CATALOG
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BETHESDA UNIVERSITY

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A MESSAGE FROM THE FOUNDER

I founded Bethesda University in 1976 based upon Pentecostal distinctiveness for the purpose of training men and women in the Christian Faith to fulfill the redemptive task of the Great Commission.

Through God’s tremendous blessings, the university has been growing steadily since its foundation. The university is approved by the Bureau for Private Postsecondary Education of the State of California (BPPE) and is accredited by Transnational Association of Christian Colleges and Schools (TRACS) and the Association for Biblical Higher Education (ABHE). Both ABHE and TRACS are accrediting agencies recognized by the United States Department of Education (USDE) and by the Council for Higher Education Accreditation (CHEA).

Bethesda University provides an education that would result in the creation of a sense of values and establishment of priorities. A growing numbers of our graduates are accepted to graduate schools around the world. The majorities of our graduates with degrees in music continue their studies at various graduate schools in the U.S. or actively perform in concerts and other fields in Korea.

In this new millennium, there is a growing need for Christian leaders and professionals. In this vein, Bethesda University will equip students to become leaders in the 21st Century with the exceptional education and artistic skills on a solid Christian foundation and a Pentecostal heritage.

Dr. David Yonggi Cho
Founder
A MESSAGE FROM THE PRESIDENT

Welcome to Bethesda University!

In just 30 years Bethesda University has become the most renowned Korean operated university in America for the training of Korean/English speaking students and pastors, with a Pentecostal spirituality and solid academic and professional equipping.

Not only do I thank God for all He has done for this institution and its students in the past, I praise Him for the future. God has given us a new vision of becoming a university that will offer a variety of learning choices and degrees to enable our graduates to expand the Kingdom of God through their various professions.

Our administration, faculty, and staff rejoice in the privilege to serve you and to help you find and fulfill the vision of God for your life.

I firmly believe that His power within us is able to do immeasurably more than we can ask or imagine (Ephesians 3:20).

Dr. Young Joon Song
President
MISSION STATEMENT

Bethesda University is a Christ-centered community of higher education preparing Korean/English speaking men and women with professional competence, academic excellence, and spiritual integrity to be servant leaders in the Church, community, and global society.

INSTITUTIONAL OBJECTIVES (GOALS)

To fulfill its mission, Bethesda University is committed to the following goals:

The university is committed to:

- Provide instruction for personal and professional development within a Pentecostal/Charismatic environment;
- Create in students the recognition of the authority of Scripture and provide them foundational knowledge of the Bible;
- Encourage development of an integrative spiritual life;
- Provide learning skills that access knowledge for vocation success and enables students to express their views;
- Equip students with the basic knowledge, skills, and attitudes for success in their professions;
- Cultivate within students a spirit of inquiry and reflective discernment in the quest for knowledge and truth;
- Enhance spiritual development by encouraging students in personal prayer and the spiritual disciplines;
- Increase students’ biblical knowledge of moral and ethical standards and encourage a lifestyle based on God’s Word;
- Prepare students for service and vocation in the Church and society;
- Create awareness and motivation for lifelong education and development;
- Operate in an efficient and effective manner in order to steward its God-given resources.

INSTITUTIONAL OUTCOMES

In harmony with the mission and institutional goals of the school, Bethesda University expects certain outcomes to be demonstrated in its graduates. These foundational outcomes are enlarged upon by the specific measurable objectives articulated in each academic program offered by the institution. The combination of these institutional objectives for each student and the objectives for each academic program provides a basis for assessing a student’s progress and the institution’s effectiveness in fulfilling its mission.

Students graduating from Bethesda will:

- Evidence a commitment to the Lordship of Jesus Christ;
- Evidence the fruit of the Spirit in their lives;
- Evidence the recognition of the authority of Scripture in their lives;
- Demonstrate a foundational knowledge of the Word and the ability to apply its principles to life;
- Evidence a commitment to and ability to share their faith;
- Evidence the basic skills and knowledge for their vocational success;
- Demonstrate the ability to effectively communicate in written and spoken form;
- Evidence reasoning skills with the ability to interpret and integrate knowledge;
- Demonstrate the ability for research on a post-secondary level; and
- Indicate a commitment to lifelong learning and growth.
PHILOSOPHY OF EDUCATION

Bethesda University is a Christ-centered institution that acknowledges all truth is of God and finds its unity in God. Bethesda University recognizes the primacy of the Spiritual truth revealed in the Bible and incarnate in Jesus Christ. Bethesda University recognizes that God reveals truth to us through Christ in nature, people, history, and above all, the Scripture. Thus, the Bible is central in the learning experience at Bethesda University.

HISTORY

Bethesda University (BU) had its beginnings in 1958, when a young impoverished Bible school graduate by the name of Yonggi Cho launched his public ministry in Seoul, Korea. Over the next few years the church that he founded realized spectacular growth, necessitating a series of moves from its first meeting in a home to tents of increasingly larger sizes, and finally to a building that soon proved to be inadequate. In 1967 Pastor Cho introduced the cell system with leaders visiting homes and drawing new members into the fold of the church. Within two years the church was approaching 10,000 members, and even three Sunday services could not accommodate the crowds. The result was that thousands listened outside the building over loudspeakers. Clearly, the church needed to build new facilities.

Pastor Yonggi Cho defied all logic when he purchased a large tract of property on Yoido, a desolate island on the edge of the City of Seoul in the middle of the Han River that was completely undeveloped. The fact that there was not even a bridge to connect the island to the city of Seoul underscored his apparent folly. However, Cho was a visionary who was sensitive to the leading of the Holy Spirit, and in August of 1973 services were held in the newly constructed Yoido Full Gospel Church building, which accommodates 25,000 people. Today Yoido is the heart of Seoul, and the seat of the government is located only a few blocks from the church, as well as the headquarters of the Korean television and communications systems. By 1979 the church had reached a membership of 100,000, and even with the establishing of other churches throughout the city, the growth of the central church was phenomenal. In 1992 its membership reached 700,000 and today exceeds 850,000.

Very early Pastor Cho recognized the need for Christian education, especially theological training, and massive buildings were constructed at Yoido to house the educational arm of the church. The International Theological Institute was established to provide sound theological instruction, and a modern campus was developed for what has become the fully accredited Hansei University, affording young people the opportunity to receive a quality Christian education in various disciplines. However, Pastor Cho’s vision went far beyond Korea and the rest of Asia, and soon thriving churches and Bible schools were established in various mission frontiers.

The passing years saw a steady flow of immigrants from Korea into the United States, with the largest concentration in and around Los Angeles. At this point, Dr. David Yonggi Cho received a vision from the Father God to establish a Bible college to train people to pioneer and establish Korean churches throughout North America and the other parts of the world. He shared this vision with Dr. William H. Robertson, who was superintendent of the Southern California District of the Assemblies of God. As a result, the Full Gospel Central Bible College started in the fall of 1976 in Pasadena, California. In 1980 the school relocated to larger quarters in Whittier, California. In 1983 the institution changed its name to Bethesda School of Theology and received authorization from the California Department of Education to grant undergraduate degrees. In 1990 the institution began offering the M.A. and M.Div. degrees. In the same year, to reflect its broader offerings, the name was changed to Bethesda Christian University.
The next year saw a significant step in the development of the University when the INS granted permission for the school to issue the I-20, allowing Bethesda to enroll students from Korea. This was a vital part of Dr. Cho’s vision and enrollment grew. The University soon outgrew its facilities in Whittier, and in 1995 purchased its present location in Anaheim, California, nearer to areas heavily populated by Koreans and in much larger facilities.

In March of 2001, Bethesda University achieved an initial accreditation and the reaffirmation for ten years in 2006 with the Association for Biblical Higher Education (ABHE) [5850 T.G. Lee Blvd., Ste. 130, Orlando, FL 32822; Telephone: 407.207.0808; email: info@abhe.org], a nationally recognized accreditation agency, after having earned candidacy status in 1997. Bethesda Christian University is the first educational institution founded by Koreans to receive this status. ABHE awarded Bethesda Christian University with the Enrollment Growth Award in 2001-2002 and 2006-2007. BU received reaffirmation of accreditation for ten years in February 2006 by ABHE. ABHE approved the institution’s Doctor of Ministry (D.Min) program in June 2010. ABHE is recognized by the United States Department of Education (USDE) and the Council for Higher Education Accreditation (CHEA).

In fall 2001, Bethesda’s Interim President, Dr. Horner, contacted Transnational Association of Christian Colleges and Schools (TRACS) and took a delegation to the annual convention in November. Bethesda applied in December and was received as an Applicant in 2002. In May 2002, Bethesda hosted Dr. Jeff McCain, Executive Associate Director of TRACS, for an official staff visit. In April 2003, Bethesda Christian University achieved Candidate status with TRACS [PO Box 328, Forest, VA 24551; Telephone: 434.525.9539; e-mail: info@tracs.org]. BCU was awarded accredited status as a Category III institution by the TRACS Accreditation Commission on November 7, 2006; this status is effective for a period of five years. Bethesda Christian University was awarded the Category IV status on November 4, 2008 by the TRACS Accreditation Commission, as Doctor of Ministry Program (D.Min) approved by TRACS. TRACS is recognized by the United States Department of Education (USDE), the Council for Higher Education Accreditation (CHEA) and the International Network for Quality Assurance Agencies in Higher Education (INQAAHE).

10 year re-accreditation was approved by TRACS in 2011. The university began to use its new name as Bethesda University in fall 2011. In 2014, MBA, Sports Management and Criminal Justice program was introduced as new programs. Since its founding in 1976, BU has been successfully fulfilling its mission. More than 1,000 students have graduated; most of these are in active Christian service as pastors, missionaries, chaplains, teachers, or functioning in various other leadership roles in local churches and the community. The university remains fully committed to fulfilling its mission statement and institutional objectives for the betterment of its students.

STATEMENT OF FAITH

Bethesda University subscribes to the following statement of faith:

1. We believe the Bible is the inspired, infallible, and only authoritative Word of God. It is our rule of faith and practice, and all church tradition and human reason must be subject to it.

2. We believe in the one true living God, the eternal, self-existent Creator who has revealed Himself as One Being in three persons—Father, Son, and Holy Spirit, each of whom possesses equally all the attributes of deity and the characteristics of personality.
3. We believe in the deity of our Lord Jesus Christ, His virgin birth, sinless life, miraculous ministry, substitutionary atoning death, bodily resurrection, triumphant ascension, abiding intercession on our behalf, and personal return in power and glory. We believe in the humanity of Jesus Christ.

4. We believe in the present ministry of the Holy Spirit, including the Baptism in the Holy Spirit and the bestowal of spiritual gifts for service and the working of signs and wonders.

5. We believe in the historicity of the Genesis account of creation.

6. We believe that there is a personal devil who seeks to tempt and separate people from God.

7. We believe that man was created in the image of God, good and upright, but fell from his state of innocence by voluntary disobedience of God. This historical fall brought all mankind under divine condemnation, with every individual in need of regeneration by the Holy Spirit.

8. We believe that salvation is entirely by the grace of God, apart from human works or merit, and that it is received through faith in Jesus Christ, who died for our sins.

9. We believe that holiness is the result of the believer’s identification with Christ in His death, resurrection, and throne life in glory. It is realized by faith in the Lord Jesus Christ through the power of the Holy Spirit and a life of obedience to God’s Word.

10. We believe in divine healing that through His atonement Christ purchased deliverance from every sickness, and by His Spirit Christ makes healing available according to God’s wisdom and sovereignty.

11. We believe that the Church is the body of Christ, of which He is the Head, and that it is composed of all truly redeemed people, who are in spiritual unity and who are committed to the proclamation of the gospel throughout the world.

12. We believe that final judgment will take place at the end of time, with the unrighteous entering into everlasting punishment in hell and the righteous into everlasting blessedness in heaven.

NON-DISCRIMINATION POLICY

Bethesda University acknowledges that all persons are equally created in the image of God. Everyone has the equal opportunity and access in Bethesda University’s educational programs and activities. The school does not discriminate on the basis of color, race, gender, ethnic background, age, handicaps or disability, marital or veteran status in any of its policies, procedures, or practices. This non-discrimination policy applies to admissions policy, educational programs, employment, and all other activities that Bethesda University provides.

The school provides full and affirmative compliance with the provision of Title VI of the Civil Rights Acts of 1964, Title IX of the Education Amendment of 1972, Section 504 of the Rehabilitation Act of 1973, and the Age Discrimination Act of 1975.

LOCATION AND FACILITIES

Bethesda University is located in Anaheim, in the heart of beautiful Southern California. It is less than 30 miles from downtown Los Angeles, America’s second largest city, two hours from Mexico and minutes
from world-renowned Disneyland. Anaheim is located within Orange County, which has over forty miles of coastline along the beautiful Pacific Ocean and enjoys a very comfortable climate year round. Orange County is the home of numerous recreational attractions including Disneyland, Knott’s Berry Farm, Edison Field (home of the California Angels baseball team) and Arrowhead Pond (home field of the Mighty Ducks hockey team).

The campus facilities include: a chapel, conference rooms, student lounge, computer lab, classrooms, lecture halls, and a library holding over 38,000 volumes. Students will be using computer labs, laptops, books and other materials for their classroom lectures.

**ACCREDITATION/APPROVAL**

Bethesda University is accredited by the Association for Biblical Higher Education (ABHE). ABHE is recognized by the United States Department of Education (USDE), the Council for Higher Education Accreditation (CHEA). The accreditation by ABHE, 5850 T G Lee Blvd, Suite 130 Orlando FL 32822 (407-207-0808) recognizes the undergraduate and graduate programs.

Bethesda University is a member of the Transnational Association of Christian Colleges and Schools (TRACS) [15935 Forest Road, Forest, Virginia 24551; Telephone: 434.525.9539; e-mail: info@tracs.org] having been awarded Reaffirmation I of its accredited status as a Category IV institution by the TRACS Accreditation Commission on November 10, 2011; this status is effective for a period of ten years. TRACS is recognized by the United States Department of Education (USDE), the Council for Higher Education Accreditation (CHEA) and the International Network for Quality Assurance Agencies in Higher Education (INQAAHE).

Bethesda University is a private institution approved to operate as an accredited institution by the Bureau for Private Postsecondary Education (BPPE). BPPE physical address: 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833; mailing address: P.O. Box 980818, West Sacramento, CA 95798-0818; phone (916) 431-6959 toll free (888) 370-7589 fax (916) 263-1897 www.bppe.ca.gov.
STANDARDS OF CONDUCT

Students at Bethesda University are expected to lead a devout and holy life and to represent themselves as men and women under a call from God. They are to allow the Holy Spirit to examine their lives in the light of the sacred Scriptures. They are to demonstrate integrity in their personal lives and in their academic/professional work, and to show respect, concern, and proper behavior towards their colleagues and those in authority.

The Code of Conduct is the basic criterion of behavior that represents a standard of Christ-like maturity for all who are a part of the university community.

Recognizing that preparation for and involvement in the service of Christ requires personal commitment to the Lord Jesus Christ, Bethesda University expects the members of its community to develop a consistent program leading to spiritual growth and maturity. The program should include the following:

1. **Disciplined Bible study.** A consistent personal study of the Bible is essential for spiritual growth, and we are to "long for the pure milk of the Word" (1 Pet. 2:2). The Word has the power to reach the innermost parts of our being (Heb. 4:12) and to enable us to stand firm for Christ (Eph. 6:17).

2. **Persistent prayer.** By personal example, Jesus taught us the necessity of praying regularly and consistently, and the Bible exhorts us to "pray continually" (I Thess. 5:17), including prayer in the Spirit (1 Cor. 14).

3. **Discipleship.** The Apostle Paul encourages believers to use as a model faithful disciples, and to pattern their lives after them (Phil. 3:17). Since discipleship involves the development of personal relationships for spiritual goals, members of the Bethesda University community should form personal friendships, structured accountability relationships, and/or small group fellowships.

4. **Church Attendance.** The Bible instructs believers not to forsake assembling together as they submit themselves to the life and leadership of a local church (Heb. 10:25; 1 Cor. 16:13-16). Consequently, all members of the Bethesda University community should establish a church home and regularly attend worship services.

5. **Christian Ministry.** Every Christian is to be involved actively in some form of ministry (Eph. 4:16-18), because we are God’s “workmanship, created in Christ Jesus for good works" (Eph. 2:10). Therefore, all members of the Bethesda University community should be involved in some expression of Christian service and exercise spiritual gifts for the edification of the body.

Recognizing that preparation for and involvement in the service of Christ requires a lifestyle consistent with an effective Christ-like witness and one which exemplifies a life of integrity and Christian values, the university expects the following of its community members:

1. **Maintain a blameless testimony.** The Bible commands Christians not to be conformed to this world (Rom.12:2), but to be "holy in all" their conduct (I Pet. 1: 15,16). To maintain a blameless testimony as Christian leaders, members of the Bethesda University community must totally abstain from such activities as all forms of sexual immorality, including fornication, adultery, homosexuality, and the use of pornography; the manufacture, distribution, possession, or use of illegal drugs or harmful substances; the abuse of alcoholic beverages; smoking; entertainment that stimulates the flesh; and occult practices. They must also avoid other practices that are equally unworthy, such as profanity, obscenity, a disuniting spirit, and dishonesty, including plagiarism.

2. **Respect peers and those in authority.** There should be mutual love, honor, and respect among the

3. Refrain from discrimination and harassment. All forms of racial and gender discrimination are violations of God's laws (Acts 10:34; Gal. 3:28). In keeping with its commitment to provide a learning and working environment that is free of discrimination, Bethesda University strictly prohibits all forms of unlawful harassment.

4. Practice biblical standards in dating and marriage. Bethesda University expects members of its community to observe biblical standards pertaining to moral purity. God's Word does not condone either pre- or extra-marital sexual activity (I Thess. 4).

5. Maintain appropriate appearance and dress. Recognizing that members of Bethesda University community are called to be leaders in the Church and in society, the university requires its members to follow standards of modesty in dress and appearance. The Bible exhorts believers to be examples to those around them (I Tim.4:12) and to give no offense to others (I Cor. 10:32). Therefore, members of the Bethesda University community should never allow their appearance to be a stumbling block to anyone.

Student conduct is under the supervision of the Student Dean's Office. Bethesda University reserves the right to dismiss, after due process, a student whose conduct is considered unsatisfactory. Demonstration of appropriate qualities of Christian character is a graduation requirement.

STUDENT LEADERSHIP

Each year the student council selects officers to provide leadership in both undergraduate and graduate programs. Student body officers are responsible for planning student activities and for integrating new students into the community of Bethesda University. Student leaders also arrange student chapel services and provide advice on the development of student handbooks.

More information regarding student life at Bethesda University is contained in the Bethesda University Student Handbook.

CHRISTIAN SERVICE AND MINISTRY

Just as medical doctors have internships, those preparing to serve God and the Christian community more effectively should have hands-on experience in Christian service. Since Bethesda University is uniquely concerned with preparing God's people to become full-time or lay leaders in Christian ministry, all bachelor level students are required to participate in ministry outside of the classroom experience. BA students enroll in six Christian Service classes, each worth 0.5 credits and M.Div. M.A. students enroll in six Christian Service classes, each worth 1.0 credits. Supervision, evaluation and recommendations will be provided by the Christian Service Director, and in some cases by a ministry supervisor or mentor. Jesus provided the model of equipping disciples by including practical ministry as a part of training. This model enables students to practice in their field of study. Ministry experience is a necessary component of developing Christian maturity. A major goal of this practical training is to help students discover their gifts, talents, abilities and calling from God. This service also allows students to validate or invalidate the concepts they are forming in the classrooms. The input of various Christian leaders who serve as Student Ministry (Christian Service) mentors is also valuable. Of additional importance is the fact that student ministries give students the opportunity to glorify God and meet human needs.
STUDENT ADVISEMENT

Academic advisement is available to all students through either the office of the Chief Academic Officer or through individual faculty members. Each new student is assigned a faculty mentor who will meet with him/her several times each semester. Full-time faculty members are required to maintain regular hours for advising students.

Students desiring counseling of a personal nature are encouraged to talk with faculty and administration concerning these issues. The Student Dean's office can refer students to competent Christian professionals when therapy or psychological counseling is needed or requested.

Prospective students are encouraged to review this catalog prior to signing an enrollment agreement. Students are also encouraged to review the School Performance Fact Sheet, which must be provided to you prior to signing an enrollment agreement.

INTERNATIONAL STUDENTS

The needs of students studying at Bethesda University on an F-I visa are unique and require additional attention to meet their needs. Bethesda University recognizes that these students need more help than domestic students in adjusting to student life at Bethesda University. Although the university does not operate dormitories, ample housing is available within the local community.

HOUSING

Bethesda University has no on-campus housing or dormitory facilities. Most of our students rent apartments near the school. The International Student Program assists students with housing information upon their arrival.

Apartments are available in Anaheim and areas around Bethesda University. Students are encouraged to contact the owners or managers of apartments directly for rental arrangements. Rent ranges from approximately $900 to $1300 per month. Bethesda University will assist but is not responsible to find housing for students.

STUDENT HANDBOOK

The students and staff of Bethesda University have written a student handbook in which the specific requirements of student conduct have been detailed. This handbook also contains specific information on community resources, school procedures, student organizations, and student activities.

STUDENT GRIEVANCE PROCEDURES & DUE PROCESS

Students who have complaints that involve faculty, students, or administration may discuss them with the Dean of Students either personally or in written form. The Dean of Students has the responsibility of examining the complaint and dealing with the involved parties on a one-to-one basis. He/she has the authority to impose appropriate discipline or may refer the case to the Chief Academic Officer for proper action.

Students with academic grievances may consult the individual faculty members involved and then, if necessary, the Chief Academic Officer. If a grievance is not satisfactorily resolved, the student may appeal
directly to the Academic Affairs Committee.

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.

Grievance procedures and due process exist to provide a healthy environment in which proper Christian conduct can be maintained. Thus, Bethesda University deals with such matters according to biblical principles and not in a manner that brings division and factions.

**SEXUAL HARASSMENT**

Bethesda University will not accept conduct that demeans, dishonors, or discriminates against anyone within the Bethesda University community. Sexual harassment is not tolerated by any member of the Bethesda University community, and must be dealt with immediately. Any student who has a complaint of sexual harassment should report it to Dean of Students. If the matter is not handled satisfactorily, the student may go through legal channels.

**NEW STUDENT ORIENTATION**

At the beginning of each semester, all new students are required to attend a new student orientation.

**STUDENT PARTICIPATION AND SUPPORT**

- Students must attend a minimum of 80% of class sessions. However, a class syllabus may require a stricter policy.
- Each student is assigned to a faculty advisor and a small group. Students are strongly encouraged to participate in these groups and other campus activities.

**LIBRARY**

**Hours of Operation**

Monday thru Thursday -------------------------- 9:00 am – 9:00 pm  
Friday ---------------------------------------------- 9:00 am – 5:30 pm  
(Closed 12:00 -1:00 pm on Fridays)  
Saturday & Sunday ------------------------------- Closed

During the Summer and Winter break the library is open from 9:00 am – 5:30 pm  
During mid-terms and finals the library stays open until 10 pm upon request.  
Notice of any exceptions to regular hours will be posted.

**Locating Resource Materials**
To help students locate materials in the collection, the Library is equipped with computers for searching the catalog. All computers are connected to the Internet for student use. Patrons may use a computer for up to 20 minutes or longer unless another patron is waiting. Users can search the collection by visiting the following address.

**www.buc.edu** and click on “BUC LIBRARY”

Users can access the library database by

1. Author
2. Title
3. Serial Title
4. Subject
5. Translator
6. Publisher
7. Year published
8. ISBN

You may search the library catalog using either Korean or English.

**DBs the BU Library subscribes to**

**Wilson OmniFile Full Text, Select Edition**

- Delivers all the full-text content – complete articles from over 3,500 journals.
- Includes Education, Humanities, Social Sciences, Business, General Science, etc.

**학술지기사색인 (Korean Journals)**

- Contains the full text of thousands of Korean articles in the all subjects.

**How to access “Wilson OmniFile Full Text”**

Web address: [http://search.ebscohost.com](http://search.ebscohost.com)  
User ID: **buc**  
Password: **bethesda**

**How to access “학술지기사색인”**

1) Go to the Bethesda library home page and click on “Related Sites” under “RECOMMENDATION”.
2) Click on “학술 (databases)” and “Korean Journals”.
3) Click on “기관회원로그인”, “기관찾기” and input “베데스다”. Click on “찾기” and “베데스다 대학교”.
4) Input ID and Password.  
   ID: **bethesda**  
   Password: **365**

**Library Orientation**

Library orientation is given at the beginning of each semester for both students and faculty members. An orientation paper and a brief guide about using the library and searching for information with the computer are distributed and are always provided in the library. Library tours are given by request.
Mutual Lending of Library Materials Policy

The BU Library has a mutual lending agreement with Biola University, Hope International University, Presbyterian Theological Seminary in America Library and World Mission University Library. Currently enrolled students, faculty, and staff of Bethesda University may establish borrowing privileges at Libraries mentioned above on a mutual use basis.

Above libraries provide direct loan service to eligible and properly identified members of the other university’s campus community for unrestricted and available materials upon presentation of proper identification, the completion of the library card registration form, and the issuance of a library card.

The borrower is subject to the rules and regulations established by the lending library including those rules that govern access to and the availability of library materials, loan periods, renewals, delinquency, and lost materials charges. The borrower is responsible for knowing these library rules.

The borrower is expected to protect materials and return them directly to the lending library by the due date. Charges for late materials are due upon return of the late item(s).

Replacement costs for library materials will be determined by the lending libraries in accordance with existing policies. The present agreement remains in force until canceled in writing by either party.

SCATLA

The BU Library became a full member of SCATLA. The graduate students and faculty may use the following libraries. You need to bring the SCATLA card issued by the BU library and your ID.

SCATLA Directory
AZUSA PACIFIC UNIVERSITY (James L. Stamps Theological Library)
BETHEL UNIVERSITY (Price Memorial Library)
BETHESDA UNIVERSITY
BIOLA UNIVERSITY (Biola University Library)
CLAREMONTE SCHOLAR OF THEOLOGY (ClaremontSchool of Theology Library)
CONCORDIA UNIVERSITY IRVINE (Concordia University Irvine)
FULLER THEOLOGICAL SEMINARY (McAlister Library)
GOLDEN GATE BAPTIST THEOLOGICAL SEMINARY (Frank and Jane Pollard Library)
HEBREW UNION-COLLEGE-JEWISH INSTITUTE OF RELIGION
HOPE INTERNATIONAL UNIVERSITY (Hugh and Hazel Darling Library)
INTERNATIONAL THEOLOGICAL SEMINARY
KING'S COLLEGE AND SEMINARY
LOGOS EVANGELICAL SEMINARY
LOYOLA MARYMOUNT UNIVERSITY (Charles Von der AheLibrary)
MASTER'S SEMINARY (The Master's SeminaryLibrary)
PEPPERDINE UNIVERSITY (Payson Library)
ST. JOHN'S SEMINARY
SOUTHERN CALIFORNIA SEMINARY
VANGUARD UNIVERSITY (O. Cope Budge Library)
WESTMINISTER SEMINARY CALIFORNIA
WILLIAM CAREY INTERNATIONAL UNIVERSITY (Kenneth Scott Latourette Library)
WORLD MISSION UNIVERSITY

Please visit the SCATLA Home Page, http://www.atla.com/scatla/scatla_index.html
TUITION AND FEES*

Application Fee
- Domestic: $35.00
- International: $100.00
- LVN (Domestic): $150.00
- LVN (International): $200.00

Library Fee (each semester): $40.00

Tuition per semester hour

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<thead>
<tr>
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<th>Resident</th>
<th>Non-Resident</th>
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<tbody>
<tr>
<td>Undergraduate:</td>
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<tr>
<td>Religion – General Education</td>
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<tr>
<td>Religion – Professional Studies</td>
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<td>$295.00</td>
</tr>
<tr>
<td>Other</td>
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<td>$295.00</td>
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<tr>
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<tr>
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<tr>
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<td>$200.00</td>
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<tr>
<td>Preschool Certificate</td>
<td>$200.00</td>
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</tbody>
</table>

Tuition for LVN Program (Overall): $28,500.00

Late Registration Fee: $50.00

Independent Study Fee (per semester unit): $50.00

Graduation Fee: $100.00

Transcript Copy Fee: $5.00 ($10 for same day processing)

Audit Fee (per unit)
- Undergraduate: $50.00
- Graduate: $75.00

Student Association Fee
- Undergraduate: $20.00
- Graduate: $30.00

I-20 Processing Fee: $200.00

Diploma Replacement Fee: $20.00

Identification Card Replacement Fee: $10.00

* Tuition and fees are subject to change without notice

THE NUMBER OF SEMESTER UNITS REQUIRED FOR DEGREES**

Bachelor of Arts in Religion
- Biblical Studies: 126 units
- Pastoral Ministry: 126 units
- Christian Education: 126 units
- Missions: 126 units

Bachelor’s in Information Technology: 135 units

Bachelor’s in Business Administration: 135 units

Bachelor of Arts in Early Childhood Education: 126 units

Bachelor of Arts in Music: 135 units

Bachelor of Arts in Design: 135 units
Visual Communication 135 units

Master of Arts in Biblical Studies 60 units
Master of Divinity 96 units
Master of Arts in Music 48 units
Master of Business Administration 60 units

Preschool Teacher Certificate 15 units
Preschool Director Certificate 18 units
English as a Second Language Certificate 28 units
Licensed Vocational Nurse Program - Theory 640 hours
- Practice 960 hours

**To comply with INS regulations, international students carrying the F-1 student visa must carry a full-time load (at least 12 units for undergraduate program, 9 units for graduate program) during the fall and spring semesters.

OTHER EXPENSES

**Books**
Students should plan to spend approximately $150 on textbooks for each semester. This amount will fluctuate according to the specific courses taken.

**Student Health Insurance**
International students who cannot show proof of health insurance must purchase insurance upon entering BU, the cost of which is approximately $200 per semester. BU provides a referral service for international students to purchase health insurance.

TUITION REFUND POLICY

The student has a right to cancel the enrollment agreement and obtain a refund excluding non-refundable application and registration fees by submitting a written notice of cancellation to the school. 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. When 50 percent of the program has been offered, the institution requires full payment. Refunds will be paid within 45 days of cancellation. The following refund schedule applies:

**Fall/Spring Semesters**

- 100% Refund Friday, 2nd week of the semester
- 70% Refund Friday, 3rd week of the semester
- 60% Refund Friday, 4th week of the semester
- 40% Refund Friday, 5th week of the semester
- 30% Refund Friday, 6th week of the semester
- 20% Refund Friday, 7th week of the semester
- 10% Refund Friday, 8th week of the semester
Winter/Summer Classes

One Week Classes
100% Refund  1st Day
75% Refund    2nd Day
50% Refund    3rd Day

Two Week Classes
100% Refund  Tuesday, 1st Week
75% Refund    Wednesday, 1st Week
50% Refund    Thursday, 1st Week
25% Refund    Friday, 1st Week

The limitations in this section shall not apply to any funds received by an institution through federal and state student financial aid grant and loan programs, or through any other federal or state programs.

POLICY ON THE COLLECTION OF TUITION

At the student’s option, the University may accept payment in full for tuition and fees, including any funds received through institutional loans, after the student has been accepted and enrolled and the date of the first class session is disclosed on the enrollment agreement.

PAYMENT OF STUDENT ACCOUNTS

1. Tuition
   All students will be required to make a minimum payment of 50% of tuition for current semester during registration. All account balances from current semester must be paid in full by end of each session. Any students with remaining balance will not be allowed to register for the next semester's courses until all past due charges have been paid.

2. Finance Charge for Deferred Payment
   Any remaining balance will be subject to accrual of finance charge. There will be a grace period of 30 days from the first day of each semester. Any remaining balance after 30 days will be subject to 2% finance charge per month.

3. Unpaid Accounts
   A student may not register for further sessions, receive any diploma, grades, transcript, letters of recommendation, or participate in graduation ceremonies until all financial obligations have been satisfied in accordance with the college’s financial policies.
STATE OF CALIFORNIA STUDENT TUITION RECOVERY FUND

The Student Tuition Recovery Fund (STRF) was established by the legislature to protect the investment of California residents who attend private post-secondary institutions in cases such as the closing of the institution, the failure of the institution to live up to its enrollment agreement, or its refusal to pay a court judgment.

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

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

1. The school closed before the course of instruction was completed.
2. The school’s failure to pay refunds or charges on behalf of a student to a third party for license fees or any other purpose, or to provide equipment or materials for which a charge was collected within 180 days before the closure of the school.
3. The school’s failure to pay or reimburse loan proceeds under a federally guaranteed student loan program as required by law or to pay or reimburse proceeds received by the school prior to closure in excess of tuition and other costs.
4. There was a material failure to comply with the Act or the Division within 30-days before the school closed or, if the material failure began earlier than 30-days prior to closure, the period determined by the Bureau.
5. An inability after diligent efforts to prosecute, prove, and collect on a judgment against the institution for a violation of the Act.

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

Questions regarding the STRF may be directed to the Bureau for Private Postsecondary and Vocational Education, 1625 North Market Boulevard, Suite S 202, Sacramento, CA. 95834, (916) 574-7720.

SCHOLARSHIPS, TUITION DISCOUNTS

A. Selection Procedures

1. The Composition of the Scholarship Committee
   The Scholarship Committee consists of all full-time professors and staff members, and Student Dean will be a Chairman to lead the committee.

2. Rules for Selecting Scholarship Recipients
   The Scholarship Recipient must be a current full-time Bethesda University student and must have been a full-time student in the previous semester. Full-Time undergraduate level students must be enrolled in at least 12 units and full-time graduate level students must be enrolled in at least 9 units to be eligible for scholarship. However, in special cases in which the selected recipient happens to
be graduating, and does not require full-time units to graduate, then he or she does not have to follow the full-time unit requirement to be eligible

3. Scholarship Disbursement
Scholarships are not paid in cash but in tuition fees. However, if there happens to be any scholarship money still remaining at the time of graduation, then the scholarship recipient will receive a check in the amount of the remaining credit.

4. No Recipients of Multiple Scholarships
Students who have been selected to receive more than one or multiple scholarships will only be awarded one scholarship that would give the recipient the largest amount.

