

OIKOS UNIVERSITY  
ACADEMIC CATALOG  
2013-2014

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**A MESSAGE FROM THE  
CHAIRMAN**

Welcome to Oikos University! We like to offer our warmest greetings to you.

We are an independent institution that was established specifically to serve the community of Northern California in general and San Francisco and Oakland areas in particular. Oikos University was launched to provide highest standard education with Christian value and inspiration.

Oikos University has a very specific goal and mission to offer education programs in the area of religious studies, music, and vocational nursing in that we motivate, educate and equip students in such a way that they will be able to live enriched life by fulfilling their goals in life and serve the community with their learned professions and skills.

Please come and contact us to know more about our school. We like to share with you as to how we can serve you with our best programs. We thank you for your interest and for your time.

Youngkyo Choi

Chairman, Board of Directors

**A MESSAGE FROM THE  
PRESIDENT**

Brothers and Sisters,

People are afraid to take a road when the destination is unclear and they have no equipment to safeguard their trip. Life is about taking a road. You need to know where you are going. You also need some helps to safeguard your trips.

Oikos University was launched to help clarify your destination so that you can take a step in your journey. It was also launched to equip you with skills and profession whereby you can use them to safeguard your travel.

Oikos University exists to provide you one of the finest education programs with Christian value and biblical inspiration available to you. We are here to help you sharpen your specific life goal and live an enriched life. You are more than welcome to learn profession and skills at our school so that you can serve the community, country and the world with your profession.

It is our utmost belief that Oikos University will serve more people than any other schools in the areas in the years to come.

May the Lord guide you and keep you as you take the step and travel the road that is full of fun and adventure! Let us serve you with the best.

Reverend Jongin Kim,  
President  
Oikos University

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# INTRODUCTION

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## FOUNDING PHILOSOPHY

Oikos University was established to provide one of the highest standard educations with evangelical Christian doctrine background. It endeavors to provide degree programs that meet the specific vocational needs of Korean and Korean-American immigrant students in order to fill the needs of the rapidly expanding communities. It is our firm belief that upon the completion of their programs, students will be able to practice and refine their social, moral and spiritual values based on Christian heritage and enrich their life goal and serve their communities with their profession and skills.

## MISSION STATEMENT

The mission of Oikos University is to educate men and women to be the leaders to serve the church, local communities, and the world by using their learned skills and professions in the areas of biblical studies, music performance, Asian medicine and practical vocational nursing.

## VALUES

Oikos University upholds the doctrines of evangelical churches and has identified three specific core values that define our institution:

- We value evangelical mission and discipleship of all people, and focus especially on members of the Asian communities, Korean and Korean-American communities;
- We value academic excellence and professional skills within the context of Christian faith engaging individual and corporate relationship with Jesus Christ, and
- We strive to demonstrate these values throughout the church, local community-especially the Korean and Korean-American communities and the world.

## VISION

The vision of Oikos University is to educate emerging Christian leaders to transform and bless the world at every level – from the church and local community levels to the realm of world entire. The fulfillment of this vision inspires, motivates, drives and defines the work of Oikos University.

## INSTITUTIONAL GOALS

### Undergraduate

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

Critical Thinking & Problem Solving as evidenced by the student's

ability to:

- Outcome 1: Think critically, creatively and holistically to make informed judgment.
- Outcome 2: Apply mathematical skills in problem solving.

Effective Communication & Common Sense for Living as evidenced by the student's ability to:

- Outcome 3: Communicate effectively & apply the concepts and methods of the Natural and Physical Sciences.
- Outcome 4: Demonstrate a survey level knowledge of the humanities areas.

Social and Cultural Engagement and Lifelong Learning as evidenced by the student's ability to:

- Outcome 5: Demonstrate insights into the personal and group behaviors.
- Outcome 6: Understand the Social Science & World History and learning as life-long endeavor.

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

- Outcome 7: Demonstrate professional knowledge, theory, & skills.
- Outcome 8: Use appropriate advanced technology in one's major field.

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

- Outcome 9: Engage in a devout walk in the Lord through personal relationship with God.
- Outcome 10: Share talents and spiritual maturity in service to others.

