

2013-2015

# Tien Tao Chong Hua

U n i v e r s i t y

5440 Pomona Boulevard, Los Angeles,  
California 90022

General  
Catalog

UNIVERSITY FLAG



UNIVERSITY EMBLEM



校訓

親愛精誠

自強不息  
精誠

金公祖師撰  
石安代筆

# Tien Tao University Anthem



White Yang Flow- ers blos-somev- ery where Our School shines bright



ov- er the world Ev- ery student comes a- shore All ascend to Sainthood realm



To- day we all ga- ther here You roll the boat I will help



To- gether as one we pro-ceed- We help all beings come on board Cul- ti- vate my- self I'm first



Wis- dom knowledge you are first Help- ing o- thers he is first Loyal filial pious a- no- ther first



Vir- tu- ous we all are first White Yang role model here I am White Yang governing you're the best



Ev- ery one comes from this School Ev- ery one feels God's mer- cy



March on march on forward we go Har- mo- ni- ous and joy- ous Thirty thousand students are as one



Ful- fill Jin- Gong Ru-Tong's oath At- tend Long-Hua wit- ness the won- der





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## UNIVERSITY CALENDAR

The University is operating on semester system. Each semester has sixteen weeks, and each academic year has two semesters -- Fall semester and Spring semester. There is summer session for a period of eight weeks.

	<b>2013 FALL</b>	<b>2014 SPRING</b>	<b>2014 SUMMER</b>	<b>2014 FALL</b>	<b>2015 SPRING</b>	<b>2015 SUMMER</b>
Deadline of Application	8/2/13	1/4/14	—	8/3/14	1/3/15	—
Language Placement Test	8/16-17	1/10-11	—	8/16-17	1/9-10/15	—
Registration	8/23-24	1/24-25	6/6-7/14	8/23-24	1/23-24	6/5-6/15
School Begins	9/3/13	1/31/14	6/13/14	9/2/14	1/30/15	6/12/15
Late Registration (with a \$30 late fee)	9/9/13	2/8/14	6/20/14	9/8/14	2/7/15	6/19/15
Deadline to Add Courses (Instructor's approval needed)	9/23/13	2/22/14	6/27/14	9/22/14	2/21/15	6/26/15
Deadline to Petition to Graduate	10/8/13	3/7/14	—	10/6/14	3/6/15	—
Deadline to Drop Courses (Instructor's approval needed to drop courses after the deadline to add courses)	10/28/13	3/29/14	7/11/14	10/27/14	3/28/15	7/10/15
Deadline of Graduation Application	11/8/13	4/18/14	—	11/14/14	4/17/15	—
Semester Ends Deadline to Turn in Degree Theses	12/14/13	5/17/14	8/8/14	12/13/14	5/16/15	8/7/15
Final Examinations	12/16-21	5/26-31	8/15-16	12/15-20	5/25-30	8/14-15/15

<b>Holidays</b>	<b>2013-2014</b>	<b>2014-2015</b>
The Teacher's Day	9/28/13	9/28/14
Thanksgiving	11/28-29/13	11/27-28/14
Christmas and New Year Holiday	12/24-1/1/14	12/24-1/1/15
Anniversary of the University	3/11/14	3/11/15
Spring Break	4/14-19/14	3/30-4/4/15
Memorial Day	5/26/14	5/25/15
The Independence Day	7/4/14	7/4/15

This is the latest edition of the catalog for the academic year 2013-2015.  
The University reserves the right to change the contents of this catalogue without notice.

**TIEN TAO CHONG HUA UNIVERSITY**  
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**Facsimile: (323) 722-6178**

Tien Tao Chong Hua University is a private institution approved to operate by California Bureau for Private Postsecondary Education.

## **THE MISSION OF THE UNIVERSITY**

### **THE MISSION**

Tien Tao Chong Hua University was founded based on the same responsibilities self-imposed by the ancient Saints, to carry out the mission of saving the world and humanity because of their love and compassion to all beings.

The morality in our society has been deteriorating over the years. Basic human principles and relationship are ignored, fame and fortune are over-emphasized, and materialism and desires are unchecked. This has caused chaos in social order, international conflicts, persistent disasters, and lingering wars. The root to all these adversities can be traced to the derailment of the educational systems in all countries. In the past few decades, educational systems throughout the world have put too much emphasis on imparting of knowledge and skills to students, and expressed the educational values in the terms of technology, applicability, expediency, and economics. The cultivation of students' virtues is practically non-existent. Consequently, students, our future citizenry, become interested only in self-serving activities and pay very little regard to public interests. When this trend continues, the foundation of our society is weakened and the livelihood of the citizenry is threatened. Tien Tao Chong Hua University adopts the teaching of "When the world is drowning, save it with Tao." The University sets out to fulfill its mission of saving the world and humanity through educational reforms by cultivating true Confucian leaders.

### **THE GOAL**

The goal of the University is to cultivate true Confucian so that they would be able "to harmonize with the Universe, to set the meaning of life for all beings, to continue the teachings of Saints, and to establish peace for generations to come."

### **EDUCATINOAL OBJECTIVES**

The University's educational objectives focus on preparing students with proper foundation in cultivating **Tao, morality, leadership, and scholarship** so that they may become true Confucians.

A Saint had once said: "Only those with **Tao** could save human race; only those with **moral** characters could command support from others; only those with **leadership** could be exemplary for others; only those with **scholarship** could teach others." These are the educational objectives from which the University extends its curriculum and learning environment.

The School of Tien Tao offers the 400 series courses to instill aspects of Tao, morality, and leadership in students so that they can be enlightened to the Tao and one's true nature. Students would be self-motivated to cultivate the moral characters and ethical personalities. They are aware of the human relationship and social order, and since they are well prepared with social and managerial skills, they would be carrying out their roles and responsibilities properly in a given situation. They would practice what they have learned and be continuously cultivating the virtues of filial piety, brotherly love, loyalty, trustworthiness, propriety, righteousness, integrity and knowing shames.

At the same time, students will be taught the academic subjects to enrich their knowledge and skills. The University offers students nine academic programs. These are

Bachelor of Arts in Tien Tao  
Master of Arts in Tien Tao  
Doctor of Philosophy in Tien Tao

Bachelor of Arts in Chinese Language or Chinese Literature  
Bachelor of Science in Computer Science

Bachelor of Science in Business Administration  
Specialization - Accounting  
Bachelor of Science in Business Administration  
Specialization – Finance  
Bachelor of Science in Business Administration  
Specialization - International Business  
Master of Business Administration  
Specialization - Business Management

There shall be further expansion of academic disciplines at the appropriate time in the future in order to broaden the spectrum of knowledge and skills available to students.

Each undergraduate program is designed to provide the student with general as well as specific knowledge in the chosen program. Students will receive training on critical thinking and pursue independent study. Both skills will equip students with tools to develop insights and prepare them for either advanced study or for the society.

Each graduate program is designed to provide the student with up-to-date, in-depth knowledge in the chosen discipline. Students will be exposed to various research methodologies and acquire a broad perspective on society and humanity. High level thinking and analytical skills and independent research are emphasized in the curriculum. With these skills, students will not only be able to master their area of expertise, but to have a deeper understanding of, and be in harmony with themselves, the world, and ultimately the universe.

When the students have attained a certain state of knowledge and virtues that will serve as the foundation of opening their wisdom, thereafter, they can better manage themselves and then the world. The University encourages its faculty and staff to continue educating and improving themselves. Faculty and staff are expected to teach not merely by lectures but by examples so that the University can fulfill its goals and mission.

## **UNIFORMITY OF THE EDUCATIOAL FOCUS AND GOAL**

The University provides unique curriculum and atmosphere for grooming students to excel in **Tao, virtues, leadership, and knowledge**. All curriculum aims to cultivate students' morality as their foundation and academic subjects such as Chinese literature, computer science, and business administration to be their professional training. The University hopes to achieve its educational goal by complementing academic works with practicum and by demanding instructors to teach by example.

The uniqueness of each program is the specific academic subjects to enrich their knowledge and skills.

The uniformity between each of program is achieved by the set of common requirements offered by The School of Tien Tao. The 400 series courses for undergraduates and 410 series courses for graduates. The 400 series course is to instill aspects of Tao, morality, and leadership in students so that they can be enlightened to the Tao and one's true nature.

The format of each program is designed as following:

Educational Goal	Justification	Educational Focus	Related Courses and Training	
Tao	Only Tao could save the human race	Know the truth: <ul style="list-style-type: none"> <li>• Gist of the five religions: Loyalty and magnanimity of Confucianism, Mercifulness of Buddhism, Wu-wei of Taoism, Love of Christianity, Purenness of Islam,</li> <li>• Human principle, Five constants, Four pillars, Eight virtues</li> </ul>	<ul style="list-style-type: none"> <li>• Undergraduate TT401 TT402 TT403 TT404 TT407 TT408</li> </ul>	<ul style="list-style-type: none"> <li>• Graduate TT411 TT412 TT413 TT414 TT417 TT418</li> </ul>
Virtues	Only virtues could earn admire & respect from others	Practices: <ul style="list-style-type: none"> <li>• Guidelines Canons</li> <li>• Methods : Three introspections and four no evils, Introspection, repentance, Three givings</li> </ul>	<ul style="list-style-type: none"> <li>• Vegetarianism</li> <li>• Undergraduate TT401 TT405 TT402 TT406 TT403 TT407 TT404 TT408</li> </ul>	<ul style="list-style-type: none"> <li>• Vegetarianism</li> <li>• Graduate TT411 TT417 TT412 TT418 TT413 TT419 TT414 TT451 TT415 TT452 TT416</li> </ul>
Leadership	Only those with leadership could lead others	Skills: <ul style="list-style-type: none"> <li>• Managing people, tasks, and resources</li> <li>• Life skills training</li> <li>• Community services</li> <li>• Social and group interaction training</li> </ul>	<ul style="list-style-type: none"> <li>• Undergraduate TT401 – TT404 TT405 TT406 TT407 TT408</li> <li>• Community services</li> </ul>	<ul style="list-style-type: none"> <li>• Graduate TT411 – TT414 TT415 TT419 TT416 TT451 TT417 TT452 TT418</li> <li>• Community services</li> </ul>
Knowledge	Only learned ones could teach others	Practice what has been learned: Apply learned knowledge Put into practice	<ul style="list-style-type: none"> <li>• Major and minor fields of study</li> <li>• Qualified instructors</li> <li>• Adequate facility</li> <li>• Co-op programs</li> </ul>	

As shown in the above chart, a sequence of courses is designed to achieve the four Educational Goals, **Tao**, **Virtue**, **Leadership**, and **Knowledge**.

1. **Tao:**

Tao is the Truth, the ultimate Principle indigenous to human being. It is abstract, yet it governs human effectiveness and harmony of the society. It cannot be represented by a single terminology. Through the introduction of the different aspect of the realization of Tao, the student will learn the way to uncover the Truth by themselves. TT401/TT411 teaches the basic canon of Tao and etiquette. TT402/TT412 teaches what to cultivate and how to cultivating in the daily life. TT403/TT413 introduces the Filial Piety, the most fundamental virtue preaching by Confucius. TT404/TT414 illustrates how to carry out the basic Human Principles of human nature. TT407/TT417, TT408/TT418 and TT419 are Practicum for practicing and enforcing what have been learned.

2. **Virtue:**

Virtue is the revealing of one's realization of Tao in different aspect of daily life. In addition to the courses mention in the last paragraph, two other courses enforce the basic capability and skills required by daily life. TT405/TT415 instills self-improvement and discipline into students' daily lives and its exercises enhance a

student's skill in being independent and adaptive, TT406/TT416 presents to students the principles in managing people, task, time, and resources.

3. **Leadership:**

Leadership is doing the right things, while the managerial capability is doing things right. The basic skills and emphasize in TT405/TT415 and TT406/TT416 is the required minimum set to manage daily life and conduct. With the maturity in Tao and Virtue growing with time, the student has increased wisdom to judge right from wrong, true from false, thus more capable to do the right things as well as to do things right. All the TT400 series courses are part of the elements contributing the nurture of both leadership and managerial skill.

4. **Knowledge:**

The academic field chosen by students is the main focus for Knowledge. This part will be covered by each individual department / program.

## **THE FOUNDING OF THE UNIVERSITY**

The University was founded in May, 1990 and approved by the Council for Private Postsecondary and Vocational Education on March 11, 1991 under the provisions of the Education Code for Private Postsecondary Educational Institutions to offer B.A., M.A., and Ph.D. programs in Tien Tao. The University was approved by the Immigration and Naturalization Service to issue I-20s to international students so that they can apply for student visas in order to enter the United States of America to study at the Tien Tao Chong Hua University.

In May of 1994, the University was re-approved by the Council for Private Postsecondary and Vocational Education, and to offer degrees in Bachelor of Arts in Chinese Literature and Chinese Language, Bachelor of Science in Computer Science, Bachelor of Science in Business Administration, and Master of Business Administration in addition to Tien Tao programs. Further re-approval by the Bureau for Private Postsecondary and Vocational Education is expected.

The founding President of the University was Professor Schek-Yai Wang. President Wang attended colleges in Japan and Germany. He began his career in higher education in Taiwan, Republic of China, in the late 1940's. He was the first president of the Southern Taiwan Institute of Technology at Tainan, Taiwan. During his tenure, he supervised the expansion and improvement of the campus, setting the stage for the institute to later become the National Cheng-gung University. Since then, he has been the Chief administrator and a professor at various institutions of higher learning in Taiwan and Singapore. Prof. Wang passed away in December 1997; however, his vision for the University shall be carried on.

## **STAGES OF THE UNIVERSITY'S DEVELOPMENT**

By design, in order to accomplish its mission, the University will be established in three progressive stages:

**First Stage:** Founding the first School of Tien Tao in the world. This was accomplished in 1990 when the University was first established. The School of Tien Tao is significant in that it is charged with the responsibilities for the development and implementation of the curriculum for the Tien Tao programs and to provide the setting for students to lay the moral foundation to cultivate virtues and moral characters.

**Second Stage:** Expand to include certain academic programs that support the mission of the University. The following programs have been approved by the authority and implemented: the Chinese Language program in the School of Letters, the Computer Science program under the School of Science, and the undergraduate programs of Accounting, Finance, International Business, and graduate programs of Business Administration in the School of Business Administration. Besides attending their regular academic program, students are required to participate in the Practicum courses offered by the School of Tien Tao. Through this program, students of all disciplines can cultivate to become true Confucians.

Third Stage: The completion of a well-rounded multidisciplinary university. The University aims to provide an environment that nurture students' mind, body and soul – the morals being the core of all curricula. Since the foundation was laid in the initial stage, the University will seek to solidify this foundation and further expand the intellectual horizon for its students by developing other academic and professional programs to enable the students to better serve themselves and their community.

## **ADMISSION POLICIES**

Tien Tao Chong Hua University admits students based on the Confucian concept of "Teaching all without classification", and students are admitted without regard to race, color, religion, sex, national origin, or disability.

The University also provides scholarships so students have equal access to higher education in spite of any financial difficulty.

The University maintains a high academic standard. An Admissions Committee thoroughly and carefully evaluates each application.

The University welcomes applicants to visit the campus and talk with the academic advisors on various educational plans and programs.

## **UNIVERSITY ADMINISTRATION**

President	Richard Chao, M.S.
Vice President and University Librarian	Chan Chang, M.A.
Vice President of Academic Affairs	Shean Lin Wang, Ph.D.
Director of Admissions Office and Registrar	Nancy Lu, M.A.
Vice President of Financial Affairs	Ying Wang, Ph.D.
Vice President of Student Affairs	Richard Chao, M.S.
Dean of School of Tien Tao	Agatha Yang, M.A.
Chair of Department of Tien Tao	Shean Lin Wang, Ph.D.
Dean of School of Business Administration	Yee Tung, M.B.A.
General Counsel/Foreign Student Advisor	Alex Luk, Ph.D., J.D.

## **THE UNIVERSITY CAMPUS**

Classes are held at the university complex located at 5440 Pomona Boulevard, Los Angeles, CA 90022. The campus is readily accessible via the Pomona (60) Freeway. Take the Pomona Freeway and exit at the Atlantic Boulevard. Go south approximately one block, and then make a left turn (east) to Pomona Boulevard.

The University owns the building that houses the classrooms, library, bookstore, computer center, counseling room, faculty lounge and student lounge. Both off-street and on-campus parking are available.

Prospective enrollees desiring to visit the physical facilities of the University prior to enrolling are requested to call (323) 722-6693 between 9:00 AM to 5:00 PM and 6:00 PM to 10:00 PM, Monday through Friday, and make an appointment with a school counselor.

## **UNIVERSITY LIBRARY**

The University Library has a collection of more than 15,000 printed titles, and many recordings in audio and videocassette forms. There are a number of special collections on Confucianism, Buddhism, Taoism and Tien Tao, which are well-known and very valuable to students in their pursuit of graduate program.

Orientation to the Library for new students and guidelines in the use of these facilities, collections and services are available at the University Library.

Library services will be provided during the hours that best meet the needs of students. During the school session: Monday - Friday: 10 AM - 9 PM; Saturday: 11 AM - 5 PM; Sunday: Closed. Library hours are available during school recess by special request.

Media facilities are provided for students to view or listen to the video or audio cassettes. Internet access for research is available.

Students of Tien Tao Chong Hua University also have the access and use of other library facilities nearby. There may be an annual fee charged by these facilities for borrowing privileges. Information on these libraries and library card application procedures are available in the University Library.

## **FACILITIES AND EQUIPMENT**

As part of the campus facilities, students also have access to lounge rooms for quiet enjoyment and meditation, medical station, lunch room, convenience store where vegetarian food can be purchased, and garden with vegetable/fruit plantings. Digital projector, microphone/speakers, notebook computer with wireless network connections and television are also available for classroom instruction.

## **DEGREES CONFERRED BY THE UNIVERSITY**

School of Tien Tao	Bachelor of Arts in Tien Tao Master of Arts in Tien Tao Doctor of Philosophy in Tien Tao
School of Letters and Science	Bachelor of Arts in Chinese Language or Chinese Literature Bachelor of Science in Computer Science
School of Business Administration	Bachelor of Science in Business Administration (Specialization in Accounting) Bachelor of Science in Business Administration (Specialization in Finance) Bachelor of Science in Business Administration (Specialization in International Business) Master of Business Administration

## **ADMISSIONS**

### **ADMISSION QUALIFICATIONS**

The followings are the minimum requirements for admissions by the University. However, each School may have requirements that exceed the minimum standard. All applicants should read and consult the respective section regarding the requirements of the individual School for which he or she is seeking admission. Admission to the University is based on the student's academic record, recommendation letters, and scores on standardized tests.

### **General Admission**

#### (1) Undergraduate Admission

The applicant should have earned a high school diploma from a public or approved private high school with an overall GPA of 2.0 or above, or any document that certifies an equivalent standing. Applicants graduating from high schools in the United States should also furnish their scores on standardized tests such as the ACT, SAT I, or SAT II. International students, whose primary language is not English, should furnish their scores on the TOEFL (Test of English as a Foreign Language).

#### (2) Graduate Admission

The applicant should have earned an undergraduate degree from a public or an accredited or approved private institute of higher education with an overall GPA of 2.5 or above and a GPA of 3.0 or above in the applicant's major, or any document certifying an equivalent standing. Applicants should also furnish their scores on the GRE or GMAT if applicable for the School to which he or she is seeking admission. International students, whose primary language is not English, should furnish their scores on the TOEFL (Test of English as a Foreign Language).

### **Special Admission**

All applicants who do not meet the requirements mentioned above can still gain admission through a special admissions process. The applicant must consult with the University academic advisor for an interview. Upon the recommendation of the academic advisor, the applicant will be granted conditional admission and must make up any academic deficiencies. Once the specially admitted student has completed all the stipulated academic work, he or she will then become a regular student. Students who have been granted conditional admission must complete all requirements and apply for a change of status to become a regular student within two years after the conditional admission has been granted.

### **Transfer Students**

An applicant who wishes to transfer to the University must have completed at least one semester of satisfactory academic work at another higher education institute. The application procedure for an applicant seeking to transfer is the same as the procedure for general admission. All transcripts must be sent directly to the Admissions Office from the college the applicant previously attended. The applicant is admitted only if he or she has not been expelled from the college previously attended. Once the applicant is granted admission, the University will evaluate and determine the number of units to be transferred.

### **APPLICATION PROCEDURES**

An applicant seeking admission must submit the following documents and fees:

- (1) A completed Application, two recent photographs about one square inch in size, and a non-refundable application fee of US\$50.00;
- (2) Three letters of recommendation;
- (3) Official transcripts, diploma(s), and standardized tests scores. The applicant must request the official transcripts from all high schools and colleges attended to be sent directly to the University. A copy of certified translation is needed if the original transcript is not in English. The applicant must also furnish a photocopy of the diploma or certificate of graduation. ACT, SAT I, SAT II, or GRE scores must be sent directly to the University from the testing agencies.

### **EXTENSION OF ADMISSION**

All applicants who have been granted admission should report to the University and complete the registration process on or before the prescribed date stated in the acceptance letter. If the admitted applicant fails to register as required, the offer of admission will be withdrawn. However, if the admitted applicant could not register for the semester that he or she was accepted for, due to sickness or some other special circumstance, the applicant may request for the

permission to extend the admissions offer, up to one year, by furnishing all and related documents to the Admissions Office. Students will not be charged any additional fee for attempting to extend the admissions offer.

## SCHOOL PERFORMANCE FACT SHEET

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.

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*.

## TUITION AND FEES

### TUITION

Undergraduate summer program	\$ 195 per unit
Graduate program	\$ 230 per unit

A unit is 16 hours of course time per semester.

### FEES

Registration fee	\$50 per semester, non-refundable
STRF*	refer to schedule
Student Identification Card	\$7 non-refundable (new or replacement for lost card)
Reservation of Admission	\$100, can be applied towards tuition

### \*STRF (STUDENT TUITION RECOVERY FUND)

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. It is a California state requirement that a student who pays his or her tuition is required to pay a state-imposed assessment for the STRF.

"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 cash, 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."

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.

For claim instruction or further information contact:

**BUREAU FOR PRIVATE POSTSECONDARY EDUCATION,  
2535 Capitol Oaks Drive, Suite 400, SACRAMENTO, CA 95833,  
[www.bppe.ca.gov](http://www.bppe.ca.gov), (888) 370-7589, or fax (916) 263-1897.**

The method for determining the STRF assessment is based on \$2.50 for every \$1,000.00 of institutional charges rounded to the nearest \$1,000.00.

## **OTHER FEES**

Late Registration	\$30, non-refundable
Program Change	\$30, non-refundable
Request for Transcript	\$5 per copy, non-refundable
Graduation application	\$200, payable at the time of application
Returned Check	\$30, non-refundable

## **ESTIMATED ANNUAL EXPENSES**

Tuition and fees (Fall and Spring Semester)*	\$ 6,500
Tuition (Summer Semester, 6 semester units)*	\$ 1,170
Room and board (estimated)	\$ 12,000
Books and supplies (estimated)	\$ 1,500
Transportation (estimated)	\$ 700
Personal expenses (estimated)	\$ 3,000
Health insurance (estimated)	\$ 750
Total:	\$ 27,620

\*For graduate students, the tuition and fees is estimated to be U.S.\$7,460 for Fall and Spring semester (based on 30 semester units) and U.S.\$1,380 for summer term.

\*Based on the above estimated annual expenses, the total cost of a specific program can be estimated by the following formula as: Total estimated cost of a specific program = Number of years a specific program required times estimated annual expense.

## **PAYMENT METHODS FOR TUITION**

All tuition and fees must be paid in half at the time of registration for each semester. The remaining half of the tuition and fees must be paid at the end of the eighth weeks of each semester. At student's option, all tuition and fees can be paid in full at the time of registration for each semester. New "California resident" students must also pay the STRF fee. If a student has financial difficulties, he or she can apply to pay in installments. This installment option is available for the Fall and Spring terms only.

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 moneys not paid from federal student financial aid program funds.

### **Tuition Installment Payment Plan**

- All fees and one fourth of the tuition must be paid at the time of registration.
- Additional fourths of the tuition must be paid prior to the fourth and the eighth weeks of the school semester.
- The balance of the tuition must be paid in full by the twelfth week of the school semester.

### **REFUND POLICY**

#### **Refund for Cancellation**

The student has a right to cancel his or her enrollment agreement and obtain a full refund of charges paid less the registration fee and other non-refundable fees through attendance at the first class session, or seventh day after enrollment, whichever is later.

#### **Refund for Withdrawal**

Each student may withdraw from a course or a program after instruction has started. If the student has completed 60 or less of the course of instruction, he/she will receive a pro rata refund for the unused portion of the tuition and other refundable charges. For example, if the student completes only 40 hours on a 90-hour course and paid \$450.00

\$502.5 total paid	Minus	\$2.5 STRF fee (Amount the BPPE retains)	= \$500 remains
\$500 remains	Minus	\$50 registration fee (Amount the school retains)	= \$450 total refundable
\$450	Divide by	90 hours in the program	= \$5/per hour charge
\$5.00	Multiply by	40 hours of instruction attended	= \$200.00 owed by the student
\$450	Minus	\$200	= \$250.00 <b>refund amount</b>

The school will also refund money collected from a third party on the student's behalf such as license or application fees. If the school cancels or discontinues a course or educational program, the school will make a full refund of all charges.

The University shall pay or credit refunds within 45 days of a student's cancellation or withdrawal.

Non-refundable fees include: (1) application fee; (2) registration fee; (3) STRF; (4) late registration fee; (5) program change fee; (6) student identification card fee. Students can apply for refund on payments other than the aforementioned.

### **CANCELLATION**

The Student has the right to cancel his or her enrollment agreement and obtain a refund of charges paid through attendance at the first class session, or seventh day after enrollment, whichever is later.

Cancellation shall occur when the student give written notice of cancellation at the address of the University shown on the top of the front page of his enrollment agreement. The student can do this by mail, hand delivery, or telegram. The written notice of cancellation, if sent by mail, is effective when deposited in the mail properly addressed with

postage prepaid. A sample cancellation notice, which will also be distributed on first day of class, is presented in next page.

The written notice of cancellation need not take any particular form and, however expressed, it is effective if it is shown that the student no longer wishes to be bound by the enrollment agreement. The student will be given two notices of cancellation forms to use at the first day of class, but the student can use any written notice that he or she wishes.