5. Standard for Selecting Scholarship Recipients with the Same GPA
In the case that several selected students happen to have the same GPA, the scholarship will be based on the current semester’s GPA, the previous semester’s GPA, and the cumulative GPA.

B. Types of Scholarship

1) Young-San Scholarship
   Amount: $1,500
   Award to: One graduate student with the best GPA
   Criteria: The Scholarship Committee will screen and reward the Young-San Scholarship to one graduate student with the best GPA who also exhibits model behavior. In the case of a tie among students with the same GPA, the scholarship will be given to the student with the best accumulative GPA. Depending on whether there are remaining funds, the second place winner will be decided by the scholarship committee. This scholarship offers the largest amount in comparison to other academic-based scholarship.

2) President’s Scholarship
   Amount: $1,500
   Awarded to: One undergraduate student with the best GPA
   Criteria: The Scholarship Committee will screen and reward the President’s Scholarship to one undergraduate student with the best GPA who also exhibits model behavior. In the case of a tie among students with the same GPA, the selection will proceed as described in the Young-San Scholarship.

3) Grace Scholarship
   Amount: $3,000
   Criteria: The Scholarship Committee will screen and reward the Grace Scholarship to the top 3 current undergraduate or graduate students who have the best musical performances and who also exhibit model behavior.

4) Performance Scholarship
   Amount: $500
   Criteria: The Scholarship Committee will screen and reward the Performance Scholarship to one current undergraduate or graduate student who demonstrates great performance skills and exhibits model behavior.

5) Best GPA Scholarship
   The Scholarship Committee will screen and select the scholarship and the candidate who is within the top 10% of each class and whose GPA is at least 3.6 for an undergraduate or 3.7 for a graduate
student. In the case that there are no students who meet this qualification, the scholarship may be awarded to the best student with at least a GPA of 3.3.

6) **Best Online GPA Scholarship**
The recipient must be a full-time Undergraduate Level student enrolled in at least 12 units or a Graduate Level student enrolled in at least 9 units. The Scholarship Committee will screen and reward the scholarship to the top 5% of students of each online course who has an undergraduate level GPA of at least 3.6 or a graduate level GPA of at least 3.7.

7) **Encouragement (Need-Based) Scholarship**
Depending on the availability of funds, the Scholarship Committee will select students who demonstrate financial need for this scholarship. Encouragement Scholarship is announced at beginning of each semester for two weeks and after Encouragement Scholarship Form is submitted from students, the Scholarship Committee will select the recipients.

8) **Service Scholarship**
1) **Student Committee**
The following percentages reflect the portion of tuition they will be awarded for this scholarship: Leader (50%), Co-Leader (30%), Executive (20%), Secretary (20%), Accounting (20%), and Journalism (20%). Undergraduate students must be enrolled in at least 12 units and graduate students must be enrolled in at least 9 units.

2) **Representatives of Department**
The Representatives of the Theology, Music, Early Childhood Education, Design, and IT departments will each be rewarded $200 as a scholarship. In the case that the representative must be changed, the student committee and student officers will thoroughly discuss and decide to make the change. The representative must have been active for 70% of his or her time of duty in order to receive 70% of the scholarship.

3) **Worship and Praise Servers**
The Worship and Praise Serving Leaders will be awarded $200, and they will be allowed to qualify for other scholarships concurrently. The other servers will be treated out to two meals per semester.

9) **Yoido Full Gospel Church Scholarship**
A missionary of Third World countries who has been sent out by the Full Gospel Church in Yoido will be awarded 30% of tuition discount which will be applied until the graduation. In special cases, however, award could be up to 100% discount of tuition based on the approval of the Scholarship Committee.

Other missionaries will receive 20% tuition discount until graduation. Any staff member of Full Gospel Church in Yoido who lectures online classes, as well as the clergy, and their spouses will be offered 50% of tuition discount, if they decide to enroll. However, in special circumstances, up to 100% tuition discount could be applied with the approval from the Scholarship Committee.

In the case that the recipient is a child of a Full Gospel Church staff member, that particular student will receive a scholarship directly from Full Gospel Church in Yoido and would not qualify to receive any type of scholarships from Bethesda University. Students who do not receive any scholarship or discount from Full Gospel Church are able to receive scholarships from Bethesda University.

If one of the parents of a currently registered student had previously been a staff at the Full Gospel Church in Yoido and has been sent out as a missionary, that particular student will receive 20% of the tuition discount as a scholarship.

However, if any scholarship recipient’s GPA falls below 2.7(B-), one warning will be given the
following semester to bring the Cumulative GPA up to 2.7 (B-). If the recipient still does not bring the GPA up and the Cumulative GPA for 2 semesters still falls below 2.7, then the scholarship will be rescinded.

10) Religious Worker Scholarship
A student who is an active pastor or is the spouse or is a child of an active pastor at any church, other than Full Gospel Church, will receive 20% of tuition discount, as long as a student can submit a copy of the Pastor Ordination, and a current Church Program at which the pastor serves. A student who is an evangelist (Jeondosa) can receive up to 20% of tuition discount with the approval from the Scholarship Committee. However, if any scholarship recipient’s GPA falls below 2.7(B-), one warning will be given the following semester to bring the Cumulative GPA up to 2.7 (B-). If the recipient still does not bring the GPA up and the Cumulative GPA for 2 semesters still falls below 2.7, then the scholarship will be rescinded.

11) The Third World Countries Scholarship
Upon the recommendation from any missionary serving in the third world countries, The Scholarship Committee will screen and reward the recommended student up to 100% tuition discount. However, if any scholarship recipient’s GPA falls below 2.7(B-), one warning will be given the following semester to bring the Cumulative GPA up to 2.7 (B-). If the recipient still does not bring the GPA up and the Cumulative GPA for 2 semesters still falls below 2.7, then the scholarship will be rescinded.

12) Bethesda Undergraduate Alumni Scholarship
Any Bethesda University Graduate who decides to enroll again for a different program offered at Bethesda University can receive up to 50% tuition discount. This scholarship helps to reward students who are dedicated to continue their studies at Bethesda University, rather than attending other schools. The Scholarship Committee will screen and select the scholarship and the candidate whose GPA is at least 3.3 from a Bethesda undergraduate programs. This scholarship is given for only the beginning of second semester of any graduate program and will follow the rules of the Best GPA Scholarship Procedures.

13) New Applicant Scholarship
The Scholarship Committee will screen and select the scholarship based on the new applicants whose GPA is at least A- from high school or other college/s and who received some type of award from an internationally acknowledged competition. Student could receive up to 100% discount on the tuition until graduation. However, if any scholarship recipient’s GPA falls below 2.7(B-), one warning will be given the following semester to bring the Cumulative GPA up to 2.7 (B-). If the recipient still does not bring the GPA up and the Cumulative GPA for 2 semesters still falls below 2.7, then the scholarship will be rescinded.

14) Reading Marathon Scholarship
The purpose of this Scholarship is to encourage students to read many books as they can. The Scholarship Committee will screen and choose a student, or students who read more than 3 books and write the best book-review each semester. The scholarship will be rewarded to 4 students and the scholarship will be distributed evenly between Korean book reviews and English book reviews that have been submitted.

15) Donation Scholarship
i. Sung-Hae Scholarship
The Scholarship Committee will screen and reward the Sung-Hae Scholarship to the undergraduate level or graduate level students who have good grades and exhibit model behaviors.

ii. **Bethesda University Alumni Scholarship**
    Depending on the availability of funds from the Alumni Association, the Alumni Committee will select students who can demonstrate financial needs for this specific scholarship.

iii. **Nomination Scholarship**
    The Scholarship Committee will screen and choose current students who have been highly recommended.

16) **Sibling/Family Member Scholarship**
    If siblings or family members attend Bethesda University concurrently, each student will receive 15% reduction on tuition.

17) **Sponsor Matching Scholarship**
    After student finds a new sponsor, whether individual, church or organization, and if the new sponsor requests BU to provide student with a scholarship, The Scholarship Committee will evaluate and may provide scholarship up to fifty percent (50%) of the sponsored amount but not more than the remaining balance of the tuition amount for the current semester and up to $1,000.

**FINANCIAL AID**

Federal financial aid helps students pay for most kinds of education after high school. Federal financial aid includes Federal Pell Grant, Federal SEOG (Supplemental Educational Opportunities Grant), Federal College Work Study, and Stafford Subsidize Loan. Grants are awarded based on need and income, and do not have to be repaid. Stafford Subsidize Loan is also based on need and income, but must be repaid once the recipient graduates or withdraws from the university. However, payments do not have to begin until six months following graduation or withdrawal, during which time no interest is accrued. Interest is set by the federal government. The recipient of a Stafford loan is responsible for making payments until the loan is fully repaid.

Financial Aid is available to assist those qualified students wishing to attend Bethesda, but not having the means to do so. The primary responsibility for financing an education belongs to the student and his/her family. The Board of Trustees has made a major commitment to assist all students by keeping tuition and fees at a low rate.

Financial Aid at Bethesda is based upon need. Need is defined as the difference between the cost of attending Bethesda and the Expected Family Contribution (EFC) toward the cost. The Federal "Free Application for Federal Student Aid" (FAFSA) is the form from which EFC is calculated. Bethesda does administer several Federal Title IV aid programs:

**Federal Pell Grant:** This federally funded grant is based upon financial need. Awards range up to $4,000 per year for full-time students and are available to college students who have not previously earned a bachelors degree.

**Federal Supplemental Education Opportunities Grant (SEOG):** Awarded to Pell eligible college students with exceptional demonstrated financial need. Priority is given to students with 0 (zero) EFC.
**Federal College Work Study Program:** Provides employment opportunities for students to assist them in earning the funds necessary to meet college expenses. The student normally works 10-15 hours a week, not to exceed 20 hours per week.

**Federal Family Educational Loan Program (Stafford Loan Program):** The Stafford Loan is a low interest loan made by a participating lender. The loan limit is determined by federal guidelines. Loans are available to college students. Repayment begins after a borrower ceases to be enrolled at least half time and making normative academic progress.

Institutional funds are granted only to full-time students and all applicants must file a FAFSA.

**Qualifications to Apply**

To qualify for federal financial aid, students must meet the following requirements: be a U.S. Citizen or Eligible Non-Citizen (Permanent Resident); have a valid Social Security Number; earned a High School Diploma or equivalent; if male between ages 18 - 26, be registered for the Selective Service; be enrolled in an eligible program at BCU for the purpose of obtaining a certificate or degree; demonstrate financial need; maintain Satisfactory Academic Progress (SAP) every semester; not owe a refund on a federal grant or be in default on a federal education loan; not have been convicted of drug related offenses

If students do not meet the above criteria for federal financial aid, there are alternative loan programs and scholarships for which they may qualify.

Students are required to submit their financial aid applications on an annual basis. Priority considered for financial aid funds administered by the Financial Aid Officer shall be given to students who submit all required documentation by the assigned deadline. Students must also pass verification, if required.

**To Apply for Federal Title IV**

The first step in applying for Federal financial aid is to complete the Federal Application for Federal Student Aid (FAFSA). There are various forms that are required to evaluate and process student financial aid eligibility. Additional documents may be requested to complete the processing of the financial aid request. The students are notified of these documents during the one-on-one counseling, in the BU Financial Aid Information Brochure, on the BCU Website, and on the Financial Aid checklist. The following are the documents which may be required:

1. Free Application of Federal Student Aid (FAFSA) - a need analysis documented published by the Department of Education (DOE). Information is sent to the Central Processing Center (CPS) for an analysis of the expected family contribution (EFC). Students receive a Student Aid Report (SAR), which shows the results of the analysis. Need-based Federal aid may only be awarded based on the official results of the FAFSA.
2. Verification Worksheet – a document which verifies personal information, number of household members, whether or not taxes were filed for the previous year (student, spouse, parent(s)), and additional income.
3. BU Financial Aid Policy Form – a form that students must sign certifying their understanding of the disbursement process, student responsibility, and return of Federal Funds policy.
4. Satisfactory Academic Progress (SAP) Form – a form that students must sign certifying their understanding of the qualitative and quantitative academic requirements to maintain eligibility.
5. Selective Service Exemption Form – required only for male students over age 26.
6. Asset Worksheet – required only for students whose tax returns (student’s, parent(s)’, or spouse’s) indicate a loss or profit on certain lines of the tax form.

7. Master Promissory Note (MPN) - required only for first-time Direct Loan borrowers. This can be completed online at www.studentloans.gov or on a paper application requested from the FAO.

8. Entrance Counseling – required only for first-time Direct Loan borrowers. This can be completed online at www.studentloans.gov or by appointment with the FAO.

9. Exit Counseling – required for when loan borrowers graduate, withdraw, or drop below half-time. Preferably completed one-on-one.

10. Loan Borrower Information – required for students completing Exit Counseling.

11. Rights and Responsibilities – to be completed during Entrance Counseling and then again during Exit Counseling.

12. Tax Returns (1040, 1040A, 1040EZ, Foreign Tax Returns) - All students are required to submit a copy of their tax returns to verify conflicting information. Dependent students must submit their tax returns and those of their parents. Independent students must submit their tax returns and their spouse’s, if applicable. Tax returns must be signed and have their tax preparer’s section completed.

13. Citizenship/Residency Verification – a copy of an official document, which proves that the student has citizenship or residency status and is eligible for financial aid purposes. This may include: U.S. Passport, Birth Certificate, Naturalization Certificate, Permanent Resident Card (I-1551 or I-1551C), and Certificate of U.S. National or Victim of Human Trafficking Status.

14. Copy of the Social Security Card

15. Copy of an Identification Card (e.g., Driver’s License)

Students begin the application process by submitting any required piece of documentation. This submission informs the FAO that the student wishes to apply for financial aid. If the FAO requires additional information from the student or if the submitted document is incomplete, the student will be notified via telephone or letter requesting the needed information. All documents will be maintained in the student’s file in addition to the correspondence log. Once all required information is submitted, the FAO will create a start form from the VFAO website via Weber. For students that are selected for verification, documents may be requested from the third-party servicer. If the student does not submit the requested information, the file will be considered inactive.

Priority deadline for California is March 2nd. The FAO will begin announcing the deadline for FAFSA applications beginning January and remind students year round. This deadline is crucial for students who want to receive Cal Grants.

**Awarding Financial Aid**

The FAO staff has developed an institutional packaging philosophy to ensure consistent, equitable, and fair distribution of financial aid funds.

The Financial Aid Officer determines the total aid to be awarded during an academic year. The Department of Education sends the FAO information detailed the annual fund allocations through the Federal Authorization Letter with the Official notice of Funding. Determining the total funds available includes an evaluation and projection of available funds, required matching, and administrative expense. Careful projections are made to enable the FAO staff to offer fair and equitable packages to students. A determination is made based on prior year history, and an increase of projected funds to account for attrition.

Students receive notice of financial aid via the needs and analysis letter. Students are required to accept or
decline each award. Students who not return award letters within 30 days, may lose all funds. Campus-Based funds are re-awarded to other needy students. A student may receive a reinstatement of a cancelled offer only if funds are available. Monies are not reserved for reinstated awards.

If a student has eligibility for a Pell Grant and has not used his/her entire allocation during the academic year, the appropriate remainder may be used during the summer enrollment period. During periods where the second scheduled cross-over Pell Grant is able to be awarded, a second scheduled Pell Grant may be calculated and awarded to the student during the cross over period.

Students may also apply for Direct Loans during the summer term. However, the amount they borrower for the summer is taken from the annual loan maximum the student is eligible for the school year. Students must be informed that receipt of funds during the summer term may affect their eligibility and amount of funds for the remaining academic year.

**Responsibility for Disbursement of Funds**

The Accounting Office has the responsibility for the disbursement of the loan, grant, and scholarship funds according the allotted amount. The Accounting Office receives the Check Register from the Financial Aid Officer and must verify that each student receives what he/she is eligible for and accepted. The Payroll Office (concurrently the Accounting Office) has responsibility for the disbursement of FWS paychecks.

There is a clear and distinct separation of functions between the FAO and the Accounting Office. The FAO maintain the accurate and appropriate award of aid funds which is transmitted to the Accounting Office. These funds are credited to the students’ account accordingly. Any monies in excess of the student’s charges are disbursed to the student by the Accounting staff.

BU electronically credits funds to the student’s account if all appropriate papers have been signed and the student is registered for the correct number of hours.

1) Verification of Identity of Student: Students must present a valid identification to receive financial aid monies from the Cashier’s Office (e.g., valid student ID care, driver’s license).

2) Verification of Status: The student’s eligibility status is checked by the financial aid office before disbursement. If the student’s status changes and becomes ineligible, those funds must be returned. Before disbursement, they will be refunded to the DOE. If the change occurs after disbursement, the student will be notified of the reason why their financial aid was adjusted and the appropriate amount must be returned.

**Title IV Refund Policy**

Title IV regulations require any institution participating in the Title IV program to establish a Return of Federal Funds Policy that is fair, equitable, and uniformly applied. This policy is used to return unearned tuition, fees, and room and board charges when a student does not complete a period of enrollment. Bethesda University applies the U.S. Department of Education Return of Title IV Policy.

The institution 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.

When a student withdraws from classes, he/she may be entitled to receive money back for the period not enrolled but paid for to the University. The student may be able to receive a refund of all or a portion of the tuition, fees, etc that he/she paid according to the University’s refund and pro-ration policy. The institution must determine the amount of Title IV grant or loan assistance that the student earned as of the withdrawal
date. The institution then determines the amount of aid that is unearned as of the withdrawal date. The funds are returned from the proper source, according to federal guidelines, and are returned to the proper source, also according to federal guidelines.

The University refunds 100 percent of the amount paid for institutional charges, less a reasonable deposit or application fee not to exceed two hundred fifty dollars ($250), if notice of cancellation is made through attendance at the first class session, or the seventh day after enrollment, whichever is later. The University provides a pro rata refund to students who have completed 60 percent or less of the period of attendance. The institution shall pay or credit refunds within 30 days of a student's cancellation or withdrawal. Up through the 60% point in each payment period or period of enrollment, a calculation is used to determine the amount of Federal Student Aid funds the student has earned and unearned as of withdrawal date. A student has earned 100% of the Federal Student Aid after the 60% point in payment period or period of enrollment. Any unearned funds should be returned using U.S. Department of Education Return IV Policy. Funds from Direct Loans will be considered earned as long as the student maintains a half-time (6-unit) enrollment status.

If the tuition, fees, etc., were paid with federal financial aid dollars, then all or a portion of the student’s refund must be returned to the Department of Education or the student aid program from which the money was awarded. A student who received a check for the amount in excess after all institutional charges were covered and then withdraws, drops out, or is expelled, may be required to repay the money to the student aid programs from which the money was awarded according to the pro-ration policy.
UNDERGRADUATE ADMISSION POLICIES

Students must have official notification of admission before they will be allowed to register for classes. Those desiring admission to BU must complete the following steps before being admitted:

1. Complete the application form.
2. Proof of high school graduation (i.e., official high school transcript with graduation date)
3. Submit two letters of reference testifying to the applicant’s Christian commitment, moral character, personal integrity, academic ability, and potential for success. One letter should be from the applicant’s current church pastor and one from another pastor. References from family members are not permitted and will not be considered as objective references.
4. Submit a 250 word essay explaining the applicant’s Christian experience and the applicant’s desire for a Christian college education.
5. Two pictures
6. Application fee: $100 for international students and $35 for domestic students
   LVN Program - $200 for international students and $150 for domestic students

Application packets are available upon request from the Office of Admissions.

Students desiring admission to the B.A. in Music program may be required to audition to determine proficiency levels in their selected performance categories. Students desiring admission to the B.A. in Design program may be required to take a design test or submit a portfolio.

Students desiring admission to the Licensed Vocational Nurse program are required to take an entrance test (basic mathematics and English) and get background check due to regulations of the Board of Vocational Nursing and Psychiatric Technicians of the State of California. In order to obtain the Vocational Nurse License, they would have to go to the State Board, BVNPT (Board Vocational Nursing Psychiatric Tech) and take a state board exam.

ABILITY-TO-BENEFIT

Applicants for undergraduate programs must possess a high school diploma or pass a General Education Development (GED) exam. Those who do not fulfill these requirements must demonstrate sufficient "ability to benefit" (ATB) exam scores.

ABILITY-TO-BENEFIT TEST

The Ability-to-Benefit (ATB) test is required of students seeking admission who did not graduate from high school or pass a General Education Development (GED) exam. To this end, these students must demonstrate they possess sufficient "ability to benefit" (ATB) from post-secondary education via their performance in reading, writing, and math.

1. PROCEDURES

The Admission Office notifies applicants who are required to take the ATB examination, and make testing appointments with them. The applicants must fill out the test application form and submit it to the Admission Office. The applicants can obtain the information about the test from the Admission Office. Applicants who miss their appointment will be given one chance to reschedule. Failure to keep two ATB test appointments will result in the student deferring for one semester the option to take the ATB test, therefore deferring his/her application for admission.

Original test results will be kept on file in the Admission Office. Any student whose scores do not meet or
exceed the minimum scores on each of the three approved test in a single testing experience, will not have an exhibited an Ability to Benefit from enrolling in ACAD. Students are welcome to retest once per semester. If a student petitions for a third attempt, it should only be permitted if the student can provide evidence of some instructional intervention that would suggest that score improvement would be possible. After the ATB test is complete, the Admissions Office will be responsible for notifying the applicant of his/her ATB test results.

2. Components and Passing Scores
ACAD administers the College Board's ACCUPLACER test. The United States Department of Education requires students complete and pass the three computerized tests in one single testing session. When taking the ability to benefit test, the applicant must complete the reading comprehension, sentence skill, and arithmetic tests during a single testing session. Retesting will be in all these three areas. The minimum scores mandated by the United States Department of Education to qualify for the Accuplacer Ability-to-Benefit test are as follows:

<table>
<thead>
<tr>
<th>TEST</th>
<th>PASSING SCORE</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACCUPLACER Reading Comprehension</td>
<td>55</td>
</tr>
<tr>
<td>ACCUPLACER Sentence Skills</td>
<td>60</td>
</tr>
<tr>
<td>ACCUPLACER Arithmetic</td>
<td>34</td>
</tr>
</tbody>
</table>

Students admitted under the Ability-to-Benefit policy are eligible for financial aid only if: (1) they are beyond the age of compulsory school attendance; (2) have taken and passed an independently administered Ability-to-Benefit test approved by the Secretary of the Department of Education in the previous twelve months before the date the student wishes to receive financial aid; (3) or have taken and passed the GED.

GRADUATE ADMISSIONS POLICIES
Admission must be granted before a student is allowed to register for courses. Candidates must submit the following items before being considered for admission:

1. A completed application form.
2. Transcripts showing that the applicant has received a bachelor’s degree from a regionally or nationally accredited or state approved college or university. Applicants who received degrees from non-accredited institutions or who are applying without an undergraduate degree will be considered on an individual basis.
3. Three letters of reference, one of which must be from the pastor of the church which the applicant is currently attending, one from another pastor, and one from a college professor. References from family members will not be considered as objective references.
4. A Christian Experience essay. This essay must be two to three pages in length, detailing the applicant's call to ministry and experiences in ministry. The essay must also include a personal evaluation of the applicant’s strengths and weaknesses and how a graduate education at BU will help to fulfill a call to Christian service.
5. Two pictures
6. Application fee: $80 for International students and $35 for domestic students

Applicants may obtain an admissions packet from the office of admissions or call at (714) 517-1945.

Students desiring admission to the M.A. in Music program may be required to audition to determine proficiency levels in their selected performance categories.

ABILITY TO BENEFIT

Generally, students are eligible to apply for admission to graduate study after they have completed a bachelor's degree from an accredited or state approved college or university. Occasionally, applicants without an undergraduate degree, but who indicate the ability to perform graduate studies, may be admitted to the graduate program as a special student. Candidates for this program must be actively engaged in full-time ministry, must have completed at least two years of undergraduate studies, and must have at least five years of full-time ministry experience.

INTERNATIONAL Admissions

Students who do not reside in the USA and who wish to attend BU must follow the regular admissions guidelines for the respective program to which they seek admission. In addition, international students must satisfy the requirements of the United States Citizenship and Immigration Services by becoming eligible to study in the USA through the obtainment of an F-1 visa. In order to apply for an F-1 visa, a student must obtain an I-20 form from BU or another approved institution. Candidates must submit the following items in order to obtain an I-20 from BU:

1. Certificate of Bank Deposit
2. Affidavit of Support and its related documents
3. I-20 processing fee: $200 (Paid to USCIS)

Approval for the I-20 is granted after a student has met all the necessary financial and academic requirements and has provided proof of return following graduation. Students desiring the I-20 should contact BU and request a special I-20 admissions packet.

TRANSFER OF CREDIT POLICIES

BU will accept transfer credits from other postsecondary institutions subject to the following conditions and limitations:

1. Credits earned at institutions recognized by USDE and accredited by CHEA approved accrediting agencies such as ABHE, TRACS, ATS, and regional accrediting agencies are transferred through official transcripts. The university reserves the right to deny credit for specific courses.
2. Credits earned at unaccredited institutions may be transferred on a conditional basis through official transcripts subject to the following:
   a. Only a percentage of credits will be considered, not to exceed 40 percent of completed hours.
   b. Credits to be validated and transferred must meet the following criteria
      1) The student must complete twelve academic hours in residency at BU with a 2.0 grade point average.
2) The qualifications of each professor must be verified through the office of the Chief Academic Officer.
3) A course must fit the appropriate major or be applied as a general elective.
4) A full course description from the college catalog must be provided.
5) The student may be required to pass a BU validation exam for the course to be transferred.

3. A maximum of 45 hours of credit by CLEP may be recorded. Scores must be submitted for evaluation.
4. Credits accepted in transfer must be at the grade level of ‘C’ or higher.
5. Only credit hours are accepted in transfer. Grades for transferred hours are not transferable. This means transfer hours will not be computed in the student’s grade point average.
6. Courses acceptable for transfer need not be identical with a course offered at BU, but they must be, even as a general elective, in line with the requirements of each program. For example, a student who pursued a curriculum in a field in which courses are not offered at BU may not expect to receive full transfer for his/her previous work.

TRANSFER OF CREDIT PROCEDURES

Students desiring to transfer credits must have an official transcript on file and must confer with the Chief Academic Officer before or during their first semester at BU. Upon review of the transcript, the Dean will complete a transfer evaluation.

BU will provide each approved transfer applicant with a tentative evaluation of credits to be accepted for transfer. An official evaluation will be made after the applicant selects and registers in a degree program. Transferred credits may not appear on BU transcripts until 12 semester hours (B.A.) or 9 hours (M.A./M. Div.) are satisfactorily completed.

It is University policy to accept credits earned at institutions fully accredited by their regional/national accrediting association for colleges and universities, provided that such credits have been earned through university-level courses appropriate to the student’s degree program at the Bethesda Christian University. However, the Office of Admissions reserves the right to accept or reject credits earned at other institutions of higher education. The University has not entered into an articulation or transfer agreement with any other college or university.

Criteria for transfer credit are as below. Students must complete credits at Bethesda Christian University as ascribed in the chart. Note that no more than 20% of graduate semester units or the equivalent in other units awarded by another institution may be transferred for credit toward a Master’s degree.

<table>
<thead>
<tr>
<th>Institution Type</th>
<th>Undergraduate Program</th>
</tr>
</thead>
<tbody>
<tr>
<td>Religion, Early Childhood Education</td>
<td></td>
</tr>
<tr>
<td>Music, Business, Design, I.T.</td>
<td></td>
</tr>
<tr>
<td>Institution Type</td>
<td>Accredited Institutions (4 yr)</td>
</tr>
<tr>
<td>------------------------------------------------</td>
<td>-------------------------------</td>
</tr>
<tr>
<td></td>
<td>81</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Maximum Number of Transferable Credits Allowed for Graduate Program (A Revised Policy)

<table>
<thead>
<tr>
<th>Institution Type</th>
<th>Doctor of Ministry</th>
<th>Master of Divinity</th>
<th>M.A. in Biblical Studies</th>
<th>M.A. in Music</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accredited Institutions</td>
<td>6</td>
<td>19</td>
<td>12</td>
<td>9</td>
</tr>
<tr>
<td>Other Institutions/Non-Accredited Institutions</td>
<td>0</td>
<td>9</td>
<td>6</td>
<td>4</td>
</tr>
<tr>
<td>Other Institutions (with the same denominational background)</td>
<td>3</td>
<td>12</td>
<td>8</td>
<td>6</td>
</tr>
<tr>
<td>Minimum Residence Requirements</td>
<td>36</td>
<td>77</td>
<td>48</td>
<td>39</td>
</tr>
<tr>
<td>Advanced Standing</td>
<td>0</td>
<td>15</td>
<td>9</td>
<td>9(Biblical Studies Requirement Only)</td>
</tr>
</tbody>
</table>

### POLICY FOR GRANTING CREDIT FOR PRIOR EXPERIENTIAL LEARNING

The University may grant credits for prior experiential learning. Credit for Prior Learning (CPL) is a way students may earn university credit for previous learning experiences and accomplishments outside the traditional college classroom setting. Credits may be granted through various assessments of prior learning: standardized examination programs (e.g., CLEP, DANTES, APP), the credit recommendations of the
American Council of Education, and/or an evaluation of an individual portfolio or an examination by the academic department.

**Policies for Awarding Credit for Prior Learning**

1. The University may grant credit to a student for prior experiential learning only if:
   - 1) The prior learning is equivalent to a college or university level of learning;
   - 2) The learning experience demonstrates a balance between theory and practice and;
   - 3) The credit awarded for the prior learning experience directly relates to the student’s degree program and is applied in satisfaction of some of the degree requirements.

2. Each college or university level learning experience for which credit is sought shall be documented by the student in writing.

3. Each college or university level learning experience shall be evaluated by faculty qualified in that specific subject area who shall ascertain (1) to what college or university level learning the student’s prior experience is equivalent and (2) how many credits toward a degree may be granted for that experience.

4. Of the first 60 semester credits awarded a student in an undergraduate program, no more than 15 semester credits may be awarded for prior experiential learning.

5. Of the second 60 semester units (i.e., credits 61 to 120) awarded a student in an undergraduate program, no more than 15 semester credits may be awarded for prior experiential learning.

6. Of the first 30 semester credits awarded a student in a graduate program, no more than 6 semester credits may be awarded for prior experiential learning.

7. Of the second 30 semester credits (i.e., credits 31 to 60) awarded a student in a graduate program, no more than 3 semester credits may be awarded for prior experiential learning.

8. No credit for experiential learning may be awarded after a student has obtained 60 semester credits in a graduate program.

9. Prior learning shall be assessed by faculty in the academic discipline appropriate to the student assessment request.

10. Credit by examination may be earned only once in a single subject. A similar subject test in another testing program will not earn additional credits.

11. If credit is granted after the appropriate assessment is made, the entry is made on your transcript as CR and the number of units granted. No grade is given except CR, which means it does not affect your GPA.

12. Credits for prior learning are considered transfer credits and are subject to the same policies as other transfer credits.

13. The student seeking credit for prior learning is responsible to provide all requested supporting information for the assessment.

**Procedures for Requesting Assessment for Credit for Prior Learning**

If you feel that you have previous learning experiences that would qualify for Credit for Prior Learning, follow the procedures below:

1. Determine if your Prior Learning experiences fit the following criteria:
   - *Is it verifiable?* The learning experience can be verified with tangible proof: a certificate, state-issued licensed, college transcript, military records, an HR report, etc.
→ Is it measurable? The number of hours/days spent in the learning experience must be verified.
→ Is it learning? It must be something that was learned and knowledge-based, not just what was done.

2. Set an appointment with your Academic Counselor to fill out a CPL Proposal. This will help determine the type and number of units you can earn from CPL.

3. There is a nonrefundable $50.00 fee per petition, regardless of the number of units being requested and whether or not credit is granted.

4. Attach materials to substantiate your proposal. See below:
   → Certificates: If hours are not listed on the certificate, you must include proof for the hours spent in the “learning” situation, and a brief description of the course
   → HR training reports: must include hours spent in the “learning” situation, and a brief description of the course
   → State-issued Licenses: Accepted as is, unless “Revoked”
   → Military Service: include copy of our DD214 for basic training and an AARTS/SMARTS report
   → “Portfolio”-type materials will be subject to additional assessment/examination as determined by the University.

Prior Learning Assessments

1. Nationally recognized examinations.
   The list of available credit by examination opportunities include, but are not limited to, the following:
   - Advanced Placement (AP) examinations
   - International Baccalaureate (IB) examinations
   - College Level Examination Programs (CLEP) examinations
   - Thomas Edison College Examination Program (TECEP)
   - DANTES Subject Standardized Tests (DSST)

2. Course-specific examinations designed by University faculty
   The University may provide opportunities for an admitted student to demonstrate college-level learning through course-specific examinations designed by University faculty.

3. Credit by portfolio review and/or competence demonstration
   The University may offer a student the opportunity to earn college credit through portfolio review and/or competence demonstration.

COLLEGE LEVEL EXAMINATION PROGRAM (CLEP)

College Level Examination Program (CLEP) provides an opportunity for qualified students to earn college
credit by examination. Bethesda University will award credit for the General Examinations for scores at or above the national seventieth percentile. Credit may be awarded as follows:

- English Composition with Essay ………………... 6 semester hours
- Natural Sciences ………………………………… 6 semester hours
- Humanities ……………………………………… 12 semester hours
- Social Sciences ………………………………… 9 semester hours
- Mathematics …………………………………… 6 semester hours

The General Examinations must be taken before entering Bethesda University.

Students may take the Subject Examinations to earn credit for subjects required in their major, provided they have not completed a college level course which is equivalent to or on a higher level than the subject matter of the exam. Three semester hours of credit may be awarded for each subject examination, provided the student scores at or above the national seventieth percentile.

A maximum of 45 semester hours of credit may be awarded for General and Subject Examinations. Credit awarded for CLEP is posted and indicated on the student’s permanent academic record. No grade or quality points are assigned for CLEP credit. A person may visit the web page of CLEP at www.clep.org for more information about the CLEP program.

**ADVANCED STANDING**

Bethesda University awards advanced standing to qualified students applying for admission to its Masters degree programs. To be eligible, students must possess a B.A. degree in biblical or theological studies from an accredited or approved postsecondary institution. A maximum of 9 hours of advanced standing will be granted towards an M.A. in Biblical Studies, 6 hours towards the M.A. in Music, and 15 hours towards the M. Div. degree.

