



PIEDMONT UNIVERSITY CATALOG

10900 South Vermont Avenue • Los Angeles, CA 90044 • 323-777-5269 • www.piedmontuniversity.ac

Degree Programs

▪ **School of Theology**

Bachelor of Arts in Theology

▪ **School of Missiology**

Master of Arts in Missiology

▪ **School of Church Music**

Master of Arts in Church Music

▪ **School of Asian Medicine**

Master of Science in Acupuncture & Asian
Medicine

▪ **School of Ministry**

Doctor of Ministry

Non-Degree Programs

▪ **School of Preschool**

Certificate of Preschool Director
Certificate of Preschool Teacher

▪ **Piedmont Learning Institute**

Diploma English as a Second Language
Certificate of TESOL
Certificate in American Business Culture
And English



2012-2013

A MESSAGE FROM THE PRESIDENT OF PIEDMONT UNIVERSITY

“GO FORTH”



Piedmont University has been established with a vision to equip and enable the students to be effective in accomplishing the mission of God in and through their life. Our vision rests on three points: passion, preparation, and participation. First of all, we want the students to possess a passionate love for God and His Word. Our training at Piedmont will build you up and grow your love for God while deepening your understanding of God's Word. Piedmont University will mould you in your Christian commitment and character to become a good ambassador for Christ. Secondly, our quality training will prepare you for a fruitful ministry in the local church and in diverse ministry organizations around the world. Piedmont will provide you the focus, the direction, and the needed tools in your preparation. We are committed to the core Christian values and academic excellence in all of our training programs. Thirdly, we want you to come to Piedmont University to be equipped to “Go Forth” to participate in the mission of God. Because we believe God wants you to “move forward” in your life in faith and obedience. Our God is actively engaged in calling and commissioning His people to “Go Forth” in His mission. We believe that Piedmont University is privileged to be a part of God's mission program. We want to help you to “Go Forth” according to God's purpose and plan for your life.

May God bless you and make you a blessing to those around you.

Yours in His mission,

A handwritten signature in black ink, appearing to read "W. Stinde". The signature is stylized and written over a light blue horizontal line.

Dr. William Stinde, Ph.D., C.F.M

President Emeritus

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Piedmont University

As a prospective student, Piedmont University encourages you 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.

The Piedmont University Catalog is published annually. Recognizing that funding, policies, personnel and curriculum may change, Piedmont University reserves the right to change, without prior notice, academic programs, courses, faculty, fees, policies and the academic calendar regulating admissions, registration, graduation and any other matters affecting the student body.

In meeting its professional educational requirements, Piedmont University is committed to its obligation to maintain a healthy environment commensurate with the standards set by federal, state or local regulatory agencies in the normal operations of its classrooms, laboratories, clinics and research facilities.

Piedmont University is an equal opportunity institution. We do not discriminate in matters of employment or participation in programs, services or benefits on the basis of gender, race, colors, religion, national origin, age or sexual orientation, disability or veteran status. Our programs, services and facilities are accessible to disabled individuals. Please contact the university in advance if you require special accommodation due to disability.

The California Association of Private Post-secondary Schools has approved Piedmont University.

Accreditation

Piedmont University had received a temporary approval to operate from the Bureau for Private Postsecondary Education. **"This institution's application for approval to operate has not yet been reviewed by the Bureau for Private Postsecondary Education."**(BPPE: School Code-3014181, Education Code Section 94900).

ACADEMIC CALENDAR 2012-2013

Dates are subject to change. Refer to schedule of classes for recent changes related to holiday observances, registration deadlines, and graduation ceremonies. This is not to be construed as an employee work calendar. For purposes of degree evaluation, the academic year is defined as: fall, winter, spring, and summer terms/quarters.

Applications will be accepted for entry into programs until capacity is reached up to the beginning of the term/quarter.

Fall Quarter, 2012	
Student registration and orientation	Sep. 24 – Sep. 28
Beginning of Term and first day of classes	Oct. 1
Last day to add class or register late	Oct. 5
Last day to drop classes	Oct. 19
Veteran's day – Academic Holiday	Nov. 9
Thanksgiving Day – Academic Holiday	Nov. 22 & 23
Last day of classes	Dec. 7
Final examinations	Dec. 10–Dec. 14
End of term	Dec. 14
Winter Quarter, 2012	
New Year's Day – Academic Holiday	Jan. 1
Student registration and orientation	Jan. 2 – Jan. 4
Beginning of Term and first day of classes	Jan. 7
Last day to add classes or register late	Jan. 11
Martin Luther King Day – Academic Holiday	Jan. 21
Last day to drop classes	Jan. 25
President's Day – Academic Holiday	Feb. 18
Last day of classes	Mar. 15
Final examinations	Mar. 18– Mar. 22
End of term	Mar. 23
Spring Quarter, 2013	
Student registration and orientation	Mar. 25– Mar 29
Beginning of Term and first day of classes	Apr. 1
Last day to add class or register late	Apr. 5
Last day to drop classes	Apr. 19
Memorial Day – Academic Holiday	May.27
Last day of classes	Jun. 7
Final examinations	Jun. 10 – Jun. 14
End of term	Jun. 14
Graduation Day	Jun. 22
Summer Quarter, 2013	
Student registration and orientation	Jun. 24– Jun. 28
Beginning of Term and first day of classes	Jul. 1
Independence Day – Academic Holiday	Jul. 4

Last day to add class or register late	Jul. 5
Last day to drop classes	Jul. 19
Labor Day – Academic Holiday	Sep. 2
Last day of classes	Sep. 6
Final examinations	Sep. 9 – Sep. 13
End of term	Sep. 13

INFORMATION AND POLICIES

Policies and Procedures

The policies and procedures stated below are general University policies or, in cases where appropriate, each school is closely modeled on and in full accord with general PIEDMONT UNIVERSITY policies.

Piedmont University Mission Statement

Piedmont University's mission is to train men and women for both professional and lay ministries to the local church, the larger community of believers that comprise the Christian church and to serve humanity's needs through ministry. Piedmont University has been established with a vision to equip and enable the students to become an effective, educated citizen:

- To learn to engage in critical thinking, we seek to teach the student how to think not what to think.
- We strive to equip the student with the knowledge and skills to fully analyze each situation to insure that the chosen solution will impact a challenge with a solution that fully address the concern with the desired outcome, and mitigating any possible unforeseen consequences when developing a creative and innovative solution.
- Be equipped with your Piedmont education to "Go Forth" and make the World a much better place for all of humanity.
- It is the mission of Piedmont University to provide opportunities for students to achieve their educational and career goals.
- This mission is achieved through the delivering of high quality graduate-level degree programs to qualified students across the globe.
- Piedmont University offers a student-centered and diverse learning environment through both on-ground and remote settings.
- Piedmont University educational program is designed not only for students to learn, but to lead them to positions in their trade of study. For Asian Medicine Piedmont University does not provide licensing, but offer courses to help them become educated in the curriculum. The CA Board does provide licensing upon passing the exam.
- Appropriate and give witness to a Christian world view.
- Provide a safe and challenging environment for students to grow and learn beyond their current curiosities and understandings of the world and the people that live in it, their education, and life.

Piedmont University includes in its ranks faculty with demonstrable ability in their areas of expertise. These faculty members are also knowledgeable in other areas, which enable them to offer a wide range of life experiences to make the student's education grounded in the real world as well as theory.

Purpose

Piedmont University is intent on helping students prepare themselves to pursue their careers and become leaders in their communities. It is the goal of Piedmont University to provide comprehensive education, as well as, professional training. Piedmont University hopes to engage students and prepare them to “Go Forth” to where God leads and works. Piedmont seeks to offer its training to those who wish to minister within evangelical Christian ministries. Piedmont believes that its theological perspective, while representing a decidedly evangelical Christian perspective, will benefit believers with a total Christian worldview. The Preschool Director/Teacher Program and the School of Asian Medicine’s Master of Science Program at Piedmont University are designed to lead to positions in a profession, occupation, trade, or career field. Therefore, Piedmont provides the following list of the requirements for eligibility in the appropriate school section of the Catalog. Other fields of study at Piedmont University are currently not designed to lead to positions in a profession, occupation, trade, or career field requiring licensure in the state. Therefore, Piedmont University cannot provide licensure and requirement details regarding those fields of study at this time. The School of Asian Medicine’s Master of Science Program currently cannot provide licensure; Piedmont must first obtain approval from the Bureau for Private Postsecondary Education prior to being able to do so. A list of requirements is noted in the Notice Regarding Licensure section. Piedmont University hopes to provide licensure information and additional requirement details for all studies in the near future.

Objectives

Piedmont University seeks to produce men and women who are:

1. Earnest Christians who are personally equipped with the substance of Christ for service to the Christian community and society at large.
2. Knowledgeable in the Word of God and in Biblical studies.
3. Competent in their field of study.
4. Committed to their calling in ministry.
5. Committed to the development of their spiritual gifts through their lifelong ministry.
6. Academically credible and proficient regarding Christian theology.
7. Reasoned apologists for the Gospel to the non-Christian community.

Facility/Equipment

Piedmont University facility includes the main campus in Los Angeles and the Learning Center in Torrance. The main campus is located at 10900 South Vermont Avenue Los Angeles, CA 90044. The other site, the Learning Center is located at 17002 Prairie Avenue Torrance, CA 90504. The main facility is at the heart of the diverse community of Los Angeles and is also situated close to the Los Angeles Airport.

The Torrance site has a total number of 12 offices and lecture rooms including the sanctuary and the library.

The lecture rooms are equipped with tables and desks for the students. The lecture/classrooms are spacious and air-conditioned. There are fans also available to be placed in rooms during the summer, or in hot weather. Majority of the lecture rooms have a white board and markers for instruction. Some of the classrooms in addition to this have a podium or projector. Piedmont University also has space dedicated so students are able to have hands on work in clinical and lab lecture classrooms. These spaces, along with the library, are available only during its hours of operation and are not available during the holidays or breaks, unless otherwise specified.

Library

Piedmont University has two libraries, one on the main campus in Los Angeles and the other at the learning center in Torrance. Both are available for students to use during its hours of operation. A valid student I.D. is required to use any materials, such as books, magazines, or the Internet. A student I.D. is also required when a student wishes to borrow a book. The library has available many of the books needed for majority of the classes offered, but these books are not available to be taken outside of the library.

In addition to this, the student is expected to obtain an On-line Library service such as Questia, Internet Public Library; The Online Book Page; BE Online and the like. Some of these services do in fact charge a fee for access.

Student Lounge/Kitchen

There is a student lounge located at both the Los Angeles and Torrance location. The student lounge at the Los Angeles Piedmont University is located on the first floor. The lounge is equipped with tables and chairs, refrigerator, microwave oven, water dispenser, coffee and tea maker, among other things for the student to use to prepare meals or snacks. The students may eat, study or relax in this area, but if the student wants a quieter environment to study the library is recommended. The student lounge is located on the second floor at the Learning Center site. It offers the same resources as the main campus in Los Angeles.

Services

Piedmont University provides various student services that are discussed throughout the catalog. This is a brief description of majority of the services provided. The student is able to seek or discuss information on more available services with the Dean of Student Affairs.

- Open doors and office hours- The student has the opportunity to openly discuss issues with the appropriate staff member. The student may also seek for more one-on-one attention from the instructor through open door or office hours.
- Library- The library is available for students to use to study, research, or borrow books during its hours of operation.
- The library offers a library copy of the text needed for majority of courses taught for students to use. The library copy is not available to be taken outside of the library.
- Housing- A place to sleep, study, eat, and build relationships with peers. Rooms come equipped with a bed and a desk. There are bathrooms and showers also available along with a kitchen and dining area.
- Scholarships are available if the student meets the requirements.
- Kitchen is available to store lunches and drink. On certain and special days meals are provided and prepared in the kitchen.
- Beverages (water, hot water, tea, and coffee) are available for students to enjoy.
- Study areas- Students can study in these quiet areas.
- Clinical and labs or hands on work and experience.
- Programs held to assist students to adjust to school life and to promote unity with the school, staff, and peers.
- Piedmont University tries to maintain a safe and clean environment for its students.
- Placement services are currently not provided by Piedmont University.

Standards for Students

The student is responsible for reading the catalog, in order to be knowledgeable of policies and procedures. The student is responsible for not only their coursework, but also any financial deadlines. Piedmont University expects these standards to be maintained by the students in order to benefit not only the students experience at the school, but also for those around them. Maintaining a clean and study friendly environment is partly the student's responsibility. Piedmont University can expect its students to adhere to the rules and hours of operation provided by the school, campus, teacher, and other available resources for the student. Piedmont University hopes to work hand-in-hand with the student in order to have a successful academic year.

Suspension or Dismissal

Piedmont University, through its various facilities and appropriate committees, reserves the discretionary right to suspend or dismiss any student for failure to maintain a record of acceptable personal behavior or satisfactory standards of health, as well as for reasons of unsatisfactory academic performance. Repeated suspensions or probation for either academic or disciplinary reasons may result in dismissal from the University.

Environmental Health and Safety

At PIEDMONT UNIVERSITY, the safety of students, faculty, staff, and the public is considered to be of paramount importance, and every person is urged to cooperate fully to ensure that the campus and campuses activities are safe.

Interim Suspension

The President may immediately impose an interim suspension in all cases in which there is reasonable cause to believe that such an immediate suspension is required in order to protect lives or property and to ensure the maintenance of order. A student so placed on interim suspension shall be given prompt notice of charges and the opportunity for hearing within Ten (10) days of the imposition of interim suspension.

During the period of interim suspension, the student shall not, without prior written permission of the President or designated representative, enter the campus, other than to attend the hearing. Violation of any of interim suspension shall be grounds for dismissal.

Dropping or Adding a Course

To add or drop a course, complete a Drop-Add Form, available from your school or program. Consult with your adviser before adding or dropping a course. No course may be added after the first two weeks of classes. A course dropped during the first five weeks of class will not appear on the student's permanent record. After the first five weeks, a dropped course will appear on the student's record as "W", and the student will be charged for the course. After that point, no course may be dropped except

by special arrangement.

Attendance/Leave of Absence

The student is responsible for attending every class and through attendance the student is responsible for their academic success. The student is allowed 2 unexcused absences each quarter. If the student is absent for a longer period of time, more than 3 days in a row, for medical or personal issues the student is required to provide documentation of the issue and is responsible to notify student affairs and the instructor, if necessary. When absent, the student is responsible for any missed lectures, tests, or activities. The student will not receive a refund for the days that they are absent.

A leave of absence, more than 5 days in a row, is permitted. The student however will not receive a refund for the missed days left in the current quarter. A leave of absence will not last longer than 6 months. If the student needs a longer leave of absence due to impending medical or personal issues, the student should contact student/academic affairs.

Appeals and Petitions

Students are advised that they have the right to appeal decisions of academic dishonesty and to petition for exceptions to the academic policies stated in this Catalog. Appeals should be directed to the Dean.

Complaint

A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling (916) 431-6959, writing to BPPE, or by completing a complaint form, which can be obtained on the Bureau's Internet Web site at www.bppe.ca.gov.

BPPE Address:

2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833
or at
P.O. Box 980818, West Sacramento, CA 95798-0818

Grievances

Students who believe they have been discriminated against because of their race, color, creed, religion, ethnic origin, sex, age, or physical disability should discuss this with the Dean. The statement should be as specific as possible regarding the action that precipitated the grievance: date, place, and people involved; efforts made to settle the matter informally; the remedy sought.

The Dean or administrative head will try to meet with all concerned parties within two weeks of receiving the statement. He or she may receive both oral and written presentations and may make independent inquiry.

Commencement

Graduation ceremonies are held at least annually. Graduations are open to the public and tickets may be required for entry. Details are sent to graduating students approximately one month before each ceremony.

Admissions

It is the student's responsibility to insure that all documents and forms are submitted to the University. Once the University receives all the required documents and forms, the student's application file will be deemed complete and a decision by the Academic Dean's office will be made concerning the student's admission to the school.

Students will not be admitted to the school without the required documentation and registration fees. Students admitted into the Masters Degree program and Doctoral Degree program will be required to pay a non-refundable application fee of \$150.⁰⁰. Students enrolling into a certificate program need pay a non-refundable fee of \$ 75.⁰⁰

Admission is granted for a period of one quarter/term or semester. If an applicant does not attend or fails to matriculate after one term or semester of acceptance, the applicant will need to go through the admission process again as a new student. This will mean that the applicant must submit a new non-refundable registration fee and an application and all required documents, forms, and information required for admission to their selected program. Previous admission *does not* guarantee readmission.

Admissions Philosophy

Admission decisions are based upon both objective and subjective criteria. An applicant's previous academic record is an important predictor of his/her ability to succeed at the masters or doctoral level. Personal and/or professional letters of recommendation are included in the admission process for entrance into the Master and Doctoral Program. Piedmont University admits students of any race, sex, creed, and color, regard-less of national or ethnic origin or physical handicap.

Admission Process

Students must contact the institution and obtain an application packet. The packet will contain the required application and forms needed for submission. The student must also contact all relevant institutions for submission of transcripts attesting TOEFL scores, if applicable.

Foreign Students

Piedmont University does admit students from other countries. English language classes and services are available. Courses are taught majority in English, so a proficiency in the English language is recommended and needed.

English Competency: The student is responsible for providing proof of English Competency

- Having obtained Baccalaureate degree from University or College wherein instruction was in English or
- Passing the TOEFL (Test of English as a Foreign Language) examination. The minimum TOEFL score is an Internet Based (**IBT**) score of 61 or Computer Based (CBT) score of 173 or Paper Based

(PBT) Score of 500. Results of the TOEFL are required prior to graduation. Any cost for the preparation for and payment of the testing is the responsibility of the student.

- The Piedmont Institute of Language offers TOEFL preparation; this is separate from the curricula of Piedmont University.

VISA

Piedmont University does not currently provide visa services and will not vouch for student's status.

Distance Education

Piedmont University does not currently provide distance education.

Registration

An officially registered student is one who has submitted course selections on a registration form, settled all charges, and been approved by the Office of the Registrar. Candidates for admission may not register until they receive a formal statement of acceptance. The dates of the official are given in the academic calendar. **No Student will be allowed to register after the second week of classes!**

Grading

Grading System

Any student receiving an incomplete grade will be given up to six weeks to complete the assignment. An incomplete grade will turn into "F" grade unless the student satisfactorily completes all class assignments during the next immediate term. Any student whose cumulative grade point average is below 3.0 will be placed on academic probation. Any student receiving a "D" grade or below is responsible for arranging with the instructor a plan for improving his/her grade.

Grade	Grade Points	
A	4.0	Excellent
A-	3.7	
B+	3.3	
B	3.0	Good
B-	2.7	
C+	2.3	
C	2.0	Satisfactory
C-	1.7	
D+	1.3	
D	1.0	Low Pass
D-	0.7	
F	0.0	Fail

Administrative Grading Symbols

Symbols	Explanation
SP	Satisfactory Progress

P	Pass
F	Fail
I	Incomplete
W	Withdrawal
RD	Report Delayed
Au	Audit/No Credit

American Business Culture and English including ESL Programs are graded on a pass/fail system where the student must demonstrate a minimum competency of 70% for each level before moving on to the next level of instruction.

Grade Reports

Grade reports are normally available within two to three weeks after the end of the semester.

The Grade Point Average

It is computed by dividing the total earned credit by the total semester credits of those subjects completed, including the grades of all repeated courses. Letter grades **NC** and **W** are not computed into the G.P.A.; **I** grades are not computed until additional required work is fulfilled and an appropriate letter grade assigned; at that time, the total credits for the course are computed for the G.P.A. on the basis of the last grading date.

