

# Shepherd University

## Academic Catalog

**2012~2013**

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*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. Each student is responsible for knowing and complying with the information contained in this publication and other school's information bulletins.*

## **A Message from the Board**

I sincerely welcome and appreciate your interest in Shepherd University. Upon the basis and principles of Christianity, this university is established with a great effort to cultivate each student to be an active and capable person, who opens up the door of the 21st century.

This is the first and only university that has four schools (School of Theology, School of Music, School of Information Technology, and School of Nursing) established and managed by an Asian in the United States.

In addition, Shepherd University plans to launch four new schools (Art School, Business School, School of Humanities, and School of Education).

I am very proud of having talented and experienced professors, whose higher education degrees and teaching experience have given them a high range of academic knowledge and up-to-date techniques.

I assure you that your dreams and future will be bright as you begin your journey at Shepherd University.

Again, I cordially welcome you and will do my best to help you be successful and feel satisfied. I wish you success and grace in the name of our Lord Christ.

Under Christ,

Dr. Noah Sungbaek Jin

Chair, Board of Directors

## **A Message from the President**

It is my very real pleasure to welcome you to Shepherd University!

Located on the west coast, Shepherd is a young institution in the realm of higher education in America, as were Harvard and Yale when they were launched by Christians on the east coast.

Like such institutions of an earlier day, Shepherd's mission in the field of education is inspired by a vision of the need to provide a sound education of the highest standards for students with ambitions through the liberating message of Jesus Christ for the world.

Please contact us in the way most convenient for you with whatever questions you might have. We welcome your interest.

With Best Blessings,

President

Dr. Richard Cornel Rhee

# Introduction

## Mission of the University

### Mission Statement

The mission of Shepherd University is to educate men and women to be leaders who serve the church and improve the world through the excellent programs of Christian higher education.

### Vision

The vision of Shepherd University is to prepare professional leaders to improve the world at every level, from the church and community levels to the realm of world culture. The fulfillment of this vision inspires, orients, and defines the work of this institution.

## School of Nursing

### Mission Statement

The School of Nursing is committed to educating adult learners to become competent nursing professionals who integrate their Christian faith into the nursing practice.

### Vision

The vision of the School of Nursing is to equip student leaders with professional nursing knowledge and skills, a compassionate and caring heart, and a Christian worldview in order to promote self-actualization as they practice in a multicultural and global society.

## School of Music

### Mission Statement

The mission of the School of Music at Shepherd University is to provide students with an education and practical skills necessary to prepare them for careers as professional musicians and composers, and to develop the student's scholastic and artistic achievement through courses leading to Certificate, Bachelor of Music, and Master of Music degrees.

### Vision

The vision of the School of Music is to prepare students with contemporary musicianship, performance skills, education, and personal growth experiences to encourage their future success in the field of music making.

## School of Information Technology

### Mission Statement

The mission of the School of Information Technology is to provide students with opportunities to develop in-depth knowledge and experience in Applied Computer Science and Digital Content Technology to contribute to the economic vitality of our region and beyond and to launch the careers of first-rate, 21st century professionals and leaders who are ready to make immediate, positive contributions to society through Christian spirituality.

### Vision

The vision of the School of Information Technology is to maintain recognition as a national leader of Information Technology through excellence in teaching, innovative industrial partnerships, applied research, and professional service and outreach. This program will propose strategies that lead to a lasting positive impact on the lives of people, churches and communities and give them an opportunity to work in its essential industries with happiness and satisfaction.

## School of Theology

### Mission Statement

Our mission is to prepare competent leaders for the Lord and the world through excellent programs of Christian higher education.

### Vision

The vision of Shepherd University's School of Theology is to prepare Christian leaders to transform the world for Christ at every level – from the local church and community levels to the realm of world culture. The fulfillment of this vision inspires, orients, and defines the work of this school.

## English as a Second Language (ESL)

### Mission Statement

The mission of the ESL Program is to provide a high quality of instruction in English as a Second Language (ESL) to nonnative speakers who wish to improve their English proficiency in order to attend an American college or university, or who wish to develop sufficient English skills to be ready to serve the Lord and world as competent leaders.

### Vision

The vision of Shepherd University's ESL Program is to help international students to assimilate into the American way of life while building their self-confidence in a gradual and methodic manner and to foster a positive cultural experience for all students while making them more competitive in a multi-cultural and international marketplace.

## Statement of Faith

### 1. The Bible

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

### 2. The Trinity

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

### 3. The Father

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

### 4. The Son

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

### 5. Holy Spirit

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

### 6. Historicity

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

### 7. Redemption

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

### 8. Salvation

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

## 9. Last Things

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

## 10. Biblical Creation

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

## 11. Satan

We believe in the existence of a personal, malevolent being called Satan who acts as tempter and accuser. He can be resisted by the believer through faith and reliance on the power of the Holy Spirit. A place of eternal punishment has been prepared for Satan, along with those who die outside of having faith in Christ, where they will be confined to conscious torment for eternity.

## Academic Freedom

- Shepherd University is committed to academic freedom.
- Academic freedom functions within Shepherd University's mission statement and statement of faith. Specifically, within the mission statement, the faculty member takes the role of being a Christian leader in order to model Christian leadership to students.
- Faculty members, as well as students, are free to hold and express opinions about material offered in their courses, and this right must not be impinged on by threats, force, or other intimidation; however, students have the right to disagree with the conduct or content of courses and to seek change, but such freedom does not include the right to disrupt orderly classroom activities or to avoid fulfillment of the expectations within the course; however, academic freedom for faculty members must include a means for seeking the censure or dismissal of students guilty of disruption, destruction, or unethical classroom behavior.
- Academic freedom for faculty members includes the right to judge and grade the academic performance of students.
- Academic freedom includes the right of students to be fairly and competently evaluated and graded. Punitive grading is not acceptable except in cases of cheating or plagiarism.
- Students have the right to the instruction promised them in official university publications.

- It is not inappropriate for faculty and students, both in and out of classes, to meet and share their views on a wide spectrum of intellectual and social issues. It is proper for students to seek, and faculty to choose, professionally responsible ways to relate subject matter of courses to those social crises that arise temporarily and unpredictably.
- In the event of temporary departures from the normal course of instruction to discuss campus issues or community problems, faculty should make reasonable efforts to find ways of making up for missed material. In most foreseeable and general circumstances, instruction is to take place at the time and location indicated in university publications except in common academic practices such as field trips, classes meeting off-campus by prior arrangement, and experimental course procedures approved by the department, for which students have received notice prior to registration.
- Academic freedom includes the right of both faculty and students to seek censure of faculty members by complaint, petition, or seeking discipline for incompetence or unprofessional behavior.
- Students in all academic disciplines have a right to receive effective presentations of a broad spectrum of the philosophies relative to those disciplines. Although objectivity is ordinarily assumed in the characterization of scholarly pursuits, this does not mean that each faculty member must give equal weight to all theories appropriate to his/her discipline; rather a spectrum of philosophies or theories should characterize the total offerings within a field.
- Academic freedom for all members of the academic community demands that channels of administrative communication be open in both directions, and that they be used regularly and effectively.
- The responsibilities in academic affairs placed upon deans, department chairs, and faculty members should be clearly stated and respected in the operation of the university. The placing of responsibility should be accompanied by the delegation of the authority necessary to discharge it.

## Educational Objectives

Through the School of Theology, the School of Music, the School of Information Technology and the School of Nursing, Language Program, Shepherd University offers programs leading to the following degrees and certificates:

the Associate Degree in Nursing,  
the Bachelor of Science in Nursing,  
the Bachelor of Music,  
the Master of Music,  
the Bachelor of Science in Information Technology,  
the Master of Science in Information Technology,  
the Bachelor of Arts in Biblical Studies,  
the Master of Divinity.  
the Licensed Vocational Nursing Certificate, and  
the English as a Second Language Program.

## Our Heritage

As a private non-profit higher education organization, Shepherd University was established in the heart of Los Angeles in August 1999 by Dr. Richard Cornel Rhee to serve the community in Southern California.

Dr. Richard Cornel Rhee founded the school in collaboration with a faculty of outstanding scholars and professionals, envisioning the purpose of educating students in Nursing, Music, Information Technology and Theology.

## Campus Facilities

Shepherd University is located at 3200 N. San Fernando Rd., Los Angeles, CA 90065. The campus consists of 5.87 acre (255,700 square feet) of instructional rooms, labs, a resource library, administrative offices, student/faculty lounge and parking spaces. The campus accommodates 22 instructional rooms including 3 Computer Labs, 5 Project Rooms, 2 Nursing Labs, 1 Science Lab, 2 Rehearsal rooms, 2 studios, a Midi-room, a Guitar/Bass Lab, a Drum Lab, 33 Individual lesson rooms, and 335 seats Auditorium. The library consists of 3,345 square feet of bookcase space and 1,356 square feet of reading room. Shepherd University is wired up with a high speed fiber-optic network in order to provide students with stable and faster internet connection. Around 300 parking spaces are available on the campus.

Shepherd University strives to provide a safe work and campus environment and encourages personal health for all students and employees. The campus is secured by outsourcing a security company to watch the whole campus on a 24/7 basis. Without permission at the entrance, no strangers can access the campus.

## Approvals and Accreditations

### **California BPPE Approval**

Shepherd University is recognized by the State of California as an institution of higher education. Shepherd University has state approval from Bureau of Private Postsecondary Education (BPPE) to confer the Bachelor of Arts in Biblical Studies, the Master of Divinity, the Doctor of Ministry, the Bachelor of Music, the Master of Music, the Bachelor of Science in Information Technology, the Master of Science in Information Technology, the Licensed Vocational Nurse Certificate, the Associate Degree in Nursing, the Bachelor of Science in Nursing and English as a Second Language (ESL) program.

### **SEVIS Certification**

Shepherd University is certified by the U.S. Citizenship and Immigration Services (USCIS) through the Student and Exchange Visitor Information System (SEVIS) to issue Forms I-20 and accept F-1 nonimmigrant foreign students for its degree programs.

### **BVNPT**

Shepherd University also has certificate of accreditation from the Board of Vocational Nursing and Psychiatric Technicians (BVNPT) to offer vocational nursing program.

### **BRN**

Shepherd University Associate Degree in Nursing (ADN) Program is approved by California Board of Registered Nursing.

### **ATS**

Shepherd University School of Theology is granted candidacy status for initial accreditation by the Association of Theological Schools (ATS) for its graduate programs.

Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education.

Mailing Address:

Bureau for Private Postsecondary Education

P.O. Box 980818

West Sacramento, CA 95798-0818

Physical Address:

Bureau for Private Postsecondary Education

2535 Capitol Oaks Drive, Suite 400

Sacramento California, 95833

Phone: (916) 431-6959

Toll Free: (888) 370-7589

Main Fax: (916) 263-1897

Web site: [www.bppe.ca.gov](http://www.bppe.ca.gov)

A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling toll free (888) 370-7589 or by completing a complaint form, which can be obtained on the bureau's Internet Website ([www.bppe.ca.gov](http://www.bppe.ca.gov))

# Shepherd University Academic Calendar

(School of Theology, Music & Information Technology)

## **Fall 2012**

June	11-15	Fall 2011 Registration (Returning Students)
August	20-24	Fall 2011 Registration (New Students)
	20-24	Orientation Week
	27	Fall Classes Begin
	27-31	Knowledge Survey Week
September	3	Last Day to Add or Drop Classes without Fee
	3	Labor Day (Administrative Offices Closed)
	7	Last Day to Add or Drop Classes
November	16	Last Day to Withdraw
	19-23	Thanksgiving Week (Classes Do Not Meet)
	22-23	Thanksgiving Holiday (Administrative Offices Closed)
December	3-7	Spring 2013 Registration
	17-21	Final Exams and Knowledge Survey Week
	21	Last Day of Classes

## **Spring 2013**

January	1	New Year's Day (Administrative Offices Closed)
	14-18	Spring 2013 Registration (New Student)
	14-18	Orientation Week
	21	Spring Classes Begin
	21-25	Knowledge Survey Week
February	1	Last Day to Add or Drop Classes
	18-22	Graduation Check
March	25-29	Easter Break (Classes Do Not Meet)
April	19	Last Day to Withdraw
May	6-10	Summer 2013 Registration
	13-17	Final Exams and Knowledge Survey Week
	17	Last Day of Classes
	27	Memorial Day (Administrative Offices Closed)

## **2013 Summer Session (8 weeks)**

May	28	Summers Session Begins
June	1	Commencement Service
	7	Last Day to Add or Drop Classes
	10-14	Fall 2013 Registration (Returning Students)
July	4	Independent Day (Administrative Offices Closed)
	8	Last Day to Withdraw
	16-22	Final Exams Week
	22	Last Day of Classes

## Shepherd University Academic Calendar (School of Nursing)

### **2012**

June	25	LVN 18th Cohort Class Begins
	29	Deadline of Add & Drop for LVN Classes
August	7/31-3	Registration for BSN Fall 2012 Semester
	17	Deadline of Registration for LVN Classes (Current Students)
	27	ADN Classes Begin
	31	Deadline of Add & Drop for ADN Classes
October	2	BSN Fall Classes Begin
	6	Last Day of LVN Classes
	8	Deadline of Add & Drop for BSN Classes
	12	Deadline of Registration for LVN Classes (New Students)
	15	LVN 19th Cohort Class Begins
	19	Deadline of Add & Drop for LVN Classes
November	10/29-2	Registration for ADN Spring Semester
	22	Thanksgiving (Administrative Offices Closed)
	26-30	Registration for BSN Spring 2013 Semester
December	14	Deadline of Registration for LVN Classes (Current Students)
	25	Christmas (Administrative Offices Closed)
	28	Last Day of ADN Classes

### **2013**

January	1	New Year Break (Administrative Offices Closed)
	22	Last Day of BSN Fall 2012 Classes

	28	ADN Classes Begin Deadline of Add & Drop for ADN Classes
February	4	BSN Spring Classes Begin
	9	Deadline of Add & Drop for BSN Classes Last Day of LVN Classes
	15	Deadline of Registration for LVN Classes (New Students)
	18	LVN 20th Cohort Class Begins
	22	Deadline of Add & Drop for LVN Classes
March	25-29	Graduation Check
	25-29	Registration for BSN Summer 2013 Semester
April	12	Deadline of Registration for LVN Classes (Current Students)
May	17	Last Day of BSN Spring Classes
	27	Memorial Day (Administrative Offices Closed)
	27-31	Registration for ADN Fall Classes
	31	Last Day of ADN Classes
June	1	Commencement Service Last Day of LVN Classes
	3	BSN Summer Classes Begin
	7	Deadline of Add & Drop for BSN Classes
	7	Deadline of Registration for LVN Classes (New Students)
	10	LVN 21st Cohort Class Begins
	14	Deadline of Add & Drop for LVN Classes
July	4	Independence Day (Administrative Offices Closed)
August	7/29-2	Deadline of Registration for BSN Fall 2013 Semester
	2	Deadline of Registration for LVN Classes (Current Students)
	26	ADN Classes Begin
September	2	Labor day (Administrative Offices Closed)
	20	Last Day of BSN Summer Classes
	21	Last Day of LVN Classes
	27	Deadline of Registration for LVN Classes (New Students)
	30	LVN 22nd Cohort Class Begins

# Student Services and Activities

## Clubs

We encourage you to form student-led clubs around common interests. Faculty and staff members are available for advice, and to help students with access to university resources. Typical interest groups include student ministries, praise worship team, Bible studies, community outreach programs, health support service, student recitals, Shepherd Oratorio, Student music club, Shepherd Ministry, prayer group, Christian fellowship club, Millennium Mission, hiking, sports-dancing club, sports, and reading clubs.

## Field Trip

The University encourages and provides students an opportunity to visit their major-related area for educational purposes. Areas include: church, hospitals, concert halls, mission organizations or other schools; for recreational purposes: parks, museums, amusement parks, beaches and mountains.

## Chapels

Regularly scheduled chapel services for students, faculty, and staff are held for times of corporate worship, exhortation and the opportunity to minister. Chapel times strengthen our community as we encourage and pray for one another, and share praise reports and important Shepherd announcements. Chapel is on Thursday afternoon at the auditorium. Occasionally a two- or three-day chapel series is held that may include class time from other days.

## Non-Academic Counseling

The pastoral services of Student Affairs offer non-academic counseling to all currently enrolled students at Shepherd University. The chaplain and designated staff provide this personal counseling so that students can acquire the appropriate abilities and attitudes which will enable them to cope with the stresses and challenges of student life. The available counseling issues include student's emotional, psychological, relational, and even spiritual problems and crises. And the counseling services help students experience healing, support, guidance, coaching, and reconciliation in resolving their own concerns.

Individual counseling is offered in a confidential setting to assist students in achieving personal and educational goals. In order to maintain feelings of trust and safety, the basic information concerning services will be considered confidential. There are two exceptions to this general confidentiality: (1) In instances where there is imminent danger of serious harm to the student or another person and (2) In cases involving physical and/or sexual abuse of a child or mentally disabled person or an elderly person. In case of further assistance, referral for services will depend on individual student needs and referrals to various other professional counseling offices off campus may be made according to student need. Finally, Shepherd's counseling does not provide treatment for substance abuse or serious chronic psychiatric disorders and does not provide psychological, psychiatric, or disability evaluations.

All registered students are members of the Student Association. Activities of the Association are supported through a student fee and individual gifts. The officers of the Association—President, Vice President, Secretary, and Treasurer—are elected annually by the members.

## Career Development Center

The Career Development Center supports students who will graduate from Shepherd University with all the necessary services to successfully find jobs to foster productive leaders who will be demanded by society and who will change the world and community.

Some services of the Career Development Center are as follows: (1) Providing individual appointments to students enrolled at the University including career assessment, career counseling, and other services to support students' employability; (2) Cultivating opportunities for co-ops, practicums, field experiences, and employment; (3) Updating resources, and information necessary to students and alumni seeking experiential learning and employment; (4) Participating in local activities; attending local and national meetings/conferences for job development; (5) Providing information related to Graduate Education, Professional Schools, and application procedures; (6) Coordinating annual career tour including preparing students for Career Fairs, the Etiquette Luncheon, and mock interviews; (7) Providing Career Counseling Services to alumni; (8) Continuing to build a database of potential employers affiliated with the University for graduating students to utilize; (9) Instructing students and graduates in the use of computer software and other resources related to employment opportunities; (10) Preparing monthly and annual reports; supervising compilation of data; (11) Identifying and reporting on job skills sought by employers.

## Academic Computer Lab

Whenever possible, we encourage students to bring their own computer to Shepherd University. If students do not have a computer, or are unable to access their computer, they are welcome to use the resources of the Academic Computer Lab. The Lab offers full Internet access and word processing capabilities. Computers are available in the main building across the hall from the library and in the student break room.

## Library

The Shepherd University library, located in the main campus, contains over 120,430 volumes as well as periodicals and multimedia resources. Library subscribes many kinds of databases which include full text articles and dissertations in related field. The catalog and many resources are available on the library homepage.

A number of additional library services are available for faculty and students. Librarians are on duty to assist patrons during all hours of operation. Patrons can get help in locating needed information in the library or in outside sources. Additional services also include: (1) computerized catalog system; (2) library homepage; (3) reference service; (4) copy machines; (5) computerized bibliographic search service through the database of a variety of electronic resources.

Shepherd University Library web page can be accessed outside the library through:

<http://www.shepherduniversity.edu/library>

This allows search library materials, view library account, renew items and request inter library loan service. Wherever internet access is available patrons can also access a wide variety of educational databases and electronic journals on our library homepage. Remote access is available for most of our online databases upon login status.

## Student Rights under FERPA

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

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

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

To request an amendment of the educational records, the student should write the school official responsible for the record, clearly identify the part of the record he or she wants changed, and specify why it is inaccurate or misleading. If the University decides not to amend the record as requested by the student, the University will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided at that time.

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

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

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

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

## Retention of Student Records

All student academic records are retained, secured, and disposed of in accordance with local, state, and federal regulations. Shepherd University retains all active student records on site and retains records for graduates, drops and terminated students on site for five years. After five years all student records are kept indefinitely in the university archive as an electric storage format.

## Department

Due to the fact that Shepherd University functions as a community of believers, students are to demonstrate a respectful attitude in all encounters with administrators, professors, staff personnel, campus guests, and other students. This standard applies to all areas of behavior, speech, and overall deportment. The same courtesy is to be returned to each student in the treatment he or she receives from others. Deviation from this standard will result in a review of the incident by faculty and staff advisors and the Dean of Student Affairs. Following this review, the Dean of Student Affairs will make an appropriate restorative recommendation.

Each professor is responsible for maintaining a classroom environment that is conducive to learning. If a student is asked to refrain from a disruptive behavior or is asked to leave the classroom, the student should do so immediately and respectfully. Upon leaving the classroom, the student should report to the Dean of Student Affairs. If necessary, the Dean of Student Affairs and/or faculty and staff advisors will meet with those involved and assign additional restorative action as necessary. The Dean of Student Affairs will advise the Dean of Academic Affairs and the President of allegations of faculty or staff misconduct.

The Dean of Student Affairs will review any incident of a student threatening or harming the physical well-being of a person or property. Following this review, the Dean of Student Affairs will assign a restorative action plan that could include reporting the incident to law-enforcement

officials, imposing personal restrictions on the involved students, and/or recommending dismissal of the student from Shepherd University.

## Disciplinary Policy

The primary goal of the Shepherd University Disciplinary Policy is always to pursue the full restoration of the involved student. With this goal in mind, the suspension of a student from Shepherd University is not a desired result, but may occur if a student shows an unwillingness to comply with or meet the objectives of a restorative action plan. Intermediate consequences are employed whenever possible to avoid suspension or expulsion. Each incident is reviewed on a case-by-case basis, with consideration of (1) the severity of the violation, (2) the context of the incident, (3) a history of prior misconduct, (4) the responsiveness of the accused to confrontation, and (5) the degree to which the individual displays genuine repentance.

Community members are expected to provide firsthand testimony that will bring greater clarity and understanding to the review. While painstaking efforts are taken to maintain consistency concerning each individual case, confidentiality often prevents the disclosure of details that contribute to a decision, occasionally resulting in unanswered questions regarding a disciplinary outcome. Uninformed community members are asked to extend the benefit of doubt to officials, knowing that prayerful consideration has been employed in the proceedings and the subsequent outcome.

The Dean of Students Affairs serves as the chief student conduct officer for the university and works with other administrators to resolve student disciplinary matters. The Student Handbook provides guidelines that are used to establish continuity for administering consequences for violating community standards.

## Grievance

This policy supplements the administrative and academic procedures of Shepherd University and provides a grievance procedure that ensures a just and reasonable process and fair treatment for faculty members. It is expected that the grievance procedure will only be initiated if a dispute cannot be resolved through the normal process of reasoned discussion consistent with the principles of Scripture.

We believe that God is a God of reconciliation who desires that people be reconciled both with God (II Cor. 5:16-21) and with each other (Eph. 2:14-18) in an atmosphere of peace and reconciliation. It is within this spirit of peace and reconciliation that we structure the current grievance procedures. We are guided by the biblical principle that reconciliation be sought at the lowest possible level of conflict, involving the fewest number of people.

As used in this policy, a grievance is any material dispute between a faculty member and an administrator that cannot be resolved by the parties. This policy may not be used to grieve any action—such as termination, sexual harassment or other action—covered by another policy containing a due process procedure.

### Mediation

The opportunity for mediation shall be available at any stage of this process in lieu of any further proceedings herein. There shall be two mediators, both experienced and competent in mediation, selected from persons employed by Shepherd University.

The mediators shall not charge for their services. The mediation procedure shall be governed by the code of ethics and standard of practice of the Society for Professionals in Dispute Resolution (SPIDR). Legal counsel shall not be admitted to any of the mediation meetings that occur as part of this process of grievance resolution.

If both parties elect mediation, then mediation will proceed for up to a period of 30 days. If agreement is reached within that time, then the hearing process is stayed. If agreement is not reached then the hearing process is resumed.

### Procedure

When a faculty member has a grievance that is not covered in another policy regarding a decision that he or she believes adversely affects his or her academic career at Shepherd University, the faculty member should arrange a meeting with the individual(s) responsible for the decision. At that meeting, the faculty member should bring a written Statement of Grievance, which includes:

1. A description of events leading to the action, which the faculty member is grieving.
2. A description of the grievance.
3. The grounds upon which the faculty member is grieving the action and any applicable policies or procedures, if any.
4. A statement of the remedy sought by the faculty member.
5. Other supporting documents.

The administrator must respond in writing to the faculty member within 21 calendar days. If the matter is not satisfied, then the faculty member may appeal to the dean, submitting the original Statement of Grievance, supporting documents, if any, and the administrator's written response. The academic dean shall review the appeal within 15 calendar days. If the academic dean determines that the appeal warrants review, it will be referred to the standing Hearing Committee. If the administrator named in the grievance is the academic dean, the faculty member may appeal to the President, who will follow this same procedure.

### Review by Standing Hearing Committee

The academic dean shall arrange for the standing Hearing Committee to hold a hearing on the faculty member's grievance within 30 days of its receipt by the academic dean. The Hearing Committee shall proceed as follows:

1. The Hearing Committee shall consist of five members and two alternates. At the beginning of each academic year, the academic dean shall select, in consultation with the president, four members from the regular faculty and one member from the President's administrative council who holds faculty rank. The Hearing Committee shall elect the chairperson from its membership by majority vote.
2. The academic dean or his or her designee shall inquire of each of the selected Hearing Committee members whether there is any reason he or she would be unable to hear the

case fairly and impartially and render a fair and impartial decision. If any member of the committee cannot serve, then an alternate shall be appointed to serve.

3. If the chairperson cannot impartially serve on a particular hearing, then an alternate should be appointed and the group shall elect a chairperson for the particular hearing.

From this point, the Hearing Committee shall be in charge of all subsequent stages in the hearing process until the Hearing Committee has forwarded its report and recommendations to the president.

The Hearing Committee chairperson shall set a time and place for the hearing and shall notify the other committee members and the faculty member. The chairperson shall be in full charge of the hearing, which shall be conducted according to procedures as established and may include representation. The hearing shall be closed to all except the persons who have the advance approval of the academic dean.

The Hearing Committee chairperson shall conduct the hearing and prepare a final report that shall contain findings of fact and recommendations to the president of the University. The final report shall be submitted to the president within 21 calendar days of the conclusion of the hearing and a copy delivered to the faculty member. Additionally, members of the committee may submit individual reports to the president and send a copy to the faculty member. Upon consideration of the committee's report(s), the decision concerning the grievance shall be at the sole discretion of the institution as represented by the directors acting through the president, whose decision shall be final.

## Additional Information

Additional information regarding student life at Shepherd University is available in the Student Handbook. You will receive a copy of this handbook with your letter of acceptance. The handbook is also available from the Dean of Students Affairs. Upon acceptance, you will be asked to sign a statement confirming that you have read the Student Handbook and are willing to comply with the policies it contains.

## Housing Policy

The university does not operate a dormitory or other housing facility, but will assist students in locating adequate housing near the campus upon the request.

## Financial Information

Students receive a considerable discount in their expenses because of generous educational grants given to the university by various donors. Many churches and individuals who have a great concern for the students as future leaders have already contributed to support their education.

The information provided in this section reflects Shepherd University's education prices for the 2012~2013 academic year. These rates are subject to change without notice by action of the Board of Directors. The university reserves the right to assess new charges in relation to rising costs.

### Tuition Information

Program	Degree	Tuition	
		Unit	Term
General Education	N/A	\$593 per unit (On Campus)	N/A
		\$335 per unit (E-Learning)	
Music	Undergraduate	\$593 per unit (Full-time)	\$9,488 per term (12~16 units)
		\$743 per unit (Part-time)	
	Graduate	\$793 per unit (Full-time)	\$9,516 per term (9~12 units)
		\$943 per unit (Part-time)	
Information Technology (Digital Arts)	Undergraduate	\$593 per unit (Full-time)	\$8,895 per term (12~15 units)
		\$743 per unit (Part-time)	
	Graduate	\$793 per unit (Full-time)	\$9,516 per term (9~12 units)
		\$943 per unit (Part-time)	
Nursing	LVN Certificate	\$335 per LVN Core unit	\$5,360 per term/16 units
	A.D.N. (RN)	\$1,597.50 per RN Core unit	\$19,968.75 (Semester 1/12.5 units)
			\$15,975 (Semester 2/10 units)
			\$11,981.25 (Semester 3/7.5 units)
			\$15,975 (Semester 4/10 units)
	B.S.N.	\$593 per unit	\$5,930 (Spring Term/10 units)
			\$5,337 (Summer Term/9 units)
\$5,337 (Fall Term/9 units)			
Theology	B.A.B.S.	\$335 per unit	\$3,000 per term (12~18 units)
	M. Div.	\$400 per unit	\$3,600 per term (9~18 units)
ESL	N/A	\$600 per month	\$1,800 per term (3 months)

General Fees		
Application Fee	\$120 (\$60 for ESL)	
Registration Fee	\$20	
Late Registration Fee	\$100	
Late Tuition Fee	10% of Tuition (15% after a month) 5% of Tuition for RN program	
Add/Drop Fee	\$10	
Student Activity Fee	\$50	
Student Association Fee	\$15	
Student Service Fee	\$215	
Graduation Service Fee	Associate	\$200
	Undergraduate	\$300
	Graduate	\$350
Official Transcript Fee	\$10 per copy	
Unofficial Transcript Fee	\$5 per copy	
Returned Check Fee	\$35 per check	
Auditing Fee		
Undergraduate & Graduate		30% of a unit price/ each program
Music Individual Instruction (additional)		
Undergraduate & Graduate		\$1,250 per semester
Music Program Facility Fee (per semester)		
Undergraduate & Graduate		\$195
Thesis Fee		
Undergraduate		\$150

Graduate	\$200	
Misc. Fee		
Lab ID	\$10 each	
Science Lab Fee	\$1,000/once	
Nursing Lab Fee (RN only)	\$1,000/once	
Class Make-up Fee (Nursing Program only)	\$35/h (LVN) \$75/h (RN)	
ATI CARP Resource Fee (Payable to ATI)	\$441.25/once	
Clinical Lab Fee	BSN	\$600/once
	ADN	\$290/sem
	LVN	\$190/sem
NCLEX-PN Test Preparation Fee	\$500	
HESI Predictability Model (HPM) Exam Fee	\$45/ test	
Continuation Fee	1 Unit Tuition	
ESL Activity Fee	\$15	
C-Net Exam Fee	\$25	
Lab/Materials/Supplies Fees (Information Technology Program only)	Undergraduate	\$480
	Graduate	\$572

## Explanation of Fees

### *Application Fee*

New students pay a small fee to cover the processing of their application. Non-refundable.

### *Registration Fee*

A fee is paid by all students once per semester, to cover expenses associated with registration. Non-refundable.

### *Late Registration Fee*

On a designated date during the second half of each semester, we conduct registration for the following semester. Students need to meet with their academic advisor, and turn in the forms to the registrar. A student who does not make his/her appointments and properly submit all paperwork (including the textbook order form) for registration will be charged a late registration fee.

### *Late Tuition Fee*

If student does not pay the tuition by the tuition due day, student will be assessed a late payment charge based on the amount of his/her outstanding balance. An additional 10% of total

tuition will be charged for the late tuition fee (5% for RN program), and 15% of total tuition will be charged after a month from the tuition due date. Failure to pay the outstanding balance may result in a hold on the student's academic records.

#### *Add/Drop Fee*

If, after the start of the semester, you realize that you need to drop or add a course, you may do so within a certain period at the beginning of the semester without additional charge. (See the calendar in the front of this catalog for the exact dates.) To add or drop a course after the stated period of the start of the semester, students must pay the Add/Drop Fee for each time.

#### *Student Activity Fee*

A fee is paid by all students once per semester to cover expenses associated with student activities.

#### *Student Association Fee*

A fee is required for all students. It covers funding for campus clubs, student organizations, and student advocacy efforts, and supports the general operation costs of the Shepherd University Student Association.

#### *Student Service Fee*

Required of all students, the Student Service Fee covers services which benefit students and which are complementary to the instructional program. The Fee supports various student services, such as counseling, library access, technology and equipment, student assessment processing, and educational and career support services.

#### *Graduation Service Fee*

Upon graduation, candidates will need to submit the graduation check form with the fee. Shepherd University will provide various services including the rental of your graduation robe. This fee offsets the university's costs for graduation. It covers the cost of the student's diploma, cap and gown, and all Commencement activities regardless of attendance.

#### *Transcript Fee*

Throughout your career you will occasionally need "official" copies of your transcript to be sent to employers or other universities. Shepherd University will send an official transcript upon your request and upon the receipt of the payment of the then-current transcript fee.

#### *Returned Check Charge*

If payment is made by check and the check is returned for any reason, we will charge back the amount of the check plus the returned check charge.

#### *Auditing Fee*

Auditing a course allows a student to take a class without benefit of a grade or credit for the course. The course is offered only on a space-available basis with the approvals of both the instructor and the dean. A fee will be applied for auditing a course.

#### *Music Individual Instruction (additional)*

The music individual instruction fee is charged to students receiving additional private music instruction.

### *Music Program Facility Fee (per semester)*

A fee is paid by students in the Music program. It covers the unlimited use of all School of Music facilities and equipment including practice rooms, performance rooms, library facilities, the MIDI/iMac Lab and Film Scoring Lab, as well as funding student activities such as special events, recital receptions, and semester student gatherings. In addition, the fee covers the use of the Jeff Taylor designed Recording Studio, and the Auditorium for course work and student projects.

### *Thesis Fee*

The Thesis fee is for reviews of thesis or vision statement for Bachelor of Arts in Biblical Study and Master of Divinity students.

### *Lab ID Fee*

A fee is paid by students who enroll in the School of Nursing for acquiring an ID card for the clinical practicum.

### *Science Lab Fee*

Students in some courses perform various laboratory experiments or require special software or equipment. This fee helps offset the cost of lab equipment and consumable items. See the syllabus to determine if a course has a lab fee.

### *Nursing Lab Fee*

This is one-time fee that is used to support courses requiring fee, billed to students on enrollment in to LVN and RN Program and nursing lab courses within the School of Nursing and includes costs for all disposable simulation lab and technology equipment used throughout the program, plus a small equipment replacement cost, the Clinical Skills lab costs, supplies, specialized materials and/or a specialized environment.

### *Class Make-up Fee (Nursing Program only)*

This is a remedial service fee, charged the nursing student who has an unexcused absence in a clinical area; the fee is waived if the student can bring written documents such as doctor's note, Jury duty, etc.

### *ATI CARP Resource Fee*

ATI CARP Resource fee must be paid by all students in the Associate Degree in nursing program. Assessment Technologies Institute, LLC (ATI) has a Comprehensive Assessment and Review Program (CARP) that is a formative approach to preparing nursing students for NCLEX. Through ATI, students have access to standardized proctored assessments, remediation materials and online practice materials/support. The process is designed to identify students who are at risk the moment they show weakness, and resolve the weakness immediately. The fee is subject to be changed by the ATI company.

### *Clinical Lab Fee*

This fee is considered non-refundable, charged for all clinical nursing courses, clinical supplies, membership fees and development fees of clinical placement within the Los Angeles County Area, and clinical gratuity during the practicum. It is also assessed to certain clinical courses to offset steadily rising costs in order to maintain a high quality program.

### *NCLEX PN/RN Test Preparation Fee*

Paid by nursing students for the preparation of the RN or LVN License. This preparation course is mandatory for all RN and LVN students.

#### HESI Predictability Model (HPM) Exam Fee

A fee is paid by Associate Degree Nursing Program students who are taking the HESI Predictability Model (HPM) Exam, the test preparation for actually passing the exam.

#### *HESI Package Resource Fee*

This is a one-time fee, billed to students on enrollment into the LVN program comprised of Practice test, Case studies, Skills video and Specialty exam and HESI EXIT Exam (Predictability exam). All five components are available online and are used throughout the program. The Skill Video with practice test is designed so that students will have a better understanding and can have a visual demonstration of standard nursing skills. The HESI practice Test helps students prepare for the NCLEX-PN exam with practice questions written at the critical thinking level. These online exams test students on their skills in clinical application, and are accompanied by correct answers and detailed rationales. The HESI practice test gives students an opportunity to practice their test taking skills without being graded.

#### *Continuation Fee*

An enrollment fee is paid by students who continuously need to enroll without taking courses before the completion of the graduation requirements. The Fee amount corresponds to 1 unit of tuition fee for each program.

#### *C-NET Exam Fee*

A fee is paid by Licensed Vocational Nursing students who are taking the C-NET, the entrance exam for the LVN program.

#### *ESL Activity Fee*

This is a mandatory fee for all students in the ESL program. This fee is allocated to student activities in the ESL program including field trips, cultural classes & parties, a tea party with instructors, as well as educational handouts.

#### *Lab/Materials/Supplies Fees (Information Technology Program only)*

IT fees mostly cover expenses for equipment, computers, software and their maintenance in the courses and IT labs. It also covers main material and supplies commonly used for classes. Some material and supplies that are for personal use may be excluded from the coverage of these fees. The listed IT fees are average values and the detailed amount of fees may vary each term. The due date for IT fees is the same as the tuition deadline.

*Note: Uniform and medical equipment costs for undergraduate students are in addition to the fees quoted above and are paid directly to an outside vendor.*

## Payment Schedule

### *Tuition and Fees*

All students must pay tuition and fees in full by the appropriate due date to participate in classes. If students fail to do so, the school may ban students from attending classes.

### *Unpaid Accounts*

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

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

Shepherd makes exceptions to this policy only with the approval of the President. In those cases where the university elects to make an exception, the student is required to sign and comply with an approved payment agreement. If the student withdraws from the university without paying the account in full, the payment plan becomes void and the university has the right to collect the unpaid amount immediately. Should the university find it necessary to use the services of a collection agency or attorney, the former student is responsible for all court costs, reasonable collection and litigation fees, up to 200 percent of the balance due.

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

### *Policies and Procedures regarding Financial Aid*

Shepherd University does not participate in Federal and State financial aid programs.

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 Refunds

If you find it necessary to withdraw from the university, you may be eligible for a refund for part of your tuition. (We do not give refunds for fees, nor audited courses.) In order to qualify for a refund, you must notify the Administration Office of your intent to withdraw. As part of the withdrawal procedure you must settle all accounts. If you do not follow the withdrawal procedure, you will receive a grade of "F" for all courses and will forfeit eligibility for any tuition refunds. Students who are dismissed or suspended from the university are not eligible for any refunds.

## Student Right to Cancel and Refund

Students who cancel their enrollment agreement and withdraw during a term may receive a refund of tuition based upon the date they withdraw. Fees are nonrefundable. Students who withdraw by the first class session of a term are not charged tuition, receiving a 100 percent refund. Students who withdraw on or before 60 percent of the attendance period (term or

semester) receive a pro rata refund. No refund is made after 60 percent of the attendance period. Students who receive federal financial aid are entitled to a refund of tuition not paid from federal financial aid.

If the student decides to cancel the agreement, any payment the student has made shall be returned within 45 days following Shepherd’s receipt of the cancellation notice. In order to cancel this agreement with Shepherd, the student shall mail or deliver a signed and dated copy of “Leave of Absence” and “Shepherd University Refund Application” to the pertinent administrative office.

Enrollment Time	Weeks	Refund
0-6.6%	1	100%
6.7%-13.1%	2	93.3%
13.2%-19.8%	3	86.8%
19.9%-26.5%	4	80.1%
26.6%-33.2%	5	73.4%
33.3%-39.9%	6	66.7%
40%-46.6%	7	60%
46.7%-53.3%	8	53.3%
53.4% to 60%	9	46.6%
After 60%	10~15	0%

### Student Tuition Recovery Fund

You must pay the state-imposed assessment for the Student Tuition Recovery Fund (STRF) if all of the following applies to you: 1) You are a student in an educational program, who is a California resident, or are enrolled in a residency program, and prepay all or 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.”

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 programs attending certain schools regulated by the Bureau for Private Postsecondary and Vocational Education.

You may be eligible for STRF if you are a California resident or are enrolled in a residency program, prepaid tuition, paid the STRF assessment, and suffered an economic loss as a result of any of the following: 1) The school closed before the course of instruction was completed; 2) The school's failure to pay refunds or charges on behalf of a student to a third party for license fees or any other purpose, or to provide equipment or materials for which a charge was collected within 180 days before the closure of the school; 3) The school's failure to pay or reimburse loan proceeds under a federally guaranteed student loan program as required by law or to pay or reimburse proceeds received by the school prior to closure in excess of tuition and other costs; 4) There was a material failure to comply with the Act or this Division within 30 days before the school closed or, if the material failure began earlier than 30 days prior to closure, the period determined by the Bureau; 5) An inability after diligent efforts to prosecute, prove, and collect on a judgment against the institution for a violation of the Act

## Scholarships and Other Financial Aid

As part of your application packet you will receive a scholarship application. (You can also obtain this form from the Registrar's Office.) By completing and submitting this form, you can apply for a number of scholarships provided by the university. A scholarship committee comprised of members of the administration, faculty, and staff matches the information supplied on your application with the criteria set.

The following list describes some of our available scholarships:

### *Shepherd Board Scholarship*

Shepherd Board Scholarship is established by the Board of Directors of Shepherd University. **Scholarship Criteria:** The Scholarship is to be available to a student who is 1) a formal or current employee at Shepherd University; 2) any relatives of Shepherd University's employee; or 3) dependent children and spouses of currently serving Christian pastors and missionaries.

**Scholarship Amount:** Maximum \$2,000

### *Presidential Merit Scholarship*

The Presidential Merit Scholarship was established to honor students who have exhibited or have the potential to exhibit extraordinary abilities and contributions.

**Scholarship Criteria:** Students must have a minimum GPA of 3.85. Multiple recipients are to be chosen by the Scholarship Committee and confirmed by the President of the University.

**Scholarship Amount:** Maximum \$10,000

### *Dean's Merit Scholarship*

The Dean's Merit Scholarship has been established to honor students who have exhibited or have the potential to exhibit exceptional talent and contribution in their major field.

**Scholarship Criteria:** Students must be pursuing a degree in Shepherd University and must demonstrate exceptional talent and contribution at their major field. The recipient is to be chosen by the Dean of each school and the Scholarship Committee.

**Scholarship Amount:** Maximum \$10,000

### *Graduate Teaching Assistantships*

Graduate students who demonstrate exceptional talent and extensive professional experience may be eligible for teaching assistantships, which offer tuition assistance. The recipient is to be chosen by the Dean of each school and the Scholarship Committee.

**Scholarship Amount:** Maximum \$3,000

## Insurance

All students must show evidence of medical insurance. Students are permitted to use local doctors, clinics, and hospitals at their own expense, with payments usually required at the time of treatment. Consequently, we strongly encourage students to secure health insurance (under parents' policy, a work policy, or privately).

Students should also be aware of the benefits and limitations of your coverage. Be sure to bring pertinent policy paperwork with you (e.g. name and phone number of the company, group number, policy number, social security number).

Likewise, personal belongings in location of residence are not covered by university insurance. We encourage students to purchase a policy to cover these items.

# Admissions Information

All admissions materials, including program disclosures and enrollment agreements are presented in English only, since all programs are taught in English. Each admissions representative conducts interviews with prospective enrollees in English only as the method to determine that the prospective enrollee understands and can function in English. We do not make any accommodations to present materials or instruct courses in any other language. If English is not the student's primary language, and the student is unable to understand the terms and conditions, the student shall have the right to obtain a clear explanation of the terms and conditions and all cancellation and refund policies in his or her primary language from a qualified school officer upon request.

## Admission Policy

An applicant for admission to a degree program must meet the minimum admission requirements for each program. Students with special circumstances and those who do not meet certain admission standards may be accepted on a conditional basis.

Admission to some programs may be granted to students who meet certain criteria. However, those who are admitted in this condition must complete the application process before the degree is granted. Admission standing is subject to cancellation or change if the admission credentials remain incomplete.

## Admissions Criteria

Shepherd is committed to training men and women for Christian leadership, both lay and clerical. Because of this commitment, we seek to admit persons whose motivation, character, and aptitude are congruent with this purpose. The application process is designed to help you and the university determine your readiness for study at the university. The admissions process is designed to help ensure that individuals who enter one of our programs will complete it.

## Statement of Nondiscrimination

Shepherd does not discriminate on the basis of disability, race, color, gender, and national or ethnic origin in the according or making available of all the rights, privileges, educational policies, scholarship and loan programs, and other university-administered programs generally open to students at the university.

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

## Diversity Policy

Shepherd University does not discriminate on the basis of race, age, color, nationality, ethnic origin, socioeconomic class, gender, and/or physical and mental disabilities in the administration of its policies in education, admission, and hiring. However, the university is a private religious institution and maintains a specific religious belief in the enforcement of its administrative practices. Shepherd University is committed to practicing the principles of equal opportunity and diversity based on biblical principles. The university strives to achieve and maintain a diverse community of students and its committees. Shepherd University will continue

to monitor the level of diversity in all the committees, subcommittees and advisory groups within the school. By encouraging community engagement in outreach, development and planning processes, Shepherd University will undertake a strategic and systematic approach to involve individuals from diverse racial/ ethnic groups, ages, genders, abilities, socioeconomic classes, and interests.

### Ability to Benefit

Shepherd University does not accept students under Ability to Benefit determination.

### International Students

Shepherd is authorized under federal law to enroll non-immigrant alien students. International students seeking admission to the university should write to the Registrar several months in advance of the fall and spring semester requesting current information about the school's admission policies. Many of the forms needed to enter the U.S. or change status are available online at:

<http://www.uscis.gov>

<http://studyinthestates.dhs.gov/>

While the information in this section is believed to be accurate at the time of publication, students should always consult official information available online or through a U.S. Embassy or Consulate.

In order to satisfy U.S. immigration law, students should be familiar with the following requirements:

#### Address Change

All international students are required by law to maintain an up-to-date permanent and local address with the Shepherd University Registrar and to update Shepherd and file the AR-11 form to the U.S. Department of Homeland Security of any **address changes within 10 days**.

#### Change of Status

##### *Within the U.S.*

To apply for a change of status while in the U.S., be prepared to present the following documents.

I-901 SEVIS Fee (\$200-effective from 10/27/2008)

Completed form I-539

\$290 I-539 Application fee for Change of Status to F-1(\$200 I-539 Application fee for Change of Status to F-2 dependent)

Check made payable to the U.S. Department of Homeland Security

Explanation why electing to change status

Copy of I-94 card (Front & Back)

Copy of spouse's I-94 if dependent on his/her visa status

Copies of valid/current passport and visa pages

Copies of passport & visa pages for spouse if dependent on spouse's visa status

Graduation Certificate & Official Transcript

Affidavit of support, bank statement, assistantship agreement  
or other proof of sufficient funding.  
All other immigration documents that were issued to the student  
All previously issued I-20's (if any)  
Copies of spouse's F-2 dependent I-20 or other if dependent on spouse's visa

*Outside the U.S.*

Application is made for a new visa for the new status at a U.S. Embassy or Consulate.

*Optional Practical Training*

If you have been in F-1 status for at least (2 semesters) nine (9) months or one academic year, you are eligible to apply for optional practical training (OPT) which is temporary employment in your current field of study for purposes of gaining practical experience.

You may receive twelve months of practical training for each academic level (Associate's, Bachelor's, Master's, Doctorate) and 17 months extension may apply for STEM (Science, Technology, Engineering, and Mathematics) program. For part-time (20 hours or less per week) OPT only half time is deducted from the 12 months. (e.g. for four months of part-time OPT is equal to two months of full-time OPT.)

You may apply for authorization for optional practical training directly related to your major area of study in the following cases:

During your annual summer vacation as long as you intend to register for the next semester. It is advisable to have a job offer at the time of application in this case. The job can be full or part-time during your annual vacation.

While school is in session, provided that practical training does not exceed twenty hours a week. You do not need to have a job offer before applying. Total number of work hours must not exceed 20hrs/wk, including on-campus jobs.

After completion of the course requirements except thesis/dissertation. Again, you do not need to have a job offer before applying for post-completion OPT.

For post completion OPT the application must be submitted 90 days prior or 60 days after the completion of your program or before the ending date of your I-20, whichever comes first. The start date of the OPT must be within 60 days of your program completion. Please be advised that you have to get the OPT recommendation from the Designated School Official before applying for the OPT: Therefore, please plan beforehand and consult with the Designated School Official at least 60 days before applying.

*OPT-Application Checklist*

- Completed Form I-765
- All previously issued I-20's
- Copies of passport, visa and I-94 card (Front & Back)
- \$380.00 check made payable to U.S. Department of Homeland Security
- Photocopy of any previously issued EAD (Employment Authorization Document) if any.
- Two color passport photos (The passport-style photos must be 2" by 2". The photos must be in color with full face, frontal view on a white to off-white background.)

If you meet these qualifications, you can proceed with the application for practical training authorization. Upon completion of all the forms, the international student advisor will review your application and decide either to recommend or not recommend your application for submission to USCIS for adjudication. Application packets are available online or with the international student advisor. A new SEVIS I-20 will be issued with the recommendation of OPT. You will have to pick up your new I-20 form after processing has been completed.