If the University has given the student any equipment, including books or other materials, he or she will return it to the University within 30 days following the date of his or her notice of cancellation. If the student fails to return this equipment, including books, or other materials, in good condition within the 30-day period, the University may deduct its documented cost for the equipment from any refund that may be due to the student.

If the student cancels the enrollment agreement, the University will refund any money that the student paid, less any deduction for equipment not timely returned in good condition, within 10 days after his notice of cancellation is received.

### **NOTICE OF CANCELLATION**

You may cancel the enrollment agreement, without any penalty or obligation if you cancel by the first class session, or the seventh class day after enrollment, whichever is later.

If you cancel, any payment you have made and any negotiable instrument signed by you shall be returned to you within 45 days following the school's receipt of your cancellation notice.

If the school gave you any equipment, you must return the equipment within 45 days of the date you signed a cancellation notice. If you do not return the equipment within this 45-day period, the school may keep an amount out of what you paid that equals the cost of the equipment. The total amount charged for each item of equipment shall be separately stated. The amount charged for each item of equipment shall not exceed the equipment's fair market value. The institution shall have the burden of proof to establish the equipment's fair market value. The school is required to refund any amount over that as provided above, and you may keep the equipment.

To cancel the enrollment agreement, mail or deliver a signed and dated copy of this cancellation notice, or any other written notice to:

TIEN TAO CHONG HUA UNIVERSITY at 5440 POMONA BLVD., LOS ANGELES, CA.90022

**REMEMBER, YOU MUST CANCEL THE ENROLLMENT AGREEMENT IN WRITING.**

**I hereby cancel the enrollment agreement with Tien Tao Chong Hua University dated:**  
\_\_\_\_\_ (mm/dd/yyyy)

Date of first class: \_\_\_\_\_ (mm/dd/yyyy)

Student ID Number: \_\_\_\_\_ Student Name: \_\_\_\_\_

Student Signature: \_\_\_\_\_

Date Signed: \_\_\_\_\_ (mm/dd/yyyy)

If you have any complaints, questions, or problems which you can not work out with the school, write to **THE BUREAU FOR PRIVATE POSTSECONDARY EDUCATION, 2535 Capitol Oaks Drive, Suite 400, SACRAMENTO, CA 95833, [www.bppe.ca.gov](http://www.bppe.ca.gov), (888) 370-7589, or fax (916) 263-1897.**

## **WITHDRAWAL**

Each student of the University has the right to withdraw from a program of instruction at any time. The student who must withdraw from the University during the semester is required to complete a Request for Approval for Withdrawal form. The request is not official until authorization has been granted by the instructor, the Department Chair, the Financial Aid Director, the Registrar, the Accounting Office, and, if applicable, the International Student Office. Responsibility for filing the notice of withdrawal rests entirely with the student. The withdrawal must be done in person or by certified mail to the University campus located at 5440 Pomona Blvd., LA., CA 90022. Any money owed the University is due on the official date of the withdrawal. No telephone withdrawal is accepted.

The day on which the Registrar receives the withdrawal is the official date of withdrawal for the purpose of issuing refunds. All refunds are based upon the amount of tuition for the courses being dropped, minus the non-refundable registration fees not more than \$75.00, and are calculated from the last date of attendance.

**Please refer to the refund policy for withdrawal.**

## **Special Cases**

The University will, on a case-by-case basis, determine the reasonable amount of refund for students who cannot complete the semester due to lingering sickness, accident, bereavement, or any other acceptable reasons.

## **ACADEMIC REGULATIONS**

### **ATTENDANCE**

The instructor of each class is responsible for taking roll. Students who can not attend class must request to be excused in advance, unless the reason for missing the class is an event that would have precluded the student from doing so. If the student is excused for medical reasons, he or she must submit a doctor's letter for any absence that exceeds three days. The student should also consult with the instructor and arrange for making up the hours.

The total hours of absence cannot exceed the number of units for the course. For example, if the course is a one-unit course, the number of hours of absence cannot exceed one hour; if the course is a two-unit course, the number of hours of absence cannot exceed two hours.

### **LEAVE OF ABSENCE**

If any one of the following conditions occurs, the student may be granted a leave of absence:

- (1) The hours of excused absence total one third of the total hours of the course and cannot be made up.
- (2) The student develops a certified medical condition that cannot be cured within a short period of time.
- (3) Other reasons deemed by the University to be valid.

The leave of absence is granted for duration of one academic year. Further extension of one academic year could be granted in special circumstances. If the student, upon the expiration of leave of absence, still wishes to return to the

University, he or she must petition for reinstatement. Any partially completed course work that is interrupted by a leave of absence will be voided.

## **REINSTATEMENT**

Prior to the expiration of the leave of absence, the student should apply for reinstatement and return to the same School to continue with his or her course work.

## **WITHDRAWAL, PROBATION AND DISMISSAL**

The student can apply for the withdrawal from the University at any time, or be treated as an automatic withdrawal if any of the following conditions occurs:

- (1) A frail health or any serious sickness that is certified by a medical doctor prevents the student from continuing with his or her academic work.
- (2) Failure to apply for reinstatement upon the expiration of the leave of absence.
- (3) Failure to complete registration by the deadline without cause.
- (4) Other reasons deemed valid by the University.

A student will be subject to probation if any of the following conditions occurs:

- (1) Failure to obtain a passing grade on 1/3 of the class credits he/she has taken.
- (2) Attempted to cause, or threatened to cause physical injury to another person.
- (3) Engaged in harassment, threats, or intimidation, directed to another person.
- (4) Any other verified act deemed immoral by the University.

A student will be subject to dismissal and cannot be re-admitted within two years if one of the following incidents arises:

- (1) Failure to complete all courses required for graduation, exceeding the maximum length of study time and the extended period, without valid reasons.
- (2) Failure to maintain a minimum accumulative GPA of 2.0 or above as an undergraduate student or a GPA of 3.0 as a graduate student for two consecutive semesters.
- (3) Failure to obtain a passing grade on 2/3 of the class credits he/she has taken.
- (4) Failure to take all final examinations for all courses for any semester without cause.
- (5) A verified forgery or misrepresentation of any admissions documents.
- (6) A verified possession or use of illegal drugs, weapons, tobacco, alcohol, or any contraband items.
- (7) A verified act of violence upon the person of another, except self-defense.
- (8) A verified act of sexual harassment.
- (9) Engaged in *serious* harassment, threats, or intimidation, directed against another person.
- (10) Made terroristic threats against University officials and/or University property.
- (11) Any other *serious* verified act deemed immoral by the University.

Any student who wishes to withdraw or who is dismissed should complete the necessary steps prescribed by the Registrar and return his or her student identification card to the Registrar's Office prior to leaving the University. For the student who has completed at least one semester of coursework with grades, the Registrar will issue an official transcript upon the student's request. However, if the student is expelled due to forgery of any admission document, the University will not issue any transcript.

## **RE-ADMISSION WHEN A STUDENT FAILS TO REGISTER**

Students must register for each semester. If the student fails to register, he or she will lose the status as a continuing student unless extended leave of absence is granted. The student is required to re-apply for admission. The student

who applies for re-admission within three years, of last attended class, is not required to submit any of the documents already on file, except any new documents now required by the University for admission. A student who applies for re-admission after three years thereafter must submit all documents required for admission.

## **MAXIMUM YEARS OF STUDY**

A full-time undergraduate student has four years to complete all the coursework required for graduation. If the student cannot complete all the required course work within four years, an extension up to two years may be granted. Either the Dean of the School or Department Chair and the Office of Academic Affairs will grant additional extensions only upon special circumstances and approval.

A full-time graduate student pursuing a Master's Degree has two years to complete the coursework for graduation. The student may be granted a two-year extension to complete the coursework for valid reasons.

A full-time graduate student admitted to the Doctoral program with a related Master's Degree has three years, while other students in the Doctoral program has five years, to complete all coursework and the Doctoral Thesis. An extension for up to three years may be granted for completing the Doctoral Degree. A doctoral student who fails to complete all the necessary coursework and units, or fails to pass the Candidacy Examination and other specific requirements will be dismissed. Only under special circumstances, the student may be granted further extension of study.

## **RESIDENCY REQUIREMENT**

The undergraduate and Master's Degree students must enroll in and complete two consecutive semesters without interruption, while the Doctoral students must enroll in and complete three consecutive years without interruption, in order to satisfy the Residency Requirement for conferring the respective degree sought.

## **SEMESTER UNITS**

Tien Tao Chong Hua University operates on a semester system. One semester unit credit requires one hour of class time per week during a sixteen week semester or 2 hours per week during an eight-week semester. For practicum or laboratory courses, each unit requires three hours of laboratory time per week.

## **UNIT REQUIREMENT FOR EACH SEMESTER**

A full time undergraduate student must enroll in no less than 12 but no more than 18 units in a regular semester. A full time graduate student must enroll in no less than 9 but no more than 15 units in a regular semester.

If an undergraduate student achieves a cumulative GPA of 3.3 or above or a graduate student achieves a cumulative GPA of 3.7 or above, in any given semester, he or she may enroll in one to two additional courses in the following semester, with the approval of the Department Chair and the Registrar.

If an undergraduate student has earned a GPA below 2.0, or a graduate student with a GPA below 3.0 in any semester, or if the student fails half of the units attempted, he or she may enroll one to two fewer courses in the following semester, with the approval of the Department Chair and the Registrar. In any event, the number of units for a full time student cannot be less than the required minimum number of units.

## **MINIMUM UNIT REQUIREMENT FOR A TRANSFER STUDENT**

Tien Tao Chong Hua University will confer a degree upon a transfer student, if the undergraduate transfer student has enrolled and completed at this University a minimum of 30 units, the Master's Degree student a minimum of 24 units and the Doctoral Degree student a minimum of 27 units.

## **TRANSFERABILITY OF UNITS TO THE UNIVERSITY**

For any undergraduate degree program, the maximum number of units of transfer may not exceed 75% of the number of units needed to graduate. For any Master's Degree program, the maximum number of transferred units may not exceed 6 units. For the Doctoral Degree program, the maximum number of transferred units may not exceed 15 units.

For any graduate program, no transfer unit will be awarded for the required courses in that degree program. All units earned in gaining an undergraduate, Master's, or Doctoral Degree, cannot be transferred. Units are transferable, when:

- (1) Units are earned through courses taken at a Bureau approved or an accredited university or college or their equivalents. The course taken must be equivalent in its content, purpose, and academic standard to a similar course offered by this University. The decision of whether to grant any credit for transferred units will be based on the evaluation of the course description listed in the catalogue of the other institution(s) and the grade earned by the student (at least a grade of "C" or better for undergraduate students and a grade of "B" or better for graduate students). The instructor of each School or Department may, on a case by case basis, administer additional examinations to ascertain the student's understanding of specific subject matters before any unit will be transferred. The "Petition for Units of Transfer" should be submitted at the time of initial registration. The student is responsible for completing the petition and submitting all the required documents.
- (2) By taking examinations such as proficiency or equivalency tests. If a student feels that he or she has already learned or has previous knowledge of any course offered by the University, he or she may petition for a proficiency test for the course. If the student earns a grade of "C" or better on the proficiency test, he or she will be given credit for that course. The "Petition to Take Proficiency Tests" must be approved by the instructor of that course and the student must submit the petition at the time of the initial registration.
- (3) Prior Experiential Learning  
Regulations and procedures governing the awarding of credit based on life and other non-instructional experiences may vary with each Department or School. However, the general guidelines are set forth as follows. Each Department or School awards credit granted for life or non-instructional learning experiences after evaluation on an individual basis and full documentation in accordance with these general rules:
  - I) The prior learning or life experience is equivalent to a college or university level of learning.
  - II) The learning experience demonstrates a balance between theory and practice.
  - III) The credit awarded for the prior learning experience is directly related to the student's degree program and is applied in satisfaction of some of the degree requirements.
  - IV) Each college or university level learning experience for which credit is sought shall be petitioned for and documented by the student in writing and supported by proof from institutions, companies and/or employers involved.
  - V) Each college or university level learning experience shall be evaluated by faculty qualified in that specific subject area who shall ascertain to what college or university level learning the student's prior experience is equivalent and how many credits towards a degree may be granted for that experience.
  - VI) The faculty evaluating the student's prior learning experience shall prepare a written report indicating all of the following:

- a) The document in the student's record on which the faculty member relied in determining the nature of the student's prior experience.
- b) The basis for determining that the prior experience (i) is equivalent to college or university level learning and (ii) demonstrates a balance between theory and practice.
- c) The basis for determining (i) to what college or university level the experience is equivalent and (ii) the proper number of credits for that experience to be awarded towards a degree.

VII) The Vice President for Academic Affairs will be responsible for the review, and documentation of such review in writing, of faculty determination regarding the award of credit for prior experiential learning, in compliance with the California Education Code and Regulations, and verify that the University's policy is consistent with relevant laws and regulations.

VIII) The amount of credit awarded for prior experiential learning is not related to the amount the student is charged for the assessment process.

- IX) i) Of the first 60 semester units awarded to a student in an undergraduate program, no more than 15 semester units may be awarded for prior learning by experience.
- ii) Of the second 60 semester units (i.e. Units 61 to 120) awarded to a student in an undergraduate program, no more than 15 semester units may be awarded for prior learning by experience.
- iii) For a student in the Master's Degree Program, no more than 6 semester units may be awarded for the prior experiential learning.
- iv) For a doctoral student, no more than 6 semester units may be awarded within first 30 semester units in a graduate program, and no more than 3 semester units within the second 30 semester units may be awarded for prior experiential learning.
- v) No credit for experiential learning may be awarded after a student has obtained 60 semester units in a graduate program.

Furthermore, the followings are the regulations and methods of evaluating such experience for Tien Tao courses in the Department of Tien Tao.

- i) Credit for certain Tien Tao courses would be granted to those who have been actively involved in the research, lecture, or preaching of Tien Tao.
- ii) The School of Tien Tao reserves the right to administrate tests to assess prior learning before the granting of credits.
- iii) The evaluation committee of the School of Tien Tao can appoint a panel of instructors from the School of Tien Tao to design and administer a test, written or oral, for the applicant. This panel shall be comprised of instructors assigned to the courses for which the applicant is requesting the granting of credits for prior experience.
- iv) The applicant must score seventy percent or better for a test taken for any course in order to earn the credits.
- v) All tests designed for the purpose of assessing the granting of experiential learning credit should not exceed one hour.
- vi) If there is any dispute regarding the score on any test, the student may appeal to the Dean, upon which time, the Dean will review the student's test to determine if any adjustment to the score is justified.
- vii) The decision for an appeal rendered by the Dean shall be final and irrevocable.

The petition for earning credits based on prior experiential learning should be submitted at the time of the initial registration. The student must complete the "Petition for Units based on Learning by Experience" and submit all required documents.

The evaluation of any transferred general education units is conducted by the Admission's Office. The respective School or Department conducts the evaluation of any transferred units that are specific to the student's major. All transferred units and grades are not included in the computation of a student's cumulative GPA.

## GRADES

The final grade for each course is computed and awarded by the instructor of that course based on the student's achievement measured by examinations, homework, reports, and other appropriate means. After the instructor has recorded the final grade in the grade sheet, the grade sheet is forwarded to and received by the Registrar's Office; the grade may not be changed. However, when an error in grade reporting was found due to the instructor's mistake, the instructor can effect a grade change by submitting a written request that has been approved by either the Department Chair or the Dean of the School, to the Registrar's Office for verification. Once the Registrar's Office validates the request, a correction will be made. Neither the instructor nor the student may petition for a grade change if one year has lapsed between the end of the semester and the time of petition.

The semester units attempted will be recorded for all classes in which the student receives a grade of A, B, C, D or F, which is equivalent to 4, 3, 2, 1, 0 grade point units (GPU) respectively. The computation of the GPU is as follows:

A	= 4.0	B+	= 3.3	C+	= 2.3	D+	= 1.3	F/NP	= 0
A-	= 3.7	B	= 3.0	C	= 2.0	D	= 1.0		
		B-	= 2.7	C-	= 1.7	D-	= 0.7		

A student's Grade Point Average (GPA) is computed by dividing the total number of grade points earned by the total number of units attempted. For example:

	GPU		Units	=	Grade Point
A-	= 3.7	X	4	=	14.8
B-	= 2.7	X	4	=	10.8
C+	= 2.3	X	4	=	9.2
			12		34.8 (Total Grade Points)

$$\text{GPA} = 34.8/12 = 2.9$$

"W" is the grade for withdrawal. "WP" is for general withdrawal. "WF" is the grade for withdrawal due to a poor grade.

"I" is for incomplete course work.

All undergraduate students must maintain a passing grade of "C" or above for all required courses and a GPA of 2.0 or above for each semester and for all courses taken. For any course in which a student receives a grade of "F", no units will be given, but the grade will be included in the computation of the GPA. The units of a course with the grade "P" will be included in the total units earned but will not be included in the computation of the GPA. The units of a course with the grade "NP" will not be included in the total units earned but will be included in the computation of the GPA. Graduate students must maintain a grade of "B" or above for all required courses and a GPA of 3.0 or above for each semester and for all courses taken.

The followings must be met before a student is allowed to designate a class Passed/Not Passed ("P/NP"):

- (1) The course designated for "P/NP" is not a required course in the student's major.
- (2) All general education Tien Tao courses are recorded as "P/NP".
- (3) The courses designated "P/NP" for an undergraduate student must not exceed 12 units except when certain course is designated "P/NP" by the Department.
- (4) The courses designated "P/NP" for a graduate student must not exceed 3 units except when certain course is designated "P/NP" by the Department.

A student may choose to change the recording of a grade (either a letter grade or "P/NP") by securing approval from the instructor and petitioning the Registrar's Office within 6 weeks after the commencement of the course.

## **INCOMPLETE GRADE**

The University policy for incomplete grades is as follows:

1. The grade "I" is given at an instructor's discretion. It is given only to a student who has satisfactorily completed a major portion of the course work but is unable to complete the remainder of the course work due to illness, a tragedy in the family, or other circumstances beyond the student's control.
2. It is the student's responsibility to request an arrangement for completion of the work assigned by the instructor. The work must be completed by the end of the next semester in which the course is offered by re-enrolling in the same course. Any extension thereof must be submitted in writing and be approved by the Dean.
3. The student should reach an agreement with the instructor as specified in number 2 above and submit an "Application to Finish Incomplete Course Work" to the Registrar's Office within six weeks after the end of class. Failure to do so will cause the "I" grade to be automatically changed to an "F."
4. The "I" grade, along with the passing grade achieved in a subsequent semester, will be kept on the student's transcript. An "I" grade is not counted as a unit earned and is not used in the computation of the GPA.
5. If the instructor is unavailable, the Department Chair will, upon request of the student, make appropriate arrangements with the student to complete the course requirements.

## **MAKE-UP EXAMINATIONS**

For any course taken by an undergraduate student that results in a grade that is "C-" or below but "D-" or above, or by a graduate student that results in a grade of "B-" or below but "D-" or above, the student will be permitted to take one make-up examination. If an undergraduate student achieves a C or above on the make-up examination, he or she will be given a grade of C for that course. If a graduate student receives a "B" or above on the make-up examination, he or she will receive a grade of "B" for that course.

Any make-up examination is to be held within the first week of instruction of the following semester. The student is permitted to take only one make-up examination. If a student fails to show up for a make-up examination, no rescheduling will be permitted unless the student has a valid reason for his or her absence.

## **REPEATING A COURSE**

For courses in which an undergraduate student receives a grade of "C-" or below, the student may repeat the course to improve his or her GPA. Students who have received a grade of "NP" can also repeat the course. If a class was not designated "P/NP" the first time it was taken, it may not be designated such the second time. However, if the class *was* designated "P/NP" the first time it was taken, it does not have to be designated such the second time.

A student may only repeat the same course once. However, under exceptional circumstances, a student may petition to repeat a course a second time. The petition should be submitted to the Dean of the School or Department Chair for approval.

When the student repeat a course, the units earned will be counted only once. However, both grades will be recorded on the student's transcript.

For students who have repeated a total of 18 units or less, only the grade earned the second time will be included in the GPA computation, while the grade earned for the first enrollment will be dropped from the GPA computation. For students who have repeated a total number of units greater than 18, both grades of any repeated courses will be included in the computation of the GPA.

## **CHANGE OF MAJOR/CHANGE OF PROGRAM**

### **Change of Major**

Each school or program has its own regulations for changing a major. Students may petition and seek approval to change their major after discussing their plans with the academic advisor and the department to which they wish to change. In addition, the form "Petition for Change of Major" must be filed with the Registrar's Office. A graduate student may petition for a change of major only once.

Units earned within the University before a student is accepted by a new department can be applied towards the new program after approval by the new Department Chair. However, the student is still obligated to complete all the required courses and units for graduation within the time limit. The units required for graduation under the new program will be determined by the Department Chair of the new program.

### **Transfer Credits for Students Changing Their Major**

Students enrolled in a certificate program can apply for a change in major provided that they have met all general requirements for admission. All credits earned in the certificate program would be treated as transfer credits for the new program. Students enrolled in a regular academic program can change to a certificate program upon approval by the academic advisor and Department Chair.

A graduate student who has completed a full year of study with excellent grades can apply for the Doctoral program if the program change is recommended by the academic advisor and approved by the Department Chair. A doctoral student can apply to change his/her program to a Master's Degree program.

## **MINOR**

For undergraduate students:

- (1) Each School or Department may set forth a minor program to complement its Major program.
- (2) All students who decide to declare a minor must familiarize themselves with the requirements.
- (3) All students who decide to declare a minor must complete at least three-fifths of the courses for the minor program at this University.

### **Minor Units**

The units for the identical courses required for both the major and minor, can not be counted towards the units requirement for the minor.

### **Grades for Minor**

- (1) Students must take all required courses in a minor program on a letter grading basis.
- (2) Grades received in courses taken for a minor will be included in the calculating of the GPA. Courses taken for a minor are treated the same as courses taken for a Major and are governed by the same academic policies.

### **Maximum Number of Years for Minor**

The maximum number of years to complete a minor program is the same as that of any degree program. No request for extension shall be granted based solely on the need to complete minor units.

## **Regulations for Enrolling in a Minor Program**

Any student who intends to enroll in a minor program must submit the “Petition to Enroll in a Minor Program” form and a complete transcript to the Department of the declared major prior to the registration of a semester. Upon verifying that the student has demonstrated the ability to handle a minor program, the Petition will be forwarded to the Department Chair of the minor program and Registrar for approval. At the time of registration, the student can complete the enrollment for courses in a minor program.

## **Withdrawal from a Minor Program**

- (1) Any student who decides to withdraw from a minor program must submit a petition to withdraw to both his major and minor Departments and file the petition with the Registrar. Any units earned under the program which can be applied to satisfy degree requirements for the major program will be automatically transferred.
- (2) Any student who has withdrawn from a minor program may not request to return to the program if he or she has already completed the courses required for his or her major.

## **Transferring out of the University or Graduation**

- (1) The transcript for all students who have a declared minor and have transferred out will have the name of the minor program as a remark.
- (2) The transcript and diploma for all students who have satisfactorily completed all courses and units that required in a minor program would have the name of the minor program as a remark. However, the aforementioned remark will not be placed on the transcript or diploma of a student who has not completed all unit requirements for the minor at the time of graduation.

### **(3) Notice concerning transferability of credit and credentials earned at out institution.**

Tien Tao Chong Hua University (TTCHU) has not entered into an articulation or transfer agreement with any other college or university. The transferability of credits you earn at the TTCHU is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the degree, diploma, or certificate that you earn in the TTCHU as also at the complete discretion of an institution to which you may seek to transfer. You may be required to repeat some or all your course work at that institution. For this reason you should make certain that your attendance at this University will meet your educational goals. This may include contacting an institution to which you may seek to transfer to determine if your (credits or degree, diploma, or certificate) will transfer.

## **DOUBLE MAJORS**

To help students gain a wider base of knowledge during their academic years and to enhance their career opportunities after graduation, the University provides the double major degree program to students who are interested in pursuing double majors. The double major program is composed of a principal major and a secondary major. While the University supports students who choose to pursue a double major, it is the student’s responsibility to find out the requirements for the double major program.

### **Double Major Program**

The minimum requirements for graduating with the double majors include (1) the minimum graduation requirement as specified in the principal major, (2) all required courses in the secondary major, and (3) that no more than 5 courses included in either (1) or (2) can be applied twice towards a degree.

### **Unit Requirements for a Double Major Program**

- (1) The units for the secondary major must be added to the minimum unit requirements for graduation under the principal major.
- (2) If any units earned under the required courses for the secondary major are related to the principal major, they will be counted both as electives for the principal major and required courses for the secondary major. Such units will be applied to the requirement for minimum units for graduation.
- (3) For students who have chosen to double majors, the grades for both the principal and the secondary majors will be computed together. If a student fails to earn a passing grade for at least half of the classes that he or she has enrolled in, future enrollment is subject to academic regulations.

### **Maximum Length of Time for a Double Major Program**

Students who opt to enroll in a double major program may qualify for an extended time limit of up to six years for graduation. If the time limit is exceeded but a student still wishes to continue in a double major program, an extension of up to one year may be granted. If the student still fails to satisfy the graduation requirements for a double major program upon the expiration of this additional year, the student will not be allowed to continue the double major program.

### **Regulations for Applying for a Double Major Program**

- (1) A student may apply for a secondary major only if he or she has selected a principal major.
- (2) A student may apply for a double major program only if he or she has a good academic standing. The student must first submit the application for a double major and all transcripts to the Department Chair. Once the Department Chair has verified that the student has demonstrated the ability to succeed in a double major program, the student can file the application with the Registrar's Office.

### **Withdrawal from a Double Major Program**

Of a student withdraws from a double major program prior to graduation, he or she must submit an application of withdraw to the School or Department for both the principal major and secondary major and the Registrar's Office. If the units earned for all courses completed for the secondary major can satisfy the graduation requirements for a minor, the student may apply for graduation with that minor. In any event, the units earned may be applied towards the minimum unit requirement of the principal major if the courses from the secondary major are related to the principal major. If a student has withdrawn from the double major program and graduated under the principal major, he or she may not return to the program, trying to complete the remaining classes, and graduate with a double major degree.

### **Transferred Students and Graduation**

- (1) A student who has enrolled in a double major program at another university may apply to enroll in a double major program at this University upon admission. For the student, who has pursued the double major program in the University but wished to transfer to another college, his transcript will note the fact that the student was in a double major program.
- (2) For students who enrolled in a double major program, the transcript and the verification of student status will note the names of both majors earned.
- (3) For students who have satisfactorily completed all the requirements for a double major, the yearbook, transcript, and diploma will all note the names of both majors.