Incompletes (I)

A student must petition for permission to receive the grade of "I". Petition forms are available from the Office of Records. The reason for the incomplete work must be stated clearly, and approval must be obtained from the instructor of the course. The petition approved by the instructor must be returned to the Office of Records before the regularly scheduled class meeting of the course in the semester in which the grade of I is sought.

In case of a final examination not taken due to unanticipated illness or other unpredictable emergency, the student must petition the instructor for the opportunity to take a substitute examination.

If an "I" grade is not made up during the succeeding semester, it may become converted to a grade of "F" at the discretion of the course instructor and School Director.

A student receiving an "I" grade in a continuing course must have the permission of the instructor to continue in the course during the subsequent semester. A student receiving an "F" in a continuing course may not continue in the course during the subsequent semester.

Graduation with Honors

The award of Honors at graduation is determined and conferred on a graduate by virtue of high grades in courses.

Cum Laude: 3.00 to 3.49

Magna Cum Laude:	3.50 to 3.79
Summa Cum Laude:	3.80 to 4.00

Probation

Good academic standing in the Schools requires a grade point average of 2.00 on all Piedmont University work. Grades earned at another institution are not used in calculating the grade point average at Piedmont University. Students whose cumulative grade point average falls below 2.00 are placed on probation.

If students who have been placed on probation elect to remain out of school for a full calendar year, they may return to the University in good standing, but will be placed on probation again at the end of the semester in which they return in their cumulative grade point average remains below 2.00.

Scholastic Dismissal

Students who are still below a 2.00 cumulative average after exercising their semester of probation will be dismissed they may return as a transfer student when they have overcome their deficiencies by enrolling at another institution.

Academic Honesty

Each student is responsible for performing academic tasks in such a way that honesty is not in question. Unless an instructor specifically defines an exception, students are expected to maintain the following standards of integrity:

1. All tests, term papers, oral and written assignments, recitations, and all other academic efforts are to be the work of the student presenting the material.
2. Any use of wording, ideas, or findings of other persons, writers, or researchers requires the explicit citation of the source; use of the exact wording requires a "quotation" format.
3. Deliberately supplying material to a student for purposes of plagiarism is also culpable. When academic honesty is in question, the following may occur:
 - a. A faculty member who has clear evidence that academic honesty has been violated may take appropriate disciplinary action. Appropriate disciplinary action may include, but is not limited to, requiring the student to rewrite a paper or retake a test, giving the student an F on the assignment and/or in the course, and/or recommending expulsion. If the action includes giving a course grade of NCR or F and/or a recommendation for expulsion because of academic dishonesty, the faculty member must report the action to the Department Chair and/or Academic Dean
 - b. If a faculty member has reason to suspect academic dishonesty (even after having seen requested additional or revised work when appropriate) and the student denies the allegation, the faculty member may refer the matter to the Provost Following due process an Academic Judicial Board may be formed to investigate the matter and make a recommendation to the Provost about whether academic honesty has been violated. The Provost will then take appropriate action that may include, but is not limited to, academic probation, suspension, or expulsion. In this process students may be asked to produce earlier drafts of their work and/or original notes and resources, other samples of writing, or documents deemed appropriate or necessary by the Board.

- c. Grades of F or NCR received in courses due to academic dishonesty will be filed with appropriate documentation for future reference in the office of the Provost by the Department Chair, Academic Dean, or Campus/Program Director. Students receiving an F or NCR as a result of academic dishonesty will be sent a letter from the Provost noting that a second offense will result in expulsion.
- d. Expulsion for academic dishonesty will be noted on the student's transcript by the words "Expelled for Academic Dishonesty."

Academic honesty is important to Piedmont University and the student will be penalized according to what the Dean and staff members deem as necessary.

Student Records

The University's policy is to maintain the confidentiality of student academic records. No one outside of the institution shall have access to, nor will the University disclose, any information from a student's academic records without the written consent of the student except: University personnel, officials of other institutions in which the student seeks to enroll, persons or organizations providing student financial aid, accrediting agencies, in compliance with a judicial order. Information will be disclosed in an emergency in order to protect the health or safety of the student or other persons.

The student's academic file is the sole property of the University. The University will not release copies of documents of course work from other institutions attended. Further information is provided in the bulletin, *Family Educational Rights and Privacy Policies* of Piedmont University, available in the Office of the Registrar. Students who believe that their academic record contains inaccurate or misleading information may discuss their concerns informally with the Registrar. If the decisions are in agreement with the student's request, the records will be amended. If not, the student may follow additional procedures outlines in the *Privacy Policies* bulletin noted above.

Student records will be retained for 10 years. If the student wishes that the university would retain their records for longer than 10 years, the student may make a request to the registrar to extend their record retention. The request will only retain student records for an additional five years after the 10 years.

Transcripts

Official Transcripts

The official transcript includes the complete undergraduate and graduate academic record of courses taken at the divisions of Piedmont University. It contains the signature of the Director of Academic Records and the official, embossed seal of the University.

Transcripts may be ordered from the Office of Academic Records. There is a charge for official transcripts, which are prepared only at the student's request. Typically, transcripts require a minimum of five to eight business days to process. A student having financial obligations to the University that are due and unpaid will not be granted a transcript until all financial obligations have been satisfied. Transcripts sent to students are labeled "issued to student." Copies of transcripts from other institutions cannot be furnished.

Official transcripts will not be available until approximately four weeks after final examinations. A transcript that is to have a degree recorded will not be available until approximately 8 weeks after final examinations.

Unofficial Transcripts

The unofficial transcript is also the complete academic record at Piedmont University; it is primarily used for advising and counseling within the School. Copies are available from the Office of Academic Records.

Articulation/Transfer Information

ARTICULATION/TRANSFER AGREEMENTS

KPCA College & Theological Seminary, Samra University of Oriental Medicine, and World Mission University will accept students from Piedmont University and credits that were obtained while a student at Piedmont University, as transfer credits. These transfer credits will be accepted as long as it is based on each school's Transfer Policy. Piedmont University hopes to in the near future have an articulation or transfer agreement with any other colleges or universities.

TRANSFER OUT

NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION. The transferability of credits you earn at Piedmont University is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the degree, diploma, or certificate you earn in the name of the specific educational program provided is also at the complete discretion of the institution to which you may seek to transfer.

If the credits or degree, diploma, 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 course work(s) at the 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 Piedmont University to determine if your credits or degree, diploma or certificate will transfer.

TRANSFER OF PREVIOUS ACADEMIC WORK

Piedmont University would like to disclose the fact that the institution has an articulation or transfer agreement with some other colleges. These colleges are listed and available in the Main Office. Ultimately, the transferring of credits is up to the university. The Office of Admission performs an initial evaluation of transfer credits after an applicant has been admitted and has confirmed intent to enroll. A complete evaluation of transfer credits will not be made until all official credentials have been received.

The evaluation is made using the official transcripts sent directly from each one of the applicant's previous institutions to the university. Official transcripts must exhibit the official seal and signature of the registrar. Transcripts that are marked "Student Copy," or "Issued to Student," are not accepted as official.

The initial evaluation will not reflect course work that is in progress at the time of confirmation. In order to complete the admission and transfer of credits process, the Office of Admissions must receive all transcripts of attempted work as soon as possible. Transfer students should arrange to have their final official transcript sent directly to the Office of Admissions after completion of their last term and before

enrollment at Piedmont University.

After an evaluation of transfer credits has been completed, a Statement of Advanced Standing is issued by the Office of Admissions. There is no guarantee that all transfer credits will apply to a specific degree program. The Dean's Office of each school has ultimate responsibility for supervising the student's degree program and for determining how transfer credits apply to a specific degree program. Since graduation requirements at PIEDMONT UNIVERSITY vary from school to school, a reevaluation of transfer credits is required if a student changes schools after enrolling.

The university's policies and procedures for prior experiential learning have been stated above. If the student wishes to appeal the assessment made by the university the student may write a formal request for an appeal to the Office of Admissions. The student may be charged and required to pay not only for transcripts, but for any other costs accumulated from the process of transferring prior credits. The student may be required to pay a fee for each course units to be transferred.

All non - U. S. academic transcripts must be evaluated by an authorized transcript evaluation agency. Please contact the Office of Admissions for a list of qualified agencies.

Transfer of Credit Policy

Degree Programs

Bachelor's Degrees	90 credits
Master's Degree	6 credits
Doctoral Degrees	12 credits

Non-Degree Programs

Preschool Director	12 credits
Preschool Teacher	0 credit
ESL	0 credit

Programs

DEGREE PROGRAMS

Admissions Requirements

Bachelor's Degree (B.A.)

1. Submit a completed application for admission.
2. Submit a non-refundable fee of \$75.
3. Submit proof of completion of a high school education or obtained a GED. High school education must be demonstrated by completion of a minimum G.P.A. of 2.5 or higher or graduation in the upper 50% of the student's high school graduating class. GED completion must be demonstrated by submission of a certified GED certificate. For those students who possess neither a high school diploma or GED, but who have completed a high school level education (such as home schooling) the applicant must submit scores from either SAT or ACT score for review and submit a statement that they have completed a minimum level of education equal to that of a high school education. SAT or ACT scores must demonstrate that the student is in the 50th percentile rank for their class or in the case of an ACT score, the student must score a minimum score of 18.
4. Submit two letter of reference (One of the reference letters must be from a Pastor).
5. Take a tour of the institution.

Master's Degree (M.A., M.S.)

1. Provide the institution with a complete application.
2. Demonstrate that they have completed a Bachelor's Degree with a minimum G.P.A. of 2.5 in all course work. Bachelor degrees must be earned from either colleges or universities accredited by a U.S.D.O.E., recognized accrediting agency, or institutions that have been approved by an appropriate state agency. Bachelor degrees earned from institutions outside the U.S. will be evaluated using standards established by the American Association of Collegiate Registrars and Admissions Officers for equivalency.
3. Submit two letters of recommendation
4. Submit an application fee.
5. Provide evidence of English proficiency.

Doctoral Degree (D.Min.)

Admission Requirements:

In order to be admitted into the instruction's doctoral degree programs, applicants must:

1. Provide the institution with a completed application.
2. Demonstrate that they have completed a Master's degree with a minimum G.P.A. of 3.00 from either colleges or universities accredited by a U.S.D.O.E. recognized accrediting agency or institutions that have been approved by an appropriate state agency.
3. Submit two letters of recommendation.
4. Submit transcripts from all previous graduate course work.
5. Submit a non-refundable application fee.
6. Provide evidence of English proficiency

NON-DEGREE PROGRAMS AND ADMISSION REQUIREMENTS**Preschool Teacher/Director**

1. Complete an application for admission.
2. Submit a non-refundable application fee.
3. Provide a statement that the applicant is beyond the age of compulsory high school attendance.
4. Submit documentation attesting that the student has completed high school.
5. Provide evidence of English proficiency

English as a Second Language

1. Complete an application for admission.
2. Submit a non-refundable application fee.
3. Take an English Language Proficiency exam to determine placement level

American Business Culture and English as a Second Language

1. Complete an application for admission.
2. Submit a non-refundable application fee.
3. Take an English Language Proficiency exam to determine placement level

Financial Information

Tuition and Fees Payment Policies

Tuition and fees must be paid in US dollars and students are required to pay tuition and fees at the time of registration in each semester or quarter. The rates per semester or quarter/term for the 2011-2012 school year are listed as follows:

Tuition for schools other than Master of Science in Asian Medicine

Program	Per Unit	Full Tuition
Preschool		
Teacher/Director	\$150	\$1,800
Master & Doctoral	\$250	\$3,000
ESL		\$4,500
M.S.A.M.	\$105/quarter	

Students in the degree programs and Preschool Teacher and Director programs are charged tuition on a semester basis or per semester unit basis. ESL students are charged tuition based upon the number of levels (\$500 for each level of instruction) needed to complete their program. The maximum cost for the ESL program is \$4,500 per semester.

Fees

Library Fee	\$10
Graduation Fee (Undergraduate)	\$50
Graduation Fee (Master)	\$100
Advisory Fee (Master)	\$100
Matriculation Fee (Degree only)	\$100
Application Fee (Masters Degree or Doctoral Program non-refundable)	\$150
Application Fee (Certificate Program non-refundable)	\$75
Registration Fee	\$100
Late Registration Fee (in addition to the Registration Fee)	\$25
Official Transcripts (each)	\$10
Degree/Diploma Replacement	\$25
Auditing Course	\$100
Certificate Fee	\$10
Student ID Card	\$10
Student ID Card Replacement Fee	\$10
Course Add/Drop Fee	\$20
Returned Check Fee	\$100
Other Fees subject to be applied	

Books and Supplies:

In addition to the tuition fees outlined above, the student is responsible for purchasing his/her own books that would be purchased directly from the vendor and also the supplies needed for each course. The library has available a copy of course books for majority of the courses provided. The library copy of the course book cannot be rented or taken outside of the library.

Cancellation and Refund Policies

For Degree Programs

Tuition Refund Policy 9 week semesters (if student drops prior to or at the end of)

1st week (Friday) = 80%

2nd week (Friday) = 60%

3rd week (Friday) = 40%

4th week (Friday) = 20%

After the passage of the fourth week (Friday) there is no refund of semester's tuition.

For Certificate Programs

1st week (Friday) = 70%

2nd week (Friday) = 40%

3rd week (Friday) = 20%

After the passage of the third week (Friday) there is no refund of semester's tuition

The student has the right to cancel their enrollment agreement contract or withdraw from Piedmont University and receive a full refund less the non-refundable registration fee including the first class day of instruction. The student has a right to obtain a refund of charges paid through attendance at the first class session, or seventh day after enrollment, the seventh day after enrollment may fall beyond attendance at the first class session. Students who choose to cancel through the seventh day after enrollment cannot submit a written notice of cancellation after the first class session.

In order for a student to cancel his or her enrollment agreement or withdraw from Piedmont University, the student is required to submit a notice of cancellation or a notice of withdrawal from the institution in writing which must be received by the school no later than the end of the first day of instruction. The written cancellation notice needs not to take any specific form, but must state that the student wishes to cancel their contract for enrollment or would like to withdraw from Piedmont University. A student can submit his or her written notice by mail or hand delivery. If the notice of cancellation is sent by mail, it is effective when the mail is properly stamped, addressed, and received by the school. It is not the date the student posts the mail. It is the date the mail is received by the university. As long as the student follows the aforementioned required procedures to cancel the enrollment agreement or withdraw from the institution, the student will be able to obtain a refund consistent with Piedmont University and the BPPE's (Article 13) withdrawal and refund policy.

Failure to Make Payment

Failure to make the required payment by the stated deadline will result in any or all of the following actions:

1. The student may be un-enrolled from the university becoming ineligible for all University services.
2. No grade will be issued for courses in progress.
3. No transcripts, diplomas, certification, or registration materials will be issued for the student until the bill is paid in full.
4. The student will be charged a fee (amount determined by financial officer(s)) for late payment and a fee for the next two consecutive quarters/semesters if they wish to re-enroll for the next two quarters/semesters.

Student Scholarships/Loans/Financial Aid

Piedmont University does not currently provide or participate in any state or federal financial aid services or loans for the student. Scholarships are limited, but are available for students and the student should see student affairs for more information on current scholarships and requirements. Students that are admitted provisionally are not eligible for university scholarships. If the student obtains a loan to pay for an educational program, the student will have full responsibility to repay the full amount of the loan plus interest, less the amount of any refund. 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. For more information, visit the administration office.

Scholarship Qualifications

Students who wish to be considered or given scholarship(s) should meet these criteria:

- Student must be accepted for admission
- The student must have submitted an application for consideration for scholarship and meet the university's scholarship requirements
- Any other documentation needed should be provided by the student for review by the Scholarship Committee
- The student must apply 4 weeks before the start of any quarter/semester
- The student must maintain the minimum standards for student achievement or the scholarship will be denied and subject to be terminated during the quarter/semester
- The student must maintain above a 3.0 GPA in order for the scholarship to remain active
- Failure to meet any of these criteria will be subject to termination of scholarship and inability to reapply for scholarship

Parking Regulations

There is an ample of parking space for students, staff, and visitors. The parking area is also well lit during the evening. Resident students are eligible for limited parking. Commuting students who live three miles or more from campus may secure parking permits. The rate is \$210 per year if prepaid. (*rates are subject to change at any quarter or year)

Student Housing

Living on campus in a university residence hall is considered an important part of student life. It offers the ability to communicate with peers and have readily available study groups, among other things. The residence hall is located in the Learning Center, 17002 Prairie Avenue in Torrance. There are 15 well-maintained, comfortable occupancy rooms that accommodate almost 30 students in single and double occupancy rooms. Subject to the availability of space foreign students and women are required to live in a residence hall for one semester.

The residence hall provides a range of services and programs designed to support the intellectual, social, and personal growth of single student residents. For example, the residence hall offers tutoring services to residents at little or no cost. The residence hall also offers study hall areas for students to access at any time. The residence hall dining service offers food to students who may not always be able to cook or purchase daily groceries. Hours of meals are planned in convenient hours. The dining service tries to accommodate dining hours at times where majority of students have time to eat or are near the dining hall. Self-serve salad bars are available to accommodate students with vegetarian needs. B.B.Q. night, ice cream socials, hot noodles, and late-night coffee and cookie breaks during exam week are among the special activities planned during the semester.

Room and Board Rates

Residence hall room and board rates per person, per semester for the 2011-2012 academic year have been established as follows. A modest rate increase should be expected for the 2012-2013 academic year. There is an additional fee for music major students due to accommodations for possible noise complaints.

Board & Single Room	\$750/mo.
Board & Double Room	\$550/mo.

**Rates are subject to change.*

Application for Residence Hall Housing

As soon as possible after being accepted to the University, students should confirm their intent to enroll. Immediately after students have confirmed, they will be sent housing forms. The housing forms should then be returned directly to the University: the earlier these forms are received the better chance students have of being assigned to a preferred room of their choice. Foreign students who are admitted for the fall semester but confirm or submit housing materials late (usually after mid- to late-May) cannot be guaranteed space in a University residence hall.

Application for confirmation of admission to the University and application for housing are two separate transactions. Application for housing does not guarantee admission to the University nor does admission to the University guarantee that housing will be available.

An advance payment (\$200 in 2011-2012) is required to reserve residence hall accommodations. Students should note that residence hall facilities are reserved on a first-come, first-served basis.

Living off Campus

Off-Campus Services, located in the main building, 10900 South Vermont Ave., maintains listings of local, off-campus housing. New listings of privately owned apartments, houses, rooms, and people seeking roommates come in daily and generally cover the Gardena, Torrance, and Los Angeles areas. Listings may be seen in the office during regular business hours. Listings of students seeking roommates can be found here, as well as on bulletin boards throughout the campus. To have access to the listings, proof of affiliation with the University must be presented. Piedmont University does not take responsibility for assisting beyond providing recommendations for living off campus.