### Unemployment Time

The time spent without a qualifying job during post-completion OPT. Except as noted in the section on what signifies as time unemployed, each day that the student is not employed in a qualifying job is counted toward the limit on unemployment time. The limit is **90 days** for students on post-completion OPT including those with a cap gap extension, except that students with a **STEM** (Science, Technology, Engineering, or Math) **OPT extension** are given an additional 30 days of unemployment time for a maximum of **120 days**.

### OPT 6 Month Reporting

An F-1 student with an Approved status Post-Completion OPT **MUST** report to the Designate School Official two times during the OPT:

- \* The reporting due dates are 6 months and 12 months after the employment start date.
- \* Two reporting periods encompass the due dates. They are 15 days before plus 31 days after each reporting due date. If an F-1 student fails to report by the due date during the reporting period, he/she will automatically be set to terminated status with a reason of "Failure to Report while on OPT" 32 days after the reporting due date.

### Students' Responsibility

As with all students on post-completion OPT, the student must report any change of address within **10 days**, any legal name change, and interruptions of employment to the DSO. See 8 CFR 214.2(f)(12),(17).

### Evidence of Employment

SEVP recommends that students maintain evidence -- for each job -- of the position held, proof of the duration of that position, the job title, contact information for the student's supervisor or manager, and a description of the work.

#### **Example 1**

- New job
- Name of the employer
- Start date of employment
- Mailing address for the employer

#### **Example 2**

- Change to a new job
- Name of the previous employer
- Ending date of the employment with the previous employer
- Name of the employer
- Start date of employment
- Mailing address for the employer

Please note that this is not a complete listing of information regarding OPT. Check with your designated school official or responsible exchange visitor officer for more information.

### Financial Requirements

International students who are or will be in F-1 visa status are required to show proof of adequate funding for at least one year before an I-20 form can be issued. Financial requirements are calculated on the basis of tuition and fees (for two semesters), living expenses (\$1000/month) and miscellaneous expenses. An additional \$5,000 will be added for accompanying spouses and children. Students must submit the Financial Certification Form along with appropriate attachments.

#### **The following documents are accepted as financial certification:**

A current (less than three months old) bank statement or certification from another legal financial institution, along with an official letter (affidavit of support) from the sponsor. The letter should include the student's name, sponsor's name, his/her relationship to the student (parent, sister, friend, etc.), the amount of support and the time period for which it will be provided, and a stated willingness to cover the student's expenses.

Written confirmation from the sponsoring institution of a scholarship, fellowship, assistantship or other type of funding.

In case of personal funds, a bank statement or statement from any legal financial institution that includes the student's name, and the amount available. Please note that photocopies and statements older than three months are not acceptable.

Financial certifications must be received by the University by the posted deadline, which is usually October 15 for the spring semester and May 15 for the fall semester.

For further information about Shepherd's tuition and fees, please contact the Business Office.

### Insurance

All international students are required to have active health insurance during their stay in the United States. International students are not permitted to register or to continue enrollment at Shepherd without demonstrating compliance with the insurance requirement. A block will be placed on your account until requirements are met. The university is unable to make any exceptions to this rule.

### Maintaining Status

In order to maintain your F-1 visa status, you must:

- Attend the school and degree program indicated on your I-20. Request a new form if there is any change in your degree level or major.
- Carry a full course of study (9 credit hours for graduate students and 12 credit hours for undergraduate and associate students). Exceptions can be approved by the Academic Dean and designated School Officer.
- Keep your I-20 form valid at all times. Check the expiration date in item #5 to ensure that it is still valid. Request a new form if any major changes occur in your situation (e.g., changes in source of funding, marital status, major, degree program, dependents).

Follow the required procedures (with the help of the Designated School Official/International

Advisor) when:

- Applying for extension of program or stay
- Transferring to or from another school
- Applying for OPT
- Withdrawing from the school
- Traveling outside of the country (abroad)

Refrain from off-campus employment without ICE or school authorization. Off-campus work permission is approved ONLY by USCIS in case of an extraordinary circumstance. It is illegal to work without authorization and you are subject to deportation.

Keep your passport valid at all times.

### New Students

#### Required Visa Documentation

- \$100.00 non refundable to U.S. Consulate
- Form DS-156, Form DS-157, Form DS-158 (available online at [http://travel.state.gov/visa/frvi/forms/forms\\_1342.html](http://travel.state.gov/visa/frvi/forms/forms_1342.html))
- Valid Passport
- SEVIS fee (I-901, \$200)
- Photographs (2-inch x 2-inch)
- SEVIS I-20 (provided by the University)
- University acceptance letter
- Sufficient funding

Students are required to report to the international student office within 7 days upon arrival or prior to the program start date on their Form I-20. Please bring the following documents; passport, stamped I-20, Verification of Funds and I-94. All students and their dependents are required to purchase medical insurance either from the U.S. or their home country. Insurance is not included in tuition.

### Reinstatement

An F-1 student who has overstayed his/her period of stay or has otherwise failed to maintain status may be reinstated to lawful F-1 status at the discretion of the U.S. Citizenship and Immigration Services (USCIS) District Director. Students should assemble the following documentation:

- Copy of I-94 (Front & Back)
- Copy of passport and visa
- Copy of all previous issued I-20's
- Official Transcripts from all last attended schools in the U.S.
- Form I-539
- Reinstatement I-20
- Evidence of financial support
- Check for \$290.00 made payable to "Department of Homeland Security or USCIS"
- Letter addressed to INS from the student stating the reasons for being out-of-status

Reinstatement Application should be submitted to the address given at:

**USCIS California Service Center**

P.O. Box 10539

Laguna Niguel, CA 92607-1053

or filed electronically at

<http://www.uscis.gov>

Income Taxes

If you received income while in the U.S., you may need to file an income tax return. In most cases you will qualify as a Non-Resident Alien (NRA) and will file either a 1040NR or a 1040NR-EZ. You can download these forms from:

<http://www.irs.gov/pub/irs-pdf/f1040nr.pdf>

or

**<http://www.irs.gov/pub/irs-pdf/f1040nre.pdf>**

If you have not received income, you may file a Form 8843, available at:

**<http://www.irs.gov/pub/irs-pdf/f8843.pdf>**

If you have worked in the U.S. and your income was subject to withholding, you may need to file Form 1042-S:

**<http://www.irs.gov/pub/irs-pdf/f1042s.pdf>**

The analogous California form is 540NR, available at:

**<http://www.ftb.ca.gov/forms/index.html>**

While Shepherd University cannot provide advice on taxes, we can refer you to a qualified tax advisor if you need help filing the proper forms.

Links

The following links may be useful as you plan your education in the U.S.:

Visa Wait Times

[http://travel.state.gov/visa/temp/wait/tempvisitors\\_wait.php](http://travel.state.gov/visa/temp/wait/tempvisitors_wait.php)

Port of Entry Fact Sheet

[http://www.ice.gov/sevis/travel/faq\\_f.htm](http://www.ice.gov/sevis/travel/faq_f.htm)

and

[http://www.ice.gov/sevis/factsheet/100104ent\\_stdnt\\_fs.htm](http://www.ice.gov/sevis/factsheet/100104ent_stdnt_fs.htm)

SEVIS I-901 Fee

<http://www.ice.gov/sevis/i901/index.htm>

*The University shall not compensate an employee involved in recruitment, enrollment, admissions, student attendance, or sales of educational materials to students on the basis of a commission, commission draw, bonus, quota, or other similar method related to the recruitment, enrollment, admissions, student attendance, or sales of educational materials to students, except as provided in paragraph (1) or (2):*

*(1) If the educational program is scheduled to be completed in 90 days or less, the university shall pay compensation related to a particular student only if that student completes the educational program.*

*(2) If the university participates in the federal student financial aid programs, this subdivision shall not prevent the payment of compensation to those involved in recruitment, admissions, or the award of financial aid if those payments are in conformity with federal regulations governing the university's participation in the federal student financial aid programs.*

# Application Process

An Application Packet may be obtained by writing, calling, or e-mailing the Director of Admissions Office:

Director, Admissions Office  
Shepherd University  
3200 N. San Fernando Rd.,  
Los Angeles, CA 90065  
Phone: (323) 550-8888  
E-mail: [admissions@shepherduniversity.edu](mailto:admissions@shepherduniversity.edu)  
or download the application form at  
[www.shepherduniversity.edu](http://www.shepherduniversity.edu) > Download.

If preferred, an application packet may be sent through e-mail. Please specify your preference for a paper or an electronic copy.

New students without prior college experience are strongly advised to request admittance for the fall semester rather than the spring semester.

We recommend that you begin the application process as early as possible. Before we can review your application packet, we must have all of the required documents. From our general experience, it can take several weeks for transcripts, letters of reference, and other key documents to be sent to Shepherd University.

If your application package is completed by the deadline (refer to the calendar at the front of the catalog), we will review your application and will respond promptly with our decision. If your package is missing a few items and the deadline is approaching, please contact our Admissions Office using the contact information above. In special circumstances, we will review your package and offer provisional admission. (You will then be required to complete the package before beginning your courses.)

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

## 1) Complete an Application File, including:

### **Associate/Undergraduate Program Applicants**

- A completed and signed Application Form
- Recommendation Letters (2)
- An Essay (Personal Background with Vision Statement)
- Copy of High School Diploma (or its equivalent) and/or Official Transcript
- Secondary school and College-level Transcripts (if applicable)
- SAT or ACT score (if applicable)
- Non-refundable Application Fee

### **Graduate Program Applicants**

- A completed and signed Application Form
- Recommendation Letters (3)
- An Essay (Personal Background with Vision Statement)

- College-level Transcript indicating Bachelor degree is granted
- Copy of Bachelor Diploma
- Non-refundable Application Fee

**International Applicants**

- Undergraduate or graduate program applicant requirements as listed above; items not in English should be accompanied by an English translation. Transcripts should include an explanation of the grading system
- I-20 processing fee. No application can be processed until this fee is received.
- TOEFL or IELTS score\* or a successful completion of advanced levels of English courses
- Financial Statement
- Affidavit of Support

For more details, refer to each department’s admission criteria.

\*Minimum TOEFL or IELTS score

	<b>Undergraduate</b>	<b>Graduate</b>
<b>TOEFL</b>	CBT: 173 (TSE 45, TWE 4.0), or IBT: 61 (Speaking 23)	CBT: 213 (TSE 50, TWE 4.5), or IBT: 79-80 (Speaking 26)
<b>IELTS</b> (Academic module)	Overall 6.0, Speaking 6.0 Overall 6.5, Speaking 6.0 for BSN program	Overall 6.5, Speaking 6.5

Arrange for official transcripts to be submitted to the Admissions Office from your high school and, if applicable, from all universities, colleges, or professional schools you’ve attended. (GED or CHSPE may be substituted for high school diploma.) A bachelor’s degree or the equivalent from a recognized school is required for admission into our Master’s programs. If you are still enrolled in high school, then an incomplete transcript (not reflecting graduation) will be sufficient. However, a complete and official transcript (indicating a graduation date) is required upon availability.

2) Letter of Acceptance

University officials will review your Application Package when it is complete. It is our goal to send you written notification within two weeks of the application deadline. At any time, however, you may contact the Admissions Office to inquire about the status of your application.

The letter of acceptance includes information regarding necessary subsequent steps.

Upon your letter of acceptance, you need to read the Student Handbook at [www.shepherduniversity.edu](http://www.shepherduniversity.edu) and return a signed Community Commitment form (located at the end of the Student Handbook) to the Admissions Office immediately. If you are unable to access the school’s website, the school will send you a hardcopy of the Community Commitment form by mail upon your request.

Along with your acceptance letter you will receive a Physical Readiness Report that is to be completed by a licensed physician and returned to the Admissions Office. You will also be asked to provide a recent photograph of yourself. The photograph will help with recognition at orientation and allow us to better serve you.

Finally, you should submit the tuition deposit along with the Physical Readiness Report and the Community Commitment form in order to confirm your enrollment.

If the university is unable to offer you acceptance for the upcoming semester, we advise you to carefully regard the steps you should take before resubmitting your application.

### 3) Intent to Enroll

By returning your Physical Readiness Report, the statement regarding the Student Handbook and your tuition deposit, you are informing the university that you intend to enroll and register for classes in the upcoming semester. We will pre-register you in courses, and help you find suitable housing.

#### *School Information*

The school shall provide the catalog either in electronically or as hard copy for a prospective student to review this catalog prior to signing an enrollment agreement. A prospective student is also encouraged to review the School Performance Fact Sheet, which must be provided prior to signing an enrollment agreement. Each student is responsible for knowing and complying with the information contained in the publication.

## Transfer of Credit

Shepherd welcomes the transfer of course work from accredited institutions. (Some institutions include those that have been accredited by an agency that is recognized by the Council for Higher Education Accreditation or CHEA. Outside the U.S., a provincial or national authority such as the Ministry of Education usually approves some institutions.) In order to request this transfer, you should arrange for an official transcript (signed and sealed) to be mailed directly from the previous institution to Shepherd's Registrar's Office.

Credit is evaluated on a course-by-course basis, requiring that course descriptions and credit values be comparable. Only work earned with a grade of "C" or higher is transferable; however, grades from transfer credits do not compute into Grade Point Averages (GPA). Grade Point Averages are computed solely on courses completed at Shepherd University.

Under exceptional circumstances and with the approval of the Academic Committee, transfer of credit may be possible from unaccredited institutions. The same procedures and requirements as previously noted apply. In addition, Shepherd University takes steps to ensure that course work taken at the previous institution is comparable to the course work offered by Shepherd University. These steps include one or more of the following:

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

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

Generally, fifty percent of the semester hours in your undergraduate program must be completed at Shepherd in order to qualify for graduation. More than 6 units cannot be transferred into a graduate program at Shepherd University. Depending upon the program and circumstances, the number of transferable credits may vary.

In the School of Nursing and the School of IT, some restrictions may be applied regarding the transfer of major course work. Nursing & IT students are advised to be well aware of the transfer policy through a consultation with the administration office.

Shepherd University has not entered into an articulation or transfer agreement with any other college or university.

#### *Notice Concerning Transferability of Credits and Credentials Earned At Our Institution*

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

### Registration for New Students

Whenever possible, the Registrar's Office will register new students before the students arrive on campus. New students will receive a copy of their registration form during New Student Orientation, and will be able to make changes at that time.

New Student Orientation is scheduled during the days immediately preceding the start of the fall and spring semesters. (See the academic calendar at the front of the catalog). The Student Orientation is required for all new students. We will spend time acquainting you with major aspects of Shepherd's academic program and general policies and procedures.

### Registration for Returning Students

All current students are expected to register for the next semester on the dates designated by the Registrar; otherwise the Financial Office adds a late registration fee to the student's account.

Registration is not complete until all necessary forms are filled out, submitted, and signed by the appropriate persons. A student who has not completed registration for the following semester may not be allowed to take final exams, unless the student has notified the Registrar of his or her intent to withdraw at the end of the semester.

### Readmission

If you are a former Shepherd student and you desire to be readmitted, contact the Admission Office to begin the process. You will be expected to pay any outstanding debt to the university in full. Depending upon how long you have been away from Shepherd University and your status when you left, you may be required to provide new references or other elements of the Application Package. You may also be asked to meet with the Academic Dean, the Dean of Students Affairs, or other university officials.

If you are readmitted, we may ask you to attend certain portions of the New Student Orientation.

If you have been gone from Shepherd for one or more semesters, you will return under the curriculum and graduation requirements of the most recent catalog. This policy may also apply to students who do not maintain full-time enrollment (less than 12 semester hours per term for undergraduates, or nine semester hours per term for graduate students).

# Academic Information

## Registration

### *Registration Procedures*

Registration is processed through the Registrar's Office. Students are to register in person during the scheduled registration days. Registration forms and the schedule of classes are available at the Registrar's Office. Late registration is allowed through the first week of class and requires a late registration fee.

### *Adding and Dropping Courses*

Courses may be added or dropped only during the first two weeks of the semester without fee. An Add and Drop fee will be charged after the first two weeks. A student may add and drop courses during the first three weeks of the semester. To drop a course, the student must submit the appropriate form to the Administrative Office within the Add and Drop time period, and the course will not be reflected on the student's permanent record. In the event of an approved withdrawal from courses after the Add and Drop period, the letter "W" will be entered on the student's transcript.

### *Enrollment Status*

To maintain full-time status, undergraduate students must register for 12 or more units, and graduate students must register for 9 or more units.

### *Leave of Absence*

A student may interrupt a program of study for any period of time and return to the university without reapplying, provided the student leaves in good academic standing. Note that returning students are subject to the readmission policy stated earlier in this catalog.

## Academic Standards

### *Definition of Credit*

Shepherd University awards academic credits based on the Carnegie unit which awards one unit of credit for each 50 minute class session per week. For each credit in undergraduate programs, students are expected to complete a minimum of two hours of academic work (study, preparation, etc.) outside of class each week. Courses in graduate programs require three or more hours of outside work each week per credit. The policy on academic credits is based on those generally accepted in degree-granting institutions of higher education. A semester at Shepherd University typically consists of 15 weeks excluding finals. Students in all majors are advised to limit their job and social commitments in order to give their coursework adequate attention.

### *Class Participation*

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

Students should be present and punctual for all class sessions except in the case of rare extenuating circumstances. Students are expected to complete their assignments before the class session, so that they will be prepared to answer questions and properly discuss the material. See the course syllabus for further details on how participation grades are computed. Individual professors may impose additional attendance and participation requirements that potentially may impact the course grade. See course syllabus for details.

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

### *Attendance Policy*

Successful completion of the educational programs at Shepherd University requires a significant commitment of time for class work and outside study each day. SU students are expected to attend all class meetings to fully benefit from all coursework. Even though it is not mandatory, SU strongly recommends instructors incorporate attendance into the course grading scale.

Each instructor will establish his or her own attendance policies and procedures, and publish them in the course syllabus. It is also the responsibility of each instructor to inform his or her class of these policies and procedures at the beginning of each semester. Students are responsible for knowing the attendance policies and procedures of each class in which they are enrolled.

It is the student's responsibility to properly register for classes. During the first week, if an enrolled student does not attend the first class meeting, the instructor may drop the student from the class. Each instructor will make the final decision based on careful review of the circumstantial evidence provided by the student who did not attend the first class meeting without prior arrangement with the instructor.

It is also the student's responsibility to officially withdraw from the university or drop from a class that he or she is no longer attending in accordance to the established deadlines. A student who stops attending but does not drop a class may receive a failing grade in that class.

### *Make-up Exams*

All tests, including final exams, are to be taken at regularly scheduled times. These times are typically announced in the syllabus at the start of the semester. In the event of extenuating circumstances, students should contact the professor as early as possible for accommodations to take the exam at a different time. If the professor determines the reason for the absence as insufficient and does not merit a rescheduled exam, the student will be required to take the exam at the scheduled time or receive an "F" for the exam. If the professor agrees to reschedule the exam, the student should contact the Administration Office before taking the test for any possible Exam Rescheduling Fees. Note that the make-up test may, or may not, be identical to the one administered to other students. Regardless of whether the test is taken earlier or later, the student may not discuss it with other students until all other students have taken it. Failure to comply with the restriction will be considered cheating. The student will forfeit the grade received on the test and receive an "F" in its place.

### *Final Exams*

Final exams are given for the majority of the courses. Such tests may or may not be comprehensive. Its grade weight is determined by the professor and indicated in the syllabus. Except in the case of an emergency, students are discouraged from requesting early or late finals. Students must obtain permission from both the Professor and the Academic Dean to reschedule a final exam.

### Grading System

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

Score	Grade Letter	Grade Point
98-100	A+	4.0
94-97	A	4.0
90-93	A-	3.7
87-89	B+	3.3
84-86	B	3.0
80-83	B-	2.7
77-79	C+	2.3
74-76	C	2.0
70-73	C-	1.7
67-69	D+	1.3
64-66	D	1.0
60-63	D-	0.7
Below 60	F	0.0
Incomplete	I	No GPA Impact
Withdrawal	W	No GPA Impact
Passed	P	No GPA Impact
Not Passed	NP	No GPA Impact
Satisfied	S	No GPA Impact
Unsatisfied	U	No GPA Impact

The Registrar translates letter grades to grade points in accordance with this table:

Grade Letter		Grade Point
A / A+	Excellent	4.0
A-		3.7
B+		3.3
B	Good	3.0
B-		2.7
C+		2.3
C	Average	2.0
C-		1.7
D+		1.3
D	Poor	1.0
D-		0.7
F	Fail	0.0
I	Incomplete	No GPA Impact
W	Withdrawal	No GPA Impact
P	Passed	No GPA Impact
NP	Not Passed	No GPA Impact
S	Satisfied	No GPA Impact
U	Unsatisfied	No GPA Impact

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

Score	Grade Letter	Grade Point
98-100	A+	4.0
93 -97.9	A	4.0
90-92.9	A-	3.7
87-89.9	B+	3.3
84-86.9	B	3.0
80-83.9	B-	2.7
77-79.9	C+	2.3
75-76.9	C	2.0 - Lowest passing grade
70-74.9	C-	1.7 - Failure
67-69.9	D+	1.3
64-66.9	D	1.0
60-63.9	D-	0.7
Below 60	F	0.0
Incomplete	I	No GPA Impact
Withdrawal	W	No GPA Impact

There is no “rounding up” of grades.

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

#### *Grading Policy*

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

#### *Contesting a Grade*

Grades are computed in accordance with the course syllabus and in-class instructions. If the accuracy of a grade is uncertain, the student should approach the professor and respectfully request a detailed explanation of how the grade was computed. If the discussion does not result in a satisfactory resolution, then the student should contact the Academic Dean. Please approach the matter with proper and respectful behavior.

Any disputed grade, including a semester grade, should be brought to the professor’s attention within two weeks of receiving the grade. Professors are given one month from the time semester grades are issued to make changes in the Registrar’s Office if deemed appropriate.

#### *The Dean’s List*

Full-time students who earn a grade point average of 3.75 or higher in any one semester are placed on the Dean’s List for that semester.

#### *Auditing Courses*

If classroom space permits, students and their spouses may take courses on an audit basis. Credit is not given. The professor is not obligated to allocate class or personal time to a student who is auditing. The charge for auditing a course is listed in the Financial Information section of this catalog.

### *Directed Study*

Directed Study is a university-level course in which a student pursues independent research for academic credit under the guidance of a faculty member. Directed Study is also provided to assist students who have incomplete program requirements due to their inability to pass courses or register according to the regular scheduling sequence.

For independent research, students initiate the Directed Study option by presenting an idea for a course of study to the academic dean of each school for course approval. If this proposed course of study is deemed identical, or at least sufficiently similar, to another course already offered in the curriculum, Directed Study cannot be allowed.

For unprecedented circumstances, a student must first meet with the academic dean of each school for course approval. The student must then discuss the course objective, plan of study, and rationale for the Directed Study course with the appropriate faculty.

The content and requirements of the Directed Study course are determined collaboratively by each instructor and student. Although certain features of the course may be modified, the time and work requirements for each Directed Study course will be consistent with what is typically required in other courses; this generally involves attending the class and completing out-of-class assignments. An additional tuition surcharge may be applied. The tuition and tuition surcharge must be paid in full before the student starts the Directed Study course. The <Directed Study Application> is to be completed by the student and should be submitted to the professor for approval.

### *Supervised Study*

If a student is in need of extra help, he or she may enroll in up to five hours of supervised study each week. (Some students do this to satisfy a requirement of a work-study program; others are required to participate as part of an academic restorative action plan.) Groups meet weekly for study purposes under the supervision of a designated instructor. No academic credit is given. Fees may be applied.

### *Complaint Resolution*

If students have complaints about individual faculty members regarding particular course requirement(s), examination(s), or grade(s), or pertaining to general issues, such as teaching method and classroom conduct, they should bring the matter directly to the individual faculty member. If a student is not satisfied with the faculty member's response, the student may bring the matter to the Dean of the program for a final decision. The Dean will work with the student and the faculty member towards a resolution and must inform them of the decision in writing within two weeks.

### *Honesty*

Cheating is a violation of academic integrity and will not be tolerated. Examples of cheating include: copying another student's paper or test, receiving information from a student who has already taken a test, sharing information about a test, and falsifying a report. Another form of cheating is plagiarism, which involves using someone else's ideas or words without giving proper credit. If material is quoted, quotation marks and appropriate citation must be used. Paraphrased material must also be given appropriate citation.

A student found cheating will receive a “0” for the assignment or test and will be reported to the Dean of Student Affairs for disciplinary action. Such discipline may include a Restorative Action Plan (as described in the Student Handbook) or dismissal, as determined by the Dean of Student Affairs. If students are aware of cheating or plagiarism, he or she should report it to the professor immediately.

### *Faculty Assistance*

The Shepherd faculty is committed to helping students academically and spiritually. Professors post their office hours each semester; students are encouraged to take advantage of these times by visiting their professors, either by phone, e-mail or in person.

Some faculty members will provide their home or cell phone numbers, and/or e-mail in their syllabus. Please use discretion when contacting the professor outside office hours. The school assigns each student a faculty member to serve as an advisor. Students are required to meet with their advisor each semester to review their academic plan and register for courses for the upcoming semester. We encourage students to meet with their advisor at additional times to discuss their academic, spiritual, and ministry progress.

## Program Length

Students are usually expected to complete each program within the following time frame: the associate degree in 2~3 years, the bachelor degree in 4 years, and the master degree in 2 years. The maximum time frame allowed for students to complete a program is 150% of the normal program length, namely 6 years for the bachelor program, and 3 years for the master program. An extension may be granted for special circumstances.

## Standards of Satisfactory Academic Progress (SAP)

Federal regulations (CFR 668.34) require that, in order to be eligible for assistance from Title IV student aid, all students (full-time, part-time, undergraduate, and graduate) must maintain satisfactory academic progress toward completion of their degree. All students who receive institutional, federal and state financial aid must meet the academic standards of Shepherd University and the standards of satisfactory academic progress defined by federal regulations as follows. Students must

- complete their degree within a maximum period of 150% of the published length of the academic program;
- complete 66.67% of all attempted courses ; and
- maintain a cumulative GPA of 2.00 at the end of each term.

Students not meeting SAP are subject to dismissal from their program of study and are ineligible to receive financial aid, except under special circumstances. When a student’s progress is evaluated as prescribed and his or her academic performance is below either of the thresholds required to maintain SAP, the student’s academic progress will be projected to determine if and when it would be possible for the student to reestablish SAP.

### *Unsatisfactory Academic Progress*

If a student's progress, measured at the end of each term, is determined to be unsatisfactory AND a projection indicates that it is possible to reestablish SAP by the end of the subsequent term, the school may place the student on Financial Aid Warning status for one term. The student will be advised of the performance necessary to reestablish SAP.

#### *Re-establishing SAP*

After financial assistance has been withdrawn, a student may re-establish satisfactory academic progress by either of the following methods at his/her expense:

- Attend subsequent semesters at Shepherd University and improve hours and semester/cumulative grade point average to meet the required standards.

Students who comply with either method of re-establishing SAP should submit to the Office of Financial Aids a written request asking that their eligibility for financial aid be reinstated. A student's financial aid award may be adjusted and/or cancelled based upon federal, state, and/or university guidelines.

#### *Financial Aid Warning*

A student on Financial Aid Warning is still eligible to receive financial aid. If, at the end of the term during which the student was placed on Financial Aid Warning status, the student's academic progress is above thresholds for SAP the student is removed from Financial Aid Warning status. If, at the end of the term during which the student was placed on Financial Aid Warning status, the student's academic progress is not above SAP thresholds, the student is no longer eligible to receive financial aid and no longer eligible to remain in school. This decision is subject to appeal by the student.

#### *Course Withdrawal*

Students desiring to withdraw from an individual course should contact the Dean of each school to obtain the necessary forms and procedures for official withdrawal. Students who withdraw from a course before the withdrawal due date will receive a grade of "W." Although "W" is not computed in the student's CGPA, it is counted as attempted units in calculating the pace of progress.

#### *Incomplete*

We discourage our professors from assigning an "incomplete" as a semester grade. An "incomplete" is assigned only under extenuating circumstances and only if the student's work was satisfactory prior to the emergency situation. Incomplete grade is not used in computing the cumulative GPA for the moment. However, the professor must submit a replacement grade by the date agreed upon with the student (and no later than the end of the following semester) or the incomplete will automatically be changed to an "F." Incomplete course is counted as attempted units in calculating the pace of progress.

#### *Repeated Courses*

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

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

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

#### *Academic Probation and Dismissal*

All students must maintain an overall grade point average of at least 2.0 in course work taken at Shepherd University. An undergraduate student who falls below 2.0 for the first time, or a graduate student who falls below 2.5, is placed on academic probation. Continued enrollment requires the Academic Dean's approval. If a student on academic probation does not raise the cumulative GPA to 2.0 (2.5 for graduate students) after two subsequent semesters, the student will be academically dismissed.

#### *Appeal Process*

Students who are ineligible to receive financial aid and are academically ineligible to continue due to unsatisfactory academic progress are advised immediately following the determination. Students may submit a written appeal to the Financial Aid Committee.

This appeal must be filed within five (5) business days of notification of the decision and must, at a minimum, explain in writing the circumstances that led to their unsatisfactory academic performance and why they feel that these circumstances will not be a factor going forward. The Financial Aid Committee will consider all information including potential mitigating circumstances such as illness or other personal medical issues, family situations, financial obligations or other circumstances presented by the student. The Financial Aid Committee will uphold or deny the appeal within five (5) business days following receipt of the appeal from the student. A student who has been dismissed due to unsatisfactory academic progress must have an appeal upheld prior to the drop/add date in any term or module in order to attend classes in that particular term.

If an appeal is denied, the student will remain dismissed and ineligible to receive financial aid. There is no limit to the number of appeals that a student may make.

If the appeal is upheld, the student will be placed on Financial Aid Probation status for one term or module, an academic plan will be created for the student, and the student will be considered eligible to receive financial aid. The academic plan must be structured so that a student reestablishes SAP prior to exceeding the Maximum Timeframe. The student's performance against the academic plan will be analyzed at the end of each term or module. If, at the end of a term or module, the student's performance is consistent with the terms of the academic plan, the student remains eligible to receive financial aid and may continue in school for the subsequent term or module. If, at the end of a payment period, the student's performance is unsatisfactory, the student will be dismissed from his or her program of study. Students on academic plans will be advised at the end of each term or module to ensure that they understand their performance during this time and how it compares against the plan. A student may reestablish satisfactory academic progress at any time if s/he successfully completes a term with a CGPA at or above 2.0 and a pace at or above 66%. Students who reestablish satisfactory academic progress are advised

that they no longer need to be on an academic plan and remain eligible to receive financial aid.

### *Change of Program*

When a student transfers to a new program, the total program length of the new program is used as a basis for determining normal program length and maximum program length/maximum timeframe. All previously attempted coursework that is applicable in the new program is carried forward into the new program, whether it was completed successfully or not (i.e., including grades of F or W), for the purposes of calculating CGPA. Coursework brought forward is applied to these progress calculations as described in the Standards of Academic Progress policy. Existing academic year boundaries are preserved, based on the previously applicable coursework that is transferred into the new program. If satisfactory academic progress cannot be established at the outset of the program transfer, the transfer will not be approved.

### *Non-punitive Grade*

Shepherd University does not offer the non-punitive grading system

### *Non-credit Remedial Courses*

Non-credit remedial courses are not counted as attempted hours in the calculation of Satisfactory Academic Progress. These courses will not count in the credit hour requirements needed to disburse financial aid.

### *Extended-enrollment Status*

Shepherd University does not offer the extended-enrollment status.

### *Additional Degree*

Students seeking additional degrees are limited as follows:

Associate: 60 credits hours beyond prior degree

Bachelors: 60 credits hours beyond prior degree

Masters: 45 credit hours beyond prior degree

Students seeking a third Associate, Bachelors or Masters degree are not eligible for federal financial aid.

### *Transfer Credits*

Transfer credits are not computed in a student's qualitative grade point average. Transfer credits are counted as credits attempted and earned for the purposes of calculating a student's progress in the program. See also specific policy on "Transfer of Credit" in this catalog.

## Academic Advising and Counseling

Designated faculty members and staff advisors serve as academic advisors and counselors to the students. Academic advising and counseling involves both the student and the advisor/academic counselor. A student is welcome to meet with an academic advisor before and during the course registration period each semester. During the meeting, the advisor and the student will examine the student's study plan and academic records, verify course prerequisites, and choose suitable courses to enroll. Academic advising is also available to students throughout the school year. In addition to helping students plan course schedules, academic advisors may also encourage students to explore their academic options and personal goals in preparation for

entering the professional world.

To ensure satisfactory progress of each student, designated administrative staff maintains close contact with the faculty and the teaching assistants to monitor those students who may need extra help. Class attendance records available to the managing staff are used as one input for student counseling. The student would be contacted for counseling when either of the following occurs: (1) The managing staff is informed by any instructor who is concerned about the student's performance in the class at any checkpoint during the semester or (2) the student has a poor attendance record.

## Student Learning Enrichment

### *Instructor Availability*

Shepherd University requires that an instructor who is assigned to teach a course is available to provide support to students through academic advising and counseling before, during and after the class.

### *Student's Assistance*

Shepherd University requires that any students who has disability that might prevent him/her from fully demonstrating his/her abilities should meet with an advisor as soon as possible to initiate disability verification and discuss special accommodation that may be necessary to ensure student's full participation in the successful completion of course requirements.

### *Study Groups*

Often students receive some of the best help from other students. We encourage students to seek out colleagues in each class and form study groups. Study groups meet regularly to review class notes, prepare for tests, and (to the extent permitted by the syllabus) collaborate on projects. Please contact your professor if you would like assistance in joining a study group.

### *Peer Tutoring*

Sometimes students who struggle academically can be helped best by other students. Students who are not in a study group are encouraged to join one. If the study group is insufficient and additional help is required, contact your professor. A volunteer peer tutor may be available for further assistance.

## Graduation

### *Degree Requirements*

To obtain a degree, students must meet the following degree requirements, in addition to the requirements specified in their program of study.

#### *Grade Point Average Requirement*

An overall grade point average of at least 2.0 is required for an undergraduate degree. A minimum GPA of 2.7 is required for a graduate degree.

### *Unit Requirement*

The student must complete the total unit requirement for a degree.

### *Residence Requirement*

Undergraduate students must also complete at least 50 percent of the total unit requirement at Shepherd University. Graduate students are allowed to transfer up to 6 credit units from another institution. (Depending on the program and circumstances, the number of transferable credit may be varied.)

### *Chapel*

Regularly scheduled chapel services for students, faculty, and staff are held for times of corporate worship, exhortation and the opportunity to minister. Chapel times strengthen our community as we encourage and pray for one another, and share praise reports and important Shepherd announcements. Chapel is on Thursday afternoon at the main campus worship room. Occasionally a two- or three-day chapel series is held that may include class time from other days.

Chapel attendance (including regular chapels and all specially scheduled chapel services) is required of all students who are enrolled in on-campus courses. Furthermore, as part of the chapel requirements, Chapel must be fulfilled through attendance (Satisfied/Unsatisfied). If a student is absent for more than 6 sessions, he/she should take Chapel again until the Chapel requirement is met. The following is the minimum-required number of semesters to take by degree students.

<b>Program</b>	<b>Requirement</b>
Associate Degree in Nursing	2 Semesters (CHPL001 & 002)
Bachelor of Arts in Biblical Studies Bachelor of Music Bachelor of Science in Informational Technology Master of Divinity	4 Semesters (CHPL001~004)
Bachelor of Science in Nursing	1 Semester (CHPL001)
Master of Music Master of Science in Informational Technology	2 Semesters (CHPL001 & 002)

### *All accounts paid in full*

Students are not allowed to graduate if they have unpaid debts to the university.

### *Graduation Petition*

Students must file a graduation petition with a fee with the Registrar's Office one semester prior to graduation.

### *Commencement*

Commencement is held in early June each year. All graduating students are expected to be present at the commencement ceremony, except in cases of emergency.

## Withdrawal

Unforeseen circumstances may require a student to withdraw from the university. In the event that withdrawal becomes necessary, the student should talk with the Dean of Students Affairs or the Dean of each school. If the situation does indeed warrant a withdrawal and there are no other acceptable options, the student will be directed to the Registrar's Office to initiate the formal withdrawal process. In order to avoid any complications, students are advised to follow the official withdrawal procedure.

Withdrawal involves completing the Withdrawal Form, settling all financial accounts, and taking care of any other school business pertinent to the student.

## Academic Load

### *Undergraduate Students*

A full-time undergraduate load is considered to be 12 to 16 semester hours per semester. To finish a program within the usual four-year time frame, students should take an average of 16 hours each semester.

Undergraduate courses typically require approximately 1.5 to 2 hours of study time outside the classroom for each hour in class. Students should take into consideration their family, employment, church and ministry responsibilities when determining their semester load.

Undergraduates must have the Academic Dean's permission to take more than 16 hours in a semester. This decision depends primarily upon the grade point average (GPA), according to the following guidelines:

18 hours 2.70 GPA

19 hours 3.00 GPA

20 hours 3.30 GPA

A new student's high school GPA, a returning student's GPA or a dramatic change in life circumstances may require a reduced load of 12 hours to be taken for one or more semesters. If a decision is made (by the student or the Academic Dean) to lower the average semester load to less than 16 hours, it may result in the inability to graduate according to the original schedule. To get back on schedule, students should consider taking courses during the summer or winter modular, or seeking an overload later in their university career.

### *Graduate Students*

A full-time graduate load is considered to be 9 to 12 semester hours per semester. In order to take more than 12 semester hours, students must obtain permission from the Academic Dean. Many factors will be taken into consideration when determining a student's load. Note that graduate courses require more work outside of the class than an undergraduate course. Depending on reading speed and academic abilities, a student may need to spend three or more hours outside of the class for every hour in the classroom. A student enrolled in more than 12 semester hours of graduate courses may find themselves spending 50 hours or more each week to keep up with the academic requirements.

## Computer Proficiency

Students are expected to have sufficient computer proficiency to type their assignments. The Academic Computer Lab offers full Internet access and word processing capabilities. Students are encouraged to use their own personal computers, but the computer lab is also available for assistance. (See our recommendations on the minimum and recommended configurations in the section on the Academic Computer Lab.)

## Communication Proficiency and Requirements

All undergraduate students must pass COMM103, English Composition, as a part of their General Education requirements.

Students also take the Level test for English proficiency. Students must pass the Level placement exam in order to demonstrate English proficiency.

Students who do not pass the Level placement exam will be required to enroll in the appropriate English courses according to the score received on the Level test.

Students who are required to take English courses must pass these courses at Shepherd. These courses cannot be bypassed by taking an ESL course at another university.

## Catalog as a Contract

Program requirements are established by the specified curriculum and graduation requirements in the current catalog at the time of enrollment at Shepherd University. However, the university reserves the right to make reasonable modifications and substitutions to the requirements.

In the event that a student withdraws from the university for one or more semesters and reenters at a later date, the student must meet the curriculum and graduation requirements in the most recent catalog. This policy may also be applied to students who maintain enrollment but do so on a part-time basis (less than 12 hours per semester for undergraduates, or 9 hours for graduate students).

## Course Sequence

Students are expected to take courses in their proper sequence according to the class level of the course. The university is not responsible for a student's graduation requirements if he or she does not follow this policy.

If a student desires to register for an upper-division course but does not satisfy the prerequisites, contact the instructor. The instructor of the upper-division course may discern the student's qualification and may grant permission to take the course.

## Course Codes

Each course at Shepherd University has a combination of an alphabetic and numeric identifier that indicates its curriculum category and class level. The Course Descriptions section of this catalog lists the curriculum categories.

The course numbering system of Shepherd University divides courses into four categories: lower-division undergraduate, upper-division undergraduate, master's degree level and doctoral courses. Lower-division undergraduate courses are numbered from 100 through 299. Upper-division undergraduate courses are numbered from 300 through 499, and Master's level courses are numbered from 500 through 699. Students enrolled in a graduate degree program may take lower numbered classes only by petitioning to do so and receiving the approval of the faculty member and Dean.

# Academic Programs

Shepherd offers curricular programs as follows:

- Certificate Programs: LVN Certificate Program and English as a Second Language (ESL);
- Undergraduate Programs: Associate Degree in Nursing, Bachelor of Science in Nursing, Bachelor of Music, B.S. in Information Technology and Bachelor of Arts in Biblical Studies; and
- Graduate Programs: Master of Music, M.S. in Information Technology, and Master of Divinity.

## Certificate Programs

### Licensed Vocational Nursing (LVN) Certificate Program

#### *Philosophy*

Shepherd University is an evangelical institution of higher education. The mission of Shepherd University is to prepare men and women for lifelong Christian service to the church and world. This institutional purpose is based on the belief that Christians are called by God to serve not only the church, but also their communities for the glory of God.

The mission of Shepherd University is to educate men and women through excellent programs of Christian higher education to become leaders to serve the church and improve the world.

The Shepherd University LVN Certificate Program, sharing the mission of Shepherd University, seeks to engage in nursing education within the context of the Christian faith. The faculty of the LVN Certificate Program holds that the practice and teaching of nursing are Christian vocations that express love for God and others. The faculty believes that the teaching-learning process requires a partnership between the teacher and the student for the purpose of imparting the knowledge and skills required for a life of Christian service as a licensed vocational nurse.

The faculty believes that health is a dynamic state, fluctuating along a wellness to illness continuum throughout the human lifespan. Individuals seek optimal health through attainment of basic human needs. Optimal health encompasses the mind, body, and spirit to maintain homeostasis.

Our faculty uses teaching strategies designed to produce specific cognitive and behavioral changes, and to foster critical thinking. Individual learners require freedom to grow and pursue personal goals, while developing the skills to become a contributing member of the profession and society. The student recognizes the need for lifelong learning to maintain competent and

ethical practices in the rapidly changing field of highly technical health care. Faculty is responsible for providing a positive and nurturing environment where information and learning processes are organized through the use of objectives, plans, and learning activities.

### ***Goals***

The LVN Certificate Program, an educational pathway that leads to prepares graduates through an education process of high standards, a holistic approach to patient care, and high moral and ethical standards in the dedication to the Christian community.

In support of the related institutional goal, developing professional knowledge, LVN Certificate Program prepares the graduate to demonstrate the following:

### ***Program Learning Outcomes***

PLO 1 The student will be able to provide clinically competent and contemporary nursing care utilizing critical thinking and decision making within the framework of nursing process.

PLO 2 The student will be able to practice within the scope of vocational nursing as designated by the Vocational Nursing Practice Act in providing nursing care for individuals and groups experiencing common to complex health states.

PLO 3 The student will be able to practice effective communication techniques when interacting with peers, patients, families, and other health care team member in coordinating health care of individuals and group.

PLO 4 The student will be able to utilize health informatics and current technology in developing and providing health promotion activities and nursing care management.

PLO 5 The student will be able to implement the different roles of a nurse as care provider, teacher, patient advocate, leader, communicator in the continuum of care.

PLO 6 The student will be able to incorporate nursing knowledge in contributing to the nursing process in providing health promotion, preventive, therapeutic and rehabilitative measures for clients of all ages and cultural backgrounds.

### ***Terminal Objectives***

Upon successful completion of this program, the student should be able to:

1. Function as part of the interdisciplinary health care team in selected health care settings with individuals, families, and communities across the life span.
2. Adhere to the standards of vocational nursing practice within the legal, ethical, and regulatory framework.
3. Provide clinically competent and contemporary nursing care utilizing critical thinking and decision making within the framework of the nursing process.

4. Apply nursing knowledge and skills in providing basic preventative, therapeutic, and rehabilitative measures for clients of different ages and cultural backgrounds.
5. Successfully pass the National Council Licensure Examination for Practical/Vocational Nurses (NCLEX-PN Examination).
6. Obtain employment as a licensed vocational nurse upon licensure.

Admission Requirements

Requirements for admission to the LVN Certificate Program are as follows:

- Must be 18 years of age or older.
- Have a High School Diploma or its equivalent. Foreign transcripts must be evaluated and approved prior to applying to the Vocational Nursing Program.
- Prospective students must complete an Admissions Application for Shepherd University and an Admissions Application for the School of Vocational Nursing.
- Complete a personal interview with the Vocational Nursing Program Coordinator.
- Write an essay, and have an interview with the Director/Assistant Director of Nursing.
- Pass a skills-based test: C-NET with minimum score of reading/reasoning 55%, numerical ability 55%, and vocabulary 50%. C-NET score should be placed in students' files.
- Complete a personal interview with a Vocational Nursing Program Representative.
- Hold a valid CPR certification to cover the length of the VN program
- Financial aid packaging must be complete
- Required to complete a personal interview with the Director of Nursing or Assistant Director of Nursing
- Nursing Program Application: submit a completed Nursing Program Application with references and the application fee. Satisfactory physical examination: upon conditional acceptance, submit the results of a physical examination by a licensed physician or certified nurse practitioner.

Proficiency tests: take the Nursing Program Proficiency Tests in English and mathematics before enrolling in the program.

Program Requirements

Students who pursue the LVN Certificate Program must fulfill the following subject areas:

- Communication: 1 course (3 Units)
- Natural and Physical Sciences: 3 courses (9 Units)
- Major requirements: A minimum of 64 units
- Total Unit requirement: A minimum of 76 semester units

Categories	Code	Course Title	Units
Communication (1 course)	COMM103	English composition	3
Natural Sciences/ Physical Sciences	PB150	Anatomy	3
	PB160	Physiology	3

(3 courses)	NR100	Medical Terminology	3
Major requirements (16 courses)	NR130	Fundamentals of Nursing	8
	NR131	Fundamentals of Nursing, Clinical	6
	NR140	Pharmacology-I	2
	NR142	Pharmacology-II	2
	NR143	Pharmacology-III	2
	NR150	Anatomy & Physiology-I	2
	NR152	Anatomy & Physiology-II	2
	NR154	Obstetrical Nursing	2
	NR160	Medical and Surgical Nursing-I	6
	NR161	Medical and Surgical Nursing-I, Clinical	6
	NR162	Medical and Surgical Nursing-II	6
	NR163	Medical and Surgical Nursing-II, Clinical	6
	NR170	Pediatric Nursing	3
	NR172	Nursing Leadership and Supervision	2
	NR174	Mental Health (Hospice/ Health Care)	3
	NR178	Obstetrical Nursing / Pediatric Nursing/Leadership & Supervision/Mental Health/Hospice/Home Health Care Clinical	6
<b>Total</b>			<b>76 Units</b>

\*The Credits listed above are semester credit units.

# English as a Second Language (ESL) Program

## Mission & Objectives

The mission of the Language Program is to provide a high quality of instruction in English as a Second Language (ESL) to nonnative speakers who wish to improve their English proficiency in order to attend an American college or university, or who wish to develop sufficient English skills to be ready to serve the Lord and world as the competent leaders.

We utilize a holistic approach while teaching listening, speaking, writing, and reading in an immersion type environment. Our purpose is to help international students to assimilate into the American way of life while building their self-confidence in a gradual and methodic manner. At the Language Program, we believe it is our responsibility to foster a positive cultural experience for all students while making them more competitive in a multi-cultural and international marketplace.

### *Program Overview*

The courses are divided into six proficiency levels (Beginning, Beginning High, Intermediate, Intermediate High, Advanced, and Advanced High) and four skill areas (Listening, Speaking, Reading & Vocabulary, and Writing & Grammar). The full-time ESL student takes a cluster of Oral Communication, Written Communication, and Pronunciation & Vocabulary totaling 20 hours per week for 12 Weeks. All levels provide daily communication practice in speaking and listening, reading, writing, and communicative grammar. In addition, students work with audio, video, computer software, the Internet and an online grammar program.

With the small class sizes, students can receive personalized attention. Individual tutoring is also available for writing, reading, listening and speaking. All students entering the General Studies/ESL Program have to take an Entrance Placement Exam in order to be placed in the appropriate level of ESL.

### Admission Requirement

The process of admission to the ESL program at Shepherd University requires:

- High school or University diploma and/or transcript
- Minimum auditory skill level and oral skill level needed to function in ESL (as determined by School Placement Test or IELTS/TOEFL scores)

### Program Requirements

Students receive the award of completion when they successfully complete the following ESL program courses with a passing grade (C and above).

Classes	100	200	300	400	500
Grammar & Writing	0	0	0	0	0
Reading & Vocabulary	0	0	0	0	0
Listening & Pronunciation	0	0	0		
Conversation & Idiom	0	0	0	0	0
Critical Thinking Skills				0	0
Lunch Break					
Language Laboratory**	*	*	*	*	*
Electives (a~e)	*	*	*	*	*
Electives (f~h)				*	*

\* Eligible to take

\* Classes will be held depending on the number of enrollment

100: Beginning	300: Intermediate	500: Advanced
200: High Beginning	400: High Intermediate	

## Course Description

### 1. CORE COURSES

- Listening and Speaking:** This class provides students an opportunity to put their knowledge of English to use in a dynamic and active format. A variety of listening and speaking activities such as dictation, dialogues, presentations, and problem-solving tasks are used to strengthen students' ability to successfully communicate in English.
- Reading and Vocabulary:** This class helps students improve their reading comprehension skills, develop vocabulary, and increase reading speed. A variety of classroom activities will not only build reading strategies, but also reinforce other language abilities such as grammar, listening, and discussion.
- Writing and Grammar:** This class focuses on the student's ability to clearly and creatively communicate in written form. Each level contains the appropriate balance of writing and grammar instruction. Students will learn to organize and develop their ideas on a wide range of topics using a variety of writing styles.
- Conversation and Idiom:** This class provides students an opportunity to develop conversation skills and idioms which are used in American daily life and academic situations.
- Critical Thinking Skills:** this class provides students with the critical thinking skills necessary to formulate ideas and express opinions in English.