## **STUDENT RIGHTS AND RESPONSIBILITIES**

- (1) Withdrawal and termination:
  - a. The student has the right to withdrawal from a program of instruction at any time.
  - b. If a student withdraws from a program of instruction before midnight of fifth business day following the first day of instruction, the University shall remit a refund within 30 days following the student's withdrawal.
  - c. The student shall notify the University in writing, by hand-delivered, registered, or certified mail of his or her intention to withdraw and such withdrawal will take effect upon receipt of the notification. Withdrawal by telephone notification is not available. The termination date for refund computation purposes is the last date of actual attendance by the student.
  - d. If any portion of the student's tuition was paid from proceeds of a loan, then the refund will be sent to the lender or to the agency that guaranteed the loan, if any. Any remaining amount of refund will first be used to repay any student financial program from which he/she received benefits, in proportion to the amount of the benefits received. Any remaining amount will be paid to the student. If there is a balance due, the student will be responsible to pay that amount.
  - e. Students may be dropped from classes if:
    - (i) The student fails to attend classes for three consecutive weeks without justification.
    - (ii) The student fails to satisfy tuition and fee requirements on a specific date.
    - (iii) The student uses illegal drugs on campus or attends classes under the influence of drugs. Illegal drug use is strictly prohibited, and it constitutes sufficient cause for immediate expulsion.
    - (iv) The student engages in sexual harassment. Sexual harassment is not condoned by the University, and is a sufficient cause for immediate expulsion.
  - f. Students dropped from classes for the above listed reasons may appeal to the Vice President of Academic Affairs for reinstatement.
  - g. The President of the University will have the final determination on whether the student will be dropped from University permanently.
- (2) The student gives the University his or her permission to call upon and/or refer the student to a physician for medical assistance in the event of sudden illness or accident. It is understood and agreed that any expenses incurred will be the sole responsibility of the student and/or parents or guardians of the student.
- (3) The student has full access to the University's Placement Service, when provided. However, employment cannot be guaranteed. The student must assume the final responsibility for securing his or her employment.
- (4) The student agrees to attend all classes regularly and promptly and to learn from and complete all lessons and assignments to the best of his or her ability. The University reserves the right to expel any student whose conduct is deemed by the University to discredit the professional and ethical standards of the University.
- (5) The University reserves the right to adjust the rates of tuition and fees, and notice of change will be given to the student.
- (6) The University reserves the right to alter and adjust without notice any class content including, but not limited to, course length, subject matter, course materials, assignment of instructors, and any extra expenses to the student.
- (7) The University reserves the right to retain and use in any way, work that is submitted to meet class assignments.
- (8) The University assumes no responsibility for any lost or damaged property of the student.
- (9) The student, upon completion of training with a satisfactory grade point average and full payment of all accounts, will be awarded from the University either a degree or certificate attesting to his or her professional competence.
- (10) A transcript of work completed will not be issued until all accounts with the University are paid in full.
- (11) The student will furnish books, materials, and supplies as may be needed for his or her class work at his or her own expense.
- (12) Campus Rules:

The University bans all tobacco, alcohol, and drugs from its campus. Further, the University adheres to a strict policy of permitting only vegetarian food on-campus. Therefore, meats of any kind, onions, garlic, leeks, and shallots are not allowed. The University also forbids any pornographic materials and sex acts on campus.

## **NOTICE OF STUDENT RIGHTS**

1. You may cancel your contract for school, without any penalty or obligation on or before the fifth business day following your first class session as described in the Notice of Cancellation form that will be given to

you at the first session of the class. Read the Notice of Cancellation form for an explanation of your cancellation rights and responsibilities. If you have lost your Notice of Cancellation form, ask school for a sample copy.

2. After the end of the cancellation period, you also have the right to stop school at any time, and you have the right to receive a refund for the part of the course not taken. Your refund rights are described in the Enrollment Agreement. If you have lost your contract, ask the school for a description of the refund policy.
3. If the school closes before you graduate, you may be entitled to a refund. Contact the Bureau for Private Postsecondary Education at the address printed below for information.
4. If you have any complaints, questions, or problems that you cannot work out with the school, write to **THE BUREAU FOR PRIVATE POSTSECONDARY EDUCATION, 2535 Capitol Oaks Drive, Suite 400, SACRAMENTO, CA 95833, [www.bppe.ca.gov](http://www.bppe.ca.gov), (888) 370-7589, or fax (916) 263-1897.**

## **GRADUATION REQUIREMENTS**

The followings are the minimum requirements for graduation. Each respective School or Department may set more stringent requirements.

### **Bachelor's Degree**

- (1) The student must complete all required courses and number of units within the required time. The minimum number of units that is required for graduation from an undergraduate program is 120 units. Each School or program may require a higher number of units for graduation; however, the maximum number of units required will not exceed 148 units. All required practicum courses must be completed within the stipulated time. Transfer students must complete at least 30 units of required courses at this University to satisfy the residency requirement.
- (2) The student must achieve a grade of C or better in all required courses for the declared major and maintain a cumulative GPA of 2.0 or above for all courses.
- (3) On campus students must satisfy the residency requirement by enrolling in and completing two consecutive semesters without interruption.

### **Master's Degree**

- (1) The student must complete the required courses and number of units within the required time. The minimum number of units required for graduation from a Master's program is 30 units. No more than three of the upper level undergraduate courses or nine units can be included to satisfy the unit requirement.
- (2) The student must achieve a grade of B or better in all required courses for the declared major and maintain a cumulative GPA of 3.0 or above for all courses.
- (3) On campus students must satisfy the residency requirement by enrolling in and completing two consecutive semesters without interruption.

### **Doctoral Degree**

- (1) The student must complete the required courses and number of units within the required time. The minimum number of units that is required for graduation from a Doctoral program for a student who has a relevant Master's Degree is forty-two units, within which the number of units for the Doctoral Thesis cannot exceed ten units. The minimum number of units required for graduation for a student who enrolls in a Doctoral program immediately after completion of undergraduate studies is seventy-two units, within which the number of upper level undergraduate courses cannot exceed nine units and the number of units for the Doctoral Thesis cannot exceed ten units.

- (2) The student must achieve a grade of B or better in all required courses and maintain a cumulative GPA of 3.0 or above for all courses.
- (3) Qualifying as a Doctoral Candidate by passing the Preliminary Examination and the Qualifying Examination and defending the Thesis successfully within the time given.

### **Requirements for the Preliminary Examination and the Qualifying Examination for a Doctoral Degree**

- (1) The student should consult and understand the procedures for the Preliminary Examination and the Qualifying Examination of the relevant School.
- (2) A Doctoral Student must have fulfilled the one-year residency requirement, completed all required courses with satisfactory grades, passed the preliminary examination, completed the requirement of being a teaching assistant, and passed the qualifying examination before he or she can apply at the Registrar's Office to become a Doctoral Candidate.
- (3) A preliminary examination is held once every semester within the first month after the day classes begin. When a School is ready to accept applications to take the preliminary examination, a notice will be posted. The general requirement for passing the preliminary examination is to pass within the first two years after enrolling in the program. The maximum time for passing the preliminary examination is not to exceed four years. The maximum number of times a graduate student may take the preliminary examination is set forth by each School. The School may require a student who can not pass the preliminary examination within the time limit, or within the number of seating to enroll in a Master's Degree program or to withdraw.
- (4) The graduate student and his or her advisory professor recommend the five members of the qualifying examination committee. One of the committee members will be from another department within the University. The five committee members shall, based on their academic expertise, set the content and the method of examination. In general, a student will be granted a passing status if four or more of the committee members have given their approval. The function of the committee is, through the comprehensive examination, to judge the qualification of the Doctoral Candidate, including the student's overall knowledge on various subjects, the student's skills and reasoning, and determine the student's ability in conducting specialized research.
- (5) Once the doctoral student has passed the qualifying examination, he or she may proceed to apply for official candidacy at the Registrar's Office and must then pay the application fee. Once the qualification has been verified, the student will become an official Doctoral Candidate.

### **The Doctoral Thesis and the rules for thesis defense**

- (1) The Doctoral Thesis must be written in the language specified by the School. A thesis that has previously earned the student a degree from any school will not be considered. The thesis must meet the format specified by the University.
- (2) After the completion of all required courses and units within the specified time limit and with the consent of the advisory professor, the doctoral student may apply for the thesis defense one month prior to when he or she wishes the defense to take place. The application form may be obtained from the Registrar Office.
- (3) After the responsible School has verified that the Doctoral Thesis conforms to the required format, the School will send the thesis, the time and place for the thesis defense and the list of committee members to the Registrar's Office for verification. The notice of defense will be sent to the student no later than one week prior to the scheduled defense date, upon which time the student may submit the thesis to the committee members.
- (4) The thesis defense is to be conducted orally. The defense is conducted on campus at an open forum. The School may request an additional written examination.
- (5) The thesis committee will be comprised of five to nine committee members, with the advisory professor as an automatic member and the chairman. The rest of the committee members are to be invited by the student and the advisory professor once the student has officially become a Doctoral Candidate. At least one-fifth of the committee members should be part of the faculty of another University or from other departments within this University. At least three-fifths of the committee members must be comprised of tenured professors or associate professors of three or more years. A committee member must have expertise in the subject area in which the student has submitted his or her thesis.

- (6) The committee members must attend the defense in person, and no representation will be allowed. The defense may not be conducted unless a minimum of five committee members are present with one of the members a faculty member from another School or university.
- (7) A successful defense must have the approval of at least four of the five committee members. If the candidate failed to defend the thesis successfully, he or she may apply for another defense in the following semester if the overall time limit to complete the Doctoral program has not been exceeded. If the time limit has been reached, the committee members and the dean may determine whether to give the candidate a Master's Degree or to allow another defense.
- (8) If there is any change in the committee members, the doctoral student should apply for a change of committee members with the Registrar's Office.

Once a graduate student passes the qualifying examination and becomes a Doctoral Candidate, he or she must continue to enroll in a 599 course (excluding the summer session) until he or she has earned the Doctoral Degree. The candidate must enroll in a 599 course for two semesters before he or she will be considered as having fulfilled the requirement of being under the supervision of an advisory professor. If the thesis is not finished in two subsequent semesters, the Doctoral Candidate must continue to enroll in the 599 course until he or she has defended the thesis successfully. However, not more than 10 units of 599 courses may be counted towards the Doctoral Degree.

A student must pay any past due amounts and return any books or equipment he or she owes to the University before a degree will be conferred or a transcript released.

## **STUDENT RECORDS**

All information, including references and transcripts submitted to the University in support of a student's application for admission, is maintained as a part of the student's file, along with any records regarding the student while he or she is enrolled at the University. All these documents are considered confidential in compliance with the Federal Family Education Rights and Privacy Act of 1974, and regulations promulgate thereunder, and the California Education Code, Section 67100. The laws of the state of California require this institution to maintain school and student records for a five-year period and the student's transcripts for a fifty year period.

## **STUDENT SERVICES**

### **NEW STUDENT ORIENTATION**

The University sponsors a new student orientation session in each semester prior to the beginning of classes. The orientation will introduce new students to the mission of the University, the campus facilities, the academic procedures and requirements, and the rules and regulations of the University so that students will become familiar with the campus environment. All new students are required to attend orientation.

### **THE LEARNING ENVIRONMENT**

The unique features of the University provide the opportunity and environment for students to concurrently learn about moral senses, academic subjects, physical education, and social skills. This approach allows the student to have a balanced development in his character, to rid himself of bad habits and temperament, to realize his innate potential, to learn the true meaning of life, and to cultivate a sense of mission for humanity. The University encourages students to share their experiences among themselves for mutual benefits.

### **PROHIBITED HARASSMENT**

**Policies** It is the intention of the University to take whatever action necessary to prevent, correct, and discipline

behavior in harassment, exploitation, or intimidation, including sexual harassment and sexual assault.

**1) Definition of Sexual Assault**

Sexual assault includes rape, forced sodomy, forced oral copulation, rape by a foreign object, sexual battery, or threat of sexual assault.

**2) Procedures**

The University has instituted a crisis management procedure in order to facilitate prompt and confidential treatment of the victims.

- a) Upon the happening of the offensive behavior, the victim or related person should first notify Student Affairs Office. Student Affairs Officer prepares Investigation Reports.
- b) A Fact-Finding Report will be generated by a two member team upon its independent investigation of the incident.
- c) Both Investigation Report and Fact-Finding Report are forwarded to Student Affairs Department Vice President who will in turn determine appropriate actions. e.g., direct appropriate counseling session to the victim, reporting to government authority of the salient.
- d) No records kept by Student Affairs Department include the names of individuals or other information would permit identification.

**ROOM AND BOARD**

Tien Tao Chong Hua University provides neither on-campus nor off-campus dormitory. It is the student's own responsibility to locate suitable housing. All students are required to consume vegetarian meals in the school campus.

**SCHOLARSHIPS**

The university has scholarships available to students who aspire to study but suffer financial hardships.

**HONORARY SCHOLARSHIPS**

The university has honorary scholarships available to students who have demonstrated excellence in both scholastic achievement and social and academic conduct.

**FINANCIAL AID**

The university does not participate in federal and state financial aid program or other loan programs.

**HEALTH CARE AND HEALTH INSURANCE**

The University also provides group health insurance. All international students are required to participate in the group health insurance program.

**BOOK STORE**

The University book store provides students with all necessary books and supplies. Students should purchase all books and supplies prior to the first day of class.

## **STUDENT COUNSELING**

If a student has any questions or difficulties, he or she should first contact and seek counseling with his or her mentor advisor. If it is deemed necessary, the matter can then be brought to the Dean of the School, Department Chair or Vice President in charge for further consideration. The President of the University shall be the final arbitrator in administrative matters.

## **STUDENT GRIEVANCES**

Any student may file a complaint about any issues

- a. that he/she reasonably believes impedes his/her academic studies.
- b. that he/she finds objectively questionable about any instructor, staff member, administrator or student.

Such complaint may be made orally and/or in writing to his/her academic advisor, guidance counselor and/or school administrator within one year after the incidence/discovery. A written complaint will have to be filed within 5 days if the original complaint was made orally. A Complaint Designee will be appointed with the responsibility of

- a. conducting a thorough review and investigation of the complaint.
- b. making a resolution recommendation to the student filing the complaint.

Every effort will be made to resolve matters amicably and satisfactorily to all parties involved.

Should such resolution be unattainable at this level, the matter can be appealed to the Executive Grievance Council which will consist of members appointed by the President of the University.

**The university does not have a pending petition in bankruptcy.**

## **CLASSROOM ADDRESS**

The class sections will be held at 5440 Pomona Blvd., Los Angeles, CA. 90022

# UNDERGRADUATE GENERAL EDUCATION COURSES

## COURSE OBJECTIVES

General Educational Courses are intended and designed to lay the foundation to the development of morality and wisdom of a college graduate as stated in the mission of the University. Moral education is accomplished by providing guidance in cultivating the Heart and True-Self. Wisdom is enhanced by the broad knowledge acquired through the studies of various academic subjects. Graduates can become the backbone of society and may be able to contribute to the general welfare of all people.

## LANGUAGE PLACEMENT TESTS

Every entry student is required to take placement tests in both Chinese and English. Those who do not meet the required standard should make up the deficiency in the relevant language center.

## INSTRUCTIONAL METHODS

Moral education is accomplished by the Practicum courses in Tien Tao emphasizing the cultivation of the Heart and True-Self. These courses will provide guidance and help students in the self-cultivation of the True-Self, Heart, and Body. The study of academic subjects is intensive in nature. Students are required to study many reference materials in addition to required texts and to participate in classroom discussion in order to acquire the fundamentals of all courses.

## COURSE CLASSIFICATIONS

The courses that are related to the Title V United States Government requirement could be waived as described in the course description. Courses offered during summer, including Practice and seminars will be announced. The General Educational courses include the following:

(1) Moral Education Courses (14 units)

TT401	Canons of Tao	2 units
TT402	Concepts of Practicing Tao	2 units
TT403	Filial Piety	2 units
TT404	The Human Principles	2 units
TT405	Self Improvement and Disciplines	2 units
TT406	Managerial Principles	2 units
TT407	Practicum I	1 unit
TT408	Practicum II	1 unit

(2) Academic Courses (42 units)

I)	Basic skills in academic studies (18 units)	
GE20	Chinese Literature and Writing I	3 units
GE21	Chinese Literature and Writing II	3 units
GE25	English Composition I	3 units
GE26	English Composition II	3 units
GE30	College Mathematics	3 units
GE35	Oral Communication	3 units

II)	Natural Science (Select any 6 units)	
GE40	Biology	3 units
GE42	Chemistry	3 units
GE47	Physics	3 units

III)	Social Science (Select any 12 units)	
GE60	Chinese History and Civilization	3 units
GE65	Principles of the Harmonious World	3 units
GE70	Western Civilization	3 units
GE72	World Religions	3 units
GE75	Economics	3 units

IV)	Applied Science (6 units)	
GE80	Fundamentals of Health Science	3 units
GE85	Introduction to Personal Computers	3 units

(3)	Title V requirements in the Constitution of the United States and state and local government (6 units)	
GE90	American History	3 units
GE95	American Political Institutions	3 units

Title V courses are required for graduation for students who are U.S. citizens or permanent residents, except for those who, in high school, took and received passing grades in at least one course in American History or American Political Institutions or other related classes.

## COURSE DESCRIPTIONS

GE20 Modern Mandarin Chinese I (3 units)

This course is a study of the fundamentals of mandarin Chinese: Grammatical structure, reading, oral speaking and writing. It has two one-hour lectures plus one two-hour language laboratory session per week. This course also covers the teaching of essay writing using various styles. This course can be waived for students who have passed CSL 11. (For General Education)

GE21 Modern Mandarin Chinese II (3 units)

This course is a continuation of GE20 with more emphasis on student writing. It has two one-hour lectures plus one two-hour language laboratory session per week. In addition to lectures, assignments are given to improve students' listening, speaking, reading, and writing skills. This course can be waived for students who have passed CSL 12. (For General Education)

GE25 English Composition I (3 units)

This course emphasizes both content and forms of writing. It is intended to help students express ideas and convey information through writing: (a) with logical reasoning and adequate factual support and (b) with clarity of purpose, organization, and concise language. Beyond these fundamental concerns, the course encourages and assists students in developing a degree of grace and style, which will make their writing not only clear and convincing, but interesting and readable. This course can be waived for students who have passed ESL 5 courses.

GE26 English Composition II (3 units)

This course is a continuation of GE25 with more emphasis on student writing. This course can be waived for students who have passed ESL 6 courses.

GE30 College Mathematics (3 units)

This course utilizes and teaches fundamental mathematical techniques and logic in solving some interesting and practical problems.

- GE35 Oral Communication (3 units)  
This course emphasizes the study of human communication behavior with emphasis on oral and nonverbal communication, including exploration of self, language, and culture. Attention is given to individual and group communication. Activities are designed to improve students' abilities to define, organize, reason, and relate to others. This course compliments the writing courses.
- GE40 Biology (3 units)  
This course illustrates major and fundamental concepts in biology, including topics such as ecology, evolution, genetics, cell structure, physiology, biochemistry, and molecular biology. Aspects of biology experiments will be discussed in this course.
- GE42 Chemistry (3 units)  
This course is an introduction to the basic principles in chemistry, stressing fundamental principles of inorganic chemistry: the structure of atoms and molecules, the periodic table, the state of matter, chemical bonding, redox reactions, chemical equilibrium, and simple chemical calculation involving stoichiometry. Chemical experiments will be demonstrated and discussed in class.
- GE47 Physics (3 units)  
This course explores the fundamental laws governing the structure and behavior of the material universe with particular emphasis on how these natural laws manifest themselves in everyday life such as with blue skies, the shape of snow flakes, red sunsets, musical sounds, etc. This course includes demonstrative experiments.
- GE60 Chinese History and Civilization (3 units)  
This course explores the development of early Chinese civilization and its extensive influence in Southeast Asia. The scope of this course includes the changes, development, and influence of Chinese history, politics, economics, military, education, and law.
- GE65 Principles of The Harmonious World (3 units)  
This course is an introduction to the Harmonious World as presented in Confucianism and the principles and ways to reach the ideal. Suggestions are made as to how the Harmonious World will be structured and what Man can do to change and solve problems facing the modern society in order to reach the Harmonious World of tomorrow.
- GE70 Western Civilization (3 units)  
This is an overview of the history, politics, economics, military, education, and law of Western civilization and its evolution.
- GE72 World Religions (3 units)  
This is an overview of the five major religions in the world - Confucianism, Taoism, Buddhism, Christianity, and Islam. Key emphasis is placed on the common truth underlying each religion - Tao.
- GE75 Economics (3 units)  
This is an introductory course to economics. Some topics included in this course are various aspects of macroeconomics and microeconomics such as supply and demand, capital, free market, oligopoly, monopoly, gross domestic production.
- GE80 Fundamentals of Health Science (3 units)  
This course is an introduction to the basic theories in traditional Chinese medicine including the Yin and Yang and the Five Elements. It also covers introductory materials on Western medicine in relation to maintaining a healthy body and mind.
- GE85 Introduction to Personal computer (3 units)  
This is an introductory course to personal computer, covering topics such as working with the operating system, word processor, spread sheet, data base, and basic programming concept and language.

GE90 American History (3 units)  
This course provides a comparative analysis of significant political and social events in the United States of America from colonial times to the present. Emphasis will be placed upon the historical development of American institutions and ideas as they have been affected by regional dynamics within the United States and by international relationships. (This course satisfies the Title V United States Constitution requirement and the California State and Local Government requirement.)

GE95 American Political Institutions (3 units)  
This course provides an examination of the development and dynamics of American political institutions and processes including a special emphasis upon the role of minority groups. (This course satisfies the Title V United States Constitution requirement and the California State and Local Government requirement.)

TT401 Canons of Tao (2 units)  
Prerequisite: None. This course studies the Basic Canon of Tien Tao. It covers the basic etiquette of interacting with people, dealing with events, walking, sitting, laying down, and other behavior relevant to daily living. Students must practice what they learn in their own daily routines. There is one hour of lecture per week and students are required to practice what they have learned at least six hours per week.

TT402 Concepts of Practicing Tao (2 units)  
Prerequisite: TT401 or consent of the instructor. This course teaches the basic concepts of Tien Tao practice: the virtue. Students will learn the basic practices of Tien Tao: reflecting upon oneself, repenting, restoring and nurturing oneself, taking responsibility, setting up goals, learning to interact with people more effectively, being cautious when alone, so they will have a good sense of direction in Tien Tao practice. There is one hour of lecture per week and students are required to practice what they have learned at least six hours per week.

TT403 Filial Piety (2 units)  
Prerequisite: TT402 or consent of the instructor. Every tree has the main root and every stream has a source of origin. Remembering the origin of our body and soul is a basic Human Principle. If all family members cultivate themselves with the virtue of filial piety, their family will be full of harmony. To govern a country with the virtue of filial piety will cause the country to be peaceful and prosperous. This course inspires in students the nature of being filial pious, and encourages them to practice the Tao of filial piety. There is one hour of lecture per week and students are required to practice what they have learned at least six hours per week.

TT404 The Human Principles (2 units)  
Prerequisite: TT403 or consent of the instructor. The Three Principles, Five Constants, Four Pillars, and Eight Virtues are the basic Human Principles in Chinese culture. They were derived by ancient saints in accordance with human nature. This course illustrates the true meaning of these principles so that student will understand and carry them out. There is one hour of lecture per week and students are required to practice what they have learned at least six hours per week.

TT405 Self Improvement and Disciplines (2 units)  
Prerequisite: TT404 or consent of the instructor. This course instill self-improvement and discipline into students' daily lives, including training in preparation and handling of nutrition, attires, boarding, transport, first aid, crisis, and trauma. Such exercises enhance a student's skill in being independent and adaptive. There is one hour of lecture per week and students are required to practice what they have learned at least six hours per week.

TT406 Managerial Principles (2 units)  
Prerequisite: TT405 or consent of the instructor. This course presents to students principles in managing people, task, time, and resources, along with overview on related application software so that students will possess necessary managerial skills. Students are required to attend one hour of lecture per week and practice what they have learned at least six hours per week.

TT407 Practicum I

(1 unit)

Prerequisite: TT406 or consent of the instructor. The foundation of "belief-vow-practice-attainment" is practice what you have learned and be consistent. True knowledge is wisdom *and* true practice is conscientiousness. Students will realize the teachings of Saints through the practice of Tien Tao. There is one hour of lecture per week and students are required to practice what they have learned at least six hours per week.

TT408 Practicum II

(1 unit)

Prerequisite: TT407 or consent of the instructor. This course reviews the student's overall practice in Tien Tao in the previous seven semesters. As part of the review, students are required to serve in a non-profit organization to practice their acquired knowledge, skill and cultivated attitude. This exercise helps student to uncover their progress. Students report their experiences in uniting knowledge and practice and set goals for further practice and improvements. There is one hour of lecture per week and students are required to practice what they have learned at least six hours per week.

## **SCHOOL OF TIEN TAO**

### **DEPARTMENT OF TIEN TAO**

#### **DEGREE CONFERRED: BACHELOR OF ARTS IN TIEN TAO**

#### **PROGRAM OBJECTIVES**

The curriculum provides students with the basic education of Tien Tao and true Confucianism, and emphasizes the unification of knowledge and practice so that students can apply what they have learned and merge theory into practice. The curriculum encompasses both Confucian classics and academic subjects that prepare students for a profession. This program places emphasis on the mission and importance of Confucianism, and its influence in the future. Students are encouraged to right themselves first then right others, to attain first then help others to attain, and to contemplate the Origin of the universe. Throughout the students' life times, they will never cease to cultivate themselves in order to attain inner Sainthood and outer Kingship, and to practice thoroughly the truth of unifying the essence and the manifestation into One.

#### **DEGREE REQUIREMENTS**

The degree requirements of the Tien Tao Department are similar to the degree requirements of the University. A student is conferred the Bachelor of Arts in Tien Tao degree if the following courses as well as the minimum requirement of 128 units have been completed.