Non-Discrimination Policy

Piedmont University does not discriminate on the basis of race, color, creed, sex, national origin, age, physical disability, marital status, veteran status, personal appearance, family responsibilities, political affiliation, source of income, sexual preference, the exercise of statutorily or constitutionally protected rights, or on the basis of the exercise of conduct consistent with the university's policy on academic freedom in the administration of any of its educational policies, programs, or activities, admissions policies and procedures, scholarship and loan programs, or other university administered programs. The university ensures the rights of all individuals to equal employment opportunity and excludes from its employment policies any consideration not directly and substantively related to merit and performance. The nondiscrimination policy of the university is consistent with, implements the statutory intent of, and provides procedures for discrimination complaints under:

- Sections 503 and 504 of the Rehabilitation Act of 1973 and 34 CFR 104 et seq. (pertaining to handicap/disability);
- Title VI of the Civil Rights Act of 1964 and 34 CFR 100 et seq. (pertaining to race, color and national origin);
- Title VII of the Civil Rights Act of 1964 and 29 CFR 1601 et seq. (pertaining to discrimination in employment on the basis of race, color, religion, sex, and national origin);
- Title IX of the 1972 Education Amendments and 34 CFR 106 et seq. (pertaining to sex);
- The Age Discrimination in Employment Act of 1975; and
- The Americans with Disabilities Act of 1990.

In compliance with section 402 of the Vietnam Era Veterans Readjustment Act of 1974, the university does not discriminate against any employees or applicants for employment because they are special disabled veterans or veterans of the Vietnam era, or because of their medical condition.

In a continuing effort to enrich its academic environment and provide equal educational and employment opportunities, the university subscribes to the fundamental importance of a multicultural and diverse workforce and student body and seeks to enhance the pluralism in its programs and in the makeup of its student body, faculty and staff by actively and encouraging applications from members of all groups that are under represented in higher education.

Disclosure Statement

As stated earlier, Piedmont University is a private institution accredited by pertinent agencies in the education fields that it serves.

Piedmont University is recognized by the California Association of Private Postsecondary Schools (**CAPPS**).

Piedmont University had received a temporary approval to operate from the Bureau for Private Postsecondary Education. **"This institution's application for approval to operate has not yet been reviewed by the Bureau for Private Postsecondary Education."**(BPPE: School Code-3014181, Education Code Section 94900).

In order to offer the best student achievement and outcomes, especially for Oriental Medicine, Piedmont University has affiliate relations with the Yanji University in China. Piedmont University also has affiliates with the Joong Ang Theology University in Korea, which has been fully accredited by the Department of Education, the Government of Korea as well as the Fatafe Theological Seminary in Brazil, which has been fully accredited by the South America Theological Association.

The institution does not have any pending petition in bankruptcy, is not operating as a debtor in possession, has not filed a petition within the preceding five years, and has not had a petition in bankruptcy filed against it within the preceding five years that resulted in reorganization under Chapter 11 or the United States Bankruptcy Code.

STRF Rights-76215. The Student Tuition Recovery Fund (STRF)

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

1. You are a student, 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 students who are California residents, or are enrolled in a residency program 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 of 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.

Note: Authority cited: Sections 94803, 94877, and 94923, Education Code. Reference: Section 94923, Education Code.

Sexual Harassment

Sexual harassment is a form of misconduct that undermines the integrity of the conditions of employment, of teaching, and of faculty-student relationships. All employees, faculty, and students must be allowed to work, study, and teach in an environment free from unwanted sexual overtures. Further, sexual harassment is a prohibited practice when it results in discrimination for or against a staff member, faculty member, or student. Any person who perceives that they have been a victim of sexual harassment or sexual assault must contact the Academic Dean's Office. The Academic Dean will investigate the allegations and take appropriate action to first protect the person who has claimed victim status and to discipline the offender where proven.

Family Educational Rights and Privacy Act.

Piedmont University abides by the Family Educational Rights and Privacy Act of 1974 as amended. Students have the right to inspect and review information contained in their education records, to challenge the contents of their education records, to have a hearing if they consider the outcome of the challenge to be unsatisfactory, and to submit explanatory statements for inclusion in their files if they feel the decisions of the hearing panels are unacceptable. The University's Registrar coordinates the inspection and review procedures for student education records, which include admissions, personal, academic, and financial files, and academic, cooperative education, and placement records. The Dean of Student Affairs oversees the review of records pertaining to social judicial matters. Students wishing to review their education records must make written requests to Piedmont's Registrar listing the item(s) of interest.

Records covered by the Act will be made available within 45 days of the request. Students may have copies of their records, at their own expense, with certain exceptions (e.g., a copy of a transcript upon which a "financial hold" has been placed or copies of transcripts from other schools). Educational records do not include records of instructional, administrative, and educational personnel that are the sole possession of the maker and are not accessible or revealed to any individual (except temporary substitutes); Piedmont's security records; student health records; employment records; or alumni records.

Physicians of the students' choosing may review health records. In addition, students may not see financial information submitted by their parents, any confidential letters or recommendations to which they have waived their rights of inspection and review, or education records containing information about more than one student. In the latter case a student will be permitted access only to that part of the record that pertains to him or her.

Students who believe that their education records contain information that is inaccurate, misleading, or otherwise in violation of their privacy or other rights may discuss their problems informally with the Registrar, either in person or in writing. If the Registrar agrees with a student's requests, the appropriate records will be amended. If not, the student will be informed and may request a formal hearing. This request must be made in writing to the Registrar who will inform the student of the date, place, and time of the hearing before a panel selected by Piedmont. The student may present evidence relevant to the issues raised and may be assisted or represented at the hearings by one or more persons of the student's choice, including attorneys, at the student's expense. Decisions of the hearing panel are final and based solely on the evidence presented at the hearing. The panel's written judgment will be delivered to all parties concerned. If the decision is in favor of the student, the education records will be corrected. If the decision is not satisfactory to the student, he or she may place with the education records statements commenting on the information in the records or statements setting forth any reasons for disagreeing with the decisions of the hearing panel. These statements will be placed in the student's education records, maintained as part of them, and released whenever the records in question are disclosed. A student who believes that the decisions of this adjudication process were unfair or not in keeping with the Act may make a written request for assistance from Piedmont University's President. Students who still believe that their rights have been abridged may file complaints with the US Department of Education, Washington, DC.

No one outside Piedmont may have access to, nor will the University disclose, any information from a student's education record without the written consent of the student. Exceptions are Piedmont personnel, officials of other institutions in which the student seeks to enroll, persons or organizations providing the student's financial aid, accrediting agencies carrying out their accreditation functions, persons in compliance with a judicial order, and persons in an emergency in order to protect the health or safety of the student or other persons. Within the Piedmont community, only members acting in the students' educational interest, individually or collectively, are allowed access to student education records. These members include personnel from the Offices of the Provost, the Executive Vice President,

Registrar, Financial Aid, Admissions, and Academic Advising, as well as academic personnel within the limitations of their need to know.

At the discretion of University officials, the following directory information will be provided: student's name, enrollment status (full time or part time and class level), major field of study, dates of attendance, degrees and awards received, email address, permanent address, current phone number, participation in officially recognized activities, photographs, and, for student athletes, weight and height. A student wishing to withhold this directory information must complete the Privacy Request Form in Piedmont's Registrar's Office or at their center of registration. The privacy request will be valid until the student directs the Registrar's Office or campus of registration to remove the request.

Notice Regarding Licensure

The Piedmont University Master of Science Program in Asian medicine is designed to lead to a position in a profession, occupation, trade, or career field requiring licensure in this state. In accordance with the California Department of Consumer Affairs, individuals wishing to practice acupuncture in California must first obtain a state license, which requires qualifying for and passing California's written examination administered by the Acupuncture Board (Business and Professions Code section 4938). The examination tests the competency of entry level acupuncturists.

In order to qualify for California's examination, an applicant must furnish satisfactory evidence of completion of one of the following:

- An educational and training program approved by the Board pursuant to Business and Professions Code section 4938(b)(1)
 - For students who were enrolled in an approved acupuncture and Oriental medicine training program before January 1, 2005, must complete a minimum of 2,348 hours of theoretical and clinical training pursuant to California Code of Regulations, section 1399.436 **or**
 - For students who enrolled in an approved acupuncture and Oriental medicine training program on or after January 1, 2005, must complete a minimum of 3,000 hours of theoretical and clinical training pursuant to California Code of Regulations, section 1399.434.
- A tutorial program in the practice of acupuncture (consisting of a minimum of 2,850 hours of theoretical and clinical training), which is approved by the Board per Business and Professions Code section 4938(b)(2) and California Code of Regulations, section 1399.420-432;
- In the case of an applicant who has completed education and training outside the United States and Canada, documented educational training and clinical experience that meets the standards established pursuant to Business and Professions Code sections 4939 and 4941.

California does not recognize out-of-state licensing (reciprocity) nor does it accept for licensure those individuals who take and pass the national examination (administered by the National Certification Commission for Acupuncture and Oriental Medicine (NCCAOM)) for practice in this state. The Acupuncture Board believes that, because it has no oversight authority of education and examination standards outside of California, it cannot ensure basic competency of those licensees to California consumers. Therefore, licensees from other states or those individuals who have passed NCCAOM's examination may not practice until they have qualified for, taken and passed the California examination and received their California license.

The Acupuncture Board administers the California Acupuncture Licensing Examination (CALE) and offers the examination in Mandarin, Korean and English. The CALE is based on and validated by an occupational analysis. The passing score on the examination is determined by subject matter experts (SMEs) who use a criterion-referenced scoring method. Applications for examination must be received in the Sacramento

office at least 120 days prior to the date of the examination for which the application is made. The application requires personal and demographic information, including relevant transcripts/diplomas, be submitted to the Board's office. Diplomas and transcripts must be original documents. All foreign language documents must be accompanied by an English translation certified by a translator who can attest to the accuracy. All original documents will be returned upon submitting a "Request for Return of Original Documents" and payment of the required fee.

Students who have completed or have been studying the Master of Science program in Asian Medicine at Piedmont University may transfer their academic records and course units to another institution (South Baylor University, Dongku Royal University, etc.) that allow students to take an exam for licensing purposes. As of December 31, 2010, seven students have transferred their records and took licensing exams at other institutions mentioned above.

Bachelor of Arts in Theology

Students in the program will develop a general foundation of the basic disciplines of learning and knowledge within a Christian worldview. This foundation will be integrated into the students in depth learning of the foundations of Christian faith. The Christian faith will be presented through Biblical studies that will help the student acquire skills for exegetical practice. Additionally the student's Christian faith will be broadened with an understanding of Christian theology in both systematic and historical contexts. Christian faith will also be strengthened through application within practical and pastoral contexts. The student should also be expected to develop a clear understanding of their sense of mission and calling to Christian ministry.

Degree Requirements:

General Education	35
Biblical Studies	25
Theology	15
Practical Theology	15
Missions	9
Christian Spirituality	15
<u>General Education Requirements (35)</u>	
GS 100 Introduction to Sociology or	
GS 110 Introduction to Psychology	3
GA 110 Introduction to Philosophy	3
GC 130 Public Speaking	3
GN 170 Introduction to Computer	3
Two of the following three:	
GH 150 American History	3
GH 120 Western Civilization I	3
GH 121 Western Civilization II	3
Language Studies	3
Choose From:	
GL 110 English: Reading/Writing (3)	
BL 300 Konie Greek I (3)	
BL 301 Konie Greek II (3)	
General Education Electives (11-12)	

(Note: Students wishing to apply this towards their general education credit must petition to Academic Deans Office and file a petition for credit for military training.)*

Additionally, some courses marked with an asterisk in the Catalog may count towards general education electives.

<u>Bible Studies Requirements (25)</u>	
OT 110 Old Testament Survey	3
OT 200 Pentateuch	3
NT 130 New Testament Survey	3
NT 210 Gospels	2
NT 250 Acts	2
BS 300 Hermeneutics	2
9 units from Biblical Studies Electives	
OT 310 Wisdom Literature	2
OT 400 Genesis	2
OT 420 Psalms	2
NT 415 Romans	2
NT 480 Revelation & Daniel	2
<u>Theology Requirements (15)</u>	
TH 150 Foundations of Christian Theology	3
TH 401 Systematic Theology I	3
TH 402 Systematic Theology II	3
TH 403 Systematic Theology III	3
3 units from Theology Electives	
TH 448 Comparative Religious	2
TH 449 Cults & Christianity	2
<u>Practical Theology Requirements (15)</u>	
MN 200 Introduction to Christian Education	2
NM 210 Christian Leadership Theory	2
PT 400 Pastoral Theology	2
PT 460 Homiletics	2
7 units Practical Theory Electives	
MN 300 Children's Ministry	2
MN 350 Youth Ministry	2
MN 461 Practicum in Homiletics	2
MN 240 Administration of Christian Education	2
<u>Mission Requirements (9)</u>	
MI 210 Personal Evangelism	2
MI 160 Introduction to Missions	2
5 units from Mission Electives	
MI 220 Non-Western Missions	2
MI 250 World Religious & Missions	2
MI 400 Introduction to Church Growth	2
<u>Christian Spirituality (6)</u>	
CS 170 Spiritual Formation	2
CS 200 Personal Gifts and Ministry Calling	2
2 units from Christian Spirituality Electives	
CS 350 Personal Ministry Formation	2
CS 300 Relationship Management	2
<u>General Electives (15)</u>	

(Note: It is strongly recommended that students who plan on further graduate study take additional theological and Biblical studies to strengthen their foundation for further study. It is strongly recommended that students take a Biblical Languages courses or courses to help with further graduate study.)

Master of Arts in Missiology

This program is designed to provide the student with a basic Biblical/Theological training that is foundational for specialized training as Christian leaders in mission settings or in church settings by integrating theological with mission theory. Additionally, this program will provide Christian workers with basic Biblical and Theological foundations for potential ministry within Para church organizations. Students who wish to pursue doctoral education after completing the M.A. in Missiology Degree Program is strongly encouraged to take two semesters of Biblical language courses as part of their electives.

Degree Requirements:

Core Biblical and Theological Degree Requirements (24)

BI 500 Old Testament Survey	3
BI 502 Pentateuch	3
BI 501 New Testament Survey	3
BI 566 Acts of the Apostles	3
TH 500/501 Surveys of Church History I & II	6
TH 502/503 Systematic Theory I & II	6
Missions Course Requirements (30)	
MI 505 Introduction to the History of Mission	3
MI 506 Intercultural Communications	3
MI 510 Thinking Missiologically	3
MI 520 Biblical Foundations of Mission	3
MI 530 Cultural Anthropology from a Christian Perspective	3
MI 566 Foundations of Leadership	3
10 units from Missiology Electives	
MI 570 Introduction to World Mission	2
MI 571 Contemporary Theology of Missions	3
MI 574 World Mission and Local Church	3
MI 594 Directed Studies in Missions	3

General Electives (6)

Master of Arts in Church Music

This program is designed to prepare students to serve the church as leaders who, when completed this program, should be prepared to serve as music pastors and worship leaders in a local church. Students will be provided an opportunity to integrate basic Christian theology with the practical aspects of church worship and will be exposed to all forms of church worship to include music and accompanying arts that support expressions of worship in the local church to appeal to contemporary culture and maintain established traditions.

Degree Requirements:

Core Bible & Theology Requirements (15)

BI 500 Intro. to Old Testament	3
BI 501 Intro. To New Testament	3
CS 500 Christian Faith Development	3
TH 500/501 Survey of Church History I & II	6

Core Music Requirements (15)

CM 500 Music and Liturgy	3
CM 510 History of Church Music	3
CM 540 Choral Conducting	2
CH 550 Administering Church Music Programs	3
CH 540 Advanced Choral Conducting	2
CH 560 Contemporary Worship Music and Media	2

Applied Music Requirements (16)

CH 580/581/582 Applied Music: Piano I, II, III	6
CH 583/584/585 Applied Music: Composition/Arranging I, II, III	6
CH 586/687 Applied Music: Voice I, II, III	4

Practical Theology Requirements (4)

MN 400 Pastoral Theology	2
MN 466 Church Administration	2

General Electives (10)

(Note: Students must take at least 6 general elective units from non– required church music courses. Remaining courses may be taken from courses within the Biblical Studies Master's Degree Program.)

Doctor of Ministry

This program is designed to further refine the professional minister's skills using the basic biblical and theological foundations acquired during their first professional training program and using their insights acquired during their professional ministry and then helping the minister define a cohesive area of research and study for effective ministry. The program requires that the student be actively engaged in ministry to effectively relate their doctoral training to practical ministry. The D.Min. program is 48 semester units past the M.Div. degree or equivalent to the Master's Degree Program.

At the conclusion of this program, the graduate should be able to:

1. Articulate a comprehensive understanding of Biblical and Theological principles for professional Ministry.
2. Develop a clear understanding of their professional strengths.
3. Demonstrate an ability to critically analyze ministry issues.
4. Provide a solution to a professional ministry problem within their own personal area of ministry.
5. Articulate a specific plan for ministry effectiveness.

Course Requirements:

DMIN 800 Old Testament Seminar	4
DMIN 810 New Testament Seminar	4
DMIN 820 Spirituality Seminar	4
DMIN 830 Pastoral Theology Seminar	4
DMIN 840 Christian Leadership Seminar	4
DMIN 890 Methods of Research Seminar	4
Dissertation	8
Elective Seminars	16

Master of Science in Asian Medicine (267 Quarter Units)

Students in the M.S. in Asian Medicine in Acupuncture, Herbology, Asian Medicine, Therapeutic Massage, Qi Gong and Western Medical Science will engage through literature and hands on experiences. The program challenges students to synthesize these modalities and to have an individualized approach to healing that reflects the student's own strengths. The student should be flexible enough to meet the personal needs of the patient.

Degree Requirements:

Asian Medicine Requirements: 450 Hrs.

COURSE	UNITS	HOURS
AM 101 Theory of Asian Medicine I	3	30
AM 102 Theory of Asian Medicine II	3	30
AM 201 Asian Medicine Diagnosis I	3	30
AM 202 Asian Medicine Diagnosis II	3	30
AM 203 Asian Medicine Diagnosis III	3	30
AM 401 Asian Internal Medicine I	3	30
AM 402 Asian Internal Medicine II	3	30
AM 403 Asian Internal Medicine III	3	30
AM 404 Asian Internal Medicine IV	3	30
AM 571 Sang Han Lun & Jin Gui Yao Lue	3	30
AM 572 Wen Ging Xue	3	30
AM 573 Yellow Emperor's Classic of Internal Medicine	3	30
AM 580 Tai Chi Chuan	3	30
AM 581 Qi Gong	3	30
AM 582 Acupressure & Tui-Na	3	30
Total:	45	450

Clinical Training Requirements: 960 Hrs.

CT 111 Clinical Internship: Clinic Observation (OB1)	5	100
CT 211 Clinical Internship: Clinic Observation (OB2)	5	100
CT 311 Clinical Internship: Supervised Practice (SP1)	8	160
CT 312 Clinical Internship: Supervised Practice (SP2)	8	160
CT 411 Clinical Internship: Advanced Practice (AP1)	11	220
CT 412 Clinical Internship: Advanced Practice (AP2)	11	220
Total:	48	960

Acupuncture Requirements: 360 Hrs.

AC 110 Acupuncture Principles	3	30
AC 111 Acupuncture Anatomy I	3	30
AC 112 Acupuncture Anatomy II	3	30
AC 113 Meridian Theory	3	30
AC 114 Acupuncture Physiology I	3	30
AC 115 Acupuncture Physiology II	3	30
AC 201 Acupuncture Techniques I	3	30
AC 202 Acupuncture Techniques II	3	30
AC 301 Acupuncture Therapeutics I	3	30
AC 302 Acupuncture Therapeutics II	3	30
AC 400 Special Acupuncture Modalities	3	30
AC 401 Acupuncture Orthopedic	3	30
Total:	36	360

Herbology Requirements: 450 Hrs.