Advanced standing is not awarded automatically, but on an individual basis, subject to the following criteria: (1) The course or courses must be satisfactorily parallel in content to courses offered at BU; (2) Students must demonstrate through an oral interview with an appropriate professor a satisfactory knowledge of the content for which they are seeking advanced standing; (3) Students must present documentation such as course syllabi or a catalog from the institution in which the courses were taken; (4) Only courses receiving a grade of “B” or higher will be considered in granting advanced standing; (5) Students must maintain a minimum GPA of 2.5 in all course work in order to retain advanced status; (6) Courses taken at the undergraduate level may not be used to waive upper level graduate courses. Only courses that are introductory in nature may be waived.

BU does not award graduate credit for career experience.

**INDEPENDENT STUDY**

Students desiring to take a course that is not listed in the catalog may request an independent study class with a credit value of one to three hours. To qualify, a student must submit a proposal to the Chief Academic Officer and a professor who is willing to act as the student’s mentor. The proposal must fully describe the course, state the student’s objectives in taking the course, and outline the procedures to be followed. The amount of work involved should be equivalent to the requirements of a regularly scheduled class with the same credit value. Internships may be taken as independent study during a student’s last year of study.

In addition to the regular tuition for the class, students may expect to pay an independent study fee of $50.00 per credit hour, depending on the time requirements of the professor.
There may be occasions when a student needs to take a class that is listed in the catalog, but which is not offered at the time. On such occasions, the student may opt to take the class by special arrangement in a manner similar to independent study. The student under the guidance of a professor must complete all the requirements of the class as prescribed in the syllabus. The student may expect to pay the same fees as those charged for an independent study course.

**DOUBLE MAJOR & MINOR POLICY**

1. **Double Major policy**
   a. If student take total units in other major’s Professional studies, except Christian Services, It is allowed for double major and will be recorded as double major in graduation Certificate.

2. **Minor policy**
   a. In Theology major of Undergraduate program, if student take 27 units in Professional studies of other concentration in Theology, it is allowed for Minor and will be recorded as Minor in graduation Certificate.
   b. In Music major of Undergraduate program, if student take 36 units in Professional studies of other concentration in Music, it is allowed for Minor and will be recorded as Minor in graduation Certificate.
   c. In Music major of Graduate program, if student take 21 units in Professional studies of other concentration in Music, it is allowed for Minor and will be recorded as Minor in graduation Certificate.

**ONLINE EDUCATION**

Bethesda University offers online courses with the same high quality instruction as courses offered on campus. Online courses are designed for students who need a flexible class schedule because most of the coursework may be completed off campus.

BU uses its own online education system as a platform that offers ease of use, power, speed, and reliability. Course content is delivered through internet pages and class discussions are held in a newsgroup format. The online courses can be used to complete courses for students who cannot come to campus as regularly due to time and distance restraints.

Students register for online courses through the Registrar’s Office. This is the same process as on ground registration.

**GRADING SYSTEM**

Students must have a “C” average to graduate. The university uses the following four-point grade scale:

<table>
<thead>
<tr>
<th>GRADE POINTS</th>
<th>LETTER GRADE</th>
<th>SCORES</th>
</tr>
</thead>
<tbody>
<tr>
<td>4.0</td>
<td>A</td>
<td>93+</td>
</tr>
<tr>
<td>3.7</td>
<td>A-</td>
<td>90-92</td>
</tr>
<tr>
<td>3.3</td>
<td>B+</td>
<td>88-89</td>
</tr>
<tr>
<td>Grade</td>
<td>Description</td>
<td>Score Range</td>
</tr>
<tr>
<td>-------</td>
<td>-------------</td>
<td>-------------</td>
</tr>
<tr>
<td>A</td>
<td>Work of highest quality in all areas; mastery of facts and concepts; creativity; ability to evaluate data and trends.</td>
<td></td>
</tr>
<tr>
<td>B</td>
<td>Adequate mastery of facts and concepts; creativity and analytical ability, but with some weaknesses and room for improvement.</td>
<td></td>
</tr>
<tr>
<td>C</td>
<td>Sufficient grasp of facts and a general competence of subject.</td>
<td></td>
</tr>
<tr>
<td>D</td>
<td>Insufficient grasp of facts and competence of subject. Students who do not demonstrate improvement are subject to dismissal.</td>
<td></td>
</tr>
<tr>
<td>F</td>
<td>Failure to achieve minimal quality or production of work.</td>
<td></td>
</tr>
<tr>
<td>W</td>
<td>Withdrawal from a class until the 8th week of the semester.</td>
<td></td>
</tr>
<tr>
<td>I</td>
<td>Incomplete work at the end of the course. This grade is given only if the work is incomplete for valid reasons. It is the responsibility of the student to finish all incomplete work and ask the instructor to submit a grade change to the registrar. If the work is not finished in the subsequent semester, without the granting of an extension, the incomplete will be changed to an “F.”</td>
<td></td>
</tr>
<tr>
<td>P</td>
<td>Pass</td>
<td></td>
</tr>
<tr>
<td>NP</td>
<td>Non-Pass</td>
<td></td>
</tr>
</tbody>
</table>

**LETTER GRADE DESCRIPTION**

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**SATISFACTORY ACADEMIC PROGRESS (SAP)**

In order to progress satisfactorily from one term to the next and to be eligible for federal financial assistance, all students must comply with the following elements of satisfactory progress or they will be dismissed from the institution. (SAP is applied to all enrolled students at Bethesda University, not just to those receiving Title IV funds.)

All students must complete their program within the maximum time for completion, which is the period of time in which a student attempts 1.5 times the number of credit hours required in order to complete the program.

All students must maintain a minimum of a 2.0 cumulative GPA (undergraduate), 2.5 cumulative GPA (graduate) as a full-time student. Students must have a 2.0/2.5 cumulative GPA in order to meet graduation requirements. All classes will be held on the main campus, 730 N. Euclid Street, Anaheim,
All students, not just those receiving Title IV aid, must successfully complete 55% of the credits that they attempt when 25% of the maximum credits for their programs have been attempted and possess a cumulative GPA of 1.25 or greater. Students must successfully complete 60% of the credits that they attempt when 50% of the maximum credits for their programs have been attempted and possess a cumulative GPA of 1.5 or greater. Students must successfully complete 67% of the credits that they attempt when 100% of the maximum credits for their programs have been attempted and possess a cumulative GPA of 2.0 (undergraduate), 2.5 (graduate) or greater.

TERMS OF PROBATION

A student who is making unsatisfactory progress (overall GPA below 2.0 (undergraduate), 2.5 (graduate)) or who fails to complete the required credits at the end of a grading period shall be placed on probation for the next grading period. If the student on probation achieves satisfactory progress (GPA of 2.0/2.5 or greater) for the subsequent grading period, but has not achieved the required grades to achieve overall satisfactory progress for the program, the student may continue on probation for one more grading period. If the student on probation fails to achieve satisfactory progress for the first probationary term, the student’s enrollment will be terminated. The enrollment of a student who fails to achieve overall satisfactory progress for the program at the end of two successive probationary grading periods shall be terminated. When placed on probation, appropriate documentation is made in the permanent file of the student. The date, action taken, and terms of probation will be noted prior to returning to class. Reinstatement must be approved by the Chief Academic Officer, whereby, the student may make a case for extenuating circumstances being the cause for lack of satisfactory progress. The reinstated student is admitted on a probationary status after being out of school for a minimum of one grading period and must abide by above probationary terms.

Probation may be granted if mitigating circumstances are found and if at the 25% checkpoint, a student does not meet the required minimums of SAP. If at the end of the probationary period, a student is not meeting the minimum requirements for SAP, he/she may appeal to the Chief Academic Officer in writing for an extension of one grading period. During this extension, the student must bring his/her cumulative GPA to a minimum of 2.0 (undergraduate), 2.5 (graduate). Financial aid disbursements will not be made during this extension. A student will be re-instated as a regular full-time student and eligible for financial aid disbursements, if during the extension period, a cumulative GPA of 2.0/2.5 is achieved. International Students from South Korea who do not pass the Level 3 ESL Placement Exam must take courses in Korean.

INCOMPLETE GRADES, REPEATS, AND WITHDRAWALS

Incomplete grades (I) are determined by the instructors and may be changed provided the incomplete work is completed within the specified time frame. A student with an incomplete grade must complete required work within the next grading period. If required material is not turned in by the specified time, a failing grade will be given in that subject. This failing grade will impact the GPA and successful completion percentage of the student. During the period in which a student has to finish incomplete work, the student’s cumulative GPA is unaffected by the incomplete grade. Once the period has ended and the student receives a final grade, the GPA is re-calculated.

REPEATED COURSES

Any required class which is failed must be repeated. Regular tuition is charged for the repeated course. Only the repeated grade is used to compute the student’s GPA. The original failing grade remains on the student’s transcript but is not included in GPA calculations once the “F” is replaced by a passing grade.
WITHDRAWALS

Students who voluntarily withdrawal from the institution in the middle of a term, may receive a “W” for courses not completed. Students who withdraw will be refunded according to BU’s published refund schedule. The “W” on a student’s transcript does not affect the GPA. Required courses for which a “W” is received, must be re-taken. The “W” will be reflected on the student’s permanent transcript.

RE-ENROLLMENTS

A student, whose enrollment was terminated for unsatisfactory progress, violation of attendance policy, or misconduct may re-enroll at the beginning of the next grading period. A student who returns after his/her enrollment was terminated for unsatisfactory progress shall be placed on probation for the next grading period. The student will be advised of this action and the student file documented accordingly. The student must maintain satisfactory progress at the end of this probationary period or he/she will be terminated.

NON-REGULAR STATUS/EXTENDED ENROLLMENT STATUS

Bethesda University acknowledges that there are exceptions and provisions for students placed on extended enrollment status or non-regular status. A student who has been placed under these circumstances will not be eligible for student financial assistance and must meet with the Chief Academic Officer to determine if the student will be allowed to continue in their field of study. Each situation is determined on a case-by-case basis, and it is the Chief Academic Officer’s discretion to accept the mitigating or extenuating circumstances. In each case, proper documentation will be placed in the student’s file. Any student who is not accepted under these circumstances will be terminated from the institution.

APPEALS PROCEDURES

Any student who has been withdrawn from Bethesda University for failure to meet SAP requirements, violation of maximum completion timeframe, violation of probation, attendance requirements, or behavioral/misconduct, can appeal to the Chief Academic Officer in writing. The academic office and the student will then meet to discuss specific terms of appeal and action to be taken. The Academic Officer’s decision is final in regard to all appeals. This final decision will be documented in the student file. If the student is not satisfied with the result determined by the Chief Academic Officer, the student may follow the Grievance procedure listed in the catalog.

GRADE CHANGE POLICY

Grade Change Form is only accepted during Grade change period. Academic officer will be announce the period of Grade Change in school Homepage and school Board, and also be included in school Schedule. After Grade Change period is over, Grade Change form is not accepted any more. For “Incomplete” grade, Grade Change Form is allowed until the beginning of next semester. After new semester is started, grade Change form is not accepted any more.

ACADEMIC HONORS
Students graduating from BU will be awarded scholastic honors according to the following guidelines:

<table>
<thead>
<tr>
<th>GPA</th>
<th>Honor</th>
</tr>
</thead>
<tbody>
<tr>
<td>3.8-4.0</td>
<td>Summa Cum Laude</td>
</tr>
<tr>
<td>3.65-3.79</td>
<td>Magna Cum Laude</td>
</tr>
<tr>
<td>3.5-3.64</td>
<td>Cum Laude</td>
</tr>
</tbody>
</table>

**ATTENDANCE**

Bethesda University requires attendance at all classes for credit. The instructor is responsible to record student attendance at each class session. Students who have more than six hours of unexcused absence in a semester course will have their course grade lowered by one full grade. A minimum 80% attendance rate is required for course credit, even if the absences are excused. Excused absences are limited to documented illness, emergency in student’s immediate family, and unavoidable obligations stemming from employment as a teacher. The registrar is responsible for determining the nature of each absence and for making the absence-related adjustments to the student record.

**LEAVE OF ABSENCE**

Students may request to take a Leave of Absence from enrollment in classes for up to two consecutive semesters. Requests for a leave should be initially made to the Registrar and require university approval. Forms are available from the Academic Office and must be completed prior to the student’s absence from the university. Failure to complete the required form, or to register at the end of the approved leave, will result in the student having to reapply to the university and comply with any applicable changes in admissions, financial aid, and degree requirements as stated in the Re-enrollment Policy of the school catalog. An undergraduate student who re-admits after an absence of five years may be required to complete a full application for entrance. The written request must include the length of absence, the purpose of absence, and documentation verifying the purpose. If the length of absence is more than two consecutive semesters, students must submit an application for readmission.

**DROP-OUT POLICY**

Students who chose to leave the school for a period of time should follow the policy established for Leave of Absence. Student who discontinue their instruction without prior approval, must submit an application for readmission.

**ACADEMIC PROBATION AND DISMISSAL**

Satisfactory progress toward the degree is required. An undergraduate student will be placed on academic probation if a 2.0 grade-point average is not maintained. A student who pursues the M.A. or M.Div. degree will be placed on academic probation if a 2.5 grade-point average is not maintained. Students on probation are restricted to a maximum of three classes per semester until their GPAs reaches a minimum of 2.0, or a 2.5 if the program is for graduate instruction. The student has two semesters to achieve a cumulative GPA of 2.0 (undergraduate), 2.5 (graduate) to return to good standing. Failure to achieve a minimum GPA after two consecutive semesters will result in dismissal.

**FULL-TIME STATUS**

In order to complete a degree program within the normal stated time frame (i.e., a bachelor’s degree in four
years), the undergraduate student should enroll in 16 hours per semester and the graduate 15 hours. Full-time undergraduate student status is defined as being enrolled in a minimum of 12 hours during a semester. Full-time graduate student status is defined as being enrolled in a minimum of 9 hours during a semester.

**PLACEMENT ASSISTANCE**

Although the university does not operate a formal placement office, information concerning employment opportunities and referral services is available in the office of the Dean of Students. Current job openings and career opportunities are posted on bulletin boards. The university makes every effort to assist the student by keeping these postings current.

**RELEASE OF STUDENT INFORMATION**

Bethesda University considers information classified as “directory information” to be general enough in nature to be released without the consent of the student. The following is classified as directory information:

1. Student name, address, and telephone number
2. Date and place of birth
3. Full-time or part-time enrollment status
4. Dates of attendance
5. Major field of study
6. Degrees and awards received
7. Participation in activities

Students who do not want “directory information” released without specific written consent must give written notice to the Registrar’s Office no later than the close of late registration. If a student does not file a refusal form with the Registrar’s Office, directory information will be released at the discretion of the university. The university prohibits the use of such information for commercial purposes.

BU maintains the confidentiality of student education records in accordance with the Family Educational Rights and Privacy Act of 1974. No one outside the university will have access to, nor will the institution disclose any information from, a student’s education record without written consent of the student except as permitted under the Act.

**GRADUATION**

**Progress Towards Graduation**

Students are responsible to meet all degree requirements for graduation. Academic advising is available to ensure that students are making sufficient progress towards graduation. BU follows a course rotation that allows the completion of all degree requirements within the time span of a normal academic load (four years for the B.A., three years for the M. Div. D.Min, and two years for the M.A.). At the beginning of the student's junior year and senior year of study in the B.A. program and at the beginning of the student's last year in the graduate program, the student is required to consult their academic advisor to conduct a graduation audit to determine the courses he/she must take to graduate.
Students who do not take the required courses when offered, or who do not participate in academic advisement and the academic advising audit, should not expect to graduate if they have not met all degree requirements.

The normal student status for undergraduate class designation is as follows:

<table>
<thead>
<tr>
<th>Status</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Freshman status</td>
<td>0-29</td>
</tr>
<tr>
<td>Sophomore status</td>
<td>30-59</td>
</tr>
<tr>
<td>Junior status</td>
<td>60-89</td>
</tr>
<tr>
<td>Senior status</td>
<td>90+</td>
</tr>
</tbody>
</table>

Graduation ceremonies are held after the spring semester. Only students, who have completed all degree or program requirements including financial obligations, will be permitted to participate in the commencement exercises. Students completing their requirements prior to the close of the school year may receive a letter of completion, but will be required to participate in commencement. All graduating students must file a petition to graduate before the middle of February to be eligible to receive their degree or diploma in that academic year. It is the responsibility of the student to insure that all requirements have been met prior to the deadline for graduation.

**GRADUATION REQUIREMENTS**

Students must fulfill all financial obligations to BU and file a petition to graduate before the middle of February to be eligible to receive a degree in May. Students must complete the degree requirements of the catalog in effect at the time of admission or of re-admission. For graduation purposes, it is strongly advised that students maintain continuous enrollment once they are accepted for admission and matriculated.

**BACHELOR OF ARTS**

To graduate with the Bachelor of Art degree the student must:

1. Complete all required course units for the degree and course work with a minimum cumulative grade point average of 2.0.
2. Complete the required general education, Bible, theology, ministry, Christian service, and major requirements, ESL requirements.
3. Demonstrate the development of Christian character as evidenced by the Christian Service and Student Life departments.
4. Complete the last 45 hours of coursework at BU.
5. Make application for the degree, fulfill all financial obligations to the school, and participate in graduation ceremonies.

**MASTER OF ARTS IN BIBLICAL STUDIES**

To graduate with the Master of Arts in Biblical Studies degree the student must:

1. Complete 60 semester hours of course work with a minimum cumulative grade point average of 2.5.
2. Complete all required courses for the degree and all proficiency requirements, ESL requirements.
3. Complete the last 36 hours of course work at BU.
4. Make application for the degree, fulfill, all financial obligations to the school, and participate in graduation ceremonies.
MASTER OF BUSINESS ADMINISTRATION

To graduate with the Master of Business Administration degree the student must:

5. Complete 60 semester hours of course work with a minimum cumulative grade point average of 2.5.
6. Complete all required courses for the degree and all proficiency requirements, ESL requirements.
7. Complete the last 36 hours of course work at BU.
8. Make application for the degree, fulfill all financial obligations to the school, and participate in graduation ceremonies.

MASTER OF ARTS IN MUSIC

To graduate with the Master of Arts in Music degree the student must:

1. Complete 48 semester hours of course work with a minimum cumulative grade point average of 2.5.
2. Complete all required courses for the degree and all proficiency requirements, ESL requirements.
3. Complete the last 27 hours of course work at BU.
4. Make application for the degree, fulfill all financial obligations to the school, and participate in graduation ceremonies.

MASTER OF DIVINITY

To graduate with the Master of Divinity degree the student must:

1. Complete a minimum of 96 semester hours of course work with a minimum cumulative grade point average of 2.5.
2. Complete all required courses for the degree and all proficiency requirements, ESL requirements.
3. Complete the last 48 hours of course work at BU.
4. Make application for the degree, fulfill all financial obligations to the school, and participate in graduation ceremonies.

DOCTOR OF MINISTRY

To graduate with the Master of Divinity degree the student must:

1. Complete a minimum of 48 semester hours of course work with a minimum cumulative grade point average of 2.7.
2. Complete all required courses for the degree and all proficiency requirements.
3. Complete the last 48 hours of course work at BU.
4. Make application for the degree, fulfill all financial obligations to the school, and participate in graduation ceremonies.

GRADUATION RATES AND EMPLOYMENT RATES

Current and historical graduation rates and employment rates are available for review in the Records Office of BU.
STUDENT RECORDS

Enrollees are advised that state law requires educational institutions to maintain school and student records for no more than a five-year period. Student transcripts are held for fifty years.

RESERVATION OF RIGHTS

BU reserves the right to change its policies without prior notice, including tuition, fees, credit value per course, course offerings, curricula, and grading policies. Any changes to graduation requirements will be available to students before being published as an update to the current school catalog or added to new and succeeding catalogs. It is the discretion of the faculty and administration to change or add new academic policies that will improve the level of instruction and further facilitate the mission of the school.

BACHELOR’S PROGRAMS

The Bachelor of Arts (B.A.) program is a four year degree which is a broad based program designed to give the student in-depth academic training in the liberal arts and Christian faith and practice. Since the B.A. program provides a broad education with a focus on a special area of interest, the student graduating with a B.A. degree should have a general knowledge or acquaintance with the basic disciplines of learning. This forms the foundation upon which the student begins to build competence in the special field of professional education they have chosen. The curriculum is designed to encourage social adaptation and integration of the student into western culture through course offerings reflecting the historical and theological foundations of the Christian faith. The student is taught the basics of Christian spirituality and practice through classroom experiences and chapel services. Through the integration of general and biblical studies, the contribution of other disciplines is incorporated.

Bachelor Degree Outcomes:
Upon completion of a Bachelor’s degree, students will:

1. Manifest a life-style based on Christian principles.
2. Apply Christian faith to world issues and in their daily lives.
3. Demonstrate necessary communication skills relevant for Christian ministry in a contemporary society.
4. Minister effectively in a contemporary society and to the worldwide Christian community.

Bethesda University offers a Bachelor of Arts with majors in Music, Early Childhood Education, Design, and Religion. There are six concentrations in the B.A. in Religion. A student may choose a concentration in Biblical Studies, Pastoral Ministry, Christian Education, Missions, Business Administration, or Internet Ministry. Faculty members direct the academic programs in their respective fields.

Basic Course Requirements: The B.A. in Early Childhood Education requires 126 hours of course work, comprised of 45 hours of general education courses, 6 hours of Bible and theology, and 75 hours of professional studies. The B.A. in Music and Design require 135 hours of course work, comprised of 45 hours of general education, 6 hours of Bible and theology, and 84 hours of professional studies. Depending upon the concentration, the BA in Religion requires either 126 or 135 hours of course work which is generally comprised of 45 hours of general education, 6 hours of Bible and theology, and 75 or 84 hours of professional studies.
General Education Outcomes:

Upon completion of the general education courses a student will:

1. Understand key concepts in a variety of general education disciplines in relation to a Christian worldview.
2. Be able to exercise essential communication skills in order to write clearly, using a standard literary format.
3. Understand the principles of psychology as it relates to the areas of cognitive, emotional, social, and the physiological, making application to one’s self understanding and social interaction.
4. Be familiar with major historical world movements and their impact on humanity.
5. Understand the world through the knowledge of major concepts of geology, astronomy, meteorology, and biology.

Requirements for International Applicants:

All international students need to demonstrate English proficiency in order to be considered for admission to BU. The minimum TOEFL (PBT) score of 550, (or 79-80 IBT, 213 on CBT) is required for all international applicants. Students who do not have official TOEFL score need to take the BELL Placement test. The test consists of four sections: structure, reading comprehension, listening, and writing. As deemed necessary by the program director, there may also be an oral interview. Those students who score at the high intermediate level or above on the BELL Placement test may waive the TOEFL requirement by filing with the registrar the waiver form signed and approved by the ESL Program Director and the Chief Academic Officer.

Bachelor of Arts in Religion

The Bachelor in Religion is a four-year degree program providing students with professional training for ministry on a college level. The degree offers a solid grounding in Bible, doctrine, and the practices of ministry within a strong Pentecostal environment. With a broad educational component, the curriculum enables students to formulate a biblical worldview and a biblical mindset for life. The Bachelor in Religion degree program allows the student to focus upon an area of concentration which will best prepare them for the ministry of their choice. The Religion degree with specialized concentrations provides the student with the foundational professional training necessary for vocational ministry or for entrance into a professional masters program.

Bachelor Degree Objectives

The Bachelor degree program seeks to:

- Provide a foundation for academic and professional service.
- Provide direction for personal spiritual growth and development.
- Assist in developing a Christian worldview and lifestyle.
- Provide a biblical and theological foundation for ministry with a Pentecostal dimension.
- Provide the basic knowledge, understanding, and skills for ministry.
- Encourage students to participate actively in the life and ministry of the Church.
Bachelor Degree Outcomes

Upon completion of the Bachelor degree, students will:

- Manifest a solid knowledge of Scripture with proper hermeneutical skills.
- Evidence an understanding of the doctrines of the Church and Pentecostal distinctives.
- Demonstrate a fundamental knowledge of the history, traditions, and practices of the Church.
- Communicate the Scripture with clarity and conviction.
- Demonstrate the knowledge and competency to do the tasks of ministry.
- Demonstrate an understanding of the administration and functioning of a local congregation.
- Demonstrate the integration of biblical and theological knowledge with the practices of ministry.
- Evidence the personal and professional characteristics needed for successful ministry.
- Articulate a Christian worldview and lifestyle.
- Evidence the ability to share the Gospel with others.

Religion (Biblical Studies)

Biblical Studies is a scholarly presentation of the witness to faith and of the theological views of the biblical writers in the context of the covenant people, Israel, and the early Church. Courses deal with biblical background and history, ethics and doctrines, and with proper methods of interpretation.

Biblical Studies Outcomes

Upon completing this concentration, students will:

1. Know the historical background of the Old and New Testaments so that they may understand the context in which each book was written.
2. Understand the relationship between the Old and New Testament and how God has progressively revealed Himself.
3. Demonstrate a conscious understanding of the argument and general content of each book in the Bible.
4. Demonstrate an understanding of the historical development of theological concepts so as to maintain theological balance.
5. Be able to think systematically through the teachings of Scripture in light of the whole written counsel of God.
6. Present a Christian apologetic through an understanding of a biblical theology.
7. Integrate the truths of the Scriptures into life and communicate them to the world.

B.A. Degree Requirement: 126 Hours

General Education: 45 Hours

Required: 33 Hours

Communications: 6 Hours

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>GC 120</td>
<td>English Composition</td>
</tr>
<tr>
<td>GC 140</td>
<td>Research and Writing</td>
</tr>
</tbody>
</table>
Social Sciences: 6 Hours

GS 110  Introduction to Psychology
GS 220  Introduction to Sociology

Humanities: 12 Hours

GH 103  Music and Ministry
GH 224  World Civilization I
GH 226  World Civilization II
GH 250  Christian Ethics

Natural Sciences/ Computer: 9 Hours

GN 120  Earth Science
GN 140  Life Science
GM 170  Introduction to Computers

Electives: 12 Hours

Bible/ Theology: 51 Hours

Required: 33 Hours

OT 110  Old Testament Survey
NT 130  New Testament Survey
OT 200  Pentateuch
LN 200  Introduction to Biblical Language
BS 220  Biblical Hermeneutics
NT 210  Gospels
NT 250  Acts
TH 401  Systematic Theology I
TH 402  Systematic Theology II
TH 450  Pentecostal Heritage
MI 210  Introduction to Missions

Electives: 18 Hours

Professional Studies: 30 Hours

Required: 30 Hours

CS 110  Christian Service I
CS 120  Christian Service II
CS 210  Christian Service III
CS 220  Christian Service IV
CS 310  Christian Service V
CS 320  Christian Service VI
CG 210  Personal Evangelism
Religion (Pastoral Ministry)

This concentration is designed to provide students with professional, academic, practical evangelism, discipleship, and pastoral ministry skills needed for pastoral ministry.

Pastoral Ministry Outcomes:

Upon completing this concentration, students will:

1. Be able to define spiritual life, maturity, and leadership.
2. Evidence an active and productive spiritual life through cultivating church members.
3. Communicate the characteristics of the minister in church leadership.
4. Articulate the proper role of the minister in the local church.
5. Demonstrate the skills of biblical interpretation and preaching in the preparation and delivery of sermons.
6. Demonstrate the skills of biblical teaching, church administration, and pastoral care.
7. Articulate the pastoral role in ministry function.
8. Articulate biblical values and characteristics which must be evident in clergy and demonstrated to church members.

General Education: 45 Hours

Required: 33 Hours

Communications: 6 Hours

<table>
<thead>
<tr>
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<tr>
<td>GC 120</td>
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Social Sciences: 6 Hours

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Humanities: 12 Hours

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<td>GH 226</td>
<td>World Civilization II</td>
</tr>
<tr>
<td>GH 250</td>
<td>Christian Ethics</td>
</tr>
</tbody>
</table>
Natural Sciences/Computer: 9 Hours

GN 120 Earth Science
GN 140 Life Science
GM 170 Introduction to Computers

Electives: 12 Hours

Bible/Theology: 30 Hours

Required: 18 Hours

OT 110 Old Testament Survey
NT 130 New Testament Survey
CG 462 Church Growth
MI 210 Introduction to Missions
TH 150 Introduction to Theology
TH 450 Pentecostal Heritage

Electives: 12 Hours

Professional Studies: 51 Hours

Required: 45 Hours

CS 110 Christian Service I
CS 120 Christian Service II
CS 210 Christian Service III
CS 220 Christian Service IV
CS 310 Christian Service V
CS 320 Christian Service VI
CS 170 Spiritual Disciplines & Christlikeness
MI 210 Introduction to Missions
CG 210 Personal Evangelism
CE 150 Introduction to Christian Education
CH 220 Church History
PT 310 Pastoral Theology
PT 320 Introduction to Preaching
PT 340 Leadership Development
CE 400 Teaching Methods
PT 450 Ministry Internship
PT 464 Pastoral Counseling
PT 466 Church Administration
PT 473 Preaching Practicum
GS 499 Senior Integrative Seminar

Electives: 6 Hours
Religion (Christian Education)

The Christian Education concentration is designed to equip students to serve local churches and parachurch agencies through teaching and discipling people of various ages.

Christian Education Outcomes:

Upon completing this concentration, students will:

1. Articulate a philosophy that guides educational ministry.
2. Demonstrate godly character, knowledge, and skills in leadership.
3. Describe the major teaching methods and utilize them in teaching ministry.
4. Demonstrate an ability to lead age-appropriate ministries.
5. Analyze the educational ministries of a local church and para-church agencies.

General Education: 45 Hours

Required: 33 Hours

Communications: 6 Hours

GC 120  English Composition
GC 140  Research and Writing

Social Sciences: 6 Hours

GS 110  Introduction to Psychology
GS 220  Introduction to Sociology

Humanities: 12 Hours

GH 103  Music and Ministry
GH 224  World Civilization I
GH 226  World Civilization II
GH 250  Christian Ethics

Natural Sciences/ Computer: 9 Hours

GN 120  Earth Science
GN 140  Life Science
GM 170  Introduction to Computers

Electives: 12 Hours

Bible/ Theology: 30 Hours

Required: 15 Hours

OT 110  Old Testament Survey
NT 130  New Testament Survey
CG 462 Church Growth  
MI 210 Introduction to Missions  
TH 450 Pentecostal Heritage  

Electives: 15 Hours  

Professional Studies: 51 Hours  

Required: 42 Hours  

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<thead>
<tr>
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<th>Course Title</th>
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<tbody>
<tr>
<td>CS 110</td>
<td>Christian Service I</td>
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<tr>
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<td>CG 210</td>
<td>Personal Evangelism</td>
</tr>
<tr>
<td>CE 150</td>
<td>Introduction to Christian Education</td>
</tr>
<tr>
<td>CE 210</td>
<td>Foundations of Teaching Ministry</td>
</tr>
<tr>
<td>CE 240</td>
<td>Historical and Philosophical Foundation of Christian Education</td>
</tr>
<tr>
<td>CE 261</td>
<td>Life-Span Development in Ministry</td>
</tr>
<tr>
<td>CE 370</td>
<td>Christian Education of Children, or CE 371 Christian Education of Youth</td>
</tr>
<tr>
<td>CE 380</td>
<td>Religious Development of Children &amp; Youth</td>
</tr>
<tr>
<td>CE 410</td>
<td>Family Ministries in the Church</td>
</tr>
<tr>
<td>CE 480</td>
<td>Educational Administration</td>
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<tr>
<td>CE 490</td>
<td>Seminar in Educational Ministry</td>
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<tr>
<td>CE 400</td>
<td>Teaching Methods</td>
</tr>
<tr>
<td>PT 340</td>
<td>Leadership Development</td>
</tr>
<tr>
<td>GS 499</td>
<td>Senior Integrative Seminar</td>
</tr>
</tbody>
</table>

Electives: 9 Hours  

Religion (Missions)  

This concentration is designed to develop cross-cultural bridges to world evangelism, develop a passion for missions, and establish effective mission strategies.  

Missions Outcomes:  

Upon completing this concentration, students will:  

1. Define spiritual warfare in the mission field.  
2. Demonstrate spiritual maturity required for missionaries.  
3. Demonstrate interpersonal and intercultural communication skills relative to cross-cultural evangelism and missions.  
4. Articulate effective strategies for mission work.  
5. Demonstrate a healthy lifestyle to function in a foreign culture.  
6. Articulate role models for use in training converts to engage in ministry.
7. Express the Gospel relevantly to reach other cultures effectively.
8. Develop a balanced philosophy of missions with an emphasis on evangelism.

B.A. Degree Requirement: 126 Hours

General Education: 45 Hours

Required: 33 Hours

Communications: 6 Hours

GC 120 English Composition
GC 140 Research and Writing

Social Sciences: 6 Hours

GS 110 Introduction to Psychology
GS 220 Introduction to Sociology

Humanities: 12 Hours

GH 103 Music and Ministry
GH 224 World Civilization I
GH 226 World Civilization II
GH 250 Christian Ethics

Natural Sciences/Computer: 9 Hours

GN 120 Earth Science
GN 140 Life Science
GM 170 Introduction to Computers

Electives: 12 Hours

Bible/Theology: 30 Hours

Required: 18 Hours

OT 110 Old Testament Survey
NT 130 New Testament Survey
TH 150 Introduction to Theology
CG 462 Church Growth
MI 210 Introduction to Missions
TH 450 Pentecostal Heritage

Electives: 12 Hours
Professional Studies: 51 Hours

Required: 45 Hours

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<thead>
<tr>
<th>Course</th>
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<tbody>
<tr>
<td>CS 110</td>
<td>Christian Service I</td>
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<td>Christian Service V</td>
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<td>CS 320</td>
<td>Christian Service VI</td>
</tr>
<tr>
<td>MI 210</td>
<td>Introduction to Missions</td>
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<td>CH 220</td>
<td>Church History</td>
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<td>CG 210</td>
<td>Personal Evangelism</td>
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<td>MI 240</td>
<td>History of Missions</td>
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<td>MI 250</td>
<td>World Religions and Missions</td>
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<td>MI 320</td>
<td>Adapting &amp; Ministering in Other Cultures</td>
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<td>PT 320</td>
<td>Introduction to Preaching</td>
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<td>PT 340</td>
<td>Leadership Development</td>
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<td>MI 340</td>
<td>Mission Strategy</td>
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<td>CE 150</td>
<td>Introduction to Christian Education</td>
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<td>CE 400</td>
<td>Teaching Methods</td>
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<td>PT 464</td>
<td>Pastoral Counseling</td>
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<td>PT 473</td>
<td>Preaching Practicum</td>
</tr>
<tr>
<td>GS 499</td>
<td>Senior Integrative Seminar</td>
</tr>
</tbody>
</table>

Electives: 6 Hours

Bachelor’s Degree Program in Information Technology

This program is a multidisciplinary program; it includes a study of computer engineering, business, economics, communication, and telecommunication engineering. The principles, concepts, and skills necessary for successful professionalism in information technology are provided. It will enable the student to acquire essential computer skills, communication skills, and training in the practical affairs in business. The student can witness the Gospel by utilizing computer technology and promoting ethics in the cyber world. Our mission is to prepare outstanding computer professionals to take leadership positions to advance the work of God in this rapid changing technological world.