### 2. ELECTIVE COURSES

- a. **Computer Lab:** This class is designed to maximize students listening abilities via multidimensional, interactive on line listening exercises.
- b. **Free Talking:** This class prepares students with minimum English ability to use English effectively in basic communicative situations.
- c. **Writing Center:** This class helps students to improve their writing skills. This is a private class and the instructor focuses on editing essays, writing reports and correcting grammar.
- d. **Speaking Center:** This class helps students to improve their speaking skills. . This is a private class and the instructor corrects students' pronunciation, intonation and sentences.
- e. **Cultural Class:** This class is designed to help students to be knowledgeable and get used to America Culture and History. Students acquire useful information about American holidays such as their history and the traditional foods of those holidays.
- f. **Discussion & Seminar:** These classes provide students with experiences in American literature, film, music, customs and related topics.
- g. **CNN & News:** This class utilizes CNN and News audio reports to focus on listening comprehension skills. Practice hearing authentic language and the use of written transcriptions aid in vocabulary development as students work to develop an ear for spoken English.
- h. **Drama:** This class uses popular American television programs such as Grey's Anatomy and Modern Family to expand students' listening and speaking skills. English subtitles are employed and special attention is paid to idiomatic usage and authentic language.

## *Evaluation Policies*

### **Class Work**

Class participation will include individual, pairs, and group work. They will also have quizzes on all skill areas. They should be prepared for quizzes at any time.

### **Homework**

Homework assignments may include preparation for paragraph writing and/or revising, vocabulary work, reading, grammar exercises, journal writing, and other preparation necessary for class work. Students are expected to do all homework assignments in order to be properly prepared for class. If they do not, their grades will be affected.

### **Late Assignment and Missed Test Policy**

With instructor approval, a student who has been absent may complete missing work or take a quiz or test missed due to an absence. However, it is the responsibility of the student to make such a request. Even with such a request, your instructor is not required to let you complete work, take tests you have missed due to absences or accept late work. Late work does not receive full credit.

### **Attendance Policy**

Students are expected to attend every class. If you are absent during the first two weeks of class

without informing your instructors you will be dropped from the class to make room for a wait-listed student. If the student stops coming to class it is their responsibility to drop the class. If you fail to do so, you may receive an F on your grade report. If you have to miss a class, it is your responsibility to contact a classmate or teachers to ask for the assigned homework. Students are responsible for all missed work. A space is provided for you to list the names and phone numbers of two students whom you can contact for information about assignments.

**Assessment Procedures:**

The Registrar translates letter grades to grade points in accordance with this table:

Score	Grade Letter	P/NP
98-100	A+	Pass
94-97	A	
90-93	A-	
87-89	B+	
84-86	B	
80-83	B-	
77-79	C+	
74-76	C	
70-73	C-	Non Pass
67-69	D+	
64-66	D	
60-63	D-	
Below 60	F	
Incomplete	I	
Withdrawal	W	

## Undergraduate Programs

### Undergraduate Program Institutional Learning Outcomes

Shepherd University's undergraduate program seeks to produce graduates who are able to demonstrate the key undergraduate competencies in the outcome areas of:

#### Intellectual Skills

Students will demonstrate the ability to think logically, creatively, and holistically to make informed decisions and solve problems in various academic disciplines.

#### General Knowledge

Students will demonstrate familiarity with and the ability to apply core knowledge from various academic fields.

#### Communication

Students will demonstrate the ability to communicate effectively in a variety of spoken and written formats.

#### Professional Knowledge

Students will demonstrate knowledge, theory, and skills in their discipline.

#### Christian Commitment

Students will demonstrate the ability to apply the foundational knowledge of biblical truth and to pursue their vision and mission in life.

### Transfer of Credits

Generally, fifty percent of the semester hours in the undergraduate program must be completed at Shepherd in order to qualify for graduation. Depending upon the program and circumstances, the number of transferable credits may vary.

In the School of Nursing and the School of IT, some restrictions may be applied regarding the transfer of major course work. Nursing & IT students are advised to be well aware of the transfer policy through a consultation with the administration office.

# General Education

## Mission & Goals

### Mission Statement

The mission of the General Education Program at Shepherd University is to facilitate the acquisition and integration of knowledge, abilities, ethics, and spirituality in order to form a foundation for lifelong learning through interdisciplinary study as a global citizen. The interdisciplinary foundation includes the ability to communicate effectively; comprehend the inter-relatedness of past and present human experience; engage in understanding divine providence in human history past, present, and future; apply scientific principles to the human and natural world; and develop and appreciate the responsibilities of individuals to themselves, one another, society, and the world.

### Vision

The vision of the General Education Program is to prepare students to become world Christians who have a solid foundational knowledge in communications, the arts, social sciences, and natural sciences and who are able to engage in critical thinking and logical reasoning throughout their lives.

### Program Learning Outcomes

In support of the related institutional goals, the General Education Program prepares the graduate to:

#### Under ILO 1 (INTELLECTUAL SKILLS):

**GE PLO 1: Critical Thinking** (also under ILO 3) – The student will demonstrate the ability to analyze information in order to draw valid conclusions and make insightful judgments.

**GE PLO 2: Quantitative Skills** – The student will demonstrate the ability to solve problems by applying core mathematic skills and quantitative reasoning.

**GE PLO 3: Information Literacy** (also under ILO 3) – The student will demonstrate the ability to identify, locate, assess, and employ valid source material in his or her pursuit of academic knowledge.

#### Under ILO 2 (GENERAL KNOWLEDGE):

**GE PLO 4: Natural Sciences** – The student will demonstrate the ability to analyze and explain natural phenomena by applying foundational principles from the biological and physical sciences.

**GE PLO 5: Social Sciences and Humanities** – The student will demonstrate the ability to outline and critically discuss global history, the foundations of Western culture and today's complex world, and the world's great achievements in the arts.

**GE PLO 6: Diversity** (also under ILO 5) – The student will demonstrate the ability to relate to, critically discuss—and thus be more sensitive to—the diversity and universality in global history, culture, and society, as well as the diversity in and uniqueness of local communities.

**GE PLO 7: Civic Learning** – The student will demonstrate familiarity with and the ability to relate to, critically discuss, and synthesize contemporary knowledge essential to a socially responsible citizen or resident of a democracy and member of our interdependent global community.

**Under ILO 3 (COMMUNICATION):**

**GE PLO 8: Oral Communication** – The student will demonstrate the ability to effectively express himself or herself, idiomatically and compellingly, in a variety of spoken formats.

**GE PLO 9: Written Communication** – The student will demonstrate the ability to convey facts, ideas, and overall arguments, idiomatically and compellingly, in a variety of written formats.

**Under ILO 5 (CHRISTIAN COMMITMENT):**

**GE PLO 10: Christian Knowledge** – The student will demonstrate familiarity with and the ability to apply the foundational knowledge of biblical truth.

**GE PLO 11: Christian Integration** – The student will demonstrate the ability to recognize and pursue his or her vision and mission in life.

### **General Education Requirements**

#### **Bachelor of Music**

Students who pursue the Bachelor of Music degree must fulfill the following requirements in general education subject areas:

- Christian Studies: 3 courses (9 Units)
- Communication: 2 courses (6 Units)
- Arts and Humanities: 3 courses (9 Units)
- Social and Behavioral Sciences: 3 courses (9 Units)
- Natural and Physical Sciences: 2 courses (6 Units)
- Electives: 2 courses (6 Units)
- Unit requirement: A minimum of 45 semester units

#### **Bachelor of Science in Informational Technology**

Students who pursue the Bachelor of Science in Informational Technology degree must fulfill the following general education subject areas:

- Christian Studies: 3 courses (9 Units)
- Communication: 2 courses (6 Units)
- Arts and Humanities: 2 courses (6 Units)
- Social and Behavioral Sciences: 2 courses (6 Units)
- Natural and Physical Sciences: 2 courses (6 Units)

- Mathematical Concept and Quantitative Reasoning: 2 courses (6 Units)
- Electives: 2 courses (6 Units)
- Unit requirement: A minimum of 45 semester units

### Bachelor of Arts in Biblical Studies

Students who pursue the Bachelor of Arts in Biblical Studies degree must fulfill the following general education subject areas:

- Communication: 2 courses (6 Units)
- Arts and Humanities: 3 courses (9 Units)
- Social and Behavioral Sciences: 3 courses (9 Units)
- Natural and Physical Sciences: 2 courses (6 Units)
- Electives: 5 courses (15 Units)
- Unit requirement: A minimum of 45 semester units

### Licensed Vocational Nursing (LVN) Certificate Program

Students who pursue the LVN certificate must fulfill the following general education subject areas:

- Communication: 1 course (3 Units)
- Natural and Physical Sciences: 3 courses (9 Units)
- Unit requirement: A minimum of 12 semester units

### Associate Degree in Nursing (RN Program)

#### Option 1 Associate Degree in Nursing (Generic RN Program) Requirement

Students who pursue ADN Program must fulfill the following subject areas:

- Christian Studies: 3 courses (9 Units)
- Communication: 2 courses (6 Units)
- Social and Behavioral Sciences: 3 courses (9 Units)
- Natural and Physical Sciences: 9 courses (21 Units)
- Unit requirement: A minimum of 45 semester units

#### Option 2 LVN to RN Advanced Placement (One-year RN Program) Requirement

Students who pursue the LVN to RN must fulfill the following subject areas:

- Christian Studies: 3 courses (9 Units)
- Communication: 2 courses (6 Units)
- Social and Behavioral Sciences: 3 courses (9 Units)
- Natural Sciences: 9 courses (21 Units)
- Pre-requisites: 2 courses (6 Units)
- Unit requirement: A minimum of 51 semester units

*Note: Students must have valid LVN license prior to admission Option 2.  
Student should complete General Studies prior to starting Option 2 Pre-requisites.*

### Option 3 LVN 30-Unit (Non Degree RN Program) Requirement

These LVN 30-Unit applicants have taken Microbiology with lab and Physiology with lab from SU and/or another college and are requesting transfer credit for these courses. No other general studies are required.

Students who pursue the LVN 30-Unit Program must fulfill the following subject areas:

- Natural Sciences: 4 courses (8 units)
- Pre-requisite: 1 course (3 Units)
- Unit requirement: A minimum of 11 semester units

*Students must have valid LVN license prior to admission Option; Student should complete Natural Sciences and Pre-requisite prior to starting Option 3 Major.*

### Bachelor of Science in Nursing

Students who pursue the Bachelor of Science in Nursing degree must fulfill the following general education subject areas:

- Christian Studies: 3 courses (9 Units)
- Communication: 2 courses (6 Units: Written 3 Units and Oral 3 Units)
- Arts and Humanities: 3 courses (9 Units)
- Social and Behavioral Sciences: 2 courses (6 Units: Psychology & Sociology)
- Natural Sciences: 3 courses with lab (12 Units)
- Mathematics: 1 courses (3 Units)
- Electives: 3 courses (9 Units: Human Development, Nutrition, Medical Term)
- Unit requirement: A minimum of 54 semester units

# Associate Degree in Nursing

## *Philosophy*

The Associate Degree in Nursing Program (ADN hereafter) at Shepherd University is guided by a philosophy that embodies the mission statement and goals of Shepherd University (SU).

The philosophy of the department utilizes a Christian worldview to integrate beliefs, ethics, values, and service both personally and professionally. Kristen Swanson's "Theory of Caring" is used as the unifying framework for the ADN curriculum. This framework complements and is consistent with the philosophy and mission of Shepherd University and the ADN program. Swanson's framework facilitates a simple to complex organization of the curriculum with a focus on the needs of the "patient" in a way that dignity, respect, and empowerment are fostered in the delivery of nursing care. This is demonstrated by the simplicity of providing basic care such as feeding and/or bathing a patient to the complexity of managing the care of a post-stroke patient. The concepts associated with Swanson's "Theory of Caring" become the threads of the curriculum: caring, knowing, being with, doing for, enabling, and maintaining belief. The nursing process and the professional roles of Manager of Care, Provider of Care, and Member of the Profession are integrated throughout the curriculum.

## *Goals*

The goal of the Shepherd University ADN Program is to prepare ADN graduates with the knowledge, skills, and attitudes to continuously improve the quality and safety of patients within the healthcare systems in which they work. Students will demonstrate accountability for self and the nursing practice, which includes continuous professional engagement in life-long learning. Student Learning Outcomes describe the expected graduate behaviors derived from the program mission, philosophy and beliefs, organizing framework, curriculum threads, and scope of competent performance issued by the Board of Registered Nursing, nursing theory and skills. Student Learning Outcomes are the culmination of nursing education in the Shepherd University ADN Program.

## *Program Learning Outcomes (PLOs)*

PLO 1. The student will be able to utilize the nursing process to assess, plan and implement nursing care and evaluate the effectiveness of care based on client's health status while considering the whole person involved in the delivery of patient care.

PLO 2. The student will be able to provide direct care to clients with various health problems in diverse health care settings within the health care delivery system as advocate.

PLO3. The student will be able to provide direct care to clients across the life span, as well as address acute and chronic health care needs and common well-defined health care problems in hospitals, long-term care facilities, and other community health agencies.

PLO 4. The student will be able to plan teaching strategies to assist clients and families in self care management of illness, strategies to prevent illness, and strategies to promote realistic levels of health.

PLO 5. The student will be able to critique and utilize current, appropriate research to influence nursing practice.

PLO 6. The student will be able to communicate effectively using oral, written, and technological skills in clinical, educational, and professional settings.

PLO7. The student will be able to formulate a professional philosophy that incorporates a commitment to human values and lifelong learning.

### ***Terminal Objectives***

The goal of the Shepherd University ADN Program is to prepare ADN graduates with the knowledge, skills, and attitudes to continuously improve the quality and safety of patients within the healthcare systems. Students will demonstrate accountability to themselves and the nursing practice, which includes continuous professional engagement to life-long learning.

Upon the completion of the ADN program, the student will be able to demonstrate the following:

1. Assist individuals to achieve optimal health by utilizing the knowledge gained from the biological, social, and nursing sciences.
2. Formulate a comprehensive plan of care using all components of the nursing process.
3. Safely perform basic psychomotor skills in the delivery of care as a technically competent clinician.
4. Integrate the role of a professional nurse into clinical practice.
5. Research and communicate effectively to identify problems, initiate actions and evaluate outcomes for health promotion and maintenance.
6. Apply psychological, social, and cultural knowledge to the nursing role.
7. Support the physiological well-being of individuals and families in the health care environment.
8. Assume the role of advocate to improve health care delivery by communicating and acting according to the expressed needs of the individual.
9. Manage the clinical environment through assessment, planning, intervention, and evaluation.
10. Apply critical thinking skills to make judgments based on evidence (fact) rather than conjecture.
11. Organize individuals or groups toward goal setting and goal achievement.
12. Implement a comprehensive teaching plan to help individuals and families achieve optimal health.
13. Provide continual sensitive nursing care from a Christian worldview.
14. Take and pass the NCLEX-RN Examination
15. Understand that the culmination of the ADN program is preparation for entry into practice and the continuation of education for lifelong learning is imperative.

### **Admission Requirements**

All applicants to the Shepherd University ADN Program are required to meet the following requirements:

- A completed and signed Application Form

- Application fee (No refundable); payable by check or cashier's check (for international applicant)
- An Essay (Personal and Religious Background with Vision Statement Form which is provided in the application)
- Two Academic Reference (form is provided in the application and should be mailed by the person completing the reference)
- One Official copy of high school transcript and Diploma (if student who have attended schools outside of the United States are required to submit a professional credential evaluation to show what the equivalent academic credential in the US system of education would be)
- Two Official copy of Secondary school and College-level Transcripts (if applicable)
- TEAS-V competency
- English Competency (if English is not primary language; waived if graduated high school or completed secondary education in the U.S)

Eight units of high school mathematics (one must be algebra with a grade of "C" or better and one course may be algebra II, trigonometry, geometry, or calculus. These courses must have been taken within ten years of date of entry.

Mathematics requirement: Students may be placed into a college level mathematics course by the Mathematics Department or be required to take the university mathematics placement test. Examination or placement will determine the need to complete MATH102 -College Algebra.

College credits for other science courses are acceptable only if earned within 5 years of admission or challenge tests are available to get credit. If it is more than 5 years, the courses must be repeated. A grade of "C" or better must have been received.

### Program Overview

The program is approved by the California Board of Registered Nursing (BRN). The complete curriculum is offered in Fall and Spring semester terms. There are THREE options:

#### Option 1 – Associate Degree in Nursing (Generic RN Program)

These applicants have completed their GE courses at SU and/or another college and may request transfer credit for that course work. The following courses must have been completed by time of application submission: Anatomy w/lab (4 units), Physiology w/lab (4 units), Biology (3units), Microbiology w/lab (4 units), English Composition & Public Speaking (6 units), Psychology (3 units), Sociology (3units), Medical Terminology (3units), Nutrition (3units), and Human Growth & Development (3units). Religious Studies (9 units) may be taken prior or with nursing courses. This curriculum covers First Year and Second Year of Nursing courses.

#### Option 2 - LVN to RN Advanced Placement (One-year RN Program)

These LVN applicants have taken all their GE courses from SU and/or another college and are requesting transfer credit for these courses. The LVN must have a current license to practice in the state of California that is clear and unencumbered at time of application. The following courses must have been completed by the time of application submission: Anatomy w/lab (4 units), Physiology w/lab (4 units), Biology (3units), Microbiology w/lab (4 units), English Composition & Public Speaking (6 units), Psychology (3 units), Sociology (3units), Medical

Terminology (3 units), Nutrition (3units), Health Assessment (3), and Human Growth & Development (3 units). Religious Studies (9 units) may be taken prior or with nursing courses. The curriculum includes the NR104 Role Transition course and Second Year Nursing courses only.

**Option 3 – LVN 30-Unit (Non Degree RN Program)**

These LVN applicants have taken Microbiology with lab and Physiology with lab from SU and/or another college and are requesting transfer credit for these courses. These courses must have been completed by the time of application submission. LVN Non-Degree applicants elect a limited curriculum as described below. In accordance with Board of Registered Nursing Policy (section 1429) California Licensed Vocational Nurses may apply for LVN 30-Unit, non-degree certificate program, that upon successful completion the individual is eligible to take the NCLEX-RN exam.

Other states may not recognize the LVN 30-Unit option as an acceptable preparation for licensure. Non-degree applicants will be considered on a space available basis only, following acceptance of qualified applicants to the degree program. Acceptance of LVN 30-Unit option a candidate is not guaranteed.

**Option 1 Associate Degree in Nursing (Generic RN Program) Requirement**

Students who pursue ADN Program must fulfill the following subject areas:

- Christian Studies: 3 courses (9 Units)
- Communication: 2 courses (6 Units)
- Social and Behavioral Sciences: 3 courses (9 Units)
- Natural and Physical Sciences: 9 courses (21 Units)
- Major requirements: A minimum of 40 units
- Unit requirement: A minimum of 85 semester units

Categories	Code	Course Title	Units
Christian Studies (3 courses)	CS122	Life of Jesus	3
	CS121	Introduction to the Bible	3
	CS123	Introduction to Theology (Prerequisite: CS121)	3
Communication (2 courses)	COMM103	English composition	3
	COMM204	Public Speaking	3
Social/Behavioral Sciences (3 courses)	SB103	Psychology	3
	SB104	Sociology	3
	SB203	Human Growth and Development (Pre-requisite: SB103)	3
Natural Sciences/Physical Sciences (9 courses)	PB101	Biology	3
	PB150	Anatomy	3
	PB151	Anatomy Lab	1
	PB160	Physiology	3
	PB161	Physiology Lab	1

	PB201	Microbiology	3
	PB202	Microbiology Lab	1
	NR100	Medical Terminology	3
	NR120	Nutrition	3
Major requirements (12 courses)	NR101	Fundamentals of Nursing	4
	NR102	Pharmacology	2
	NR103	Medical/Surgical Nursing I	3.5
	NR310	Health Assessment	3
	NR201	Medical/Surgical Nursing II	4
	NR202	Obstetrics/Maternity Nursing	3
	NR203	Pediatric Nursing	3
	NR301	Medical/Surgical Nursing III	4.5
	NR302	Psychiatric/Mental Health Nursing	3
	NR401	Medical/Surgical Nursing IV	5
	NR402	Gerontology /Community Health Nursing	3
	NR403	Leadership and Professional Role Transition	2
<b>Total</b>			<b>85 Units</b>

The Credits listed above are semester credit units.

### **Option 2 LVN to RN Advanced Placement (One-year RN Program) Requirement**

Students who pursue the LVN to RN must fulfill the following subject areas:

- Christian Studies: 3 courses (9 Units)
- Communication: 2 courses (6 Units)
- Social and Behavioral Sciences: 3 courses (9 Units)
- Natural Sciences: 9 courses (21 Units)
- Pre-requisites: 2 courses (6 Units)
- Major requirements: A minimum of 17.5 Units
- Unit requirement: A minimum of 68.5 semester units

*Note: Students must have valid LVN license prior to admission Option 2.  
Student should complete General Studies prior to starting Option 2 Pre-requisites.*

Categories	Code	Course Title	Units
Christian Studies (3 courses)	CS122	Life of Jesus	3
	CS121	Introduction to the Bible	3
	CS123	Introduction to Theology (Prerequisite: CS121)	3
Communication	COMM103	English composition	3

(2 courses)	COMM204	Public Speaking	3
Social/Behavioral Sciences (3 courses)	SB103	Psychology	3
	SB104	Sociology	3
	SB203	Human Growth and Development (Pre-requisite:SB103)	3
Natural Sciences/Physical Sciences (9 courses)	PB101	Biology	3
	PB150	Anatomy	3
	PB151	Anatomy Lab	1
	PB160	Physiology	3
	PB161	Physiology Lab	1
	PB201	Microbiology	3
	PB202	Microbiology Lab	1
	NR100	Medical Terminology	3
	NR120	Nutrition	3
Pre-requisites (2 courses)	NR310	Health Assessment	3
	NR104	Role Transition	3
Major requirements (5 courses)	NR301	Medical/Surgical Nursing III	4.5
	NR302	Psychiatric/Mental Health Nursing	3
	NR401	Medical/Surgical Nursing IV	5
	NR402	Gerontology /Community Health Nursing	3
	NR403	Leadership and Professional Role Transition	2
<b>Total</b>			<b>68.5 Units</b>

\*The Credits listed above are semester credit units.

### **Option 3 LVN 30-Unit (Non Degree RN Program) Requirement**

These LVN 30-Unit applicants have taken Microbiology with lab and Physiology with lab from SU and/or another college and are requesting transfer credit for these courses. No other general studies are required.

Students who pursue the LVN 30-Unit Program must fulfill the following subject areas:

- Natural Sciences: 4courses (8 Units)
- Pre-requisite: 1 course (3 Units)
- Major requirements: A minimum of 17.5 Units
- Unit requirement: A minimum of 28.5 semester units

*Students must have valid LVN license prior to admission Option; Student should complete Natural Sciences and Pre-requisite prior to starting Option 3 Major.*

Categories	Code	Course Title	Units
Natural Sciences (4 courses)	PB160	Physiology	3
	PB161	Physiology Lab	1
	PB201	Microbiology	3
	PB202	Microbiology Lab	1
Pre-requisite Requirement (1 course)	NR104	Role Transition	3
Major requirements (5 courses)	NR301	Medical/Surgical Nursing III	4.5
	NR302	Psychiatric/Mental Health Nursing	3
	NR401	Medical/Surgical Nursing IV	5
	NR402	Gerontology /Community Health Nursing	3
	NR403	Leadership and Professional Role Transition	2
<b>Total</b>			<b>28.5 Units</b>

\*The Credits listed above are semester credit units.

### ***Curriculum Plan***

The curriculum is designed for the students to gain the basic knowledge of nursing and science to meet the requirements for licensure by the California Board of Registered Nursing and entry into practice as a Registered Nurse. The curriculum reflects the recommendations presented by several sources which include the National League for Nursing (NLN), American Nurses Association Code of Ethics for Nurses (2001), Quality and Safety Education for Nurses (QSEN), Institute of Medicine (IOM), Institute for Healthcare Improvement (IHI), and the National Organization for Associate Degree Nursing (N-OADN).

Theory and clinical practice are concurrent in the following nursing areas: medical-surgical, geriatric, maternal/child, psychiatric/mental health nursing. Integrated curriculum content also includes the following topic areas: caring processes, genetics, communication, technology, ethics, abuse, human sexuality, cultural diversity, nutrition, pharmacology, nursing leadership and management, and the legal, social, and ethical aspects of nursing. Courses are sequenced from simple to complex so that students build upon their prior learning throughout the progression of the program.

This degree requires fulfillment of the SU education plan, which includes General Education, Pre-requisites, and Religious Studies, as well as the Core Nursing courses with successful completion (grades of “C” and above) of the following major requirements.

### **Graduation/Licensure Requirements**

To receive an Associate of Degree Nursing from Shepherd University the student must meet the following requirements:

1. Complete the Associate Degree in Nursing curriculum
2. Complete the Shepherd University requirement (Chapel)
3. Complete all nursing course requirements within 150% of the published length of the academic program.
4. Attain a cumulative quality point average of 2.00 on a 4.00 scale in the major.
5. Attain an overall cumulative quality point average of 2.00 on a 4.00 scale.
6. Pass 80% of Shepherd University Comprehensive Exit exam.
7. Complete NCLEX-RN Review class
8. Attain overall 80% (approximately 900 composite score) of HESI Predictability Model (HPM) score or complete equivalent of complete remedial plan.

*Note: The graduation date will be remarked when students completed 1 through 8 entirely. No 7 and 8 above are for Licensure Requirement which may cause for students who did not meet the 80% a delay in notification to the BRN of student's eligibility to take the NCLEX licensure exam.*

# Bachelors of Science in Nursing

## *Philosophy*

Baccalaureate education incorporates interdisciplinary knowledge from natural and social sciences, humanities, arts, and nursing. Baccalaureate education equips learners with the professional knowledge and skills to meet the health needs of a diverse community, prepares students for a variety of professional nursing roles and further graduate education, fosters an increased sense of professionalism, and enables positive attitudes towards lifelong learning. Bachelors of Science in Nursing education builds on the unique attributes, knowledge, and expertise of RN learners. The curriculum is problem-focused and engages students in active learning.

The central concepts of the nursing paradigm are the relationships of the person/client, health, environment, and nursing. Along with nursing theory and principles of teaching/learning, this paradigm is fundamental to baccalaureate nursing education. An eclectic nursing model, based on selective nursing theories, serves as the conceptual framework for the Professional Program in Nursing.

## *Goals*

The post-licensure BSN curriculum is designed for registered nurses, who hold an associate's degree or diploma-prepared RNs who are ready to expand their nursing skills and professional potential by earning the BSN. Offered on the main campus in Los Angeles, the Bachelor of Science in Nursing plan of study prepares professional nurses to practice the nursing career with integrity, leadership, knowledge, understanding and competence while positively impacting the health care needs of diverse communities.

## *Program Learning Outcomes*

PLO 1 The student will **critically integrate nursing principals** to provide quality care

PLO 2 The student will demonstrate a willingness to **search for solutions to problems** and **utilize** an inquisitive nature in the acquisition of knowledge.

PLO 3 The Student will demonstrate **effective professional communication** and collaboration to support health outcomes.

PLO 4 The student will identify the effects of health **policy, economic, legal, political, and sociocultural factors** on the delivery of an advocacy for equitable health care.

PLO 5 The students will **apply** professional nursing knowledge in a multicultural and **global community**.

PLO 6 The student will evaluate his/her nursing practice and seek **professional growth** through lifelong learning.

PLO 7 The Student will demonstrate **leadership** knowledge & competence skills in computer/information literacy & informatic skills to ensure quality care and patient safety.

### *Terminal Objectives*

The goal of the Shepherd University RN-to-BSN is to prepare graduates achieve the following learning outcomes:

- Demonstrate excellence in clinical competence in the provision of nursing care as defined by California Nurse Practice Act and ANA Code of Ethics for Nurses.
- Use scientific knowledge in the application of the nursing process to support evidence-based practice.
- Utilize the nursing process as a critical thinking framework for problem solving and making effective clinical judgments.
- Use therapeutic communications in the development of a professional helping relationship with individuals, families, populations and communities in a variety of settings for the delivery of culturally congruent nursing care.
- Advocate to protect the clients' rights.
- Integrate leadership and management skills in the provision of cost-effective quality health care.
- Collaborate with others in the delivery of health care.

### Admission Requirement

All applicants to the Shepherd University Bachelors of Science in Nursing are required to meet the following requirements:

- Application Form: application fee (Nonrefundable)
- An Essay: Personal and Religious Background with Vision Statement Form which is provided in the application
- One Official Copies of Transcript and Graduation Certificate form Previous Nursing Institution; G.P.A. of 2.0 or Better (4.0 Scale): Students with foreign transcripts must have their transcripts evaluated by a credential evaluation company
- A Copy of California RN Licensure
- English Proficiency Testimonial: TOEFL, IELTS, or SU English test, if English is not primary language; waived if graduated high school or completed secondary education in the U.S)
- Health Examination Form (prior to Spring Semester)
- Two Academic References: Could be a professional colleague or an employer for over a year or an academic mentor or advisor.)
- One Photo (2x2 Size)
- ID (One copy of Driver's License or passport)
- A Copy of Medical Insurance for International Support
- CPR Certificate: BLS (prior to Spring Semester): Issued by the American Heart Association at the Healthcare Provider

- Certified Background Check (prior to Spring Semester)
- Interview with Program Director and Assistant Director
- Financial Statement

### Curriculum Plan

This curriculum is based on four theoretical components: person, environment, health and nursing. From these components, emerge the themes which are integrated throughout the curriculum: critical thinking, evidence-based practice, communication, human development, nursing process, professionalism and caring. Our conceptualization of nursing practice is derived from these components.

The BSN nursing program consists of 28 credits, and is part of the 122 credits required for graduation. Nine units of Christian Studies must be completed prior to graduation. The remaining units can be fulfilled by completing general education courses or electives. All courses are to be selected in consultation with the approval of the nursing faculty advisor.

To be accepted in the BSN nursing program, the student must have an associate degree or diploma in nursing, licensure as a registered nurse in the United States., no more than 94 transfer credits, and have completed the prerequisites listed below. The transfer credits should include those listed in the lower division major requirements, and can be from a community, state, or private college, or a foreign equivalent. Transfer credits will be reviewed to determine if they meet the course objectives.

In order to meet the 122 credit requirement, each semester, students meet with their faculty advisers to assess their progress in meeting these graduation requirements. General studies evaluations are provided by the Office of Admissions and Records at the student's request. Students must file a petition for graduation early in their third semester of the program in order to obtain a preliminary evaluation of their transcripts.

### Program Requirement

Students receive the Bachelors of Science in Nursing degree when they fulfill the following program requirements:

- Christian Studies: 3 courses (9 Units)
- Communication: 2 courses (6 Units: Written 3units and Oral 3units)
- Mathematics: 1 courses (3 Units)
- Arts and Humanities: 3 courses (9 Units)
- Social and Behavioral Sciences: 5 courses (15 Units)
- Natural Sciences: 3 courses with lab (12 Units)
- Lower Division of Major: 40 units
- Upper Division of Major: 28 units
- Unit requirement: A minimum of 122 semester units

Categories	Code	Course Title	Units
Christian Studies (3 courses)	CS122	Life of Jesus	3
	CS121	Introduction to the Bible	3
	CS123	Introduction to Theology (Prerequisite: CS121)	3
Communication (2 courses)	COMM103	English composition	3
	COMM204	Public Speaking	3
Mathematics (1 course)	MATH301	Statistics ( <i>Pre-requisite:MATH101</i> )	3
Arts and Humanities (3 courses)	LA101	Philosophy	3
	LA104	Logic	3
	LA222	Music Appreciation	3
Social/Behavioral Sciences (5 courses)	SB103	Psychology	3
	SB104	Sociology	3
	SB203	Human Growth and Development (Pre-requisite: SB103)	3
	NR100	Medical Terminology	3
	NR120	Nutrition	3
Natural Sciences/ Physical Sciences ( 6 courses)	PB150	Anatomy	3
	PB151	Anatomy Lab	1
	PB160	Physiology	3
	PB161	Physiology Lab	1
	PB201	Microbiology	3
	PB202	Microbiology Lab	1
Lower Division Major Requirements*: (12 courses)	NR101	Fundamentals of Nursing	4
	NR102	Pharmacology	2
	NR103	Medical/Surgical Nursing I	3.5
	NR310	Health Assessment	3
	NR201	Medical/Surgical Nursing II	4
	NR202	Obstetrics/Maternity Nursing	3
	NR203	Pediatric Nursing	3
	NR301	Medical/Surgical Nursing III	4.5
	NR302	Psychiatric/Mental Health Nursing	3
	NR401	Medical/Surgical Nursing IV	5
	NR402	Gerontology/Community Health Nursing	3
	NR403	Leadership and Professional Role Transition	2
Upper Division	NR340	Research in Nursing	3

Major requirements (9 courses)	NR360	Healthcare Ethics and Christian Nursing	3
	NR400	Introduction to Professional Holistic Nursing	3
	NR410	Transcultural Nursing	3
	NR420	Leadership and Management in Nursing	3
	NR430	Physical Assessment	3
	NR441	Theory in Community Health Nursing	4
	NR442	Practice in Community Health Nursing	3
	NR460	Health Policy	3
<b>Total</b>			<b>122 Units</b>

*\*The 40 units of lower division major requirements are fulfilled by the attainment of an Associate degree in nursing.*

\*The Credits listed above are semester credit units.

### Graduation Requirement

To receive a Bachelor Degree of Nursing from Shepherd University the student must meet the following requirement:

- Complete the Bachelors of Science in Nursing Program
- Complete the Shepherd University requirement (Chapel)
- Attain a cumulative quality point average of 2.00 on a 4.00 scale in the major.
- Attain an overall cumulative quality point average of 2.00 on a 4.00 scale.
- Complete Capstone Project

# Bachelor of Music

## Program Learning Outcomes

In co-operation with the goals of the institution and with an emphasis in professional knowledge and skills, the School of Music sets the following goals and learning outcomes for the Bachelor of Music programs:

**Goal 1:** Achieve the knowledge and skill necessary to provide the basis for a professional career.

### ***PLO #1***

- Students demonstrate a suitable level of performance proficiency on their major instruments.

### ***PLO #2***

- Students demonstrate professional knowledge in the language and practice of their concentrated field of study.

**Goal 2:** Achieve academic merit and scholarship in music theory, history and literature.

### ***PLO #3***

- Students demonstrate the ability to critically analyze and solve problems that are characteristic in the study of music.

### ***PLO #4***

- Students demonstrate knowledge of the elements of musical structure, and show proficiency in music theory and basic composition.

### ***PLO #5***

- Students demonstrate academic knowledge in music history – its composers, literature and stylistic connections, from ancient music to contemporary work.

## Admission Requirements

Admission to the Bachelor of Music program requires:

- Copy of high school diploma and/or transcript.
- If applicable, college/university transcripts
- Completed School of Music Application form
- Personal Statement of goals and achievements
- (2) Headshot Pictures
- (2) Letters of Recommendation
- Audition materials (see individual Major requirements below)

## Audition

A personal audition according to the criteria listed below is required of all undergraduate performance major applicants. A video recording may be submitted in lieu of an audition for applicants who do not live in Southern California (see format criteria below). Auditions are administered on the School of Music campus. Audition appointments will be scheduled by the School of Music after Applications have been processed.

Applicants in all other majors are required to submit audition packages according to the following criteria.

Major Fields		Additional Information
Contemporary Composition/Film Scoring		One original composition/recording and score
Performance	Voice	Two video performances in two genres
	Electric/Bass Guitar	
	Drum/Percussion	
	Piano/ Keyboard	
Songwriting		One original song/recording and lead sheet
Contemporary Christian Music		Two video performances OR One original composition/recording and score
Music Production		Portfolio of two recordings and program notes

**Contemporary Performance Majors:**

Please submit two video performances in two different genres (Jazz, Classical, Pop, Rock, Fusion, Blues or Latin). Video recordings must be submitted on disc, or as a YouTube link. Please do not send video files as email attachments. Original songs are welcome, but not required.

**Contemporary Composition & Film Scoring Majors:**

Please submit one of your original instrumental compositions in two forms: as a recording and as a written score (PDF format). Recordings may be submitted as an MP3 email attachment, and/or a film clip or live video performance as a YouTube link. Please do not send video files as email attachments.

**Songwriting Majors:**

Please submit one of your original songs in two forms: as a recording and as a written lead sheet (PDF format). Recordings may be submitted as an MP3 email attachment, or live video performance as a YouTube link. Please do not send video files as email attachments.

**Music Production Majors:**

Please submit a portfolio that includes at least two recordings of music that exhibit your technical and creative work in the recording studio. Your submission should clearly represent your skill as a recording engineer, and may also include any additional abilities you have as a producer, musician, or composer.

**Contemporary Christian Music Majors:**

Please pick from the following: 1) Submit two video performances of Christian music, and/or other genre (Jazz, Classical, Pop, Rock, Fusion, Blues or Latin). Video recordings must be submitted on disc, or as a YouTube link. – **OR** 2) Submit one original composition/song in two forms: as a recording and as a written lead sheet (PDF format). Recordings may be submitted as an MP3 email attachment. Please do not send video files as email attachments.

Your portfolio should also include a brief written description of the contents explaining your contribution to each of the song titles and any other relevant information such as your working process and influences. Portfolios may be submitted in the following formats: email attachments (MP3 and PDF only – no video file attachments please), CD, DVD, or URL links.

Program Requirements

Students receive the Bachelor of Music degree upon fulfillment of the following program requirements:

- Christian Studies: 3 courses (9 Units)
- Communication: 2 courses (6 Units)
- Arts and Humanities: 3 courses (9 Units)
- Social and Behavioral Sciences: 3 courses (9 Units)
- Natural and Physical Sciences: 2 courses (6 Units)
- General Education Electives: 2 courses (6 Units)
- School of Music Major requirements: minimum of 83 units
- Unit requirement: A combined minimum of 128 semester units
- Graduation portfolio requirement (see below)

*General Education Requirements: 45 units*

Categories	Code	Course Title	Units
Christian Studies (3 courses)	CS122	Life of Jesus	9
	CS123	Introduction to Theology (Prerequisite: CS121)	
	CS121	Introduction to the Bible	
Communication (2 courses)	COMM103	English Composition I*	6
	COMM104	Oral Communication Skills	
	COMM203	English Composition II (Pre-requisite: COMM 103)	
	COMM204	Public Speaking (Pre-requisite: COMM 103)	
	LA113	English Literature	
Arts and Humanities (at least one from the arts and one from the humanities) (3 courses)	LA101	Philosophy	9
	LA104	Logic	
	LA222	Music Appreciation	
	LA233	Intro to Drama	
	LA243	Intro to Film Appreciation	
Social/ Behavioral Sciences (Three courses from at least two disciplines) (3 courses)	SB101	Western Civilization I*	9
	SB102	Western Civilization II	
	SB103	Psychology	
	SB104	Sociology	
	SB105	Intro to Education Theory	
	SB106	Intro to Special Education	

	SB201	American History	
	SB203	Human Growth and Development (Pre-requisite: SB103)	
	SB305	Ethics	
Natural Sciences/ Physical Sciences (2 courses)	PB101	Biology	6
	PB110	Physics	
	PB140	Chemistry	
	PB150	Anatomy	
	PB151	Anatomy Lab	
	PB160	Physiology	
	PB161	Physiology Lab	
	PB201	Microbiology	
	PB202	Microbiology Lab	
	NR100	Medical Terminology	
	NR120	Nutrition	
	MATH101	College Math	
	MATH102	College Algebra	
	MATH201	Calculus (Pre-requisite: MATH 101)	
MATH301	Statistics (Pre-requisite: MATH 101)		
GE Electives (2 courses)		From GE Classes	6
<b>Total</b>			<b>45</b>

\*The Credits listed above are semester credit units.

- 1) *Contemporary Performance Major-Instrumental (General Music Core - 25 units, Contemporary Music Core -22 units, Contemporary Performance -36 units, and Major Total - 83 units in minimum)*

Categories	Code	Course Title	Units
General Music Core Courses (11 courses, 25 Units)	MUS100	Fundamentals of Music	3
	MUS101	Musicianship I	2
	MUS102	Musicianship II	2
	MUS203	Music Theory I	3
	MUS204	Music Theory II	3
	MUPC271	Performance Ear Training I	2
	MUPC272	Performance Ear Training II	2
	MUS311	History of Western Music	3
	MUS331	History of Contemporary Music	3
	Choir Ensemble Requirement (2 semesters)		

Contemporary Music Core Courses (12 courses, 22 Units)	MUCC120	Instrumental Lesson	2
	MUCC125	Instrumental Lesson	2
	MUCC220	Instrumental Lesson	2
	MUCC225	Instrumental Lesson	2
	MUCC201	Jazz Harmony I	3
	MUCC301	Jazz Harmony II	3
	MUCC101	Intro to Music Technology	2
	MURA201	Computer Applications I (Logic – level I)	2
	MUCC150	Group Performance	1
	MUCC155	Group Performance	1
	MUCC250	Group Performance	1
	MUCC255	Group Performance	1
Concentrated Field Courses: Contemporary Performance 36 Units	MUPC300	Advanced Instrumental Lesson	2
	MUPC350	Advanced Instrumental Lesson	2
	MUPC400	Advanced Instrumental Lesson	2
	MUPC451	Directed Study in Contemporary Performance	2
	MUPC355	Group Performance	1
	MUPC360	Group Performance	1
	MUPC455	Group Performance	1
	MUPC460	Group Performance	1
	MUPC371	Performance Ear Training III	2
	MUPC372	Performance Ear Training IV	2
	MUPC211	Inst. Lab I – Reading and Groove	2
	MUPC221	Inst. Lab II – Technique and Improvisation	2
	MUPC321	Contemporary Voicings	2
	MUPC421	Advanced Voicings (keyboard)	2
	MURA363	Demo Production Seminar	2
	MUCC471	Music Entrepreneurship	2
	MUCC481	Career Skills for the 21 <sup>st</sup> Century Musician	2
	Electives		6
<b>Total</b>			<b>83 Units</b>

\*The Credits listed above are semester credit units.

2) *Contemporary Performance Major-Vocal (General Music Core - 25 units, Contemporary Music Core -22 units, Contemporary Performance -36 units, and Major Total - 83 units in minimum)*

Categories	Code	Course Title	Units
General Music Core Courses (11 courses, 25 Units)	MUS100	Fundamentals of Music	3
	MUS101	Musicianship I	2
	MUS102	Musicianship II	2
	MUS203	Music Theory I	3
	MUS204	Music Theory II	3
	MUPC271	Performance Ear Training I	2
	MUPC272	Performance Ear Training II	2
	MUS311	History of Western Music	3
	MUS331	History of Contemporary Music	3
	Choir Ensemble Requirement (2 semesters)		
Contemporary Music Core Courses (12 courses, 22 Units)	MUCC120	Instrumental Lesson	2
	MUCC125	Instrumental Lesson	2
	MUCC220	Instrumental Lesson	2
	MUCC225	Instrumental Lesson	2
	MUCC201	Jazz Harmony I	3
	MUCC301	Jazz Harmony II	3
	MUCC101	Intro to Music Technology	2
	MURA201	Computer Applications I (Logic – level I)	2
	MUCC150	Group Performance	1
	MUCC155	Group Performance	1
	MUCC250	Group Performance	1
	MUCC255	Group Performance	1
Concentrated Field Courses: Contemporary Performance 36 Units	MUPC300	Advanced Instrumental Lesson	2
	MUPC350	Advanced Instrumental Lesson	2
	MUPC400	Advanced Instrumental Lesson	2
	MUPC451	Directed Study in Contemporary Performance	2
	MUPC355	Group Performance	1
	MUPC360	Group Performance	1
	MUPC455	Group Performance	1
	MUPC460	Group Performance	1
	MUPC371	Performance Ear Training III	2
	MUPC372	Performance Ear Training IV	2
	MUPC215	Vocal Lab I – Contemporary Vocal Styles	2

	MUPC225	Vocal Lab II – Acapella Vocals	2
	MURA363	Demo Production Seminar	2
	MUCC471	Music Entrepreneurship	2
	MUCC481	Career Skills for the 21 <sup>st</sup> Century Musician	2
	Choir Requirement (vocal majors – additional 2 semesters)		2
	Electives		8
<b>Total</b>			<b>83 Units</b>

\*The Credits listed above are semester credit units.

3) *Contemporary Composition Major (General Music Core - 25 units, Contemporary Music Core -22 units, Contemporary Performance -36 units, and Major Total - 83 units in minimum)*

Categories	Code	Course Title	Units
General Music Core Courses (11 courses, 25 Units)	MUS100	Fundamentals of Music	3
	MUS101	Musicianship I	2
	MUS102	Musicianship II	2
	MUS203	Music Theory I	3
	MUS204	Music Theory II	3
	MUPC271	Performance Ear Training I	2
	MUPC272	Performance Ear Training II	2
	MUS311	History of Western Music	3
	MUS331	History of Contemporary Music	3
	Choir Ensemble Requirement (2 semesters)		
Contemporary Music Core Courses (12 courses, 22 Units)	MUCC120	Instrumental Lesson	2
	MUCC125	Instrumental Lesson	2
	MUCC220	Instrumental Lesson	2
	MUCC225	Instrumental Lesson	2
	MUCC201	Jazz Harmony I	3
	MUCC301	Jazz Harmony II	3
	MUCC101	Intro to Music Technology	2
	MURA201	Computer Applications I (Logic – level I)	2
	MUCC150	Group Performance	1
	MUCC155	Group Performance	1
	MUCC250	Group Performance	1
	MUCC255	Group Performance	1
Concentrated Field	MUCA300	Individual Lesson	2

Courses: Contemporary Composition 36 Units	MUCA350	Individual Lesson	2
	MUCA400	Individual Lesson	2
	MUCA451	Directed Study in Contemporary Composition	2
	MUCA101	Intro to Contemporary Composition	2
	MUCA251	Arranging I	2
	MUCA351	Arranging II	2
	MUS 303	Counterpoint for the Contemporary Musician	3
	MUS321	Orchestration I	2
	MUS421	Orchestration II	2
	MURA301	Computer Applications II (Logic – level II)	2
	MUCA431	Writing & Production Technique	2
	MURA363	Demo Production Seminar	2
	MUCC471	Music Entrepreneurship	2
	MUCC481	Career Skills for the 21 <sup>st</sup> Century Musician	2
		Electives	5
<b>Total</b>			<b>83 Units</b>

\*The Credits listed above are semester credit units.

4) *Film Scoring Major (General Music Core - 25 units, Contemporary Music Core -22 units, Contemporary Performance -36 units, and Major Total - 83 units in minimum)*

Categories	Code	Course Title	Units
General Music Core Courses (11 courses, 25 Units)	MUS100	Fundamentals of Music	3
	MUS101	Musicianship I	2
	MUS102	Musicianship II	2
	MUS203	Music Theory I	3
	MUS204	Music Theory II	3
	MUPC271	Performance Ear Training I	2
	MUPC272	Performance Ear Training II	2
	MUS311	History of Western Music	3
	MUS331	History of Contemporary Music	3
			Choir Ensemble Requirement (2 semesters)
Contemporary Music Core Courses (12 courses, 22 Units)	MUCC120	Instrumental Lesson	2
	MUCC125	Instrumental Lesson	2
	MUCC220	Instrumental Lesson	2
	MUCC225	Instrumental Lesson	2
	MUCC201	Jazz Harmony I	3

	MUCC301	Jazz Harmony II	3
	MUCC101	Intro to Music Technology	2
	MURA201	Computer Applications I (Logic – level I)	2
	MUCC150	Group Performance	1
	MUCC155	Group Performance	1
	MUCC250	Group Performance	1
	MUCC255	Group Performance	1
Concentrated Field Courses: Film Scoring 36 Units	MUFS300	Individual Lesson	2
	MUFS350	Individual Lesson	2
	MUFS400	Individual Lesson	2
	MUFS451	Directed Study in Film Scoring	2
	MUFS101	Intro to Film Scoring	2
	MUFS201	Analysis of Film Music	2
	MUS303	Counterpoint for the Contemporary Musician	3
	MUS321	Orchestration I	2
	MUFS371	Orchestration for Film Music	2
	MURA301	Computer Applications II (Logic – level II)	2
	MUFS301	Scoring Technique for Film and Video I	2
	MUFS401	Scoring Technique for Film and Video II	2
	MURA363	Demo Production Seminar	2
	MUCC471	Music Entrepreneurship	2
	MUCC481	Career Skills for the 21 <sup>st</sup> Century Musician	2
		Electives	
<b>Total</b>			<b>83 Units</b>

\*The Credits listed above are semester credit units.

