinos so that they might enter the mission field.

Along with other Latino/a evangelists, preachers, and ministers, they noticed that there was a lack of Mexican ministers who were adequately prepared to continue the mission churches and evangelize Mexicans in both the United States and Mexico. At the time, most Mexican ministers had no formal education given that they worked in the plantations. When they did convert, the first book they began to read was the Bible. Then, on October 1, 1926, Alice E. Luce joined Ralph and Richard Williams to establish LABI in San Diego, California which at first was called Berean Bible Institute. Luce wrote many of the curriculums and taught the classes in Spanish.

While experiencing a time of growth, the institute moved in 1935 from San Diego to nearby La Mesa, California and then again on November 2, 1941 to Los Angeles. Meanwhile, as more students enrolled for ministerial training, overcrowded conditions made it imperative to find larger facilities. Under the leadership of Theodore Bueno, who was a former LABI graduate and missionary, the school moved to La Puente, California in 1949 - the site of the present facilities. It was in La Puente that the school's focus changed from being a missionary emphasis school to one that prepares ministers to meet the needs of society.

LABI not only became a ministry training school, but also a great educational opportunity during a time in which segregation and barriers to education opportunities in California were evident. In the 1950's, Jesse Miranda, who was a teacher and later became a President, recognized that LABI was becoming one of only a few options for Latinos to enter college. But the intellectual shift and need to raise academic standards led LABI in the 1980's to become an accredited college, teach courses in English, and change its name to LABC. However, not enough support was developed and, as a result, partnerships were developed with other Christian liberal Arts colleges in order to meet the students' demands for higher education opportunities. While keeping the distinct Pentecostal and ministry formation as its central goal, LABC was changed back to LABI and remained this way throughout the 1980's until 2013. In 2013 LABI's name was changed to LABI College to reflect the Associate degree that it offers.

Alice E. Luce believed in the indigenous principle in that the goal of missionary work was to leave the church with its own self-supporting, self-propagating, and self-governing leadership. Her missionary method and vision remained an underlying factor in the success and identity of LABI as an autonomous and Hispanic serving college. Yet, as the needs of Luce's context have changed over the years, so have the identity of students who come to LABI. Historically, we can observe that LABI was once a school in which Latinos learned how to be missionaries (1926-1949), then pastors and evangelists (1950-1978), ministers who desired to enroll in higher education (1980-2010). Currently, students who attend wish to attain an accredited degree while also recognizing that an integral part of what it means to be equipped for ministry is to gain a college education (2010-present).

In the last several years, LABI has achieved major milestones. In November of 2018, LABI was approved to operate by the California Bureau for Private Postsecondary Education, a requirement needed for participating in federal financial aid. For the first time in its history, LABI was fully accredited by a federally-recognized accreditation agency (February 2020). LABI was approved to participate in federal student aid programs (Title IV) in June of 2020. These historic achievements have positioned LABI to continue diversifying programming and expand its reach online beyond the campus.



## **About LABI College**

LABI College is located in the city of La Puente, California, 12 miles east of Los Angeles at the entrance of the beautiful San Gabriel Valley. The beautifully landscaped campus includes dormitories which accommodate 120 students, administrative offices, classrooms and library complex, cafeteria, and chapel. LABI is within one hour driving distance of ocean beaches and snowy mountains. Other Southern California attractions include Disneyland, Knott's Berry Farm, and Universal Studios.

### ***Campus Address, Phone Number and Website***

14209 E. Lomitas Ave., La Puente CA 91746 || P: (626) 968-1328 || labi.edu

### ***Administrative Office Hours***

The administration is available to meet with students on an appointment basis during office hours. Hours are 9:00am to 5:00pm Monday through Thursday, and 9:00am to 3:00pm on Friday. Students are encouraged to schedule an appointment with the administrative staff during work hours.

### ***Campus Facilities***

The buildings on the LABI campus are close to each other. The Alice E. Luce Memorial Chapel remains open afternoons and evenings for those who desire a quiet place for prayer and meditation. The Library contains over 20,000 volumes. LABI has a two story U-shaped dormitory unit with a capacity of 116 students. Additionally, there are studios available for students to rent if they desire. Just a short distance away is the cafeteria, with a capacity of 150 people.

Each LABI College classroom contains a projector, projection screen(s), and operational remotes for the system. Each classroom has room for all students to sit comfortably, with adequate tables and safe and reliable chairs. Each classroom is equipped for laptop projection (Mac/PC). All classrooms, chapel, offices, library, and writing center are air conditioned, ensuring a comfortable learning environment.

All offices and the library are accessible via the phone-internet network system and campus-wide Wi-Fi system. Wireless internet access is available throughout the entire campus, providing accessible internet to professors, administrators, and students at all times.

### ***Location of Classes***

Classes are held at the LABI College campus at 14209 E. Lomitas Ave., La Puente CA 91746, and are also offered online.

### ***Language of Instruction***

LABI offers courses in English and in Spanish. LABI does not offer English language proficiency examinations such as the Test of English as a Foreign Language (TOEFL) nor does it provide ESL courses. Students need to provide evidence of successful completion of a high school diploma or college courses to show proficiency in English. All degree programs require an earned high diploma or equivalent (U.S. or foreign).



## **Student Life and Services**

### ***Student Room and Board***

LABI provides optional room and board for currently enrolled students. The rooms are within the dormitory building on the LABI Campus and under LABI control. Dorm rooms and/or studios are available on a first-come, first-serve basis. Each dorm room can accommodate 1-4 students and includes a shared closet and dresser. Only LABI students who are at full time status are eligible for on-campus housing. When in full use, the cafeteria serves food 3 times a day Monday through Friday and Saturday morning.

### ***Off-Campus Housing***

Students who desire to live off-campus may do so at their own expense and leisure. Availability of off-campus housing is limited in the La Puente and City of Industry. One bedroom, unfurnished apartments in the surrounding areas range between \$1,500-\$2,500.

Please note that off-campus residential properties are not provided nor does the College assume responsibility for placing students in off-campus housing. It is the responsibility of the prospective tenant to seek out off-campus housing, investigate security, safety and suitability of any off-campus residential property. LABI College is not affiliated with any off-campus housing.

### ***Chapel and Spiritual Formation***

The goal and focus of LABI's spiritual formation are for students to be well educated leaders for the next generation. LABI's educational paradigm emphasizes important areas such as chapel, counseling, church internships, discovery of spiritual gifts, and relationships. Students are given time to mature and grow in each one of these areas through vibrant chapels, mentoring, discipleship, and communal prayer options.

Chapel services are conducted three times a week and attendance are required for on and off campus students. Worship, prayer, and the Word of God are emphasized as students take a leading role in the administration of the service. Many exciting speakers are featured throughout the year, including missionaries, pastors, faculty, alumni, students, and administration. See the Student Handbook for further details regarding absences and attendance policies.

### ***Student Ministries and Clubs***

At LABI, we believe God desires to reveal himself in various ways, and even through culture: media, fine arts, athletics, and the list goes on! Students may be led to take an active part in a particular ministry or to explore their God-given talents by forming a club. These clubs are student led and fall under the supervision of assigned departments and administrators at LABI.

### ***Interested in Starting a Club?***

The Student Life department and SGA team will approve each club once a proposal has been submitted and presented in the weekly SGA meeting. This proposal must contain a mission, purpose, goals, and identified student leadership. A specific staff or administrator must be willing to oversee each club, as well. Within each club, students are able to lead others in various extracurricular activities and gain hands-on experience beyond the classroom. All are welcome

to join! However, there are requirements for club leaders and members to ensure that each club agrees with and does not contradict LABI's ultimate Christian purpose.

#### *Student Ministries Eligibility and/or Requirements*

Eligibility varies for different clubs and specific standards/requirements vary for each context. However, all students must maintain these minimal standards in order to be considered as an applicant in taking a leadership role or participating in the club. These standards do not guarantee that the student will be approved to participate within a club.

1. Students must submit any required application materials to join a specific student-led club or ministry team.
2. Students must earn higher than a C average and maintain a GPA above a 2.0 each semester in order to be eligible to participate.
3. Students must be in good standing with the Spiritual Formation and Student Life offices.
4. Students must reflect a good testimony and godly character both on and off campus.

For specific eligibility guidelines, please consult the Student Manual and/or the Dean of Students.

#### ***Student Government Association***

The Student Government Association (SGA) is a body of students who collectively represent LABI College and facilitate that culture throughout the campus. They are given the authority to act in the name of the greater student body. Being part of the Student Government is more than a title; it is a position of service and sacrifice. The Student Government Association of LABI College will work together with the college on spiritual, intellectual, and social levels under the supervision of the appointed staff members.

Each year the student body elects three to four officials: The President, Vice President, Secretary, and Treasurer. These leaders serve as representatives for student activities, class elections, banquets, and to serve as a bridge between the students and the administration. SGA activities are funded by an activity fee paid each semester. SGA holds regular weekly meetings with the Vice President of Student Life in order to address student ideas, concerns, and events.

#### ***Activities on Campus***

Each semester, all student leaders (Residence Chaplains, Pastoral Chaplains, and Student Life Chaplains) gather together for fellowship, discipleship, and bonding during Student Leadership Training Week to prepare for the semester. The following are a few of the events you can expect each semester at LABI.

#### ***Fall Events***

- ✓ Beach Day: This is a day in the sun, fun in the waves, and delicious food and games!
- ✓ Spirit Week: Now is your chance to show your school spirit! With each day as a different theme, you might dress as a twin with your best friend, a nerd, or your favorite superhero. The possibilities are endless!
- ✓ Thanksgiving Student Event: Time to give thanks for each other, and enjoy a meal in community and fun!

- ✓ Christmas Banquet: It's time to celebrate with your LABI family (and a holiday feast) that Jesus is the reason for the season!
- ✓ Campus Clean-Up Day: Time to give back! Let's show God we're thankful for our blessed institution by loving the campus with cleaning and beautification!

### *Spring Events*

- ✓ Spirit Week: Time to dress as your favorite teacher, or maybe your favorite animal! Who knows? Every day of Spirit Week is always a fun surprise!
- ✓ Park Day: Time to relax in the park, throw a Frisbee, chat with friends, and enjoy some tasty BBQ!
- ✓ Valentine's Day Events/Grams: Typically, SGA may hold a fun event to entertain students during Valentine's Day week. Also, you might just receive a special note with candy or a flower from a friend, or purchase one yourself! How sweet!
- ✓ Yearbook Signing Party: Come dressed to impress, and keep the tissues and pens ready. Make your notes memorable, and remember these are friends for a lifetime!

### *HeBrews Lobby Café*

HeBrews Lobby Café seeks to provide snacks, drinks, and other goods to the LABI community throughout the semester weekdays and special events in order to raise funds to support activities for students throughout the year. Therefore, HeBrews Lobby Café is an extension of SGA instituted by students, run by the students, and formed originally for the students. Even more, HeBrews recognizes its capacity as an evangelistic business, and intends to shine as a light to the surrounding community as well, providing an open door for anyone to experience LABI College and the God we serve through excellent service and product, warmth, and love.

### *Student Conduct*

The formation of Christian character and conduct in the lives of the students is very important at LABI. The school administration, at its discretion, dismisses a student from school for serious incidence or repeated incidences of an intoxicated or drugged state of behavior, possession of illegal weapons on school premises, behaviors that create a safety hazard to other persons at school, and disobedient or disrespectful behavior to other students, an administrator, faculty member, or any other stated or determined infraction of conduct. Admission signifies that all students agree to abide by all rules and regulations of the school. Further information concerning student conduct and discipline is stated in the Student Handbook.

### *Student Grievance Procedures*

LABI has a fair and prompt process should a student have a grievance. Legitimate grievances are a vital part of the school's professional and ethical commitment to its community members. The grievance process is confidential and LABI College does not tolerate any retaliation in terms of those sharing their complaints. All grievances shall be addressed within 1-2 business days. The grievance form will require the student to write the nature of the complaint, date and time of occurrence, location of occurrence, and any attempts to resolve this issue informally. The steps involved in addressing student grievances include the following:

1. A formal grievance is presented in writing to the head administrator of the relevant department.

2. The administrator will investigate the dispute. Interviews will be used to gather relevant information of the complainant, respondent, witnesses, etc.
3. If the nature of the complaint, as warranted, can be resolved by mediation, the appropriate administrator will attempt to bring a quick resolution between the involved parties through a meeting with all those affected present.
4. A Restorative Justice Hearing can be requested if the grievance and mediation process did not bring full resolve.
5. If the complainant and the respondent do not agree on the outcome of the resolution recommended by the Restorative Justice Committee, an appeal in writing can be made to the President of LABI College.
6. After the grievance is completely resolved, it will be filed in the appropriate Grievance File record, along with the Plan of Action and all other relevant materials and findings.

Please see Student Handbook for further information concerning filing a Student Grievance.



## **Admission Information**

### ***Admission Requirements for all Degree Programs***

1. Religious Experience: A relationship with Jesus Christ must be established prior to admission. It is strongly recommended that the applicant be a born-again Christian for at least one year before attending LABI. By signing the application, students confirm their agreement with the doctrinal statement of the College.
2. Education: Applicants must have earned a U.S. high school diploma (or equivalent) with 2.5 GPA or above, or its equivalent. Applicants who have earned below a 2.5 will automatically be placed on Provisional Review. The review standing will be in effect for the duration of the student's first semester after admission.
3. References: All applicants must provide a reference from a pastoral or church leader who can attest to the applicant's spiritual maturity, potential, and vocational calling.
4. Essays: Prospective degree students are required to submit a personal testimony, which should be approximately 250 words in length.

### ***Application Process for All Degree Programs***

Formal application for admission should be made on regular forms available through the Admissions office. Applicants must complete the application process by the first day of class. Students interested in applying for an associate or bachelor's degree must submit the following admissions requirements:

1. Application Form and Fee: Complete the application form and submit a nonrefundable application fee of \$25.00
2. Personal Statement/Testimony: Submit a 250-word personal testimony detailing your spiritual journey and vocational calling.
3. Pastoral or Church Leader Reference: Provide a reference from a pastor or church leader. (This reference must be submitted directly by the pastor, either in a sealed envelope or through the Populi platform).
4. Official Academic Transcripts: Submit all previous official academic transcripts, including high school or high school equivalent transcripts. Students with foreign high school diplomas will need to have their high school transcripts evaluated to show evidence of U.S. equivalency. For more information on evaluation services, please contact the Admissions Office.

All applications will be held for one year. After one year has passed, the applicant must reapply.

### ***Online Program Options***

LABI Colleges offers online program options for our certificate and degree programs to eligible applicants. Out of State students should consult with the admissions office if LABI College is approved to offer courses in their State of residency. Approximately 14 days will elapse between the receipt of course required assignments and their evaluation by faculty.

### ***International students***

LABI College is not certified by the Student and Exchange Visitor Program (SEVP) of the U.S. Immigration and Customs Enforcement and cannot enroll F and/or M visa students. International

students would have to meet the minimum admissions requirements and provide proper documentation to enroll in courses.

***Admission Requirements for Certificate Programs***

Please see the certificate programs for the specific admissions requirements in the academic section of this catalog.



### ***Ability to Benefit***

Each student must possess a high school diploma or equivalent in order to be enrolled in the degree programs. LABI does not award credit for prior experiential learning, nor do we provide assessment procedures to assess these experiences.

### ***Transfers students***

If you have taken courses at an accredited college or university and wish to transfer into a degree program, we accept units under the following conditions:

1. The student must send an official transcript to the admissions office.
2. Transferable courses only include those higher than a grade of “C-”.
3. All courses taken at an accredited college or university are potentially eligible for credit at LABI. Units taken from an unaccredited bible institute will be reviewed for credit-hour equivalency and college standards (see below).
4. A maximum of 30 units can be transferred into any associate degree program.
5. A maximum of 60 units can be transferred into any bachelor’s degree program.
6. Certain Bible/Ministry/Theology courses must be taken at LABI College. Please contact academic advising for more information at [advising@labi.edu](mailto:advising@labi.edu).
7. Transferable courses must be comparable in nature, content, and level of credit.
8. LABI does not award credit for prior experiential learning.

If you have taken courses at an unaccredited bible school or college, units may be accepted under certain conditions:

1. The course must have been taught with the equivalent number of hours, class rigor, and with degree faculty requirements. It is the student’s responsibility to furnish evidence for course equivalency.
2. The student must have earned credit for courses higher than a grade of “C-” in order to transfer.

All transcripts submitted become the property of LABI and will not be returned or duplicated, but kept within the student’s records.

## **Library & Writing Center**

The LABI College Library contains over 20,000 volumes, primarily composed of books and is organized using the Library of Congress call number system (LCCN). The assets for the cataloged items are made available through an online public access catalog (OPAC) on our web-based library system Library World. Lastly, the writing center is adjacent to the library and is available for tutoring, appointments, and study groups.

### ***Library Hours***

The library is open Monday through Friday with closures occurring during chapel, lunch, and dinner times. Night hours may vary. Please call or email the library for more information. You may also ask the administration office for assistance.