Information Technology Outcomes:

Upon completion of this program students will:

1. Demonstrate professional knowledge and skills in computer science with Christian values.
2. Demonstrate a knowledge of databases and operating systems.
3. Articulate a comprehensive understanding of web language and programming.
4. Demonstrate financial and marketing knowledge essential to e-commerce.
5. Demonstrate the essential computer engineering skills necessary to function in telecommunication engineering.
6. Demonstrate the ability to effectively communicate.
7. Be able to articulate Christian values in all aspects of e-commerce dealings.
B.A. Degree Requirement: 135 Hours

General Education: 45 Hours

Required: 36 Hours

Communications: 6 Hours

GC 120  English Composition
GC 140  Research and Writing

Social Sciences: 6 Hours

GS 110  Introduction to Psychology
GS 220  Introduction to Sociology

Humanities: 15 Hours

GH 103  Music and Ministry
GH 121  Introduction to Arts
or GH 130 American Government
GH 224  World Civilization I
GH 226  World Civilization II
GH 250  Christian Ethics

Natural Sciences/ Computer: 9 Hours

GN 120  Earth Science
GN 140  Life Science
GM 170  Introduction to Computers

Electives: 9 Hours

Bible/ Theology: 6 Hours

Required: 6 Hours

CS 110  Christian Service I  (0.5 Hour)
CS 120  Christian Service II  (0.5 Hour)
CS 210  Christian Service III  (0.5 Hour)
CS 220  Christian Service IV  (0.5 Hour)
CS 310  Christian Service V  (0.5 Hour)
CS 320  Christian Service VI  (0.5 Hour)

Select one from the following:
TH 110  Introduction to Christianity
BS 200  Introduction to the Bible
NT 312  Life and Teaching of Jesus

Professional Studies: 84 Hours
Required: 57 Hours

CS 110  Christian Service I  
CS 120  Christian Service II  
CS 210  Christian Service III  
CS 220  Christian Service IV  
CS 310  Christian Service V  
CS 320  Christian Service VI  

IT 101  IS Productivity and Technology  
IT 111  Engineering/Computer Science Mathematics  
IT 121  Computer Architectures  
IT 140  Introduction to Client-Server and Web Programming  
IT 211  Introduction to Information & Telecommunication  
IT 212  Data Structures and Algorithms  
IT 213  Programming in C++  
IT 214  Database Systems  
IT 216  MIS  
IT 218  Java Programming  
IT 241  Software/Systems Engineering/Development  
IT 321  Microprocessor/DSP Processor/Embedded Systems  
IT 331  Advanced Homepage Design  
IT 350  Operating Systems and Networking  
IT 411  .NET Programming with Applications  
IT 421  Special Topics of IT: Artificial Intelligence  
IT 431  OO Analysis and Design  
IT 436  Computer Graphics  
IT 499  Senior Integrative Seminar Capstone Project  

Electives: 17 Hours

Bachelor’s Degree Program in Business Administration

Objectives of B.B.A. Program

This major provides business courses so that students learn basic business concepts and principles, get hands-on experiences in field-based projects, and apply both theory and logic to problem solving. This major also provides students with a broad education in the liberal arts and humanities, in the Christian tradition. This major presents a careful balance of structure and choice with flexibility that allows tailoring to reflect the individual career goal of the student. While each student takes the same basic business core, many of the general education courses and courses in the field of the concentrator are individually selected to suit the student's needs.

This major opens wide opportunities to students to pursue careers in business field.

Bachelor Degree Outcomes:

Upon completing this concentration, students will:
1. Have an intimate knowledge of, practical skills in modern techniques of management practice that can be implemented in organizations.
2. Have a clear understanding of ethical and behavioral concerns faced in the workplace – respect for the individual and the environment

3. Find employment in the world of business, commerce, government, and technology at the entry or intermediate levels and move rapidly to positions of greater responsibility.

**BBA Concentrations**

- Concentration in Business Administration
- Concentration in Sports Management
- Concentration in Legal Administration

**Business (Business Administration)**

This concentration is designed to provide students with business courses so that students learn basic business concepts and principles, taking the challenges, concerns, and responsibilities that they will experience in the business world. This includes study of biblical foundation, business management, accounting, marketing, sports management and legal administration. The principles, concepts, and skills necessary for successful administration and management in organizational business are provided. It will enable the student to acquire the management knowledge AND skills, communication knowledge, and practical skills essential for a global operation today. Students will have opportunities finding employment in the world of business, commerce, government, and technology at the entry, intermediate levels, or even positions of greater responsibility

**Business Administration Outcomes:**

Upon completing this concentration, students will:

1. Demonstrate a biblical and ethical knowledge of business administration.
2. Be able to effectively communicate in a team environment.
3. Be able to articulate administration and management strategies.
4. Demonstrate the knowledge of accounting and finance.
5. Demonstrate the knowledge and skills to do e-commerce.
6. Articulate the knowledge of how to manage a business organization.
7. Be able to articulate Christian values in all aspects of e-commerce dealings.

**B.A. Degree Requirement: 135 Hours**

**General Education: 45 Hours**
**Required: 36 Hours**

**Communications: 6 Hours**
- GC 210  Speech and Communication
- GC 140  Research and Writing

**Social Sciences: 12 Hours**
- GS 170  Principles of Accounting
- GS 171  Introduction to Law
- GS 250  Introduction to Economics
- GS 290  Principal of Management

**Humanities: 6 Hours**
- GH 110  Introduction to Psychology
- GH 130  American Government

**Natural Sciences/ Computer: 9 Hours**
- GM 150  College Math
- GM 200  Introduction to Statistics
- GM 170  Introduction to Computers

**Health and Physical Education: 3 Hours**
- PE 100  Introduction to PE.
- PE103  Baseball / PE105 Tennis
- PE107  Bowling / PE210 Dance
- PE102  Basketball / PE104 Soccer
- PE106  Golf / PE200 Health and Fitness

**Electives: 9 Hours**

**Bible/ Theology: 6 Hours**

**Required: 6 Hours**
- CS 110  Christian Service I  (0.5 Hour)
- CS 120  Christian Service II  (0.5 Hour)
- CS 210  Christian Service III  (0.5 Hour)
- CS 220  Christian Service IV  (0.5 Hour)
- CS 310  Christian Service V  (0.5 Hour)
- CS 320  Christian Service VI  (0.5 Hour)

Select one from the following:
- TH 110  Introduction to Christianity
- BS 200  Introduction to the Bible
- NT 312  Life and Teaching of Jesus
Professional Studies: 84 Hours

Required: 30 Hours

- BA 120 Introduction to Business Administration
- BA 130 Financial Accounting I
- BA 220 Managerial Accounting
- BA 240 Principles of Microeconomics
- BA 250 Principles of Macroeconomics
- BA 310 Financial Management
- BA 351 Principles of Marketing
- BA 251 Business Law I
- BA 330 Organizational Management
- BA 340 Personal Management

Electives: 54 Hours (select eighteen from below lists)

- BA 100 Introduction to e-Commerce
- BA 131 Financial Accounting II
- BA 371 Business Law II
- BA 380 Intermediate Accounting I
- BA 381 Intermediate Accounting II
- BA 390 Advanced Accounting
- BA 431 Auditing I
- BA 432 Auditing II
- BA 440 Income Tax Accounting I
- BA 441 Income Tax Accounting II
- BA 450 Government and Nonprofit Accounting
- BA 350 e-Commerce Marketing
- BA 351 Consumer Behavior
- BA 360 Strategic Management
- BA 370 Production & Operations Management
- BA 352 Labor Relations
- BA 341 Human Resources Management
- BA 401 Advertising and Professional Selling
- BA 430 Money and Banking
- BA 451 Corporate Governance
- BA 460 Information Technology in Business
- BA 461 Government Regulations in Business
- BA 470 International Business Management
- BA 471 International Trade and Commerce

Bachelor of Arts in Early Childhood Education
This major is designed for students to study characteristics of young children and their family. Students will be able to design developmentally appropriate educational models and demonstrate principles and skills of education based upon Christian perspectives. They will be able to communicate their models of education and curriculum with the staff, children, and parents. At the completion of the study students can pursue careers in developing and managing preschools or child care centers, designing educational toys or games, writing children’s story books or leading children’s chapel.

**Early Childhood Education Outcomes**

Upon completing this major, students will:

1. Describe children’s cognitive, physical, affective, social, moral, and spiritual development.
2. Develop an early childhood education curriculum.
3. Articulate how to organize and manage childcare programs.
4. Demonstrate staff management skills.
5. Design the operating policies for an early childhood education program.
6. Analyze a childcare program operation and modify it according to the appropriate needs.
7. Create and conduct a parent educational program.

**B.A. Degree Requirement: 126 Hours**

**General Education: 45 Hours**

**Required: 33 Hours**

**Communications: 6 Hours**

- GC 140 Research and Writing
- GC 210 Speech and Communication

**Social Sciences: 6 Hours**

- GS 220 Introduction to Sociology
- GS 215 Child Psychology

**Arts and Humanities: 9 Hours**

- GH 110 Introduction to Music Performance I
- GH 230 World History
- GH 250 Christian Ethics

**Natural Sciences/Computer: 9 Hours**

- GN 120 Earth Science or GN 150 College Math
- GM 170 Introduction to Computer
- GM 240 Instructional Technology

**Health/Physical Education: 3 Hours**

Select one from PE 100-300
**Electives: 12 Hours**

**Bible/Theology: 6 Hours**

**Required: 6 Hours**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Hours</th>
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<td>Christian Service I</td>
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<td>CS 120</td>
<td>Christian Service II</td>
<td>0.5</td>
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<td>CS 210</td>
<td>Christian Service III</td>
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<td>CS 310</td>
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<td>CS 320</td>
<td>Christian Service VI</td>
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</table>

Select one from the following:
- TH 110 Introduction to Christianity
- BS 200 Introduction to the Bible
- NT 312 Life and Teaching of Jesus

**Professional Studies: 75 Hours**

**Required: 57 Hours**

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<td>EC 100</td>
<td>Introduction to Early Childhood Education</td>
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<td>EC 101</td>
<td>Development in Early Childhood</td>
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<td>EC 102</td>
<td>Children in Relations with Home, School, and Community</td>
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<td>EC 103</td>
<td>Creative Experiences for Children</td>
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<tr>
<td>EC 201</td>
<td>Curriculum and Teaching in Early Childhood</td>
</tr>
<tr>
<td>EC 202</td>
<td>Organization and Management of Child Care Center</td>
</tr>
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<td>EC 250</td>
<td>Health, Safety, and Nutrition for Children</td>
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<td>EC 280</td>
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<td>EC 290</td>
<td>Math and Science Education</td>
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<td>EC 310</td>
<td>Guidance and Discipline for Children</td>
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<td>EC 315</td>
<td>Afterschool Programs</td>
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<td>EC 320</td>
<td>Educational Programs for Infants and Toddlers</td>
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<td>EC 325</td>
<td>Language Arts in Early Childhood Education</td>
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<td>EC 340</td>
<td>Theories of Play and Education</td>
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<td>EC 370</td>
<td>Counseling for Children</td>
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<td>EC 410</td>
<td>Children with Special Needs</td>
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<td>EC 430</td>
<td>Evangelism for Children</td>
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<td>EC 450</td>
<td>Internship</td>
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<tr>
<td>EC 499</td>
<td>Senior Integrative Seminar</td>
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</table>

**Electives: 18 Hours**

**Bachelor of Arts in Music**

Music is a means of worshipping God, edifying, instructing, and comforting the Christian community, and
convicting the lost. The music department of BU exists to educate Christian leaders in the field of music. BU offers the B.A. in Music to prepare students for a career in music ministry, performance, and to engage in further study.

Bethesda University offers a Bachelor of Arts in Music with fields of emphasis in Piano, Organ, Voice, Composition, Conducting, Orchestral Instruments, Praise Ministry, Music Business, and Computer Music.

**Music Outcomes**

Upon completing this major, students will:

1. Evidence a strong personal life of worship and devotion.
2. Organize and direct an effective music worship service and ministry.
3. Demonstrate an understanding of music theory and history.
4. Demonstrate the ability to sightread and sightplay.
5. Develop a repertory of useful music literature for the church and community.
6. Demonstrate proficiency skills in their area of performance.

**B.A. Degree Requirement: 135 Hours**

**General Education: 45 hours**

**Required: 33 Hours**

<table>
<thead>
<tr>
<th><strong>Communications: 6 Hours</strong></th>
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<tbody>
<tr>
<td>GC 120 English Composition</td>
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<tr>
<td>GC 140 Research and Writing</td>
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<tr>
<th><strong>Social Sciences: 6 Hours</strong></th>
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<tbody>
<tr>
<td>GS 110 Introduction to Psychology</td>
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<tr>
<td>GS 220 Introduction to Sociology</td>
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<thead>
<tr>
<th><strong>Humanities: 15 Hours</strong></th>
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<tbody>
<tr>
<td>GH 103 Music and Ministry</td>
<td></td>
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<tr>
<td>GH 224 World Civilization I</td>
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<tr>
<td>GH 226 World Civilization II</td>
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<tr>
<td>MU 161 Western Music History I (2)</td>
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<tr>
<td>MU 162 Western Music History II (2)</td>
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<td>MU 163 Western Music History III (2)</td>
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<th><strong>Natural Sciences/Computer: 9 Hours</strong></th>
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<tr>
<td>GN 120 Earth Science</td>
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<tr>
<td>GN 140 Life Science</td>
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<tr>
<td>GM 170 Introduction to Computers</td>
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</tbody>
</table>

**Electives: 9 Hours**
Bible/ Theology: 6 Hours

Required: 6 Hours

CS 110  Christian Service I  (0.5 Hour)
CS 120  Christian Service II  (0.5 Hour)
CS 210  Christian Service III  (0.5 Hour)
CS 220  Christian Service IV  (0.5 Hour)
CS 310  Christian Service V  (0.5 Hour)
CS 320  Christian Service VI  (0.5 Hour)

Select one from the following:
TH 110  Introduction to Christianity
BS 200  Introduction to the Bible
NT 312  Life and Teaching of Jesus

Professional Studies: 84 Hours

Required: 46 Hours

MU 150  Principal Instrument I
MU 151  Principal Instrument II
MU 250  Principal Instrument III
MU 251  Principal Instrument IV
MU 350  Principal Instrument V
MU 351  Principal Instrument VI
MU 450  Principal Instrument VII
MU 451  Principal Instrument VIII
MU 125  Weekly Performance I (P/F)
MU 126  Weekly Performance II (P/F)
MU 225  Weekly Performance III (P/F)
MU 226  Weekly Performance IV (P/F)
MU 325  Weekly Performance V (P/F)
MU 326  Weekly Performance VI (P/F)
MU 145  Sight Singing and Ear Training I
MU 245  Sight Singing and Ear Training II
MU 211  Chorus I
MU 212  Chorus II
MU 234  Harmony I
MU 235  Harmony II
MU 241  Analytical Music Listening I
MU 242  Analytical Music Listening II
MU 332  Counterpoint I
MU 333  Counterpoint II
MU 4xx  Senior Recital/Project (P/F)
GS 499  Senior Integrative Seminar

Electives: 38 Hours
Bachelor of Arts in Design

Design (Visual Communication)

This major will enable the student to effectively communicate through the visual dimension. The principles, concepts, and skills necessary for successful design are provided. Combined with a Bible major and Christian Service training, this professional discipline is effectively communicated visually in any area of the church or society. It provides the tools to enable the student to communicate the Gospel visually through the printed page or various media resources.

Design (Visual Communication) Outcomes

Upon completing this major students will:

1. Effectively communicate a philosophy of design which is professionally sound.
2. Demonstrate a professional knowledge of design and various design concepts.
3. Demonstrate the ability to effectively communicate both in two and three dimensions.
4. Create designs with professional typographical skills, package, and publish them.
5. Develop and create designs on various material and media products.
6. Demonstrate the ability to use computer resources effectively for design.
7. Demonstrate the effective use of design for communicating the Gospel.

B.A. Degree Requirement: 135 Hours

General Education: 45 Hours

Required: 33 Hours

Communications: 6 Hours

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<td>GC 140</td>
<td>Research and Writing</td>
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Social Sciences: 6 Hours

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<tr>
<td>GS 110</td>
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<td>Introduction to Sociology</td>
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Humanities: 15 Hours

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<tr>
<td>GH 103</td>
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<tr>
<td>GH 226</td>
<td>World Civilization II</td>
</tr>
<tr>
<td>GH 250</td>
<td>Christian Ethics</td>
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</tbody>
</table>

Natural Sciences/ Computer: 9 Hours
GN 120 Earth Science  
GN 140 Life Science  
GM 170 Introduction to Computers

Electives: 9 Hours of general electives

Bible/ Theology: 6 Hours

Required: 6 Hours

- CS 110 Christian Service I (0.5 Hour)
- CS 120 Christian Service II (0.5 Hour)
- CS 210 Christian Service III (0.5 Hour)
- CS 220 Christian Service IV (0.5 Hour)
- CS 310 Christian Service V (0.5 Hour)
- CS 320 Christian Service VI (0.5 Hour)

Select one from the following:
- TH 110 Introduction to Christianity
- BS 200 Introduction to the Bible
- NT 312 Life and Teaching of Jesus

Professional Studies: 84 Hours

Required: 60 Hours

- GD 110 Drawing
- GD 120 Light, Color and Design
- GD 230 Photography
- GD 300 Computer Graphics
- GD 441 Writings and Research in Design
- GD 445 Marketing for Designers
- GD 450 Portfolio Workshop
- GD 460 Internship
- VD 270 Basic Illustration
- VD 271 Editorial Illustration I
- VD 272 Editorial Illustration II
- VD 315 Identity Design I
- VD 316 Identity Design II
- VD 320 Packaging Design I
- VD 321 Packaging Design II
- VD 350 Advertising Concept
- VD 355 Advertising Design
- VD 400 Visual Communication Design I
- VD 401 Visual Communication Design II
- VD 402 Visual Communication Design III
- VD 403 Visual Communication Design IV

Electives: 24 Hours
COURSE DESCRIPTIONS

B.A. Program

All courses are offered in the traditional semester system. Each hour of credit requires 50 minutes of classroom contact time per week for a minimum of 15 weeks.

Course Numbering System:

- 001-099  Remedial courses not on college level
- 100-299  Lower division undergraduate
- 300-499  Upper division undergraduate

Christian Service

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
<th>Hours</th>
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<tbody>
<tr>
<td>CS 110</td>
<td>Christian Service I</td>
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<td>Christian Service V</td>
<td>0.5</td>
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<td>CS 320</td>
<td>Christian Service VI</td>
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</tbody>
</table>

A field training experience designed to provide students with actual ministry training experiences under the supervision of an experienced minister. Only one course may be taken per semester.

General Education

COMMUNICATIONS

- **GC 120 English Composition** 3 hours
  The study and practice of critical reading and effective writing of expository prose with an emphasis on fluency and style.

- **GC 140 Research & Writing** 3 hours
  A presentation of the necessary elements of conducting research and writing for a college education.

- **GC 210 Speech & Communication** 3 hours
  A basic course in speech designed to provide students with both theory and practice in the principles of effective oral communication and presentation.

- **GC 211 Critical Thinking** 3 hours
  This course is designed to illuminate and strengthen the critical thinking skills of students, improving their ability to evaluate and determine the strengths and weaknesses of arguments found in academic fields as well as everyday life situations.

- **GC 220 The Korean** 3 hours
  The purpose of course is training for basic conception and searching method of studies as a instrument subject having as a college student.
SOCIAL SCIENCES

GS 110 Introduction to Psychology 3 hours
A survey of the basic principles of psychology in light of a Christian worldview.

GS 120 Introduction to Sociology 3 hours
An introduction to the field of sociology and sociological concepts of group life, culture, socialization, and institutions.

GS 130 American Government 3 hours
This course deals with the U.S. government with an emphasis on its Constitution, structures, and functions. The US Government is compared on five major aspects: impact of the Constitutional history, rights and liberties, the political process, key institutions, and the politics of interaction for making national policy. Based on this fivefold pattern, the course will lead students to a higher level of analysis and achieve a good understanding of the politics of the U.S. Government on a comparative basis.

GS 210 Cognitive Psychology 3 hours
Cognitive Psychology is “the study of thinking”; how we perceive the world, remember, reason, think, and learn. The cognitive psychologists use methods including laboratory experiments, computational models, and brain imaging and studying the effects of brain damage. Understanding cognitive processes can help us develop techniques or strategies to improve cognitive abilities such as memory and learning and decision making and judgments.

GS 240 Intercultural Communication 3 hours
A study of human cultures including concepts of ethnocentrism, culture shock, and how to relate to people of a different culture.

GS 330 Introduction to Political Science 3 hours
This course deals with political institutions and system with an emphasis on its culture, structures, and functions. Major areas of politics are compared on five major aspects: impact of political culture, political institutions, key leaders, and the politics of interaction among nations. Based on this fivefold pattern, the course will lead students to a higher level of analysis and achieve a good understanding of the politics on a comparative basis.

GS 499 Senior Integrative Seminar 3 hours
A study of job hunting skills, motivated abilities and career choices, an evaluation of the student's educational experiences, and a survey and biblical analysis of worldview and perspectives common to various fields of study.

HUMANITIES

GH 101 Introduction to Church Music 3 hours
A study of the ministry of music in the local church, including historical background, purpose, leadership, function, and application.

GH 103 Music and Ministry 3 hours
This Course is a study to apply the music to the church according to the characteristic of church properly. The Music which is very important instrument in this age but only to glorify and worship the God but also to approve one’s growth in faith must to apply to the ministry properly.

GH 121 Introduction to Arts 3 hours
This course provides the opportunity to explore the structure and organization of art, terminology,
interpretation of the spirit of art, theory, and general appreciation.

**GH 130 American Government** 3 hours
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.

**GH 210 Cultural Anthropology** 3 hours
A study of human cultures, including concepts of ethnocentrism, cultural shock, anthropological research, and contextualization. This course increases understandings about culture with demonstrative approaching on human lives and history, promoting basic scientific research on the principles, changes, and causes and consequences of human social and cultural variation.

**GH 224 World Civilization I** 3 hours
A survey of great epochs of civilization from early Mesopotamian and Egyptian beginnings into the 17th century, with emphasis on political, social, economic, and religious institutions.

**GH 226 World Civilization II** 3 hours
An examination of world civilization from the Reformation to the present, with emphases on absolutism, enlightenment, imperialism, the two world wars, the Cold War, and the post Cold War era.

**GH 250 Christian Ethics** 3 hours
An examination of moral and social conduct and decision making in light of biblical and theological teaching with application to Christian life and ministry. Contemporary ethical issues are addressed. This is a Bible/Theology course, therefore, major engagement with the scripture is required in this course.

**NATURAL SCIENCES**

**GN 120 Earth Science** 3 hours
An exploration of major concepts of geology, astronomy, and meteorology including the explanation of earth and space phenomena.

**GN 140 Life Science** 3 hours
An examination of major biological principles and their application to the general health and well being of humankind. The course includes problem solving and the explanation of biological phenomena.

**COMPUTER**

**GM 170 Introduction to Computers** 3 hours
An introduction to the components, operation, care, and purchasing of personal computers including discussion of hardware (keyboard, screen, hard drive, motherboard, ram, MHZ) and basic software (DOS, windows, OS2, one word processor).

**GM 180 Introduction to Microsoft Office** 3 hours
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 Access; and Excel, the tool of the database management program.

**GM 240 Instructional Technology** 3 hours
This course examines the educational uses of integrated software packages based on the current technologies, trends, or topics in educational computing for early child education. The student receives hands-on experience with one or more integrated software packages such as draw tools and video editing.
GM 260 Computers in Early Child Education 3 hours
This course focuses on the appropriate use of technology to facilitate the teaching and learning process in early child education. Instructional methods explore utilization of a variety of technology for collaboration and communication.

Religion

BIBLICAL STUDIES/LANGUAGE

BS 220 Biblical Hermeneutics 3 hours
A study of basic biblical interpretation skills and an introduction to the theological issues of biblical interpretation. Prerequisites: OT110, NT130

LN 210, 211 Greek I, II 3 hours each
A study of Koine Greek including basic vocabulary, grammar, and syntax. Students will gain an understanding of how to study the New Testament by using its original language.

LN 220, 221 Hebrew I, II 3 hours each
A study of ancient Hebrew including basic vocabulary, grammar, and syntax. Students will gain an understanding of how to study the Old Testament by using its original language.

BS 350 Biblical Exegesis 3 hours
An examination of the rules of proper Biblical exegesis. Prerequisites: LN 210, or LN 220

BS 360 Hymnology 3 hours
A survey of Christian hymnology including its historical patterns, the broad scope of hymnic literature, its environment, and significant contributing individuals

BS 490 Israel Seminar 3 hours
A study tour where students visit the Holy Land and explore its geography and biblical sites.

OLD TESTAMENT

OT 110 Old Testament Survey 3 hours
A survey of the Old Testament including its origin, organization, and content.

OT 200 Pentateuch 3 hours
An introduction to the content of the first five books of the Old Testament. Attention is given to their theological messages as well as their literary contents.

OT 220 Historical Books 3 hours
An examination of the books of the Old Testament which chronicled the history of Israel.

OT 303 Wisdom Literature 3 hours
An analysis of Job, Proverbs, Ecclesiastes, and Song of Solomon with special emphasis on their practical application to today’s life and thought.
OT 310 Prophetic Books 3 hours
A survey of the Old Testament prophetic books in their chronological order, including historical background, literary characteristics, and theological remarks. This course presents enough study of detailed content to make the message of each book applicable to personal life.

OT 320 Major Prophets 3 hours
An examination of the message and literary contents of 1 & 2 Samuel, Isaiah, Jeremiah, and Ezekiel.

OT 321 Minor Prophets 3 hours

OT 331 Isaiah 3 hours
An analytical and exegetical study of the Book of Isaiah. Attention will be given to exegesis, structure, and setting.

OT 332 Jeremiah 3 hours
An analytical and exegetical study of the Book of Jeremiah including an overview of the historical context and the theological issues as well as an opportunity for translation and careful exegetical examination of representative passages.

OT 333 Lamentations of Jeremiah 3 hours
An analytical and exegetical study of the Book of Lamentations of Jeremiah. Lectures will treat the historical backgrounds of the prophet’s ministry, the themes of his message related with the Book of Jeremiah, and the literary forms of the book.

OT 334 Ezekiel 3 hours
An analytical and exegetical study of the Book of Ezekiel. Significant time will be devoted to analyze the Hebrew text of this book in terms of grammar, syntax, criticism, structure, exegesis, and setting.

OT 335 Daniel 3 hours
An analytical and exegetical study of the Book of Daniel. This course will treat an overview of the historical context, theological issues, and exegetical examinations of selective passages.

OT 420 Poetic Books 3 hours
A survey of the Old Testament poetic books including historical background, literary characteristics, and theological remarks. This course focuses upon making the message of each book applicable to personal life.

OT 480 Psalms 3 hours
An in-depth study of Psalms as an example of literary forms developed out of the worship and community of Israel.

OT 485 Old Testament Theology 3 hours
This course deals with approaches or methods scholars have used to do Old Testament theology, theological emphases in the thirty-nine books of the OT, and the relevance of the teachings of the OT to Christian life for establishing biblical foundations, identity of faith, and theological stance. This course provides a foundation for theology and ministry and lays a foundation for New Testament theology.

NEW TESTAMENT

NT 130 New Testament Survey 3 hours
A survey of the origins, organization, and contents of the New Testament developed out of the context of the Church community in the first century.

**NT 210 Gospels**
A study of the first four books of the New Testament including their relationship to each other and their unique messages for their respective audiences and relevance for Christian faith today.
Prerequisites: OT110, NT130

**NT 250 Acts**
A study of the historical development of the early Church with particular attention given to the role of the Holy Spirit in the ministry of the Church.

**NT 307 Matthew**
An analytical and exegetical study of the Gospel of Matthew. The aims of this course are to brighten the overall purpose and structure of the book, to explicate its major themes, to investigate its theological perspectives, and to explore critical hermeneutical issues.

**NT 308 Mark**
An analytical and exegetical study of the Gospel of Mark. This course aims to investigate its theological perspectives, to explore critical hermeneutical issues, to be familiar with the proper skills for interpreting this book, and to analyze the overall structure and forms.

**NT 309 Luke**
An analytical and exegetical study of the Gospel of Luke. This course seeks to illuminate the overall purpose, structure, theological perspectives, and critical hermeneutical issues in relation with the Book of Acts.

**NT 310 John**
An analytical and exegetical study of the Gospel of John.

**NT 312 Life and Teaching of Jesus Christ**
A study of the life and teachings of Jesus Christ, focusing on the meaning of His living, perception, words, and actions with an examination of the socio-historical setting of His time and place.

**NT 313 New Testament Background**
This course deals with the intellectual background of the ages when the New Testament was written and when the Christian theology was being formed. This course will lead the students to the intellectual atmosphere of the ancient world when the Christianity began to be formed and spread, but it focuses on the Greek philosophy and the contemporary Jewish thought.

**NT 315 Parables of Jesus**
An introduction to the study of the parables of Jesus. We will also explore the role or function of parables in Jesus' proclamation of the kingdom of God, the history of interpreting the parables, and how parables, imagery and metaphor work.

**NT 330 Pauline Letters**
An introduction to the Pauline letters including their historical contexts, literary forms, and theology.

**NT 340 Prison Epistles**
A study of the books of Ephesians, Philippians, Colossians, and Philemon.
**NT 410 Corinthian Letters**  
A study of the books of I & II Corinthians, including their historical contexts, literary issues, and theology.

**NT 415 Romans**  
A detailed study of Romans giving special attention to its background, instruction, and doctrinal teaching.

**NT 420 General Letters**  
A survey of the New Testament general letters except Pauline letters, including historical background, literary characteristics, and theological remarks. This course presents enough study of detailed content to make the message of each book applicable to personal life.

**NT 470 Hebrews**  
A study of the book of Hebrews emphasizing the supremacy of Jesus Christ and the perfect fulfillment of God’s plan.

**NT 485 New Testament Theology**  
This course deals with approaches or methods scholars have used to do New Testament theology, theological emphases in the twenty-seven books of the NT, and the relevance of the teachings of the NT to Christian life for establishing biblical foundations, identity of faith, and theological stance. This course establishes a biblical foundation for Systematic Theology.

**THEOLOGICAL STUDIES**

**TH 150 Introduction to Theology**  
An introduction to the basic doctrines of Christianity.

**TH 160 Theological English**  
A study of the professional English used in theology and missiology. This course enables students to understand and research English theological literature, as a minister for internationalized era.

**TH 203 Philosophy & Christian Faith**  
This course clarifies the relationship between philosophy and Christianity and the major thought of those philosophers who influenced greatly in the formation of Christianity and then assures its usefulness to theologize in current times.

**TH 211 Spiritual Dynamics of Yonggi Cho’s Ministry**  
This course studies David Yonggi Cho’s ministry in light of his Christian background, understanding of the gospel, spirituality, Pentecostal/Charismatic distinctive, and principles for church growth.

**TH 345 Pauline Theology**  
A study of the theology of Paul in the cultural and historical context of his letters, with emphasis given to Paul’s contribution to the foundation of the Christian Church and faith.

**TH 401 Systematic Theology I**  
A systematic study of biblical teachings concerning the person and work of God & Christ, the authority of the Bible, and humanity's relationship to God.

**TH 402 Systematic Theology II**  
A systematic study of biblical teachings concerning the person and the work of the Holy Spirit and salvation, the Church, and the last things.
TH 420 Pneumatology  3 hours
A study of God the Holy Spirit as a part of the Trinity, the empowerment of the Holy Spirit, the work of the Holy Spirit in an individual and in the Christian community in relation to the Pentecostal Heritage and issues of spiritual warfare.

TH 450 Pentecostal Heritage  3 hours
A study of the theological distinctive and historical development of the Pentecostal and Charismatic movements.

TH 453 Full Gospel Theology  3 hours
A study of the theology of Full Gospel faith which is an application of Pentecostal Movement in Korean context, on the basis of historical, biblical, and theological perspectives. This course provides a well-systematized Full Gospel Theology to students as a foundation for their lives and ministries.

TH 455 Christian Apologetics  3 hours
Students explore the basic issues existing between the historical Christian faith and contemporary liberalism with a view to securing the basic insights necessary for a reasonable defense of the faith.

CHURCH HISTORY

CH 220 Church History  3 hours
A survey of the historical development of the Christian Church and its doctrines within this historical context from the first century to the present.

CH 250 Biblical Geography and History  3 hours
A study of the history and geography of the Holy Lands. It introduces the Israel history that is the foundation of biblical interpretation and research.

CH 455 Korean Church History  3 hours
A study of the founding of the Korean Christian Church including the development of the Christian faith in Korea to the present time. Special attention is given to analyzing the reasons for growth, present weaknesses, dangers, strengths, and opportunities.

CHRISTIAN SPIRITUAL FORMATION & HEALING

CS 170 Spiritual Disciplines & Christlikeness  3 hours
An examination of basic spiritual disciplines for Christian living and ministry, and the development of a Christ-like character. This is a Bible/Theology course, therefore, major engagement with the scripture is required in this course.