### **Graduate**

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

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

- Outcome 1: Develop research skills and carry out independent research.
- Outcome 2: Defend professional work in presentation form.
- Outcome 3: Demonstrate advanced scholarship and master of one's major field.

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

- Outcome 4: Function as a Christian professionals in one's chosen discipline

## **INSTITUTIONAL OBJECTIVES**

1. To demonstrate a comprehensive knowledge of the Bible and an understanding of Christian doctrine
2. To develop an appreciation for the Korean and Korean-American church denomination heritage including its knowledge, history and distinct.
3. To instill a desire for lifelong commitment to personal spiritual growth through daily Bible study and prayer.
4. To develop attitudes of service and commitment to the local church and world missions.
5. To equip students with learning skills that access knowledge for vocational success and enable students to manifest their perspectives
6. To provide students with competitive knowledge, skills and attitude for success in their profession.
7. To prepare students for Christian service and vocation in the Church and society.
8. To instill a missionary vision to word-wide outreach and increase ethical standards in personal lifestyle.

## **PHILOSOPHY OF STUDENT DEVELOPMENT**

The philosophy of student development at Oikos is driven directly from our mission:

“The mission of Oikos University is to educate men and women to be the leaders to serve the church, local communities, and the world by using their learned skills and professions in the areas of biblical studies, music performance, Asian medicine and practical vocational nursing.”

Because we value the importance of our role to educate and disciple Christian leaders, we emphasize the development of character and conduct that reflects Christ-likeness. We know that our graduates will be serving both church and in the world. Therefore, we like to use the curriculum, chapel, student ministry, small group and student life to help them develop their profession and Chris-like character. We will require student to participate in local church service in weekly basis. Academic dean will continue to work on the curriculum development to be relevant to their job market. Student dean will make sure that students have enough spiritual, emotional and social support.

**SCHOOL OF  
THEOLOGY/MUSIC  
2013 FALL SEMESTER  
ACADEMIC CALENDAR**

<b>School event</b>	<b>Date</b>
Faculty Meeting	August 9
Registration for Continuing Students	August 12-16
Fall Instruction Begins (B.A.B.S/M.Div.)	August 27
Fall Instruction Begins (D.Min/B.M./M.M.)	August 29
Registration deadline for new & transfer students	September 6
D.Min Intensive	September 9-20
Installment due date (Plans A & B)	September 27
Installment due date ( Plan A)	October 25
TRACS Workshop Week	October 30- November 1
Final Exam	December 9-12
Year-end Party	December 10
Early Registration for Spring Semester	December 16-20
<b>School Holidays</b>	
Labor Day	September 2
Thanksgiving Break	November 25-29
Winter Break	December 17- January 10

**2014 SPRING  
SEMESTER  
ACADEMIC CALENDAR**

<b>School event</b>	<b>Date</b>
Faculty Meeting	January 3
Winter Intensive (Bachelor)	January 6-10
Winter Intensive (Master)	January 6-17
Registration for Continuing Student	January 6-17
Martin Luther King Day	January 20
Spring Instruction Begins – Theology (Bachelor, Master)	January 21
Spring Instruction Begins – Music, D.Min	January 30
Registration Deadline for New & Transfer Student	February 7
Dissertation Final Review	February 9
President Day	February 17
Installment Due Date	February 28
Term Break	March 18
Easter Break	April 21-25
Installment Due Date	April 11
Final Examination	May 14-16

**LICENSED VOCATIONAL  
NURSING  
(9/16/2013-12/16/2014)**

Summer Intensive(Master)	May 19-23
Commencement	May 31
Summer Break	June 2-Aug 22

**SPECIAL NOTE:**

The Program in Licensed Vocational Nursing operates on the trimester system. The terms are as follows:

Term	School event	Date
1	Classes Begin	September 16
	Thanksgiving Holidays	November 28
	Winter Holiday Break	December 23- January 2
	Term 1 Ends	January 13
	Term Break	January 14
	2	Classes Begins
Martin Luther King Day		January 20
President Day		February 17
Term 2 Ends		May 1
Term Break		May 5-8
3	Classes Begin	May 12
	Memorial Day	May 26
	Term 3 Ends	August 25
	Term 3 Break	August 26-Sept 1
4	Classes Begin	September 2
	Thanksgiving Holiday	November 27
	Term 4 Ends	December 16

## DOCTRINAL STATEMENT

### 1. The Bible

We believe that the Bible is made by the unique divine inspiration given for the faith of the believing community. It is infallibly and uniquely authoritative and free from error of any sort in all matters.