(1) General education requirement	56 units
(2) 13 required courses of Tien Tao	39 units
(3) Elective courses in Tien Tao	12 units
(4) Elective courses or required minor courses	21 units
(5) Title V courses in American history and government (required for certain students)	6 units

The Department of Tien Tao encourages students to take a minor in an academic subject that will prepare them for a profession and broaden their scope of learning. The University offers minors in Computer Science, Accounting, and Finance. All students who choose a minor should, in addition to completing the required and elective courses, (1), (2) and (3), stated above, also complete at least 21 units from the related minor courses.

#### **ADMISSION REQUIREMENTS**

The admission requirements of the Tien Tao Department are similar to the admission requirements of the University. All courses are taught in Chinese. Therefore, applicants must be proficient in both the reading and writing of Chinese.

#### **LANGUAGE PLACEMENT TEST**

All new students are required to take a language proficiency test in Chinese a week prior to the beginning of class instruction. All those who failed to pass the test must enroll in related courses to improve their language skills.

## CURRICULUM

### (1) Lower Division Courses

- I) There are 6 required lower division courses totaling 18 units:
- |      |  |         |
|------|--|---------|
| TT10 | <i>The Great Learning and The Doctrine of Mean</i> | 3 units |
| TT11 | <i>Confucian Analects I</i>                        | 3 units |
| TT12 | <i>The Mencius I</i>                               | 3 units |
| TT70 | Overview of Tien Tao                               | 3 units |
| TT72 | Admonishments of Buddhas and Immortals             | 3 units |
| TT73 | Heritage of Tien Tao                               | 3 units |
- II) There are 2 elective lower division courses:
- |      |  |         |
|------|--|---------|
| TT71 | Heaven and Hell                          | 3 units |
| TT80 | Introduction to the Five Great Religions | 3 units |

### (2) Upper Division Courses

- I) There are 7 required courses totaling 21 units:
- |        |  |         |
|--------|--|---------|
| TT118A | Selected Topics from <i>The Five Scriptures I</i>        | 3 units |
| TT118B | Selected Topics from <i>The Five Scriptures II</i>       | 3 units |
| TT120  | Introduction to the <i>I Jing</i>                        | 3 units |
| TT121  | <i>Combined Elucidation of the Truth and the Numbers</i> | 3 units |
| TT132  | <i>Tao-teh Jing</i>                                      | 3 units |
| TT142  | <i>Prajna Sutra</i>                                      | 3 units |
| TT153  | <i>The Bible</i>   | 3 units |
- II) There are 10 electives
- |       |   |           |
|-------|---|-----------|
| TT101 | <i>The Great Learning and The Doctrine of Mean (II)</i> | 3 units   |
| TT115 | <i>Confucian Analects II</i>                            | 3 units   |
| TT116 | <i>The Mencius II</i>                                   | 3 units   |
| TT130 | Introduction to Taoism                                  | 3 units   |
| TT140 | Introduction to Buddhism                                | 3 units   |
| TT150 | Introduction to Christianity and Islam                  | 3 units   |
| TT172 | Introduction to Tien Tao                                | 3 units   |
| TT173 | Overview of the Heart Dharma of the Three Treasures     | 2 units   |
| TT174 | Tien Tao and Human Life                                 | 3 units   |
| TT175 | Principles of Tien Tao                                  | 3 units   |
| TT300 | Independent Study                                       | 1-3 units |

**III) Courses of Practice of Tien Tao and Tien Tao Training:** Students must take Practice of Tien Tao classes for each semester.

TT401	Canons of Tao	2 units
TT402	Concepts of Practicing Tao	2 units
TT403	Filial Piety	2 units
TT404	The Human Principles	2 units
TT405	Self Improvement and Disciplines	2 units
TT406	Managerial Principles	2 units
TT407	Practicum I	1 units
TT408	Practicum II	1 units

## COURSE DESCRIPTIONS

- TT10      *The Great Learning and The Doctrine of Mean* (3 units)  
*The Great Learning and The Doctrine of Mean* offer the Confucian teachings of the Essence and the Manifestation, the practice of inner Sainthood and outer Kingship, and are the foundations of self-cultivation. *The Great Learning* introduces the Three Principles as the gist of practicing Tao, the ridding of Matters, the reaching of wisdom, attaining a sincere mind, a righteous heart, and a cultivated self as the practice of Inner Sainthood. *The Great Learning* takes straightening the family, governing the country, and harmonizing the world as the practice of Outer Kingship. *The Doctrine of Mean* encompasses both the Essence and the Manifestation, and teaches the "Concurrent Practice of the True Self and Life". It begins with the True Self, Tao, and the Teachings, and from one origin, it disperses into myriad varieties. From these myriad varieties, it returns to oneness. *The Doctrine of Mean* imparts the learning of pervading heaven, earth, and man.
- TT11      *Confucian Analects I* (3 units)  
*Confucian Analects* are a collection of the words and deeds of Saints and sages in demonstrating the idea of "practicing of what one preaches". The course adheres to the gist of *The Confucian Analects* and illustrates both proper attitude and conduct in everyday life. The course emphasizes the constant practice of what one has learned.
- TT12      *The Mencius I* (3 units)  
This course introduces the seven Chapters of *The Mencius*. The course will illustrate how Mencius motivated himself with the idea that "A king-like person will rise up every five hundred years" even though he was born in a chaotic time, how he continued the heritage of Confucianism from past to future generations, and how he elucidated the Confucian teaching of applying what one has learned through the truth in benevolence and righteousness.
- TT70      Overview of Tien Tao (3 units)  
The course objective is to help students learn the Truth. The course content includes topics in the true meaning of Tao, the divinity of Tao, the relationship between Tao and mankind, the objectives of Tao, an introduction to the Heaven of Truth, the Heaven of Spirit, and the Heaven of Phenomena, the truth in cycles, the truth in the mystical existence from the void, the truth in the change in the universe and the predestination of changes, the truth in the spiritual law of karma and reincarnation, and the differentiation in the True Character, the Spiritual Character and the Human Character.
- TT71      Heaven and Hell (3 units)  
This course gives a brief introduction to the existence of heaven and hell, the worlds beyond our three-dimensional world, and one's destination after one died.
- TT72      Admonishments of Buddhas and Immortals (3 units)  
This course presents selected admonishments transmitted by Buddhas and Immortals which admonish all beings and guide them to rid themselves of bad habits and reform their temperaments, so that everyone can be restored to his or her clear and pure origin. All the admonishments have the common goal of helping all beings to restore themselves to their origin.
- TT73      Heritage of Tien Tao (3 units)  
The continuation and changes in the heritage of Tien Tao are closely related to the changes in "the Phases". This course introduces the transitions in Tao and the noble spirit of each Patriarch of Tao in their mercifulness in bringing salvation to the world and delivering all human spirits from suffering, thereby becoming role models for future generations.
- TT80      Introduction to the Five Great Religions (3 units)  
This course introduces the life and deeds of the Saints of the five great religions and the evolution of these religions. The course also presents a comparative study on the similarities and differences of the five great religions.
- TT101     *The Great Learning and The Doctrine of Mean (II)* (3 units)  
*The Great Learning and The Doctrine of Mean* offer the Confucian teachings of the Essence and the Manifestation, the practice of inner Sainthood and outer Kingship, and are the foundations of self-cultivation. *The Great Learning*

introduces the Three Principles as the gist of practicing Tao, the ridding of Matters, the reaching of wisdom, attaining a sincere mind, a righteous heart, and a cultivated self as the practice of Inner Sainthood. *The Great Learning* takes straightening the family, governing the country, and harmonizing the world as the practice of Outer Kingship. *The Doctrine of Mean* encompasses both the Essence and the Manifestation, and teaches the "Concurrent Practice of the True Self and Life". It begins with the True Self, Tao, and the Teachings, and from one origin, it disperses into myriad varieties. From these myriad varieties, it returns to oneness. *The Doctrine of Mean* imparts the learning of pervading heaven, earth, and man.

TT115 *Confucius Analects II* (3 units)

Prerequisites: TT10, TT11 or consent of instructor. This course reviews selected passage from *Confucius Analects* to illustrate the Confucian spirit of benevolence.

TT116 *The Mencius II* (3 units)

Prerequisites: TT10, TT12 or consent of instructor. This course reviews selected passage from the *Mencius* to illustrate Mencius spirit of righteousness.

TT118A *Selected Topics from the Five Scriptures I* (3 units)

The *Five Scriptures* are important records handed down from ancient saints documenting how they cultivated themselves, straightened families, governed the country, and harmonized the world. These books were edited by Confucius and thereafter, have become sacred books for thousands of years as guidance on self cultivation, holding up morality, and building character. Although the *Book of Music* was lost, its contents could be traced in other books. Students should drill into these books thoroughly so that they could truly benefit.

TT118B *Selected Topics from the Five Scriptures II* (3 units)

Prerequisite: TT118A. This course continues with studying selected passages from the *Five Scriptures*.

TT120 *Introduction to the I Jing* (3 units)

Once upon a time, a Saint stared into heaven above and looked down on the earth below, examined close objects such as himself, and distant objects such as myriad things, and wrote the *I Jing* with the purpose of reaching the virtues of God and the feelings of all beings. This course introduces students to the truth in the Saints' teachings of esteemed virtues in the broadening of one's work and the enlightenment of the beginning and the end. This course studies the basics of the *I Jing*.

TT121 *Combined Elucidation of the Truth and the Numbers* (3 units)

The Truth is both broad and subtle. It is shapeless and formless and therefore cannot manifest itself without the tool of numbers and phenomena. Numbers are founded on the *He-tu* and the *Luo-shu* while phenomena are the proof of the existence of the truth and spirits. This course introduces how the way of *I* pervades yin, yang, the Five Elements, the *He-tu*, the *Luo-shu*, the metaphysical world, and the physical world and ultimately presents the Unity in Truth, Spirit, and Phenomena.

TT130 *Introduction to Taoism* (3 units)

This course presents Taoism through the study of Taoist books and explores the spirit, cultivation, and practice of Taoism.

TT132 *Tao-teh Jing* (3 units)

This course presents Taoism through the study of the *Tao-teh Jing* and explores the spirit, cultivation, and practice of Taoism.

TT140 *Introduction to Buddhism* (3 units)

This course presents Buddhism through the study of Buddhist scriptures and sutras and explores the spirit, cultivation, and practice of Buddhism.

TT142 *Prajna Sutra* (3 units)

Prajna Sutra is the five hundred seventy seventh volume of the six hundred volume Maha Paramita. It is the heart dharma of the Buddha. This course introduces the gist of Prajna Sutra and its subtle and mystical meanings. Its main theme is to establish faith, its goal is to remove oneself from images, and its essence is to dwell not.

- TT150 Introduction to Christianity and Islam (3 units)  
This course presents the two other main religions - Christianity and Islam - through the *Bible* and *Koran*, and explores the spirit, cultivation, and practice of both Christianity and Islam.
- TT153 *The Bible* (3 units)  
Bible is the sole Christian scripture. This course introduces the history and teaching of Christianity, providing the foundation for in-depth study of *the Bible*.
- TT172 Introduction to Tien Tao (3 units)  
This course explains the true meaning of Tien Tao, the divinity of Tien Tao, the relationship between Tao and mankind, the objectives of the Tao of Truths, Spirit and Phenomena, the advocacy of Tien Tao, the causes for the descending of Tao, the truth in the universe, the Three Heavens, the transition of Phases in the universe, and the truth in cycles.
- TT173 Overview of the Heart Dharma of the Three Treasures (2 units)  
The sole transmission in Tien Tao is the Three Treasures. This course introduces the true meaning of the Three Treasures, the confirmation of the Three Treasures through the five religions, the Heavenly Mandate, the Heart Dharma, and the link between Tien Tao and the Three Treasures with heaven, earth, Man, and the five religions.
- TT174 Tien Tao and Human Life (3 units)  
This course introduces the meaning of life for humans and the principles of practicing Tao. Discussions include the meaning of life, why a human must receive Tao, the key to practicing Tao, the principles of the Tao of Heaven and the Tao of Man, vegetarianism, and practicing Tao in daily life.
- TT175 Principles of Tien Tao (3 units)  
This course introduces the fundamental teachings of Tien Tao, including “the timing”, frequent disasters, the final catastrophe of the Third Period, the future coming of the Mi-Le Buddha, the Last Chance, the Teacher who ferries the beings of the Three Worlds, and the linking tool between man and heaven - Sand Writing.
- TT300 Independent Study (1-3 units)  
This course allows students to explore various special topics.
- TT401 Canons of Tao (2 units)  
Prerequisite: None. This course studies the Basic Canon of Tien Tao. It covers the basic etiquette of interacting with people, dealing with events, walking, sitting, laying down, and other behavior relevant to daily living. Students must practice what they learn in their own daily routines. There is one hour of lecture per week and students are required to practice what they have learned at least six hours per week.
- TT402 Concepts of Practicing Tao (2 units)  
Prerequisite: TT401 or consent of the instructor. This course teaches the basic concepts of Tien Tao practice: the virtue. Students will learn the basic practices of Tien Tao: reflecting upon oneself, repenting, restoring and nurturing oneself, taking responsibility, setting up goals, learning to interact with people more effectively, being cautious when alone, so they will have a good sense of direction in Tien Tao practice. There is one hour of lecture per week and students are required to practice what they have learned at least six hours per week.
- TT403 Filial Piety (2 units)  
Prerequisite: TT402 or consent of the instructor. Every tree has the main root and every stream has a source of origin. Remembering the origin of our body and soul is a basic Human Principle. If all family members cultivate themselves with the virtue of filial piety, their family will be full of harmony. To govern a country with the virtue of filial piety will cause the country to be peaceful and prosperous. This course inspires in students the nature of being filial pious, and encourages them to practice the Tao of filial piety. There is one hour of lecture per week and students are required to practice what they have learned at least six hours per week.
- TT404 The Human Principles (2 units)

Prerequisite: TT403 or consent of the instructor. The Three Principles, Five Constants, Four Pillars, and Eight Virtues are the basic Human Principles in Chinese culture. They were derived by ancient saints in accordance with human nature. This course illustrates the true meaning of these principles so that student will understand and carry them out.

There is one hour of lecture per week and students are required to practice what they have learned at least six hours per week.

TT405 Self Improvement and Disciplines (2 units)

Prerequisite: TT404 or consent of the instructor. This course instill self-improvement and discipline into students' daily lives, including training in preparation and handling of nutrition, attires, boarding, transport, first aid, crisis, and trauma. Such exercises enhance a student's skill in being independent and adaptive. There is one hour of lecture per week and students are required to practice what they have learned at least six hours per week.

TT406 Managerial Principles (2 units)

Prerequisite: TT405 or consent of the instructor. This course presents to students principles in managing people, task, time, and resources, along with overview on related application software so that students will possess necessary managerial skills. Students are required to attend one hour of lecture per week and practice what they have learned at least six hours per week.

TT407 Practicum I (1 units)

Prerequisite: TT406 or consent of the instructor. The foundation of "belief-vow-practice-attainment" is practice what you have learned and be consistent. True knowledge is wisdom *and* true practice is conscientiousness. Students will realize the teachings of Saints through the practice of Tien Tao. There is one hour of lecture per week and students are required to practice what they have learned at least six hours per week.

TT408 Practicum II (1 units)

Prerequisite: TT407 or consent of the instructor. This course reviews the student's overall practice in Tien Tao in the previous seven semesters. As part of the review, students are required to serve in a non-profit organization to practice their acquired knowledge, skill and cultivated attitude. This exercise helps student to uncover their progress. Students report their experiences in uniting knowledge and practice and set goals for further practice and improvements. There is one hour of lecture per week and students are required to practice what they have learned at least six hours per week.

## SUGGESTED COURSE SEQUENCE

### First year - first semester

TT401	Canons of Tao	2 units
GE20	Modern Mandarin Chinese I	3 units
GE30	College Mathematics	3 units
GE40/42/47	Natural Science	3 units
GE85	Introduction to Personal Computers	3 units
TT70	Overview of Tien Tao	3 units
Total:		17 units

### First year - second semester

TT402	Concepts of Practicing Tao	2 units
GE21	Modern Mandarin Chinese II	3 units
GE40/42/47	Natural Sciences	3 units
GE80	Fundamentals of Health Science	3 units
TT10	<i>The Great Learning and The Doctrine of Mean</i>	3 units
TT73	Heritage of Tien Tao	3 units
Total:		17 units

### Second year - first semester

TT403	Filial Piety	2 units
GE25	English Composition I	3 units
GE65	Principles of The Harm. World	3 units
GE75	Economics	3 units
TT11	<i>Confucian Analects I</i>	3 units
	Elective	3 units
Total:		17 units

### Second year - second semester

TT404	The Human Principles	2 units
GE26	English Composition II	3 units
GE35	Oral Communication	3 units
TT12	<i>The Mencius I</i>	3 units
TT72	Admonishments of Buddhas and Immortals	3 units
	Elective	3 units
Total:		17 units

#### Third year - first semester

TT405	Self Improvement and Disciplines	2 units
GE60	Chinese History and Civilization	3 units
GE90	American History (or Elective)	3 units
TT118A	Selected Topics from <i>The Five Scriptures I</i>	3 units
	Electives	6 units
	Total:	17 units

#### Third year - second semester

TT406	Managerial Principles	2 units
GE70	Western Civilization	3 units
GE95	American Political Institutions (or Elective)	3 units
TT142	<i>Prajna Sutra</i>	3 units
	Electives	6 units
	Total:	17 units

#### Fourth year - first semester

TT407	Practicum I	1 unit
TT118B	Selected Topics from <i>The Five Scriptures II</i>	3 units
TT120	Introduction to the <i>I Jing</i>	3 units
TT153	<i>The Bible</i>	3 units
	Electives	6 units
	Total:	16 units

#### Fourth year - second semester

TT408	Practicum II	1 unit
TT121	<i>Combined Elucidation of the Truth and the Numbers</i>	3 units
TT132	<i>Tao-teh Jing</i>	3 units
	Electives	9 units
	Total:	16 units

## **GRADUATE STUDIES IN TIEN TAO**

### **MASTER'S PROGRAM**

#### **DEGREE CONFERRED: MASTER OF ARTS IN TIEN TAO**

#### **PROGRAM OBJECTIVES**

The courses in the graduate studies of Tien Tao emphasize practices to "esteem the Virtues," and studies in *I Jing* to "study, question and learn." Scriptures of Confucianism, Taoism, and Buddhism, and public communication complement training in Tien Tao to help students to practice fully what they have learned.

#### **DEGREE REQUIREMENTS**

The degree of Master of Arts in Tien Tao is conferred upon students after they have completed the following curriculum and satisfied the general requirements of the University:

- (1) Six core courses (TT10, TT70, TT73, TT115, TT116, and TT120) totaling eighteen units. These core courses may be waived by passing challenging examinations or studies in relevant courses.
- (2) One unit of Practice of Tien Tao and one unit of Tien Tao Training must be taken each semester but only a maximum of three units of each of these two courses may be applied towards the Degree Requirements.
- (3) A total of twenty-seven units of required and elective courses including three units of Master's Report or three to six units of Master's Thesis. A maximum of three units of upper division undergraduate courses (TT100-199) and a maximum of six units of Master's Thesis may be applied towards the Degree Requirements. No Lower Division undergraduate courses (TT10-99) may be used to satisfy the Degree Requirements.

## **ADMISSION REQUIREMENTS**

Admissions requirements follow the University Requirements. All applicants for the Master's Degree programs are encouraged to submit Graduate Record Examination (GRE) scores and, for foreign students, the TOEFL scores, or their equivalent, directly from the examination organizations.

## **DOCTORAL PROGRAM**

### **DEGREE CONFERRED: DOCTOR OF PHILOSOPHY IN TIEN TAO**

### **PROGRAM OBJECTIVES**

The Ph.D. Program emphasizes the practice of Inner Sainthood and Outer Kingship. Students cultivate the Heart and True Self in order to rid themselves of desires. They broaden their scope of knowledge in order to examine matters. To unite Heaven and Man, students should "exert their heart within, be rid of matters without, and unite the essence and manifestation." However, a student in the Ph.D. Program fully depends on his/her own practice and self-recognition. Therefore, the Ph.D. Program promotes a student's abilities in self-discipline and studying, with the guidance of the instructor to aid the student in thoroughly understanding the essence and the origin, to be the true Confucian who will be the candidate as a future leader to save the world and humanity.

### **DEGREE REQUIREMENTS**

The Degree of Doctor of Philosophy in Tien Tao is conferred upon students after they have completed the following curriculum in addition to satisfying the general requirements of the University.

- (1) For a student who does not hold the Master of Arts in Tien Tao Degree, he or she should complete the courses required by the Master of Arts in Tien Tao Degree, except for the Master's Report or the Master's Thesis.
- (2) Student must enroll in one unit of Practice of Tien Tao and one unit of Tien Tao Training each semester. A maximum of nine units each may be counted toward satisfying the Degree Requirements.
- (3) A total of 33 units of other required and elective courses\*, including a minimum of six units and a maximum of ten units of the Doctoral Thesis.

\*Elective Courses: The objective of the elective courses is to broaden the student's knowledge in Tien Tao and other academic areas offered by other School and Departments of the University. This is to facilitate the student's understanding the essence and manifestation of Tao. To experience Tao in different areas is to extend the appreciation of Tao. When the students could fully utilize their acquired knowledge in other area, he or she would definitely further his or her practice of Tien Tao. However, the student should concentrate on one or two subjects instead of only superficially learning many subjects. Students can take up to eighteen units of courses offered by any School or department of the University as long as their selections are approved by the advisor and satisfy the following requirements:

- (1) The elective courses include Independent Study and Graduate Seminars (TT300-399) approved by the Department Chair.
- (2) Other academic subjects cannot exceed two different areas of concentration.
- (3) Each area of concentration should consist of at least nine units, including six units of graduate courses (course numbers 200-299).
- (4) No more than six units of undergraduate Upper Division Courses (course numbers 100-199) will be applied to satisfy the degree requirements.
- (5) No undergraduate Lower Division Courses (course numbers 10-99) will be accepted.

- (6) The faculty will evaluate transferred units. No more than twelve units may be transferred. Transferred units may satisfy all requirements of the elective courses.
- (7) Students must earn a grade of "B" or above in all elective courses.

## ADMISSION REQUIREMENTS

Admission requirements in the Doctoral Degree program follow the University Requirements. All applicants are encouraged to submit Graduate Record Examination (GRE) scores. For foreign students, the TOEFL score, or its equivalent, should be sent directly from the examination organizations.

## EXAMINATIONS RELATED TO THE PH.D. PROGRAM

The Ph.D.-Degree Program in Tien Tao requires the student to pass each one of the Preliminary Examination, Qualifying Examination, and oral Doctoral Theses Defense Examination. Students cannot attempt more than twice in each of these examinations, except under special circumstances, approved by the Department Chair, Dean of the School of Tien Tao, and the Vice President of Academic Affairs.

## CURRICULUM

**Master of Arts Core Courses: There are 6 courses with a total of 18 units.**

Core Courses may be waived by completing the relevant courses with a grade of "B" or better or passing the challenging examination.

TT70	Overview of Tien Tao	3 units
TT73	Heritage of Tien Tao	3 units
TT101	<i>The Great Learning</i> and <i>The Doctrine of Mean</i> (II)	3 units
TT115	<i>Confucian Analects</i> II	3 units
TT116	The Mencius II	3 units
TT120	Introduction to <i>I Jing</i>	3 units

Courses in Practice of Tien Tao and Tien Tao Training: Students must take one unit of Practice of Tien Tao and one unit of Tien Tao Training for each semester. TT419 may be repeated until graduation.

Courses in Practice of Tien Tao:

TT411	Canons of Tao	1 unit
TT412	Concepts of Practicing Tao	1 unit
TT413	Filial Piety	1 unit
TT414	The Human Principles	1 unit
TT415	Self Improvement and Disciplines	1 unit
TT416	Managerial Principles	1 unit
TT417	Practicum I	1 unit
TT418	Practicum II	1 unit
TT419	Practicum III	1 unit

Courses in Tien Tao Training:

TT451	Tien Tao Training I (for Master degree)	1 unit
TT452	Tien Tao Training II (for Ph.D. degree)	1 unit

### Required Courses for Master's Degree

TT212	Essence of Confucianism	3 units
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TT220	<i>I Jing</i> I	3 units
TT221	<i>I Jing</i> II	3 units
TT230	Essence of Taoism	3 units
TT240	Essence of Buddhism	3 units
TT281	Tien Tao and the Five Great Religions	3 units
TT270	Advanced Studies of the Principles of Tien Tao	4 units
TT350	Master's Report	3 units
TT549	Master's Thesis	3-6 units

### Required Courses for Ph.D. Degree

TT222	Advanced Studies of <i>I Jing</i> I	3 units
TT223	Advanced Studies of <i>I Jing</i> II	3 units
TT224	Advanced Studies of <i>I Jing</i> III	3 units
TT599	Doctoral Dissertation	3-6 units

### Elective Courses of Graduate Studies

TT210	Selective Studies of <i>The Book of Odes</i> and <i>The Book of Records</i>	3 units
TT211	Selective Studies of <i>The The Book of Rites</i> and <i>Spring and Autumn Annals</i>	3 units
TT213	Advanced Studies of <i>The Great Learning</i> and <i>The Doctrine of Mean</i>	3 units
TT214	Advanced Studies of <i>The Book of Odes</i> and <i>The Book of Records</i>	3 units
TT215	Advanced Studies of <i>The Book of Rites</i> and <i>Spring and Autumn Annals</i>	3 units
TT225	Meaning of <i>He-tu</i> and <i>Luo-shu</i>	3 units
TT226	Exploration of the origin of <i>I Jing</i> I	3 units
TT227	Exploration of the origin of <i>I Jing</i> II	3 units
TT231	Studies of <i>Ching-jing Jing</i>	3 units
TT232	Studies of <i>Tao-teh Jing</i>	3 units
TT233	Studies of <i>Nan-hua Jing</i>	3 units
TT241	Studies of Buddhist Sutra I	3 units
TT242	Studies of Buddhist Sutra II	3 units
TT243	Studies of Buddhist Sutra III	3 units
TT250	Essence of Christianity	3 units
TT251	Essence of Islam	3 units
TT252	Studies of <i>The Bible</i>	3 units
TT253	Studies of <i>The Koran</i>	3 units
TT271	Divinity of Tien Tao	2 units
TT272	Sacred Admonishments of Immortals and Buddhas	3 units
TT273	The Tien-fo Court	2 units
TT281	Tien Tao and the Five Great Religions	3 units
TT330	Individual Studies	1-3 units
TT340	Special Topic Seminar in Tien Tao	1-3 units

### COURSE DESCRIPTIONS

TT210 Selective Studies of *The Book of Odes* and *The Book of Records* (3 units)  
Prerequisite: TT118B.