CS 350 Ministry of Inner Healing  3 hours
An examination of the theory and practice of inner healing as basic and indispensable for other healing ministries. The course considers definition, theological foundation, necessities, biblical models, and related ministry skills. The principles of emotional healing and spiritual healing are explained. This is a Bible/Theology course, therefore, major engagement with the scripture is required in this course.

CS 351 Spiritual Warfare  3 hours
A study of the biblical teachings concerning the purposes and tactics of the spirits of darkness and the strategies and resources to combat them. This is a Bible/Theology course, therefore, major engagement with the scripture is required in this course.
CS 370 Self-discovery & Divine Healing 3 hours
Examines how sin and Han (broken spirit) alienate and entrap human beings while Christ liberates and transforms them into the image of Christ. Through self-discovery, students will restore a genuine and reconciled relationship with self, families, neighbors, and God. Functional psychology is integrated with biblical theology. This is a Bible/Theology course, therefore, major engagement with the scripture is required in this course.

PASTORAL MINISTRY

PT 221 Understanding Korean Immigrant Church for Ministry 3 hours
This course examines the socio-cultural characteristics of the Korean immigrant church in the U.S. and thereby finds relevant ministry principles, approaches, and skills in the church.

PT 240 Cultivating Leadership through Social Environment 3 hours
This course examines how leaders can effectively perform leadership in consideration of social environments. In this course, students will understand the key concepts of leadership and learn how to apply leadership skills appropriately in diverse socio-cultural contexts.

PT 310 Pastoral Theology 3 hours
A study of the application of theology to the pastoral setting including the development of Christian community in the local church, development of spirituality in the local setting, and the relationship of the pastor to the church's ministry.

PT 315 Liturgy 3 hours
A study of the Christian liturgical foundation and practice. Attention will be given to many of the liturgical forms of worship on the basis of biblical, historical, and theological perspectives, and liturgical application will be possible to students.

PT 318 Christian Music Ministry 3 hours
A study of the Christian music ministry used in evangelization including its fundamental forms, principles, and methods in a theoretical perspective. In a practical perspective, this course deals with planning, preparing, and progressing music worships for evangelization as a team ministry, and the significance of music contextualization in mission fields.

PT 463 Homiletics 3 hours
An examination of the principles of sermon preparation and delivery.

PT 330 Ministry & Mass-Media 3 hours
A study of mass-media used in Christian ministry, including the influential power of mass-media, theory and practice of mass-media, effective local pasturing and educating through mass-media, and directions and methods of mission strategies with mass-media.

PT 340 Leadership Development 3 hours
An introduction to the theory and practice of leadership including discussion of transmission of vision, goal setting, time management, exercising authority appropriately for various type situations and followers, working with volunteers, delegation of authority and responsibility, and conflict management.

PT 350 Church & Society 3 hours
A relational study of church community and local community including detailed studies on their mutual relationships in modern culture. This course enables students to understand essential missions of the church and the believers.
PT 464 Pastoral Counseling 3 hours
An introduction to basic pastoral counseling practices including pre-marriage counseling, crisis counseling, conflict resolution, and limits of pastoral counseling. The student is taught how to network with Christian professionals and how to develop a community where preventive counseling is an integral part of the local church ministry.

PT 466 Church Administration 3 hours
An examination of church administration management skills, planning skills, and organization strategies for effective pastoral ministry.

PT 473 Preaching Practicum 3 hours
A laboratory course providing an opportunity for students to practice homiletic skills under the supervision of an experienced pastor.

GS 499 Senior Integrative Seminar 3 hours
A study of job hunting skills, motivated abilities and career choices, an evaluation of the student's educational experiences, and a survey and biblical analysis of worldview and perspectives common to various fields of study.

CHURCH GROWTH AND EVANGELISM

CG 210 Personal Evangelism 3 hours
A survey of methods of personal evangelism in light of the mission of the Church to fulfill the Great Commission.

CG 310 Discipleship & Training 3 hours
A study of foundations, principles, theories, and methods of discipleship and training. Through theoretical studies and practical applications, this course expands the equipping ministry to equip the believers to be ministers. This is a biblical/theological course, therefore, major engagement with the scripture is required in this course.

CG 432 Methods of Church Planting 3 hours
A study of the techniques of church planting including location, cultivation of the community, and development of a core group. There are discussions concerning recruiting help and/or sponsorship, alternative church planting methods, and cross-cultural church planting.

CG 440 Church Planting & Church Growth 3 hours
A study of basic principles and methods of church planting and church growth. This course prepares students to expand the Kingdom of Heaven with their expanding churches.

CG 462 Church Growth 3 hours
A study of biblical principles concerning growth and development of the local church.

CHRISTIAN EDUCATION

CE 150 Introduction to Christian Education 3 hours
A comprehensive overview of the significance and scope of Christian education that includes definition, nature, objectives, and agencies of Christian education

CE 210 Foundations of Teaching Ministry 3 hours
A study of the major issues of educational psychology including learning theories, motivation, and individual differences. Major emphasis is on the application of the theories to teaching ministry.
CE 220 Education Ministry and Discipling 3 hours
This course examines how Christian education ministry can function to enhance discipleship. Students will be able to equip church members with both biblical knowledge and spiritual discipling through their education ministry.

CE 240 Foundations of Christian Education 3 hours
An introduction to historical and philosophical foundations of educational ministry. Students establish the framework for a personal and biblical philosophy of Christian education.

CE 250 Principles of Marriage and Family 3 hours
A study of the history, purpose, and problems of family. Attention is given to principles of marriage and family and social conditions influencing courtship, marriage, divorce, and family life.

CE 261 Life-Span Development in Ministry 3 hours
A survey of human development that includes physical, cognitive, socio-emotional, moral, and faith aspects as a basis for a holistic Christian education ministry.

CE 270 Christian Education of Children 3 hours
A study of the development of children, the needs of children in contemporary society, and biblical and theological perspectives of children. The emphasis is on the development of effective teaching processes that encourage moral and spiritual development of children.

CE 370 Christian Education of Youth 3 hours
An examination of the adolescent in our culture with emphasis upon designing a ministry to cultivate leadership potential among the youth within the context of the local church.

CE 380 Religious Development of Children & Youth 3 hours
This course considers cognitive, affective, and relational aspects of religious development. The course reviews theoretical perspectives, research findings, and the students' own experiences in addressing topics such as formation of God-image, experiences in prayer, and impact of parents on spiritual development. Offered on demand.

CE 400 Teaching Methods 3 hours
A study on assessment of students’ needs, preparation of lesson plans, use of teaching aids, and evaluation of the teaching. Students experience the opportunity to teach with their own lesson plan.

CE 410 Family Ministries in the Church 3 hours
An investigation of biblical concepts of the family, the needs of families in the church, and resources and techniques to meet those needs. Offered on demand.

CE 480 Educational Administration 3 hours
An introduction to the biblical principles and current practice of management including planning, organizing, staffing, directing, and evaluating. Special attention is given to the relation of administrative functions and educational ministry.

CE 485 Educational Psychology 3 hours
A relational study of pedagogy and psychology on the basis of theological stance. This course basically deals with human learning in the educational setting, including teacher-student relationships in the context of cultural and psychological diversity, learning and behavior problems of students at various age levels, and the learning process in light of contemporary theory and research.
CE 490 Seminar in Educational Ministry 3 hours
A study of the issues and special topics in the field of Christian education that are not currently covered in catalog course offerings. Topics may include singles ministries in the church, women’s ministry in Christian education, media in ministry, etc. Designed for upper division students in Christian education. Offered on demand.

GS 499 Senior Integrative Seminar 3 hours
A study of job hunting skills, motivated abilities and career choices, an evaluation of the student's educational experiences, and a survey and biblical analysis of worldview and perspectives common to various fields of study.

MISSIONS

MI 210 Introduction to Missions 3 hours
An introductory study of missions in its theological, cross-cultural, and strategic aspects. Special emphasis is given to developing a mission’s awareness in local churches and individual Christians.

MI 230 Mentoring for Christian Leadership and Missions 3 hours
This course is a study of the mentoring for Christian leadership development and missions. Mentoring is one of the most important means for leadership training and development in today’s church and missions. Mentoring can be used in mission organizations and local churches as a flexible and effective leadership training and development model.

MI 240 History of Missions 3 hours
A history of the expansion of the Christian movement with special emphasis on the strategies and values that have produced church growth and the reaching of new peoples.

MI 243 The Holy Spirit and Mission 3 hours
A study of the theological, Pentecostal/Charismatic and contemporary understanding on missions in light of the work of the Holy Spirit with special emphasis on the Holy Spirit’s missionary activity in the Acts as well as in the entire Bible.

MI 245 History of Korean Missions 3 hours
A study of the methods, principles, aims, and progress of apostolic missions. Attention is given to the various periods of missionary endeavor through the beginning of the Korean Church up to the period of modern Korean missions.

MI 250 World Religions and Missions 3 hours
A survey of the religious systems present in the world and an analysis of evangelistic outreach among their members. Missionary considerations discussed include information on available resources, organizations involved in ministering to each group, effective strategies and theological interests or problems important to each group.

MI 320 Adapting and Ministering in Other Cultures 3 hours
A study of concepts, skills, and attitudes useful in cross-cultural ministry and adapting to life in other cultures. The course combines lectures and readings with a number of cross-cultural experiences and reflections on these experiences with a focus on inter-cultural communication, evangelization, contextualization, use of money, etc.

MI 323 Church Planting and Expansion in Mission 3 hours
This course provides the principles and methods of cross-cultural church planting. As a result of this study, students will be able to learn how to start and develop missional and reproducing churches in a particular
cultural context.

**MI 330 Mission Practicum** 3 hours
This course provides a foundational understanding and preparation for short term overseas missions. Students will learn how to adapt to a different culture and society from their own. They will appreciate the principle and strategy for communicating Christian faith cross-culturally.

**MI 340 Mission Strategy** 3 hours
A study of historical and contemporary strategies for fulfilling the Great Commission. Effective models of mission are presented.

**MI 460 Mission Theology** 3 hours
A study of contemporary mission theologies as biblical, theological, and historical bases of Christian mission. This course deals with various mission theories and practical issues on the basis of theological basis for discerning and apologetic capacity, including the biblical basis for missions, the relationship of social action to evangelism, mission and development, cross-cultural witness, cross-cultural awareness and church planting, church mission structures, and the relation of Christianity to other religions.

**MI 470 Current Issues in Missions** 3 hours
An examination of current issues in missions with a special focus on ministry, family, cultural, spiritual, economic, political, and social concerns. Offered on demand.

**GS 499 Senior Integrative Seminar** 3 hours
A study of job hunting skills, motivated abilities and career choices, an evaluation of the student's educational experiences, and a survey and biblical analysis of worldview and perspectives common to various fields of study.

**INFORMATION TECHNOLOGY (I.T.)**

**IT 101 IS Productivity and Technology** 3 hours
Introduces fundamental concepts related to multimedia computer software and tools. Develops initial design and programming skills using a high-level programming language. Introduces useful computer-based tools for multimedia concepts.

**IT 111 Engineering /Computer Science Mathematics** 3 hours
Introduction to computation and visualization using MATLAB. Differential vector calculus, topics in optimization. Integral vector calculus: double and triple integrals in Cartesian, cylindrical, and spherical coordinates. Introduction to linear algebra, matrix operations, systems of algebraic equations, Gaussian elimination. Numerous examples and applications drawn from a variety of engineering fields.

**IT 121 Computer Architectures** 3 hours

**IT 140 Introduction to Client-Server and Web Programming** 3 hours
n/a

**IT 211 Introduction to Information & Telecommunication** 3 hours
Introduces systems engineering concepts including specifications and requirements, hardware and software design, integration, testing, and documentation. Emphasizes organization and writing of reports and effective presentations.

**IT 212 Data Structures and Algorithms**  
3 hours  
Abstract data types, Searching and sorting. Linked lists, stacks, queues, sets. Tree and graph structure concepts, implementation and application. Analysis of algorithms. Sequential files.

**IT 213 Programing in C++**  
3 hours  
N/A

**IT 214 Database Systems**  
3 hours  
N/A

**IT 216 MIS**  
3 hours  
N/A

**IT 218 Java Programming**  
3 hours  
N/A

**IT 241 Software/Systems Engineering/Development**  
3 hours  
This course is a core, key course in any Computer Science, Information Systems or Information Technology curriculum. This course teaches students how to develop modern software in a disciplined way. The course clearly teaches students the difference between computer programming and a more comprehensive approach to software development, software engineering or system development.

**IT 321 Microprocessor/DSP Processor/Embedded Systems**  
3 hours  
Circuit components include anti-aliasing filters, the S/H amplifier, A/D and D/A converters. Exercises include effects of aliasing in periodic sampling, fast Fourier transforms of basic waveforms, the use of the Hanning filter for leakage reduction, Fourier analysis of the human voice, digital filters, and control using Fourier deconvolution. Lectures cover principles explored in the Lab exercises and design of microcomputer-based systems for data acquisitions analysis and control.

**IT 331 Advanced Homepage Design**  
3 hours  
This class can perform a full text search over multiple columns of a MySQL database table, matching entries containing all search terms parsed to it. It is a feature packed PHP class that stores session data in a MySQL. It is powerful, designed with security in mind, and yet easy to utilize.

**IT 350 Operating Systems and Networking**  
3 hours  
This course is classical in any Computer Science, Information Systems or Information Technology curriculum. Students in such computer related disciplines must have a solid foundation of computer architecture, operating systems and networking, the core components of any modern computing system. This course covers a historical perspective of operating systems and their evolution as well as the main components of an operating systems or a networking system.

**IT 411 .NET Programming with Applications**  
3 hours  
Design principles of speech and image processing systems. Speech production, analysis, and modeling in first half of course; design techniques for image enhancement, filtering, and transformation in second half. Lectures supplemented by laboratory implementation of speech and image processing tasks.

**IT 421 Special Topics of IT: Artificial Intelligence**  
3 hours  
Performance analysis and design of telecommunication networks and multiple-access communication
systems. Topics include architectures, multiplexing and multiple-access, message delays, error/flow control, switching, routing, protocols. Applications to local-area, packet-radio, local-distribution, computer and satellite communication networks.

**IT 431 OO Analysis and Design**  
Modern software development is OO (Object – Oriented development. This is why such a course is so important to students studying Computer Science, Information Systems or Information Technology. This course is not an OO programming course, but rather a course that puts a great emphasis on the earlier stages of software development, those that proceed programming: Analysis and Design.

**IT 436 Computer Graphics**  
Methodologies and technologies for behavioral synthesis, system synthesis, and real-time issues in embedded systems. Topics include behavioral synthesis, hardware/software codesign, interface synthesis, scheduling, real-time constraints, real-time specification and modeling, transformation and estimations during synthesis and design optimization, concurrency, real-time OS, and embedded processors. Design for low power, verification, and debugging.

**IT 499 Senior Integrative Seminar Capstone Project**  
A study of job hunting skills, motivated abilities and career choices, an evaluation of the student's educational experiences, and a survey and biblical analysis of worldview and perspectives common to various fields of study.

**BUSINESS ADMINISTRATION**

**BA 100 Introduction to E-Business**  
Introduction to e-Business explores the nature and scope of e-business. This course looks at how e-business has impacted on the world of business while exploring the future directions of e-business. Students will explore the basic principles, methods, and current trends and issues in e-business.

**BA 120 Introduction to Business Administration**  
The course focuses on today’s business climate. It presents a thorough survey of the entire field of business and management in the free enterprise system and explores areas of specialization in the business world. Concepts of business and management functions, organizational considerations, and decision-making processes are introduced. Topics also include such areas of business as marketing, management, finance, small business, personnel and labor-management relations, globalization, business ethics, social responsibility, motivation, and many more.

**BA 130/131 Financial Accounting 1, 2**  
The study of accounting as an information system using double-entry accounting method. It includes the study of financial statements, accounting systems, inventories, payroll, financial statement disclosures, corporations and investment in stock.

**BA 220 Managerial Accounting**  
The study of financial statement analysis and managerial accounting concepts and principles as well as manufacturing and non-manufacturing costs, materials, and labor.

**GS 170 Principles of Accounting**  
This course examines accounting principles and theory and serves as a foundation for all other accounting courses. It provides clear and concise review of the accounting cycle using the corporate structure to produce general-purpose financial statements: Income Statement, Statement of Retained Earnings, Balance Sheet and Statement of Cash Flows. Various accounting approaches and the effect of these approaches on
the financial statement users will also be introduced. Prerequisite: None.

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<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>GS 250</td>
<td>Principles of Economics</td>
<td>3 hours</td>
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<tr>
<td>GS 171</td>
<td>Introduction to Law</td>
<td>3 hours</td>
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<tr>
<td>GS 290</td>
<td>Principles of Management</td>
<td>3 hours</td>
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<td>BA 240</td>
<td>Principles of Micro-Economics</td>
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<td>Principles of Macro-Economics</td>
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<tr>
<td>BA 251</td>
<td>Business Law I</td>
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<tr>
<td>BA 371</td>
<td>Business Law 2</td>
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<tr>
<td>BA 270</td>
<td>Mathematics for Business</td>
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<tr>
<td>BA 301</td>
<td>Advanced Business Communications</td>
<td>3 hours</td>
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<tr>
<td>BA 310</td>
<td>Financial Management</td>
<td>3 hours</td>
</tr>
<tr>
<td>BA 330</td>
<td>Organizational Behavior and Management</td>
<td>3 hours</td>
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This course will introduce students to national income theories, price theories and behavior of the firm under varying economic conditions. It includes the economic roles of business, government and households; economic fluctuations and growth; money and banking; and international economics.

The course provides an overview of various areas of American law, of the U.S. legal profession, and of the U.S. judicial process. It is a basic introduction to the common and statutory law of the U.S. federal and state systems of law.

This course introduces the basic theory and principles of management. Emphasis is on the functions of management—planning, organizing, staffing, directing, and controlling.

This course on Principle of Microeconomics examines human economic behavior in micro point of view such as personal preference, firm behavior, market equilibrium, and government policies.

This course is an introduction to macroeconomic principles. This course will be focused on some of the key aggregate economic indicators, such as gross domestic product, the inflation rate, the unemployment rate, and long-term interest rates.

Presents an integrated approach to the legal environment of business with a fresh up to date introduction to the American system of jurisprudence, constitutional law, the dual court system, administrative agencies, consumer protection, environmental law, Uniform Commercial Code, torts and crimes and a thorough understanding of the Law of Contracts

This course is a continuation of Business Law I, developing a basic understanding and application of the Uniform Commercial Code consisting of sales, commercial paper, Law of Agency, banking, Letter of Credit, bulk transfer, documents of title, investments and secured transactions, and a general understanding of business organizations, bankruptcy, and estates and trusts.

This course offers focuses on the application of algebra topics such as the calculus topics of limits, derivatives and integrals that should be used in the fields of business and economics.

This course offers an advance course of business writing course. Emphasis is placed upon business letters and memos, report preparation, and case study presentation.

This course describes fundamentals of business organization, financial planning, and the problems of small business. Designed to give the student a practical understanding of economic and financial markets affecting everyday life and business decision making.

Organizational behavior as it relates to the management functions of planning, organizing, leading and
controlling is the focus of this course. Examination is made of the individual's role within the organization, of interpersonal influence and group behavior, and of organizational processes.

**BA 341 Human Resource Management** 3 hours
This course offers a descriptive statistics and probability theory that relates to the fields of business and economics. This course provides a basic knowledge of the key aspects of managing human resources in domestic and multinational organizations, including a consideration of labour relations and diversity management issues. Topics include, but are not limited to, job analysis, planning, recruiting, selection, orientation, training and development, performance appraisal, compensation and benefits, dispute resolution, and legal frameworks for both the non-union and union environments. Students will develop critical skills required to manage human resources in a multitude of workplace environments.

**BA 350 Principles of Marketing** 3 hours
This course covers the main principles of marketing system as it functions within the economy.

**BA 351 Consumer Behaviour** 3 hours
This course examines the underlying dynamics of customer behaviour. Drawing from the behavioural sciences, it analyzes the role of individual (e.g., perception, motivation, attitudes) and environmental (e.g., culture, social groups, the family) factors in the buying decision process. Applications of risk, adoption, diffusion, loyalty, symbolism, subliminal stimulation, and fear appeals theories are reviewed. The focus of the course is on practical implications of this knowledge for the marketer.

**BA 352 Labor Relations** 3 hours
Learn the fundamentals of collective bargaining and the rights and responsibilities of employees, management, and unions in the federal labor relations process.

**BA 353 Internet Marketing** 3 hours
This course provides an introduction to the field, and explains its various roles in an organization total marketing program. Students will be trained how to specifically use the internet and related technology to strategize and implement the research, advertising, selling, merchandising, customer service and other marketing mix-related functions.

**BA 360 Strategic Management** 3 hours
A capstone course which integrates the various business disciplines. Using a "big picture" perspective, the student addresses strategy formulation and implementation in a volatile business environment. The case method of instruction is actively used.

**BA 380 Intermediate Financial Accounting I** 3 hours
This course emphasizes the conceptual and technical issues related to accounting for such items as inventory, depreciable assets, intangible assets, leases, pensions and taxes. Short cases and problem solving are used to reinforce the concepts and to give students some experience and understanding of techniques of financial reporting in these areas. Other topics covered may include revenue recognition, partnership, and not-for-profit accounting.

**BA 381 Intermediate Financial Accounting II** 3 hours
This course explores the issues of accounting measurement and financial reporting introduced in A600 in more depth. It uses case analysis and problem solving to consider a variety of topics essential to understanding contemporary financial statements. Topics include the valuation and measurement of financial assets and financial instruments such as bonds, shares, options and derivatives, as well as the phenomenon of off-balance sheet financing. The course relates the disclosure and valuation of these
selected assets, liabilities, and equities to issues of income measurement and reporting.

**BA 381 Advanced Financial Accounting** 3 hours
This course focuses on the accounting for mergers, acquisitions, and takeovers. The course emphasizes the techniques and conceptual background of accounting for business combinations and intercorporate investments, and the preparation of consolidated financial statements. Other topics covered may include accounting for foreign operations, and segment and interim reporting.

**BA 431/432 Auditing I, II** 3 hours
The course is designed to provide students with a thorough understanding of auditing concepts, principles and practice. The main focus is on professional ethics, legal liability, audit objectives, procedures and documentation, and auditors’ reports. Training covers planning an audit, gathering evidence testing internal controls and account balances, audit sampling, creating audit work papers and audit reports. Topics on current developments in auditing will also be incorporated into the study.

**BA 430 Money and Banking** 3 hrs
This course will discuss the importance of money and banking to economic activity on the national and international level. The student will learn the definition of money and about the different financial institutions that help circulate money through the system. The course also covers deposit expansion, the evolution of commercial banking, deposit creation, a brief history of the banking system in the United States prior to the creation of the Federal Reserve system and a detailed study of the Federal Reserve Banking system. The course also includes the relationship between money and banking and Macroeconomic theory and concludes with the importance of money and banking in international trade and finance.

**BA 440 Income Tax Accounting I** 3 hours
The course examines various types of taxes and tax payers, conceptual basis of the U.S. Federal Income tax system, a tax planning framework, and tax research methodology. While topics concern both individuals and businesses, the emphasis is on the taxation of business entities. Income, deductions, losses, and property transactions, income inclusions and exclusions, capital gains and losses, business and personal deductions and accounting methods will are studied in detail.

**BA 441 Income Tax Accounting II** 3 hours
This course continues the study of the federal tax laws that govern the transactions during a corporation’s life cycle. The tax effects of organizing, operating, making distributions, reorganizing, and liquidating regular and S corporations are analyzed. Issues concerning real and personal property wills and trusts, SEC regulations and unfair trade activities will also be addressed.

**BA 450 Government and Nonprofit Accounting** 3 hours
This course provides students to explore the foundations of governmental and non-profit accounting theory. Students will analyze and apply generally accepted accounting principles established for governmental and nonprofit organizations. The student will prepare “real world” governmental accounting transactions by creating a new government. These include recording journal entries and preparing financial statements for various governmental funds using a modular approach.

**BA 451 Corporate Governance** 3 hours
This course is designed to increase individual skills and knowledge of good governance practices such that graduates would be seriously considered for appointment to the Board of Directors of a small not for profit organization. The course aims to increase understanding of the legal, economic, managerial and psychological issues directors confront as well as provide a better appreciation for their normal duties. Using this knowledge, students will be asked also to consider how directors should deal with a range of complex crises: the gradual decline of a company, hostile takeovers, proxy battles, changes in corporate
strategy, or the faltering performance of a CEO.

**BA 460 Information Technology in Business**  3 hours
This course will introduce the fundamental concepts of information systems and how they support management and operations in the modern business environment. The spectrum of information technology tools used in business will be discussed, along with selected applications. The roles of technology and eBusiness across various business disciplines will be examined. Topics will include strategic applications of technology, technology trends, management of information resources, integration of business processes through Enterprise Resource Planning systems, eBusiness models and strategies, building and protecting information systems, and others.

**BA 461 Government Regulation in Business**  3 hours
This survey course is designed to help students think analytically about the ways in which government and business interact with one another in a mixed economy. It examines: (1) how business and government are organized and how they seek to influence one another; (2) how government policies affect the competitive positions of individual firms and industries and how firms and industries compete to influence such policies; (3) the ways in which government policies affect economic growth and the ways in which governments seek to achieve a variety of noneconomic objectives; and (4) how to define national economic interest in an increasingly integrated global economy. Although the focus is on U.S. business-government relationships, comparisons are made to ways in which government and business interact in other nations.

**BA 470 International Business**  3 hours
Overview of the unique problems faced by firms engaging in international activities; the importance of understanding the foreign economic, social, political, cultural, and legal environment; the mechanics of importing and exporting; joint venture, franchising, and subsidiaries, international dimensions of management, marketing and accounting, international financial management; the special problems of multi-national corporations; recent problems of the international economic system; country-risk analysis; the increasing use of counter trade.

**BA 470 International Trade and Commerce**  3 hours
This course provides an overview of the planning and steps necessary for the startup of an international business, including an introduction to the practices, procedures, and services used in the U.S. to export and import merchandise. Topics include market research; identifying buyers and suppliers; tariff classification systems; responsibilities of US Customs; trading regulations; sales channels; financial payment methods; pricing; global logistics/transportation; cargo insurance; export and import controls; contracts; and trade resources.

**LA 301 American Constitutional Law**  3 hours
This course offers an introduction to the main themes of the American Constitution—popular sovereignty, separation of powers, federalism, and rights—and to basic techniques of constitutional interpretation

**LA 302 Criminal Law**  3 hours
This course will enable the student to engage in an intensive study of the laws which legal officers must uphold. The student will explore each of these areas by studying specific crimes under each type, describing what constitutes a violation, and showing the evidence the law agency needs to support a charge in court. The student will learn about the rights of citizens as interpreted by courts.

**LA 303 Criminal Procedures**  3 hours
This course introduces students to the rules and procedures that govern the pretrial processing of criminal suspects and the conduct of criminal trials. While being primarily focused on principles of American criminal procedure, the course also examines character of criminal proceedings in different criminal justice systems worldwide. Discussion includes a number of issues relevant to the constitutional safeguards, as
well as the cases reflecting current trends in criminal procedure.

**LA 304 Civil Procedure and the Rules of Evidence** 3 hours
This course introduces the civil procedure consists of the rules by which courts conduct civil trials. A procedural system provides the mechanism for applying substantive law to real disputes. Such a system sets guidelines as to what information the judge or jury receives, how that information is to be presented, and by what standards of proof the information will be adjudged. An effective procedural system ensures that similar cases will be treated similarly by the courts. In the U.S., civil procedure usually takes the form of a series of rules and judicial practices. The federal courts follow the Federal Rules of Civil Procedure; the state courts follow their own state rules of civil procedure. In federal courts, evidentiary rules are governed by the Federal Rules of Evidence. The state courts follow their own state rules of evidence.

**LA 305 Contract Law** 3 hours
This course will focus on the law of consensual arrangements. It concerns such questions as what promises the state does and should enforce and what remedies are available when enforceable promises are breached.

**LA 306 Tort Law** 3 hours
This course explores the obligation to refrain from harming others and studies the bases for compensating persons who suffer injuries—either by holding responsible whomever is at fault for the harm, or by invoking other principles of liability, including the efficiency of resource allocation and the spreading of losses.

**LA 308 Property Law** 3 hours
This course analyzes the development of rules dealing with land, water, and other natural resources, frequently from historical and economic perspectives.

**LA 310 Introduction to Criminal Justice** 3 hours
This course is designed around four key themes: 1. The field of criminal justice is interdisciplinary and shares elements from criminology, sociology, law, history, psychology, and political science. 2. Criminal justice involves public policies that are developed within the framework of the democratic process. 3. The concept of a social system is an essential tool for analyzing the way criminal justice is practiced. 4. American values, the foundation on which criminal justice in a democracy is based.

**LA 320 Criminal Justice Administration** 3 hours
This course examines the organization and jurisdiction of local, state and federal law enforcement; court and correctional systems; their history and philosophy; career opportunities; terminology and constitutional limitations of the system.

**LA 330 Evidence Rules for Criminal Justice** 3 hours
The course involves a discussion of the origin, nature, and admissibility of evidence against the accused in criminal proceedings. The exclusionary rule and the distinction between real and testimonial evidence as admitted or excluded from court proceedings are emphasized. Topics include the hearsay rule and its exceptions, the opinion evidence rule, character and reputation evidence, direct and cross examination of witnesses, burden of proof and presumptions, identification evidence, and other pertinent rules of evidence.

**LA 340 Criminal Investigation** 3 hours
This course will enable the student to understand the fundamentals of the criminal investigation process. The student will explore investigative techniques in crime detection, collection and use of evidence and information, criminal apprehension and prosecution and investigation of specific crimes.

**LA 350 Criminology** 3 hours
This course will enable the student to develop an understanding of the science of crime. The student will examine the roles of social, cultural, economic, political, psychological, chemical, biological, and ideological factors in causing criminal behavior. The student will explore the major theoretical perspectives in the field, as well as the critiques and uses of these perspectives in the prevention and response to crime.

**LA 360 Theory and Practice of Law Enforcement**  
3 hours  
This course presents the historical development of law enforcement, organization, administration, and systems of local, state, and federal policing with an emphasis on theories as they relate to practices.

**LA 361 Theory and Practice of Corrections**  
3 hours  
This course provides a historical overview of theory and practices of convicted offenders with an emphasis on U.S. corrections, including institutional procedures, relevant technological innovations in security, and future innovation impact.

**LA 370 Police Administration**  
3 hours  
This course examines the contemporary law enforcement agency and its functions, structure, and operational techniques; implications of generalized and specialized units; development of resources by time and area of function; analysis of line, staff, and auxiliary functions; and current issues facing today's police agencies including: coordination and consolidation of police services; the effect of terrorism on domestic policing strategies; and the use of modern technology.

**LA 380 Psychology of Criminal Behavior**  
3 hours  
This course will enable the student to examine the biological, psychological, and sociological explanations of criminal and deviant behavior. The student will explore relevant perspectives, theories and research methods. The student will also examine theoretical explanations of specific behavior such as aggression and violence, homicide and assault, sexual offenses, drug use, property offenses, and public disorder offenses.

**LA 400 Substance Abuse Counseling**  
3 hours  
This course introduces graduate-level students to the field of substance abuse and its assessment and service within forensic settings. This course reviews the key biopsychosocial concepts of diverse substance abuse counseling interventions. Students examine theoretical models and research used for assessing and treating substance abuse and addicted clients in and out of the justice system.

**LA 410 Identity Theft**  
3 hours  
This course will enable the student to examine the fraud committed or attempted using the identifying information of another person without authority.

**LA 420 Introduction to Forensic Science**  
3 hours  
This course will enable the student to apply the principles and techniques of the physical and natural sciences to the analysis of various types of crime scene evidence. This will include evidence collection, identification and analysis using microscopy, PCR, GC and spectrometry. Forensic science plays a crucial role in the justice system by providing scientific and foundational information for investigations and the courts. This course will help the student gain insight into the meaning and significance of common types of physical evidence encountered at crime scenes and its role in criminal investigations by combining the principles and techniques of forensic science with scientific logic.

**LA 430 Family Law**  
3 hours  
This course is to provide an understanding of family law practice to enable you to practice at an entry level standard in a family law practice, such as but not limited to providing basic advice to a client and acting on various family law matters such as divorce, child support, property settlement issues, and spousal maintenance.
LA 431 Probate Law 3 hours
This course prepares legal assistants to work effectively under the supervision of a lawyer in the probate and administration of an estate. The California Probate Code, trusts, and taxes are studied. Preparation of pleadings is included.

LA 432 Wills, Trusts, and Probate 3 hours
This course is a survey of basic wills, trusts and probate practice. Students will become familiar with the various methods of testamentary distribution and the format of probate administration. NJ probate law will be reviewed with emphasis on the initial preparation and drafting of basic documents in the field, including simple and living wills, formal and informal probate, and federal and state tax forms.

LA 433 Immigration Law 3 hours
This course covers both employment and FAMILY BASED IMMIGRATION. The course introduces the students to the process, the federal forms used, the interpretation of the laws covering the immigration procedural and substantive laws.

LA 434 Sports Law 3 hours
This course seeks to guide sport industry participants, their legal advisors and others having a general interest in the area through the principal legal issues affecting commercial sport. Relevant legal principles from torts, contracts, employment and labour relations, restrictive trade practices, administrative law and intellectual property will be used to analyse common transactions and structures in commercial sport with particular attention to specialised applications and rules. The analysis will cover team membership agreements, professional player contracts, liability and compensation for injury, collective bargaining, player representation, labour market controls, league arrangements, disciplinary proceedings and dispute resolution, marketing and sponsorships, sports broadcasting and income taxation.

LA 435 Bankruptcy Law 3 hours
This course provides students to teach the substantive law of Bankruptcy in a comprehensive manner, to consider ethical and professional issues related to Bankruptcy, and to integrate Bankruptcy with the analytical and practical skills necessary to the practice of law.

LA 436 Administrative Law 3 hours
This course provides a legal background for the study of administrative law. This course provides a study of the administrative process, primarily at the federal level; agency powers; agency jurisdiction; agency procedures; limitations on agency power; enforcement of agency decisions; judicial review.