Phone: 626-968-1328 || ext. 3008

Email: [library@labi.edu](mailto:library@labi.edu)

### ***Library Services***

The library department also hosts orientation sessions each semester. During the orientation, the library staff provides instruction, overview of references, and an introduction to the writing center procedures, resources, and events, such as monthly writing workshops.

#### ***Circulation and Reference Service***

The library provides reference, technical, and circulation services to LABI College students. Reference services include many books that are held on reserve on behalf of faculty, and dictionaries that are added yearly. Students are also able to check out books with a valid LABI College student identification card. The library staff provides and utilizes an online cataloging system called libraryworld.com. Library World provides resource information on catalog holdings in the library.

#### ***Online Resources***

The LABI Library has available several online resources for students and faculty.

### ***Writing Center***

In particular, the writing center offers:

- ✓ Writing Appointments - Students may schedule a thirty-minute or one-hour appointment with library staff Monday through Friday, at least forty-eight hours in advance.
- ✓ Workshops -The writing center offers multiple hour-long writing workshops on specific writing topics throughout each semester. Each workshop can be made available virtually. These workshops are intended to assist students with the formation of clear communication through skillful writing. In particular, the writing center's goals are to:
- ✓ Teach students to effectuate successful writing formats and paper types (Turabian, APA, MLA, SBL styles, and Research, Exegetical, Biographical formats)

- ✓ Cultivate skills for developing successful execution and connection of each section of a paper (thesis, body, and conclusion).
- ✓ Provide students with proper skills and online and offline tools for each paper type (research, exegesis, etc.).
- ✓ Embolden students to regard writing as necessary for the marketplace and ministry.
- ✓ Encourage and affirm each student for growth in personal confidence as a writer.

## **Library Policies**

Access, Circulation, and Request Services for LABI College Students, Faculty, Staff, and Affiliates.

### ***Purpose***

To report the enrollment, employment, identification, and login requirements for access, circulation, and request services provided by LABI College to Students, Faculty, Staff, and Affiliates enrolled and/or employed on the LABI College Campus.

### ***Applies To***

Members of the LABI College community with access to the Simon Melendres Library facility, services, collections, and/or equipment on the La Puente, California campus including: 1) LABI Undergraduate, 2) LABI Faculty, 3) LABI Support Staff, and Affiliates (including Emeritus and Retirees). This policy applies to collections and services in Simon Melendres Library and online databases.

### ***Returns and Renewals***

Return all books and media to the Circulation Desk during operating hours.

Most renewals can be made by going to the Circulation Desk in the Simon Melendres Library. Faculty can renew their items in person or by emailing the library. Please contact the library for more information at [library@labi.edu](mailto:library@labi.edu). You may not renew an item if the item is excessively overdue, on hold for another patron, or if you have unpaid fines or charges. No renewals may be made by telephone or by a third party.

### ***Circulation***

In order to check out books, a library patron must be a current student, faculty, support staff, alumni, or an affiliate. All patrons are logged in our computer system and must show a valid ID with a picture. Patrons are issued a library card.

### ***Course Reserves***

Course reserves items are library use only and may be used for the duration of their stay. Pages can be scanned and saved to a USB or on your phone or tablet. There is no charge to use the scanner. Photocopiers are also available. Copies cost 10 cents per page. Use of the copy materials may subject you to copyright laws. Course reserves can be found in the library at the circulation desk.

### ***Databases***

We provide access to multiple online open access databases and repositories. These are available for all faculty and all students whether on campus, remote, or hybrid. Only an internet connection is required so students do not have to be on campus. Some databases are listed on the library website and more will be added soon.

Please contact the Librarian for resource needs at [library@labi.edu](mailto:library@labi.edu) or call (626) 968-1328 ext. 3008.

## Financial Information

LABI reserves the right to change tuition, fees, and/or charges without advance notice should the conditions warrant. The below costs are approximate charges for degree and certificate programs.

### Fall Semester (August 1, 2024) through Summer (July 31, 2025)

Approximate Cost per Semester	On Campus	Off Campus
Tuition @ 16 Units	\$6,640	\$6,640
*Registration	\$315	\$315
Room & Board	\$4,900	\$0
Student Fees	\$485	\$485
<b>Per Semester Total</b>	<b>\$12,340</b>	<b>\$7,440</b>

#### Other Fees:

Dorm Security Deposit	\$125	Payment Plan	\$80
Audit per course	\$75	Transcript Fee	\$10
Returned check Fee	\$35	Rushed Transcript Fee	\$25
Late Registration Fee	\$50	Late Payment Fee	\$25
Grad Participation Fee	\$175	Returned Check Fee	\$35
Grad Non-Participation Fee	\$150	Parking Fee	\$50
Cap and Gown - prices may vary			

#### Certificate in Ministerial Studies:

Cost for One Course Tuition and Fees \$235

Approximate Cost for Entire Program	On Campus	Off Campus
Certificate in Ministerial Studies: 3 Semesters Full Time	n/a	\$2,350
Associate Degree/CBS Program: 4 Semesters Full Time	\$49,360	\$25,610
Bachelor's Degree Program: 8 Semesters Full Time	\$98,720	\$51,220

\* Registration fees up to \$250 are non-refundable.

\*\*The Dorm Security Deposit is a one-time charge and is returned to the student after their residency has ended if there is no damage to their dorm room.

#### Programas de Grados en Español

Costos económicos un término para los programas de grado en Español incluye el AA en Biblia y Ministerio, BA en Teología, BA en Psicología, y BA en Negocios.

Tuition (12 Units)	\$3,012		
Registration/ Orientation	\$255		
Student Fees	\$275		
<i>Total Cost Per Semester</i>	<i>\$3,542</i>	<i>Total Cost for Spanish AA</i>	<i>\$14,168</i>
<i>Total Cost Per Year</i>	<i>\$7,084</i>	<i>Total Cost for Spanish BAs</i>	<i>\$28,336</i>

### ***Method of Payment***

All charges for each semester are payable at the time of financial registration. The following payment plan can be arranged: Fifty percent down payment and the balance in 3 installment payments. *Note: Please understand that the prices above do not include any books. A 3% bank fee will be added for credit card payments.*

### ***Students Right to Cancel***

The student has the right to cancel the enrollment agreement and obtain a refund of charges paid through attendance at the first class session, or the seventh day after enrollment, whichever is later, except for \$250 in applicable fees. Cancellation is effective on the date the written notice of cancellation is received in the registrar's office at: 14209 E. Lomitas Ave., La Puente, CA 91746.

### ***Refund Policy***

If a student cancels after the first class session, or the seventh day after enrollment, whichever is later, he/she will receive a refund of unearned charges paid (minus \$250 non-refundable fees). This refund is only for students who have completed 60 percent or less of the period of attendance and will be a pro rata refund. Cancellation is effective on the date the written notice of cancellation is received in the registrar's office. Failure to follow official withdrawal procedures will result in debt owed and possibly failing grades in all courses. The applicable refund will be paid to the student within 45 days of receiving the written notice of cancellation from the student. The pro-rated refund system is the following:

1. The amount owed to the institution equals the daily charge for the program (total institutional charge, divided by the number of days or hours in the program), multiplied by the number of days the student attended, or was scheduled to attend, prior to withdrawal.
2. The refund will equal the amount the student paid minus the amount owed to the institution. No refunds will be issued after the student has completed 60% of the semester.

### ***Unpaid Balance Policy***

Students will have 5 days (business) after the due date to make payments without a penalty. After the fifth day, late payment is subject to a \$25 late fee. If the responsible party does not meet financial obligations 10 days after the due date, the student will be dismissed from school and withdrawn from all courses. If this were to occur, reinstatement is possible but only after all financial balances have been made.

### ***Federal Student Loans***

If the student is eligible for a loan guaranteed by the federal or state government and the student defaults on the loan, both of the following may occur: (1) The federal or state government or a loan guarantee agency may act against the student, including applying any income tax refund to which the person is entitled to reduce the balance owed on the loan. (2) The student may not be eligible for any other federal student financial aid at another institution or other government assistance until the loan is repaid. If the student obtains a loan to pay for an educational program, the student will have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund. If the student has received federal student aid funds, the student is entitled to a refund of moneys not paid from federal student financial aid program funds.

### ***Student Tuition Recovery Fund***

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 North Market Blvd, Suite 225, Sacramento, CA, 95834, (916) 574-8900 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

## **Federal Student Aid**

LABI College students may apply for federal student aid by completing and submitting the Federal Student Aid application (FAFSA). Students may be eligible for Pell Grants and/or Direct Student Loans. Please contact the LABI College financial aid office for any questions by calling 626-968-1328, or by emailing [financialaid@labi.edu](mailto:financialaid@labi.edu).

### ***Return of Title IV Refund Policy***

Students that completely withdraw from all classes either officially or unofficially, are dismissed/expelled, or leave LABI College prior to completing more than 60% of the semester must repay some or all of the Federal financial aid funds received or paid on their behalf.

Federal student aid regulation requires LABI College to calculate an amount of money the student may be required to return that they received in Federal Title IV Aid (Federal Pell Grant and/or Federal Direct Stafford Student Loans).

The official withdrawal date is defined as the date the student submitting the withdrawal form to the academic or registrar's office. Unofficial withdrawal dates, if a student leaves without notifying the institution, will be the midpoint of the semester. LABI College has 45 days from the withdrawal date to calculate R2T4 refunds and return any refunds to the Department of Education.

If the R2T4 calculation results in a credit balance to the student's account, the credit balance will be disbursed no later than 14 days after the R2T4 calculation. If the R2T4 calculation results in an amount to be returned that exceeds the total cost, the student will be required to return the funds to LABI College.

The Federal Title IV programs covered under this policy include all federal aid program awards that LABI College participates in.

Once the funds are returned by LABI to the Department of Education, LABI will contact the student for the funds owed to the College. If no funds are paid to LABI, the College may take on further actions. The student is responsible for paying back the Department of Education the loans that were earned and under the Master Promissory Note procedures, or any Pell grant overpayment that were above the threshold.

LABI College and the student share the responsibility for returning Title IV aid. LABI College returns "unearned" Title IV funds that have been paid to the school to cover the student's institutional charges received from Title IV grant and/or loan programs. If the student owes funds back to the Title IV programs, the institution will advise the student. The student has 45 days from the date of notification from the institution to take action on the overpayment.

No additional disbursements may be made to the student for the enrollment period. If the student does not repay the amount owed to the Title IV programs or does not make satisfactory payment arrangements with the U.S. Department of Education, LABI College may report to the National

Student Loan Data System (NSLDS) that the student received an overpayment. The student loses eligibility for further Title IV aid until resolved.

Recalculation is based on the percent of earned aid using the following formula: Percent earned = Number of calendar days completed up to and including the withdrawal date/ total calendar days in the quarter/semester.

Scheduled Break: In accordance with federal regulation, LABI College will exclude all breaks exceeding five days or more from the return calculation. For example, Christmas break will be excluded from the Return calculation as a period of non-attendance and, therefore, do not affect the calculation of the amount of Federal student aid earned.

Federal Title IV financial aid is returned to the federal government (reducing student loan debt) based on the percent of unearned aid using the following formula:

Aid to be returned = (100% - percent earned) x the amount of aid disbursed toward institutional charges.

#### Return of Funds

LABI College will return funds to the Department of Education in the following order:

1. Unsubsidized Direct Stafford Loan
2. Subsidized Direct Stafford Loans
3. Pell Grant

#### Post-Withdrawal Disbursements

If it is determined that a student is eligible for Federal Title IV financial aid funds that have not been disbursed, grant funds that the student is eligible for will be disbursed first. Federal aid that the student is eligible for will be credited to the student's account for outstanding charges. If the student has no outstanding charges or if there is a credit balance due to the student after disbursement, LABI College will notify the student of his/her eligibility for the loans. The student must respond within 14 days of the date of the letter as to whether they want all, part, or none of the loan(s). If the student fails to respond within 14 days, no loan disbursement will be made.

Before calculating the amount of financial aid that must be canceled, the following is taken into consideration:

- If a promissory note for a Stafford Loan has not been signed and submitted by the student prior to the withdrawal date, the loan(s) is automatically canceled.
- If an entrance loan interview has not been completed by the student prior to the withdrawal date, the Stafford Loan is automatically canceled.
- If the student is a first-time attendee of LABI College and withdraws during the first 30 days of the semester, the Stafford Loan is automatically canceled.
- Students who have not completed verification are not eligible for financial aid and are not included under this policy.

### **Loan Exit Counseling**

Loan Exit Counseling is a requirement for everyone who has borrowed funds from the Federal direct student loan program. It is designed to prepare you for repaying your student loans and help you with personal financial management.

In exit counseling you will learn your rights and responsibilities and the consequences of not repaying your student loans. In addition, repayment options, debt management possibilities, and loan consolidation is discussed in more detail. You will need to know which types of federal student loans you have borrowed during your years of attendance at LABI College. You may obtain this information online at [www.nslds.ed.gov](http://www.nslds.ed.gov). Your FSA User ID will be required to access the system.

If you borrowed under the Federal Direct Stafford Loan Program (either a Subsidized or an Unsubsidized Stafford Loan, or both), please complete your loan exit counseling online at [www.studentloans.gov](http://www.studentloans.gov).

It is important that you understand the seriousness of repaying your student loans. If you have any difficulties in making your loan payments, please contact your loan servicer that you can also find at [www.nslds.ed.gov](http://www.nslds.ed.gov).

You are encouraged to visit the LABI College Office of Financial Aid or your Advisor to discuss your situation and options prior to withdrawing. You may wish to avoid owing a repayment on the Federal student aid you received by staying in some or all of your classes.

Failure to pay your Federal aid overpayment as a result of withdrawing officially or unofficially from LABI College may result in you not being eligible for Federal student aid at any school in the country until the repayment is made. Also, please be aware that if financial aid funds are returned to the US Department of Education by LABI College, you will be responsible for immediate repayment for any balance due that appears on your student account.

Please visit the LABI College Office of Financial Aid for more information on the Return of Title IV Refund Policy and Procedure.

### ***Student Academic Progress (SAP) Policy***

The U.S. Department of Education requires all students who receive financial aid, including loans, to make satisfactory academic progress established by LABI College toward their program of study. Satisfactory Academic Progress standards apply to all Title IV programs. The Financial Aid Satisfactory Academic Progress policy is separate from the College's Student Academic Standing Policy.

### **Evaluation of Student's Academic Progress**

Satisfactory Academic Progress (SAP) is the measure of a student's overall academic progress. LABI College will use annual SAP evaluations. The student's entire academic history will be reviewed for the purposes of determining SAP compliance, including credits not paid for by financial aid. Students who fail to meet these standards may not receive financial aid, including

loans. Evaluated students who are not making satisfactory academic progress will be notified in writing and advised that they may submit an appeal to continue receiving financial aid under the terms of "Federal Probation." The students will be placed on an academic plan that will require them to complete 100% of attempted courses (no failures "F", withdrawals "W", incomplete "I" grades or no credit "NC") and earn a term GPA of at least 2.00.

#### Satisfactory Academic Progress Standards

SAP policy includes three components: qualitative, quantitative, and timeframe.

Requirements of the SAP Policy:

1. Qualitative: The required cumulative grade point average (GPA) a student must earn (including institutional and transferred grades).
2. Quantitative: The required completion percentage of credit hours attempted.
3. Timeframe: The maximum timeframe in which the student must complete his or her educational program.

#### Minimum Cumulative Grade Point Average

The minimum cumulative grade point average for a student at the end of each term to maintain eligibility for financial aid is 2.0.

#### Minimum Percentage of Credit Hours Attempted to Earned

The required completion percentage of credit hours attempted will be 67%.

#### Maximum Time Frame

The maximum time frame in which a student must complete his or her program cannot exceed 150% of the published length of the program. All credit and clock hours attempted are used towards the maximum time frame allowance regardless of whether the student received financial aid during the time frame.

#### Appeal Process

Students who have been placed on Academic Federal Probation for not meeting the SAP standards may appeal in writing 15 days before the first day of the affected semester. The appeals are reviewed by the Appeals Committee based on extenuating circumstances. Once the Appeals Committee reviews the appeal, the Financial Aid director notifies the students within 15 days of receiving the appeal if the appeal is approved or denied.

Extenuating circumstances include:

- Serious illness or injury to student or immediate family member (parent, spouse, sibling, child) that required extended recovery time
- Death of an immediate family member
- Significant trauma in student's life that impaired the student's emotional and/or physical health
- Withdrawal due to military service
- Second degree, double major, change of major (maximum time frame only)
- Other unexpected circumstances beyond the control of the student

Along with the appeal, any available supporting documentation should be submitted (e.g., Doctor's note, death certificate, etc.).