5) *Music Production Major (General Music Core - 25 units, Contemporary Music Core -22 units, Contemporary Performance -36 units, and Major Total - 83 units in minimum)*

Categories	Code	Course Title	Units
General Music Core Courses (11 courses, 25 Units)	MUS100	Fundamentals of Music	3
	MUS101	Musicianship I	2
	MUS102	Musicianship II	2
	MUS203	Music Theory I	3
	MUS204	Music Theory II	3
	MUPC271	Performance Ear Training I	2
	MUPC272	Performance Ear Training II	2

	MUS311	History of Western Music	3
	MUS331	History of Contemporary Music	3
	Choir Ensemble Requirement (2 semesters)		2
Contemporary Music Core Courses (12 courses, 22 Units)	MUCC120	Instrumental Lesson	2
	MUCC125	Instrumental Lesson	2
	MUCC220	Instrumental Lesson	2
	MUCC225	Instrumental Lesson	2
	MUCC201	Jazz Harmony I	3
	MUCC301	Jazz Harmony II	3
	MUCC101	Intro to Music Technology	2
	MURA201	Computer Applications I (Logic – level I)	2
	MUCC150	Group Performance	1
	MUCC155	Group Performance	1
	MUCC250	Group Performance	1
	MUCC255	Group Performance	1
Concentrated Field Courses: Music Production 36 Units	MURA300	Individual Lesson	2
	MURA350	Individual Lesson	2
	MURA400	Individual Lesson	2
	MURA451	Directed Study in Music Production	2
	MURA301	Computer Applications II ( <i>Logic</i> - level II)	2
	MURA211	Techniques of Recording	2
	MURA221	Technology of Digital Recording I	2
	MURA321	Technology of Digital Recording II	2
	MURA401	Mastering	2
	MURA421	The Art of Sound Design	2
	MUSW101	Songwriting I	2
	MUSW201	Songwriting II	2
	MURA461	Album Production Seminar - Start to Finish	2
	MUCC471	Music Entrepreneurship	2
	MUCC481	Career Skills for the 21 <sup>st</sup> Century Musician	2
		Elective	
<b>Total</b>			<b>83 Units</b>

\*The Credits listed above are semester credit units.

- 6) *Songwriting Major (General Music Core - 25 units, Contemporary Music Core - 22 units, Contemporary Performance - 36 units, and Major Total - 83 units in minimum)*

Categories	Code	Course Title	Units
General Music Core Courses (11 courses, 25 Units)	MUS100	Fundamentals of Music	3
	MUS101	Musicianship I	2
	MUS102	Musicianship II	2
	MUS203	Music Theory I	3
	MUS204	Music Theory II	3
	MUPC271	Performance Ear Training I	2
	MUPC272	Performance Ear Training II	2
	MUS311	History of Western Music	3
	MUS331	History of Contemporary Music	3
	Choir Ensemble Requirement (2 semesters)		
Contemporary Music Core Courses (12 courses, 22 Units)	MUCC120	Instrumental Lesson	2
	MUCC125	Instrumental Lesson	2
	MUCC220	Instrumental Lesson	2
	MUCC225	Instrumental Lesson	2
	MUCC201	Jazz Harmony I	3
	MUCC301	Jazz Harmony II	3
	MUCC101	Intro to Music Technology	2
	MURA201	Computer Applications I (Logic – level I)	2
	MUCC150	Group Performance	1
	MUCC155	Group Performance	1
	MUCC250	Group Performance	1
	MUCC255	Group Performance	1
Concentrated Field Courses: Songwriting 36 Units	MUSW300	Individual Lesson	2
	MUSW350	Individual Lesson	2
	MUSW400	Individual Lesson	2
	MUSW 451	Directed Study in Songwriting	2
	MUSW101	Songwriting I	2
	MUSW201	Songwriting II	2
	MUSW221	Arranging Skills for the Contemporary Songwriter	2
	MUSW361	Songwriters Workshop I	2
	MUSW461	Songwriters Workshop II	2
	MUS303	Counterpoint for the Contemporary Musician	3
	MURA363	Demo Production Seminar	2

	MUSW455	Advanced Lyric Writing	2
	MUCC471	Music Entrepreneurship	2
	MUCC481	Career Skills for the 21 <sup>st</sup> Century Musician	2
	Choir Requirement (additional 2 semesters)		2
	Electives		5
<b>Total</b>			<b>83 Units</b>

\*The Credits listed above are semester credit units.

- 7) *Contemporary Christian Music Major (General Music Core - 25 units, Contemporary Music Core -22 units, Contemporary Performance -36 units, and Major Total - 83 units in minimum)*

Categories	Code	Course Title	Units
General Music Core Courses (11 courses, 25 Units)	MUS100	Fundamentals of Music	3
	MUS101	Musicianship I	2
	MUS102	Musicianship II	2
	MUS203	Music Theory I	3
	MUS204	Music Theory II	3
	MUPC271	Performance Ear Training I	2
	MUPC272	Performance Ear Training II	2
	MUS311	History of Western Music	3
	MUS331	History of Contemporary Music	3
			Choir Ensemble Requirement (2 semesters)
Contemporary Music Core Courses (12 courses, 22 Units)	MUCC120	Instrumental Lesson	2
	MUCC125	Instrumental Lesson	2
	MUCC220	Instrumental Lesson	2
	MUCC225	Instrumental Lesson	2
	MUCC201	Jazz Harmony I	3
	MUCC301	Jazz Harmony II	3
	MUCC101	Intro to Music Technology	2
	MURA201	Computer Applications I (Logic – level I)	2
	MUCC150	Group Performance	1
	MUCC155	Group Performance	1
	MUCC250	Group Performance	1
	MUCC255	Group Performance	1
Concentrated Field Courses: Contemporary	MUS300	Individual Lesson	2
	MUS350	Individual Lesson	2
	MUS400	Individual Lesson	2

Christian Music 36 Units	MUS451	Directed Study in CCM	2
	MUS381	History of Church Music	2
	MUS481	Praise Leaderships I	2
	MUS482	Praise Leaderships II	2
	MUS483	Praise Leaderships III	2
	MUS303	Counterpoint for the Contemporary Musician	3
	MUS487	Audio Technology for Contemporary Church Music	2
	MUS480	Study in Contemporary Worship Music	2
	MUS440	CCM Internship	3
	MUCC471	Music Entrepreneurship	2
	MUCC481	Career Skills for the 21 <sup>st</sup> Century Musician	2
	Choir Ensemble Requirement (additional 2 semesters)		2
	Electives		4
<b>Total</b>		<b>83 Units</b>	

\*The Credits listed above are semester credit units.

## Graduation Requirements – Bachelor of Music Degree

### Contemporary Performance & Contemporary Christian Music

**Recital:** 30 minute minimum program  
Program Notes

**Portfolio: Professional presentation package**

*CD and/ or DVD* (represents 15 min or more of *best work* - may include the recital performance, and/or work from other projects. Complete with cover/label art.

*Bio/Resume/EPK*

### Contemporary Composition & Songwriting

**Recital:** 30 minute minimum program  
Program Notes

**Portfolio: Professional presentation package**

*CD and/ or DVD* (represents 15 min or more of *best work* - may include the recital performance, and/or work from other projects. Complete with cover/label art.

*Bio/Resume/EPK*

*Scores of recital music*

### Film Scoring

**Portfolio: Professional presentation package**

*DVD and CD* - 15 minutes minimum original film music  
Program notes, cover/label art

*Bio/Resume/EPK*

### Music production

**Portfolio: Professional presentation package**

*CD* - 15 minutes min. student produced music  
Program notes, cover/label art

*Bio/Resume/EPK*

# Bachelor of Science in Information Technology

The Bachelor of Science in Information Technology program is made up of two different concentrations: the VFX (Visual Effects) & Animation major, and the Game Art & Design major. This program will provide students with practical expertise to be highly qualified technicians, artists and designers in their chosen fields. This program also gives students a choice to advance to the master degree program to achieve higher educational goals.

The VFX & Animation major program aims to produce graduates who have developed a practical understanding of all the main areas of VFX, 3D animation, and motion graphics. Starting from the basic art concepts, students will learn various principles, practical technologies, and advanced tools for this discipline. By performing various related projects and completing portfolios, our students will become professionals in the fields of digital content production such as animation movies, commercials, broadcasting, advertisements, games, and numerous fields in the industry.

The Game Art & Design major program offers a broad range of work-ready design and technology competencies focused on career paths in the specialty of game art and design. Students begin with a foundation in drawing, color, design, and computer applications. From this foundation, students have the opportunity to develop advanced skills in various aspects of computer graphics and animation. Students can use tools of the computer animation profession, ranging from modeling to animation to game engines.

## Program Learning Outcomes

1. PLO #1: Students know when information is needed, and can find, assess, and effectively use the needed information.
2. PLO #2: Students can understand the effect of technical misuse, the legal issues in technology, and the proper way to contribute to society, community, and industry with a sound attitude.
3. PLO #3: Students can learn general IT technologies in their concentration.
4. PLO #4: Students can design and develop their own applications through project-based practical education.
5. PLO #5: Students can demonstrate the ability to analyze and interpret a given problem and come up with the appropriate problem solving method.
6. PLO #6: Students can understand the recent technical trends in the industry
7. PLO #7: Students can effectively use the tools and/or software systems that the IT industry requires.

## Admission Requirement

Students seeking admission to the Bachelor degree in the School of Information Technology must provide:

- A diploma and/or an official transcript from an accredited high school or its equivalent
- An official transcript from their current or previous college/university if available
- A Shepherd University application
- Two professional letters of recommendation
- A personal statement of purpose (or a vision essay in the application)

- Portfolio or Project outputs if available
- For further details, see the university application process.

Program Requirements

Students receive the Bachelor of Science in Information Technology degree when they fulfill the following program requirements:

- Christian Studies: 3 courses (9 Units)
- Communication: 2 courses (6 Units)
- Arts and Humanities: 2 courses (6 Units)
- Social and Behavioral Sciences: 2 courses (6 Units)
- Natural and Physical Sciences: 2 courses (6 Units)
- Mathematical Concept and Quantitative Reasoning: 2 courses (6 Units)
- General Education Electives: 2 courses (6 Units)
- Major requirements: a minimum of 93 units
- Unit requirement: a minimum of 138 units
- Get a minimum grade of D in each course and a minimum on-time attendance rate of 90% in each course
- Minimum cumulative GPA requirement: 2.0 or above
- Graduation Exam, Senior Project, or Portfolios

*General Education Requirements: 45 units*

Categories	Code	Course Title	Units
Christian Studies (3 courses)	CS122	Life of Jesus	9
	CS123	Introduction to Theology (Prerequisite: CS121)	
	CS121	Introduction to the Bible	
Communication (2 courses)	COMM103	English Composition I*	6
	COMM104	Oral Communication Skills	
	COMM203	English Composition II (Pre-requisite: COMM 103)	
	COMM204	Public Speaking (Pre-requisite: COMM 103)	
	LA113	English Literature	
Arts and Humanities (at least one from the arts and one from the humanities) (2 courses)	LA101	Philosophy	6
	LA104	Logic	
	LA222	Music Appreciation	
	LA233	Intro to Drama	
	LA243	Intro to Film Appreciation	
Social/ Behavioral Sciences (Three courses from	SB101	Western Civilization I*	6
	SB102	Western Civilization II	
	SB103	Psychology	

at least two disciplines) (2 courses)	SB104	Sociology	
	SB105	Intro to Education Theory	
	SB106	Intro to Special Education	
	SB201	American History	
	SB203	Human Growth and Development (Pre-requisite: SB103)	
	SB305	Ethics	
Natural Sciences/ Physical Sciences (2 courses)	PB101	Biology	6
	PB110	Physics	
	PB140	Chemistry	
	PB150	Anatomy	
	PB151	Anatomy Lab	
	PB160	Physiology	
	PB161	Physiology Lab	
	PB201	Microbiology	
	PB202	Microbiology Lab	
	NR100	Medical Terminology	
	NR120	Nutrition	
Mathematical Concept and Quantitative Reasoning (2 courses)	MATH101	College Math	6
	MATH102	College Algebra	
	MATH201	Calculus (Pre-requisite: MATH 101)	
	MATH301	Statistics (Pre-requisite: MATH 101)	
GE Electives (2 courses)		From GE Classes	6
<b>Total</b>			<b>45</b>

- 1) VFX & Animation Major (Core - 39 units, Electives - minimum 54 units, and Major Total - 93 units in minimum)

Categories	Code	Course Title	Units
Core (required) (13 courses)	BVA202	Introduction to Visual Effects and Motion Graphics	3
	BGA211	Introduction to 3D	3
	BGA213	Modeling	3
	BGA214	Texturing and Lighting	3
	BGA220	Storytelling	3
	BGA222	Character Design	3
	BGA224	Compositing	3
	BVA224	3D Animation	3
	BVA230	Photo Graphics	3
	BVA250	Matchmoving and Tracking	3
	BVA340	Motion Graphics I	3
	BVA343	Visual Effects Concepts	3

	BVA481	Portfolio Development II	3
Electives: Minimum (18 courses)	BGA200	Concept Art I	3
	BGA201	Concept Art II	3
	BVA212	Computer Graphic Design	3
	BVA213	Video Production for Visual Effects	3
	BGA215	Design methodology	3
	BGA223	2D Animation	3
	BGA231	Introduction to Animation	3
	BVA233	Digital Painting	3
	BVA242	Computer Graphics	3
	BVA249	Publication of Digital Contents	3
	BVA261	Evaluation of Art and Design Contents	3
	BVA269	Digital Video Editing	3
	BVA271	Flash Animation	3
	BVA273	Interactive User Interface	3
	BVA278	Graphic Design for Web	3
	BVA291	Design and Art Principles	3
	BVA292	Concepts in Color	3
	BGA313	Advanced Modeling	3
	BGA314	Rigging	3
	BGA315	Advanced Rigging	3
	BGA321	Character Animation	3
	BVA321	3D Computer Graphics	3
	BGA323	Motion Capturing	3
	BVA341	3D Dynamics	3
	BVA352	Advanced Compositing	3
	BVA353	Production for Animation	3
	BVA354	Compositing and Finishing in 3D Animation	3
	BVA361	3D Visual Development	3
	BVA432	3D Computer Graphics Project	3
	BVA442	Motion Graphics II	3
BVA462	Digital Video Production Project	3	
BVA463	Project in Motion Graphics	3	
BVA464	Visual Effects Project	3	
BVA480	Portfolio Development I	3	
BGA491	Special Topics in Digital Arts	3	
BGA492	Individual Study	3	
BGA499	Senior Project (Required at least 6 units for Senior Project option students)	3	
<b>Total</b>			<b>93 Units</b>

2) Game Art & Design Major (Core - 39 units, Electives - minimum 54 units, and Major Total - 93 units in minimum)

Categories	Code	Course Title	Units
Core (required) (13 courses)	BGA200	Concept Art I	3
	BGA215	Design Methodology	3
	BGA220	Storytelling	3
	BGA222	Character Design	3

	BGD310	Game Mechanics	3
	BGA315	Advanced Rigging	3
	BGD316	Advanced Game Design	3
	BGD322	Modeling & Mapping for Games	3
	BGD326	Introduction to Game Programming	3
	BGD410	Preproduction for Games	3
	BGD415	Advanced Level Design	3
	BGD422	Game Asset Management	3
	BGD424	Game Portfolio II	3
Electives: Minimum (18 courses)	BGD210	Introduction to Computer Game	3
	BGA211	Introduction to 3D	3
	BGA213	Modeling	3
	BGA214	Texturing and Lighting	3
	BGD221	Game Art & Design Tools	3
	BGA223	2D Animation	3
	BGA224	Compositing	3
	BGD225	Introduction to Game Design	3
	BGD311	Mythology & Archetypes	3
	BGA231	Introduction to Animation	3
	BGA313	Advanced Modeling	3
	BGA314	Rigging	3
	BGD320	Research for Game Industry	3
	BGA321	Character Animation	3
	BGA323	Motion	3
	BGD324	Game Animation Production	3
	BGD325	Introduction to Level Design	3
	BGD411	Visual Effects for Games	3
	BGD412	Advanced Lighting & Environment	3
	BGD413	Advanced Game Characters	3
	BGD414	Advanced Game Technologies	3
	BGD420	Game Marketing	3
	BGD421	Game Project Development	3
	BGD423	Game Portfolio I	3
	BGD425	Game Production	3
	BGA491	Special Topics in Digital Arts	3
	BGA492	Individual Study	3
BGA499	Senior Project (Required at least 6 units for Senior Project option students)	3	
<b>Total</b>			<b>93 Units</b>

\*The Credits listed above are semester credit units.

### ***Senior Project***

Involves completing a significant project in the field of Digital Arts through the course “BGA499 Senior Project”. Students must coordinate with the instructor or a project advisor, prepare a detailed technical report and deliver an oral presentation. The academic dean and the faculty committee evaluate students’ project results based on their reports and presentations. Students who choose the senior project option as a graduate requirement are required to take this course at least 6 units.

***Graduation Examination***

This examination is an alternative option for some bachelor degree students who won't choose the senior project option. The academic dean and the faculty committee evaluate if students' knowledge can be comparable to the bachelor degree based on their graduation examination scores. Students could be passed if their scores are more than or equal to 75 out of 100 on the examination.

***Portfolios***

Portfolios (I and II) can be substituted for the Senior Project or Graduation Exam with the permission of the academic dean and the faculty committee.

***IT Course/Material/Supplies fee***

IT fees mostly cover expenses for equipment, computers, software and maintenance in the courses and IT labs. It also covers main material and supplies commonly used for classes. Some material and supplies that are for personal use may be excluded from the coverage of these fees. The listed IT fees are average values and the detailed amount of fees may vary each term. The due date for IT fees is the same as the tuition deadline.

# Bachelor of Arts in Biblical Studies

The Bachelor of Arts in Biblical Studies (B.A.B.S.) program offers students an opportunity to academically and critically explore the traditional Christian faith and practice. This program emphasizes a systematic, comprehensive and critical study of the Christian Scriptures and major Christian theological doctrines, spiritual disciplines, and ministry practices. Students are trained to perform basic leadership skills in their disciplinary areas for further graduate studies as well as to serve as pastoral staff, evangelists or lay leaders at any church, mission organization or work setting with Christian ethics and values.

## Program Learning Outcomes

Upon completion of the program, students will be competent leaders who are able to serve the Kingdom of God for the Lord in the world. Students will have acquired the basic knowledge and abilities in religious heritage, socio-cultural context, personal and spiritual formation, and ministerial/public leadership.

## **PROFESSIONAL KNOWLEDGE**

### **Religious Heritage**

PLO #1 Outline basic content of the Biblical Literature and describe the history of Ancient Israel and important theological themes of the Biblical Texts.

PLO #2 Summarize and list key theological themes in the traditional Christian Church History.

### **Socio-Cultural Context**

PLO #3 Integrate biblical and theological knowledge to the context with cultural sensitivity.

### **Capacity for Ministerial and Public Leadership**

PLO #4 Demonstrate basic skills and leadership in teaching and evangelism in the context of pulpit and marketplace ministry setting as assistant to pastors and leaders.

PLO #5 Write consistent and coherent essays and sermons with researched references.

PLO #6 Demonstrate basic competency in oral communication applying professional delivery techniques.

PLO #7 Demonstrate basic competency & skills in modern technology in major fields.

## **CHRISTIAN COMMITMENT**

### **Personal and Spiritual Formation**

PLO #8 Demonstrate one's basic competency of one's distinctive psychological temperament and spiritual gifts; and be ready to apply them into daily life situations.

PLO #9 Demonstrate basic competency on integration of faith with life.

PLO #10 Demonstrate basic competency of one’s spiritual commitment in the community context.

Admission Requirements

Anyone possessing a high school diploma or its equivalent meets the basic academic requirement for admission to the program. An Application File must include the following:

- A completed and signed application form
- Two recommendation letters
- An essay (personal and religious background with vision statement)
- Copy of high school diploma and/or official transcript (or equivalent)
- Secondary school and college-level transcripts (if applicable)
- Bible content exam
- Non-refundable application fee

For further details regarding admission requirements including any additional requirements, see the section on admissions criteria earlier in this catalog.

Program Requirements

Students receive the Bachelor of Arts in Biblical Studies degree when they fulfill the following program requirements:

- Communication: 2 courses (6 Units)
- Arts and Humanities: 3 courses (9 Units)
- Social and Behavioral Sciences: 3 courses (9 Units)
- Natural and Physical Sciences: 2 courses (6 Units)
- General Education Electives: 5 courses (15 Units)
- Major requirement: 82 units consisting of:
  - Bible requirement: 7 courses (21 Units)
  - Theology requirement: 5 courses (15 Units)
  - Professional Ministry requirement: 12 courses (28 Units)
  - Concentration Electives: 6 courses (18 Units)
- Thesis requirement: 20-25 pages, Pass/Fail
- Pass qualifying exit exam, Pass/Fail

**Total unit requirements: a minimum of 127 units**

Categories	Code	Course Title	Units
Communication (2 courses)	COMM103	English Composition I*	6
	COMM104	Oral Communication Skills	
	COMM203	English Composition II (Pre-requisite: COMM 103)	
	COMM204	Public Speaking (Pre-requisite: COMM 103)	
	LA113	English Literature	

Arts and Humanities (at least one from the arts and one from the humanities) (3 courses)	LA101	Philosophy	9
	LA104	Logic	
	LA222	Music Appreciation	
	LA233	Intro to Drama	
	LA243	Intro to Film Appreciation	
Social/ Behavioral Sciences (Three courses from at least two disciplines) (3 courses)	SB101	Western Civilization I*	9
	SB102	Western Civilization II	
	SB103	Psychology	
	SB104	Sociology	
	SB105	Intro to Education Theory	
	SB106	Intro to Special Education	
	SB201	American History	
	SB203	Human Growth and Development ( <i>Pre-requisite: SB103</i> )	
Natural Sciences/ Physical Sciences (2 courses)	PB101	Biology	6
	PB110	Physics	
	PB140	Chemistry	
	PB150	Anatomy	
	PB151	Anatomy Lab	
	PB160	Physiology	
	PB161	Physiology Lab	
	PB201	Microbiology	
	PB202	Microbiology Lab	
	NR100	Medical Terminology	
	NR120	Nutrition	
	MATH101	College Math	
	MATH102	College Algebra	
	MATH201	Calculus (Pre-requisite: MATH 101)	
	MATH301	Statistics (Pre-requisite: MATH 101)	
GE Electives (5 courses)		From GE Classes	15
Bible (7 courses)	ET101	Biblical Study & Theological Writing	3
	OT101	Introduction to OT	3
	NT101	Introduction to NT	3
	OT201	Pentateuch	3
	NT201	Gospels	3
	OT301	Prophetic Literature	3
	NT301	Epistles of Paul	3
Theology	ST102	Systematic Theology 1	3

(5 courses)	ST103	Systematic Theology 2	3
	CH101	Church History 1	3
	CH102	Church History 2	3
	ST300	Actual Spirituality	3
Professional Ministry (12 courses)	CS302	Life of Jesus	3
	PT435	Vision & Mission of Life	3
	PT205	Evangelism & Mission	3
	CC301	Christian Counseling 1	3
	CE305	Christian Education	3
	PT102	Preaching	3
	PT407	Pastoral Leadership	3
	PT490	Senior Integration Seminar	3
	PT350-353	Field Education 1,2,3,4. (1 credit each)	4
Concentration Electives (6 courses)		From Concentration Classes	18
Chapel Total	CHPL	CHPL001, CHPL002, CHPL003, CHPL004	P/F
Bible Content Ex			P/F
Qualifying Ex			P/F
Thesis/Vision Statement	GP 300	20-25 pages	P/F
<b>Total</b>			<b>127 Units</b>

The Credits listed above are semester credit units.

### Field Education

Shepherd University's field education internship provides students with the life-changing opportunity to be mentored by proven leaders of a church ministry. Students integrate their theological learning and practice at local churches or Christian service centers. As part of the Professional Ministry requirements, students will take four courses (PT350-353), 1 unit each, for a total of 4 credit units over the course of their education experience. Each course is 15 weeks in length and requires a minimum of 4 hours per week of ministry experience. After one year of study, students may combine up to two courses at a time.

### Thesis Requirement

Students must write either a Thesis or a Vision Statement at the end of their B.A.B.S. program.

A student may write a thesis demonstrating his/her ability to perform biblical and theological research. The thesis must involve the exegesis of Scripture, employing the original languages as appropriate, either for the purpose of clarifying the meaning of some term(s) or passage(s) in Scripture; or for the purpose of clarifying the biblical evidence relating to some issue(s) of theological or pastoral significance. The thesis must be between twenty to twenty-five pages in length.

A student has the option to write a Vision Statement that aligns with her/his God-given mission for ministry that reflects an understanding of biblical, theological, and practical ministry models for vision and mission. The Vision Statement must be between twenty to twenty-five pages in length.

#### Qualifying Exit Exam

Upon successful completion of course work, students are allowed to schedule a qualifying exit exam. This exam serves as a capstone to the program by testing students' comprehension of course work. Students must pass this exam in order to graduate.

General Education Requirement: 45 Units (see GE section for course listings)

## Graduate Programs

### Graduate Program Institutional Learning Outcomes

Shepherd University's graduate program seeks to produce graduates who are able to demonstrate the key undergraduate competencies in the outcome areas of:

Professional Knowledge as evidenced by the student's ability to:

- Outcome 1: Demonstrate advanced scholarship and mastery of their major field.
- Outcome 2: Conduct independent research in their field.
- Outcome 3: Present their own research.

Christian Commitment as evidenced by the student's ability to:

- Outcome 4: Function as a Christian professional in their chosen discipline.

### Transfer of Credits

More than 6 units cannot be transferred into a graduate program at Shepherd University. Depending upon the program and circumstances, the number of transferable credits may vary. In the School of IT, some restrictions may be applied regarding the transfer of course work. IT students are advised to be well aware of the transfer policy through a consultation with the administration office.

## Master of Music

### Program Learning Outcomes

In co-operation with the goals of the institution and with an emphasis in professional knowledge and skills, the School of Music sets the following goals and learning outcomes for the Master of Music programs:

**Goal 1:** Achieve the knowledge and skill necessary to provide a basis for a professional career.

#### **PLO #1**

- Demonstrate professional knowledge and excellence in the language and practice of the concentrated field.

**Goal 2:** Achieve academic proficiency and scholarship.

#### **PLO #2**

- Demonstrate the ability to think critically and write clearly on the theory, literature and art of the concentrated field of study.

**Goal 3:** Achieve communication and collaborative skills in creative and academic work.

#### **PLO #3**

- Demonstrate the ability to communicate in clear, coherent and persuasive language, and to work in co-operation with peers on creative projects.

**Goal 4:** Exhibit Christian ethics and ideals in concert with professional conduct as set forth by Shepherd University’s mission.

**PLO #4**

- Demonstrate knowledge of the roles and responsibilities of the concentrated field of study as practiced from a Christian perspective for the benefit of the community and society.

Admission Requirements

Admission to the Master of Music program requires:

- Secondary school and college/university transcripts
- Copy of bachelor’s degree diploma
- Completed School of Music Application form
- Personal Statement of goals and achievements
- (2) Headshot Pictures
- (2) Letters of Recommendation
- Audition materials (see individual Major requirements below)

Audition

A personal audition according to the criteria listed below is required of all graduate performance major applicants. A video recording may be submitted in lieu of an audition for applicants who do not live in Southern California (see format criteria below). Auditions are administered on the School of Music campus. Audition appointments will be scheduled by the School of Music after Applications have been processed.

Applicants in all other majors are required to submit audition packages according to the following criteria.

Major Fields		Additional Information
Contemporary Composition/Film Scoring		One original composition/recording and score
Performance	Voice	Two video performances in two genres
	Electric/Bass Guitar	
	Drum/Percussion	
	Piano/ Keyboard	
Songwriting		One original song/recording and lead sheet
Contemporary Christian Music		Two video performances OR One original composition/recording and score
Contemporary Production		Portfolio of two recordings and program notes

**Contemporary Performance Majors:**

Please submit two video performances in two different genres (Jazz, Classical, Pop, Rock, Fusion, Blues or Latin). Video recordings must be submitted on disc, or as a YouTube link. Please do not send video files as email attachments. Original songs are welcome, but not

required.

### **Contemporary Composition & Film Scoring Majors:**

Please submit one of your original instrumental compositions in two forms: as a recording and as a written score (PDF format). Recordings may be submitted as an MP3 email attachment, and/or a film clip or live video performance as a YouTube link. Please do not send video files as email attachments.

### **Songwriting Majors:**

Please submit one of your original songs in two forms: as a recording and as a written lead sheet (PDF format). Recordings may be submitted as an MP3 email attachment, or live video performance as a YouTube link. Please do not send video files as email attachments.

### **Music production Majors:**

Please submit a portfolio that includes at least two recordings of music that exhibit your technical and creative work in the recording studio. Your submission should clearly represent your skill as a recording engineer, and may also include any additional abilities you have as a producer, musician, or composer.

### **Contemporary Christian Music Majors:**

Please pick from the following: 1) Submit two video performances of Christian music, and/or other genre (Jazz, Classical, Pop, Rock, Fusion, Blues or Latin). Video recordings must be submitted on disc, or as a YouTube link. – **OR** 2) Submit one original composition/song in two forms: as a recording and as a written lead sheet (PDF format). Recordings may be submitted as an MP3 email attachment. Please do not send video files as email attachments.

Your portfolio should also include a brief written description of the contents explaining your contribution to each of the song titles and any other relevant information such as your working process and influences. Portfolios may be submitted in the following formats: email attachments (MP3 and PDF only – no video file attachments please), CD, DVD, or URL links.

### Pre-requisite Requirements

Incoming graduate students who do not possess a baccalaureate degree in music, or do not have foundational music courses on his/her transcript must take pre-requisite courses in Music Theory, Ear Training, History and Jazz Harmony. Students may take qualifying exams to test out of these courses. Pre-requisite courses may serve as electives in the master's degree program credit requirements (see below).

### Transfer from Bachelor of Music to Master of Music

Students who wish to transfer from the Shepherd University BM program to the Shepherd University MM program may do so under the following guidelines:

- The student must have a Bachelor Degree (any field).
- The student must apply for admission to the Master of Music program.
- Upon acceptance, the student may transfer qualifying units earned in the BM program to the MM program by paying the difference in tuition cost for each unit transferred.

### Prerequisites as Electives

Master of Music students who are required to take prerequisite classes may apply these units toward their MM degree as elective units. The maximum number of prerequisite class units that can be used as electives is limited to the maximum number of electives for each individual MM major.

Program Requirements

Students receive the Master of Music degree upon fulfillment of the following program requirements:

- Major course requirements: 35 units
- Contemporary Music Graduate Studies: 5 courses (11 Units)
- Christian Studies requirements: 1 course (3 Units)
- Total unit requirements: 49 semester units
- Graduation Recital/Portfolio requirement (see below)

1) *Contemporary Performance Major*

Categories	Code	Course Title	Units
Pre-requisite – (or BM degree + placement exam)	Music Theory I & II		
	History of Western Music		
	History of Contemporary Music		
	Performance Ear Training I & II		
	Jazz Harmony I & II		
Contemporary Performance Courses (35 Units)	MUPF501	Private Instruction	2
	MUPF502	Private Instruction	2
	MUPF601	Private Instruction	2
	MUCC531	Master Group Performance	1
	MUCC532	Master Group Performance	1
	MUCC631	Master Group Performance	1
	MUCC632	Master Group Performance	1
	MUPF581	Performance Ear Training III	2
	MUPF582	Performance Ear Training IV	2
	MUCA535	Advanced Harmonic Concepts	2
	MUCA545	Reharmonization	2
	MUPF 635	Advanced Improvisation Concepts	2
	MUPF652	Portfolio I – Independent Study	2
	MUPF662	Portfolio II – Independent Study	2
	MUPF680	Master Thesis Project/ Recital	2
	Electives		9
Contemporary Music Graduate	MUS500	Bibliography	2
	MUS530	Seminar in Contemporary Music History	3

Studies (5 courses)	MURA535	Demo Production Seminar	2
	MUCC671	Music Entrepreneurship	2
	MUCC681	Career Skills for the 21 <sup>st</sup> Century Musician	2
Christian Studies Requirement (1 course)	One Theology course from following;		3
	CS122 Life of Jesus CS121 Introduction to the Bible CS123 Introduction to Theology		
<b>Total</b>			<b>49 Units</b>

The Credits listed above are semester credit units.

## 2) Contemporary Composition Major

Categories	Code	Course Title	Units
Pre-requisite – (or BM degree + placement exam)	Music Theory I & II		
	History of Western Music		
	History of Contemporary Music		
	Performance Ear Training I & II		
	Jazz Harmony I & II		
Contemporary Performance Courses (35 Units)	MUCA501	Private Instruction	2
	MUCA502	Private Instruction	2
	MUCA601	Private Instruction	2
	MUCA531	Group Performance Composition Project	1
	MUCA532	Group Performance Composition Project	1
	MUCA631	Group Performance Composition Project	1
	MUCA632	Group Performance Composition Project	1
	MUCA521	Advanced Arranging I	2
	MUCA621	Advanced Arranging II	2
	MUCA535	Advanced Harmonic Concepts	2
	MUFS561	MIDI Orchestration	2
	MUFS571	Seminar in Orchestration	2
	MUCA652	Portfolio I – Independent Study	2
	MUCA662	Portfolio II – Independent Study	2
	MUCA680	Master Thesis Project	2
Electives		9	
Contemporary Music Graduate Studies (5 courses)	MUS500	Bibliography	2
	MUS530	Seminar in Contemporary Music History	3
	MURA535	Demo Production Seminar	2
	MUCC671	Music Entrepreneurship	2

	MUCC681	Career Skills for the 21 <sup>st</sup> Century Musician	2
Christian Studies Requirement (1 course)	One Theology course from following;		3
	CS122 Life of Jesus		
	CS121 Introduction to the Bible CS123 Introduction to Theology		
<b>Total</b>			<b>49 Units</b>

The Credits listed above are semester credit units.

### 3) *Film Scoring Major*

Categories	Code	Course Title	Units
Pre-requisite – (or BM degree + placement exam)	Music Theory I & II		
	History of Western Music		
	History of Contemporary Music		
	Performance Ear Training I & II		
	Jazz Harmony I & II		
Film Scoring Courses (35 Units)	MUFS501	Private Instruction	2
	MUFS502	Private Instruction	2
	MUFS601	Private Instruction	2
	MUCA531	Group Performance Composition Project	1
	MUCA532	Group Performance Composition Project	1
	MUCA631	Group Performance Composition Project	1
	MUCA632	Group Performance Composition Project	1
	MUFS551	Scoring Technique for Film and Video I	2
	MUFS651	Scoring Technique for Film and Video II	2
	MUCA535	Advanced Harmonic Concepts	2
	MUFS561	MIDI Orchestration	2
	MUCA571	Seminar in Orchestration	2
	MUFS652	Portfolio I – Independent Study	2
	MUFS662	Portfolio II – Independent Study	2
	MUFS680	Master Thesis Project	2
	Electives		9
Contemporary Music Graduate Studies (5 courses)	MUS500	Bibliography	2
	MUS530	Seminar in Contemporary Music History	3
	MURA535	Demo Production Seminar	2
	MUCC671	Music Entrepreneurship	2
	MUCC681	Career Skills for the 21 <sup>st</sup> Century Musician	2
Christian Studies	One Theology course from following;		3

Requirement (1 course)	CS122 Life of Jesus CS121 Introduction to the Bible CS123 Introduction to Theology	
<b>Total</b>		<b>49 Units</b>

The Credits listed above are semester credit units.

4) *Music Production Major*

Categories	Code	Course Title	Units
Pre-requisite – (or BM degree + placement exam)	Music Theory I & II		
	Intro to Music Technology		
	Computer Applications I / II (DAW fluency)		
	Performance Ear Training I & II		
	Jazz Harmony I & II		
Music Production Courses (35 Units)	MURA511	Private Instruction	2
	MURA512	Private Instruction	2
	MURA611	Private Instruction	2
	MURA520	Technology of Digital Recording I	2
	MURA620	Technology of Digital Recording II	2
	MURA536	Techniques of Recording	2
	MURA555	Art of Sound Design	2
	MUSW611	Seminar in Arranging for the Contemporary Song	2
	MURA621	Mastering	2
	MURA631	Album Production Seminar – Start to Finish	2
	MURA541	Producer’s Workshop I	2
	MURA641	Producer’s Workshop II	2
	MURA652	Portfolio I – Independent Study	2
	MURA662	Portfolio II – Independent Study	2
	MURA680	Master Thesis Project	2
	Electives		5
Contemporary Music Graduate Studies (5 courses)	MUS500	Bibliography	2
	MUS530	Seminar in Contemporary Music History	3
	MURA535	Demo Production Seminar	2
	MUCC671	Music Entrepreneurship	2
	MUCC681	Career Skills for the 21 <sup>st</sup> Century Musician	2
Christian Studies Requirement (1 course)	One Theology course from following;		3
	CS122 Life of Jesus CS121 Introduction to the Bible CS123 Introduction to Theology		

<b>Total</b>	<b>49 Units</b>
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The Credits listed above are semester credit units.

5) *Songwriting Major*

Categories	Code	Course Title	Units
Pre-requisite – (or <i>BM degree + placement exam</i> )	Music Theory I & II		
	History of Western Music		
	History of Contemporary Music		
	Performance Ear Training I & II		
	Jazz Harmony I & II		
Songwriting Courses (35 Units)	MUSW501	Private Instruction	2
	MUSW502	Private Instruction	2
	MUSW601	Private Instruction	2
	MUCA531	Group Performance Composition Project	1
	MUCA532	Group Performance Composition Project	1
	MUCA631	Group Performance Composition Project	1
	MUCA632	Group Performance Composition Project	1
	MUSW531	Songwriter’s Workshop I	2
	MUSW631	Songwriter’s Workshop II	2
	MUCA535	Advanced Harmonic Concepts	2
	MUSW511	Advanced Lyric Writing	2
	MUSW611	Seminar in Arranging for the Contemporary Song	2
	MUSW652	Portfolio I – Independent Study (2)	2
	MUSW662	Portfolio II – Independent Study (2)	2
	MUSW680	Master Thesis Project	2
	Electives		9
Contemporary Music Graduate Studies (5 courses)	MUS500	Bibliography	2
	MUS530	Seminar in Contemporary Music History	3
	MURA535	Demo Production Seminar	2
	MUCC671	Music Entrepreneurship	2
	MUCC681	Career Skills for the 21 <sup>st</sup> Century Musician	2
Christian Studies Requirement (1 course)	One Theology course from following;		3
	CS122 Life of Jesus		
	CS121 Introduction to the Bible		
	CS123 Introduction to Theology		
<b>Total</b>			<b>49 Units</b>

The Credits listed above are semester credit units.

6) *Christian Music Major*

Categories	Code	Course Title	Units
Pre-requisite – (or BM degree + placement exam)	Music Theory I & II		
	History of Western Music		
	History of Contemporary Music		
	Performance Ear Training I & II		
	Jazz Harmony I & II		
Contemporary Christian Music Courses (35 Units)	MUS501	Private Instruction	2
	MUS502	Private Instruction	2
	MUS601	Private Instruction	2
	MUS531	Master Praise Leaderships	1
	MUS532	Master Praise Leaderships	1
	MUS631	Master Praise Leaderships	1
	MUS632	Master Praise Leaderships	1
	MUS565	Audio Technology for Contemporary Christian Music	2
	MUSW531	Songwriter’s Workshop I	2
	MUSW511	Advanced Lyric Writing	2
	MUSW611	Seminar in Arranging for the Contemporary Song	2
	MUS587	Church Music Internship	3
	MUS655	Portfolio I – Independent Study	2
	MUS665	Portfolio II – Independent Study	2
	MUS680	Master Thesis Project	2
	Electives		8
Contemporary Music Graduate Studies (5 courses)	MUS500	Bibliography	2
	MUS530	Seminar in Contemporary Music History	3
	MURA535	Demo Production Seminar	2
	MUCC671	Music Entrepreneurship	2
	MUCC681	Career Skills for the 21 <sup>st</sup> Century Musician	2
Theology Study Requirement (1 course)	One Theology course from following;		3
	CS122 Life of Jesus CS121 Introduction to the Bible CS123 Introduction to Theology		
<b>Total</b>			<b>49 Units</b>

The Credits listed above are semester credit units.

## **Graduation Requirements – Master of Music Degree**

### **Contemporary Performance & Contemporary Christian Music**

**Recital:** 60 minute minimum program  
Program Notes

**Portfolio: Professional presentation package**

*CD and/ or DVD* (represents 15 min or more of *best work* - may include the recital performance, and/or work from other projects. Complete with cover/label art.

*Bio/Resume/EPK*

### **Contemporary Composition & Songwriting**

**Recital:** 60 minute minimum Bachelor of Music  
Program Notes

**Portfolio: Professional presentation package**

*CD and/ or DVD* (represents 15 min or more of *best work* - may include the recital performance, and/or work from other projects. Complete with cover/label art.

*Bio/Resume/EPK*

*Scores of recital music*

### **Film Scoring**

**Portfolio: Professional presentation package**

*DVD and CD* - 30 minutes minimum original film music  
Program notes, cover/label art

*Bio/Resume/EPK*

### **Music Production**

**Portfolio: Professional presentation package**

*CD* - 30 minutes min. student produced music  
Program notes, cover/label art

*Bio/Resume/EPK*

## Master of Science in Information Technology

The Master of Science in Information Technology program has two top areas (the VFX [Visual Effects] & Animation, and the Game Art & Design) that are essential in the current industry. This program aims to provide students with advanced concepts, knowledge, and technology so that they can be well-qualified to be technical leaders, managers, and head developers or designers in the field of their specialties in the future.

The VFX & Animation Master of Science Degree Program aims to produce graduates who are equipped with enough ability for the research, management, production, or development in the field of VFX and animation. Students will learn various principles, practical technologies, and concepts for this discipline. By performing various projects, completing advanced portfolios or performing research, our students will be leaders in the fields of digital content productions, such as animation movies, commercials, broadcasting, advertisements, games, and numerous fields in the industry.

The Game Art & Design Master of Science Degree Program is comprised of high-level game art & design and production courses that take students deep into the game production pipeline. Students will expand and advance their project and art & design skills through hands-on exercises in leadership, team management, game art & design, and marketing, while students learn the skills they need to advance their career in the game production industry. During the course of the program, students will be responsible for completing a game design document, an academic capstone project, and a presentation.

### Program Learning Outcomes

- (PLO #1) Students can analyze advanced problems in their concentration.
- (PLO #2) Students can solve advanced problems in their concentration.
- (PLO #3) Students can plan and manage projects.
- (PLO #4) Students can write and present technical reports.
- (PLO #5) Students can gain a deep knowledge in their concentration through project-based practical education.
- (PLO #6) Students can develop new technologies in their concentration.

### Admission Requirement

The minimum of the Master of Science in Information Technology admission requirements are:

- A bachelor's degree diploma and an official transcript from an accredited college or university.
- An overall GPA of 3.0 or above in undergraduate study. (A provisional admission status could be granted to an applicant whose GPA is below 3.0)
- A minimum of 20 semester hours of undergraduate coursework in the IT related field of study.
- A Shepherd University application
- 3 professional letters of recommendation
- A personal statement of purpose (or a vision essay in the application)
- For further details, see the university application process.

Applicants who do not meet the requirement of undergraduate technology coursework will be required to satisfactorily complete a few important undergraduate courses (4 core courses in each major) to make up their deficiency before advancing to approved status. If applicants have a full-time field experience of 3 years or more in IT or a related area, this requirement can be waived with the permission of Dean of IT program.

***Program Requirements***

Students receive the Master of Science in Information Technology degree when they fulfill the following program requirements:

- Major requirement: 6 courses (18 Units)
- Christian Studies Requirement: 1 course (3 Units)
- Elective requirement: 7 courses (21 Units)
- Unit requirement: A minimum of 42 units
- Get a minimum grade of C in each course and a minimum on-time attendance rate of 90% in each course
- Minimum cumulative GPA requirement: 3.0 or above
- Graduation Exam, Thesis Paper, or Graduate Portfolios

*Major Requirement: 18 Units*

*1) VFX & Animation Major*

Categories	Code	Course Title	Units
Major (6 courses)	MVA515	Fundamentals of Visual Effects	3
	MVA530	Texturing and Lighting Concepts I	3
	MVA540	3D Modeling Principles	3
	MVA560	Advanced Matchmoving and Tracking	3
	MVA580	Compositing Principles	3
	MVA590	Advanced 3D Dynamics	3
Christian Studies Requirement (1 course)	CS121	Introduction to the Bible	3
	CS122	Life of Jesus	3
	CS123	Introduction to Theology	3
Elective Requirement: (7 courses)	MVA510	Advanced Photo Graphics	3
	MVA520	Computer Animation Concepts	3
	MVA525	3D Modeling and Animation Principles	3
	MVA526	Character Animation Principles I	3
	MVA550	Advanced Storytelling	3
	MVA611	Digital Paint Effects	3
	MVA612	Rigging Principles	3
	MVA620	Character Design for Animation	3
	MVA621	Character Development for Animation	3
	MVA626	Character Animation Principles II	3
	MVA630	Texturing and Lighting Concepts II	3
	MVA631	Texture Production	3
	MVA690	Special Topics in VFX and Animation	3

	MVA691	Individual Study	3
	MGA692	Graduate Portfolio Development I	3
	MGA693	Graduate Portfolio Development II	3
	MVA695	Master Research (Required at least 6 units for thesis option students)	3
<b>Total</b>			<b>42 units</b>

2) *Game Art & Design Major*

<b>Categories</b>	<b>Code</b>	<b>Course Title</b>	<b>Units</b>
Major (6 courses)	MGD511	Research for Game Art Tools	3
	MGD512	Advanced Game Design	3
	MGD521	Research for Game Design Tools	3
	MGD524	Research for Game Engine	3
	MGD621	Game Production	3
	MGD622	Marketing and Distribution	3
Christian Studies Requirement (1 course)	CS121	Introduction to the Bible	3
	CS122	Life of Jesus	3
	CS123	Introduction to Theology	3
Elective Requirement: (7 courses)	MGD513	Asset Managing	3
	MGD514	Planning & Scheduling	3
	MGD515	Advanced Game Modeling	3
	MGD522	Game Based Learning & Gamification	3
	MGD523	Team Building	3
	MGD525	Advanced Character Design	3
	MGD611	Preproduction	3
	MGD612	Leadership & Management Principles	3
	MGD613	Advanced Character Rigging	3
	MGD614	Advanced Texturing & Lighting	3
	MGD690	Special Topics in Game Art and Design	3
	MGD691	Individual Study	3
	MGA692	Graduate Portfolio Development I	3
	MGA693	Graduate Portfolio Development II	3
	MGD695	Master Research (Required at least 6 units for thesis option students)	3
<b>Total</b>			<b>42 units</b>

The Credits listed above are semester credit units.

***Thesis Paper***

Master degree students will be leading professionals of the IT industry in the future. In this perspective, they should be able to analyze the existing problems in their working areas, come up with new solutions or their own unique ideas, and implement practical systems based on their

own ideas. Students will develop these abilities by performing research, completing a thesis paper, and delivering an oral presentation. The research topic can be chosen under the direction of their student advisor. Students perform the research through the master research courses (at least 6 units) under his or her advisor's direction. The academic dean and the faculty committee evaluate students' research results based on their thesis papers and presentations. The degree of contribution that students have made in their research fields would be one of major factors in this evaluation. (*A thesis fee will be additionally charged. Refer to the SU tuition information for details.*)

### ***Graduation Examination***

This examination is an alternative option for some master degree students who won't choose the thesis paper option. The academic dean and the faculty committee evaluate if students' knowledge can be comparable to the master degree based on their graduation examination scores. Students could be passed if their scores are more than or equal to 75 out of 100 on each exam area.

### ***Graduate Portfolios***

Graduate Portfolios (I and II) can be substituted for the graduation exam or thesis paper with the permission of the academic dean and the faculty committee. The academic dean and the faculty committee evaluate students' performance based on their delivery of portfolios and oral presentations. The degree of contribution and creativity that students have made in their fields would be major factors in this evaluation.

### ***Lab/Material/Supplies fee***

IT fees mostly cover expenses for equipment, computers, software and maintenance in the courses and IT labs. It also covers main material and supplies commonly used for classes. Some material and supplies that are for personal use may be excluded from the coverage of these fees. The listed IT fees are average values and the detailed amount of fees may vary each term. The due date for IT fees is the same as the tuition deadline.

# Master of Divinity

The Master of Divinity program is designed to equip dedicated Christians for various ministries within the church setting, which include the ordained ministries of instruction and church leadership. This program emphasizes the development of skills in studying and communicating the Christian Scriptures and theological traditions. The program further seeks to build leaders to model and facilitate Christian spiritual formation and communal practices by demonstrating firm leadership in their area of study for further study at the doctoral level, firm professional leadership as a full or part-time ordained minister at any church or mission organization, and firm managerial leadership at any work setting with Christian ethics and values.

## ***Program Goals***

Upon completion of the program, students will be competent leaders who are able to serve the Kingdom of God for the Lord in the world. Students will have acquired the basic knowledge and abilities in religious heritage, socio-cultural context, personal and spiritual formation, and ministerial and public leadership.