LA 440 Debtor and Creditor Relations 3 hours
This course introduces the student to the purpose and application of the Federal Bankruptcy Code and Rules, as well as applicable state law related to bankruptcy and debtor-creditor issues. Topics include: the Bankruptcy Code and Rules, Bankruptcy Court procedures, the preparation of bankruptcy forms and documents, state law workouts and collection, and the role of the paralegal in a bankruptcy practice.

LA 450 Legal Research and Writing 3 hours
This course sets out the basic requirements and the weekly sequence of classes, readings, and assignments. This course provides students to learn how to research and analyze legal problems, and to convey your legal analysis of a problem in a written form that adheres to the conventions of the legal profession. Students will learn how to perform legal analysis while preparing two drafts of a legal memorandum for which no research is required. Students will present the findings of this research and analysis in a meeting with a partner at a law firm.
Early Childhood Education

EC 100 Introduction to Early Childhood Education 3 hours
An overview of the most commonly used curricular models in Early Child programs, identifying their theoretical orientations and strengths. Instruction is given in the appropriate integration of curriculum content into Early Child programs.

EC 101 Development in Early Childhood 3 hours
A study of the basic principles of development and learning, including the young child's cognitive, language, social, emotional, and physical development. 15 hours of field experience required.

EC 102 Children in Relations with Home, School and Community 3 hours
An investigation of methods to bring about understanding, appreciation, and cooperation between the home, the school, and community.

EC 103 Creative Experiences for Children 3 hours
A study of values of creative experience for children. Dramatic play, art, blocks, and music activities are explored, as well as skills in curriculum planning, class organization, language arts, social studies, mathematics, and science.

EC 201 Curriculum and Teaching in Early Childhood 3 hours
A study of curriculum development and principles, analysis of learning environment, instructional strategies, organization, and evaluation of programs for childhood education.

EC 202 Organization and Management of the Child Care Center 3 hours
A study of the procedures in organizing child care centers, understanding legal requirements, and learning administrative skills in human relations.

GS 215 Child Psychology 3 hours
Learning basic principles of child psychology in accordance with early child development. Emphasizes an application of child psychology in teaching and counseling children.

EC 250 Health, Safety, & Nutrition for Children 3 hours
An examination of practical ideas and resources to maintain sound learning and residential environments.

EC 280 Parent Education 3 hours
A study of skills necessary for the planning, design, implementation, and evaluation of effective parent involvement components in Early Child settings.

EC 290 Math and Science in Early Childhood Education 3 hours
A study of principles of math and science in Early Child education. Special emphasis on environmental pollution and information system including computer. Application for using computer for the following areas: to learn various teaching methods, to select class materials, and to organize the curriculum.

EC 300 Philosophy of Early Childhood Education 3 hours
This course studies the historical and philosophical background of early childhood education. Eastern and Western philosophers such as Rousseau, Froebel, Dewey, Montessori, Lao Tzu, and Chang Tzu are discussed.

EC 310 Guidance & Discipline of Children 3 hours
An exploration of effective disciplinary methods and guidance techniques for various situations with a focus on effective classroom management by child care workers.
EC 315 After-school Programs 3 hours
This course discusses how to administer and manage school age child care. It also studies practical activity ideas for educating various subjects such as the language arts, music and movement, creative expression, math and science.

EC 320 Educational Programs for Infant and Toddlers 3 hours
A study of sensory motor, physical, cognitive, affective and social development of infants and toddlers in relation to theory and age-appropriate practice in care-giving context.

EC 325 Language Arts in Early Childhood Education 3 hours
An investigation of the development of language in the Early Child. Special attention is given to using computer and other methods of educational media for linguistic education and its application in the field.

EC 327 Guiding and Observe Children's Behavior 3 hours
This course is designed to equip the students to develop curricula and instruction based on the understanding of the unique needs and behavior of children in early childhood settings.

EC 330 Child Welfare 3 hours
This course examines the concepts and practice of child welfare in early childhood education settings. The model for child welfare is also discussed.

EC 335 Human Behaviors and the Social Environment 3 hours
This course studies growth and development of the individual from childhood into old ages focusing on the interaction of the person and his/her environment regarding to social issues that impact his/her development. Biological, psychological, sociological, spiritual and cultural aspects of individual will be discussed

EC 340 Theories of Play and Education 3 hours
This course emphasizes the importance of play in the early development of children. Students explore theories of play and observe opportunities of children engaging in play in various settings.

EC 350 Study in Family Relationships 3 hours
This course explores family structure, functions, and roles. It discusses psychological, spiritual, and social aspects of developing and maintaining healthy interpersonal relationships. Issues of dating, engagement, marriage, husband-wife relationship, and parent-child relationship are discussed.

EC 370 Counseling for Children 3 hours
A course to develop the theories and techniques of counseling for children. Emphasis is on the practical knowledge in teaching young child.

EC 430 Evangelism for Children 3 hours
A course to equip students with age-appropriate evangelistic and Christian education skills so that students will be equipped to lead children's chapel, impart Bible knowledge in curriculum, share one's faith with children, and disciple them.

EC 450 Internship 3 hours
This course provides the students supervised work experience in an early childhood education facility under the direction of a qualified childcare professional.

EC 499 Senior Integrative Seminar 3 hours
A study of job hunting skills, motivated abilities and career choices, an evaluation of the student's educational experiences, and a survey and biblical analysis of worldview and perspectives common to
various fields of study.

Music

**MU 150, 151, 250, 251, Principle Instrument I-IV**  
**MU 350, 351, 450, 451, Principle Instrument V- VIII** 3 hours each
A student may choose to achieve proficiency on Piano, Organ, Voice, Composition, Violin, Harp, Cello, Contra Bass, Viola, Clarinet, Bassoon, Saxophone, Flute, Oboe, Horn, Trumpet, Trombone, Tuba, Percussion instrument (Snare Drum, Marimba, Timpani), Music Business, Gospel Vocal, Keyboard, Electric guitar, Drum, and Media Production.

**MU 125, 126, 225, 226, 325, 326 Weekly Performance I-VI**  
P/F
Performing major students must participate in weekly performance as a part of private lesson.

**MU 238, 239, 338, 339 Music Business Project I - IV** 3 hours each
A course project for the students whose emphasis is in Music Business and Media Production id designed with the assistance of the advisor.

**MU 145, 146 Sight Singing & Ear Training I,II** 2 hours each
Aural and vocal of rhythmic patterns, scales, intervals, triads, and seventh chords in treble and bass clefs, as well as in soprano, alto, and tenor clefs.

**MU 161 Western Music History I: Antiquity to Baroque** 3 hours
Development of Western music from the early Greek through the Renaissance, stressing major styles and genres in their historical and cultural contexts.

**MU 162 Western Music History II : Baroque to Classical** 3 hours
Development of Western music from the Baroque through the present, stressing major styles and genres in their historical and cultural contexts.

**MU 163 Western Music History III : Romantic to Present** 3 hours
Development of Western music from the Romantic through the present, stressing major styles and genres in their historical and cultural contexts.

**MU 165 Music History & Listening** 2 hours
Study of a history and appreciation of the musical and social trends, listening a variety of genre and analysis style.

**MU 166 Understanding of Contemporary Films** 3 hours
During 15 week program one film will be screened each week, ranging from 1980 to present. Each Screening will focus on the analysis and study of a specific aspect of film-making arts and crafts. Every screening will be followed by a discussion on different subject and small project.

**MU 170 Jazz Styles Analysis** 2 hours
Theoretical skills and analytical techniques related to jazz styles

**MU 171 Jazz Theory I** 2 hours
Study of basic and advanced concepts of jazz melody, harmony and form. Includes functional chord idioms and relationships, compositional and improvisational devices, and song forms.

**MU 172 Jazz Theory II** 2 hours
Analysis and transcription of jazz performances and scores encompassing questions of style, form, harmonic and melody language, and consideration of rhythm.

**MU 180, 181, 280, 281 Piano Instrumental & Ensemble I, II, III, VI**  2 hours
Large or small piano and instrumental ensembles.

**MU 182, 183, 282, 283 Voice Ensemble I, II, III, VI**  2 hours
Large or small voice ensembles.

**MU 184, 185, 284, 285 Orchestra I, II, III, VI**  2 hours
Large or small orchestral ensembles.

**MU 190, 191, 290, 291, 292, 293 Gospel Ensemble I-VI**  2 hours each
Praise Ministry ensemble for E. Guitar, Drum, Keyboard, and Gospel Vocal.

**MU 200, 201, 202, 203, 204, 205 Symphonic Orchestra I-VI**  2 hours
BU Symphonic Orchestra.

**MU 211, 212, 213, 214, Chorus I, II, III, VI**  1 hour each
Choir and group vocal ensemble performance and practice. Choir practice group numbers for performance at official school functions. Chorus is open to all students and can be counted toward general education requirement by new Music majors who have fewer than three music classes.

**MU 234 Harmony I**  2 hours
Introduction to diatonic harmony, including study of scales, intervals, triads and their inversions, modulation, non-harmonic tones, and seventh chords.

**MU 235 Harmony II**  2 hours
Introduction to chromatic harmony, including study of modulations, secondary dominants, ninth, eleventh, thirteenth chords, and Neapolitan augmented sixth chords.

**MU 241, 242 Analytical Music Listening I, II**  1 hour each
Learning to understand music through perceptive listening and analyzing its elements and organizational patterns. Analytical principles and techniques are applied to use them in compositional performance and historical context.

**MU 261 Musical Form & Analysis I**  2 hours
Study of Structural elements such motive, phrase, period, and musical forms including binary, ternary, rondo, and sonata allegro in representative musical works.

**MU 262 Musical Form & Analysis II**  2 hours
Continuation of Musical Form & Analysis II

**MU 271 Voice Class**  2 hours
A study of Vocal technique including breath control, tone production, diction, and the use of appropriate song material.

**MU 272, 372 Conducting I, II**  2 hours
A study of the skills needed for conducting both choral and orchestra groups.

**MU 275 Italian Diction**  2 hours
This course studies singing and diction of Italian Text, Songs.
MU 276 German Diction  
This course studies singing and diction of German Text, Songs.

MU 286 Introduction to Acting Skill (for Musical)  
A collaborative journey that will further our understanding of human nature spiritually, emotionally, and intellectually, through the exploration of various acting methods from Stanislavsky to Avant-garde theatre. The class will be culminated in a musical showcase at the end of each semester.

MU 291, 292 Jazz Arranging I, II  
A study of the musical concepts of melody, rhythm, harmony, and form as applied to the principles and techniques of writing and arranging for the rhythm section and a lead-line for a solo instrument, two horns, or voice.

MU 293 Jazz improvisation  
Development of advanced improvisational skills, including Lydian-chromatic and bi-model techniques, through instrumental performance.

MU 295 Gospel Song Writing  
Study of Gospel harmonic structure, song form, intro and ending.

MU 296 Gospel Song Writing  
Practice and performance work of Gospel song writing.

MU 332 Counterpoint I  
Study of two, three, and four-part counterpoint of the 16th and 17th century.

MU 333 Counterpoint II  
Study of two, three, and four-part counterpoint of the 18th century, focusing on writing of invention, canon, and fugue.

MU 336, 337 Composition Workshop I, II  
Structured creative utilization of formal choreographic elements in the creation, rehearsal, staging, and performance of original dance works. Approved for S/U grading only. Prerequisite: Graduate standing in dance or consent of instructor.

MU 342 Computer Music  
An introduction to the use of MIDI technology including basic skills in music notation software, music sequencing software, use of electrical musical instruments, and basic MIDI theory.

MU 361, 362 Keyboard Harmony I, II  
A study of basic keyboard harmony on the piano, tetra chord, circle of 5 theory, cadence, chord progression, transposition, modulation, creative use of material, and improvisation.

MU 376, 377 Contemporary Harmony I, II  
A study and analysis of contemporary harmony.

MU 378 Jazz Composition  
Application of theoretical and compositional techniques used in jazz to written music. Analysis and performance of historical and contemporary examples will be included.

MU 380 Music Composition  
2 hours
Guidance toward realization of individual creative concepts in music and critical evaluation of the results. Emphasis on the development of inventive ability.

**MU 381 Orchestration** 2 hours
A study of the ranges and limitation of instruments, and the skill of scoring for sections and full orchestra. The course is designed for those working with a church orchestra.

**MU 382, 383 Accompanying I, II** 2 hours
A study of piano and organ accompany skills and their use in promoting a spiritual atmosphere in worship service.

**MU 384 Evangelism in Music** 2 hours
A study of effective evangelism through music. This course deals with the basic concepts of evangelism and mission, communicative methods in music evangelism, functions of music in missions, elementary principles of training and promotion, the design of musical worship for evangelism, and the role of indigenous music in missions.

**MU 385 Introduction to Music Education** 2 hours
A survey of the principles practices and materials central to the general music program in music education. A basic course in learning theory applies to the teaching of music including analysis of significant philosophical, psychological, and sociological positions that have impact upon basic concepts in music education.

**MU 386 Gospel Music History** 2 hours
A study of effective methods of planning, scheduling and advertising music events. Topics will include several concert types and advertising methods.

**MU 387, 388 Opera Workshop I, II** 2 hours each
This course is designed for development of Professional Vocalist that in demanded in the field of musician.

**MU 389 Copyright, Publishing and Understanding the Music Business** 3 hours
Music Licensing : Marketing Music for Film, TV and the Internet.

**MU 390 Arts Administration** 3 hours
An in-depth study of important administration techniques and approaches. Subject areas include strategic planning and organizational structuring.

**MU 391 Arts Audience** 3 hours
A survey of the arts audiences for analyzing the music industry and developing music management, music event planning, and effective decision-making.

**MU 392 Arts Marketing and Finances** 3 hours
The study of music as it relates to the marketing industries. Topics discussed will include fund raising, advertising, marketing films and videos, and multi-image presentations.

**MU 393 Music Events Planning** 3 hours
The study of effective methods of planning, scheduling and advertising music events. Topics will include several concert types and advertising methods.

**MU 394 Inside the Recording Industry** 3 hours
Analysis of the various departments within a record company and how they work with each other and with management to build an artist's career.
MU 395 Owning & Operating a Music Business 3 hours
Students learn how to structure and run their own music-related business, from publishing companies to inside record labels. Topics include requirements for forming a small business, and operating and on-line eCommerce.

MU 398 Music Business & Management 3 hours
Analysis of the recording industry, artist' contract, labor agreements, theatrical agents, managers, record production, publishing copyright laws, songwriter contracts, motion pictures, etc.

MU 396 Rhythm Reading 2 hours
An examination of proper recording techniques, including microphone placement, console and signal flow, editing and live recording. Discussion and utilization of limiters, compressors, noise gates, digital delay and other signal processing equipment used in the multi-track recording process. Recording projects are required.

MU 399 Praise Ministry 2 hours
An introduction to the views and writings of leading thinkers and practitioners in the field of Church music. Attention is given to developing a philosophy of music ministry and administering a comprehensive music ministry.

MU 400 Music Industry Internship 3 hours
Gain first-hand experience within the music industry by interning for a music-related company.

MU 401 Arranging 2 hours
A study of the musical concepts of melody, rhythm, harmony, and form as applied to the principles and techniques of writing and arranging for the rhythm sections, vocal groups, instrumental group, singers, and small group.

MU 403 Introduction to Music Therapy 2 hours
This course provides an introduction to the field of Music Therapy encompassing theoretical review, clinical application, professional requirements, case studies and implications for future.

MU 404 Music Therapy Techniques 2 hours
Application of music therapy techniques in detail. Learning and applying specific techniques of music therapy applications will be explored in detailed outline with opportunities for activity development and assessment.

MU 431, 432 Introduction of Piano Pedagogy I, II 2 hours
The purpose of this course is looking through piano method of teaching following changing history, educational theory and document providing in the 21th century and seeking direction for practical education.

MU 442 MIDI Sequencing 2 hours
A course in MIDI sequencing of digital audio including using drum machine, mixer, microphones, recording decks, CD-RW drive, and sound effecter, A quantitative approach to theory in balanced by practical laboratory instruction.

MU 460 Senior Recital P/F
Preparation for and performance of selected pieces in the student's principal instrument choice. Required for graduation of all students whose emphases is Piano, Organ, Voice, Composition, Conducting, Orchestral Instruments and Praise Ministry.
MU 461 Senior Project  
P/F  
A course project for the students whose emphasis is in Music Business and Media Production id designed with the assistance of the advisor. Required for graduation of all students Music Business.

MU 470, 471 Band Ensemble I, II  
2 hours  
A band of individuals part, play popular music such as jazz, rock, or pop and CCM music.

MU 481, 482 Analysis of Contemporary Music I, II  
2 hours  
A course is surveying new experiments through the analysis of contemporary music.

MU 490 Arts of Management  
3 hours  
The purpose of this course is to raise industrial upbringing person through the training performance art management and planning and to connect company managing basic theory of art planning.

MU 499 Senior Integrative Seminar  
1~12 hours  
A study of job hunting skills, motivated abilities and career choices an evaluation of the student's educational experiences and a survey and biblical analysis of world view and perspectives common to various fields of study.

Design

GD 110 Drawing  
3 hours  
This course uses the human body, other objects and backgrounds to create awareness of form and structure, and teaches the organization of visual elements: line, form, value, space, shape, pattern, and texture. Students will present a creative and true representation of their observation and analysis.

GD 120 Light, Color, & Design  
2 hours  
A course to study and practice the theory of color, communication of color, adjustment, and management of color that constitute the basis of visual design.

GD 220 Two-Dimensional Design  
2 hours  
This course is a basic course in 2-dimensional design and color. The student will learn to understand elements and theory of 2-dimensional design utilizing and testing various 2-dimensional modeling.

GD 221 Three-Dimensional Design  
2 hours  
This course teaches students the fundamental techniques to represent their concepts 3 dimensionally. The course will induce students to think creatively and provide the ability to transition from 2-dimensional to 3-dimensional concepts. With an understanding of 3-dimensional design theory, students will utilize Solid Modeling and Space Design test and representation.

GD 222 Materials & Methods  
2 hours  
This course invites students to experiment with various design concepts over a wide range of differing media types. The course emphasizes problem solving based on specific themes.

GD 223 Materials & Methods I  
2 hours  
This is the first part of a set of a beginning course to develop skills to visually communicate through various styles and mediums and to develop higher levels of creative expression.

GD 224 Materials & Methods II  
2 hours
This is the second part of a set of a beginning course to develop skills to visually communicate through various styles and mediums and to develop higher levels of creative expression.

**GD 225 Introduction to Design**  
2 hour  
This course invites students to set professional goals and to understand the elements of communication in business settings. Emphasis is set on writing professional letters and memos.

**GD 230 Photography**  
2 hours  
The critical, theoretical, and practical aspects of creative photography are addressed through basic camera and lab techniques. Museum and Art Gallery viewing are scheduled according to current exhibitions. 35mm camera required.

**GD 235 Design Psychology**  
2 hours  
This course is an exploration of human desire of beauty and its close association with design and art.

**GD 240 Typographic-Lettering**  
2 hours  
Utilizing the understanding of lettering, this course teaches techniques to develop self-expression through the use of computer typography.

**GD 250 Typography Design**  
2 hours  
Students experience using complex formulas of type, developing logotypes, and designing new typographic forms in this class.

**GD 255 Visual Communication Design Principles**  
2 hours  
This course will teach students visual design theory of dots, lines, sides and other abstract geometrical forms. The student will learn quality and unity techniques through comparison, and understanding of rhythm and balance.

**GD 260 Origins of Contemporary Design**  
2 hours  
This Course examines how special qualities of various societies, cultures and history are considered and contemplated in the origins and influence of modern design.

**GD 300 Computer Graphics**  
3 hours  
The application of the computer as a Design tool. The exploration and use of major software packages for layout, typography, and illustration.

**GD 430 Design Production**  
3 hours  
This course explores the necessity and purpose for developing fully integrated messaging across all mediums.

**GD 440 Design Seminar**  
2 hours  
With analyzing different point of views of designs, students will be encouraged to expand their knowledge of design. Also, this course teaches the ability of presentation through discussion and expression one’s own views.

**GD 441 Writing & Research in Design**  
3 hours  
Students will learn the ability of criticizing the visual communication design.

**GD 445 Marketing for Designers**  
2 hours  
This course provides students the opportunity to explore the strategic basis of marketing. Focus is on market research, consumer insight, and product development.
GD 450 Portfolio Workshop 3 hours
Preparation, execution, and logistics for assembling the portfolio as well as the organization required to begin setting up for the interview and job market process are key aspects of the class.

Design (Visual Communication)

VD 200 Design Text 3 hours
Develop better communication skills within the field of design psychology and learn the vocabulary of design in the English language. Discover ways to effectively read a design textbook as well.

VD 237 Computer for Designers 2 hours
This course utilizes the Adobe Photoshop and Quick software to teach creative design techniques.

VD 270 Basic Illustration 3 hours
This course teaches basic illustration techniques and the history, traditions, and theory of illustration. Emphasis is on concept as well as the development of a personal visual vocabulary and self-expression.

VD 271 Editorial Illustration 3 hours
This course teaches students about integrating text and images in sequential applications, such as newspapers and magazines, as well as the redesign of an existing newspaper and magazine, and familiarizes the student with the components unique to editorial design.

VD 300 Western Culture and Design 3 hours
This course addresses the profound understanding of the eastern and western cultural background in designs. Students will visit various places to see, feel, and experience the artificial changes and the cultural history through both the natural and aesthetic aspects.

VD 315 Identity Design I 2 hours
The first part of a set of using a design. This course finds an identity and an image of a business.

VD 316 Identity Design II 2 hours
The second part of a set of using a design. This course finds an identity and an image of a business.

VD 320 Packaging Design 2 hours
An exploration of the materials, processes, and design of packaging. Students will realized that packaging design with 2-dimensional or 3-dimensional designs are an important factor for various situations of distribution and packaging industry.

VD 321 Packaging Design II 2 hours
An exploration of the materials, processes, and design of packaging. Stress is placed upon coordinating typography, color, imagery, and package structure.

VD 330 Digital Media Graphics I 2 hours
Developing Internet websites with 4-dimensional designs, students will obtain the knowledge of multimedia and interactive design factors.

VD 331 Digital Media Graphics II 2 hours
This course provides students the ability to create 4-dimensional animation and deliver the ideas
efficiently to the viewers.

**VD 340 Computer Publishing Design** 2 hours
This course teaches the student to understand editing theory, and the relationship between the visual elements of typography, photography, and illustration as well as the exploration of design possibilities.

**VD 350 Advertising Concepts** 2 hours
This course provides an introduction to the fundamentals of advertising with emphasis on conceptual process and development, and basic advertising methodologies and techniques.

**VD 355 Advertising Design** 2 hours
In this course, students will analyze the effects and characteristics of advertising through the manufacture and distribution of products.

**VD 400 Visual Communication Design I** 2 hours
This course teaches students to develop the ability to visually communicate ideas through the research of current company logos, symbols and images.

**VD 401 Visual Communication** 2 hours
This course teaches students to understand and compare the connection between design and culture and represent cultural identity through creative visual communication.

**GS 499 Senior Integrative Seminar** 3 hours
A study of job hunting skills, motivated abilities and career choices, an evaluation of the student's educational experiences, and a survey and biblical analysis of worldview and perspectives common to various fields of study.

**Independent**

**ZZ 495 Independent Study** 1-3 hours
Directed study under the supervision of a faculty member. Topic must be approved by the professor and the Chief Academic Officer.
MASTER’S PROGRAMS

Master of Arts (M.A.) in Biblical Studies, Master of Arts in Music, and Master of Divinity (M. Div.)

A graduate program combines the disciplines of academic study with Christian formation and discipleship. As such, students are expected to demonstrate they have acquired knowledge on a graduate level of competency. They are required to advance their knowledge in biblical and theological disciplines, music, translation and interpretation. These programs are designed to integrate knowledge of biblical and theological disciplines with practical skills to help broaden the student’s Christian worldview.

The graduate programs serve the mission of BU by providing professional ministry training that: (1) is academically integrative, (2) teaches and models the highest Christian character for effective ministry, (3) guides students in developing a Christian worldview for ministry, (4) provides students with a high level of biblical exegetical skills for effective preaching, and (5) offers leadership development for ministry.

Students who receive a graduate degree from BU should be able to:

1. Demonstrate effective leadership skills in the practice of ministry.
2. Integrate biblical principles into all disciplines while developing a Christian worldview.
3. Communicate the Gospel effectively to all people.
4. Formulate a systematic program for personal spiritual and professional growth.
5. Respond to challenges to Christianity from critics.

Master of Arts in Biblical Studies

The Master of Arts (M.A.) degree is a two-year professional degree that focuses upon advanced studies in the Word of God. The M.A. in Biblical Studies requires a basic academic core that includes 27 semester hours of biblical studies, 18 semester hours of theological & historical studies, 12 semester hours of practical ministry studies, and 3 semester hours of field education. This program is ideally suited to persons who seek greater biblical and theological knowledge, but who do not desire to become pastors. Additionally, pastors who are already established in ministry and have earned a bachelor's degree in religion may desire the M.A. for further study and recognition.

Students who have previously earned a bachelor’s degree in biblical/theological studies may achieve up to 9 hours of advanced standing toward the Master of Arts in Biblical Studies.

Degree Outcomes

Upon completion of this program students will:

1. Demonstrate a general knowledge of the Bible including a synthesis understanding of the major books.
2. Understand the Christian faith in its biblical, historical, and theological dimensions, and in its contemporary implications.
3. Evidence an increasing likeness to Christ as manifested in love for God, love for others, and evidence of the fruit of the Spirit.
4. Demonstrate an increasing involvement in the local church or other ministries with which they are associated.
5. Identify, evaluate, and design effective strategies for leadership and discipleship training and spiritual nurturing for the local church and its surrounding communities.

6. Articulate major doctrines, historical perspectives, and theological issues including those related to spiritual renewal as they bear on Christian life and mission.

**Degree Requirements: 60 Hours**

The M.A. in Biblical Studies requires 60 units of course work comprised of 27 semester hours of biblical studies, 18 semester hours of theological/historical studies, and 15 semester hours of practical ministry studies.

**Biblical Studies: 27 hours**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
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<tbody>
<tr>
<td>GBIB 502</td>
<td>Old Testament Introduction</td>
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<tr>
<td>GBIB 507</td>
<td>New Testament Introduction</td>
</tr>
<tr>
<td>GBIB 512</td>
<td>Biblical Hermeneutics</td>
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<tr>
<td>GBIB 540</td>
<td>Poetic Books</td>
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<td>GBIB 560</td>
<td>Gospels</td>
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<tr>
<td>GBIB 530</td>
<td>Pentateuch</td>
</tr>
<tr>
<td>GBIB 567</td>
<td>Romans</td>
</tr>
</tbody>
</table>

2 Electives (6 hours)

**Theological/Historical Studies: 18 hours**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
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</thead>
<tbody>
<tr>
<td>GTH 541</td>
<td>Systematic Theology I</td>
</tr>
<tr>
<td>GTH 542</td>
<td>Systematic Theology II</td>
</tr>
<tr>
<td>GTH 511</td>
<td>Pentecostal History/Theology</td>
</tr>
<tr>
<td>GTH 501</td>
<td>Church History</td>
</tr>
</tbody>
</table>

2 Electives (6 hours)

**Practical Ministry Studies: 12 hours**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
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</thead>
<tbody>
<tr>
<td>GMIN 530</td>
<td>Pastoral Servant Leadership</td>
</tr>
<tr>
<td>GMIN 532</td>
<td>Counseling Ministry</td>
</tr>
<tr>
<td>GMIN 534</td>
<td>Educational Ministry in the Church</td>
</tr>
</tbody>
</table>

1 Elective (3 hours)

**Field Education: 3 hours**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
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</thead>
<tbody>
<tr>
<td>GMIN 590A</td>
<td>Supervised Ministry 1A</td>
</tr>
<tr>
<td>GMIN 591A</td>
<td>Supervised Ministry IIA</td>
</tr>
<tr>
<td>GMIN 592A</td>
<td>Supervised Ministry IIIA</td>
</tr>
</tbody>
</table>

**Master of Arts in Music**

The Master of Arts in Music degree is a two-year degree designed to provide opportunities for advance study in music and for developing trained, professional musicians in the professional areas of performance and general musicianship. The M.A. in Music program seeks to provide professional musical training in both church and secular music, and to provide opportunities for students to study and experience music, and
to share their musical life with the public. The M.A. in Music degree is awarded upon the successful completion of 48 semester hours of graduate work.

**Degree Outcomes**

Upon the completion of this program students will:

1. Plan and direct a broad variety of service opportunities in the church and the community.
2. Become better performers in a solo, choral, or instrumental capacity.
3. Have new insights, perspectives, and practices in musical performances.
4. Demonstrate the ability to effectively make and arrange music in diverse musical styles.

**Fields of Emphasis:**

- Composition
- Piano/Organ
- Conducting
- Voice
- Orchestral Instruments
- Music Business
- Computer Music

**Entrance Requirements for Each Emphasis**

**Auditions**


**Audition Repertoire**

**Composition**

Applicants will submit a portfolio of two representative scores and tapes three weeks prior to the scheduled audition date. An interview with department faculty is required on the audition date.

**Piano**

All works are to be performed from memory

1. Prelude and Fugue from Bach's Well-Tempered Clavier or a major work by Bach
2. Entire sonata by Mozart or Beethoven
3. Major work by Schubert, Romantic, Impressionistic, or Contemporary

**Organ**

Applicants will prepare on audition of two contrasting movements from a Baroque, Classical, or Romantic period.

**Conducting**

Applicants will perform on instrument or voice. An interview with department faculty is required on the audition date.
Voice
All works will be performed from memory.
1. An Italian song from the 17th or 18th century
2. A German song from the 17th or 18th century
3. An Opera Aria from the 17th or 18th century

Orchestral Instruments
Applicants will present two contrasting movements from a Baroque, Classical, or Romantic.

Praise Ministry
Applicants will perform two major works of instrument or voice.

Music Business
Applicants will pass:
1. A Piano Examination
2. A Written Examination

Computer Music
Applicants will:
1. Pass a Piano Examination
2. Submit a project

Degree Requirements: 48 Hours

The M.A. in Music requires 48 semester hours of course work comprised of 12 semester hours of theological studies and 36 semester hours of professional studies.

Biblical/Theological Studies: 12 hours

Required: 12 hours

GBIB 502 Old Testament Introduction
GBIB 507 New Testament Introduction
GTH 511 Pentecostal History/Theology
GMIN 510 Worship and Liturgy

Professional Studies: 36 hours

Required: 24 hours

MU 500, 501, 600, 601 Principal Instrument I-IV
MU 510 Music Literature of 18th & 19th Century
MU 520 Advanced Music Theory
MU 540 Music of the Baroque & Classical Period
MU 610 Musical Analysis
MU 6xx Master’s Recital/Project

Electives: 12 hours

MU 560 Worship and Praise
MU 640 Multimedia and the Internet
2 more electives (6 hours)

Keyboard Proficiency Examination:
Candidates in Conducting, Composition, Voice, Music Business, and Computer Music must pass an examination in piano before graduation. These examinations are administered during the registration periods prior to the fall and spring terms.

Master of Divinity

The Master of Divinity (M.Div.) degree is the three-year program that is considered the "first professional" ministerial degree. It is the standard by which many denominations evaluate their prospective ministers for ordination. The program offers a balance in biblical, theological, and practical training and is carefully designed to equip prospective ministers for effective pastoral or missionary ministry.

Although the M.Div. is not necessary for ordination in all churches or denominations, it is the degree that BU recommends all prospective pastors to attain. The graduate level of study involved in the M.Div. degree gives pastors greater practical and theological tools with which to accomplish their mission of serving the body of Christ.

Students who have previously earned a bachelor’s degree in biblical/theological studies may receive up to 15 hours of advanced standing.

Degree Outcomes

1. Demonstrate a general knowledge of the Bible, including a synthesis understanding of the major books.
2. Evidence an understanding of the historical development of theology, and an ability to support one’s theological views and apply them to contemporary issues.
3. Evidence an increasing likeness to Christ as manifested in love for God, love for others, and evidence of the fruit of the Spirit.
4. Apply biblical principles in dealing with contemporary moral and social issues.
5. Identify and implement key principles to establish dynamic worship, spiritual warfare, intercession, and release of gifts in ministry of the church.
6. Demonstrate an ability with professional competencies for traditional church ministry and pastoral responsibility, while fostering church growth through discipleship, leadership development, and evangelism.

Degree Requirements: 96 Hours

The M. Div. Program requires 96 hours of course work comprised of 33 semester hours of biblical studies, 27 semester hours of theological/historical studies, 30 semester hours of practices of ministry studies, and 6 semester hours of field education.

Biblical Studies: 33 hours
*GBIB 510  Hebrew I
*GBIB 511  Hebrew II
*GBIB 500  Greek I
*GBIB 500  Greek II
GBIB 502  Old Testament Introduction
GBIB 507  New Testament Introduction
GBIB 512  Biblical Hermeneutics
GBIB 522  Principles of Exegesis
GBIB 530  Pentateuch
GBIB 560  Gospels
3 Electives (9 hours)

*You may choose 2 semesters of Greek or 2 semesters of Hebrew

**Theological/Historical Studies: 27 hours**

GTH 541  Systematic Theology I
GTH 542  Systematic Theology II
GTH 501  Church History
GTH 515  Asian Church History
GTH 511  Pentecostal History/Theology
GTH 595  Christian Ethics
3 Electives (9 hours)

**Practices of Ministry Studies: 30 hours**

GMIN 505  Spiritual Formation
GMIN 510  Worship and Liturgy
GMIN 520  Homiletics
GMIN 534  Educational Ministry in the Church
GMIN 532  Counseling Ministry
GMIN 530  Pastoral Servant Leadership
GMIN 531  Evangelism and Discipleship
GMIN 544  Preaching Practicum
2 Electives (6 hours)

**Field Education: 6 hours**

GMIN 590A  Supervised Ministry IA
GMIN 590B  Supervised Ministry IB
GMIN 591A  Supervised Ministry IIA
GMIN 591B  Supervised Ministry IIB
GMIN 592A  Supervised Ministry IIIA
GMIN 592B  Supervised Ministry IIIB
MASTER OF BUSINESS ADMINISTRATION

Program Objective

The Master of Business Administration (M.B.A.) Program provides students business core in depth that builds an extensive knowledge of business functions in a global environment. This M.B.A. Program enriches students to develop an executive level perspective on economic systems, recognize the relationship between business and society, comprehend global perspective on business operations, and apply management theory and information technology in the business setting. Students will be much in demand as their skills in leadership, strategic planning, and the application of management theory.