### 2. The Trinity

We believe in the one true and living God who is eternal, transcendent, omnipotent, personal God possessing three eternal, personal distinctions which are revealed to us as Father, Son and Holy Spirit equal in every divine perfection, yet executing distinct but harmonious offices.

### 3. The Father

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

### 4. The Son

We believe that the Son is the Perfect, sinless humanity and the absolute, full deity of the Lord Jesus Christ, indissolubly united in one divine-human person since His unique incarnation by miraculous conception and virgin birth.

### 5. Holy Spirit

We believe that the Holy Spirit is the third person of the Triune Godhead. He has been and will continue to be active throughout eternity. He convicts, regenerates, indwells, seals all believers in Christ, and fills those who yield to Him. The Holy Spirit gives spiritual gifts to all believers; however, the manifestation of any particular gift is not required as evidence of salvation.

### 6. Historicity

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

### 7. Redemption

We believe the redemptive grace of God through the substitutionary work of Jesus Christ who paid the full redemptive price for the sin of the world, through His literal physical death, burial, and resurrection,

followed by His bodily ascension into heaven.

#### 8. Salvation

We believe the personal salvation from the eternal penalty of sin provided solely by the grace of God on the basis of the atoning death and resurrection of Christ. We believe that salvation is only appropriated by a person placing his faith in the finished work of Christ.

#### 9. Last Things

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

#### 10. Biblical Creation

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

#### 11. Satan

We believe the existence of a personal, malevolent being called Satan who acts as tempter and accuser, for whom the place of eternal punishment was prepared, where all who die outside of Christ shall be confined in conscious torment for eternity. He can be resisted by the believer through faith and reliance on the power of the Holy Spirit.

### **DISCLOSURE STATEMENT**

#### **California BPPE**

Every institution which receives a temporary approval to operate pursuant to Education Code Sections 94901(g) or 94915(f) are required include the following notice in its catalog and in any written material it distributes to students or prospective students which in any way is descriptive of that institution's approval status:

**This institution has received a temporary approval to operate from the Bureau for Private Postsecondary Education ("Bureau"). A temporary approval is merely an interim designation the Bureau can authorize pending a qualitative review and assessment of the institution. At the time it is issued, the Bureau has not yet conducted a site visit. It is issued if the**

**Bureau determines the institution's operational plan satisfies the minimum standards listed in Education Code Sections 94900(a) or 94915 (a) and (b), whichever is applicable. The temporary approval will remain in effect for at least 90 days, but not more than 360 days in order to enable the Bureau to conduct the site visit and inspection of the institution. After that visit, the Bureau will then determine whether the institution should be approved on a permanent basis.**

The California Bureau for Private Postsecondary Education (BPPE) has a formal complaint process. If you have a dispute that you have not been able to resolve directly with the school, you may contact the Bureau at

Bureau for Private Postsecondary Education  
2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833  
P.O. Box 980818, West Sacramento, CA 95798-0818  
Phone: (916) 431-6959 Toll Free: (888) 370-7589  
Fax: (916) 263-1897  
Online: [http://www.bppe.ca.gov/consumer\\_complaint.pdf](http://www.bppe.ca.gov/consumer_complaint.pdf).

#### **TRACS**

Oikos University is a member of the Transnational Association of Christian Colleges and Schools (TRACS), [15935 Forest Road, Forest, VA 24551; Telephone: (434) 525-9539; e-mail: info@tracs.org] having been awarded Candidate Status as Category IV institution by the TRACS Accreditation Commission on April 9, 2013. This status is effective for a period of up to five years. TRACS is recognized by the United States Department of Education, the Council for Higher Education Accreditation and the International Network for Quality Assurance Agencies in Higher Education (INQAAHE).