## **Program Learning Outcomes**

At graduation, students will be able to

### **PROFESSIONAL KNOWLEDGE**

#### **Religious Heritage**

PLO 1 Analyze the Old and New Testament texts with working knowledge of the biblical languages, in-depth knowledge of the history of Ancient Near East/Ancient Israel and theological concepts developed in the scholarship as well as personal interpretation of the Bible.

PLO 2 Defend each of major Christian theology & demonstrate working knowledge of church history critically and faithfully.

#### **Socio-Cultural Context**

PLO3 Demonstrate appreciation and apologetic use of socio-cultural diversity informed by conversation between the theological disciplines and contextual studies.

#### **Capacity for Ministerial and Public Leadership**

PLO4 Demonstrate leadership in the context of pulpit and marketplace ministry settings as a licensed pastor and non-licensed minister.

PLO 5 Write critical research papers using professional style of research and ethical use of references.

PLO 6. Present and defend sermons, research and writing using professional delivery techniques.

PLO 7 Demonstrate competency in use of modern technology in major fields for research and presentation assignments.

### **CHRISTIAN COMMITMENT**

## Personal and Spiritual Formation

PLO 8 Demonstrate one's full competency and use of one's distinctive psychological temperament and spiritual gifts; and be ready to apply them into daily life situations and vocational settings.

PLO 9 Demonstrate competency in reflection and integration of theological theory into ministry praxis.

PLO 10 Demonstrate one's spiritual commitment in the context of community through active involvement in various ministry activities.

### Admission Requirements

Anyone possessing a bachelor's degree or its equivalent meets the basic academic requirement for admission to the program. An Application File must include the following:

- A completed and signed application form
- Three recommendation letters: two academic, one pastoral
- An essay (personal and religious background with vision statement)
- College-level transcript which indicates bachelor degree is granted
- An overall GPA of 2.75 in undergraduate study. (A provisional admission status can be granted below GPA of 2.75)
- Copy of bachelor diploma
- Bible contents exam
- Non-refundable application fee

For further details regarding admission requirements including any additional requirements, see the section on admissions criteria earlier in this catalog.

### Program Requirements

Students receive the Master of Divinity degree upon a successful fulfillment of the following program requirements:

- Bible requirement: 9 courses (27 Units)
- Theology requirement: 6 courses (18 Units)
- Professional Ministry requirement: 11 courses (25 Units)
- Elective requirement: 9 courses (27 Units)
- Thesis requirement or Vision Statement: Pass/Fail
- Pass qualifying exit exam

### **Total unit requirements: a minimum of 97 units**

Categories	Code	Course Title	Units
Bible ( 9 courses)	ET501	Hermeneutics & Theological Research	3
	OT501	Survey of OT	3
	NT501	Survey of NT	3
	BL501	Hebrew 1	3
	BL500	Greek 1	3
	OT601	Pentateuch(Exegesis)	3

	NT611	Gospels(Exegesis)	3
	OT655	The Prophets	3
	NT601	Pauline Epistles	3
Theology (6 courses)	ST502	Systematic Theology 1	3
	ST503	Systematic Theology 2	3
	CH501	Church History 1	3
	CH502	Church History 2	3
	ST602	Contemporary Theology	3
	ST600	Actual Spirituality & Action Theology	3
Professional Ministry (11 courses)	PT635	Vision & Mission of Life	3
	CE611	Christian Education & Ministry	3
	CC602	Christian Counseling & Ministry	3
	PT505	Homiletics	3
	PT605	Evangelism	3
	PT607	Pastoral Leadership	3
	PT650- PT653	Field Education 1,2,3,4 (1 credit each)	4
	PT790	Senior Integration Seminar	3
Electives (9 courses)		From Concentration Classes	27
Chapel Total	CHPL001- 004	CHPL001, CHPL002, CHPL003, CHPL004	P/F
Bible Content Ex			P/F
Qualifying Ex			P/F
Thesis/Vision Statement	GP 600		P/F
<b>TOTAL</b>			<b>97 Units</b>

The Credits listed above are semester credit units.

### Field Education

Shepherd University's field education internship provides students with the life-changing opportunity to be mentored by proven leaders of a church ministry. Students integrate their theological learning and practice at local churches or Christian service centers. As part of the Professional Ministry requirements, students will take four courses (PT650-653), 0.5 unit each, for a total of 2 credit units over the course of their education experience. Each course is 15 weeks in length and requires a minimum of 4 hours per week of ministry experience. After one year of study, students may combine up to two courses at a time.

### Thesis Requirement

Students must write either a Thesis or a Vision Statement at the end of their M.Div. program.

A student may write a thesis demonstrating his/her ability to perform biblical and theological research at a scholarly level. The thesis must involve the exegesis of Scripture, employing the original languages as appropriate, either for the purpose of clarifying the meaning of some term(s) or passage(s) in Scripture; or for the purpose of clarifying the biblical evidence relating to some issue(s) of theological or pastoral significance. The thesis must be between twenty to thirty-five pages in length.

A student has the option to write a Vision Statement that aligns with her/his God-given mission for ministry that reflects an understanding of biblical, theological, and practical ministry models for vision and mission. The Vision Statement must be between twenty to thirty-five pages in length.

#### Qualifying Exit Exam

Upon successful completion of course work, students are allowed to schedule a qualifying exit exam. This exam serves as a capstone to the course by testing students' comprehension of course work. Students must pass this exam in order to graduate.

# Course Descriptions

## General Education

### Christian Studies

#### CS105 Vision and Mission of Life (3)

The purpose of this course is to study how to recognize one's vision and mission in life and how to achieve them in one's lifetime in various vocational settings. This course will help a student recognize who he/she is in ontological, psychological and theological perspectives. The vision and mission will be defined based on God's providence and guidance and on one's hobbies, gifts, education, experiences, and dreams. This recognition will guide the student in drawing and planning a yearly map for his/her life goals based on his/her past hobbies; present gifts, talents, and education; and future hopes and visions of God and from God. Thus, students will be able to get rid of confusion concerning faith and work and integrate faith and work in various vocational areas in order to live to their full potential and with full conviction in life. (Prerequisite: None)

*This course is designed for 3 units of theory. 45 hours.*

#### CS106 Missions: Biblical Perspectives & Current Practices (3)

This course examines the basic understanding of missions today. The basic biblical understanding of missions will allow students to develop practical applications from the missions, which will be applied to their everyday lives. (Prerequisite: None) *This course is designed for 3 units of theory. 45 hours.*

#### CS121 Introduction to the Bible (3)

The purpose of this course is to present an introduction to the most influential books in the world. This foundational course assists the student in gaining an overall understanding of the chronology and content of the Bible. Special attention will be given on how to read and appreciate each book of the Bible, with its various backgrounds and themes, to know the will and works of God for human beings, both then and now. (Prerequisite: None) *This course is designed for 3 units of theory. 45 hours.*

#### CS122 Life of Jesus (3)

The purpose of this course is to study the life and deeper teachings of Jesus, with special emphases on the prophecies about Jesus and how they are accomplished in Jesus, for his life is not to be defined within 30-something years on Earth only; what Jesus taught, and what he did; what he achieved in his pre-, on-, and post-earthly life, and what his achievements mean to us. The course will approach these issues from telescopic and microscopic approaches to go more deeply into the life and teachings of Jesus and their meanings then and now. This course, in the end, will give humanity the light of hope for all eternity. (Prerequisite: None) *This course is designed for 3 units of theory. 45 hours.*

#### CS123 Introduction to Theology (3)

This course is designed to survey key theological concepts and theological methods that are significant to a community and in the lives of people of faith. The primary purpose of this class is to assist students with skills for developing a Christian mindset and constructing a solid

foundation for life's challenging issues. The course also endeavors to help students think theologically and construct a biblical worldview, a perspective that makes what a Christian witnesses relevant to all people in need. (Prerequisite: CS108) *This course is designed for 3 units of theory. 45 hours.*

### ISIT102 Christian Roles of Software Engineer (3)

Topics include software planning, specifications, coding, testing and maintenance. Students experience team programming for a large system development. Beside this, through this course, they can recognize several social, cultural, and ethical problems that would be caused by their software. They will recognize the Christian roles of software developers to prevent those problems. This course explores topics related to developing reliable software other than programming, including testing, bug finding, verification, and methodologies for constructing robust code. The emphasis is on modern technology for developing reliable software at reasonable cost. (Prerequisite: None) *This course is designed for 3 units of theory. 45 hours.*

## **Communication**

### COMM103 English Composition I (3)

The main purpose of this class is to improve your ability in writing academic English essays, although in order to do so, students must also read and speak during class. The essay assignments will involve presenting well structured and developed arguments on personal preferences and opinions, as well as on predetermined topics, and the final essay will necessitate doing outside research to support your ideas. In addition to the essays, your grade will be based on a midterm and final exam, as well as on various in-class/homework assignments, and participation. (Prerequisite: None) *This course is designed for 3 units of theory. 45 hours.*

### COMM203 English Composition II (3)

The main purpose of this class is to improve your ability in academic English—in both writing and reading. The essay assignments will involve presenting well structured and developed (1) arguments on predetermined topics or (2) critical assessments of arguments composed by other writers. The class readings—especially the editorials on current issues—will also involve argument evaluation and critical reading/reasoning. In addition to the essays, your grade will be based on a midterm and a final exam, as well as on various quizzes and graded in-class/homework assignments. (Prerequisite: COMM103) *This course is designed for 3 units of theory. 45 hours.*

### COMM104 Oral Communication Skills (3)

This course is designed to teach the basics of effective oral communication. Attention is given to the following areas: selection of subjects, aim, targeted audience, organization, effective delivery, and recommendations on the use of presentational technology. (Prerequisite: None) *This course is designed for 3 units of theory. 45 hours.*

### COMM204 Public Speaking (3)

This course provides students with the opportunity to further refine their public-speaking skills by practicing and delivering speeches and presentations, both prepared (researched) and impromptu, in a safe environment. Students are also exposed to various noteworthy speakers and their classic speeches, from the 20<sup>th</sup> to the early 21<sup>st</sup> century, and the effective techniques that

they employed (and that students can also adopt and apply). (Prerequisite: COMM103) *This course is designed for 3 units of theory. 45 hours.*

### COMM205 Critical Thinking (3)

Critical thinking is the analysis of any attempt at persuasion, based on an evaluation of the form and content of that attempt. The purpose of this course, then, is not only to familiarize students with critical thinking but also to provide them with a systematic approach to its process and components. (Prerequisite: None) *This course is designed for 3 units of theory. 45 hours.*

## **Arts and Humanities**

### LA101 Philosophy (3)

The study of philosophical methods and how these methods may serve as a means of integrating learning and faith. (Prerequisite: None) *This course is designed for 3 units of theory. 45 hours.*

### LA104 Logic (3)

The study of deductive and inductive reasoning, elementary symbolic logic and language structure with consideration to argument, inference, proof, fallacies, and semantics. (Prerequisite: None) *This course is designed for 3 units of theory. 45 hours.*

### LA113 English Literature (3)

This course offers an overview of the works and classic authors of Modern-English literature, especially those of the 18<sup>th</sup>, 19<sup>th</sup>, and 20<sup>th</sup> centuries. Among the topics addressed are the short story, novel, and play (drama and comedy) and their common structures and themes; various aspects of poetry analysis; and pertinent aspects of the history of the English language and of British and American culture. (Prerequisite: None) *This course is designed for 3 units of theory. 45 hours.*

### LA222 Music Appreciation (3)

This course is designed as an introduction to the tradition of Western, or European art music. The goal is to come to an understanding of the stylistic features that characterize different historical periods, starting with the Middle Ages, through the Renaissance, Baroque, Classical and Romantic eras, finally arriving to the Twentieth and Twenty-first Century. Students will also be introduced to the artistic, political, social, religious and economic environments that birthed the different aesthetics of classical Western music. (Prerequisite: None) *This course is designed for 3 units of theory. 45 hours.*

### LA233 Intro to Drama (3)

The course is designed for students to understand the rich art form of drama more fully. Students will study and discuss a sampling of plays that exemplify different kinds of dramatic structure; class members will also participate in, attend, and review dramatic performances. (Prerequisite: None) *This course is designed for 3 units of theory. 45 hours.*

### LA243 Intro to Film Appreciation (3)

The primary purpose of this class is to improve your ability to understand American cinema and the film industry in a variety of artistic and academic contexts. Over the course of the semester, we will examine the history of Hollywood, the mechanisms behind film development and production, the three-act screenplay, the art of the Hollywood pitch and the legal ramifications of

original content. Along the way, we will analyze classic American films, review contemporary works, visit a Hollywood studio and even develop our own original film treatments. Get ready for an exciting and informative semester! (Prerequisite: None) *This course is designed for 3 units of theory. 45 hours.*

### **Social/Behavioral Sciences**

#### SB101 Western Civilization I (3)

A study of the social, economic, and political contributions of the ancient people of Mesopotamia, Egypt, Greece, and Rome, as well as of the contributions of the Middle Ages and the Renaissance to Western culture. (Prerequisite: None) *This course is designed for 3 units of theory. 45 hours.*

#### SB102 Western Civilization II (3)

A study of Western civilization from 1500 AD to the present: specifically, of themes that relate history to the humanities, social sciences, or natural sciences. Emphasis will be placed on the rise of modern society. (Prerequisite: None) *This course is designed for 3 units of theory. 45 hours.*

#### SB103 Psychology (3)

This course will provide an introduction to the field of psychology. The focus will be on the overview of basic concepts within the field of psychology with application. The lecture and class discussion will include integration of psychology with Biblical understanding. (Prerequisite: None) *This course is designed for 3 units of theory. 45 hours.*

#### SB104 Sociology (3)

This course is an introduction to sociological principles and perspectives which can be used to analyze social phenomena such as interaction, social structure, group dynamics, inequality, and institutions. (Prerequisite: None) *This course is designed for 3 units of theory. 45 hours.*

#### SB105 Introduction to Education Theory (3)

This course is an introductory study of the definition of education, rationale of education, and goals of education in the pursuit of effective educational methodology through an overview of the historical aspects of human education at different stages of development. (Prerequisite: None) *This course is designed for 3 units of theory. 45 hours.*

#### SB106 Introduction to Special Education (3)

This course deals with the issues of how to understand and how to teach students who are challenged mentally: in learning capabilities, in sensory abilities, or with neuromotor or physical handicaps. This course is for those who want to study special psychological, medical, and sociological approaches to exceptional children. (Prerequisite: None) *This course is designed for 3 units of theory. 45 hours.*

#### SB201 American History (3)

American History is a topic that could and does span the breadth of several distinct college courses. This course attempts to highlight the major events and themes of American History and provide a very broad overview of United States History. The facts are often in dispute and therefore the conclusions must always also be subject to close scrutiny. Students are welcome and encouraged to challenge my assumptions as well as those of the authors of the texts we

encounter and the films we view. (Prerequisite: None) *This course is designed for 3 units of theory. 45 hours.*

### SB203 Human Growth and Development (3)

This course will focus on human growth and development from conception to the final years of human life. The class will explore wide ranges of human growth and development occurring during lifespan such as physiological, cognitive, behavioral, adaptation, and modification and health promotion. (Prerequisite: SB103) *This course is designed for 3 units of theory. 45 hours.*

### SB305 Ethics (3)

The course is designed for students to understand ethical principles of conduct and the basic concepts underlying these principles—such as good, evil, right, wrong, justice, value, duty, and obligation—based on the Christian worldview. Students will study and discuss the ethical works of philosophers, analyzed in terms of these concepts. (Prerequisite: None) *This course is designed for 3 units of theory. 45 hours.*

## **Natural Sciences/Physical Sciences**

### PB101 General Biology (3)

This course is a comprehensive and systemic study of general biology at the cellular, histological, and organ level. The emphasis of study includes microscopic and macroscopic biology, genetics, evolution, excretion, skeletal system, muscular system, nervous system, special senses, endocrine system, circulatory system, respiratory system, digestive system, cell structure and function, photosynthesis, plant diversity, phylogeny, vertebrates and invertebrates. (Prerequisite: None) *This course is designed for 3 units of theory. 45 hours.*

### PB110 Physics (3)

The course helps students learn essential concepts of physics through demonstrations, laboratory work, and discussion. Some of the topics covered in this course are mechanics, electricity and magnetism, sound, and light. (Prerequisite: None) *This course is designed for 3 units of theory. 45 hours.*

### PB140 Chemistry (3)

This course is a comprehensive and systemic study of general chemistry at the atomic, molecular, and macroscopic level. The emphasis of study includes Matter and Energy, Atoms and Elements, Molecules and Compounds, Electrons and Bonding, Gases, States of Matter, Acids and Bases, Chemical Equilibrium, Oxidation and Reduction, Radioactivity, Organic Chemistry and Biochemistry. (Prerequisite: None) *This course is designed for 3 units of theory. 45 hours.*

### PB150 Human Anatomy (3)

This course is a comprehensive and systemic study of the structure of human body at the cellular, histological, and organ level. The emphasis of study includes microscopic and macroscopic anatomy of the integumentary system, skeletal system, muscular system, nervous system, special senses, endocrine system, circulatory system, lymphatic system and immunity, respiratory system, digestive system, and the urinary system. (Prerequisite: None) *This course is designed for 3 units of theory. 45 hours.*

### PB151 Human Anatomy Lab (1)

This course provides the student with the opportunity to study and identify the names of various structures in human anatomy and apply the concepts previously learned in anatomy lecture.

(Prerequisite: None) *This course is designed for 1 unit of theory. 20 hours.*

### PB160 Human Physiology (3)

This course is a comprehensive and systemic study of the function of human body at the cellular, histological, and organ level. The emphasis of study includes microscopic and macroscopic physiology of the integumentary system, skeletal system, muscular system, nervous system, special senses, endocrine system, circulatory system, lymphatic system and immunity, respiratory system, digestive system, and the urinary system. (Prerequisite: None) *This course is designed for 3 units of theory. 45 hours.*

### PB161 Human Physiology Lab (1)

This course uses digital software to cover cellular homeostasis, acid-base balance, molecular interactions, enzyme activity, muscular, renal, digestive, endocrine, cardiovascular, respiratory and nervous organ systems. (Prerequisite: None) *This course is designed for 1 unit of theory. 20 hours.*

### PB201 Microbiology (3)

Course includes microbial taxonomy, microbial cell's components, structures, functions, physiology, metabolism, microbial genetics, biotech microbiology, medical microbiology and the related topics in microbiology. (Prerequisite: None) *This course is designed for 3 units of theory. 45 hours.*

### PB202 Microbiology Lab (1)

This course introduces the basic microbiology lab practices which cover the various microbiology techniques such as media preparations, reagents preparations, cell culture, sterilization techniques, bacterial identification, modern DNA technology such as transformation and electrophoresis with the demonstrations and the observations according to the procedures of microbiology lab manual. (Prerequisite: None) *This course is designed for 1 unit of theory. 20 hours.*

### NR100 Medical Terminology (3)

This course will teach the basics of medical terminology and begin speaking and writing terms almost immediately. The class will focus on helping students actively build a working vocabulary of the most frequently encountered suffixes, prefixes, and word roots. Terms are introduced in the context of human anatomy and physiology to help students understand exactly what they mean, and case studies and vignettes throughout the book demonstrate how they're used in practice. (Prerequisite: None) *This course is designed for 3 units of theory. 45 hours.*

### NR120 Nutrition (3)

Study of the digestion, absorption and metabolism of carbohydrates, lipids and proteins as well as the function of vitamins and minerals. Food choices for health maintenance; metabolic roles of nutrients; nutrient needs related to stages of life. Integration of cellular, physiological, and biochemical relationships with human nutrient requirements. The role of diet and nutrition play in the clinical management of specific disease states such as cardiovascular disease, metabolic diseases, obesity, endocrine disorders, menstrual dysfunction, immune deficiency, etc. Evaluation of current trends in nutrition will be discussed. The use of Chinese medicinal

foods in the treatment of specific symptoms and patterns of disharmony and disease will also be included in this course. (Prerequisite: None) *This course is designed for 3 units of theory. 45 hours.*

#### MATH101 College Math (3)

Topics include, but are not limited to, sets and counting, probability, statistics, finance, matrices, linear programming, exponential and logarithmic functions, systems of equations, and the analysis of functions from their graphs. (Prerequisite: None) *This course is designed for 3 units of theory. 45 hours.*

#### MATH102 College Algebra (3)

This course concentrates on the beauty, power, and fun of Algebra through functions, transformations, linear and quadratic inequalities, systems of equations, complex numbers, polynomial and rational functions, sequences, mathematical induction, and the binomial theorem. (Prerequisite: None) *This course is designed for 3 units of theory. 45 hours.*

#### MATH201 Calculus (3)

An introduction to analytical geometry and calculus, including analytical geometry of the line, circle, and conics; introduction to the concept of "limit"; and the differentiation and integration of algebraic functions and their applications. (Prerequisite: MATH101) *This course is designed for 3 units of theory. 45 hours.*

#### MATH301 Statistics (3)

Basic statistical methodology: exploratory data techniques; estimation; inference; comparative analysis by parametric, nonparametric, and robust procedures. Analysis of variance (one-way), multiple comparisons, and categorical data. (Prerequisite: MATH101) *This course is designed for 3 units of theory. 45 hours.*

## **Music**

### **GENERAL MUSIC CORE COURSES**

#### MUS 100 Fundamentals of Music (3)

Lecture; three units - required for all BM degrees. An introduction to the fundamental elements of music. Includes the introduction and study of rhythm, pitch, major and minor scales, intervals and notation. Over the course of the class students learn to read, write, analyze, and compose simple music.

#### MUS 101 Musicianship I (2)

Lab; two units; prerequisite MUS 100, or passing score (70% and above) on departmental placement examination - required for all BM degrees. Class instruction in basic sight-singing, ear-training, hand notation, and fundamental keyboard ability.

#### MUS 102 Musicianship II (2)

Lab; two units; prerequisite MUS 101 – required for all BM degrees. Class instruction in intermediate sight-singing, ear-training, hand notation, and keyboard ability.



MUS 105 Independent Study: Various Topics

Tutorial, to be arranged. Only 4 units can be applied to BM degree. Special topics in music that are not part of the standard curriculum for lower division undergraduate students. Topics to be determined by faculty advisor. May be repeated for credit.

MUS 161/162/261/262 Shepherd University Choir (1)

Studio; one unit – two semesters required for all BM degrees, four semesters required for BM/Contemporary Performance voice, BM/Contemporary Christian Music and BM/Songwriting. Mixed chorus performing choral literature of all periods with an emphasis on gospel music.

MUS 203 Music Theory I (3)

Lecture; three units; prerequisite MUS 100 - required for all BM degrees. Foundation in diatonic harmony and music theory. Studies include primary and secondary triads and seventh chords and their inversions, non-harmonic tones, and melodic analysis. Skills are applied to basic composition.

MUS 204 Music Theory II (3)

Lecture; three units; prerequisite MUS 203 - required for all BM degrees. Continuing study in harmony and music theory; including chromatic harmony and modulation, harmonic sequences, pivot chords, direct modulation, borrowed chords, and chromatic harmony.

MUPC 271 Performance Ear Training I (2)

Lecture/Lab; two units; prerequisite MUS 102 - required for all BM degrees. An introduction to the Movable Do System, and basic solfeggi syllables in all major keys. Students practice recognition and recall of single notes, melodic fragments, diatonic triads and diatonic intervals in all major keys. Work with basic rhythms and 4 beat conducting patterns, and melodic dictation in major key examples. Students learn to hear all triad qualities.

MUPC 272 Performance Ear Training II (2)

Lecture/Lab; two units; prerequisite MUS 271 - required for all BM degrees. Work with the Movable Do System in minor keys, and solfeggi syllables in natural, melodic and harmonic minor modes. Students learn to recognize and recall single notes, melodic fragments, diatonic triads and diatonic intervals in minor modes and key centers. Work with rhythms and 2, 3 and 4 beat conducting patterns, and melodic dictation in minor key examples. Learning to hear all triad qualities in all inversions. Introduction of note groups and patterns in melodic work.

MUS 311 History of Western Music (3)

Lecture; three units; prerequisite MUS 204 - required for all BM degrees. A survey of composers and works that influenced the course of Western music. Basic stylistic concepts from a range of historical periods beginning with medieval music through the 20<sup>th</sup> century.

MUS 331 History of Contemporary Music (3)

Lecture; three units; prerequisite MUS 311 - required for all BM degrees. Survey of contemporary popular music from early rock and roll to current styles. Includes jazz, pop, folk, rock, dance/techno and hip-hop.

## **GENERAL MUSIC UPPER DIVISION/GRADUATE COURSES**

### MUS 303 Counterpoint for the Contemporary Musician (3)

Lecture: three units; prerequisite MUS 204 - required for BM Film Scoring, Contemporary Composition and Songwriting degrees. An exploration of counterpoint, the technique of combining independent melodic lines that work together to create motion and harmony. Essential knowledge for songwriters, composers and musicians - the course examines examples from Medieval to 20<sup>th</sup> century music. Class writing projects give students the opportunity to enhance their compositional skills.

### MUS 321 Orchestration I (2)

Lecture: two units; prerequisite MUS 204 – required for BM/Film Scoring and Contemporary Composition. An introduction to instruments of the orchestra, computer notation and scoring for small ensemble.

### MUS 363 Conducting (2)

Lecture: two units; prerequisite MUS 204 - elective. A study of conducting principles: technique of the baton, adapting to ensembles of various size and ability and program building. Application and practice with student ensembles.

### MUS 401 Form and Analysis (3)

Lecture: three units; prerequisite MUS 204 - elective. Detailed analysis of musical structure and form of works from the Baroque to Late-Romantic periods.

### MUS 421 Orchestration II (2)

Lecture: two units; prerequisite MUS 321 – required for BM/Contemporary Composition. Advanced study in orchestration for large ensemble with a focus on contemporary techniques.

### MUS 500 Bibliography for the Contemporary Musician (2)

Lecture; two units; prerequisite MUS 331 – required for all MM degrees. Comprehensive survey of bibliographic techniques in music, including methods for researching materials in the world-wide catalog, with an emphasis on the needs of performing musicians and contemporary composers.

### MUS 505 Independent Study: Various Topics (2)

Tutorial, to be arranged - elective. Only 4 units can be applied to BM degree. Special topics in music for upper division undergraduate students. Topics to be determined by faculty advisor. May be repeated for credit.

### MUS 511 Special Studies in Music History I (2)

Seminar; two units; prerequisite MUS 331 - elective. In depth detailed study of select periods of Western Music history. Topics covered range from early pre-tonal music to 12-tone and set theory.

### MUS 512 20<sup>th</sup> Century Music History (3)

Lecture; three units; prerequisite MUS 331 - elective. A survey of 20<sup>th</sup> century Western Music, including atonal systems and ethnic influences on modern classical music. Early 20<sup>th</sup> century composers such Schoenberg, Bartok and Stravinsky lead to later composers such as Varese, Penderecki, Ligeti, Crumb, Reich and Adams.

### MUS 530 Seminar in Contemporary Music History (3)

Seminar; three units – required for all MM degrees. Lecture and discussion of a focused topic in contemporary music history. Subject of the course varies and can be repeated for elective credit.

## **CONTEMPORARY MUSIC CORE COURSES**

### MUCC 100/125/200/225 Instrumental Lesson (2)

Studio; two units - required for all BM degrees. Individual lesson on a major instrument, or voice.

### MUCC 101 Introduction to Music Technology (2)

Lecture/Lab; two units – required for all BM degrees, or passing score (70% and above) on departmental placement examination. An introductory look at audio recording, live concert applications and music production as related to commercial music technique. Analog and digital signal flow, microphone techniques, as well as MIDI applications. Introduction to the Digital Audio Workstation and the general process of recording sessions.

### MUCC 150/155/250/255 Group Performance Workshop (1)

Studio; one unit - required for all BM degrees. Group performance class ensembles guided by faculty - students are placed according to performance ability and interest. Classes prepare the various ensembles for performance recitals throughout the term.

### MUCC 201 Jazz Harmony I (3)

Lecture; three units; prerequisite MUS 204 - required for all BM degrees. Principles of diatonic chord progressions and available tensions. Exploration of major and minor key harmony: secondary and extended dominant relationships, introduction to subdominant minor. Study of melodic construction and motif development. Principles of linear harmonic continuity and guide tone lines.

### MUCC 301 Jazz Harmony II (3)

Lecture; three units; prerequisite MUS 201 - required for all BM degrees. Advanced study of the principles of diatonic chord progressions and available tensions. Exploration of major and minor key harmony: secondary and extended dominant relationships, introduction to subdominant minor. Study of melodic construction and motif development. Principles of linear harmonic continuity and guide tone lines.

### MURA 201 Computer Applications I (2)

Lecture/Lab; two units; prerequisite MUCC 101 (Intro to Music Technology) – required for all BM degrees. Fundamentals of creating and arranging music using the *Logic* digital audio workstation software. Includes techniques of MIDI recording and editing, digital audio recording and editing, mixing and the use of plug-in processing effects. Students apply techniques learned in class to project recordings supervised by the instructor.

### MUCC 231/241 History of Jazz Music I & II (3)

Lecture; three units; prerequisite MUS 331 - elective. A chronological survey of jazz history exploring jazz styles through the study of the lives, work, and recordings of the idiom's iconic composers and musicians.

### MUCC 471/671 Music Entrepreneurship (2)

Lecture; two units - required for all BM and MM degrees. Introduces students to the current landscape of the world-wide music industry. Core activity areas of the industry are examined; such as professional music organizations, the artist's "team" (managers, lawyers, accountants, agents, PR, producers), legal issues (recording contracts, songwriting contracts, licenses, etc.), songwriting, music publishing and licensing. Exploration of the basic principles of entrepreneurship, and how they can serve professional and artistic goals.

### MUCC 481/681 Career Skills for the 21<sup>st</sup> Century Musician (2)

Lecture; two units; prerequisite MUCC 471 – required for all BM and MM degrees. Through a series of lectures, research and guest speakers this course explores various business related topics including networking skills, and personal, social, organizational and negotiation skills. Students learn about financial management, managerial skills, and strategies for finding your "niche".

## **CONCENTRATED FIELD COURSES**

### **Contemporary Performance (CP)**

#### MUPC 300/350/400 Advanced Instrumental Lesson (2)

Studio; two units; prerequisite MUCC 225 – required for BM/CP. Advanced individual lessons on the major instrument or voice, designed for performance majors.

#### MUPC 355/360/455/460 Group Performance Workshop (1)

Studio; one unit; prerequisite MUCC 255 - required for BM/CP. Upper division group performance class ensembles guided by faculty - students are placed according to performance ability and interest. Classes prepare the various ensembles for performance recitals throughout the term.

#### MUPC 371 Performance Ear Training III (2)

Lecture/Lab; two units; prerequisite MUS 272 - required for BM/CP. Movable Do system and Solfeggi syllables using the Dorian and Mixolydian key centers. Learning to recognize and recall single notes, melodic fragments, diatonic triads and diatonic intervals using Dorian and Mixolydian against 9th and 13th chords. Advanced rhythmic workouts. Solfeggi work using 2, 3, 4, 5 and 6 beat conducting patterns. Melodic dictation using Dorian and Mixolydian examples. Learning to hear all 7th chord qualities. Use of note groups and patterns in melodic work.

#### MUPC 372 Performance Ear Training IV (2)

Lecture/Lab; two units; prerequisite MUS 371 - required for BM/CP. Movable Do system and Solfeggi syllables using the Phrygian and Lydian key centers. Learning to recognize and recall single notes, melodic fragments, diatonic triads and diatonic intervals using Phrygian and Lydian against 9th and 13th chords. Advanced rhythmic workouts. Solfeggi work using 2, 3, 4, 5 and 6 beat conducting patterns. Melodic dictation using Phrygian and Lydian examples. Learning to hear all 7th chord qualities in different inversion. Use of note groups and patterns in melodic work.

#### MUPC 211 Instrumental Lab I – Reading and Groove (2)

Lab; two units - required for BM/CP (instrumental). Practical training in sight-reading abilities, chart reading and comping skills, maintain solid grooves and comping patterns in different contemporary styles. Practicing “becoming one” with different rhythmic patterns. This course increases sight-reading abilities through exposure to traditionally notated materials lead sheets and ensemble charts, and concepts such as phrasing, time, rhythm playing, "playing in the pocket," harmonics possibilities, and understanding the many roles their instrument can play in different settings Recorded material for play-along purposes.

#### MUPC 221 Instrumental Lab II– Technique and Improvisation (2)

Lab; two units - required for BM/CP (instrumental). Study of scales, modes, altered modes, triad and 7th chord arpeggios. Chord-scale note pattern studies. Pentatonic patterns. Intervals studies and application to chord constructions. Triad, 7th Chord and Pop For percussionists, the lab covers rudiments and stylistic fundamentals. Improvisational soloing, comping and embellishment techniques in a variety of settings (Latin/rock, jazz/rock, fusion, bossa nova, and blues). Solo transcription analysis. Presentation is through written and recorded examples of contemporary artists.

#### MUPC 215 Vocal Lab I - Contemporary Vocal Styles (2)

Lab; two units - required for BM/CP (vocal). An overview of different vocal interpretation and styles ranging from rock, pop, R&B, ballads to jazz standards. Students will perform each week learning jazz vocal harmonies, rock/pop styling, R&B phrasing and much more through sight singing, interpretation and collaborative composition. Weekly emphasis on the vocal stylistic characteristics of each contemporary style. Instructor demonstration, and student performance with pre-recorded audio tracks.

#### MUPC 225 Vocal Lab II - Acapella Vocals (2)

Lab; two units - required for BM/CP (vocal). A one-of-a-kind voice workshop designed to introduce you to the “magic” of acapella singing. In this class you will learn the skills, tools and tricks to create on-the-spot vocal harmonies and to create pieces of music using nothing but your own voice. Vocal students will trade parts and have the opportunity to perform all the solo and harmony parts of the spontaneous music arrangements. Students also will be encouraged to learn the art of beatboxing (also known as vocal percussion), transforming your mouth into a veritable drum set.

#### MUPC 321 Contemporary Voicings (2)

Lab; two units; prerequisite MUCC 301 – required for BM/Performance (instrumental). Hands on training on the construction and application of contemporary keyboard voicings using Chord-Scale Theory. Emphasis on tension substitution theory to create different “Four Way Close” voicings and their application to II-V-I, chord progressions and songs. Chord Scale analysis and keyboard tensions substitution workouts. Writing and live performance weekly assignments.

#### MUPC 421 Advanced Voicings (2)

Lab; two units; prerequisite MUPC 321 - required for BM/Performance (keyboard). A further keyboard based exploration in chord scale theory and their application in contemporary voicings. Two hand open voicings. Drop 2, drop 3 and drop 2 and 4 vocings. Upper structure triads, octave spreads and voicing in fourths. Full chord scale harmonization. Reharmonization techniques. Walking bass against four way close voicings. Three note voicings using cells and other techniques.

MUPC 451 Directed Study in Contemporary Performance (2)  
Tutorial; two units; prerequisite MUPC 400. Individual preparation for graduation requirement recital and portfolio.

### **Graduate Courses - Contemporary Performance (CP)**

MUPF 501/502/601 Private Instruction (2)  
Studio; two units - required for MM/CP. Concentrated field, graduate-level individual instruction in performance.

MUCC 531/532/631/632 Master Group Performance (1)  
Studio; one unit - required for MM/CP. Graduate division group performance class ensembles guided by faculty - students are placed according to performance ability and interest. Classes prepare the various ensembles for performance recitals throughout the term.

MUPF 581 Performance Ear Training III (2)  
Lecture/Lab; two units - required for MM/CP. Movable Do system and Solfeggi syllables using the Dorian and Mixolydian key centers. Learning to recognize and recall single notes, melodic fragments, diatonic triads and diatonic intervals using Dorian and Mixolydian against 9th and 13th chords. Advanced rhythmic workouts. Solfeggi work using 2, 3, 4, 5 and 6 beat conducting patterns. Melodic dictation using Dorian and Mixolydian examples. Learning to hear all 7th chord qualities. Use of note groups and patterns in melodic work.

MUPF 582 Performance Ear Training IV (2)  
Lecture/Lab; two units - required for MM/CP. Movable Do system and Solfeggi syllables using the Phrygian and Lydian key centers. Learning to recognize and recall single notes, melodic fragments, diatonic triads and diatonic intervals using Phrygian and Lydian against 9th and 13th chords. Advanced rhythmic workouts. Solfeggi work using 2, 3, 4, 5 and 6 beat conducting patterns. Melodic dictation using Phrygian and Lydian examples. Learning to hear all 7th chord qualities in different inversion. Use of note groups and patterns in melodic work.

MUPF 572 Special Studies in Jazz Harmony  
Tutorial; to be arranged - elective. Only 4 units can be applied to MM degree. Independent study of jazz theory and harmony.

MUPF 611 Counterpoint in Solo Style (2)  
Studio; two units - elective. Advanced studies in counterpoint and jazz harmony in improvisation technique.

MUPF 635 Advanced Improvisation Concepts (2)  
Studio; two units – required for MM/CP. Advanced chord and scale workouts and their application to advanced level repertoire. Playing “In and Out” via implied reharmonization techniques by using pentatonic scales, note patterns and melodic motives. Continuation in chord-scale, chord extensions and approach note linear techniques. Use of note cells, permutations and pentatonic patterns over chord-scale relationships and chord progressions.

MUPF 671 Special Studies in Jazz Performance (2)

Tutorial; to be arranged - elective. Only 4 units can be applied to MM degree. Independent study of jazz performance styles and techniques. Students explore a list of influential performers of their choosing, and adapt researched characteristics and styles to improvisation.

MUPF 652/662 Portfolio I & II (2)

Tutorial; two units (each section) – required for MM/CP. Second year graduate independent study for preparation of professional portfolio. Under the guidance of faculty advisor.

MUPF 680 Master Thesis Project / Recital (2)

Tutorial; two units; prerequisite MUPF 601 – required for MM/CP. Individual preparation for graduation requirement recital and portfolio.

**Contemporary Composition (CC)**

MUCA 300/350/400 Individual Lesson (2)

Studio; two units; prerequisite MUCC 225 – required for BM/CC. Concentrated field individual instruction in composition.

MUCA 101 Intro to Contemporary Composition (2)

Lecture; two units; prerequisite MUCC 101 – required for BM/CC. Introduction to contemporary composition in the music industry and opportunities that exist for composers in today's marketplace. Basic music production skills prepare students to take more advanced computer application and recording courses.

MUCA 251 Arranging I (2)

Lecture; two units; prerequisite MUCC 201 – required for BM/CC. Students are introduced to the techniques of constructing captivating arrangements in a number of different styles for various ensembles.

MUCA 351 Arranging II (2)

Lecture; two units; prerequisite MUCA 251 – required for BM/CC. Students delve deeper into the technique of constructing arrangements in primarily the jazz idiom for small and big-band ensembles.

MUCA 431 Writing & Production Technique (2)

Lab; two units; prerequisite MURA 363 – required for BM/CC. Comprehensive study of techniques in composing, arranging and orchestrating and how these are linked to practical music production techniques and capability. Students learn to guide artistic choices with the production method in mind to create a smoother overall process and successful results.

MUCA 451 Directed Study in Contemporary Composition

Tutorial; two units - required for BM/CC. Individual preparation for graduation requirement recital and portfolio.

**Graduate Courses – Contemporary Composition (CC)**

MUCA 501/502/601 Private Instruction (2)

Studio; two units - required for MM/CC. Concentrated field, graduate-level individual instruction in composition.

MUCA 531/532/631/632 Group Performance Composition Project (1)

Studio; one unit (each section) - required for MM/CC/FS/SW. Semester composition project for a group performance workshop of the student's choice. Students collaborate with ensemble faculty and players to create an original composition for the ensemble to rehearse and play.

MUCA 521 Advanced Arranging I (2)

Lecture; two units – required for MM/CC. Graduate level study of the techniques in constructing instrumental arrangements in different styles for a variety ensembles.

MUCA 535 Advanced Harmonic Concepts (2)

Lecture; two units – required for MM/CC,CP,FS,SW. Advanced exploration of reharmonization and advanced chord-scale voicing techniques. An exploration of non-tertial voicings and their application in tonal and modal chord progressions. Melodic and bass line reharmonization. 12 tone techniques. A further exploration with cluster voicings, voicings in fourths, fifths, upper structure triads voicings and spreads. This course will include in class performance and weekly writing assignments.

MUCA 545 Reharmonization (2)

Lecture; two units – required for MM/CP. This class explores a variety of techniques for reharmonization. Focus is on pedal point, creation of chromatic voicings, and enabling the student to discover a personalized relationship with harmony.

MUCA 571 Seminar in Orchestration (2)

Seminar; two units – required for MM/CC, FS. Advanced study and discussion in scoring for large ensemble. In depth study of contemporary scores and film scores. Semester projects include weekly writing for small ensembles and two full orchestra assignments.

MUCA 611 Writing and Production Technique (2)

Studio; two units – elective. Comprehensive study of techniques in composing, arranging and orchestrating and how these are linked to practical music production techniques and capability. Students learn to guide artistic choices with the production method in mind in order to create a smoother overall process and successful results.

MUCA 621 Advanced Arranging II (2)

Lecture; two units – required for MM/CC. Advanced techniques in jazz idiom arranging or small and big-band ensembles.

MUCA 652/662 Portfolio I & II (2)

Tutorial; two units (each section) – required for MM/CC. Second year graduate independent study for preparation of professional portfolio. Under the guidance of faculty advisor.

MUCA 680 Master Thesis Project (2)

Tutorial; two units; prerequisite MUCA 601 – required for MM/CC. Individual preparation for graduation requirement compositions and recital.

## **Film Scoring (FS)**

### MUFS 300/350/400 Individual Lesson (2)

Studio; two units; prerequisite MUCC 225 - required for BM/FS. Concentrated field individual instruction in Film Scoring.

### MUFS 101 Intro to Film Scoring (2)

Lecture; two units – required for BM/FS. Exploration of the aesthetic relationship between film and music. Functions of film music and an analysis of effective application to dramatic storytelling. Career opportunities in the film and television music business.

### MUFS 201 Analysis of Film Music (2)

Lecture; two units; prerequisite MUFS 101 – required for BM/FS. In depth analysis of film music, its thematic development, orchestration techniques, expressive qualities and usage in classic and contemporary film scores.

### MUFS 301 Scoring Technique for Film & Video I (2)

Lecture/Lab; two units; prerequisite 201 – required for BM/FS. Practical experience in composing for commercial movies - including spotting a picture, musical structure for visual images, computer skills, and the study of successful composition styles. Study of three principal areas of filmmaking -- preproduction, production (shooting), and postproduction. Examples from classic movies and discussion of their scores. Students apply techniques to assigned film composition projects.

### MUFS 371 Orchestration for Film Music (2)

Lecture; two units; prerequisite MUS 321. An in-depth, technical examination of the unique language of film music orchestration, as exemplified by innovators such as Bernard Herrmann, Jerry Goldsmith, Ennio Morricone, Thomas Newman, and Elliot Goldenthal among many others.

### MUFS 401 Scoring Technique for Film & Video II (2)

Lecture/Lab; two units; prerequisite 301 – required for BM/FS. Focus on the task of completing one entire score for a television episode or original student film.

### MUFS 451 Directed Study in Film Scoring (2)

Tutorial; two units; prerequisite MUFS 400 – required for BM/FS. Individual preparation with instructor for graduation requirement portfolio.

## **Graduate Courses – Film Scoring (FS)**

### MUFS 501/502/601 Private Instruction (2)

Studio; two units – required for MM/FS. Concentrated field, graduate-level individual instruction in Film Scoring.

### MUFS 521 Analysis of Film Music (2)

Lecture; two units – required for elective. In depth analysis of film music, its thematic development, orchestration techniques, expressive qualities and usage in classic and contemporary film scores.

**MUFS 551 Scoring Technique for Film & Video I (2)**

Lecture/Lab; two units – required for MM/FS. Practical experience in composing for commercial movies - including spotting a picture, musical structure for visual images, computer skills, and the study of successful composition styles. Study of three principal areas of filmmaking -- preproduction, production (shooting), and postproduction. Examples from classic movies and discussion of their scores. Students apply techniques to assigned film composition projects.

**MUFS 561 MIDI Orchestration (2)**

Lecture/Lab; two units – required MM/FS, CC. Study in the techniques used to create realistic sounding orchestral mock-ups with samples, synthesis, sound-processing and mixing in a digital audio workstation.

**MUFS 571 Seminar in Orchestration (2)**

Lecture; two units – required MM/FS. Advanced study in scoring for large ensemble. In depth study of contemporary scores and film scores. Semester projects include weekly writing for small ensembles and two full orchestra assignments.

**MUFS 651 Scoring Technique for Film & Video II (2)**

Lecture/Lab; two units; prerequisite MUFS 551 – required for MM/FS. Focus on the task of completing one entire score for a television episode or original student film.

**MUFS 652/662 Portfolio I & II (2)**

Tutorial; two units (each section) – required for MM/FS. Second year graduate independent study for preparation of professional portfolio. Under the guidance of faculty advisor.

**MUFS 680 Master Thesis Project (2)**

Tutorial; two units; prerequisite MUFS 601 – required for MM/FS. Individual preparation with instructor for graduation requirement compositions.

**Music Production (MP)**

**MURA 300/350/400 Individual Lesson (2)**

Studio; two units; prerequisite MUCC 225 - required for BM/Music production. Concentrated field individual instruction in Music production.

**MURA 201 Computer Applications I (2)**

Lecture/Lab; two units; prerequisite MURA 101 – required for all BM degrees. The class focuses on the fundamentals of creating and arranging music using the *Logic* digital audio workstation software, including techniques in MIDI recording and editing, digital audio recording and editing, mixing and the use of plug-in processing effects. Students apply techniques learned in class to project recordings supervised by the instructor.

**MURA 301 Computer Applications II (2)**

Lecture/Lab; two units; prerequisite MURA 201 – required for BM/CC,FS, CPRD. Advanced techniques using the *Logic* digital audio workstation software. Deep application of sound processing, mixing and mastering techniques. Students projects are supervised by the instructor.

#### MURA 211 Techniques of Recording (2)

Lecture/Lab; two units; prerequisite MURA 101 – required for BM/CPRD. An in depth exploration of analog recording techniques in the studio including microphone selection and placement, signal path and processing and acoustic properties.

#### MURA 221 Technology of Digital Recording I (2)

Lecture/Lab; two units; prerequisite MURA 211 – required for BM/CPRD. Fundamentals of recording and editing music using the *ProTools* digital audio workstation software, including techniques in MIDI recording and editing, digital audio recording and editing, mixing and the use of plug-in processing effects.

#### MURA 321 Technology of Digital Recording II (2)

Lecture/Lab; two units; prerequisite MURA 221 – required for BM/CPRD. Advanced techniques using the *ProTools* digital audio workstation software. Application of sound processing, mixing and mastering techniques

#### MURA 363 Demo Production Seminar (2)

Seminar/Lab; two units; prerequisite MURA 201– required for all BM degrees. Covers recording studio techniques, technology and processes that combine to create a finished recording. Students apply techniques to class projects supervised by the instructor.

#### MURA 401 Mastering (2)

Lecture/Lab; two units; prerequisite MURA 321 – required for BM/CPRD. An advanced hands-on approach to the principles and practices of mastering. The use of mastering software.- how to listen and create a final product ready for sale and broadcast.

#### MURA 421 The Art of Sound Design (2)

Lecture/Lab; two units; prerequisite MURA 301 – required for BM/CPRD. Examines sound design in film and television and the techniques used in creating effects and soundscapes. Critical listening to a variety of example soundtracks and practice on term projects focus attention on the art of modern sound design.

#### MURA 461 Album Production Seminar – Start to Finish (2)

Seminar/Lab; two units; prerequisite MURA 401 – required for BM/CPRD. Skills required to complete an album project will be examined and discussed. Such skills range from critical listening to negotiation skills, using digital technology, hiring musicians, working with artists and writers, knowledge of beats and how to create them, how to use instruments, selecting the right material for your artist, managing the album's budget, even becoming involved in the marketing and sale of album. This music production course will take the student through the different phases of completing an album project.

#### MURA 451 Directed Study in Music production (2)

Tutorial; two units; prerequisite MURA 400 – required for BM/CPRD. Individual preparation with instructor for graduation requirement portfolio.

## **Graduate Courses – Music production (MP)**

### MURA 501/502/601 Private Instruction (2)

Studio; two units – required for MM/Music production. Concentrated field, graduate-level individual instruction in Music production.

### MURA 535 Demo Production Seminar (2)

Seminar/Lab; two units; prerequisite MURA 201– required for all BM degrees. Covers recording studio techniques, technology and processes that combine to create a finished recording. Students apply techniques to class projects supervised by the instructor.

### MURA 536 Techniques of Recording (2)

Lecture/Lab; two units – required for MM/CPRD. An in depth exploration of analog recording techniques in the studio including microphone selection and placement, signal path and processing and acoustic properties.

### MURA 555 The Art of Sound Design (2)

Lecture/Lab; two units; prerequisite MURA 301 – required for BM/CPRD. Examines sound design in film and television and the techniques used in creating effects and soundscapes. Critical listening to a variety of example soundtracks and practice on term projects focus attention on the art of modern sound design.