Degree Outcomes

Upon completion of this program students will:
1. Develop a strategic level understanding of the key functions of business—accounting, economics, finance, international business, management, management information systems, marketing, operations, and statistics.
2. Practice problem analysis and decision-making and present results, both individually and as part of teams and groups, using vehicles such as problem and case analysis, integrated modules, and live consulting opportunities.
3. Understand the globalization and its impacts on people, businesses, and the economy.
4. Be able to values issues and application of values to business professions in case analysis and in classroom interaction..

Degree Requirements

The M.B.A. is conferred after satisfactory completion of sixty (60) semester units and forty two (42) semester units for students who fulfilled prerequisite requirements. The GPA for the degree must be 3.00 (B) or better. Students must complete all requirements within four (4) years from candidacy.

Prerequisite Courses: 18 Hours

(Students who completed their bachelor's degree in a non-business field or students with insufficient background in business management are required to complete the following prerequisite courses):

BA 130 Financial Accounting I
BA 220 Managerial Accounting
GS 250 Principles of Economics
BA 251 Business Law I
BA 290 Business Statistics
BA 370 Principles of Management

Core Major Courses: 21 Hours

(select four or six courses from below lists):

MBA 500 Accounting for Management
MBA 501 Human Resource Management
MBA 502 Operations Management
MBA 503 Marketing Management
MBA 504 Financial Management & Analysis
MBA 505 Business Statistics & Analysis
Elective Courses: 12 – 18 Hours

MBA 600 Business Ethics
MBA 610 Entrepreneurial Management
MBA 611 Leadership & Organizational Behavior
MBA 612 Management Communication
MBA 613 Operations Planning and Control
MBA 630 Advanced Tax Accounting
MBA 631 Government & Non-Profit Accounting
MBA 640 Risk Management and Derivatives
MBA 660 International Trade Policy
MBA 680 Advanced E-Commerce

Final Requirements for Graduation: 3 – 9 Hours
(Students are required to choose any one course from below lists)

MBA 701 Thesis (9 hrs)
MBA 711 Project (6 hrs)
MBA 721 Comprehensive Exam (3 hrs)

COURSE DESCRIPTIONS

M.A. & M.DIV. PROGRAMS

Biblical Studies

GBIB 500 & 501 Greek I, II 3 hours each
A study of basic New Testament Greek. Emphasizes basic vocabulary, basic grammatical rules, syntactical principles, and basic exegesis.

GBIB 502 Old Testament Introduction 3 hours
A study of the major doctrines presented in the Old Testament and their formation out of the development of the community of Israel.

GBIB 507 New Testament Introduction 3 hours

GBIB 510 & 511 Hebrew I, II 3 hours each
A study of biblical Hebrew. Emphasizes a basic vocabulary, basic grammatical rules, syntactical principles, verb formation, and basic exegesis.

GBIB 512 Biblical Hermeneutics 3 hours
A study of the principles of interpretation of the Bible in the context of Evangelical theology. A comparison of interpretation methodology across the theological spectrum is also conducted. Emphasis is placed on accurate understanding of the text based on factors such as the culture of the writer, grammar, context, etc.
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>GBIB 522</td>
<td>Principles of Exegesis</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>This course is designed to enable students to study the principle, process and task of the Bible exegesis through an analysis and interpretation of selected passages of the Bible. Students will develop skills and familiarity with tools and resources for critical exegesis.</td>
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<tr>
<td>GBIB 530</td>
<td>Pentateuch</td>
<td>3</td>
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<tr>
<td></td>
<td>A course which introduces the student to the critical issues of the Pentateuch writing, including its collection and a study of the theological issues which it addresses.</td>
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<tr>
<td>GBIB 531</td>
<td>Genesis</td>
<td>3</td>
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<tr>
<td></td>
<td>This course is an interpretative study with particular attention to the creation of universe and human beings. Special attention will be given to the relationship between God and human beings and patriarchal narratives.</td>
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<tr>
<td>GBIB 532</td>
<td>Exodus</td>
<td>3</td>
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<tr>
<td></td>
<td>This course is an exegetical and theological interpretation of Exodus with emphasis on historical issues, as well as contemporary applications.</td>
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<tr>
<td>GBIB 535</td>
<td>Historical Books</td>
<td>3</td>
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<tr>
<td></td>
<td>Survey of various issues on the historical books and to introduce the background, content, literary quality, and message of the historical books.</td>
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</tr>
<tr>
<td>GBIB 540</td>
<td>Poetic Books</td>
<td>3</td>
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<tr>
<td></td>
<td>A literary, expositional, and practical study of the books of Job, Psalms, Proverbs, Ecclesiastes, and Song of Solomon. The course focuses upon the introduction to the major literary types, motives, and practical emphases of these books.</td>
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<tr>
<td>GBIB 541</td>
<td>Job</td>
<td>3</td>
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<tr>
<td></td>
<td>This course is designed to study the good and evil issue, theodicy and the meaning of human beings’ suffering.</td>
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<tr>
<td>GBIB 545</td>
<td>Prophetic Books</td>
<td>3</td>
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<tr>
<td></td>
<td>An introduction to the historical background, forms, and message of the Old Testament prophets from the conquest through the restoration of Judah after its captivity.</td>
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<tr>
<td>GBIB 555</td>
<td>Life and Teachings of Jesus Christ</td>
<td>3</td>
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<tr>
<td></td>
<td>This course is an exegetical and theological interpretation of Jesus’ life, mission, preaching, and teaching. Emphasis will be on the historical Jesus and His mission for salvation of human beings.</td>
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<tr>
<td>GBIB 560</td>
<td>Gospels</td>
<td>3</td>
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<tr>
<td></td>
<td>A study of the inter-testamental period and the first four books of the New Testament with attention given to their formation, relationship to the first century Christian Church, critical issues, and theology.</td>
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<tr>
<td>GBIB 561</td>
<td>Matthew</td>
<td>3</td>
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<tr>
<td></td>
<td>This course is an exegetical study of the Gospel of Matthew. Special attention will be given to its literary uniqueness and theology. Its relationship to the rest of synoptic Gospel and the fourth Gospel will also be discussed.</td>
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<tr>
<td>GBIB 562</td>
<td>Mark</td>
<td>3</td>
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<tr>
<td></td>
<td>This course is an exegetical study of the Gospel of Mark, the first written Gospel. Special attention will</td>
<td></td>
</tr>
</tbody>
</table>
be given to its literary uniqueness and theology. Its relationship to the rest of synoptic Gospel and the fourth Gospel will be discussed.

**GBIB 563 Luke** 3 hours
This course is an exegetical study of the Gospel of Luke. Special attention will be given to the issue of the poor in the Gospel, its literary uniqueness and theology. Its relationship to the rest of synoptic Gospel and the fourth Gospel will also be discussed.

**GBIB 564 John** 3 hours
The purpose of this course is to gain a thorough knowledge and appreciation of the Fourth Gospel, focusing on John’s thematic and theological issues. The study will examine the following: comparison of the Fourth Gospel with the Synoptics, consideration of the structure of the Gospel; the Johannine communities and their writings; the relationship of “signs” to faith; the role of the community of faith; John’s Christology, eschatology, soteriology, and cosmology; the Johannine view of the Spirit and the Church; John’s dualism, sacraments, and symbolism.

**GBIB 565 Acts** 3 hours
An exegetical study of the book of Acts with attention given to its relationship to the Pauline letters, its depiction of the formation of the Christian Church, and its theology.

**GBIB 567 Romans** 3 hours

**GBIB 570 Hebrews & James** 3 hours
An analytical study of Hebrews and James. Focuses on the superiority of Christ’s passion, priesthood, and power for Hebrew and practical characteristics of the true faith for James.

**GBIB 699 Seminar in Biblical Studies** 3 hours
This course allows examination of selected themes in the Biblical Studies disciplines.

**Theological Studies**

**GTH 501 Church History** 3 hours
A study of the foundations and development of the Christian Church from the first century to the present.

**GTH 511 Pentecostal History/Theology** 3 hours
This course examines Pentecostal history and theology with an emphasis on their contribution to the contemporary church development.

**GTH 515 Korean Church History** 3 hours
A study of the development of the Christian Church in Korea from its early missionary foundations through the present, including the development and application of Christian theology.

**GTH 541 Systematic Theology I** 3 hours
An introduction to the foundation of theology with particular attention to the doctrine of God, Christ, the Bible (including authority, origins, and canonicity) and humanity.

**GTH 542 Systematic Theology II** 3 hours
A study of the nature of salvation, the Church, and last things. Emphasizes such topics as the nature and authority of the Church, the function and ministry of the Church, different interpretation of millennium,
death, resurrection, judgment, heaven, and hell.

GTH 545 Pneumatology 3 hours
This study of the theology of the Holy Spirit is an important part of understanding the triune God and the Pentecostal movement. Issues to be discussed including the history of Pneumatology, God, the Holy Spirit as a part of the Trinity, the empowerment of the Holy Spirit, the work of the Holy Spirit in an individual and in the Christian community, relationship to Pentecostal theology, issues of spiritual warfare and spirituality.

GTH 546 Reformation Theology 3 hours
An introduction to Reformed theology through a study of the Reformation era, the subsequent developments and more current shape and issues of the reformed theology.

GTH 551 Christian Apologetics 3 hours
A study of the major theological points of Christian faith in defense against non-Christian theological systems and philosophies.

GTH 555 Martin Luther 3 hours
This course is an interpretation of the life, thought and theology of Martin Luther in context of the Reformation. Special attention is given to perspectives on the Reformation and its background.

GTH 560 Contemporary Theology 3 hours
This course explores the broad range of contemporary critical theology including various forms of postmodern and poststructural thought. A particular focus on the resources offered by these critical theologies for contemporary theological reflection.

GTH 561 Post-Modern Christianity 3 hours
This course explores the various characteristics and broad range of postmodern society and Christianity in postmodern society. A particular focus will be given who a Christian is and what Christianity in postmodern society.

GTH 562 Global Expansion of Christ Missions 3 hours
This course surveys the missionary activity that spread the Christian faith over the world, from the formation of the early church down to this twenty-first century. Attention will be given to the characteristics of mission engagement through ages; motivations, principles, methods, and unique trends in doing missions. Students will gain valuable insights for doing missions both relevantly and effectively in this twenty first century, by learning from the mission practice of the past.

GTH 563 World Religions 3 hours
A survey of the religious systems present in the world and an analysis of evangelistic outreach among their members.

GTH 564 Biblical Foundation of Mission 3 hours
This course investigates the Bible from mission-based perspective. Students will discover God’s mission plan and acts through Old and New Testaments, and grasp biblical motives and foundations of missions, and be aware of mission calls both for church and individuals.

GTH 565 Pauline Theology 3 hours
A study of the major doctrines as found in the writings of Paul.
GTH 595 Christian Ethics 3 hours
A study of the application of Christian theology to the development of a Christian ethical system of living.

GTH 699 Seminar in Theological Studies 3 hours
This course allows examination of selected themes in theological/historical studies.

Practices of Ministry Studies

GMIN 501 Educational Research and Writing 3 hours
Basic methods of theological and educational research with assessment of each method for use in religious education. Course will include units on theological research and introduction to research design.

GMIN 504 Power Encounter 3 hours
The course will focus on the biblical validity and contemporary relevance of spiritual power encounters in the extension of the Kingdom of God. Topics treated will include: western worldviews and spiritual power, power encounter defined, power encounters in the Bible, power encounters in the historical extension of Christianity, relationships between power encounters and allegiance and truth encounters, collective and individual power encounters.

GMIN 505 Spiritual Formation 3 hours
Addresses a variety of topics in spiritual formation in order to optimize personal resources such as life inventory, discovery, and establishing identity.

GMIN 510 Worship & Liturgy 3 hours
A study of worship techniques appropriate for various occasions.

GMIN 520 Homiletics 3 hours
An introduction to the skill of sermon construction and delivery. Students are given opportunities to preach followed by an evaluation for improvement and further development.

GMIN 530 Pastoral Servant Leadership 3 hours
A study of the skills of leadership and an evaluation of the student’s personal strengths and weaknesses for leadership in a church setting.

GMIN 531 Evangelism & Discipleship 3 hours
An examination of the techniques of personal evangelism and the training of others to engage in evangelistic ministry. Special attention is given to the selection of disciples, small-group discipleship, and the training of lay leaders within a church context.

GMIN 532 Counseling Ministry 3 hours
A study of the biblical principles to Christian counseling. Application and implementation of a biblical model of counseling will be emphasized.

GMIN 534 Educational Ministry in the Church 3 hours
An introductory study of the church's educational ministry, including its historical, parachurch, philosophical, and theological foundations.

GMIN 536 Human Development in Ministry 3 hours
A survey of human development research with attention given to physical, cognitive, socio-emotional, moral, and faith aspects as they relate to spiritual development of the individual and the family.
GMIN 537 Mentoring 3 hours
This course is a study of mentoring for Christian leadership development and ministry. Mentoring is one of the most important means for leadership training and leadership development in today’s church. Mentoring can be used in Christian organizations and local churches as a flexible and effective leadership training and leadership development model.

GMIN 538 Teaching Methods 3 hours
A study on assessment of students’ needs, preparation of lesson plans, use of teaching aids, and evaluation of the teaching.

GMIN 539 Lifelong Development of Christian Leaders 3 hours
This course investigates the nature and process of Christian leadership emergence and development that usually last for one’s life time. Students will be able to be sensitive to the call for ministry and service and to effectively develop their Christian life and career as leader.

GMIN 540 Marriage & Family Counseling 3 hours
This course examines biblical approaches to marriage and families.

GMIN 541 Cross-cultural Ministry Practicum 3 hours
This course equips students for short term overseas missions. Students will learn their biblical motivation for shorter missions, cultural adaptation, and effective ministry.

GMIN 544 Preaching Practicum 3 hours
An introductory practicum in preaching.

GMIN 560 Church Planting & Growth 3 hours
An introduction to the tools and methodology of starting and growing churches.

GMIN 595 Preaching in Contemporary Culture 3 hours
This course is an opportunity to develop and refine a student’s preaching skill and awareness in contemporary culture. This considers the characteristics of contemporary culture, relationship between preaching and culture, and the problem of preaching. This involves the integration of all other theological disciplines, as well as a student’s faith journey and the use of language, public speaking, storytelling, imagination, mass media, and other communication skills.

GMIN 699 Seminar in the Practices of Ministry 1~9 hours
This course allows for the examination of selected themes within the disciplines of the practices of ministry.

Field Education

GMIN 590A Supervised Ministry IA 1 hour
This course provides the opportunity to be involved in a local church or parachurch ministry.

GMIN 590B Supervised Ministry IB 1 hour
This course provides the opportunity to be involved in a local church or parachurch ministry.

GMIN 591A Supervised Ministry IIA 1 hour
Two semesters of Supervised Ministry II are required after completion of the requirements for Supervised Ministry I.
Prerequisite: completion of GMIN 590A, 590B

GMIN 591B Supervised Ministry IIB 1 hour
This course provides the opportunity to be involved in a local church or parachurch ministry.
Prerequisite: completion of GMIN 590A, 590B, 591A

**GMIN 592A Supervised Ministry IIIA** 1 hour
Two semesters of Supervised Ministry III are required after completion of the requirements for Supervised Ministry II.
Prerequisite: completion of GMIN 590A, 590B, 591A, 591B

**GMIN 592B Supervised Ministry IIIB** 1 hour
This course provides the opportunity to be involved in a local church or parachurch ministry.
Prerequisite: completion of GMIN 590A, 590B, 591A, 591B, 592A

**GMIN 593 Ministry Internship** 3 hour
An internship provides the opportunity for an intensive supervised ministry experience. This must be a full-time position for one semester.

**Music**

**MU 500, 501, 600, 601 Principle Instruction I - IV** 3 hours each
One hour private lesson each week for each emphasis. A student must participate in weekly performance as a part of private lesson.

**MU 502, 503, 602, 603 Music Business Project I -IV** 3 hours each
A course project for the students whose emphasis is in Music Business and Media Production designed with the assistance of the advisor.

**MU 510 Music Literature of 18th & 19th Century.** 3 hours
A study of the literature, historical background, function, and application of church and secular music from the Baroque period to Contemporary.

**MU 520 Advanced Music Theory** 3 hours
A study of 19th and 20th century harmony and contrapuntal practice with analysis and writing assignment. The course includes the study of serial technique and others.

**MU 521 Advances Composition** 3 hours
For graduate student with evidence of preparation for advanced work, includes Choral writings, instrumental capabilities, modulation, and percussion writing.

**MU 522 Advances Orchestration** 3 hours
For graduate students wanting an emphasis on contemporary techniques.

**MU 523 Accompanying** 3 hours
A study of piano and organ accompany skills and their use in promoting a spiritual atmosphere in worship service

**MU 524 Piano Pedagogy** 3 hours
The purpose of this course is looking through piano method of teaching following changing history, educational theory and document providing in the 21th century and seeking direction for practical education.

**MU 530 Musical Acting Skill** 3 hours
A collaborative journey that will further our understanding of human nature spiritually, emotionally, and
intellectually, through the exploration of various acting methods from Stanislavsky to Avant-garde theatre. The class will be culminated in a musical showcase at the end of each semester.

**MU 533 Accompanying** 3 hours
Advanced study of piano and organ accompany skills and their use in promoting a spiritual atmosphere in worship service.

**MU 532 Advanced Orchestration Ⅱ** 3 hours
For graduate students wanting an emphasis on contemporary techniques.

**MU 540 Music of the Baroque & Classical Period** 3 hours
Styles, forms, composers, and compositions of the Baroque & Classical Period.

**MU 541 Music of the 19th Century** 3 hours
Vocal and instrumental music of the Romantic era from late Beethoven through Brahms.

**MU 542 Music of the 20th Century** 3 hours
Major musical development in Western Europe and the America from 1980 to the present.

**MU 544 Music Therapy** 3 hours
In depth study of diverse music therapy techniques applied for various patient population will be addressed. Fundamental concepts of therapy structure and the creative process of technique development and application will be informed. Actual application of therapy techniques through case studies, in class group assignments, and activity leading presentations will amply equip student’s knowledge base with application tools on music therapy techniques.

**MU 545 Music Therapy Techniques** 3 hours
This course provides an introduction of Music Therapy techniques encompassing theoretical review, clinical application, professional skills building, case studies analysis and technical presentation.

**MU 550, 552, 553 Ensemble I-IV** 3 hours
Large or small instrumental or vocal ensemble. Ensemble may include wind ensembles, chamber ensembles, percussion ensembles, brass ensembles, and other small instrumental ensembles.

**MU 554, 555, 556, 557 Voice Ensemble I-IV** 3 hours
Large or small Voice ensemble.

**MU 558, 559 Opera Workshop Ⅰ, Ⅱ** 3 hours
This course is designed for development of Professional Vocalist that in demanded in the field of musician.

**MU 560 Worship and Praise** 3 hours
A study or traditional and contemporary worship service praise music.

**MU 562 Jazz Studies & Improvisation** 3 hours
Include memorization procedure for song melody and harmony, listening skills, chord tone soloing, tempo accuracy, melodic and rhythmic embellishment of song melody, and soloing with full rhythm section accompaniment.

**MU 563 Advanced Rhythm Studies** 3 hours
An examination of proper recording techniques, including microphone placement, console and signal flow, editing and live recording. Discussion and utilization of limiters, compressors, noise gates, digital delay and other signal processing equipment used in the multi-track recording process. Recording projects are
MU 570 Music Business and Management 3 hours
Analysis of the recording industry, artists contracts, labor agreements, theatrical agents, managers, record production, publishing copyright laws, songwriter contracts, motion pictures, etc. And a study of important management techniques and approaches.

MU 571 Arts marketing and Audience 3 hours
Topics discussed include fund raising, advertising, marketing films and videos and multi-image presentations. Includes analyzing the music industry and developing music event planning.

MU 572 Copyright, Publishing and Understanding the Music Business 3 hours
Music Licensing : Marketing Music for Film, TV and the Internet.

MU 573 Owning and Operating a Music Business 3 hours
Modern techniques and strategies for selling a musical product, operating a small business, and operating and on-line ecommerce.

MU 574 Legal Issues of the Music Industry 3 hours
A legal issues of concern to musicians and song writers with special emphasis on copyright law, recording and music publishing agreement.

MU 575 Music Industry Internship 3 hours
An experience within the music industry by interning for a music-related company.

MU 576 Inside the Recording Industry 3 hours
Analysis of the various departments within a record company and how they work with each other and with management to build artist's career.

MU 578 Opera Literature 3 hours
This course will survey the development of opera literature from 1600 to the present time. Masterpieces of opera repertoire will be covered.

MU 579 German Diction 3 hours
Studies singing and diction of German Text, Songs.

MU 580 Seminar in Music Education 3 hours

MU 581, 582 Conducting I, II 3 hours
An advanced study of the skills needed for conducting both choral and orchestra group and rhythm training, score reading, conduct technique.

MU 610 Musical Analysis 3 hours
Analysis and discussion of the 19th and 20th century music, seminar subject areas include Bartok’s theory and practice, current trends, modern opera, new consonance, Hindemith. Stravinsky and American Neo-classicism, aerialists and others.

MU 620 Music Ministry 3 hours
A study of the philosophies and methodologies of music ministry. This course introduces the theology and history of Christian worship.

**MU 640 Multimedia and the Internet**  
3 hours  
Students will create multimedia presentations using graphics, digital audio, digital video, and MIDI hardware and software. Each student completes a project demonstrating the ability to effectively use multimedia hardware and software in creating a useful application for education.

**MU 641 MIDI**  
3 hours  
The use of MIDI technology including basic synthesis, sound design, notation, sequencing and sampling. A detailed study of the hardware and software used to connect digital music devices and personal computers.

**MU 650 Graduate Recital**  
P/NP  
A graduate recital for students whose emphasis is in Piano, Organ, Accompanying, Choral Conduction, Voice, Composition, Orchestral Instrument, and Praise Ministry. Preparation for and performance of selected pieces in the students principal instrument. Continuous registration in the fall and spring semesters in required until the recital is complete.

**MU 660 Graduate Project**  
P/NP  
A final project for the students whose emphasis is in Music Business and Computer Music in designed with the assistance of the advisor. Continuous registration in the fall and spring semesters is required until the thesis completed.

**Master of Business Administration**

**MBA 500 Accounting for Management**  
3 hours  
This course offers real world tools for decision making within the context of organizational strategy. Effective tools are linked with management concepts such as strategic position analysis, value chain analyses, and affects on decisions of how a business competes in the marketplace. Both financial and non-financial information is integrated for better strategic, organizational and operational decisions. The course objective is to offer today’s managers’ effective tools to use comparatively when considering alternative strategies and making decisions. This is the insider’s perspective to keeping an entity competitive. Traditional cost behavior concepts, cost-volume-profit (CVP) analysis, and product costing are updated with real world examples and decision cases. New measures for relevant costs and reflective performance reports are prepared with reporting alternatives by segment, with transfer pricing and ending with an overall balanced scorecard.

**MBA 501 Human Resource Management**  
3 hours  
This course offers a descriptive statistics and probability theory that relates to the fields of business and economics. This course provides a basic knowledge of the key aspects of managing human resources in domestic and multinational organizations, including a consideration of labor relations and diversity management issues. Topics include, but are not limited to, job analysis, planning, recruiting, selection, orientation, training and development, performance appraisal, compensation and benefits, dispute resolution, and legal frameworks for both the non-union and union environments. Students will develop critical skills required to manage human resources in a multitude of workplace environments.

**MBA 502 Operations Management**  
3 hours  
Operations Management (OM) is concerned with the management of resources and activities that produce and deliver goods and services for customers. The course focuses on the basic concepts, issues, and techniques for efficient and effective operations. Special emphasis is placed on process improvement and supply chain management. Topics include operations strategy, product and service design, process design and analysis, capacity planning, lean production systems, materials and inventory management, quality
management and six sigma, project management, and supply chain management.

**MBA 503 Marketing Management**
3 hours
Marketing Management is the art and science of choosing target markets and getting, keeping, and growing customers through creating, delivering, and communicating superior customer value. Marketing management seeks to meet organizational objectives by effectively satisfying customers in a dynamic environment. This course provides an overview of marketing processes and marketing principles, and provides students with the opportunity to apply the key concepts to practical business situations.

**MBA 504 Financial Management & Analysis**
3 hours
This course provides a framework for analyzing financial management and investment decisions. This course examines the theories, techniques and practices required to manage an organization's financial resources effectively. The topics are treated as integral parts of the overall strategic and operating resource allocation processes of the organization. The course methodology is oriented toward analysis of historical and present performance as well as toward the projection of future outcomes, both short-term and long-term. The course stresses approaches involved in the exploration of a firm’s financing strategies, including its access to a variety of capital sources on terms and conditions that assure the organization maintains or improves its competitive position. This includes detailed analysis of sources and uses of capital raised.

**MBA 505 Business Statistics & Analysis**
3 hours
This course is designed to use statistical methods as analytical tools for understanding and solving business problems and supporting business decision making. It includes descriptive statistics, sampling, inferencing and regression. It helps students for applications of inferential statistics in managerial decision-making; Measures of central tendency: Mean, Median and Mode and their implications; Measures of Dispersion: Range, Mean deviation, Standard deviation , Coefficient of Variation (C.V.), Skewness, Kurtosis.

**MBA 600 Business Ethics**
3 hours
This course provides students with an understanding of the social and natural environments within which moral issues in business arise. Within this framework it introduces students to both the ethical concepts and ethical principles, and the reasoning and analytical skills needed to resolve those moral dilemmas.

**MBA 610 Entrepreneurial Management**
3 hours
This course is intended for anyone interested in starting a business, working for an entrepreneurial company or working with entrepreneurial firms as an investor or advisor. The course is designed as a broad overview of entrepreneurial activities and issues, including identifying a winning business opportunity, gathering funding for and launching a business, growing the organization and harvesting the rewards. The class also invites you to consider how your entrepreneurial initiative can make a difference to society.

**MBA 611 Leadership & Organizational Behavior**
3 hours
This course provides students with useful take-aways from the field of organizational behavior that may help you become effective leaders, and stay that way. To do this, we will: 1) Discuss several effective approaches to work motivation and leadership. 2) Demonstrate their application potential in the workplace. 3) Assess your motivation, personality, and leadership styles through psychometric scales.

**MBA 612 Management Communication**
3 hours
This course provides students with a model for educators who are looking for a comprehensive introduction to essential communication topics and skills in the context of an MBA program. It focuses on an integrated planning process for all communication elements, including consumer and trade advertising, public relations, direct and database marketing, promotions, personal selling, and new media to achieve synergy in communicating with various constituencies.
MBA 613 Operations Planning and Control 3 hours
The course will describe the use of planning and control systems to manage material flow and capacity in operations. Operations planning and control is an integrative function in business that is critical in linking the planning activities in many areas of the business (e.g., marketing, operations, finance, and engineering). Topics covered include forecasting, Sales & Operations Planning (S&OP), master production scheduling (MPS), material requirements planning (MRP), capacity management, inventory management, and production activity control (PAC).
In particular, this course will emphasize the overall structure of the planning and control function in managing manufacturing and service operations and how this function coordinates activities with other business areas.

MBA 630 Advanced Tax Accounting 3 hours
This course provides students with 1) concepts and practices underlying generally accepted accounting principles relating to equity method investments, business combinations, foreign currency transactions and translation, 2) Analysis of how non-controlling interests are reflected in accounting reports, 3) Emphasis on interpreting and applying professional accounting standards, 4) Theory and development of financial accounting practices associated with international transactions, business combinations, and non-profit organizations.
This course will help students 1) gain an in-depth understanding of the theory and current practice of financial accounting for business combinations and equity investments, and foreign currency-related issues, and 2) understand the differences between IFRS and US GAAP and to be able to reconcile these differences.

MBA 631 Government & Non-Profit Accounting 3 hours
This course is designed to provide a framework for understanding the special accounting and reporting requirements of nonprofit organizations. The emphasis is on reporting concepts and budgeting principles for governmental and nonprofit economic entities.

MBA 640 Risk Management and Derivatives 3 hours
This course is designed to provide the students to know when and how to manage risks with derivatives and is expected understand how risk management creates value. The students will be exposed to the recent risk management development and empirical evidences on current practices and should be able to have a good balance of theory and practice in risk management.

MBA 660 International Trade Policy 3 hours
This course provides a systematic understanding of critical aspects of international trade which is one of the important forces driving toward globalization, that is, the integration of national business activities into globally competitive markets. It examines the role of comparative advantage as a determinant of the location of production and review several theories that explain why countries trade with each other. It also examines the effects of government policies toward international trade with special attention to trade tariffs, quotas, voluntary export restrictions and subsidies. Another goal of the course is to study the economic and political forces underlying the creation of trade blocs such as free trade areas, custom unions and common markets.

MBA 680 Advanced E-Commerce 3 hours
This course is designed to examine how e-commerce and e-business affect digital economy, compares business models, strategies for e-commerce. This course helps students 1) to analyze business models of pioneering internet companies, such as Google and eBay, as well as newcomers that are changing the e-Business environment, such as Facebook and Threadless, 2) to develop a business model for an Internet-based enterprise, and will create a publicly hosted working website to promote their proposed product or service.

General Electives
**ITG 500 Speech Recognition**  
3 hours  
The Fundamentals of Speech Recognition course consists of two parts: the theory track, which is organized as a series of 45 one-hour lectures; and an implementation track that consists of exercises based on the ISIP public domain recognizer. The goal of this course is to develop a working knowledge of large vocabulary conversational speech recognition. Students will learn the theory behind state-of-the-art systems, and have a chance to experiment with such systems on leading edge tasks such as the conversational speech database known as Switchboard.

**ITG 501 Audio Signal Processing**  
3 hours  
This course studies human hearing within a signal processing framework. The human auditory system will be contrasted with manmade systems composed of microphones, noise suppression, signal processing, filter bank models, etc. Finally, some amount of classical acoustics will be studied to better understand the signal processing problems inherent in sound processing by man or machine. Major course topics include:

**ITG 502 VoIP using Cisco System**  
3 hours  
The Cisco Certified Voice Professional (CCVP) designation recognizes the increased importance placed on IT professionals of today who are responsible for integrating voice technology into underlying network architectures. Earning a CCVP certification validates a robust set of skills in implementing, operating, configuring, and troubleshooting a converged IP network.

**ITG 503 Data Base using ASP**  
3 hours  
This class will teach Microsoft Visual Basic programmers and beginning Web developers the fundamentals of Web application site implementation by using Microsoft ASP.NET and Microsoft Visual Basic .NET. This course focuses on using the Microsoft Visual Studio .NET environment and the Microsoft .NET platform to create an ASP.NET Web application that delivers dynamic content to a Web site.

**ITG 504 Advanced Comm. System**  
3 hours  
This class is to create a SIP-based conference service that allows students to participate in a classroom real-time from remote sites. This class tests and characterizes the ability of a wireless mesh network using the CUWIN routing protocol to support SIP-based VoIP applications.

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**Doctor of Ministry Program**

The Doctor of Ministry degree (D.Min) is an advanced professional degree designed for the spiritual and academic replenishment of professional ministers or workers currently serving in Christian ministry. The program will provide a challenging and practical environment in which the student can learn, understand, apply, examine, synthesize, and assess religious, educational, and practical experiences.

**Degree Outcomes:** As a consequence of the D.Min program, the participant will:

1. *Develop* a comprehensive and critical understanding of ministry in which theory and practice interactively inform and enhance each other;
2. *Learn* and practice biblical and leadership principles of managing disagreements between persons and within Christian organizations;
3. *Gain* an advanced understanding and integration of ministry in relation to spiritual formation and discipleship;
4. *Become* conscious of particular personal issues that have an effect on ministry leadership;
5. *Learn* the process of empirical inquiry and data analysis;
6. *Utilize* cohort learning and assessment through the distance-learning milieu and on-site residency periods;
7. *Explain* biblical and theological truths with sensitivity to the needs of a global society;
8. *Renew* the personal life of faith and servanthood of the participant;
9. *Discover* how to take action as a servant-leader to issues of personal and interpersonal crisis;
10. *Contribute* to the understanding and practice of ministry through writing a Doctor of Ministry Project.

**Degree Requirements: 42 Hours**

D. Min Program requires 42 hours of course work comprised of 12 semester hours of Theological and Spiritual Foundation for Ministry, 12 semester hours of Practical Application for Ministry, 9 semester hours of practices of Biblical Leadership and Missional Strategy, and 9 semester hours of Research Methodology and Project.

**Theological Spiritual Foundation: 12 hours**

- BCDM 802 Jesus Christ, Scripture, and Foundation for Ministry
- BCDM 803 Foundation and Growth of Pentecostalism
- BCDM 801 Fourth Dimension Spirituality
- BCDM 806 Engaging Culture in Mission and Ministry

**Practical Application for Ministry: 12 hours**

- BCDM 812 Dynamic Preaching for Today’s people
- BCDM 805 Small Groups and Discipleship
- BCDM 822 Spiritual Gifts and Church Growth
- BCDM 808 Spiritual Warfare and Inner Healing

**Biblical Leadership and Missional Strategy: 9 hours**

- BCDM 821 Leading Christian Organizations and Cultivating Leadership
- BCDM 807 Developing Missional Church for the World
- BCDM 804 Mentoring and Coaching

**Research Methodology and Project: 9 hours**

- BCDM 841 Research Design and Methodology
- BCDM 842 Doctor of Ministry Project
COURSE DESCRIPTIONS

Theological and Spiritual Foundation for Ministry

BCDM 802 Jesus Christ, Scripture, and Foundation for Ministry
This course examines the historical, philosophical, and theological foundations of church ministry as it relates to the superiority of Jesus Christ and the sufficiency of Scripture.

BCDM 803 Foundation and Growth of Pentecostalism
This course studies and appraises dynamics of the early Pentecostal movement, the nature of the significant changes that have occurred, and what it may look like in the twenty-first century.