#### **BVNPT**

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

#### **OUR HERITAGE**

Oikos University was established in San Francisco, more specifically, in Oakland, in January of 2004 by Rev. Jongin Kim to serve the growing Korean immigrant church and community in Southern California. Under the exceptional leadership of Mr. Youngkyo Choi (Chairman, Board of Directors), Dr. Jongin Kim (President), Dr. Nam Soo Woo (Faculty), Jongjin Kim (Dean of Academic Affairs), Ellen Cervellon (Director of Nursing), Myungsoon Ma (Board of Directors),

Robert Choi (Board of Directors), Moolim Lee (Board of Directors), Myungsoon Yoon (Board of Directors), Suk Yoo (Board of Directors), and Sara Lim (Board of Directors), who were supported by a faculty of outstanding scholars and professionals, seek to educate Korean immigrants primarily in theology, music, and vocational nursing at the current location. Oikos University is currently seeking to offer its undergraduate and graduate programs. It is currently pursuing its programs to be approved by the State of California through the Bureau for Private Postsecondary Education (BPPE).

## **CAMPUS LOCATION**

In the heart of San Francisco Bay Area in California, the campus is situated in the city of Oakland. Koreans have been a part of San Francisco over 100 years.

This community has a strong business and employment infrastructure that our student body enjoys. Local stores include wholesale markets, cleaners, and convenience stores. Local restaurants include various Korean bar-b-ques as well as most fast food establishments. Oikos students have found it to their advantage to live in a community that has adapted to the employment needs of college students.

Oakland is a city with rich history that has many renovation projects and urban renewal plan. More Koreans are coming into this area. San Francisco International Airport (31 minutes) and Oakland Airport (5 minutes away) are serviced by numerous airlines. You can reach the campus both from San Francisco Airport and Oakland Airport by taking calling the school—please let us know 48 hours before you arrive; we'll have someone pick you up. Near attractions includes UC Berkeley, Oakland Athletics, San Francisco Downtown, Golden Gate, Bay Bridge, Oakland Coliseum, and Treasure Island. If you are coming from southern California, follow I-5 north, continue on I-580 W, take I-238 N, take I-880 N to Oakland and take the Hegenberger Road Exit left at Edes Ave, left at Hegenberger Road and right at Edgewater Dr. to the School. If you get lost, please call our switchboard Monday through Friday, 9 AM to 5 PM, for directions: **510-639-7879** You may also want to google for the map by typing the following address: 7850 Edgewater Dr. Oakland, CA 94621

## **CAMPUS FACILITIES**

Our 12,000-square foot main campus is in 7850 Edgewater Dr. Oakland, CA 94621, in the city of Oakland known near downtown Oakland. We're blessed with ten classrooms, six offices, a concert hall sized chapel, a 15,000-volume library, and a well-equipped skills lab. The administrative area houses administrative and faculty offices, and the student lounge. The music hall sized chapel is capable of approximately 150 audiences. While Oikos does not operate a dormitory or other student housing facility, we are familiar with the residence hotels, apartments, and other facilities that our students have chosen. We will be happy to help you find the house of your

## ACADEMIC FREEDOM

preferences. The library contains over 15,000 volumes as well as periodicals and multimedia resources. The catalog and many resources are available on computers located in the library.

The Praise God Korean Church, a vibrant church meeting the needs of the first- and second-generation Korean community, also sponsors the school.

We regard academic freedom as a sacred trust and God-given responsibility that encourages the scholarly pursuit of truth in each academic discipline to which God has called us. The foundation of academic freedom is the belief that God is the author of all truth. All faculty members are encouraged to seek wisdom and understanding, acquire knowledge and teach others. Therefore, faculty need not fear where their pursuit of knowledge and wisdom may lead, but rather be guided by the fear of the Lord. Academic freedom is entrusted to every full-time and part-time faculty member, and teacher at Oikos University. Academic freedom is always exercised within a context of standards or norms. Oikos University defines academic freedom within the following context of standards or norms for its faculty members:

