



HORIZON UNIVERSITY
SCHOOL CATALOG
(2024~2025)

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MESSAGE FROM THE PRESIDENT

I want to personally welcome you to Horizon University (HU). I am thrilled that you are considering continuing your education here at our fine institution.

Let me take a moment to give you a little information about our school. HU was established to serve the city of Los Angeles and the surrounding communities by providing the highest standard of Christian focused education. Our primary goal here at HU is to offer courses in religious studies and practical ministry that are founded in the most recent methodologies and the strongest Christian values. HU also offers courses in business administration studies. We pride ourselves on developing and educating the next generation of Christian leaders who are given the tools and knowledge to live a Godly life full of service.

Our institution offers a variety of Christian based courses that are suited to educate and spiritually enlighten our students. Among our religious-based curriculum and business administration curriculum, we offer general education courses to deliver a well-rounded and practical education.

If you would like more information about our school, please contact us. Even better, stop by for a visit where we can share with you all we have to offer. Thank you in advance for your time and interest.

Sincerely,

A handwritten signature in black ink, appearing to read 'Jerry Cui', with a large, sweeping flourish above the name.

Jerry Cui
Interim President

INSTITUTION INFORMATION

PHILOSOPHY

Horizon University (HU) was founded upon Christian doctrine and religious principles. We strive to provide the highest standard of education to Diamond Bar and the surrounding communities. HU focuses on providing degree programs to students of all backgrounds, in order to serve the expanding local and global communities of the world. Upon the completion of our degree programs, students will be able to enrich and serve with the moral, spiritual, and professional values our Christian education provides.

MISSION STATEMENT

Our mission at Horizon University (HU) is to educate the next generation of strong Christian leaders who will selflessly serve their churches, communities, and beyond with their diverse skills and vital knowledge gained during their studies of theology, the Bible, Christian leadership, and business administration here at HU.

VALUES

Horizon University prides itself in upholding core Christian values and doctrines daily in not only our educational pursuits, but in all that we do. We have identified and summarized our three core values:

- We value the mission and dedication of all members and the talents and skills they bring to the local and global communities of the world, churches, and workplace, focusing on serving others in Christ's love.
- We strive for the highest level of academic success, integrity and professionalism, reflecting our Christian faith and relationship with our Savior, Jesus Christ.
- We dedicate ourselves to serve as role models in our local and global communities, churches, and workplace.

VISION

Our vision at Horizon University (HU) is to enrich and spiritually improve the world around us by preparing Christian leaders dedicated to work in the areas of church ministry, theology, and business sectors. Our students will inspire, motivate, and drive others to live a life defined by Christian principles, and they will be shining examples of the outstanding educational experience at HU. They will be leaders that exhibit a Christ-like spirit of service within their professional contexts.

OBJECTIVES

The fourfold goal of Horizon University (HU) is to educate students to become academically successful and intellectually confident, gain cultural awareness and tolerance, and obtain the practical skills and knowledge necessary for professionals, in order to serve as dedicated Christian leaders who have a foundation in Biblical knowledge and Christian values and are able to employ Christian principles within their career and interpersonal relationships.

First, students will be academically successful and intellectually confident, which are important qualities for overall professional success. Students will achieve skills necessary to analyze and absorb important information in their discipline, as well as to apply their knowledge to real world situations.

Second, students will develop cultural awareness and tolerance in order to be compassionate and fair leaders. Students will evaluate differences that may arise while at work in various communities and will create a space built upon inclusion and Christian love.

Third, the education received at HU will grow strong professionals who have superior knowledge and skills of their respective professional fields. Students will acquire practical skills that can be demonstrated in the field.

Our fourth and most important goal is to mold and cultivate strong, dedicated leaders. Students will apply Christian principles to pursue their vision and mission in life and deliver their knowledge to others in a compassionate manner serving in church ministry, communities, and workplace.

DOCTRINAL STATEMENT

1. The Bible

We believe that the Bible is divinely inspired by God and given for the faith of the believing community. It is infallible, authoritative and without any errors in its entirety.

2. The Trinity

We believe in the one true and living God who is eternal, transcendent, omnipotent and personal. He possesses three eternal, personal distinctions, which are revealed to us as God the Father, God the Son and God the Holy Spirit. They are perfectly equal, yet execute distinct but harmonious offices.

3. The Father

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

4. The Son

We believe in Jesus Christ, the Perfect Son, and second member of the Divine Trinity. He was miraculously conceived and born of a virgin. He was fully man and fully God and perfectly sinless in all His humanity.

5. Holy Spirit

We believe that the Holy Spirit is the third person of the Triune Godhead. He has been and will continue to be active throughout eternity. He convicts, regenerates, indwells, sanctifies, and seals all believers in Christ, and empowers them for service. Believers are filled with the Spirit at the time of salvation. The Holy Spirit administers spiritual gifts to all believers; however, the manifestation of any particular gift is not required as evidence of salvation.

6. Historicity

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

7. Redemption

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

8. Salvation

We believe in a personal salvation provided solely by the grace of God on the basis of the atoning death and resurrection of Jesus Christ. We believe that salvation is only appropriated by a person placing their faith in the finished work of Christ and not by human merit or work. We are eternally saved from the penalty of sin.

9. Last Things

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

10. Biblical Creation

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

11. Satan

We believe in the existence of a personal, malevolent being called Satan who acts as tempter and accuser. He can be resisted by the believer through faith and reliance on the

power of the Holy Spirit. A place of eternal punishment has been prepared for Satan, along with those who die outside of having faith in Christ, where they will be confined to conscious torment for eternity.

* All students are required to acknowledge the above faith statement.

* All Board members, staff and faculty members are required to abide by the above faith statement.

APPROVALS

Horizon University is a non-profit university owned, controlled, operated, and maintained by a religious organization lawfully operating as a nonprofit religious corporation. Horizon University is granted approval to operate under the terms of California Education Code (CEC) section 94890(a)(1) by the Bureau for Private Postsecondary Education (BPPE) in California. Approval to operate means the institution is compliant with the minimum standards contained in the California Private Postsecondary Education Act of 2009 and Title 5, California Code of Regulations 7.5 Private Postsecondary Education.

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, www.bppe.ca.gov, Telephone Number (888) 370-7589 or (916) 574-8900, Fax (916) 263-1897.

The California Bureau for Private Post-secondary Education (BPPE) has a formal complaint process. If you have a dispute that you have not been able to resolve directly with the school, you may contact the Bureau for Private Postsecondary Education. A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling (888) 370-7589 or by completing a complaint form, which can be obtained on the bureau's internet website www.bppe.ca.gov.

Horizon University (HU) is approved by the United States Immigration and Customs Enforcement (ICE) of the Department of Homeland Security (DHS) to accept and enroll foreign, non-immigrant F-1 students for academic degrees.

The U.S. Consulates/Embassies issue F-1 visas for all students from overseas who are accepted for full-time study at HU. The rules for Visa Application may vary from country to country. Students should contact the U.S. Consulate in their country for the latest instructions on how to apply for a Student Visa. The code issued by the DHS is **LOS214F51064000**.

ACCREDITATION INFORMATION

Horizon University is a member of the Transnational Association of Christian Colleges and Schools (TRACS) [15935 Forest Road, Forest, VA 24551; Telephone: (434) 525-

9539; e-mail: info@tracs.org], having been awarded Candidate Status as a Category III institution by the TRACS Accreditation Commission on October 30, 2018. This status is effective for a period of up to five years. TRACS is recognized by the United States Department of Education (USDOE), the Council for Higher Education Accreditation (CHEA) and the International Network for Quality Assurance Agencies in Higher Education (INQAAHE).

Horizon University has been accredited by the TRACS to award the following degrees: (1) Bachelor of Theology; (2) Bachelor of Science in Business Administration, (3) Master of Business Administration, (4) Master of Theology, and (5) Master of Divinity.

Instructions for Filing a Complaint with TRACS

1. Individuals should be able to make an inquiry to TRACS regarding a complaint or about issues and concerns that could be considered complaints. At such time, TRACS will direct the individual to the TRACS website (www.tracs.org) with instructions to download a packet containing:
 - Policies and Procedures for Complaints against Member Institutions.
 - TRACS Complaint Information Sheet.
 - TRACS Complaint Processing Form.
2. TRACS's response and its obligations to meet the specific timetables outlined in these procedures will begin only after the complainant submits all documents required in the TRACS Complaint Information Sheet.
3. A formal complaint is one that is
 - Submitted in writing using the TRACS Complaint Processing Form (including answering fully all the questions and attaching all required supporting documentation).
 - Signed
 - Sent to the attention of the President of TRACS by the complainant(s).
Complaints which are not in writing, anonymous, or sent electronically or through facsimile transmission will not be considered.
4. Two hard copies of the fully completed TRACS Complaint Processing Form and all supporting documents are to be sent, not electronically nor through facsimile transmission, to

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

CAMPUS FACILITIES AND EQUIPMENT

Our campus is located in Diamond Bar, California. The campus is approximately 6,354 square feet containing four classrooms, a library, a computer lab, a conference room, a student/faculty lounge with standard cafeteria appliances and fixtures, a storage room, a reception area, and several offices for administrative staff.

Horizon University facilities are furnished with appropriate equipment for administrative and instructional purposes, complete with copiers, computers, and file cabinets for staff/faculty and all the standard equipment (white board, computer, monitor, desks, table, standing lecturn) and supplies (white board erasers, markers) needed for each classroom. All class sessions will be held at the campus where the address is 2040 S. Brea Canyon Rd. Suite 100, Diamond Bar, CA. 91765.

While Horizon University does not operate a dormitory or other student housing facility, the school assists in students locating apartments or other housing facilities near the Diamond Bar area.

SECURITY AND SAFETY

The building in which the university is located is generally safe and secure. While this is generally true, all students must be aware of any unusual activity, which might put the community in danger. All unusual situations should be reported to the closest staff member or security personnel so that appropriate steps for safety can be taken.

Emergency Plan

- **Evacuation**: Used to move students and staff out of the building. With a simple evacuation, students and staff leave and move to a nearby pre-designated safe location and return to the school building right after the cause of evacuation is resolved. Schools practice evacuations regularly (often monthly), including fire drills.
- **Relocation**: Used to move students and staff to a pre-designated alternate site following evacuation when it is determined that returning to the school building will not take place within a reasonable period. Depending on the time of day and the circumstances, students may be released early or put on hold until they are able to return to the school building. Plans should also be in place for students and staff with limited mobility, who may need assistance moving to the relocation site.
- **Shelter-in-place**: Used during severe weather or other environmental threats (e.g., air contamination due to a local fire). This is a precaution aimed at keeping people safe while remaining indoors. (This is not the same thing as going to a shelter in case of a storm.) In schools, shelter-in-place involves having all students, staff, and visitors take shelter in pre-selected rooms that

have phone access, stored disaster supplies kits, and preferably access to a bathroom. The room doors are then shut.

- **Lockdown**: Used when there is a perceived danger inside the building. A lockdown includes securing each occupied room by locking the door(s) and directing people to move away from windows and doors. The hallways are cleared of students and school staff. Typically, local law enforcement arrives to secure the site and arrange for evacuation or return to usual building activities. Students are kept in their classrooms or other secured areas in the school until the lockdown has ended.
- **Lockout**: Used to secure the building from a potential threat outside the building, such as when an unauthorized person is loitering on school grounds or when there is criminal activity in the neighborhood. During a lockout, access to the building is restricted, but there may be some limited movement within the building.

BANKRUPTCY

Horizon University does not have a pending petition in bankruptcy and is not operating as a debtor in possession. Horizon University has not filed a petition within the preceding five years and has not 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. Code §1101 et seq.).

CONTACT US

For further inquiry, please contact the administrative office for more information:

Horizon University
2040 S Brea Canyon Rd Suite 100
Diamond Bar, CA 91765
Phone: 909-895-7138
Fax: 909-895-7143
Website: www.huca.edu
Email: admin@huca.edu

INSTITUTIONAL POLICIES

ACADEMIC FREEDOM

Freedom of inquiry and the open exchange of ideas are fundamental to the success of Horizon University (HU). The principles of academic freedom are critical to ensure higher education's important contribution to the common good. Basic academic freedom includes the ability to do research and publish ideas, the freedom to teach, and the freedom to communicate extramurally.

HU is committed to assuring that all persons may exercise the rights of free expression, speech, and assembly, and it affirms below the following statements and principles:

1. HU affirms its fundamental mission to discover and disseminate biblical knowledge to its students and the society at large. HU shall support the pursuit of excellence and academic freedom in teaching, research, and learning through the unhindered exchange of ideas among faculty, students, and staff. HU and its community recognize that quality education requires an atmosphere of academic freedom and academic responsibility for the university and its students, staff, and faculty.
2. HU affirms that academic freedom for students rests first upon their access to a high-quality education and their right to pursue a field of study that they deem appropriate and desirable.
3. HU reaffirms its support of the principles of academic freedom as they apply to the rights of students in a class and university environment that fosters civil discourse, respect, open inquiry and freedom of expression.

LEAVE OF ABSENCE

A leave of absence may be granted for personal emergencies and other circumstances that require a temporary interruption in attendance. If a leave of absence is unavoidable, it is best to finish the current quarter before starting a leave.

A student who wishes to take a leave of absence must make the request prior to or on the first day of instruction by completing the Request for Leave of Absence form, except for an emergency medical leave of absence. The leave of absence is effective only when the Registrar has acted upon the request and granted permission. A student who has taken a leave of absence without the Registrar's permission will not be considered as a continuing student without persuasive reason(s) and evidence to substantiate such reason(s).

Students that begin a leave of absence during a quarter, after the add and drop period, will be assigned a grade of "W" for any coursework that cannot be assigned a final grade. Leave of absences may not be granted during a student's first quarter. A leave of absence has no effect on satisfactory academic progress if no credits are attempted during the

leave period. Students shall not be charged any sum of money for the leave of absence. For refund calculation, leave of absences is not charged, and are based on the last day of attendance.

Students who do not return to enrolled status at the end of the approved leave of absence are no longer considered to be pursuing a degree. Students who fail to apply for Request for Leave of Absence, or for whom a leave has been denied or has expired, should refer to re-entry.

In any twelve-month period, Horizon University may grant no more than a single leave of absence for a maximum of 180 days. Horizon University may grant more than one leave of absence if unforeseen circumstances arise, such as medical reasons affecting the student or a member of student's immediate family, or military service requirements, provided that the combined leaves of absence do not exceed 180 days within the 12-month period. If the student does not return following the leave of absence, the school must terminate the student and apply the school's refund policy in accordance with applicable and published requirements.

Students taking a leave of absence must meet the following requirements:

1. Students must be in good academic standing when requesting a Leave of Absence from the Registrar's Office.
2. Students must submit a signed Leave of Absence form to the Registrar's office prior to taking the leave.
3. Students must receive prior approval from the Registrar's office before withdrawing from courses.
4. Students must be outside the U.S. during the Leave of Absence, except for medical leave of absence. (International Students ONLY)

Medical Leave of Absence

In addition to the requirements for a leave of absence, students must submit a letter from a licensed medical doctor, doctor of osteopathy, or licensed clinical psychologist recommending leave for a specific quarter to the Registrar's Office.

International Students

Medical Leave of Absence

F-1 students are eligible to take a Leave of Absence due to medical reasons. Students have the option to return to their home country or remain in the U.S. to receive medical treatment if recommended by a doctor. Students who wish to remain in the U.S. must obtain a doctor's letter recommending the Leave of Absence for medical reasons.

Students who remain in the U.S. without obtaining advance approval for medical Leave of Absence from the Registrar's Office will be considered out of status.

Requirements for Medical Leave of Absence are as follows:

1. Must have a letter from a licensed medical doctor, doctor of osteopathy, or licensed clinical psychologist recommending leave for a specific quarter.
2. Doctor's note should specify if the student should remain in U.S. to receive treatment.
3. Must have prior approval from the Registrar's Office before withdrawing from courses.

Non-Medical Leave of Absence

If an F-1 student takes a leave of absence for more than five (5) months, the student's record will be terminated, and the student cannot remain in the U.S. After submitting the leave of absence form for the approval from the Registrar's office, the student's SEVIS record will be terminated for "Authorized Early Withdrawal", which will not adversely affect the student's immigration record. The exact date of the termination will be based on the date the student indicates on this form. The student must depart the U.S. within 15 days of the termination date (for "Authorized Early Withdrawal" only).

Returning from a Non-Medical Leave of Absence

F-1 students returning from a leave of fewer than five (5) months:

1. Submit a written request to the Registrar's Office at least one month before the student plans to return to the school in order to reactivate the record with USCIS. Once approved, the school will issue a new I-20 and the student will be able to re-enter the U.S.
2. Re-enter the U.S. with all required travel documents, including a valid F-1 visa.

F-1 students returning from a leave of more than five (5) months:

1. Submit a written request to the Registrar's Office at least three months before the student plans to return to the school to allow time for the creation and receipt of a new SEVIS record/I-20.
2. Pay for I-901 SEVIS fee for the new I-20's SEVIS ID.
3. Apply for a new F-1 visa, if applicable. It is recommended the student contacts the nearest U.S. embassy/consulate whether a new visa is needed.
4. The student will not be eligible for off-campus employment until the student is in a new F-1 status for at least one academic year.

SEXUAL HARASSMENT

Sexual Harassment is defined as unwelcome conduct of a sexual nature that is severe or pervasive, and that creates a hostile or abusive learning, working, or living environment, thereby unreasonably interfering with a person's ability to learn or work, and the conduct has no legitimate relationship to the subject matter of an academic course or research. Sexual harassment also includes behavior not sexual in nature, but behavior directed toward a person because of the person's sex and/or gender, including harassment based on the person's nonconformity with gender norms and stereotypes.

The university takes harassment very seriously. Any reported incident is reviewed by the school officials and disciplinary action will be taken in cases where culpability rests.

STATEMENT OF NONDISCRIMINATION

Horizon University (HU) does not discriminate based on race, color, national or ethnic origin, gender, age, disability, medical status, status as a veteran, or any other characteristic protected by law, except where the university is exempt based on its religious tenets. This nondiscrimination policy applies to the university's admission, programs and activities, and employment.

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

FREEDOM OF SPEECH

Freedom of speech is a fundamental American freedom and a human right, and there's no place that this right should be more valued and protected than in academic settings that exist to educate students. The right to speak freely in the expression of one's ideas is encouraged as long as the students follow acceptable norms. Problems in this area should be referred to the executive officers for resolution.

RETENTION OF STUDENT RECORDS

Horizon University preserves all the educational records of all the current and previous students. It is the policy of the university to retain in the campus building all the vital student records for a minimum period of five years and all student transcripts for fifty years, in compliance with the State of California Education Reform Act and Regulations.

Horizon University maintains records of the name, address, e-mail address, and telephone number of the student who is enrolled in an education program. Horizon University maintains permanent records of the following: (1) the degree granted and the date on which that degree was granted. (2) the courses and units on which the certificate or degree was based. (3) the grades earned by the student in each of those courses.

Should you need to have transcripts sent to future potential employers, the Registrar's Office will assist you in handling this. All records will otherwise be kept strictly confidential, with only authorized personnel having access to them. All transcripts will be kept indefinitely.

If Horizon University closes, it and its owners will store and safe keep, in California, all records required to be maintained by BPPE. The repository of the records will make these

records immediately available for inspection and copying, without charge during normal business hours by any entity authorized by law to inspect and copy records.

STUDENTS WITH DISABILITIES

Horizon University is an Equal Opportunity Educational institution and is committed to providing access to students with disabilities in accordance with Section 504 of the Rehabilitation Act and the Americans with Disabilities Act of 1990 (ADA). Students are encouraged to disclose and submit a special needs request for any disability requiring accommodation immediately following enrollment and prior to starting classes. Once the university's review has been completed and reasonable accommodations have been determined, an appropriate start date can be determined for the student to begin his/her education. Once formal approval of your accommodation has been approved, you are encouraged to talk with your professor(s) about your accommodation options. The granting of any accommodation will not be retroactive and cannot jeopardize the academic standards or integrity of the course. If you would like additional information, you should visit the Registrar's Office to speak with the university Registrar.

STUDENT GRIEVANCE

A Student Grievance is a complaint that an institution has violated or failed to follow a published policy or procedures.

Students have a right to submit grievances and complaints any time they desire and to submit them to any member of Horizon University's administration or faculty. Students who have a complaint or grievances are encouraged to talk to a member of the University administration.

For grievances regarding grades, the procedure is as follows:

1. The student must address the complaint, dispute, or grievance with the appropriate faculty no later than 3 weeks after grades are posted for a final grade or within 3 days after a student receives a grade for an exam, term paper or assignment. If the student is not satisfied with the faculty's resolution of their grade, the student has a right to submit a written request concerning the grade to the Registrar.
2. The submission of a grievance concerning a grade must be in writing to the Registrar. The Registrar will review and investigate the grievance using their discretion to interview sources as needed. The Registrar will notify the student within ten (10) days regarding the disposition of the grievance.
3. If the student is not satisfied, the student can request an interview with the Registrar and the faculty within ten (10) days. Any decision resulting from this interview shall be deemed final.
4. All records of student complaints regarding grades should be maintained in the office of the Director of Student Services.