TT211 Selective Studies of *The The Book of Rites* and *Spring and Autumn Annals* (3 units)  
Prerequisite: TT118B.

TT212 Essence of Confucianism (3 units)

Prerequisite: Graduate standing or consent of the instructor. The essence of Confucianism is embedded in the Four Books and the Five Scriptures. This course describes these principles in a simple manner by discussing the origin, background, development, and contents of Confucianism.

TT213 Advanced Studies of *The Great Learning* and *The Doctrine of Mean* (3 units)

Prerequisite: TT10, TT212. As the beginning of its studies, Confucianism teaches cultivating the heart to nurture the True Self, transcending the Truth from physical forms, and restraining oneself to restore the original rites in order to return to benevolence. This course studies *The Great Learning* and *The Doctrine of Mean* in terms of cultivating the heart of Confucianism.

TT214 Advanced Studies of *The Book of Odes* and *The Book of Records* (3 units)

Prerequisite: TT210. This course continues the studies of TT210 Selected Studies of *The Book of Odes* and *The Book of Records*.

TT215 Advanced Studies of *The Book of Rites* and *Spring and Autumn Annals* (3 units)

Prerequisite: TT211. This course continues the studies of TT211 Selected Studies of *The Book of Rites* and *The Spring and Autumn Annals*.

TT220 *I Jing* I (3 units)

Prerequisite: TT120. This course studies the sixty-four hexagrams of King Wen in *I Jing*.

TT221 *I Jing* II (3 units)

Prerequisite: TT220. This course studies the Confucius Ten Wings in *I Jing*.

TT222 Advanced Studies of *I Jing* I (3 units)

Prerequisite: TT221. This course further studies the first thirty-two hexagrams in *I Jing*.

TT223 Advanced Studies of *I Jing* II (3 units)

Prerequisite: TT222. This course further studies the next thirty-two hexagrams in *I Jing*.

TT224 Advanced Studies of *I Jing* III (3 units)

Prerequisite: TT223. This course further studies the Confucius Ten Wings in *I Jing*.

TT225 Meaning of *He-tu* and *Luo-shu* (3 units)

Prerequisite: TT121, TT221 or consent of the instructor. The *He-tu* and the *Luo-shu* are the foundations of the *I Jing*. This course details the meaning of the *He-tu* and the *Luo-shu*, the development of *I*, the evolving from the Hsien-tien (congenital) Order of the eight trigrams of Fu-Hsi to the Hou-tien (substantial) Order of the eight trigrams of King Wen, and the applications of the *He-tu* and the *Luo-shu*.

TT226 Exploration of the origin of *I Jing* I (3 units)

Prerequisite: TT224 and TT225. Based on the *I Jing*, the saints recognized the Tao of Heaven by “realizing the Center” and established the Tao of Man by creating the system of teaching. This course studies *The Testimony and Elaboration of I* and *The Governing of Huang-ji* in order to learn the origin of the changes of Heaven and Earth, and the teachings of all religions.

TT227 Exploration of the origin of *I Jing* II (3 units)

Prerequisite: TT226. The *I Jing* shows that the Heavenly Mandate is the origin of the True Self and Life. This course studies *The Testimony and Elaboration of I*, *Road Map of the Heritage of Tao*, *Combined Education of the Truth and the Numbers*, and *One-pervading Exploration of the Origin* in order to understand the goal of the Saints’ teaching.

TT230 Essence of Taoism (3 units)

Prerequisite: Graduate Standing or consent of the instructor. This course introduces the basic theory of Taoist tranquillity and Wu-Wei.

- TT231 Studies of *Ching-jing Jing* (3 units)  
Prerequisite: TT230. Taoist teaching is to cultivate the heart, refine the True Self, and to unite the Truth with one's spirit. One begins by always being pure and tranquil. This course studies the truth of Taoism through the studies of *Ching-jing Jing*.
- TT232 Studies of *Tao-teh Jing* (3 units)  
Prerequisite: TT132, TT230. This course studies the Truth embedded within the Taoist scripture *Tao-teh Jing*.
- TT233 Studies of *Nan-hua Jing* (3 units)  
Prerequisite: TT230. This course studies the Truth embedded within the Taoist scripture *Nan-hua Jing*.
- TT240 Essence of Buddhism (3 units)  
Prerequisite: Graduate Standing or consent of the instructor. This course introduces the basic principles of Buddhism, i.e., the gist of the Buddha's teaching in 49 years.
- TT241 Studies of Buddhist Sutra I (3 units)  
Prerequisite: TT142, TT240. This course searches for the Truth embedded within the Buddhist scripture *The Vajra Sutra*.
- TT242 Studies of Buddhist Sutra II (3 units)  
Prerequisite: TT240. This course searches for the Truth of the mystic existence out of the Void embedded within the Buddhist scriptures *Leng-yan Sutra*, *Leng-chie Sutra*, and *Wei-mo Sutra*.
- TT243 Studies of Buddhist Sutra III (3 units)  
Prerequisite: TT240. This course searches for the Truth embedded within the Buddhist scriptures *Fa-hua Sutra* (*Saddharma Pundarika Sutra*) and *Hua-yan Sutra*.
- TT250 Essence of Christianity (3 units)  
Prerequisite: Graduate Standing or consent of the instructor. This course searches for the Truth embedded within the Christian scripture *The Holy Bible*.
- TT251 Essence of Islam (3 units)  
Prerequisite: Graduate Standing or consent of the instructor. This course searches for the Truth embedded within the Islamic scripture *The Koran*.
- TT252 Studies of *The Bible* (3 units)  
Prerequisite: TT250. This course further searches for the Truth embedded within the Christian scripture *The Bible*.
- TT253 Studies of *The Koran* (3 units)  
Prerequisite: TT251. The prophet Mohammed established Islam by the Decree of God. His words and deeds were recorded in *The Koran*. This course further searches for the Truth embedded within the Islamic scripture *The Koran*.
- TT270 Advanced Studies of the Principles of Tien Tao (4 units)  
Prerequisite: Graduate Standing or consent of the instructor. This course discusses the essence and manifestation of the sayings: "One disperses into All." and "All returns to One."
- TT271 Divinity of Tien Tao (2 units)  
Prerequisite: Graduate Standing or consent of the instructor. This course teaches students the divinity of Tien-Tao through studying God's messages in *The Ten Admonishments of Huang-Mu to the Children* and *The Letter from Home*.
- TT272 Sacred Admonishments of Immortals and Buddhas (3 units)  
Prerequisite: Graduate Standing or consent of the instructor. This course studies the sacred admonishment of Buddha and Immortals through *Fu-luan* (sand writing).

- TT273 The Tien-fo Court (2 units)  
Prerequisite: Graduate Standing or consent of the instructor. The Tien-fo Court is a pure land for souls and the Heaven created by the vows of Mi-Le Buddha. This course discusses the organization and functions of the Tien-fo Court, and how to reach the Tien-fo Court.
- TT281 Tien Tao and the Five Great Religions (3 units)  
This course discusses the relationship between Tien Tao and the five great religions. The origin and development of the five great religions and the similarities and differences between Tien Tao and the five great religions are presented.
- TT330 Independent Study (1-3 units)  
Prerequisite: Graduate Standing. Students are assigned independent research topics by their advisor with the approval of Department Chair.
- TT340 Special Topic Seminar in Tien Tao (1-3 units)  
Prerequisite: Graduate Standing. Various topics related to Tien Tao graduate studies will be presented in the seminar.
- TT350 Master's Report (3 units, repeatable)  
Prerequisite: Master's Degree program students. Their advisor with the approval of the Department Chair assigns the topics of the report.
- TT411 Canons of Tao (1 units)  
Prerequisite: TT401 or consent of the instructor. This course further studies the Canons of Tao. There is one hour of lecture per week and students are required to practice what they have learned at least six hours per week.
- TT412 Concepts of Practicing (1 units)  
Prerequisite: TT402 or consent of the instructor. This course further studies the concepts of practicing Tien Tao. There is one hour of lecture per week and students are required to practice what they have learned at least six hours per week.
- TT413 Filial Piety (1 units)  
Prerequisite: TT403 or consent of the instructor. This course further studies the importance of fulfilling filial piety. There is one hour of lecture per week and students are required to practice what they have learned at least six hours per week.
- TT414 The Human Principles (1 units)  
Prerequisite: TT404 or consent of the instructor. This course further studies the meaning of Saints establishing the Human Principles. There is one hour of lecture per week and students are required to practice what they have learned at least six hours per week.
- TT415 Self Improvement and Disciplines (1 units)  
This course instill self improvement and discipline into students' daily lives, including training in preparation and handling of meals, attires, boarding, transport, first aid, crisis, and trauma. Such exercises enhance a student's skill in being independent and adaptive. Students are required to attend practice/lab sessions totaling 6 hours per week.
- TT416 Managerial Principles (1 units)  
This course presents to students principles in managing people, task, time, and resources, along with overview on related application software so that students will possess necessary managerial skills.
- TT417 Practicum I (1 units)  
Prerequisite: TT408 or instructor's consent. This course is the final review of Tien Tao Practice courses in the previous six semesters. Students will do a presentation on their experience as their goal for future improvements.
- TT418 Practicum II (1 units)

Prerequisite: TT417 or instructor's consent. This course adopts the report from TT417 as each student's goal for self improvement and follows through with further cultivation of uniting knowledge and practice.

TT419 Practium III (1 units, repeatable)

This course focuses on cultivating the Heart and the True Self. The content varies, but the class focuses on extending knowledge, reaching wisdom, being tranquil, and cultivating the Heart. The instructor will group the students based on their level of practice. Eight hours of practice per week are required. Tien Tao graduate students must take this course every semester after the completion of TT418 or instructor's consent

TT451, 452 Tien Tao Training I, II (1 units each, repeatable)

Tien Tao focuses on practice. Its final goal is to practice what you know and be consistent. This course provides students the environment to fully utilize their knowledge and apply them in practice in daily life. Students are cultivated to be the backbone Tien Tao. Students must participate in the activities assigned by their advisor nine hours per week. Report must be submitted to the advisor at the end of the course. TT451 is for the Master's Degree Student and TT452 is for the Doctoral Degree Student.

TT549 Master's Thesis (3-6 units, repeatable)

Prerequisite: Enrolled in the Master's Degree program and consent of the advisor. The Topic of the Thesis must be assigned by their advisor and approved by the Department Chair.

TT599 Doctoral Thesis (3-6 units, repeatable)

Prerequisite: Passed the Ph.D. Oral Qualifying Examination.

## SUGGESTED COURSE SEQUENCE FOR M.A. IN TIEN TAO

### First semester

TT411	Canons of Tao	1 unit
TT212	Essence of Confucianism	3 units
TT240	Essence of Buddhism	3 units
TT270	Advanced Studies of the Principles of Tien Tao	4 units
TT451	Tien Tao Training I	1 unit
	Total:	12 units

### Second semester

TT412	Concepts of Practicing Tao	1 unit
TT220	<i>I Jing</i> I	3 units
TT230	Essence of Taoism	3 units
TT451	Tien Tao Training I	1 unit
TT350/TT549 or Elective		3 units
	Total:	11 units

### Third semester

TT413	Filial Piety	1 unit
TT221	<i>I Jing</i> II	3 units
TT451	Tien Tao Training I	1 unit
TT350/TT549 or Elective		6 units
	Total:	11 units

## **SCHOOL OF LETTERS AND SCIENCE**

### **DEPARTMENT OF CHINESE LANGUAGE AND LITERATURE**

#### **PROGRAMS**

This department offers two distinctive programs for students who wish to study Chinese literature and propagate Chinese culture. Students can either study under the Chinese language program or under the Chinese literature program.

#### **DEGREES CONFERRED: BACHELOR OF ARTS IN CHINESE LANGUAGE OR CHINESE LITERATURE.**

#### **I. CHINESE LANGUAGE DIVISION**

##### **PROGRAM OBJECTIVES**

The Chinese language division offers undergraduate courses of study in Chinese with emphasis on the language and culture of China. The program aims to develop the four linguistic skills of speaking, listening, reading, and writing in a balanced and complementary manner. The courses are blended with Chinese culture, history, philosophy, customs, tradition, folk stories, drama and music, etc. to help students understand the basis of Chinese culture and language. It provides the ground work for graduate study in Chinese studies, and also, provides specialized knowledge for students who aspire for a career in trading, commerce, journalism, writing, and translation work.

##### **DEGREE REQUIREMENTS**

The degree requirements in the Chinese Language Division are similar to the general requirements of the University. A student is conferred a Bachelor of Arts Degree in Chinese Language if the following courses and a minimum of 128 semester hours of academic work have been completed. Language preparatory courses such as CHL3 and CHL6 will not be counted as required units for graduating with a Bachelor's Degree.

- |   |          |
|---|----------|
| (1) General education requirements  |          |
| GE20, 21 Chinese Literature and Writing I, II can be replaced by CHL11, 12, respectively  | 50 units |
| (2) 15 required courses from the Chinese Language Division                                | 52 units |
| (3) Electives or related Chinese Literature courses                                       | 20 units |
| (4) Title V courses in American history and government<br>(required for certain students) | 6 units  |

##### **ADMISSION REQUIREMENTS**

The admission requirements of the Chinese Language Division are similar to the University's admission requirements. With the exception of General Education classes, all classes offered by this department will be conducted in Chinese. Therefore, the proficiency of the student in listening, reading, speaking, and writing in Chinese is essential to the studying of Chinese language or literature.

## **LANGUAGE PLACEMENT TEST**

All newly admitted students must first take a Chinese placement test to determine their Chinese language skills before they can participate in this program. Based on the results of the placement test, a program advisor will assist the student in deciding which courses to take. Students who score high on the placement test may skip Elementary Chinese (CHL3) and Intermediate Chinese (CHL6) courses. Students who do not meet the minimum score requirements will be required to enroll in CSL (Chinese as a Second Language) classes (CHL3 and CHL6) which will help build their Chinese language skills.

## **INSTRUCTIONAL METHODS**

All instructors are experienced teachers with a great passion for teaching Chinese. Classes will provide valuable information and help the students meet the program objectives. Teaching methods will be simple, stimulating, and intuitive. Students are required to memorize and recite some of the teaching material.

This program provides an opportunity for extensive language training and interdisciplinary course work, introducing practical and interesting subjects such as: Chinese philosophy, life styles, customs and traditions, history, geography, business, and current affairs. Beyond language training, students will learn more about the basics of Chinese culture.

The student begins with works in modern mandarin and progresses to classical Chinese, which was the dominant literary medium until the twentieth century. The program provides thorough instruction of the Chinese language emphasizing reading, writing, listening, and conversational skills.

For many of the courses, a list of reference materials for additional reading will be provided. Students are required to attend lectures and encouraged to actively participate in class discussions in order to foster independent thinking, analysis, and expression. Whenever possible or available, instructional audio/visual aids will be used to illustrate the course materials. Examinations will be used to help the instructor be aware of the effectiveness of teaching methods and also to help students expose subject materials that they are still not well acquainted with.

## **CURRICULUM**

### **(1) Lower Division Courses**

Lower division courses teach students the fundamentals of modern Chinese, including pronunciation, grammar, and Chinese characters, with emphasis on all four basic language skills - speaking, listening comprehension, reading, and writing.

D) There are six required lower division courses with a total of 20 units.

CHL11	Advanced Chinese I	4 units
CHL12	Advanced Chinese II	4 units
CHL20	Introduction to Chinese Language and Culture	3 units
CHL25	Chinese Folk Tales and Ethics	3 units
CHL30	Introduction to Chinese Language and History	3 units
CHL35	Introduction to Chinese Civilization	3 units

II) There are two lower division elective courses.

CHL40 Business Chinese	3 units
CHL50 Chinese Calligraphy and Painting	3 units

## (2) Upper Division Courses

Upper division courses teach students advanced Chinese language, exploring Chinese literature, philosophy, history, life styles, customs, business, and other related subject matters.

I) There are ten required upper division courses totaling 32 units.

CHL100 Introduction to Chinese Linguistics	3 units
CHL104 Introduction to Chinese Etymology	3 units
CHL120 Modern Chinese Short Stories	3 units
CHL122 Readings in Modern Chinese Literature	4 units
CHL123 Topics in Contemporary Chinese Literature and Culture	4 units
CHL140 Introduction to Chinese Poetry	3 units
CHL160 Introduction to Chinese Philosophy	3 units
CHL161 Readings in Confucianism I	3 units
CHL162 Readings in Confucianism II	3 units
CHL180 English Translation in Modern Chinese Literature	3 units

II) There are seven upper division elective courses.

CHL110 Introduction to the History of Chinese Literature	3 units
CHL136 Introduction to Classical Chinese	3 units
CHL170 Readings in Taoism	3 units
CHL176 Readings in Buddhism	3 units
CHL182 English Translation in Classical Chinese Literature	3 units
CHL190 Archaeology in China	3 units
CHL300 Independent Study	1 - 4 units

A minimum of 20 units of elective courses is required. Upon the consent of their advisor, students can select courses from the Chinese Literature Division or other Departments to fulfill the requirements of electives.

## COURSE DESCRIPTIONS

CHL3 Elementary Chinese (6 units)

Prerequisite: none. Four one-hour lectures plus two two-hour language laboratory sessions per week. This course teaches both Mandarin phonetic symbols I and II and the Yale phonetic pronunciation system. Students will learn 500 Chinese Characters and simple sentence structure.

CHL6 Intermediate Chinese (6 units)

Prerequisite: CHL3 or consent of the instructor. Four one-hour lectures plus two two-hour language laboratory sessions per week. Students will learn 1,000 intermediate Chinese characters and sentence structure.

CHL11 Advanced Chinese I (4 units)

Prerequisite: CHL6 or consent of the instructor. Three one-hour lectures plus one two-hour language laboratory session per week. Selected readings from junior high school Chinese text books issued by the Department of Education, Republic of China (Taiwan) will be used. In addition to lectures, assignments are given to improve students' listening, speaking, reading, and writing skills. This course can be taken as a substitution for GE20, Chinese Literature and Writing I, if Chinese is a secondary language for the student.

- CHL12 Advanced Chinese II (4 units)  
Prerequisite: CHL11. Three one-hour lectures, plus one two-hour language laboratory session per week. Selected readings from junior high school Chinese text books issued by the Department of Education, Republic of China (Taiwan) will be used. Additional assignments are required to improve students' listening, speaking, reading, and writing skills. This course can be taken as a substitution for GE21, Chinese Literature and Writing II, if Chinese is a secondary language for the student.
- CHL20 Introduction to Chinese Language and Culture (3 units)  
Prerequisite: CHL12. Three hours of lecture and discussion per week. This course provides students with the opportunity to study Chinese language and culture through Chinese legends, stories, tales, customs, and traditions.
- CHL25 Chinese Folk Tales and Ethics (3 units)  
Prerequisite: CHL12. Three hours of lecture and discussion per week. This course provides students with the opportunity to study Chinese language and ethics through Chinese folk tales.
- CHL30 Introduction to Chinese Language and History (3 units)  
Prerequisite: CHL12. Three hours of lecture and discussion per week. This course provides students with the opportunity to study Chinese language and history through stories from Chinese history.
- CHL35 Introduction to Chinese Civilization (3 units)  
Prerequisite: CHL12. Two hours of lecture and one hour of discussion per week. This course is intended as an introduction to the development of outstanding aspects of Chinese culture from prehistoric to modern times.
- CHL40 Business Chinese (3 units)  
Prerequisite: CHL12. Three hours of lecture and discussion per week. This course is intended to prepare students to conduct business in Chinese using practical business language.
- CHL50 Chinese Calligraphy and Painting (3 units)  
Prerequisite: CHL6 or consent of the instructor. One hour of lecture and two hours of practice per week. This course teaches students to learn and appreciate the aesthetic training of calligraphy art and Chinese painting through different artistic styles.
- CHL100 Introduction to Chinese Linguistics (3 units)  
Prerequisite: CHL35. Three hours of lecture and discussion per week. This course presents a discussion of issues in Chinese phonology, rhyme, syntax, and semantics. Case studies of seemingly idiosyncratic properties of Chinese in light of the current theory of universal grammar will also be presented.
- CHL104 Introduction to Chinese Etymology (3 units)  
Prerequisite: CHL100. Three hours of lecture and practice per week. This course presents the development of the Chinese writing system from ancient inscriptions six thousand years ago to modern forms used today. Also presented are the Six principles, which were used to form Chinese characters.
- CHL110 Introduction to the History of Chinese Literature (3 units)  
Prerequisite: CHL35. Three hours of lecture per week. This course introduces Classical Chinese literature consisting of poetry, Tsz, Ge, Fu, prose, and other literary expressions.
- CHL120 Modern Chinese Short Stories (3 units)  
Prerequisite: CHL35. Three hours of lecture and discussion per week. Selected readings of works of modern Chinese short novels will be studied.
- CHL122 Readings in Modern Chinese Literature (4 units)  
Prerequisite: CHL35. Three hours of lecture and discussion per week. Selected readings of works of modern Chinese literature, including prose, poetry, Tsz, etc. will be studied.
- CHL123 Topics in Contemporary Chinese Literature and Culture (4 units)

Prerequisite: CHL122. Four hours of lecture and discussion per week. This course introduces various topics in contemporary Chinese literature and culture, including politics and poetics of Chinese postmodernism, natives, feminism, mass culture, and media.

CHL136 Introduction to Classical Chinese (3 units)

Prerequisite: CHL104. Three hours of lecture per week. The grammar and vocabulary of Classical Chinese will be studied. Emphasis will be on philosophical and historical works, with some selections from prose and poetry.

CHL140 Introduction to Chinese Poetry (3 units)

Prerequisite: CHL104. Three hours of lecture and discussion per week. This is an introductory course of classical and modern Chinese poetry.

CHL160 Introduction to Chinese Philosophy (3 units)

Prerequisite: CHL104. Three hours of lecture and discussion per week. This is an introductory course exploring Chinese main stream philosophy through selected readings from the works of Confucius, Mencius, Lao Tz, Chuang Tz, and others.

CHL161, 162 Readings in Confucianism I, II (3, 3 units)

Prerequisite: CHL104. Three hours of lecture and discussion per week. Selected readings from the Four Books, *The Confucian Analects*, *The Mencius*, *The Great Learning*, and *The Doctrine of Mean*, are presented to give students a basic understanding of the philosophy of Confucianism.

CHL170 Readings in Taoism (3 units)

Prerequisite: CHL104. Three hours of lecture and discussion per week. Selected readings from the *Tao-teh Jing*, *Ching-jing Jing*, and other Taoism scriptures will be studied.

CHL176 Readings in Buddhism (3 units)

Prerequisite: CHL104. Three hours of lecture and discussion per week. Selected readings from Buddhist texts written in literary Chinese and taken from translated Sanskrit sutras including *Heart Sutras*, *Diamond Sutra*, and other Buddhism scriptures will be studied.

CHL180 English Translation in Modern Chinese Literature (3 units)

Prerequisite: CHL20. Three hours of lecture and discussion per week. Students will study the principles of English translation from masterpieces of English editions of modern Chinese literature, including prose, novels, fiction, modern poetry, newspaper articles, et cetera.

CHL182 English Translation in Classical Chinese Literature (3 units)

Prerequisite: CHL180. Three hours of lecture and discussion per week. Learn how to translate to English masterpieces of the Chinese literary tradition, including prose, poetry, fiction, folk poetry, et cetera.

CHL190 Archaeology in China (3 units)

Prerequisite: CHL35. Three hours of lecture and discussion per week. Students will study Chinese culture from the past with various types of artifacts, beginning scientific archaeology, and surveys of major excavations of sites from all periods.

CHL300 Independent Study (1 to 4 units)

Prerequisite: CHL123. Students must have attained upper division standing. Individual studies in the field of Chinese literature will be undertaken.

## SUGGESTED COURSE SEQUENCE

### First year - first semester

TT401	Canons of Tao	2 units
GE30	College Mathematics	3 units
GE40/42/47	Natural Science	3 units
GE85	Intr. to Personal Computers	3 units
CHL11	Advanced Chinese I	4 units
Total:		15 units

### First year - second semester

TT402	Concepts of Practicing Tao	2 units
GE40/42/47	Natural Science	3 units
GE80	Fundamentals of Health Science	3 units
CHL12	Advanced Chinese II	4 units
CHL50	Chinese Calligraphy and Painting	3 units
Total:		15 units

### Second year - first semester

TT403	Filial Piety	2 units
GE25	English Composition I	3 units
GE65	Principles of The Harm. World	3 units
CHL20	Introduction to Chinese Language and Culture	3 units
CHL25	Chinese Folk Tales and Ethics	3 units
	Electives	3 units
Total:		17 units

### Second year - second semester

TT404	The Human Principles	2 units
GE26	English Composition II	3 units
GE35	Oral Communication	3 units
CHL30	Introduction to Chinese Language and History	3 units
CHL35	Introduction to Chinese Civilization	3 units
CHL100	Introduction to Chinese Linguistics	3 units
Total:		17 units

### Third year - first semester

TT405	Self Improvement and Disciplines	2 units
GE60	Chinese History and Civilization	3 units
GE90	American History (or Elective)	3 units
CHL104	Introduction to Chinese Etymol.	3 units
CHL120	Modern Chinese Short Stories	3 units
	Electives	3 units
Total:		17 units

### Third year - second semester

TT406	Managerial Principles	2 units
GE70	Western Civilization	3 units
GE95	American Political Institutions (or Elective)	3 units
CHL122	Readings in Modern Chinese Literature	4 units
CHL123	Topics in Contemporary Chinese Literature and Culture	4 units
Total:		16 units

### Fourth year - first semester

TT407	Practicum I	1 unit
GE72	World Religions	3 units
CHL140	Introduction to Chinese Poetry	3 units
CHL161	Readings in Confucianism I	3 units
CHL180	English Translation in Modern Chinese Literature	3 units
	Elective	3 units
Total:		16 units

### Fourth year - second semester

TT408	Practicum II	1 unit
CHL160	Introduction to Chinese Philosophy	3 units
CHL162	Readings in Confucianism II	3 units
	Electives	8 units
Total:		15 units

## **II. CHINESE LITERATURE DIVISION**

### **PROGRAM OBJECTIVES**

The Chinese Literature Division offers an undergraduate course of study in the fundamentals of Chinese culture, ethics, and literature, illustrating the profoundness of Chinese culture and etymological beauty of the Chinese language. The program aims to educate students to help further propagate Chinese culture, utilizing ethics and morality as the framework and literature as the content to put knowledge to practice and to continue the development of Chinese literature and culture. The program prepares students for graduate work in Chinese Studies as it aims to provide a solid foundation in Chinese Literature, but it also prepares a student who intends to seek a career in education, writing, translation, journalism, or other professions.