All appeals and supporting documentation should be mailed or emailed to the following address:

Financial Aid Appeals Committee  
LABI College  
14209 E. Lomitas Avenue  
La Puente, CA 91746

Email: [financialaid@labi.edu](mailto:financialaid@labi.edu)

## **Institutional Aid**

LABI College provides the following institutional aid for students who meet the eligibility requirements. All institutional aid recipients must have received their admissions letter of acceptance before applying and qualifying for institutional aid. This includes a submission of all admission forms along with the admission confirmation deposit. Failure to successfully matriculate, or academically register for returning students, may delay the student's opportunity to receive institutional aid. Only those students who maintain a grade point average of 2.0 or above and maintain an outstanding Christian testimony in the areas of Residence Life and Spiritual Formation will be able to renew their scholarship for the following semester. All students must apply by filling out an Institutional Aid Application. A submitted application does not guarantee an award of scholarships. Submitting the application before the deadline increases your chances of being awarded, as funds are available. Institutional Aid Scholarships require that students enroll in at least 16 units. Endowment Scholarships require that a student enrolls in at least 12 units. Students cannot be awarded more than one of each type of scholarship but may receive one of each kind (Institutional Aid and Endowment), if eligible.

### ***Institutional Award Deadline***

The priority deadline for all institutional aid award recipients is the final Friday of May. All Youth Convention and/or District Conference incentives must be redeemed by this deadline. If there are any remaining available funds to be awarded the student must apply by the final Friday of June. Final deadline for institutional aid applications are due by the last day of registration.

## **Endowments Scholarships**

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The Dina & Augie Lopez Endowment Scholarship

The Bessie Huerta Endowment Scholarship

The Drs. George and Shalini Pallil Endowment Scholarship

Alliance for Higher Education Minority "Making The Difference" Scholarship

## **Institutional Scholarships**

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### **Dean's List Scholarship**

This is a scholarship for current students who have completed at least one semester at LABI with a cumulative GPA over 3.0. To be considered for renewal the recipient must maintain the required cumulative GPA and the above eligibility requirements.

### **Missionary and Pastoral Family Scholarship**

These are scholarships that are awarded and applied to student accounts per semester. To receive an award the student must submit the institutional aid application and be a child of a licensed Senior Pastor or a child of an active missionary.

### **Sibling Scholarship**

This is a scholarship awarded to both siblings if they are both enrolled full time and are living on campus. To receive an award both students must submit the institutional aid application.

### **Alumni Scholarship**

These scholarships are awarded and applied to student accounts. To receive the award students must submit the institutional aid application and be a child of an LABI alumnus.

### **Out of State Scholarship**

This scholarship is given to students who are from out of state. Eligibility for renewal will depend upon available funds. For those who come from Arizona, Oregon, or Nevada the student will be awarded \$250 per semester. All other states are awarded \$500 per semester

### **President's Inclusion Scholarship**

Awards may include up to a 25% tuition scholarship discount for those that live on campus (resident) and can be up to 50% for those that are commuting (off campus students).

Expectation is that students awarded the scholarship will contribute positively to our LABI mission, but also bring a diverse perspective and enriching experience to our community. Students who have been traditionally underrepresented within our LABI College community and have a demonstrated interest, experience or plan to serve in diverse ministry experiences are welcome to apply. Students must submit a two-page essay on how they believe their diversity experience will contribute to or advance the mission of LABI.

## **Work Study**

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This award allows the student to work on campus to help pay for a portion of the cost of his or her studies. To receive funding students must submit the Work Study Application and meet institutional aid eligibility. Those students who fail to satisfactorily meet obligations will be charged a prorated amount for the uncompleted work. To renew the work study award students must complete all work study hours and maintain their eligibility as described above.

## 2024-2025 Academic Calendar

The school year consists of a 16-week fall semester (August through December), a 16-week spring semester (January through May), and an 8-week summer semester (June through July).

### Fall Semester 2024

	<b>[16 Week Semester]</b>
Open Populi Registration	May 21 - July 7
Financial Aid Deadline (New Students)	July 5
Financial Deposit & Housing Request Deadline	July 26
Late Registration (late fees apply)	July 29 - Aug 9
Move-In Days	Aug. 8 - 9
Student Orientation	Aug. 9
Classes Begin	Aug. 12
Last Day to Add/Drop w/o Penalty	Aug. 23
Apertura Service	Sept. 6
Midterm Exams	Sept. 30 - Oct. 6
Final Exams	Nov. 21 - Nov. 27
Last Day of Semester	November 29

### Spring Semester 2025

	<b>[16 Week Semester]</b>
Institutional Aid Deadline	Nov. 8
Open Populi Registration	Nov. 11 - Dec. 6
Housing Request Deadline	Dec. 9
Financial Deposit Deadline	Jan. 3
Late Registration (late fees apply)	Jan. 6 - Jan. 17
Move-In Days	Jan. 16 - 17
Student Orientation	Jan. 17
Classes Begin	Jan. 21
Last Day to Add/Drop w/o Penalty	Feb. 3
Midterm Exams	Mar. 10-14
Spring Break	Mar. 17-21
Final Exams	May 12-16
Baccalaureate	May 7
Last Day of Semester	May 16
Commencement	May 17

### Summer Semester 2025

	<b>[8 Week Session]</b>
Open Populi Registration	March 17 - April 25
Financial Deposit Deadline	May 21
Late Registration (late fees apply)	May 20-30
Classes Begin	June 2
Last Day to Add/Drop	June 13
Final Exams	July 21-25
Last Day of Semester	July 25

### Offices Closed/No Classes on these Holidays

Labor Day	Sep. 2
Thanksgiving Break	Nov. 28-29
Martin Luther King Day	Jan. 20
Good Friday	April 18
Memorial Day	May 26
Independence Day	July 4



## **Certificate Program Information**

LABI offers certificate programs for students who seek basic competency in ministerial studies and in biblical studies. These certificates are geared for students who are already in ministry, want to enhance their professional development, or are seeking to gain credentials with Southern Pacific of the Assemblies of God or other related denominations.

While LABI College does not grant ministerial credentials, the certificate programs are geared toward individuals interested in applying for the ministerial credentials with the US General Council of the Assemblies of God.

### ***Program Requirements:***

1. Religious Experience: A relationship with Jesus Christ must be established prior to admission. It is strongly recommended that the applicant be a born again Christian for at least one year before attending LABI. All students, by signing the application, show themselves to be in agreement with the doctrinal statement of the institute.
2. Pastoral Reference: All applicants must have a pastoral reference that gives witness to the applicant's spiritual maturity, promise, and vocational calling.
3. Essays: Certificate students must write a personal testimony essay describing their Christian experience and ministerial goals.

### ***Certificate Program Learning Outcomes (PLO's)***

The certificate programs at LABI College are designed to provide sufficient depth, breadth and scope generally expected of a specialized education program for ministers. This program is designed for students who are already in ministry or are seeking ministerial training, personal development, and a foundational theological education. Graduates from our program will be able to demonstrate:

#### *1. Ministerial Foundation*

Students will be exposed to foundational knowledge of ministry for a Christian setting. They will also be able to understand the basics of pastoral leadership.

#### *2. Pentecostal Theological Knowledge*

Students will gain a basic competency in theological knowledge from a Pentecostal perspective.

#### *3. Appreciation of the Bible*

Students will develop competency skills in reading biblical texts for preaching and teaching. They will also be able to communicate, discuss, and present interpretations of the biblical text for a ministerial context.

## **Certificate in Ministerial Studies Core Curriculum (10 Courses)**

### **8 Week courses provided year-round:**

<b>Division of Ministry</b>	<b>Required: 3 courses</b>
<ul style="list-style-type: none"><li>• MIN170 Spirit Empowered Church (1)</li><li>• MIN181 Ministry Practicum (1)</li><li>• MIN203 Ministerial Ethics (2)</li></ul>	
<b>Division of Theology</b>	<b>Required: 3 courses</b>
<ul style="list-style-type: none"><li>• THE126 AG History, Mission &amp; Governance (1)</li><li>• THE220 Introduction Pentecostal Theology (2)</li><li>• THE222 Theology I (2)</li></ul>	
<b>Division of Bible</b>	<b>Required: 4 courses</b>
<ul style="list-style-type: none"><li>• BIB103 Old Testament Survey (1)</li><li>• BIB107 Life of Jesus (1)</li><li>• BIB123 New Testament Survey (1)</li><li>• BIB125 Introduction to Hermeneutics (1)</li></ul>	

### **Certificate in Ministerial Studies Suggested Paradigm**

Below is a suggested paradigm that will enable students to successfully complete the program online within nine months. The paradigms below are meant to serve the student as a guide. It is the responsibility of the student to ensure that he or she is enrolled in the appropriate courses. Please contact an academic advisor for information or questions.

<b>CERTIFICATE IN MINISTERIAL STUDIES</b>	
<b>Semester 1</b>	<ul style="list-style-type: none"><li>• BIB103 Old Testament Survey (1)</li><li>• THE126 AG History, Mission &amp; Governance (1)</li><li>• MIN170 Spirit Empowered Church (1)</li></ul>
<b>Semester 2</b>	<ul style="list-style-type: none"><li>• BIB107 Life of Jesus (1)</li><li>• BIB123 New Testament Survey (1)</li><li>• THE220 Introduction Pentecostal Theology (2)</li><li>• MIN181 Ministry Practicum (1)</li></ul>
<b>Semester 3</b>	<ul style="list-style-type: none"><li>• BIB125 Introduction to Hermeneutics (1)</li><li>• THE222 Theology I (2)</li><li>• MIN203 Ministerial Ethics (2)</li></ul>

***Certificate in Biblical Studies Core Curriculum (60 Units)***

**Division of General Education**

**Required: 15 units**

- SPE106 Public Speaking (3)
- ENG126 Persuasive Writing (3)
- PSY112 Introduction to Psychology (3) or SOC240 Intro. to Sociology (3)
- MAT163 Math and Personal and Financial Management (3)
- HIS165 US History (3) or HIS180 Latinos in US History (3)

**Division of Ministry**

**Required: 12 units**

- MIN115 Spiritual Disciplines (3)
- MIN156 Effective Leadership (3)
- MIN110 Practicum I (1) Gifts of the Holy Spirit
- MIN120 Practicum II (1) Personal Ministerial Development
- MIN130 Practicum III (1) Ministry Ordinances and Rites
- MIN161 Discipleship Making (3)
- MIN199 Christian Worldview (3)

**Division of Theology**

**Required: 12 units**

- THE103 Introduction to Systematic Theology (3)
- THE124 Pentecostal Theology (3)
- THE256 Theological Ethics (3)
- THE242 Eschatology (3) or THE352 Pneumatology (3)

**Division of Bible**

**Required: 15 units**

- BIB110 Old Testament Literature (3)
- BIB120 New Testament Literature (3)
- BIB220 Biblical Exegesis (3)

Two other BIB courses such as:

- BIB213 General Epistles (3) or BIB300 Gospel of John (3)
- BIB295 Romans (3) or BIB233 Acts (3)

**Electives**

**Required: 6 units**

## **Associate of Arts in Bible and Ministry Program Information**

LABI offers an Associate of Arts in Bible and Ministry program that is designed to introduce students to a foundational level of Christianity and ministry. The coursework includes general education requirements for the degree which reflects the conviction that students of the ministry must expand their knowledge across various disciplines. This includes courses in English, Math, History, Psychology, and Speech. The degree requirements also include the completion of an exit exam capstone that aims to demonstrate the completion of the program objectives.

### ***Associate of Arts in Bible and Ministry: Program Description and Learning Outcomes***

The associate degree in Bible and Ministry at LABI College will provide students with the essential biblical, theological, and ministerial knowledge that will prepare one for ministerial service. This program is designed for students who want to attain a foundational degree and knowledge in Bible, ministry, and Christian theology from a Pentecostal perspective. Students entering into this program have a clear focus to be future scholars, teachers, and communicators of the gospel. There are five core learning outcomes for graduates of our program. Graduates from our program will be able to demonstrate:

#### ***1. Christian and Pentecostal Theological Knowledge***

The graduate from our program will be able to demonstrate competency in fundamental theological concepts. Students will be able to identify and articulate the core theological views of the Christian church and Pentecostalism.

#### ***2. Applied Ministerial Practice***

The graduate from our program will be able to demonstrate a wide range of knowledge and experiences related to applied ministerial practice. This includes skills such as preaching, administration, teaching, counseling, leadership, and application. Graduates will value diverse cultural contexts and gain knowledge in how to minister effectively within Christian settings.

#### ***3. Critical Analysis of the Bible***

The graduate from our program will be able to assess and evaluate biblical texts which include the historical and literary composition of the text. They will also be able to communicate, discuss, and present interpretations of the biblical text.

#### ***4. Information and Writing Literacy***

The graduate from our program will be able to demonstrate information and writing literacy skills; write effectively and within a research format, generate theories, and be able to effectively articulate their reasoning in written format.

#### ***5. Communication Effectiveness***

The graduate from our program will be able to integrate awareness and knowledge of various Biblical concepts, theological perspectives, and ministerial principles through an effective verbal communication approach. Appropriate communication will include but is not limited to course presentations, paper presentations, teaching, video development, preaching, and success through communication components in the program.

***Associate of Arts in Bible and Ministry Core Curriculum: 60 Units***

<b>Division of General Education</b>	<b>Required: 15 units</b>
<ul style="list-style-type: none"><li>• SPE106 Public Speaking (3)</li><li>• ENG126 Persuasive Writing (3)</li><li>• PSY112 Introduction to Psychology (3) or SOC240 Intro. to Sociology (3)</li><li>• MAT163 Math and Personal and Financial Management (3)</li><li>• HIS165 US History (3)</li></ul>	
<b>Division of Ministry</b>	<b>Required: 12 units</b>
<ul style="list-style-type: none"><li>• MIN115 Spiritual Disciplines (3)</li><li>• MIN156 Effective Leadership (3)</li><li>• MIN110 Practicum I (1) Gifts of the Holy Spirit</li><li>• MIN120 Practicum II (1) Personal Ministerial Development</li><li>• MIN130 Practicum III (1) Ministry Ordinances and Rites</li><li>• MIN161 Discipleship Making (3)</li><li>• MIN 256 Conflict Management (3)</li><li>• MIN199 Christian Worldview (3)</li></ul>	
<b>Division of Theology</b>	<b>Required: 12 units</b>
<ul style="list-style-type: none"><li>• THE103 Introduction to Systematic Theology (3)</li><li>• THE124 Pentecostal Theology (3)</li><li>• THE256 Theological Ethics (3)</li><li>• THE242 Eschatology (3) or THE352 Pneumatology (3)</li></ul>	
<b>Division of Bible</b>	<b>Required: 15 units</b>
<ul style="list-style-type: none"><li>• BIB110 Old Testament Literature (3)</li><li>• BIB120 New Testament Literature (3)</li><li>• BIB220 Biblical Exegesis (3)</li></ul> <p>Two other BIB courses such as:</p> <ul style="list-style-type: none"><li>• BIB213 General Epistles (3) or BIB300 Gospel of John (3)</li><li>• BIB295 Romans (3) or BIB233 Acts (3)</li></ul>	
<b>Electives</b>	<b>Required: 6 units</b>

\*Other Bible, Ministry, Theology, and General Education courses not listed above may satisfy requirements for those respective divisions. Please contact the Academic Advising office for guidance on what courses meet program and division requirements.

### ***Associate of Arts in Bible and Ministry Suggested Paradigm***

Below is a suggested paradigm that will enable students to successfully complete the program within the allotted years. The paradigms below are meant to serve the student as a guide. It is the responsibility of the student to ensure that he or she is enrolled in the appropriate courses. Please contact your advisor for information or questions.

<b>ASSOCIATE OF ARTS IN BIBLE AND MINISTRY NEW CURRICULUM PARADIGM</b>	
<b>First Year Fall Semester</b> <ul style="list-style-type: none"><li>● BIB110 Old Testament Literature (3)</li><li>● MIN115 Spiritual Disciplines (3)</li><li>● THE103 Introduction to Systematic Theology (3)</li><li>● ENG126 Persuasive Writing (3)</li><li>● HIS165 US History (3)</li><li>● MIN110 Practicum I (1)</li></ul>	<b>First Year Spring Semester</b> <ul style="list-style-type: none"><li>● BIB120 New Testament Literature (3)</li><li>● MIN156 Effective Leadership (3)</li><li>● THE256 Theological Ethics (3)</li><li>● THE124 Pentecostal Theology (3)</li><li>● Elective (3)</li><li>● MIN120 Practicum II (I)</li></ul>
<b>Total Units: 16</b>	<b>Total Units: 16</b>
<b>Second Year Fall Semester</b> <ul style="list-style-type: none"><li>● BIB220 Biblical Exegesis (3)</li><li>● PSY101 Introduction to Psychology or Sociology (3)</li><li>● SPE106 Public Speaking (3)</li><li>● BIB300 Gospel of John (3) or BIB295 Romans (3)</li><li>● Elective (3)</li><li>● MIN130 Practicum III (1)</li></ul>	<b>Second Year Spring Semester</b> <ul style="list-style-type: none"><li>● BIB233 Acts (3) or BIB213 General Epistles (3)</li><li>● THE242 Eschatology (3) or Pneumatology (3)</li><li>● MAT163 Math and Personal and Financial Management (3)</li><li>● MIN199 Christian Worldview (3)</li><li>● Exit Exam Capstone (0)</li></ul>
<b>Total Units: 16</b>	<b>Total Units: 12</b>

The courses below are offered in the 8-week summer term. These courses are optional for the LABI programs, but might be required for ministerial credentials with the Assemblies of God. Please contact the AG National office or SPD office for more information on the educational requirements of AG ministerial credentials.