### MURA 510 MIDI and Digital Audio Seminar I (2)

Lecture/Lab; two units – elective. The class focuses on the fundamentals of creating and arranging music using the Logic digital audio workstation software, including techniques in MIDI recording and editing, digital audio recording and editing, mixing and the use of plug-in processing effects. Students apply techniques learned in class to project recordings supervised by the instructor.

### MURA 610 MIDI and Digital Audio Seminar II (2)

Lecture/Lab; two units; prerequisite MURA 510 – elective. Advanced techniques using the *Logic* digital audio workstation software. Deep application of sound processing, mixing and mastering techniques. Students projects are supervised by the instructor.

### MURA 520 Technology of Digital Recording I (2)

Lecture/Lab; two units; prerequisite MURA 211 – required for MM/CPRD. Fundamentals of recording and editing music using the *ProTools* digital audio workstation software, including techniques in MIDI recording and editing, digital audio recording and editing, mixing and the use of plug-in processing effects.

### MURA 541 Producer's Workshop I (2)

Seminar/Lab; two units – required for MM/CPRD. Workshop for production students to give them an opportunity to learn the creative ins and outs in producing music from conception to finished product. Working with Songwriting and Composition majors, the Production department students collaborate as producers on a final term composition project in the recording studio.

### MURA 620 Technology of Digital Recording II (2)

Lecture/Lab; two units; prerequisite MURA 221 – required for MM/CPRD. Advanced techniques using the *ProTools* digital audio workstation software. Application of sound processing, mixing and mastering techniques

**MURA 621 Mastering (2)**

Lecture/Lab; two units; prerequisite MURA 620 – required for MM/CPRD. An advanced hands-on approach to the principles and practices of mastering. The use of mastering software.- how to listen and create a final product ready for sale and broadcast.

**MURA 631 Album Production Seminar – Start to Finish (2)**

Seminar/Lab; two units; prerequisite MURA 401 – required for BM/CPRD. Skills required to complete an album project will be examined and discussed. Such skills range from critical listening to negotiation skills, using digital technology, hiring musicians, working with artists and writers, knowledge of beats and how to create them, how to use instruments, selecting the right material for your artist, managing the album's budget, even becoming involved in the marketing and sale of album. This music production course will take the student through the different phases of completing an album project.

**MURA 641 Producer's Workshop II (2)**

Seminar/Lab; two units; prerequisite MURA 541 – required for MM/CPRD. Continuing workshop for producers.

**MURA 652/662 Portfolio I & II (2)**

Tutorial; two units (each section) – required for MM/CPRD. Second year graduate independent study for preparation of professional portfolio. Under the guidance of faculty advisor.

**MURA 670 Graduate Internship (3)**

Tutorial: three units – elective. Practical application of learned techniques in a real-world environment. On approval from the department.

**MURA 680 Masters Thesis Project (2)**

Tutorial; two units; prerequisite MURA 601 – required for MM/CPRD Individual preparation with instructor for graduation requirement portfolio.

**Songwriting (SW)**

**MUSW 300/350/400 Individual Lesson (2)**

Studio; two units; prerequisite MUCC 225 - required for BM/SW. Concentrated field individual instruction in Songwriting.

**MUSW 101 Songwriting I (2)**

Lecture/Lab; two units – required for BM/SW, CPRD. This course introduces students to the craft of songwriting, its creative process and concepts. An examination of melodic forms, chord progressions, rhythm, meter, harmony, style, lyrics and production of hit songs prepares student songwriters to compose and build songs, section by section, both alone and in collaboration with other students. Music and lyrics come together as the students compose and produce their own complete songs for the final project.

MUSW 201 Songwriting II (2)

Lecture/Lab; two units; prerequisite MUSW 101 – required for BM/SW, CPRD. Continuation of MUSW101 and expansion of songwriting skills.

MUSW 221 Arranging Skills for the Contemporary Songwriter (2)

Lecture; two units; prerequisite MUCC 301 – required for BM/SW. This course focuses on writing effective arrangements built around lead vocals with a focus on the contemporary rhythm section, instrumental elements, and background vocals. Students learn the basics of developing a groove, building complexity and creating an exciting track for the voices.

MUSW 455 Advanced Lyric Writing (2)

Lecture; two units; prerequisite MUSW 201 – required for BM/SW. In depth study of lyrics and lyric writing. Focus on poetic technique, metaphor, cadence and rhythm. Students examine successful songs and analyze their properties and apply their knowledge in term projects.

MUSW 361 Songwriter's Workshop I (2)

Seminar/Lab; two units; prerequisite MUSW 201 – required for BM/SW. Workshop for songwriting students to give them the opportunity to write, perform and produce songs on a weekly basis. The final project brings the students into the recording studio to make a finished recording of one of their term compositions.

MUSW 461 Songwriter's Workshop II (2)

Seminar/Lab; two units; prerequisite MUSW 201 – required for BM/SW. Continuing workshop for songwriting.

MUSW 451 Directed Study in Songwriting (2)

Tutorial; two units; prerequisite MUSW 400 – required for BM/SW. Individual preparation with instructor for graduation requirement portfolio.

**Graduate Courses – Songwriting (SW)**

MUSW 501/502/601 Private Instruction (2)

Studio; two units – required for MM/SW. Concentrated field, graduate-level individual instruction in songwriting.

MUSW 511 Advanced Lyric Writing (2)

Lecture; two units – required for MM/SW. In depth study of lyrics and lyric writing. Focus on poetic technique, metaphor, cadence and rhythm. Students examine successful songs and analyze their properties and apply their knowledge in term projects.

MUSW 531 Songwriter's Workshop I (2)

Seminar/Lab; two units – required for MM/SW. Workshop for songwriting students to give them an opportunity to write, perform and produce songs on a weekly basis. The final project brings the students into the recording studio to make a finished recording of one of their term compositions.

MUSW 551 Music Business for SSW (2)

Lecture; two units – elective. A survey of business practices, legal procedures and career opportunities in the commercial music industry for songwriters.

**MUSW 611 Seminar in Arranging for the Contemporary Song (2)**

Lecture; two units; prerequisite MUCC 631 – required for MM/SW, CPRD. This course focuses on writing effective arrangements built around lead vocals with a focus on the contemporary rhythm section, instrumental elements, and background vocals. Students learn the basics of developing a groove, building complexity and creating an exciting track for the voices.

**MUSW 631 Songwriter’s Workshop II (2)**

Seminar/Lab; two units; prerequisite MUSW 531 – required for MM/SW. Continuing workshop for songwriting.

**MUSW 652/662 Portfolio I & II (2)**

Tutorial; two units (each section) – required for MM/CPRD. Second year graduate independent study for preparation of professional portfolio. Under the guidance of faculty advisor.

**MUSW 680 Master Thesis Project (2)**

Tutorial; two units; prerequisite MUSW 601 – required for MM/SW. Individual preparation with instructor for graduation requirement compositions and recital.

**Contemporary Christian Music (CCM)**

**MUS 300/350/400 Individual Lesson (2)**

Studio; two units; prerequisite MUCC 255 - required for BM/CCM. Concentrated field individual instruction in Contemporary Christian Music studies.

**MUS 381 History of Church Music (2)**

Lecture; two units; prerequisite MUS 331 – required for BM/CCM. An introduction to the history of church music from Gregorian Chant to the contemporary praise worship music of today.

**MUS 480 Study in Contemporary Worship Music (2)**

Lecture; two units – required for BM/CCM. Survey of what roles and influences worship music has within the Christian community and society in general.

**MUS 481/482/483 Praise Leaderships (2)**

Studio; two units; prerequisite MUCC 225 - required for BM/CCM. Techniques in leading music ensembles for worship. Students participate in group performance as players and directors to prepare them for leadership roles as musicians in the church.

**MUS 487 Audio Technology for Contemporary Christian Music (2)**

Lecture/Lab; two units; prerequisite MURA 201 – required for BM/CCM. Study of sound systems for church applications, including live and recording audio systems to prepare students to design and use audio technology in the church.

**MUS 451 Directed Study in Contemporary Christian Music (2)**

Tutorial; two units – required for BM/CCM. Individual preparation for graduation requirement recital and portfolio.

### **Graduate Courses – Contemporary Christian Music (CCM)**

MUS 501/502/601 Private Instruction (2)

Studio; two units - required for MM/CCM. Concentrated field, graduate-level individual instruction in Contemporary Christian Music.

MUS 531/532/631/632 Master Praise Leaderships (2)

Studio; two units - required for MM/CCM. Techniques in leading music ensembles for worship. Students participate in group performance as players and directors to prepare them for leadership roles as musicians in the church.

MUS 565 Audio Technology for Contemporary Christian Music (2)

Lecture/Lab; two units – required for MM/CCM. Study of sound systems for church applications, including live and recording audio systems to prepare students to design and use audio technology in the church.

MUS 584 Study in Contemporary Worship Music (2)

Lecture; two units – elective. Survey of what roles and influences worship music has within the Christian community and society in general.

MUS 587 Church Music Internship (3)

Tutorial; three units – required for MM/CCM. Students participate in a local church music ministry, learning the real-world skills one needs to effectively act as a director of a church music ensemble and worship leader. Under the guidance and approval of faculty advisors.

MUS 655/665 Portfolio I & II (2)

Tutorial; two units (each section) – required for MM/CCM. Second year graduate independent study for preparation of professional portfolio. Under the guidance of faculty advisor.

MUS 680 Master Thesis Project (2)

Tutorial; two units – required for MM/CCM. Preparation for and completion of graduate requirement, under the guidance of faculty.

## **Information Technology**

BGA200 Concept Art I (3)

This course utilizes the foundation of traditional hand and eye coordinated techniques through personal vision to create boundless imaginative characters, vehicles, environments, worlds that we've never seen. *The course is designed for 3 units of theory. 45 hours.*

Prerequisites: *None.*

### BGA201 Concept Art II (3)

This course allows students to use their fundamental skills in art to create conceptual worlds that we have never seen before, such as, characters, environments, vehicles, and props, applicable to the game and the film industry. With the observation from the real world, particularly, students can create vivid characters and components that will be used for their visual works. *The course is designed for 3 units of theory. 45 hours.*

Prerequisites: *BVA 200 Concept Art I*

### BGA211 Introduction to 3D (3)

This course introduces students the industry standard 3D software. Students learn the fundamentals of modeling, materials, lighting, and rendering. *The course is designed for 3 units of theory. 45 hours.*

Prerequisites: *None.*

### BGA213 Modeling (3)

This course covers the modeling techniques used for building hard surface objects and environments. Specifically, this course is a comprehensive extension of basic traditional art into the process of character design development and an introduction to the concepts of digital sculpting. This class will provide the guidance on 3D modeling from 2D concepts. Also class will cover the basic knowledge of UVs, texture and lighting techniques. *The course is designed for 3 units of theory. 45 hours.*

Prerequisites: *None*

### BGA214 Texturing and Lighting (3)

This course introduces students the methods to enhance realism to objects, environments and characters, by utilizing materials, textures, lighting and real world rendering techniques such as reflection, radiosity, sub-surface scattering, HDRI, ambient occlusion and other additional attributes. *The course is designed for 3 units of theory. 45 hours.*

Prerequisites: *BGA213 Modeling*

### BGA215 Design methodology (3)

This course analyzes various extensive theories, complex ideas, and processes of design. Students will learn to approach design from several methods of thought processes to solve a problem in a given design using various media. *The course is designed for 3 units of theory. 45 hours.*

Prerequisites: *BGA 200 Concept Art I*

### BGA220 Storytelling (3)

In this course, students will learn storytelling as a tool for communicating ideas, intention, emotion, theme, and information in the course of creating media. It will emphasize on how storytelling works for film, animation, and interactive games when transforming the given words or idea into visual media. *The course is designed for 3 units of theory. 45 hours.*

Prerequisites: *None*

### BGA222 Character Design (3)

This course is a comprehensive extension of basic traditional art into the process of character design development and an introduction to the concepts of digital sculpting. *The course is designed for 3 units of theory. 45 hours.*

Prerequisites: *None.*

#### BGA223 2D Animation (3)

This course teaches students the 2D hand-drawn animation techniques to enhance the understanding and successful application of the fundamentals of traditional animation. Using pencil and paper, students control and manipulate volume, weight, proportion, balance and movement to understand the overall animation process. *The course is designed for 3 units of theory. 45 hours.*

Prerequisites: *BGA 200 Concept Art I*

#### BGA224 Compositing (3)

This course teaches students concepts, techniques, application, and definitions of compositing. Students learn to import layers of elements, manipulate, color-correct, create mattes, output based on an industry standard production node based software. *The course is designed for 3 units of theory. 45 hours.*

Prerequisites: *BGA213 Modeling*

#### BGA231 Introduction to Animation (3)

This course prepares students for utilizing the production software, particularly, animation tools to produce computer animated sequences that is built on animation fundamentals of key frame poses and control, timing, tempo, and curve manipulation for objects and characters. *The course is designed for 3 units of theory. 45 hours.*

Prerequisites: *BGA 200 Concept Art I*

#### BGA313 Advanced Modeling (3)

This course exercises students with additional techniques necessary to approach modeling tasks with appropriate methods by analyzing and understanding the deliverable assets. Students are introduced to a variety of subject matter, from hard surface to organic, from low-res to hi-res modeling, optimization, and many more real world production techniques. *The course is designed for 3 units of theory. 45 hours.*

Prerequisites: *BGA213 Modeling*

#### BGA314 Rigging (3)

This course teaches students to "rig" various objects, models, vehicles, characters, props in order to be able to animate. Students will learn to implement grouping components and objects, hierarchy structure, skeletal joint kinematics, skinning, and help understand how geometry should be approached. *The course is designed for 3 units of theory. 45 hours.*

Prerequisites: *BGA213 Modeling*

#### BGA315 Advanced Rigging (3)

This course further teaches how to supplement character models with skeletal structures and how to develop the character rigging for characters in motion. *The course is designed for 3 units of theory. 45 hours.*

Prerequisites: *BGA314 Rigging*

#### BGA321 Character Animation (3)

This course is an extension into character animation techniques, becoming critical of key framing, weight, balance, timing, tempo, and rhythm, resulting in movement expressing emotion with unique personalities. *The course is designed for 3 units of theory. 45 hours.*  
Prerequisites: *BGA 200 Concept Art I.*

#### BGA323 Motion Capturing (3)

This course makes students understand motion capture technology in the game and film industry. Students will learn how to setup camera tracking data, digitize human motion, understand simulated motion, and edit motion captured data sequences. *The course is designed for 3 units of theory. 45 hours.*

Prerequisites: *BGA 211 Introduction to 3D.*

#### BVA202 Introduction to Visual Effects and Motion Graphics (3)

This course gives the students an overall view of visual effects and motion graphics and its processes, discusses post production, and analyzes the industry standards. *The course is designed for 3 units of theory. 45 hours.*

Prerequisites: *None.*

#### BVA212 Computer Graphic Design (3)

This course is a cumulation of design theory and methodology, understanding software interface, techniques and tools, color theory, aesthetics, and how eyes and brain translates the real world visuals into computer imagery. Students will learn how to solve problems/tasks in the ideal and effective methods that are being used in the digital entertainment industry. *The course is designed for 3 units of theory. 45 hours.*

Prerequisites: *None*

#### BVA213 Video Production for Visual Effects (3)

This course teaches students video production emphasizing on green screen shooting for digital compositing and setting up tracking markers, cameras features and lens information. *The course is designed for 3 units of theory. 45 hours.*

Prerequisites: *BGA 200 Concept Art I*

#### BVA224 3D Animation (3)

This course is an introduction to the basic 3D animation concepts and techniques in key frame settings, understanding animation curves, weight, speed and timing. *The course is designed for 3 units of theory. 45 hours.*

Prerequisites: *BGA231 Introduction to Animation*

#### BVA230 Photo Graphics (3)

This course teaches students how graphic symbols are vital in design. Identity use of logos and symbolism will be studied in historic to modern contexts. Graphic elements including typography and imagery are explored and developed in both vector and image based programs to create logo designs and other symbolic images. *The course is designed for 3 units of theory. 45 hours.*

Prerequisites: *BGA 211 Introduction to 3D.*

#### BVA233 Digital Painting (3)

In this course students will learn how to produce illustrations used for concept art, and matte paintings used for visual effects. *The course is designed for 3 units of theory. 45 hours.*

Prerequisites: *BGA 211 Introduction to 3D.*

### BVA242 Computer Graphics (3)

This course is an advanced level of computer graphics using industry standard production software. Students develop techniques to solve given graphic design problems, create, manipulate, and emphasize the visual imagery. *The course is designed for 3 units of theory. 45 hours.*

Prerequisites: *None.*

### BVA249 Publication of Digital Contents (3)

This course gives students a digital publishing experience using production software, to understand the real world workflow process in production from a given task to the deliverable product or asset. Teams from various students with key responsibilities will solve a given problem and come to an agreed solution. *The course is designed for 3 units of theory. 45 hours.*

Prerequisites: *None*

### BVA250 Matchmoving and Tracking (3)

This course teaches students techniques to properly track live action plates in order to apply accurate matchmoving techniques to be used as digital elements for 2D and 3D. In addition, students are introduced to morphing techniques to make various elements naturally mingled together into the frame. *The course is designed for 3 units of theory. 45 hours.*

Prerequisites: *BGA 211 Introduction to 3D.*

### BVA261 Evaluation of Art and Design Contents (3)

This course develops students to evaluate, understand, and interpret traditional/digital art and design pieces. Students will express specific and descriptive terminology to evaluate art and design of all genres in daily open discussion critiques. *The course is designed for 3 units of theory. 45 hours.*

Prerequisites: *None*

### BVA269 Digital Video Editing (3)

This course teaches students editing using an industry standard software for the nonlinear editing. Students will learn how to import multi-various elements, engineer to understand, execute appropriate techniques, and realize how decisions impact on the final output video. *The course is designed for 3 units of theory. 45 hours.*

Prerequisites: *None.*

### BVA271 Flash Animation (3)

This course teaches students how to use the industry standard Web authoring software to create an interactive content for the Internet. Students will learn key elements for this purpose, and create and edit the audio, video, and animation contents. Students also understand the optimization and performance issues, and learn publishing techniques to deploy them onto the web. *The course is designed for 3 units of theory. 45 hours.*

Prerequisites: *BGA231 Introduction to Animation*

### BVA273 Interactive User Interface (3)

This course teaches students the various concepts in the interactive user interface design, and students will learn various methods, techniques, and tools to develop it. Students will understand

the interactive patterns of behavioral methodology, structural layout as well as the information architecture. *The course is designed for 3 units of theory. 45 hours.*

Prerequisites: *BVA212 Computer Graphic Design*

#### BVA278 Graphic Design for Web (3)

This course teaches students how to use an industry standard Web authoring software and makes students understand the web documents formats and protocols to create interactive content and websites that can be seamlessly designed, managed and edited. *The course is designed for 3 units of theory. 45 hours.*

Prerequisites: *None*

#### BVA291 Design and Art Principles (3)

This course teaches students the basic elements in design and the fundamentals in art, understanding, throughout history, the various artistic styles reflected by its social, cultural, and economic periods. *The course is designed for 3 units of theory. 45 hours.*

Prerequisites: *BGA 200 Concept Art I*

#### BVA292 Concepts in Color (3)

This course teaches color theories and its applications for both print and digitized film. The methods to properly use and correct colors will be introduced. Students also understand how various software and hardware calibration affects color and final delivery options. *The course is designed for 3 units of theory. 45 hours.*

Prerequisites: *BGA 200 Concept Art I*

#### BVA321 3D Computer Graphics (3)

This course utilizes the production software standardized in the field of industry so that students can develop 3D techniques such as modeling, UV-mapping, texturing, shading, lighting, and rendering. Given a problem in this discipline, students can deal with various related tasks and elements, and they can come up with new creative solutions. Particularly, this course emphasizes visual imagery. *The course is designed for 3 units of theory. 45 hours.*

Prerequisites: *BVA242 Computer Graphics*

#### BVA340 Motion Graphics I (3)

This course introduces the basics of graphics in motion using industry standardized software. Students learn how to solve a motion graphics problem and how to manipulate digital elements. Through these procedures, students can gain experience in various techniques, effects, compositing, and details in motion graphics. *The course is designed for 3 units of theory. 45 hours.*

Prerequisites: *BGA231 Introduction to Animation*

#### BVA341 3D Dynamics (3)

This course teaches students how to utilize tools of dynamics that simulate real world forces of nature such as gravity, wind, and collision. Effects tools such as particles, soft-bodies, dynamics, and expressions will be introduced. *The course is designed for 3 units of theory. 45 hours.*

Prerequisites: *BGA 211 Introduction to 3D*

#### BVA343 Visual Effects Concepts (3)

This course introduces digital effects using production industry standard software, implementing natural elements and forces, interaction, simulation and rendering techniques into a controlled

environment by matching lighting and camera information. *The course is designed for 3 units of theory. 45 hours.*

Prerequisites: *BGA 200 Concept Art I*

### BVA352 Advanced Compositing (3)

This course teaches students advanced compositing techniques, methods, and applications for multi-files, blue/green screen elements, color-channels, layers, color-correcting, multiplying, matting, rotoscoping, keying, color space, grain, pre-molting, edge-detecting, alpha settings, to final output settings. *The course is designed for 3 units of theory. 45 hours.*

Prerequisites: *BGA224 Compositing*

### BVA353 Production for Animation (3)

This course prepares students for production work, utilizing production software with animation tools to produce computer animated sequences that are built on animation fundamentals of key frame settings and control, timing, tempo, and curve manipulation for objects, environments and characters. *The course is designed for 3 units of theory. 45 hours.*

Prerequisites: *BGA231 Introduction to Animation*

### BVA354 Compositing and Finishing in 3D Animation (3)

This course teaches students how to integrate or composite all digital elements, edit, manipulate it to come up with one final compiled rendered composition output based on a node based software standardized in the production industry. *The course is designed for 3 units of theory. 45 hours.*

Prerequisites: *BGA224 Compositing*

### BVA361 3D Visual Development (3)

This course continues to teach students the proper execution techniques in texture painting, lighting and rendering in a production industry software, the understanding and appreciation of real-world references of imagery, and how color, temperature, lighting and rendering impacts mood. *The course is designed for 3 units of theory. 45 hours.*

Prerequisites: *BGA224 Compositing*

### BVA432 3D Computer Graphics Project (3)

This course teaches students the principles needed to produce a 3D graphics project, by exploring several methods and techniques of all stages in the 3D production; initial project can be further continued into final stages at a later time. *The course is designed for 3 units of theory. 45 hours.*

Prerequisites: *BVA242 Computer Graphics*

### BVA442 Motion Graphics II (3)

This course is an advanced level of motion graphics using industry standard software. Students learn to problem solve, manipulate digital elements, and gain experience in various techniques, effects, compositing and motion graphics. *The course is designed for 3 units of theory. 45 hours.*

Prerequisites: *BVA340 Motion Graphics I*

### BVA462 Digital Video Production Project (3)

This course teaches students to tell stories through video production editing using a nonlinear editing industry standard software. Students learn to utilize multi-various elements from text,

sound and imagery, execute appropriate techniques, and make plausible decisions that impact on the final output video. *The course is designed for 3 units of theory. 45 hours.*

Prerequisites: *BGA 211 Introduction to 3D*

### BVA463 Project in Motion Graphics (3)

This course is an advanced level of motion graphics allowing students to work on their project that demonstrates competence, using industry standard software. Students learn to solve given problems, manipulate digital elements, and gain experience in various techniques, effects, compositing and motion graphics. *The course is designed for 3 units of theory. 45 hours.*

Prerequisites: *BGA 211 Introduction to 3D*

### BVA464 Visual Effects Project (3)

This course let students use their creative and technical skills to create from start to finish, a completed video/reel that reflects and demonstrate their achievements in one of various specialty areas in visual effects. *The course is designed for 3 units of theory. 45 hours.*

Prerequisites: *BGA 211 Introduction to 3D*

### BVA480 Portfolio Development I (3)

This course allows students to develop their digital portfolio or demo-reel, to think about showcasing an area of specialization. *The course is designed for 3 units of theory. 45 hours.*

Prerequisites: *BGA 211 Introduction to 3D*

### BVA481 Portfolio Development II (3)

This course allows students to further develop and improve their digital portfolio or demo-reel, to publish their work on their website and others, and to pursue work in the visual effects, game or multimedia industry. *The course is designed for 3 units of theory. 45 hours.*

Prerequisites: *BVA480 Portfolio Development I*

### BGD210 Introduction to Computer Game (3)

This course evaluates the game history, development, and evolution to its current modern digital era. Students learn various game genres, how games are designed and played, user interface, who plays them, cost and budget of making a game and how it is marketed. *The course is designed for 3 units of theory. 45 hours.*

Prerequisites: *None..*

### BGD221 Game Art & Design Tools (3)

This course teaches students to evaluate several development tools needed to create a game. Students will examine game engines, editing and asset tools to provide a working knowledge, to design a level in the engine. *The course is designed for 3 units of theory. 45 hours.*

Prerequisites: *None.*

### BGD225 Introduction to Game Design (3)

In this course students understand the importance of game design documentation that maintains focus to adhere throughout the development process. Designs will encompass concept, descriptive information, revision, and editing game design. *The course is designed for 3 units of theory. 45 hours.*

Prerequisites: *None.*

### BGD310 Game Mechanics (3)

This course examines game mechanic theories and principles, conflict resolutions, challenges, reward system, in order to understand feedback interface with game testing process to conclude successful or poor game play decisions to a targeted audience. *The course is designed for 3 units of theory. 45 hours.*

Prerequisites: *BGD210 Introduction to Computer Game*

### BGD311 Mythology & Archetypes (3)

This course studies the epics and mythology in theoretical perspectives in order to create archetypes, outlook on world, mythical/historical background appeared in games. Students start to get idea from the history, mythology, cultural characters, folktales and legends, and then they can introduce it to a new game that they desire to design or make. Students can also determine the characteristics of those characters by completely understanding the original history, legends, and/or myths. The main objective is to develop new games of high-fidelity through the full observation about epic poetry that is essential to form the fantasied outlook of world. *The course is designed for 3 units of theory. 45 hours.*

Prerequisites: *BGD210 Introduction to Computer Game*

### BGD316 Advanced Game Design (3)

This course teaches students to understand the importance of prioritized game design features that yields success throughout the development process. Students will develop a deep understanding that a paramount goal is the player's game experience and feedback. *The course is designed for 3 units of theory. 45 hours.*

Prerequisites: *BGD225 Introduction to Game Design*

### BGD320 Research for Game Industry (3)

This course introduces students some influences on the design process that are beyond the game-playing and entertainment. Various game genres such as education games, SNS games, video games, mobile games, and much more will be discussed. This class makes students understand the industry and other external influences on design and development for the case that they produce practical games in the industry. *The course is designed for 3 units of theory. 45 hours.*

Prerequisites: *BGD210 Introduction to Computer Game*

### BGD322 Modeling & Mapping for Games (3)

This course teaches students to develop low-resolution models of simple to complex game props and create texture maps of color, normal and specular in an optimized real-time 3D content in various game environments. *The course is designed for 3 units of theory. 45 hours.*

Prerequisites: *BGA200 Concept Art I*

### BGD324 Game Animation Production (3)

This course teaches students how to create cycles and animated sequences for game play. Students will understand required engine constraints. Character skeletal joints, rigging constraints, and reusability will be key factors. *The course is designed for 3 units of theory. 45 hours.*

Prerequisites: *BGD210 Introduction to Computer Game*

### BGD325 Introduction to Level Design (3)

This introductory course teaches students techniques to examine a game level in a dismantled exploded view fashion to further understand the purposes of each basic components function.

Students are also taught to understand the pace and flow of a level, player's goal, and visual importance. *The course is designed for 3 units of theory. 45 hours.*

Prerequisites: *BGD225 Introduction to Game Design*

#### BGD326 Introduction to Game Programming (3)

This course covers the basic concepts of computer game programming. In this course, students study some programming techniques to design 2D & 3D games using C/C++ language and a game engine. Anyone who is interested in computer games can take this course. *The course is designed for 3 units of theory. 45 hours.*

Prerequisites: *BGD210 Introduction to Computer Game*

#### BGD410 Preproduction for Games (3)

This course teaches students to determine the genre, scope, gameplay, technology, what features a game will have, how this is accomplished before assignments. *The course is designed for 3 units of theory. 45 hours.*

Prerequisites: *BGD225 Introduction to Game Design*

#### BGD411 Visual Effects for Games (3)

This course teaches students advanced techniques in texture, shader, and effects implementing natural elements and forces in a real-time 3D environment that impact on emotion and mood, and create the effects elements that can be reused efficiently throughout the game environment. *The course is designed for 3 units of theory. 45 hours.*

Prerequisites: *BGD210 Introduction to Computer Game*

#### BGD412 Advanced Lighting & Environment (3)

This advanced course teaches students to understand both lighting and its environment, setup light rigs, build optimal textures, and implement effects for levels. *The course is designed for 3 units of theory. 45 hours.*

Prerequisites: *BGD210 Introduction to Computer Game*

#### BGD413 Advanced Game Characters (3)

This course teaches students to properly build a gaming character using a mesh, texture, and normal maps within game engine constraints for geometry and textures. *The course is designed for 3 units of theory. 45 hours.*

Prerequisites: *BGA222 Character Design*

#### BGD414 Advanced Game Technologies (3)

This course teaches students to develop models, textures, animations and effects for mobile and cross platform games within restrictive hardware guidelines. Students also learn to create high quality assets, while utilizing minimal resources and troubleshooting technical problems. *The course is designed for 3 units of theory. 45 hours.*

Prerequisites: *BGD210 Introduction to Computer Game*

#### BGD415 Advanced Level Design (3)

This course teaches students utilizing game interaction and features to design a level. Interaction level design allows the designer to map out ideal game scenarios to player with optimal situations and game features. *The course is designed for 3 units of theory. 45 hours.*

Prerequisites: *BGD325 Introduction to Level Design*

### BGD420 Game marketing (3)

This course will cover introductory concepts of game delivery, game promotion, feedback collection, market survey, and cooperation with game planner and designer to render new requirements from market. *The course is designed for 3 units of theory. 45 hours.*

Prerequisites: *BGD210 Introduction to Computer Game*

### BGD421 Game Project Development (3)

This course broadens student's knowledge through all preceded course tools and concepts, while focusing on the aspects of created character and environment, textures and lighting. *The course is designed for 3 units of theory. 45 hours.*

Prerequisites: *BGD210 Introduction to Computer Game*

### BGD422 Game Asset Management (3)

This course is a supplement to the core curriculum to facilitate with game asset management, development, and assessment of projects that provide opportunities to execute analysis skills, a strategy plan, and manage a workflow. *The course is designed for 3 units of theory. 45 hours.*

Prerequisites: *BGD210 Introduction to Computer Game*

### BGD423 Game Portfolio I (3)

This first part of the Game Portfolio I course provides theory and practices to design and implement testing procedures to validate and enhance a student's game during the preproduction development. Final prototypes will be used to prove and refine game to reduce costs. Student will propose their own game project that will continue onto part 2, Game Portfolio II. *The course is designed for 3 units of theory. 45 hours.*

Prerequisites: *BGD210 Introduction to Computer Game*

### BGD424 Game Portfolio II (3)

This second part of the Game Portfolio II course provides proof of viability and variation of concept. This heuristic process will improve the overall quality, and a scope of testing will be used to improve iterations of the game. *The course is designed for 3 units of theory. 45 hours.*

Prerequisites: *BGD423 Game Portfolio I*

### BGD425 Game Production (3)

This course develops a demo reel, which is an accumulation of their best work, cut and edited into a presentable package. *The course is designed for 3 units of theory. 45 hours.*

Prerequisites: *BGD225 Introduction to Game Design*

### BGA491 Special Topics in Digital Arts (3)

This course covers the most recent topics in the digital arts area. Students learn the advanced application of conventional arts and technology and/or the technical innovations in the industry and related fields. The class coverage of this course may vary from time to time. Students can take this course repeatedly if it covers different topic. *The course is designed for 3 units of theory. 45 hours.*

Prerequisites: *It will vary on topics. See the instructor.*

### BGA492 Individual Study (3)

It is a personal project-based course on an interested Digital Arts area supervised by a faculty. Students can take this course at most twice for the fulfillment of credits during the same degree program. *The course is designed for 3 units of theory. 45 hours.*

Prerequisites: *It will vary on topics. See the instructor.*

#### BGA499 Senior Project (3)

This course involves completing a significant project in the field of Digital Arts. Student must coordinate with the instructor or a project adviser, prepare a detailed technical report and deliver an oral presentation. Students who choose the senior project option as a graduate requirement are required to take this course at least 6 units. *The course is designed for 3 units of theory. 45 hours.*

Prerequisites: *It will vary on topics. See the instructor.*

#### MVA510 Advanced Photo Graphics (3)

This course teaches students the use of the 2D imaging software standardized in the VFX industry, in order to gain an understanding of fundamental 2D imaging concepts and features.

*The course is designed for 3 units of theory. 45 hours.*

Prerequisites: *None.*

#### MVA515 Fundamentals of Visual Effects (3)

This course teaches students the exploration of fundamentals of modern visual effects that include live action background plates, tracking, lighting, compositing, and effects. Students exercise match-moving project and more. *The course is designed for 3 units of theory. 45 hours.*

Prerequisites: *None.*

#### MVA520 Computer Animation Concepts (3)

This course teaches students basic theories in computer animation, emphasizing on character development. Students will also learn about traditional animation techniques and vocabulary used in the motion. This is a verbal theory class and not a software hands-on class. *The course is designed for 3 units of theory. 45 hours.*

Prerequisites: *None.*

#### MVA525 3D Modeling and Animation Principles (3)

This course teaches students the principles of the 3D modeling and animation using an industry standard production software to model, animate, light, texture, and render. *The course is designed for 3 units of theory. 45 hours.*

Prerequisites: *None.*

#### MVA526 Character Animation Principles I (3)

This course teaches students the principles of 3D character animation using industry standard techniques. Students will also study the character-related physical elements such as balance, weight, timing, rhythm, tempo, interaction, and physical motion evaluation. *The course is designed for 3 units of theory. 45 hours.*

Prerequisites : *None.*

#### MVA530 Texturing and Lighting Concepts I (3)

This course teaches students essential texturing, UV-mapping, and lighting concepts, that will further enhance solid foundation of skills. *The course is designed for 3 units of theory. 45 hours.*

Prerequisites: *MVA540 3D Modeling Principles.*

#### MVA540 3D Modeling Principles (3)

This course teaches students essential modeling techniques for NURBS, polygons and subdivision models, while considering UV space, textures, and shading. This class will provide

students with the guidance on 3D modeling from 2D concepts. Also class will cover the advanced concepts in Polygon modeling, UVs, texture and lighting techniques. *The course is designed for 3 units of theory. 45 hours.*

Prerequisites: *None.*

#### MVA550 Advanced Storytelling (3)

This course teaches students on a step-by-step approach to story development, and emphasizes on animation and visual storytelling using storyboards, and later, the use of animatics. *The course is designed for 3 units of theory. 45 hours.*

Prerequisites: *None.*

#### MVA560 Advanced Matchmoving and Tracking (3)

This course teaches students advanced methods of matchmoving and tracking. Complex live action plates and environments are examined in order to apply correct methods and techniques to have an accurate track data in order to yield successful match-move data. In addition, morphing techniques and methods to make various elements naturally mingled together will also be introduced. *The course is designed for 3 units of theory. 45 hours.*

Prerequisites: *MVA540 3D Modeling Principles*

#### MVA580 Compositing Principles (3)

This course covers advanced compositing and effects techniques. The course focuses on the integration of live action footage with computer graphics elements while stressing the analysis of effect shots, photorealism, and a range of approaches. This course will cover fundamentals of both node-based compositing and layer-based compositing. *The course is designed for 3 units of theory. 45 hours.*

Prerequisites: *MVA540 3D Modeling Principles*

#### MVA590 Advanced 3D Dynamics (3)

In this course students will learn advanced technologies to make various special effects. Students use such tools as particles, soft bodies, fluids, dynamics, and expressions to create several scenes. *The course is designed for 3 units of theory. 45 hours.*

Prerequisites: *MVA515 Fundamentals of Visual Effects*

#### MVA611 Digital Paint Effects (3)

This course covers the digital paint effects for film and television production, such as wire removal, articulated mattes, plate restoration, plate extension, paint animation, and other hidden effects. *The course is designed for 3 units of theory. 45 hours.*

Prerequisites: *MVA515 Fundamentals of Visual Effects*

#### MVA612 Rigging Principles (3)

This course teaches students processes and techniques of 3D character setup for animation called rigging. Students will also have knowledge and understanding of proper modeling topology for character setup. *The course is designed for 3 units of theory. 45 hours.*

Prerequisites: *MVA540 3D Modeling Principles*

#### MVA620 Character Design for Animation (3)

This course teaches students the traditional hand and eye coordinated skill to express character design, through several techniques, such as gesture, quick draw, caricature volume and design. *The course is designed for 3 units of theory. 45 hours.*

Prerequisites: *None.*

MVA621 Character Development for Animation (3)

This course teaches students character development skills, being exposed to animated and cleaned up models from existing model sheet. *The course is designed for 3 units of theory. 45 hours.*

Prerequisites: *MVA515 Fundamentals of Visual Effects*

MVA626 Character Animation Principles II (3)

This course gets students involved into developing character animation concepts. Students will practice character facial gestures, emotions, lip-sync and setting up user-interface controls. *The course is designed for 3 units of theory. 45 hours.*

Prerequisites: *MVA526 Character Animation Principles I*

MVA630 Texturing and Lighting Concepts II (3)

In this course students will further develop texturing and lighting skills using more advanced techniques. Students will learn and implement subsurface scattering, image based lighting, multi-render passes, texture hierarchy construction. Project will be focused on human character. *The course is designed for 3 units of theory. 45 hours.*

Prerequisites: *MVA530 Texturing and Lighting Concepts I*

MVA631 Texture Production (3)

This course teaches students multiple methods to approach and produce texture files. Students will also study several techniques to create custom painted textures. *The course is designed for 3 units of theory. 45 hours.*

Prerequisites: *MVA540 3D Modeling Principles*

MVA690 Special Topics in VFX and Animation (3)

Designed to introduce hot topics in the VFX and animation area. *The course is designed for 3 units of theory. 45 hours.*

Prerequisites: *It will vary on topics. See the instructor.*

MVA691 Individual Study (3)

A personal research course on an interested area supervised by a faculty. Students can take this course at most twice for the fulfillment of credits during the same degree program.

Prerequisites: *It will vary on topics. See the instructor.*

MGA692 Graduate Portfolio Development I (3)

This course is designed so that a graduate student can develop his or her digital portfolio. Students focus on preparing their work for employers. Students will complete a portfolio and publish it on various websites and social media. *The course is designed for 3 units of theory. 45 hours.*

Prerequisites: *MVA515 Fundamentals of Visual Effects*

MGA693 Graduate Portfolio Development II (3)

This course is designed so that a graduate student can continue to develop and refine his or her digital portfolio. Students focus on preparing their work for employers. Students will complete a portfolio and publish it on various websites and social media. *The course is designed for 3 units of theory. 45 hours.*

Prerequisites: *MGA692 Graduate Portfolio Development I*

MVA695 Master Research (3)

Research courses for master students. It is required for thesis option students to take at least 6 units (usually, 3 units/a term). In case a student chooses an exam option for graduation, he/she must substitute two other elective courses for them.

Prerequisites: *See the instructor.*

MGD511 Research for Game Art Tools (3)

In this course students review and understand essential design tools as well as various development tools to generate games. Students examine game engines, editing tools, and assets to learn how it brings game designs to implementation. *The course is designed for 3 units of theory. 45 hours.*

Prerequisites: *None.*

MGD512 Advanced Game Design (3)

This course studies the high-level techniques for designing computer games. Particularly, this course covers advanced technologies for the game design such as the game planning and its related documentation as well as the theories and management skills for game production. Based on this knowledge and using a practical game engine, students will be familiar with the profound game design principles (e.g. game theory, human computer interaction, graphic design, and game aesthetics) necessary for making a game with ideal playability. *The course is designed for 3 units of theory. 45 hours.*

Prerequisites: *None.*

MGD513 Asset Managing (3)

In this course students will learn how to manage game assets and how to efficiently use them in their game projects. A lot of assets will be usually made for a game project and they can be shared among various other projects as long as they can be stored, organized, planned and retrieved in an integrated and controlled manner. *The course is designed for 3 units of theory. 45 hours.*

Prerequisites: *None.*

MGD514 Planning & Scheduling (3)

This course is designed to teach how to plan and schedule a game project. A game project may require a lot of steps, procedures, and components to successfully accomplish the original requirements in the proper time line. Students are expected to learn essential techniques to efficiently manage game projects through this course. *The course is designed for 3 units of theory. 45 hours.*

Prerequisites: *None.*

MGD515 Advanced Game Modeling (3)

Students will learn advanced techniques to create 3D character models while acknowledging real-time rendering parameters. 3D models will be prototyped and enhanced through the several steps. Besides, related techniques for mapping, rigging, and texturing will be covered. *The course is designed for 3 units of theory. 45 hours.*

Prerequisites: *None.*

MGD521 Research for Game Design Tools (3)

In this course students will research on the advanced tools to manage several kinds of game assets prior to developing real game software. Students will also study about game engines and editing tools to comprehend all around the game design and to practically design a level of the game engine. Using those tools, students will learn how to manage several game software production processes, how to control the overall workflow, how to document overall steps in the stream of a project, and how to create and manage valuable assets for games. *The course is designed for 3 units of theory. 45 hours.*

Prerequisites: *None.*

#### MGD522 Game Based Learning & Gamification (3)

In this course students will learn how to apply the principles, mechanics, and techniques of games into the education and non-game context. The procedures for learning and marketing will be more effective and strengthened using various methods, theories, techniques proven in the game field. Students will be involved in designing such a game that helps learners and customers progress from the basic to the advanced level in their learning curves. *The course is designed for 3 units of theory. 45 hours.*

Prerequisites: *None.*

#### MGD523 Team Building (3)

In this course students will learn and experience various techniques to effectively lead a team in the course of developing a practical game. Particularly, students will learn how to manage and lead team members involved in a project and how to effectively build and manage a development team. This will equip our students with the great experience enough to be leaders in the game industry in the future. *The course is designed for 3 units of theory. 45 hours.*

Prerequisites: *MGD512 Advanced Game Design*

#### MGD524 Research for Game Engine (3)

In this course students will be able to understand and realize peculiarities of various game engines, its performance, and its design and feature integration. Students are familiarized with stand-alone and cross-platform technology for PC, mobile and video games. The topic also covers programming, interaction, collision detection and reaction. *The course is designed for 3 units of theory. 45 hours.*

Prerequisites: *None.*

#### MGD525 Advanced Character Design (3)

This course expands into advanced character and facial design, covering in-depth techniques for modeling for animation rig and setup, understanding clean topology, optimization, proper segmentation, and UI setup. *The course is designed for 3 units of theory. 45 hours.*

Prerequisites: *None.*

#### MGD611 Preproduction (3)

This course prepares students for a game project by letting them consider several relevant elements such as the genre, game scope, gameplay design, and technical issues. Features of the game and accomplishments are decided by students before assignment. *The course is designed for 3 units of theory. 45 hours.*

Prerequisites : *MGD512 Advanced Game Design.*

#### MGD612 Leadership & Management Principles (3)

In this course students will learn the theories to evaluate several methods leading to the high performance in the project. By considering various human factors that can be caused by individuals or a team, students will be able to make the given project more productive. Through this course, students become aware of several principles to manage and lead the practical projects successfully. *The course is designed for 3 units of theory. 45 hours.*

Prerequisites: *MGD512 Advanced Game Design*

#### MGD613 Advanced Character Rigging (3)

This course offers a thorough review on advanced animation techniques. Tools that control complex characters and 3D objects are presented, including overviews of joint constraints, motion capture data and animation controller. *The course is designed for 3 units of theory. 45 hours.*

Prerequisites: *MGD515 Advanced Game Modeling*

#### MGD614 Advanced Texturing & Lighting (3)

This course teaches students advanced level of texturing and lighting in a real-time environment. Students will create a multi-input shader, combined with vertex lighting to create a realistic environment. *The course is designed for 3 units of theory. 45 hours.*

Prerequisites: *MGD515 Advanced Game Modeling*

#### MGD621 Game Production (3)

This course serves as an independent study and final project, culminating all preceding game design courses. Through this course, students will show the full matureness in designing and developing games. *The course is designed for 3 units of theory. 45 hours.*

Prerequisites: *MGD611 Preproduction*

#### MGD622 Marketing & Distribution (3)

Topics are game delivery, game promotion, feedback collection, market survey, and cooperation with game planner and designer to render new requirements from market. *The course is designed for 3 units of theory. 45 hours.*

Prerequisites: *None.*

#### MGD690 Special Topics in Game Art and Design (3)

Designed to introduce hot topics in the game art and design area. *The course is designed for 3 units of theory. 45 hours.*

Prerequisites: *It will vary on topics. See the instructor.*

#### MGD691 Individual Study (3)

A personal research course on an interested area supervised by a faculty. Students can take this course at most twice for the fulfillment of credits during the same degree program.

Prerequisites: *See the instructor.*

#### MGD695 Master Research (3)

Research courses for master students. It is required for thesis option students to take at least 6 units (usually, 3 units/a term). In case a student chooses an exam option for graduation, he/she must substitute two other elective courses for them.

Prerequisites: *See the instructor.*

## Theology

### Old Testament

OT101 Introduction to Old Testament (3).

