

CATALOG

2016- 2017

(July 1st 2016– June 30th 2017)



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. Daniel Inwook Chung
President

GENERAL INFORMATION

MISSION STATEMENT

Bethesda University is a Christ-centered community of higher education which aims to prepare students with the academic knowledge, professional skills and spiritual values to become servant leaders in global society.

INSTITUTIONAL OBJECTIVES (GOALS)

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

1. Understand theology and society through a Pentecostal Evangelical perspective.
2. Develop an integrative spiritual life which encourages students in the development of spiritual disciplines and leads to a life based on biblical morals and ethics in every area of their life.
3. Develop the knowledge, professional skills and attitudes appropriate to volunteer or professional involvement in ministry
4. Develop the ability and passion to engage in a lifetime of serving the Lord
5. Able to demonstrate information literacy skills by being able to access, evaluate, synthesize, and present credible information from a variety of 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 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 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.

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. School name Bethesda University was approved by TRACS and ABHE in fall 2013 and it was also approved by BPPE in fall 2014. MBA, concentrations in Legal Administration and in Sports Management were approved by TRACS. Los Angeles teaching site at 2116 Arlington Avenue, Los Angeles, California 90018 was approved by TRACS. In addition, TRACS approved six certificate programs in 2014. The board and school have made a decision to move from institutional accreditation to programmatic accreditation with ABHE and ABHE approved for an evaluation team visit for programmatic accreditation in spring 2015. The ABHE evaluation team visited on April 22-24, 2015. The administrators and faculty have started reviewing and proposing substantive changes in institutional mission statement and objectives. On Feb. 10, 2016, ABHE approved 10 year re-accreditation until 2026.

Since its founding in 1976, Bethesda 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. To fully commit to fulfilling its mission the university has started reviewed and proposed the substantive changes in institutional mission statement and objectives.

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's main campus 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/AUTHORIZATION

Accreditation

Bethesda University is accredited by the Association for Biblical Higher Education (ABHE). The Association for Biblical Higher Education Commission on Accreditation (5850 T.G. Lee Blvd., Suite 130, Orlando, FL 32822, Telephone: 407-207-0808) accredits the following programs: Bachelor of Arts in Religion (Biblical Studies), Bachelor of Arts in Religion (Pastoral Ministry), Bachelor of Arts in Religion (Christian Education), Bachelor of Arts in Religion (Missions), Master of Arts in Biblical Studies, Master of Divinity, Doctor of Ministry.

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).

State Authorization

Bethesda University is a private institution approved to operate by the California Bureau for Private Postsecondary Education (BPPE). Approval to operate means the institution is compliant with the minimum standards contained in the California Private Postsecondary Education Act of 2009 (as amended) and Division 7.5. of Title 5 of the California Code of Regulations.

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

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

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.

ETHICAL AND MORAL VALUES

As a Christian university, Bethesda University must maintain a testimony. We are committed to being represented accurately and honestly to students, the public, and to our accrediting agencies. This includes accurate representation of our accredited status, honest and open communication with the Accrediting Commissions, undertaking the accreditation review process with seriousness and candor, and abiding by Commission policies and procedures.

STUDENT LIFE

STANDARDS OF CONDUCT

I. PURPOSE (PHILOSOPHY)

Students shall, at all times, conduct themselves in a manner that exemplifies a Godly lifestyle that glorifies God and His Son Jesus Christ. This conduct will be in accordance with the Bible and the standard of conduct of the University.

BU exists for the purpose of providing foundational preparation for persons desiring to serve in ministry and to provide personal, spiritual, and theological enrichment opportunities for believers.

As a Christian education center, BU expects students to exemplify the highest moral and ethical standards. Student behavior-both social and academicians expected to conform to the guidelines presented in the doctrinal statement and in the catalog. Academic honesty is expected at every level since this is a foundational necessity of any educational process. Students are expected to exemplify Jesus Christ in word and deed.

If a student fails to meet the behavioral expectations of the Institution, he/she will face disciplinary action ranging from verbal and/or written notification of concern to probation or suspension. The initial action is usually a personal meeting with the Student Dean. Academic violations such as not doing one's own work, plagiarizing, or cheating on tests, may lead to grade reductions, course failure, or academic probation or suspension. The initial action involving academic violation is usually a personal meeting with the Chief Academic Officer.

It is expected that all students shall adhere to the highest standards of behavior as set forth in God's Word. They shall be in keeping with the Standard of Conduct of BU and are set forth to promote an atmosphere for spiritual growth and academic excellence. One may not agree with all of the expectations of BU but by enrolling as a student one has agreed to sign a Statement of Conduct and live his/her life according to its behavioral expectations. Violations of these expectations will result in disciplinary action and possible dismissal. All students whether part or full-time shall maintain these standards. As a student of BU one must realize that s/he not only represents the University but represents his/her home church and the Lord Jesus Christ.

II. STATEMENT OF STUDENT CONDUCT

BU acknowledges that all persons are equally created in the image of God. Everyone has the equal opportunity and access in BU'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. Non-discrimination policy applies to admission policy, educational programs, employment, and all other activities that BU 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.

III. STANDARDS OF STUDENT CONDUCT

Recognizing BU as a community of believers, the school expects its students, faculty, and staff to exemplify biblical standards of conduct in all areas of their lives, both on and off campus, and in interpersonal and community relationships. The institution expects its members 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.

BU Standards of Conduct is a central criterion of behavior for all who are a part of BU community. It represents a standard of Christ-like maturity based upon a biblical philosophy, reverence for God, esteem for humankind, and personal integrity.

The standards of BU have been shaped by three sources:

1. Legal Authority

Local, state and federal laws address matters which influence the University's policy. Possession of illegal substances, alcohol, harassment, physical abuse against property or persons, possession of firearms on campus and copyright laws are examples of these.

2. Spiritual Authority- God's Word

The Bible speaks to every area of our lives. It is the standard that helps us develop Godly character and integrity which impact the community and the relationships within that community. The Bible speaks directly to such issues as a person's worth, God's grace, and His power to heal. It also states that sexuality is a gift from God to all persons. We believe that this gift may only be expressed and affirmed within the context of God's design. We reject sexual expression that exploits damages or destroys this God given gift. Homosexuality, premarital and extramarital sexual relations are not in accordance with the teachings of the Bible and are considered unacceptable behavior by this University. We do believe that God's grace is available to all and the University will provide students with counseling services for those who want help dealing with sexual moral issues.

3. Mission and Purpose of BU

The mission of this University is to glorify God and His Son Jesus Christ through the development and education of students in spiritual maturity, academic excellence and physical wholeness. The University wishes to establish a climate where education, spiritual, moral and ethical excellence can be developed in the students as future Christian leaders and professionals. Any conduct that may be seen by the University as being in direct opposition to its mission and purpose may be just reason for disciplinary action or dismissal.

Recognizing that preparation for and involvement in the service of Christ requires personal commitment to the Lord Jesus Christ, BU expects the members of its community to seek spiritual growth and maturity in their Christ-like life. The following are expected of community members:

1. Study the Word of God. Regular and consistent personal study of the Word is essential for spiritual growth. I Peter 2:2 Encourages us to "long for the pure milk of the Word." The Word has the power to reach the inner most parts of our being (Hebrews 4:12) and to enable us to stand firm for Christ (Ephesians 6:17).
2. Communion with the Father. Christ-like living is essentially a love relationship with the living God (James 4:8), birthed by and substantiated through the power of the Holy Spirit. To personally know the Father we must have communion with Him. Jesus Christ gave us the example to pray regularly and consistently and the Scriptures encourage us to "pray continually"(I Thessalonians 5:17) including prayer in the Spirit (I Corinthians 14).
3. Discipleship. God's Word instructs believers to follow His example, learn and observe those who walk according to the pattern you have in us" (Philippians 3:17). Discipleship is developing personal relationships for spiritual goals. Community members are encouraged to form personal friendships, structured accountability relationships, and/or small groups.
4. Church Attendance. Believers are instructed not to forsake to assembling together" as they submit themselves to the life and leadership of a local assembly (Hebrews 10:25, 1 Cor. 16:13-16). It is expected that all members of BU community will establish a church home and regularly attend worship services.
5. Christian Ministry. The Father has called every believer to do the work of ministry (Ephesians 4:16-18). The Word declares "we are His workmanship, created in Christ Jesus for good works" (Ephesians 2:10). It is anticipated that all members of the community will be involved in some expression of Christian service in Jesus name and that all are encouraged to 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 following are expected of community members:

1. Maintain a blameless testimony. Scripture declares that God has created all persons in His image (Genesis 1:26) and that we are not to be conformed to this world (Romans 12:2), but are to be "holy in all" our conduct (I Peter 1: 15, 16). To maintain a blameless testimony as Christian leaders, students and employees are expected to totally abstain from participating in either fornication, adultery, or homosexual activities or using pornography, illegal drugs or harmful substances; and profanity, obscenity, and

dishonesty including plagiarism are equally unworthy and to be shunned.

2. **Respect for Peers and Authority.** BU expects every member of the community to demonstrate love, respect, and honor to all other members of the community, whether relating to one's colleagues or to those in authority (Romans 12:10, 1 John 4:21, 1 Peter 2:17, Hebrews 13:16, 17).
3. **Discrimination/Harassment.** In valuing the rights of all individuals and their contributions (I Corinthians 10:24), we acknowledge all forms of racial and gender discrimination to be violations of God's laws (Acts 10:34). BU is committed to providing a learning and working environment that is free of discrimination. In keeping with this commitment, unlawful harassment, including sexual harassment, is strictly prohibited.
4. **Dating and Marriage.** BU expects the highest standard of moral purity to be maintained by members of its community regarding both dating and marriage. God's Word does not condone either pre- or extra-marital sexual activity (I Thessalonians 4).
5. **Appearance and Dress.** Recognizing that members of BU community are called to be leaders in the Church and in society, the school requires its members to follow the standard of modesty in dress and appearance. Scripture calls believers to be examples to those around them (I Timothy 4:12) and to give no offense to others (I Corinthians 10:32). Thus members of BU community should never allow their appearance to be a stumbling block to another.

IV. STUDENT CONDUCT CODE VIOLATIONS

The following list of 30 violations of the Student Conduct Code is an example of behaviors that may result in disciplinary action by the University. It is not to be regarded as all-inclusive. In the event that there arises ambiguity, inconsistency, or a need for further clarification regarding what constitutes a violation of the Student Conduct Code, the Dean of Students shall make the final determination.

(1) Academic Dishonesty

Cheating

- a) Submitting material that is not yours as part of your course performance.
- b) Using information or devices that are not allowed by the faculty.
- c) Obtaining and/or using unauthorized materials.
- d) Fabricating information, research, and/or results.
- e) Violating procedures prescribed to protect the integrity of an assignment, test, or other evaluation.
- f) Collaborating with others on assignments without the faculty's consent.
- g) Cooperating with and/or helping another student to cheat.
- h) Demonstrating any other forms of dishonest behavior.

- i) Copying the work of others or allowing others to copy your work.
- j) Submitting of the same work for credit to more than one course.

Plagiarism

- i) Directly quoting the words of others without using quotation marks or indented format to identify them.
- j) Using sources of information (published or unpublished) without identifying them.
- k) Paraphrasing materials or ideas without identifying the source.
- l) Self-plagiarism: Re-submitting work previously submitted without explicit approval from the instructor.
- m) Unacknowledged use of materials prepared by another person or agency engaged in the selling of term papers or other academic material.

(2) Alcohol Possession and Use

- a) Possession or consumption of alcoholic beverages by persons under the age of 21.
- b) Driving under the influence of alcohol.
- c) Possession or consumption of alcoholic beverages in public locations on campus, including residence halls common spaces.
- d) The sale, distribution, or furnishing of alcoholic beverages to persons under the age of 21.
- e) Providing alcoholic beverages to a person who is intoxicated.
- f) Any activity or conduct involving the use of alcohol that is in violation of law.

(3) Assault

- a) Any intentional physical contact of an insulting or provoking nature.
- b) Any physical abuse, intentional injury, or physical harm of another person.

(4) Classroom Copyright Infringement

- a) Any recording and transmission of classroom lectures and discussions by students without prior written permission from the class instructor, and without all students in the class as well as the guest speaker(s) being informed that audio/video recording may occur.
- b) Uploading any recordings of lectures and/or class presentations to publicly accessible web environments.

(5) Classroom Disruption

- a) Any classroom behavior that interferes with the instructor's ability to conduct class or the ability of other students to learn.

(6) Damage or Destruction of Property

- a) Any damage or destruction of University property or another person's property.

(7) Deception

- a) Any misuse of any University records, forms, or documents through forgery, unauthorized alteration, reproduction, or other means;
- b) Any giving or receiving of false information to the University or to any University official, administrator, or administrative unit.
- c) Providing false information to law enforcement officials.
- d) Possession of any fake, altered, or any other identification that belongs to another person.

(8) Disorderly Conduct

- a) All lewd, obscene, indecent behavior, or other forms of disorderly conduct.
- b) Any abuse or unauthorized use of sound amplification equipment.
- c) Any conduct which materially interferes with the normal operation of the University or with the requirements of appropriate discipline.
- d) Any assembly for the purpose of causing a riot, destruction of property, or disorderly diversion, which interferes with the normal operation of the University.

(9) Drug Misuse

- a) The possession, use, manufacture, cultivation, distribution, sale, and/or misuse of any controlled or illegal substance, designer drug.
- b) The possession and/or use of any drug paraphernalia, i.e. bowls, hookah pipes, bongs, "homemade" smoking devices, any other smoking device or smoking paraphernalia.
- c) Any activity or conduct involving drugs that is in violation of local, state, or federal law.

(10) Failure To Comply

- a) Failing to respond to a lawful request by properly identified University officials or law enforcement officials in the performance of their duties.
- b) Failing to report for a conference, meeting, or appointment with any University official or faculty member.
- c) Failing to comply with any disciplinary condition imposed on a person by any student conduct body or administrator.
- d) Fleeing from law enforcement or university officials.

(11) False Representation

- a) Any unauthorized claim to speak and/or act in the name of Bethesda University or any organization, student, University officials or faculty members.

(12) Gambling

- a) Engaging in any form of gambling that is in violation of the law.

(13) Harassment

- a) Speech or other expression (words, pictures, symbols) that constitutes fighting words and is sufficiently severe, pervasive, or persistent so as to interfere, limit, or deny one's ability to participate in or benefit from an educational program. Fighting words may include, but are not limited to, words, pictures or symbols that:
 - (i) Are directed to an individual or individuals based on that person's race, color, sex, religion, creed, age, sexual orientation, gender, gender identity, disability, veteran status or national origin.
 - (ii) Threatens violence, tend to incite an immediate breach of the peace or provoke a violent response.

(14) Hazing

- a) Any act which endangers the emotional, mental, financial, physical health or safety of a student, with or without their expressed permission, or which destroys or removes public or private property, for the purpose of initiation, admission into, affiliation with, or as a condition for continued membership in a group or organization.
- b) Any act intended to or actually cause physical discomfort, embarrassment and/or ridicule of another person for the purposes mentioned above.
- c) Participation in hazing, either by facilitating or encouraging the act, or allowing oneself to be subject to acts of hazing.

(15) Joint Responsibility

- a) Students who knowingly act or plan to act in concert to violate University regulations have individual and joint responsibility for their behavior.
- b) Any student who knowingly allows another person to violate University regulations without reporting to a University Official.

(16) Sexual Assault

- a) Any sexual conduct that takes place without the victim's consent.

(17) Sexual Harassment

- a) Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature when:
 - (i) Submission to such conduct is made explicitly or implicitly a term or condition of an individual's employment or academic standing.
 - (ii) Submission or rejection of such conduct by an individual is used as a basis for an employment or academic decision affecting such individual, or
 - (iii) Such conduct unreasonably interferes with an individual's work, living environment, academic performance, or creates an intimidating or hostile work or academic environment.

(18) Sexual Misconduct

- a) Intentional touching of the victim's intimate parts (the primary genital area, groin, inner thigh, buttock, or breast) without or against the victim's consent.
- b) Touching is either directly on the body part or on the clothing covering that body part;
- c) If the victim is forced to touch the intimate areas of another person.

(19) Student Identification Card Violations

- a) Altering, lending, or selling a student identification card.
- b) Using a student identification card by anyone other than its original holder.
- c) Using a student identification card in any unauthorized manner.

(20) Theft

- a) Taking, possessing, or attempting to sell or distribute any property that is the property of another person, organization, or entity (including but not limited to the University) without the owner's permission.
- b) Taking or attempting to sell any service that belongs to the University without proper permission

(21) Threats

- a) An expression of intention to inflict injury or damage.
- b) To cause another person to feel fear for their safety or well-being.

(22) Tobacco

- a) The use of all forms of tobacco products on property owned, leased, rented or in the possession of Bethesda University, or in any way used by the University or its affiliates, is expressly prohibited. "Tobacco Products" is defined as cigarettes, cigars, pipes, all forms of smokeless tobacco, clove cigarettes and any other smoking devices that use tobacco such as hookahs or simulate the use of tobacco such as electronic cigarettes.

(23) Unauthorized Entry

- a) Unauthorized entry into any University building, office, residence hall, off-campus residence, parking lot, motor vehicle, or other facilities.
- b) Remaining in any building after normal closing hours without proper authorization;
- c) Remaining overnight in public areas of the residence hall or surrounding areas without approval from University Housing staff.

(24) Unauthorized Use

- a) Unauthorized use of University equipment.
- b) Unauthorized use of bathrooms, exits, or windows.
- c) Unauthorized use or duplication of keys.
- d) Unauthorized use or possession of any parking permit (hang tag).

(25) Unauthorized Use of Computer Resources

- a) Unauthorized entry into a file to use, read, or change the contents, or for any other purpose.
- b) Unauthorized transfer of a file.
- c) Unauthorized use of another individual's identification and password.
- d) Use of computing facilities that interfere with the normal operation of the University computing system.
- e) Use of computing facilities that violate copyright laws.
- f) All devices attached to the University network must be registered.
- g) Use of tools for port-scanning, "sniffing," or to monitor or read transmissions from other users on the network is prohibited.
- h) Workstations attached to the University network are required to have virus protection software. Virus protection must be updated at least every two weeks.
- i) Any violation of the University's computer use policies.

(26) Violation of Confidentiality

- a) Violating the confidentiality of a student's educational record.
- b) Student Conduct Advocates or University Student Conduct Board members may not disclose confidential student conduct information.
- c) Student employees may not disclose confidential work-related information.

(27) Violation of Federal, State or Local Law

- a) No student shall violate any federal, state or local law wherein the conduct in question impairs, interfaces with or obstructs the mission, processes, or functions of the University.

(28) Weapons and Firearms

- a) No student shall keep, use, possess, display, or carry any rifle, shotgun, handgun, or other lethal or dangerous device capable of launching a projectile by air, gas, explosion, or mechanical means (including BB guns, air-soft guns, stun guns, and paintball guns) on any property owned, controlled, or leased by the University unless specifically authorized by the administration or as part of a University-sanctioned event.
- b) No student shall use, possess, display or carry any toy weapon which resembles a real weapon, any swords, any illegal knives, any explosives (including fireworks and sparklers), any martial arts weapons or any devices which are used to threaten the safety and well-being of a person on any property owned, controlled, or leased by the University unless specifically authorized by the administration or as part of a University-sanctioned event.
- c) Illegal or unauthorized possession of weapons that include but are not limited to: fire arms, explosives, tasers, other weapons, or dangerous chemicals.
- d) Any violation of federal or state Law against carrying a weapon.

V. DISCIPLINARY ACTION (SANCTIONS)

Discipline is more than rules, consequences and external motivation. BU students are called to a life of responsibility to God, to the student body, and to others around the greater community. This call to responsibility to God and others cultivates a culture within our university that encourages a strong sense of self-discipline.

However, when inconsistent behavior elicits disciplinary actions from the university, the attitude and approach of BU is based on a commitment to help the student grow into wholeness. BU is here to provide support, counseling, and guidance alongside its disciplinary actions.

Each student is a part of a complex set of inter-relationships with their peers, community, and the institution. Due to this, each student has a responsibility to one another in the BU community.

For instance, if a BU member becomes aware of behavior inconsistent with the standards of the BU, that he/she has a responsibility to address the concern with the person(s) involved. If the inconsistent behavior of the person persists, this person should then be made aware that unless there is change, the BU member addressing the concern will have to seek the authority figure for help.

Should the behavior of an individual make it necessary to impose disciplinary action from the university, one or a combination of the following measures will be used.

1) Counseling

Students may meet with the instructor or administrator to discuss the nature of the infraction and receive counseling and personal ministry for edification and spiritual growth. Step one is used for consistent behavioral issues or minor infractions.

2) Warning

Students may receive a written notification of the infraction(s) or violation(s). A copy of this notification will be included in the student's permanent record. This warning is used for more serious infractions or instances where the student is not responding to counseling.

3) Grade Reduction

Grade reduction is used primarily for plagiarism, cheating, or other inappropriate behavior related to the submission of assignments or tests. Academic dishonesty usually results in a minimum penalty of failing the course, although lesser penalties may be exercised.

4) Probation

Probation is used for more serious infractions or consistent and unresponsive behavioral problems; the student is placed on probation for a specific time period. During that time, the student may receive counseling and may not be involved in any other violations of the university's policies or the student will be suspended or dismissed. Probations will be recorded in the student's permanent record.

5) Suspension

Suspension is imposed for major infractions, consistent and unresponsive behavior problems, or behavior(s) requiring the immediate removal of the student. Suspension may be for a definite period of time, or may be conditional depending on the restitution made by the student or the investigation conducted by university officials. When the term of suspension is completed, the student may be automatically reinstated or may be placed on probation for a period of time and/or assigned to counseling as deemed necessary by the administration. Suspension will be recorded in the student's permanent record.

6) Dismissal

Dismissal is used for serious violations, consistent and unresponsive behavior problems, or dangerous and/or criminal behavior. Dismissal from the university is recorded on the student's permanent record and reinstatement will not be granted.

VI. STUDENT CONDUCT PROCEDURES

1) Reporting

Any person may file an Incident Report with the university. An Incident Report is considered to have been filed when it has been presented in writing to a Student Affairs Officer. Upon receiving an Incident Report, the Dean of Students Affairs will review the report and initiate the procedures for each case.

2) Determination of Disciplinary Action

Once an Incident Report has been filed, a Student Affairs Officer will determine if disciplinary action is applicable. No further action will be taken if the Incident Report is not substantive. However, the University may resume action on any Incident Report(s) if further relevant information becomes available. If the Incident Report is substantive by having sufficient evidence to convene a hearing, the Incident Report will be referred to a Hearing Body.

3) Notification of Disciplinary Action

When a student is charged with a violation of the Student Conduct Code, the student will be notified to appear for a meeting with a Student Affairs Officer to respond to the charges in the following manner: All formal notifications shall be presented to the accused student in written form (usually by email). A time shall be set for a meeting which normally will not be less than two (2) university days and will not be more than twenty (20) calendar days after the student has been presented with the charges.