### **DEGREE REQUIREMENTS**

The degree requirements for the Chinese Literature Division are similar to the general requirements of the University. A student is conferred a Bachelor of Arts Degree in Chinese Literature if the following courses and a minimum of 130 semester hours of academic work have been completed:

(1) General education requirements	56 units
(2) 21 required courses from the Chinese Literature Division	65 units
(3) Electives	9 units
(4) Title V courses in American history and government (required for certain students)	6 units

To broaden a student's perspective, this department encourages students to choose one specialized area of study as minor. In addition to the courses listed above, students are urged to take at least 24 semester units of course work from another department or related field.

### **ADMISSION REQUIREMENTS**

The admission requirements of the Chinese Literature Division are similar to University requirements. This department will accept students who meet the admission requirements of the University. With the exception of General Education classes, all classes offered by this department will be conducted in Chinese. Therefore, the proficiency of students in listening, reading, speaking, and writing in Chinese is essential in studying Chinese language and literature.

### **LANGUAGE PLACEMENT TEST**

Before classes begin each semester, all incoming freshman in this Department are required to take a Chinese Language Placement Test. Results of the Test will provide advisors with a proper evaluation of a student's Chinese language skills, and will help them guide students in class selection accordingly.

### **INSTRUCTIONAL METHODS**

The major area of study in the program is Classical Chinese literature, which is supplemented with modern Chinese literature. Many courses stress practice so that classroom learning can be put to use. To improve comprehension and to lay a solid foundation in Classical Chinese literature, students will be required to write term papers and reports. In

addition, they are required to participate in extracurricular assignments and discussion. The Department will hold seminars regularly and form discussion groups in order to foster an environment conducive to academic excellence.

Students are required to attend all lectures and encouraged to actively participate in class discussions to stimulate independent thinking and analysis. Quizzes, midterm examinations, and final examinations are administered to provide the students with feedback and for assessing the effectiveness of the teaching methods employed.

## CURRICULUM

### (1) Lower Division Courses

Lower division courses offer fundamental knowledge in Chinese literature, with emphasis on the development of Chinese characters, the founding of Chinese civilization, and characteristics of Chinese culture. These courses will help students acquire the basic concepts of the history of Chinese literature.

- I) There are 5 required lower division courses totaling 13 units:
- |  |         |
|--|---------|
| CHL21 Chinese Culture and Etymology    | 3 units |
| CHL32 History of Chinese Literature I  | 2 units |
| CHL33 History of Chinese Literature II | 2 units |
| CHL35 <i>The Historical Records I</i>  | 3 units |
| CHL36 <i>The Historical Records II</i> | 3 units |
- II) There are 4 lower division elective courses:
- |  |         |
|--|---------|
| CHL23 Readings in Classical Chinese Literature | 4 units |
| CHL24 Introduction to Chinese Literature       | 3 units |
| CHL39 Writing for Public Communication         | 3 units |
| CHL91 Chinese Calligraphy and Practice         | 2 units |

### (2) Upper Division Courses

Upper division courses introduce students to the mainstream of Chinese literature and philosophy. These courses include poetry, neo-poetry, music, and Fu, selected readings of classics from Confucius, Mencius, Lao Tz and Chuang Tz; methodology in Chinese literature, modern literature, folk poetry, etc., to establish a solid foundation for students in both classical and modern literature. It also provides professional development courses such as English translation of Classical Chinese, journalism, creative writing, editing, etc.

- I) There are 17 required courses totaling 53 units:
- |  |         |
|--|---------|
| CHL117 History of Chinese Philosophy I                     | 3 units |
| CHL118 History of Chinese Philosophy II                    | 3 units |
| CHL132 <i>Book of History I</i>                            | 3 units |
| CHL133 <i>Book of History II</i>                           | 3 units |
| CHL134 <i>Book of Rites I</i>                              | 4 units |
| CHL135 <i>Book of Rites II</i>                             | 4 units |
| CHL136 <i>Spring and Autumn Annals I</i>                   | 4 units |
| CHL137 <i>Spring and Autumn Annals II</i>                  | 4 units |
| CHL139 <i>Record of Arts and Literature of Han Dynasty</i> | 3 units |
| CHL142 Readings in Poetry with Practice I                  | 3 units |
| CHL143 Readings in Poetry with Practice II                 | 3 units |
| CHL146 Readings in Tsz with Practice I                     | 2 units |
| CHL147 Readings in Tsz with Practice II                    | 2 units |
| CHL153 Chinese Phonology                                   | 3 units |
| CHL156 Study of Shiun-gu                                   | 3 units |
| CHL163 <i>The Great Learning and The Doctrine of Mean</i>  | 3 units |

CHL164 *The Confucian Analects and The Mencius* 3 units

II) There are 15 elective courses:

CHL101	Introduction to Chinese Linguistics	3 units
CHL114	Chinese History	3 units
CHL125	Readings in Modern Chinese Prose with Practice	3 units
CHL126	Modern Chinese Fiction with Writing Practice	3 units
CHL131	<i>Wen-shin-diau-lung</i>	4 units
CHL141	Modern Chinese Poetry with Practice	3 units
CHL144	<i>Book of Odes I</i>	4 units
CHL145	<i>Book of Odes II</i>	4 units
CHL149	Chinese Folk Literature	2 units
CHL159	Methodology in Chinese Literature Study	3 units
CHL172	Readings of Lao Tz and Chuang Tz	3 units
CHL174	Studies of Scholars from the Pre-Ching Period	3 units
CHL183	English Translation from Classical Chinese	3 units
CHL186	Journalism, Public Writing, and Editing	4 units
CHL300	Independent Study	1-4 units

### (3) The Minor Courses

I) There are seven required courses for minor totaling 21 units.

CHL21	Chinese Culture and Etymology	3 units
CHL101	Introduction to Chinese Linguistics	3 units
CHL117	History of Chinese Philosophy I	2 units
CHL118	History of Chinese Philosophy II	2 units
CHL153	Chinese Phonology	3 units
CHL163	<i>The Great Learning and The Doctrine of Mean</i>	3 units
CHL164	<i>The Confucian Analects and The Mencius</i>	3 units

## COURSE DESCRIPTIONS

CHL21 Chinese Culture and Etymology (3 units)

Three hours of lecture per week. Etymology is the basis of Chinese literature. It explores the origin of Chinese characters and their development, meanings, and characteristics, thus illustrating the broad, comprehensive, profound, and all-encompassing Chinese culture.

CHL23 Readings in Classical Chinese Literature (4 units)

Four hours of lecture per week. This course consists of readings from Chinese classical literature. The prose is selected from Tzuo-juan, Guo-yu, Jan-guo-tse, classics of Han and Wei, Pian-wen of the Sixth Dynasty, Eight Scholars in the Tang and Sung Dynasty, and prose from the Ming Dynasty. Discussions will focus on various styles of writing in the literature, exploring the structure, historical background, and trends of the development for such writing in each Dynasty. By studying the best of various writings, students will be able to improve their own writing skills.

CHL24 Introduction to Chinese Literature (3 units)

Prerequisite: CHL21. Three hours of lecture per week. This course introduces the basic theory and scope of Chinese literature. Students will acquire a basic concept and a good comprehension of Chinese literature.

CHL32, 33 History of Chinese Literature I, II (2, 2 units)

Prerequisite: CHL21. Two hours of lecture per week. This course will concentrate on the development of Chinese literature throughout history. Students will study the works of many famous writers as well as their biographies.

- CHL35, 36 *The Historical Records I, II* (3, 3 units)  
 Three hours of lecture per week. *The Historical Records* was authored by Sz-ma Chian, who was revered as the father of history in China. This book spanned from the Five Emperors to his own time, Han Wu-di. The book recorded legends of the Three Dynasties, and recorded history of Chin and Han dynasties. The entire book is divided into five volumes, with twelve monarchial families, ten chronicles, thirty feudal lords, and literatures. It is the first general history book in China.
- CHL39 Writing for Public Communication (3 units)  
 Prerequisite: CHL21. Three hours of lecture per week. This course will introduce students to the proper style of prose in the form of letters, correspondence, news releases, congratulatory messages, contracts, public documents, etc. Students who have taken GE20 and GE21, Chinese literature and writing I, II, are permitted to waive this course.
- CHL91 Chinese Calligraphy and Practice (2 units)  
 Prerequisite: CHL12 or consent of the instructor. Two hours of lecture and practice per week. This course introduces students to various styles of calligraphy, which the students will practice.
- CHL101 Introduction to Chinese Linguistics (3 units)  
 Prerequisite: CHL21. Three hours of lecture per week. This is a survey course of the Chinese language with emphasis on phonology, grammar, and semantics.
- CHL114 Chinese History (3 units)  
 Prerequisite: CHL21. Three hours of lecture per week. This is an intensive course in Chinese history, presenting the development and characteristics of Chinese society and culture.
- CHL117, 118 History of Chinese Philosophy I, II (3, 3 units)  
 Prerequisite: CHL32, 33. Three hours of lecture per week. These courses explore the historical development of Chinese philosophical thoughts, including hundreds of philosophies, classics of the Han dynasty, Neo-Taoism of the Wei and Jin dynasties, Buddhism of the Southern and Northern dynasties, the Sui and Tang dynasties, Neo-Confucianism of the Sung and Ming dynasties, and Textual research of the Ching dynasty.
- CHL125 Readings in Modern Chinese Prose with Practice (3 units)  
 Prerequisite: CHL21. Three hours of lecture and practice per week. This course studies modern Chinese prose and fiction.
- CHL126 Modern Chinese Fiction with Writing Practice (3 units)  
 Prerequisite: CHL21. Three hours of lecture and practice per week. This course studies Chinese fiction written since the founding of the Republic of China in 1911 and introduces short stories with emphasis on the author's biography, style, and writing skill.
- CHL131 Wen-shin-diau-lung (4 units)  
 Prerequisite: CHL33. Four hours of lecture per week. This course is an overview of the developments and viewpoints in Chinese literature and literary critics of Sixth Dynasty. It also studies the relationship of *Wen-shin-diau-lung* and the development of Chinese literary critics.
- CHL132, 133 Book of History I, II (3, 3 units)  
 Three hours of lecture and practice per week. This course studies announcements from ancient Chinese emperors, and conversations between the emperor and his court. There is a total of fifty eight volumes with revering heaven, glorifying virtues, exercising restraint in punishments, and protecting the people as its gist. This book is what emperors, ministers, and generals followed to stabilize the country, and what scholars, craftsmen, and peasants followed to cultivate themselves.
- CHL134, 135 Book of Rites I, II (4, 4 units)

Four hours of lecture and practice per week. Book of Rites is the core collection of Confucian rites, which included the essence of the bright virtues and the objectives in governing a country. It also includes the ideal of the great harmonious world, the standard for quality of life, and the sincerity in paying homage.

CHL136, 137 Spring and Autumn Annals I, II (4, 4 units)

Four hours of lecture per week. This course studies the structure of chronological history with a wealth of historical information. The gist of this book is to exhort minister, repel feudal lords, and reproach the son of heaven. This book could strike fear in the heart of promiscuous ministers and rebellious sons with a word's praise or denouncement, and inspiring readers to introspect. This book is the standard for ethics since it glorifies virtuous deeds and eradicates wicked deeds.

CHL139 Record of Arts and Literature of Han Dynasty (3 units)

Prerequisite: CHL33. Three hours per week. This book is divided in to six volumes featuring the six arts, literatures from various writers, poetry and proses, military strategies, mathematics, and medicine. It is a book that scholars must study.

CHL141 Modern Chinese Poetry with Practice (3 units)

Prerequisite: CHL33. Three hours of lecture per week. This course studies the masterpiece(s) of major poets in modern times.

CHL142, 143 Readings in Poetry with Practice I, II (3, 3 units)

Prerequisite: CHL33. Three hours of lecture per week. This course studies poetry from the Han and the Wei to the Tang dynasties, analyzing its rhyme, the development of style and verse forms, and rules in Chinese classical poetry. Students will also practice writing their own poetry. With actual practice, students will learn to better appreciate the expressions and contents of classical poetry.

CHL144, 145 Book of Odes I, II (4, 4 units)

This course discusses ancient odes and customs, and diplomatic protocols between feudal lords. This book is said to have the function of smoothing one's feelings, righting humanity, bringing awe to spirits and gods, and educating a whole nation. It also serves to inspire literal creativity of latter periods.

CHL146, 147 Readings in Tsz with Practice I, II (2, 2 units)

Prerequisite: CHL142, 143. Two hours of lecture and practice per week. This course studies Tsz from the Tang to the Sung dynasties, and Chiu from the Yuan, Ming, and Ching dynasties. It analyzes the work of important Tsz and Chiu writers, illustrating the origin, development, style, rhyme, and structure of Tsz and Chiu.

CHL149 Chinese Folk Literature (2 units)

Prerequisite: CHL33. Two hours of lecture per week. This is a survey course in Chinese Folk Literature. Topics include folk songs, folk music, folk poetry, modified prose, dramatic folk poetry, Gu-tz-tsz, Ju-gung melodies, San-chiu, Bau-jiuan, Tan-tsz, et cetera. Emphasis will be on the origin of folk literature and its influence on society and public life-styles.

CHL153 Chinese Phonology (3 units)

Prerequisite: CHL33. Three hours of lecture per week. This course explores the meaning of phonology and introduces students to its scope as well as various materials and developments in it. Students will be able to improve their abilities in comprehending, researching, and appreciating Chinese literature.

CHL156 Study of Shiun-gu (3 units)

Prerequisite: CHL153. Three hours of lecture per week. This course introduces students to the development of Chinese phrases and idioms. From the knowledge gained from literary studies and phonology, the student will have a better understanding of the writing, phonology, and meaning of Chinese characters. The course will further enhance the student's abilities in studying Chinese classics, conducting research, and other instructional skills.

CHL159 Methodology in Chinese Literature Study (3 units)

Prerequisite: CHL156. Three hours of lecture per week. This course aims to familiarize students with the methodology in studying Chinese so that they become aware of methods used in research, critical thinking, analysis, and in composing a thesis.

CHL163 The Great Learning and The Doctrine of Mean (3 units)  
 Prerequisite: CHL32, 33. Three hours per week. This course studies the essence and application of Confucianism, the practicing of internal sainthood and external kingdom. It introduces to students the Three Principles, the examination of matters, the reaching of awareness, sincerity, righteousness, self-cultivation, straightening the family, governing a country, and harmonizing the world.

CHL164 The Confucian Analects and The Mencius (3 units)  
 Prerequisite: CHL32, 33. Three hours of lecture per week. This course is similar in scope to TT115. It covers selected readings from The Confucian Analects and The Mencius.

CHL172 Readings of Lao Tz and Chuang Tz (3 units)  
 Prerequisite: CHL164. Three hours of lecture per week. This course illustrates the origin and background development of the thinking of Lao Tz and Chuang Tz, their influences, and the interrelationship between them and other Chinese philosophers. This course further illustrates the impact of Lao Tz's philosophy on politics, society, scholarship, and the philosophies of later time.

CHL174 Studies of Scholars from the Pre-Ching Period (3 units)  
 Prerequisite: CHL164. Three hours of lecture per week. This course will study the philosophies of many scholars from the pre-Ching Era. A comparison of their significance and impact will be discussed.

CHL183 English Translation from Classical Chinese (3 units)  
 Prerequisite: CHL153. Three hours of lecture and practice per week. This course will present techniques on how to translate classical Chinese into English focusing on the accuracy of the translation.

CHL186 Journalism, Public Writing, and Editing (4 units)  
 Prerequisite: CHL33. Four hours of lecture per week. This course is an introduction to the basics of journalism. It will focus on news reporting, editing, and writing. Special attention will be placed on the proper balance between theory and practice, with a clear understanding of the media's influence on the society and nation.

CHL300 Independent Study (1-4 units)  
 Prerequisite: CHL156

## SUGGESTED COURSE SEQUENCE

### First year - first semester

TT401	Canons of Tao	2 units
GE20	Modern Mandarin Chinese I	3 units
GE30	College Mathematics	3 units
GE40/42/47	Natural Science	3 units
GE85	Intro. to Personal Computers	3 units
CHL35	The Historical Records I	3 units
Total:		17 units

### First year - second semester

TT402	Concepts of Practicing Tao	2 units
GE21	Modern Mandarin Chinese II	3 units
GE40/42/47	Natural Science	3 units
GE80	Fundamentals of Health Science	3 units
CHL21	Chinese Culture and Etymology	3 units
CHL36	The Historical Records II	3 units
Total:		17 units

### Second year - first semester

TT403	Filial Piety	2 units
GE25	English Composition I	3 units
GE65	Principles of The Harm. World	3 units
CHL32	History of Chinese Literature I	2 units
CHL132	Book of History I	3 units

### Second year - second semester

TT404	The Human Principles	2 units
GE26	English Composition II	3 units
GE35	Oral Communication	3 units
CHL33	History of Chinese Literature II	2 units
CHL133	Book of History II	3 units

CHL153 Chinese Phonology 3 units  
 Total: 16 units

CHL156 Study of Shiun-gu 3 units  
 Total: 16 units

Third year - first semester

TT405 Self Improvement and Disciplines 2 units  
 GE60 Chinese History and Civilization 3 units  
 GE90 American History (or Elective) 3 units  
 CHL117 History of Chinese Philosophy I 3 units  
 CHL134 Book of Rites I 4 units  
 CHL142 Readings in Poetry with Practice I 3 units  
 Total: 18 units

Third year - second semester

TT406 Managerial Principles 2 units  
 GE70 Western Civilization 3 units  
 GE95 American Political Institutions (or Elective) 3 units  
 CHL118 History of Chinese Philosophy II 3 units  
 CHL135 Book of Rites II 4 units  
 CHL143 Readings in Poetry with Practice II 3 units  
 Total: 18 units

Fourth year - first semester

TT407 Practicum I 1 unit  
 GE72 World Religions 3 units  
 CHL136 Spring and Autumn Annals I 4 units  
 CHL146 Readings in Tsz with Practice I 3 units  
 CHL163 The Great Learning and The Doctrine of Mean 3 units  
 Electives 3 units  
 Total: 17 units

Fourth year - second semester

TT408 Practicum II 1 unit  
 CHL137 Spring and Autumn Annals II 4 units  
 CHL147 Readings in Tsz with Practice II 3 units  
 CHL164 Confucian Analects and The Mencius Electives 6 units  
 Total: 17 units

## **DEPARTMENT OF COMPUTER SCIENCE**

**DEGREE CONFERRED: BACHELOR OF SCIENCE IN COMPUTER SCIENCE**

### **PROGRAM OBJECTIVES**

The Bachelor of Science Degree program in Computer Science aims to educate students with sufficient basics, theories, and knowledge in the field of computer science and to train a student's abilities in the actual design, implementation, analysis, and utilization of computer systems. The program also aims to build a solid foundation for students who wish to pursue either a career in the computer software application profession or graduate studies in computer science.

### **COURSE DESIGN**

All students should take the required Tien Tao and general education courses. The computer science courses are designed to educate students in computer theories as well as design development and implementation. Courses include: core courses, required courses, and Major elective courses. Core courses aim at providing students with the understanding of basic structures and operations of computer hardware and software systems. Required courses are offered to provide students with the ability of developing, designing, and implementing software and application programs, as well as the ability to understand and analyze computer algorithms. Major elective courses enable students to either focus on one or two areas of specialization or to prepare them for further study in graduate school.

### **DEGREE REQUIREMENTS**

The Bachelor of Science Degree in Computer Science is conferred after the student has completed the following course requirements and the minimum requirement of 130 semester units.

(1) General Education courses	54 units
(2) Seven lower division core courses	23 units
(3) Nine upper division Major requirement courses	32 units
(4) Five upper division Major elective courses	15 units
(5) Title V courses in American history and government (Required for certain students)	6 units

### **ADMISSION REQUIREMENTS**

The admission requirements of the Computer Science program are similar to the admission requirements of the University, except that the applicant is required to have completed one year each of high school algebra, geometry, trigonometry, and physics.

### **INSTRUCTIONAL METHODS**

Computer Science courses will be taught with classroom instruction supplemented by actual practice. Students are required to attend lectures and actively participate in class discussions. To encourage an attitude of active learning with analysis and thinking, students with upper class standing are required to participate in cooperation programs during the summer session so that they can put what they have learned to use, acquire practical experiences, and expand their knowledge in all aspects.

## CURRICULUM

### (4) Lower Division Courses

- I) There are seven required lower division courses totaling 23 units.
- |      |   |         |
|------|---|---------|
| CS30 | Introduction to Computer Science and Programming I  | 4 units |
| CS31 | Introduction to Computer Science and Programming II | 3 units |
| CS33 | System Programming                                  | 4 units |
| CS50 | Introduction to Digital Systems                     | 3 units |
| CS70 | Calculus I  | 3 units |
| CS71 | Calculus II   | 3 units |
| CS72 | Calculus III  | 3 units |

### (5) Upper Division Courses

- I) There are nine required upper division courses totaling 32 units.
- |       |  |         |
|-------|--|---------|
| CS110 | Operating Systems                                      | 3 units |
| CS117 | Analysis of Algorithms and Computations                | 3 units |
| CS118 | Computer Networks                                      | 3 units |
| CS130 | Software Engineering                                   | 4 units |
| CS133 | Compiler   | 4 units |
| CS150 | Computer Organization                                  | 3 units |
| CS170 | Linear Algebra   | 3 units |
| CS171 | Computer Mathematics                                   | 3 units |
| CS450 | Internships in Computer Science (3 units/per semester) | 6 units |
- II) There are five upper division Major elective courses totaling 15 units.
- |       |                                       |         |
|-------|---------------------------------------|---------|
| CS132 | Finite Automata and Formal Languages  | 3 units |
| CS135 | Object-oriented Programming Languages | 3 units |
| CS140 | Database Systems                      | 3 units |
| CS151 | Computer Architecture and Design      | 3 units |
| CS160 | Computer Graphics                     | 3 units |
| CS168 | Computer Network Software Design      | 3 units |
| CS169 | Computer Model Analysis               | 3 units |
| CS172 | Abstract Algebra                      | 3 units |
| CS173 | Differential Equations                | 3 units |
| CS175 | Numerical Methods                     | 3 units |
| CS180 | Artificial Intelligence               | 4 units |

### (6) The Minor Courses

- I) There are six required courses for minor totaling 21 units.
- |       |   |         |
|-------|---|---------|
| CS30  | Introduction to Computer Science and Programming I  | 4 units |
| CS31  | Introduction to Computer Science and Programming II | 3 units |
| CS33  | System Programming                                  | 4 units |
| CS50  | Introduction to Digital Systems                     | 3 units |
| CS110 | Operating Systems                                   | 3 units |

## COURSE DESCRIPTIONS

- CS10 Introduction to Personal Computers (2 units)  
 Prerequisite: High School Algebra and Geometry. Two hours of lecture and one hour of discussion as well as a self-paced lab each week. This course introduces students to the fundamental principles of computer hardware and software. An introduction to the use and application of personal computers including word processing in both Chinese and English, database management software, and other software will also be presented.
- CS30 Introduction to Computer Science and Programming I (4 units)  
 Prerequisite: High School Algebra and Geometry. Three hours of lecture and one hour of discussion as well as a programming laboratory each week. This course will introduce the fundamental principles of computer hardware, software, and applications, basic principles of programming, the programming language of C, algorithmic and procedural problem solving, and basic program data and control structures. Students will also develop basic programming skills.
- CS31 Introduction to Computer Science and Programming II (3 units)  
 Prerequisite: CS30 Two hours of lecture and one hour of discussion as well as three hours of programming each week. This course is an introduction to fundamental data structures as well as language and in-depth programming methodologies of object-oriented programming. Stacks, linked lists, queues, tree and graph structures, search and insertion techniques, data abstraction, and recursion will be introduced as well. Students will also apply software engineering principles.
- CS33 System Programming (4 units)  
 Prerequisite: CS31. Three hours of lecture and one hour of discussion per week. This course presents the fundamental principles of system programming. The roles of linkers, loaders, assemblers, compilers, and interpreters will be discussed along with operating and file systems.
- CS50 Introduction to Digital Systems (3 units)  
 Prerequisite: CS30. Three hours of lecture and one hour of discussion per week. This course is an introduction to the fundamental principles of digital systems and their implementations. Binary and number systems, digital logic, Boolean algebra, Boolean functions and their simplifications, combinatorial logic, synchronous sequential logic, state representation, and digital computer internal organization will also be presented.
- CS70 Calculus I (3 units)  
 Prerequisite: High school Algebra and Geometry. Three hours of lecture and one hour of discussion per week. This course introduces differential calculus including analytical geometry, functions and limits, derivatives, techniques and applications of differentiation, and logarithmic and trigonometric functions.
- CS71 Calculus II (3 units)  
 Prerequisite: CS70. Three hours of lecture and one hour of discussion per week. This course introduces integral calculus including definite and indefinite integrals and techniques of integration. Multi-variable calculus will also be presented.
- CS72 Calculus III (3 units)  
 Prerequisite: CS71. Three hours of lecture and one hour of discussion per week. This course is a further study of multi-variable calculus.
- CS110 Operating Systems (3 units)  
 Prerequisite: CS33. This course presents basic concepts of operating systems. Topics include multi-programming systems, multi-processing systems, inter-process communication and synchronization, memory allocation,

segmentation, paging, virtual memory systems, I/O and file systems, resource allocation, networking, distributed processing, protection, and security.

CS117 Analysis of Algorithms and Computations (3 units)

Prerequisite: CS33. Three hours of lecture per week. This course is intended as an introduction to design and analysis techniques of computer algorithms. Techniques include: Divide and conquer, Greedy algorithms, dynamic programming, and search and traverse methods. Students will learn which algorithm or data structure to use in solving different problems, complexity analysis: time and space, asymptotic analysis, and NP-hard and NP-complete problems are also discussed in this course.

CS118 Computer Networks (3 units)

Prerequisite: CS150 or consent of the instructor. This course is intended as an introduction to computer network architectures, routing, message distribution, and ISO-OSI layer approach of communication protocol with review of each layer. Case studies of existing computer networks will be used.