Prerequisite: None

This course offers an introductory study of the Old Testament with emphasis on the historical, theological and literary features. *This course is designed for 3 units of theory for 45 hours.*

OT201 Pentateuch (3)

Prerequisite: OT 101

This course introduces Old Testament biblical literature, hermeneutics, and inductive methodology with a primary focus on the Pentateuch (Genesis, Exodus, Leviticus, Numbers and Deuteronomy). Students learn to observe the overall structure of these books, their historical settings, and modern approaches to their literary analysis. Especially Students learn to interpret the Pentateuch from the view of Eschatological God's holy war and be encouraged to apply the insights from the books to their own contexts in this post-modern world. *This course is designed for 3 units of theory for 45 hours.*

OT202 The Old Testament and Archaeology (3)

Prerequisite: OT 101

A study of the history of the OT from Abraham to the Exile with special attention given to archaeology in relationship to history. *This course is designed for 3 units of theory for 45 hours.*

OT233 Historical Literature of the Old Testament (3)

Prerequisite: OT 101

A study of Joshua through II Kings and the historical, ideological, and theological perspectives underlying this section of the Old Testament. *This course is designed for 3 units of theory for 45 hours.*

OT256 The Minor Prophets (3)

Prerequisite: OT 101

The content and literary qualities of the Minor Prophets (Hosea through Malachi) in light of their historical background and their developing theological content

OT301 Pentateuch (Exegesis) (3)

Prerequisite: OT 101

This course examines creation, fall, Israel's ancestors, exodus, and the Law using literary and historical analysis. Theological issues explored include the character of God, human nature, and the covenantal relationship with God. *This course is designed for 3 units of theory for 45 hours.*

OT302 Prophetic Literature (3)

Prerequisite: OT 101

A study of the historical background, theological aspects, time, place of ministry, and personality of each of the authors of the books of Prophets. *This course is designed for 3 units of theory for 45 hours.*

OT303 The Major Prophets (3)

Prerequisite: OT 101

A study of the historical background, theological aspects, time, place of ministry, and personality of each of the authors of the books from Isaiah to Daniel. *This course is designed for 3 units of theory for 45 hours.*

OT338 Wisdom Literature (3)

Prerequisite: OT 101

A study on the basis of the English language of the various books of wisdom literature in the Old Testament, including Job, Ecclesiastes, Proverbs and the Song of Solomon. *This course is designed for 3 units of theory for 45 hours.*

OT501 OT Survey (3)

Prerequisite: None

This course is a study of the Old Testament with emphasis on the historical, theological and literary features. *This course is designed for 3 units of theory for 45 hours.*

OT601 Pentateuch(Exegesis) (3)

Prerequisite: OT 50, BL 500

This course examines creation, fall, Israel's ancestors, Exodus, and the Law using literary and historical analysis. Theological issues explored include the character of God, human nature, and the covenantal relationship with God. *This course is designed for 3 units of theory for 45 hours.*

OT629 The Minor Prophets (3)

Prerequisite: OT 501

A study of the historical background, theological aspects, time, place of ministry, and personality of each of the authors of the books from Hosea through Malachi. *This course is designed for 3 units of theory for 45 hours.*

OT633 History of Old Testament (3)

Prerequisite: OT 501

A study of the Old Testament with special attention given to the history and message as well as literary features. *This course is designed for 3 units of theory for 45 hours.*

OT637 Psalms (3)

Prerequisite: OT 501

A study on the basis of the English language to acquaint students with the nature of Hebrew poetry and the various types of Psalms, with special reference to their theology. *This course is designed for 3 units of theory for 45 hours.*

OT638 Wisdom Literature (3)

Prerequisite: OT 501

A study on the basis of the English language of the various books of wisdom literature in the Old Testament, including Job, Ecclesiastes, Proverbs and the Song of Solomon. *This course is designed for 3 units of theory for 45 hours.*

OT655 The Prophets (3)

Prerequisite: OT 501

Prerequisite: OT501

A study of the historical background, the theological aspect, time, and place of ministry, and personality of each of the authors of the books of Prophets. *This course is designed for 3 units of theory for 45 hours.*

OT656 The Major Prophets (3)

Prerequisite: OT 501

A study of the historical background, theological aspects, time, place of ministry, and personality of each of the authors of the books from Isaiah to Daniel. *This course is designed for 3 units of theory for 45 hours.*

OT657 The Minor Prophets (3)

Prerequisite: OT 501

A study of the historical background, theological aspects, time, place of ministry, and personality of each of the authors of the books from Hosea through Malachi. *This course is designed for 3 units of theory for 45 hours.*

OT750 Directed Study in Old Testament. (3)

## **New Testament**

NT101 Introduction to New Testament (3)

Prerequisite: None

A study of the New Testament with emphasis on historical, theological and literary features. *This course is designed for 3 units of theory for 45 hours.*

NT201 Gospels (3)

Prerequisite: NT101

A study of the Gospels of Matthew, Mark, Luke, and John with emphasis on content, similarities, and differences. Critical methodologies are studied and evaluated. *This course is designed for 3 units of theory for 45 hours.*

NT205 Acts (3)

Prerequisite: NT101

A detailed study of the Book of Acts with emphasis on the development of the early church and on the life and missionary journey of Paul. *This course is designed for 3 units of theory for 45 hours.*

NT301 Pauline Epistles (3)

Prerequisite: NT101

This course is for a study of the letters of Paul in terms of their literary and theological issues and in the context of early Christianity. And students will focus on Paul's eschatological theology

and apostle's spirituality from the point of God's holy war motif. *This course is designed for 3 units of theory for 45 hours.*

NT302 Romans (3)

Prerequisite: NT101

Interpretation of key passages of the epistle with special attention to its theological teaching and its relation to other Pauline letters. *This course is designed for 3 units of theory for 45 hours.*

NT303 Revelation (3)

Prerequisite: NT101

A study of the Book of Revelation with emphasis on structure analysis and on eschatological spirituality in the context of last Christianity. *This course is designed for 3 units of theory for 45 hours.*

NT304 Revelation & the Bible (3)

Prerequisite: NT101

A study of the Book of Revelation with emphasis on the co-relationship with the Bible from a theological perspective. *This course is designed for 3 units of theory for 45 hours.*

NT411 Theology of Paul (3)

Prerequisite: NT101

A study of the theology of Paul's Epistles with readings in standard text books as well as exegetical study of key passages. *This course is designed for 3 units of theory for 45 hours.*

NT501 Survey to N.T. (3)

Prerequisite: None

A study of the New Testament with emphasis on historical, theological and literary features. *This course is designed for 3 units of theory for 45 hours.*

NT601 Pauline Epistles (3)

Prerequisite: NT501

A study of the letters of Paul in terms of their literary and theological issues and in the context of early Christianity. *This course is designed for 3 units of theory for 45 hours.*

NT603 Revelation 1 (3)

Prerequisite: NT501

A study of the Book of Revelation with emphasis on structure analysis and on eschatological spirituality in the context of last Christianity. *This course is designed for 3 units of theory for 45 hours.*

NT604 Revelation & the Bible (3)

Prerequisite: NT501

A study of the Book of Revelation with emphasis on the co-relationship with the Bible from a theological perspective. *This course is designed for 3 units of theory for 45 hours.*

NT 610 Theology of Paul (3)

Prerequisite: NT101

A study of the theology of Paul's Epistles with readings in standard text books as well as exegetical study of key passages. *This course is designed for 3 units of theory for 45 hours.*

NT611 NT Exegesis (Gospels) (3)

Prerequisite: NT 501, BL500

This course will introduce basic tools for interpreting the New Testament. Attention will be given to a working knowledge of biblical Greek on the books of Gospels, and to principles of interpretation as they inform effective preaching and teaching of the New Testament. *This course is designed for 3 units of theory for 45 hours.*

NT612 Acts (3)

Prerequisite: NT501, BL 500

A detailed study of the Book of Acts with emphasis on the development of the early church and on the life and missionary journey of Paul. *This course is designed for 3 units of theory for 45 hours.*

NT615 Exposition of Romans (3)

Prerequisite: NT501, BL 500

In a study of the Greek text, students apply linguistic and exegetical methods for the exposition of the book of Romans. Attention is given to developing a series of lessons or sermons from Romans. *This course is designed for 3 units of theory for 45 hours.*

NT622 John (3)

Prerequisite: NT501, BL 500

A study of the Gospel of John with emphasis on its historical, literary and theological aspects in view of modern scholarship. *This course is designed for 3 units of theory for 45 hours.*

NT750 Directed Study in the New Testament. (3)

Prerequisite: NT611/612/622 *This course is designed for 3 units of theory for 45 hours.*

ET 101 Bible Study Methods & Theological Writing (3)

Prerequisite: None

This course is an introduction to the tools and methods needed to interpret Scripture. Students gain an understanding of how to use biblical research tools and to integrate materials in an effective and hermeneutically acceptable manner. *This course is designed for 3 units of theory for 45 hours.*

ET501 Hermeneutics & Theological Research (3)

Prerequisite: None

This course is an introduction to the tools and methods needed to interpret Scripture. Students gain an understanding of how to use biblical research tools and to integrate materials in an effective and hermeneutically acceptable manner. *This course is designed for 3 units of theory for 45 hours.*

## **Biblical Languages**

BL500 Greek 1 (3)

Prerequisite: None

This is a basic Biblical Greek course with focus on the semantic significance of major word classes and exegetical syntax. *This course is designed for 3 units of theory for 45 hours.*

BL501 Hebrew I (3)

Prerequisite: None

An introduction to the elements of Biblical Hebrew with emphasis on vocabulary, syntax and grammar to equip the student to be able to read the Hebrew text. *This course is designed for 3 units of theory for 45 hours.*

BL600 Greek 2 (3)

Prerequisite: None

This course continues the study of grammar and vocabulary and develops techniques for reading and exposition of the Greek text. The principles of interpretation are studied and applied as the student develops insights from the Gospel of John for production of sermons and Bible studies. *This course is designed for 3 units of theory for 45 hours.*

BL601 Hebrew 2 (3)

Prerequisite: BL 501

This course is devoted to discussing and elucidating problems in Hebrew phonology, morphology, and syntax beyond the work possible in BL501

BL602 Advanced Hebrew Exegesis (3)

Prerequisite: BL 601

An advanced course in Hebrew grammar, syntax and interpretation with an emphasis on vocabulary, acquisition of exegetical skills, and active involvement with the Hebrew text. *This course is designed for 3 units of theory for 45 hours.*

### **Biblical Theology**

BT301 Unity of Bible for Foundation of Ministry (3)

Prerequisite: OT 101, NT101

A unique study of the Bible to understand the unity between the Old Testament and the New Testament to know how the Old prophecies were fulfilled in the New Testament; and what it means to our spiritual formation. *This course is designed for 3 units of theory for 45 hours.*

BT450 Chronicles & Geography of Bible (3)

Prerequisite: OT101, NT101

A study of Biblical chronicles and geography that will provide a bird's-eye view of the biblical time line at specific locations to deepen the biblical understanding. *This course is designed for 3 units of theory for 45 hours.*

BT 555 Study Tour of Biblical Lands I (3)

Prerequisite: OT 501, NT101

A travel study seminar in Israel designed to give students a better understanding of the Bible, both Old and New Testaments, through site visits to Jerusalem, Jordan, Galilee, Tiberias, and surrounding areas. *This course is designed for 3 units of theory for 45 hours.*

BT 556 Study Tour of Biblical Lands II (3)

Prerequisite: OT501, NT501

A travel study seminar in Asia Minor and Egypt designed to give students a better understanding of the Bible, both Old and New Testaments, through site visits to cities of Asian Minor, Egypt, and surrounding areas. *This course is designed for 3 units of theory for 45 hours.*

BT601 Unity of Bible and Foundation of Ministry (3)

Prerequisite: OT 501, NT101

A study of the Bible to understand the unity between the Old Testament and the New Testament to know how the Old prophecies were fulfilled in the New Testament; and what it means to our spiritual formation and foundation of ministry. *This course is designed for 3 units of theory for 45 hours.*

ET 501 Hermeneutics/Bible Study Methods (3)

Prerequisite: None

An introduction to the tools and methods needed to interpret Scripture. Students gain an understanding of how to use biblical research tools and to integrate materials in an effective and hermeneutically acceptable manner. *This course is designed for 3 units of theory for 45 hours.*

ET606 Hermeneutics and Bible Exposition (3)

Prerequisite: None

A detailed course dealing with modern methodological issues in understanding the Bible. *This course is designed for 3 units of theory for 45 hours.*

ET614 Dissertation Research and Writing (3)

Prerequisite: None

A study of theological research and writing methods to understand the forms and requirements of dissertation and report writing as well as various research methods and resources. *This course is designed for 3 units of theory for 45 hours.*

## **Systematic Theology**

ST101 Introduction to Theology (3)

Prerequisite: None

This course is designed to survey key theological concepts and theological methods that are significant in the life of community and person in faith. The primary purpose of this class is to assist students with skills for developing a Christian mind and constructing a solid foundation for life's challenging issues. The course also endeavors to help students to think theologically and construct a biblical worldview that makes Christian witness relevant to all people in need. *This course is designed for 3 units of theory for 45 hours.*

ST102 Systematic Theology 1 (3)

Prerequisite: None

A study of the task of theology, the meaning of revelation, the authority of scripture, the triune God, the good creation, and the providence of God and the mystery of evil. *This course is designed for 3 units of theory for 45 hours..*

ST103 Systematic Theology 2 (3)

Prerequisite: None

A study of humanity in the image of God, the person and work of Jesus Christ, the Holy Spirit and the Christian life, the new community, proclamation, sacraments, and ministry, Christian hope. *This course is designed for 3 units of theory for 45 hours.*

### ST201 Doctrine of Church (3)

Prerequisite: None

A study of the development of doctrines in accordance with church history

### ST202 Apologetics (3)

Prerequisite: None

The defense of the Christian faith against anti-theistic thought and theories. *This course is designed for 3 units of theory for 45 hours.*

### ST300 Actual Spirituality & Action Theology (3)

Prerequisite: None

Actual Spirituality is designed to equip men and women of Shepherd University with the practical and experiential spiritual theory of the founder of Shepherd University. Particular focus is given to the transformation of Christians' life with action and work which develops a sound spirituality to have one's faith in the word of God and action in life go hand in hand. Based on the Bible and the study of biblical scholars it promotes that actual spirituality is the way to witness true faith and what Jesus wants in our lives. This is a study to research how faith and action are related with logical basis and biblical contents and to find differences between spirituality with and without action and to establish a direction for true Christians to follow through the theory of founder. It will be a guideline of the main theological stream of Shepherd University which is composed of systematic theology and practical theology. *This course is designed for 3 units of theory for 45 hours.*

### ST301 Calvin's Pastoral Theology and Sermons (3)

Prerequisite: None

A study of Calvin pastoral life and his sermons delivered weekly in his pulpit. *This course is designed for 3 units of theory for 45 hours.*

### ST302 Christian Ethics (3)

Prerequisite: None

A consideration of various areas in personal and social ethics as they relate to the Christian life. *This course is designed for 3 units of theory for 45 hours.*

### ST303 Contemporary Theology (3)

Prerequisite: ST101 or ST102 or ST103

This course focuses on the study of their life and thoughts of contemporary theologians. *This course is designed for 3 units of theory for 45 hours.*

### ST502 Systematic Theology 1 (3)

Prerequisite: None

A study of the questions of theology, methods of asking theological questions, revelation as God's self-disclosure, revelation, scripture, and church, the problem of authority in modern culture, principles of the interpretation of scripture, the biblical roots of the doctrine of the trinity, the attributes of God, themes of the doctrine of creation, models of creation, belief in providence

and the reality of evil, the triune God and human suffering. *This course is designed for 3 units of theory for 45 hours.*

### ST503 Systematic Theology 2 (3)

Prerequisite: None

This course is to help the student gain, by his or her own efforts, a profound knowledge of the principal topics of the theology of the universal church, especially as these topics are understood in the Reformed tradition and in comparison with other contemporary theologies. *This course is designed for 3 units of theory for 45 hours.*

### ST602 Contemporary Theology (3)

Prerequisite: ST502 or ST503

This course is designed to consider developments in contemporary theology in connection with 1)the principal philosophical and social critiques of Christianity from the 19<sup>th</sup> century and 2)the 20<sup>th</sup> century internal critiques of the scope and the character of the contemporary theological project. *This course is designed for 3 units of theory for 45 hours.*

### ST604 Doctrine of God (3)

Prerequisite: ST502

A study of the triune God: the problem of God in modern theology, the biblical roots of the doctrine of the trinity, classical Trinitarian doctrine, distortions in the doctrine of God, restatement of the meaning of the doctrine of the trinity, the attributes of God, the electing grace of God. *This course is designed for 3 units of theory for 45 hours.*

### ST605 Christology (3)

Prerequisite: ST503

A study of the Person and work of Jesus Christ: problems in Christology, principles in Christology, classical affirmations of the person of Christ, classical interpretations of the work of Christ, liberation Christology, violence and the cross, the finality of Jesus Christ. *This course is designed for 3 units of theory for 45 hours.*

### ST607 Doctrine of the Holy Spirit (3)

Prerequisite: ST503

A study of the Holy Spirit and the Christian life: neglect and recovery of the doctrine of the Holy Spirit, a sketch of a theology of the Holy Spirit, the Christian life: justification, the Christian life: sanctification, the Christian life: vocation. *This course is designed for 3 units of theory for 45 hours.*

### ST609 Doctrine of Man and Sin (3)

Prerequisite: ST503

A study of humanity: interpretations of image of God, created humanity, fallen humanity including the depravity of humanity and the nature and consequences of sin, and new humanity in Christ. *This course is designed for 3 units of theory for 45 hours.*

### ST701 History of Christian Doctrine (3)

Prerequisite: None

A survey of the history of Christian doctrine with an emphasis on understanding the antecedents of contemporary doctrinal problems in theology. *This course is designed for 3 units of theory for 45 hours.*

ST702 Ethics (3)

Prerequisite: None

This course is designed to introduce the basic system of ethics in a broad Christian perspective and its application to practical settings. The course will evaluate the elements and sources of Christian ethics by surveying its models drawn from biblical, historical, and contemporary ethicists and issues. *This course is designed for 3 units of theory for 45 hours.*

ST706 The Charismatic Movement (3)

Prerequisite: None

A study of the theology and experience of the charismatic movement and its effect on the body of Christ. *This course is designed for 3 units of theory for 45 hours.*

ST750 Immigration Theology (3)

Prerequisite: ST502 or ST503

A study of the theology to reflect theologically upon the meaning of the immigrant experience, and thereby articulate basic Christian doctrines and Christian practices in the immigrant context. *This course is designed for 3 units of theory for 45 hours.*

ST760 Directed Study in Systematic Theology. (3)

*This course is designed for 3 units of theory for 45 hours.*

## **Church History**

CH101 Church History 1 (3)

Prerequisite: None

Major goals will include studying the formation, development and perishment of Christian Church; identifying the relation between context and doctrine; studying the tradition of Christianity under diverge political power; identifying historical events, ecclesiastical answers and missions. *This course is designed for 3 units of theory for 45 hours.*

CH102 Church History 2 (3)

Prerequisite: None

A study of reformation and modern church development including major theologians and their writings. *This course is designed for 3 units of theory for 45 hours.*

CH501 Church History 1 (3)

Prerequisite: None

Major goals will include studying the formation, development and perishment of Christian Church; identifying the relation between context and doctrine; studying the tradition of Christianity under diverge political power; identifying historical events, ecclesiastical answers and missions. *This course is designed for 3 units of theory for 45 hours.*

CH502 Church History 2 (3)

Prerequisite: None

A study of reformation and modern church development including major theologians and their writings. *This course is designed for 3 units of theory for 45 hours.*

CH750 Directed Study in Church History. (3) *This course is designed for 3 units of theory for 45 hours.*

### **Church Growth Ministry**

PT101 Christian Worship (3)

Prerequisite: None

A study of biblical foundations, historical development, and current trends in worship. *This course is designed for 3 units of theory for 45 hours.*

PT102 Preaching (3)

Prerequisite: None

A study of preparing sermon construction and style of delivery of the sermon. *This course is designed for 3 units of theory for 45 hours.*

This class focuses on a study of preparing sermon construction and style of delivery of the sermon. This is a basic course in the theory and practice of developing a sermon.

PT203 Preaching Practice (3)

Prerequisite: PT102

This class focuses on an actual practice in preaching a sermon for the effective preaching ministry. Through this class, students learn various types of theories and communication methods for preaching. Also, they understand their own preaching styles and spirituality as preachers in this postmodern world. *This course is designed for 3 units of theory for 45 hours.*

PT205 Evangelism (3)

Prerequisite: None

This course examines biblical foundations and different methods of evangelism and Mission. *This course is designed for 3 units of theory for 45 hours.*

PT208 Mission (3)

Prerequisite: None

This course examines biblical and theological foundations of mission with attention to historical, cultural, and methodological issues. *This course is designed for 3 units of theory for 45 hours.*

PT 340 Worship & Praise (3)

Prerequisite: None

A study of worship and praise for its theology, trends, designs, methods and skills, especially from an integral perspective to coordinate praises within a worship setting. *This course is designed for 3 units of theory for 45 hours.*

PT345 Christian Life & Vision formation (3)

Prerequisite: None

An integrative study to know oneself theologically to find out the biblical Christian life style based on God-given talents. *This course is designed for 3 units of theory for 45 hours.*

PT350-355 Field Education 1, 2, 3, 4, 5, 6. (1)

Prerequisite: None

Unique involvement of Christian services to integrate theological learning and practice at local churches or Christian service centers where students can take internships according to his or her major field of interest and concentration. *This course is designed for 1 units of practice for about 15-45 hours.*

PT360 Hymnal and Contemporary Praises (3)

Prerequisite: None

This course aims to introduce a brief overview on the structure and content of hymnals and effective ways to use them in worship services. Also, the course will survey the effective ways to use contemporary Christian Music for music ministry. *This course is designed for 3 units of theory for 45 hours.*

PT407 Pastoral Leadership (3)

Prerequisite: None

A study of theories and styles of pastoral leadership in ministry context with attention to a biblical image of leadership and service. *This course is designed for 3 units of theory for 45 hours.*

PT410 Healthy Church & Church Growth (3)

Prerequisite: None

A survey of the biblical principles and crucial factors in church growth, including an analysis of theological, sociological and missiological elements. *This course is designed for 3 units of theory for 45 hours.*

PT435 Vision and Mission of Life (3)

Prerequisite: None

The purpose of this course is to develop the ability to recognize and study one's vision and mission of life and know how to apply them to the in various vocational settings that one encounters. This course will survey various biblical and current personages who have set good examples to follow, regarding their visions and the completion of Gods' vision and mission of man in their daily lives. Through this course students will be able to pinpoint and sharpen their vision through their analysis of their past, present and future in a temporal sense; their temperament in the psychological sense; social demands from vocational sense; and gifts & talents from a spiritual perspective. At the end of class students will be able to state their firm vision and have substantial plan to complete their vision and mission in life.

PT490 Senior Integration Seminar (3)

A final, integrative seminar offers students a summative and integrative experience of the formal curriculum, assessments and mentored leadership experience of each degree program. This course will provide students the opportunity to review, integrate, and reflect on curriculum and experiences of the entire program to apply in life and ministry in the core areas of the bible, theology, history and professional ministry. *This course is designed for 3 units of theory for 45 hours. . This course is for only seniors*

PT501 Christian Worship (3)

Prerequisite: none

A study of biblical foundations, historical development, and current trends in worship. *This course is designed for 3 units of theory for 45 hours.*

PT503 Contemporary Worship (3)

Prerequisite: none

A study of contemporary worship in various types, methods, rational, and impacts. *This course is designed for 3 units of theory for 45 hours.*

PT505 Homiletics 1 (3)

Prerequisite: none

This class focuses on a study of preparing sermon construction and style of delivery of the sermon. This is a basic course in the theory and practice of developing a sermon. *This course is designed for 3 units of theory for 45 hours.*

PT506 Mission (3)

Prerequisite: none

This course examines biblical and theological foundations of mission with attention to historical, cultural, and methodological issues. *This course is designed for 3 units of theory for 45 hours.*

PT510 Homiletics 2 (3)

Prerequisite: PT505 Homiletics 1

This class focuses on a study of preparing sermon construction and style of delivery of the sermon. This is a basic course in the theory and practice of developing a sermon. *This course is designed for 3 units of theory for 45 hours.*

PT515 Pastoral Theology & Urban Ministry (3)

Prerequisite: none

A study of pastoral theology that will support ministry and worship in the context of urban ministry. *This course is designed for 3 units of theory for 45 hours.*

PT604 Contemporary Apologetics (3)

Prerequisite: none

A study of apologetics to defend Gospel truth in various offenses in multiple disciplines. *This course is designed for 3 units of theory for 45 hours.*

PT605 Evangelism (3)

Prerequisite: none

This course examines biblical foundations and different methods of evangelism and Mission. *This course is designed for 3 units of theory for 45 hours.*

PT606 Missiology (3)

Prerequisite: none

This course examines biblical and theological foundations of mission with attention to historical, cultural, and methodological issues. *This course is designed for 3 units of theory for 45 hours.*

PT607 Pastoral Leadership (3)

Prerequisite: none

A study of theories and styles of leadership in ministry context with attention to a biblical image of leadership and service. *This course is designed for 3 units of theory for 45 hours.*

PT609 Cultural Anthropology (3)

Prerequisite: none

This course provides an introduction to the basic concepts of cultural anthropology from an overtly Christian perspective. Special attention is given to the application of these concepts in Christian mission. *This course is designed for 3 units of theory for 45 hours.*

PT610 Healthy Church & Church Growth (3)

Prerequisite: none

A survey of the biblical principles and crucial factors in church growth, including an analysis of theological, sociological, and missiological elements. *This course is designed for 3 units of theory for 45 hours.*

PT615 Evangelism Strategy (3)

Prerequisite: PT605

This course examines and exercises biblical foundations and different methods of evangelism. The students will be expected to contribute with their findings through their own research on evangelism and practice it in their own life. *This course is designed for 3 units of theory for 45 hours.*

PT617 Leadership Formation (3)

Prerequisite: none

A study of theories and styles of leadership in ministry context with attention to a biblical image of leadership and service. *This course is designed for 3 units of theory for 45 hours.*

PT618 Church & Culture in the 21<sup>st</sup> Century Context (3)

Prerequisite: none

This course begins with an introduction to the Church and Culture in a contemporary context. In this course, students will exam the critical relation between Church and culture through exploring the nature of churches and formation of churches as well as the nature of culture. This course is designed for 3 units of theory for 45 hours.

PT620 Hymnal and Contemporary Praises (3)

Prerequisite: none

This course aims to introduce a brief overview of the structure and content of hymnals and effective ways to use them in worship services. Also, the course will survey the effective ways to use contemporary Christian Music for music ministry. *This course is designed for 3 units of theory for 45 hours.*

PT 635 Vision & Mission of Life (3)

Prerequisite: none

An integrative study to know oneself to find out the Christian ways based on biblical foundations, especially on the study of the characters of the Bible. *This course is designed for 3 units of theory for 45 hours.*

PT636 Spiritual and Psychological Gifts & Vision Formation (3)

Prerequisite: none

A study to know oneself psychologically and theologically to find out the vision of life and to find ways God-given talents fulfill the vision in spiritual and psychological aspects. *This course is designed for 3 units of theory for 45 hours.*

PT 640 Worship & Praise (3)

Prerequisite: none

A study of worship and praise for its theology, trends, designs, methods and skills, especially from an integral perspective to coordinate praises within worship setting. *This course is designed for 3 units of theory for 45 hours.*

PT650-655 Field Education 1, 2, 3, 4, 5, 6. (1)

Unique involvement of Christian services to integrate theological learning and practice at local churches or Christian service centers where students can take internship according to their major field of interest and concentration. *This course is designed for 1 units of practice for about 15-45 hours.*

PT670 Spiritual Warfare (3)

Prerequisite: CC602

This course will introduce students to spiritual warfare providing insights from the Bible, anthropology, and psychology. This course is designed to study the subject of power encounters that result from spiritual warfare as they relate to the purposes of God in the world. In both Old and New Testaments, God's activity in the world is presented in a context of the opposition between His Kingdom and that of Satan. That opposition has been and continues to be a major factor in contemporary Christianity. The course will focus on the biblical validity and contemporary relevance of spiritual power encounters in the extension of the Kingdom of God and the growth of the people of God. *This course is designed for 3 units of theory for 45 hours.*

PT750 Directed Study in Practical Theology. (3)

*This course is designed for 3 units of theory for 45 hours.*

PT790 Senior Integration Seminar (3)

A final, integrative seminar offers students a summative and integrative experience of the formal curriculum, assessments and mentored leadership experience of each degree program. This course will provide students the opportunity to review, integrate, and reflect on curriculum and experiences of the entire program to apply in life and ministry in the core areas of the bible, theology, history and professional ministry. *This course is designed for 3 units of theory for 45 hours. . This course is for only seniors*

## **Christian Counseling**

CC201 Basic Counseling Skills 1 (3)

Prerequisite: none

A study of basic skills for counseling for good listening and attentive communication which is the foundation of a counseling relationship. *This course is designed for 3 units of theory for 45 hours.*

CC202 Basic Counseling Skills 2 (3)

Prerequisite: CC201

An advanced study of basic skills for counseling for good listening and attentive communication, which is the foundation of a counseling relationship. *This course is designed for 3 units of theory for 45 hours.*

CC301 Christian Counseling 1 (3)

Prerequisite: none

This course is designed to introduce students to the Christian counseling field, assist with the development of principles, specific skills and competencies in counseling process, build biblical and theological foundations for pastoral counseling. In addition, students will develop theoretical and pragmatic approaches to a variety of Christian counseling needs which include marital counseling, coping strategies, family systems development. The course provides insights for effective pastoral counseling, with the result that the students can identify basic human problems and respond appropriately through Christian counseling. *This course is designed for 3 units of theory for 45 hours.*

CC 305 Crisis Counseling (3)

Prerequisite: CC301

Examines the nature and dynamics of crisis situations and presents intervention principles and procedures for ministering in these situations. *This course is designed for 3 units of theory for 45 hours.*

CC307 Marriage and Family Counseling (3)

Prerequisite: CC301

Presents biblically oriented approaches to bring healing and wholeness to marriages and families. *This course is designed for 3 units of theory for 45 hours.*

CC308 Premarital Counseling (3)

Prerequisite: CC301

A study of issues of premarital counseling, its agenda, process of dating and marriage as well as issues of communication and the decision making process to overcome various backgrounds. *This course is designed for 3 units of theory for 45 hours.*

CC401 Basic Counseling Skills 1 (3)

Prerequisite: CC301

A study of basic skills for counseling for good listening and attentive communication which is the foundation of a counseling relationship. *This course is designed for 3 units of theory for 45 hours.*

CC402 Basic Counseling Skills 2 (3)

Prerequisite: CC301

An advanced study of basic skills for counseling for good listening and attentive communication, which is the foundation of a counseling relationship. *This course is designed for 3 units of theory for 45 hours.*

CC405 Grief, Loss, Death and Dying (3)

Prerequisite: CC301

A study of counseling, theological/cultural aspects of /for those in grief, loss, death and dying. *This course is designed for 3 units of theory for 45 hours.*

CC503 Psychology of Religion (3)

Prerequisite: CC301

A study of religion from a psychological perspective: psychological understanding of religion and religious experiences such as conversion, concepts of forgiveness, love, spirituality, worship and maturity, etc. *This course is designed for 3 units of theory for 45 hours.*

#### CC504 Inner Healing (3)

Prerequisite: CC602

This course is to teach practical ministry on counseling and ministry called “inner healing” or “deep level healing.” This course will teach 1) basic concepts of inner healing and skills, 2) motivate students to begin ministry to heal through love and power of the Holy Spirit. Thus, this course will focus on spiritual, emotional and physical healing and freedom beyond cultures. Students will be able to experience and participate in actual healing ministry during and out of the class. *This course is designed for 3 units of theory for 45 hours.*

#### CC506 Christian counseling 1 (3)

Prerequisite: None

This course provides an examination of theories of counseling with an emphasis on principles and techniques integral to Christian practice of counseling. *This course is designed for 3 units of theory for 45 hours.*

#### CC602 Pastoral Counseling & Ministry (3)

Prerequisite: None

This course is designed to introduce students to the pastoral counseling field, assist with the development of principles, specific skills and competencies in counseling process, build biblical and theological foundations for pastoral counseling. In addition, students will develop theoretical and pragmatic approaches to a variety of pastoral counseling needs which include marital counseling, coping strategies, family systems development. The course provides insights for effective pastoral counseling, with the result that the students can identify basic human problems and respond appropriately through pastoral counseling. *This course is designed for 3 units of theory for 45 hours.*

#### CC 603 Crisis Counseling (3)

Prerequisite: CC602

Examines the nature and dynamics of crisis situations and presents intervention principles and procedures for ministering in these situations. *This course is designed for 3 units of theory for 45 hours.*

#### CC604 Marriage and Family counseling (3)

Prerequisite: CC602

Presents biblically oriented approaches to bring healing and wholeness to marriages and families. *This course is designed for 3 units of theory for 45 hours.*

#### CC605 Grief, Loss, Death and Dying (3)

Prerequisite: CC602

A study of counseling, theological/cultural aspects of /for those in grief, loss, death and dying. *This course is designed for 3 units of theory for 45 hours.*

#### CC606 Deep Wounds and Transformation (3)

Prerequisite: CC602

A study of human indictment and wounds from an ontological, cultural, theological, psychological perspective and biblical ways of transformation. *This course is designed for 3 units of theory for 45 hours.*

CC608 Premarital Counseling (3)

Prerequisite: CC602

A study of issues of premarital counseling to help students to be premarital counselors at local churches. *This course is designed for 3 units of theory for 45 hours.*

CC609 Issues on Lay Counseling (3)

Prerequisite: CC602

A study of issues of lay counselors equipping purpose and process and placement at local churches. *This course is designed for 3 units of theory for 45 hours.*

CC610 Children's and Youth's Psychology and Intervention (3)

Prerequisite: CC602

A study of Children and Youth's psychology in the multi-ethnic culture of postmodern society and ways of intervention for self Esteem. *This course is designed for 3 units of theory for 45 hours.*

CC611 Understanding of Human Beings for Ministry (3)

Prerequisite: CC602

A study of human beings from psychological, theological and cultural integrative perspectives for a holistic approach of successful ministry, education and mission. *This course is designed for 3 units of theory for 45 hours.*

CC612 Broken Family and Healing ministry (3)

Prerequisite: CC602

A study of brokenness of contemporary families, its causes and context, and ways of healing ministry in context. *This course is designed for 3 units of theory for 45 hours.*

CC701 Basic Counseling Skills 1 (3)

Prerequisite: CC602

A study of basic skills for counseling for good listening and attentive communication, which is the foundation of a counseling relationship. *This course is designed for 3 units of theory for 45 hours.*

CC702 Basic Counseling Skills 2 (3)

Prerequisite: CC602

An advanced study of basic skills for counseling for good listening and attentive communication, which is the foundation of a counseling relationship.

CC710 Survey to Psychological Assessments and Analysis (3)

Prerequisite: CC602

This course aims to introduce students to a brief survey of various psychological instruments; and how to develop and use psychological surveys and how to analyze them into use. This course will use the Shalom Quotient and other psychological batteries like Egogram, Spiritual Wellbeing, MBTI and MMPI to understand human traits and mental and spiritual health from holistic perspectives.

CC750 Directed Study in Counseling. (3)  
*This course is designed for 3 units of theory for 45 hours.*

### **Christian Education**

CE100 Theological English I (3)

Prerequisite: None

This course is for a deeper study of English theological scholarship examining the area of theology which is useful for understanding theological words and English ministerial leadership taking the Christian message into the world which is useful for conducting important ministerial duties for Immigration churches. *This course is designed for 3 units of theory for 45 hours.*

CE102 Principles of Teaching (3)

Prerequisite: None

A study of the complexities of teaching with attention to methods of teaching and effective interaction with students. *This course is designed for 3 units of theory for 45 hours.*

CE201 Discipleship (3)

Prerequisite: None

A study of the biblical principles and contemporary issues of disciple-making with attention to evaluating existing programs of discipleship. *This course is designed for 3 units of theory for 45 hours.*

CE300 Discipleship Praxis (3)

Prerequisite: CE201

A study of the biblical principles and contemporary issues of disciple-making with attention to evaluating existing programs of discipleship. *This course is designed for 3 units of theory for 45 hours.*

CE303 Youth Ministry (3)

Prerequisite: CE201

A thorough study of the Scriptures is involved in this class as it relates to the needs of young people. Contemporary methods of youth ministry will be analyzed. *This course is designed for 3 units of theory for 45 hours.*

CE304 Children Ministry (3)

Prerequisite: CE201

An exploration of the theories and practices of ministry directed toward children with an emphasis on the developmental and cultural dynamics of childhood. *This course is designed for 3 units of theory for 45 hours.*

CE305 Christian Education (3)

Prerequisite: CE201

A study of educational philosophies with an emphasis on promoting Christian growth through educational planning and evaluation. *This course is designed for 3 units of theory for 45 hours.*

CE311 Christian Education & Ministry (3)

Prerequisite: None

A study of educational theories, developments, and applications on educational ministry church setting. *This course is designed for 3 units of theory for 45 hours.*

CE312 Christian Education & Ministry 2 (3)

Prerequisite: CE311

A deep study of educational theories, developments, and applications on educational ministry church setting. *This course is designed for 3 units of theory for 45 hours.*

CE315 Small Group Bible Study (3)

Prerequisite: CE201

This course will not only teach the essentials of inductive Bible study methods, but will present the techniques using new modes of communication in a small group setting. *This course is designed for 3 units of theory for 45 hours.*

CE500 Theological English (3)

Prerequisite: None

This course is to learn all pertinent terms associated with theology and to develop one's abilities in reading English textbooks in the various fields of theology. *This course is designed for 3 units of theory for 45 hours.*

CE501 Principles of Teaching (3)

Prerequisite: CE305

A study of the complexities of teaching with attention to methods of teaching and effective interaction with students. *This course is designed for 3 units of theory for 45 hours.*

CE502 Small Group Bible Study (3)

Prerequisite: CE201

A class that helps students to be familiar with ways of small group Bible study using inductive study paradigms with a study of group dynamics. *This course is designed for 3 units of theory for 45 hours.*

CE602 Christian Education (3)

Prerequisite: None

A study of educational philosophies with an emphasis on promoting Christian growth through educational planning and evaluation. *This course is designed for 3 units of theory for 45 hours.*

CE605 Children Ministry (3)

Prerequisite: None

An exploration of the theories and practices of ministry directed toward children with an emphasis on the developmental and cultural dynamics of childhood. *This course is designed for 3 units of theory for 45 hours.*

CE606 Youth Ministry (3)

Prerequisite: None

A thorough study of the Scriptures is involved in this class as it relates to the needs of young people. Contemporary methods of youth ministry will be analyzed. *This course is designed for 3 units of theory for 45 hours.*

CE611 Christian Education & Ministry (3)

Prerequisite: None

A study of educational theories, developments, and applications on educational ministry church setting. *This course is designed for 3 units of theory for 45 hours.*

CE612 Christian Education & Ministry 2 (3)

Prerequisite: CE611

A deep study of educational theories, developments, and applications on educational ministry church setting. *This course is designed for 3 units of theory for 45 hours.*

CE700 Cell Group Ministry (3)

Prerequisite: None

A study of cell group ministry and its philosophy, psychology, and group dynamics in the early church and postmodern context as well as ways to apply it at local churches. *This course is designed for 3 units of theory for 45 hours.*

CE701 Discipleship (3)

Prerequisite: None

A study of the biblical principles and contemporary issues of disciple-making with attention to evaluating existing programs of discipleship. *This course is designed for 3 units of theory for 45 hours.*

CE702 Age, Gender and Need Oriented Small Groups (3)

Prerequisite: None

A class to explore various small groups to fit age, gender appropriate small groups and need oriented small groups. *This course is designed for 3 units of theory for 45 hours.*

CE715 Bible Study Methods (3)

Prerequisite: None

This course will not only teach the essentials of inductive Bible study methods, but will present the techniques using new modes of communication. *This course is designed for 3 units of theory for 45 hours.*

CE750 Directed Study in Christian Education. (3) *This course is designed for 3 units of theory for 45 hours.*

CS 302 Life of Jesus (3)

Prerequisite: None

The methods of this approach are based on the teachings of Jesus for his disciples. The disciples of Jesus did not fully understand the meaning of the death of Jesus on the Cross, and Jesus after resurrection revealed secret methods to understand the divine purpose of the Cross. *This course is designed for 3 units of theory for 45 hours.*

**Old Testament**

OT501 OT Survey (3)

Prerequisite: None

This course is a study of the Old Testament with emphasis on the historical, theological and literary features. *This course is designed for 3 units of theory for 45 hours.*

OT601 Pentateuch(Exegesis) (3)

Prerequisite: OT 50, BL 500

This course examines creation, fall, Israel's ancestors, Exodus, and the Law using literary and historical analysis. Theological issues explored include the character of God, human nature, and the covenantal relationship with God. *This course is designed for 3 units of theory for 45 hours.*

OT629 The Minor Prophets (3)

Prerequisite: OT 501

A study of the historical background, theological aspects, time, place of ministry, and personality of each of the authors of the books from Hosea through Malachi. *This course is designed for 3 units of theory for 45 hours.*

OT633 History of Old Testament (3)

Prerequisite: OT 501

A study of the Old Testament with special attention given to the history and message as well as literary features. *This course is designed for 3 units of theory for 45 hours.*

OT637 Psalms (3)

Prerequisite: OT 501

A study on the basis of the English language to acquaint students with the nature of Hebrew poetry and the various types of Psalms, with special reference to their theology. *This course is designed for 3 units of theory for 45 hours.*

OT638 Wisdom Literature (3)

Prerequisite: OT 501

A study on the basis of the English language of the various books of wisdom literature in the Old Testament, including Job, Ecclesiastes, Proverbs and the Song of Solomon. *This course is designed for 3 units of theory for 45 hours.*

OT655 The Prophets (3)

Prerequisite: OT 501

A study of the historical background, the theological aspect, time, and place of ministry, and personality of each of the authors of the books of Prophets. *This course is designed for 3 units of theory for 45 hours.*

OT656 The Major Prophets (3)

Prerequisite: OT 501

A study of the historical background, theological aspects, time, place of ministry, and personality of each of the authors of the books from Isaiah to Daniel. *This course is designed for 3 units of theory for 45 hours.*

OT657 The Minor Prophets (3)

Prerequisite: OT 501

A study of the historical background, theological aspects, time, place of ministry, and personality of each of the authors of the books from Hosea through Malachi. *This course is designed for 3 units of theory for 45 hours.*

OT750 Directed Study in Old Testament. (3)

OT802 Pentateuch: Exegesis, Theology and Hermeneutics (3)

Prerequisite: OT 601

A study of the first five books in the Hebrew Bible and their composition, structure and overarching theological issues. *This course is designed for 3 units of theory for 45 hours.*

OT804 The Prophets (3)

Prerequisite: OT 601

A study of the historical background, theological aspects, time, place of ministry, and personality of each of the authors of the books of Prophets

OT806 True or False Prophets (3)

Prerequisite: OT 601

An understanding of hermeneutical modes and their validity adopted and used by the early believing community attested within the Bible. *This course is designed for 3 units of theory for 45 hours.*

OT807 Hermeneutics: Exodus (3)

Prerequisite: None

A detailed study of the book of Exodus with emphasis on the development of theological issues in the demarcation of texts. *This course is designed for 3 units of theory for 45 hours.*

OT808 Historical Books of the Hebrew Bible (3)

Prerequisite: None

A reading of Joshua, Judges, I & II Samuel, and I & II Kings with emphasis on the intent of deuteronomistic writers who attempted to explain the falls of Israel during or after the exile. *This course is designed for 3 units of theory for 45 hours.*

OT815 I Kings: Social-Political Contexts of Ancient Israel (3)

Prerequisite: OT 601

A reading of I Kings in the Hebrew Bible with an emphasis on the social and political background behind the texts. *This course is designed for 3 units of theory for 45 hours.*

OT830 Study of Palms (3)

Prerequisite: OT 601

A reading of the Psalms with a special attention their various literary genres and forms, and their historical and theological connections to the entire the Hebrew Bible. *This course is designed for 3 units of theory for 45 hours.*

OT831 Book of Jonah: Rhetorical Criticism and Beyond (3)

Prerequisite: OT 601

A reading of Jonah by using form critical analysis and rhetorical analysis. *This course is designed for 3 units of theory for 45 hours.*

OT838 Wisdom Literature (3)

Prerequisite: OT 601

A study on the basis of the English language of the various books of wisdom literature in the Old Testament, including Job, Ecclesiastes, Proverbs and the Song of Solomon. *This course is designed for 3 units of theory for 45 hours.*

OT856 The Minor Prophets (3)

Prerequisite: OT 601

A study of the historical background, theological aspects, time, place of ministry, and personality of each of the authors of the books from Hosea through Malachi. *This course is designed for 3 units of theory for 45 hours.*

OT902 Advanced Hebrew Exegesis (3)

Prerequisite: OT 601, BL 601

An advanced course in Hebrew grammar, syntax and interpretation with an emphasis on vocabulary, acquisition of exegetical skills, and active involvement with the Hebrew text. *This course is designed for 3 units of theory for 45 hours.*

OT933 Ecclesiastes (3)

Prerequisite: OT 601

A detailed reading of Ecclesiastes and wisdom literature and their influence on the Hebrew Bible. *This course is designed for 3 units of theory for 45 hours.*

OT950 Directed Study in the Old Testament (3)

**New Testament**

NT501 Survey to N.T. (3)

Prerequisite: None

A study of the New Testament with emphasis on historical, theological and literary features. *This course is designed for 3 units of theory for 45 hours.*

NT601 Pauline Epistles (3)

Prerequisite: NT501

A study of the letters of Paul in terms of their literary and theological issues and in the context of early Christianity. *This course is designed for 3 units of theory for 45 hours.*

NT603 Revelation 1 (3)

Prerequisite: NT501

A study of the Book of Revelation with emphasis on structure analysis and on eschatological spirituality in the context of last Christianity. *This course is designed for 3 units of theory for 45 hours.*

NT604 Revelation & the Bible (3)

Prerequisite: NT501

A study of the Book of Revelation with emphasis on the co-relationship with the Bible from a theological perspective. *This course is designed for 3 units of theory for 45 hours.*

NT 610 Theology of Paul (3)

Prerequisite: None

A study of the theology of Paul's Epistles with readings in standard text books as well as exegetical study of key passages. *This course is designed for 3 units of theory for 45 hours.*

NT611 NT Exegesis (Gospels) (3)

Prerequisite: NT 501, BL500

This course will introduce basic tools for interpreting the New Testament. Attention will be given to a working knowledge of biblical Greek on the books of Gospels, and to principles of interpretation as they inform effective preaching and teaching of the New Testament. *This course is designed for 3 units of theory for 45 hours.*

NT612 Acts (3)

Prerequisite: NT501, BL 500

A detailed study of the Book of Acts with emphasis on the development of the early church and on the life and missionary journey of Paul. *This course is designed for 3 units of theory for 45 hours.*

NT615 Exposition of Romans (3)

Prerequisite: NT501, BL 500

In a study of the Greek text, students apply linguistic and exegetical methods for the exposition of the book of Romans. Attention is given to developing a series of lessons or sermons from Romans. *This course is designed for 3 units of theory for 45 hours.*

NT622 John (3)

Prerequisite: NT501, BL 500

A study of the Gospel of John with emphasis on its historical, literary and theological aspects in view of modern scholarship. *This course is designed for 3 units of theory for 45 hours.*

NT750 Directed Study in the New Testament. (3)

Prerequisite: NT611/612/622 *This course is designed for 3 units of theory for 45 hours.*

NT801 Readings in Gospels (3)

Prerequisite: NT611

A critical reading of the first three gospels in the New Testament with emphasis on their literary features and theological message. *This course is designed for 3 units of theory for 45 hours.*

NT803 Theology of Paul: Paul Missionary & Theologian (3)

Prerequisite: NT 611/615

A study of the theology of Paul and the life and missionary journey of Paul. *This course is designed for 3 units of theory for 45 hours.*

NT805 Luke-Acts (3)

Prerequisite: NT611/612

An exegetical, theological and hermeneutical reading of Luke and Acts with emphasis on their theological concepts. *This course is designed for 3 units of theory for 45 hours.*

NT850 Ephesians: Bearing the Image of Christ (3)

Prerequisite: NT611/622

An exegetical, theological and socio-political understanding of Ephesians from the perspective of bearing the Image of Christ in the New Testament. *This course is designed for 3 units of theory for 45 hours.*

NT854 Biblical Interpretation 2: Peter, James & John (3)

Prerequisite: One of NT611/612/615/622

An exegetical reading of Peter, James & John with an emphasis on their structure and theological issues. *This course is designed for 3 units of theory for 45 hours.*

NT859 Revelation 3 (3)

Prerequisite: One of NT611/612/622

An exegetical, theological, and hermeneutical reading of the Book of Revelation and its implication for modern culture and believers. *This course is designed for 3 units of theory for 45 hours.*

NT 950 Directed Studies in the New Testament (3)

Prerequisite: One of NT611/612/615/622

ET501 Hermeneutics & Theological Research (3)

Prerequisite: None

This course is an introduction to the tools and methods needed to interpret Scripture. Students gain an understanding of how to use biblical research tools and to integrate materials in an effective and hermeneutically acceptable manner. *This course is designed for 3 units of theory for 45 hours.*

ET 802 Personal Development & Project Research (3)

Prerequisite: One of NT611/612/615/622

A study of personal development from a holistic perspective: spiritual, psychological, social and vocational with gifts, temperaments, habits, achievements and weakness; and project research that derives from one pursuit of vision and mission of life for professional development. This course will help students to define their life vision and mission and to open their eyes to find ways for deeper research on the subject matter of their study. *This course is designed for 3 units of theory for 45 hours.*

ET851 I, II Corinthians (3)

Prerequisite: NT501, BL600

An exegetical, theological, and socio-political understanding of I and II Corinthians in the New Testament. *This course is designed for 3 units of theory for 45 hours.*

ET852 Galatians (3)

Prerequisite: NT501, BL600

An exegetical, theological, and hermeneutical reading of Galatians. *This course is designed for 3 units of theory for 45 hours.*

ET853 Philippians (3)

Prerequisite: NT501, BL600

An exegetical reading of Philippians with a emphasis on its structure and theological issues. *This course is designed for 3 units of theory for 45 hours.*

ET971 Biblical Interpretation: Luke and Scripture (3)

Prerequisite: NT501, BL600

An in-depth study of intertextuality in Scripture in general and Luke in particular. *This course is designed for 3 units of theory for 45 hours.*

### **Biblical Languages**

BL500 Greek 1 (3)

Prerequisite: None

This is a basic Biblical Greek course with focus on the semantic significance of major word classes and exegetical syntax. *This course is designed for 3 units of theory for 45 hours.*

BL501 Hebrew I (3)

Prerequisite: None

An introduction to the elements of Biblical Hebrew with emphasis on vocabulary, syntax and grammar to equip the student to be able to read the Hebrew text. *This course is designed for 3 units of theory for 45 hours.*

BL600 Greek 2 (3)

Prerequisite: None

This course continues the study of grammar and vocabulary and develops techniques for reading and exposition of the Greek text. The principles of interpretation are studied and applied as the student develops insights from the Gospel of John for production of sermons and Bible studies. *This course is designed for 3 units of theory for 45 hours.*

BL601 Hebrew 2 (3)

Prerequisite: BL 501

This course is devoted to discussing and elucidating problems in Hebrew phonology, morphology, and syntax beyond the work possible in BL501

BL602 Advanced Hebrew Exegesis (3)

Prerequisite: BL 601

An advanced course in Hebrew grammar, syntax and interpretation with an emphasis on vocabulary, acquisition of exegetical skills, and active involvement with the Hebrew text. *This course is designed for 3 units of theory for 45 hours.*

BL815 Bible as Canon (3)

Prerequisite: OT 501, NT 501

A critical reading of the Bible as canon and its understanding of early believing communities. *This course is designed for 3 units of theory for 45 hours.*

BL820 Latin 1 (3)

Prerequisite: None

A study of Latin for basic vocabulary and syntax study to read and translate basic theological Latin texts. *This course is designed for 3 units of theory for 45 hours.*

BL821 Latin 2 (3)

Prerequisite: BL820

An advanced study of Latin for advanced vocabulary and syntax study to read and translate advanced theological Latin texts. *This course is designed for 3 units of theory for 45 hours.*

BL823 Theological German 1 (3)

Prerequisite: None

A study of German for basic vocabulary and syntax study to read and translate basic theological German texts. *This course is designed for 3 units of theory for 45 hours.*

BL824 Theological German 2 (3)

Prerequisite: BL823

An advanced study of German for advanced vocabulary and syntax study to read and translate advanced theological German texts. *This course is designed for 3 units of theory for 45 hours.*