HB 202 Herbal Principles	3	30
HB 205 Herbology I	3	30
HB 206 Herbology II	3	30
HB 207 Herbology III	3	30
HB 208 Herbology IV	3	30
HB 311 Herbal Prescription I	3	30
HB 312 Herbal Prescription II	3	30
HB 313 Herbal Prescription III	3	30
HB 314 Herbal Prescription IV	3	30
HB 401 Herbal Treatment in Pediatric Diseases	3	30
HB 402 Herbal Treatment in Dermatological Diseases	3	30
HB 403 Herbal Practice I (Nutrition in Asian Medicine)	3	30
HB 404 Herbal Practice II	3	30
HB 420 Integration of Eastern/Western Medicine	3	30
HB 430 Master's Experience in Herbal	3	30
Total:	45	450

Basic Science Requirements: 390 Hrs.

BS 101 Fundamentals of Biology	3	30
BS 102 Fundamentals of Chemistry	3	30
BS 103 Fundamentals of Physics	3	30
BS 104 Organic & Biochemistry	3	30
BS 105 Microbiology & Immunology	3	30
BS 106 Fundamentals of Psychology	3	30
BS 107 Nutrition & Vitamins	3	30
BS 201 Anatomy & Physiology I	3	30
BS 202 Anatomy & Physiology II	3	30
BS 203 Anatomy & Physiology III	3	30
BS 204 Anatomy & Physiology IV	3	30
BS 301 General Pathology	3	30
BS 302 Systematic Pathology	3	30
Total:	39	390

Elective Requirements (Choose any totaling 6 units): 60 Hrs.

EL 501 Dui-Yao & Pair of Herbs	3	30
EL 502 Topics in Asian Medicine	3	30
EL 503 Advanced Tongue & Pulse Diagnosis	3	30
EL 506 Compendium Korean Formulas	3	30
EL 508 Topics In Acupuncture	3	30
EL 509 Topics in Herbology	3	30
EL 513 Constitutional Medicine I	3	30
EL 514 Constitutional Medicine II	3	30
EL 521 Sa Am Acupuncture I	3	30
EL 522 Sa Am Acupuncture II	3	30
EL 530 Advanced Tui Na	3	30
Total:	33	330

Western Medicine Requirements: 480 Hrs.

WM 100 Western Medical Terminology	3	30
WM 101 History of Medicine	1	10
WM 300 Public Health	3	30

WM 310 Pharmacology	3	30
WM 320 Physical Exam in Western Medicine	3	30
WM 330 Lab Test & Radiology	3	30
WM 340 Research Methodology	3	30
WM 351 Western Internal Medicine I	3	30
WM 352 Western Internal Medicine II	3	30
WM 353 Western Internal Medicine III	3	30
WM 360 CNT & Safety Codes	2	20
WM 370 First-Aid/CPR	1	10
WM 371 Case Management I	3	30
WM 372 Case Management II	3	30
WM 373 Case Management III	3	30
WM 380 Medical Ethics	2	20
WM 381 Clinic Management	3	30
WM 382 Medical Billing	3	30
Total:	48	480

Clinical Training

The student receives the required clinical training at the school clinic, as well as instructor's clinics. Each student is supplied with the "Practice Observation", "Supervised Practice" (Internship Report Card), and "Internship Diagnosis and Evaluation Report Form". There is a classroom discussion and problem solving procedure by the instructor(s), either upon the request of the students or by the instructor of he/she should believe it is necessary. Evaluation of the student clinical training is completed by the supervising practitioners and based upon the student's knowledge and clinical participation.

1. Prerequisites for entry: Completion of required courses and passing of all the required examinations.
2. 960 hours (M.S.) of clinical training. The Director of Clinical Training or the assigned Clinical Supervisor coordinates the scheduling of clinic hours.
3. Diagnosis and Evaluation and Herbal Diagnosis and Evaluation are the theoretical supplements to internship and are taken concurrently.
4. During the internship, students are in attendance in the clinic through the normal vacation periods unless they request time off for vacation. Interns must be dressed professionally and be well groomed at all times.
5. PUAAM operates student's learning clinic. Treatments are given by interns nearing the completion of their three-year course of training under the supervision of staff acupuncturists.
6. The three-year program includes clinical instruction with over 100 case presentations, treatment, observation, and clinical correlation programs in cooperation with the PU Acupuncture & Herb Medical Center. The students are to treat over 200 patients successfully, under supervision, including 50 case researches.
7. Students are encouraged to be involved in community services and introduce any drug and/or alcohol abuser for free treatment at the clinic.

Curriculum Schedule

1st Quarter

WM-101 <i>History of Medicine</i>	1
AC-110 <i>Acupuncture Principles</i>	3
HB-202 <i>Herbal Principles</i>	3
BS-201 <i>Anatomy & Physiology I</i>	3
BS-101 <i>Fundamentals of Biology</i>	3

2nd Quarter

AM-101 <i>Theory of Asian Medicine I</i>	3
AC-111 <i>Acupuncture Anatomy I</i>	3
HB-205 <i>Herbology I</i>	3
BS-202 <i>Anatomy & Physiology II</i>	3
BS-103 <i>Fundamentals of Physics</i>	3
WM-100 <i>Western Medical Terminology</i>	3

3rd Quarter

AM-102 <i>Theory of Asian Medicine II</i>	3
HB-206 <i>Herbology II</i>	3
BS-203 <i>Anatomy & Physiology</i>	3
BS-102 <i>Fundamentals of Chemistry</i>	3
BS-106 <i>Fundamentals of Psychology</i>	3
AC-112 <i>Acupuncture Anatomy II</i>	3

4th Quarter

AM-201 <i>Asian Medicine Diagnosis I</i>	3
AC-113 <i>Meridian Theory</i>	3
HB-207 <i>Herbology III</i>	3
BS-204 <i>Anatomy & Physiology IV</i>	3
BS-105 <i>Microbiology & Immunology</i>	3
BS-104 <i>Organic & Biochemistry</i>	3

5th Quarter

AM-202 <i>Asian Medicine Diagnosis II</i>	3
AC-114 <i>Acupuncture Physiology I</i>	3
HB-208 <i>Herbology IV</i>	3
BS-107 <i>Nutrition & Vitamins</i>	3
WM-310 <i>Pharmacology</i>	3
BS-301 <i>General Pathology</i>	3

6th Quarter

AM-203 <i>Asian Medicine Diagnosis III</i>	3
AC-301 <i>Acupuncture Therapeutics I</i>	3
HB-311 <i>Herbal Prescription I</i>	3
AM582 <i>Acupressure & Tui Na</i>	3
BS-302 <i>Systemic Pathology</i>	3
AC-115 <i>Acupuncture Physiology II</i>	3

7th Quarter

AM-581 <i>Qi Gong</i>	3
AC-302 <i>Acupuncture Therapeutics II</i>	3
HB-312 <i>Herbal Prescription II</i>	3
WM-320 <i>Physical Exam in Western Medicine</i>	3
WM-330 <i>Lab Test & Radiology</i>	3
WM-351 <i>Western Internal Medicine I</i>	3

8th Quarter

WM-340 <i>Research Methodology</i>	3
AM-401 <i>Asian Internal Medicine I</i>	3

AC-201 <i>Acupuncture Techniques I</i>	3
HB-313 <i>Herbal Prescription III</i>	3
AM-580 <i>Tai Chi Chuan</i>	3
WM-352 <i>Western Internal Medicine II</i>	3
<u>9th Quarter</u>	
AM-402 <i>Asian Internal Medicine II</i>	3
AC-202 <i>Acupuncture Techniques II</i>	3
WM-300 <i>Public Health</i>	3
WM-353 <i>Western Internal Medicine III</i>	2
WM-360 <i>C.N.T. & Safety Codes</i>	3
HB-314 <i>Herbal Prescription IV</i>	3
<u>10th Quarter</u>	
AM-403 <i>Asian Internal Medicine III</i>	3
AC-401 <i>Acupuncture Orthopedics</i>	1
WM-370 <i>First-Aid & CPR</i>	3
AC-400 <i>Special Acupuncture Modalities</i>	0
Comprehensive Competency Exam (CCE1)	
<u>11th Quarter</u>	
AM-404 <i>Asian Internal Medicine IV</i>	3
HB-401 <i>Herbal treatment/Pediatric Diseases</i>	3
AM-573 <i>Yellow Emperor's Classic of Internal Medicine</i>	5
CT-111 <i>Clinical Internship (OB1)</i>	3
<u>12th Quarter</u>	
AM-571 <i>San Han Lun & Jin Gui Yao Lue</i>	3
HB-402 <i>Herbal Treatment/Dermatological Diseases</i>	3
WM-380 <i>Medical Ethics</i>	2
CT-211 <i>Clinical Internship (OB2)</i>	3
<u>13th Quarter</u>	
AM-572 <i>Wen Bing Xue</i>	3
HB-403 <i>Herbal Practice I</i>	8
CT-311 <i>Clinical Internship (SP1)</i>	3
WM-382 <i>Medical Billing</i>	3
<u>14th Quarter</u>	
WM-381 <i>Clinic Management</i>	3
HB-404 <i>Herbal Practice II</i>	3
WM-371 <i>Case Management I</i>	8
CT-312 <i>Clinical Internship (SP2)</i>	3
<u>15th Quarter</u>	
HB-420 <i>Integration of East/West Medicine</i>	3
WM-372 <i>Case Management II</i>	11
Elective	3
<u>16th Quarter</u>	
HB-430 <i>Master's Experiences in Herbal Treatment</i>	3
WM-373 <i>Case Management III</i>	3
CT-412 <i>Clinical Internship (AP2)</i>	11
Elective	3

Comprehensive Competency Exam (CCE2)

Course Descriptions

The following are descriptions of courses offered in the school through both sites, the main campus and the learning center. This listing does not constitute a guarantee or contract that any particular course will be offered during a given year. For degree or certificate requirements, students should refer to the departmental listings in the appropriate school information section of this Catalog. These requirements are subject to change, and students should check with their department for up-to-date information.

Courses numbered in the 100s and 200's are intended for lower-division students and those in the 300's and 400's for upper-division students. Courses numbered in the 500s and above are primarily for graduate students but in some cases may be open to qualified undergraduates. Many courses may be opened to non-majors. Students should check with individual departments for current policies.

The value of each course in semester hour credits, except for the Oriental Medicine courses, is carried as part of the identifying course prefix and department number. For example, in TH 401-3, "TH 401" is the identifying department number and "3" indicates semester or quarter hours of credit.

Abbreviations used in the course description are as follows:

GS: General Education	AC: Acupuncture	BL: Biblical Literature
OT: Old Testament	NT: New Testament	CH: Church History
MN: Christian Education	PT: Practical Theology	MI: Missions
CS: Christian Spirituality	BI: Bible	TH: Theology
CF: Christian Fellowship	CM: Christian Music	AM: Asian Medicine
BM: Medicine Literature	WM: Western Medicine	CT: Clinical Training
N: Natural Science	GH: General Education History	HB: Herb Medicine
GN: General Education	EL: Electives	

Bachelor of Arts in Theology

GS 100-3. *Introduction to Sociology.* An introduction to the field of Sociology and sociological concepts of group life, culture, socialization and institutions.

GS 110-3. *Introduction to Psychology.* An introduction to the study of human behavior as an empirical science in light of a Christian worldview.

GS 200-3. *Cultural Anthropology.* A study of human cultures, including concepts of ethnocentrism, cultural shock, anthropological research, and contextualization.

GS 101-3. *Introduction to Music.* Includes basic music terminology, rhythm, meter, key signatures, scales, chords, sight singing, and pitch notation.

GS 110-3. *Introduction to Philosophy.* An Introduction to Philosophy includes a survey of the major philosophers and their basic systems of thought.

GS 130-3. *Public Speaking.* Public Speaking goes over elements of communication, the public arena, and elements of effective speaking in a non-preaching context.

GS 150-3. *Introduction to Natural Science.* An introduction to the fundamental concepts of earth

sciences including chemistry, physics, astronomy, earth science, and geography.

GS 170-2. *Introduction to Computers.* An introduction to the components, operation, care and purchasing of personal computers and skill development on basic software for Word processing, data management, internet skill building, and basic media presentation, such as Power Point.

GS 260-3. *Science and It's Biblical Origins.* The course goes over a survey of basic scientific theories of origin and their crucial evidences while going over background material in physics, chemistry, geology, and astronomy. Emphasis will be given to the Christian understanding of scientific explanations to the origin of the universe in light of Biblical exegesis.

GS 150-3. *American History.* The course is an introduction to the development of American culture, its language, traditions and customs, and the foundations of the nation.

GS 120-3. *Western Civilization I.* A survey course tracing the foundations of Western Civilization from ancient times through 1648 A.D.

GS 121-3. *Western Civilization II.* A survey course tracing the foundations of Western Civilization from 1648 A.D. through the present. Attention is given to the Industrial Revolution and modern political and social movements.

GS 200-3. *Religion and Law.* This course looks at the first amendment and its jurisprudence history. This course will also examine important Supreme Court decisions that have shaped religion in the culture of America.

GS 170-3. *Foundations of American Government.* A course that probes the historical and philosophical foundations of the American Government. Included are the thoughts of Aristotle, Aquinas, Hobbs, Locke, and Madison.

GS 102-3. *English: Listening & Speaking.* A study designed to develop the listening and speaking skills of students who are none native English speakers. *This course is not an ESL course and previous ESL training will not be granted for this course.*

GS 103-3. *English: Listening/Comprehension.* This course includes basic English com-position and proficiency skills in listening using various learning materials such as periodicals, tapes, and videos. *This course is not an ESL course and previous ESL training will not be granted for this course.*

GS 104-3. *English: Reading & Writing.* Instruction and practice in composition and perceptive reading. *This course is not an ESL course and previous ESL training will not be granted for this course.*

GS 105-3. *English Advanced Grammar.* A course designed to help the student improve in vocabulary, grammar, and basic composition. *This course is not an ESL course and previous ESL training will not be granted for this course.*

BL 300, 301-3. *Koine Greek I.* A study of Koine Greek includes basic vocabulary, grammar, and syntax that formed the original writings of the New Testament. Students will gain an understanding of how to study the New Testament by using its original language. This course can be counted towards Biblical Studies elective requirements or general education electives.

BL 310, 311-3. *Hebrew I & II.* A study of ancient Hebrew includes basic vocabulary, grammar, and

syntax. Students will gain an understanding of how to study the Old Testament by using its original language. These courses can be counted towards Biblical Studies elective requirement or general education electives.

OT 110-3. *Old Testament Survey.* A survey of the Old Testament including its origins, organization, and content.

OT 200-3. *Pentateuch.* An introduction to the content of the first five books of the Old Testament. Attention will be given to their theological messages as well as their literary content.

OT 220-2. *Historical Books.* An examination of the books of the Old Testament that chronicled the history of Israel.

OT 310-2. *Wisdom Literature.* An analysis of Job, Proverbs, Ecclesiastes, and Songs of Solomon with a special emphasis on their practical application to today's life and thought.

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

OT 330 II-2. *Minor Prophets.* An examination of the message and literary contents of Daniel, Hosea, Joel, Amos, Obadiah, Johan, Micah, Nahum, Habakkuk, Zephaniah, Haggai, Zechariah, and Malachi.

OT 400-2. *Genesis.* An in-depth study of Genesis including its theology, literary content, and relationship to Christian faith.

OT 410-2. *Isaiah.* An in-depth study which examines the various types of Hebrew poetry and its message for Christian worship and life.

NT 130-3. *New Testament Survey.* A course designed to survey the origins, organization, and contents of the New Testament developed out of the context of the church community in the first century.

NT 210-2. *Gospels.* A study of the first four books of the New Testament including their relationship to each other and their unique messages for their respective audiences and relevance for Christian faith.

NT 250-2. *Acts.* A study of the primary New Testament book that provides the historical context for the study of the Pauline, Petrine, Johannine books of the New Testament.

NT 310-2. *Gospel of John.* An analytical and exegetical treatment of the gospel of John and a comparison to the synoptic.

NT 410-2. *Corinthian Letters.* A study of the book of 1 & 2 Corinthians including their historical context, literary issues, and theology.

NT 415-2. *Romans.* A study of the book that forms Paul's theology of grace and law.

NT 480-2 *Revelation and Daniel.* A study of the most prominent prophetic books and a comparison of their messages in light of their individual historical settings.

BS 300-3. *Hermeneutics.* This course equips the student with basic skills for Biblical interpretation and provide an introduction to the theological issues of Biblical interpretation.

TH 150-3. *Foundations of Christian Theology.* A study of foundation Christian doctrines based on the traditions of Protestant Theology.

TH 401-3. *Systematic Theology I.* A systematic study of the doctrines of God, Bibliology, and Anthropology.

TH 402-3. *Systematic Theology II.* A systematic study of the theological teachings concerning the person and work of Christ, the person and work of the Holy Spirit and Soteriology.

TH 403-3. *Systematic Theology III.* A systematic study of the Biblical teachings concerning the Church and the end of times.

TH 445-3. *Pauline Theology.* A study of various understandings of Paul's theology, exploring Paul's contribution to the foundations of the Christian church and faith, and what can be applied to modern church thought.

TH 448-2. *Comparative Religions.* A study of the great religious systems of the world including the worship of the most primitive groups as well as the various religions of the present world, including Hinduism, Buddhism, Confucianism, Taoism, Islam, and Judaism. May be used as a general education elective.

TH 449-2. *Cults and Christianity.* A study of cults predominating Western culture and an analysis of the beliefs in light of Christian faith. Included are Mormonism, Jehovah's Witnesses, the teachings of Sun Myung Moon, and feminist cults with theological over-tones.

TH 470-2. *Ethics.* A consideration of various areas in personal and social ethics as they are formulated within a context of Christian faith and theology. May be used as a general education elective.

MN 200-2. *Introduction of Christian Education.* A comprehensive treatment of the significance and scope of Christian education: its definition, nature, objective, and procedures.

MN 240-2. *Administration of Christian Education.* A study of the administrative responsibilities concerning the Christian education ministry in the local church.

MN 250-2. *History & Philosophy of Christian Education.* A study of the major religious and secular developments in history and philosophy of education and a comparison of those developments with Biblical principles to develop an understanding of the church's role in education. May be used as a general education elective.

MN 300-2. *Children's Ministry.* A study of the basic principles underlying ministry to children to the local church setting.

MN 350-2. *Youth Ministry.* A study of the basic ministry principles and strategies for youth ministry to teens aged 13-21, in the local church.

PT 460-2. *Homiletics.* A course designed to teach the student the principles of sermon preparation and delivery.

MN 461-2. *Practicum Homiletics.* A course designed to give the student practical experience in the delivery of sermons. Peer review and personal advice will be provided to the student on the development of this skill. Prerequisite: MN 460.

MN 466-2. *Church Administration.* A course designed to teach the potential minister/ church leader how to administrate a church. The student will be taught management skills, planning skills, and organization strategies for effective pastoral ministry.

MI 210-2. *Personal Evangelism.* A survey of methods of personal evangelism in light of the mission of the church to fulfill the Great Commission.

MI 220-2. *Non-Western Missions.* A study of the strategic importance on the non-Western mission movement, the challenges that these missionaries must face, and possible solutions to these challenges.

MI 160-2. *Introduction to Missions.* A study of the foundation of Missions in Biblical and Theological settings and an introduction to the disciplines upon which modern mission theory is founded.

MI 245 *History of Korean Missions.* A study of the methods, principles, aims, and progress of Apostolic ministry. Attention is given to the various periods of missionary, endeavor, through the beginning of the Korean church, and the period of modern Korean missions.

MI 250-2. *World Religions & Missions.* A survey of the religious systems present in the world and an analysis of how to conduct outreach among their members. Missionary considerations to be discussed, include information of what resources are available, what organizations are involved in ministering to each group, what strategies seem effective and what theological interest problems tend to be important to each group.