If a student believes that non-academic criteria have been used in determining his/her grade in a course, he/she may follow the procedures described in the regulations below. Non-academic criteria means criteria not directly reflective of academic performance in the course. It includes discrimination on political grounds, or based on a protected trait, including but not limited to a student's gender, race, religion, national origin, sexual orientation, or disability.

1. The student must attempt to resolve the grievance with the instructor within the first month of the following regular academic quarter.
2. If the grievance is not resolved to the student's satisfaction, he/she may then attempt to resolve the grievance through written appeal to the department director, who shall attempt to adjudicate the case with the instructor and the student within two weeks.
3. If the grievance still is not resolved to the student's satisfaction, he/she may then attempt to resolve the grievance through written appeal to the Dean of Academics, who shall attempt to adjudicate the case with the instructor. This request must be submitted before the last day of instruction for the quarter following the quarter in which the course was taken.

For all other grievances, the procedure is as follows:

1. The student must file a written grievance with the Director of Student Services within ten (10) days of being notified of any action taken against the student. The Director of Student Services shall review and investigate the grievance and notify the student of a decision within ten (10) days.
2. If the student is not satisfied, the student can request and interview with the Director of Student Services and faculty/administrator of their choice within ten (10) days. Any decision resulting from this interview shall be deemed as final.
3. The student also has the right to file a grievance with the Bureau for Private and Postsecondary Education (BPPE).
4. All the records of student complaints should be maintained in the office of the Director of Student Services.

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.

A student may also contact TRACS Accrediting Agency by completing the TRACS Complaint Form found on www.tracs.org/resources/ and submitting to:

President
Transnational Associations of Christian Colleges and Schools
15935 Forest Road
Forest, VA 24551

STUDENT DISCIPLINE

Students are required to maintain standards of behavior that are consistent with the calling to ministry, the teachings of the Bible, and the stated intentions (e.g., mission statement, goals, policies) of HU. Students who do not maintain such standards may be denied the opportunity to continue in this school or to graduate from it.

Student Rights to Due Process and for Grievances

A student who believes that disciplinary procedures are unwarranted or unfair, or who has a grievance, has the right to due process. The sequence of steps starts with a meeting with the Director of Student Services to make sure the student understands the offence and to evaluate the student's attitude. At that meeting, the administrative representative will provide the student with a written statement concerning the suspect behavior. If the student does not evidence a change of behavior, the process will go forward through probation, suspension, and expulsion. At the point that the later three steps begin, a student may notify the administrator that he or she wants to appeal his or her case to a committee of disinterested faculty, administrators, and students (i.e., members of the student government unless they are somehow involved). A final appeal can be made to the administrative council. Regarding discipline and due process, the student has the following rights:

1. The student has a right to know the charges against him or her and to receive them in writing.
2. The student has a right to have a hearing consisting of a committee of disinterested faculty (two), students (preferably two members of the student government), and the Director of Student Services. This committee will make a recommendation to the administrative council, which will assist Horizon University in making the final decision. The final decision will be signed by the President and a copy will be given to the student.
3. The student also has a right to confront his or her accusers (e.g., explain his or her side of the story, cross-examine witnesses, and bring his or her own witnesses)
4. A student may be represented or assisted (e.g., a character witness's testimony) by anyone he or she chooses.
5. The student has a right to the minutes of the proceedings and a written copy of the decision.
6. The student may appeal against this decision by requesting another hearing before the administrative council. The final decision will be signed by the President, and a copy will be given to the student.

Disciplinary Procedures

The primary goals of discipline at HU are restorative (i.e., not punitive) and aimed at the physical, emotional, and spiritual protection of the community. The first step in student discipline is a meeting with the Director of Student Services to make sure the student

understands the offence (admonition) and to evaluate the student's attitude. At that meeting, the Director of Student Services will provide the student with a written statement concerning the suspect behavior. If the student does not evidence a change of behavior, the process will go forward through probation, suspension, and expulsion. At the point that the later three steps begin, a student may appeal his case to a committee of disinterested faculty and students (see Student Rights and Due Process above). A final appeal can be made to the administrative council. Legal restrictions can cause exceptions to the above procedures. In an event where the administration believes a crime has been committed, the administration will report the matter to the proper law enforcement agency. If the administrative council finds the student not guilty of all charges, the student will be readmitted.

DRUG-FREE CAMPUS

It is the objective of Horizon University (HU) to establish and maintain a drug-free workplace and campus. Employees and students are forbidden to unlawfully manufacture, distribute, dispense, possess, or use a controlled substance on campus grounds or in any of HU's facilities.

WEAPONS

The possession or use of firearms or other weapons on Horizon University premises by any employee, student, vendor, or other visitor is strictly prohibited. Any exception to this policy must be authorized in advance by the Chief Executive Officer/President.

STUDENT SERVICES

The purpose of student life service at Horizon University is committed to providing an inclusive environment enabling each student to develop and enhance personal health and wellbeing, leadership skills, social responsibility, critical thinking, and a spirit of service. Through HU student life service, student can be strong Christian leaders who will selflessly serve their Church and communities.

Advising and Guidance

Some students may experience academic difficulties not because they do not understand the specific course material, but rather due to other factors such as excessive anxiety, poorly developed study skills or unrealistic expectations about how much they can handle. Horizon University provides a friendly setting in which students may explore concerns of a personal, academic or career related nature. In addition, counseling and guidance services can enrich the lives of students by guiding their educational path and empowering them to make mature choices; thus, allowing the student responsibility for their academic success.

Several counseling options are available to students at Horizon University.

First, Department Directors are available by appointment for academic advisement regarding academic and career planning. The scope of this activity includes:

1. Analyzing interests related to academic and career planning or
2. Selecting courses and student activities that maximize potential and opportunities
3. Developing an academic plan that encompasses both the course work and the supplemental needs of the student

Second, the Office of Student Services provides confidential and personal discussions concerning life situations, which may affect the student's learning or personal development. If necessary, referrals are made to professional counselors in governmental agencies or private counseling facilities.

Placement Services

Horizon University makes no explicit or implied guarantee of job placement, starting salary, and income expectations for current students or graduates.

The school assists students in their attempts to secure employment from prospective hiring companies in their field of study through career coaching, workshops, or seminars. The services provided include, but are not limited to; resume, writing workshops, interview preparation, etc. The school also provides various resources for job opportunities, such as career fairs held in local communities.

International students desiring employment in the United States must comply with the United States Department of Homeland Security (DHS) regulations. Students must consult with the Office of Student Services about these regulations before applying for any employment. To become eligible for employment, all qualifying international students must apply for Optional Practical Training (OPT). After OPT is obtained, students will be able to legally work for up to twelve (12) months.

An F-1 student may be authorized by the DSO to participate in a curricular practical training (CPT) program that is an integral part of an established curriculum and/or is directly related to the student's major area of study. It is the responsibility of the student to research, apply for, and obtain their CPT internship. The CPT opportunity is an added benefit of the program to ensure real-world work experience in the United States. A student may begin curricular practical training only after receiving his or her Form I-20 with the P/DSO endorsement.

Career Services

In Career Services, our aim is to support Horizon University students as they extend their learning beyond the classroom by equipping them with resources and opportunities to help them discern their unique life calling and ultimately to enable them to make their visions a reality through service in fulfilling careers.

Our staff is dedicated to assisting students in creating, evaluating, and effectively implementing personal career goals. We provide many valuable services to help you prepare for a meaningful career including:

- Career Counseling
- Assessment Tools and Instruments
- Graduate School Information
- Alumni Career Services

Student Orientation

All new students are required to attend an orientation. Orientation usually occurs through the beginning of January, April, July, and October, prior to the start of the new quarter start. An orientation program is held to provide an opportunity for new students to become acquainted with HU's foundational statement, objectives, facilities, degree programs, student services, school policies and procedures.

Orientation includes,

- Students meet with faculty and student advisors.
- Introduce school foundational statement, walk students through student handbook.
- Work with academic advisers to learn about degree program choices and register class for coming quarter.
- Discover resources designed to help you succeed.
- Learn about life outside of the classroom and what is expected of HU students.
- Learn about use school Library and computer lab.
- Meet other students – current and new – and start building new friendships which may last a lifetime.

Student Organizations and Clubs

Horizon University (HU) Student Council is an organization conducted by students and supervised by the school. The purpose of the student council is to take feedback from HU students regarding the issues they are facing today, and also give students an opportunity to develop leadership by organizing and carrying out school activities and service projects. In addition to planning events that contribute to school spirit and community welfare, the student council is the voice of all HU students. They help share student ideas, interests, and concerns with the school wide community.

The function of the student council is based upon parliamentary procedures. Ideas are presented, voted upon, and confirmed by the student council president. Any student that is interested in leadership, organizational behavior, event planning or becoming more involved in the school is welcome to become involved.

HU encourages students to form student-led clubs around common interests. Faculty and Staff members are available for advice, and to help student access Horizon University resources. Typical interest groups include student ministries, praise worship teams, Bible

studies, community outreach programs, health support services, prayer groups, Christian fellowship clubs, sports, and reading clubs.

Chapel

Chapel services for students, faculty, and staff are held for times of corporate worship, exhortation, and the opportunity to minister. Chapel times strengthen our community as we encourage and pray for one another and share praise reports and important Horizon University announcements. It provides regular times of worship that honor God and empower Christian living, and it encourages perspectives and practices that contribute to spiritual, psychological, and physical health.

Housing Assistance

The university does not operate a dormitory or other housing facility under its control. The university has no responsibility to find or assist a student in finding housing, but will assist students in locating adequate housing near the campus if requested. Some students find housing in a local residence or hotel, while others share an apartment or rent a room from members of a local church.

Students are responsible for their own housing arrangements. However, there are apartment complexes within proximity of the campus and their approximate monthly rental rates are shown below:

1. Hill of Diamond Bar
1020 S. Grand Ave. Diamond Bar, CA 91765
(626) 461-9885 \$2,750 - \$2,995
2. eaves Phillips Ranch
400 Appian Way, Pomona, CA 91766
(844) 238-3776 \$2,465 - \$2,690
3. Monterey Station
180 E. Monterey Ave. Pomona, CA 91767
(626) 653-4678 \$1,750 - \$2,270
4. Olive Ridge
2261 Valley Blvd. Pomona, CA 91768
(844) 829-4324 \$1,575 - \$1,980

Health Services and Student Insurance

Horizon University (HU) recommends all students to have medical insurance. HU provides medical insurance information for international students. Students have the option to get insurance from local insurance agents. If you need help, please contact the Office of Student Services for assistance.

Medical Care References

School personnel are usually first on the scene of an incident in a school setting. Staff and faculty will manage the incident until it is resolved, or command is transferred to someone more qualified and/or to an emergency responder agency with legal authority to assume responsibility.

A first aid kit is available at the front desk of the school. For any medical incident that demands immediate attention, the school will arrange for transportation to the nearest doctor, urgent care clinic, or hospital.

Nearby Emergency Hospital:

- St. Jude Heritage Medical Group (2.5Miles). 1514 Valley Vista Dr, Diamond Bar, CA 91765, (909) 8601144
- Kindred Hospital Brea (5.8 Miles) 875 N Brea Blvd, Brea, CA 92821 (714) 529-6842
- Placentia-Linda Hospital Emergency Room (6.7Miles) 1301 N Rose Dr, Placentia, CA 92870 (714)9932000

Urgent Care Center:

- AP Urgency Care Center (4.4 Miles) 18605 Gale Ave., #168 City of Industry, CA 91748 (626) 282-0255
- Smart Clinic Urgent Care (4.5Miles) 2707 E Valley Blvd., U#116 West Covina, CA 91792 (626) 581-1000

Illness Procedure

Horizon University's Illness Procedure is as follows:

- In case of emergencies, students must contact the respective student service immediately.
- Students needing medical attention from a doctor must inform the respective student service before and after the visit.
- Students who take medication regularly must inform the respective student service about the medication. All prescription medications must be stored in a secure, locked container.
- Students must inform the respective student service concerning personal medical conditions important to the student's well-being and care. School may request the student to verify the information in writing, especially as it relates to procedures of special care.
- Students must properly report class absences because of illness.

STUDENT DRESS CODE

For maintain the good image of the University, students are reminded to be appropriately attired in a manner befitting the status of university students as well as the occasion, when you are on campus.

Horizon University understands and fully supports students' right to self-expression. But university also has an obligation to create a learning environment where all members of the university are comfortable and not offended by inappropriate dress. The dress code is designed to provide appropriate guidelines so that all students may dress in a manner that is respectful of themselves and the university. Students who fail to abide by the dress code, when advised by a school official, shall be considered in violation of the dress code and will be subject to disciplinary action.

Classroom instructors and school administrators and staff have the right to address policy violators and/or deny admission to students dressed in any prohibited attire. Clothing and personal appearance should be neat, becoming, and appropriate.

The following is inappropriate dress and/or appearance:

- Expose your midriff, chest, upper thigh or show visible cleavage or undergarment.
- Wear clothes that are transparent (see-through).
- Clothing with derogatory, offensive and/or lewd messages either in words or pictures.
- Bare feet.
- Wear flip-flops or slippers (thong sandals are allowed unless prescribed).
- Head coverings and hoods in campus (Procedures for Cultural or Religious Head Coverings). Students seeking approval to wear headgear as an expression of religious or cultural dress may make a written request for a review through the office of student service. Director of Student Service will consider and gave approval. Students that are approved will have their approval letter taken by school official with the headgear being worn).
- Shorts that reveal buttocks.
- Students' pants that show underwear.

All administrative, faculty and support staff members will be expected to monitor student behavior applicable to this dress code and report any such disregard or violations to the Director of Student Service.

AUTOMOBILES ON CAMPUS

Students who have a vehicle on campus should register their vehicle and have liability insurance on each vehicle titled in their name at the time of enrollment.

When driving in the parking lot, do not exceed five (5) miles per hour; Observe all yield and stop signs; Use caution when entering or leaving the campus. In addition to any potential prosecution resulting from unsafe driving, the University may impose a fine, or administer disciplinary action in accordance with the Student Conduct Code. Driving a vehicle on campus is a privilege that may be revoked for any faculty member, staff member, or student who fails to observe posted speed limits, stop signs, or who fails to drive in a responsible manner.

Vehicles must always be parked within marked parking spaces. Reserved parking has been designated for visitors and for the handicapped. Parking in a restricted space without permission is not permitted and may subject the violator to traffic or criminal penalties in accordance with state and local law.

Horizon University takes no responsibility for any damage or loss of property because of the driving or parking of vehicles on any of its sites. If you expect to drive to school and park your vehicle, we encourage you not to leave any valuables in your vehicle and especially not in clear view. We would also encourage you to use steering lock devices (such as a "club lock"), car alarm/immobilizer systems and park your vehicle in frequently used and well-lit areas. All vehicles parked on site do so at the owner's risk.

STUDENT RIGHTS UNDER FERPA

The Family Education Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a federal law that protects the privacy of student education records. Pursuant to the Federal Family Educational Rights and Privacy Act of 1974, students at Horizon University have the following rights:

- To inspect and review the student's educational record maintained by the school.
- To seek correction of the student records through a request to amend the records or a request for a hearing.
- To file a complaint regarding alleged failures of the rights accorded students by the Federal Act with the Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue S.W., Washington, D.C.20202-5920
<http://www.ed.gov/policy/gen/guid/fpco/index.html>
- To consent to disclosures of personally identifiable information contained in the student's education records.

Students should submit to the Registrar or designated school official written requests that identify the record(s) they wish to inspect. The school official will decide for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the school official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.

To request the amendment of the educational records, the student should write to the school official responsible for the record, clearly identify the part of the record he or she

wants changed and specify why it is inaccurate or misleading. If the University decides not to amend the record as requested by the student, the University will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided at that time.

In accordance with Section 99.37 of the FERPA regulations, Horizon University is authorized to release "directory information" concerning students. "Directory information" may include the student's name, address, telephone listing, electronic mail address, photograph, date and place of birth, major field of study, participation in officially recognized activities and sports, weight, and height of members of athletic teams, dates of attendance, grade level, enrollment status, degrees, honors, and awards received, and the most recent previous educational agency or institution attended by the student. The above-designated information is subject to release by the school at any time unless the school has received prior written objection from the student specifying what information the student requests are not released.

In accordance with Section 99.31 of the FERPA regulation, Horizon University is authorized to disclose any information from a student's education record, without consent, to the following parties or under the following conditions (34 CFR § 99.31):

- School officials with legitimate educational interest.
- Other schools to which a student is transferring.
- Specified officials for audit or evaluation purposes.
- Appropriate parties in connection with financial aid to a student.
- Organizations conduct certain studies for or on behalf of the school.
- Accrediting organizations.
- To comply with judicial order or lawfully issued subpoena.
- Appropriate officials in cases of health and safety emergencies.
- State and local authorities, within a juvenile justice system, pursuant of specific State law.

For additional information, technical assistance, or questions regarding the rights of students under the University policies and the federal law should be directed to the Registrar's office.

TUITION AND FEES

Full tuition payment is required before classes begin unless prior arrangement is made with the Administrator of Finance. Any arrangement or agreement with any faculty members or other administrative staff regarding tuition payment will be considered null and void. A student is not required to pay more than one quarter of the advance payment of tuition at a time.

TUITION

Bachelor of Theology:	\$125.00 per unit
Bachelor of Science in Business Administration:	\$150.00 per unit
Master of Theology:	\$200.00 per unit
Master of Divinity:	\$200.00 per unit
Master of Business Administration:	\$405.00 per unit

FEES

Application Fee	\$100.00 (Non-refundable)
Certificate of Enrollment	\$20.00 per copy (Non-refundable)
Certificate of Graduation	\$50.00 per copy (Non-refundable)
Change of Status Processing Fee	\$300.00 if applied (Non-refundable)
Initial I-20 Processing Fee	\$200.00+mail cost (Non-refundable))
Official Transcript	\$100.00 per copy (Non-refundable)
Student ID	\$20.00 (Non-refundable)
Class Registration Fee	\$20.00 (Non-refundable)
Late Class Registration Fee	\$50.00 (Non-refundable)
Class Add/Drop Fee	\$50.00 (Non-refundable)
Late Tuition Payment Fee	\$100.00 (Non-refundable)
Bank Returned Item Fee	\$20.00 per check
CPT Processing Fee	\$500.00 if applied (Non-refundable)
Graduation Fee (diploma +1 transcript)	
Bachelor of Theology:	\$400.00 (Non-refundable)
Bachelor of Science in Business Administration:	\$400.00 (Non-refundable)
Master of Theology:	\$400.00 (Non-refundable)
Master of Divinity:	\$400.00 (Non-refundable)
Master of Business Administration:	\$400.00 (Non-refundable)

*Books and materials are additional: All books and materials required for the course will be listed in the syllabus. It is the responsibility of the students to obtain the course materials before the first day of the class.

TOTAL CHARGES

Bachelor of Theology

Total Estimated Charge for the Entire Program

Units	Per Unit	Tuition	Fees*	STRF**	Total Charges
180	\$125.00	\$22,500	\$800.00	\$0.00	\$23,300.00

Total Estimated Charge for Full-Time Quarter

Units	Per Unit	Tuition	Registration Fee	STRF**	Total Charges
12	\$125.00	\$1,500.00	\$20.00	\$0.00	\$1,520.00

* Fees include a non-refundable application fee, a non-refundable registration fee, and a non-refundable graduation fee.

** The Student Tuition Recovery Fund (STRF) is a non-refundable California state-imposed assessment, \$0.00 per \$1,000 of charges rounded to the nearest thousand dollars.

Bachelor of Science in Business Administration

Total Estimated Charge for the Entire Program

Units	Per Unit	Tuition	Fees*	STRF**	Total Charges
180	\$150.00	\$27,000.00	\$800.00	\$0.00	\$27,800.00

Total Estimated Charge for Full-Time Quarter

Units	Per Unit	Tuition	Registration Fee	STRF**	Total Charges
12	\$150.00	\$1,800.00	\$20.00	\$0.00	\$1,820.00

* Fees include a non-refundable application fee, a non-refundable registration fee, and a non-refundable graduation fee.

** The Student Tuition Recovery Fund (STRF) is a non-refundable California state-imposed assessment, \$0.00 per \$1,000 of charges rounded to the nearest thousand dollars.

Master of Business Administration

Total Estimated Charge for the Entire Program

Units	Per Unit	Tuition	Fees*	STRF**	Total Charges
56	\$405.00	\$22,680.00	\$640.00	\$0.00	\$23,320.00

Total Estimated Charge for Full-Time Quarter

Units	Per Unit	Tuition	Registration Fee	STRF**	Total Charges
8	\$405.00	\$3,240.00	\$20.00	\$0.00	\$3,260.00

* Fees include a non-refundable application fee, a non-refundable registration fee, and a non-refundable graduation fee.