- a) An email will be sent to the student instructing the student to respond to the charges on or before a specific date.

- b) If a student does not respond to this request as instructed, a hearing will be held in the student's absence and action will be taken as warranted by the facts in the case, which may include disciplinary probation, suspension, or dismissal. The decision from a hearing held in a student's absence will be final. The student will not be afforded an appeal.
- c) Students will not be permitted to enroll in subsequent semesters until their disciplinary case is resolved.
- d) A student cannot drop a course or withdraw from the university to avoid being charged for a violation of the conduct code. If the student chooses not to participate in the process, the case will be heard in the student's absence.

4) Notification of Hearing

Once the disciplinary action has been determined, a Student Affairs Officer will review the schedule(s) of those parties involved and schedule a hearing. Proper Written Notification or an email will be sent individually to the parties involved which will include the time, date, and location for the hearing along with the disciplinary action being considered and the information reported about the incident as applicable to the party.

Distance learning students who are not able to attend an in-office hearing must have their case adjudicated either through a telephone conference, email correspondence, or through video chat. A follow-up letter with sanctions (if applicable) will be emailed to the student upon completion of the hearing. Failure of distance learning students to set up a meeting will result in the case being heard and decided in the student's absence. There is no appeal for cases heard in the student's absence.

5) Hearing

The hearings for alleged violations other than academic dishonesty shall be conducted according to the following guidelines:

- a) Normally, a hearing will be conducted in private. Hearings may be conducted by alternative means for students who are enrolled in distance learning programs.
- b) The Student Affairs Officer may make an audio recording of the Student Conduct Board hearings. No other recording devices or court reporters are permitted to record or transcribe a Student Conduct Board hearing. The audio recording is the property of the university and may be reviewed by the accused student or the complainant for the purpose of preparing an appeal. The time and location for such a review is subject to the discretion of the Student Affairs Officer.
- c) The accused student shall have the right to be assisted by an advisor. The advisor will be of the student's own choosing and may be an attorney. The Student Affairs Officer will present the case for the complainant and the university. Advisors, including attorneys, are not permitted to represent accused students in any portion of the Student Conduct Board proceedings, but may only offer advice to the accused student. The accused student may question his or her witnesses, including each other. The accused student will be permitted

to review and examine evidence during the hearing, if approved by the university's Student Conduct Board Chairperson.

- e) Pertinent records, exhibits, and taped or written statements may be accepted as evidence for consideration at the discretion of the Dean of Student Affairs.
- f) Procedural questions are subject to the final decision of the Chairperson of the Student Conduct Board.
- g) After the hearing, the Student Conduct Board, along with the Chairperson will go into closed session. The Chairperson may participate in the deliberations of the board. After deliberations, the findings and considerations will be forwarded to the appropriate approving body.
- h) The Student Conduct Board's findings and considerations will be made on the basis of the preponderance of the evidence presented at the hearing.
- i) Upon reaching a decision made by the Hearing Officer or Conduct Board, a taking into account of the Student Conduct Board, a Student Affairs Officer will inform the student of the decision and the penalty via email.
- i) Upon a decision by the Hearing Officer or Conduct Board, taking into account the recommendation and finding of fact, a Student Affairs Officer will inform the student of the decision and the penalty via email.
- j) A Student Affairs Officer will inform students of their right to appeal the decision and be given a written statement of the disciplinary actions.
- k) Should an accused student fail to appear for his/her hearing or choose to limit or withhold a response to charges against him/her, the Chairperson shall nevertheless proceed with the hearing.

6) Notification of Decision

Once a decision regarding responsibility and possible outcomes has been made following a hearing, proper written notification will be sent individually to parties involved. The decision notification letters will include, as applicable to the recipient, a rationale explaining the decision, the determination of responsibility per each Disciplinary Action reviewed, any assigned outcomes with details and due dates for completion, and the appeal instructions.

VII. APPEAL GUIDELINES

The purpose of an appeal is to review the procedures of the hearing in order to determine if there has been any error. Students have the right to appeal formal hearing decisions provided relevant grounds for an appeal are cited. All appeal request and responses in this process are transmitted by electronic mail (which accommodates distance learning students).

The student will not be granted an appeal if the case has been heard in the student's absence. Appeals of academic dishonesty cases will be decided by the Chief Academic Officer.

In all appeals involving Title IX hearing decisions the Student Affairs Officer will share the appeal by one party with the other party(s) when appropriate under procedure or law (e.g. if the responding student appeals, the appeal is shared with the complainant, who may also wish

to file a response, request an appeal on the same grounds or different grounds). All appeal documents received in this case are forwarded to the Dean of Students or their designate.

1) Grounds for Appeal

- a) A violation of due process.
- b) Evidence of prejudicial treatment by the original hearing body.
- c) Evidence that does not support a finding.
- d) Sanction(s) inappropriate for the nature of the violation.
- e) Evidence that becomes available during the review process that was not previously available during the original hearing.

2) Procedure

- a) In the first level of appeal (except in cases of Academic Dishonesty), the Dean of Students or designee will review all material related to the case including:
 - (a) The record made before the hearing body; (b) all pertinent documents, including the audio recording of the hearing, witness statements, incident reports, prior violations, and sanctions against the student. The Dean of Students or designee may:
 - (i) Affirm the original decision.
 - (ii) Change the sanctions imposed.
 - (iii) Refer the case for rehearing before another hearing body.
 - (iv) Find the accused student not in violation and terminate the proceedings.
- b) In the second level of appeal (except in cases of Academic Dishonesty), the Vice President or designee will review decisions made by the Dean of Students by reviewing all material related to the case including: (a) the record made before the hearing body; (b) all pertinent documents, including the audio recording of the hearing, witness statements, incident reports, prior violations, and sanctions against the student. The Vice President or designee may:
 - (i) Affirm the original decision.
 - (ii) Change the sanctions imposed.
 - (iii) Refer the case for rehearing before another hearing body.
 - (iv) Find the accused student not in violation and terminate the proceedings.

VIII. STUDENT COMPLAINTS AND GRIEVANCES

Students who have complaints that involve faculty, students, or administration may discuss them with the Dean of Students either personally or submit a Complaint Form to the Dean of Student Affairs. The Dean of Students Affairs 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 the student may refer the case to the Chief Academic Officer for appropriate action.

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

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

Bethesda University allows student to contact the Bureau for Private Postsecondary Education to file a grievance prior to filling a grievance with the school.

Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833, www.bppe.ca.gov, phone (916) 431-6959 toll free (888) 370-7589 fax (916) 263-1897.

In addition, students who find that their concerns have not been adequately addressed or solved by the school administration may contact the accrediting agencies, the Association for Biblical Higher Education (ABHE), or the Transnational Association of Christian Colleges and Schools (TRACS) at the following addresses:

Association for Biblical Higher Education (ABHE) 5850 T.G. Lee Blvd., Ste. 130. Orlando, FL 32822; Telephone: (407) 207-0808; email: info@abhe.org

Transnational Association of Christian Colleges and Schools (TRACS) [15935 Forest Road, Forest, Virginia 24551; Telephone: 434.525.9539; e-mail: info@tracs.org

IX. STUDENT RECORDS

Student Affairs will be responsible for maintaining all official University records related to student conduct and Complaints. A student's record will include copies of all Cases in which a student is charged with violating at least one *Student Conduct Policy*, as well as copies of all correspondence and other documentation related to the Case.

The policies regarding the retention of student conduct records are as follows:

- 1) Student Conduct and Complaints files will be maintained for a period of no more than five years.
- 2) Student Conduct files of students who have been dismissed from the University will be kept indefinitely.
- 3) The University will retain, as necessary, appropriate statistical information related to policy violations in order to comply with legislative reporting requirements.

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 credit. 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.

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

INTERNATIONAL STUDENTS

The needs of students studying at Bethesda University on an F-1 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

1. Purpose

A grievance may arise out of a decision reached or an action taken by a member of the students, faculty, staff, or administration of Bethesda University. The purpose of the student grievance procedure is to provide an impartial review process and to ensure that the rights of students are properly recognized and protected. Note: Sexual harassment complaints are handled under a separate grievance process.

2. Procedure

A. Stage One (Informal Process)

Any student who believes he/she has grounds for a grievance shall make an attempt in good faith to resolve the problem through early informal discussion of the matter with the academic, administrative, or staff member directly involved. If the student is not satisfied, the student shall attempt to resolve the grievance through either of the following channels:

- a. In the case of faculty, through the chairperson of the department, and if resolution still cannot be attained, the Chief Academic Officer.
- b. In the case of support staff or administrative personnel, through the employee's supervisor, and if resolution still cannot be attained, the Vice President.

B. Stage Two (Formal Procedures)

If the student wishes to file a formal grievance, he/she must fill out Complaint Form and submit to

Student Affairs Office. Upon receipt of the written and signed Complaint Form, the Student Affairs Officer shall promptly forward a copy to the Dean of Student Affairs. The Dean of Student Affairs 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 Vice President.

C. Stage Three (Appeal)

If the grievant is dissatisfied with the decision of the Dean of Student Affairs or Chief Academic Officer, he/she may, within five (5) working days of the receipt of the decision, file a written request to the Vice President to review. 1) The Vice President may uphold the ruling of the grievance officer and deny hearing on the basis that the grievance is without merit. 2) The Vice President may recommend that a Grievance Hearing Committee be convened.

3. Grievance Hearing Committee Process (Due Process)

The Grievance Hearing will be scheduled within fifteen (15) days of the request for review. The process for the hearing shall be as follows:

1. All information in the possession of the Student Affairs Officer that concerns the formal grievance shall be provided to the Hearing Committee by the Student Affairs Officer.
2. The Hearing Committee shall discuss issues, hear testimony, examine witnesses and consider all relevant evidence pertaining to the grievance.
3. Arguments about legal validity or constitutionality of the college policies or procedures will not be entertained by the Hearing Committee.
4. The Hearing Committee shall judge the relevance and weight of evidence and make its findings of fact. No evidence other than that received at the hearing shall be considered by the Hearing Committee.
5. Following presentation of evidence, the Hearing Committee shall privately consider the evidence and prepare a written report of its recommendation and deliver the same to either the Vice President. The report, which shall be submitted to the Vice President within five (5) working days of the date of the hearing.
6. A tape recording made of the proceedings shall be submitted by the Hearing Committee and kept in a confidential file by either the Vice President and shall be maintained for at least one year after which time it will be erased. Upon request, either party to the grievance may listen to all or portions of the tape.

4. Final Action (Disciplinary Procedures)

The Vice President shall review the report of the Hearing Committee and may clarify it with one or more members of the Committee. The Vice President may uphold, reverse, or modify the recommendations of the Hearing Committee. The decision of the Vice President and a copy of the Hearing Committee report will be delivered to the grievant, the employee against whom the grievance was filed, and the Student Affairs Officer.

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's Campus Commitment

Bethesda University (BU) is committed to creating and maintaining an environment free of harassment, and sexual violence. At BU such behaviors are not tolerated and are prohibited both by law and by University policy. The University will respond promptly and effectively to reports of sexual harassment and sexual violence and will take appropriate action to prevent, to correct, and when necessary, to discipline behavior that violates University policy.

Title IX/Sexual Harassment Office

The Title IX/Sexual Harassment Office (Title IX/SHO) maintains a leadership role in BU's commitment to a learning and workplace environment in which all persons are treated with civility, dignity, and respect. Under Title IX, Educational Amendments of 1972 and Title VII, Civil Rights Act of 1964, Title IX/SHO monitors and evaluates campus policies and procedures to ensure compliance and to provide an environment in which all members of the campus community feel supported and free of personal threat from sexual harassment and sexual violence.

In addition, the Title IX/SHO has the primary responsibility for educating the campus community on sexual harassment and sexual violence; providing ways to prevent sexual harassment and sexual violence; assisting individuals involved in complaints of sexual harassment; assisting victims of sexual assault, domestic violence, dating violence, and stalking; and investigating and resolving complaints of sexual harassment and sexual violence.

Who to Contact:

If you or someone you know is experiencing sexual harassment or sexual violence, please contact the Title IX/SHO, Leo Balayon (Male: l.balayon@BUC.edu), KyungLan Suh (Female: KyungSuh@BUC.edu) (714)683-1413 to receive information and assistance.

If you or someone you know has experienced any form of sexual violence, including sexual assault or rape, you are strongly encouraged to report the incident to the Anaheim Police Department, 911 or (714)765-1900 or the Title IX/Sexual Harassment Office, (714)683-1413.

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 – 6:00 pm

Saturday ----- Open upon requests

Sunday ----- Closed

During the Summer and Winter break the library is open from 9:00 am – 6:00 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 “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 2,230 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>

User ID: **buc** Password: **bethesda**

How to access “학술지기사색인 (Korean Journals)”

- 1) Go to “www.dbpia.com”
- 2) Click on “기관회원 로그인”, “소속기관”, and input “Bethesda”.
Click on “Bethesda University”.
- 3) Input ID and Password.
ID: BethesdaU Password: BethesdaCA2013

E Journals BU Library subscribes to:

Young Children (the English journal of the National Association for the Education of Young Children)

www.naeyc.org

ID: 819302

Password : Ho

목회와신학

<http://moxsin.duranno.com>

회원번호: 18560

구독번호: 12345

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 the library catalog with the computer are distributed and are always provided in the library. Library tours are given upon requests.

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 Bethesda University 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 school ID.

SCATLA Directory

AZUSA PACIFIC UNIVERSITY (James L. Stamps Theological Library)
BETHEL UNIVERSITY (Price Memorial Library)
BETHESDA UNIVERSITY
BIOLA UNIVERSITY (Biola University Library)
CALIFORNIA BAPTIST UNIVERSITY
CLAREMONT SCHOOL OF THEOLOGY (Claremont School 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 UNIVERSITY
LIFE PACIFIC COLLEGE
LOGOS EVANGELICAL SEMINARY
LOYOLA MARYMOUNT UNIVERSITY (Charles Von der Ahe Library)
MASTER'S SEMINARY (The Master's Seminary Library)
PEPPERDINE UNIVERSITY (Payson Library)
POINT LOMA NAZARENE UNIVERSITY
SHEPHERD UNIVERSITY
SOUTHERN CALIFORNIA SEMINARY

FINANCIAL INFORMATION

Bethesda University has no pending petition in Bankruptcy, it is not operating as debtor in possession, and has never filed a petition within the preceding five (5) years nor has had a petition in bankruptcy filed against it within the preceding five (5) years.

TUITION AND FEES*

Application Fee		
Domestic	\$50.00	
International	\$100.00	
Library Fee (each semester)	\$40.00	
Tuition per semester hour		
	Resident (New***)	International Student
Undergraduate:		
Religion – General Education	\$255.00	
Religion – Professional Studies	\$231.00 (\$235.00)	
Other	\$251.00 (\$255.00)	\$265.00(B.A.)
Graduate: (Master)		
MBA	\$295.00 (\$320.00)	
Other	\$265.00	
Graduate: (Doctorate)	\$320.00	
ESL:	\$200.00	
E.C.E Certificate:	\$200.00	
Late Registration Fee	\$100.00	
Late Tuition Fee	\$90.00	
Independent Study Fee additional (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
**Maintenance Fee (D. Min.)		\$50.00

* Tuition and fees are subject to change without notice

** All D.Min thesis students are billed \$50 maintenance fee to cover using library and computer lab.

*** This applies to 2016 Fall new students.

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	126 units
Bachelor of Arts in Early Childhood Education	126 units
Bachelor of Arts in Music	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
Doctor of Ministry	42 units
Preschool Teacher Certificate	15 units
Preschool Director Certificate	18 units
English as a Second Language Certificate	30 units

**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.

The Schedule of Total Charges for Program

Degree	Program	Unit (Full-time)	Per unit Charge	Total graduate Unit	Total Charges
BA	BS	12	\$ 255	126	\$ 34,005.00
	ECE	12	\$ 255	126	\$ 31,746.00
	THEOLOGY	12	\$ 235	126	\$ 29,226.00

	MUSIC	12	\$ 255	135	\$ 34,005.00
	IT	12	\$ 255	135	\$ 34,005.00
	DESIGN	12	\$ 255	135	\$ 34,005.00
MA	MUSIC	9	\$ 265	48	\$ 12,830.00
	BIB	9	\$ 265	60	\$ 16,010.00
MDIV		9	\$ 265	96	\$ 25,550.00
MBA		9	\$ 320	60	\$ 17,810.00
DOCTOR	DMIN	9	\$ 320	42	\$ 13,440.00

PROGRAM		NUMBER OF UNITS	TOTAL ESTIMATED CHARGE
CERTIFICATE	ESL	28	\$5,600.00
	ECE	18	\$3,600.00

** Total charges include tuition, application/admission fee, student fee and library fees.

OTHER EXPENSES

Books

Students should plan to spend approximately \$150-\$200 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. Health Insurances must be submitted before every new semester.

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

The University may accept payment in full for tuition and fees including any funds received through federal 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 their tuition for the current semester during registration. All account balances from the current semester must be paid in full by the end of each session. Any students with a remaining balance will not be allowed to register for the next semester's courses until all past due charges have been paid.

2. Payment Plans

Payment plans are available for returning students only, new students are not eligible. Returning students may sign up for either one of these payments plans.

- A. Option I - First 50% of the tuition must be paid by the tuition due date. Remaining 50% can be paid off within the next 30 days after the tuition due date. The Payment Plan Fee for this option costs \$90.
 - B. Option II - First 50% of the tuition must be paid by the tuition due date. Remaining 50% can be paid off within the next 60 days after the tuition due date. This second half of the payment can be divided 25% and 25%; either way it needs to be paid off within 60 days. The Payment Plan Fee for this option costs \$180.
3. Finance Charge for Deferred Payment
There will be a late fee of \$90 if the tuition is not paid on time each semester. If a first payment is not made within 30 days from the beginning of the semester, you will receive a warning. If a payment is not received within 50 days from the beginning of the semester, you will be automatically dropped from your all of your course/s.
 4. Unpaid Accounts
A student may not register for any classes, receive any diploma, grades, transcripts, or letters of recommendation until all fees have been paid off.
 5. Policies and Procedures regarding Financial Aid
If a student obtains a loan to pay for an educational program, the student will have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund, and that, if the student has received federal student financial aid funds, the student is entitled to a refund of the money not paid from federal student financial aid program funds.

STATE OF CALIFORNIA STUDENT TUITION RECOVERY FUND

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

1. You are a student in an educational program, who is a California resident, or are enrolled in a residency program, and prepay all of part of your tuition either by case, guaranteed student loans, or personal loans, and
2. Your total charges are not paid by any third-party payer such as an employer, government program or other payer unless you have a separate agreement to repay the third party.

You are not eligible for protection from the STRF and you are not required to pay the STRF assessment if either of the following applies:

1. You are not a California resident, or are not enrolled in a residency program, or
2. Your total charges are paid by a third party, such as an employer, government program or other payer, and you have no separate agreement to repay the third party.

The State of California created the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic losses suffered by students in educational programs who are California residents, or are enrolled in a residency 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.

Questions regarding the STRF may be directed to the Bureau for Private Postsecondary Education, P. O. Box 980818, W. Sacramento, CA 95798-0818; Internet Web site address: www.bppe.ca.gov; Toll-free telephone No. 888-430-7589 and Fax No. 916-263-1897.

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**
All scholarships will be placed in the awarded student's account to be used for tuition fees. Any student receiving financial aid (Cal Grant, Pell Grant, or student loans) and has an excess of tuition and registration fees will be allowed to use their scholarship for other needs such as housing, books, travel, food or personal expenses. If there is any amount of credit

still remaining at the time of graduation, the student will be issued a check for the credit remaining in their account.

4. No Recipients of Multiple Scholarships

Any students selected to receive more than one scholarship will receive the larger of their two scholarships in full and receive 50% of the awarded amount of the second scholarship. Merit-Based scholarship, Grace Scholarship, Representative of each department, and Chapel Worship team Scholarships are not affected by the multiple scholarship rule and may be combined with other scholarships.

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. President's Scholarship

NOMINATION

Apply: Every semester.

Amount: \$1,500

Awarded to: (1) 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 student behavior. In the case of a GPA tie among the selected students, the scholarship will be awarded to the student with the best cumulative GPA. This is the largest academic-based scholarship offered at Bethesda University for undergraduate students.

2. Young-San Scholarship

NOMINATION

Apply: Every semester.

Amount: \$1,500

Who: (1) 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 student behavior. In the case of a GPA tie among the selected students, the scholarship will be awarded to the student with the best cumulative GPA. If there are remaining funds, then the second place winner will be decided by the Scholarship Committee. This is the largest academic-based scholarship offered at Bethesda University for graduate students.

3. Merit-Based Scholarship

NOMINATION

Apply: Every semester.

Amount: \$500

Who: Full-Time Undergraduate Students + Graduate Students

Criteria:

The Scholarship Committee will screen and reward the scholarships to candidates who are in the top 10% from each class with at least an undergraduate GPA of 3.6 or a graduate GPA of 3.7. Religious Studies majors are selected from the top 30% of each class. 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 3.5 GPA.

4. Merit-Based Online Scholarship

NOMINATION

Apply: Every semester**Amount:** \$500**Who:** Full-Time Undergraduate Students + Graduate Students**Criteria:**

The Scholarship Committee will screen and reward the scholarships to candidates who are in the top 5% from each online course with at least an 3.6 undergraduate GPA or 3.7 graduate GPA.

5. Grace Scholarship

APPLICATION

Apply: Every semester.**Amount:** \$2,000**Who:** (1) Undergraduate Student + (1) Graduate Student**Criteria:**

The Scholarship Committee will screen and reward the Grace Scholarship to undergraduate or graduate Music majors who have demonstrated signs of leadership, have an exceptional school musical performance, and have an outstanding academic record.

6. The Regents Scholarship

APPLICATION

Apply: As an entering new student.**Amount:** Up to 100% of the Tuition can be awarded.**Criteria:**

This is the most prestigious scholarship awarded to an incoming student, and is awarded for 2 to 4 years. The award is based on academic excellence that the student received a minimum 3.7 GPA from previous institution, or an award winner of an internationally renowned competition in Arts and Music. Also applicant's personal essay and recommendations from other person are required. Applicant's transcript is acceptable, if graduation date from previous institution is not more than three years. In more than three years, it will be discussed in Scholarship Committee. This scholarship will be given for no more than 10 % of enrolled students per each major and interview will be held with Scholarship Committee member for final decision. If the scholarship recipient's GPA falls below 3.5, then one warning will be given to bring up the cumulative GPA back up to 3.5 the following semester. If the recipient does not bring the GPA back up, and for two consecutive semesters has a GPA that falls below 3.5, then the scholarship will be rescinded.

7. Athletic Scholarship

NOMINATION

Apply: Every semester**Amount:** Funds vary.**Who:** Current Bethesda University Athlete

Criteria:

An athlete who has an outstanding performance record and a recommendation from the each sports team coach.