MI 400-2. *Introduction to Church Growth.* A study of the techniques of church planting as to where a church should be started, how to cultivate the community and develop a core group, and how to develop this group into a church. There will also be discussions concerning recruiting help and or sponsorship, alternative church planting.

CS 170-2. *Spiritual Formation.* A course designed to build basic spiritual disciplines for Christian living and ministry, and the development of a Christ like character.

CS 200-2. *Personal Gifts & Ministry Calling.* An explanation of divine guidance, spiritual gifts, and how understanding these concepts helps one understand what God's purpose is for his/her life.

CS 300-2. *Relationship Management.* A study of the development and maintenance of healthy relationships. Topics of discussion include application of Biblical principles to life situations, different personalities, development of skills in conflict management, living in a group setting, and being part of a team.

CS 350-2. *Personal Ministry Formation.* This course is designed to help the student implement their calling and gifts into a practical ministry setting. The student will engage in a semester of volunteer ministry in an organized setting and will secure the feedback of a professional clergy/minister in that setting to guide their spiritual calling. Prerequisite: CS 200.

CS 370-2. *Ministry of Prayer.* This course will develop the theology of prayer and its effect on ministry in

a corporate setting and on the individual. The student will be required to engage in prayer ministry during the semester and to engage in historical and theological readings on prayer and apply them to their personal spiritual growth.

Master of Arts in Missiology

BI 500-3. *Advanced Studies in the Old Testament.* A broad survey of Genesis through Song of Solomon including overall themes, divisions, main problems, and spiritual principles of these books in relation to their background and Christianity today.

BI 501-3. *Advanced Studies in the New Testament.* A general overview of the New Testament including theme, major divisions, problems, and lessons from each book.

BI 502-3. *Pentateuch.* A critical introduction to the first five books of the Bible. Examination of the higher criticism of the Pentateuch, the chronological issues, and the archaeological and cultural background of the Pentateuch.

BI 507-3. *Genesis.* An exegetical and an in-depth study of the first book of the Old Testament.

BI 510-3. *Historical Books.* A study of the books of Joshua through Esther with special emphasis on a historical overview of this period.

BI 515-3. *Elements of Hebrew.* A basic grammar with translation and written exercises, including the reading of selected Biblical texts.

BI 516-3. *Advanced Hebrew.* Grammar and syntax with selected readings and exegesis in Biblical texts, including passages in Zechariah.

BI 517-3. *Advanced Hebrew Reading.* Selected passages of Hebrew text with emphasis on reading and translation.

BI 518-3. *Advanced Hebrew Grammar.* A study of the details of Hebrew grammar and syntax along with readings in the Hebrew text.

BI 515A-3. *Beginning Greek.* An introductory study of the basic elements of New Testament Greek.

BI 516A-3. *Elementary Greek II.* A continued study of the basic elements of New Testament Greek, including translation of portions of the New Testament.

BI 517A-3. *Advanced Greek Grammar.* An intensive study of A.T. Robertson's *A Grammar of the Greek New Testament* in the light of historical research along with other standard works on grammar.

BI 520-3. *Poetic & Wisdom Literature.* Various types of poetic and wisdom literature emphasizing poetic devices and principles of interpretation.

BI 525-3. *Major Prophets.* An in-depth study of the books of Isaiah, Jeremiah, and Ezekiel.

BI 526-3. *Isaiah & Jeremiah.* A study of the life and times of each prophet, his character, message and

Messianic emphasis, including discussion of the value of each book for the church today.

BI 528-3. *Minor Prophets.* A study of the place and function of the prophet in Israel and Judah's history, including a rapid survey of each book in view of the political, social, and religious conditions of the times.

BI 529-3. *Advanced Studies in Minor Prophets.* An in-depth study of the special message of each prophet as clarified by the exposition.

BI 535-3. *Feasts and Festivals of Israel.* An in-depth study of the feasts and festivals of Israel and their theology in the New Testament.

BI 536-3. *Daniel.* A study of the book of Daniel, including discussion of the identity of the writer, the purpose and theme of the book, and a survey of the nine general divisions of the book.

BI 540-3. *Typology of the Old Testament.* A study of the Tabernacle, Priesthood, offerings and feasts of the Old Testament, and their theology in the New Testament.

BI 542-3. *Book of Joshua.* A study of the book of Joshua, including discussion of the identity of the writer, the theme and purpose of the book, and a survey of the four general divisions.

BI 549-3. *Theology of New Testament.* A study of the main doctrines of the Christian religion and how they are traced and developed in the Old Testament.

BI 552-3. *Synoptic Gospels.* Introduction to an examination of the synoptic problem in a Greek harmony of the Gospels and scholarly works. There will be discussion of similarities, differences, and the importance of each gospel account.

BI 554-3. *The Gospel of John.* A study of John's Gospel in the light of the author's state purpose with emphasis on its contribution to the knowledge of the person and work of Christ.

BI 555-3. *The Johannine Epistles.* A detailed study of these epistles that unfold the practical solution to the problems of fellowship and falsehood.

BI 556-3. *Acts of the Apostles.* Introduction to the book with emphasis placed upon its importance and its historicity. Comparison studies of the style and that of Luke's Gospel and comparison of Peter and Paul's speeches with their epistles will be made.

BI 557-3. *Romans*. An exegetical study of the epistle to the Romans with special study of the major doctrines of Salvation by Grace through faith. Includes discussion of the identity of the writer, the theme and purpose of the book, and five general divisions in the epistle.

BI 558-3. *Galatians*. An exposition of the epistle that devotes special attention to interpretive questions concerning justification by faith and the life of the Christian according to the principles of grace.

BI 559-3. *I Corinthians*. An exposition of the epistle devoting attention to the concept of grace through Christ, divisions in the body and disorders in the Church, marriage, and Christian liberty. Includes discussion of the writer, theme, and purpose of the epistle.

BI 559A-3. *II Corinthians*. An exposition of the epistle in light of the social and moral conditions of the times with special focus on doctrinal, ethical values and their application to the problems of the church today.

BI 560-3. *Ephesians*. An exposition which unfolds divine revelation about the church and its calling, its relationship to Christ and its life in the world today.

BI 561-3. *Philippians*. An exposition that continues study of divine revelation about the church and its relationship to Christ and its role today. Includes discussion of the author, theme, and the purpose of the epistle.

BI 562-3. *Colossians*. An exposition that continues the study of divine revelation about the church, the believer, and their respective relationship to Christ. Includes discussion about the writer, theme, purpose of the epistle, and covers four major divisions of the book.

BI 563-3. *I & II Thessalonians*. An exposition of each of these epistles with special emphasis on discussions of the ideal church and the ideal servant. Includes discussion of the five major divisions of the first epistle and the two divisions of the second, and a mentioning of the writer, theme, and the purpose of the epistles.

BI 564-3. *The Prison Epistles*. An exposition of Ephesians, Philippians, Colossians, and Philemon which unfolds divine revelation about the church and its calling, its relationship to Christ, and its life in the world today.

BI 565-3. *The Pastoral Epistles*. The epistles to Timothy and Titus expounded in the light of their special emphasis upon pastoral ministrations and church discipline.

BI 570-3. *Hebrews*. An exposition showing the relation of the Old Testament priesthood and sacrificial systems to New Testament fulfillment in Christ.

BI 571-3. *General Epistles*. An overview of the main teachings and problems of interpretation of the New Testament books of James through Jude.

BI 580-4. *Daniel & Revelation*. An exposition related closely in each case to the historical background, theme, flow of argument through chapters and sections, problem areas and spiritual applications. Discussion of the prophetic relationship between the two books and their correlation to other books.

BI 581-3. *Advanced Studies in Revelation*. An in-depth chronological study of chapters one through six of the Book of Revelation and topical studies of the remaining chapters with special discussion of their significance in view of current events today.

BI 582-3. *The Old Testament in the New Testament.* A study of quotations in the New Testament from the Old Testament showing the specific adaptation of the quotations by the New Testament writers and how they compare with the Old Testament context.

BI 590-3. *New Testament Backgrounds.* An investigation of the Jewish and Hellenistic backgrounds of the New Testament world of Jesus and of the early church.

BI 592-3. *New Testament Theology.* A study of important theological concepts in the New Testament focusing on the orthodox understanding of major doctrines in light of their first century environment.

BI 593-3. *New Testament Theology.* Directed studies with extensive reading and preparation of written materials under the direction of a faculty member. Includes a written thesis for completion.

BI 594-(1~3). *Advanced Studies.* A research oriented course with directed reading and seminar discussion on selected Biblical subjects. Requires an extensive written thesis for completion.

BI 595-(1~6). *Learning Contract in Bible.* Development of a learning program on a particular subject under the direction of a faculty member. Requires an extensive written thesis providing explanation of conclusions and demonstration that subject has been learned.

TH 502-3. *Systematic Theology.* The nature, method, and rationale of Christian theology. Revelation, both general and special, inspiration, canonicity, authority, and illumination of the Word of God. The doctrine of God, including His existence, attributes, and Trinitarian nature. Includes discussion of both good and bad angels.

TH 503-3. *Systematic Theology II.* Man, his creation in the image of God, his nature, fall and the effect of sin upon the race. The salvation to God, including the person and work of Christ. The application of salvation to men including election, regeneration, justification, sanctification, and perseverance.

TH 504-3. *Systematic Theology III.* A study of the broad kingdom, purpose of God, and the future events relating to the destiny of individuals and history, including the second coming of Christ in its phases, the millennial reign of Christ, the resurrection, the judgments and eternal state. Discussion of the church, its inception, its nature, including its organization, ordinances, place, and mission in the purpose of God.

TH 505-3. *Trinity & the Person of Christ.* An in-depth study of the doctrine of the trinity with special emphasis on the person and character of Christ.

TH 507-3. *Survey of Modern Theological Thought.* The study of contemporary theological positions, including a survey of the philosophical and theological thought leading up to the present day.

TH 509-3. *Reformation Theology.* The history of the doctrine beginning with the reformers and continuing into the twentieth century with a refutation of heterodox views.

TH 510-2. *Hermeneutics.* A study of fundamental principles for sound interpretation of the Bible, including general rules and special principles for poetic, parabolic, prophetic, and typological portions.

TH 511-3. *A Biblical View of Man.* The study of man in his origins, nature, and perfections in the image of God. Includes discussion of the origin, character, transmission, effect, and punishment of sin; the saving work of the triune God as carried out in the redemptive act centering in Christ.

TH 515-2. *History of the Evangelic Bible.* A study of the stages through which our English version of the Bible came into existence, including discussions relating to the strengths and weaknesses of the various versions.

TH 520-2. *Apologetics.* The acceptability of the Christian faith in the light of the Biblical, historical and archaeological records, Christian experience, science, and philosophy.

TH 523-2. *Cults and the Occult.* A study of the basic doctrines of some of the major cults, including an analysis of the nature of the demonic influence behind them.

TH 526-2. *Cults of America.* The distinctive features of the cults of America with their significance in the development of religious thought with particular reference to their treatment of the central features of orthodox Christian doctrine.

TH 530-2. *Ministerial Ethics.* A study of the ethical issues unique to the pastor, his/ her family, and the congregation. A study of the practice of church discipline as it relates to scripture and society.

TH 540-3. *Pneumatology.* The person and work of the Holy Spirit in both the Old and New Testaments with particular attention to his ministries in this age to the individual believer and the church.

TH 548-3. *Doctrine of the Church in the 20th Century.* An examination of the fundamental doctrines concerning the church, including its nature, organizational structure, ministry, ordinances, purpose and place in God's design. Discussion of the significance derived from each of these areas for the practical life of the church with special focus on current theological issues.

TH 550-3. *Eschatology.* A study of the doctrine of future things relating to the destiny of individuals, nations, and the universe.

TH 554-(1~3). *Current Trends in Eschatology.* Supervised reading and research in selected areas of systematic theology.

TH 591-(1~4). *Advanced Study in Theology.* A research-oriented course, including directed readings and seminar discussion on selected theological subjects; extensive written thesis required for completion. Requires extensive directed reading and a written thesis for completion.

TH 595 (1-6). *Supervised Detective Studies.* Development of a learning program on a particular subject under the direction of a faculty member.

MN 500-2. *Evangelism.* The practical examination of the theology of evangelism and discipleship with an emphasis on developing the skills of personal evangelism and equipping others to share their faith.

MN 502-3. *Advanced Evangelism.* A survey of the history of evangelism and revivals. An examination of various strategies such as T.V., mass crusade, street and pulpit evangelism, the giving of invitations, and altar calls.

MN 504-2. *Soul Winning.* A study of the programs and methodology of mass evangelism.

MN 510-2. *Church Planting in U.S.* The study of the components, such as geography, demography, strategy, and implementation that go into church planting in U.S.

MN 511-3. *Principles of Church Growth in U.S.* A Biblical study of church growth principles. An analysis

of contemporary practices.

MN 512-2. *Small Group Ministries.* A study of the role of small groups in the church in providing fellowship, mutual ministry, and edification. Identification of the skills necessary to organize and lead small groups.

MN 513-2. *Discipleship.* An examination of the interpersonal relationships and character development.

MN 525-(1~3). *Advanced Study in Ministry.* A research oriented course with directed reading and seminar discussions on selected ministerial subjects. An extensive written thesis is required for completion.

MN 527-3. *Pastor & Personal Finance.* An in-depth study of the various investment and tax strategies that may be used to enhance and supplement the pastor's income and provide for retirement benefits.

MN 528-3. *Church Administration.* An in-depth study of the strategies and methods for enhancing the financial standing and structure of the local church. Includes discussion of the pastor's role in organizing and guiding fundraising activities, bookkeeping, and investments for interest income.

MN 530-2. *Creative Preaching.* A study of various ways to proclaim God's Word, such as topical, inductive, dialogical evangelistic, dramatic narrative, textual, and life situation preaching.

MN 531-3. *Homiletics.* A study and application of the procedures designed to assist the student to improve preaching skills by the creation of sermons through predetermined scriptural texts and pre-designated themes.

MN 532-2. *Advanced Preaching.* Continued studies of the various ways to proclaim God's Word with special emphasis in developing skills for sermon delivery. Prerequisite MN 530.

MN 532A-2. *Hermeneutics.* Same as TH 210 through 510.

MN 533-4. *Hermeneutic and Bible Study.* A study of hermeneutical principles for sound interpretation of the Bible, including general rules and specialized principles for parables, types, prophecies, and poetry. An application will be done of Bible study methods, including the synthetic, analytic, doctrinal, biographical, and others.

MN 535-3. *Exegetics.* The development of the student's expositional ability by exercises in the critical explanation of scripture.

MN 536-3. *Sermon Preparation.* A study of the techniques and fundamentals of sermon construction and persuasive deliver of expository sermons.

MN 537-3. *Advanced Sermon Preparation.* A skill-refining practicum in the essentials of expository preaching, including evaluation of off-campus ministry.

MN 540-4. *Pastoral Counseling.* A study of basic techniques for pastoral counseling with a Biblical orientation with emphasis on the characteristics of an effective counselor, the development of counseling skills, the making of referrals, the place of counseling in the church, and the various theories of counseling.

MN 542-3. *Advanced Counseling.* A study of the conflict between the kingdom of darkness and the kingdom of light with emphasis on the techniques of counseling the spiritually afflicted. Discussion of the vulnerability of the believer, his authority, power, and protection.

MN 544-4. *Marriage & Family Counseling.* Advanced course dealing with problems and conflicts within marriage and family settings. Explores various counseling methods and practical behavioral methods designed to meet problems and conflicts from a Biblical perspective.

MN 548-2. *Stress Management.* Identification of sources of stress and discussion of Biblically based methods for effective resolution. Includes discussion of being "burnt-out".

MN 550-3. *Church Personnel Management.* An examination of contemporary personnel management concepts, organization, and interpersonal theories as applied to the local church.

MN 551-4. *Pastoral Ministry.* A study of the pastor's call, philosophy of ministry, orientation, role, ethics, spiritual life, and ministry with attention to leadership in worship and special services.

MN 552-2. *Leadership Development.* The Biblical principles and practices of developing leaders within the church, including discussion of theological truth, spiritual character, and practical skills.

MN 553-2. *Church Management.* An examination of contemporary management concepts, organization, and interpersonal theories as applied to the local church. Prerequisite MN 551.

MN 554-2. *Church Finance and Administration.* An examination of the Biblical principles of financial stewardship, fundraising, and budgeting. Discussion of financial bookkeeping procedures and the use of the computer in the Church.

MN 555-3. *Administrative Organization & Leadership.* A course designed to lead the student through a Biblical organizational and psychological understanding of leadership, motivation, planning, managing conflicts, worker training, evaluation, change principles, and organizational development.

MI 505-3. *Introduction to the History of Missions.* The background, development, and spread of Christianity through world missions. Includes discussion of geographical thrusts, growth dynamics, and church structures.

MI 506-3. *Intercultural Communication.* This course will introduce the student to communication and language and its effect on messages within cultures, and then, will apply these principles to the development of the Christian message across various cultures.

MI 510-3. *Thinking Missiologically.* This course will develop the foundational principles and theories of missions and what shapes the professional Missiologist in their work and research.

MI 520-3. *Biblical Foundations of Mission.* An analysis of the tensions within the church focusing around the mission of the church in the contemporary world with an attempt to formulate a Biblical-Contemporary expression of the theology of the Church's mission in light of those tensions.

MI 530-3. *Cultural Anthropology from a Christian Perspective.* This course will develop the disciplines and theories of cultural anthropology from a Christian worldview.

MI 530-3. *Cultural Anthropology from a Christian Perspective.* This course will develop the disciplines and theories of cultural anthropology from a Christian worldview.

MI 566-3. *Foundations of Leadership.* Investigation into leadership theory and practice leading to the development of a Bible-centered philosophy of leadership, practice of basic leadership skills, and study of application of concepts in the church and Para-church agencies.

MI 570-2. *Introduction to World Missions.* The nature of man and his culture with special emphasis on the principles, history, and methodology of worldwide missions.

MI 571-3. *Contemporary Theology of Missions.* An overview and critique of the various theologies of mission advocated by various branches of the Church down through the decades beginning with Edinburgh 1910 to the liberation theology debate of our day.

MI 574-3. *World Missions & Local Church.* Designed to integrate principles of cross-cultural communication, theology, and strategy of missions within the framework of the local church.

MI 595-3. *Directed Studies in Missions.* Development of a learning program on a particular ministry subject under the direction of a faculty member. Requires student to produce an extensive research project for completion.

CS 500-3. *Christian Faith Development.* An advanced study of the Biblically based view of ways in which faith is developed and brought to maturity in Christ. Prerequisite, TH 540.

CS 510-3. *The Deeper Spiritual Life.* An exposition of the person and work of the Holy Spirit in the believer's life with discussion of conviction, manifestations (gifts), sanctification, and instruction. Special emphasis on living the Spirit led life.

CS 511-3. *Devotional Development.* A study of practical methods and helps for developing and maintaining a strong devotional life.

CS 520-2. *Discovering Your Spiritual Gifts.* An in-depth study of the student's personal gifting or manifestation of the Holy Spirit for the work of the ministry. Prerequisite, TH 540.

CS 530-3. *Cultivating Spiritual Growth.* A study of practical methods and helps for stimulating and maintaining spiritual growth.

CF 502-3. *Leadership Development.* An investigation into Bible-centered spiritual leadership theory and practice; practice in basic leadership skills and study of the application in the life of the vocational Christian worker

CF 504-2. *Ministerial Ethics.* A study of the ethical issues unique to the pastor, his family and the congregation. Includes discussion of the practice of church discipline as it relates to scripture and society.