** The Student Tuition Recovery Fund (STRF) is a non-refundable California state-imposed assessment, \$0.00 per \$1,000 of charges rounded to the nearest thousand dollars.

Master of Theology

Total Estimated Charge for the Entire Program

Units	Per Unit	Tuition	Fees*	STRF**	Total Charges
64	\$200.00	\$12,800.00	\$660.00	\$0.00	\$13,460.00

Total Estimated Charge for Full-Time Quarter

Units	Per Unit	Tuition	Registration Fee	STRF**	Total Charges
8	\$200.00	\$1,600.00	\$20.00	\$0.00	\$1,620.00

* Fees include a non-refundable application fee, a non-refundable registration fee, and a non-refundable graduation fee.

** The Student Tuition Recovery Fund (STRF) is a non-refundable California state-imposed assessment, \$0.00 per \$1,000 of charges rounded to the nearest thousand dollars.

Master of Divinity

Total Estimated Charge for the Entire Program

Units	Per Unit	Tuition	Fees*	STRF**	Total Charges
108	\$200.00	\$21,600.00	\$740.00	\$0.00	\$22,340.00

Total Estimated Charge for Full-Time Quarter

Units	Per Unit	Tuition	Registration Fee	STRF**	Total Charges
8	\$200.00	\$1,600.00	\$20.00	\$0.00	\$1,620.00

* Fees include a non-refundable application fee, a non-refundable registration fee, and a non-refundable graduation fee.

** The Student Tuition Recovery Fund (STRF) is a non-refundable California state-imposed assessment, \$0.00 per \$1,000 of charges rounded to the nearest thousand dollars.

STUDENT TUITION RECOVERY FUND

If the student is not a resident of California, the student is not protected by the Student Tuition Recovery Fund (STRF).

The State of California established the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic loss suffered by a student in an educational program at a qualifying institution, who is or was a California resident while enrolled, or was enrolled in a residency program, if the student enrolled in the institution, prepaid tuition, and suffered

an economic loss. Unless relieved of the obligation to do so, you must pay the state-imposed assessment for the STRF, or it must be paid on your behalf, if you are a student in an educational program, who is a California resident, or are enrolled in a residency program, and prepay all or part of your tuition.

The STRF fee is NON-REFUNDABLE.

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, 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833, (916) 431- 6959 or (888) 370-7589.

To be eligible for STRF, you must be a California resident or 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 non-collection 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.

Effective April 1, 2022, the Student Tuition Recovery Fund (STRF) assessment rate changed from fifty cents (\$.50) per one thousand dollars (\$1,000) of institutional charges to two dollars and fifty cents (\$2.50) per one thousand dollars (\$1,000) of institutional charges. (5, CCR Section 76120).

STUDENT'S RIGHT TO CANCEL OR WITHDRAW

Cancellation shall occur when you deliver written notice of cancellation to the address of the university. You can do this by mail or hand delivery. A written notice of cancellation, if sent by mail, is effective when deposited in the mail, properly addressed with postage prepaid. Upon request, Withdrawal form is available at our administrative office. Written notification of cancellation or withdrawal from the student shall not be required for refund payment.

Horizon University advises each student that a notice of cancellation shall be in writing, and that a withdrawal may be effectuated by the student's written notice or by the student's conduct, including, but not necessarily limited to, a student's lack of attendance. The written notice of cancellation need not take any form and however expressed, is effective if it shows that you no longer wish to be enrolled.

Cancellation or withdrawal may also be effectuated by a student's conduct, including, but not necessarily limited to, a student's lack of attendance.

REFUND POLICY

Horizon University has a refund policy for the return of unearned institutional charges if the student cancels an Enrollment Agreement or withdraws during a period of attendance.

Horizon University shall refund 100 percent of the amount paid for institutional charges less application fee and registration fee up to \$250 if notice of cancellation is made through attendance at the first-class session, or the seventh-class day after enrollment, whichever is later.

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

Students who participate in HU's tuition discount program shall forfeit the tuition discount they received if they do not complete the agreed enrollment period. For example, if a student agrees to enroll for two (2) quarters and pays the tuition for these two (2) quarters with 20% tuition discount but completes only one (1) quarter, the student will forfeit 20% tuition discount and be charged full tuition for the first quarter. The standard refund policy will be applied for the second quarter.

If any portion of your tuition was paid from the proceeds of a loan, then the refund will be sent to the lender or to the agency that guaranteed the loan, if any. Any remaining amount of refund will first be used to repay any student financial aid programs from which you received benefits, in proportion to the amount of the benefits received. Any remaining amount will be paid to you. If there is a balance due, you will be responsible to pay that amount.

If the student obtained a loan to pay for an educational program, the student has the responsibility to repay the full amount of the loan plus interest, less the amount of any refund. 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 take action 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 a student has received federal student financial aid funds, the student is entitled to a refund of money not paid from federal student financial aid program funds.

Students whose entire tuition and fees are paid by a third-party organization are not eligible for a refund.

UNPAID ACCOUNTS

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

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

Horizon makes exceptions to this policy only with the approval of the President. In those cases where the college elects to make an exception, the student is required to sign and comply with an approved payment agreement. If the student withdraws from the college without paying the account in full, the payment plan becomes void, and the college has the right to collect the unpaid amount immediately. Should the college find it necessary

to use the services of a collection agency or attorney, the former student is responsible for all court costs, reasonable collection, and litigation fees, and up to 100 percent of the balance due.

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

SCHOLARSHIPS

Horizon University offers opportunities for students to receive merit-based institutional scholarships. Both resident and international students are eligible for scholarship opportunities. To be considered for scholarships, students must apply to the Office of Admission.

Board of Directors Scholarship

This scholarship is established by the Board of Directors of Horizon University to honor students who have exhibited or have the potential to exhibit extraordinary abilities and contributions. This Scholarship is to be available to a student who is 1) a formal or current employee at Horizon University; 2) any relatives of Horizon University's employee; or 3) dependent children and spouses of currently serving Christian pastors and missionaries.

Scholarship Amount: 50% of tuition

Presidential Scholarship

The Presidential Merit Scholarship was established to honor students who have exhibited or have the potential to exhibit extraordinary abilities and contributions. Students must have a minimum GPA of 3.85.

Scholarship Amount: 50% of tuition

Director of Academics Scholarship

The Director of Academics Scholarship is awarded to full-time students who have demonstrated excellent performance in academic activities. Students must be pursuing a degree in Horizon University and must demonstrate exceptional talent and contribution at their major field.

Scholarship Amount: 50% of tuition

Freshman Academic Scholarship

The Freshman Academic Scholarship is awarded to full-time freshman students who demonstrate their leadership and potential for excellent performance in academic activities.

Scholarship Amount: 20% to 50% of tuition

Continuing Student Scholarship

The Continuing Student Scholarship is awarded to full-time continuing students who demonstrate their leadership and financial need of this scholarship.

Scholarship Amount: 20% to 50% of tuition

FINANCIAL AID

Horizon University does not currently participate in federal and/or state financial aid programs, nor does it offer or administer institutionally funded grants and loans to pay for the cost of an educational program.

Loans obtained from outside sources are not under the purview of Horizon University's responsibility and/or authority. If a student obtains a loan from a private source—e.g., bank, credit union, or loan company—the student has the personal responsibility to repay the full amount of the loan plus any interest that has accrued, less the amount of any refund.

If a student receives any kind of loan individually, federal, or personal, the student will have to repay the full amount of the loan, plus interest, less the amount of any refund, and that, if the student receives federal student financial aid funds, the student is entitled to a refund of the money not paid from federal financial aid funds.

ACADEMIC INFORMATION

ADMISSIONS

You can receive an application packet by writing, calling, or e-mailing Horizon University Admissions Office. Contact information follows:

Director of Admissions
Horizon University
2040 S Brea Canyon Rd Suite 100
Diamond Bar, CA 91765
Phone: (909) 895-7138
E-mail: admin@huca.edu

We recommend that you begin the application process as early as possible. Before we can review your application packet, we must have all the required documents. It has been our experience that it can take several weeks for transcripts and other key documents to be sent to Horizon University, so starting the process early is vital.

Once your application packet is completed and if it is done so by the deadline, we will review your application and will respond promptly with our decision. If your packet has missed items and the deadline is drawing near, please contact the Admissions Office immediately to discuss options available to you. When possible, we will review your packet and offer you provisional admission. Upon receiving provisional admission, you will be required to complete any missing details or documents before registering for classes.

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

1. Complete the application documents, including:
 - A completed and signed application form
 - Payment of the non-refundable application fee
 - Submission of proof of graduation (Please refer to each academic program)
 - Submission of personal identification, passport, visa, I-94, bank statement/affidavit of support, previous school I-20 Form (International students only).

2. Letter of Acceptance

The Admissions Office will review your application packet when all required materials are received, and it is deemed complete. It is our goal to send you written notification as soon as possible, but no later than two weeks after your application submission.

However, at any time, you may contact the Admissions Office to inquire as to the status of your application.

3. Tuition Payment and Registration

Upon receiving the Letter of Acceptance, your tuition fees need to be paid before you can register for classes. Once your account is paid in full, you may register for your classes.

STUDENT VISA

The U.S. Consulates/Embassies issue F-1 Visas for all the students from overseas who are accepted for full-time study at Horizon University. The rules for Visa Application may vary in each country. You should contact the Consulate in your country for the latest instructions on how to apply for a Student Visa.

Horizon University does not collect any fees associated with visa services because the institution does not provide any visa services for international students.

ENGLISH PROFICIENCY REQUIREMENTS

All courses will be taught in English. Horizon University does not offer ESL classes. Proficiency in reading, writing, speaking, and understanding English is essential for success at Horizon University. At the Office of Admissions' discretion, proficiency may be demonstrated by any one of the following:

1. An official score report of a standardized exam, such as the Test of English as a Foreign Language (TOEFL). Applicants to the bachelor's degree program must submit a minimum TOEFL iBT score of 45 taken within the past two years. Applicants to the master's degree program must submit a minimum TOEFL iBT score of 61 taken within the past two years.
2. Another acceptable standardized exam, such as Duolingo English Test. Applicants to the bachelor's degree program must submit a minimum score of 85 taken within the past two years. Applicants to the master's degree program must submit a minimum score of 95 taken within the past two years.
3. Another acceptable standardized exam, such as IELTS. Applicants to the bachelor's degree program must submit a minimum score of 6.0 taken within the past two years. Applicants to the master's degree program must submit a minimum score of 6.5 taken within the past two years.
4. Completion of a secondary education in a country where English is the primary language for the bachelor's degree program. Completion of a post-secondary level degree program in a country where English is the primary language for the master's degree program.
5. Completion of a post-secondary level ESL course (for bachelor applicants), or completion of a college-level English course, or completion of a degree program taken at an English-speaking postsecondary institution (for master applicants).

6. A score report on Horizon University's Language Proficiency Exam. Applicants to the bachelor's degree program must pass Horizon University's Language Proficiency Exam with a minimum score of 50. Applicants to the master's degree program must pass Horizon University's Language Proficiency Exam with a minimum score of 60.

WITHDRAWAL

Unforeseen circumstances may require a student to withdraw from the university. 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. A withdrawal form must be completed and submitted via e-mail or in-person.

If you withdraw from the course of instruction after the period allowed for cancellation, which is the first day of attendance or the 7th day after the enrollment which is later. The school will remit a refund less an application/registration fee, if applicable, not to exceed one hundred dollars (\$250) within thirty (30) days following your withdrawal. You are obligated to pay only for educational services rendered.

The refund shall be the amount you paid for instruction multiplied by fraction, the number of hours of instruction which you have not received but for which you have paid, and the denominator of which is the total number of hours of instruction for which you have paid. Students whose entire tuition and fees are paid by a third-party organization are not eligible for a refund.

ADDING AND DROPPING COURSE

Courses may be added or dropped only during the first week of the quarter without fee. A Late Add/Drop fee will be charged after the first week. A student may add or drop courses during the first two weeks of the quarter.

To drop a course, the student must submit the appropriate form to the Registrar Office before the Add/Drop deadline, and the course will not be reflected on the student's permanent record. In the event of an approved withdrawal from courses before the last day to withdraw, the letter "W" will be entered on the student's transcript.

INCOMPLETE GRADE POLICY

An "incomplete" is assigned only if the student's work was satisfactory prior to the situation. The incomplete grade is not used in computing the cumulative GPA for the moment. However, the student must complete all course requirements, and a replacement grade must be submitted within the next two quarters, or the incomplete will automatically be changed to an "F." The incomplete grade is counted as attempted units in calculating the pace of progress.

REPEATED COURSES

An undergraduate student will be permitted to repeat a course in which a grade of C-, D+, D, D-, F, NC is recorded. Courses in which grades earned were either C, C+ or B- may be repeated only with approval from the Office of the Registrar. Only courses taken at Horizon University will be used to change course grade.

When a course is repeated where an undergraduate student has received the above-mentioned grade the first time, the better grade is the only one used in computing the cumulative GPA, and the units are counted only once. Both grades are shown on the student's permanent record.

When a course is repeated where an undergraduate student has received a C or B grade for the first time, both the first and the second grades figure into the total cumulative GPA computation and both grades are shown on the student's permanent record. Repeated courses are counted as attempted units in calculating the pace of progress.

A graduate student will be permitted to repeat a course in which either a C or lower grade was earned. When a graduate student repeats a course with a grade of C or lower the first time, the better grade is the only one used in computing the cumulative GPA, and the units are counted only once. Both grades are shown on the student's permanent record.

READMISSION

All former students at Horizon University who have not registered for two or more consecutive quarters must apply for readmission and be admitted through the normal admission process before they will be allowed to register. The student will be expected to pay any outstanding debt to the university in full. A student on probation at the close of the last quarter of enrollment will be readmitted on probation provided he or she is eligible.

TRANSFER CREDIT

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

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

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

- Demonstration of achievement by means of comprehensive examinations.
- Review of syllabi, faculty credentials, grading standards, and other relevant learning resources at the sending institution.
- Analysis of historic experience regarding the success of transfers from the previous institution.

If a student wishes to apply transfer credit to his/her program, the transfer should be arranged immediately upon receiving a letter of acceptance, and before registering for courses at HU.

Undergraduate and graduate students must complete at least 50 percent of the total credit requirement at Horizon University.

NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION

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

For example, if you entered the school as a freshman, you may still be a freshman if you enter another college or university at some time in the future, even though you earned credits here at HU. In addition, if you earn a degree, it may not serve as a basis for acceptance to an advanced degree program at another college or university. Transferability of credit always rests with the receiving institution. It is your responsibility to confirm whether credits will be accepted by another school.

EXPERIENTIAL LEARNING CREDIT

Horizon University does not award credit for prior experiential learning.

CHALLENGE EXAMS/ACHIEVEMENT TESTS

Horizon University does not offer challenge examinations or achievement tests.

ARTICULATION AGREEMENTS

Horizon University does not have any articulation agreement with any college or university.

LICENSURE EXAMS

Horizon University and its degree programs are not designed to lead to positions in a profession, occupation, trade, or career field requiring licensure in the State of California. Graduates of the degree programs offered at Horizon University are not eligible to sit for any licensure exams in California and other states.

ABILITY-TO-BENEFIT

Horizon University does not accept students under Ability-to-Benefit determination.

COURSE DELIVERY MODE

Horizon University (HU) does not offer any online or hybrid courses. All courses offered at HU are traditional, face-to-face mode. The courses are conducted in two different formats: (1) a typical course requires students to attend a class once a week for ten weeks in duration and (2) an intensive course meets all day long for three times during the quarter. The intensive course is designed to provide an in-depth uninterrupted deep dive into a topic.

DEFINITION OF A CREDIT HOUR

For all Horizon University degree programs and courses bearing academic credit, a “credit hour” is defined as the amount of work represented in intended learning outcomes and verified by evidence of student achievement that is an institutionally established equivalency that reasonably approximates not less than:

1. A credit hour includes a minimum instructional time of 50 minutes of supervised or directed instruction and appropriate break(s) per week. An average of twice the amount of time as the amount of formalized instruction is applicable to out-of-class assignments including laboratory work, internship, practicum, reading assignment, field trips, studio work, or other academic work leading to the award of credit hour for undergrad study. An average of three times the amount of time as the amount of formalized instruction is applicable to out-of-class assignments for graduate study. Horizon University academic work is established by quarter credit hours. One (1) quarter credit hour earned is defined as the satisfactory completion of at least nine (9) clock hours of lecture hours; or at least eighteen (18) clock hours of supervised work or practicum, as determined by the University.

2. The faculty must submit the syllabus to the appropriate program director for peer review before the quarter begins. The program director reviews the syllabus and submits the syllabus to the CAO for final review and approval. The syllabus will be returned to the faculty if it does not meet the credit hour definition. A syllabus must include the credit hours, instruction time, reading assignments, and all required out-of-class assignments for the courses.

ATTENDANCE

Regular and punctual attendance is necessary to achieve satisfactory academic progress. Attendance is strictly monitored. Students may not miss more than 30% of class sessions. Three (3) consecutive absences require formal notice. If the student is absent, he/she may be required to make up all the work missed. It is the student's responsibility to check on all assignments. The 30% allowance is to provide for serious illness, serious injury, serious illness in the family, death in the family, and other unforeseen emergencies. Note that failure to enter the classroom and be seated at the beginning of class may result in being counted absent.

In addition to the 30% policy, individual professors may impose additional attendance and participation requirements that have the potential of impacting students' course grade. See the course syllabus for details. If further questions persist, discuss policies with the instructor.

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

The faculty members may require additional work to make up for an absence. If a student is absent from a significant part of the course or is frequently late for class meetings, even due to extenuating circumstances, this may result in a lower grade or even a failing grade for the course.

TARDINESS

Tardiness is a distraction to a good learning environment and is discouraged. Faculty may reduce final grades based on excessive tardiness.

CLASSROOM PARTICIPATION

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

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

GRADE ASSESSMENT

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

GRADE SCALE

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

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

The Registrar translates letter grades to grade points in accordance with the table below.

A	Excellent	4.00
A-		3.70
B+		3.30
B	Good	3.00
B-		2.70
C+		2.30
C	Satisfactory	2.00
C-		1.70
D+		1.30
D	Below average	1.00
D-		0.70
F	Failure	0.00

GRADE DEFINITION

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

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

ADMINISTRATIVE GRADING SYMBOLS

<u>Symbols</u>	<u>Explanation</u>
CR	Credit
NC	No Credit
SP	Satisfactory Progress
I	Incomplete
RD	Report Delayed
W	Withdrawal
AU	Audit
N/A	Not Applicable

ACADEMIC INTEGRITY

Cheating is a violation of Christian integrity and will not be tolerated. Cheating includes, but is not limited to, copying from another student's work, relaying information about tests and exams or receiving information from a student who has already taken the test, and falsifying reports or other work. The greatest form of cheating is plagiarism, which is copying or using another person's work or words as your own. This includes copying information from the Internet or from various textbooks. Be sure to properly cite and paraphrase any information that is not your own thoughts or information.

A student found cheating will receive a "0" for the assignment or test and will be reported to the Director of Academics for recourse. Dismissal from the course or the university may be the consequence of cheating. If a student is aware of cheating or plagiarism, he/she should report it to any faculty member or administrative staff immediately.

FACULTY ASSISTANCE

The faculty and staff at Horizon University are dedicated to students' academic and spiritual growth and success. Professors will announce office hours at the beginning of each term. These hours are for the student to discuss any questions that may have come up during lectures. Please take advantage of these times. Also, faculty members are available by email, so feel free to contact them by email.

Some faculty members may provide their cell phone number in their syllabus. Please use discretion when contacting the professor outside office hours. In general, all faculty members prefer email when contacting them outside of office hours.

STUDY GROUPS

Some of the best and most rewarding assistance comes from fellow classmates. Horizon University encourages students to seek help from other students in times of confusion or to prepare for examinations. Forming study groups that regularly meet to review notes and materials can be an invaluable resource. Students can discuss and review difficult subject matters and help each other succeed. If a student is having trouble finding a study group, they may contact their professor for assistance.

PEER TUTORING

Sometimes students who struggle academically can be helped best by other students. If the student is not in a study group, he/she should consider joining one. If the student needs more help than a study group can provide, they may contact the professor. The professor, often, can help the student locate a volunteer peer tutor who may be able to help him/her with difficult material.

ACADEMIC LOAD

Undergraduate Program

A full-time load is 12-16 units/hours per quarter (For international students, 12 units/hours is the minimum). To achieve the completion of a program within the normal time frame, the student should carry an average of 12 units/hours each quarter.