- MIN126 AG History, Mission, and Governance (1)
- MIN270 A Spirit Empowered Church (3)

## **Bachelor of Arts in Theology Program Information**

LABI offers a Bachelor of Arts in Theology degree designed to equip students with biblical, theological, and ministerial knowledge. The coursework includes general education requirements for the degree which reflects the conviction that students of the ministry must expand their knowledge across various disciplines. The degree requirements also include the completion of a capstone project that aims to demonstrate the completion of the program objectives.

### ***The Bachelor of Arts Degree in Theology Program Learning Outcomes***

The Bachelor of Arts degree in Theology will provide students with the essential biblical, theological, and urban ministerial skills necessary for various types of service in the multicultural context. Additionally, the coursework will provide students with the skills for higher education. There are five core learning outcomes for graduates of our program.

#### ***1. Applied Ministerial Practice***

The graduate from our program will be able to demonstrate a wide range of knowledge and experiences related to applied urban ministerial practice. This includes skills such as understanding and ministering to the contemporary problems and realities of race, justice, culture, environment, and poverty issues that impact the contextual setting of urban ministry. Graduates will value an urban context and gain knowledge in how to minister within this setting.

#### ***2. Christian and Pentecostal Theological Knowledge***

The graduate from our program will be able to skillfully analyze and evaluate core theological views and concepts in Christianity and Pentecostalism.

#### ***3. Critical Analysis of the Bible***

The graduate from our program will be able to assess and evaluate biblical texts; assess and evaluate the historical and literary composition of the text. They will also be able to communicate, discuss, and present contextual interpretations of the biblical text.

#### ***4. Information and Writing Literacy***

The graduate from our program will be able to demonstrate information and writing literacy skills, write effectively and within a research format, generate theories, and in written format able to effectively articulate their reasoning.

#### ***5. Communication Effectiveness***

The graduate from our program will be able to integrate awareness and knowledge of various biblical concepts, theological perspectives, and contextual issues through an effective verbal communication approach. Appropriate communication will include but is not limited to, course presentations, paper presentations, teaching, video development, preaching, and success through the communication components of the portfolio project.

***Bachelor of Arts in Theology Core Curriculum***

**Total Required Units: 120 completed units required for the program**

**Division of General Education**

**Required: 30 Units**

- SPE106 Public Speaking (3)
- ENG126 Persuasive Writing (3)
- ENG220 Research Writing (3)
- PSY112 Marriage and Family (3)
- PSY101 Introduction to Psychology (3)
- MAT163 Math and Personal & Financial Management (3)
- HIS165 US History (3)
- HIS202 Church History (3)
- HIS204 World Civilization (3)
- SOC240 Introduction to Sociology (3)

**Division of Ministry**

**Required: 30 Units**

- MIN110 Practicum I (1)
- MIN120 Practicum II (1)
- MIN130 Practicum III (1)
- MIN155 Spiritual Disciples (3)
- MIN156 Effective Leadership (3)
- MIN199 Christian Worldview (3)
- MIN270 A Spirit Empowered Church: An Acts 2 Model (3)
- MIN330 Introduction to Urban Ministry (3)
- MIN350 Expository Preaching (3)
- MIN300 Mission and Culture (3) or MIN400 Cross Cultural Ministry (3)
- MIN430 Race, Poverty, and the Environment (3)
- MIN450 Ministry and Social Justice (3)

**Division of Theology**

**Required: 24 Units**

- THE103 Introduction to Systematic Theology (3)
- THE124 Pentecostal Theology (3)
- THE182 Comparative Religions (3)
- THE256 Theological Ethics (3)
- THE242 Eschatology (3)
- THE300 Introduction to Public Theology (3) or THE200 Pastoral Theology
- THE352 Pneumatology (3)
- THE400 Contextual Theology (3) or THE340 Introduction to Mission Theology

**Division of Bible**

**Required: 24 Units**

- BIB110 Old Testament Literature (3)
- BIB120 New Testament Literature (3)
- BIB220 Biblical Exegesis (3)
- BIB213 General Epistles (3) or BIB235 Prison Epistles (3)
- BIB223 Jesus and The Gospels (3)
- BIB202 1 Corinthians (3) or BIB295 Romans (3) or BIB315 Job (3)
- BIB233 Acts (3) or BIB300 Gospel of John (3)
- BIB350 Kingdom of God in the Testaments (3)

\* Other Bible, Ministry, Theology, and General Education courses not listed above may satisfy requirements for those respective divisions. Please contact the Academic Advising office for guidance on what courses meet program and division requirements.

## ***Bachelor of Arts in Theology Suggested Paradigm***

Below is a suggested paradigm that will enable students to successfully complete the program within the allotted three years. The paradigms below are meant to serve the student as a guide. It is the responsibility of the student to ensure that he or she is enrolled in the appropriate courses.

YEAR 1	YEAR 2	YEAR 3
Fall	Fall	Fall
<ul style="list-style-type: none"> <li>• BIB110 Old Testament Literature (3)</li> <li>• MIN115 Spiritual Disciplines</li> <li>• THE103 Introduction to Systematic Theology (3)</li> <li>• ENG126 Persuasive Writing (3)</li> <li>• HIS165 US History (3)</li> <li>• MIN110 Practicum I (1)</li> </ul> <p style="text-align: center;"><b>Total: 16 Units</b></p>	<ul style="list-style-type: none"> <li>• BIB220 Biblical Exegesis (3)</li> <li>• PSY101 Introduction to Psychology (3)</li> <li>• SPE106 Public Speaking (3)</li> <li>• BIB300 Gospel of John (3) or BIB295 Romans (3)</li> <li>• Elective (3)</li> <li>• MIN130 Practicum III (1)</li> </ul> <p style="text-align: center;"><b>Total: 16 Units</b></p>	<ul style="list-style-type: none"> <li>• SOC101 Intro to Sociology (3)</li> <li>• THE400 Contextual Theology (3)</li> <li>• MIN400 Cross Cultural Ministry (3)</li> <li>• MIN430 Race, Poverty, and the Environment (3)</li> <li>• BIB235 Prison Epistles or BIB213 General Epistles (3)</li> </ul> <p style="text-align: center;"><b>Total: 15 Units</b></p>
Spring	Spring	Spring
<ul style="list-style-type: none"> <li>• BIB120 New Testament Literature (3)</li> <li>• MIN156 Effective Leadership (3)</li> <li>• THE256 Theological Ethics (3)</li> <li>• THE124 Pentecostal Theology (3)</li> <li>• MIN120 Practicum II (I)</li> <li>• Elective (3)</li> </ul> <p style="text-align: center;"><b>Total: 16 Units</b></p>	<ul style="list-style-type: none"> <li>• BIB233 Acts (3) or BIB213 General Epistles (3)</li> <li>• THE242 Eschatology (3)</li> <li>• MAT163 Math and Personal and Financial Management (3)</li> <li>• MIN199 Christian Worldview (3)</li> <li>• PSY112 Marriage and Family (3)</li> </ul> <p style="text-align: center;"><b>Total: 15 Units</b></p>	<ul style="list-style-type: none"> <li>• BIB 460 Social World of the New Testament (3)</li> <li>• MIN450 Ministry and Social Justice (3)</li> <li>• MIN 155 Spiritual Disciples (3 Units)</li> <li>• Elective (3)</li> <li>• Elective (3)</li> </ul> <p style="text-align: center;"><b>Total: 15 Units</b></p>
Summer	Summer	
<ul style="list-style-type: none"> <li>• ENG220 Research Writing (3)</li> <li>• PSY101 Introduction to Psychology (3)</li> <li>• THE300 Introduction to Public Theology (3)</li> <li>• MIN330 Introduction to Urban Ministry (3)</li> <li>• Elective (3)</li> </ul> <p style="text-align: center;"><b>Total: 15 Units</b></p>	<ul style="list-style-type: none"> <li>• HIS204 World Civilization (3)</li> <li>• BIB350 Kingdom of God in the Testaments (3)</li> <li>• MIN350 Expository Preaching (3)</li> <li>• THE352 Pneumatology (3 Unit)</li> <li>• Elective (3)</li> </ul> <p style="text-align: center;"><b>Total: 15 Units</b></p>	

The courses below are offered in the 8-week summer term. These courses are optional for the LABI programs, but might be required for ministerial credentials with the Assemblies of God. Please contact the AG National office or SPD office for more information on the educational requirements of AG ministerial credentials.

- MIN126 AG History, Mission, and Governance (1)
- MIN270 A Spirit Empowered Church (3)

## **Bachelor of Arts in Psychology Program Information**

Students graduating with a B.A. in Psychology from LABI College will have a foundational knowledge, research, cognitive, and Christian perspective in psychology. Students graduating with a B.A. in Psychology from LABI will demonstrate competencies with the core concepts, theories, research and history as it relates to psychology from a Christian perspective.

### ***Bachelor of Arts Degree in Psychology Program Learning Outcomes***

- Understand and appreciate psychology as a scientific discipline.
- Reflect critical thinking, writing, and knowledge in general areas of psychology.
- Understand core perspectives of behavioral, biological, human development, cognitive, humanistic, counseling and Christian perspectives of psychology.
- Explain various research and statistical methods used by clinical and research psychologists.
- Explain theories of human development across the lifespan from infancy to geriatrics.
- Understand abnormal behavior, diagnostic categories, and psychopharmacology.

## ***Bachelor of Arts in Psychology Core Curriculum***

### **General Education Core Requirements**

**30 Credits**

- SPE106 Public Speaking (3)
- ENG126 Persuasive Writing (3)
- ENG220 Research Writing (3)
- HIS165 US History (3)
- HIS202 Church History (3)
- HIS204 World Civilization (3)
- PSY112 Marriage and Family (3)
- PSY101 Introduction to Psychology (3)
- SOC240 Introduction to Sociology (3)
- MAT163 Math and Personal & Financial Management (3)

### **Bible/Theology/Ministry Core Requirement\***

**30 Credits**

- MIN110 Practicum I (1) Gifts of the Holy Spirit
- MIN120 Practicum II (1) Personal Ministerial Development
- MIN130 Practicum III (1) Ministry Ordinances and Rites
- BIB110 Old Testament Literature (3)
- BIB120 New Testament Literature (3)
- THE103 Introduction to Systematic Theology (3)
- THE256 Theological Ethics (3)
- THE124 Pentecostal Theology (3)
- MIN155 Spiritual Disciples (3)
- MIN156 Effective Leadership (3)
- MIN199 Christian Worldview (3)
- Any other qualified BIB, THE, or MIN course
- Any other qualified BIB, THE, or MIN course

### **Major Core Requirements**

**48 Credits**

- PSY200 Introduction to Psychopharmacology (3)
- PSY 210 Child Growth and Development (3)
- PSY 221 Personality Theory (3)
- PSY 250 History and Systems of Psychology (3)
- PSY 311 Adolescent Psychology (3)
- PSY 323 Integration of Psychology and Theology (3)
- PSY 333 Statistics (3)
- PSY 343 Research Methods (3)
- PSY 410 Abnormal Psychology (3)
- PSY 411 Principles of Counseling (3)
- PSY 420 Social Psychology (3)
- PSY 421 Biological Psychology (3)
- PSY430 Pastoral Psychology (3)
- PSY 440 Psychology of Leadership (3)
- PSY 494 Senior Thesis Project (3)
- Any other Psychology (PSY) Course

### **Electives**

**12 Credits**

**120 Total Credits**

\* Other Bible, Ministry, Theology, and General Education courses not listed above may satisfy requirements for the core bible/theology/ministry group. Please contact the Academic Advising office for guidance on what courses meet program and division requirements.

### ***Bachelor of Arts in Psychology Suggested Paradigm***

Below is a suggested paradigm that will enable students to successfully complete the program within four years. The paradigms below are meant to serve the student as a guide. It is the responsibility of the student to ensure that he or she is enrolled in the appropriate courses.

YEAR 1	YEAR 2	YEAR 3	YEAR 4								
<table border="1"> <thead> <tr> <th>Fall</th> <th>Fall</th> <th>Fall</th> <th>Fall</th> </tr> </thead> <tbody> <tr> <td>           BIB110 Old Testament Literature (3)            MIN156 Effective Leadership (3)            THE103 Introduction to Systematic Theology (3)            HIS165 US History (3)            ENG126 Persuasive Writing (3)              Total: 15 Units         </td><td> <ul style="list-style-type: none"> <li>THE124 Pentecostal Theology (3)</li> <li>BIB/THE/MIN Course</li> <li>SPE106 Public Speaking (3)</li> <li>SOC240 Introduction to Sociology (3)</li> <li>PSY200 Intro to Psychopharmacology</li> </ul>             Total: 15 Units         </td><td> <ul style="list-style-type: none"> <li>HIS204 World Civilizations (3)</li> <li>ENG220 Research Writing (3)</li> <li>PSY210 Child Growth and Development (3)</li> <li>PSY221 Personality Theory (3)</li> <li>Elective (3)</li> </ul>             Total: 15 Units         </td><td> <ul style="list-style-type: none"> <li>PSY333 Statistics (3)</li> <li>PSY411 Principles of Counseling (3)</li> <li>PSY420 Social Psychology (3)</li> <li>PSY421 Biological Psychology (3)</li> <li>Elective</li> </ul>             Total: 15 Units         </td></tr> </tbody> </table>	Fall	Fall	Fall	Fall	BIB110 Old Testament Literature (3) MIN156 Effective Leadership (3) THE103 Introduction to Systematic Theology (3) HIS165 US History (3) ENG126 Persuasive Writing (3)  Total: 15 Units	<ul style="list-style-type: none"> <li>THE124 Pentecostal Theology (3)</li> <li>BIB/THE/MIN Course</li> <li>SPE106 Public Speaking (3)</li> <li>SOC240 Introduction to Sociology (3)</li> <li>PSY200 Intro to Psychopharmacology</li> </ul> Total: 15 Units	<ul style="list-style-type: none"> <li>HIS204 World Civilizations (3)</li> <li>ENG220 Research Writing (3)</li> <li>PSY210 Child Growth and Development (3)</li> <li>PSY221 Personality Theory (3)</li> <li>Elective (3)</li> </ul> Total: 15 Units	<ul style="list-style-type: none"> <li>PSY333 Statistics (3)</li> <li>PSY411 Principles of Counseling (3)</li> <li>PSY420 Social Psychology (3)</li> <li>PSY421 Biological Psychology (3)</li> <li>Elective</li> </ul> Total: 15 Units			
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<table border="1"> <thead> <tr> <th>Spring</th> <th>Spring</th> <th>Spring</th> <th>Spring</th> </tr> </thead> <tbody> <tr> <td>           BIB120 New Testament Literature (3)            MIN115 Spiritual Disciplines (3)            THE256 Theological Ethics (3)            MAT163 Math and Personal and Financial Management (3)            PSY101 Introduction to Psychology (3)              Total: 15 Units         </td><td>           MIN199 Christian Worldview (3)            BIB/THE/MIN Course            PSY112 Marriage and Family (3)            HIS202 Church History (3)            History and Systems of Psychology (3)              Total: 15 Units         </td><td> <ul style="list-style-type: none"> <li>PSY311 Adolescent Psychology (3)</li> <li>PSY323 Integration of Psychology and Theology (3)</li> <li>PSY343 Research Methods (3)</li> <li>PSY410 Abnormal Psychology (3)</li> <li>Elective (3)</li> </ul>             Total: 15 Units         </td><td> <ul style="list-style-type: none"> <li>PSY430 Pastoral Psychology (3)</li> <li>PSY 440 Psychology of Leadership</li> <li>PSY494 Senior Thesis Project (3)</li> <li>Any other PSY course</li> <li>Elective</li> </ul>             Total: 15 Units         </td></tr> </tbody> </table>	Spring	Spring	Spring	Spring	BIB120 New Testament Literature (3) MIN115 Spiritual Disciplines (3) THE256 Theological Ethics (3) MAT163 Math and Personal and Financial Management (3) PSY101 Introduction to Psychology (3)  Total: 15 Units	MIN199 Christian Worldview (3) BIB/THE/MIN Course PSY112 Marriage and Family (3) HIS202 Church History (3) History and Systems of Psychology (3)  Total: 15 Units	<ul style="list-style-type: none"> <li>PSY311 Adolescent Psychology (3)</li> <li>PSY323 Integration of Psychology and Theology (3)</li> <li>PSY343 Research Methods (3)</li> <li>PSY410 Abnormal Psychology (3)</li> <li>Elective (3)</li> </ul> Total: 15 Units	<ul style="list-style-type: none"> <li>PSY430 Pastoral Psychology (3)</li> <li>PSY 440 Psychology of Leadership</li> <li>PSY494 Senior Thesis Project (3)</li> <li>Any other PSY course</li> <li>Elective</li> </ul> Total: 15 Units			
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## **Bachelor of Arts in Business Administration Program Information**

The Business Administration major is designed to prepare students with a practical understanding of the fundamental knowledge and principles used in general business practices such as business management, finance, economics, and issues relevant to interpersonal communication. Business majors will learn the principles of contemporary business practices within the context of a Christian worldview. The program integrates a variety of learning experiences to ensure graduates are competent and confident to operate with integrity in today's competitive global business environment.