CF 506-3. *Leadership Management.* Consideration of interpersonal relations between members of a multiple staff as well as management principles in church related groups.

Master of Arts in Church Music

CM 500-3. *Music and Liturgy.* An introduction to the application of music to church liturgy with an emphasis on the moods and emotions that music brings to the total.

CM 501-3. *History of Christian Music.* This course studies the development of music in the context of Christian faith and expression. The course will look at expressions of Christian music used in Old Testament faith community experience, New Testament faith community expressions, and the movement of Christian music that mirrored cultural expressions generally through the present.

CM 540-2. *Choral Conducting I.* This course introduces the student to the skills needed for effective choral conducting in the local church setting.

CM 542-2. *Advanced Choral Conducting.* This course builds on the basic skills needed for choral conducting and develops further skills for group conducting and integrated conducting for both choirs combined with orchestral conducting.

CM 550-3. *Administering Church Music Programs.* This course provides the student with theories and skills needed for specialized leadership of church music programs. This course also surveys the various options open to development of church music programs.

CM 560-2. *Contemporary Worship Music and Media.* This course provides the student with a survey of contemporary music trends and the use of media to supplement worship expressions involving music.

CM 561-2. *Electronic Music in the Contemporary Church Setting.* This course explores the vast array of electronic music devices and their use in the production of music and expressions of music in the local church.

CM 565-2. *Leading Children's Choir.* This course surveys the tasks that a church music pastor must undertake to develop successful children's choirs and the tools needed to teach children music in the local church setting.

CM 566-2. *Hymnology.* This course studies the development of hymns used in various Christian settings and examination of historical backgrounds of selected hymns and hymn styles.

CM 570-2. *Contemporary Trends in Worship and Music.* This course examines the contemporary music scene in church settings and studies trends that have developed in recent decades. The course will also examine legal issues in church music.

CM 575-2. *Church Music in Cross Cultural Settings.* This course examines the practice of church music in various cultures and examines cultural values affecting church music in those cultures.

CM 580, 581, 582-2. *Applied Church Music: Keyboard I.* This course develops keyboard skills for use in church music, which requires 40 hours of practice and instruction with a keyboard instructor. Instruction will be either on piano or organ keyboard.

CM 583, 584, 585-2. *Applied Church Music: Composition & Arranging I.* This course will provide the student with an opportunity to expand skills and creative abilities in music composition and arranging for church choirs and church music ministry.

CM 586, 587-2. *Applied Music: Voice I.* This course will develop the student's vocal music skills for performance or for evaluating other voice performance capabilities.

CM 590-2. *Applied Music: Advanced Music Theory.* This course is an extension of music theory training for application to arranging. The student must have taken at least one year's worth of music theory training in an undergraduate program to register for this elective course.

CM 595-2. *Applied Music: Church Music Leadership Internship.* This course provides the student with the opportunity to serve in the local church under a church music pastor as an intern for one semester. The student will be given the opportunity to lead a church choir during this time period.

CM 596-2. *Independent Research in Church Music.* This course will be arranged with an instructor and a topic will be developed that is of interest to the student under the direction of a staff instructor.

Master of Science in Asian Medicine

The School of Asian Medicine's is currently designed to lead to positions in a profession, occupation, trade or career field requiring licensure in this state. However until approval is received from the Bureau for Private Postsecondary Education, Piedmont cannot provide licensure. A list of requirements are provided in the Notice Regarding Licensure section. Piedmont University hopes to provide licensure and additional requirement information in the near future.

ACUPUNCTURE COURSES

AC 110 Acupuncture Principles (3/30)

Introduction to the art science of Acupuncture, including channel/meridian pathways, distribution of channels/meridians, branches, collaterals, muscle regions, and coetaneous regions in the human body and relationship with internal organs.

Prerequisite: None

AC 111 Acupuncture Anatomy I (3/30)

Study of the points located on the 14 meridians, including names and anatomical locations, 15 collateral points, 8 extra channels, and non-channel points. Prerequisite: AC 110

AC 113 Meridian Theory (3/30)

Basic concepts of Meridian Theory, including distribution of channels, branches and collaterals in the human body and relationship with internal organs. Prerequisite: AC 112

AC 114 Acupuncture Physiology I (3/30)

The usage of regular and special acupuncture points and their traditional functions in treatment. Prerequisites: AC 113

AC 115 Acupuncture Physiology II (3/30)

Continuation of AC 114. Prerequisite: AC 114

AC201 Acupuncture Techniques I (3/30)

This course covers the hygienic standards including Clean Needle Techniques, management of possible accidents in acupuncture treatment, equipment maintenance and safety and preparation for various needling techniques for eight channels (Du, Ren, Lung, Large Intestine, Stomach, Spleen, Heart, and Small Intestine channels). Prerequisites: AC 115

AC202 Acupuncture Techniques II (3/30)

Continuation of AC 301, Student practice the point location and the needling techniques for six

channels (Urinary Bladder, Kidney, Pericardium, san Jiao, gall bladder, Liver channels) and the extraordinary points. Student also practice auricular, scalp, coetaneous, and warming acupuncture as well as electro-acupuncture, cupping, bleeding, gua sha, dermal tacks and cold and heat therapy including moxibustion and ultra-sound. Students practice acupuncture point stimulation devices including magnets and beads, too. Prerequisite: AC 201

AC 301 Acupuncture Therapeutics I (3/30)

It covers a study of the principles of acupuncture prescription and treatment from Neijing to modern acupuncture and Asian medicine literature. The course includes a de-tailed study of clinical acupuncture treatment procedures for different specialties including emergency care, family medicine, internal medicine such as Respiratory, digestive, Urogenital, and Psychological diseases. Prerequisites: AC 113

AC 302 Acupuncture Therapeutics II (3/30)

Continuation of AC301. The course includes a detailed study of clinical acupuncture treatment procedures for different specialties including orthopedics, traumatology, geriatrics, gynecology, pediatrics, dermatology, and ophthalmology. Prerequisites: AC 301

AC 400 Special Acupuncture Modalities (3/30)

This course covers the application of the Special acupuncture points and introduces the special acupuncture modality such as Auricular, Scalp, Face and Nose, Hand and Food, Cutaneous, Pressure, Intradermal, Three-edged Needle, Warm needle, and Electro Acupuncture. This course also introduces the method of Moxibustion and Cupping, as well as management of possible accidents in acupuncture treatment. Prerequisite: AC 110

AC 401 Acupuncture Orthopedics (3/30)

The course will emphasize the examination, diagnosis and treatment of common orthopedic disorders affecting the neuromusculoskeletal components of the neck, thorax, lumbar spine, pelvis, upper and lower extremities. Prerequisites: AC 400

ASIAN MEDICINE COURSES

AM 101 Theory of Asian Medicine I (3/30)

Basic theory of Asian Medicine describing the relationship of Yin and Yang, the Five Elements, the formation and function of Qi, blood, body fluids and the nature of the human being. Prerequisites: None

AM 102 Theory of Asian Medicine II (3/30)

The fundamental principles of the external factors that cause disease (wind, cold, dampness, heat & dryness), the general law of pathological changes, and the prevention & treatment of disease. Prerequisites: AM 101

AM 201 Asian Medicine Diagnosis I (3/30)

Introduced in this course are four methods of diagnosis in Asian Medicine with emphasis on tongue observation and pulse diagnosis. Also covered are analyses of symptoms and signs of diseases. Prerequisites: AM 102

AM 202 Asian Medicine Diagnosis II (3/30)

This course is a detailed study of the principles of differential diagnoses and clinical syndromes in Asian Medicine. Eight principles, Qi, Blood, Body Fluid, Etiology, Five Elements, and Channels differentiation are included. Prerequisites: AM 201

AM 203 Asian Medicine Diagnosis III (3/30)

This course describes diseases related to dysfunction of internal Zang-Fu organs (heart, lung, spleen, liver, kidney, small intestine, large intestine, stomach, gall-bladder, pericardium, and sanjiao). The combination of Zang-Fu diseases, Six-Stage theory (Shang Han Lun), Four Stages theory and Sanjiao theory (Wen Bin Lun) are also discussed. Prerequisites: AM 202

AM 401 Asian Internal Medicine I (3/30)

This course includes the study of clinical Asian Medicine dealing with single entities and syndromes of different body systems and integrated acupuncture and Asian Medicine diagnostic and treatment procedures. Special consideration is given to etiology and pathogenesis, clinical manifestations, analysis, and treatment plans, including important and necessary. This course also covers, in detail, methods to add acupuncture points and herbs to the basic treatments according to disease progression and various syndromes. It covers diseases like Common Cold and Influenza, Cough, Xiao Zheng (Asthma), Allergic rhinitis, Sinusitis, Lung Abscess, Pulmonary Tuberculosis, Palpitation, Xiong Bi (Chest Painful Obstruction Syndrome), Headache, Dizziness and Vertigo, Tinnitus, Insomnia, Wind-stroke, Chronic Fatigue Syndrome. Prerequisite: Upper Division Standing

AM 402 Asian Internal Medicine II (3/30)

Continuation of AM 401. It covers diseases like Epigastric pain, Vomiting and Hiccup, Diarrhea and dysentery, Abdominal pain, Constipation, Gu Zheng (Abdominal Distension & ascites), Hypochondriac pain, Jaundice, Edema, Lin Zheng (Dysuria Syndrome), Enuresis and Incontinence, Impotence and nocturnal emission, Xiao-Ke (Diabetes Mellitus), Internal Fever, Mental Emotional Problem (Manic-Depressive Disorders). Prerequisite: Upper Division Standing

AM 403 Asian Internal Medicine III (3/30)

Continuation of AM 402. It covers diseases like Bi Zheng (Painful Obstruction Syndrome), Lower back pain and Sciatica, Wer Xheng (Atrophy Syndrome), Parkinson's disease, Multiple Sclerosis, Jian Zheng (Epilepsy syndrome), Jin Zheng (convulsion Syndrome), Jue Zheng (Syncope, Coma Syndrome), Tan Zheng (Phlegm Syndrome), Han Zheng (Abdominal Perspiration Syndrome), Xue Zheng (Bleeding Syndrome), and Yu Zheng (Stagnation Syndrome). Prerequisite: Upper Division Standing

AM 404 Asian Internal Medicine IV (3/30)

This course covers gynecology consisting of basic physiology of female reproductive organs according to Asian Medical Theory and disorders affecting these organs. Diagnosis and treatment are also covered. Prerequisite: Upper Division Standing

AM 571 Sang Han Lun & Jin Gui Yao Lue (3/30)

Introduction of two main Chinese medical classics: Sang Han Lun and Jin Gui Yao Lue. The class covers the six channels diagnosis for cold damage diseases and their treatments; the diagnosis and therapy for miscellaneous diseases. Prerequisite: Upper Division Standing

AM 572 Wen Bing Xue (3/30)

Differential diagnosis and treatment of febrile diseases based on the systems of the four level theory and three Jiao theory. Prerequisite: Upper Division Standing

AM 573 Yellow Emperor's Classic of Internal Medicine (3/30)

General introduction of Yellow Emperor's Classic including its medical concepts, principles, and applications to clinical practice. The ancient Chinese philosophy concepts and how they influenced Chinese medicine also will be introduced. Prerequisite: Upper Division Standing

AM 580 Tai Chi Chuan (3/30)

Introduction to the Chinese system to movement and meditation, which maintains good health and longevity by promoting the flow of Qi. Prerequisite: None

AM 581 Qi Gong (3/30)

This course introduces the concepts and practice of Qi Gong as it relates to Traditional Asian Medicine. Students will learn the history, types, and general training concepts of Qi Gong for optimal health and clinical application for patient care. Prerequisite: None

AM 582 Acupressure & Tui Na (3/30)

This course includes the principles, theory, techniques utilizing manual therapy and mechanical devices and practice of basic Acupressure and Tui Na (Oriental Massage). Prerequisite: None

BASIC SCIENCE COURSES**BS101 Fundamentals of Biology (3/30)**

This course covers earth's diversity of biological organisms and systems. The processes of life from the most basic unicellular to highly complex mammalian organisms will be presented, along with interconnections between living systems and how life evolved in greater complexity from simple beginnings. Topics covered include cell structure and function, basic reproduction and genetics (mitosis & meiosis), plant and animal structures, basic life processes (digestion, respiration, excretion, secretion & reproduction), ecology and the biosphere. Also this course includes introduction to immunology and microbiology (viruses, bacteria, and other medical related micro-organism) as the basis of clinical science. Prerequisite: None

BS 102 Fundamentals of Chemistry (3/30)

This course will present the basic principles of organic and biochemistry, with emphasis on the periodic table of valences that determines atomic-molecular interactions responsible for chemical changes in organic compounds within living organisms. The structures, properties, metabolism, functions as well as practical and clinical aspects of the following groups of bio-compounds will be studied: amino acids, proteins, enzyme co-factors, lipids, and nucleic acids. Prerequisite: None

BS 103 Fundamentals of Physics (3/30)

This course will present basic Newtonian Physics, including relativity. The laws governing bodies in motion and at rest (inertia), mass, temperature and pressure changes and the effect on mass, will be presented in a Newtonian context. This course also includes application of physics in clinical medicine as well as a general survey of biophysics. Prerequisite: None

BS 104 Organic & Biochemistry (3/30)

An introduction to physiological chemistry, including basic cellular biology, metabolism, and structure and function of carbohydrates, lipids, proteins and nucleic acids basic to the study of nutrition. Prerequisites: BS 102, 103

BS 105 Microbiology & Immunology (3/30)

1. Overview of the biology of microorganism and human immune system.
2. General information on microbial anatomy and biology, classification and identification characteristics of microorganisms, post-parasite relationship, infection and immunity and microbial control
3. Knowledge of major human microbial diseases and General Pathology.

Prerequisite: BS 101

BS 106 Fundamentals of Psychology (3/30)

Study of why people act, think, and feel the way they do, mental process of a person or people. Designed to provide students with an appreciation of the variety of psycho-pathological conditions, some of the basic techniques of assessment, and treatment methods with counseling skills. Prerequisite: None

BS 107 Nutrition & Vitamins (3/30)

This course is an introduction to the basic concepts of nutrition and the basic elements of food. The essential nutritional requirements and principles are discussed. Basic concepts of science and Oriental Therapeutic diet are also included. Prerequisite: None

BS 201 Anatomy & Physiology I (3/30)

Introduction to morphology and functions of the human body with special attention to the basic components of the body and their functions, cardiovascular system, respiratory system, lymphatic system, and immune systems. Prerequisite: None

BS 202 Anatomy & Physiology II (3/30)

The objective of this course is to provide students with an understanding of the structures and arrangement of gross surface features of the human body. Students are introduced to clinically significant relationship through lectures and laboratory dissection of cadavers. Slides are used to emphasize areas useful to the acupuncturist. This course pays special attention to the musculoskeletal and respiratory systems. Prerequisite: None

BS 203 Anatomy & Physiology III (3/30)

This course deals with the basic structural and functional aspects of the human nervous system with special emphasis on the cranial and spinal nerves. Also, this course emphasizes special sense organs of the human body such as eye, ear, tongue, etc., and autonomic nervous system. Prerequisite: WM 102

BS 204 Anatomy & Physiology IV (3/30)

A microscopic study of human cells, tissues, and organ systems should not be over-looked, because they are the first structures changed in disease conditions. Endocrinology is a study of hormones where hormones are secreted, what hormone action is and any diseased condition and the treatment of each endocrine disease. Prerequisite: BS 203

BS301 General Pathology (3/30)

This course deals with basic general concepts of pathology associated with cellular damage, bodily responses to injury, acute and chronic inflammation, homodynamic dysfunction, genetic disorders and neoplasia. Prerequisite: WM 100, BS 201

BS 302 Systemic Pathology (3/30)

Continuation of BS302, with emphasis on systematic pathology including cardiovascular, respiratory, genitourinary, endocrine and gastrointestinal systems. Prerequisite: WM 301

WESTERN MEDICINE COURSES

WM 100 Western Medical Terminology (3/30)

This course deals with the basic terminology that is used in the medical field. These are technically exact vocabulary used by professionals to communicate properly to describe the patient and the disease conditions. There are many abbreviations and prefixes and suffixes.

Prerequisite: None

WM 101 History of Medicine (1/10)

The History of Medicine, in general, in which the origins of Medical theory, the progress of medical science, and the history and development of Acupuncture and Asian Medicine in the United States are discussed. Medical conditions and name of tests from famous individuals who discovered them will also be presented. Prerequisite: None

WM 300 Public Health (3/30)

In this course, students will be trained with the principles of public health, including public and community health and disease prevention, public health education, treatment of chemical dependency, as well as communicable disease, public alerts and epidemiology. Prerequisite: None

WM 310 Pharmacology (3/30)

A survey of Western pharmacology, with emphasis on classification, major actions, and side effects of commonly prescribed medications; including the effects of such drugs on Oriental diagnosis. Prerequisite: WM 100, BS 101

WM 320 Physical Exam in Western Medicine (3/30)

Presented in this course are standard methods of physical examination and/or assessment, including neuro-musculo-skeletal, neurological, abdominal, and ear, nose and throat examinations, with emphasis on history taking, physical examination and screening test; understanding the necessity of adjunct diagnostic procedures, laboratory tests and imaging studies of various bodily systems and international classification of diseases (ICD). The course also includes diagnostic clues for disease differentiation of various bodily systems and organs. Prerequisite: None

WM 330 Lab Test & Radiology (3/30)

This course is designed to help students develop basic skills in reading and interpreting medical images (X-rays, CT scan, MRI) and ordering, reading and interpreting common Western medical diagnostic tests. Prerequisites: BS 102, 203, 204

WM 340 Research Methodology (3/30)

This course will prepare the students with the skills to continue to expand their knowledge, including research and evidence based medicine, knowledge of academic peer review process, and medical statistics. Prerequisite: None

WM 351 Western Internal Medicine I (3/30)

This course covers a review of internal and family medicine including neurology, pulmonary/respiratory, gastrointestinal, cardiovascular, lymphatic, musculo-skeletal and sexually transmitted diseases. A comprehensive history taking, functional assessments, pharmacological assessment, clinical reasoning, problem solving, and diagnosis will be included. Procedures necessary for diagnosis including laboratory test, diagnostic imaging, and radiology and incorporating the resulting data and reports will also be discussed. Prerequisites: Upper Division Standing

WM 352 Western Internal Medicine II (3/30)

This course covers standard medical terminology, standard patient physical examination, skills in comprehensive history taking, pharmacological assessment, clinical reasoning, problem solving, and diagnosis of diseases in endocrine system, blood system, urinary system, and immune system as well as metabolic diseases. This course also covers a comprehensive survey of clinical

practices of medicine, osteopathy, psychology, dentistry, nursing, chiropractic, podiatry, naturopathy, and homeopathy. Prerequisites: WM 351

WM 353 Western Internal Medicine III (3/30)

This course covers standard medical terminology, standard patient physical examination, skills in comprehensive history taking, pharmacological assessment, clinical reasoning, problem solving, and diagnosis of diseases in general surgery, ophthalmology, E.N.T., pediatrics, psychiatrics, dermatology, obstetrics and gynecology. Prerequisite: Upper Division Standing

WM 360 CNT & Safety Codes (2/20)

This course is designed to train students to assess the many dimensions of risk in the clinical setting and to implement practical strategies for the prevention of harm. More generally, it will guide the student of Acupuncture toward practicing safely in the social, legal, and medical contexts.