Graduate Program

A Full-time load is 8-12 units/hours per quarter (For international students, 8 units/hours is the minimum). To achieve the completion of a program within the normal time frame, the student should carry an average of 8 units/hours each quarter.

All courses typically require a minimum of 2 hours for undergraduate class and 3 hours for graduate class of study outside the classroom for each hour in class. The student should consider family, employment, and church and ministry responsibilities when determining his/her academic load.

PROGRAM LENGTH

Students are usually expected to complete each program within the following time frame: the bachelor's degree in 4 years, the Master of Business Management degree in 2 years, the Master of Theology degree in 2 years, and the Master of Divinity degree in 3 years. The maximum time frame allowed for students to complete a program is 150% of the normal program length, namely 6 years for the bachelor program, 3 years for the Master of Theology and the Master of Business Administration program, and 4 and ½ years for the Master of Divinity program. An extension may be granted for special circumstances.

STUDENT ACHIEVEMENT

To document student learning outcomes, Horizon University assesses student achievement using cumulative GPAs (CGPA) for all students.

As one method of documenting student learning outcomes, Horizon University annually analyzes cumulative GPAs per program, in as much as GPA achievement provides a uniform and comparable measure of student achievement across programs and across time. GPA is calculated on the traditional 4.0 scale.

The CGPA is calculated using the formula below:

$$\text{CGPA} = \text{Total Grade Points Earned} / \text{Total Units Attempted with Letter Grade}$$

SATISFACTORY ACADEMIC PROGRESS (SAP)

SAP is a policy requiring that students meet the school's academic standards to successfully complete their program.

Academic Progress Measurement

If a student's progress, measured at the end of each term, is determined to be unsatisfactory, the student will be advised of the performance necessary to reestablish SAP.

- Maintain a 2.0 (2.7 for Master of Theology and Master of Divinity students; 3.0 for Master of Business Administration students) Cumulative GPA
Receive an average letter grade of C in all courses you have completed.
- Maintain 67% Unit Completion
Complete at least 67% of your attempted units with a grade of A, B, C, D, CR.
To calculate the pace of progression, divide the cumulative number of credits successfully completed by the cumulative number of credits attempted.
- Maximum Time Frame Requirement
Complete your program within 150% of the published program's required units.

Unsatisfactory Academic Warning

Students receiving an Unsatisfactory Academic Warning are still eligible to continue to take classes. If, at the end of the term during which the student was placed on unsatisfactory academic warning status, the student's academic progress is above the threshold for SAP, the student will be removed from Unsatisfactory Academic Warning status. If, at the end of the term during which the student was placed on Unsatisfactory Academic Warning, the student's academic progress is not above SAP thresholds, the student will no longer be eligible to continue with his/her academic program. This decision is subject to appeal by the student.

Appeal Process

After an Unsatisfactory Academic Warning, students who are no longer eligible to continue the program due to unsatisfactory academic progress is advised immediately following the determination. Students may submit a written appeal to the Academic Director.

This appeal must be filed within five (5) business days of notification of the decision and must, at a minimum, explain in writing the circumstances that led to their unsatisfactory academic performance and why they feel that these circumstances will not be a factor going forward. The Academic Review Committee will consider all information, including potential mitigating circumstances such as illness or other personal medical issues, family situations, financial obligations, or other circumstances presented by the student.

The Academic Review Committee will uphold or deny the appeal within ten (10) business days following the receipt of the appeal from the student. Students who have been dismissed due to unsatisfactory academic progress must have an appeal upheld prior to the drop/add date in any quarter to attend classes in that quarter. If an appeal is denied, the student will remain dismissed and ineligible to register for classes. There is no limit to the number of appeals that students may make. If the appeal is upheld, the student will be placed on Academic Probation status for one quarter, an academic plan will be created for the student with an academic advisor, and the student will be considered eligible to register and continue the program.

Re-establishing SAP

A student may reestablish satisfactory academic progress at any time if she/he successfully completes a term with a CGPA at or above 2.0 (2.7 for Master of Theology and Master of Divinity students; 3.0 for Master of Business Administration students) and a pace at or above 67%. Students who reestablish satisfactory academic progress are advised that they no longer need to be on an academic plan and are eligible to continue their academics.

The Academic Recovery Plan must be structured so that the student reestablishes SAP prior to exceeding the Maximum Timeframe. The student's performance against the

academic plan will be analyzed at the end of each quarter. If, at the end of a quarter, the student's performance is consistent with the terms of the Academic Recovery Plan, the student remains eligible to continue in school for the subsequent quarter. If the student's performance is unsatisfactory, the student will be no longer eligible to continue taking new classes until the student re-establishes SAP. A student on the Academic Recovery Plan will be advised at the end of each quarter to ensure that they understand their performance during this time and how it compares against the plan.

ACADEMIC PROBATION

Undergraduate students will be placed on academic probation when either the quarter or cumulative GPA falls below 2.00. Likewise, graduate students will be placed on probation when either the quarter or cumulative GPA falls below 2.7 for Master of Theology and Master of Divinity students, 3.0 for Master of Business Administration students.

Students on probation must meet with the Academic Director to develop an academic plan and establish GPA goals. While on probation, students must adhere to the conditions of the program of study in which they are enrolled. Undergraduate students enrolled in a full-time program of study must complete a minimum of twelve (12) credits but not exceed fifteen (15) credits during probationary term(s) of study. Graduate students enrolled in a full-time program of study must complete a minimum of eight (8) credits but not exceed nine (9) credits during probationary term(s) of study.

Removal from probationary status requires that students achieve both a quarter and cumulative GPA of 2.00 or higher for undergraduate students and a GPA of 2.7 or higher for Master of Theology and Master of Divinity students; 3.0 or higher for Master of Business Administration students in a subsequent term. While the student is on probation, the school may require the student to fulfill specific terms and conditions such as taking a reduced course load, enrolling in specific courses, or extending enrollment status.

However, all credits attempted count toward 150% of the normal program length even if the student is on extended enrollment.

DISMISSAL

Term Grade Point Average

Undergraduate students will be dismissed from Horizon University when their quarter GPA falls below the 2.00 standard for three (3) consecutive quarters. Graduate students whose quarter GPA falls below 2.7 for Master of Theology and Master of Divinity students; 3.0 for Master of Business Administration students for two (2) consecutive quarters, will be dismissed from Horizon University.

Undergraduate students, who earn a quarter GPA below 1.00, and graduate students who earn a quarter GPA below 2.00, not including their first quarter at Horizon University, may be automatically dismissed from Horizon University. That is, they are subject to dismissal without the benefit of a probationary period. Such students can appeal the dismissal decision, as described below. First quarter undergraduate students that obtain a quarter GPA below 1.00, and graduate students who earn a quarter GPA below 2.00 will be placed on probation and held to the standards established by the conditions of academic probation.

Cumulative Grade Point Average

Undergraduate students will be dismissed from Horizon University when their cumulative GPA remains below the 2.00 standard for the probationary period of three (3) consecutive quarters unless an extended period is approved by the Academic Director.

Undergraduate students who earn a cumulative GPA below 1.00, not including their first quarter at Horizon University, may be automatically dismissed from the school. That is, these students are subject to dismissal, without benefit of a probationary period. Such students can appeal the dismissal decision, as described below. First quarter students that obtain a GPA of or below 1.00 will be placed on probation and held to the standards established by the conditions of academic probation.

Graduate students will be dismissed from the school when their cumulative GPA remains below 2.7 for Master of Theology and Master of Divinity students; 3.0 for Master of Business Administration students for the probationary period of two (2) consecutive quarters unless an extended period is approved by the Academic Director.

Graduate students who earn a cumulative GPA below 2.00, not including their first quarter at Horizon University, may be automatically dismissed from the school. That is, these students are subject to dismissal, without benefit of a probationary period. Such students can appeal the dismissal decision, as described below. First quarter students that obtain a GPA of or below 2.00 will be placed on probation and held to the standards established by the conditions of academic probation.

Right to Appeal a Dismissal Decision

Students have the right to appeal a dismissal decision. They may do so by requesting an appeal to the Academic Director. The request must be submitted by students within seven (7) days of having been notified that they are being dismissed from Horizon University and in no case later than the first day of classes in the quarter in which the dismissal is to take effect.

Upon submitting the request to appeal to the dismissal decision, the student will be scheduled to meet with the Academic Director to discuss his or her academic progress and plan. A final decision regarding the outcome of the student's appeal will be communicated at this meeting. If a student seeks to be reinstated for the quarter into

which the dismissal is to take effect, he/she must meet with the Academic Director before the end of the first week of the quarter. After that date, appeals will be considered for the subsequent quarter.

Terms of Reinstatement after Dismissal

Reinstatement to Horizon University is subject to the following conditions:

- **Full-Time Students:** Students are expected to meet the Academic Standard of Horizon University by the time they are to graduate. Undergraduate students must enroll in and complete no fewer than twelve (12) and no more than sixteen (16) credits unless otherwise approved by the Academic Director. Graduate students must enroll in and complete no fewer than eight (8) and no more than twelve (12) credits unless otherwise approved by the Academic Director. During the period of reinstatement, a student cannot change his/her program of study or status.
- **Part-Time Students:** Students are expected to meet the Academic Standard of Horizon University by the time the student graduates. Undergraduate students can enroll in and complete no more than eight (8) credits during the readmitted quarter. The student must obtain a minimum quarter GPA of at least a 2.00 during the readmitted quarter and may not earn grades of “D” or below, or “I” in any given course during the quarter. If the student does not meet the 2.00 GPA standards as established under the conditions of reinstatement, he/she will be dismissed from the school. Failure to meet the above conditions will result in dismissal from the school. Graduate students can enroll in and complete no more than four (4) credits during the readmitted quarter. The student must obtain a minimum quarter GPA of at least a 2.7 for Master of Theology and Master of Divinity students; a 3.0 for Master of Business Administration students during the readmitted quarter and may not earn grades of “C” or below, or “I” in any given course during the quarter. If the student does not meet the 2.7 GPA for Master of Theology and Master of Divinity students; 3.0 GPA for Master of Business Administration students as established under the conditions of reinstatement, he/she will be dismissed from the school. Failure to meet the above conditions will result in dismissal from the school. Such dismissal is considered final unless overturned by the Academic Director. A final dismissal decision may not be appealed.

Final Dismissal

Students who: (a) do not appeal the initial dismissal decision, (b) receive a negative decision from the Academic Director, (c) fail to meet the conditions of reinstatement, or (d) who fail to maintain F-1 student status (international students only), are dismissed from Horizon University.

Petition for Readmission

Students who have been dismissed from the school must wait at least one quarter before applying for readmission and must submit a Petition for Readmission to the Academic Director. To be considered, the students must submit a written petition which describes the changes in behavior or circumstance that will result in improved academic performance. The readmission petition must be submitted to the Academic Director at least ten (10) days before the beginning of the quarter in which the student requests readmission. The Academic Director will determine if the student has demonstrated the likelihood of future success in the program of study. The Academic Director will notify the students in writing concerning readmission. If readmission is granted, a student may resume course work at Horizon University.

LIBRARY RESOURCES

Horizon Library provides print materials and electronic materials. Any current students have the right to use and access the service as well as the library on campus. They must show their student ID or proof of their current enrollment status. If they need an ID, students can contact the librarian or a staff member.

Students are required to search the Library and Information Resources Network (LIRN) electronic materials and/or check out print materials from Horizon Library for their work. Horizon library is centrally located in the campus, where students, faculty, and staff can access without walking a large distance. It has multiple computers and a copy machine that is designed to serve and support various services and research for the entire Horizon community.

The book collection exceeds 7,000 volumes. Continuous additions are made to these resources throughout the year to assure the students and faculty the most current information and the latest technology in each major field of study. Students and faculty can search and check-out a wide array of Horizon University Library holdings using the library online catalog: <https://libraryworld.com>.

Horizon Library subscribes to the following online databases: GALE, ProQuest, Open Access Resources, and Statista available through LIRN (Library & Information Resources Network). The growing subscription package contains a large selection of multidisciplinary resources representing a broad range of academic subjects such as business and economics, education, language arts, philosophy, political science, religion, social science, technology, and engineering. The LIRN access information (login) will be given to all students at the beginning of each quarter. The student can also get the LIRN access information from the librarian whenever they need it.

In addition to LIRN, the students will access online EBSCO databases through the Haven University website. The EBSCO databases include *eBook Collection (EBSCOhost)*, *Academic Search Elite*, *eBook Business Collection (EBSCOhost)*, and *eBook Religion Collection (EBSCOhost)*. The EBSCO access information (login) will be given to all

students at the beginning of each as well. The student can also get EBSCO access information from the librarian whenever they need.

Computer workstations are available for students. Accessible programs on these computers include Internet access, Microsoft Office, program-related web resources, the library's catalog, and online databases.

Additionally, Horizon University has a library resource sharing agreement with Evangelia University in Anaheim, California. Students can access the service by visiting the university or through the Evangelia University website: <https://www.evangelia.edu>.

Horizon University also has a library resource sharing agreement with Grace Mission University in Fullerton, California. Students can access the service by visiting the university or through the Grace Mission University website: <https://gm.edu>.

Horizon University also has a library resource sharing agreement with Haven University in Garden Grove, California. Students can access the service by visiting the university or through the Heaven University website: <https://haven.edu>.

ACADEMIC PROGRAMS

BACHELOR OF THEOLOGY

Program Purpose and Objectives

The Bachelor of Theology (B.Th.) program presents opportunities to explore traditional Christian faith through academic and critical lenses. Students will be expected to critically and comprehensively analyze Christian scriptures and doctrines while placing teachings within a historical context. They will build foundational and advanced knowledge of theological principles.

Program Learning Outcomes

Upon completion of the program, students will be able to:

1. Analyze information in order to draw valid conclusions and make insightful judgments (Critical Thinking).
2. Explain natural phenomena by applying foundational principles from the physical sciences (Natural Science).
3. Outline global history, American history, culture, society, and achievements in the arts (Social Sciences).
4. Demonstrate the ability to convey facts, ideas, and overall arguments, idiomatically and compellingly, in a variety of written or spoken formats (Communication Skills).
5. Explain the basic content of the Bible and important themes of the Biblical texts (Bible).
6. Examine the key theological themes and pressing issues in biblical theology, systematic theology and Church history (Theology).
7. Develop personal competency in the integration of faith with life and spiritual commitment in the community context (Personal and Spiritual Growth)

Admission Requirements

All prospective students are accepted to Horizon University on a provisional basis pending the submission of all required documents, which includes:

1. Application Form and Fee
2. Proof of Graduation - High school (or equivalent) minimum
3. Personal Identification
4. Copy of valid Passport (International Students Only)
5. Copy of visa and I-94 (International Students Only)
6. Previous School's Form I-20 (International Students Only – if applicable)
7. Bank Statement/Form I-134 Affidavit of Support (International Students Only)
8. Demonstration of English Proficiency (International Students Only)

Graduation Requirements

Successful completion of **180** quarter units with a minimum of 2.0 grade point average is required to graduate from the program.

Course Delivery Mode

The Bachelor of Theology program does not offer any online or hybrid courses. All courses are offered in a traditional, face-to-face mode.

Program Requirements

I. General Education Requirements (56 units)

Humanities (Select 12 units from the following)

HUM 101	Critical Thinking (Prerequisite: None)	4
MUS 103	Music Appreciation (Prerequisite: None)	4
PHIL 111	Introduction to Philosophy (Prerequisite: None)	4
PHIL 201	Introduction to Logic (Prerequisite: None)	4
PHIL 205	Philosophy of Religion (Prerequisite: None)	4
PHIL 212	Introduction to Ethics (Prerequisite: None)	4

English/Communications (Select 16 units from the following)

COM 101	Public Speaking I (Prerequisite: None)	4
COM 102	Public Speaking II (Prerequisite: COM 101)	4
COM 104	Practical English (Prerequisite: None)	4
COM 201	Cross Cultural Communications (Prerequisite: None)	4
COM 205	Interpersonal Communication (Prerequisite: None)	4
ENG 101	English Mechanics I (Prerequisite: None)	4
ENG 102	English Mechanics II (Prerequisite: ENG 101)	4
ENG 103	English Literature (Prerequisite: None)	4
ENG 201	Religion and Literature (Prerequisite: None)	4

Social Science (Select 16 units from the following)

AC 100	Accounting I	4
BU 100	Principles of Business Management (Prerequisite: None)	4
BU 120	Principles of Marketing (Prerequisite: None)	4
BU 330	Business Statistics (Prerequisite: None)	4
EC 101	Introduction to Economics (Prerequisite: None)	4
EDU 101	Introduction to Education Theology (Prerequisite: None)	4
GOV 101	American Government (Prerequisite: None)	4
HIS 101	American History (Prerequisite: None)	4
HIS 102	World History (Prerequisite: None)	4
POS 111	Introduction to Political Science (Prerequisite: None)	4
PSY 205	Introduction to Psychology (Prerequisite: None)	4
SOC 301	Introduction to Sociology (Prerequisite: None)	4

Natural Science/Computer (Select 12 units from the following)

CIS 101	Introduction to Computer (Prerequisite: None)	4
CIS 201	Introduction to Microsoft Office (Prerequisite: None)	4
MTH 101	College Mathematics (Prerequisite: None)	4
NS 101	Physical Science (Prerequisite: None)	4
NS 102	Health (Prerequisite: None)	4
NS 103	Biological Science (Prerequisite: None)	4
NS 104	General Biology (Prerequisite: None)	4
NS 105	Life Science (Prerequisite: None)	4
NS 110	Physiology (Prerequisite: None)	4

II. Program Requirements (124 units)

Church History (Select 8 units from the following)

HIS 205	Early & Med. Church History (Prerequisite: None)	4
HIS 206	Modern Church History (Prerequisite: None)	4
HIS 250	History of Christianity in America (Prerequisite: None)	4
HIS 260	Evangelical Movement (Prerequisite: None)	4

Biblical Studies (Select 40 units from the following)

NT 101	Survey of New Testament (Prerequisite: None)	4
NT 135	Gospel of John (Prerequisite: None)	4
NT 140	Christian Ethics (Prerequisite: None)	4
NT 200	Life & Teachings of Christ (Prerequisite: None)	4
NT 203	Synoptic Gospels (Prerequisite: None)	4
NT 210	Acts (Prerequisite: None)	4
NT 220	Writings of John (Prerequisite: None)	4
NT 305	Pauline Epistles (Prerequisite: None)	4
NT 312	Romans & Galatians (Prerequisite: None)	4
NT 322	I & II Corinthians (Prerequisite: None)	4
NT 332	Prison Epistles (Prerequisite: None)	4
NT 435	Hebrews (Prerequisite: None)	4
OT 101	Survey of Old Testament (Prerequisite: None)	4
OT 120	Study of Beginnings - Genesis (Prerequisite: None)	4
OT 130	Hebrew History - Wanderings (Prerequisite: None)	4
OT 230	Poetry & Wisdom Books (Prerequisite: None)	4
OT 305	Pentateuch (Prerequisite: None)	4
OT 312	Hebrew History (Prerequisite: None)	4
OT 320	Major Prophets (Prerequisite: None)	4
OT 321	Minor Prophets (Prerequisite: None)	4

Theology (Select 16 units from the following)

THE 101	Introduction to Theology (Prerequisite: None)	4
THE 201	Principles of Interpretation (Prerequisite: None)	4

THE 301	Christian Doctrine I (Prerequisite: None)	4
THE 302	Christian Doctrine II (Prerequisite: None)	4
THE 303	Christian Doctrine III (Prerequisite: None)	4
THE 304	Christian Doctrine IV (Prerequisite: None)	4
THE 350	Theology and Film (Prerequisite: None)	4

Christian Leadership (Select 24 units from the following)

MS 250	Missions (Prerequisite: None)	4
PSY 206	Religious Psychology (Prerequisite: None)	4
PSY 402	Christian Counseling (Prerequisite: None)	4
PT 150	Bible Study Methods (Prerequisite: None)	4
PT 210	Principles of Disciple Making (Prerequisite: None)	4
PT 220	Cross-Cultural Ministry (Prerequisite: None)	4
PT 250	Hermeneutics (Prerequisite: None)	4
PT 312	Homiletics (Prerequisite: None)	4
PT 331	Survey of Christian Spirituality (Prerequisite: None)	4
PT 332	Apologetics: Defending the Faith (Prerequisite: None)	4
PT 350	Church Administration (Prerequisite: None)	4
PT 360	Christian Ministry (Prerequisite: None)	4
PT 370	Christian Leadership (Prerequisite: None)	4
PT 390	Vision of Life (Prerequisite: None)	4
PT 395	Marriage and Family (Prerequisite: None)	4

Electives (36 units) 36

Career Opportunities

The program is not designed to gain employment of its graduates.

BACHELOR OF SCIENCE IN BUSINESS ADMINISTRATION

Program Purpose and Objectives

The Bachelor of Science in Business Administration (BSBA) program offers a comprehensive program that prepares students for successful professional careers in various business fields. The BSBA program organizes its courses so that students learn basic business concepts and principles and apply both theory and logic to problem solving.