BCDM 801 Fourth Dimension Spirituality
This class will study the accumulation of knowledge and wisdom concerning the spiritual world as documented in the book, “The Fourth Dimension: Vol. 1” by Rev. David Yonggi Cho. This book stresses the importance of having hopes and dreams, the power of confessing creative words of faith, and the necessity of planting seeds of faith. Other topics will be examined, such as, “Incubation: A Law of Faith,” “The Creative Power of the Spoken Word,” “The Fourth Dimension,” and “The School of Andrew.”

BCDM 806 Engaging Culture in Mission and Ministry
This course considers the potential of Pentecostal mission and ministry in a rapidly evolving, global culture. The spotlight is on learning to distinguish culture as opportunity for cooperating with the mission of Jesus, and for discerning ministry as opportunity for Spirit-empowered expressions of that mission.

Practical Application for Ministry

BCDM 812 Dynamic Preaching for Today’s People
Student will explore the relevance of the spiritual dimensions of Scripture to Christian ministry. Students learn how to preach the Scripture with greater precision and application. Student will learn how to evaluate an audience and adjust communication for the greatest effect.

BCDM 805 Small Groups and Discipleship
Student address the need for developing a philosophy of ministry that focuses on building Jesus-followers within the context of small groups. Consideration is given to strategies for designing a disciple-building environment that can be used in church and para-church ministries. Balanced discipleship building will be a document principle and both personal and corporate discipleship will be taken into account.

BCDM 822 Spiritual Gifts and Church Growth
This course relates biblical, missiological, theological, and pastoral insights to the gifts of the Spirit as it relates to church growth. It presents the biblical theological foundation for ministry in Spiritual gifts and an understanding of the church and her major functions from a theological and organization point of view. Special attention is given to Spiritual gifts in the process of planting, growing, and developing community life within the local church.

BCDM 808 Spiritual Warfare and Inner Healing
A study of the biblical teachings concerning the purposes and tactics of the spirits of darkness and the strategies and resources to combat them, along with an examination of the theory and practice of inner healing as basic and indispensable for other healing ministries. The course considers definition, theological foundation, necessities, biblical models, and related ministry skills. The principles of emotional healing and
spiritual healing are explained in detail.

**Biblical Leadership and Missional Strategy**

**BCDM 821  Leading Christian Organizations and Cultivating Leadership**  
This class explores biblical leadership and missional strategy as it pertains to the modern-day church with special thought given to the integration of biblical values, contemporary leadership theory, contemporary organizational theory, and the participant's context of ministry.

**BCDM 807  Developing Missional Church for the World**  
This course explores the distinguishing contours of the missional church revolution as well as the leadership required by it. This course comprehensively explores foundations, paradigms, strategies and means for impacting believers and contemporary cultures. In addition, global challenges of the urban context and assimilation will be considered.

**BCDM 804  Mentoring and Coaching**  
Attention is given to everyday life as the locality for effective spiritual formation, the application of discernment in the common life of the Christian community, and the role of the equipping pastor in empowering Christians for service.

**Research Methodology and Project**

**BCDM 841 Research Design and Methodology**  
This course readies the student for presentation of an acceptable dissertation to the Doctor of Ministry Project Supervisor. Components of a prospectus research methodologies and writing strategies are examined and utilized.

**BCDM 842 Doctor of Ministry Project**  
Composition and presentation of an acceptable written project which integrates theory and praxis and makes a meaningful contribution to the practice of ministry.
CERTIFICATE PROGRAMS

English as a Second Language Program (ESL)

Bethesda English Language Learning (BELL)

Mission Statement

The mission of this program is to equip non-English speakers with the necessary skills that will enable them to be successful in an English-speaking culture and environment. The goal is to facilitate students’ transition and adaptation to American society and to help them become competent linguistically, culturally, and spiritually.

General Information

The Bethesda University English as a Second Language (ESL) Program offers courses all year-round for students who are required to take ESL classes as an academic requirement as well as for individuals who simply desire to improve their English language skills. We are dedicated to providing high-quality English instruction in a supportive environment that prepares Students to achieve their academic and personal goals.

Students admitted to the ESL Program will be tested and placed into the proper course level to ensure effective language learning. In each level, students are required to enroll in Core and Concentration classes. Students will also have the option of enrolling in elective courses offered during the term.

Objectives

Upon completion of all three levels of ESL, students will be able to have:

1) A holistic understanding of the English language.
2) Oral language skills that will enable them to merge into American society.
3) Knowledge of American culture.
4) An understanding of most idiomatic characteristics of the English language.
5) Reading, writing, grammar, and listening skills that will enable them to pursue further studies in American institutions.
6) A sense of self-confidence gained from our biblical approach to teaching English.

BELL Placement

All students who received a TOEFL PBT score of 550 or above, a TOEFL CBT score of 213 or above or a TOEFL IBT score of 80 or above are exempt from taking ESL courses.

Grades determine whether a student will advance to the next level in a class. It is preferable that students receive a grade of “A” (93-100) or “B” (83-89) to advance. However, when a student passes a course in one level with a grade of ‘C’ or above he or she can take the next level course in that skill – grammar, listing and speaking, reading, and writing – the following semester.

Upon successful completion of all the core courses in a level, the student may advance to the next level.
For transfer students who have taken ESL classes elsewhere, the University will evaluate both the results of the BELL placement test and the student’s transcript in determining the most appropriate level of English proficiency.

**BELL - ESL Certificate**

BELL program students who wish to receive an ESL certificate must complete minimum of 28 units of ESL in one year. Upon completion of 28 units or more, students may earn their BELL ESL Certificate.

**COURSE DESCRIPTIONS**

**ESL Core Classes**

Bethesda University’s Core ESL classes are required for all credit ESL students. Each 6 unit class incorporates reading, writing, listening, and speaking skills. The classes are designed in a way that each skill reinforces the learning of new grammar structures, vocabulary, and language functions. While enrolled in core classes, students are encouraged to take academic concentration classes. *The availability of each core class is dependent on enrollment.*

**ENGLISH AS A SECOND LANGUAGE GL 101 - 6 Units**

*ESL Core Class, Level 1*

This introductory core ESL course is designed for students who are learning basic English reading, writing, listening, and speaking skills. This course is suitable for beginning students needing a thorough presentation of basic functions, grammar structures, and vocabulary. After completing the course, students will be able to read and write basic English sentences and paragraphs. Additionally, they will be able to engage in simple oral communication. Students in this class are encouraged to enroll in GL104, GL105, and ESL Electives. They are also allowed concurrent enrollment to all university courses taught in the Korean language. 

**Prerequisites:** No previous study of English is required.

**ENGLISH AS A SECOND LANGUAGE GL 111 - 6 Units**

*ESL Core Class, Level 2*

This level 2 ESL course is designed for students who are learning high beginning to low intermediate level English reading, writing, listening, speaking, and grammar. This course builds on the foundations established in the Intro level and extends the students’ grammatical, lexical, and functional abilities. At the completion of the course, students will be able to read and write short essays and actively participate in English conversations. Students in this class are encouraged to enroll in GL112, GL113, and ESL Electives. They are also allowed concurrent enrollment to all university courses taught in the Korean language.

**Prerequisites:** ESL GL101

The prerequisite course can be waived by passing the level assessment test.

**ENGLISH AS A SECOND LANGUAGE GL121 - 6 Units**

*ESL Core Class, Level 3*

This level 3 ESL course is designed for students who are learning high intermediate English reading, writing, listening, speaking, and grammar. This course bridges the gap between the lower level ESL core classes and the advanced level. It reinforces the integrated skills acquired in the Intro and beginning levels and extends the students’ grammatical, lexical, and functional abilities towards the advanced level. At the completion of the course, students will be able to comprehend higher level English and express more complex ideas with fluency and accuracy. Students in this class are encouraged to enroll in GL122, GL123, and ESL Electives. They are also allowed concurrent enrollment to all university courses taught in the Korean language. Successful completion of this course removes all restrictions for attending college level courses taught in the English language.
**Prerequisites:** ESL GL111
The prerequisite course can be waived by passing the level assessment test.

**ENGLISH AS A SECOND LANGUAGE GL131 - 6 Units**
**ESL Core Class, Level 4**
This level 4 ESL course is designed for students who are learning advanced level English reading, writing, listening, speaking, and grammar. This course completes the four part ESL core class series. At the completion of this course, students will be able to comprehend advanced level English and actively express complex ideas with fluency and accuracy. Students in this class are encouraged to enroll in GL132, GL133, and ESL Electives. They are also allowed concurrent enrollment to all university courses taught in the Korean language. Students enrolled in this class are allowed to take college level courses taught in the English language.

**Prerequisites:** ESL GL121
The prerequisite course can be waived by passing the level assessment test.

**ESL Concentration classes**

These are required courses to be taken concurrently with core ESL classes of the same level. Each 3 unit concentration class will have assigned prerequisite courses which can be waived by passing the assessment test of the desired level.

**GL102 Basic English Vocabulary (3 units)**
This basic English vocabulary course is designed to help intro level students learn the most frequently used words in the English Language. It will cover the General Service List (GSL), a list of the 2,000 words that make up about 80% of any written or spoken material in English. This course is meant to be taken concurrently with GL101.

**Prerequisites:** No prerequisites required.

**GL103 Basic Pronunciation (3 units)**
This basic English pronunciation course is designed to help students retrain the speech muscles used to produce the phonetic sounds in the English language. This course is meant to be taken concurrently with GL101 but is open to all levels of students in the ESL program.

**Prerequisites:** No prerequisites required.

**GL112 Beginning Academic Reading and Writing (3 units)**
This academic reading and writing class introduces students to basic reading comprehension as well as sentence and paragraph level composition. This course is meant to be taken concurrently with GL111.

**Prerequisites:** ESL GL101
The prerequisite course can be waived by passing the level assessment test.

**GL113 Listening to Academic Lectures 1 (3 units)**
This is an introductory level class in academic listening. The course is designed to prepare students for academic lectures in the North American university setting.

**Prerequisites:** ESL GL101
The prerequisite course can be waived by passing the level assessment test.

**GL081 Basic Grammar (3 units)**
This grammar class introduces students to basic English word order patterns as well as grammar items like simple present, simple past, simple future, and present progressive verb tenses. This course is meant to be taken concurrently with GL111.
**Prerequisites:** ESL GL101
The prerequisite course can be waived by passing the level assessment test.

**GL122 Intermediate Academic Reading and Writing (3 units)**
This academic reading and writing class introduces students to longer academic reading materials and prepares them for college-level writing. It will focus on paragraphs and introduce students to basic essay writing. This course is meant to be taken concurrently with GL121.

**Prerequisites:** ESL GL111, GL112
The prerequisite course can be waived by passing the level assessment test.

**GL123 Listening to Academic Lectures 2 (3 units)**
This is an intermediate level class in academic listening. The course is designed to prepare students for academic lectures in the North American university setting.

**Prerequisites:** ESL GL111, GL113
The prerequisite course can be waived by passing the level assessment test.

**GL082 Intermediate Grammar (3 units)**
This grammar class reinforces basic English grammar and introduces higher level items like modal auxiliaries, the passive voice, and adjective clauses. This course is meant to be taken concurrently with GL121.

**Prerequisites:** ESL GL111, GL081
The prerequisite course can be waived by passing the level assessment test.

**GL132 Advanced Academic Reading and Writing (3 units)**
This academic reading and writing class is a preparatory course for college level writing. It will focus on the various essay types required in the university setting. This course is meant to be taken concurrently with GL131.

**Prerequisites:** ESL GL121, GL122
The prerequisite course can be waived by passing the level assessment test.

**GL133 Listening to Academic Lectures 2 (3 units)**
This is an intermediate level class in academic listening. The course is designed to prepare students for academic lectures in the North American university setting.

**Prerequisites:** ESL GL121, GL123
The prerequisite course can be waived by passing the level assessment test.

**GL083 Advanced Grammar (3 units)**
This English grammar course reinforces intermediate and lower-level grammar and introduces complex items like noun, clauses, adverb clauses, and coordinating conjunctions in parallel structures. This course is meant to be taken concurrently with GL131.

**Prerequisites:** ESL GL121, GL082
The prerequisite course can be waived by passing the level assessment test.
Electives

These are specialty classes that are designed to help students develop important para-linguistic skills that support their verbal abilities. There are no required prerequisites for these courses; however, only students who have either completed level 2 of the core ESL classes or score a level 3 on the ESL placement test are allowed to take them.

**GL001 American Accent Training (3 units)**
This class is designed to help students develop the proper North American word stress, pronunciation, and intonation.

**GL002 American Conversation Skills (3 units)**
This class is designed to help students understand the dynamics of North American conversations and develop important verbal and non-verbal communication strategies. This course is open to students enrolled in levels 2 and 3 of the core ESL classes.

**GL003 Public Speaking and Presentations (3 units)**
This class is designed to help students develop the techniques and skills necessary for public speeches and presentations. This course is open to students enrolled in levels 2 and 3 of the core ESL classes.

**GL024 TOEFL Preparation (3 units)**
This class is designed to help students prepare for the Test of English as a Foreign Language (TOEFL). Students in this class will learn important TOEFL specific reading, writing, listening, and speaking skills necessary to pass the test. They will also learn to identify question types and different test taking strategies to help them go through the test more efficiently. This course is open to students enrolled in levels 2 and 3 of the core ESL classes.

*Note: Availability of each ESL course is dependent on student enrollment*

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**Pre-School Teacher/Director Certificate**

Bethesda University offers programs designed to train teachers and directors of preschools, child care centers, and family child care homes. In order to receive the Preschool Teacher Certificate, students must complete the following courses with an average grade of C or better: EC 101, 102, 103, and 201. Infant and toddler care providers need to complete EC 320. Preschool Director Certificate requires completion of EC 101, 102, 103, 201 and 202.

Objectives:

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

1) Understand children’s cognitive, social, emotional, and physical development.
2) Demonstrate the principles of curriculum development, analysis of learning environment, and instructional strategies.
3) Identify the value of play in Early Childhood education.
4) Understand changing family patterns such as single-parent family, blended family, etc.
5) Have classroom management skills including discipline.
6) Develop learning centers.
7) Have staff management skills such as hiring, evaluation, and supervision.  
8) Design operating policies such as contracts and job description.

COURSE DESCRIPTIONS

EC 101  Development in Early Childhood  
A study of the basic principles of development and learning including the young child's cognitive, language, 
social, emotional, and physical development. 15 hours of field experience is required.

EC 102  Child and Relations with Home, School and Community  
An investigation of methods to bring about understanding, appreciation, and cooperation between the home, 
school, and community.

EC 103  Child Creative Experience  
A study of values of creative experience for children. Dramatic play, art, blocks, and music activities are 
explored, as well as, skills in curriculum planning, class organization, language arts, social studies, 
mathematics, and science.

EC 201  Curriculum and Teaching in Early Childhood  
A study of curriculum development and principles, analysis of learning environment, instructional strategies, 
organization, and evaluation of programs for childhood education.

EC 202  Organization and Management of the Child Care Center  
A study of the procedures in organizing child care centers, understanding legal requirements, and learning 
administrative skills in human relations.

EC 320  Educational Programs for Infant and Toddlers  
A study of sensory motor, physical, cognitive, affective and social development of infants and toddlers in 
relation to theory and age-appropriate practice in care-giving context.

PROGRESS / GRADING SYSTEM

The grading system for the Pre-School Certification program follows the normal grading criteria. Minimum 
grade average required for certifying completion of courses is C-.

Interruption for Unsatisfactory Progress

When the grade average of a student is unsatisfactory for a calendar month, the student will be placed on 
probation. If, during the next month, the student's grade average is still unsatisfactory, the student will be 
suspended from the program.

Conditions for Re-enrollment

Re-enrollment or re-entrance must be approved by the program director after evidence is shown that conditions 
which caused the interruption for unsatisfactory progress have been rectified.
ADDITIONAL INFORMATION

CHO, GRACE SUNG HAE KIM, B.A., M.M., M.M., D.M.A.  Co-Chair of the Board
B.A., Ewha University (1965)
M.M., Ewha University (1970)
M.M., Manhattan School of Music (1995)

KONG HEE, B.S., Ph.D.  Co-Chair of the Board
B.S., National University of Singapore (1988)
Hansei University, Ph.D. (honorary), Hansei University (2008)

SONG, YOUNG JOON, D.Min., M.Div., B.S.  President
D.Min., Regent University (2002)
M.Div., Young San Seminary (1988)
B.S., Hong Ik University (1982)

LEE, YOUNG GULL, B.A.  Vice President
B.A., Hankuk University of Foreign Studies (1981)

KIM, HYUNHYE, B.S., M.S.  Chief Academic Officer
M.S., California State University (2001)
B.S., Ewha University (1992)

JI, SEUNG HWA, B.A., M.A.  Chief Financial Officer
M.A., American Sports University (2010)
B.S., Hankuk University of Foreign Studies (2006)

KIM, HYO IN, B.A., M.M., Ph.D.  Dean of Student Affairs
Ph.D., Temple University (2000)
M.A., Brooklyn College (1994)
M.M., Chung Ang University (1987)
B.M., Chonnam University (1985)

KIM, SHINHO, B.A., M.Div., Ph.D.  Dean of Graduate Studies
Ph.D. Drew University (2009)
M.Div., Drew Theological Seminary (2001)
B.A., Seoul National University (1987)

WOO, HO KYUNG, B.A., M.L.S.  Librarian
B.A., Ewha University (1971)
M.L.S., San Jose State University (1996)
FACULTY

UNDERGRADUATE PROGRAM / GRADUATE PROGRAM
FULL TIME

Ahn, Song Ju  B.S., M.A.C.E., Ph.D.  (Chair, Early Childhood Education)
Christian Education
Ph. D., Talbot School of Theology (2006)
M.A.C.E., Talbot School of Theology (1995)
B.S., Ewha Woman's University (1992)

Cho, Esther, B.M., M.M. (Chair, Music)
Piano
B.M. Sook Myung Women’s University (1970)
M.M. Sook Myung Women’s University (1972)
Post-Graduate diploma at Brooklyn Conservatory of Music (1989)
Graduate Study at University of Southern California (1981)
Graduate Study at Manhattan Music School (1990)

Cha, Eun Kyung, M.A. (Chair, Visual Design)
M.A. Sung Shin Women’s University (1998)
Paris Academic Charpentier (1990)
B.A. Sung Shin Women’s University (1985)

Kim, Hyo In, M.M., Ph.D. (Director, General Education)
M.A. in Music Education, Brooklyn College (1994)
M.M. Piano Performance, Chung Ang University (1987)
B.M. Music Education, Chonnam University (1985)

Kim, Shinho, B.A., M.Div., Ph.D. (Chair, Theology)
Ph.D. Drew University (2009)
M.Div., Drew Theological Seminary (2001)
B.A., Seoul National University (1987)

Kim, Young Joon, DBA, Ph.D. (Chair, Master of Business Administration)
DBA in Business Management Dongguk University (1994)
LL.M. Northwestern Univeristy
B.A. Seoul National University (1986)

Dao, Ralph, Ph.D., M.B.A., B.A. (Chair, Business Administration)
Ph.D., Trident University International (2012)
M.B.A., Texas A&M University (2001)
B.A., University of Texas, Arlington (1997)

Balayon, Leopoldo, M.A.  (Director, ESL)
M.A. Biola University (2008)
B.A. Ateneo University (2000)

Rha, Benjamin (Director, Online Education, IT)
M.Div., Reformed Presbyterian Seminary (2001)
B.S., Electrical Engineering, University of California, Irvine (1989)

**Woo, Ho Kyung, B.A. M.S. (Librarian)**
B.A. Ewha Women’s University (1971)
M.L.S. San Jose State University, California (1996)

**PART TIME / ADJUNCT FACULTY**

**General Education**

**Choi, Sang Joon**
Ph.D. Temple University (1992)
M.A. Villanova University (1987)
M.A. Concordia University (2002)
B.A. Chung Ang University (1981)

**Choi, Woo Sung**
Ph. D. University of Southern California (2002)
M.S. Korea Advanced Institute of Science & Technology (KAIST) (1986)
B.S Seoul National University (1984)

**Helen Nam**
M.A.in Tesol Biola University (2009)
M.A Biola University (2006)
B.A. UCLA (2002)

**Theology**

**Bae, Hyeon Sung**
Ph.D., Birmingham University (1998)
M.A., Birmingham University (1995)
Th.M., Seoul Methodist Theological Seminary (1992)
M.Div., Youngsan Theological Seminary (1987)
B.A., Kookmin University (1984)

**Cho, Nam Hoon**
Ph.D. Candidate Fuller Theological Seminary
M.Div Golden Gate Baptist Theological Seminary (1996)
M.A. Seoul National University (1984)
B.A. Seoul National University (1981)

**Huh, Dong Hyun**
Ph.D., Biola University
B.A. Sung-kyul Christian University (1997)
Diploma in Theology, Full Gospel Theological Seminary (1996)

**Kim, Dong Jin**
Ph.D. Studies, Trinity Evangelical Divinity School (2001)
Th.M., Trinity Evangelical Divinity School (1992)
M.Div., Hapdong Presbyterian Theological Seminary (1990)
B.A., Korea University (1985)

Kwon, Oh Gueon
Ph.D. Fuller Theological Seminary (2000)
Th. M. Princeton Theological Seminary (1996)
M.E. Hankuk University (1991)
B.A. KookJae University (1986)

Kum, Young Jin
M.A. ISOT-Asia (1987)
B.A., Ewha Women’s University (1980)

Kim, Mantae, B.A., M.DIV., Th.M., Ph.D. (Religion Program)
Theology
Ph. D. Fuller Theological Seminary (2006)
Th. M. Fuller Theological Seminary (2001)
M. Div Hansei University (1995)
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Kim, Sun Ik
Ph. D. Candidate Claremont Graduate University (2005)
Th. M. Princeton Theological Seminary (1996)
M.A. New Brunswick Theological Seminary (1996)
B.S. Yonsei University (1990)

Yoon, Suk Kil
Ph.D. Claremont School of Theology (2004)
M.A. Claremont School of Theology (1998)
M.A. Sogang University (1988)
B.A. Seoul Theological Seminary (1986)

Peter Kang
Ph.D. Fuller Theological Seminary(2006)
M.A. Fuller Theological Seminary
B.A. Cal State L.A.

Kwon, Kyeong Seog
Ph.D. Claremont Graduate University
M.Div. & S.T.M Yale University
B.A. Yonsei university

Ray Wheeler
D.Min in Leadership, Claremont School of Theology
M.A. in Church Growth and Leadership, Fuller Theology Seminary

Martin Alan McMahan
Ph. D. Fuller Theological Seminary (1998)
Th. M. Asbury Theological Seminary(1989)
B.S. Nyack College (1980)

Baik, Seong Yul
M.A. Talbot School of Theology
Th.M. Talbot School of Theology
M.Div Talbot School of Theology
B.A. The University of Suwon

Choi, John
Ph. D. Fuller Theological Seminary (present)
M.Div. Fuller Theological Seminary (2001)
B.S. University of Washington (1998)

Frank Macchia
M.Div. Union Theological Seminary (1980)
M.A. Wheaton College (1976)
B.A. Southern California College (1974)

John Robeck
Ph.D. Claremont Graduate University (in progress)
M.Div. Fuller Theological Seminary (2001)
B.A. Southern California College (1998)
Pasadena City College (1996)

Kim, Mi Sun
MSMFT Fuller School of Psychology(2010)
M.A. Talbot School of Theology (2007)
B.A. Ewha Women’s University(1984)

Lee, Sang Myeong
Ph.D. Claremont Graduate University (2010)
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B.S. Keimyung University (1985)

Michael J. Uh
M.Div. Fuller Theological Seminary (2007)
B.A. University of California, Los Angeles(2002)

Nha T. Tran
Ph.D. Fuller Theological Seminary (2006)
Th. M. Talbot School of Theology (1998)
B.A. Biola University (1993)

Park, Jae Man
Th.M. Fuller Theological Seminary (2005)
B.A. Hansei University (1993)

Esthee Song
M.A. Azusa Pacific University
B.A. Seoul United Theological Seminary

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Ph.D. (study) Biola University (present)
Th.M. ACTS University (2004)
B.S. Pusan National University (1994)

**Music**

**Cho, Dae Sung**
D.M.A. Claremont Graduate University
M.A. Santa Clara University
B.A. Eastern Nazarene College

**Cho, Sung Wan**
Ph.D. University of California, Los Angeles
M.A. California State University, Los Angeles (1987)
M.M. Seoul National University (1986)
B.M. Seoul National University (1984)

**Chu, Ho**
M.A. Queens College of New York City University (1993)
Post Graduate Diploma, Brooklyn Conservatory (1990)
B.M. Seoul National University (1980)

**Brandon Jung**
B.A. Berklee College of Music (2004)

**Song, Ken**
M.M. University of Southern California (1998)
B.M. University of Southern California (1994)

**Kim, Kelly**
M.A. Biola University
M.A. University of Chicago
B.A. Shenandoah University and Conservatory of Music

**Jully Lee**
B.A University of California, San Diego

**Moore, Jae**
Ph.D. University of Southern California
M.A. University of Southern California (2001)
B.A. Seoul National University (1991)

**Private Lesson**

**Shu, Jae**
M.M. CSU Fullerton (2008)
B.M. CSU Long Beach (1997)
AA Orange Coast College (1994)
**Shu, Susan**  
D.M.A. University of Southern California  
M.A. University of Southern California  
B.A. University of Southern California  

**Kim, Eun Young**  
M.A. Bethesda University  
B.A. Hansei University  

**Katherine Leigh Cox**  
M.M. California State University Long Beach (Current)  
B.M. Concordia College Moorhead (2006)  

**Chang, Hsin Yi**  
D.M.A University of Southern California  
M.S. San Francisco Conservatory of Music  
B.A. San Francisco Conservatory of Music  

**Choi, Young Jin**  
M.F.A. University of Missouri  
B.A. University of Kei Myung  

**Yun Ju Lai**  
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M.A. University of Texas  
B.A. Taipei National University of the Arts  

**Kwak, Hyun Joo**  
Doctorate of Musical Arts. State University of New York at Stony Brook  
B.M. Seoul National University (1988)  

**Early Childhood Education**  

**Baik, Monica**  
M.A. Hope International University(2001)  
M.A. Bethesda University(1992)  
B.A. Bethesda University(1990)  

**Nam, Myeong-Shin**  
Ph.D. Talbot of School of Theology (2010)  
M.A. Talbot School of Theology (2002)  
M.Div. Asia Pacific Theological Seminary (1997)  
B.A. A-Ju University (1993)  

**Hahn, Jeannie**  
M.Div. California Union University (2001)  
M.A. Pacific Oaks College (1997)  
A.A. East Los Angeles City College (1983)  
B.A. Kang Nam University (1967)
Lee, Chun Hee  
Ph.D. University of Illinois in Urbana-Champaign (1991)  
M.A. Ohio State University (1984)  
B.A. Kyung Hee University (1981)

Design

Cha, Eun Kyung  
M.A. Sung Shin Women’s University (1998)  
Graduated from Paris Academic Charpentier (1990)  
B.A. Sung Shin Women’s University (1985)

Byon, Sung Ho  
Extension Course at University of California, Los Angeles  
B.S. Cerritos College  
B.S. Inchun University

Suh, Sung Il  
M.S., Brooks Institute of Photography (1997)  
B.A., Brooks Institute of Photography (1993)  
A.A., University of Kentucky (1988)

Information Technology/Business Administration

Mee Ae O  
Ph.D., Georgia Institute of Technology (2011)  
M.A., Middle Tennessee State University (2005)  
M.P.A., Yonset University (1990)  
B.A., Yonset University (1987)

Kyeho Yun  
Ph.D. New York University (1990)  
M.B.A., State University of New York at Buffalo (1985)  
B.A., Korea University (1978)

Haksu Han (C.P.A.)  
B.A., Sogang University (1993)

Fernando Eduardo Nuno  
PhD candidate, University of California Riverside  
M.B.A., UCLA (1980)  
B.A., UCLA (1976)

Ramon Baltazar  
M.B.A., University of Phoenix (1985)  
B.S. University in Philippines (1977)

Lee, Choon Sik  
Ph.D. University of Sheffield (1997)  
M.Phil. University of Dundee (1992)  
B.A. Korea University(1980)
Steven S. Kang  
MS, West Coast University (1971)  
BA, State University of Alaska (1964)

Nina Hansen  
M.A., Hawaii University (2011)  
B.A., Hawaii Pacific University (2007)

Rha, Benjamin  
M.Div., Reformed Presbyterian Seminary (2001)  
B.S., Electrical Engineering, University of California, Irvine (1989)

Pruitt, Jason  
M.S., Educational Technology, Nova Southeastern University (2012)  
B.A., Mass Media Arts, Clark Atlanta University (2003)

Lee, Kyo Sik  
B.S. M.S. Ph.D. (Chair, Information Technology)  
Ph.D. in IT, University of Florida  
M.S. Kyungbook National University (1983)  
B.S. Kyungbook National University

**STAFF**

Director of Institutional Effectiveness/Online: Benjamin Rha  
Assistant Registrar: Daniel Woo  
Admissions Director/International Student Advisor: Jacqueline Jee Won Ha  
Manager of General Affairs: In Joong Kim  
Maintenance Manager: Jae Yin Lee  
Accounting Manager: Daniel Huh  
Financial Aid Officer: Eunmi Kim

**Board of Trustees**

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<thead>
<tr>
<th>Role</th>
<th>Name</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>Founder</td>
<td>Rev. David Yonggi Cho</td>
<td>Senior Pastor, Yoido Full Gospel Church</td>
</tr>
<tr>
<td>Co-Chairman of Board</td>
<td>Grace Sung-Hae Kim Cho</td>
<td>President of Hansei University</td>
</tr>
<tr>
<td>Co-Chairman of Board</td>
<td>Rev. Kong Hee</td>
<td>Senior Pastor, Harvest Church, Singapore</td>
</tr>
<tr>
<td>Trustee</td>
<td>Rev. Yu Chul Chin</td>
<td>Senior Pastor, Yoido Full Gospel Church</td>
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<td>Trustee</td>
<td>Rev. Younghoon Lee</td>
<td>Senior Pastor, Yoido Full Gospel Church</td>
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<tr>
<td>Trustee</td>
<td>Rev. JaePi lYou</td>
<td>Senior Pastor, Rowon Full Gospel Church</td>
</tr>
<tr>
<td>Trustee</td>
<td>Dr. Gyung-Bai Choi</td>
<td>Elder</td>
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<td>Trustee</td>
<td>Rev. Sun Young Joo</td>
<td>President, WMBC-TV</td>
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<td>Trustee</td>
<td>Rev. Kyung Mon Kim</td>
<td>Senior Pastor, Yoido Full Gospel Jungdong Church</td>
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<td>Trustee</td>
<td>Rev. Myung Woo Choi</td>
<td>Senior Pastor, Yoido Full Gospel Gangnam Church</td>
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<td>Trustee</td>
<td>Rev. Jang Ki Min</td>
<td>Senior Pastor, Yoido Full Gospel Elim Church</td>
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<td>Trustee</td>
<td>Rev. Ho Yun Jun</td>
<td>Senior Pastor, Yoido Full Gospel Gangbuk Church</td>
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<td>Trustee</td>
<td>Rev. Yong Jun Kim</td>
<td>Senior Pastor, Yoido Full Gospel Dobong Church</td>
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<tr>
<td>Trustee</td>
<td>Rev. Ui Sup Park</td>
<td>Senior Pastor, Yoido Full Gospel Seongdong Church</td>
</tr>
</tbody>
</table>

**ACADEMIC CALENDAR (2014-2015)**

**FALL SEMESTER, 2014**

- Faculty Development Day: Aug. 7
- Registration: Aug. 11-15
- New Student Orientation: Aug. 19
- ESL Placement Exam: Aug. 19-20
- New Student Registration: Aug. 19-20
- First Day of Classes: Aug. 25
- Last Day to Add-Drop Classes: Aug. 29
- Labor Day - No School: Sep. 1
- Last Day to Drop with “W” Grade: Oct. 17
- Thanksgiving Reading Week: Nov. 24-28
- Winter Intensive Course Registration: Dec. 1-5
- ESL Final Week: Dec. 1-5
- Last Day to Request Incomplete: Dec. 5
- Final Examination Week: Dec. 8-12
- Official End of Semester: Dec. 12
- Christmas Holiday: Dec. 24, 25
- Grade Change request Period: Jan. 2-9, 2015

**WINTER SESSION, 2015**

- Registration: Dec. 1-5
- First Day of Class: Jan. 5

**SPRING SEMESTER, 2015**

- Martin Luther King Jr. Day: Jan. 19
President’s Day: Feb. 16
Registration: Feb. 9-13
Faculty Development Day: Feb. 5
New Student Orientation: Feb. 17
ESL Placement Exam: Feb. 17-18
New Student Registration: Feb. 17-18
First Day of Classes: Feb. 23
Last Day to Add-Drop Classes: Feb. 27
Last Day to Drop with “W” Grade: Apr. 17
Easter Reading Week: Apr. 20-24
Memorial Day Holiday-No School: May 25
Summer Intensive Course Registration: May 26-29
ESL Final Week: June 1-5
Last Day to Request Incomplete: June 5
Final Examination Week: June 8-12
Official End of Semester: June 12
Commencement: June 20
Grade Change request Period: June 29-July 10
Independence Day- No School: July 4

SUMMER SESSION, 2015

Registration: May 25-29
First Day of Class: June 29

FALL SEMESTER, 2015

Faculty Development Day: Aug. 6
Registration: Aug. 10-14
New Student Orientation: Aug. 18
ESL Placement Exam: Aug. 18-19
New Student Registration: Aug. 18-19
First Day of Classes: Aug. 24
Last Day to Add-Drop Classes: Aug. 28
Labor Day - No School: Sep. 7
Last Day to Drop with “W” Grade: Oct. 16
Thanksgiving Reading Week: Nov. 23-27
Winter Intensive Course Registration: Nov. 30-Dec. 4
ESL Final Week: Nov. 30-Dec. 4
Last Day to Request Incomplete: Dec. 4
Final Examination Week: Dec. 7-11
Official End of Semester: Dec. 11
Christmas Holiday: Dec. 24, 25
Grade Change request Period: Jan. 1-8, 2016
Bethesda University
730 N. Euclid St., Anaheim, CA 92801
Tel: (714) 517-1945
Fax: (714) 683-1419