### ***Bachelor of Arts in Business Administration Program Learning Outcomes:***

1. Use critical thinking skills to identify and solve business problems
2. Apply business knowledge from various business disciplines to plan, design, and implement business strategies.
3. Apply biblical-based ethical principles and moral values to decision making.
4. Exhibit competence in technological resources for business professionals.
5. Exhibit professional communication using persuasive and effective techniques.

## ***Bachelor of Arts in Business Administration Core Curriculum***

<b>General Education Core Requirements</b>	<b>30 Credits</b>
<ul style="list-style-type: none"><li>• SPE106 Public Speaking (3)</li><li>• ENG126 Persuasive Writing (3)</li><li>• ENG220 Research Writing (3)</li><li>• HIS165 US History (3)</li><li>• HIS202 Church History (3)</li><li>• HIS204 World Civilization (3)</li><li>• PSY112 Marriage and Family (3)</li><li>• PSY101 Introduction to Psychology (3)</li><li>• SOC240 Introduction to Sociology (3)</li><li>• MAT163 Math and Personal &amp; Financial Management (3)</li></ul>	
<b>Bible/Theology/Ministry Core Requirement*</b>	<b>30 Credits</b>
<ul style="list-style-type: none"><li>• BIB110 Old Testament Literature (3)</li><li>• BIB120 New Testament Literature (3)</li><li>• THE103 Introduction to Systematic Theology (3)</li><li>• THE256 Theological Ethics (3)</li><li>• THE124 Pentecostal Theology (3)</li><li>• MIN155 Spiritual Disciples (3)</li><li>• MIN156 Effective Leadership (3)</li><li>• MIN199 Christian Worldview (3)</li><li>• Any other qualified BIB, THE, or MIN course</li><li>• Any other qualified BIB, THE, or MIN course</li></ul>	
<b>Major Core Requirements</b>	<b>48 Credits</b>
<ul style="list-style-type: none"><li>• MNG 110 Principles of Management (3)</li><li>• BUS 111 Introduction to Business (3)</li><li>• BUS 122 Quantitative Business Methods (3)</li><li>• ECO 210 Macroeconomics (3)</li><li>• ECO 211 Microeconomics (3)</li><li>• ACC 220 Principles of Accounting I (3)</li><li>• ACC 221 Principles of Accounting II (3)</li><li>• BUS 310 Introduction to Business Law (3)</li><li>• BUS 320 Computer Application of Business (3)</li><li>• MRK 330 Introduction to Marketing (3)</li><li>• BUS 333 Introduction to Statistics (3)</li><li>• MNG 410 Organizational Behavior &amp; Management (3)</li><li>• BUS 412 International Business (3)</li><li>• MNG 415 Introduction to Human Resources (3)</li><li>• BUS 417 Business and Faith (3)</li><li>• MNG 424 Finance Management of Organizations (3)</li><li>• MNG 423 Business Policy &amp; Strategy Management (3)</li><li>• BUS 430 Legal and Ethical Environment of Business (3)</li></ul>	
<b>Electives</b>	<b>12 Credits</b>

## **120 Total Credits**

\* Other Bible, Ministry, Theology, and General Education courses not listed above may satisfy requirements for the core bible/theology/ministry group. Please contact the Academic Advising office for guidance on what courses meet program and division requirements.

## ***Bachelor of Arts in Business Administration Suggested Paradigm***

Below is a suggested paradigm that will enable students to successfully complete the program within four years. The paradigms below are meant to serve the student as a guide. It is the responsibility of the student to ensure that he or she is enrolled in the appropriate courses.

YEAR 1	YEAR 2	YEAR 3	YEAR 4
<b>Fall</b> <ul style="list-style-type: none"> <li>• BIB110 Old Testament Literature (3)</li> <li>• MIN156 Effective Leadership (3)</li> <li>• THE103 Introduction to Systematic Theology (3)</li> <li>• HIS165 US History (3) or</li> <li>• ENG126 Persuasive Writing (3)</li> </ul> <p style="text-align: center;">Total: 15 Units</p>	<b>Fall</b> <ul style="list-style-type: none"> <li>• THE124 Pentecostal Theology (3)</li> <li>• BIB/THE/MIN Course</li> <li>• SPE106 Public Speaking (3)</li> <li>• SOC240 Introduction to Sociology (3)</li> <li>• BUS110 Principles of Management</li> </ul> <p style="text-align: center;">Total: 15 Units</p>	<b>Fall</b> <ul style="list-style-type: none"> <li>• HIS204 World Civilizations (3)</li> <li>• ENG220 Research Writing (3)</li> <li>• BUS122 Quantitative Business Methods</li> <li>• BUS210 Macroeconomics</li> <li>• Elective (3)</li> </ul> <p style="text-align: center;">Total: 15 Units</p>	<b>Fall</b> <ul style="list-style-type: none"> <li>• BUS221 Principles of Accounting II</li> <li>• BUS330 Marketing Management</li> <li>• BUS333 Statistics</li> <li>• BUS410 Organizational Behavior &amp; Management</li> <li>• Elective</li> </ul> <p style="text-align: center;">Total: 15 Units</p>
<b>Spring</b> <ul style="list-style-type: none"> <li>• BIB120 New Testament Literature (3)</li> <li>• MIN115 Spiritual Disciplines (3)</li> <li>• THE256 Theological Ethics (3)</li> <li>• MAT163 Math and Personal and Financial Management (3)</li> <li>• PSY101 Introduction to Psychology</li> </ul> <p style="text-align: center;">Total: 15 Units</p>	<b>Spring</b> <ul style="list-style-type: none"> <li>• MIN199 Christian Worldview (3)</li> <li>• BIB/THE/MIN Course</li> <li>• PSY112 Marriage and Family (3)</li> <li>• HIS202 Church History (3)</li> <li>• BUS111 Foundation of Contemporary Business</li> </ul> <p style="text-align: center;">Total: 15 Units</p>	<b>Spring</b> <ul style="list-style-type: none"> <li>• BUS211 Microeconomics</li> <li>• BUS220 Principles of Accounting I</li> <li>• BUS310 Legal Aspects of Business Process</li> <li>• BUS320 Computer Application of Business</li> <li>• Elective (3)</li> </ul> <p style="text-align: center;">Total: 15 Units</p>	<b>Spring</b> <ul style="list-style-type: none"> <li>• BUS412 International Business</li> <li>• BUS424 Finance Management of Organizations</li> <li>• BUS423 Business Policy &amp; Strategy Management</li> <li>• BUS430 Legal/Ethical Environment Business</li> <li>• Elective</li> </ul> <p style="text-align: center;">Total: 15 Units</p>

## **Asociado en Biblia y Ministerio Información de Programa**

El título de Asociado en Biblia y Ministerio en LABI College proporcionará a los estudiantes el conocimiento bíblico, teológico y ministerial esencial que los preparará para el servicio ministerial. Este programa está diseñado para estudiantes que desean obtener un título y conocimientos básicos en Biblia, ministerio y teología cristiana desde una perspectiva pentecostal. Los estudiantes que ingresan a este programa tienen un enfoque claro para ser futuros eruditos, maestros y comunicadores del evangelio. Hay cinco resultados de aprendizaje básicos para los graduados de nuestro programa. Los graduados de nuestro programa podrán demostrar:

### ***Objetivos del programa:***

#### **Conocimiento teológico cristiano y pentecostal**

El graduado de nuestro programa podrá demostrar competencia en conceptos teológicos fundamentales. Los estudiantes podrán identificar y articular los puntos de vista teológicos centrales de la iglesia cristiana y el pentecostalismo.

#### **Práctica Ministerial Aplicada**

El egresado de nuestro programa podrá demostrar una amplia gama de conocimientos y experiencias relacionadas con la práctica ministerial aplicada. Esto incluye habilidades tales como predicación, administración, enseñanza, consejería, liderazgo y prácticas supervisadas. Los graduados valorarán diversos contextos culturales y obtendrán conocimientos sobre cómo ministrar de manera efectiva dentro de entornos cristianos.

#### **Análisis crítico de la Biblia**

El egresado de nuestro programa será capaz de valorar y evaluar textos bíblicos que incluyan la composición histórica y literaria del texto. También podrán comunicarse, discutir y presentar interpretaciones del texto bíblico.

#### **Alfabetización informativa y escrita**

El egresado de nuestro programa podrá demostrar habilidades de alfabetización en información y escritura; escribir de manera efectiva y dentro de un formato de investigación, generar teorías y ser capaz de articular efectivamente su razonamiento en formato escrito.

#### **Eficacia de la comunicación**

El graduado de nuestro programa podrá integrar la conciencia y el conocimiento de varios conceptos bíblicos, perspectivas teológicas y principios ministeriales a través de un enfoque de comunicación verbal eficaz. La comunicación adecuada incluirá, entre otras, presentaciones de cursos, presentaciones de trabajos, enseñanza, desarrollo de videos, sermones y éxito a través de los componentes de comunicación del proyecto de carpeta.

## *Curriculum Básico del Asociado en Biblia y Ministerio*

### **División de Educación General (15 unidades requeridas)**

SPE106 Hablar en Público (3)

ENG126 Escritura persuasiva (3)

PSY112 Matrimonio y Familia (3)

MAT163 Matemáticas y Gestión Personal y Financiera (3)

HIS165 Historia de EE. UU. (3) ó HIS180 Latinos en Historia de EE. UU. (3)

### **División del Ministerio (Requerido 12 unidades)**

MIN126 AG Historia, Misión y Gobierno (3)

MIN122 Introducción a las Misiones (3)

MIN156 Liderazgo Efectivo (3)

MIN161 Hacer discípulos (3)

MIN115 Disciplinas espirituales (3)

MIN199 Evangelismo en un contexto post Cristiano (3)

### **División de Teología (Requerido 12 unidades)**

THE103 Introducción a la Teología Sistemática (3)

THE124 Teología Pentecostal (3)

THE256 Ética teológica (3)

THE242 Escatología (3)

### **División de Biblia (Requerido 15 unidades)**

BIB110 Literatura del Antiguo Testamento (3)

BIB120 Literatura del Nuevo Testamento (3)

BIB220 Exégesis Bíblica (3)

BIB223 Jesús y los Evangelios (3)

BIB295 Romanos (3)

BIB233 Hechos (3)

BIB213 Epístolas Generales (3)

BIB300 Evangelio de Juan (3)

### **Electivas (Requerido 6 unidades)**

\* Otros cursos de Biblia, Ministerio, Teología y Educación General no enumerados anteriormente pueden satisfacer los requisitos para esas respectivas divisiones. Comuníquese con la oficina de Asesoramiento Académico para obtener orientación sobre qué cursos cumplen con los requisitos del programa y la división.

## Degree Capstone Assignment Requirement

Students from the degree programs will be required to complete a capstone assignment as part of the degree requirements. The capstone assignment will measure degree program learning objectives. The capstone assignment details will be distributed by the Academic office. For more information, please email [advising@labi.edu](mailto:advising@labi.edu).

## Academic Policies

### ***Grading Scale***

The grading system is as follows:

<b>A</b>	<b>= 100% - 93%</b>	<b>Excellent</b>
<b>A-</b>	<b>= 92% - 90%</b>	
<b>B+</b>	<b>= 89% - 88%</b>	
<b>B</b>	<b>= 87% - 83%</b>	<b>Above Average</b>
<b>B-</b>	<b>= 82% - 80%</b>	
<b>C+</b>	<b>= 79% - 78%</b>	
<b>C</b>	<b>= 77% - 73%</b>	<b>Satisfactory</b>
<b>C-</b>	<b>= 72% - 70%</b>	
<b>D+</b>	<b>= 69% - 68%</b>	
<b>D</b>	<b>= 67% - 63%</b>	<b>Low Pass</b>
<b>D-</b>	<b>= 62% - 60%</b>	
<b>F</b>	<b>= 59% - 0%</b>	

The grade average required for certifying completion of a course of study is 60%. No credit will be given for courses below this percentage.

<b>WF</b>	<b>= Withdrawal Failure</b>
<b>W</b>	<b>= Withdrawal</b>
<b>P</b>	<b>= Passing</b>
<b>I</b>	<b>= Incomplete</b>

### ***Student Records***

A student's academic transcript is recorded as permanent. Once a letter grade is issued to a student, it is recorded in his or her permanent record. A grade can only be changed by the faculty member that issued it (see section on grade change). The time limit for this type of grade change is six months. After this time no one can make any changes to the student's permanent record. Once a grade is issued and recorded in the student's permanent record, it will appear in every transcript issued by the school. For this reason, students should pay careful attention to their academic transcript. A student may dispute any record by filling out a general academic petition. A student may also fill out a transcript request form in order to receive an official transcript by mail or in person pick up. Other pertinent student records are maintained by the institution for up to five years.

### ***Incomplete***

An incomplete is available to a student if he or she does not submit all course assignments by the end of the class for unexpected reasons. There are no automatic extensions for late work. To request for an incomplete the student needs to officially request for an extension by filling out an Incomplete Grade Request form. This form must have both student and professor signatures and be submitted to the registrar by the end of the semester for a final academic administration signature. The incomplete will appear as an "I" on the student's transcript until all course work is submitted, at which time the letter grade of "I" will be changed to the new grade given. If no assignments are turned in by the agreed upon due date, the student will receive an automatic "F" and it will be recorded in the student's permanent academic record.

### ***Grade Changes***

A grade can only be changed by the faculty member that issued the grade within six months. A faculty member may change a grade if the original grade given had a typographical error or if by petition of the student the faculty member discovers that a grade change is in order.

### ***Withdrawal Policy: Adding/Dropping Courses***

During the first 10 days after the start of each semester, a student may drop a course without financial penalty. After the 10 days, a student may withdraw from a course by completing a Withdrawal Request form. The form must be filled out and submitted to the academic office to officially withdraw from the course. Courses are not automatically dropped. The student is responsible for making sure that the withdrawal was registered with the Academic Office. If the student fails to follow the appropriate steps to withdraw from a course, he or she will still be responsible for paying the full tuition and will be issued a letter grade for the course or a "WF" if the student has exceeded the minimum absences allowed. Last day to withdraw a course is two weeks before the last day of the semester. The student who drops a course will receive a "W" on his or her transcript. However, the student will be responsible for any fees or loss of scholarship.

### ***Repeat Courses***

Any grade below a "D-" may be repeated for a higher grade. However, both grades will be recorded on the student's transcript and calculated into the GPA.

### ***Provisional Review, Academic Warning, Probation, and Disqualification***

A full-time student must achieve a cumulative grade point average (GPA) of 2.0 in order to be in good academic standing. If an applicant has a high school GPA of 2.49 or below, he or she will automatically be placed on Provisional Review and will be advised regularly throughout the semester to help them maintain the academic minimum requirements. The review standing will be in effect for the duration of the student's first semester after admission.

Students may be placed on Academic Warning after their first semester with a cumulative GPA below a 2.0. Upon the second semester with a cumulative GPA below a 2.0, the student will be placed on Academic Probation. Students in Academic Probation will not be able to register for more than 13 units, and are not eligible to participate in extracurricular student ministries or leadership. Students on Academic Probation are also not eligible for federal financial aid and institutional aid. For more information on federal financial aid eligibility, please see the Student Academic Progress policy on page 28. If a student completes a third straight term with a cumulative GPA below a 2.0, he or she will be disqualified from the degree programs.

### ***Plagiarism Policy***

Plagiarism is the act of taking the writings of another person and passing them off as if they were one's own. This includes self-plagiarism, where a student cannot submit work from previous semesters. LABI maintains its commitment for a high ethical standard in both one's lifestyle and academic integrity. For this reason, the school does not tolerate plagiarism. If a student has been found to have plagiarized any text, presentation, or sermon, whether it is written or oral, he or she will receive an automatic zero for the assignment. Further action may include academic probation, the inability to pass the class, and the possibility for expulsion if the plagiarism continues.

### ***Instruction Credit Hours***

A semester credit hour is defined as the quantity of work represented in intended learning outcomes and verified by evidence of student achievement that reasonably approximates the amount of work required by one hour (minimum 50 minutes) of classroom or direct faculty instruction and a minimum of two hours out-of-class student work each week. LABI's traditional program follows a semester (sixteen week) track, or an equivalent quantity of work over a term of different length (compressed 8 weeks). An equivalent quantity of work may also be achieved by other academic activities established by the college, including ministerial service work and any other academic work leading to the award of credit hours.

### ***Attendance Policy***

Attendance in class is required. All absences are unexcused except for those under the following circumstances: illness, death or birth in the immediate family, or other valid reasons substantiated in writing and at the discretion of the academic office. A student may not be absent more than 20% of the class time, which is three weeks of absences for a 3 unit course. Absences beyond the amount allowed result in failure for the course and receive a "WF" on their transcript.

### ***Leave of Absence Policy***

Students who wish to leave the College for a semester, after which they intend to return, should take a leave of absence. If a student leaves campus during a semester without completing the proper forms receives grades of "F" in all courses except completed block courses. Besides a regular leave of absence, students can apply for a leave for medical or emergency reasons. The granting of a leave of absence guarantees readmission and permits the student to graduate by complying with the degree program requirements. If the student is enrolled in classes, taking a leave of absence by the withdrawal deadline date published in the academic calendar results in grades of "W" (withdrawn) in all courses other than completed block courses. Taking a regular leave of absence after the last date to withdraw as published in the academic calendar results in grades of "WF" in all courses.