Program Learning Outcomes

Upon completion of the program, students will be able to:

1. Analyze information to draw valid conclusions and make insightful judgments (Critical Thinking).
2. Explain natural phenomena by applying foundational principles from the physical sciences (Natural Science).
3. Outline global history, American history, culture, society, and achievements in the arts (Social Sciences).
4. Demonstrate the ability to convey facts, ideas, and overall arguments, idiomatically and compellingly, in a variety of written or spoken formats (Communication Skills).
5. Differentiate the various functional components of business including accounting, finance, law, management, marketing, and economics (Functional Components).
6. Demonstrate knowledge of current information technology and analyze quantitative and qualitative data to support business decision making (Data Analysis).
7. Employ ethics principles in a business format and develop problem solving and decision-making abilities (Decision Skills).

Admission Requirements

All prospective students are accepted to Horizon University on a provisional basis pending the submission of all required documents, which includes:

1. Application Form and Fee
2. Proof of Graduation - High school (or equivalent) minimum
3. Personal Identification
4. Copy of valid Passport (International Students Only)
5. Copy of visa and I-94 (International Students Only)
6. Previous School's Form I-20 (International Students Only – if applicable)
7. Bank Statement/Form I-134 Affidavit of Support (International Students Only)
8. Demonstration of English Proficiency (International Students Only)

Graduation Requirements

Successful completion of **180** quarter units with a minimum of 2.0 grade point average is required to graduate from the program.

Course Delivery Mode

The Bachelor of Science in Business Administration program does not offer any online or hybrid courses. All courses are offered in a traditional, face-to-face mode.

Program Requirements

I. General Education Requirements (56 units)

Humanities (Select 12 units from the following)

HUM 101	Critical Thinking (Prerequisite: None)	4
MUS 103	Music Appreciation (Prerequisite: None)	4
PHIL 111	Introduction to Philosophy (Prerequisite: None)	4
PHIL 201	Introduction to Logic (Prerequisite: None)	4
PHIL 205	Philosophy of Religion (Prerequisite: None)	4
PHIL 212	Introduction to Ethics (Prerequisite: None)	4

English/Communications (Select 16 units from the following)

COM 101	Public Speaking I (Prerequisite: None)	4
COM 102	Public Speaking II (Prerequisite: COM 101)	4
COM 104	Practical English (Prerequisite: None)	4
COM 201	Cross Cultural Communications (Prerequisite: None)	4
COM 205	Interpersonal Communication (Prerequisite: None)	4
ENG 101	English Mechanics I (Prerequisite: None)	4
ENG 102	English Mechanics II (Prerequisite: ENG 101)	4
ENG 103	English Literature (Prerequisite: None)	4
ENG 201	Religion and Literature (Prerequisite: None)	4

Social Science (Select 16 units from the following)

EDU 101	Introduction to Education Theology (Prerequisite: None)	4
GOV 101	American Government (Prerequisite: None)	4
HIS 101	American History (Prerequisite: None)	4
HIS 102	World History (Prerequisite: None)	4
POS 111	Introduction to Political Science (Prerequisite: None)	4
PSY 205	Introduction to Psychology (Prerequisite: None)	4
SOC 301	Introduction to Sociology (Prerequisite: None)	4
SOC 305	Marriage and Family (Prerequisite: None)	4

Natural Science/Computer (Select 12 units from the following)

CIS 101	Introduction to Computer (Prerequisite: None)	4
CIS 201	Introduction to Microsoft Office (Prerequisite: None)	4

MTH 101	College Mathematics (Prerequisite: None)	4
NS 101	Physical Science (Prerequisite: None)	4
NS 102	Health (Prerequisite: None)	4
NS 103	Biological Science (Prerequisite: None)	4
NS 104	General Biology (Prerequisite: None)	4
NS 105	Life Science (Prerequisite: None)	4
NS 110	Physiology (Prerequisite: None)	4

II. Core Business Administration Studies (Select 84 units from the following)

AC 100	Accounting I (Prerequisite: None)	4
AC 110	Accounting II (Prerequisite: AC 100)	4
AC 150	Intermediate Accounting I (Prerequisite: AC110)	4
AC 160	Intermediate Accounting II (Prerequisite: AC110)	4
AC 220	Principles of Managerial Accounting (Prerequisite: AC 110)	4
AC 230	Financial Accounting (Prerequisite: AC 110)	4
BU 100	Principles of Business Management (Prerequisite: None)	4
BU 120	Principles of Marketing (Prerequisite: None)	4
BU 130	Introduction Finance (Prerequisite: None)	4
BU 200	Business Law (Prerequisite: None)	4
BU 210	Principles of Financial Management (Prerequisite: None)	4
BU 220	Business Ethics (Prerequisite: None)	4
BU 230	International Business (Prerequisite: None)	4
BU 240	Introduction to Information Systems (Prerequisite: None)	4
BU 250	Quantitative Analysis for Management (Prerequisite: None)	4
BU 260	Principles of Organizational Management (Prerequisite: None)	4
BU 270	Marketing Communication (Prerequisite: None)	4
BU 280	Production Management (Prerequisite: None)	4
BU 290	Labor Relations (Prerequisite: None)	4
BU 300	Organizational Behavior (Prerequisite: None)	4
BU 320	Human Resource and Labor Relations (Prerequisite: None)	4
BU 330	Business Statistics (Prerequisite: None)	4
BU 350	International Finance (Prerequisite: None)	4
BU 360	Financial Risk Management (Prerequisite: None)	4
BU 370	Global Marketing Management (Prerequisite: None)	4
BU 380	Marketing and Sales Management (Prerequisite: None)	4
BU 410	Entrepreneurship (Prerequisite: None)	4
BU 420	E-Business Systems Development (Prerequisite: None)	4
BU 430	E-Business Models and Strategies (Prerequisite: None)	4
CIS 301	Management Information Systems (Prerequisite: None)	4
EC 101	Introduction to Economics (Prerequisite: None)	4
EC 110	Microeconomics (Prerequisite: None)	4
EC 120	Macroeconomics (Prerequisite: None)	4

III. Electives (32 units)

IV. Christian Studies (Select 8 units from Biblical Studies or Theology)

Career Opportunities

Careers in business management include, but are not limited to:

Assistant Manager (11-9199), Accountant (13-2011), Clinical Technologist (29-2011), eCommerce Assistant (13-1199), Field Director/Manager (11-9199), Informatica Consultant (15-1133), Informatica Developer (15-1133), Manager (11-9199), Marketing Analyst Assistant (13-1161), Marketing Manager (11-2021), Marketing Research (13-1161), Office Manager (11-9199), Production Manager (11-9199), Sales Manager (11-2022).

More information regarding these careers may be found at <https://www.onetonline.org/crosswalk/>

MASTER OF BUSINESS ADMINISTRATION

Program Purpose and Objectives

The Master of Business Administration (MBA) program offers a comprehensive foundation for business decision making and prepares students to lead effectively in a rapidly changing business environment. The purpose of the MBA program is to equip students in mind and character to serve the community and the world through business as ministry.

Program Learning Outcomes

Upon completion of the program, students will be able to:

1. Develop core business knowledge to make strategic and tactical decisions (Decision Skills).
2. Employ effective managerial decisions and solve organizational problems (Organization Skills).
3. Apply quantitative techniques and methods in the analysis of real-world business situations (Analysis Techniques).
4. Assess information, data, and technology (Data Analysis).
5. Demonstrate the ability to manage and administer a business organization with a lifestyle of Christian service in their business practices (Personal Growth).

Admission Requirements

All prospective students are accepted to Horizon University on a provisional basis pending the submission of all required documents which include:

1. Application Form and Fee
2. Proof of Graduation – bachelor’s degree (or equivalent) minimum
3. Personal Identification
4. Copy of valid Passport (International Students Only)
5. Copy of visa and I-94 (International Students Only)
6. Previous School’s Form I-20 (International Students Only – if applicable)
7. Bank Statement/Form I-134 Affidavit of Support (International Students Only)
8. Demonstration of English Proficiency (International Students Only)

Graduation Requirements

Successful completion of **56** quarter units with a minimum of 3.0 grade point average is required to graduate from the program.

Practical Learning Experience Requirement

MBA students are required to complete a Practical Learning MBA Experience (PLE) as a graduation requirement. The Practical Learning Experience requirement is satisfied by completing a credit-bearing internship or project course that is assessed on a Credit/No

Credit basis. Practical learning opportunities exist on- and off-campus. Off-campus practical learning requires prior University approval, and F-1 students must have Curricular Practical Training (CPT) authorization to participate in off-campus practical learning.

Course Delivery Mode

The Master of Business Administration program does not offer any online or hybrid courses. All courses are offered in a traditional, face-to-face mode. The courses are conducted in an intensive format. An intensive course meets all day long three times during the quarter. The intensive course is designed to provide an in-depth uninterrupted deep dive into a topic.

Program Requirements

I. Core MBA Studies (Select 36 units from the following)

BU 510	Operations Management (Prerequisite: None)	4
BU 515	Marketing Management and Strategies (Prerequisite: None)	4
BU 525	Economics for Managerial Decision Making (Prerequisite: None)	4
BU 530	Entrepreneurship and Leadership (Prerequisite: None)	4
BU 535	Organizational Leadership Development (Prerequisite: None)	4
BU 540	International Strategic Management (Prerequisite: None)	4
BU 545	Consumer Behavior (Prerequisite: None)	4
BU 560	Organizational Conflict Management (Prerequisite: None)	4
BU 565	Market Research (Prerequisite: None)	4
BU 570	Principles and Practices of E-Business (Prerequisite: None)	4
BU 573	Financial Risk Management (Prerequisite: None)	4
BU 583	Business Law (Prerequisite: None)	4
BU 585	Sales Management (Prerequisite: None)	4
BU 590	Management of Innovation (Prerequisite: None)	4

II. Elective MBA Studies (Select 16 units from the following)

BU 520	Accounting for Managerial Decision Making (Prerequisite: None)	4
BU 550	Information Systems Management (Prerequisite: None)	4
BU 563	International Marketing (Prerequisite: None)	4
BU 575	E-Business Strategies (Prerequisite: None)	4
BU 580	International Business Finance (Prerequisite: None)	4

III. Project

BU 700	MBA Project	4
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IV. CPT Internship

BU 760	CPT Internship*	0.5
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*All students engaging in CPT must be enrolled in this course. The CPT units are not included in the program required units, which is 56 units.

V. Pre-Requirements (8 units)

BU 500	Pre-MBA Accounting I	2
BU 501	Pre-MBA Accounting II	2
BU 502	Pre-MBA Microeconomics	2
BU 503	Pre-MBA Macroeconomics	2

Career Opportunities

Careers in business management include, but are not limited to:

Administrative Specialist (43-6014), Assistant Manager (11-9199), Business Accountant (13-2011), Clinical Technologist (29-2011), eCommerce Assistant (13-1199), Field Director/Manager (11-9199), Informatica Consultant (15-1133), Informatica Developer (15-1133), Manager (11-9199), Marketing Analyst Assistant (13-1161), Marketing Manager (11-2021), Marketing Research (13-1161), Office Clerk (43-9061), Office Manager (11-9199), Operations Research Analyst (15-2031), Production Assistant (51-9198), Production Manager (11-9199), Sales Manager (11-2022).

More information regarding these careers may be found at <https://www.onetonline.org/crosswalk/>

MASTER OF DIVINITY

Program Purpose and Objectives

The Master of Divinity (M.Div.) program prepares dedicated Christian scholars for ministry in various church settings. The emphasis of the program is cultivating skills needed for studying and communicating the Christian Scriptures to others effectively while being models of the Christian faith and spiritual practices. These skills will prove useful in future endeavors in the Church.

Program Learning Outcomes

Upon completion of the program, students will be able to:

1. Accomplish an in-depth understanding of the Bible's content, contexts, structure, and message, and apply the knowledge to further research (Bible).
2. Develop competency in integrating theological knowledge into the personal journey of faith and in practical ministry (Discipleship).
3. Demonstrate the ability to evangelize and defend the Christian faith in postmodern and multicultural contexts (Evangelism).
4. Explain major themes in theology and church history with reference to the evangelical tradition (Theology).
5. Apply comprehension of effective leadership principles and Bible teaching skills in Christian education ministries (Leadership).

Admission Requirements

All prospective students are accepted to Horizon University on a provisional basis pending the submission of all required documents, which includes:

1. Application Form and Fee
2. Proof of Graduation - bachelor's degree (or equivalent) minimum
3. Personal Identification
4. Copy of valid Passport (International Students Only)
5. Copy of visa and I-94 (International Students Only)
6. Previous School's Form I-20 (International Students Only – if applicable)
7. Bank Statement/Form I-134 Affidavit of Support (International Students Only)
8. Demonstration of English Proficiency (International Students Only)

Graduation Requirements

Successful completion of **108** quarter units with a minimum of 2.7 grade point average is required to graduate from the program.

Course Delivery Mode

Master of Divinity program does not offer any online or hybrid courses. All courses are offered in a traditional, face-to-face mode.

Program Requirements

I. Church History (Select 8 units from the following)

HIS 531	Church History I (Prerequisite: None)	4
HIS 532	Church History II (Prerequisite: None)	4
HIS 541	History of Presbyterian Movement (Prerequisite: None)	4
HIS 542	History of Renaiss. & Reformation (Prerequisite: None)	4
HIS 550	Church History Since the Reformation (Prerequisite: None)	4
HIS 560	Church History of Asian Immigrant (Prerequisite: None)	4

II. Biblical Studies (Select 28 units from the following)

NT 501	Introduction to New Testament (Prerequisite: None)	4
NT 502	Gospels (Prerequisite: None)	4
NT 503	Synoptic Gospels (Prerequisite: None)	4
NT 504	Gospel of John (Prerequisite: None)	4
NT 508	New Testament Background (Prerequisite: None)	4
NT 509	World of New Testament (Prerequisite: None)	4
NT 510	Acts (Prerequisite: None)	4
NT 511	Pauline Epistles (Prerequisite: None)	4
NT 513	Romans (Prerequisite: None)	4
NT 515	First Epistle to the Corinthians (Prerequisite: None)	4
NT 520	General Epistles (Prerequisite: None)	4
NT 530	Epistles to the Hebrews (Prerequisite: None)	4
OT 501	Introduction to Old Testament (Prerequisite: None)	4
OT 502	Prophets (Prerequisite: None)	4
OT 506	Minor Prophets (Prerequisite: None)	4
OT 509	World of Old Testament (Prerequisite: None)	4
OT 603	Theological Themes in Genesis (Prerequisite: None)	4
OT 605	Pentateuch (Prerequisite: None)	4
OT 606	Historical Books (Prerequisite: None)	4
OT 609	Isaiah (Prerequisite: None)	4
OT 630	Poetry & Wisdom Books (Prerequisite: None)	4

III. Theology (Select 16 units from the following)

THE 501	Systematic Theology I (Prerequisite: None)	4
THE 502	Systematic Theology II (Prerequisite: None)	4
THE 511	Christian Ethics (Prerequisite: None)	4
THE 515	Theology of Culture (Prerequisite: None)	4
THE 525	Contemporary Theology I (Prerequisite: None)	4
THE 526	Contemporary Theology II (Prerequisite: None)	4
THE 531	Biblical Theology I (Prerequisite: None)	4
THE 532	Biblical Theology II (Prerequisite: None)	4
ADP 552	Pastoral Theology (Prerequisite: None)	4

IV. Church Leadership (Select 20 units from the following)

ADH 551	Church and the Holy Spirit (Prerequisite: None)	4
ADH 552	Church and History (Prerequisite: None)	4
ADP 551	Pastor as a Person (Prerequisite: None)	4
ADS 552	Church and Society (Prerequisite: None)	4
LD 541	Foundations for Ministry (Prerequisite: None)	4
LD 542	Principles of Bible Teaching (Prerequisite: None)	4
LD 543	Ministry Leadership (Prerequisite: None)	4
LD 544	Worship & Music (Prerequisite: None)	4
LD 545	Church Administration (Prerequisite: None)	4
LD 546	Spiritual Formation (Prerequisite: None)	4
LD 547	Integration into Ministry (Prerequisite: None)	4
POS 515	Modern Political Thought (Prerequisite: None)	4
PRA 541	Practical Counseling (Prerequisite: None)	4
PRA 542	Pastoral Counseling (Prerequisite: None)	4
PRA 550	Vision & Mission of Life (Prerequisite: None)	4
PRA 560	Spiritual Warfare (Prerequisite: None)	4
PRA 570	Inner Healing (Prerequisite: None)	4

V. Capstone Project (4 units)

GIS 590	Graduate Integration Seminar	4
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VI. Electives (32 units)

Career Opportunities

The program is not designed to gain employment of its graduates.

MASTER OF THEOLOGY

Program Purpose and Objectives

The Master of Theology (M.Th.) program provides advanced theological studies for students who want to enrich their spiritual ministry, theological understanding, and skills associated with their ministry practices. This program will help current Christian leaders grow and flourish in their fields.

Program Learning Outcomes

Upon completion of the program, students will be able to:

1. Accomplish an in-depth understanding of the Bible's content, contexts, structure, and message, and apply the knowledge to further research (Bible).
2. Apply biblical, theological, and leadership development theory into their role in churches and the marketplace (Leadership).
3. Demonstrate critical understanding of the major themes of biblical theology, systematic theology, and contemporary theology (Theology).
4. Develop competency in integrating theological knowledge into the personal journey of faith and in practical ministry (Discipleship).

Admission Requirements

All prospective students are accepted to Horizon University on a provisional basis pending the submission of all required documents which include:

1. Application Form and Fee
2. Proof of Graduation – bachelor's degree (or equivalent) minimum
3. Personal Identification
4. Copy of valid Passport (International Students Only)
5. Copy of visa and I-94 (International Students Only)
6. Previous School's Form I-20 (International Students Only – if applicable)
7. Bank Statement/Form I-134 Affidavit of Support (International Students Only)
8. Demonstration of English Proficiency (International Students Only)

Graduation Requirements

Successful completion of **64** quarter units with a minimum of 2.7 grade point average is required to graduate from the program.

Course Delivery Mode

The Master of Theology program does not offer any online or hybrid courses. All courses are offered in a traditional, face-to-face mode.

Program Requirements

I. Biblical Studies (Select 28 units from the following)

NT 501	Introduction to New Testament (Prerequisite: None)	4
NT 502	Gospels (Prerequisite: None)	4
NT 503	Synoptic Gospels (Prerequisite: None)	4
NT 504	Gospel of John (Prerequisite: None)	4
NT 508	New Testament Background (Prerequisite: None)	4
NT 509	World of New Testament (Prerequisite: None)	4
NT 510	Acts (Prerequisite: None)	4
NT 511	Pauline Epistles (Prerequisite: None)	4
NT 513	Romans (Prerequisite: None)	4
NT 515	First Epistle to the Corinthians (Prerequisite: None)	4
NT 520	General Epistles (Prerequisite: None)	4
NT 530	Epistles to the Hebrews (Prerequisite: None)	4
OT 501	Introduction to Old Testament (Prerequisite: None)	4
OT 502	Prophets (Prerequisite: None)	4
OT 506	Minor Prophets (Prerequisite: None)	4
OT 509	World of Old Testament (Prerequisite: None)	4
OT 603	Genesis (Prerequisite: None)	4
OT 605	Pentateuch (Prerequisite: None)	4
OT 606	Historical Books (Prerequisite: None)	4
OT 609	Isaiah (Prerequisite: None)	4
OT 630	Poetry & Wisdom Books (Prerequisite: None)	4

II. Theology (Select 16 units from the following)

THE 501	Systematic Theology I (Prerequisite: None)	4
THE 502	Systematic Theology II (Prerequisite: None)	4
THE 511	Christian Ethics (Prerequisite: None)	4
THE 515	Theology of Culture (Prerequisite: None)	4
THE 525	Contemporary Theology I (Prerequisite: None)	4
THE 526	Contemporary Theology II (Prerequisite: None)	4
THE 531	Biblical Theology I (Prerequisite: None)	4
THE 532	Biblical Theology II (Prerequisite: None)	4
ADP 552	Pastoral Theology (Prerequisite: None)	4

III. Capstone Project (4 units)

GIS 590	Graduate Integration Seminar	4
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IV. Electives (16 units)

Career Opportunities

The program is not designed to gain employment of its graduates.

COURSE DESCRIPTIONS

AC 100 Accounting I (4 Units)

This course provides in-depth coverage of financial accounting and numerous recent developments in accounting valuation and reporting practices. The course includes theory, practices, and pronouncements of authoritative professional accounting bodies. This course covers the first half of the accounting study.