8. Bethesda Undergraduate Alumni Scholarship

APPLICATION

Apply: As an entering student.

Amount: Up to 50% Tuition can be awarded. Only pertains to the FIRST Semester

Who: Bethesda Undergraduate Alumni

Criteria:

Any undergraduate student graduated from Bethesda University who enrolls again for a different program at Bethesda University can receive up to a 50% tuition discount for the first semester only. This scholarship rewards students who are dedicated to continuing their studies at Bethesda University, rather than attending other university programs. The Scholarship Committee will screen and award candidates with at least a 3.3 GPA.

9. Religious Worker Scholarship

APPLICATION

Apply: Can apply up to two semesters.

Amount: 30% Tuition

Who: An active pastor (or jeondosa) or the spouse or child of an active pastor with proper verification.

Criteria:

A student who is an active pastor (or jeondosa), or is the spouse or child of an active pastor at any church, will receive a 30% tuition discount. However, the applicant must be able to submit a copy of the Pastor's Ordination, and submit a current Church Program with the applicant's name on it. If the scholarship recipient's GPA falls below 2.7 (B-), then one warning will be given to bring up the cumulative GPA back up to 2.7 (B-) the following semester. If the recipient does not bring the GPA back up, and for two consecutive semesters has a GPA that falls below 2.7, then the scholarship will be rescinded.

10. Sibling/Family Scholarship

APPLICATION

Apply: Every semester

Amount: 15% Tuition

Who: A sibling(s) or family member(s) of a current Bethesda University student attending at the same time will each receive a 15% tuition reduction.

11. Service Scholarship

NOMINATION

Apply: Can apply up to two semesters.

Amount: Student Committee

President (50% Tuition)

Vice President (30% Tuition)

Members (30% Tuition)

Representative Department

A representative from each department will be rewarded \$200.

Chapel Worship Leaders

Worship leaders and team members will be rewarded \$200.

Who: A member of the Student Body.

Criteria:

Must be full-time Bethesda University students.

***Note:** Representatives Department

If, for some reason, a Representative from a department steps down, the Student Committee and student officers will discuss and decide who and when a new Representative will take the place of the former Representative.

12. Reading Marathon Scholarship

NOMINATION

Apply: Yearly

Amount: Funds vary.

Who: Students who have read and submitted a book review.

Criteria:

The purpose of this scholarship is to encourage students to read as many books as they can. The Scholarship Committee will screen and choose a student or students who have read and written the best book review in the prior semester. The scholarship is evenly distributed between Korean and English book reviews.

13. Donation Scholarship

NOMINATION + APPLICATION

(1) Sung-Hae Scholarship

The undergraduate or graduate student with the overall best GPA and with an excellent student record is selected for this scholarship.

(2) Bethesda University Alumni Scholarship

Can be applied through the Alumni Association.

(3) Nomination Scholarship

A benefactor may nominate a student to award a scholarship. The amount is determined by the giver.

14. Encouragement Scholarship

APPLICATION

Apply: Every semester

Amount: Varies on the availability of funds.

Criteria:

Depending on the availability of funds, the Scholarship Committee will select students who demonstrate financial need for this scholarship. Financial needs must be demonstrated by submitting a written statement along with the application.

***Note:** *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.*

15. The Third World Countries Scholarship

NOMINATION

Apply: Every semester
Amount: Up to 100% Tuition can be awarded.
Who: Upon the recommendation from any missionary serving in the third world countries,

Criteria:

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.

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 Subsidized and Unsubsidized Loans. Grants are awarded based on need and income, and do not have to be repaid. The Stafford Subsidized 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 if the student withdraws or goes below half time at the school, during which time no interest is accrued. The Stafford Unsubsidized loan accrues interest as soon as the student receives the loan and will continue to accrue the same interest percentage for the life of the loan. Like the Stafford Subsidized Loan, payments for the unsubsidized loan will not begin until six months after graduation, or if the student withdraws or goes below half time at the university. Interest is set by the federal government. The recipient of all loans is responsible for making payments until the loan is fully repaid. Only undergraduates are available to receive Pell Grants, subsidized, and unsubsidized loans. Graduate or Professional students can only receive Unsubsidized loans.

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 \$5775 per year for full-time students and are available to college students who have not previously earned a bachelor's 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.

All applicants must file a FAFSA in order to receive financial aid. Any student not filing a FAFSA will not be awarded.

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 BU 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 or crime.

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 BU 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 document 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.
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 Financial Aid Officer.
9. Exit Counseling – required for when loan borrowers graduate, withdraw, or drop below half-time. Preferably completed one-on-one.
10. 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.
11. 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.
12. Copy of the Social Security Card
13. 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 Financial Aid Department that the student wishes to apply for financial aid. If the Financial Aid Department requires additional information from the student or if the submitted document is incomplete, the student will be notified via telephone or email 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 Financial Aid officer 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. Any submissions past the March 2nd deadline will not be considered for Cal Grants.

Any student requesting Pell Grants for the 2015-2016 academic year must have their FAFSA completed, along with any pending verifications completed and turned in by July 31, 2016. Any

submissions after this date will not be processed. Any student requesting federal loans for the 2015-2016 academic year must have their FAFSA completed, along with any pending verifications completed and turned in by June 10, 2016.

Awarding Financial Aid

The Financial Aid 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 Financial Aid Department information detailing the annual funds 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.

Students receive notice of financial aid via the needs and analysis letter. Students are required to accept or decline each award.. 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.

Responsibility for Disbursement of Funds

The Accounting Office has the responsibility for the disbursement of the loan, grant, and scholarship funds according to 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 Federal Work Study paychecks.

There is a clear and distinct separation of functions between the Financial Aid and the Accounting Office. The Financial Aid Office maintains 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 card, 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 Department of Education. 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 and fees 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 to the proper source, according to federal guidelines.

The University refunds 100 percent of the amount paid for institutional charges 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 their 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 Accounting Office from which the money was awarded according to the pro-ration policy.

ACADEMIC INFORMATION

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 \$50 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.

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:

TEST	PASSING SCORE
ACCUPLACER Reading Comprehension	55
ACCUPLACER Sentence Skills	60
ACCUPLACER Arithmetic	34

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.

Language

Since Bethesda University uses Korean as its primary language of instruction, it does not require English proficiency tests such as the TOEFL for admissions.

GRADUATE ADMISSION 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: \$100 for international students and \$50 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.

Notice Concerning Transferability of Credits and Credentials Earned At Our Institution

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

CRITERIA FOR TRANSFER OF CREDIT

Maximum Number of Transferable Credits (Units) for Undergraduate Program		
Institution Type	Undergraduate Program	
	Religion, Business, Early Childhood Education, Design	Music, I.T.
Accredited Institutions (4 yr.)	81	90
Accredited Institutions (2 yr.)/ Junior Colleges	62	67
Other Institutions/ Non-Accredited	40%	40%
Non-accredited Institutions (with the same denominational background)	50%	50%
Minimum Residence Requirements (Total Units Required)	45	45
Minimum Residence Requirements (Major Requirement)	30	40

Maximum Number of Transferable Credits Allowed for Graduate Program (A Revised Policy)					
Institution Type	Graduate & Professional Program				
	Doctor of Ministry	Master of Divinity	M.A. in Biblical Studies	M.A. in Music	M.B.A.
Accredited Institutions	6	19	12	9	18

Other Institutions/Non-Accredited Institutions	0	9	6	4	0
Other Institutions (with the same denominational background)	3	12	8	6	0
Minimum Residence Requirements	36	77	48	39	27
Advanced Standing	0	15	9	9 (Biblical Studies Requirement Only)	12(Prerequisite)

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, and 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 demonstrated 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 Master's 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:

GRADE POINTS	LETTER GRADE	SCORES
4.0	A	93+
3.7	A-	90-92
3.3	B+	88-89
3.0	B	83-87
2.7	B-	80-82
2.3	C+	78-79
2.0	C	73-77
1.7	C-	70-72
1.3	D+	68-69
1.0	D	63-67
0.7	D-	60-62
0.0	F	59 or less

LETTER GRADE DESCRIPTION

- A Work of highest quality in all areas; mastery of facts and concepts; creativity; ability to evaluate data and trends.
- B Adequate mastery of facts and concepts; creativity and analytical ability, but with some weaknesses and room for improvement.
- C Sufficient grasp of facts and a general competence of subject.
- D Insufficient grasp of facts and competence of subject. Students who do not demonstrate improvement are subject to dismissal.
- F Failure to achieve minimal quality or production of work.
- W Withdrawal from a class until the 8th week of the semester.
- I 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."
- P Pass
- NP Non-Pass

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), 2.0 cumulative GPA (graduate) as a full-time student. Students must have a 2.0 cumulative GPA in order to meet graduation requirements. All classes will be held on the main campus, 730 N. Euclid Street, Anaheim, CA 92801.

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), 2.0 (graduate) or greater.

TERMS OF PROBATION

A student who is making unsatisfactory progress (overall GPA below 2.0 (undergraduate), 2.0 (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 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), 2.0 (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 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.

RE-ENROLLMENTS for International students

Student whose I-20 was terminated due to unsatisfactory progress, violation of attendance policy, or misconduct may re-enroll with a proof that he/she achieved at least 2.5 G.P.A and maintained “continued attendance I-20” from another school for at least 1 semester.

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:

3.8 - 4.0	Summa Cum Laude
3.65 - 3.79	Magna Cum Laude
3.5 - 3.64	Cum Laude

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 discontinues 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 graduate student will be placed on academic probation if a 2.0 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. The student has two semesters to achieve a cumulative GPA of 2.0 (undergraduate), 2.0 (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:

Freshman status	0-29 hours
Sophomore status	30-59 hours
Junior status	60-89 hours
Senior status	90+ hours

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 2.0.
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.

MASTER OF BUSINESS ADMINISTRATION

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

5. Complete 45 semester hours of course work with a minimum cumulative grade point average of 2.0.
6. Complete all required courses for the degree and all proficiency requirements, ESL requirements.
7. Complete the last 27 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 2.0.
2. Complete all required courses for the degree and all proficiency requirements, ESL requirements.
3. Complete the last 39 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 2.0.
2. Complete all required courses for the degree and all proficiency requirements, ESL

requirements.

3. Complete the last 77 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 Doctor of Ministry degree the student must:

1. Complete a minimum of 42 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 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.

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 kept permanently.

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 Religion, Early Childhood Education, Music, Business Administration, Information Technology, and Design. There are four concentrations in the B.A. in Religion. A student may choose a concentration in Biblical Studies, Pastoral Ministry, Christian Education, and Mission. There are three concentrations in the B.A. in Business Administration. A student may choose a concentration in General Business Administration, Sports Management, and Legal Administration. Faculty members direct the academic programs in their respective fields.

Basic Course Requirements: The BA in Religion requires either 126 hours of course work, comprised of 45 hours of general education, 6 hours of Bible and theology, and 75 hours of professional studies. The B.A. in Early Childhood Education and Business Administration 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, Information Technology 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.

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.
6. Be functional in the use of a computer in personal and professional settings.

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 master 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 distinctive.
- 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: 48 Hours

Required: 36 Hours

Communication

GC 140 Research and Writing

Social Sciences

GS 150 Introduction to Leadership

GS 172 Introduction to US Law and Government

GS 260 Introduction to Business

GS 499 Senior Integrative Seminar

Arts and Humanities

GS 110 Introduction to Psychology

GH 110 Introduction to Music Performance I

GH 250 Christian Ethics

Natural Sciences/ Computer

GN 120 Earth Science

GM 170 Introduction to Computers

Theology

BS 200 Introduction to Bible

TH 101 Introduction to Christianity

Electives: 12 Hours

Christian Service: 3 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

Bible/ Theology: 48 Hours

Required: 30 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 450 Pentecostal Heritage

MI 210 Introduction to Missions

Electives: 18 Hours

Professional Studies: 27 Hours

Required: 24 Hours

CG 210 Personal Evangelism

CH 220 Church History

PT 310 Pastoral Theology

PT 320	Introduction to Preaching
PT 340	Leadership Development
CG 462	Church Growth
PT 464	Pastoral Counseling
PT 473	Preaching Practicum

Electives: 3 Hours

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.
9. Demonstrate and model a life of Christ-likeness.

General Education: 48 Hours

Required: 36 Hours

Communication

GC 140 Research and Writing

Social Sciences

GS 150 Introduction to Leadership
 GS 172 Introduction to US Law and Government
 GS 260 Introduction to Business
 GS 499 Senior Integrative Seminar

Arts and Humanities

GS 110 Introduction to Psychology
 GH 110 Introduction to Music Performance I
 GH 250 Christian Ethics

Natural Sciences/ Computer

GN 120 Earth Science

GM 170 Introduction to Computers

Theology

BS 200 Introduction to Bible

TH 101 Introduction to Christianity

Electives: 12 Hours

Christian Service: 3 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

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: 45 Hours

Required: 39 Hours

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

Electives: 6 Hours

Religion (Christian Education)

The Christian Education concentration is designed to equip students to serve local churches and Para church 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: 48 Hours

Required: 36 Hours

Communication

GC 140 Research and Writing

Social Sciences

GS 150 Introduction to Leadership

GS 172 Introduction to US Law and Government

GS 260 Introduction to Business

GS 499 Senior Integrative Seminar

Arts and Humanities

GH 100 Introduction to Psychology

GH 110 Introduction to Music Performance I

GH 250 Christian Ethics

Natural Sciences/ Computer

GN 120 Earth Science

GM 170 Introduction to Computers

Theology

BS 200 Introduction to Bible

TH 101 Introduction to Christianity

Electives:12 Hours

Christian Service: 3 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

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: 45 Hours

Required: 39 Hours

CG 210 Personal Evangelism
CE 150 Introduction to Christian Education
CE 210 Foundations of Teaching Ministry
CE 240 Historical and Philosophical Foundation of Christian Education
CE 261 Life-Span Development in Ministry
CE 370 Christian Education of Children,
or CE 371 Christian Education of Youth
CE 380 Religious Development of Children & Youth
CE 410 Family Ministries in the Church
CE 480 Educational Administration
CE 490 Seminar in Educational Ministry
CE 400 Teaching Methods
PT 340 Leadership Development

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: 48 Hours

Required: 36 Hours

Communication

GC 140 Research and Writing

Social Sciences

GS 150 Introduction to Leadership
GS 172 Introduction to US Law and Government
GS 260 Introduction to Business
GS 499 Senior Integrative Seminar

Arts and Humanities

GH 100 Introduction to Psychology
GH 110 Introduction to Music Performance I
GH 250 Christian Ethics

Natural Sciences/ Computer

GN 120 Earth Science
GM 170 Introduction to Computers

Theology

BS 200 Introduction to Bible
TH 101 Introduction to Christianity

Electives:12 Hours

Christian Service: 3 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

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: 45 Hours

Required: 39 Hours

MI 210	Introduction to Missions
CH 220	Church History
CG 210	Personal Evangelism
MI 240	History of Missions
MI 250	World Religions and Missions
MI 320	Adapting & Ministering in Other Cultures
PT 320	Introduction to Preaching
PT 340	Leadership Development
MI 340	Mission Strategy
CE 150	Introduction to Christian Education
CE 400	Teaching Methods
PT 464	Pastoral Counseling
PT 473	Preaching Practicum

Electives: 6 Hours

Bachelor of Arts 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 information technology with Christian values.
2. Demonstrate knowledge of databases and operating systems.
3. Articulate 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: 48 Hours

Required: 36 Hours

Communication

GC 140 Research and Writing

Social Sciences

GS 150 Introduction to Leadership

GS 172 Introduction to US Law and Government

GS 260 Introduction to Business

GS 499 Senior Integrative Seminar

Arts and Humanities

GH 100 Introduction to Psychology

GH 110 Introduction to Music Performance I

GH 250 Christian Ethics

Natural Sciences/ Computer

GN 120 Earth Science

GM 170 Introduction to Computers

Theology

BS 200 Introduction to Bible

TH 101 Introduction to Christianity

Electives:12 Hours

Christian Service: 3 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

Professional Studies: 84 Hours

Required: 78 Hours

IT 101	IS Productivity and Technology
IT 104	Microsoft Access for Internet
IT 113	Homepage Design
IT 124	Implementation of Database using MySQL 5
IT 125	Computer Architectures
IT 131	Introduction to Multimedia
IT 140	Introduction to Web Programming
IT 141	Introduction to Digital Communication Systems
IT 205	Introduction to Linux OS and Open Source
IT 217	Multimedia and DSP Lab
IT 218	Java Programming
IT 235	Introduction to Embedded System
IT 248	Building a Small Office/Home Networks and Configuration of Admin LAN
IT 261	An Introduction to Information Security
IT 335	Intermediate Web Development using AMP
IT 360	Effective Communication Skills for Technical Professionals
IT 370	Introduction to VoIP
IT 380	CCNA
IT 390	Video Server
IT 400	MAT LAB
IT 421	Special Topics of IT
IT 425	Advanced Topic of Network
IT 433	Advanced Database System
IT 480	Software Engineering
IT 490	CCNA Advance
IT 491	Database Management Systems

Electives: 6 Hours

Bachelor of Arts 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: 126 Hours

General Education: 48 Hours

Required: 36 Hours

Communication

GC 140 Research and Writing

Social Sciences

GS 150 Introduction to Leadership
GS 172 Introduction to US Law and Government
GS 260 Introduction to Business
GS 499 Senior Integrative Seminar

Arts and Humanities

GH 100 Introduction to Psychology
GH 110 Introduction to Music Performance I
GH 250 Christian Ethics

Natural Sciences/ Computer

GN 120 Earth Science
GM 170 Introduction to Computers

Theology

BS 200 Introduction to Bible
TH 101 Introduction to Christianity

Electives:12 Hours**Christian Service: 3 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

Professional Studies: 75 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: 45 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: 48 Hours

Required: 36 Hours

Communication

GC 140 Research and Writing

Social Sciences

GS 150 Introduction to Leadership

GS 172 Introduction to US Law and Government

GS 260 Introduction to Business

GS 499 Senior Integrative Seminar

Arts and Humanities

GH 100 Introduction to Psychology

GH 110 Introduction to Music Performance I

GH 250 Christian Ethics

Natural Sciences/ Computer

GN 120 Earth Science

GM 170 Introduction to Computers

Theology

BS 200 Introduction to Bible

TH 101 Introduction to Christianity

Electives:12 Hours

Christian Service: 3 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

Professional Studies: 75 Hours

Required: 57 Hours

EC 100 Introduction to Early Childhood Education

EC 101 Development in Early Childhood

EC 102 Children in Relations with Home, School, and Community

EC 103 Creative Experiences for Children

EC 201 Curriculum and Teaching in Early Childhood

EC 202 Organization and Management of Child Care Center

EC 250	Health, Safety, and Nutrition for Children
EC 280	Parent Education
EC 290	Math and Science Education
EC 310	Guidance and Discipline for Children
EC 315	Afterschool Programs
EC 320	Educational Programs for Infants and Toddlers
EC 325	Language Arts in Early Childhood Education
EC 340	Theories of Play and Education
EC 370	Counseling for Children
EC 410	Children with Special Needs
EC 430	Evangelism for Children
EC 450	Internship
EC 499	Senior Integrative Seminar

Electives: 18 Hours

Bachelor of Arts in Music

The Bachelor of Arts in Music offers training in skill and character for artists who wish to serve in the field of classic / contemporary music in the church or in the arts industries. The music department of Bethesda University exists to educate Christian leaders and spiritual development in the field of music. The Bachelor of Arts in Music Degree is offered with applied concentration on piano, organ, accompanying, voice, orchestral instruments, composition, conducting, percussion instruments, praise ministry, contemporary music, film music, computer music and musical theatre. The B.A. in Music degree is awarded upon the successful completion of 135 semester hours of graduate work.

STUDENT LEARNING OUTCOMES

The general objectives of this degree are as follows:

1. Integration of Christian principles with music knowledge and practice.
2. Be held a higher standard of technical ability, artistry, and difficulty in music.
3. Develop repertory of useful music literature for the church and community.
4. Demonstrate proficiency skills in their area of performance.

Fields of Emphasis:

Piano, Organ, Accompanying, Voice, Orchestral Instruments, Composition, Conducting, Percussion Instruments, Praise Ministry, Contemporary Music, Film Music, Computer Music and Musical Theatre.

Classical Music Major

B.A. Degree Requirement: 135 Hours

General Education: 48 Hours

Required: 36 Hours

Communication

GC 140 Research and Writing

Social Sciences

GS 150 Introduction to Leadership

GS 172 Introduction to US Law and Government

GS 260 Introduction to Business

GS 499 Senior Integrative Seminar

Arts and Humanities

GS 110 Introduction to Psychology

GH 110 Introduction to Music Performance I

GH 250 Christian Ethics

Natural Sciences/ Computer

GN 120 Earth Science

GM 170 Introduction to Computers

Theology

BS 200 Introduction to Bible

TH 101 Introduction to Christianity

Electives: 12 Hours

Christian Service: 3 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

Professional Studies: 84 Hours

Required: 65 hrs.