CS130 Software Engineering (4 units)

Prerequisite: CS33. Three hours of lecture and one hour of discussion per week. This course is intended as an introduction to the concepts and techniques of software engineering. Also covered are organization and control of large software and examination of the different phases of design and development of a large software system, including requirements, specifications, design, construction, testing, and documentation. Students will implement and discuss a large scale team project.

CS132 Finite Automata and Formal Languages (3 units)

Prerequisite: CS33. This course will present Finite-State language and Finite-State Automata, Context-Free languages, push-down story automata, recursive languages, and Turing Machines.

CS133 Compiler (4 units)

Prerequisite: CS33. Three hours of lecture and one hour of discussion per week. This course introduces the design of modern programming languages. Finite Automata, principles and techniques of scanning, parsing, semantic analysis, and code generation, implementation of compilers and interpreters, an overview of run-time organization and error handling, and a survey of various programming languages will also be presented.

CS135 Object-oriented Programming Languages (3 units)

Prerequisite: CS31. Three hours of lecture and one hour of discussion per week. This course introduces basic principles of programming using object-oriented programming languages. Algorithmic and procedural problem solving, program design and development techniques, and control and data structures are also introduced.

CS140 Database Systems (3 units)

Prerequisite: CS31, CS110. This course introduces access methods and file systems to facilitate data access. Also covered are hierarchical, network, relational and object-oriented data models, query languages for models, embedding query languages into programming languages, database services including protection, integrity, control, and alternative views of data, high level interfaces including application generators, browsers, and report writers, and an introduction to transaction processing. A database system implementation will be done as a term project.

CS150 Computer Organization (3 units)

Prerequisite: CS33, CS50. This course introduces the operations and internal structures of stored program computers. Also covered are instruction formats and addressing modes, arithmetic units and operations, control units and microprogramming, memory organization, and I/O and microprocessors. Exercises in programming in assembly language will also be given.

CS151 Computer Architecture and Design (3 units)

Prerequisite: CS50. Two hours of lecture and one hour of discussion per week. Students will be required to complete a computer design project requiring approximately 100 hours of work. The project will make use of: instruction sets, Register Transfers, Data-paths, Controllers, Memory systems, addressing, microprogramming, and Computer arithmetic. A survey of real-time computers and microprocessors will also be presented.

- CS160 Computer Graphics (3 units)  
Prerequisite: CS173 or consent of the instructor. Two hours of lecture and one hour of discussion per week. This course is an introduction to the fundamental algorithms and data structures used in computer image generation and manipulation. Topics include: Output primitives, linear transformations, windowing, and hidden line removal.
- CS168 Computer Network Software Design (3 units)  
Prerequisite: CS118. This course introduces the design and implementation of computer network software. Students will design a project, which requires over 50 hours of work.
- CS169 Computer Model Analysis (3 units)  
Prerequisite: CS118. This course introduces the fundamental concept of computer model analysis, combinatorics, probability theory, generating functions, distribution functions, Markov chains, queuing theories, performance evaluation, and distributed computer systems.
- CS170 Linear Algebra (3 units)  
Prerequisite: CS71. Three hours of lecture and one hour of discussion per week. This course introduces vector spaces, determinants, matrices, eigenvalues and eigenvectors, linear transformations and canonical form, inner products, and related topics.
- CS171 Computer Mathematics (3 units)  
Prerequisite: CS71. Three hours of lecture and one hour of discussion per week. This course presents commonly used discrete structures in computer science including set theory, combinatorics, graph theory, Boolean algebra, probability, and distribution functions.
- CS172 Abstract Algebra (3 units)  
Prerequisite: CS171. Three hours of lecture and one hour of discussion per week. This course introduces sets and relations, the integers, congruencies, and the Fundamental Theorem of Arithmetic, groups and their factor groups, commutative rings, ideals, and quotient fields, the theory of polynomials, Euclidean algorithms, and unique factorizations, the Fundamental Theorem of Algebra, and fields and field extensions.
- CS173 Differential Equations (3 units)  
Prerequisite: CS71. Three hours of lecture and one hour of discussion per week. This course presents differential equations, first and second order linear differential equations, methods of undetermined coefficients and variations of parameters, series solutions, linear systems of differential equations, nonlinear systems, the phase plane, and stability.
- CS175 Numerical Methods (3 units)  
Prerequisite: CS71, CS173. Two hours of lecture and one hour of discussion per week. This course presents techniques of error analysis, function estimations, numerical solutions of systems of linear equations, integration, and differential equations.
- CS180 Artificial Intelligence (4 units)  
Prerequisite: CS31, CS117. Three hours of lecture and one hour of discussion per week. This course presents the basic ideas and techniques underlying the designs of intelligent computer systems. Topics include heuristic search, problem solving, game playing, knowledge representation, logical inference, planning, reasoning under uncertainty, expert systems, learning, perception, and language comprehension.
- CS450 Internship in Computer Science (3 units, may be repeated)  
Prerequisite: Consent of the instructor. This course is intended for students to gain practical working experience related to computer science in industry companies. Oral presentations and written reports are required.

## SUGGESTED COURSE SEQUENCE

### First year - first semester

TT401	Canons of Tao	2 units
GE20	Modern Mandarin Chinese I	3 units
GE40/42/47	Natural Science	3 units
GE85	Introduction to Personal Computers	3 units
CS70	Calculus I	3 units
Total:		14 units

### First year - second semester

TT402	Concepts of Practicing Tao	2 units
GE21	Modern Mandarin Chinese II	3 units
GE40/42/47	Natural Sciences	3 units
GE80	Fundamentals of Health Science	3 units
CS30	Introduction to Computer Science and Programming I	4 units
CS71	Calculus II	3 units
Total:		18 units

### Second year - first semester

TT403	Filial Piety	2 units
GE25	English Composition I	3 units
GE65	Principles of The Harm. World	3 units
GE75	Economics	3 units
CS31	Introduction to Computer Science and Programming II	3 units
CS72	Calculus III	3 units
Total:		17 units

### Second year - second semester

TT404	The Human Principles	2 units
GE26	English Composition II	3 units
GE35	Oral Communication	3 units
CS33	System Programming	4 units
CS50	Introduction to Digital Systems	3 units
CS170	Linear Algebra	3 units
Total:		18 units

### Third year - first semester

TT405	Self Improvement and Disciplines	2 unit
GE60	Chinese History and Civilization	3 units
GE90	American History (or Elective)	3 units
CS110	Operating Systems	3 units
CS117	Analysis of Algorithms and Computations	3 units
CS150	Computer Organization	3 units
Total:		17 units

### Third year - second semester

TT406	Managerial Principles	2 unit
GE70	Western Civilization	3 units
GE95	American Political Institutions (or Elective)	3 units
CS118	Computer Networks	3 units
CS133	Compiler	4 units
CS171	Computer Mathematics	3 units
Total:		18 units

### Fourth year - first semester

TT407	Practicum I	1 unit
GE72	World Religions	3 units
CS130	Software Engineering	4 units
CS450	Internship in Computer Science	3 units
	Electives	6 units
Total:		17 units

### Fourth year - second semester

TT408	Practicum II	1 unit
CS450	Internship in Computer Science	3 units
	Electives	9 units
Total:		13 units

# **SCHOOL OF BUSINESS ADMINISTRATION**

## **UNDERGRADUATE STUDIES**

**DEGREE CONFERRED: BACHELOR OF SCIENCE IN BUSINESS ADMINISTRATION**

**Specialization: Accounting**

**Specialization: Finance**

**Specialization: International Business**

## **PROGRAM OBJECTIVES**

This program offers a four-year curricula leading to the degree of Bachelor of Science in Business Administration. The objectives of this program are:

- 1) To provide students with a broad understanding of the basic organization of a business entity,
- 2) To provide students with the latest knowledge in various tools used for effective management,
- 3) To assist students in acquiring practical hands-on experience and to inspire them to use their intuition in creating better business environments and solutions to business problems, and
- 4) To instill moral and ethical values in students.

The School of Business Administration encompasses two Departments. Each Department provides a different specialization. The Accounting Department provides courses for accounting practices in the private industry as well as in public accounting. The Finance Department provides courses for financial management and investment. Students are encouraged to enroll in courses other than their area of specialization. This approach allows students to develop a multidisciplinary understanding to trade and business.

## **DEGREE REQUIREMENTS**

The curricular requirements for the Bachelor of Science Degree in Business Administration require the completion of a minimum of 130 semester hours of academic work as follows:

(1) General education courses	56 units
(2) Business School Lower Division Required Courses	18 units
(3) Business School Upper Division Elective Courses	24 units
(4) Business School Specialization core courses	26 units
(5) U.S. government and history (only applicable to some students)	6 units

The curricular requirements are designed to provide students with a sound liberal arts foundation through the exploration of a wide range of subjects. During the first and second years, students will concentrate more on lower division course work, which meets the requirements for general education. During the third and fourth years, students will devote more of their study to their selected field of specialization, completing the remaining units required for graduation. Students are to select a field of specialization among the two Departments within the School of Business. Courses from Departments other than the student's field of specialization can be treated as electives and the units earned with those courses will be counted toward the total units required for graduation. With the exception of on-the-job training, all business courses must be taken for a letter grade.

## ADMISSION REQUIREMENTS

The School of Business adopts the same admission standards as the University. Please refer to the admission section of this catalog for details.

## SKILL ASSESSMENT TESTS

New students must take a computer literacy test before they could register for their first semester courses. Based upon the results of this test, students will be advised upon whether or not they need to take computer courses before they are permitted to enroll in certain courses.

## INSTRUCTIONAL METHODS

Students are required to attend lectures and are encouraged to actively participate in class discussions in order to foster independent thinking and analysis. Whenever possible or available, instructional audio/visual aids will be used to illustrate course materials. Some courses may provide case studies and/or hands on computer operation. Exercises such as role playing, oral presentations, and computer simulation games will also be used whenever they are deemed helpful to the student's learning. Field trips may be arranged to give students a more realistic feel of the current business environment.

Instructors are encouraged to teach classes with the following guidelines:

1. Administer term papers as often as possible and utilize essay format in examinations to provide students with adequate training in communicating through writing.
2. Whenever feasible, introduce students to off-the-shelf computer software that can be used in the preparation of projects.
3. Whenever possible, use information from commercially available media, such as The Wall Street Journal, Money magazine, Business Week, etc. to illustrate various business problems and encourage students to research and structure possible alternatives.

## CURRICULUM

### (1) Lower Division Required Courses (18 units)

ACC11	Principles of Accounting I	3 units
BUA11	Management Information System	3 units
BUA13	Principles of Management	3 units
BUA15	Introduction to Marketing	3 units
FIN11	Business Economics	3 units
FIN13	Business Finance	3 units

### (2) Upper Division Core Courses (24 units)

Students with any Major in the School of Business may elect 24 units among courses from the following course list:

ACC101	Accounting Information Systems & Technologies	3 units
ACC103	Internal/External Financial Reporting Issues	3 units
ACC105	Core Concepts of Accounting Information	3 units
BUA101	Business Law I	3 units

BUA103 Business Law II	3 units
BUA104 Business Statistics and Probability	3 units
BUA105 Management Accounting and Control Systems	3 units
BUA107 Production and Operations Management	3 units
BUA109 Computer and Modern Organization	3 units
BUA110 Business Communication	3 units
FIN101 Money and Banking	3 units

## **COURSE DESCRIPTIONS - BUSINESS ADMINISTRATION**

- ACC11 Principles of Accounting I (3 units)  
 This course introduces students to basic accounting concepts and financial reports, current and long term assets and liabilities, and stock owners' equity. More involved topics include leases, income taxes, and the changing of accounting methods. Financial reporting includes income statements, balance sheets, and statement of cash flows.
- ACC101 Accounting Information Systems and Technologies (3 units)  
 This course teaches students to design and develop advanced accounting information systems including data structures, telecommunications, artificial intelligence, networking, security and controls, and other emerging technology.
- ACC103 Internal/External Financial Reporting Issues (3 units)  
 This course teaches students to identify and articulate internal accounting systems' issues and external financial reporting issues, relating to operation, finance, and investment activities of business organizations.
- ACC105 Core Concepts of Accounting Information (3 units)  
 This course introduces the use of accounting information in decision-making from the perspective of the users, development of the basic accounting model, and issues concerning income, cash flows, economic resources, debt, and equity capital.
- BUA11 Management Information Systems (3 units)  
 This course introduces students to basic concepts, functions, and applications of computers, including the basic components and functions of personal computers, mathematical concepts, input and output devices, telecommunications, basic programming, and business information management and applications.
- BUA13 Principles of Management (3 units)  
 This course introduces students to basic concepts and functions of management, including business organizations, human resources, human behavior, motivation, leadership, and performance evaluations. Other issues explored include decision making, compromises, communication, and methods of resolving conflicts.
- BUA15 Introduction to Marketing (3 units)  
 This course introduces students to basic concepts and functions of marketing, including the relationship between the economy, social trends, and consumer psychology, market segments, consumer behavior, and issues involving product, pricing, promotion, and distribution channels.
- BUA101 Business Law I (3 units)  
 This course introduces students to business law issues on contracts, forms of business organization, certain rights, business activities that involve securities, mergers, and acquisitions.
- BUA103 Business Law II (3 units)  
 Prerequisite: BUA101. This course introduces students to business law issues in civil law suits, legal proceedings, the rights of the victim in tort liabilities, slander and defamation, and wills. It also introduces ways to resolve legal disputes through alternative dispute resolutions and arbitration.
- BUA104 Business Statistics and Probability (3 units)

This course introduces basic concepts in statistics, including probability, sampling methods, standard deviation, variance, validations, decision making through correlation, distribution, and regression.

BUA105 Management Accounting and Control Systems (3 units)

This course introduces the business decision-making process, uses of management accounting information, cost system designs, financial responsibility centers, planning and budgeting systems, and performance measures and evaluations.

BUA107 Production and Operations Management (3 units)

This course is a survey of the concepts and methodologies for management control of production and operations systems. Topics include inventory control, material requirements planning for multistage production systems, aggregate planning, scheduling, and production distribution.

BUA109 Computer and Modern Organization (3 units)

This is a survey course concerned with the importance of computers in organizations including small groups, universities, firms, governments, and society at large. Topics include the historical development of computers, the characterization of scientific versus business problems, information storage and retrieval, compilers, problem-oriented languages, simulation models, and current developments in computer systems.

BUA110 Business Communication (3 units)

This course is divided into theories and practice. Students are introduced to business writings such as product information and business correspondences and are required to submit writings on business correspondences, resumes, proposals, and reports.

FIN11 Business Economics (3 units)

This course introduces students to basic concepts in business economics. Students will learn theories in both macro and micro-economics, monetary systems, international trade, currency, and business cycles.

FIN13 Principles of Finance (3 units)

This course introduces students to basic concepts in business finance. Theories in time value analysis of money, risk, return, cost and structure of capital, capital budgeting, cash flow management, and financial analysis and planning will be illustrated along with computer applications.

FIN101 Money and Banking (3 units)

Prerequisite: FIN13. This course introduces the monetary system, the financial markets, national income components, and their relationship to business activity.

## **MINOR IN BUSINESS ADMINISTRATION**

The School of Business Administration provides to students the option of taking a minor in business administration as part of their basic professional training. Students who have elected to minor in business administration could elect an accounting or finance option but must apply at least two years prior to their graduation. The unit requirement for a minor in business administration is 21 units.

### **Required Courses for a Minor in Accounting**

ACC11	Principles of Accounting I	3 units
ACC13	Principles of Accounting II	3 units
ACC107	Intermediate Accounting I	3 units
ACC109	Intermediate Accounting II	3 units
ACC113	Cost Accounting	3 units
ACC121	Advanced Accounting	3 units
ACC123	Auditing	3 units

## Required Courses for a Minor in Finance

ACC11	Principles of Accounting I	3 units
FIN105	Insurance Principles	3 units
FIN109	Principles of Investment	3 units
FIN113	Principles of Real Estate	3 units
FIN115	Security Analysis	3 units
FIN117	Personal Financial Planning	3 units
FIN119	Investment Analysis and Management	3 units

## Required Courses for a Minor in International Business

INB101	International Marketing	(3 units)
INB103	International Accounting	(3 units)
INB105	International Business Law	(3 units)
INB107	International Trade	(3 units)
INB111	International Financial Management	(3 units)

## PROGRAM: BUSINESS ADMINISTRATION - ACCOUNTING

### ACCOUNTING MAJOR REQUIRED COURSE LIST

Students Majoring in Accounting must complete 26 units from the following list

ACC13	Principles of Accounting II	3 units
ACC107	Intermediate Accounting I	3 units
ACC109	Intermediate Accounting II	3 units
ACC111	Managerial Accounting	3 units
ACC113	Cost Accounting	3 units
ACC115	Accounting Information System	3 units
ACC117	Federal and State Income Taxes I	3 units
ACC119	Federal and State Income Taxes II	3 units
ACC121	Advanced Accounting	3 units
ACC123	Auditing	3 units
ACC125	Non-Profit Fund Accounting	3 units
ACC150	Seminar/Special Topics	3 units

### COURSE DESCRIPTIONS - ACCOUNTING

ACC13 Principles of Accounting II (3 units)  
Prerequisite: ACC11. This course introduces the accounting and reporting done for manufacturing entities, analysis of cost behavior, special accounting reports for management, international accounting, the application of basic accounting concepts, and procedures in a computerized business environment.

ACC107 Intermediate Accounting I (3 units)  
Prerequisite: ACC13. This course introduces the basic theories and issues in accounting, financial reporting, and the application of accounting information in business decision making.

ACC109 Intermediate Accounting II (3 units)  
Prerequisite: ACC107. This course focuses on more advanced accounting theories and financial reporting including issues on asset valuation, liabilities valuation, income taxes, changes in accounting methods, accounting for inflation, and proper valuation of properties.

ACC111 Managerial Accounting (3 units)  
Prerequisite: ACC11. This course is offered to non-accounting Major students. It introduces the relationship between cost-volume-price analysis, capital budgeting, the collection of information for long term decision making, budgeting, and cost control.

ACC113 Cost Accounting (3 units)  
Prerequisite: ACC11. This course provides basic theories and practices in cost accounting and discusses the role of cost accounting in providing management information for decision making. The course covers issues in standard cost accounting methods such as budget versus actual, the computation of variance, job order accounting, by-product accounting, and cost control.

ACC115 Accounting Information Systems (3 units)  
Prerequisite: ACC13. Accounting information systems play a vital part in the business entity. They can protect the integrity of the business, detect and prevent fraud and errors, and provide management with complete information. This course focuses on the design and trouble-shooting methods of the control mechanism, policies and procedures, and computer applications.

ACC117 Federal and State Income Taxes I (3 units)  
This course introduces individual federal and state income taxes.

ACC119 Federal and State Income Taxes II (3 units)  
This course discusses federal and state income tax filings for partnerships, corporations, estates, and trusts.

ACC121 Advanced Accounting (3 units)  
Prerequisite: ACC109. This course provides students who are familiar with basic accounting theories more advanced concepts in accounting, including partnerships, installment sales, mergers and acquisitions, time values of money, branch accounting, and fund accounting.

ACC123 Auditing (3 units)  
Prerequisite: ACC109. Auditing is the principle for validating the accuracy of accounting information based on professional ethics and standard practices. This course introduces the principles of auditing through sampling, analysis of accounting information, analysis of internal control, and computer auditing.

ACC125 Non-Profit Fund Accounting (3 units)  
Prerequisite: ACC109. This course discusses the principles of fund accounting for non-profit organizations.

ACC150 Seminar/Special Topics (3 units)  
Prerequisite: Instructor's consent. This course discusses current topics or special issues in accounting.

## SUGGESTED COURSE SEQUENCE - ACCOUNTING

### First year - first semester

TT401	Canons of Tao	2 units
GE20	Modern Mandarin Chinese I	3 units
GE30	College Mathematics	3 units
GE40/42/47	Natural Science	3 units
GE85	Introduction to Personal Computer	3 units
FIN11	Business Economics	3 units
		Total: 17 units

### First year - second semester

TT402	Concepts of Practicing Tao	2 units
GE21	Modern Mandarin Chinese II	3 units
GE40/42/47	Natural Science	3 units
GE80	Fundamentals of Health Science	3 units
ACC11	Principles of Accounting I	3 units
BUA11	Management Information System	3 units
		Total: 17 units

### Second year - first semester

TT403	Filial Piety	2 units
GE25	English Composition I	3 units
GE65	Principles of The Harmonious World	3 units
GE72	World Religions	3 units
ACC13	Principles of Accounting II	3 units
FIN13	Business Finance	17
		Total: 17 units

### Second year - second semester

TT404	The Human Principles	2 units
GE26	English Composition II	3 units
GE35	Oral Communication	3 units
ACC107	Intermediate Accounting I	3 units
BUA13	Principles of Management	3 units
BUA15	Introduction to Marketing	3 units
		Total: 17 units

### Third year - first semester

TT405	Self Improvement and Disciplines	2 units
GE60	Chinese History and Civilization	3 units
GE90	American History (or Elective)	3 units
ACC109	Intermediate Accounting II	3 units
ACC113	Cost Accounting	3 units
BUA101	Business Law I	17
		Total: 17 units

### Third year - second semester

TT406	Managerial Principles	2 units
GE70	Western Civilization	3 units
GE95	American Political Institutions (or Elective)	3 units
ACC115	Accounting Inform System	3 units
ACC119	Federal & St Income Taxes II	3 units
BUA103	Business Law II	3 units
		Total: 17 units

### Fourth year - first semester

TT407	Practicum I	1 unit
ACC123	Auditing	3 units
BUA104	Business Statistics and Probab.	3 units
BUA109	Computer and Modern Organiza.	3 units
BUA110	Business Communication	3 units
FIN101	Money and Banking	3 units
		Total: 16 units

### Fourth year - second semester

TT408	Practicum II	1 unit
BUA105	Management Accounting and Control System	3 units
BUA107	Production and Operations Management	3 units
ACC121	Advanced Accounting	3 units
ACC125	Non-Profit Fund Accounting	3 units
		Total: 13 units

## PROGRAM: BUSINESS ADMINISTRATION - FINANCE

### FINANCE MAJOR REQUIRED COURSE LIST

Students majoring in finance must complete 26 units from the following list.

FIN105	Insurance Principles	3 units
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FIN107	Financial Markets and Institutions	3 units
FIN109	Principles of Investment	3 units
FIN111	Financial Management	3 units
FIN113	Real Estate Principles	3 units
FIN117	Personal Financial Planning	3 units
FIN119	Portfolio Analysis and Management	3 units
FIN121	Risk Management	3 units
FIN123	Advanced Topics in Corporate Finance	3 units
FIN150	Seminars/Special Topics	3 units

## **COURSE DESCRIPTIONS - FINANCE**

FIN105 Insurance Principles (3 units)  
 This course explores the theories and concepts of insurance, the evolution of insurance, the operation of insurance entities, and various policies covering fire, casualty, life, and vehicles.

FIN107 Financial Markets and Institutions (3 units)  
 This course introduces the source of capital, interest rates, capital markets and financial institutions, analysis on cash flows, interest rate structures, risks and floating, and financial management.

FIN109 Principles of Investment (3 units)  
 Prerequisite: ACC11. This course provides a complete framework for students to understand theories and practices of investment, including the relationship between risk and return, cost of transactions, and the impact of tax issues on financial management.

FIN111 Financial Management (3 units)  
 Prerequisite: ACC11. This course is an analysis of the financial decision making process of a firm from both internal and external points of view. Topics include valuation, working capital management, capital budgeting, financial forecasting, capital structure, and sources of capital and dividend policy in both a domestic and international context.

FIN113 Real Estate Principles (3 units)  
 Prerequisite: ACC11 and FIN111. This course introduces the basic concepts of real estate laws, investments, financing, taxation, management, and valuation.

FIN117 Personal Financial Planning (3 units)  
 This course introduces the concepts necessary for the rational allocation of personal resources. Also covered is how financial institutions and government policies affect personal financial planning.

FIN119 Portfolio Analysis and Management (3 units)  
 Prerequisite: FIN109. This course is a survey of portfolio theories and practices including corporate and government securities, real property and financial intermediaries, security analysis, valuation and portfolio management, and the impact of tax issues.

FIN121 Risk Management (3 units)  
 This course presents an analysis of the methods and procedures used in dealing with risk in the business firm, including the theoretical basis of insurance and self-insurance mechanisms. Consideration of the commercial insurance industry and its structure and regulations are also covered.

FIN123 Advanced Topics in Corporate Finance (3 units)  
 Prerequisite: Instructor's consent. This course consists of advanced readings and case studies in current problems and trends in the formation of corporate financial policy. Students will be required to analyze selected problems and issues in financial policy.

FIN150 Seminar/Special Topics (3 units)

Prerequisite: Instructor's consent. This course discusses current issues in finance and students may conduct in-depth study and research in a selected topic.