AC 110 Accounting II (4 Units)

Prerequisite: AC 100 or approval of advisor

This course provides in-depth coverage of financial accounting and numerous recent developments in accounting valuation and reporting practices. The course includes theory, practices, and pronouncements of authoritative professional accounting bodies. This course covers the second half of the accounting study.

AC 150 Intermediate Accounting I (4 Units)

Prerequisite: AC 110 or approval of advisor

The two intermediate accounting courses are designed to prepare the student for a career in professional accounting or corporate financial management. This initial course provides a deeper understanding of accounting topics introduced in previous accounting courses. Topics covered include accounting theory, a review of the accounting cycle, financial statements, time value of money, current assets and operational assets as they apply to Generally Accepted Accounting Principles (GAAP) and International Financial Reporting Standards (IFRS). This course is essential for students who wish to pursue a major in accounting.

AC 160 Intermediate Accounting II (4 Units)

Prerequisite: AC 110 or approval of advisor

The two intermediate accounting courses are designed to prepare the student for a career in professional accounting or corporate financial management. Topics covered in this course include investments, current liabilities and contingencies, bonds and long-term notes, leases, accounting for income taxes, pensions, shareholders' equity, earnings per share, share-based compensation, accounting errors, and the statement of cash flows. This course is essential for students who wish to pursue a major in accounting.

AC 220 Principles of Managerial Accounting (4 Units)

Prerequisite: AC 110 or approval of advisor

A study of concepts, techniques, and uses of accounting in managerial decision-making and problem solving. This course prepares students to develop skills in the use of job-order costing, activity-based costing, budgeting, cost control using standard costing, identifying relevant costs when making decisions and capital investments.

AC 230 Financial Accounting (4 Units)

Prerequisite: AC 110 or approval of advisor

This course is an introductory course in fundamental accounting concepts that provides students with an understanding of how accounting is utilized by management, investors, creditors, and other organization stakeholders. The primary objective of the course is to develop an understanding of how economic events and transactions affect the financial position of an organization.

ADH 551 Church and the Holy Spirit (4 Units)

This course explores how the Holy Spirit has shaped the church since the beginning and how the relationship has developed throughout time. Students will examine the development of the Church and the Holy Spirit using the Bible and secondary texts.

ADH 552 Church and History (4 Units)

This course examines the function of the Church in the larger context of current happenings in the world. Students will learn the history of the Church with special attention on important events that impacted the world and the development of the Church itself.

ADP 551 Pastor as a Person (4 Units)

This course prepares students who are preparing to become a pastor. The characteristics and important traits relevant to ministry are explored, and students assess their character, temperament, talents, and abilities and how they pertain to the work of Christian ministry.

ADP 552 Pastoral Theology (4 Units)

This course is designed to examine the role and function of pastoral ministry. Students learn and discuss the foundational pastoral tasks and what drives one to choose a life of pastoral ministry.

ADS 552 Church and Society (4 Units)

This course examines how the role of the Church is changing or has changed over time. The focus will be on the 21st century, how the Church is evolving within its changing context, and what the future may bring.

BU 100 Principles of Business Management (4 Units)

This course explores two areas of management: strategy and organizational behavior. Students will examine the primary components of the strategic planning process which include mission statements, industry, and company analysis, as well as competitor analysis. Students will also focus on organizational behavior skills for strategic decisions and implementation. These topics will include decision making, communication, teamwork, leadership, and organizational change. Examples and cases will focus on global companies.

BU 120 Principles of Marketing (4 Units)

This course is an introduction to terminology, concepts and activities that comprise marketing. The course emphasizes product, price, distribution, and promotional decisions marketing managers make that are crucial to the success of an organization.

BU 130 Introduction to Finance (4 Units)

This course introduces students to basic financial concepts and their application to business situations. The course will develop an understanding of the methods used to analyze and manage the financial performance of a firm. Topics include a review of accounting, financial ratio analysis, time value of money, asset valuation methods, fundamentals of capital budgeting, the relationship between risk and return and the cost of capital.

BU 200 Business Law (4 Units)

This course discusses current legal problems confronting businesses, agents, and the legal considerations of decision-making. The course helps students understand legal principles and the processes of legal reasoning and proceedings, particularly as they pertain to businesses and their agents. The course also provides a fundamental knowledge in the following legal domains: the U.S. legal system, tort law, and contract law. The course will also include the ethical implications of business decisions and how to make them.

BU 210 Principles of Financial Management (4 Units)

Selected topics in both the financial and managerial aspects of financial management for business organizations are studied with the intention of providing a survey of important concepts, issues, tools, and vocabulary that administrators need to effectively manage a business organization. Students will learn how managers and investors use financial statements to meet their financial objectives. The goals of the financial manager, the tradeoff between risk and return, and the time value of money will be explained. The application of these basic concepts to the valuation of bonds and stocks, capital budgeting problems, and the process for determining capital structure will also be emphasized.

BU 220 Business Ethics (4 Units)

This course covers the most important concepts and ideas regarding business ethics, to recognize both the need and the complexity of ethical reasoning, to learn how to deal with business ethical dilemmas, and finally, to provide intellectual tools for more profound self-reflection and critical assessment of personal moral conviction. Competencies Evaluated: explain values and beliefs, relative to diversity and decision making; explain values and beliefs, relative to ethics and decision making.

BU 230 International Business (4 Units)

Effective management and marketing of international business begins with understanding intercultural relations. The main purpose of this course is to understand cross cultural communication, develop marketing strategies and tactics for global markets and develop strategic management plans to manage employees and other resources in global markets.

BU 240 Introduction to Information Systems (4 Units)

This course is a survey of issues in information systems. The focus is on managing the information environment, in a corporation including best practices for information system usage and design.

BU 250 Quantitative Analysis for Management (4 Units)

This course prepares students to gather, describe, and analyze data, using advanced statistical tools to support operations, risk management, and responses to disruptions. Analysis is done targeting economic and financial decisions in complex systems that involve multiple partners.

BU 260 Principles of Organizational Management (4 Units)

This is an introductory course designed to help students develop an understanding and awareness of the essentials of managing and of the way organizations behave. By exploring the four pillars of management: planning, organizing, leading, and controlling, the class will discover how organizations leverage their scarce resources to achieve their goals.

BU 270 Marketing Communication (4 Units)

This course discusses the principles and practices of marketing communications, involving tools used by marketers to inform consumers and to provide a managerial framework for integrated marketing communications planning. Topics may include the role of integrated marketing communications, organizing for advertising and promotion, consumer behavior perspective, the communication process, promotional objectives and budgets, creative strategy, media planning and strategy, broadcast/print & support media, direct marketing, sales promotions, PR and publicity, personal selling, international promotion, business-to-business promotions, and regulations and ethics.

BU 280 Production Management (4 Units)

This course focuses on decision-making and controlling the allocation of personnel, materials and machine utilization in a manufacturing environment.

BU 290 Labor Relations (4 Units)

This course explores how to create and administer policies and procedures for an organization. It will evaluate the values and attitudes between the workforce and employees. It will discuss performance methods for all levels of employees.

BU 300 Organizational Behavior (4 Units)

This course provides an overview of organizational theory and behavior by studying individual and group behaviors and how these behaviors interrelate with the organization's culture, structure, systems, and goals. Topics include motivation and reward, conflict, power, leadership, decision making, organizational structure and culture, and organizational change and development.

BU 320 Human Resource and Labor Relations (4 Units)

This course analyzes the systems and processes for providing and maintaining productive human resources in an organization. The strategic role of human resource management in enhancing organizational capabilities will be examined along with other human resource management functions, including recruiting, selecting, and training employees. Additional topics include performance management, compensation, labor relations, and health and safety issues.

BU 330 Business Statistics (4 Units)

This course covers solving real-life business applications in statistics. The course includes, but is not limited to, using principles of probability, descriptive statistics, and an introduction to one and multi-sample inferential statistics.

BU 350 International Finance (4 Units)

The financial management of any firm involves acquisition of funds, investing of these funds in economically productive assets, either domestic or foreign, currency risk management, and eventual reconversion of some of the productive assets into funds. This course concentrates on how decisions are made about international financial management in modern multinational enterprises. Students will discover and outline the management of these functions for firms operating in several countries.

BU 360 Financial Risk Management (4 Units)

This course is an introductory course on risk management and financial products. Additionally, to the pricing of such financial instruments, a focus is on the usage of these instruments for the management of financial risks.

BU 370 Global Marketing Management (4 Units)

This course examines the opportunities and challenges associated with marketing across borders. The impact on marketing of the cultural, economic, political, and technological environments in different countries will be assessed. The relationship between global marketing and global business strategy will be discussed.

BU 380 Marketing and Sales Management (4 Units)

This course analyzes personal selling strategies and practices, including consultative selling and negotiation. It examines the elements of an effective sales force as a key component of the organization's total marketing effort.

BU 410 Entrepreneurship (4 Units)

Entrepreneurs are different. They think differently; they measure performance differently than do managers of established business. This course will introduce students to how entrepreneurs think in the face of radical uncertainty; how they set goals, measure progress, and learn from failure and setbacks. Students will learn what motivates entrepreneurs.

BU 420 E-Business Systems Development (4 Units)

This course is designed to familiarize individuals with current and emerging electronic commerce technologies using the Internet. Topics include using Internet technology for business advantage, electronic funds transfer and electronic data interchange, electronic commerce's impact on the economy, business opportunities in electronic commerce, electronic commerce Web site design, social, political, legal and ethical issues associated with electronic commerce, and business plans for technology ventures.

BU 430 E-Business Models and Strategies (4 Units)

This course explores E-Business models and strategies from both a consumer and business perspective. The course provides an overview of various online business models and delves into digital advertising and social media marketing techniques and technologies.

BU 500 Pre-MBA Accounting I (2 Units) (CR/NC)

This course is a pre-requisite for MBA program. It provides coverage of financial accounting and numerous recent developments in accounting valuation and reporting practices. This course covers the first half of the accounting study.

BU 501 Pre-MBA Accounting II (2 Units) (CR/NC)

This course is a pre-requisite for MBA program. It provides coverage of financial accounting and numerous recent developments in accounting valuation and reporting practices. This course covers the second half of the accounting study.

BU 502 Pre-MBA Microeconomics (2 Units) (CR/NC)

This course is a pre-requisite for MBA program. It examines how they achieve this through interactions in the markets, under perfect and imperfect competition. It explores how markets and governments complement each other. The topics include supply and demand, elasticity, market efficiency, externalities, and market structure.

BU 503 Pre-MBA Macroeconomics (2 Units) (CR/NC)

This course is a pre-requisite for MBA program. It discusses the origins and evolution of theories of capitalism, emphasizing growth and depression. It analyzes the nation's economy, presenting an overview of the determination of output, employment, and the price level.

BU 510 Operations Management (4 Units)

This course discusses decision-making techniques for operations management of the production of goods and services. The focus will be on resource allocation, facility location and design, operations scheduling, capacity planning, inventory management, and quality control. Quantitative techniques for establishing management decision criteria, constraints, and alternatives will be addressed.

BU 515 Marketing Management and Strategies (4 Units)

This course explores management of marketing to private, commercial, institutional, and governmental customers in both domestic and global markets; development,

implementation and evaluation of marketing strategies; role of marketing planning in the overall corporate strategic planning process; use of contemporary techniques and models in the strategic planning process; exploration and analysis of modern marketing problems and solutions from conceptual, legal, and ethical perspectives; and marketing information systems and the use of advance technologies in marketing decision-making.

BU 520 Accounting for Managerial Decision Making (4 Units)

This course discusses accounting for management planning control, and decision-making; cost-profit-volume relationships; cost and revenue information for routine and non-routine decisions; budgeting and profit planning. Emphasis on standard costing, responsibility accounting, decentralization, and transfer pricing in the context of management control of operations will be addressed.

BU 525 Economics for Managerial Decision Making (4 Units)

This course discusses applications of microeconomic and macroeconomic theory to managerial decisions and planning; analysis of the firm's resource and product markets; production functions; cost and output decisions; pricing strategies under various market constraints; investment in fixed assets; risk and demand analysis; and business forecasting. Emphasis on the calculation of solutions to operational problems of the business firm will be addressed.

BU 530 Entrepreneurship and Leadership (4 Units)

This course discusses the basic aspects every manager needs to organize successful leadership in both entrepreneurial and established firms. The course examines how entrepreneurs can shape their firms so that they continuously build and commercialize valuable leadership. Many of the examples also focus on how established firms can become more entrepreneurial in their approach to the goal of organization.

BU 535 Organizational Leadership Development (4 Units)

This course covers organizational leadership in managing continuous change. Topics include models and theories of leadership including leadership development; leading organization culture; effective leadership models; theories and applications of change management; and leading and sustaining changes.

BU 540 International Strategies Management (4 Units)

This course discusses strategic decision-making in managing business practices in international enterprises. General management problems in directing and controlling transnational companies, including entry, acquisitions and joint ventures will be addressed.

BU 545 Consumer Behavior (4 Units)

This course is designed to study psychological, sociological, and cultural variables that influence buying behavior and marketing strategy development focusing on identifying the relevant behavioral variables in purchase decisions and how marketing strategies can be adopted to meet ways in which consumers perceive, select, and buy products and/or services.

BU 550 Information Systems Management (4 Units)

This course introduces information as an organizational resource, decision-making frameworks, transaction-processing systems, decision-support systems, external-information systems, office automation, competitive-information systems, accounting and financial applications, marketing applications, production applications, needs assessment, system design and implementation, organizational impact, and social issues. Introduction to hardware and software basics, database-management systems, and telecommunications will be addressed.

BU 560 Organizational Conflict Management (4 Units)

This course reviews theoretical and practical frameworks for systematically identifying and managing internal and external organizational conflicts. Emphasis will be on assessing and managing workplace conflict, legal and ethical considerations in conflict management system design, negotiation and communication strategies, design of effective conflict management systems, conflict management training and development strategies, and implementation and evaluation of effective conflict management systems.

BU 563 International Marketing (4 Units)

This course examines strategic planning and organizing for international marketing; researching the global market; and marketing consumer products, industrial products, and services in the world market. This course also explores effective international advertising and promotions, personal selling, personnel management, pricing, and distribution systems; export trade mechanics and logistics, financial requirements for international marketing, coordinating and controlling global operations, and the effect of trade agreements on international business.

BU 565 Market Research (4 Units)

This course examines principles and techniques of market research, with emphasis on quantitative applications focusing on defining organizational information needs and designing appropriate research methods to obtain information, qualitative and quantitative research methodologies, secondary research, internal market intelligence systems, and data analysis.

BU 570 Principles and Practices of E-Business (4 Units)

The course explores models for conducting business-to-business and business-to-consumer electronic transactions. Topics include application of e-business strategic management, leveraging technology to enhance business processes, the unique characteristics of e-marketing, and analysis of legal, ethical, and regulatory environments as filters for conducting e-business.

BU 573 Financial Risk Management (4 Units)

This course discusses measurement and management of foreign exchange, interest rate, equity, and commodity risks. The course also examines risk assessment models, implementation strategies, risk management, and capital allocation. The theoretical basis of insurance and self-insurance mechanisms using derivatives for risk management will be addressed.

BU 575 E-Business Strategies (4 Units)

This course focuses on the strategies in many topics in e-business including the knowledge of e-business and the related information technology, e-business models, e-payment, e-stock, and supply chain management. In addition to business usage, this course also includes an understanding of unbundling the corporation, e-business model ontology, and the implementation of e-business in practice.

BU 580 International Business Finance (4 Units)

This course discusses international financial instruments, markets, and institutions; international trade and capital flows; foreign exchange risks and their management; direct and portfolio investment; and implications for conducting global business.

BU 583 Business Law (4 Units)

This course analyzes the legal requirements of the formation, operation and financing of partnerships, corporations, and other business organizations. Legal consequences of selecting one form of business organization over another; analysis of the laws of corporations (formation, management, shareholder's rights and liabilities, and securities regulations), law of partnerships and agencies (creation, operation, and dissolution), and sales of goods, property and negotiable instruments will also be analyzed. Consideration of agency the relationships and responsibilities of involved parties will further be addressed.

BU 585 Sales Management (4 Units)

This course surveys sales management, including estimating sales potential and forecasting sales; manning territories; selecting, training, motivating, supervising, and compensating the sales force; and interfacing with other company functions. Identification of sales management problems and development of potential solutions will be included.

BU 590 Management of Innovation (4 Units)

The course explores how to manage innovative enterprises in changing and uncertain environments. Human and organizational aspects of innovation problems and management response will be examined. Analysis of issues and options that can be faced in developing new technological or service ventures. Particular attention will be directed to the identification of technology-based products and services, venture opportunities, evaluation of technical feasibility and commercial potential, and planning for successful commercialization. The development of technologically innovative products and services for new markets will also be addressed.

BU 600 MBA Directed Study (1 Unit to 4 Units)

Prerequisite: Approval of Advisor

This course is a graduate level course in which a student pursues research for academic credit under the guidance of a faculty member. It is also provided to assist students who have incomplete program requirements due to their inability to register according to the regular scheduling sequence. The number of credit hours is determined by the amount of

work the student is required to perform. The course may be taken multiple times with different content if the director of academics approves.

BU 700 MBA Project (4 Units)

Prerequisite: Approval of Advisor

This course is an individual or team research project where students work in teams or as individuals under the guidance of an assigned faculty advisor. Students select a research topic and identify data sources in preparation for the projects. Students then gather data, conduct analysis, summarize conclusions, and make recommendations.

BU 750 MBA Internship (0.5 Units)

Prerequisite: Approval of Advisor

This off-campus internship experience provides hands-on learning in accounting, business administration or economics. Students will be required to integrate knowledge from their courses into job experience and at the end of the internship they should have a clearer idea as to which career path interests them. The course may be repeated up to 8 times for the program.

BU 760 CPT Internship (0.5 Unit)

Prerequisite: Approval of University

Curricular Practical Training Internship requires prior university approval, and F-1 students must have Curricular Practical Training (CPT) authorization to participate in off-campus practical learning experience. Students are responsible for developing and demonstrating the skills necessary to be successful in practical learning experience. The course may be repeated up to 8 times for the program.

CIS 101 Introduction to Computer (4 Units)

This course introduces computer concepts, including fundamental functions and operations of the computer. Topics include identification of hardware components, basic computer operations, and use of software applications.

CIS 201 Introduction to Microsoft Office (4 Units)

An examination of Microsoft Excel, the tool to manage and analyze business data; Power-Point, the tool that creates attention through computer slide presentations; and Word, the tool to help users create a variety of different types of documents.

CIS 301 Management Information Systems (4 Units)

This course introduces the tools and techniques of management information systems. Students learn about and apply concepts and skills related to utilizing information systems to enable an organization to be more efficient and to build and maintain competitive advantage. Coverage includes hardware and software applications, e-commerce, network design, and a survey of common and cutting-edge information systems used in contemporary workplaces.

COM 101 Public Speaking I (4 Units)

This course is designed to give students the basic skills necessary to speak in public successfully. They will learn the different strategies to be effective and confident public speakers, such as voice projection and dealing with anxiety. Also, basic speech writing and formats will be discussed.

COM 102 Public Speaking II (4 Units)

Prerequisite: COM 101 or approval of advisor

This course is a continuation of Public Speaking I, helping students advance their foundational skills. The focus will be on developing critical stances and debating topics in a mature and professional manner.

COM 104 Practical English (4 Units)

This course is designed for students with an intermediate level of English who wish to improve their presentation skills. The course focuses primarily on effective methods for preparation, organizing & presenting information logically, script revision and delivery of a presentation. Students will be given ample time to practice their presentations as well as to assess their own performance.

COM 201 Cross Cultural Communication (4 Units)

This course develops a cross-cultural understanding of how to communicate and understand differences that may occur. Students will develop strategies to communicate with various people effectively and sensitively from different nationalities and cultures. An emphasis on discussing religion and spreading the Christian message across the world will be examined.

COM 205 Interpersonal Communication (4 Units)

This course focuses on developing communication skills in the dyadic setting including emphasis on essential preconditions, conflict management, interpersonal relationships, nonverbal behavior, and creative supportive climates.

DS 480 Undergraduate Directed Study (4 Units)

This course is an undergraduate level course in which a student pursues research for academic credit under the guidance of a faculty member. It is also provided to assist students who have incomplete program requirements due to their inability to register according to the regular scheduling sequence. The course may be taken multiple times with different content if the director of academics approves.

DS 680 Graduate Directed Study (4 Units)

This course is a graduate level course in which a student pursues research for academic credit under the guidance of a faculty member. It is also provided to assist students who have incomplete program requirements due to their inability to register according to the regular scheduling sequence. The course may be taken multiple times with different content if the director of academics approves.

EC 101 Introduction to Economics (4 Units)

This course explores the keyways the world has made and continues to make money through the flow of goods and services. Discover the history of purging, pursuing, and partitioning the non-existent, free-market economy. From bartering and bondage to traditional, command, market, and mixed economic systems, you will assess the different ways business activities have been and could be organized and managed.