MUS 151 Applied Music I

2 hrs

MUS 152 Applied Music II	2 hrs
MUS 153 Applied Music III	2 hrs
MUS 154 Applied Music IV	2 hrs
MUS 155 Applied Music V	2 hrs
MUS 156 Applied Music VI	2 hrs
MUS 157 Applied Music VII	2 hrs
MUS 158 Applied Music VIII	2 hrs

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 161 Music History & Literature I	3 hrs
MU 162 Music History & Literature II	3 hrs
MU 163 Music History & Literature III	3 hrs
MU 174 Music Theory I	2 hrs
MU 233 Music Theory II	2 hrs
MU 180 Ensemble I	3 hrs
MU 181 Ensemble II	3 hrs
MU 145 Sight-singing & Ear-training I	2 hrs
MU 245 Sight-singing & Ear-training II	2 hrs
MU 211 Chorus I	2 hrs
MU 212 Chorus II	2 hrs
MU 234 Harmony I	2 hrs
MU 235 Harmony II	2 hrs
MU 261 Musical Form & Analysis I	2 hrs
MU 268 Music Pedagogy	3 hrs
MU 332 Counterpoint I	2 hrs
MU 333 Counterpoint II	2 hrs
MU 421 Praise & Worship Leader	3 hrs
MU 422 Church Music History	3 hrs
MU 423 Music Teaching Method	3 hrs

MU 366 Junior Recital	P/F
MU 460 Senior Recital	P/F
MU 367 Junior Project	P/F
MU 461 Senior Project	P/F

● **Electives: 19 hrs**

Contemporary Music Major

B.A. Degree Requirement: 135 Hours

General Education: 48 Hours

Required: 36 Hours

Communication

GC 140 Research and Writing

Social Sciences

GS 150 Introduction to Leadership

GS 172 Introduction to US Law and Government

GS 260 Introduction to Business

GS 499 Senior Integrative Seminar

Arts and Humanities

GS 110 Introduction to Psychology

GH 110 Introduction to Music Performance I

GH 250 Christian Ethics

Natural Sciences/ Computer

GN 120 Earth Science

GM 170 Introduction to Computers

Theology

BS 200 Introduction to Bible

TH 101 Introduction to Christianity

Electives: 12 Hours

Christian Service: 3 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

Professional Studies: 84 Hours

Required: 65 hrs

MUS 151 Applied Music I	2 hrs
MUS 152 Applied Music II	2 hrs
MUS 153 Applied Music III	2 hrs
MUS 154 Applied Music IV	2 hrs
MUS 155 Applied Music V	2 hrs
MUS 156 Applied Music VI	2 hrs
MUS 157 Applied Music VII	2 hrs
MUS 158 Applied Music VIII	2 hrs

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 161 Music History & Literature I	3 hrs
MU 162 Music History & Literature II	3 hrs
MU 163 Music History & Literature III	3 hrs
MU 171 Jazz Theory I	2 hrs
MU 172 Jazz Theory II	2 hrs
MU 180 Ensemble I	3 hrs
MU 181 Ensemble II	3 hrs
MU 174 Music Theory I	2 hrs
MU 233 Music Theory II	2 hrs
MU 145 Sight-singing & Ear-training I	2 hrs
MU 245 Sight-singing & Ear-training II	2 hrs
MU 211 Chorus I	2 hrs
MU 212 Chorus II	2 hrs
MU 234 Harmony I	2 hrs
MU 235 Harmony II	2 hrs
MU 261 Musical Form & Analysis I	2 hrs
MU 293 Jazz Improvisation	3 hrs
MU 421 Praise Worship Leader	3 hrs
MU 422 Church Music History	3 hrs
MU 443 MIDI & Arranging	3 hrs

MU 366 Junior Recital	P/F
MU 367 Junior Project	P/F
MU 460 Senior Recital	P/F
MU 461 Senior Project	P/F

● **Electives: 19 hrs**

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: 126 Hours

General Education: 48 Hours

Required: 36 Hours

Communication

GC 140 Research and Writing

Social Sciences

GS 150 Introduction to Leadership

GS 172 Introduction to US Law and Government

GS 260 Introduction to Business

GS 499 Senior Integrative Seminar

Arts and Humanities

GS 110 Introduction to Psychology

GH 110 Introduction to Music Performance I

GH 250 Christian Ethics

Natural Sciences/ Computer

GN 120 Earth Science

GM 170 Introduction to Computers

Theology

BS 200 Introduction to Bible

TH 101 Introduction to Christianity

Electives: 12 Hours

Christian Service: 3 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

Professional Studies: 75 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: 15 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

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

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 and FOREIGN LANGUAGE

GC 101, 102 English I, II

3 hours

This class prepares students to write competently and understand various texts through learning how to think critically. This includes the processes involved and producing original works with correct grammar and mechanics. The course will move beyond the basics in approach to writing essays.

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, 221 Korean I, II

3 hours

The purpose of course is training for basic Korean language such as reading, speaking, listening, and writing skills.

GC 230, 231 Chinese I, II

3 hours

The purpose of course is training for basic Chinese language such as reading, speaking, listening, and writing skills.

GC 250, 251 Spanish I, II

3 hours

The purpose of course is training for basic Spanish language such as reading, speaking, listening, and writing skills.

SOCIAL SCIENCES

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 150 Introduction to Leadership

3 hours

Investigation into leadership theory and practice leading to the development of a biblical philosophy of leadership. Studies of leadership have produced theories involving traits, situational interaction, function, behavior, power, vision, and values, charisma, and intelligence.

GS 172 Introduction to US Law and Government

3 hours

The course provides an overview of various areas of US 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 and provides an understanding of how the law works. The course also provides an overview of the US Constitution and the system of US government including structure, institutions and functions.

GS 180 Principles of Accounting

3 hours

The objective of this course is to provide students with an opportunity to understand the basic accounting and financial data in daily life.

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 213 Marriage, Family and Christianity

3 hours

This course is designed to provide an overview of theoretical concepts of family and marriage from a

Christian perspective. Family life cycle will be examined based on family therapy models. Theories of marital interaction and the leading approach to clinical treatment with couples will be addressed. In addition, this course provides insights and skills in the treatment of family and marital conflict and distress. On completing this course, students can identify basic Family and Marriage problems and integrate a spiritual dimension in them.

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 250 Introduction to Economics

3 hours

Introduction to Economics (GS250) is an introduction to the basic core principles of microeconomics and macroeconomics. The academic level of the class is equivalent to that of the first year business studies. Students shall take 14 lectures and 2 term examinations, which is a standard, prescribed by the University.

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.

ARTS and HUMANITIES

GH 100 Introduction to Psychology

3 hours

An introduction and integration of psychology and Christianity will be the main focus for the course. Basic knowledge and skills in counseling will be taught in the course as well.

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 110, 111, 112 Introduction to Music Performance I, II, III

3 hours

A study of basis music theory and music performance in vocal or instrumental music.

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 131 History of Oriental Arts

3 hours

A study of the history of China in Central Asia and Japan from Far Eastern area. And learn extremely significant effect or shock to one of Korean. By doing this, we can get a chance to take a look something for Korean which are not remained.

GH 132 Painting for Christian Faith**3 hours**

Christian art is sacred art produced in an attempt to illustrate, supplement and portray in tangible form the principles of Christianity, though other definitions are possible. Most Christian groups use or have used art to some extent, although some have had strong objections to some forms of religious image, and there have been major periods of iconoclasm within Christianity. Images of Jesus and narrative scenes from the Life of Christ are the most common subjects, and scenes from the Old Testament play a part in the art of most denominations. Images of the Virgin Mary and saints are much rarer in Protestant art than that of Roman Catholicism and Eastern Orthodoxy.

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 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.

GH 260 World History**3 hours**

This course is a survey course for the broad spectrum of world history and world civilization with an emphasis on Western development. It covers from the ancient civilizations to contemporary world developments.

NATURAL SCIENCES and COMPUTER**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 wellbeing of humankind. The course includes problem solving and the explanation of biological phenomena.

GM 150 College Math**3 hours**

College Mathematics is a course about basic Mathematics for College level. This course is designed to provide undergraduate students in Bethesda University with introduction of general Mathematics concepts.

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 172 Introduction to Multimedia**3 hours**

Students will combine classroom experience with real-world projects. This class will be designed for students who have an interest in the fundamental concepts related to multimedia computer software and tools, digital journalism, video production, video editing, photography and basic web editing skills. Students in this class will create persuasive, informational, educational and entertainment-based video, audio, journalism and photography for use in multimedia, web, broadcast and live events that could be used on

BETHESDAATHLETICS.COM. This course will also examine the use of and issues surrounding educational technology, focusing on computer related technologies and their application to educational tasks. Discussions (via-email and face-to face), readings, virtual field experiences through online videos, software evaluations, and class projects will be utilized in order to help students develop a working knowledge of instructional technologies.

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 200 Introduction to Statistics

3 hours

A study of estimation: consistency, unbiasedness, maximum likelihood, confidence intervals. Hypothesis-testing; type I and II errors, likelihood ratio tests, test for means and variances; regression and correlation, Chi-square tests, decision theory, nonparametric statistics; application of statistical methods.

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 software.

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.

HEALTH and PHYSICAL EDUCATION

GP 200 Health and Fitness

3 hours

Foundational principles of physical fitness for enhancing cardiorespiratory endurance, muscular strength, flexibility, body composition, and overall physical wellness will be explored. Knowledge, skills, and abilities necessary to develop, implement, and manage basic fitness programs for individualized applications in apparently healthy individuals will be developed.

GP 201 Basketball

3 hours

This elective physical education course is designed to give students the opportunity to learn and develop fundamental and advanced skills and strategies of team activities in basketball. Students will benefit from comprehensive team activities and cardio respiratory activities. Students will learn basic fundamentals and advanced techniques of a team activity/activities in basketball.

GP 211 Baseball

3 hours

This elective physical education course is designed to give students the opportunity to learn and develop fundamental and advanced skills and strategies of team activities in baseball. Students will benefit from comprehensive team activities and cardio respiratory activities. Students will learn basic fundamentals and advanced techniques of a team activity/activities in baseball.

GP 221 Soccer

3 hours

This elective physical education course is designed to give students the opportunity to learn and develop fundamental and advanced skills and strategies of team activities in soccer. Students will benefit from comprehensive team activities and cardio respiratory activities. Students will learn basic fundamentals and advanced techniques of a team activity/activities in soccer.

GP 280 Dance**3 hours**

Development of basic principles and theories involved in composition are studied. Emphasis is placed on movement principles, group and structural forms.

GP 290 Health Management**3 hours**

A study of Physical fitness and disease; nutrition and obesity; mental health and stress management; substance abuse (drugs, tobacco and alcohol); human sexuality.

BIBLICAL STUDIES**TH 101 Introduction to Christianity****3 hours**

This course is designed to provide the student with introductory knowledge of the Christian faith. Attention will be given to the understanding of the nature of God, the life of Christ, the work of the Holy Spirit, and the mission of the church.

TH 150 Introduction to Theology**3 hours**

An introduction to the basic doctrines of Christianity and biblical theological perspective.

BS 200 Introduction to Bible**3 hours**

This course provides an introduction to the origin, transmission, and translation of the Bible, including its inspiration, canonization, preservation, and textual reconstruction. This course also addresses the major historical-critical questions that relate to the Bible's authority, and provides the student with an apologetic for the inspiration and inerrancy of Scripture

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 hymnal 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**
An examination of the message and literary contents of Daniel, Hosea, Joel, Amos, Obadiah, Jonah, Micah, Nahum, Habakkuk, Zephaniah, Haggai, Zechariah, and Malachi.
- 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**3 hours**

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**3 hours**

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**3 hours**

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**3 hours**

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**3 hours**

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**3 hours**

An analytical and exegetical study of the Gospel of John.

NT 312 Life and Teaching of Jesus Christ**3 hours**

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** **3 hours**
 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** **3 hours**
 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** **3 hours**
 An introduction to the Pauline letters including their historical contexts, literary forms, and theology.
- NT 340 Prison Epistles** **3 hours**
 A study of the books of Ephesians, Philippians, Colossians, and Philemon.
- NT 410 Corinthian Letters** **3 hours**
 A study of the books of I & II Corinthians, including their historical contexts, literary issues, and theology.
- NT 415 Romans** **3 hours**
 A detailed study of Romans giving special attention to its background, instruction, and doctrinal teaching.
- NT 420 General Letters** **3 hours**
 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** **3 hours**
 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** **3 hours**
 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** **3 hours**
 An introduction to the basic doctrines of Christianity.
- TH 160 Theological English** **3 hours**
 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** **3 hours**

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 3 hours

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 3 hours

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 3 hours

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 3 hours

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 Discipline **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 discipline 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 370 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 371 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

IT 101 IS Productivity and Technology

3 hours

Introduces fundamental concepts related to multimedia computer software and tools. This course develops initial design and programming skills using a high-level programming language. This course introduces

useful computer-based tools for multimedia concepts.

IT 104 Microsoft Access for Internet

3 hours

This course introduces Access 2010 and Access Services, a new component of SharePoint, to build web database applications. By taking this class, students will learn to secure and manage access to your data, to share data throughout an organization, or over the Internet and to create database applications that don't require Access to use.

IT 113 Homepage Design

3 hours

This course introduces the basic principles of good design for the web and html coding. Students will create web graphics and site mockups in Photoshop. Students will learn real-world techniques to build websites and fundamentals.

IT 124 Implementation of Database using MySQL 5

3 hours

This course introduces MySQL Database Management System to students. Students will have hands-on experience on managing MySQL for Web Applications such as Moodle and PyroCMS.

IT 125 Computer Architectures

3 hours

This course introduces elements of differential equations, first- and second-order equations, variation of parameters method and method of undetermined coefficients, existence and uniqueness. This course will discuss systems: input/output description, linearity, time-invariance, and causality. Impulse response functions, superposition and convolution integrals. Laplace transforms and system functions.

IT 131 Introduction to Multimedia

3 hours

Web Design Fundamentals is a survey of Web design and development techniques and technologies, fundamental concepts, terms, and best practices involved in professional web design. Instructor examines popular web development tools, server-side software solutions, content management solutions, and cloud-based software, providing a high-level overview of the world of Web publishing.

IT 140 Introduction to Web Programming

3 hours

This course presents students with a comprehensive introduction to web programming technologies. This course requires the student to build multiple web pages and implement at least one major website design that interacts with a database. Particular attention is given to server-side applications.

IT 141 Introduction to Digital Communication Systems

3 hours

Introduces to the theory and practice behind many of today's communications systems. Topics covered include: digital communications at the block diagram level, data compression, scalar and vector quantization, sampling and aliasing, signal constellations, finite-energy waveform spaces, detection, and modeling and system design for wireless communication.

IT 205 Introduction to Linux OS and Open Source

3 hours

This course introduces Linux Operating System and Open Source Concept to students. Students will have hands-on experience on installing Linux OS, working with basic set-up and administration, and working with shell.

IT 217 Multimedia and DSP Lab

3 hours

Introduces basic discrete-time signal processing concepts and gives hands-on experience in translating these concepts into real-time digital communications software. The goal is to understand design tradeoffs in signal quality vs. implementation complexity.

IT 218 Introduction to Embedded System

3 hours

This course introduces Arduino Embedded Board to students. Students will have hands-on experience on programming C and Arduino Board for various embedded system and C programming projects.

IT 235 Java Programming

3 hours

This course is designed to provide students with learning experiences to employ the concepts of object oriented programming to develop applications in the Java programming language. This course addresses the major features of Java programming, including object-oriented programming development, graphical user interface, and active objects.

IT 248 Building a Small Office/Home Networks and Configuration of Admin LAN 3 hours

Students will learn the hardware they will need—from switches to modems—and the specifics behind using both wired and wireless methods to connect the computers and equipment in their network. Then students will learn how to share files between computers and briefly discusses email and print servers, explaining how to manage connections to those services with DHCP and DNS addressing. Faculty will also reviews issues students might encounter when working in a mixed (Windows/Mac/Linux) environment, and provides tips on setting up an Internet connection, as well as configuring security and local-storage options for your network.

IT 261 An Introduction to Information Security

3 hours

This course is intended to help students to gain fundamental and comprehensive understanding of information security. We will focus on an overview of major information security issues, technologies, and approaches. Students who successfully complete this course will have a concept and knowledge of security properties, concerns, policies, models, cryptography, PKI, firewalls, security evaluations and real-life life security cases. Students will also have hands-on experience in selected information security technologies through lab sessions.

IT 335 Intermediate Web Development using AMP

3 hours

This course expands PHP and MySQL Programming Language to students. Students will have hands-on experience on programming PHP and MySQL for various web development projects.

IT 360 Effective Communication Skills for Technical Professionals 3 hours

Students will draw on cutting-edge communication research, theories of persuasion, studies on Para social interaction, and empirical studies on compelling storytelling to help participants solve problems, make quality decisions, and motive people. Course topics include speaking persuasively, visual persuasion, communicating in globally distributed teams, adapting messages to audiences, and arguing civilly to produce good decisions.

IT 370 Introduction to VoIP

3 hours

Introduces VoIP, voice gateways, special requirements for VoIP calls, codecs and codec complexity, and how digital signal processors are used as media resources on a voice gateway. Students will configure gateway interconnections to support VoIP and PSTN calls, and to integrate with the PSTN and a private branch exchange (PBX) and design and architecture considerations.

IT 380 CCNA

3 hours

This course will give students an in-depth understanding of networking, using routers and switches and their various configurations and connections. Students will learn how to configure; default, static and dynamic routing. Students will comprehend how to manipulate each of the routing protocols attributes to meet the requirements of the network.

IT 390 Video Server

3 hours

This course teaches students to set Streaming Video Servers for a streaming media. Students will learn about streaming media service and server and user perspective.

IT 400 Introduction to MATLAB**3 hours**

This course provides an introduction to MATLAB®. It is designed to give students fluency in MATLAB, including popular toolboxes. The course consists of interactive lectures with students doing sample MATLAB problems in real time. Problem-based MATLAB assignments are given which require significant time on MATLAB.

IT 421 Special Topics of IT**3 hours**

This course covers current special topics of Information Technology.

IT 425 Special Topics of Network**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 and applications to local-area, packet-radio, local-distribution, computer and satellite communication networks.

IT 433 Advanced Database System**3 hours**

In this course we will cover the core principles and techniques of data and information management. The potential topics covered in class include processing and optimization of declarative queries, transactions, crash recovery, data stream systems, Web data management, information integration, and data mining.

IT 480 Software Engineering**3 hours**

This course covers the fundamentals of software engineering, including understanding system requirements, finding appropriate engineering compromises, effective methods of design, coding, and testing, team software development, and the application of engineering tools. The course will combine a strong technical focus with a capstone project providing the opportunity to practice engineering knowledge, skills, and practices in a realistic development setting with a real client.

IT 490 CCNA Advance**3 hours**

Introduces switch loop prevention, enhancing Spanning Tree Protocol convergence, as well as file management, IOS upgrades, and password recovery.

IT 491 Intermediate Database Management Systems**3 hours**

This course introduces the concepts of relational database management systems (RDBMS), Structured Query Language (SQL), and PL/SQL. Topics include conceptual design, relational systems design, normalization and denormalization processes and Structured Query Language and its components such as data manipulation commands. Other topics covered are advanced queries, joins, outer joins, subqueries, group functions, formatting query results, triggers, and stored procedures. Special emphasis on data security, data integrity, query optimizations, and database administration.

BUSINESS ADMINISTRATION**BA 100 Introduction to E-Business****3 hours**

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**3 hours**

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

3 hours

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

3 hours

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.

GS 250 Principles of Economics

3 hours

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.

GS 171 Introduction to Law

3 hours

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.

GS 290 Principles of Management

3 hours

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

BA 240 Principles of Micro-Economics

3 hours

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.

BA 241 Principles of Macro-Economics

3 hours

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.

BA 251 Business Law 1

3 hours

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

BA 371 Business Law 2

3 hours.

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.

BA 270 Mathematics for Business

3 hours

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.

BA 301 Advanced Business Communications

3 hours

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

BA 310 Financial Management

3 hours

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.

BA 330 Organizational Behavior and Management

3 hours

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 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.

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 Behavior

3 hours

This course examines the underlying dynamics of customer behavior. Drawing from the behavioral 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 interoperates 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 hours

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 be 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 will 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 e-Business 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, e-Business 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 multinational 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 a study of the criminal laws. The student will explore elements of different crimes, and major defenses. Ethical rules in criminal law will be discussed. Students will debate criminal law scenario and learn about the rights of defendants 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. Discussion includes a number of issues relevant to the constitutional safeguards, as well as the cases reflecting current trends in criminal procedure. Students will have the opportunity to engage in an interactive Mock Trial Assignment in which you may prepare legal documents and participate in an enacted criminal law scenario where various criminal procedures are practiced including trial.

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 legal disputes. Such a system sets guidelines as to what information and evidence the judge or jury receives, how information is to be presented, and by what standards of proof the information will be adjudged. In the U.S., civil procedure usually takes the form of a series of rules and judicial practices. You will have the opportunity to prepare court forms and learn about and follow the Federal Rules of Civil Procedure, Federal Rules of Evidence, and California Rules. This will include application of ethical concepts.

LA 305 Contract Law**3 hours**

This course will focus on the rules and elements of a legally binding contract. It concerns such questions as what is required to form a legal contract, and what deficiencies may be present causing an agreement to be unenforceable. Special rules concerning fraud, undue influence, contracting with minors, misrepresentation and others will be discussed as will be the remedies available when enforceable contracts are breached. You will have the opportunity to engage in a contract drafting exercise and apply ethical concepts.

LA 306 Tort Law**3 hours**

This course explores the various obligations relating to civil wrongs. This includes negligence, personal injury claims, liability arising from product defects, defamation and others. Questions covered will include who owes what kind of duty under what types of circumstances and what damages can be claimed by those harmed. Principles of liability, including the efficiency of resource allocation and the spreading of losses will be discussed. An overview of tort related legal documents will be made along with ethical concepts.

LA 308 Property Law**3 hours**

This course analyzes the development of rules dealing with land, water, and other natural resources. Different perspectives will be discussed, including historical and economic viewpoints.

LA 310 Introduction to Criminal Justice**3 hours**

This course is designed around four key themes: First, the field of criminal justice is interdisciplinary and shares elements from criminology, sociology, law, history, psychology, and political science. Second, criminal justice involves public policies that are developed within the framework of the democratic process. Third, the concept of a social system is an essential tool for analyzing the way criminal justice is practiced. Fourth, American values, the foundation on which criminal justice in a democracy is based.

These concepts will be discussed through various examples.

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 bio psychosocial 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 such as the basics of various family law matters as divorce, child support, property settlement issues, and spousal maintenance. You will learn how to interview a firm's clients, prepare some family law documents and understand and apply ethical rules.

LA 431 Probate Law

3 hours

This course prepares you to understand the rules relating to 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. Students will become familiar with the various methods of testamentary distribution and the format of probate administration. California probate law will be reviewed as will exercises involving preparation and drafting of basic documents including simple wills, trusts, powers of attorney, and formal and informal probate. Ethical concepts will be built in.

LA 433 Immigration Law

3 hours

This course covers an overview of the US Immigration law and covers both employment and family based immigration, including obtaining citizenship, lawful permanent status, visas and some special scenarios. The course introduces the students to the procedures relating to immigration, filling out some types of immigration forms, and interpretation of the major laws and ethical implications covering this area.

LA 434 Sports Law

3 hours

This course seeks to overview the principal legal issues affecting commercial sport. Relevant legal principles from torts, contracts, employment and labor relations, restrictive trade practices, administrative law and intellectual property will be used to analyze common transactions and structures in commercial sport with particular attention to specialized applications and rules. The analysis will cover team membership agreements, professional player contracts, liability and compensation for injury, collective bargaining, player representation, labor 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 the substantive law of Bankruptcy in a comprehensive manner, to consider ethical and professional issues related to Bankruptcy, preparation of basic bankruptcy forms and petitions, and to integrate Bankruptcy with the analytical and practical skills necessary in this legal area.

LA 436 Administrative Law**3 hours**

This course provides a legal background for the study of administrative law. It includes 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 provides students an understanding of how to recognize, research and analyze legal problems, and to convey a legal analysis of in a written form that adheres to the conventions of the legal profession. Students will learn how to perform legal analysis while preparing drafts of various legal documents including legal memorandums for which some research is required. Students will present the findings of this research and analysis.

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

MUS151, 152, 153, 154,155,156,157,158 Applied Music I- VIII 2 hours

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, and Timpani), Music Business, Gospel Vocal, Keyboard, Electric guitar, Drum, and Media Production.

MU125, 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.

MU145, 146 Sight Singing & Ear Training I,II

2 hours

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.

MU161 Music History & Literature 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.

MU162 Music History & Literature 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.