1. God is the source of all truth. The Scriptures are the written expression of truth and the revealed will of God. There is also natural revelation. Both types of revelation contribute to our understanding of truth.
2. Academic freedom functions within Oikos University's mission statement and statement of faith. Specifically, within the mission statement, the faculty member takes the role of being a Christian leader in order to model Christian leadership to students. Academic freedom serves to make the University a leading center of Christian thought and action. Oikos University's mission educating students to "serve as Christian leaders . . ." can be achieved only if faculty members demonstrate Christian principles of life and living in the classroom.
3. "The teacher is a citizen, a member of a learned profession and an officer of an educational institution" ("Academic Freedom and Tenure, 1940 Statement of Principles and Interpretive Comments," [American Association of University Professors](#)). What faculty say or do as private citizens outside their own area of professional competence cannot be justified on the grounds of academic freedom. The public will judge the University by the faculty's utterances. Consequently, accuracy, proper restraint and respect for the rights of others to express their opinions shall be exercised by faculty speaking in public as private citizens. These considerations are not meant to restrict the faculty's ability to make public utterances on topics outside of their discipline, but to encourage faculty to speak the truth in love in accordance with scriptural principles.
4. The University does not restrict faculty as private citizens from speaking out politically, or from addressing the wrongs in society. Faculty members are free to hold public office so long as holding that office does not interfere with fulfillment of contractual duties.
5. Exercising academic freedom requires responsibility and propriety in the pursuit of truth, as well as complete honesty and loyalty to the University's mission statement and statement of faith.
6. Academic freedom at Oikos University is framed by the context of the University's mission statement and statement of faith and is consistent with the standards and norms stated in the academic freedom policy. Faculty members are free to pursue truth within their discipline by research, discussion and other forms of inquiry. This freedom carries a responsibility to truth, to scholarly integrity, and to one's students. Faculty members may not use their position or classroom as a platform to demand adherence by students to a personal theological viewpoint, political preference, or social

agenda. If an individual believes that a faculty member has violated the University's mission statement and/or statement of faith, he or she should confront that faculty member with the charges. If the issue is not resolved, these two individuals should meet with the academic dean. At this point documentary evidence must be presented.

The academic dean may dismiss the matter or refer it to the standing faculty Hearing Committee if he or she determines that there may be a violation of academic freedom. The committee conducts their hearing consistent with policies outlined in the Contract Termination policy and makes a recommendation regarding the disposition of the matter to the president. The president makes a final decision.

This statement is consistent with the recommendations of the American Association of University Professors (AAUP) in general (<http://www.aaup.org/AAUP/issued/AF/>) and with the AAUP's 1940 Statement of Principles on Academic Freedom and Tenure (<http://www.aaup.org/AAUP/pubsres/policydocs/1940statement.htm>). Note that Oakland does not intend, by adopting this policy, to institute a tenure system.

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## STUDENT LIFE

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### **SPIRITUAL ENRICHMENT**

In the book of Mark, Jesus said that the most important commandment is to love the Lord with all of your heart, soul, mind, and strength and to love your neighbor as yourself. Jesus was making it clear that every aspect of who we are should reflect our passion for the Lord. At Oikos, we are endeavoring to live out this commandment.

The spiritual life at Oikos can be seen everywhere you turn—in classes, in chapels, in student-led Bible studies. Prayer, worship, dialogue about God and His Word, and Christian fellowship flow through the course of each day here at Oikos.

### **CHAPEL SERVICES**

Once each week we gather as a community for chapel. These services are dynamic times for responding to the Holy Spirit and the truth of the Word. Passionate worship marks these strong times together. Guest speakers as well as faculty members and selected students bring messages of encouragement and challenge from God's Word.

### **SPECIAL DAYS**

The administration and faculty of the university seek to be sensitive to both the needs of the students and the direction of the Holy Spirit. Periodically, a special day of prayer and worship may be called for the purpose of spiritual reflection and renewal, with the entire school community uniting together for the day.

**MINISTRY EMPHASIS**

At least once annually, a special series of chapel services is planned for ministry emphasis. The speakers are men and women of God who exemplify Christian leadership in the Church and/or the world.

**CHURCH SERVICES**

Throughout the book of Acts we read how God visits His people when they gather together for times of prayer, praise, and worship. Our doctrine calls on us to “identify ourselves with the visible Body of Christ.” We interpret this call to mean that each member of the Oikos community should participate regularly in the life of a local church.

We assemble together in local congregations to allow the Word to work in us with authority and mutual accountability. We do this so that the gifts can work in and through us by the power of the Holy Spirit. We gather as well, to fellowship among God’s people, who are the true temple of God by His Spirit. New students are required to visit several churches in the local area prior to selecting a “home church.”