EC 110 Microeconomics (4 Units)

This course provides an introduction to microeconomics. It studies how individuals, firms and governments make important decisions to get the most from a limited availability of resources. It examines how they achieve this through interactions in the markets, under perfect and imperfect competition. It explores how markets and governments complement each other. The topics include supply and demand, elasticity, market efficiency, externalities, and market structure.

EC 120 Macroeconomics (4 Units)

This course is an introduction to the origins and evolution of theories of capitalism, emphasizing growth and depression. It analyzes the nation's economy, presenting an overview of the determination of output, employment, and the price level.

EDU 101 Introduction to Education Theory (4 Units)

This course is an introductory study of the definition of education, rationale of education, and goals of education in the pursuit of effective educational methodology through an overview of the historical aspects of human education at different stages of development.

ENG 101 English Mechanics I (4 Units)

This course develops foundational skills associated with English grammar. Students will be introduced to basic sentence structure, punctuation, parts of speech, and other foundational subjects.

ENG 102 English Mechanics II (4 Units)

Prerequisite: ENG 101 or approval of advisor

This course continues to develop foundational skills learned in English Mechanics I and introduces students to advance grammatical concepts. Students will learn gerunds, clauses, passive and active voice, and other topics, while learning how to utilize the knowledge in written and spoken English.

ENG 103 English Literature (4 Units)

This course is designed to introduce students to English literature and examine its history from the Anglo-Saxon period through the 18th century. Students will read a wide variety of texts from various genres including poetry, short stories, dramas, and novels. An emphasis is placed on critical reading of selected texts and the ability to discuss various elements with an academic lens.

ENG 201 Religion and Literature (4 Units)

This course examines the relationship of religion to literature in a variety of historical and cultural settings by studying representative texts of a particular author, time period, theme, or genre.

ES 410 Principles of Prophecy: Daniel (4 Units)

This course analyzes one of the most important books of the bible: the Book of Daniel. Students will discuss its prophetic importance and relevancy to modern day society.

ES 420 Principles of Prophecy: Revelation (4 Units)

This course examines the book of Revelation and places its relevancy and importance in a modern context to be applied to daily lives.

GIS 590 Graduate Integration Seminar (4 Units)

A final, integrative seminar offers students a summative and integrative experience of the formal curriculum. This course will provide students the opportunity to review, integrate, and reflect on the curriculum and experiences of the entire program to apply in life and ministry the core areas of the Bible and theology.

GK 501 Introduction to New Testament Greek (4 Units)

This course introduces common vocabulary and basic grammatical structures and syntax of the Greek language, particularly how it pertains to the New Testament.

GOV 101 American Government (4 Units)

This course is a study of the institutions and processes of American government on the local, state, and national levels. A survey of American government from the inception to the present, focusing on its major functions and divisions. Designed to teach students with no prior knowledge of American government, this study will provide them with fundamental understanding of the governance.

HEB 511 Introduction to Biblical Hebrew (4 Units)

This course introduces basic grammar and morphology structures of the Hebrew language. Students will learn common vocabulary used in biblical Hebrew with the intention of translating vital texts from the Bible.

HIS 101 American History (4 Units)

This course explores the history of America from the colonial period to the Revolution to modern day America. Students will examine the birth and growth of America, focusing on the trials and tribulations the country has faced.

HIS 102 World History (4 Units)

This course examines the developments made throughout the world in the areas of politics, economics, society, and culture from the 15th century to the present day. Students will focus on major players in the history of the world such as Ancient Eurasia, Greece, Rome, China, India, Byzantium, the Mongols, the Ottomans, and others. A special focus

will be on the development of Christianity in this historical context and how these historical developments have impacted and shaped societies today.

HIS 205 Early & Medieval Church History (4 Units)

This course provides a historical survey of Christianity from its infancy through medieval times. Students will analyze primary and secondary texts to focus on the political and social evolution that took place during this time period. They will examine the interactions of the social system, political climate, and the religious institutions of the time. The Roman Catholic Church will be the primary focus the social movements and pertinent issues that led to the Protestant Reformation.

HIS 206 Modern Church History (4 Units)

This course explores the evolution of Christianity from the Reformation to modern times. Students will analyze various primary and secondary texts to track and understand the Modern Church.

HIS 250 History of Christianity in America (4 Units)

A study of the church in America from its continental beginnings to the current day with emphasis on the numerous influences that have forged the current religious scene. Examination of the differences in the theology and polity among the major denominations.

HIS 260 Evangelical Movement (4 Units)

This course is designed to explore the development of Evangelicalism in the 20th century. This course includes the major issues that gave rise to Evangelicalism, such as its background, and beliefs, the development of the Evangelical movement in America in the 20th century, fundamentalism, and the current state of Evangelicalism today.

HIS 531 Church History I (4 Units)

This course examines the early history of the Church. Students will study the development of the Church to Medieval times and analyze early writings from major theologians of the time.

HIS 532 Church History II (4 Units)

This course continues the examination of the history of the Church from Medieval times to the present. Students will discuss and compare writings from the major theological contributors focusing on the historical context that provides a political background for the texts.

HIS 541 History of the Presbyterian Movement (4 Units)

This course explores the history of the Presbyterian Church in North America from its infancy to modern times. Students will focus on important revivals, controversies, and divisions in the 19th and 20th centuries. The course will utilize primary documents and historical texts to explore the organization and issues facing the American Presbyterian Church.

HIS 542 History of the Renaissance & Reformation (4 Units)

This course examines European history from the Renaissance to the Reformation and beyond. Major historical events between the late fourteenth to the early 17th century will be explored, especially the innovations and advancements in the areas of art, literature, and technology. Students will critically study the political and social backdrops that led to such great leaps and changes in culture and religion, such as the Protestant and Catholic Reformations, as well as the impact they have had on modern societies. Students will track these changes that ultimately led to European expansion overseas.

HIS 550 Church History Since the Reformation (4 Units)

This course surveys the development of the Christian church's doctrine, faith, and practice from the Protestant Reformation to the present. The course focuses on the cultural, political, and economic backgrounds of the Reformation, Enlightenment, and Great Awakenings, and emphasizes the contributions of key figures of these eras. The course highlights the rise and spread of various traditions, including Lutheranism, Calvinism, Anglicanism, Puritanism, Evangelicalism, and Fundamentalism.

HIS 560 Church History of Asian Immigrant (4 Units)

Examination of the Asian church in the United States in light of historical antecedents. Emphasis on Chinese, Korean, and Japanese Christianity in America. Explores modifications that have occurred historically when indigenous Asian Christianity has been imported into an American context.

HUM 101 Critical Thinking (4 Units)

This course is designed to provide the core skills associated with critical thinking while giving opportunities to apply them in real life situations. Students will learn critical thinking strategies that will be used to examine modern day issues, political topics, theological theories and belief systems, and ethical thought. Students will cultivate understanding to assess information and develop their own logic fueled opinions and arguments that they can discuss and debate in a thoughtful and mature manner. This is a writing course. The course will focus on group discussions and written analyses that will be subject to the rigor of the academic writing process.

IS 680 Graduate Independent Study (2 Units)

This course is a graduate level course in which a student pursues independent research for academic credit under the guidance of a faculty member. It is also provided to assist students who have incomplete program requirements due to their inability to register according to the regular scheduling sequence.

LD 541 Foundations for Ministry (4 Units)

This course equips students with the skills and knowledge needed to serve as effective leaders in the Church and other Christian ministries. Students explore factors that impact the practice of Christian leaders through a comprehensive and holistic viewpoint. Research based theories and models will be used to evaluate and discuss leadership principles, organizational design, and administrative methodologies to develop a cultural

and theological understanding. Students will cultivate personal plans to implement for their own personal and vocational benefits, especially in their theological education.

LD 542 Principles of Bible Teaching (4 Units)

This course overviews the methodologies and principles associated with biblical teaching. Students will learn skills and strategies vital to maintaining an effective Christian classroom. Feedback from hands on experience will provide the student an opportunity for growth and to strengthen their resolve to fulfill God's calling.

LD 543 Ministry Leadership (4 Units)

This class is designed to cultivate skills necessary to be an effective leader in a ministry setting. Students will analyze practices and qualities of Christian leaders based on principles outlined in Scripture. Students will also be required to reflect on their personal leadership philosophy.

LD 544 Worship & Music (4 Units)

This course introduces students to music as a contemporary style of worship. Students learn to arrange a plan, build strategies and skills, and implement rehearsals pertaining to contemporary worship groups in Church and non-Church settings.

LD 545 Church Administration (4 Units)

This course provides insight to the administrative and managerial aspects of the Church and its operations. Students learn the foundational elements needed for organizations, record keeping, and various skills needed for a successful operation.

LD 546 Spiritual Formation (4 Units)

This course offers foundational preparation in the Division of Church Ministry, examining the spiritual formation of a Christian minister, counselor, or leader. The processes and goals of spiritual formation are explored through a multi-disciplinary perspective. The social, biblical, theological, psychological, and historical perspectives are examined to find practices that promote intimacy and strengthen the relationships between God and believers, which are necessary for facilitation of the message and the continuation of discipleship.

LD 547 Integration into Ministry (4 Units)

This course provides an opportunity for students to integrate their biblical and ministry experience into a perspective and review paper. Classes will mainly consist of lectures and readings where participation plays a vital role.

MS 250 Missions (4 Units)

This course explores the historical context of missions, focusing on the theological and biblical foundations. Common methodological and cultural issues will be examined and discussed.

MTH 101 College Mathematics (4 Units)

This course is designed to develop mathematical skills in an easy and understandable environment. Students will learn basic algebra skills with a focus on graphing, estimation, and developing tables. Technology such as computer software and basic calculators will be integrated into the course.

MTH 110 Statistics (4 Units)

This course introduces statistical concepts and methods useful in analyzing problems in all areas of business and economics.

MUS 103 Music Appreciation (4 Units)

This course cultivates an understanding and appreciation for music that is used as a means of worship. Students will be introduced to basic musical theory elements and techniques pertaining to worship music. A brief history of Western music from medieval times to the present will be examined and discussed as well.

NS 101 Physical Science (4 Units)

This course is designed to teach the fundamentals of physical science in an integrated approach. Students will learn practical and scientific applications for real world use, focusing on an integration of all-natural science.

NS 102 Health (4 Units)

This course provides vital information and strategies used to lead a healthy lifestyle. An emphasis is on challenges that may arise and the decision-making process. Students will learn skills to make life long healthy decisions.

NS 103 Biological Science (4 Units)

This course focuses on scientific inquiry through selected concepts of biology including: chemical and cellular organization, function, genetics, evolution and ecology. Biological issues with personal and social implications will be introduced to enable students to make informed decisions.

NS 104 General Biology (4 Units)

This course examines the dynamics of cell structure and mechanisms occurring within cells, and the unity of diversity of life in light of evolutionary and genetic processes. The comprehension and retention of concepts presented in this course are essential to your overall understanding of major biological principles, and their application to the general health and wellbeing of humankind. The course includes problem solving and the explanation of biological phenomena.

NS 105 Life Science (4 Units)

This course examines major biological principles and their application to the general health and wellbeing of humankind. The course includes problem solving and the explanation of biological phenomena.

NS 110 Physiology (4 Units)

This course is designed to provide fundamental principles of physiology and the structures of the animal kingdom. Students will be expected to understand the integrated functions of organ systems on both a molecular and cellular level. They will focus on thinking analytically and scientifically to describe and explain the systems of the human body.

NT 101 Survey of New Testament (4 Units)

This course examines the literary, historical, and theological contents of the New Testament. Students read and analyze passages from the New Testament and discuss the literary and historical significance to the modern day.

NT 135 Gospel of John (4 Units)

This course studies the Gospel of John with its various literary and theological aspects in view of modern scholarship. Students will read the Gospel written by John focusing on his version of the life of Jesus and his teachings.

NT 140 Christian Ethics (4 Units)

The course introduces and discusses major approaches to Christian ethics. Students will apply these approaches to contemporary ethical issues such as race, poverty, war, immigration, and the environment. Other topics that will be discussed include the history of Christian ethical perspectives, the relationship between ethics and the Bible, and ethical decision-making.

NT 200 Life & Teachings of Christ (4 Units)

This course examines the earthly life of Jesus Christ, focusing on the principles and purposes of his time on Earth. Students will analyze the historical setting of Christ's public ministry with an emphasis on each of the Gospels.

NT 203 Synoptic Gospels (4 Units)

This course studies the Synoptic Gospels. Students analyze the books of Matthew, Mark, and Luke, focusing on the similarities and differences of content and methodologies. They will develop critical analyses and evaluations of these Gospels individually as a whole.

NT 210 Acts (4 Units)

This course focuses on the Book of Acts, particularly on the development of the early Church. Students will follow and discuss the life of Paul and the importance of his journey as a missionary.

NT 220 Writings of John (4 Units)

This course examines the life and literary accomplishments of the Apostle John. Students will discuss the perspective John had on the work of Jesus Christ and how John's three epistles impacted Christianity.

NT 250 Beginning Greek I (4 Units)

This course introduces grammatical and syntactical foundations of the Greek language and how it can be used to translate the New Testament.

NT 251 Beginning Greek II (4 Units)

This course continues to build upon the foundational elements of Greek in order to translate more passages from the New Testament. Students will learn more advanced concepts to understand and analyze various passages from the New Testament.

NT 260 Beginning Hebrew I (4 Units)

This course introduces foundational elements needed to understand the Hebrew language. Students focus on important vocabulary, grammar, and syntactical elements.

NT 261 Beginning Hebrew II (4 Units)

This course continues to build on the knowledge from Beginning Hebrew I. An emphasis is on improving vocabulary and advancing grammar structures and skills, which will be utilized in translating various religious texts.

NT 305 Pauline Epistles (4 Units)

This course examines the letters of Paul and places them in their literary and theological context. Students will discuss the issues and history associated with Paul and early Christianity.

NT 312 Romans & Galatians (4 Units)

This course interprets important passages from the books of Romans and Galatians, paying special attention to teachings and applications of the teachings in a contemporary setting. Students will compare these texts to other Pauline letters in format, literary context, and historical background.

NT 322 I & II Corinthians (4 Units)

This course studies the books of I and II Corinthians focusing on the background and practical application of the texts. Students will apply the content of these books to current problems facing the Church and theology.

NT 332 Prison Epistles (4 Units)

This course analyzes the epistles written by Paul while he was in prison. The following scriptures will be the focus of study: Colossians, Ephesians, Philemon, and Philippians. Students will explore the many challenges Christians face from false teachings and the global assault on Christian loyalty. The themes of suffering and temptation for control will be discussed in reference to the relationship believers have with God and the Church. Students will apply the teachings and literary elements from these texts to gain skills needed to respond to difficulties they may face.

NT 435 Hebrews (4 Units)

This course critically explores the book of Hebrews. Students will investigate Christ's ministry and priesthood in relation to the Old Testament. A deep and thorough discussion

of verses from the Old Testament will lead to an analysis of the authorship, history, and purpose of Hebrews.

NT 501 Introduction to New Testament (4 Units)

This course evaluates the books of the New Testament in a historical and literary context. Students will critically analyze theories of origin and the value of each text in relation to the collection.

NT 502 Gospels (4 Units)

This course is designed to study the Gospels of Matthew, Mark, Luke, and John. It will examine the message of Jesus, His person and work, and a comparative presentation of the distinctive outlook of each of the Gospels. This study will discuss various issues related to the contents of the first three Gospels and the Gospel of John.

NT 503 Synoptic Gospel (4 Units)

This course is designed to study the Gospels of Matthew, Mark, and Luke. It will examine the message of Jesus, His person and work, and a comparative presentation of the distinctive outlook of the Synoptic Gospel. This study will discuss the harmonization of the Gospels, the Synoptic problem, and various issues related to the contents of the first three Gospels.

NT 504 Gospel of John (4 Units)

A study of the Gospel of John with emphasis on its historical, literary, and theological aspects in view of modern scholarship. It will examine the message of Jesus, His person and work, and a comparative presentation of the distinctive outlook of the Gospel of John.

NT 508 New Testament Background (4 Units)

This course is an introduction to the social, political, religious, and cultural world of the backgrounds of the New Testament. The course looks at selected issues that provide context for the study of the life of Jesus and the world of the early church. Some of the topics addressed are Temple, Sanhedrin and Synagogue, Greco-Roman Religions and Philosophies, and Jewish Sects.

NT 510 Acts (4 Units)

This course is designed to explore the significant topics in the book of Acts by applying historical, linguistic, structural, and exegetical methods. Attention is given to thinking, valuing, and living biblically by learning how to apply Scripture to life and ministry.

NT 511 Pauline Epistles (4 Units)

This course is designed to explore the significant topics in the Pauline Epistles by applying historical, linguistic, structural, and exegetical methods. Attention is given to thinking, valuing, and living biblically by learning how to apply Scripture to life and ministry.

NT 513 Romans (4 Units)

This course is designed to explore the truths of justification and other significant topics by completing a theological study of Paul's Epistle to the Romans. The course deals with selected historical, grammatical, structural, and lexical data that illumine the meaning of this important New Testament document. Students will be encouraged to put textual theory into living practice.

NT 515 First Epistle to the Corinthians (4 Units)

An in-depth analysis of Paul's first letter to the Corinthians, emphasizing the historical and cultural background of the letter, its author, and its recipients; the theology of the letter; and the relationship between theology and ethics in Paul's instructions to the church. Focuses particularly on how Paul's ethical method can be appropriated in a twenty-first century context.

NT 520 General Epistles (4 Units)

A study of the General Epistles (*James, 1 Peter, 2 Peter, 1 John, 2 John, 3 John, and Jude*) with emphasis on its historical, literary, and theological aspects in view of modern scholarship. Special attention is given to the context of these letters in the history of the early Church.

NT 530 Epistle to the Hebrews (4 Units)

This course focuses on the interpretative study of the Book of Hebrews from the perspectives of history, literature, theology, and spirituality. All Students will benefit from the exploration of Hebrews' message for today in discipleship, community, and ministry.

OT 101 Survey of Old Testament (4 Units)

This course focuses on the historical context and literary aspects of the Old Testament. Students will read various texts from the Old Testament, evaluate their literary importance, and speculate about the inspiration behind them.

OT 120 Study of Beginnings – Genesis (4 Units)

This course examines the Book of Genesis, and the major themes present in the text. Students will discuss the themes of creation, the fall, redemption, God's covenant, and His plan. Students will utilize various biblical interpretation methodologies to analyze the importance of the text to modern issues and theories.

OT 130 Hebrew History: Wanderings (4 Units)

This course discusses biblical texts associated with the time after Exodus when God's people wandered to find the Promise Land. Students will explore the trials and tribulations the Hebrew people faced during their search for the land promised to them by God.

OT 230 Poetry & Wisdom Books (4 Units)

This course focuses on the poetic elements and the theme of wisdom in the Old Testament. Students will explore these ideas, paying special attention to the Book of

Psalms.

OT 305 Pentateuch (4 Units)

This course examines the Law laid out in biblical texts. Students analyze the creation, fall, and the Exodus narratives in their historical and literary context. The character of God and human nature will also be discussed.

OT 312 Hebrew History: Monarchy & Captivity (4 Units)

This course explores the history of the Hebrew people. Students will examine this history from their monarchy to their time of Babylonian captivity. Evaluations and analyses of each era will be done with a focus on the evolution of Hebrew culture.

OT 320 Major Prophets (4 Units)

This course examines and explores the books written by the Major Prophets. Students analyze their literary importance and the impact of the cultural and historical setting of when these texts were written.

OT 321 Minor Prophets (4 Units)

This course focuses on the historical backgrounds and theological elements of the Minor Prophets. Students will focus on the ideas of time, location, and personality to analyze the books of Hosea to Malachi.

OT 501 Introduction to Old Testament (4 Units)

This course critically explores and analyzes the texts of the Old Testament. The literary style, historical context, and authorship of each text will be examined and discussed. Students will identify various theories of origin and differences among the texts.

OT 502 Prophets (4 Units)

This course is designed to introduce the major prophetic books of the Hebrew canon. The book of Isaiah is not included in this course. Students will focus on historical context, literary content and structure, and theological principles to explore and analyze these prophetic narratives. They will learn how to deconstruct and manage these texts in order to make the teachings more accessible to others.

OT 506 Minor Prophets (4 Units)

An examination of the message and literary contents of Daniel, Hosea, Joel, Amos, Obadiah, Jonah, Micah, Nahum, Habakkuk, Zephaniah, Haggai, Zechariah, and Malachi. Students will focus on historical context, literary content and structure, and theological principles to explore and analyze these prophetic narratives.

OT 509 World of Old Testament (4 Units)

This course examines Old Testament backgrounds, including a study of the religion, literature, geography, archaeology, and culture of Israel in its ancient Near Eastern environment.