MU163 Music History & Literature 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.

MU165 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.

MU166 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.	
MU170 Jazz Styles Analysis	2 hours
Theoretical skills and analytical techniques related to jazz styles	
MU174, 233 Music Theory I, II	2 hours
A review of music fundamentals, intensive study of basic concepts of music theory for the music major, introduction to music notation software.	
MU171 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.	
MU172 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.	
MU180, 181, 280, 281 Piano Instrumental & Ensemble I, II, III, VI	3 hours
Large or small piano and instrumental ensembles.	
MU182, 183, 282, 283 Voice Ensemble I, II, III, VI	2 hours
Large or small voice ensembles.	
MU184, 185, 284, 285 Orchestra I, II, III, VI	2 hours
Large or small Orchestral ensembles.	
MU190, 191, 290, 291, 292, 293 Gospel Ensemble I-VI	2 hours
Praise Ministry ensemble for E. Guitar, Drum, Keyboard, and Gospel Vocal	
MU200, 201, 202, 203, 204, 205 Symphonic Orchestra I-VI	2 hours
BU Symphonic Orchestra.	
MU211, 212, 213, 214, Chorus I, II, III, VI	2 hour
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.	
MU234 Harmony I	2 hours
Introduction to diatonic harmony, including study of scales, intervals, triads and their inversions, modulation, non-harmonic tones, and seventh chords.	
MU235 Harmony II	2 hours
Introduction to chromatic harmony, including study of modulations, secondary dominants, ninth, eleventh, thirteenth chords, and Neapolitan augmented sixth chords.	
MU241, 242 Analytical Music Listening I, II	1 hour

Learning to understand music through perceptive listening and analyzing its elements and organizational patterns. Analytical principles and techniques are techniques are applied to use them in compositional performance and historical context.

MU261 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.

MU262 Musical Form & Analysis II

2 hours

Continuation of Musical Form & Analysis I

MU246,256 Voice Class I,II

2 hours

A study of Vocal technique including breath control, tone production, diction, and the use of appropriate song material.

MU266 Vocal Workshop

2 hours

This course involves the study of the anatomy and physiology of the larynx, breathing mechanism, and skeletal structure as it relates to singing posture. We will also study such related topics as phonation, resonance, vowel formants, registers, timbre and vocal health. It also involves the practical application of these topics in teaching voice lessons.

MU268 Music Pedagogy

3 hours

Students survey methods books and repertoire appropriate for elementary, middle school, and high school settings, and study beginning and intermediate media instrumental development in schools, communities, and churches. Students will also examine important issues such as the role of technology in instrumental music; best practices for instrumental techniques, development and maintenance.

MU272, 372, 472, 473 Conducting I, II, III, IV

2 hours

A study of the skills needed for conducting both choral and orchestra groups.

MU275 Italian Diction

2 hours

This course studies singing and diction of Italian Text, Songs.

MU276 German Diction

2 hours

This course studies singing and diction of German Text, Songs.

MU 278, 298 Instrumental Pedagogy I,II

3 hours

Students study the methods and materials used in teaching brass, woodwind, string, or percussion instrument. The area of emphasis is determined by the student's primary instrument.

MU286 Introduction to Acting Skill (for Musical)

2 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.

MU291 Jazz Arranging I

3 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 section and a lead-line for a solo instrument, two horns, or voice.

MU293 Jazz improvisation

3 hours

Development of advanced improvisational skills, including Lydian-chromatic and bi-modal techniques,

through instrumental performance.

MU295,297 Gospel Song Writing I,II **2 hours**
Study of Gospel harmonic structure, song form, intro and ending.

MU296 Gospel Song Writing Workshop **2 hours**
Practice and performance work of Gospel song writing.

MU332 Counterpoint I **2 hours**
Study of two, three, and four-part counterpoint of the 16th and 17th century.

MU333 Counterpoint II **2 hours**
Study of two, three, and four-part counterpoint of the 18th century, focusing on writing of invention, canon, and fugue.

MU336, 337 Composition Workshop I, II **2 hours**
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.

MU342 Computer Music **2 hours**
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.

MU343 Introduction to Music Production and Engineering **2 hours**
This course explores the roles and responsibilities of music producers and engineers from idea inception to finished product. Included is an overview of studio technologies and basic recording procedures. This course is recommended for students considering the music production and engineering major or anyone desiring a broad overview of the field.

MU344 MIDI Systems for Music Production **2 hours**
This course explores the industry standard Musical Instrument Digital Interface (MIDI 1.0) specification, with an emphasis on musical projects designed to emulate professional practice and application. MIDI sequencing is done at computer-based workstations in the classroom, and outside of class using the student's laptop and MP&E Major Bundle hardware and software components. Studio-based labs during the semester introduce the student to collaborative working environments. Contemporary software programs, such as Pro Tools and Logic, are covered.

MU345 Survey of Recording Technology **2 hours**
This course will introduce you to the technology of recording, including analog and digital recording, recording history, technical discoveries and the effect of recording on music at large.

MU346 Live Concert Recording and Mixing Techniques **3 hours**
This class focuses on the techniques and applications employed in live concert recording. Topics include systems integration of live sound reinforcement, live recording and video capture; microphone choice and placement; scene storage and documentation strategies; and audience/ambience recording techniques.

MU347 Creative Production Skills **3 hours**
This course takes the student through the fundamental steps of any music production project: defining

the goals of a recording project with the artist or client; selecting composers, arrangers, players, and singers; choosing the appropriate technical resources to fit the budget and goals; working with vocalists and other soloists; and orchestrating and motivating all of the participants and resources, from rehearsal to recording and final mix. Three production projects are required on 2-track and multi-track formats.

MU348 Audio Technology I

2 hours

This course explores the fundamentals of analog and digital audio. Topics include recording consoles: design, function, and signal flow; principles of signal processing: reverberation, delay, equalization, compression, and other effects; an introduction to microphone and loudspeaker technology; and an introduction to music production and recording techniques in both analog and digital media. Class meetings consist of lecture sessions combined with in-class demonstration and some student hands-on training.

MU349 Audio Technology II

2 hours

This course covers the fundamentals and practical applications of a digital audio system, as well as methods for functioning in an integrated MIDI/digital audio workstation (DAW)/ analog studio environment. This includes algebraic, graphical, and other techniques for the analysis and study of audio signals and systems; time and frequency domain measurements; decibels in audio and acoustical applications; systems analysis of contemporary recording and synthesis technology using block diagrams and sequential flow charts; and black box analysis. Course topics include system setup and interconnections; MIDI interface and synchronization; aspects of digital recording consoles/mixers, such as paged architecture, I/O, word clock, sample rate, and bit depth; and basics of a DAW, such as the elements of hard-disk recording, track and file management, digital audio, and sequencing strategies.

MU361, 362 Keyboard Harmony I, II

2 hours

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.

MU366 Junior 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 are Piano, Organ, Voice, Composition, Conducting, Orchestral Instruments and Praise Ministry.

MU367 Junior 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.

MU376, 377Contemporary Harmony I, II

2 hours

A study and analysis of contemporary harmony.

MU378 Jazz Composition

2 hours

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

MU380 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.

MU381 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.

MU382, 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.

MU384 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.

MU387, 388 Opera Workshop I, II

2 hours

This course is designed for development of Professional Vocalist that in demanded in the field of musician.

MU395 Gospel Music History

2 hours

This course provides a music genre in Christian music. Focusing on the creation, performance, significance, and even the definition of gospel music varies according to culture and social context.

MU401 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.

MU403 Introduction to Music Therapy

3 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.

MU404 Music Therapy Techniques

3 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.

MU406 Music Therapy Applications in E.C.E

3 hours

Application and integration of music therapy techniques to early childhood education programs will be addressed. The course will help ECE providers with broader understanding of significant benefits of music in the process of the whole person development of the child. Relevant research data will be studied in depth for scientific knowledge base, and fundamental and practical skills of assessment, innovative program development, activity creation, and training program for child and parents will be instructed.

MU407 Physical Phenomenon of Music

3 hours

This course provides an introduction to studying the physical phenomenon of music and its significant influence on the world society and the inhabitants of the earth. The course will explore how music is a physical phenomenon beyond the playing and listening, but with scientific evidence, promote positive and negative influence on the human behavior and functioning. The course will prove how music influences the physical, emotional, and spiritual functioning of humans. The introductory knowledge base of this course will broaden and expand students understanding of music and its diverse applications.

MU415, 416 Worship & Praise I,II

3 hours

Focusing on relevant musical, spiritual, and worship training in leading worship for this generation, Worship & Praise is designed for those instrumentalists and singers who desire to serve in worship in churches

settings.

MU417, 418 Church Music & Worship I, II

3 hours

This course offers an in-depth discussion of spiritual, technical, and practical learning of contemporary praise leading through dynamic lectures and hands-on lessons. These lessons will include wide range of topics such as correct singing techniques, basic music fundamentals, and methodology of selecting and arranging songs that is conducive to creating an effective flow of worship sessions. Throughout the semester, students will be working individually, as well as, cooperatively with classmates, in preparing and presenting “praise leading sessions,” in order to gain first-hand experiences in working with church musicians in praise teams, and receive critical feedback from the instructor.

MU420 Church Music Literature

3 hours

An overview of sacred literature from the major periods of church music history with selected representative composers and their works from each period. This will include a significant section on contemporary sacred literature for the church and school.

MU421 Praise Worship Leader

3 hours

A course offers an in-depth discussion of spiritual, technical, and practical learning of contemporary praise leading through dynamic lectures and hands-on lessons. These lessons will include wide range of topics such as correct singing techniques, basic music fundamentals, and methodology of selecting and arranging songs that is conducive to creating an effective flow of worship sessions. Throughout the semester, students will be working individually, as well as, cooperatively with classmates, in preparing and presenting “praise leading sessions,” in order to gain first-hand experiences in working with church musicians in praise teams, and receive critical feedback from the instructor.

MU422 Church Music History

3 hours

A course designed to provide students with an overview of the historical church traditions (from Hebrew to contemporary) and to demonstrate the influence of these traditions on the music of the evangelical and Pentecostal church.

MU423 Music Teaching Method

3 hours

Students study the methods and materials used in teaching brass, woodwind, string, or percussion instrument. The area of emphasis is determined by the student's primary instrument.

MU425 Worship Leadership & Perform Seminar

3 hours

Worship Leadership and Performance follows up on the material studied in The Programming and Practice of worship and provides hands-on experience in planning and leading worship. Several worship situations will be set up and assigned to students who will plan a worship service, adapting to the assigned context. The worship service will be led with class participants assisting in musical roles as needed, and other students participate as congregational members. Each worship experience will be analyzed and evaluated by fellow students and instructor, followed by constructive discussion addressing areas of strength and suggestions for improvement.

MU431, 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.

MU442 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 effector, A quantitative approach to theory in balanced by practical

laboratory instruction.

MU443 MIDI & Arranging

3 hours

This course on MIDI & Arranging equips students to help the ministries in their mission field on music; by completing this course, the students will be able to ; develop their skills in each individual's musical ability such as group/individual music directing, instrumental session skills, arrangement and understanding of worship music and recording of music.

MU453 Film & Music

3 hours

This course is intended to give non-film scoring majors an overview of the mechanics of synchronization and the psychological implications of applying music to film. Analysis of special dramatic situations will be followed by applications of scoring and synchronization techniques.

MU454 Song Writing, Arranging and Production

3 hours

This course will focus on practical application of Jazz and pop music theory and techniques in music composition and song writing

MU486 Contemporary Music History

2 hours

This course on Contemporary Music History & Listening will provide the broad knowledge base encompassing the theoretical and historical review, professional applications, case examples and research and development, and implications of role of music throughout its history and development.

MU487 Contemporary Band Workshop

2 hours

This course on Contemporary Band Workshop equips students to help the ministries in their mission field on music; by completing this course, the students will be able to ; develop their skills in each individual's musical ability such as understanding the history of each musical style.

MU496, 497 Style & Groove I, II

2 hours

The objective of this course is for the student to gain confidence in performing a groove pattern/Style to a click/metronome in front of their peers. They also should instantly be able to recognize the appropriate groove to play when given any of the styles that will be taught in this course. Timing and groove are the most important components of Modern Music.

MU366 Junior Recital

P/F

Preparation for performance of selected pieces in the student's applied music choice. Required for graduation of all students whose emphasis is in Classical Music and Contemporary Music. The graduates are required courses.

MU367 Junior Project

P/F

A course project for the students whose emphasis is in Music Business, Composition and Media Production id designed with the assistance of the advisor. The graduates are required courses.

MU460 Senior Recital

P/F

A senior 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. The graduates are required courses.

MU461 Senior Project

P/F

A course project for the students whose emphasis is in Music Business, Composition and Media Production id designed with the assistance of the advisor. The graduates are required courses.

MU470, 471 Band Ensemble I, II

2 hours

A band of individuals part, play popular music such as jazz, rock, or pop and CCM music.

MU481, 482 Analysis of Contemporary Music I, II

2 hours

A course is surveying new experiments through the analysis of contemporary music.

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 processes 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 realize that packaging design with 2-dimensional or 3-dimensional designs is 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.

Degree Objectives

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

GBIB	502	Old Testament Introduction
GBIB	507	New Testament Introduction
GBIB	512	Biblical Hermeneutics
GBIB	540	Poetic Books
GBIB	560	Gospels
GBIB	530	Pentateuch
GBIB	567	Romans
2 Electives (6 hours)		

Theological/Historical Studies: 18 hours

GTH	541	Systematic Theology I
GTH	542	Systematic Theology II
GTH	511	Pentecostal History/Theology
GTH	501	Church History
2 Electives (6 hours)		

Practical Ministry Studies: 12 hours

GMIN	530	Pastoral Servant Leadership
GMIN	532	Counseling Ministry
GMIN	534	Educational Ministry in the Church
1 Elective (3 hours)		

Field Education: 3 hours

GMIN	590A	Supervised Ministry 1A
GMIN	591A	Supervised Ministry IIA
GMIN	592A	Supervised Ministry IIIA

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 Master of Arts in Music Degree is offered with applied concentrations on piano, organ, accompanying, voice, orchestral instruments, composition, conducting, percussion instruments, praise ministry, contemporary music, film music, computer music and musical theatre. The M.A. in Music degree is awarded upon the successful completion of 48 semester hours of graduate work.

STUDENT LEARNING OUTCOMES

The general objectives of this degree are as follows:

1. Be held a professional standard of technical ability, artistry, and difficulty in music.
2. Plan and direct a broad variety of service opportunities in the church and the community.
3. Be assisted to continue their musical preparation at the doctoral level.
4. Be prepared for a professional career in music, for both performers and teachers.

Fields of Emphasis:

Piano, Organ, Accompanying, Voice, Orchestral Instruments, Composition, Conducting, Percussion Instruments, Praise Ministry, Contemporary Music, Film Music, Computer Music and Musical Theatre.

Entrance Requirements for Each Emphasis

Auditions

An audition is required for all applicants in, Piano, Organ, Accompanying, Voice, Orchestral Instruments, Composition, Conducting, Praise Ministry, Contemporary Music, Film & Music, Computer Music and Musical Theatre.

Audition Repertoire

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.

Accompanying

1. **Two complete** instrumental sonatas, selected from the Repertoire List, Group A, and performed

- with music.
2. **Five** songs from contrasting stylistic periods, representing at least three languages, selected from the Repertoire List, Group B, **prepared in the indicated key**, and performed with music.
 3. **One** aria from the Repertoire List, Group C.
 4. Sight-reading.
 5. One memorized piano solo.

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.

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.

Conducting

Applicants will perform on instrument or voice. An interview with department faculty is required on the audition date.

Praise Ministry / Contemporary Music

Applicants will perform two major works of instrument or voice.

Film & Music

Applicants will submit a portfolio of two previously written compositions-in any style. An interview with department faculty is required on the audition date.

Computer Music

Applicants will:

1. Pass a Piano Examination
2. Submit a project

Musical Theatre

A portfolio, audition, or interview demonstrating your artistic talent is required for all applicants to Bethesda Music Department. An interview with department faculty is required on the audition date.

Master of Arts in Music Classical Music

Degree Requirements: 48 Hours

Biblical/Theological Studies: 3 hours

GBIB 502 OT Introduction
GBIB 507 NT Introduction
GMIN 503 Music Ministry
GMIN 510 Worship and Liturgy

GTH 511 Pentecostal History/Theology

***Select one from GBIB502 – GTH511**

Professional Studies: 45 hours

Required: 30 hours

MUS 501 Applied Music I	2 hrs
MUS 502 Applied Music II	2 hrs
MUS 503 Applied Music III	2 hrs
MUS 504 Applied Music IV	2 hrs

MU 510 Survey of Music Theory	3 hrs
MU 520 Advanced Form& Analysis	3 hrs
MU 540 Seminar in Music History	3 hrs
MU 550 Ensemble I	3 hrs
MU 551 Ensemble II	3 hrs
MU 595 Music Teaching Method	3 hrs
MU 581 Conducting I	2 hrs
MU 582 Conducting II	2 hrs

MU 505 Weekly Performance I	P/F
MU 506 Weekly Performance II	P/F
MU 605 Weekly Performance III	P/F
MU 606 Weekly Performance IV	P/F
MU 650 Graduate Recital I	P/F
MU 651 Graduate Recital II	P/F
MU 660 Graduate Project I	P/F
MU 661 Graduate Project II	P/F

● **Electives: 15 hrs**

**Master of Arts in Music
Contemporary Music**

Degree Requirements: 48 Hours

Biblical/Theological Studies: 3 hours

GBIB 502 OT Introduction
GBIB 507 NT Introduction
GMIN 503 Music Ministry
GMIN 510 Worship and Liturgy
GTH 511 Pentecostal History/Theology

***Select one from GBIB502 – GTH511**

Professional Studies: 45 hours

Required: 30 hours

MUS 501 Applied Music I	2 hrs
MUS 502 Applied Music II	2 hrs
MUS 503 Applied Music III	2 hrs
MUS 504 Applied Music IV	2 hrs
MU 510 Survey of Music Theory	3 hrs
MU 520 Advanced Form & Analysis	3 hrs
MU 540 Seminar in Music History	3 hrs
MU 550 Ensemble I	3 hrs
MU 551 Ensemble II	3 hrs
MU 527 Contemporary Band Workshop	2 hrs
MU 535 Style & Groove Jazz Studies	2 hrs
MU 597 Praise & Worship Leader	3 hrs
MU 505 Weekly Performance I	P/F
MU 506 Weekly Performance II	P/F
MU 605 Weekly Performance III	P/F
MU 606 Weekly Performance IV	P/F
MU 650 Graduate Recital I	P/F
MU 651 Graduate Recital II	P/F
MU 660 Graduate Project I	P/F
MU 661 Graduate Project II	P/F

● Electives: 15 hrs

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 forty five (45) semester units and thirty three (33) semester units for students who fulfilled prerequisite requirements. Students must complete all requirements within four (4) years from candidacy.

Prerequisite Courses: 12 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 12 units from the following prerequisite courses):

BA 130 Financial Accounting I
BA 220 Managerial Accounting
BA 255 Business Law I / BA 251 Bus. And Legal Environment

GM 150 College Math / GM 200 Introduction to Statistics
BA 120 Introduction to Business Administration
GS 250 Introduction to Economics / BA 240 Principles of Microeconomics / BA 250 Macroeconomics
BA 331 Organizational Management / BA 370 Principles of Management

Core Major Courses: 18 Hours

MBA 500 Accounting for Management
MBA 501 Human Resource Management 
MBA 503 Marketing Management
MBA 504 Financial Management & Analysis
MBA 600 Legal and Ethical Environment for Business
MBA 611 Leadership & Organizational Behavior

Elective Courses: 12 Hours

(Select 4 from list below)

MBA 505 Business Statistics & Analysis
MBA 506 Corporate Law & Governance
MBA 610 Entrepreneurial Management
MBA 612 Management Communication
MBA 613 Operations and Strategic Management
MBA 630 Business Taxation
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 Hours

(Select only one from list below)

MBA 701 Thesis (3 hrs)
MBA 711 Project (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

A study of the theological content of the New Testament and the development of theology out of the context of the Church in the first century.

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.

GBIB 522 Principles of Exegesis

3 hours

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.

GBIB 530 Pentateuch

3 hours

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.

GBIB 531 Genesis

3 hours

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.

GBIB 532 Exodus

3 hours

This course is an exegetical and theological interpretation of Exodus with emphasis on historical issues, as well as contemporary applications.

GBIB 535 Historical Books

3 hours

Survey of various issues on the historical books and to introduce the background, content, literary quality, and message of the historical books.

GBIB 540 Poetic Books

3 hours

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.

GBIB 541 Job

3 hours

This course is designed to study the good and evil issue, theodicy and the meaning of human beings' suffering.

GBIB 545 Prophetic Books

3 hours

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.

GBIB 555 Life and Teachings of Jesus Christ **3 hours**

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.

GBIB 560 Gospels **3 hours**

A study of the inter-testimonial 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.

GBIB 561 Matthew **3 hours**

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.

GBIB 562 Mark **3 hours**

This course is an exegetical study of the Gospel of Mark, the first written Gospel. Special attention will 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 Synoptic, 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**

An exegetical study of the book of Romans and its foundation for Christian theology.

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 post structural 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.

GTH564 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.

GMIN541 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

MUS501, MUS502, MUS503, MUS504 Applied Music I ~ IV **2 hrs**

One hour private lesson each week for each emphasis. A student must participate in weekly performance as a part of private lesson.

MU508 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.

MU510 Survey of Music Theory **3 hours**

The objective of this course is for the student to gain an understanding of the development of western music from the earliest known sources until the present day. The course will include the study of both sacred and secular music in all genres. It will place a strong emphasis on listening to and identifying various styles of music.

- MU520 Advanced Form & Analysis** **3 hours**
 A study of the forms and structures of music, both choral and instrumental, from Bach to the present. Particular attention will be given to the effect of form on interpretation. (3 units; Spring-odd years)
- MU521 Advances Composition** **3 hours**
 For graduate student with evidence of preparation for advanced work, includes Choral writings, instrumental capabilities, modulation, and percussion writing.
- MU522 Advances Orchestration** **3 hours**
 For graduate students wanting an emphasis on contemporary techniques.
- MU523 Accompanying** **3 hours**
 A study of piano and organ accompany skills and their use in promoting a spiritual atmosphere in worship service
- MU524 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.
- MU527 Contemporary Band Workshop** **2 hours**
 This course on Contemporary Band Workshop equips students to help the ministries in their mission field on music; by completing this course, the students will be able to ; develop their skills in each individual's musical ability such as understanding the history of each musical style.
- MU530 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.
- MU532 Advanced Orchestration II** **3 hours**
 For graduate students wanting an emphasis on contemporary techniques.
- MU533 Accompanying** **3 hours**
 Advanced study of piano and organ accompany skills and their use in promoting a spiritual atmosphere in worship service.
- MU536, 537 Style & Groove I,II** **2 hours**
 The objective of this course is for the student to gain confidence in performing a groove pattern/Style to a click/metronome in front of their peers. They also should instantly be able to recognize the appropriate groove to play when given any of the styles that will be taught in this course. Timing and groove are the most important components of Modern Music.
- MU540 Seminar in Music History** **3 hours**
 A survey of performance practices, styles and literature, both choral and instrumental, from all periods. Special emphasis will be placed on techniques of authentic performance. (3 units; Spring-even years)
- MU544 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.