### **Biblical Theology**

BT450 Chronicles & Geography of Bible (3)

Prerequisite: OT101, NT101

A study of Biblical chronicles and geography that will provide a bird's-eye view of the biblical time line at specific locations to deepen the biblical understanding. *This course is designed for 3 units of theory for 45 hours.*

BT 555 Study Tour of Biblical Lands I (3)

Prerequisite: OT 501, NT101

A travel study seminar in Israel designed to give students a better understanding of the Bible, both Old and New Testaments, through site visits to Jerusalem, Jordan, Galilee, Tiberias, and surrounding areas. *This course is designed for 3 units of theory for 45 hours.*

BT 556 Study Tour of Biblical Lands II (3)

Prerequisite: OT501, NT501

A travel study seminar in Asia Minor and Egypt designed to give students a better understanding of the Bible, both Old and New Testaments, through site visits to cities of Asian Minor, Egypt, and surrounding areas. *This course is designed for 3 units of actual visit.*

BT601 Unity of Bible and Foundation of Ministry (3)

Prerequisite: OT 501, NT101

A study of the Bible to understand the unity between the Old Testament and the New Testament to know how the Old prophecies were fulfilled in the New Testament; and what it means to our spiritual formation and foundation of ministry. *This course is designed for 3 units of theory for 45 hours.*

BT 825 Biblical & Theological Foundations for Ministry (3)

Prerequisite: OT 501 NT501

A study to lay Biblical and theological foundation for ministry in their dissertation subject matter. *This course is designed for 3 units of theory for 45 hours.*

BT 855 Study Tour of Biblical Lands 1 (3)

Prerequisite: OT 501 NT501

A travel study seminar in Israel designed to give students a better understanding of the Bible, both Old and New Testaments, through site visits to Jerusalem, Jordan, Galilee, Tiberias, and surrounding areas. *This course is designed for 3 units of theory for 45 hours.*

BT 856 Study Tour of Biblical Lands 2 (3)

Prerequisite: OT501 NT501

A travel study seminar in Asia Minor and Egypt designed to give students a better understanding of the Bible, both Old and New Testaments, through site visits to cities of Asian Minor, Egypt, and surrounding areas. *This course is designed for 3 units of theory for 45 hours.*

ET 501 Hermeneutics/Bible Study Methods (3)

Prerequisite: None

An introduction to the tools and methods needed to interpret Scripture. Students gain an understanding of how to use biblical research tools and to integrate materials in an effective and hermeneutically acceptable manner. *This course is designed for 3 units of theory for 45 hours.*

ET606 Hermeneutics and Bible Exposition (3)

Prerequisite: None

A detailed course dealing with modern methodological issues in understanding the Bible. *This course is designed for 3 units of theory for 45 hours.*

ET614 Dissertation Research and Writing (3)

Prerequisite: None

A study of theological research and writing methods to understand the forms and requirements of dissertation and report writing as well as various research methods and resources. *This course is designed for 3 units of theory for 45 hours.*

ET802 Personal Development & Project Research (3)

Prerequisite: None

This course teaches students to analyze their current personal vision and mission of their life and ministry in order to develop strategies and methods for their research project coherent with their ministry context. *This course is designed for 3 units of theory for 45 hours.*

ET 913 Theological Research and Writing (3)

Prerequisite: None

A study of the theological research and writing methods to understand the forms and requirements of dissertation and report writing as well as various research methods and resources. *This course is designed for 3 units of theory for 45 hours.*

ET950 Directed Study in Biblical Theology (3)

BL920 Canonical Criticism (3)

Prerequisite: OT 501 NT501

A reading of biblical texts with an emphasis on the corporate faith and responsibility of early believing communities that read and transmit the biblical texts and the thrust of their hermeneutical modes. *This course is designed for 3 units of theory for 45 hours.*

## **Systematic Theology**

### ST502 Systematic Theology 1 (3)

Prerequisite: None

A study of the questions of theology, methods of asking theological questions, revelation as God's self-disclosure, revelation, scripture, and church, the problem of authority in modern culture, principles of the interpretation of scripture, the biblical roots of the doctrine of the trinity, the attributes of God, themes of the doctrine of creation, models of creation, belief in providence and the reality of evil, the triune God and human suffering. *This course is designed for 3 units of theory for 45 hours.*

### ST503 Systematic Theology 2 (3)

Prerequisite: None

This course is to help the student gain, by his or her own efforts, a profound knowledge of the principal topics of the theology of the universal church, especially as these topics are understood in the Reformed tradition and in comparison with other contemporary theologies. *This course is designed for 3 units of theory for 45 hours.*

### ST602 Contemporary Theology (3)

Prerequisite: ST502 or ST503

This course is designed to consider developments in contemporary theology in connection with 1)the principal philosophical and social critiques of Christianity from the 19<sup>th</sup> century and 2)the 20<sup>th</sup> century internal critiques of the scope and the character of the contemporary theological project. *This course is designed for 3 units of theory for 45 hours.*

### ST604 Doctrine of God (3)

Prerequisite: ST502

A study of the triune God: the problem of God in modern theology, the biblical roots of the doctrine of the trinity, classical Trinitarian doctrine, distortions in the doctrine of God, restatement of the meaning of the doctrine of the trinity, the attributes of God, the electing grace of God. *This course is designed for 3 units of theory for 45 hours.*

### ST605 Christology (3)

Prerequisite: ST503

A study of the Person and work of Jesus Christ: problems in Christology, principles in Christology, classical affirmations of the person of Christ, classical interpretations of the work of Christ, liberation Christology, violence and the cross, the finality of Jesus Christ. *This course is designed for 3 units of theory for 45 hours.*

### ST607 Doctrine of the Holy Spirit (3)

Prerequisite: ST503

A study of the Holy Spirit and the Christian life: neglect and recovery of the doctrine of the Holy Spirit, a sketch of a theology of the Holy Spirit, the Christian life: justification, the Christian life: sanctification, the Christian life: vocation. *This course is designed for 3 units of theory for 45 hours.*

### ST609 Doctrine of Man and Sin (3)

Prerequisite: ST503

A study of humanity: interpretations of image of God, created humanity, fallen humanity including the depravity of humanity and the nature and consequences of sin, and new humanity in Christ. *This course is designed for 3 units of theory for 45 hours.*

ST701 History of Christian Doctrine (3)

Prerequisite: None

A survey of the history of Christian doctrine with an emphasis on understanding the antecedents of contemporary doctrinal problems in theology. *This course is designed for 3 units of theory for 45 hours.*

ST702 Ethics (3)

Prerequisite: None

This course is designed to introduce the basic system of ethics in a broad Christian perspective and its application to practical settings. The course will evaluate the elements and sources of Christian ethics by surveying its models drawn from biblical, historical, and contemporary ethicists and issues. *This course is designed for 3 units of theory for 45 hours.*

ST706 The Charismatic Movement (3)

Prerequisite: None

A study of the theology and experience of the charismatic movement and its effect on the body of Christ. *This course is designed for 3 units of theory for 45 hours.*

ST750 Immigration Theology (3)

Prerequisite: ST502 or ST503

A study of the theology to reflect theologically upon the meaning of the immigrant experience, and thereby articulate basic Christian doctrines and Christian practices in the immigrant context. *This course is designed for 3 units of theory for 45 hours.*

ST760 Directed Study in Systematic Theology. (3) *This course is designed for 3 units of theory for 45 hours.*

## **Church History**

CH501 Church History 1 (3)

Prerequisite: None

Major goals will include studying the formation, development and perishment of Christian Church; identifying the relation between context and doctrine; studying the tradition of Christianity under diverge political power; identifying historical events, ecclesiastical answers and missions. *This course is designed for 3 units of theory for 45 hours.*

CH502 Church History 2 (3)

Prerequisite: None

A study of reformation and modern church development including major theologians and their writings. *This course is designed for 3 units of theory for 45 hours.*

CH750 Directed Study in Church History. (3)

*This course is designed for 3 units of theory for 45 hours.*

## **Church Growth Ministry**

### PT501 Christian Worship (3)

Prerequisite: none

A study of biblical foundations, historical development, and current trends in worship. *This course is designed for 3 units of theory for 45 hours.*

### PT503 Contemporary Worship (3)

Prerequisite: none

A study of contemporary worship in various types, methods, rationale, and impacts. *This course is designed for 3 units of theory for 45 hours.*

### PT505 Homiletics 1 (3)

Prerequisite: none

This class focuses on a study of preparing sermon construction and style of delivery of the sermon. This is a basic course in the theory and practice of developing a sermon. *This course is designed for 3 units of theory for 45 hours.*

### PT506 Mission (3)

Prerequisite: none

This course examines biblical and theological foundations of mission with attention to historical, cultural, and methodological issues. *This course is designed for 3 units of theory for 45 hours.*

### PT510 Homiletics 2 (3)

Prerequisite: PT505 Homiletics 1 (3)

This class focuses on a study of preparing sermon construction and style of delivery of the sermon. This is a basic course in the theory and practice of developing a sermon. *This course is designed for 3 units of theory for 45 hours.*

### PT515 Pastoral Theology & Urban Ministry (3)

Prerequisite: none

A study of pastoral theology that will support ministry and worship in the context of urban ministry. *This course is designed for 3 units of theory for 45 hours.*

### PT604 Contemporary Apologetics (3)

Prerequisite: none

A study of apologetics to defend Gospel truth in various offenses in multiple disciplines. *This course is designed for 3 units of theory for 45 hours.*

### PT605 Evangelism (3)

Prerequisite: none

This course examines biblical foundations and different methods of evangelism and Mission. *This course is designed for 3 units of theory for 45 hours.*

### PT606 Missiology (3)

Prerequisite: none

This course examines biblical and theological foundations of mission with attention to historical, cultural, and methodological issues. *This course is designed for 3 units of theory for 45 hours.*

PT607 Pastoral Leadership (3)

Prerequisite: none

A study of theories and styles of leadership in ministry context with attention to a biblical image of leadership and service. *This course is designed for 3 units of theory for 45 hours.*

PT609 Cultural Anthropology (3)

Prerequisite: none

This course provides an introduction to the basic concepts of cultural anthropology from an overtly Christian perspective. Special attention is given to the application of these concepts in Christian mission. *This course is designed for 3 units of theory for 45 hours.*

PT610 Healthy Church & Church Growth (3)

Prerequisite: none

A survey of the biblical principles and crucial factors in church growth, including an analysis of theological, sociological, and missiological elements. *This course is designed for 3 units of theory for 45 hours.*

PT615 Evangelism Strategy (3)

Prerequisite: PT605

This course examines and exercises biblical foundations and different methods of evangelism. The students will be expected to contribute with their findings through their own research on evangelism and practice it in their own life. *This course is designed for 3 units of theory for 45 hours.*

PT617 Leadership Formation (3)

Prerequisite: none

A study of theories and styles of leadership in ministry context with attention to a biblical image of leadership and service. *This course is designed for 3 units of theory for 45 hours.*

PT618 Church & Culture in the 21<sup>st</sup> Century Context (3)

Prerequisite: none

This course begins with an introduction to the Church and Culture in a contemporary context. In this course, students will exam the critical relation between Church and culture through exploring the nature of churches and formation of churches as well as the nature of culture. *This course is designed for 3 units of theory for 45 hours.*

PT620 Hymnal and Contemporary Praises (3)

Prerequisite: none

This course aims to introduce a brief overview of the structure and content of hymnals and effective ways to use them in worship services. Also, the course will survey the effective ways to use contemporary Christian Music for music ministry. *This course is designed for 3 units of theory for 45 hours.*

PT 635 Vision & Mission of Life (3)

Prerequisite: none

An integrative study to know oneself to find out the Christian ways based on biblical foundations, especially on the study of the characters of the Bible. *This course is designed for 3 units of*

*theory for 45 hours.*

PT636 Spiritual and Psychological Gifts & Vision Formation (3)

Prerequisite: none

A study to know oneself psychologically and theologically to find out the vision of life and to find ways God-given talents fulfill the vision in spiritual and psychological aspects. *This course is designed for 3 units of theory for 45 hours.*

PT 640 Worship & Praise (3)

Prerequisite: none

A study of worship and praise for its theology, trends, designs, methods and skills, especially from an integral perspective to coordinate praises within worship setting. *This course is designed for 3 units of theory for 45 hours.*

PT650-655 Field Education 1, 2, 3, 4, 5, 6. (1)

Unique involvement of Christian services to integrate theological learning and practice at local churches or Christian service centers where students can take internship according to their major field of interest and concentration. *This course is designed for 1 units of practice for about 15-45 hours.*

PT670 Spiritual Warfare (3)

Prerequisite: CC602

This course will introduce students to spiritual warfare providing insights from the Bible, anthropology, and psychology. This course is designed to study the subject of power encounters that result from spiritual warfare as they relate to the purposes of God in the world. In both Old and New Testaments, God's activity in the world is presented in a context of the opposition between His Kingdom and that of Satan. That opposition has been and continues to be a major factor in contemporary Christianity. The course will focus on the biblical validity and contemporary relevance of spiritual power encounters in the extension of the Kingdom of God and the growth of the people of God. *This course is designed for 3 units of theory for 45 hours.*

PT750 Directed Study in Practical Theology. (3)

*This course is designed for 3 units of theory for 45 hours.*

PT790 Senior Integration Seminar (3)

Prerequisite: Seniors only

A final, integrative seminar offers students a summative and integrative experience of the formal curriculum, assessments and mentored leadership experience of each degree program. This course will provide students the opportunity to review, integrate, and reflect on curriculum and experiences of the entire program to apply in life and ministry in the core areas of the bible, theology, history and professional ministry. *This course is designed for 3 units of theory for 45 hours.*

PT801 Christian Worship (3)

Prerequisite: none

A study of biblical foundations, historical development, and current trends in worship. *This course is designed for 3 units of theory for 45 hours.*

PT806 Evangelism (3)

Prerequisite: none

This course examines biblical foundations and different methods of evangelism and Mission. *This course is designed for 3 units of theory for 45 hours.*

PT810 Homiletics 1 (3)

Prerequisite: none

A study of preparing sermon construction and style of delivery of the sermon. A basic course in the theory and practice of developing a sermon. Remedial work will be provided. *This course is designed for 3 units of theory for 45 hours.*

PT811 Homiletics 2 (3)

Prerequisite: none

Actual practice in preaching a sermon in the Seminary Chapel with constructive criticism on the part of the instructor. *This course is designed for 3 units of theory for 45 hours.*

PT812 Contemporary Apologetics (3)

Prerequisite: none

A study of apologetics to defend Gospel truth in various offenses from multiple disciplines in the postmodern world. *This course is designed for 3 units of theory for 45 hours.*

PT815 Pastoral Theology & Urban Ministry (3)

Prerequisite: none

A study of pastoral theology that will support ministry and worship in the context of urban ministry. *This course is designed for 3 units of theory for 45 hours.*

PT816 Missiology (3)

Prerequisite: none

This course examines biblical and theological foundations & practices of mission with attention to historical, cultural, and methodological issues. *This course is designed for 3 units of theory for 45 hours.*

PT817 Leadership Formation (3)

Prerequisite: none

This class is a study of theories and styles of leadership in ministry context with attention to a biblical image of leadership and service. *This course is designed for 3 units of theory for 45 hours.*

PT826 Healthy Church & Church Growth (3)

Prerequisite: none

A survey of the biblical principles and crucial factors in healthy church growth, including an analysis of theological, sociological, and missiological elements. *This course is designed for 3 units of theory for 45 hours.*

PT831 Understanding Postmodern World for Ministry (3)

Prerequisite: none

A Study of the contemporary postmodern world from a philosophical, theological, and cultural point of view for proper understanding of world and for successful ministry in the world. *This course is designed for 3 units of theory for 45 hours.*

PT835 Spiritual and Psychological Gifts and Vision (3)

Prerequisite: none

A integrative study on spiritual and psychological gifts to understand oneself and God-given talents to fulfill the vision and calling. *This course is designed for 3 units of theory for 45 hours.*

PT837 Christian Stewardship (3)

Prerequisite: none

A study of biblical stewardship: its biblical bases and its application in the Bible and in the postmodern world in the areas of the individual, family, work and church. *This course is designed for 3 units of theory for 45 hours.*

PT840 Worship & Praise (3)

Prerequisite: none

A study of worship and praise for its theology, trends, designs, methods and skills, especially from an integral perspective to coordinate praises within a worship setting. *This course is designed for 3 units of theory for 45 hours.*

PT902 Contemporary Worship (3)

Prerequisite: none

A study of contemporary worship in various types, methods, rationales, and impacts. *This course is designed for 3 units of theory for 45 hours.*

PT909 Cultural Anthropology (3)

Prerequisite: none

This course provides an introduction to the basic concepts of cultural anthropology from an overtly Christian perspective. Special attention is given to the application of these concepts in Christian mission. *This course is designed for 3 units of theory for 45 hours.*

PT916 Global Transformation & Local Evangelism (3)

Prerequisite: none

This course is intended to learn how to transform the economic recession into financial and spiritual blessings and share leader's Christian influences with other churches, companies and cities based on marketplace theology and practice. *This course is designed for 3 units of theory for 45 hours.*

PT950 Directed Study in Practical Theology. (3) *This course is designed for 3 units of theory for 45 hours.*

### **Christian Counseling**

CC503 Psychology of Religion (3)

Prerequisite: CC301

A study of religion from a psychological perspective: psychological understanding of religion and religious experiences such as conversion, concepts of forgiveness, love, spirituality, worship and maturity, etc. *This course is designed for 3 units of theory for 45 hours.*

CC504 Inner Healing (3)

Prerequisite: CC602

This course is to teach practical ministry on counseling and ministry called “inner healing” or “deep level healing.” This course will teach 1) basic concepts of inner healing and skills, 2) motivate students to begin ministry to heal through love and power of the Holy Spirit. Thus, this course will focus on spiritual, emotional and physical healing and freedom beyond cultures. Students will be able to experience and participate in actual healing ministry during and out of the class. *This course is designed for 3 units of theory for 45 hours.*

#### CC506 Christian counseling 1 (3)

Prerequisite: None

This course provides an examination of theories of counseling with an emphasis on principles and techniques integral to Christian practice of counseling. *This course is designed for 3 units of theory for 45 hours.*

#### CC602 Pastoral Counseling & Ministry (3)

Prerequisite: None

This course is designed to introduce students to the pastoral counseling field, assist with the development of principles, specific skills and competencies in counseling process, build biblical and theological foundations for pastoral counseling. In addition, students will develop theoretical and pragmatic approaches to a variety of pastoral counseling needs which include marital counseling, coping strategies, family systems development. The course provides insights for effective pastoral counseling, with the result that the students can identify basic human problems and respond appropriately through pastoral counseling. *This course is designed for 3 units of theory for 45 hours.*

#### CC 603 Crisis Counseling (3)

Prerequisite: CC602

Examines the nature and dynamics of crisis situations and presents intervention principles and procedures for ministering in these situations. *This course is designed for 3 units of theory for 45 hours.*

#### CC604 Marriage and Family counseling (3)

Prerequisite: CC602

Presents biblically oriented approaches to bring healing and wholeness to marriages and families. *This course is designed for 3 units of theory for 45 hours.*

#### CC605 Grief, Loss, Death and Dying (3)

Prerequisite: CC602

A study of counseling, theological/cultural aspects of /for those in grief, loss, death and dying. *This course is designed for 3 units of theory for 45 hours.*

#### CC606 Deep Wounds and Transformation (3)

Prerequisite: CC602

A study of human indictment and wounds from an ontological, cultural, theological, psychological perspective and biblical ways of transformation. *This course is designed for 3 units of theory for 45 hours.*

#### CC608 Premarital Counseling (3)

Prerequisite: CC602

A study of issues of premarital counseling to help students to be premarital counselors at local churches. *This course is designed for 3 units of theory for 45 hours.*

CC609 Issues on Lay Counseling (3)

Prerequisite: CC602

A study of issues of lay counselors equipping purpose and process and placement at local churches. *This course is designed for 3 units of theory for 45 hours.*

CC610 Children's and Youth's Psychology and Intervention (3)

Prerequisite: CC602

A study of Children and Youth's psychology in the multi-ethnic culture of postmodern society and ways of intervention for self Esteem. *This course is designed for 3 units of theory for 45 hours.*

CC611 Understanding of Human Beings for Ministry (3)

Prerequisite: CC602

A study of human beings from psychological, theological and cultural integrative perspectives for a holistic approach of successful ministry, education and mission. *This course is designed for 3 units of theory for 45 hours.*

CC612 Broken Family and Healing ministry (3)

Prerequisite: CC602

A study of brokenness of contemporary families, its causes and context, and ways of healing ministry in context. *This course is designed for 3 units of theory for 45 hours.*

CC701 Basic Counseling Skills 1 (3)

Prerequisite: CC602

A study of basic skills for counseling for good listening and attentive communication, which is the foundation of a counseling relationship. *This course is designed for 3 units of theory for 45 hours.*

CC702 Basic Counseling Skills 2 (3)

Prerequisite: CC602

An advanced study of basic skills for counseling for good listening and attentive Communication, which is the foundation of a counseling relationship.

CC710 Survey to Psychological Assessments and Analysis (3)

Prerequisite: CC602

This course aims to introduce students to a brief survey of various psychological instruments; and how to develop and use psychological surveys and how to analyze them into use. This course will use the Shalom Quotient and other psychological batteries like Egogram, Spiritual Wellbeing, MBTI and MMPI to understand human traits and mental and spiritual health from holistic perspectives.

CC750 Directed Study in Counseling. (3) *This course is designed for 3 units of theory for 45 hours.*

CC800 Pastoral counseling & Ministry (3)

Prerequisite: None

This course provides an examination of theories of counseling with an emphasis on principles and techniques integral to pastoral practice of counseling. *This course is designed for 3 units of theory for 45 hours.*

CC 803 Crisis counseling (3)

Prerequisite: None

Examines the nature and dynamics of crisis situations and presents intervention principles and procedures for ministering in these situations. *This course is designed for 3 units of theory for 45 hours.*

CC804 Marriage and Family counseling (3)

Prerequisite: None

Presents biblically oriented approaches to bring healing and wholeness to marriages and families. *This course is designed for 3 units of theory for 45 hours.*

CC 805 Grief, Loss, Death and Dying (3)

Prerequisite: None

A study of counseling, theological/cultural aspects of /for those in grief, loss, death and dying. *This course is designed for 3 units of theory for 45 hours.*

CC806 Deep Wounds and Transformation (3)

Prerequisite: None

A study of human indictment and wounds from an ontological, cultural, theological, psychological perspective and biblical ways of transformation. *This course is designed for 3 units of theory for 45 hours.*

CC808 Premarital Counseling (3)

Prerequisite: None

A study of issues of premarital counseling to help students to be premarital counselors at local churches. *This course is designed for 3 units of theory for 45 hours.*

CC809 Issues on Lay Counseling (3)

Prerequisite: None

A study of issues of lay counselors equipping purpose and process and placement at local churches. *This course is designed for 3 units of theory for 45 hours.*

CC810 Children's and Youth's Psychology and Intervention (3)

Prerequisite: None

A study of Children and Youth's psychology in the multi-ethnic culture of postmodern society and ways of intervention for self esteem. *This course is designed for 3 units of theory for 45 hours.*

CC811 Broken Family and Healing ministry (3)

Prerequisite: None

A study of brokenness of contemporary families, its causes and context, and ways of healing ministry in context. *This course is designed for 3 units of theory for 45 hours.*

CC813 Psychology of Religion (3)

Prerequisite: None

A study of religion from a psychological perspective: psychological understanding of religion and religious experiences such as conversion, concepts of forgiveness, love, spirituality, worship and maturity, etc. *This course is designed for 3 units of theory for 45 hours.*

### CC908 Understanding of Human Beings for Ministry (3)

Prerequisite: None

A study of human beings from a psychological, theological and cultural integrative perspective for a holistic approach of successful ministry, education and mission. *This course is designed for 3 units of theory for 45 hours.*

### CC909 Crisis Counseling (3)

Prerequisite: None

A study of psychological understanding and counseling method on crisis of the individual, family and church. *This course is designed for 3 units of theory for 45 hours.*

### CC922 Christian Counseling & Ministry (3)

Prerequisite: None

This course is designed to introduce students to the pastoral counseling field, assist with the development of principles, specific skills and competencies in counseling process, build biblical and theological foundations for pastoral counseling. In addition, students will develop theoretical and pragmatic approaches to a variety of pastoral counseling needs which include marital counseling, coping strategies, family systems development. The course provides insights for effective pastoral counseling, with the result that the students can identify basic human problems and respond appropriately through pastoral counseling. *This course is designed for 3 units of theory for 45 hours.*

### CC950 Directed Study in Counseling (3)

## **Christian Education**

### CE500 Theological English (3)

Prerequisite: None

This course is to learn all pertinent terms associated with theology and to develop one's abilities in reading English textbooks in the various fields of theology. *This course is designed for 3 units of theory for 45 hours.*

### CE501 Principles of Teaching (3)

Prerequisite: CE305

A study of the complexities of teaching with attention to methods of teaching and effective interaction with students. *This course is designed for 3 units of theory for 45 hours.*

### CE502 Small Group Bible Study (3)

Prerequisite: CE201

A class that helps students to be familiar with ways of small group Bible study using inductive study paradigms with a study of group dynamics. *This course is designed for 3 units of theory for 45 hours.*

### CE602 Christian Education (3)

Prerequisite: None

A study of educational philosophies with an emphasis on promoting Christian growth through educational planning and evaluation. *This course is designed for 3 units of theory for 45 hours.*

CE605 Children Ministry (3)

Prerequisite: None

An exploration of the theories and practices of ministry directed toward children with an emphasis on the developmental and cultural dynamics of childhood. *This course is designed for 3 units of theory for 45 hours.*

CE606 Youth Ministry (3)

Prerequisite: None

A thorough study of the Scriptures is involved in this class as it relates to the needs of young people. Contemporary methods of youth ministry will be analyzed. *This course is designed for 3 units of theory for 45 hours.*

CE611 Christian Education & Ministry (3)

Prerequisite: None

A study of educational theories, developments, and applications on educational ministry church setting. *This course is designed for 3 units of theory for 45 hours.*

CE612 Christian Education & Ministry 2 (3)

Prerequisite: CE611

A deep study of educational theories, developments, and applications on educational ministry church setting. *This course is designed for 3 units of theory for 45 hours.*

CE700 Cell Group Ministry (3)

Prerequisite: None

A study of cell group ministry and its philosophy, psychology, and group dynamics in the early church and postmodern context as well as ways to apply it at local churches. *This course is designed for 3 units of theory for 45 hours.*

CE701 Discipleship (3)

Prerequisite: None

A study of the biblical principles and contemporary issues of disciple-making with attention to evaluating existing programs of discipleship. *This course is designed for 3 units of theory for 45 hours.*

CE702 Age, Gender and Need Oriented Small Groups (3)

A class to explore various small groups to fit age, gender appropriate small groups and need oriented small groups. *This course is designed for 3 units of theory for 45 hours.*

CE715 Bible Study Methods (3)

Prerequisite: None

This course will not only teach the essentials of inductive Bible study methods, but will present the techniques using new modes of communication. *This course is designed for 3 units of theory for 45 hours.*

CE750 Directed Study in Christian Education. (3) *This course is designed for 3 units of theory*

for 45 hours.

CE800 Theological English (3)

Prerequisite: None

This course is to learn all pertinent terms associated with theology and to develop one's abilities in reading English textbooks in the various fields of theology. *This course is designed for 3 units of theory for 45 hours.*

CE801 Discipleship (3)

Prerequisite: None

A study of the biblical principles and contemporary issues of disciple-making with attention to evaluating existing programs of discipleship. *This course is designed for 3 units of theory for 45 hours.*

CE802 Christian Education (3)

Prerequisite: None

A study of educational philosophies with an emphasis on promoting Christian growth through educational planning and evaluation. *This course is designed for 3 units of theory for 45 hours.*

CE803 Youth Ministry (3)

Prerequisite: None

A thorough study of the Scriptures is involved in this class as it relates to the needs of young people. Contemporary methods of youth ministry will be analyzed. *This course is designed for 3 units of theory for 45 hours.*

CE811 Christian Education & Ministry (3)

Prerequisite: None

A study of educational theories, developments, and applications on educational ministry church setting. *This course is designed for 3 units of theory for 45 hours.*

CE900 Principles of Teaching (3)

Prerequisite: None

A study of the complexities of teaching with attention to methods of teaching and effective interaction with students. *This course is designed for 3 units of theory for 45 hours.*

CE903 Cell Group Ministry (3)

Prerequisite: None

A study of cell group ministry and its philosophy, psychology and group dynamics in the early church and postmodern context as well as ways to apply it at local churches. *This course is designed for 3 units of theory for 45 hours.*

CE904 Age, Gender and Need Oriented Small Groups (3)

Prerequisite: None

A class to explore various small groups to fit age, gender appropriate small groups and need oriented small groups. *This course is designed for 3 units of theory for 45 hours.*

CE905 Small Group Bible Study (3)

Prerequisite: None

A class that helps students to be familiar with ways of small group Bible study using inductive

study paradigms with a study of group dynamics. *This course is designed for 3 units of theory for 45 hours.*

#### CE915 Bible Study Methods (3)

Prerequisite: None

This course will not only teach the essentials of inductive Bible study methods, but will present the techniques using new modes of communication. *This course is designed for 3 units of theory for 45 hours.*

#### CE950 Directed Study in Christian Education (3)

## Nursing

#### NR 101 Foundations of Nursing (4)

This course provides an introduction to nursing and the roles of the nurse, the nursing process, critical thinking, knowledge and basic skills necessary to administer beginning level assessment and interventions (procedures) for adults. The emphasis is on health promotion in wellness settings. Clinical experiences will provide opportunities for students to participate in therapeutic activities in a variety of health settings that focus on health maintenance and promotion. *It may be taken concurrently with Pharmacology and prior to Medical-surgical Nursing I.* The course is designed for 4 Units: 2.0 units of Theory – 30 Hours and 2.0 units of Clinical = 90 Hours.

#### NR 102 Pharmacology (2)

The course provides nursing students with a methodical approach for calculating medication dosages and administering drugs. Content includes general principles of pharmacology, legal, ethical, and safety aspects of medication administration. Drug information includes pharmacotherapeutics, pharmacodynamics, pharmacokinetics, contraindications and precautions, adverse effects and drug interactions, as well as patient variables such as health status, life span and gender, diet, lifestyle and habits, environment, and culture in relationship to drug therapy. Emphasis is placed on nursing responsibilities such as maximizing therapeutic effects and minimizing adverse effects of drug therapy, appropriate patient, and family teaching, and ongoing assessment of the patient. The course is designed for 2.0 units = 30 hours.

#### NR 103 Medical Surgical Nursing I (3.5)

Introduction to concepts and practices as they related to the non-critical young adult through geriatric adult in the medical surgical environment. Through utilization of the nursing process, the student will begin to recognize alterations in functioning or illness and formulate age-appropriate nursing interventions. Selected psychomotor skills associated with the basic needs, medication administration and intravenous therapy will be studied and practiced. Introductions to Medical Surgical Nursing I introduces the first year nursing student to concepts and practices as they related to the adult patient in the Medical Surgical environment. *Prerequisite : Completion of Fundamentals of Nursing and Pharmacology.* The course is designed for 3.5 units: 2.0 units of theory = 30 hours and 1.5 units of clinical = 67.5hours.

### NR 104 Role Transition (3)

This course focuses on role transition for the LVN student to the role of Associate Degree Nursing Student and for the advanced placement student transitioning from other ADN Programs. The role of the nurse as manager of care, provider of care, teacher, and professional competencies will be explored at the advanced beginner level. Placement in curriculum: *It is recommended that this course be completed prior to the first course of the established ADN curriculum required to be taken by the LVN and/or advanced placement student.* Units: 3.0 units; 2 units of theory = 30 hours and 1 unit of clinical = 45 hours.

### NR130 Fundamentals of Nursing (8)

Introduction to basic procedures and treatments in the practice of vocational nursing. *Placement in curriculum: First semester of VN program. Taken concurrently with NR 131 & NR140. The course is designed for 8 units of theory. 120 hours.*

### NR 131 Fundamentals of Nursing, Clinical (6)

This course provides demonstrations, supervision, and practice for the student to master fundamental nursing skills. *Placement in curriculum: First semester of VN program. Taken concurrently with NR 130 & NR140. The course is designed for 6 units of clinical. 240 hours.*

### NR140 Pharmacology I (2)

A beginning course in pharmacology. Elementary use of drug formulas, conversions, and dosage forms. *Placement in curriculum: First semester of VN program. Taken concurrently with NR 131 & NR131. The course is designed for 2 units of theory. 30 hours.*

### NR142 Pharmacology II (2)

Fundamental principles of drug action, the application of specific drugs in the treatment of disease, and the appropriate nursing actions to maximize the desired outcome of therapy. *Placement in curriculum: Second semester of VN program. Taken concurrently with NR 160, NR161 & NR150. The course is designed for 2 units of theory. 35.5 hours.*

### NR143 Pharmacology III (2)

Lectures and discussions in scientific pharmacology. All aspects of the study of drug will be covered, but the course will concentrate on the scientific aspects of the pharmacology of neurohumoral transmission, mathematics of pharmacology, cardiovascular and clinical pharmacology, and to a lesser extent on the pharmacology of various organs and tissues. *Placement in curriculum: Third semester of VN program. Taken concurrently with NR 162, NR163 & NR152. The course is designed for 2 units of theory. 37.5 hours.*

### NR150 Anatomy & Physiology I (2)

This course is designed to provide the student with a basic understanding and study of the anatomical and physiological functions of the body systems. Focused body systems in this course include fluid/electrolytes balances, integumentary system, cardiovascular system, endocrine system, blood/lymphatic system, and respiratory system. *Placement in curriculum: Second semester of VN program. Taken concurrently with NR 160, NR161 & NR152. The course is designed for 2 units of theory. 30 hours.*

### NR152 Anatomy & Physiology II (2)

This course is designed to provide the student with a basic understanding and study of the anatomical and physiological functions of the body systems. Focused body systems in this course include musculo-skeletal system, neurological system, sensory system, gastrointestinal system, urological system, reproductive system, and AIDS.

*Placement in curriculum: Third semester of VN program. Taken concurrently with NR 162, NR163 & NR143. The course is designed for 2 units of theory. 30 hours.*

#### NR154 Obstetrical Nursing (2)

Introduction to the basic needs of pre-natal, laboring, delivery mother and post-natal patient with emphasis on the practice an application of knowledge and proper care in obstetrical nursing. Deviations from norms are presented in all aspects of the prenatal period for mother and infant with common interventions.

*Placement in curriculum: Fourth semester of VN program. Taken concurrently with NR178. The course is designed for 2 units of theory. 30 hours.*

#### NR160 Medical-Surgical Nursing I (6)

Nursing care of on surgical patient, patients with fluid/electrolyte imbalance, immobility, and pain. Other focused disorders include endocrine, integumentary, cardiovascular, blood/lymphatic, respiratory systems. Theoretical and practical application of nursing care.

*Placement in curriculum: Second semester of VN program. Taken concurrently with NR 142, NR150 & NR161. The course is designed for 6 units of theory. 84.5 hours.*

#### NR161 Medical-Surgical Nursing I, Clinical (6)

Introduction to the hands-on care of the patients with medical/surgical disorders. Emphasis are on surgical patient, patients with fluid/electrolyte imbalance, immobility, and pain. Other focused disorders include endocrine, integumentary, cardiovascular, blood/lymphatic, respiratory systems. *Placement in curriculum: Second semester of VN program. Taken concurrently with NR 142, NR150 & NR160. The course is designed for 6 units of clinical. 240 hours.*

#### NR162 Medical-Surgical Nursing II (6)

Nursing care of patients to meet physical and psychological needs of the patients with selective body system disorders which include: musculo-skeletal, neurological, gastrointestinal, urological, and reproductive.

*Placement in curriculum: Third semester of VN program. Taken concurrently with NR 152, NR163 & NR143. The course is designed for 6 units of theory. 82.5 hours.*

#### NR163 Medical-Surgical Nursing II, Clinical (6)

The practice and application of nursing care and knowledge to meet physical and psychological needs of the patients with selective body system disorders. The focused body systems include: musculo-skeletal, neurological, gastrointestinal, urological, and reproductive.

*Placement in curriculum: Third semester of VN program. Taken concurrently with NR 152, NR162 & NR143. The course is designed for 6 units of clinical. 240 hours.*

#### NR170 Pediatric Nursing (3)

This course covers normal and abnormal conditions of the child from infancy through adolescence. It includes pediatric nursing experience in a local hospital, day care center, and/or clinic.

*Placement in curriculum: Fourth semester of VN program. Taken concurrently with NR178. The course is designed for 3 units of theory. 48 hours.*

#### NR172 Nursing Leadership and Supervision (2)

Teaches advanced nursing students the theory needed to perform skills and procedures used by nursing team leaders in a clinical setting.

*Placement in curriculum: Fourth semester of VN program. Taken concurrently with NR178. The course is designed for 2 units of theory. 35 hours.*

#### NR174 Mental Health (Hospice/ Health Care) (3)

This course provides basic nursing knowledge of mental health nursing, rehabilitation, hospice nursing, and home care. Discussions of these subjects include proper nursing care, research based treatment trends, and client teaching skills.

*Placement in curriculum: Fourth semester of VN program. The course is designed for 3 units of theory. 45 hours.*

#### NR 178 Pediatric Maternity Leadership & Supervision, Clinical (6)

Instructor directed clinical experiences are offered in hospitals and community health care agencies where maternal-child care is provided to a culturally diverse population with emphasis on a holistic, collaborative model approach to providing nursing care. In addition, critical thinking skills are emphasized and outcomes are measured using the Nursing Process.

*Placement in curriculum: Fourth semester of VN program. Taken concurrently with NR154, NR170. The course is designed for 6 units of clinical. 234 hours.*

#### NR 201 Medical/Surgical Nursing II (4)

Medical Surgical Nursing II develops the first year nursing student's knowledge and skills as they relate to the adult non-critical moderately complex medical-surgical patient. Through utilization of the nursing process, the student will recognize alterations in functioning or illness and formulate age-appropriate nursing interventions. Psychomotor skills associated with moderately complex needs, medication administration and intravenous therapy will be studied and practiced. The impact of multiple nursing diagnoses on patient outcomes will be introduced. Student must complete Fundamentals of Nursing, Pharmacology and Medical Surgical Nursing I before taking sequencing Medical Surgical Nursing II. The course is designed for 4 units: 2units of theory = 30 hours and 2units of clinical = 90 hours.

#### NR 202 Obstetrics/Maternity Nursing (3)

This course focuses on integration and application of the nursing process as it relates to the nursing care of child bearing cycle and neonatal care. Emphasis is on the concepts and skills related to age-appropriate family centered care. Clinical experiences will provide opportunities for students to participate in therapeutic activities in a variety of obstetric and neonatal pediatric setting. *Prerequisite: Completion of Foundations of Nursing, Medical Surgical Nursing I, and Pharmacology before taking this course.* And it may be taken concurrently with Medical Surgical Nursing II. The course will be provided in the 2<sup>nd</sup> year nursing course. The course is designed for 3.0 units: 1.5 units of theory—22.5 hours and 1.5 units of clinical—67.5 hours.

#### NR 203 Pediatric Nursing (3)

This course focuses on integration and application of the nursing process as it relates to the nursing care of children and their families. Emphasis is on the concepts and skills related to age-appropriate family centered care. Clinical experiences will provide opportunities for students to participate in therapeutic activities in a variety of pediatric setting. *Prerequisite: complete Foundations of Nursing, Introduction to Medical Surgical Nursing I, and Pharmacology.* Taken

*concurrently with NR 301. The course is designed for 3 units: 1.5 units of theory = 22.5 hours and 1.5 units of clinical = 67.5 hours.*

#### NR 301 Medical/Surgical Nursing III (4.5)

In Medical Surgical Nursing III, the student will synthesize and correlate nursing knowledge and skills in providing care to multiple patients who have complex, multi-system illnesses. Focus will be for the students to predict patient needs and priorities, and evaluate outcomes on care. Associated psychomotor skills will be integrated and practiced. *Prerequisite: complete Pharmacology, Medical Surgical Nursing I, and Medical Surgical II.* The course is designed for 4.5 units: 2.0 units of theory = 30 hours and 2.5 units of clinical = 112.5 hours.

#### NR 302 Psychiatric Mental Health Nursing (3)

The course provides an introduction to Mental Health Psychiatric Nursing using the nursing process to promote psychosocial integrity within the context of the health illness continuum across the life span. Emphasis is on therapeutic interactions and communications, bio-psychosocial rehabilitation and therapeutic use of self. Clinical experiences will provide opportunities for students to participate in therapeutic activities in a variety of mental health settings. *Prerequisites: Medical Surgical Nursing I & II and Pharmacology, Co-requisite: Medical Surgical Nursing III, Placement in curriculum: 2<sup>nd</sup> year nursing, Units: 3 Units: 1.5 units of Theory – 24 Hours and 1.5 units of Clinical – 67.5 Hours.*

#### NR 310 Health Assessment (3)

This course provides enhancing the student's comprehensive health assessment skills. Using a lifespan approach, the student examines the components of health and healthy lifestyle. Physical, cultural, psychosocial, spiritual and nutritional variables are examined within the context of health history and health assessment. Emphasis is placed on diagnostic reasoning and the use of the nursing process to develop a plan of care which addresses health promotion and lifestyle altering activities. Alternative and complementary health practices are discussed as strategies to improve and maintain healthy lifestyles. Students should complete Human Growth & Development & pharmacology taking sequencing Health Assessment. *It is recommended that this course be completed in the second course of the established ADN curriculum required to be taken by the ADN and/or advanced placement student.* This course is designed for 2.5 units: 37.5 Hours and 0.5 units of Lab-22.5Hours.

#### NR340 Research in Nursing (3)

This course is designed to increase the professional nurse's knowledge of the research process. Emphasis is placed on reading, interpreting and evaluating research findings as a basis for evidence based practice in nursing. Ethical principles in research are explored. *Prerequisites: MATH301 Statistics, Co-requisite: NR430 & NR360 for RN to BSN Program.* The course is designed for 3.0 units of theory are 45 hours.

#### NR360 Healthcare Ethics and Christian Nursing (3)

This course examines humanitarian aims and scientific principles that underpin professional nursing. The course explores nursing phenomena in relation to complex adaptive systems theories. Nursing philosophy and praxis are compared with other ways of knowing and being-in-the-world. This course studies the philosophical, legal, and medical perspectives of such moral issues as euthanasia, abortion, eugenics, and behavior control. No prerequisite requires as mastery level. *Co-requisite: NR430 & NR340 for RN to BSN Program.* The course is designed for 3.0 units of theory are 45 hours.

#### NR400 Introduction to Professional Holistic Nursing (3)

This course introduces professional nurses to the historical foundations and theory surrounding holistic nursing practice. The students will be exposed to and explore the diverse, alternative practice modalities available to augment patient comfort and healing from Christian worldview. No prerequisite requires as mastery level. Co-requisite: NR410 & NR460 for RN to BSN Program. The course is designed for 3.0 units of theory are 45 hours.

#### NR 401 Medical/Surgical Nursing IV (5)

Medical Surgical Nursing IV focuses on advanced application of the nursing process in the care of critically ill adult and geriatric patients. The student will organize and discriminate data to establish priorities of care. Correlated clinical experiences emphasize refinement of clinical decision making, psychomotor skills and management of patient care in professional nursing practice. Completion of Foundations of Nursing, Pharmacology, Medical Surgical Nursing I, II and III before taking sequencing Medical Surgical Nursing IV. The course is designed for 5 units: 2 units of theory = 30 hours and 3units of clinical and preceptorship = 135 hours. *Taken concurrently with NR 403.*

#### NR 402 Geriatrics/Community Health Nursing (3)

This course builds on previous medical-surgical knowledge and skills in applying the nursing process focusing on the older adult living in the community. Throughout the course gerontological nursing theory is incorporated. Emphasis will be on lifestyle and physical changes that occur with aging, the process of initiating health referrals for the older adult, and the outcome criteria for evaluating the aging individual's response to teaching and learning. The student will also explore interventions to increase the older adult's functional abilities. This course emphasis the professional role of the nurse in assisting older adults in locating and utilizing appropriate community resources. Skills will be fostered in the area of management, quality assessment and the nurse as a change agent. Value systems, self-analysis and health care team collaboration related to interacting with the gerontological population will be explored along with personal professional developmental issues. Completion of sequencing pre-requisites, all nursing courses except for Medical-Surgical IV – Preceptorship – Leadership which may be taken concurrently. The course is designed for 3 Units: 1.5 Unit of Theory – 22.5 hours and 1.5 Unit of Clinical – 67.5 Hours.

#### NR 403 Leadership & Professional Role Transition (2)

This course will draw upon knowledge from both first and second year courses and introduce professional development concepts aimed at student transition into the practice environment. As such students are required to consider, value and interpret practice through exploration of how knowledge is used to inform professional practice issues, problems and incidents. Critical skills be developed by students through the process of critical reflection. As such, concepts covered during the semester will be analyzed through a critical reflective framework which will be applied to practice and professional development situations. The course content will expand the ethic-legal aspects of nursing practice introduced in previous courses. Concepts include ethical decision making, 'Code of Conduct' and the legal parameters for nurses in clinical practice. In additional, perspectives of transition to professional practice will be discussed and analyzed. Concepts include, work expectations, role conflict, Scope of Practice, role conflict, and role boundaries, reflection on practice, 'Caring for Self', the role of the nurse in health care, developing a professional portfolio and strategies to support lifelong learning. *Leadership*

*Clinical portion will be done concurrently done with NR 401, MS IV clinical.* The course is designed for 2.0 units: 1.5 units of theory = 22.5 hours and 0.5 units of clinical = 22.5hours.

#### NR 410 Transcultural Nursing (3)

Introduction to concepts and theories relevant to healthcare for diverse populations.

Diversity is examined relative to social organization, roles and expectations, and communication patterns and values/beliefs underlying health-illness behaviors between western and non-western cultures. No prerequisite requires as mastery level. Co-requisite: NR400 & NR460 for RN to BSN Program. The course is designed for 3.0 units: 3.0 units of theory = 45 hours.

#### NR420 Leadership and Management in Nursing (3)

The focus of this course is the development of leadership and management skills needed by the RN for the practice of professional nursing. Theories and concepts essential to the role of the nurse as a leader and manager in a changing healthcare delivery system in a variety of community and healthcare settings are explored. No prerequisite required as mastery level. *Co-requisite:* NR441 & NR442 for RN to BSN Program. The course is designed for 3.0 units of theory = 45 hours.

#### NR 430 Physical Assessment (3)

This course focuses on enhancing the student's comprehensive health assessment skills. Using a lifespan approach, the student examines the components of health and healthy lifestyle. Physical, cultural, psychosocial, spiritual and nutritional variables are examined within the context of health history and health assessment. Emphasis is placed on diagnostic reasoning and the use of the nursing process to develop a plan of care which addresses health promotion and lifestyle altering activities. Alternative and complementary health practices are discussed as strategies to improve and maintain healthy lifestyles. Co-requisite: NR430 & NR360 for RN to BSN Program. This course is designed for 2.5 units: 37.5 Hours and 0.5 units of Clinical-22.5Hours.

#### NR441 Theory in Community Health Nursing (4)

Community Health Nursing focuses on population health and application of the principles of primary health care, the strategies of health promotion, and epidemiology concepts when nursing individuals, families, groups, aggregates, and communities. Professional, legal/ethical, economic, cultural, and environmental issues as they apply to community health nursing are examined. No prerequisite requires as mastery level. Co-requisite NR 420 & NR442 for RN to BSN Program. The course is designed for 4.0 units: 4.0 units of theory =60 hours.

#### NR442 Practice in Community Health Nursing (3)

The course provides is a practice component. The preceptorship is designed to facilitate integration of knowledge about the activities, roles, and responsibilities of community health nurses. The ability to prevent disease, maintain well being and promote health through organized community effort is derived from public health. This course also recognizes that community health practice is responsible to the community as client with services provided to individuals, families and groups to promote health and prevent disease. Also, students will have an opportunity to participate in any components of their community health experience. Students will apply knowledge and skills from nursing and public health sciences to expand their understanding of caring for a community's health. The various community health organizations will be primary focus of this clinical. Thus, there are two practicum purposes for students to complete in the program: one in community health nursing and the other in health care leadership and management.

Co-requisite NR 420 & NR441 for RN to BSN Program. The course is designed for 3.0 units: 3.0 units of clinical =135 hours.

#### NR460 Health Policy (3)

This course provides students with a platform to understand how health policy is initiated, formulated and implemented in the United States. A comprehensive model of policy making is introduced and core elements of health policy analysis are used to realize how politics, ethics and the economic, social and cultural landscape influence policy making. Key healthcare trends, forces and issues that shape health policy are emphasized, and the role of the profession of nursing and the individual nurse in policy making is explored. No prerequisite requires as mastery level. Co-requisite NR 400 & NR410 for RN to BSN Program. The course is designed for 3.0 units: 3.0 units of theory =45 hours

# Personnel Information

## Board of Directors

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***Bum Do Jeon***

Professor, School of Music, Busan Silla University, Busan, Korea

## **Administration and Staff**

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