### ***Tardiness Policy***

Tardiness is a disruption of a good learning environment and is discouraged. Our teachers have the authority as to when to consider a student tardy. If a student is more than 15 minutes late for a class, he or she will be considered absent for that class period, whether or not he or she remains in class.

### ***Independent Study Policy***

Independent Studies are allowed only under extremely special circumstances with the approval of the academic office. An application may be filled out and turned into the registrar along with the appropriate signatures. Registration may not move forward without the approval of the academic office.

### ***Student classification***

A student's status is determined by the number of credit hours completed: a freshman student is 0-30 units, sophomore student is 31-60 units, junior student is 61-90 units, and a senior student is 91 units and above.

### ***Enrollment Status Definition***

For both associate and bachelor students, the following number of units are required for enrollment classification.

Full-time student = 12+ semester hours

3/4-time student = 9 semester hours

Half-time student = 6 semester hours

Less than half-time student = 3 semester hours

### ***Academic Honors***

Students who graduate with a GPA above 3.8 will graduate with the honors of *summa cum laude*, 3.65-3.79 will graduate with the honor of *magna cum laude*, and 3.5-3.64 will graduate with the honor of *cum laude*.

## Graduation & Commencement Requirements

### ***Submitting an Application***

In order to receive a degree and/or participate in Commencement, the student must submit a graduation application and pay graduation fees.

### ***Participating in Commencement***

After applications are approved by administration, students who wish to participate in the commencement ceremony must satisfy all requirements for the program in the final semester of the program. To be a candidate one must meet the following requirements:

1. An approved application for graduation
2. Cumulative grade point average of 2.0
3. A minimum of 54 earned units for associate degree /114 units for a bachelor's degree
4. Candidates must have completed the capstone assignment.
5. Candidates must maintain a good character reflective of the Christian life.
6. Candidates must not have an outstanding financial balance.
7. Students must be in good standing with the Student Life and Spiritual Life offices.

### ***Receiving your Degree***

1. A grade point average of 2.0 is required.
2. Successful completion of the capstone assignment.
3. All degree requirements met
4. All outstanding financial balance met



## CLEP (College-Level Examination Program)

LABI accepts CLEP exams for students who seek to earn college credit. CLEP helps students save money, save time, and achieve their college goals. Skip general introductory courses and move on to more advanced classes or explore new and challenging academic areas. Students who achieve required credit-granting scores on these exams can earn the credits and course exemptions listed below.

LABI College will grant a total of 18 credits (Associate Degree) and 36 credits (Bachelor's Degree) for successful performance on CLEP examination.

Below are the exams that LABI accepts for college credit.

CLEP EXAMINATION	CREDIT-GRANTING SCORE	CREDIT HOURS GRANTED	EQUIVALENT COURSE
Composition and Literature			
College Composition	50	3 hours	ENG126 Persuasive Writing
History and Social Sciences			
American Government	50	3 hours	HIS165 U.S. History
History of the United States I: Early Colonization to 1877	50	3 hours	HIS165 U.S. History
History of the United States II: 1865 to Present	50	3 hours	HIS165 U.S. History
Introductory Psychology	50	3 hours	PSY101 Introduction to Psychology
Western Civilization I: Ancient Near East to 1648	50	3 hours	HIS204 World Civilization
Western Civilization II: 1648 to Present	50	3 hours	HIS204 World Civilization
Science and Mathematics			
Biology	50	4 hours	SCI101 Earth Science Lecture and Lab
Chemistry	50	4 hours	SCI101 Earth Science Lecture and Lab
College Algebra	50	3 hours	MAT163 Math & Personal & Financial Management
College Mathematics	50	3 hours	MAT163 Math & Personal & Financial Management
Natural Sciences	50	4 hours	SCI101 Earth Science Lecture and Lab

See the Academic Office for more information or help finding testing centers nearby, practice exams, study guide workbooks, etc. More information available at the CLEP® College Board website: <https://clep.collegeboard.org/>

## **Transferring to other Colleges and Universities**

LABI College is accredited by a CHEA-recognized accreditation agency. Each university or college reserves the right to admit and accept students and courses on a case-by-case basis based on program requirements and qualifications. LABI holds articulation agreements with other Universities/Colleges to facilitate the transfer process. These Universities/Colleges include but are not limited to Vanguard University, Biola University, Northwest University, Southeastern University, America, and AGTS.

## **Course Description**

Below is a list of the courses offered at LABI College with corresponding course descriptions. The courses are divided by division of study (i.e., Bible, Ministry, Theology, and Psychology, Business).

### ***Course Numbers***

The letters before each number indicate the area of study. The first figure of each number indicates the year in which the course should be taken. The second and third numbers are for the purpose of assigning the class a numerical identification. The institute reserves the right to offer courses in alternate semesters or years or substitute another class as deemed necessary.

<b>Course Letter</b>	<b>Course Number</b>
<b>BIB</b> Bible	<b>0-99</b> Remedial Non-Transferable Courses
<b>MIN</b> Ministry	<b>100-199</b> First Year Freshman Courses
<b>THE</b> Theology	<b>200-299</b> Second Year Sophomore Courses
<b>PSY</b> Psychology	<b>300-399</b> Third Year Junior Courses
<b>BUSS</b> Business	<b>400-499</b> Fourth Year Senior Courses
<b>MGN</b> Management	
<b>ECO</b> Economics	
<b>ACC</b> Accountant	
<b>MRK</b> Marketing	

### ***Division of the Bible***

**BIB102 Introduction to the Bible (2)** This course surveys both the Old and New Testament. Special attention is also given to the theology and background of selective books.

**BIB105 Interpreting Biblical Narratives (2)** An introduction to the principles of biblical interpretation for biblical narratives. Special focus is given to the Old Testament and Gospel narratives.

**BIB107 Life of Jesus (1)** A survey on the historic life of Jesus as found in the gospels. Special emphasis is given to Jesus' teachings and ministry within his social setting.

**BIB103 Old Testament Survey (1)** A survey of the Old Testament stressing the major features of each book and emphasizing the practical value of these books in our modern world. Special attention is also given to the content, chronology, and historical background of each book.

**BIB110 Old Testament Literature (3)** A course that has as its primary content the Old Testament, stressing the major features of each book and emphasizing the practical value for our modern context. Special attention is also given to analyzing the literary and theology characteristics of the text, as well as the theology, chronology, archeology, and historical background of each book.

**BIB120 New Testament Literature (3)** A survey of New Testament literature stressing the major features and genre of each book. Special attention is also given to the theology, historical context, and background of each book.

**BIB121 Pentateuch (3)** Prerequisite: BIB110; A study of Genesis, Exodus, Leviticus, Numbers, and Deuteronomy. This course focuses on the literary structure, hermeneutical

approaches and issues, and theological themes such as, but not limited to: Law, Land, Sin, Covenant, and Election.

**BIB123 New Testament Survey (1)** A survey of the literature of the New Testament stressing the major features of each book and emphasizing the practical value of these books in our modern world. In addition to a basic synopsis of each book, special attention is given to the content, chronology, and historical background.

**BIB124 Synoptic Gospels (3)** Co-requisite: BIB120; Prerequisite: BIB110; An in-depth look at the three Gospels with a view of understanding the life of Christ. Special emphasis is given to the theology, interpretation, and teachings of Jesus in the first century historical contexts.

**BIB125 Introduction to Hermeneutics (1)** An introductory study of the science and rules of biblical exegesis and interpretation. This course establishes the principles and methods by which the correct meaning of the Scriptures may be obtained.

**BIB201 Psalms (3)** Prerequisite: BIB110, BIB120, BIB220; The course will combine a study of some of the broader issues of the Book of Psalms such as the history of interpretation, the Hebrew poetry, the Psalter as a collection, and the use of the Psalms in worship with an exegetical study of individual Psalms.

**BIB202 1 Corinthians (3)** Prerequisite: BIB110, BIB120, BIB220; A study of Paul's first letter to the Corinthians with an emphasis on the theology, historical circumstances and issues of the Corinthian church, and practical application for our modern context.

**BIB203 Pauline Epistles (3)** Prerequisite: BIB110, BIB120, BIB220; A study of the acts, literature, and thought of the Apostle Paul within the historical cultural setting. Emphasis is placed on Paul's role in the New Testament church.

**BIB213 General Epistles (3)** Prerequisite: BIB110, BIB120, BIB220; James, I and II Peter, I, II, III John and Jude are studied in relation to their content, interpretation, distinctive teaching, and significance to the canon of the New Testament.

**BIB220 Biblical Exegesis (3)** Prerequisite: BIB120; This course introduces the principles and methods by which a faithful meaning of the Scriptures may be obtained. Its primary focus, but is not limited, to New Testament interpretation. This course also introduces the student to both essential research tools such as critical commentaries, dictionaries, lexicons, and serves as a foundational course for biblical preaching and teaching.

**BIB223 Jesus and the Gospels (3)** Prerequisite: BIB110, BIB120, BIB220; An in-depth look at the gospels with a view of understanding the life of Jesus. Special emphasis is given to the gospel's distinct perspectives, the study of the historical Jesus, and the teachings of Jesus in their social setting.

**BIB231 Poetic Books (3)** Prerequisite: BIB110, BIB120, BIB220; A literary study of the Hebrew Poetic books: Job, Psalms, Proverbs, Ecclesiastes, and Song of Songs with an emphasis on understanding the form, structure, and interpretation of Hebrew poetry. This course covers the historical, theological, and ministerial application of the topics of suffering, death, wisdom, praise and worship.

**BIB233 Acts (3)** Prerequisite: BIB110, BIB120, BIB220; An analytical study of the book of Acts in relation to the purpose, structure and history of the New Testament church. Special emphasis is placed on the ministry of the Holy Spirit and the missionary journeys of Paul.

**BIB235 Prison Epistles (3)** Prerequisite: BIB110, BIB120, BIB220; An analysis of Paul's epistles to the Churches: Ephesians, Philippians, Colossians, and Philemon. Emphasis is placed on interpreting the biblical genre, the historical circumstances, theology, and application for our modern context.

**BIB243 Daniel & Revelation (3)** Prerequisite: BIB110, BIB120, BIB220; An individual and comparative study of the history and prophecies of these two books showing the relationship and role of the Jewish people and the Church in God's plan with special emphasis on interpretation of the prophetic messages.

**BIB295 Romans (3)** Prerequisite: BIB110, BIB120, BIB220; This course is designed to introduce the student with Paul's epistle with consideration of his doctrinal teachings. Special emphasis is in learning the historical, linguistic, and Jewish context of the first century.

**BIB300 Gospel of John (3)** Prerequisite: BIB110, BIB120, BIB220; This course is designed to introduce the student to the Gospel of John, its theological themes, and its historical background. Special emphasis is given to interpreting the text and learning the life of Jesus within the Jewish context of the first century.

**BIB315 Job (3)** Prerequisite: BIB110, BIB120, BIB220; A literary study of the Hebrew Poetic book, Job, with an emphasis on understanding the literary structure, themes, and applications. This course covers the historical background, theological themes, and ministerial application of various topics such as suffering, death, and wisdom.

**BIB323 Prophets of Israel (3)** Prerequisite: BIB110, BIB120, BIB220; A study of the historical background, lives, and messages of the Prophets of Israel. Special attention is given to the prophetic and theological aspects of each book. The prophets are considered and expounded upon in the light of their distinctive messages, times, places of ministry, and circumstances surrounding them.

**BIB350 Kingdom of God in the Testaments (3)** Prerequisite: BIB110, BIB120, BIB220; An exploration of the historical, theological, and ethical significance of the kingdom of God within the Old and New Testament. Topics focus on the biblical witnesses to the kingdom, the mission and message of Jesus, the role of the people of God, and the ongoing significance of the kingdom for society and the church's mission.

**BIB383 Introduction to Greek (3)** Prerequisite: BIB110, BIB120, BIB220; This class is an intensive introduction to New Testament Greek. It includes learning basic grammar, translating, and memorization of common verbs. The course also introduces students to the working tools of exegesis which include word study dictionaries, critical commentaries, and lexicons.

**BIB390 Introduction to the Historical Jesus (3)** BIB110, BIB120, BIB220; Students will learn the scholarly study for the Jesus of history, its methods, and its results in New Testament studies. This includes the historical analysis of his life, ministry, and impact upon history and Christianity.

**BIB398 Introduction to Hebrew (3)** Prerequisite: BIB110, BIB120, BIB220; This class is an intensive introduction to Old Testament Hebrew. It includes learning basic grammar, translating, and memorization of common verbs. The course also introduces students to the working tools of exegesis which include word study dictionaries, critical commentaries, and lexicons.

**BIB460 Social World of the New Testament (3)** Prerequisite: BIB110, BIB120, BIB220; This survey course will explore the social and cultural world of the New Testament. Special attention will be given to social concepts such as honor, shame, kinship, race, and purity as a basis for understanding the meaning and message of the New Testament.

### *Division of Ministry*

**MIN110 Practicum I: Spiritual Gifts in Ministry (1)** Practicum courses are designed as an opportunity to learn the essentials of ministry, integrate academic learning with practical ministry experience, discern one's call, and learn the liturgical practices of the church. Students

will reflect on their practical ministerial experience both inside and outside the Church. Topics covered in this course include spiritual gifts and their classifications, servant profiles, personal style in serving, and passion ministry categories.

**MIN115 Spiritual Disciplines (3)** A study of the biblical and theological foundations of spiritual formation. The course seeks to establish a sound theological framework for a functioning spirituality within the Pentecostal tradition. Such topics as prayer, worship community, and other such disciplines will be considered.

**MIN120 Practicum II: Personal Ministerial Development (1)** Practicum courses are designed to provide an opportunity to learn the essentials of ministry, integrate academic learning with practical ministry experience, discern one's call, and learn the liturgical practices of the church. Students will reflect on their practical ministerial experience both inside and outside the Church. Practicum II focuses on the skills needed to develop a healthy personal, social, and spiritual life for ministry. Topics covered for this course include spiritual practices, developing personal character and integrity as a minister, dealing with people in ministry through conflict management and problem-solving skills, and the professional responsibilities of the minister with family life, social life, and spiritual life.

**MIN122 Introduction to Missions (3)** An in-depth look at the biblical basis for missions, the responsibility of the Christian and the church to carry out the Great Commission. Issues such as methodology, theology, historical and cultural problems, and indigenization are discussed with an emphasis placed on Latin America and the Assemblies of God missions program.

**MIN126 Assemblies of God History, Mission, and Governance (1)** This course will cover the history, doctrine and governance of the Assemblies of God. Attention is given to the General Council Constitution and Bylaws in relation to credentialed ministers, district councils, and local churches.

**MIN130 Practicum III: Ministry Ordinances and Rites (1)** Practicum courses are designed to provide an opportunity to learn the essentials of ministry, integrate academic learning with practical ministry experience, discern one's call, and learn the liturgical practices of the church. Students will reflect on their practical ministerial experience both inside and outside the Church. Practicum III focuses on learning how to implement the sacred rites of the church. Topics covered in this course include: How to baptize, marry, bury, administer Communion, altar prayer, laying on hands, impartation of Spiritual Gifts, praying for the sick, healing, and deliverance.

**MIN156 Effective Leadership (3)** This course introduces the various styles and methods of leadership. Special attention is given to the leader's spiritual life, role within the context of ministry, and biblical examples of leadership.

**MIN157 Leadership for Youth Ministers (3)** This course focuses on leadership for a youth minister. Special attention is given to the leader's style, methods, spiritual life, role within the context of youth ministry, and biblical examples of leadership.

**MIN161 Discipleship Making (3)** This course teaches students the interpersonal relationship skills that are necessary in mentoring new believers in their faith. It also teaches students how to lead small groups, organize and plan discipleship courses and events, and how to teach the fundamentals of the Christian faith and practice.

**MIN170 Spirit Empowered Church (1)** This course is based on Acts 2 and focuses on developing Spirit-empowered disciples who will be involved in five functions found there: connect, grow, serve, go, and worship.

**MIN181 Ministry Practicum (1)** Practicum courses are designed to provide an opportunity to learn the essentials of ministry, integrate academic learning with practical ministry experience, discern one's call, and learn the liturgical practices of the church. Students will reflect on their practical ministerial experience both inside and outside the Church. This course focuses on learning how to implement the sacred rites of the church. Topics covered in this course include: How to baptize, marry, bury, administer Communion, praying for the sick, healing, and deliverance.

**MIN199 Christian Worldview (3)** A study of the methodology of engaging in a conversation with people who come from different contexts, religious backgrounds, worldviews, philosophies, and moralities. This includes learning the art of communicating effectively the gospel message to our culture and audience without compromising the integrity and truth of the Gospel.

**MIN203 Ministerial Ethics (2)** This course is a study of the development of the moral aspects of the Christian's life. It involves considerations of personal integrity and the application of Christian ethics to the life and behavior of a believer. Special consideration is given to the implications of the "fruit of the Spirit" to one's life and relationships.