OT 603 Theological Themes in Genesis (4 Units)

This course examines the awesome power, the holy judgment, and the tender mercy of God in the book of Genesis. The course discusses grace of God as He sets in motion His plan to save mankind, first through the founding of the nation of Israel, and ultimately through the sending of Jesus Christ. The main themes include the creation, the fall and its aftermath, the flood and a new beginning, the story of Abraham, Isaac, Jacob, and Joseph.

OT 605 Pentateuch (4 Units)

This course examines Old Testament biblical literature, hermeneutics, and various methodologies with a primary focus on the Pentateuch (Genesis, Exodus, Leviticus, Numbers and Deuteronomy). Students learn to observe the overall structure of these books, their historical settings, and modern approaches to their literary analysis.

OT 606 Historical Books (4 Units)

This course examines Old Testament biblical literature, hermeneutics, and various methodologies with a primary focus on the OT Historical Books (Joshua, Judges, 1&2 Samuel, 1 & 2 Kings, 1 & 2 Chronicles, Ruth, Esther, and Ezra-Nehemiah). Students will learn to observe the overall structure of these books, their historical settings, and modern approaches to their literary analysis, especially focusing on the process of restoration in its redemptive history.

OT 609 Isaiah (4 Units)

This course will give an overview of the message of Isaiah considering the historical and literary setting of the book and the experience of Israel. Special emphasis will be placed on the call of the prophet, the messianic passages, the concept of the remnant, the servant songs, and the prophet's teaching on social justice.

OT 630 Poetry & Wisdom Books (4 Units)

This course examines Old Testament biblical literature, hermeneutics, and various methodologies with a primary focus on the OT poetical literature and the OT wisdom literature, including the books of Job, Proverbs, and Ecclesiastes, together with the impact of wisdom literature on the New Testament.

PHIL 111 Introduction to Philosophy (4 Units)

This course is designed to introduce students to philosophical ideas associated with human nature and the nature of the universe. Students will discuss the importance of knowledge, perception, freedom, and determinism, as well as the existence of God.

PHIL 201 Introduction to Logic (4 Units)

Logic is the art of reasoning well: figuring out what is true, based on what follows from what. When we think logically, we seek to know if we have good reason to accept a claim. This course teaches the basic standards for evaluating reasoning and making good arguments.

PHIL 205 Philosophy of Religion (4 Units)

This course surveys the main topics in contemporary, analytic philosophy of religion. This course introduces the Western philosophical tradition of reasoned, systematic, and critical reflection on various matters about monotheistic religious belief. This course examines the relationship between faith and reason; the question of religious miracles; the relationships among science, religion, and evolution; and the nature and validity of religious experience. This course aims to provide both general philosophical methods for analyzing religious belief and to develop the student's capacity for logical, analytical, and critical thinking about such matters.

PHIL 212 Introduction to Ethics (4 Units)

This course serves as an introduction to the concept of ethics. Students examine the theories behind morality. They focus on the conscience and the conscience's role in decision-making.

POS 111 Introduction to Political Science (4 Units)

This Course seeks to describe and understand political phenomena, and to explore their ethical and normative dimensions. This course provides a broad introduction to the range of topics covered in political science, from authoritarian to democratic politics, from local governance to international relations, from formal rules and institutions to the psychology and behavior of individuals who participate in political processes.

POS 515 Modern Political Thought (4 Units)

This course explores the traditions and scopes of Modern Western Political thought. The defining shifts in political thought that occurred during the 16th and 17th centuries will be discussed and compared to modern day ideology. During the first part of the course, students will examine the writings of Machiavelli, Hobbes, Locke, and Rousseau, focusing on the social contract theories. The second half will focus on key debates during the 18th and 19th centuries that revolved around the ideas of economics, women's rights, democracy, and morality. Students will examine texts from authors such as Kant, Burke, Tocqueville, Mill, Marx, and Nietzsche.

PRA 541 Practical Counseling (4 Units)

This course examines the theories associated with practical counseling and how students can incorporate Christian values into their practice. Opportunities will be given for students to apply their skills and knowledge through case studies.

PRA 542 Pastoral Counseling (4 Units)

This course introduces and examines methods of pastoral counseling and how to develop strategies for professional use. Students will gain practical experience through case studies.

PRA 550 Vision & Mission of Life (4 Units)

Through this course students will be able to pinpoint and sharpen their vision through their analysis of their past, present, and future in a temporal sense; their temperament in the psychological sense; social demands from vocational sense; and gifts & talents from a

spiritual perspective. At the end of class students will be able to state their firm vision and have plans to complete their vision and mission in life.

PRA 560 Spiritual Warfare (4 Units)

This course will introduce students to spiritual warfare providing insights from the Bible, anthropology, and psychology. This course is designed to study the subject of power encounters that result from spiritual warfare as they relate to the purposes of God in the world. In both Old and New Testaments, God's activity in the world is presented in a context of the opposition between His Kingdom and that of Satan.

PRA 570 Inner Healing (4 Units)

This course will teach basic concepts of inner healing and skills, motivate students to begin ministry to heal through love and power of the Holy Spirit. Thus, this course will focus on spiritual, emotional and physical healing and freedom beyond cultures. Students will be able to experience and participate in actual healing ministry during and out of the class.

PSY 205 Introduction to Psychology (4 Units)

This course is designed to introduce and explain pertinent theories and concepts that dominate psychology. Students will also learn proper data gathering techniques and research design and implementation. The knowledge and skills will be applied to various case studies with a special focus on theological applications. Overall, students will gain a deeper and better understanding of themselves and others.

PSY 206 Religious Psychology (4 Units)

This course examines the dominant theories, empirical approaches, and strategies of religious psychology. Students will explore major issues through a theological viewpoint and develop critical analyses of various texts, situations, and theories. The theme of religion as a powerful and effective tool of motivation, inspiration, and behavioral modification will prevail.

PSY 402 Christian Counseling (4 Units)

This course explores counseling methods that can be applied to a Christian setting. Students will integrate psychology, biblical teachings, counseling needs, and multiple theories to develop a strong approach to Christian counseling.

PT 150 Bible Study Methods (4 Units)

This course is an introduction to the tools and methods needed to interpret Scripture. Students gain an understanding of how to use biblical research tools and to integrate materials in an effective and hermeneutically acceptable manner.

PT 210 Principles of Disciple Making (4 Units)

This course explores the need for a philosophy in ministry that develops and strengthens the followers of Christ, particularly youth and students. Students focus on the concept of disciple making in general, using a Protestant theological perspective, and how to cultivate a nurturing environment on school campuses that can be used for ministry in

conjunction with local church communities.

PT 220 Cross-Cultural Ministry (4 Units)

This course examines the biblical rationale and preparation for cross-cultural ministry. Students will analyze trends in practical ministry in a cross-cultural setting, with focus on the call to missions, selecting a field, cultural adjustment, and personal and professional issues.

PT 250 Hermeneutics (4 Units)

This course introduces the relationship between science and art as it relates to biblical interpretation and study. Students will discuss interpretations of various texts from the Bible using frameworks explained in the course.

PT 312 Homiletics (4 Units)

This course develops the basic skills and knowledge needed to develop an effective sermon. Students will learn theory associated with sermon writing and gain hands on practice writing and delivering their own sermons.

PT 331 Survey of Christian Spirituality (4 Units)

This course is designed as an introduction to Christian spirituality. It will cover important issues and themes related to the topic of Christian spirituality, as well as provide a brief history of important figures and movements within Christian spirituality. Students will further be introduced to the wealth of classic devotional literature within the various traditions of Christian spirituality and be encouraged to pursue future exploration of this literature.

PT 332 Apologetics: Defending Faith (4 Units)

This course explores the challenges faced by Christianity from new religions, cults, and the secularization of Christian culture. Students examine the pertinent and pressing issues and develop ways to defend and explain Christian truths.

PT 350 Church Administration (4 Units)

This course is designed to overview the framework of operations of churches and other religious non-profit organizations. Students learn about management principles, techniques, and effective management procedures necessary to operate and lead religious organizations. They are then expected to utilize problem-solving skills to solve issues that may arise in management, supervision, administration, leadership, finance, and even legal areas.

PT 360 Christian Ministry (4 Units)

This course explains the concept of ministry and how it is an important aspect of living a Christian life. Students explore God's calling and the type of people that are chosen for a life of ministry. Reflection upon spiritual gifts and special talents is done to evaluate what students could use to spread and communicate God's message.

PT 370 Christian Leadership (4 Units)

This course is designed to prepare students to become strong and spiritual Christian leaders. Leadership styles, skills, and dynamics will be explored with a focus on the development of a biblical understanding of leadership. Students will apply knowledge to personal leadership roles as well as leadership roles in organizational settings. Common issues and strategies in the areas of coaching, mentoring, and personal development will be discussed. Students are expected to evaluate their own style of leadership and make improvements throughout the course.

PT 390 Vision of Life (4 Units)

Through this course students will be able to sharpen their vision through their analysis of their past, present and future in a temporal sense; their temperament in the psychological sense; social demands from vocational sense; and gifts & talents from a spiritual perspective. At the end of term students will be able to state their firm vision and have plans to complete their vision in life.

PT 395 Marriage and Family (4 Units)

This course considers the dynamics of marriage and family relationships. It covers topics such as family and other systems theories, the structure and function of marriage, various aspects of the marital relationship and family systems, and models of family and systemic interventions. It also explores healthy family functioning, the causes of conflict, dysfunctional relational patterns, and appropriate counseling techniques.

SOC 301 Introduction to Sociology (4 Units)

This course introduces fundamental principles of sociology and how it pertains to modern society and Christian communities. Students will expand their knowledge of sociological theories through texts, discussions, and practical situations.

SOC 305 Marriage and Family (4 Units)

This course considers the dynamics of marriage and family relationships. It covers topics such as family and other systems theories, the structure and function of marriage, various aspects of the marital relationship and family systems, and models of family and systemic interventions. It also explores healthy family functioning, the causes of conflict, dysfunctional relational patterns, and appropriate counseling techniques.

THE 101 Introduction to Theology (4 Units)

An introduction to the basic doctrines of Christianity and biblical theological perspective. This course is designed to survey key theological concepts and theological methods that are significant to a community and in the lives of people of faith. The primary purpose of this class is to assist students with skills for developing a Christian mindset and constructing a solid foundation for life's challenging issues.

THE 201 Principles of Interpretation (4 Units)

This course is designed to explore the key principles that guide biblical interpretation. Students will learn study methods associated with the Bible and how historical context and literary elements play key roles in interpretation.

THE 301 Christian Doctrine I (4 Units)

This course overviews the four aspects associated with Theology and the doctrine of God. Students will explore God's nature, attributes, personality, and works.

THE 302 Christian Doctrine II (4 Units)

This course continues the study of doctrine from Christian Doctrine I. Students will build upon the aspects previously discussed and focus on the areas of the Person, claims, and work of God's son, Jesus Christ.

THE 303 Christian Doctrine III (4 Units)

This course builds upon the studies of Christian Doctrine I and II, having students focus on the nature and responsibilities of the Church. It examines the relationship the Church has with the Kingdom of God in a historical and cultural context.

THE 304 Christian Doctrine IV (4 Units)

This course studies the doctrine of man and sin. It explores the depravity of man as well as the nature and consequences of sin. Students analyze and make theological connections to the previous Christian Doctrine courses.

THE 350 Theology and Film (4 Units)

This course introduces students to theological themes and ideas that are present in contemporary popular film. Students explore the messages that are conveyed about religion and how Christian values and cultural references are shown. Theoretical frameworks will be applied to various films in order to interpret and understand religious themes, images, and ideas displayed in popular movies. The focus will be on themes such as sin, evil vs. good, the human condition, morality, redemption, and transcendence, and how their portrayal impacts the image of the Church and Christianity.

THE 501 Systematic Theology I (4 Units)

This course explores the inspirations that guided and fueled each author behind the scriptures. Students will examine and explain the works of God such as the origin of man, angels, and destiny.

THE 502 Systematic Theology II (4 Units)

This course is a continuation of Systematic Theology I and further explores the purpose and plan God has for the world. Students will also explore the work of Christ and the notions of grace, justification, regeneration, and sanctification.

THE 511 Christian Ethics (4 Units)

This course explores Christian, theological and social aspects of ethics. Students will concentrate on theories of Christian ethics and analyze the moral importance of theological teachings.

THE 515 Theology of Culture (4 Units)

This course explores the way communities and culture groups receive the Christian faith, apply its message to their life contexts, and voice its relevance through writing and

tradition. It is designed to equip students to understand, evaluate, and engage culture trends from a Christian ministerial perspective.

THE 525 Contemporary Theology I (4 Units)

This course introduces core teachings of the Christian faith and how it relates to the Modern Church and the ideas of contemporary theologians. Students will explore various traditions, identities, and messages associated with contemporary theology.

THE 526 Contemporary Theology II (4 Units)

This course is the second in a two-part course series that examines the role and core values of the modern Church and its relationship with contemporary society. Students focus on the evolving post-modern trends in the world and their impact on theological schools of thought. Examination of prevalent theological theories such as Theology of Hope, Liberation Theology, Feminist Theology, Process Theology, New Age Theology, and others will be done, with special attention to the similarities and differences among them. Students will be encouraged to make connections from the different theologies to the current theological trends of today.

THE 531 Biblical Theology I (4 Units)

This course explores the themes of redemption, creation, and sin in the Bible. Students will pay particular attention to the historical, literary, cultural, and theological aspects of each text and how these serve as a backdrop for each story. Critical analyses of the dimensions of the Scriptures will offer students a broader understanding of Christ's message.

THE 532 Biblical Theology II (4 Units)

This course is a continuation of Biblical Theology I and covers the work of Christ and the ideas of humanity. Students will explore the sinning nature of men and women and the consequences of the original sin committed in Eden. Themes of atonement and living a Godly life will be explored and discussed, with a focus on the path to glorification.

BOARD OF DIRECTORS

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ADMINISTRATION

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Bachelor of Science in Mechatronic Engineering, Shenyang Aerospace University (2011)

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Master of Arts in Intercultural Studies, Fuller Theological Seminary (2010)

Master of Divinity, Fuller Theological Seminary (2008)

Bachelor of Arts in Religion, Belmont University (2000)

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Master of Business Administration, Keller Graduate school of Management of DeVry University (2012)

Bachelor of Arts in Psychology, University of California at Los Angeles (1997)

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Doctor of Missiology, Grace Theological Seminary (2014)

Master of Theology in New Testament, Talbot School of Theology (1997)

Master of Divinity, Talbot School of Theology (1995)

Master of Science in Computer Science, Loyola Marymount University (1985)

Bachelor of Science in Computer Science, University of California at Los Angeles (1980)

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Master of Business Administration, University of La Verne (2013)

Bachelor of Science in Economics, South China Agricultural University (2009)

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Director of Admissions

Certificate in Guitar, Institute of Technology, Musician's Institute (1995)

Xue Ding

Registrar

Master of Business Administration (MBA), University of California at Riverside (2018)

Bachelor of Science in Finance, Lanzhou University of Finance and Economics in China (2013)

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Librarian

Master of Arts in Library Science, University of Southern California (1969)

Bachelor of Arts in English Language and Literature, Ewha Women's University (1962)

TEACHING FACULTY

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Master of Arts in Business Administration (MBA), University of Iowa (2014)

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Ph. D in Psychology, Fuller Theological Seminary, CA (2002)

Master of Divinity, Talbot Theological Seminary, CA (1989)

Bachelor of Arts in Social Science, University of California at Irvine (1985)

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Doctor of Theology, Hamburg Universitaet (1991)

Master of Divinity, Presbyterian College and Theological Seminary, Korea (1985)

Bachelor of Arts in English Language & Literature, Chung Ang University, Korea (1982)

Steven Howard, Business Administration & General Education
Master of Business Administration (MBA), University of La Verne, CA (2008)
Bachelor of Science in Business Administration, California State Polytechnic University
in Pomona, CA (1999)

Samantha James-Perez, Theology
Doctor of Ministry in Progress, Talbot School of Theology, CA (expected in 2026)
Master of Arts in Theology, Talbot School of Theology, CA (2021)
Bachelor of Science in Religion, Liberty University, VA (???)

Dr. Michael Kahler, General Education
Ed. D in Educational Leadership, Argosy University, CA (2013)
Master of Arts in Curriculum/Instruction, Argosy University, CA (2013)
Master of Arts in International Affairs, California State University at Sacramento (1995)
Bachelor of Science in International Business, Babson College, MA (1992)

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Master of Business Administration (MBA), University of California at Irvine (2006)
Master of Science in Biology, California State University at Fullerton (2000)
Bachelor of Science in Biology, California State Polytechnic University (1994)

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Director of Master of Theology Program & Master of Divinity Program
Ph.D. in Intercultural Studies, Fuller School of World Mission, CA (2000)
Master of Theology in Systematic Theology, Talbot School of Theology, CA (1989)
Master of Divinity, Talbot School of Theology, CA (1986)
Bachelor of Arts in Sociology, University of California at Berkeley (1982)

Dr. Guy Langvardt, Business Administration
Ph.D. in Organization and Management, Capella University, MN (2007)
Master of International Management, Thunderbird, School of Global Management, AZ
(1978)
Bachelor of Arts in Psychology, Valparaiso University (1974)

Dr. Salma Mathlouthi, Business Administration
Director of Bachelor of Science in Business Administration Program
Doctor of Business Administration (DBA), Pacific States University, CA (2018)
Master of Arts in Organizational Management, ESC, Tunisia (2013)
Bachelor of Arts in Management, Higher School of Commerce, Tunisia (2010)

Dr. Jose Mejia, Business Administration
Doctor of Business Administration (DBA), Thomas Edison State University, NJ (2023)
Juris Doctor (J.D), University of La Verne College of Law, CA (2019)
Master of Public Administration, California State University at Northridge (2014)
Bachelor of Science in Business Administration, California State Polytechnic University
at Pomona (2006)

Dr. James Miller, Theology & General Education

Doctor of Ministry, Fuller Theological Seminary, CA (2009)

Master of Science in Philosophy, University of Edinburgh (2020)

Master of Divinity, Princeton Theological Seminary, NJ (1997)

Bachelor of Arts in Philosophy, University of California at Berkeley (1993)

Dr. Tien Nguyen, Business Administration

Director of Master of Business Administration Program

Doctor of Business Administration (DBA), Pacific States University, CA (2018)

Master of Business Administration (MBA), California State University at Fullerton (2013)

Graduate Diploma, Institute of Chartered Accountants, Australia, and New Zealand (2006)

Bachelor of Economics, Ho Chi Minh City National University of Vietnam (1996)

Dr. Abraham Oh, Theology & General Education

Doctor of Missiology, Grace Theological Seminary, Indiana (2014)

Master of Theology in New Testament, Talbot School of Theology, CA (1997)

Master of Divinity, Talbot School of Theology, CA (1995)

Master of Science in Computer Science, Loyola Marymount University, CA (1985)

Bachelor of Science in Computer Science, University of California at Los Angeles (1980)

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Master of Divinity, Fuller Theological Seminary, CA (2008)

Bachelor of Arts in Religion, Belmont University, TN (2000)

Jinan Ziade, Business Administration & General Education

Doctor of Management in Organization Leadership, University of Phoenix (2015)

Master of Divinity, Fuller Theological Seminary, CA (2008)

Master of Business Administration (MBA), University of Phoenix (2007)

Bachelor of Science in Information Technology, University of Phoenix (2007)

Bachelor of Arts in Environmental Design, California State University at Fullerton, CA (1991)

ACADEMIC CALENDAR

Summer 2024

July 1	Quarter Begins
July 4	Independence Day (Campus Closed)
July 12	Last day to add or drop classes
August 16	Last day to withdraw
September 2	Labor Day (Campus Closed)
September 3 - 6	Final Exam Week
September 7 - 30	Break

Fall 2024

October 1	Quarter Begins
October 11	Last day to add or drop classes
November 11	Veterans Day (Campus Closed)
November 15	Last day to withdraw
November 28 - 29	Thanksgiving Break (Campus Closed)
December 2 - 6	Final Exam Week
December 7 - 31	Break
December 24 -25	Christmas Eve & Christmas Day (Campus Closed)

Winter 2025

January 1, 2025	Quarter Begins
January 17	Last day to add or drop classes
January 20	Martin Luther King Jr. Day (Campus Closed)
February 14	Last day to withdraw
February 17	Presidents' Day (Campus Closed)
March 10 -11	Final Exam Week
March 12 -31	Break

Spring 2025

April 1	Quarter Begins
April 11	Last day to add or drop classes
May 16	Last day to withdraw
May 26	Memorial Day (Campus Closed)
June 2 - 6	Final Exam Week
June 7 - 30	Break

DISCLAIMER

This catalog is intended to be a description of the policies, academic programs, degree requirements, and course offerings in effect from July 1, 2024, to June 30, 2025. It should not be construed as an irrevocable contract between the students and Horizon University. The policies, procedures and fees listed here are subject to change with appropriate notification.

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.