Prerequisite: None

WM 370 First-Aid & CPR (1/10)

This course will provide the student with an opportunity to develop and refine basic cardiopulmonary resuscitation skills. Class will qualify student for basic CPR card with the American Red Cross. Prerequisite: None

WM 371 Case Management I (3/30)

This course offers a detailed inquiry into primary, secondary and specialty care responsibilities in the clinical management of patients. The course offers the knowledge and skills of patient counseling to enhance the mind-body-spirit healing of the patient as well as that of doctors. It also provides tools to assess the patient's disease from psycho-social-cultural-behavioral perspectives while offering a more sensitive communication skill to the need of patients. This course integrates the Oriental and Biomedicine cases for the diseases of the pulmonary system, cardiovascular system, gastrointestinal system and urinary system. It covers the proper protocol for treatment planning, treatments, contraindications, complications, prognosis and future medical care, including drug and herb interactions. It also covers the continuity of care, referral and collaborative efforts with other primary or secondary healthcare providers, as well as the need for follow-up care, determination of final review, and the selection of functional outcome measures. Prerequisite: Upper Division Standing

WM 372 Case Management II (3/30)

This course covers case management for injured workers and socialized medicine patients, including an understanding of workers compensation/labor codes and procedures and qualified medical evaluations. Coding procedures for current procedural codes, including CPT and ICD-9 diagnosis will be included. This course integrates the Oriental and Biomedicine cases for the diseases of the nervous system, endocrine system, blood system and rheumatology system. It covers the proper protocol for treatment planning, treatments, contraindications, complications, prognosis, and future medical care, including drug and herb interactions. It also covers the continuity of care, referral and collaborative efforts with other primary or secondary healthcare providers, as well as the need for follow-up care, determination of final review, and the selection of functional outcome measures. Prerequisite: Upper Division Standing

WM 373 Case Management III (3/30)

This course covers the proper format, reference, and language of medical-legal report writing for private insurance patients, the need to participate in or warrant an expert medical testimony and/or independent medical review will be included. The clinical management of special care and/or seriously ill patients, as well as emergency medicine procedures. Prerequisite: Upper Division Standing

WM 380 Medical Ethics (2/20)

Course covers issues of ethics in medicine and the ethical managements of patients and their care. Prerequisite: Upper Division Standing

WM 381 Clinic Management (3/30)

This course covers the business and management aspects of practicing acupuncture and Asian Medicine in private clinic establishments. The curriculum includes record keeping, insurance billing and collection, California and Federal laws including HIPAA, OSHA, and Labor codes, safety management, running a successful acupuncture clinic, risk management and ethics. Prerequisite: Upper Division Standing

WM 382 Medical Billing (3/30)

Provides the student with information needed to apply acupuncture training in a businesslike manner in a number of clinical settings. Prerequisite: None

HERBOLOGY COURSES**HB 202 Herbal Principles (3/30)**

Covered in this course are the history and development of herbal medicine in Asia and in U.S.A. principles of herbology, including the principles of colors and tastes, herbal prescription, entering channels; preparation of herbs for medical use, legal and ethical considerations of herbal medicine and relevant botany concepts are also presented. Prerequisite: None

HB 205 Herbology I (3/30)

This course is closely related to herbal Principles. Emphasis is placed on a systematic description of the commonly used herbs like Herbs that Release the Exterior (Warm, acrid Herbs that Clear Heat (Herbs that Drain fire, Herbs that cool the Blood, Herbs that Clear Heat and Dry Dampness, Herbs that Clear Heat and Relieve Toxicity, Herbs that Clear and Relieve summer-Heat), Herbs that Downward Draining Herbs (Purgatives/ Moist Laxatives/ Harsh Expellants) in terms of their nature, entering channels (target organs), actions, indications, contraindication, dosage, and rout of administration. Prerequisite: HB 202

HB 206 Herbology II (3/30)

This course is closely related to Herbal Principles. Emphasis is placed on systematic description of the commonly used herbs like Herbs that Drain Dampness, Herbs that dispel wind-Dampness, Cool Herbs that Transform Phlegm-heat, Warm Herbs that Transform Phlegm-cold, Herbs that Relieve coughing and Wheezing, Herbs that Expel phlegm by inducing Vomiting, Aromatic Herbs that Transform Dampness, Herbs that Relieve Food Stagnation in terms of their nature, entering channels (target organs), actions, indications, contraindications, dosage, and route of administration. Prerequisite: HB 202

HB 207 Herbology III (3/30)

This course is closely related to Herbal Principles. Emphasis is placed on systematic description of the commonly used herbs like Herbs that Regulate the Qi, Herbs that Stop Bleeding, Herbs that Invigorate the Blood, Herbs that Warm the Interior and Expel Cold, Herbs that Stabilize and Bind in terms of their nature, entering channels (target organs), actions, indications, contraindication, dosage, and rout of administration. Prerequisite: HB 202

HB 208 Herbology IV (3/30)

This course is closely related to Herbal Principles. Emphasis is placed on systematic description of the commonly used herbs like Herbs that Tonify the Qi, Herbs that Tonify the Blood, Herbs that

Tonify the Yang, Herbs that Tonify the Yin, Substances that Anchor, Settle, and Calm the spirit, Herbs that Nourish the Heart and Calm the Spirit, Aromatic substances that Open the Orifices, Substances that Extinguish Wind and Stop Tremors, Herbs that expel parasites, Substances for External Application in terms of their nature, entering channels (target organs), actions, indications, contraindications, dosage, and route of administration. Prerequisite: HB 202

HB 311 Herbal Prescription I (3/30)

This course is collectively an in-depth study of herbs and common formulas used in Asian Medical practice, including a description of actions, indications, contraindications, dosage, variation, counseling, preparation, storage, potential side effects and routes of administration of the herbal formulas like formulas that release the exterior (Formulas that release early-stage exterior disorders, Formulas that release exterior cold, formulas that release exterior wind-heat, formulas that release exterior disorders with head and neck symptoms, Formulas that release exterior disorders with interior deficiency, formulas that release exterior-interior excess), Formulas that clear heat (Formulas that clear heat from the Qi level, formulas that clear heat from the nutritive level and cool the blood, Formulas that clear heat and relieve toxicity, Formulas that clear heat from the organs, Formulas that clear heat from deficiency, formulas that relieve summer heat. Prerequisites: HB 205, 206, 207

HB 312 Herbal Prescription II (3/30)

This course is collectively an in-depth study of herbs and common formulas used in Asian Medical practice, including depth study of herbs and common formulas used in Asian Medical practice, including a description of actions, indications, contraindications, dosage, variation, counseling, preparation, storage, potential side effects and routes of administration of the herbal formulas like Purgative formulas (Formulas that Purge Heat Accumulation and routes of administration of the herbal formulas like Purgative formulas (Formulas that Purge Heat Accumulation, formulas that Moistening the Intestines and Unblock the Bowels, Formulas that Warm the Yang and guide Out Accumulation, formulas that Drive out Excess Water), Harmonizing formulas (Shao Yang harmonizing formulas, Liver and spleen harmonizing formulas, Intestine and stomach harmonizing formulas), Formulas that treat dryness (Formulas that gently disperse and moisten dryness, Formulas that enrich the Yin and moisten dryness), Formulas that expel dampness (Formulas that promote urination and leach out dampness, formulas that transform damp turbidity, formulas that clear damp-heat, formulas that warm and transform water and dampness, Formulas that dispel wind-dampness), Formulas that warm interior cold (Formulas that warm the channels and disperse cold, Formulas that warm the middle and dispel cold, formulas that rescue devastated Yang. Prerequisites: AM 202, HB 311

HB 313 Herbal Prescription III (3/30)

This course is collectively an in-depth study of herbs and common formulas used in Asian Medical practice, including a description of actions, indications, contraindications, dosage, variation, counseling, preparation, storage, potential side effects and routes of administration of the herbal formulas like formulas that tonify (formulas that tonify the Qi, formulas that tonify the blood, formulas that tonify Qi and Blood, Formulas that nourish and tonify the Yin, formulas that warm and tonify the Yang), Formulas that regulate the Qi (formulas that promote the movement of Qi, Formulas that direct rebellious Qi downward), Formulas that invigorate the blood (formulas that invigorate the blood and dispel blood stasis, Formulas that warm the menses and dispel blood stasis, Formulas that invigorate the blood in the treatment of traumatic injury), Formulas that stop bleeding (formulas that clear heat and stop bleeding, Formulas that tonify and stop bleeding). Prerequisites: HB 205, 206, 207

HB 314 Herbal Prescription IV (3/30)

This course is collectively an in-depth study of herbs and common formulas used in Asian Medical

practice, including a description of actions, indications, contraindications, dosage, variation, counseling, preparation, storage, potential side effects and routes of administration of the herbal formulas like formulas that stabilize and bind (formulas that stabilize the exterior and the lungs, formulas that restrain leakage from the intestines, formulas that stabilize the kidney, formulas that stabilize the womb), Formulas that calm the spirit (formulas that nourish the heart and calm the spirit, formulas that sedate and calm the spirit), formulas that expel wind (formulas that release wind from skin and channel, formulas that extinguish internal wind), formulas that open the orifices (formulas that clear heat and open the orifices, formulas that warm and open the orifices, formulas that scour phlegm and open the orifices), formulas that treat phlegm (formulas that moisten dryness and transform that clear heat and transform phlegm and dissipate nodules, formulas that warm and transform cold-phlegm, formulas that transform phlegm and extinguish wind, formulas that induce vomiting to discharge phlegm), formulas that reduce food stagnation, formulas that expel parasites. Prerequisite: HB 205, 206, 207

HB 401 Herbal Treatment in Pediatric Diseases (3/30)

Chinese traditional pediatrics is a clinical science based on traditional Chinese medical theory combined with physiological pathology to study the laws for the prevention of childhood diseases. The growth and development process of childhood are quite different from those of adult. The unique characteristics of tissue, structure, physiology and pathology of children will be introduced in this class. The course uses the Asian Medicine principles in diagnosis and treating of children. Prerequisites: AM 203, HB 311-314

HB 402 Herbal Treatment in Dermatological Diseases (3/30)

It introduces students to the important Principles of traditional Chinese dermatology. To teach the basic clinical etiology, signs and symptoms, differential diagnosis, treatment plan and treatment of common dermatology diseases. It is expected that practitioners who study this subject are familiar with the caution, contraindications and toxicities of the various material media that are mentioned. For further information about laboratory diagnosis, biomedical treatment, students are urged to consult biomedical dermatology textbooks. Prerequisites: Upper Division Standing

HB 403 Herbal Practice I (3/30)

This course covers the basic concepts of AM nutrition and therapeutic diets, a traditional healing and disease prevention system. Students will learn the properties of foods and combination of foods with herbs according to the principle of being in harmony with nature, especially balance between the Yin and Yang of food and of the body. Emphasis will be placed on the natures, tastes, and actions of foods, their function of prevention and therapy of diseases on the basis of AM theory. The main components in foods and basic healthy cooking skills will also be introduced. Prerequisites: Upper Division Standing

HB 404 Herbal Practice II (Nutrition in Asian Medicine) (3/30)

To recognize a minimum of 300 individual herbs, especially familiar with the herb in a minimum of 150 different formulas. Students not only can recognize individual herbs but also should familiar with the taste and properties/therapeutic meridian/functions/ indications/contraindications of individual herbs and the composition, functions, and indications/contraindications of individual herbs and the composition, functions, and indications of formulas. To help students become familiar with preparing herbal prescription in a clinical setting through the use of individual herbs and herbal combinations. To help students differentiate the usage of same function herbs. Prerequisites: Upper Division Standing

HB 420 Integration of Eastern/Western Medicine (3/30)

Medical problems presented in case study format researched, analyzed, diagnosed and presented to and by the students from the perspective of both Asian and Western Medicine. Prerequisites:

AM 404, HB 311-314

HB 430 Master's Experiences in Herbal (3/30)

This course offers a study in herbology that are of particular importance in terms of their practical applications as established by the California State Board. Prerequisites: HB 205, 206, 207, 208

ELECTIVE COURSES

EL 501 Dui-Yao/Pair of Herbs (3/30)

Class emphasize on the pairing of certain herbs in various formula writing to enhance synergistic effects and how to prepare small dosage of herbal formulas in clinical practice. Prerequisites: HB 202, HB 205-208

EL 502 Topics in Asian Medicine (3/30)

Instructors with special areas of expertise have the opportunity to share their knowledge in advanced seminars. Topics will be varied. Prerequisite: HB 202-208

EL 503 Advanced Tongue & Pulse diagnosis (3/30)

Students will learn comprehensive methods for diagnosing diseases, focusing specifically on pulse taking, tongue checking, history inquiring, as well as pattern identification. Prerequisites: AM 201-203

EL506 Compendium Korean Formulas

Intense study on a compilation of commonly used Korean Formulas according to symptoms and differential diagnosis.

EL508 Topics in Acupuncture (3/30)

Instructors with special areas of expertise in acupuncture practice have the opportunity to share their knowledge in advanced seminars. Topics will vary. Prerequisites: AC 111-114

EL509 Topics in Herbology (3/30)

Instructors with special areas of expertise in herbal practice have the opportunity to share their knowledge in advanced seminars. Topics will vary. Prerequisites: HB 202-208

EL513 Constitutional Medicine I (3/30)

Introduction to Korean Sa-sang theory including Tai Yang, Tai Yin, Shao Yang and Shao Yin. Prerequisite: AM 101

EL514 Constitutional Medicine II (3/30)

An in-depth continuation of EC513.

EL521 Sa Am Acupuncture I (3/30)

An introduction to the history and application of the traditional Korean Four Needle Technique of acupuncture in treatment scenarios. Prerequisites: AC 111-112

EL522 Sa Am Acupuncture II (3/30)

An advanced continuation of the application of the traditional Four Needle Technique and its uses in the clinical set-ting. Prerequisites: AC 114-115

CLINICAL TRAINING COURSES

The PUAAM graduation requirement for clinical internship is 960 hours of training. Introduction to

diseases to the human body will be reviewed in this course. Furthermore, in order to be familiar with the human body there will be an introduction of anatomy and physiology, basic introductory terminology and concepts will be given.

GS 102-3. *General Chemistry.* This course will present the basic principles of organic and inorganic chemistry, with emphasis on the periodic table of valences that determines atomic-molecular interactions responsible for chemical changes in organic compounds within living organisms.

GS 103-3. *General Physics.* This course will present basic Newtonian Physics, including relativity. The laws governing bodies in motion and at rest will also be presented. Some of the specific measuring units that are used in medical terminology will be discussed.

GS 104-3. *General Psychology.* This course will present the history and development of psychological theory and some aspects of human behavior science and pathologic psychology that includes substance abuse.

WM 100-2. *Western Medical Terminology.* This course deals with the basic terminology that is used in the medical field. These are technically exact vocabulary used by professionals to communicate properly to describe the patient and the disease conditions. There are many abbreviations and prefixes and suffixes.

BM 101-2. *History of Medicine.* This course will present the history of medicine, from the ancient experience to modern experiment and observation.

BM 231-4. *Nutrition & Vitamins.* This course is an introduction to the basic concepts of nutrition and the basic elements of food. The essential nutritional requirements and principles are discussed. Basic concepts of oriental nutrition and therapeutic diets, clinical application of nutritional science and Oriental Therapeutic diet are also included. Prerequisites GN 102, OM 404.

WM 321-1. *CPR/First Aid.* This course will provide the student with an opportunity to develop and refine basic cardio pulmonary resuscitation skills. Class will qualify student for basic CPR card with the American Red Cross.

WM 101-4. *Anatomy & Physiology I.* Introduction to morphology and functions of the human body with special attention to the basic components of the body and their functions, cardiovascular system, respiratory system, lymphatic system, and immune systems.

WM 102-4. *Anatomy & Physiology II.* As a consecutive course of CS 206, this course will give an introduction to morphology and the functions of the human body with special attention to the basic components of the body and their functions, regional anatomy, nervous system, digestive system, and water and electrolyte balance. Prerequisite: WM 101

WM 103-4. *Anatomy & Physiology III.* This course deals with the basic structural and functional aspects of the human nervous system with special emphasis on the cranial and spinal nerves. This course also emphasizes special sense organs of the human body such as eye, ear, tongue, etc., and autonomic nervous system. Prerequisites: WM 101, WM 102.

WM 104-4. *Anatomy & Physiology IV.* A microscopic study of human cells, tissues, and organ systems should not be overlooked, because they are the first structures changed in diseased conditions. Endocrinology is a study of hormones where hormones are secreted, what hormone action is and any

diseased condition and the treatment of each endocrine disease. Prerequisite: WM 101, WM 102, WM 103.

WM 311-4. Pathology I. The general pathology component deals with disease at a cellular level, inflammation and repair, generic and metabolic diseases, endocrine disorders, hematological disorders, neoplasia and its clinical aspects and immunopathology. Also, some aspects of gastrointestinal pathology will be dealt with in this class. Prerequisites: WM 104.

WM 312-4. Pathology II. The organ pathology component deals with diseases of the pulmonary system, cardiovascular disorders, kidney, male and female genital system, nerve, and musculoskeletal pathology. Dermatology and toxic environmental pathology will also be discussed in this class. Prerequisites: WM 311.

OM 201-4. Oriental Medicine Diagnosis I. The Diagnosis of disease using the eight principles and four methods of examination: observation, auscultation & olfaction, inquiry, and palpation. Prerequisite: OM 122.

OM 202-4. Oriental Medicine Diagnosis II. The course focuses on the Zang-Fu (internal organs) differentiation, the Six Channel differentiation, four step differentiation, San-Jiao differentiation, and the Meridian differentiation will be firefly introduced. Prerequisite: OM 201.

OM 121-4. Basic Theory of Oriental Medicine I. Basic theory of Oriental Medicine describing the relationship of Yin and Yang, the Five Elements, formation and function of Qi, blood, body fluids, and the nature of the human being.

OM 122-4. Basic Theory of Oriental Medicine II. The course introduces the etiology and pathogenesis of Oriental medicine, including exogenous factors such as wind, cold, etc., and endogenous factors such as emotional strain, poor diet, over work, etc. The students will also be taught the general law of the pathological changes and the general principles of treatment of disease. Prerequisite: OM 121.

HB 201-4. Introduction to Herbology. Course identifies Latin classification of plants used in Western Medicine as well as major plants used in Oriental Medicine. Includes identification of toxic and non-toxic herbs, storage, and rules governing pharmacy.

HB 202-4. Herbs: Category 1. Most commonly used medical substances in traditional Chinese pharmacology. This first course covers exterior releasing herbs, herbs that clear heat and relieve toxicity, and downward draining herbs. Prerequisite: HB 201.

HB 203-4. Herbs: Category 2. Discusses herbs that drain, transform and dispel wind & dampness, warm the body's interior, expel cold, regulate Qi, relieve constipation and expel parasites. Prerequisite: HB 202.

HB 204-4. Herbs: Category 3. Herbs that regulate blood, transform phlegm and relieve coughing, calm the spirit, extinguish wind and stop tremors, tonify Qi, Yin and Yang, and blood. Including discussions on astringent, emetic, and external application herbs as well as aromatic herbs that open orifices. Prerequisite: HB 203.

HB 311-4. Herbs: Formula I. This is a comprehensive introduction to Chinese herbal formulas for various clinical applications (diaphoresis, purgative, harmonization, antipyretic, and summer heat clearing). Prerequisite: HB 204.

HB 312-4. Herbs: Formula II. Covers formulas used for warming, exterior releasing, tonifying, sedation, resuscitation and astringents. Prerequisite: HB 311.