**MIN213 Introduction to Youth Ministry (3)** An analysis of the church's ministry to youth, emphasizing organization, administration, and program development. Also discussed are the needs and problems facing youth in the church today.

**MIN217 Women in Ministry (3)** This course intends to introduce the student to the necessity of overcoming the gender discrimination and inequality that occurs within ministry and leadership. Various issues, problems, challenges, and social complexities that revolve around the role of women in leadership are addressed.

**MIN224 Spiritual Care and Healing (3)** This course is designed to give the student an opportunity to discover the vital link between spiritual care and inner healing. The student will acquire the skill to minister to the needs of the people seeking help for deep spiritual problems and articulate the teachings and practices of the Pentecostal movement in the area of spiritual warfare and deliverance.

**MIN234 Current Issues in Youth Ministry (3)** This course explores the influence of contemporary issues that teenagers and families face in the context of culture. Personal and social problems of youth studied would include school environment, issues with social media, friendships, family, and other relevant social issues. Students analyze various components of the youth culture with the goal of developing sound ministry strategies.

**MIN236 Counseling in Youth Ministry (3)** This course is designed as an introductory course in counseling and serves as an introduction to understanding the basic Christian perspective and methods. The course will look at counseling theories, techniques, and the conditions that facilitate an effective counseling relationship in youth ministry.

**MIN256 Conflict Management & Church Leadership (3)** A study in the methods and solutions to conflict resolution. The student is informed in the practical approaches to dealing with ministerial and parish conflict from a Christian and leadership perspective.

**MIN260 Serving Special Needs in Ministry (3)** This course surveys a range of high and low incidence disabilities and focuses upon the essential skills that will equip ministers to serve all of God's children.

**MIN270 A Spirit Empowered Church (3)** A biblical, comprehensive, and strategic plan requires the empowerment of the Spirit to produce spiritual fruit and a flourishing church. The strategic plan is based on Acts 2 and focuses on developing Spirit-empowered disciples who will

be involved in five functions found there: connect, grow, serve, go, and worship. Assessment tools are used to identify areas where changes are needed, and the strategic plan is used to focus on God's vision for each local church.

**MIN300 Mission and Culture (3)** Prerequisite: MIN110, MIN120, MIN130, MIN199; This interdisciplinary study, integrating theology and praxis, seeks to develop a theology of mission based on the premise that the unifying theme of Scripture is embodied in the concept of the Kingdom of God introduced in the Old Testament, fulfilled in the ministry of Jesus Christ in the New Testament, and demonstrated to the world through the life and actions of a believing community empowered by the Holy Spirit.

**MIN313 Pastoral Ministry in Care and Counseling (3)** This course deals with the responsibilities of the Pastor in counseling and in the spiritual oversight of pastoral care. It includes various models of counseling problems faced by the counselor, and an emphasis on the role of the Holy Spirit.

**MIN330 Introduction to Urban Ministry (3)** Prerequisite: MIN110, MIN120, MIN130, MIN199; This course will provide an overview of the various approaches to urban ministry with a particular focus on inner-city ministry with the poor and marginalized. Topics include exploring the various issues involved in inner-city life, discovering what various ministries are doing in urban settings, learning how to approach ministry in an urban context, and designing effective ministry with marginalized people.

**MIN332 Church Planting (3)** Prerequisite: MIN110, MIN120, MIN130, MIN199; This course will instruct the students in the various ways of starting new churches with emphasis on accountability, working with denominational or church leaders, and hands-on experience. How to survey a community, plans, objectives, and goals will all be discussed as well as the need for commitment, sacrifice, work, faith, and results.

**MIN350 Expository Preaching (3)** Prerequisite: MIN110, MIN120, MIN130, MIN199, BIB220; An introduction to the principles and process involved in the preparation and delivery of expository sermons. This course will give particular concentration on the mechanics of sermon construction, biblical interpretation, and public speaking skills.

**MIN400 Cross Cultural Ministry (3)** Prerequisite: MIN110, MIN120, MIN130, MIN199; This course seeks to expose students to the models of cross-cultural ministry. Students will learn how to minister in multi-cultural settings, understand cultural boundaries, learn how to communicate the gospel in diverse settings, and appreciate the value of cross-cultural ministry.

**MIN430 Race, Poverty, and the Environment (3)** Prerequisite: MIN110, MIN120, MIN130, MIN199; This course provides an introduction to the biblical and ministerial responsibilities in addressing social issues revolving race, poverty, and the environment. Students will learn the ministerial responsibility of social change, how to address these social challenges from a ministerial perspective, and develop models for ministry that will teach, bring awareness, and impact the community on these issues.

**MIN450 Ministry and Social Justice (3)** Prerequisite: MIN110, MIN120, MIN130, MIN199; This course will explore the rich history of social justice in the Christian tradition and examine its implications for ministry today. Students will also review the biblical witness of social justice, theological themes of justice and social change, and the role of the minister in doing evangelism, missions, and ministry in the community.

## ***Division of Theology***

**THE103 Introduction to Systematic Theology (3)** This course introduces the student to systematic Christian doctrine as expressed through the perspective of the larger evangelical tradition. This includes an in-depth study of the methodology, Bibliology, Theology proper, Christology, Pneumatology, Soteriology, Ecclesiology, and Eschatology. Special emphasis is placed on the articulation of theology for our modern context.

**THE124 Pentecostal Theology (3)** An introduction on the tenets of the Assemblies of God. Emphasis is placed on the foundation of Pentecostalism, an examination of the four cardinal doctrines of the Assemblies of God such as the role and work of the Spirit in relation to baptism, salvation, healing, and the second coming of Christ.

**THE126 Assemblies of God History, Mission, Gov (1)** This course will cover the history, doctrine and governance of the Assemblies of God. Attention is given to the General Council Constitution and Bylaws in relation to credentialed ministers, district councils, and local churches.

**THE182 Comparative Religions (3)** A study of the origins, fundamental principles, and holy writings of the various religions and cults of the world. The course will provide the student with an introductory understanding of the various religious views and customs of various beliefs.

**THE200 Pastoral Theology (3)** A theological study of Pastoral Ministry with emphasis given to its biblical foundation, philosophy of ministry, and the various areas of pastoral ministry; including historical and contemporary theologies of ordained and lay ministry.

**THE220 Introduction to Pentecostal Theology (2)** An introduction on the foundation of Pentecostalism, its history, and distinguishing theology of the Spirit.

**THE222 Theology I (2)** An in-depth study of the methodology and content of systematic theology. Theology proper, anthropology, and bibliology are examined in this course.

**THE223 Theology II (2)** An in-depth study of the methodology and content of systematic theology. An in-depth study of Christology, soteriology, and ecclesiology

**THE231 Theology of Prayer Worship (3)** Prerequisite: THE103, THE124; An examination of the theology of prayer and worship with an emphasis on developing an intimacy with Christ in both communal and private settings. This course includes, but is not limited to, an examination of biblical passages and figures in the history of the church that have experienced common challenges of prayer, hearing God's voice, and worship.

**THE242 Eschatology (3)** Prerequisite: THE103, THE124; A theological study of end-times from a Pentecostal perspective. Topics covered in this class include studies such as the signs of the times, Rapture, heaven and hell, judgment, creation, plus various views of the Tribulation and the Millennium. Selected passages from the Old and New Testament and historical theological views are incorporated in this course.

**THE246 Theology of Created Spirit Beings (3)** Prerequisite: THE103, THE124; An in-depth examination on the history and theological development of angels, demons, and Satan. This class will explore the various biblical and non-canonical views of spirit beings in the ancient near eastern context and primitive church. Special attention will be given to the role of spirit beings in the ministry of Jesus.

**THE256 Theological Ethics for Christian Leaders (3)** Prerequisite: THE103, THE124; This course is a study of ethics from a theological and biblical perspective. It provides the foundation for ethical analysis of modern and moral challenges at the personal and public level of life. Topics covered include the study of virtue, deontology, teleology and utilitarianism.

**THE 261 Theology of Justification (3)** Prerequisite: THE103, THE124; A study of justification found in the Pauline Epistles. This course includes a study of the different views of justification found in Catholicism, Reformed churches, Evangelicalism, and the New Perspective.

**THE300 Introduction to Public Theology (3)** Prerequisite: THE103, THE124; This course is an introduction to public theology. It will examine a number of contemporary and historical conceptions of what constitutes public theology. It is designed to commend authentic Christian engagement with the world in the congregational context.

**THE340 Introduction to Mission Theology (3)** Prerequisite: THE103, THE124; This course introduces the student to the concept of the Mission of God as expressed through the perspective of the larger evangelical/Pentecostal tradition. Focus will be on reading the Biblical text, and thinking theologically, from the perception of God's missional intentions. This course will advocate for a reading of the Bible that sees God's mission unfolding under his providence and will stress the role his people have in this mission. Special emphasis is placed on the contextual aspect of Mission Theology.

**THE352 Pneumatology (3)** Prerequisite: THE103, THE124; This course introduces the student to the theology of the Holy Spirit as expressed through the perspective of the Pentecostal tradition. This study of the Holy Spirit includes such topics as the Spirit's: titles and symbols, personality, deity, baptism, gifts, and fruits. Special emphasis is placed on the articulation of an experiential pneumatology for today's church and world.

**THE400 Contextual Theology (3)** Prerequisite: THE103, THE124; A study of the way local communities and culture groups receive the Christian faith, apply its message to their life contexts, and voice its relevance through writings and traditions. The course also will consider roles and methods of the persons who participate in contextualizing theology, including those who contribute from the margins.

### *Division of Psychology*

**PSY 210 Child Growth and Development (3)** This course presents the study of human development from conception through adolescence. Special emphasis is placed upon the theory and application of the principles of cognitive and moral development, social and emotional development, and physical development. Additionally, students will examine individual differences and other variables such as ethnicity and culture as they impact development during the formative years.

**PSY220 Introduction to Psychopharmacology (3)** This course extends the study of brain chemistry into the topic of drugs and the chemical treatment of emotional and behavior disorders. This course provides an overview of drugs and biological interventions commonly used in clinical practice, their underlying brain mechanisms, and the research to support their effectiveness.

**PSY 221 Personality Theory (3)** This course begins by reviewing the major components of personality theory development. Then the work of the major personality theorists is reviewed, evaluated, and systematized. (Prerequisite: PSYC 1103 General Psychology)

**PSY 225 Residence Life Experience (3)** The course is designed for the highly motivated individual who desires to work in the residence situation with students to develop a more socially healthy environment on the Bethany campus. It is largely a learn-by-doing experience directed

by the Office of Campus Life. (May be repeated for credit. Prerequisite: Permission of Dean of Students.)

**PSY 250 History and Systems of Psychology (3)** This course centers on an analysis of antecedents of modern psychology and their relevance to major contemporary systematic positions. Emphasis is placed upon philosophy of science, associationism, structuralism, functionalism, behaviorism, gestalt, psycho- analysis, and recent psychological theories, including existentialism. (Prerequisite: PSYC 1103 General Psychology)

**PSY 310 Integration of Psychology and Theology I (3)** A study of contemporary efforts to develop a psychology consistent with Christian values, focusing on the value of integrative efforts to both the theory and practice of psychology and theology. Discussion includes matters of behavior, cognition, emotion, and motivation. (Prerequisite: PSYC 1103 General Psychology and upper-level standing.)

**PSY 310 Culture & Personality (3)** Anthropological insights into the structuring of individual human personality by cultural factors. Examines child-rearing practices, social/national character, values, mental health and deviance, and psycho-cultural change. Moderate writing requirement. (Prerequisites: PSYC 1103 General Psychology and ANTH 1103 Cultural Anthropology).

**PSY 311 Adolescent Psychology (3)** Covering the period of life from puberty to emergence from the teens, this course emphasizes the physical, mental, emotional, social, and personality growth with special attention to guidance toward acceptable behavior and the prevention of delinquent behavior. (Prerequisite: PSYC 1103 General psychology)

**PSY 312 Principles and Practices to Enhance Self Esteem in Children and Adolescents (3)** This course includes lecture and practicum components. The course covers the levels of moral and caring development, teaches some beginning counseling skills, and provides students with an introduction to service learning. Liberal Studies majors complete a 30-hour field time which involves working in an elementary or middle-school setting with a child as well as implementing service-learning strategies. Students in Church Leadership majors will work with children or youth within a church- related context as well as implement service-learning strategies. This course is valuable to anyone planning to work with children and adolescents. Prerequisite: General Psychology. Note: Meets 30 hours of the field experience hours required for Liberal Studies majors.

**PSY 320 Integration of Psychology and Theology (3)** A study of contemporary efforts to develop a psychology consistent with Christian values, focusing on the value of integrative efforts to both the theory and practice of psychology and theology. Discussion includes matters of behavior, cognition, emotion, and motivation. (Prerequisite: PSYC 1103 General Psychology and upper-level standing.)

**PSY 320 Human Sexuality (3)** This course is a comprehensive study of human sexuality from biological, social, psychological, moral, and ethical perspectives. The course is developmentally and topically oriented, beginning with the origins of and influences on sexuality

in childhood and culminating with a study of aging and sexuality. (Prerequisite: 6 units of PSYC Psychology and upper division status.)

**PSY 324 Small Group Theory (3)** The study of social and psychological theories of interaction in small groups, including the family. The course includes study of the processes of group dynamics, communication, conflict resolution, role playing, and family relations.

**PSY 331 Testing & Measurement (3)** This course proposes to give an overview of the use of psychological measurements and evaluations. It will cover both teacher-made and standardized tests, how to construct and administer them, the evaluation and utilization of their results, interpretation of test scores, and reporting of student growth. (Prerequisite: PSYC 1103 General Psychology)

**PSY 332 Psychology of Adulthood and Aging (3)** A study of the central concerns of adulthood and aging examined from a development perspective. Special attention is given to modes of interpersonal interaction and to how one's life view influences and is influenced by the aging process. (Prerequisite: PSYC 1103 General Psychology, and Child Growth and Development, or Adolescent Psychology, or permission of instructor.)

**PSY 333 Statistics (3)** Prerequisites-Math 163 or other college math course. This course is an introduction to techniques for the treatment of data in the social and behavioral sciences, business, and education. Among the topics discussed are frequency distributions, percentiles, measures of central tendency, variability, the normal curve function and probability, simple correlation analysis, and some application of sampling theory. Also discussed is the use of the t-statistic as well as an introduction to Analysis of Variance models.

**PSY 343 Research Methods (3)** This course is designed to acquaint the student with basic experimental procedures and designs, laboratory apparatus, and the collection and treatment of experimental and correlational data. Several experiments and experimental reports utilizing appropriate statistical procedures are required of each student. (Prerequisite: PSYC 333 Statistics) Lab fee required.

**PSY 410 Abnormal Psychology (3)** This course is designed to study personality deviation and behavior disorders. The student is acquainted with the nature of the major types of mental disorders, the theories of etiology, and an exposition of the various methods of treatment. Special attention is given to the problems of drug abuse and alcoholism. Field trips to mental health facilities and centers will be included. (Prerequisite: PSY 110 General Psychology and upper division standing.)

**PSY 411 Principles of Counseling (3)** This course explores methods and characteristic subjects likely to be of concern to the ministerial and professional counselor. The many aspects of working with individuals are investigated by means of case method and free discussion. (Prerequisite: 9 units of PSY Psychology)

**PSY 420 Social Psychology (3)** A course exploring the interaction between people and their group or groups. Areas considered: human nature, the description and function of groups, the individual in society, the development of value systems, socialization, group dynamics, and leadership. (Prerequisite: PSY 110 General Psychology and upper division standing.)

**PSY 421 Biological Psychology (3)** This course studies the biological basis of behavior. Essentially this means examining brain mechanisms and endocrine functions as they relate to behavior as well as a brief treatment of behavior genetics. The course gives the student an elementary knowledge of nervous system physiology and then covers sensory functions, motor functions, motivational functions, and perceptual learning and memory processes. The course briefly examines behavior disorders in relation to physiological functioning. (Prerequisite: PSY 110 General Psychology) Lab fee required

**PSY 422 Sports Psychology (3)** This course examines sports psychology as a science in which the principles of psychology are applied in a sports setting. The course will examine the history of sports psychology and then will pay particular attention to issues of personality, attention, anxiety and arousal, cognitive processes, motivation and self confidence, and a variety of social psychology factors as they apply to the athlete and sport setting. Finally, there will be a brief examination of exercise psychology. (Prerequisite: PSY 420 Social Psychology)

**PSY 430 Pastoral Psychology (3)** This class addresses the practical issues arising in the context of counseling in the church or Christian setting. Specifically, Christian models of mental health and wholeness, counseling techniques, and uniquely Christian resources will be discussed, as well as clinical issues commonly presented to the pastoral counselor. Special attention will be given to the legal and ethical issues involved in the practice of pastoral psychology, particularly use of pastoral position and spiritual authority.

**PSY 440 Psychology of Leadership (3)** This course reviews the social and psychological principles of leadership. Students are provided opportunities to apply these leadership principles to real world leadership problems. The goal of the course is to develop students' leadership skills.