MU545 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.

MU547 Music Therapy Applications in E.C.E

3 hours

Application and integration of music therapy techniques to early childhood education programs will be addressed. The course will help ECE providers with broader understanding of significant benefits of music in the process of the whole person development of the child. Relevant research data will be studied in depth for scientific knowledge base, and fundamental and practical skills of assessment, innovative program development, activity creation, and training program for child and parents will be instructed.

MU548 Physical Phenomenon of Music

3 hours

This course provides an introduction to studying the physical phenomenon of music and its significant influence on the world society and the inhabitants of the earth. The course will explore how music is a physical phenomenon beyond the playing and listening, but with scientific evidence, promote positive and negative influence on the human behavior and functioning. The course will prove how music influences the physical, emotional, and spiritual functioning of humans. The introductory knowledge base of this course will broaden and expand students understanding of music and its diverse applications.

MU550, 552, 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.

MUS001 Voice Ensemble I-IV

3 hours

Large or small Voice ensemble.

MUS002 Orchestra I ~ IV

3 hours

Large or small orchestral ensemble.

MUS003 Gospel Ensemble I ~ IV

3 hours

Praise Ministry ensemble for E. Guitar, Drum, Keyboard, and Gospel Vocal

MU556, 557 Chorus I,II

3 hours

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.

MU558, 559 Opera Workshop I,II

3 hours

This course is designed for development of Professional Vocalist that in demanded in the field of musician.

MU560, 570 Worship and Praise I,II

3 hours

A study or traditional and contemporary worship service praise music.

MU561, 571 Church Music & Worship I,II

3 hours

This course offers an in-depth discussion of spiritual, technical, and practical learning of contemporary praise leading through dynamic lectures and hands-on lessons. These lessons will include wide range of topics such as correct singing techniques, basic music fundamentals, and methodology of selecting and arranging songs that is conducive to creating an effective flow of worship sessions. Throughout the semester, students will be working individually, as well as, cooperatively with classmates, in preparing and presenting

“praise leading sessions,” in order to gain first-hand experiences in working with church musicians in praise teams, and receive critical feedback from the instructor.

MU562 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.

MU563 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 required

MU578 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.

MU579 German Diction **3 hours**

Studies singing and diction of German Text, Songs.

MU581, 582,583,584 Conducting I ~ IV **2 hours**

An advanced study of the skills needed for conducting both choral and orchestra group and rhythm training, score reading, conduct technique.

MU585 Music Pedagogy **3 hours**

Students survey methods books and repertoire appropriate for elementary, middle school, and high school settings, and study beginning and intermediate media instrumental development in schools, communities, and churches. Students will also examine important issues such as the role of technology in instrumental music; best practices for instrumental techniques, development and maintenance.

MU586, 587 Instrumental Pedagogy I,II **3 hours**

Students study the methods and materials used in teaching brass, woodwind, string, or percussion instrument. The area of emphasis is determined by the student's primary instrument.

MU591, 592 Jazz Theory I,II **3 hours**

Analysis and transcription of jazz performances and scores encompassing questions of style, form, harmonic and melody language, and consideration of rhythm.

MU593, 594 Gospel Song Writing I,II **3 hours**

Practice and performance work of Gospel song writing.

MU595 Music Teaching Method **3 hours**

Students study the methods and materials used in teaching brass, woodwind, string, or percussion instrument. The area of emphasis is determined by the student's primary instrument.

MU602, 603 Gospel Choir I,II **2 hours**

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.

MU607 Film & Music **3 hours**

This course is intended to give non-film scoring majors an overview of the mechanics of synchronization

and the psychological implications of applying music to film. Analysis of special dramatic situations will be followed by applications of scoring and synchronization techniques.

MU608 Understanding of Film & Music **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.

MU610 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.

MU617 Song Production **3 hours**

This course will focus on practical application of Jazz and pop music theory and techniques in music composition and song writing

MU632, 642 Voice Class I,II **2 hours**

A study of Vocal technique including breath control, tone production, diction, and the use of appropriate song material.

MU640 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

MU641 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.

MU650 Graduate Recital I **(P/F)**

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.

MU651 Graduate Recital II **(P/F)**

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.

MU660 Graduate Project I **(P/F)**

A graduate project for the students whose emphasis is in Music Business, Composition and Media Production id designed with the assistance of the advisor. The graduates are required courses.

MU661 Graduate Project II **(P/F)**

A graduate project for the students whose emphasis is in Music Business, Composition and Media Production id designed with the assistance of the advisor. The graduates are required courses

MU 670 Recording and Mix Techniques for Musicians **2 hours**

this course is an introduction to modern recording and mixing techniques, oriented toward musicians

with the need to record themselves and others in a typical home studio recording environment. Through a series of hands-on projects, culminating in a final recording and mix project, students will learn the fundamentals of microphones and microphone technique, audio signal flow, integration of MIDI with audio tracks, signal processing, editing, and professional mix down techniques.

MU 671 Advanced Mixing and Mastering

2 hours

This advanced course provides students with a deeper understanding of mixing and mastering tools and techniques that can be applied to a wide variety of styles. Students will engage in in-depth, hands-on examinations of several mix techniques, such as EQ, compression, reverb, delays, and tempo maps, unique to jazz, pop/rock, and electronic music. Students will learn to monitor and apply critical listening to their mixes, add character by using lo-fi techniques, multi-band compression in mastering, and mastering mix using EQ and limiting. These skills will be portable to any kind of studio, regardless of software, hardware, or if the studio is digital or analog-based.

MU672 Audio Technology I

2 hours

This course explores the fundamentals of analog and digital audio. Topics include recording consoles: design, function, and signal flow; principles of signal processing: reverberation, delay, equalization, compression, and other effects; an introduction to microphone and loudspeaker technology; and an introduction to music production and recording techniques in both analog and digital media. Class meetings consist of lecture sessions combined with in-class demonstration and some student hands-on training.

MU673 Audio Technology II

2 hours

This course covers the fundamentals and practical applications of a digital audio system, as well as methods for functioning in an integrated MIDI/digital audio workstation (DAW)/analog studio environment. This includes algebraic, graphical, and other techniques for the analysis and study of audio signals and systems; time and frequency domain measurements; decibels in audio and acoustical applications; systems analysis of contemporary recording and synthesis technology using block diagrams and sequential flow charts; and black box analysis. Course topics include system setup and interconnections; MIDI interface and synchronization; aspects of digital recording consoles/mixers, such as paged architecture, I/O, word clock, sample rate, and bit depth; and basics of a DAW, such as the elements of hard-disk recording, track and file management, digital audio, and sequencing strategies.

MU 680 Advanced Audio Production

3 hours

Multi-track production techniques explored in the studio by examining the relationship between technology and the artistic content found in sound recordings. Topics include critical listening, capturing musical performances, recording and mixing in stereo and surround sound formats.

MU 681 Concert Recording

3 hours

Advanced techniques in concert recording. Topics include refinement of microphone placement and surround sound recording techniques. Students will have the opportunity to apply lecture material by recording undergraduate rehearsals, recitals, graduate and faculty concerts.

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, inference 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-away 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 class-room 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.

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

Students 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

Bethesda University ESLP Certificate

Certificate Program Overview

The Bethesda University's English as a Second Language (ESL) Program offers courses 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.

ESLP students who are part of the certificate program must complete a minimum of 30 units of ESL classes within two years and complete level 4 in order to earn their **ESLP Certificate**. Students in our certificate program can elect to take either an English Concentration track or an English Christian ministry track. Students who enroll in the English ministry track will take 9 units of Christian ministry ESL courses in place of 9 other required ESLP concentration units.

Mission Statement

The main goal of this certificate program is to equip non-English speaking students with the necessary language skills to thrive within any English-speaking setting and beyond.

General Information

Courses are offered in the fall and spring semesters. In each of the semesters, students attend classes for 15 weeks. 12-15 credit hours (units) will be offered for each level (12 units are considered a full-time load).

There are four levels of ESL:

- Level 1 – Intro
- Level 2 – Beginning
- Level 3 – Intermediate
- Level 4 – Advanced

All students need to take the ESL placement test. Students who score high enough may test out of Levels 1 and/or 2. Each of these students must still complete 30 ESL units in order to receive their ESLP Certificate. After the initial placement test, 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 the following semester. Students who do not demonstrate successful completion of a course must repeat that class.

Objectives

Upon completion of all four levels of ESL, students will have:

- 1) A holistic understanding of the English language.
- 2) Oral language skills that will enable them to integrate into American society.
- 3) Knowledge of American culture.
- 4) An understanding of many idiomatic characteristics of the English language.
- 5) Academic reading, writing, grammar, and listening skills that will enable them to pursue further studies in American institutions.

Note: All international students must consult the admissions department regarding unit and/or hour

requirements in relation to maintaining F1 status.

Course Descriptions

1. ESL Core Classes

Bethesda University's Core ESL classes are required for all students in the ESL certificate program. 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, certificate track students are required to take concentration classes. *The availability of each core class is dependent on enrollment.*

ENGLISH AS A SECOND LANGUAGE GL100 (6 Units)

ESL Core Class, Level 1

This Level 1 ESL course is designed for students who are learning basic skills in English reading, writing, listening, and speaking. 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 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 GL101 (6 Units)

ESL Core Class, Level 2

This Level 2 ESL course is designed for high beginning to low intermediate level students in English reading, writing, listening, speaking, and grammar. This course builds on the foundations established in Level 1 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 allowed concurrent enrollment to all university courses taught in the Korean language.

Prerequisites:

- ESL GL100

Prerequisite courses can be waived via placement test or written teacher recommendation.

ENGLISH AS A SECOND LANGUAGE GL102 (6 Units)

ESL Core Class, Level 3

This Level 3 ESL course is designed for high intermediate students in 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 Levels 1-2 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 allowed concurrent enrollment to all university courses taught in the Korean language as well as general education courses taught in English with a written recommendation from the ESL department. Successful completion of this course removes all restrictions for attending college level courses taught in the English language.

Prerequisites:

- ESL GL101

Prerequisite courses can be waived via placement test or written teacher recommendation.

ENGLISH AS A SECOND LANGUAGE GL103 (6 Units)

ESL Core Class, Level 4

This Level 4 ESL course is designed for students who are advanced in English reading, writing, listening, speaking, and grammar skills. This course completes the four-part ESL core class series. At the completion of this course, students will be able to comprehend at an advanced level English and actively express complex ideas with fluency and accuracy. Students enrolled in this class are allowed concurrent enrollment to all university courses taught in English with a written recommendation from the ESL department.

Prerequisites:

- ESL GL102

Prerequisite courses can be waived via placement test or written teacher recommendation.

2. 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.

GL140 Listening, Speaking and Pronunciation 1 (3 units)

This introductory English course is designed to improve students' listening and basic conversation skills. The course also includes a pronunciation component that is designed to retrain the students' speech muscles used to produce the phonetic sounds in the English language. This course is meant to be taken concurrently with **GL100**.

Prerequisites:

- No prerequisites required.

GL141 Listening Speaking and Pronunciation 2 (3 units)

This beginning English course builds on the skills developed from **GL140** and introduces listening and speaking strategies to facilitate extended situational conversations. Like **GL140**, this course includes a pronunciation component that is designed to retrain the students' speech muscles used to produce the phonetic sounds in the English language. This course is meant to be taken concurrently with **GL101**.

Prerequisites:

- GL140

Prerequisite courses can be waived via placement test or written teacher recommendation.

GL142 Listening Speaking and Pronunciation 3 (3 units)

This intermediate English course builds on the skills developed from **GL141** and introduces listening and speaking strategies to facilitate academic classroom discussions.. Like **GL140** and **GL141**, this course includes a pronunciation component that is designed to retrain the students' speech muscles used to produce the phonetic sounds in the English language. This course is meant to be taken concurrently with **GL102**.

Prerequisites:

- GL141

Prerequisite courses can be waived via placement test or written teacher recommendation.

GL143 American Accent Training and Public Speaking (3 units)

This class is designed to focus on American intonation and stress patterns as well as develop the techniques and skills necessary for public speaking and presentations.

Prerequisites:

- GL142

Prerequisite courses can be waived via placement test or written teacher recommendation.

GL110 Beginning Reading and Writing (3 units)

This basic 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 **GL100**.

Prerequisites:

- No prerequisites required.

GL111 Intermediate Academic Reading and Writing (3 units)

This academic reading and writing class introduces students to academic reading materials and prepares them for college-level writing. It will focus on paragraphs and introduce students to basic short essay writing. This course is meant to be taken concurrently with **GL101**.

Prerequisites:

- GL100
- GL110

Prerequisite courses can be waived via placement test or written teacher recommendation.

GL112 Advanced Academic Reading and Writing (3 units)

This academic reading and writing class introduces students to longer academic reading materials and equips students for essay writing. It will focus on essay reading comprehension and writing mechanics. This course is meant to be taken concurrently with **GL102**.

Prerequisites:

- GL101
- GL111

Prerequisite courses can be waived via placement test or written teacher recommendation.

GL113 Preparation for College 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 as well as introduce students to research writing. This course is meant to be taken concurrently with **GL103**.

Prerequisites:

- GL102
- GL112

Prerequisite courses can be waived via placement test or written teacher recommendation.

GL121 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. This course is meant to be taken concurrently with **GL101**.

Prerequisites:

- ESL GL100

Prerequisite courses can be waived via placement test or written teacher recommendation.

GL122 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. This course is meant to be taken concurrently with **GL102**.

Prerequisites:

- ESL GL101
- GL121

Prerequisite courses can be waived via placement test or written teacher recommendation.

GL123 Listening to Academic Lectures 3 (3 units)

This is an advanced level class in academic listening. The course is designed to prepare students for academic lectures and note taking in the North American university setting. This course is meant to be taken concurrently with **GL103**.

Prerequisites:

- ESL GL102
- GL122

Prerequisite courses can be waived via placement test or written teacher recommendation.

GL130 Grammar 1 (3 units)

This grammar class focuses on 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 **GL100**.

Prerequisites:

- No prerequisites required.

GL131 Grammar 2 (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 **GL101**.

Prerequisites:

- GL100
- GL130

Prerequisite courses can be waived via placement test or written teacher recommendation.

GL132 Grammar 3 (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 **GL102 or 103**.

Prerequisites:

- ESL GL101
- GL131

Prerequisite courses can be waived via placement test or written teacher recommendation.

GL133 Grammar 4 (3 units)

This English grammar course reinforces high-intermediate grammar knowledge and develops communicative and interactive language skills. This course is meant to be taken concurrently with **GL103**.

Prerequisites:

- ESL GL102
- GL132

Prerequisite courses can be waived via placement test or written teacher recommendation.

3. English Christian Ministry Track

These courses may be taken by ESLP students in place of 9 other required concentration courses.

GL150 English Ministry Preparation (Biblical Vocabulary for English Ministry) (3 units)

This concentration course is designed to equip students for English Christian Ministry by providing an in-depth review of theological and biblical English terms and vocabulary. Students will improve their ability to listen to, read, write and speak theological and biblical English terms in ministry contexts.

GL151 English Ministry Training (English Ministry Training; prerequisite EMP) (3units)

This concentration course is designed to train students to improve in interactions, evangelism, preaching and all other parts of ministry in English. Students will receive cultural and linguistic training essential to excel with God's help in English Christian Ministry.

Prerequisites:

- GL150

GL152 English Ministry Worship (English Ministry Worship) (3 units)

This concentration course is designed to train students to improve their ability to organize, lead, and sustain an English Worship Ministry. Students will receive practical instruction in cultural and linguistic training as it pertains to English worship ministry, such as in areas of music selection, volunteer management, and worship service scheduling.

Prerequisites:

- GL150

4. Electives

These are specialty classes that are designed to help students develop important linguistic and para-linguistic skills to complement core and concentration classes.

GL21 American Culture and Idioms 1 (3 units)

This beginning-level course introduces students to a more informal and widely used mode of language communication and provides valuable cultural insights to American society.

Prerequisites:

- GL100

GL22 American Culture and Idioms 2 (3 units)

This intermediate-level course builds on GL21 and covers the more informal and widely used mode of language communication and provides valuable cultural insights to American society.

Prerequisites:

- GL101
- GL21

Prerequisite courses can be waived via placement test or written teacher recommendation.

GL23 American Culture and Idioms 3 (3 units)

This intermediate-level course builds on GL21 and GL22 and covers the more informal and widely used mode of language communication and provides valuable cultural insights to American society.

Prerequisites:

- GL102
- GL22

Prerequisite courses can be waived via placement test or written teacher recommendation.

GL30 Basic English Vocabulary 1 (3 units)

This first course in basic English vocabulary is designed to help intro level students learn the most frequently used words in the English Language. It will cover the first half of 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 **GL100**.

Prerequisites:

- No prerequisites required.

GL31 Basic English Vocabulary 2 (3 units)

This second course in basic English vocabulary is designed to help beginning level students learn the most frequently used words in the English Language. It will cover the second half of 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:

- GL130
- GL100

Prerequisite courses can be waived via placement test or written teacher recommendation.

GL32 Academic Vocabulary 1 (3 units)

This first course in academic vocabulary is designed to introduce students to the first half of the Academic Word List (AWL). In this course, students will learn to identify and properly use AWL words and derivatives. This course is meant to be taken concurrently with **GL102**.

Prerequisites:

- GL101
- GL131

Prerequisite courses can be waived via placement test or written teacher recommendation.

GL33 Academic Vocabulary 2 (3 units)

This second course in academic vocabulary is designed to introduce students to the second half of the Academic Word List (AWL). In this course, students will learn to identify and properly use AWL words and derivatives. This course is meant to be taken concurrently with **GL103**.

Prerequisites:

- GL102
- GL132

Prerequisite courses can be waived via placement test or written teacher recommendation.

GL24 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 different question types and test taking strategies to help them go through the TOEFL more efficiently. This course is only open to students enrolled in Levels 3 and 4 of the core ESL classes.

Note: Availability of each ESL course is dependent on student enrollment

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

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 is required.

EC 102 Child and Relations with Home, School and Community

3 hours

An investigation of methods to bring about understanding, appreciation, and cooperation between the home, school, and community.

EC 103 Child Creative Experience

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.

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.

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.

Accounting Specialist for CPA Preparation Certificate

Mission for Accounting Specialist for CPA Preparation Certificate program

Our mission of Accounting Specialist for CPA Preparation program is for preparing to pass the CPA Certificate exam. Also this program will train students for developing executive ability by demanding from current accounting field in practical business. And after pass the CPA exam, school provides the practical training class to be successful Accounting specialist in real accounting field.

Goals for Accounting Specialist for CPA Preparation Certificate program

The goal of the program is

- To pass the CPA Certificate exam after finished the required classes.
- To be the Accounting Specialist by taking following Tax practical classes (Payroll Accounting, Income Tax, Sales Tax, Real Property Tax, and QuickBooks) after passed for the CPA Certificate Exam.

Outcomes for the Accounting Specialist for CPA Preparation Certificate program

- The participant will develop executive ability by demanding from current accounting field in practical business.
- The participant will get the practical training class to be successful Accounting specialist in real accounting field
- The participant will develop the ability to attain the essential knowledge, skills in accounting field to successfully acquire and retain employment.

Certificate of Completion

1) Course

Program	Period	Total Units
Accounting Specialist Certificate for CPA	15 weeks per class	60 Units

2) Required Classes

Period	Accounting Courses: 36 Units	Business Related Courses: 24 Units
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1 Semester	BA 130 Financial Accounting I BA 440 Income Tax Accounting I	BA 120 Introduction to Business Administration
1 Semester	BA 131 Financial Accounting II BA 441 Income Tax Accounting II	BA 240 Principles of Microeconomics
1 Semester	BA 380 Intermediate Accounting I BA 220 Managerial Accounting I	BA 252 Business Law I BA 371 Operations and Strategic Management
1 Semester	BA 381 Intermediate Accounting II	BA 253 Business Law II BA 460 IT in Business
1 Semester	BA 390 Advanced Accounting BA 431 Auditing I	BA 250 Principles of Macroeconomics
1 Semester	BA 450 Governmental and Non-profit Accounting BA 432 Auditing II	
1 Semester (Practice)	BA 490 Tax Practice (Income Tax, Payroll Tax, Sales Tax, and Property Tax)	BA 400 QuickBooks

Tax Specialist for EA Preparation Certificate program

Mission for the Tax Specialist for EA Preparation program

Our mission of Tax Specialist for EA Preparation program is for preparing to pass the EA Certificate exam. Also this program will train students for developing executive ability by demanding from current accounting field in practical business. And after pass the EA exam, school provides the practical training class to be successful Tax specialist in real accounting field. Comparing to CPA exam, students already passed the EA certificate can open their own office for tax business right away.

Goals for the Tax Specialist for EA Preparation program

The goal of the program is

- To pass all three parts of the Special Enrollment Exam (SEE) to be an enrolled agent (EA) after finished the required classes.
- To be the Tax Specialist by taking following Tax practical classes (Payroll Accounting, Income Tax, Sales Tax, Reap Property Tax, and QuickBooks) after passed for the Special Enrollment Exam (SEE).

Learning Objectives for the Tax Specialist for EA Preparation program

At the end of this course, students will be able to

- Demonstrate the ability to pass the three parts of Special Enrollment Exam includes Representation, Practices and Procedures.
- Receive and process written and oral tax information and prepare an appropriate response for tax return report.
- Demonstrate an understanding and working knowledge of basic tax terminology and skills in tax field.

- Demonstrate effective use of technology applicable to tax practice and procedures.

Certificate of Completion

1) Course

Program	Period	Total Units
Tax Specialist Certificate for EA	15 weeks per class	15 Units

2) Required Classes

Classes.....	Units
BA 440 Income Tax Accounting I	3
BA 441 Income Tax Accounting II.....	3
BA 442 Income Tax Accounting III	3
BA 490 Tax Practice	3
BA 400 QuickBooks	3
TOTAL UNITS.....	15

Music Performer Certificate

Mission for the Music Performer Certificate

Our mission of Music Performer Certificate program is to provide quality music classes and lessons that teach basic musical instrument techniques and theories from a professional musician.

Goals for the Music Performer Certificate

The goal of the program is

- To be the professional music performer by learning basic music instruments techniques and theories.
- To create an innovative learning environment so that children and older adults from all backgrounds and levels of education are able to pursue music learning simply for the joy of learning and engagement in University setting.

Outcomes for the Music Performer Certificate

- The participant will get practical training for the musical instrumental techniques and theories by group and private.
- The participant will develop the ability to attain the essential knowledge, skills in music and pursue learning simply for the joy of learning and engagement in university setting.