HB 313-4. Herbs: Formulas III. Cover formulas with carminative, blood regulating, anticonvulsant and moisturizing characteristics. Prerequisite: HB 312.

HB 314-4. Herbs: Formula IV. An in-depth analysis of the formulas with diuretic, phlegm-expelling, resolving, anti-parasitic and anti-abscess characteristics. Prerequisite: HB 313.

HB 205, 206, 207-4. Herbology I, II, III. A systematic description of the commonly used herbs in terms of their nature, entering channels (target organs), actions, indications, contraindication, dosage, and route of administration. Prerequisite: HB 204.

AC 111-4. Acupuncture I. An introduction to the basic concepts of the meridians, collaterals and the acupuncture-points. An outline will be done of the therapeutic properties of the points of the 14 meridians. A detailed study of the pathway, pathogens, the joint locations, functions, indications, puncture methods, anatomy and special precautions of contraindications of lung, large intestine, stomach, spleen, and heart meridian. Prerequisite: WM 104.

AC 112-4. Acupuncture II. This course discusses the channel pathway, cautions, and contraindications when puncturing into the certain points. Prerequisite: AC 111.

AC 113-4. Acupuncture III. This course includes the detailed discussion of Extra Meridian, Twelve Divergent Meridian, Fifteen Collaterals, Twelve Muscular Region, and Twelve Cutaneous Regions. The differentiation of syndromes according to the theory of meridians and collateral, the extraordinary points, acupuncture root and branch, origin and end path of Qi, mid-day and mid-night law are also included. Prerequisite: AC 112.

AC 114-4. Acupuncture IV. A detailed study of the special acupuncture points and their applications. A general discussion of other acupuncture techniques (scalp acupuncture, ear acupuncture, cutaneous acupuncture, moxibustion, cupping, and elector-acupuncture etc.). Prerequisite: AC 113.

TB 211, 212, 213-3. Tui-Na I, II, III. Chinese traditional massage to treat disease and traumatic injuries based on theories of Yin and Yang, Qi, blood, and internal organs. Prerequisite: TB 111.

TB 111-2. Tai Ji Quan. Introduction to the Chinese system of movement, which maintains good health and longevity by promoting the flow of Qi.

TB 121-2. Qi Gong. Exercise combining motion, meditation, and breathing to train and nourish energy.

OM 211-4. Acupressure & Breath Exercise. The study and practice of basic acupressure knowledge and techniques and breath exercise programs. The student is introduced to the field of acupressure, Tai Ji exercise, and are enabled to implement this knowledge into the practice of Oriental Medicine. Prerequisite: AC 112.

HB 410-4. Herbal Practice. The sample of 264 individual herbs are prepared and the method to recognize individual herbs are introduced. A review of taste and properties, therapeutic meridian, functions, indications, dosage, and contraindications of 264 individual herbs. A review is also done of the composition, functions, and indications of 60 formulas. Differentiation of usage of herbs (different herbs have some function and indication) how to co-their similarity and difference are discussed. Prerequisites: HB 313

OM 401, 402, 403-4. Oriental Internal Medicine I, II, III. This course contains studies of Clinical Asian

Medicine dealing with single entities and syndromes of different body systems, such as the respiratory, gastrointestinal, and urinary system. Consideration is given to etiopathology, clinical manifestations, analysis, and treatment plan, including important herbal treatments and basic formula. Also, discussed in detail is how to add herbs to basic formulas according to disease progress and different syndromes. Acupuncture treatments also are mentioned. Prerequisites: OM 122.

WM 300-4. *Western Medicine Physical Diagnosis.* This course of western diagnosis includes a brief overview of the general diagnostic aspects of Western Medicine. The process required to get a proper diagnosis, such as history taking, physical examination, brief lab studies of urine, blood, body fluids, and radiological studies will be reviewed. Prerequisite: WM 202.

WM 301-4. *Western Clinical Science.* This course of clinical science includes a brief overview of the general aspects of Western Medicine, such as Surgery, Obstetrics, Gynecology, Pediatrics, and some aspects of preventive medicine. Frequently seen clinical disorders and the signs and symptoms, diagnosis, and treatments will be discussed. Prerequisites: WM 300.

OM 602. *Cardio-Pulmonary Resuscitation.*

(Note: Clinic may begin 601 after completing the 5th academic quarter of full-time schedule.)

WM 400-4. *Western Clinical Medicine.* This course of clinical medicine includes the general aspects of western parts of internal medicine. Frequently seen clinical disorders of signs and symptoms, diagnosis and treatments will also be discussed. Prerequisites: WM 301.

AC 201, 202-4. *Acupuncture Therapy I, II.* This two-quarter course includes a study of the principles of the acupuncture prescription and treatment plan and a de-tailed study of the clinical acupuncture treatment planning of different syndromes based on the principles of acupuncture and the special function of the acupuncture points. Prerequisites: AC 114.

OM 501-4. *Pediatrics & Gynecology in Oriental Medicine.* This course consists of two parts. First the pediatrics part, which also consists of two parts. The pediatrics part consists of the study of the physiological features of children during their growth and development and etiopathological and pathological features with a comparison to adult diseases. Diagnosis and treatment of some of the common pediatric diseases is included as well. The gynecological part consists of basic physiology of female menstruation according to Oriental Medical theory, different disorders and diseases regarding menstruation cycles, various changes of menstrual flow, and special symptoms accompanying the menstrual cycles. Prerequisites: OM 403.

OM 502-4. *Affliction of Cold.* This course consists of the classic theories of infectious diseases caused by exogenous wind and cold factors. Included are the etiology, clinical manifestations, pulse and tongue signs, and complications of different state of each infectious disease. This course also teaches the basic therapeutic herbal formulas according to differential diagnosis of each syndrome and different stages of disease progress. Prerequisites: OM 501.

OM 503-4. *Case Study.* Studies of case analysis of various syndromes, including historical studies, theories of tongue observation, and pulse taking. Treatment plan, acupuncture, and herbal prescriptions will also be studied. Prerequisites: OM 502.

WM 401-4. *Western Pharmacology.* This course deals with the therapeutic approaches in Western Medicine. Drugs which are used in the treatment of disease will be discussed in detail in this course. The mechanisms of action, absorption and excretion, and the toxicity of specific drugs will be reviewed during the course. Prerequisites: WM 400.

OM 600-4. *Advanced Asian Medicine Theory.* An in-depth discussion of classics of Chinese Medicine. Covered are "Su Wen", a wide range of subjects in internal medicine, as well as "Ling Shu" which deals with internal medicine in general and acupuncture in particular. Also included are some subjects on Nan Jing (Difficult Classic) which is an exposition of the theory and philosophy of the Nei Jing. Prerequisites: OM

CT 101-2. *Ethics and Legal and Professional Issues.* Lectures, readings, and discussions of ethics, jurisprudence, and current issues that confront the modern health practitioner, with a focus on the laws and regulations concerning the practice of Asian Medicine in California. Prerequisites: n/a

CT 102-2. *Practice Management.* Discussion of the basic organization of the medical office and clinic, with emphasis on office management, patient record keeping, billing procedures, legal responsibilities, and related topics. Prerequisites: CT 361 & 362.

CT 351-2. *Clinical Observation.* An orientation to the acupressure clinic for entering interns. Classroom sessions include discussions of basic diagnostic protocol, traditional Chinese medical therapies, and the patient-practitioner relationship. Students spend a minimum of 40 hours observing clinicians and advanced students in their examination and treatment of patients. Prerequisites: OM 602, Cardio-Pulmonary Resuscitation.

CT 352-2. *Clinical Observation I: Procedures.* A prerequisite to 601 Clinical Observation I. All aspects of clinic procedures including: clean and sanitary technique and protocol and the prevention of infection from blood borne pathogens.

CT 355-2. *Clinical Observation IA.* A continuation of Clinical Observation I, with emphasis on incorporating diagnostic skills into a cohesive clinical procedure. Students spend a minimum of 40 hours observing clinicians and advanced students. Prerequisite: CT 352.

CT 356-2. *Clinical Observation IIB.* A continuation of Clinical Observation IA. Prerequisite: CT 355.

CT 357-2. *Clinical Observation II: Presentations.* A review of Asian Medical theory, acupressure, herbology, diagnosis, and their application to case studies in preparation for seeing clinic patients. Prerequisites: CT 351 & 352.

CT 361-4. *Clinical Internship: Phase I.* Practical experiences in the clinic, at progressive levels of responsibility, under the supervision of clinical staff. Prerequisites: CT 356 & 357.

CT 362-4. *Clinical Internship: Phase IB.* A continuation of Clinical Internship: Phase IA. Prerequisite: CT 355.

CT 363-0. *Clinical Seminar: Phase I.* Presentation and discussion of cases attended by interns. This course must be taken concurrently with a Clinical Internship phase. No credit for Phase IB is recorded until the seminar is completed. Course credit is included in Phase IB.

CT 371-4. *Clinical Internship: Phase II A.* Same as CT 361. Prerequisites: CT 361, CT 362.

CT 372-4. *Clinical Internship: Phase II B.* Same as CT 361. Prerequisite: CT 371.

CT 373-0. *Clinical Seminar: Phase II.* Same as CT 363.

CT 381-4. *Clinical Internship: Phase III A.* Same as CT 371. Prerequisite: CT 372.

CT 382-4. *Clinical Internship: Phase III B.* Same as CT 361. Prerequisite: CT 381.

CT 383-0. *Clinical Seminar: Phase III.* Same as CT 363.

CT 391-4. *Clinical Internship: Phase IV A.* Same as CT 361. Prerequisite: CT 382.

CT 392-4. *Clinical Internship: Phase IV B.* A continuation of Clinical Internship. Prerequisite: CT 391.

CT 400-2. *Herbal Pharmacy.* This course provides the student with an introduction to and development of skills needed for managing and dispensing herbal remedies as part of the diagnostic plan for healing.

EL 201-2. *Conversational Chinese I.* Basic vocabulary and phrases for students who plan to visit or study in China.

EL 202-2. *Conversational Chinese II.* Continuation of EL 201.

EL 444-3. *Asian & Western Therapeutic Exercise.* An introduction to Asian and Western therapeutic exercise to treat disease, traumatic injury, and accelerate the physical rehabilitation of the body. Indications, contraindications, and therapeutic effects of exercise will be discussed. Prerequisites: CT 351, CT 361.

EL 539-2. *Herbs of America.* Identification of herbs native to and/or available in North America; substitutions for Chinese herbs. Prerequisite: Chinese Herbology IV.

EL 561-3 through 569-3. *Asian Medical Therapeutics.* A series of advanced courses in specialized subjects in Asian Medicine. Admission with consent of the instructor is required.

561-3: Psychological Disorders

562-3: Pediatrics

563-3: Respiratory Disorders

564-3: Cardiovascular Disorders

565-3: Gastrointestinal Disorders

566-3: Advanced Gynecology

567-3: Pain & Related Conditions

568-3: Yellow Emperor's Classics

569-3: Ophthalmology

EL 570-3 through 575-3. *Classics of Chinese Medicine.* A series of advanced studies of the Chinese Classics. Admission with consent of the instructor is required.

570-3: Survey of the Classics

571-3: Treatise on Cold Damage (Shang Han Lun)

572-3: Essential Prescriptions of the Golden Coffin (Jin Gui Yao Lue) 573-3: Studies of Thermic Diseases (Wen Bing Yue)

574-3: Great Compendium of Acu-moxotherapy (Zhen Jir Da Cheng) 575-3: Asian Doctor's Treasured Reference (Dong Eui Bo Gam)

EL 576-3. *Orthopedics.* An introduction to acupuncture orthopedic evaluation and treatment. This class

will examine the twelve traditional muscle channels, mechanisms of acupressure in pain and muscular dysfunction, trigger points and referred pain, and skills related to functional assessment and treatment. Prerequisites: Completion of all point locations and acupressure technique courses. Recommended Preparation: EL 444, EL 541.

EL 577-3. *Stroke Rehabilitation.* This class will examine the various traditional Chinese therapeutics used in the field of physical rehabilitation with emphasis on stroke rehabilitation. Acupressure techniques (including scalp acupressure), and therapeutic exercises will be covered. Prerequisites: Completion of all point location and acupressure technique courses. Recommended preparation: EL 444.

EL 580-Varied Credits. *Seminar.* The University frequently offers seminars presented by a member of the faculty, a guest lecturer or a foreign scholar. Students may enroll for credit if they have the appropriate academic preparation for the subject matter.

EL 581-Varied credits. *Special Topics.* A student or group of students may petition the University to offer a topic of study not regularly scheduled.

EL 640-3. *Herbal Formula Construction II.* Advanced study and experience in the construction and preparation of herbal formulae. Prerequisite: Herbal Formula Construction I.

CT 511-4. *Marketing Management.* A study of the effectiveness of policies and economics in the markets, financial management of marketing functions, market potentials, market segmentation strategies, marketing control, and sale forecasting. Topic includes the development of marketing thought, promotion decision, sale force management, and consumer behavior.

CT 542-4. *Clinic Management.* This course introduces how to be efficient and effective in the clinical business. Management uses of accounting, planning, data, and control. Theories of cost, accounting, and analysis of data for management decision making will be studied. The study includes human resource, finance, accounting, marketing, and administration. This course especially concentrates and helps to make a business plan.

CT 657-4. *Food & Nutrition.* This course offers studies on the balanced diet in the perspective of five elements and how it affects the health.

School of Education

For a certificate, the student must finish the required units for their program listed below. The certificate allows the student to teach or direct preschoolers or open up their own childcare center. If the student wishes to open up their own childcare center, then they must apply for a business license through the state. Otherwise, the student may present his or her certificate to preschools to show that they are certified for employment. The student may receive licensure through the state. After the student finishes all the required courses and units for the program, the student must attend a one day seminar held by the state. After attending this seminar the student will receive licensure solely for the purpose of either teaching or directing preschoolers. The certificate received for the Teacher or Director Program is acknowledged by the state and the student will show their certificate in order to attend the seminar and receive licensure from the state. The student must contact the School of Education for more information.

Preschool Teacher Program (12 Semester Units)

Course Requirements:

EC 101 Development in Early Childhood	3
EC 102 Child & Relations with Home, School, & Community	3

EC 103 Child Creative Experience	3
EC 104 Curriculum in Early Childhood (or)	3
EC105 Early Childhood Education	3

Preschool Director Program (18 Semester Units)

Course Requirements:

EC 101 Development in Early Childhood	3
EC 102 Child & Relations with Home, School, & Community	3
EC 103 Child Creative Experience (and)	3
EC 104 Curriculum in Early Childhood (or)	3
EC 105 Early Childhood Education (and)	3
EC 201 Organization & Management of the Child Care Center	3

Preschool Director/Teacher Program

COURSE DESCRIPTIONS

This listing does not constitute a guarantee or contract that any particular course will be offered during a given year.

EC 101-3. *Development in Early Childhood.* (Development and Growth) Basic principles of learning and development; the young child's cognitive, language, social emotional, and physical development will be discussed.

EC 102-3. *Child & Relations with Home, School, and Community.* This course is designed to bring about understanding, appreciation, and cooperation between the home, school, and community.

EC 103-3. *Child Creative Experience.* The values of creative experience for children are taught. Dramatic play, art, blocks, and musk activities are explored, as well as skills in curriculum planning, class organization, language arts, social studies, mathematics, and science.

EC 104-3. *Curriculum in Early Childhood.* Curriculum development and principles; analysis of learning environment, instructional strategies, physical facilities, equipment and materials, development, organization, and evaluation of programs for childhood education.

EC 105-3. *Early Childhood Education.* Diagnosis, learning, evaluation, intensive work with several children in diagnosing levels of development, planning follow-up activities, and interpreting and evaluating the child's progress will be learned in this course.

EC 201-3. *Organization & Management of the Childcare Center.* This course is de-signed to study the procedures of organizing childcare centers, understanding legal requirements, and learning administrative skills in human relations. Students must complete Preschool Teacher courses prior to taking this course.

School of American Business Culture and English

E.S.L. Program

(100 Clock Hours per term)

This program is designed to prepare the student to use the English language within academic settings, either in undergraduate or graduate degree program study. The program will prepare the student to take a TOFEL examination for use in meeting selected admissions requirement at colleges or universities for further study.

(Note: ESL courses will not be transferable into any degree program.)

Courses of 1080 Clock Hours:

ESL 100 Low Beginning	120 hours
ESL 101 Mid-beginning	120 hours
ESL 102 High Beginning	120 hours
ESL 200 Low Intermediate	120 hours
ESL 201 Mid-intermediate	120 hours
ESL 202 High Intermediate	120 hours
ESL 300 Low Advanced	120 hours
ESL 301 Med-advanced	120 hours
ESL 302 High Advanced	120 hours

English as a Second Language (ESL) Program

Course Descriptions

This listing does not constitute a guarantee or contract that any particular course will be offered during a given year. For degree or certificate requirements, students should refer to the departmental listings in the appropriate school information section of this Catalog. These requirements are subject to change, and students should check with their department for up-to-date information.

ESL 100-120. *Low Beginning.* This course is designed for the student without any English communication skills. The course introduces the student to basic vocabulary development of approximately 200 words and builds a beginning understanding of pronunciation.

ESL 101-120. *Mid Beginning.* This course is designed to introduce the student to basic sentence structure and conversation skills and will expand the student's vocabulary to approximately 500 words.

ESL 102-120. *High Beginning.* This course is designed to provide the student with basic reading and conversation skills around survival communication techniques needed for basic transactions. Additionally, the student will learn basic skills of money and time.

ESL 200-120. *Low Intermediate.* This course will introduce the student to sentence structures for beginning writing and will introduce the student to basic compound sentence construction. The student will also expand usable vocabulary to approximately 1,000 words.

ESL 201-120. *Mid Intermediate.* The student will be required to learn sentence and grammar using past tense and future tenses and will develop pronunciation skills. Additionally, the student will be required to practice communication skills within basic business settings and cultural settings.

ESL 202-120. *High Intermediate.* The writing skills of students will be expanded to other verb tenses. Additionally, the student will be interacting with readings from cultural resources, such as magazines and journals. The student will be given extensive listening and verbal communication exercises to demonstrate that he/she can converse in cultural settings, such as movies and plays.

ESL 300-120. *Low Advanced.* The student will have expanded vocabulary of approximately 1,500 words and will begin to read and interact with academic magazines and journals.

ESL 301-120. *Mid Advanced.* The student will expand English usage to demonstrate ability to interact with cultural activities, such as news, talk-show programs, academic lectures, and writing 3 to 5 page essays on selected topics

Directory

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B.A., Faith Theological Seminary

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B.A., University of Korea

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B.S., *University of Redlands*
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Areas of Teaching Interest: Systematic Theology, Biblical Studies, and New Testament Studies.

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Areas of Teaching Interests: Acupuncture, Herbology, Tuina, and Pain Control.

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Areas of Teaching Interests: Voice Performance, Vocal Pedagogy, Vocal Literature, Music Therapy, Singing Dictions, and Intro to Graduate Studies.

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M.S., *South Bay University - School of Oriental Medicine*

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Areas of Teaching Interests: Composition, Ear Training & Sight Singing, Music Theory, Music Appreciation, and 16th & 18th Century Counterpoint.

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Areas of Teaching Interests: Pastoral Counseling, Psychology, Theology, Urban Ministries, Critical Thinking and Argumentative Writing.

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Questions

Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833, P.O. Box 980818, West Sacramento, CA 95798-0818, (www.bppe.ca.gov) (T: (916) 431-6959 or F: (916) 263-1897 or Toll Free (888) 370-7589).

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