**PSY 450 Educational Psychology (3)** This course is designed to provide the candidate with information on research and theorists related to the cognitive, affective, social and personal development of all students, including those from diverse ethnic, cultural, linguistic, and racial backgrounds. Emphasis is placed on the application of research to the establishment of a classroom environment which will produce optimum learning for all students.

#### *Division of Business Administration*

**MGN 110 Principles of Management (3)** Discusses the development of an integrated concept of principles of management which have general applicability to all types of organizations. A study of principles involved in the functions of planning, organizing, staffing, directing and controlling an organization. An introduction to basic management philosophy and the decision-making process.

**BUS 111 Introduction to Business (3)** A basic survey of the scope, function, and organization of contemporary business with an emphasis on the careers available within the world of business. This course will be of interest to both business majors and other students.

**BUS 120 Computer Applications of Business (3)** The theory and practice of the major uses of computers in business. Particular emphasis on hands-on experience with word processing,

spreadsheets, database management, and presentation graphics. Discussion of the evaluative process in selecting both software, hardware, and peripheral products.

**BUS 122 Quantitative Business Methods (3)** Provides the student with experience in the mathematical applications unique to the business worlds of retailing, banking, and finance.

**ECO 210 Macroeconomics (3)** An introduction to the principles of economic analysis, economic institutions, and the issues of public policy. Includes analysis of the national economy, money and credit, income, employment, prices, and monetary and fiscal policies.

**ECO 211 Microeconomics (3)** An introduction to the economics of private enterprise and resource allocation, including the theories of supply and demand, elasticity, factors of production, price and output determination under various market structures, market equilibrium. Also includes discussion of wages, rent, interest, profits, and income together with their functions in the market system.

**BUS 212 Personal Financial Management (3)** A discussion of individual and family management of budgets, bank accounts, loans, credit, insurance, real estate, investments, and retirement. Provides students with an integrated perspective to managing one's personal financial affairs. This course will be of interest to both business majors and other students.

**ACC 220 Principles of Accounting I (3)** An introduction to the basic assumptions which underlie contemporary accounting with emphasis on the fundamental procedures used in preparing journals, ledgers, and financial statements. Discusses the various uses of accounting data in management and decision-making.

**ACC 221 Principles of Accounting II (3)** Prerequisites: Quantitative Business Methods and Principles of Accounting I. A study of accounting principles pertaining to partnerships and corporations. Payroll and some tax issues will also be discussed. Introduction to manufacturing and cost accounting is included.

**BUS 310 Introduction to Business Law (3)** Prerequisites-Financial Management of Organizations and Organizational Behavior and Management. An examination of the law and its historical development, courts and procedures, and basic legal principles as they relate primarily to business ethics, business crimes, product and service liability, warranties, business organization and operation, insurance, property, contracts, commercial paper, and sales of real and personal property.

**BUS 311 Managerial Accounting (3)** Prerequisites-All lower division core requirements. A study of the principles of cost accounting, cost determination, procedures, control and analysis of cost, and managerial problems which depend upon cost accounting for adequate solutions. Specifically preparing students to carry out three essential functions in organizations; 1) Planning operations, 2) controlling activities, 3) decision-making.

**BUS 320 Computer Applications of Business II (3)** Prerequisite-Computer Applications of Business I Emphasizes continuing hands-on experience with word-processing, spreadsheets, database management, and presentation graphics. Introduction to network issues, internet activities, and integration of communication and information technologies as specifically applicable to the business community.

**MRK 330 Introduction to Marketing (3)** Prerequisites-Macroeconomics and Principles of Management. An introduction to fundamentals involved in the marketing process, including the functions, institutions, channels of distribution for goods and services from manufacturer to consumer. Includes discussion of the behavior of firms in the competitive economy as related to the retail and wholesale markets, pricing models, and government regulation.

**BUS 333 Introduction to Statistics (3)** Prerequisites Quantitative Business Methods. This course is an introduction to techniques for the treatment of data in the social and behavioral sciences, business, and education. Among the topics discussed are frequency distributions, percentiles, measures of central tendency, variability, the normal curve function and probability, simple correlation analysis, and some application of sampling theory. Also discussed is the use of the t- statistic as well as an introduction to Analysis of Variance models.

**MGN 410 Organizational Behavior and Management (3)** Prerequisites-Introduction to Business and Principles of Management An examination of organizational behavior, principles of leadership and their application to group settings. Emphasis will be placed on organization and work design, goal setting, reward systems, managing change, theories of motivation, role of power, and decision-making.

**BUS 412 International Business (3)** Prerequisites-All lower division business core requirements, Marketing Management, Financial Management of Organizations. This course provides an introduction to the complexities of globalization issues. Attention will be directed to multinational marketing and the issues of cross-cultural communication. International finance and international economics will be discussed. The complexities created by the significant differences in national laws and customs will be explored.

**MGN 415 Human Resource Management (3)** This course is designed to assist the student in understanding the principles, policies, and practices related to procurement, development, maintenance, and utilization of human resources in achieving organizational goals.

**BUS 420 Management Information Systems (3)** Prerequisites-All lower division core requirements and Computer Applications of Business II. A study of business systems and the role of technology in contemporary business organizations.

Topics include timeliness of information processing and dissemination, the obsolescence of technological equipment and its impact on businesses, the use of technology for strategic planning and implementation.

**BUS 421 Financial Management of Non-Profit Organizations (3)** Prerequisite-Permission of instructor This course is designed for both religion majors and business majors to gain a comprehensive theoretical foundation underlying the appropriate church/ non-profit organization financial administration. Simultaneously, emphasis is given in providing practical, hands-on information and procedures to be integrated with the theoretical foundation. There exists an assumption in this course that it is God's business being discussed and therefore requires excellence in performance and the very highest integrity.

**BUS 422 Quantitative Analysis (3)** Prerequisites- All lower division core requirements, Computer Applications of Business II, and Statistics. The application of quantitative methods to

enhance decision-making. Emphasis is placed on decision theory, advanced linear programming, game theory, PERT, forecasting, queuing, simulation, and Markov analysis.

**MGN 423 Business Policy and Strategic Management (3)** Prerequisites-All lower division business core requirements and most upper division business core requirements. Students may be taking some upper division core requirements concurrent to this course. Clearance should be obtained from the instructor. This course is the capstone course for the business major. It is designed to allow the business major the opportunity of integrating the knowledge obtained from accounting, economics, finance, marketing, organizational and personnel management into coherent analytic skills on case studies approximating real world business situations

**MGN 424 Financial Management of Organizations (3)** Prerequisites-Quantitative Business Methods, Principles of Accounting I and II, and Personal Financial Management. A study of basic principles and theories of business finance, including cash flow analysis, working capital management, capital budgeting, investment activities, credit management, mergers, acquisitions, reorganizations, and liquidations. Includes discussion of financial principles and practices related to business corporations, identifying methods, instruments, control factors in raising, administering, distributing funds and the sources and uses of financial information.

**BUS 430 Legal and Ethical Environment of Business (Business Law II ) (3)** Prerequisite- Legal Aspects of the Business Process. This course explores the historical, philosophical, and religious bases of legal systems, the ethical posture of law as related to the moral dimensions of an economic complex, and the policies and implementation procedures of federal, state, and local regulatory agencies.

**BUS 495 Leadership and Total Quality Management (3)** Prerequisites-All lower division core requirements. This course explores the multi-faceted world of leadership and its contemporary application. The dynamic developments of Total Quality Management (TQM) and its integration into the functions of business will be examined.

#### *Division of General Education*

**ART101 Art History (3)** This course is an introductory survey course focusing on artworks from Prehistoric, Mesopotamian, Egyptian, Greek, Roman, Early Christian, Byzantine, Islamic, and Early to Late Medieval European cultures. The iconography, stylistic development, cultural and historical context of various sculptures, paintings and architecture will be studied, as well as their religious and material functions within society.

**ANT213 Cultural Anthropology (3)** This course assists one in understanding human behavior through the study of culture forms and functions, emphasizing comprehension and appreciation for the cultural diversity of man. Special attention is given to the characteristics of culture, becoming human, economics, kinship, gender, social stratification, and globalization.

**COL101 Preparation for College Success (1)** The purpose of this course is to introduce the student to the essential learning and studying techniques for the college level. The student will be acquainted with problem solving skills necessary to overcome common obstacles that college students encounter.

**COU260 Counseling Children and Adolescents (3)** Prepares students to address the specific needs of children and adolescents who might work in any area of ministry or multi-

cultural setting related to children and adolescents. This course includes an emphasis on developmental needs, specific therapeutic interventions, and common emotional issues. Group and individual counseling techniques for ministry are included.

**ENG088 Reading for College (2)** This course focuses on preparing students for college-level reading. Students will review a variety of strategies needed for effective academic reading. There will be an emphasis on comprehension, recognition of main ideas and details, critical reading skills, vocabulary improvement, and the practice of outlining, mapping, underlining, and summary writing.

**ENG098 Grammar Review (2)** This course develops the prerequisite skills needed to handle college level writing. It includes an exploration on the parts of speech, sentence structure, spelling, vocabulary and other fundamentals with emphasis on writing for college level.

**ENG126 Persuasive Writing (3)** Students will focus on the conventions of academic writing with particular attention to persuasive writing. The purpose of this course is to help students write convincing, well-developed, and well-organized essays that synthesize, document, and respond to various sources, arguments, and positions on a given topic.

**ENG220 Research Writing (3)** The purpose of this course is to provide participants with the opportunity to improve their skills in writing a research article and other academic texts. This course will teach students the procedures and mechanics for writing research papers

**HIS165 US History (3)** This course is a survey of major political, economic, social, diplomatic, and intellectual trends and events in United States history from the pre-colonial period to the present. The impact of Latino leaders in United States history is also included.

**HIS180 Latinos in US History (3)** The student will be introduced to the history of Latino/a people and its diversity of culture, social, economic and political situation in the United States. This class will include discussions on prominent figures in Latino/a US History and explore the challenges of Latino/a as a minority group.

**HIS182 California History (3)** This course provides an overview of California history from the first inhabitants to modern times. Cultural, political, social, and economic development will be addressed in the context of history. This course is suitable for students seeking further understanding of California's past and present.

**HIS202 Church History I (3)** A survey of the major theological controversies, persons, and writings of church history from the New Testament to the Reformation.

**HIS204 World Civilization (3)** The course will provide a general understanding of the chief characteristics of human history from its origins up to 1500, as exemplified by the traditional cultures of Africa, the Middle East, China, Japan, India, Central Asia, the Americas and Europe. Emphasis will be placed on the institutions, values and interrelationships among people across the globe, and the achievements and contributions of individual civilizations to human history.

**HIS225 Ancient Church History (2)** A survey of the major theological controversies, persons, and writings of church history from the New Testament to the fourth century.

**MAT163 Personal & Financial Management (3)** An introduction to algebra for the financial arithmetic and an introduction to consumer math that will aid the student's financial life. Topics included within this course are accounting principles, taxing, simple and compound interest, investments, and credit cards.

**PSY101 Introduction to Psychology (3)** An introduction to the fundamental concepts of psychology which includes human behavior, learning, motivation and emotion, personality, and the application of psychological principles for a ministerial setting.

**PSY112 Marriage and Family (3)** A thorough study of marriage and family systems. It includes an examination of courtship, marital adjustments, and communication. Attentions will be given to domestic violence, abuse, parenting, and families with children who have disabilities.

**SPE106 Public Speaking (3)** This introductory course is designed to prepare students to be effective oral communicators in all aspects of public presentations including design and delivery of the public speech. The course is appropriate for all students interested in developing their public speaking knowledge and skills.

**SOC240 Introduction to Sociology (3)** This course is designed for those with an interest in Sociology, or anyone with a desire to further their understanding of human group behavior and the organization of society. The student, using several theoretical points of view, will study and analyze the organization of social life, problems of inequality, social class and lifestyle, the basic social institutions such as family, religion, and economics.



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Krystal Matthews-Baca, Vice President of Spiritual Formation and Student Life, Campus Pastor

Yvette Robles, Dean of Academic Affairs

Justin Choi, Librarian

Jonathan Peña, Director of Enrollment

Brian Alvarez, Marketing

Aneeth Rico, Business Office Assistant

Brianna Aguayo-Foley, Chief of Staff/Business Office Associate

John Alvarez, Director of Spanish Degree Programs

Jose Luis Saavedra, Dean of Spanish Certificate

Alma Rincon, Spanish Certificate Coordinator

## Faculty

### *Professors of Bible, Ministry, & Theology*

<u>Acevedo, Steven</u> MAICS, Grace Mission University MTS, Vanguard University MBA, Keller Graduate School MAFM, Keller Graduate School BS, DeVry Institute of Tech <i>Courses: Introduction to Systematic Theology, Eschatology, Pentecostal Theology, Personal and Financial Management, Theological Ethics, Christian Worldview and other Theology courses</i>	<u>Lopez, Juan</u> MTS, Pentecostal Theological Seminary <i>Courses: Church History I, Ministry and Social Justice, and other Ministry related courses</i>	<u>Rivera, Victoria Perez</u> PhD, University of Southern California (IP) MTS, Duke University BA, Vanguard University Asc., LABI College <i>Courses: Introduction to Systematic Theology, New Testament Literature, Practicum I-II, Preparation for College Success, and other Bible and Theology courses</i>
<u>Arriaga, Jessica</u> MATS, Fuller Theological Seminary BTh, Latin American Theological Seminary <i>Courses: Acts, Romans, Job</i>	<u>Matthew-Baca, Krystal</u> MA, Vanguard University BA, Vanguard University	<u>Romero, Nehemias</u> EdD, University of Southern California (IP) MA, Fuller Theological Seminary. BA, Vanguard University Dipl, LABI College <i>Courses: Old Testament Literature, New Testament Literature, General Epistles, Biblical Exegesis, Pentecostal Theology, AG History Mission &amp; Governance, and other Bible and Theology courses</i>
<u>Brito, John</u> DMin, Fuller Theological Seminary MDiv, Fuller Theological Seminary BTh, LATS Dipl, Latin American Bible Institute <i>Courses: Kingdom of God, Prison Epistles, Intro to Missions, Biblical Exegesis</i>	<u>Najar, Adam</u> DMin, Biola University (IP) ThM, Liberty University MDiv, Liberty University MA, Faith International University BA, Faith International Seminary <i>Courses: New Testament Literature, Old Testament Literature, Discipleship Making, Expository Preaching, A Spirit Empowered Church</i>	<u>Pinto, Steve</u> DMin, Lancaster Seminary MAT, Liberty University BA, Vanguard University Dipl, Latin American Bible Institute <i>Courses: Marriage and Family, Youth Ministry, Public Speaking, Practicum, Communicating the Gospel, Discipleship Making, Discipleship Making, Cross Cultural Ministry, and other Ministry courses</i>
		<u>Correa, Marcos</u> MA, Vanguard University BA, Vanguard University

***Professor of Psychology***

Harris, Marty

PhD, Washington State University  
MA, Washington State University  
BA, University of California, Irvine

Baez, Elizabeth

MFT, Phoenix University  
BA, Vanguard University  
Dipl, LABI College

Vargas, Emiliani

MA, Azusa Pacific University  
BA, Azusa Pacific University

Vasquez, Caleb

MA, California Baptist University  
BA, Vanguard University

***Professor of Business Administration***

Acevedo, Steven

MAICS, Grace Mission University  
MTS, Vanguard University  
MBA, Keller Graduate School  
MAFM, Keller Graduate School  
BS, DeVry Institute of Tech

Mora-Alvarez, Gabriela

MBA, Azusa Pacific University  
BA, Vanguard University

Robles, Yvette

MS, La Verne, University  
BA, Bethany University

***Professor of General Education***

Acevedo, Steven

MAICS, Grace Mission University  
MTS, Vanguard University  
MBA, Keller Graduate School  
MAFM, Keller Graduate School

Baez, Elizabeth

BS, DeVry Institute of Tech  
*Courses: Mat163 Math and Personal Finance*

Baez, Elizabeth

MFT, Phoenix University  
BA, Vanguard University  
Dipl, LABI College  
*Courses: Marriage and Family, Psychology for Ministry, Spiritual Care and Healing, Counseling for Children and Adolescents and other Psychology related courses*

Whitfield, Candra

MA, Azusa Pacific University  
BA, Azusa Pacific University  
*Courses: Persuasive Writing, Researched Writing*

Justin Choi

MLIS, San Jose State University  
BA, Chicago University

Lucille Flores

MA, Azusa Pacific University  
BA, Azusa Pacific University  
*Courses: Persuasive Writing, Research Writing*

Lopez, Antonio

DMIN, Biola University  
MA, Concordia University  
MATS, Liberty University  
MA CSULA  
BA, CSULA

*Courses: Church History, US History, World Civilization, Latinos in US History*

Najar, Adam

DMIN, Biola University (IP)  
ThM, Liberty University  
MDiv, Liberty University  
MA, Faith International University  
BA, Faith International Seminary

*Courses: Public Speaking*

Pinto, Steve

MAT, Liberty University  
BA, Vanguard University  
Dipl, Latin American Bible Institute

*Courses: Public Speaking*

Harris, Marty

PhD, Washington State University  
MA, Washington State University  
BA, University of California, Irvine

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