Learning Objectives for the Music Performer Certificate

At the end of this course, students will be able to

- Demonstrate their musical instrumental technique with fluency and accuracy.
- Demonstrate the ability to realize a variety of musical styles.
- Demonstrate technical skills requisite for artistic self-expression at a level appropriate for the particular music concentration.
- Demonstrate an understanding of musical forms, processes and structures and the ability to place music in historical, cultural and stylistic contexts.

CERTIFICATE OF COMPLETION:

1. MUSIC CLASS (GROUP LESSON)

Certificate of Completion

1) Course Description

Learn basic musical instrument techniques and theories from a professional musician. 2 hours of group instruction will be provided for 14 weeks from children to adult group.

Upon successful completion of the two years course, participants will receive a certificate of completion.

2) Course

Courses.....Lecture Hours

Music Class I.....	28
Music Class II.....	28
Music Class III.....	28
Music Class IV.....	28

TOTAL LECTURE HOURS..... 112

3) Music Class Contents

Saxophone	(Level 1 – 4)
Guitar (Classic, Bass)	(Level 1 – 4)
Strings (Violin, Cello)	(Level 1 – 4)
Woodwinds (Flute, Clarinet)	(Level 1 – 4)
Vocal Performer	(Level 1 – 4)
Music Theory	(Level 1 – 4)
Music Technology	(Level 1 – 4)

2. MUSIC PRIVATE LESSON

Certificate of Completion

1) Course Description

Learn basic musical instrument techniques and theories from a professional musician. 40 minutes of private instruction will be provided for 14 weeks from children to adult group. Upon successful completion of the two years course, participants will receive a certificate of completion.

2) Course

Courses.....	Lecture Hours
Music Private Lesson I.....	10
Music Private Lesson II.....	10
Music Private Lesson III.....	10
Music Private Lesson IV.....	10
TOTAL LECTURE HOURS.....	40

3) Music Private Lesson Contents (Instrumental Performer)

Piano	(Level 1 – 4)
Saxophone	(Level 1 – 4)
Guitar (Classic, Bass)	(Level 1 – 4)
Strings (Violin, Cello)	(Level 1 – 4)
Woodwinds (Flute, Clarinet)	(Level 1 – 4)
Vocal Performer	(Level 1 – 4)
Music Arranger	(Level 1 – 4)

Citizenship Preparation Certificate

Mission for the Citizenship Preparation Certificate

Our mission of Citizenship Preparation Certificate program at the Bethesda University is to provide quality classes to educate non-citizenship students for American Citizenship.

Goals for the Citizenship Preparation Certificate

The goal of the program is

- To provide quality classes for American history and government to pass the American Citizenship Exam.
- To get the fluent English communication skills such as speaking, listening, reading, writing and grammar as an American Citizen.

Outcomes for the Citizenship Preparation program

- The students will explain the historical foundation, structure and function of the U.S. government system.
- The students will understand the roles and responsibilities of citizenship.
- The students will demonstrate communication skills in English.

Learning Objectives for the Citizenship Preparation program

At the end of this course, students will be able to

- Explain the basic concepts and principles of the U.S. government system.
- Explain the structure and operation of the government at the federal, state and local levels.
- Examine the foundations of the U.S. judicial and legal systems.
- Demonstrate knowledge of civil liberties and civil rights.
- Demonstrate communication skills in reading, writing, listening, and speaking with fluency and accuracy in English.

Certificate of Completion

1) Course Description

This course is to educate non-citizenship students for American Citizenship Exam Preparation. Each course has two and half hour's instruction for 14 weeks. Upon successful completion of the one year course, participants will receive a certificate of completion.

2) Required Classes

- Classes.....Lecture Hours
- Citizenship Preparation I..... 35
- Citizenship Preparation II..... 35
- TOTAL LECTURE HOURS..... 70

Forth Dimensional Spiritual Training Certificate

Mission for the Extended Education

Our mission of Fourth Dimensional Spiritual Training program at the Bethesda University is to provide an opportunity to get fourth dimensional spiritual training developed by Rev. Yonggi Cho.

Goals for the Extended Education

The goal of the program is

- To provide the fourth dimensional spiritual training developed by Rev. Yonggi Cho.
- To train the spiritual person in the fourth dimension of God's Think, Dream, Faith, and Speech.

Outcomes for the Fourth Dimensional Spiritual Training program

- The students will demonstrate a knowledge and understanding of fourth dimensional spirituality.
- The students will develop the spiritual power by learning of the essential knowledge, skills of fourth dimensional spirituality.

Learning Objectives for the Fourth Dimensional Spiritual Training program

At the end of this course, students will be able to

- Demonstrate a knowledge and understanding of fourth dimensional spirituality of God’s Think, Dream, Faith, and Speech.
- Express themselves with spiritual power by learning of the essential knowledge, skills of fourth dimensional spiritually developed by Rev. David Yonggi Cho.

- *Certificate of Completion*

1) Course Description

This course provides an opportunity to get fourth dimensional spiritual training developed by Rev. Yonggi Cho (founder of university). Each course will be taught by faculty of theology dept., pastor, and specialist of several fields.

Each class has one hour’s instruction for 12 weeks. And upon successful completion of the twelve weeks course, participants will receive a certificate of completion

2) Required Classes

Classes.....Lecture Hours

Spiritual Leadership Lecture 1.....	1
Spiritual Leadership Lecture 2 A.....	1
Spiritual Leadership Lecture 2 B.....	1
Spiritual Leadership Lecture 3 A.....	1
Spiritual Leadership Lecture 3 B.....	1
Spiritual Leadership Lecture 4 A.....	1
Spiritual Leadership Lecture 4 B.....	1
Spiritual Leadership Lecture 5 A.....	1
Spiritual Leadership Lecture 5 B.....	1
Spiritual Leadership Lecture 6 A.....	1
Spiritual Leadership Lecture 6 B.....	1
Spiritual Leadership Lecture 7 A.....	1
Spiritual Leadership Lecture 7 B.....	1
Spiritual Leadership Lecture 8 A.....	1
Spiritual Leadership Lecture 8 B.....	1
Spiritual Leadership Lecture 9 A.....	1
Spiritual Leadership Lecture 9 B.....	1
Spiritual Leadership Lecture 10 A.....	1
Spiritual Leadership Lecture 10 B.....	1
Spiritual Leadership Lecture 11 A.....	1
Spiritual Leadership Lecture 11 B.....	1
Spiritual Leadership Lecture 12.....	1
TOTAL LECTURE HOURS.....	22

DISTANCE EDUCATION

International Students

F1 visa student must register for a minimum of 12 undergraduate or 9 graduate credits each semester. International student may take one three-credit DE course each semester. A student wishing to register for more than 13 undergraduate or 10 graduate credits per semester cannot take more than one three-credit DE courses.

Moodle Tutorial

Moodle tutorial is a prerequisite for students who enroll in online courses. Students must complete online video tutorial before starting online courses. The online tutorial provides students with a basic understanding of Moodle system. Once students have completed the training, and feel confident that students have understood Moodle system, they are ready to take the test. Students can take the test as many times as necessary until they pass. The test checks students' overall understanding of Moodle, which is important for online studies. Students must pass the test in order to take online courses.

This noncredit tutorial consists of the following parts: 1) Introduction, 2) What is Moodle? 3) Understanding of the web, browsers, and web standards, 4) Understanding of an educational internet homepage and Bethesda University homepage, 5) Creating an online account, 6) My homepage, 7) Managing my courses (free board, my profile, forum, quiz, assignment, evaluation, grade), 8) Effective online learning, 9) Conclusion.

Contact

Online Director: Eric Shim
Telephone: (714) 517-1945
Email: online@buc.edu

Student Privacy Policy

Bethesda University protects the privacy of all students, adhering to the same privacy standards for online students as it does for students studying on the campus. Bethesda University issues a unique user ID and password to each student upon enrollment and each college employee upon date of employment. The user ID is required for both students and faculty to access the MOODLE course management system for all courses, including distance learning courses (MOODLE stands for Modular Object-Oriented Dynamic Learning Environment). MOODLE is a secure environment where faculty members post course materials, assignments and exams, provide chat and discussion forums for their courses, and where students participate in forum discussions, chat sessions, upload assignments, and take quizzes and exams. The privacy of individual students' assessments and grades is maintained within the course management system.

Anyone using MOODLE is required to have a unique user ID and password to access any course management resources. Faculty is restricted to accessing information associated with the specific courses they teach. Students are automatically enrolled in courses through a batch process run by the administrative team in May, June, July, August, and January each year and identified by their unique user ID and password. Students are restricted to faculty-published information in courses for which they have enrolled and student-group related activities in a given course. Guest access to courses is not allowed.

Course and user profile information is not visible to anyone without an account. Authorized Moodle users cannot view the profile information of other users unless those users give permission.

Secure Login and Password: Each distance learning faculty and student enters his/her user ID and password into Moodle to gain access to authorized Moodle learning environment resources. This combination of user ID and password identifies faculty and students to the system on each course visit. All users should understand the following:

- All parties accept responsibility for the security of their personal passwords;

Private student information is separated from others' within the course management system and protected from outside intruders through limited student group permissions; and

- Private faculty information is protected from student views within the course management system and from outside intruders through typical faculty group permissions.

Technical Requirements

It will be essential for you to have access to a computer if you take a course delivered via the internet. You may also use the computers located in the library or Lab. Students are expected to check their e-mail on at least a weekly basis for communication with their instructors. Having your own computer may be more convenient.

You need to have some basic technology skills, such as word processing and using a web browser. If you don't presently possess these skills, you will need to pick up on them fairly quickly. If you don't think you can learn these technology skills easily, you may need to develop new skills, take a class or do some reading before enrolling.

The successful online student knows how to:

- Start, shut down, and reboot a computer appropriately;
- Use a keyboard and mouse gracefully;
- Use his or her Internet Service Provider or otherwise gain access to the Internet;
- Access URLs (addresses) on the Internet;
- Use online search tools to locate materials on the web;
- Navigate forward and backward on web sites with links, frames, image maps, and other elements;
- Troubleshoot a URL or link that is not working;
- Recognize when a "plug-in" is needed to view a particular web page;
- Print pages in the programs he or she uses, especially web browsers;
- Send, receive, reply to, and forward email;
- Send and receive email attachments;
- Use a word processor;
- Copy and paste text across documents and software applications;

Save a document or other file to a particular location; and

- Find a file or document previously saved.

Spend some time at your computer and on the Internet every day, getting comfortable with your equipment and surroundings. Practice your computing skills until you feel confident that you can complete class assignments.

Student Responsibilities

In the distance learning environment, some responsibilities shift from the instructor to the student, given the independent nature of the learning experience. In addition to setting and sticking to your own schedule, reading all the assigned chapters and keeping up with due dates, you must do a few things to make the distance learning process work:

- Do not procrastinate!;
- Make sure you keep a copy of every assignment you submit;
- Check with your instructor for the file format for assignments and how to submit them;
- Identify yourself in all e-mail messages using your actual name, as your e-mail address may not identify who you are; and
- Evaluate the course delivery method as well as the course. Ask for help when you need it.

Instructor Response Time

As a general policy, grades for all assignments and exams will be available two week after the due date or the exam date. If the time frame within which the instructor gives feedback and grades for exams or assignments varies, the instructor specify in the course syllabus the expected response time for all submissions.

Academic Honesty

Given the lack of face-to-face contact in the distance learning environment, instructors invest a great deal of trust in distance learning students. High expectations are held for the level of maturity and integrity in the distance student.

MISCELLANEOUS

Grievance, Complaint and Due Process Procedures

Your concerns are welcome. To facilitate our desire to hear from you, BU provides Complaint Forms (see Dr. Hyoin Kim) and also solicits opinions in occasional surveys.

At BU, we have a goal of providing prompt and equitable resolution to student and staff concerns. Such concerns can include grievances, complaints, issues related to sexual harassment and issues related to discipline or dismissal. Where possible, we encourage parties to follow policies outlined in Matthew 28. Students are always welcome to discuss concerns with the student dean. Employees are always welcome to speak to their supervisors or the CEO.

In cases related to discipline or dismissal, a complainant has the right the following rights:

- Right to present his or her case: This includes the right to adequate, reliable, and impartial investigation of complaints, the right to have an equal opportunity to present witnesses and other evidence, and the right to the same appeal processes, for both parties.
- Right to be notified of the time frame within which: (a) the school will conduct a full investigation of the complaint; (b) the parties will be notified of the outcome of the complaint; and (c) the parties may file an appeal, if applicable.
- Right for the complaint to be decided using a preponderance of the evidence standard (i.e., it is more likely than not that sexual harassment or violence occurred).
- Right to be notified, in writing, of the outcome of the complaint. Even though federal privacy laws limit disclosure of certain information in disciplinary proceedings: ♣ Schools must disclose to the complainant information about the sanction imposed on the perpetrator when the sanction directly relates to the harassed student. This includes an order that the harasser stay away from the harassed student, or that the harasser is prohibited from attending school for a period of time, or transferred to other classes or another residence hall. ♣ Additionally, the Clery Act (20 U.S.C. §1092(f)), which only applies to postsecondary institutions, requires that both parties be informed of the outcome, including sanction information, of any institutional proceeding alleging a sex offense. Therefore, colleges and universities may not require a complainant to abide by a non-disclosure agreement, in writing or otherwise.

The grievance procedures include an option for voluntary informal methods (e.g., mediation) for resolving some types of complaints (including some sexual harassment complaints). However, the complainant has the right to end the informal process at any time and begin the formal stage of the complaint process. In cases involving allegations of sexual assault, mediation is not an option.

Sexual Harassment & Title IX Compliance

A school has a responsibility to respond promptly and effectively to incidents of sexual harassment. If BU knows or reasonably should know about sexual harassment or sexual violence that creates a hostile environment, the school will take immediate action to eliminate the sexual harassment or sexual violence, prevent its recurrence, and address its effects.

If you have any concerns pertaining to sexual harassment issues, please contact our Title IX Coordinator:

William Min

FinancialAid@BUC.edu

Office 304

(714) 683-1413

As Title IX Coordinator, he is responsible to oversee all complaints of sex discrimination and identify and address any patterns or systemic problems that arise during the review of such complaints. If you wish to make a formal complaint, see the above Grievance, Complaint and Due Process Procedures.

Even if a student or his or her parent does not want to file a complaint or does not request that the school take any action on the student's behalf, if we know or reasonably suspect possible sexual harassment or sexual violence, we will promptly investigate to determine what occurred and then take appropriate steps to resolve the situation

A criminal investigation into allegations of sexual harassment or sexual violence does not relieve the school of its duty under Title IX to resolve complaints promptly and equitably.

ADMINISTRATION

CHO, GRACE SUNG HAE KIM, D.M.A., M.M.,M.M., M.M., B.A. **Co-Chair of the Board**
D.M.A. (honorary), Oral Roberts University (1989)
M.M., Ewha University (1970)
M.M., Manhattan School of Music (1995)
B.A., Ewha University (1965)

KYUNG MOON KIM **Co-Chair of the Board**
Hansei University, Honorary Doctor of Theology (2016)

ESTHER CHO, B.M., M.M. **Vice President/CFO**
Graduate Study at Manhattan Music School (1990)
Post-Graduate diploma at Brooklyn Conservatory of Music (1989)
Graduate Study at University of Southern California (1981)
M.M. Sook Myung Women’s University (1972)
B.M. Sook Myung Women’s University (1970)

KIM, HYOIN, B.A., M.A, M.M., Ph.D. **Chief Academic Officer**
Ph.D., Temple University (2000)
M.A., Brooklyn College (1994)
M.M., Chung Ang University (1987)
B.M., Chonnam National University (1985)

SONG, YIL, B.A., M.A., Ph.D. **Chair of Student Affairs**
Ph.D. Claremont Graduate University
MA Claremont Graduate University

GEORGE WINNEY, B.A., M.A., M.Div., D.Min., **Dean of Graduate Studies**
D.Min., Biola University (2014)
M.Div., Liberty University (2011)
M.A., Liberty University (2019)
B.A., Global University (2002)

WOO, HO KYUNG, B.A., M.L.S. **Librarian**
M.L.S., San Jose State University (1996)
B.A., Ewha University (1971)

FACULTY

INSTRUCTIONAL STAFF LISTING (ISL)

Academic Term: Fall 2015 – Present

Name of Academic Department: Religion, Music, Early Childhood Education, Business Administration, Design, IT

NAME	DEGREES AND DISCIPLINE	COURSES TAUGHT	OTHER QUALIFICATIONS OR EXPERIENCE
Cho, Esther (full-time)	Graduate Study at Manhattan Music School (1990) Post-Graduate diploma at Brooklyn Conservatory of Music (1989) Graduate Study at University of Southern California (1981) M.M. Sook Myung Women's University (1972) B.M. Sook Myung Women's University (1970)	GH 110 (U) Introduction to Music Performance MU181 (U) Ensemble I MUS151-158 (U) Applied Music I – VIII PT (U) 231 Music & Ministry GMIN 503(G) Music Ministry MU 551 (G) Ensemble II	- 11 years teaching experience at the University level - 6 years administrative experiences - Chair of Music Dept.
Kim, Hyoin (full-time)	Ph.D. Music Education, Temple University (2000) M.A. Music Education, Brooklyn College (1994) M.M. Piano Performance, Chung Ang University (1987) B.M. Music Education, Chonnam University (1985)	MU 174, 175 (U) Music Theory I, II MU 234, 235 (U) Harmony I, II MU 332 (U) Counterpoint I GH 125 (U) Music Appreciation GM 180 (U) Introduction to Microsoft Office GM 240 (U) Instructional Technology (2)	- 13 years teaching experience at the university level - 7 years administrative experiences for Chair of Music dept., Online Education, Dean of Students and General Education - Chief Academic Officer
Ahn, Song Ju (full-time)	Ph. D., Talbot School of Theology (2006) M.A.C.E., Talbot School of Theology (1995) B.S., Ewha Woman's University (1992)	CE 370 (U) Christian Education of Children and Youth EC 250 (U) Health, Safety and Nutrition for Children EC 310 (U) Guidance and Discipline of Children EC 315 (U) After School Programs EC 320 (U) Educational	- 10 years teaching experience at university Level - Chair of Early Childhood Education Dept.

		<p>Programs for Infant and Toddlers EC 201 (U) Curriculum and Teaching in Early Childhood EC 280 (U) Parent Education EC 310 (U) Guidance and Discipline for Children GMIN 534 (G) Educational Ministry in the Church</p>	
Suh, KyungLan (full-time)	<p>Ph.D. Fuller Theological Seminary (2010) M.A. Fuller Theological Seminary (1998)</p>	<p>MI 410 (U) Biblical Foundations of Mission</p>	<ul style="list-style-type: none"> - 6+ year college level teaching experience - Mission Pastor, Orange Korean Christian Reformed Church - Chair of Theology Dept.
Winney, George (full-time)	<p>D.Min., Biola University (2014) M.Div., Liberty University (2011) M.A., Liberty University (2019) B.A., Global University (2002)</p>	<p>GS 150 Introduction to Leadership CH 220 Church History BS 200 Introduction to Bible MI 210 Introduction to Mission</p>	<ul style="list-style-type: none"> - 3 years college level teaching experience - Pastor - Chair of Graduate Theology Dept.
Sachdev, Raj (full-time)	<p>Ph.D. (candidate), Maastricht University LLM, TJSJ (2012) M.B.A., University of Leicester (2007) LLB (Hons), University of London (2004) BAS (Hons), York University (1999)</p>	<p>-MBA -BA (Business Administration) Concentration: Legal Administration</p>	<ul style="list-style-type: none"> -Over 40 courses taught over years of teaching experience at various levels -Business, Legal and Technology -Guest Speaks at Prominent Schools - Chair of Master of Business Administration
Balayon, Leo (full-time)	<p>M.A Biola University (2008) B.A Ateneo Unviersity (2000)</p>	<p>GL 132 (U) Grammar 3 GC 120 (U) English Composition</p>	<ul style="list-style-type: none"> - ESL Department Director - Course Developer and teacher trainer for TOEFL instructor certification course.
Song, Ken (full-time)	<p>M.A USC (Dec, 1998) B.A USC (May, 1994)</p>	<p>MU 293 (U) Jazz Studies and Improvisation MU 562(U) Jazz Studies and Improvisation MU 280 (U) Ensemble III MU 497 (U) Style and Groove Jazz Studies And Improvisation II MU 537(G) Style and Groove Jazz Studies And Improvisation II</p>	<ul style="list-style-type: none"> - 12-year teaching experience at college level - Recorded his solo guitar album. - Chair of Graduate MusicDept.