**SUGGESTED COURSE SEQUENCE - FINANCE**

First year - first semester

TT401	Canons of Tao	2 units
GE20	Chinese Literature and Writing I	3 units
GE30	College Mathematics	3 units
GE40/42/47	Natural Science	3 units
GE85	Introduction to Personal Computer	3 units
FIN11	Business Economics	3 units
		Total:: 17 units

First year - second semester

TT402	Concepts of Practicing Tao	2 units
GE21	Chinese Literature and Writing II or	3 units
GE40/42/47	Natural Science	3 units
GE80	Fundamentals of Health Science	3 units
ACC11	Principles of Accounting I	3 units
BUA11	Management Information System	3 units
		Total: 17 units

Second year - first semester

TT403	Filial Piety	2 units
GE25	English Composition I	3 units
GE65	Principle of The Harmonious World	3 units
GE72	World Religions	3 units
FIN13	Business Finance	3 units
FIN105	Insurance Principles	3 units
		Total: 17 units

Second year - second semester

TT404	The Human Principles	2 units
GE26	English Composition II	3 units
GE35	Oral Communication	3 units
BUA13	Principles of Management	3 units
BUA15	Introduction to Marketing	3 units
FIN107	Financial Markets and Institutions	3 units
		Total: 17 units

Third year - first semester

TT405	Self Improvement and Disciplines	2 units
GE60	Chinese History and Civilization	3 units
GE90	American History (or Elective)	3 units
BUA101	Business Law I	3 units
FIN109	Principles of Investment	3 units
FIN113	Real Estate Principles	3 units
		Total: 3 units 17 units

Third year - second semester

TT406	Managerial Principles	2 units
GE70	Western Civilization	3 units
GE95	American Political Institutions (or Elective)	3 units
BUA103	Business Law II	3 units
BUA104	Business Statistics & Probability	3 units
FIN111	Financial Management	3 units
		Total: 17 units

Fourth year - first semester

TT407	Practicum I	1 unit
BUA109	Computer and Modern Organization	3 units
BUA110	Business Communication	3 units
FIN117	Personal Financial Planning	3 units
FIN119	Portfolio Analysis and Management	3 units
FIN101	Money and Banking	3 units
		Total: 16 units

Fourth year - second semester

TT408	Practicum II	1 unit
BUA105	Management Accounting	3 units
BUA107	Production & Operation Mgmt.	3 units
FIN121	Risk Management	3 units
FIN123	Advance Topic in Corporate Finance	3 units
		Total: 13 units

**PROGRAM: BUSINESS ADMINISTRATION - INTERNATIONAL BUSINESS**

**INTERNATIONAL BUSINESS MAJOR REQUIRED COURSE LIST**

International Business major students must complete 24 units from the following list

INB101	International Marketing	3 units
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INB103	International Accounting	3 units
INB105	International Business Law	3 units
INB107	International Trade	3 units
INB109	International Cultural Environment & Organization Behavior	3 units
INB111	International Financial Management	3 units
INB113	Comparative Management	3 units
INB115	Seminar in International Business Management	3 units
INB117	Theories and Institutions of International Trade	3 units

## **COURSE DESCRIPTIONS - INTERNATIONAL BUSINESS**

INB101 International Marketing (3 units)  
 This course explores the sales and marketing functions of a multi-national entity, including information gathering, assessing overseas markets, the impact of a wide application of information systems, and decision making in marketing strategies.

INB103 International Accounting (3 units)  
 This course introduces accounting theories and practices relating to international trades, transaction and translation issues, and comparisons between domestic and foreign accounting methods and standards.

INB105 International Business Law (3 units)  
 This course aims to review the application of civil codes and international codes on international commerce. Topics discussed include the source of authority of international law, contracts, domestic import and export laws and restrictions, letters of credit, assignments of cargo, and other issues specific to legal disputes.

INB107 International Trade (3 units)  
 This course explores the normal proceedings in international trade, including contracts, visas, customs, letters of credit, freight forwarding, packaging and shipping, insurance, damages, and methods of settling disputes.

INB109 International Cultural Environment & Organization Behavior (3 units)  
 This course is a survey involving environmental, economic, political, and social constraints on doing business abroad, effects of overseas business investments on domestic and foreign economies, foreign market analysis and operational strategies of a firm, and management problems and the development potential of international operations.

INB111 International Financial Management (3 units)  
 This course is an analysis of the international complexities of corporate financial management and investment strategies. Emphasis is placed on the nature of the close link between corporate financial management and developments in international financial institutions and markets.

INB113 Comparative Management (3 units)  
 This course introduces the nature and scope of international trade. Discussions will focus on the functions of private enterprises, common business practices, and how business decisions are affected by local customs, government, economy, business organizations, and the application of information systems.

INB115 Seminar in International Business Management (3 units)  
 This course focuses on management decisions of multinational business organizations in their relevant environmental contexts. Also discussed are strategic factors in setting up an international business and the design, installation, and administration of optimal planning and control systems for multinational operations.

INB117 Theory and Institutions of International Trade (3 units)  
 This course focuses on determinants of global trade flows, patterns of international competition, and governmental policies affecting international trade. Topics include tariff and non-tariff barriers to trade, industrial policies in declining and emerging industries, strategic trade policies, US trade laws, bilateral and multilateral approaches to trade liberalization, and current issues in international trade policy.

## SUGGESTED COURSE SEQUENCE - INTERNATIONAL BUSINESS

### First year - first semester

TT401	Canons of Tao	3 units
GE20	Chinese Literature and Writing I or	3 units
GE25	English Composition I	
GE30	College Mathematics	3 units
ACC11	Principles of Accounting I	3 units
MIS11	Management Information Systems	3 units
Total:		15 units

### First year - second semester

TT402	Concepts of Practicing Tao	3 units
GE21	Chinese Literature and Writing II or	3 units
GE26	English Composition II	
GE40	Biology, Chemistry, and Physics	3 units
GE80	Fundamentals of Health Science	3 units
MIS13	Principles of Management	3 units
MIS15	Introduction to Marketing	3 units
Total:		18 units

### First year -summer session

BUA101	Business Law I	3 units
FIN11	Business Economics	3 units
Total:		6 units

### Second year - first semester

TT403	Filial Piety	3 units
GE20	Chinese Literature and Writing I or	3 units
GE25	English Composition I	
GE45	Astronomy, Geography, and Geology	3 units
GE60	Eastern Civilization	3 units
GE65	Principles of The Harmonious World	2 units
INB103	International Accounting	3 units
Total:		17 units

### Second year - second semester

TT404	The Human Principles	3 units
GE21	Chinese Literature and Writing II or	3 units
GE26	English Composition II	
GE35	Oral Communication	3 units
GE70	Western Civilization	3 units
FIN13	Business Finance	3 units
INB105	International Business Law	3 units
Total:		18 units

### Second year -summer session

INB101	International Marketing	3 units
INB107	International Trade	3 units
Total:		6 units

### Third year - first semester

TT405	Self Improvement and Disciplines	3 units
GE90	American History (or Elective)	3 units
INB109	International Cultural Environment & Organization Behavior	3 units
INB111	International Financial Management	3 units
MIS107	Production & Operations Management	3 units
Total:		15 units

### Third year - second semester

TT406	Managerial Principles	3 units
GE95	American Political Institutions (or Elective)	3 units
INB113	Comparative Management	3 units
INB115	Seminar in International Business Management	3 units
ACC101	Accounting Information Systems & Technologies	3 units
Total:		15 units

### Third year -summer session

ACC103	Internal/External Financial Reporting Issues	4 units
MIS109	Computers and Modern Organizations	4 units
Total:		8 units

Fourth year - first semester

TT407	Practicum I	3 units
BUA450	On-the-Job Training I	6 units
MIS101	Business Communication	3 units
Total:		12 units

Fourth year - second semester

TT408	Practicum II	3 units
BUA451	On-the-Job Training II	6 units
FIN101	Money & Banking	3 units
Total:		12 units

## **GRADUATE STUDIES - BUSINESS ADMINISTRATION**

**DEGREE CONFERRED: MASTER OF BUSINESS ADMINISTRATION (M. B. A.)**

**MAJOR: BUSINESS MANAGEMENT**

### **PROGRAM OBJECTIVES**

The MBA program featured by the Graduate School of Business Administration aims to prepare students to become future leaders, problem solvers, and contributors to both business organizations and society. Through the two-year full-time program, students can develop a good sense of their own leadership and communication style, analyze and solve problems with a multidisciplinary perspective, and be able to make socially responsible business decisions. The courses and content of the program are geared towards the starting, acquiring, managing and/or expanding of a business.

The Graduate School of Business also provides a specially designed program for those working professionals who would like to pursue a MBA Degree. This program features class meeting times during evenings and weekends so that those who intend to enhance their planning, analysis, and management skills could have an opportunity to receive rigorous training through this program.

### **DEGREE REQUIREMENTS**

Students must complete the following course requirements in order to obtain a degree in the MBA program.

- (1) 29 units (10 courses) of required core courses. The chairperson of the SBA may waive required core courses.
- (2) 1 unit (1 course) in Tien Tao each semester
- (3) 36 units (12 courses) in track option core courses.

### **ADMISSION REQUIREMENTS**

All applicants who are seeking admission to the MBA program are required to submit their GMAT score. In general, the School of Business Administration adopts the same admission standards as the University graduate program. Please refer to the admission section of this catalog for detail.

### **WAIVING REQUIRED CORE COURSE**

Students may waive first year courses only by petitioning to the chairperson of the SBA.

## INSTRUCTIONAL METHODS

Almost all classes are supplemented with tests and/or lecture notes. For some courses, a list of reference materials for additional reading is also provided. Students are required to attend all classes. Classes will be conducted in lectures whenever a new concept or theory is introduced, after which group discussions among students will follow. Students enrolled in the program will be divided into groups and will remain in the same group through most courses in the two year program. This group learning approach will allow students to discover the importance of understanding group dynamic, group decision making, cooperating with each other, fostering camaraderie and long term working relationships, and putting theories and concepts into real life experiences. Complementing the theoretical portion of the program are simulations, games, and case studies, which are designed to provide experiential learning. In addition, student groups will be assigned research and business development projects, and are encouraged to participate in extracurricular activities. Group projects and reports are weighted heavily for many course grades.

Instructors are encouraged to conduct lectures with the following guidelines:

1. Administer term papers as often as possible and utilize essay format in examinations to provide students with adequate training in communicating through writing
2. Whenever feasible, introduce students to off-the-shelf computer software that can be used in the preparation of projects
3. Whenever possible, use information from commercially available media, such as The Wall Street Journal, Money magazine, Business Week, etc. to illustrate various business problems and encourage students to research and structure possible alternatives.

## CURRICULUM

### Core Courses (may be waived by proficiency examinations)

GBA201	Statistics and Computer Science	3 units
GBA203	Management Communication	3 units
GBA204	Accounting Principles	3 units
GBA205	Managerial Accounting	3 units
GBA209	Financial Statement Analysis	3 units
GBA211	Business Economics	3 units
GBA213	Business Finance	3 units
GBA227	Business Statistics and Probability	3 units
GBA235	Marketing Management	3 units
GBA245	Ethics in Business	2 units

### Track Options

Students must complete 36 units from the following list.

GBA215	Portfolio Analysis and Management	3 units
GBA217	Advanced Financial Analysis	3 units
GBA219	Behavior and Organization	3 units
GBA221	Negotiations and Conflict Resolutions	3 units
GBA223	Business Strategies and Decisions	3 units
GBA225	Political and Social Issues in Management	3 units
GBA229	Creativity in Business	3 units
GBA231	Decision Analysis	3 units
GBA233	Forecasting	3 units
GBA237	Product Planning	3 units
GBA241	Leadership and Business Plan	3 units
GBA247	Entrepreneurship	3 units

GBA250	Database Design and Application	3 units
GBA255	Information System and Electronic Commerce	3 units
GBA257	Information System and Decision Support	3 units
GBA291	Seminar and Special Topics	1-3 units
GBA292	Independent Study	1-3 units

## COURSE DESCRIPTIONS

GBA201 Statistics and Computer Science (3 units)  
 This course is designed to allow first-year students to become critical consumers of statistical analysis using available software packages. Key concepts including quantitative concepts, interpretation of regression analysis, model formation and testing, and diagnostic checking will be taught.

GBA203 Management Communication (3 units)  
 This course covers topics in written and oral communication, negotiations, and inter-personal dynamics. It is divided into three categories: writing, public speaking, and interpersonal skills.

GBA204 Accounting Principles (3 units)  
 This course introduces topics in financial statements, analysis of assets, liabilities, shareholders' equity, lease, taxation, and changing accounting methods.

GBA205 Managerial Accounting (3 units)  
 Prerequisite: GBA204. This course introduces the relationship between cost-volume-price analysis, capital budgeting, the collection of information for long term decision making, budgeting, and cost control. It also presents the functions and analyses of financial reporting statements. The course is divided into three sections: information for planning and decision making, information received during operations, and information for control and performance evaluations.

GBA209 Financial Statement Analysis (3 units)  
 Prerequisite: GBA204. This course emphasizes planning, forecasting, and analysis of financial statements for the purpose of valuation of business. Also presented are methods of dissecting financial statements and looking for inconsistencies, comparison to industry standards for evaluation, and alternatives in improving results.

GBA211 Business Economics (3 units)  
 This course introduces students to basic concepts in business economics. Students will learn theories in both macro and micro-economics, monetary systems, international trade, currency, and business cycles.

GBA213 Business Finance (3 units)  
 Prerequisite: GBA201, GBA211, and GBA227. This course introduces students to basic concepts in business finance. Theories in operating leverage, financial leverage, time value analysis of money, risk, appraisal, cost of capital, structure of capital, capital budgeting, cash flow and management, financial analysis, and planning will be illustrated along with computer applications.

GBA215 Portfolio Analysis and Management (3 units)  
 Prerequisite: GBA213. This course is a survey of portfolio theories and practices including corporate and government securities, real property and financial intermediaries, security analysis, valuation and portfolio management, and the impact of tax issues.

GBA217 Advanced Financial Analysis (3 units)  
 Prerequisite: GBA213. This course emphasizes advanced financial analysis in optimal capital structures, secondary offerings, dividend policies, business portfolio theories, investment alternatives, and their inter-relationships.

GBA219 Behavior and Organization (3 units)

This course introduces students to basic concepts and functions of management, including business organizations, human resources, motivation, leadership, and performance evaluations. Other issues explored include the interaction and dynamic of a decision group, compromises, communication, and methods of resolving conflicts. Role playing and games reinforce concepts presented to students.

GBA221 Negotiations and Conflict Resolutions (3 units)

This course studies the negotiation process, including negotiations among buyers and sellers, managers and subordinates, company units, companies and organizational agencies, and management and labor. Both two-party and multi-party relations are covered. Course work includes reading, lectures, discussions of case material, and simulations of real negotiations. Emphasis will be placed on the role of third parties in resolving disputes.

GBA223 Business Strategies and Decisions (3 units)

Prerequisite: Completion of all core courses. This course emphasizes the application of business theories, knowledge, and techniques and the importance of thorough analysis and creative thinking in seeking alternative solutions. Through group discussions, games, and case studies, students will learn the dynamics of business strategies and decisions. Written reports will be required.

GBA225 Political and Social Issues in Management (3 units)

This course introduces current political and social issues for analysis and discussion on their impact on business, business planning, and human factors. Students will learn how factor external to the business entity will affect the planning and operation of the business.

GBA227 Business Statistics and Probability (3 units)

This course introduces basic concepts in statistics, including probability, sampling methods, mean, and empirical validations, and how statistical information is used in product quality control, problem analysis, and management decision making.

GBA229 Creativity in Business (3 units)

This course examines the concept of creativity, bringing to light its nature in individuals, groups, and organizations. The course uses reading materials, case studies, and classroom and home exercises to help students understand and be able to use creativity in their own working lives.

GBA231 Decision Analysis (3 units)

Prerequisite: GBA227. This course introduces the application of statistics and probability in making rational business decisions through correlation, distribution, and probability.

GBA233 Forecasting (3 units)

This course explores methods used in forecasting and the role of forecasting in long term business planning. Students will learn theories in forecasting and building computer models for forecasting.

GBA235 Marketing Management (3 units)

This course introduces students to basic concepts and functions of marketing, the relationship between the economy, demographics, social trends, and consumer psychology, market segments, consumer behavior, and issues involving product, pricing, promotions, and distribution channels.

GBA237 Product Planning (3 units)

Prerequisite: GBA235. This course emphasizes the importance of the central part of any business entity - product. The course explores the entire process of product planning, from conceptualization and customer survey to material realization, product mix, product lines, and pricing.

GBA241 Leadership and Business Plan (3 units)

This course is conducted in a seminar format and is divided into two parts. The first part involves students performing self-evaluations to assess their own leadership and communication styles, how their own styles interact with others in a group setting, and how ideas and instructions can be conveyed in a friendly and effective manner. The second part of the course involves brain storming sessions for students to develop a clearer business idea that will

serve as a foundation for the business plan project. Students will carry their business ideas and incorporate them into a written business plan. The business plan requires all facets of starting up a new business venture or the expansion of an existing business, including mission, product or service narration, marketing plans, recruitment, and securing sources of financing.

GBA245 Ethics in Business (2 units)

This course provides students with an opportunity to critically analyze and discuss a wide range of ethical issues that confront individual managers and corporations in the US and other countries. Its objectives are to make students more sensitive to the ethical dimensions of both domestic and global business activities and to provide them with a framework for making management decisions in a more responsible manner.

GBA247 Entrepreneurship (3 units)

This course introduces methods on how to start a new business, how to research and locate resources, and how to write a business plan. Students are organized in teams of four around new venture ideas of their own choosing. They conduct research, consult with members of the business community, perform analyses, and write a formal business plan. They then present an appeal for funding to a panel consisting of the instructors and members of the investing community.

GBA250 Database Design and Application (3 units)

Prerequisite: Instructor's consent. This course introduces the importance of the role of a database in modern business entities. It also introduces various methods of organizing a database to maximize its effectiveness and efficiency. This course emphasizes on database design, structure, data warehouse, data mart, and data cupboard concepts.

GBA255 Information System and Electronic Commerce (3 units)

Prerequisite: Instructor's consent. This course introduces methods of forming and managing an electronic store front. Topics included the outsourcing of web site, web and network security issues, electronic transactions, web marketing, and new trends in electronic commerce.

GBA257 Information System and Decision Support (3 units)

Prerequisite: GBA250 and instructor's consent. This course analyzes methods to maximize the effectiveness of internal information of a business entity. Topics included intranet, World Wide Web, information cube, multi-dimensional analysis, on-line transaction processing, and on-line analytical processing.

GBA291 Seminar and Special Topics (1-3 units)

Prerequisite: Instructor's consent. This course involves in-depth exploration and discussion of current issues related to business and trade.

GBA292 Independent Study (1-3 units)

Prerequisite: Instructor's consent. This course provides students an opportunity to select a topic for research.

# **LANGUAGE CENTER**

## **CHINESE AS A SECONDARY LANGUAGE PROGRAM (CSL)**

### **PROGRAM OBJECTIVES**

The Chinese as a Secondary Language program offers introductory courses in the Chinese language to students whose native language is not Chinese. The program aims to develop the four basic linguistic skills of speaking, listening, reading, and writing in Chinese for these students so that they will be able to enroll in the courses which are conducted mainly in Chinese.

### **LANGUAGE PLACEMENT TEST**

All newly admitted students must take a Chinese placement test to determine their Chinese language skills before they can participate in the University program. Based on the results of the placement test, the program advisor will assist the student in deciding which course to take.

### **INSTRUCTIONAL METHODS**

Experienced instructors in the CSL program will decide upon the instructional methods and contents based on their expertise in order to achieve the program objectives. The instructional methods will focus on the development of a student's abilities to express him/herself clearly in the Chinese language, utilizing all available resources and audio-visual equipment in order to stimulate and facilitate the student's interest in studying the language.

### **CURRICULUM**

CSL1	Elementary Chinese I	4 units
CSL2	Elementary Chinese II	4 units
CSL4	Intermediate Chinese I	4 units
CSL5	Intermediate Chinese II	4 units
CSL11	Advanced Chinese I	4 units
CSL12	Advanced Chinese II	4 units

For students whose native language is not Chinese, the courses CSL11 (Advanced Chinese I) and CSL12 (Advanced Chinese II) can be chosen as a substitute for the General Education Requirement of GE21 (Chinese Literature and Writing I) and GE22 (Chinese Literature and Writing II).

### **COURSE DESCRIPTIONS**

CSL1 Elementary Chinese I (4 units)  
Three hours of lecture and two hours of language laboratory per week. This course teaches both Mandarin phonetic symbols I and II and Yale phonetic pronunciation systems. Students will learn 250 Chinese Characters and simple sentence structures.

CSL2 Elementary Chinese II (4 units)

Prerequisite: CSL1 or consent of the instructor. Three hours of lecture and two hours of language laboratory per week. This course is a continuation of CSL1. Students will learn an additional 250 Chinese Characters and more complex sentence structures.

CSL4 Intermediate Chinese I (4 units)

Prerequisite: CSL2 or consent of the instructor. Three hours of lecture and two hours of language laboratory per week. This course is a continuation of CSL2. Students will learn an additional 250 Chinese Characters and more complex sentence structures.

CSL5 Intermediate Chinese II (4 units)

Prerequisite: CSL4 or consent of the instructor. Three hours of lecture and two hours of language laboratory per week. This course is a continuation of CSL4. Students will learn an additional 250 Chinese Characters and more complex sentence structures.

CSL11 Advanced Chinese I (4 units)

Prerequisite: CHL6 or consent of the instructor. Three hours of lecture and two hours of language laboratory per week. Selected readings from junior high school Chinese text books issued by the Department of Education, Republic of China (Taiwan) will be used. In addition to lectures, assignments are given to improve students' listening, speaking, reading, and writing skills. This course can be taken as a substitution for GE20, Chinese Literature and Writing I, if Chinese is a secondary language for the student.

CSL12 Advanced Chinese II (4 units)

Prerequisite: CHL11. Three hours of lecture and two hours of language laboratory per week. Selected readings from senior high school Chinese text books issued by the Department of Education, Republic of China (Taiwan) will be used. Additional assignments are required to improve students' listening, speaking, reading, and writing skills. This course can be taken as a substitution for GE21, Chinese Literature and Writing II, if Chinese is a secondary language for the student.

## **ENGLISH AS A SECONDARY LANGUAGE PROGRAM**

### **PROGRAM OBJECTIVES**

The Language Center offers the English as a Second Language program to help students whose native language is not English to be able to study courses and programs offered at the University which are conducted mainly in English.

### **LANGUAGE PLACEMENT TEST**

Newly admitted international students are required to take the English placement test to determine their English language skills. A program advisor will then be able to assist the student in deciding which course to take based on the placement test results.

### **INSTRUCTIONAL METHODS**

Experienced instructors with Master's Degrees in TESL (Teaching English as a Second Language) and related fields will design the courses, utilizing up-to-date teaching methods and equipment. A range of individualized program types is designed to provide the best opportunities for learning English quickly and easily. It is a rich and rewarding educational, cultural, and spiritual experience for students to learn and gain the ability to express themselves in the English language.

## CURRICULUM

ESL1	English as a Second Language - Beginning I	3 units
ESL2	English as a Second Language - Beginning II	3 units
ESL3	English as a Second Language - Intermediate I	3 units
ESL4	English as a Second Language - Intermediate II	3 units
ESL5	English as a Second Language - Advanced I	3 units
ESL6	English as a Second Language - Advanced II	3 units

For students whose native language is not English, the courses ESL5 (English as a Second Language - Advanced I) and ESL6 (English as a Second Language - Advanced II) can be chosen as a substitute for the General Education Requirement of GE25 (English Composition I) and GE26 (English Composition II).

## COURSE DESCRIPTIONS

This program offers courses at all levels of student ability, from beginning to advanced.

- ESL1 English as a Second Language - Beginning I (3 units)  
This basic course covers all major language skills - listening, speaking, reading, and writing - for beginners. This is an intensified study course that will lay the foundation for further studies in the English language. Contents include grammar and vocabulary building.
- ESL2 English as a Second Language - Beginning II (3 units)  
A continuation of ESL2, this course covers all major language skills - listening, speaking, reading, and writing - for beginners.
- ESL3 English as a Second Language - Intermediate I (3 units)  
A semi-intensive course in the skills needed for success with academic English, this course includes writing essays, listening to lectures, reading academic texts, and presenting oral reports. Study skills - such as note taking, vocabulary-building strategies, and outlining - are also covered. Grammar is taught as it relates to writing, but it is not the focus of the course. Various academic topics are used to teach these skills.
- ESL4 English as a Second Language - Intermediate II (3 units)  
This is an intermediate course in academic skills emphasizing reading and writing. Various type of essays are required, and extensive academic reading is assigned. This course includes lectures, note-taking, and examination preparation. Exercises provide practice in critical thinking skills. Various academic topics are used to teach these skills.
- ESL5 English as a Second Language - Advanced I (3 units)  
This is an advanced course in academic skills, emphasizing reading and writing. Various types of essays are required, including ones using argumentative techniques and introducing the sources for support. Extensive, high-level academic reading is assigned. This course includes lectures and oral reports and requires participation in class discussions. Various academic topics, such as the history of immigration and the First Amendment, are used to teach study skills.
- ESL6 English as a Second Language - Advanced II (3 units)  
This is a continuation of ESL5 with more emphasis on report writing.

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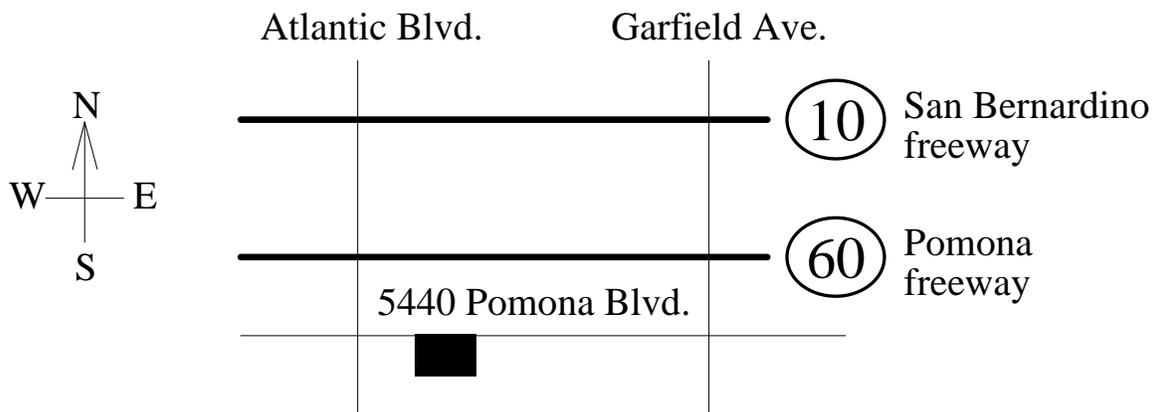
## **ABOUT THE CATALOG**

The school catalog will be reviewed and updated yearly. However, it is published every other year. The changed portion will be provided to the students as attachments with the school catalog before a new version is published.

Any questions a student may have regarding this catalog that have not been satisfactorily answered by TTCHU may be directed to the Bureau for Private Postsecondary Education at 2535 Capitol Oaks Drive, Suite 400 Sacramento, CA 95833, web site:<http://www.bppe.ca.gov/>, Tel: (916) 431-6959 and Fax: (916) 263-1897

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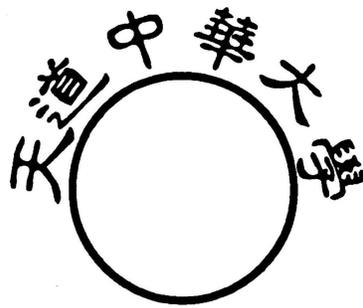


**General Catalog 2013-2015**

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**NOTICE  
OF  
NONDISCRIMINATORY POLICY**

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



**TIENTAOCHONGHUA UNIVERSITY**