		MU 552 (G) Ensemble III	
Kim, Randy (full-time)	Diploma, Los Angeles College of Music (2007) Hollywood (2002) M.I. KIT (1992) M.I. GIT (1989) A.A. in Music, Cerritos (1989)	- Contemporary Band Workshop - Contemporary Music History - MIDI - MIDI and Arranging - Keyboard Harmony I - Gospel Music History	- 3 years worship leader in student for Christ in CA - 3 years music director in student for Christ in CA - 2 years Directing music in Sarang Community Church English ministry - 8 years worship leader and music director in Oikos Church
Woo, Ho Kyung (full-time)	MS. San Jose State University BA. Ewha University	Librarian	Head librarian
Eric Y. Shim (part-time)	M.S. Cornell University (1996) B.S. University of California Irvine (1995)		Director, Online Education, IT
Bae, Hyeon Sung (part-time)	Ph.D., Birmingham University (1998) M.A., Birmingham University (1995) Th.M., Seoul Methodist Theological Seminary (1992) M.Div., Youngsan Theological Seminary (1987)	GTH 542 (G) Systematic Theology II GBIB 565 (G) Acts	- 10 years teaching experience at the University level
Cha, Eun Kyung (part-time)	Paris Academic Charpentier (1990) M.A SungShin Women's University Graduate School (1988) B.A SungShin Women's University (1985)	GD 120 (U) Light, Color and Design GD 460 (U) Internship VD 271 (U) Editorial Illustration VD 321 (U) Packaging Design II VD 356 (U) Advertising Design II VD 372 (U) Editorial Design II VD 402 (U) Visual Communication III GD 460 (Independent) Internship VD 272 Editorial Illustration II VD 315 Identity Design I VD 320 (Independent)	- 7 years professor in Pyung Tack University

		Packaging Design	
Choi, Kyung Tae (Part-time)	Seoul Jazz Academy (2003) Seoul Art College (2005) Hollywood MI PIT (2009)	MU 348 (U) Audio Technology I MU 672 (G) Audio Technology I	- Over 100+ experiences as the director of major and minor concerts
Choi, Sang Joon (Part-time)	M.A Concordia University (2002) Ph.D. Temple University (1992) M.A Villanova University (1987) B.A Chung Ang University (1981)	GH 260 (U) World History GTH 595(G) Christian Ethics	- 7 years on site academic advisor for the doctor of ministry program - 7 years instructor in Advanced Technological Education Park - 5 years instructor in Saddleback Community College - 7 years professor of humanities, chair of General Education and Dean of Students
Choi, Woo Sung (Part-time)	Ph. D. University of Southern California (2002) M.S. Korea Advanced Institute of Science & Technology (KAIST) (1986) B.S Seoul National University (1984)	- Earth Science - Life Science	- 5 years teaching experience at the university level
Chu, Ho (part-time)	MA Queens College of New York City University (1993) MA Brooklyn- Conservatory (1990)	MU 372 (U) Conducting II MU 582 (G) Conducting II	- Majored in Viola and Orchestral conducting
Fisher, George (part-time)	MA, University of Denver BA, Manhattan College, NY	SM 403 (U) Sports and Plan of Events	- Working with Professional Minor League Baseball Teams - Tournament Director for the State Farm Open - Public Speaking/Clinics for Medalist Sports Education
Gilliam, Barbara (part-time)	Doctor of Ministry, Assemblies of God Theological Seminary (2014) MA, Vanguard University (2004)	NT 330 Pauline Epistles	- Ordained Minister, Assemblies of God fellowship - President of Assemblies of God, Women in Ministry of Southern California
Gu, Hyun Hwa (Part-time)	B.A Kyung Hee University (1997)	- Ensemble - Private Lessons - Music Ministry - Music Performance	- 2-year teaching experience in college level - More than 20 music records released

Han, Haksu (Part-time)	M.A University of Minnesota (2003) B.A Purdue University (2001) B.A Sogang University (1993)	BA 440 (U) Income Tax Accounting I, 2 classes MBA 502 (G) Operations Management BA 120 (U) Introduction to Business Administration BA 441 (U) Income Tax Accounting II	- 5-year experience as an Accountant - 5-year experience as Tax Auditor - 5-year experience in teaching at college level
Han, Jin (Part-time)	Ph.D. Fuller Theological Seminary (2002) M.A Talbot Theological Seminary (1989) B.A UCI(1985)	GH 120 (U) Introduction to Psychology EC 255 (U) Counseling for Children	10-year experience as Bible Study Leader 3-year experience as English Dept. Pastor 2-year experience as Director of Education Dept.
Hong, Sae Jin (Part-time)	M.A in Christian Education, Talbot (2014) M.A in TESOL, Biola University (2011) B.A University of British Columbia (2006)	GL 101 (U) ESL Core 2 GL 121 (U) Listening to Academic Lectures	- 3-year teaching experience as an ESL Teacher - 3-year teaching experience as an English Instructor at college level
Hwangbo, Annette (part-time)		GS 120 (U) Introduction to Sociology	
Jeon, Seung Cheol (Part-time)	Conservatorio di G. Verdi, Milano Accademia Orfeo, Parma Accademia di Montecarlo B.A Chung Nam University (1990)	PT 231 (U) Music and Ministry GMIN 503 (G) Music Ministry GH 110 (U) Introduction to Music Performance I	- Experience as a Director of Music in four different churches - 15-year experience as a soloist
Jin, Jeong Woo (Part-time)	Ph.D. UCLA M.A Cal State L.A B.A Busan National University	MU 174 (U) Music Theory	- 15-year experience in teaching music at college level - 20-year experience as a Director/Conductor in Music
Jung, Brandon (Part-time)	B.A Berkley College of Music (2004)	- MIDI - Song Production - Jazz Studies and Improvisation - Film and Music - Understanding of Contemporary Films	- Several television, film, album and musical credits

Kang, IL June (part-time)	Ph.D. Fuller Theological Seminary Th.M. Fuller Theological Seminary (1994)	CG 462 (U) Church Growth	- Senior pastor at Han Yang Presbyterian Church - Associate pastor at Oriental Mission Church
Kang, Steven (Part-time)	M.S West Coast University (1970) B.A State University of Alaska B.S Seoul National University	BA 410 (U) Organizational Management (2) BA 420 (U) Human Resource Management BA 270 Mathematics for Business MBA 501(G) Human Resource Management	- Over 25 years of lecturing and working experience in fields of both IT and Business Administration as a Professor, Software Developer, Systems Analyst, Software Engineer, Systems Manager, Training Specialist, Business Developer, Business Analyst or IT Business Analyst.
Walters, Ken (part-time)	Ph.D. Fuller Theological Seminary M.A Vanguard University B.A Oral Roberts University	BS 200 (U) Introduction to the Bible (2) GTH 547 (U) Eschatology (2) GBIB 500 (G) Greek I GTH 511 (G) Pentecostal History And Theology GTH 551 (G) Christian Apologetics	- More than 10-year teaching experience at college level
Keum, Mary (part-time)	M.A. Bethesda University (2013) B.A. Bethesda University (2010)	EC 103 (U) Child Creative Experience	- Preschool director since 1987
Kim, Dong Jin (Part-time)	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)	- GBIB 512 (U) Biblical Hermeneutics (2)	- 10 years teaching experience at the university level
Kim, Eun Cheol (part-time)	Doctor of Philosophy, Drew University (2000) M.A. Drew University (1998)	PT 315 (U) Liturgy (2) GMIN 520 (G) Homiletics	- Pastor, El Monte First United Methodist Church
Kim, Sin Ho (part-time)	Ph.D. Drew University (2009) M.Div. Drew Theological Seminary	CH 220 (U) Church History GMIN 504 (G) Power Encounter	- 7 years teaching experience at university level - TRACS Annual Conference (2015)

	(2001) B.A. in Psychology, Seoul National University (1987)	GMIN 530 (G) Pastoral Servant Leadership GTH 501 (G) Church History (2) GTH 511 (G) Pentecostal History And Theology (2) GTH 545 (G) Pneumatology NT 312 (U) Life and Teaching of Jesus (2) PT 466 (U) Church Administration TH 450 (U) Pentecostal Heritage (2) CH 220 (U) Church History GTH 569 (G) Orthodox and Heresy TH 211 (U) Spiritual Dynamics of Yonggi Cho Ministry	- ABHE Annual Conference (2016)
Kim, Hyun Kyung (Part-time)	M.A Bethesda University B.A Jeon Buk University	PT 231 (U) Music and Ministry GMIN 503 (G) Music Ministry GH 110 (U) Introduction to Music Performance I	- Music teacher of Korea International School in Beijing - Music teacher of National Middle School in Korea
Kim, In Joong (part-time)	MBA, California University of Management Science (2012) American Sports University (2010)	PE 222 (U) Soccer I	- Established the Athletic program at Bethesda University
Kim, In Soo (part-time)	Ph.D. Union Theological Seminary (1993)	CH 455 Korean Church History	- Chairperson of the Society of Church History of Korea - General Secretary of the Northeast Asia Accredited Theological schools
Kim, Ji Yeon (Part-time)	M.A Bethesda University B.A Bethesda University	PT 231 (U) Music and Ministry GMIN 503 (G) Music Ministry GH 110 (U) Introduction to Music Performance I	- 10-years teaching experience as Piano Instructor - Experience as Music Academy Director for Kids Art School
Kim, Kelly (part-time)	M.A. Biola University M.A. University of Chicago B.A. Shenandoah	MU 403 (U) Introduction to Music Therapy MU 554 (G) Introduction to Music Therapy	- 5 years teaching experience at the University level

	University and Conservatory of Music	MU 407 (U) Physical Phenomenon of Music MU 548 (G) Physical Phenomenon of Music	
Kim, Kyung Min (part-time)	M.A Berklee College of Music Boston (2000) B.A Ewha Women's University (1994)	PT 231 (U) Music and Ministry GMIN 503 (G) Music Ministry GH 110 (U) Introduction to Music Performance I	- 9-year teaching experience at college level (Piano)
Kim, Mia O (part-time)	Ph.D. The Georgia Institute of Technology (2011) M.A Middle Tennessee State University (2005) M.A National Defense University (1995) M.A Yonsei University (1990)	GC 140 (U) Research and Writing (2) GM 150 (U) College Mathematics	- 11-year experience in Family Bible Study - 3-year teaching experience at college level
Kim, Min (Part-time)	M.A Talbot School of Theology (2003) B.A Maitnomah Bible College (2000)	EC 100 (U) Introduction to Early Childhood Education (2) EC 340 (U) Theories of Play and Education	- 12-year teaching experience at Elementary/High School level - 18-year Ministry experience as an Intern, Leader, Youth Director, Director of Christian Education, Pastor
Kim, Seop Lee (Part-time)	Musician's Institute (2007) B.A Seoul National University (1995)	PT 231 (U) Music and Ministry GMIN 503 (G) Music Ministry GH 110 (U) Introduction to Music Performance I GMIN 513(G) Praising Leadership Practicum	- 5 years associate pastor and worship leader in New Hope chapel - 7 years founder and director in NJC ministry - 9 years speaker worship conference in Brazil and Argentina - Present - Bethesda Vocal Instructor
Kim, Sun Ick (Part-time)	M.A New Brunswick Theological Seminary (1996) M.A Presbyterian University and Theological Seminary (1993) B.A Yonsei University (1990)	GBIB 522 (G) Principles of Exegesis LN 200 (U) Introduction to Biblical Language (2) BS 490 (U) Israel Seminar GBIB 522 (G) Principles of Exegesis	- 15 years of teaching experience from Presbyterian Theological Seminary in America - 10 years of teaching experience from World Mission University - 4 years of teaching experience from Bethesda University
Kim, Sun Kyung	Entrance of University of North Texas (1980) Entrance of Universitant fur Music	PT 231 (U) Music and Ministry GMIN 503 (G) Music Ministry	- 2 years lecturer at Kyung Won University, Dan Kuk University, Yeonse University, Hanyang University.

(part-time)	und Darstellende Kunst Wien. (1982) Übertrittsprüfung from Universität für Musik und darstellende Kunst Wien (1984) Jahresabschluss Prüfung Elektro Akustische Musik (1986) Diplom mit Auszeichnung (1987)	GH 110 (U) Introduction to Music Performance I	- 4 years assistant professor at Kyung Won University. - 4 years exchange professor at University of Texas. - Present - lecturer at Bethesda University. - 11 months lecturer at Mokwon University, Baejae University, Hoseo University, Daejeon Baptist College.
Koo, Jahyuk (part-time)	Ph.D. Pacific State University (In progress) Ph.D. Dongguk University (2003) M.A Dongguk University (1995) B.A Korea University (1991)	IT 218 (U) Java Programming IT 425 (U) Advanced Topic of Network Engineering	- 9-year experience as CEO/President in two different companies - 4-year experience as a Director in IT and Business organizations - 2-year experience as Sales Manager
Koo, JayWook (part-time)	Doctorate, Kyungbuk National University(2005) Doctorate, University of Pittsburgh (1992)	BA 351 (U) Principles of Marketing BA 372 (U) Production and Operations Management BA 401 (U) Professional Selling	-Business director and consultant for more than 10+ years - 3+ year teaching experience at college level
Knowles, Kevin (part-time)	TEFL, CSULB (2010) B.A. CSULB (2009)	GL 131 (U) Grammar 2	- Taught English for students and teachers in Korea -ESL instructor at Cypress College
Kwon, Oh Gueon (part-time)	Ph.D. Fuller Theological Seminary (2000) Th. M. Princeton Theological Seminary (1996) M. Div. Asbury Theological Seminary (1995) M.E. Hankuk University (1991) B.A. KookJae University(1986)	GMIN 520 (G)Homiletics GMIN 544 (G) Preaching Practicum (2) GMIN 532 (G) Counseling Ministry PT 260 (U) Christian Counseling	- Teaching experience at college level in 3 different universities - 2 publications - 3 articles
Lee, Chun Shick (Part-time)	Ph.D. University of Dundee (1992) B.A University of Aberdeen (1990)	BA 250 (U) Principles of Macroeconomics	- 14-year teaching experience at college level - 1-year tutoring experience in England

	B.A Korea University (1980)	GS 250 (U) Introduction to Economics	
Lee, Eugene (Part-time)	M.A Cal State Fullerton (2013) B.A UCSD (2009)	GL 112 (U) Advanced Academic Reading and Writing GL 141 (U) Listening, Speaking and Pronunciation 2	- 2-year teaching/tutoring experience (ESL) - 2-year teaching experience as volunteer
Lee, Haehyun (part-time)	M.A. Sam Yook University (2009) B.A. Korea University(2007)	GP 301 (U) Health Management	- Certification of Physical Therapist - Certification of Practical Tech. instructor
Lee, Kyosik (Part-time)	Ph.D. The University of Florida (1992)	IT 248 (U) Building a Small Office/Home Networks and Configuration of Admin LAN	- 9-year experience as CEO/President for 2 different companies - 8-year teaching experience at college level
Leonard, Sanejo (part-time)	Doctorate, Azusa Pacific University M.Div. Azusa Pacific University	OT 110 (U) OT Survey	- Associate Faculty at Victor Valley College - Online adjunct professor at Grand Canyon College & Indiana Wesleyan U
Lowrance, David (Part-time)	B.A Westmont College (1972) Certificate University of California (2011)	GL 103 (U) ESL Core 4	- 11-year teaching experience (ESL, EFL)
Nam, Myeong Shin (Part-time)	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)	EC 102 (U) Children in Relations with Home, School and Community	- 17-year teaching experience at college level
Nuno, Fernando (Part-time)	M.A UCLA (1983) M.A UCLA (1980) B.A UCLA (1976)	BA 310 (U) Financial Management (2) BA 220 (U) Managerial Accounting MBA 503 (G) Marketing Management MBA 504 (G) Financial Management and Analysis	- More than 20-year teaching experience at college level - 10-year experience as Management Consultant
Park, Calvin	B.A Barklee College of Music as	PT 231 (U) Music and Ministry	- 5-year teaching experience at Music Academy/School

(part-time)	Performance Major (2010) A.A Pasadena City College (2005)	GMIN 503 (G) Music Ministry GH 110 (U) Introduction to Music Performance I	- Years of performing experience all over the states and also overseas
Park, Hea Suk (part-time)	M.A Manhattan School of Music (May, 1987) B.A Yeung Nam University (1980)	- Ensemble - Private Lessons - Music Ministry - Music Performance	- Years of experience in performing all over the world as soprano
Park, Julia (part-time)	University of California (1993)	VD 315 (U) Graphic Design I VD 355 Advertising Design	- 8-year experience as Graphic Design Contractor - 8-year experience as Graphic Designer
Parsons, Carol (part-time)	M.A Cal State Long Beach (2012) B.A University of La Verne (2007)	EC 201 (U) Curriculum and Teaching in Early Childhood EC 101 (U) Development in Early Childhood	- 19-year teaching experience at Preschool level - 30-year volunteer work at several churches
Pruitt, Jason (part-time)	M.A Nova Southern University (2012) B.A Clark Atlanta University (2003) A.A John C. Calhoun state Community College (2000)	GC 210 (U) Speech and Communication (2) IT 101 (U) IS Productivity and Technology PE 102 (U) Basketball GM 172 (U) Introduction to Multimedia IT 140 (U) Introduction to Web Program	- 3-year experience as Videographer/ Editor - 3-year experience as Marketing Producer - 3-year coaching experience at college level (basketball) - 2-year teaching experience at college level
Pyeon, Yohan (part-time)	Ph.D. Claremont Graduate University, Claremont (2000) M.A.T.S. Claremont School of Theology (1993)	GBIB 530 (G) Pentateuch	- Taught 10+ years teaching experiences at college level
Rha, Benjamin (part-time)	MA. Talbot school of Theology BS. University of California, Irvine(1986)	IT 205 (U) Introduction to Linux OS and open source IT 124 (U) Introduction of Database using MySQL5 IT 271 (U) Introduction to Programming in Microsoft Application Language IT 455 (U) Internship	- Dean of Academic at a Seminary school

Robertson, Scott (Part-time)	Ph.D. UCLA (In process) Certificate Cal State Long Beach (2010) M.A UCLA (2009) B.A Cal State Fullerton (2002)	GC 101 (U) English I (2) GC 102 (U) English II	- 7-year teaching experience at college level - 2-year teaching experience at high school level in Japan
Ryu, Ja Youn (Part-time)	M.A Bethesda University (2007) B.A Bethesda university (2014)	PT 231 (U) Music and Ministry GMIN 503 (G) Music Ministry GH 110 (U) Introduction to Music Performance I	- Experience as a keyboardist in two different bands - 1 st Place in CAPMT Sonata/Sonatina Competition 2005 - 1 st Place in CAPMT Romantic/Impressionistic Festival 2006 Experience in performing in Annual Recitals for Bethesda University
Schiff, Carl (part-time)	Doctorate, University of San Ferando Valley College of Law (1975) B.A. CSU, Northridge (1972)	LA 220 (U) Introduction to Criminal Court Systems	- Licensed Attorney - Licensed Real Estate Broker
Sharkey, Jack (Part-time)	M.S Capella University (2013) M.S CSUF (2011) M.A Canyon College (2003) B.A CSUF (2006) B.S August Vollmer University (1993)	GH 130 (U) American Government LA 210 (U) Ethics and Professionalism in Criminal Justice LA 301 (U) American Constitutional Law LA 310 (U) Introduction to Criminal Justice	- 16-year teaching experience at college level - 8-year teaching experience at Anaheim Police Department - 32-year Police Experience as Cadet, Officer, and Sergeant
Shepherd, Michael (Part-time)	M.A Fuller Theological Seminary (June, 2012) M.A Hope International University (Dec, 2009) B.A Hope International University (2008)	BA 120 (U) Introduction to Business Administration BA 360 (U) Business Ethics BA 370 (U) Principles of Management	- 5-year teaching experience at college level
Song, Estee (part-time)	M.A Azusa Pacific University (July, 2006)	EC 325 (U) Language Arts in Early Childhood Education GC 220 (U) Korean I GC 221 (U) Korean II GH 250 (U) Christian Ethics	- 17-year experience as a Counselor -KFFI (Foster Care Home) project director

		GC 140 (U) Research and Writing GM 240 (U) Instructional Technology GS 215 (U) Child Psychology	
Song, Yil (part-time)	Ph.D. Claremont Graduate University MA Claremont Graduate University	GBIB 507 (G) New Testament Introduction NT 250 (U) Acts	- 3 years of teaching experience at Theological Seminary schools.
Sung, Buck Seung (Part-time)	Ph.D. Midwestern Baptist Theological Seminary (Dec, 2011) Ph.D. Southern Baptist Theological Seminary (Dec, 1998) M.A Southern Baptist Theological Seminary (Dec, 1993) M.A Azusa Pacific University (May, 1986)	CG 210 (U) Personal Evangelism CG 210 (U) Personal Evangelism GMIN 530 (G) Pastoral Servant Leadership	- 18-year experience as a Pastor - 16-year teaching experience at college level - 9-year experience as Director
Thorpe, Lois (Part-time)	Postgraduate Diploma (2013) B.A Biola University (1995)	GL 102 (U) ESL Core 3 GL 111 (U) Intermediate Academic Reading and Writing	- 10-year teaching experience at college level
Victor, Bruce (part-time)	Doctorate, Summit Bible College (2014) M.A. Azusa Pacific University (1989)	SM 302 (U) Sports and Fitness Administration	- Professor and Basketball Coach with 30+ years at all college levels
Wheeler, Ray (Part-time)	Ph.D. Claremont School of Theology (2008) M.A Fuller Theological Seminary(2000)	CG 462 (U) Church Growth (2) GTH 595 (G) Christian Ethics (2)	- 12-year teaching experience at college level
Yi, Maryann (part-time)	M.A. Pusan National University BA, Patten College, CA	EC 202 (U) Organization and Management of the Child Care Center	- Director, Miracle land Child Development Center
Yoon, Suk Gil (Part-time)	Ph.D. Claremont School of Theology (1998) M.A Claremont School of Theology (1996) M.A Sogang University (1986) B.A Seoul Theological	GBIB 560 (U) Gospels	- 9-year Pastoral experience

	Seminary (1988)		
Young, Henry (Part-time)	M.A University of Phoenix (1993) B.S California State Polytechnic University (1989)	SM 301 (U) Sports Business and Personnel Management SM 305 (U) Sports and Consumer Behavior SM 306 (U) Sports Marketing SM 300 (U) Introduction to Sports Management SM 304 (U) Facilities Management SM 308 (U) Sports Marketing Research	- 19-year teaching experience at college level - 7-year experience as Manufacturing Engineer - 3-year experience as Controller/ Chief Operating Officer
Zambrano, Gay (part-time)	Ph.D. The Ohio State University (1991) B.A The Ohio State University (1987)	- GN 120 (U) Earth Science	- Friday night Foundations, Apologetic & Spiritual Equipping Class - FUSE, 5 th and 6 th grade Sunday school class - Creation Science Fellowship at Calvary Chapel

STAFF(Officer)

Admissions/International Student
Director of General Affairs
Financial Aid

Monica Kim
Esther Cho
Hyoin Kim

BOARD OF TRUSTEES

Founder	Rev. David Yonggi Cho	Senior Pastor, Yoido Full Gospel Church
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Trustee	Young Seok Seo	Elder
Trustee	Rev.Han Yeh Chang	Senior Pastor, Taipei Full Gospel Church

ACADEMIC CALENDAR (2016-2017)

SUMMER SESSION, 2016

Registration	June 6-10
First Day of Class	June 13

FALL SEMESTER, 2016

Faculty Development Day	Aug 4
Registration	Aug 8-12
New Student Orientation	Aug 16
ESL Placement Exam	Aug 16
First Day of Classes	Aug 22
Last Day to ADD/DROP Classes with a Full Refund	Sep 2
Labor Day- No School	Sep 5
Last Day to Drop without a "W" Grade	Oct 21
Thanksgiving Break	Nov 23 - 25
Winter Intensive Course Registration	Nov 12- 16
ESL Final Week	Nov 28- Dec 2
Last Day to Request Incomplete	Dec 2
Final Examination Week	Dec 5- 9
Official End of Semester	Dec 9
Christmas Holiday	Dec 23 - 26
Grade Change Request Period	Jan 4- 8, 2017

SPRING SEMESTER 2017

Martin Luther King Jr. Day	Jan 16
President's Day	Feb 20
Registration	Feb 6-10
Faculty Development Day	Feb 2
New Student Orientation	Feb 14
ESL Placement Exam	Feb 14
New Student Registration	Feb 14-17
First Day of Classes	Feb 21
Last Day to Add-Drop Classes	Feb 27

Easter Break	Apr 17-21
Last Day to Drop with “W” Grade	Apr 21
Memorial Day Holiday – No School	May 29
Summer Intensive Course Registration	May 22-27
Fall Semester Course Registration	May 29-June 9
ESL Final Week	May 30-June 2
Last Day to Request Incomplete	June 2
Final Examination Week	June 5-9
Official End of Semester	June 9
Commencement	June 17
Final Grade Deadline (Campus)	June 23
Final Grade Deadline (Online)	June 30
Grade Change Request Deadline	July 7

MAP

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