We believe it is important for students to attend their home church consistently. Students who absent themselves from church services without legitimate excuse communicate that they are not in accord with the purposes of the university.

**SMALL GROUPS**

As part of his or her spiritual development, each student is expected to regularly participate in a small group. These groups provide an opportunity for Bible study, fellowship, and accountability. Many students meet in a small group provided through their church; others participate in various groups that meet on campus.

**DEVOTIONAL LIFE**

All members of the Oikos community (administrators, faculty members, staff, and students) are encouraged to maintain a rich, daily devotional life. Times alone with God in Bible study, meditation, prayer, fasting, and praise are invaluable in forming the character of Jesus and in receiving the empowerment of the Spirit. In addition to private devotions, it is not unusual for students to meet regularly with other members of the campus community for special times together in God’s presence.

**PHILOSOPHY OF  
COMMUNITY**

Oikos is a community of believers dedicated to the development of leaders in the Body of Christ. So that the Body is built up in love (cf. Ephesians 4:16) faculty, staff, and students encourage one another to be conformed to the image of Christ (cf. Romans 8:29). The primary model for relationships should be Jesus’ command to love one another (cf. John 15:12), which works itself out in full expression as the fruits of the Spirit: love, joy, peace, patience, kindness, goodness, faithfulness, gentleness, and self-control (cf. Galatians 5:22, 23). This

community commits itself to live in unity, to put aside any deception or slander, and to edify one another to develop the fundamental attitudes and character necessary for leaders in the church and in the world (cf. Psalm 133; Philippians 2:1-4; Ephesians 4:1-5:21). In keeping with this commitment, Scripture compels us to voluntarily abstain from behaviors that are illegal, immoral, or unethical. (See the Code of Conduct in the Student Handbook for examples of such behaviors.)

## **DEPORTMENT**

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

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

The Dean of Students will review any incident of a student threatening or harming the physical well-being of a person or property. Following this review, the Dean of Students will assign a restorative action plan that could include reporting the incident to law-enforcement officials, imposing personal restrictions on the involved students, and/or recommending dismissal of the student from Oikos University.

## **DISCIPLINARY POLICY**

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

Community members are expected to provide firsthand testimony that

## **PHILOSOPHY OF GROOMING AND ATTIRE**

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

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

The philosophy of Oikos regarding grooming and attire flows directly out of our Values and Mission, namely that we are educating Christian leaders who will minister in a secular world.

Rather than take a “rules-based” approach, we choose to take an approach that reflects our desire to see emerging leaders develop personal discernment regarding their outward appearance. We believe that by requiring students to wrestle through personal appearance issues within a safe environment of discipleship and accountability, students will learn more than by imposing a set of culturally subjective regulations.

In Psalm 40:8, David wrote, “I take joy in doing Your will, my God, for Your law is written on my heart.” The desire of Oikos is that students would develop an internal code, based on Scriptural foundations, rather than an external conformity that never reaches the heart. Real maturity is not based solely upon one’s ability to follow the directions of others, but to make righteous decisions on one’s own, regardless of the approval or condemnation of others.

This philosophy of grooming and attire is based on four Scriptural principles: the principle of modesty, the principle of the stumbling block, the principle of Christian sacrificial leadership, and the principle of Christ-centeredness.

1. The Principle of Modesty. Scripture mandates modesty, especially in women’s dress. The biblical principle is clear: modesty and decency are traits of godliness in the life of a believer. Modesty is not only reflected by clothing choices, but also by the intent with which one chooses to conduct him or herself. (cf. 1 Timothy 2:9; 1 Peter 3:3-4).

Immodest dress or behavior can be intentional, reflecting a lustfulness and/or immaturity that desire the attention of others. In some situations, however, immodesty can result from ignorance—a simple failure to

have learned what is culturally or socially unacceptable in a given setting. As ministry leaders, we must be willing to graciously accept the input of peers and leaders whom God has placed in our lives.

2. The Principle of the Stumbling Block. In 1 Corinthians 10:23 we learn that “Everything is permissible, but not everything is beneficial.” As believers we have the right to choose from a wide array of styles and fashions. When it comes to grooming and attire, there are not many particular items that are specifically forbidden in Scripture. This right, however, has the potential to cause other people to stumble. Believers who may not be strong in their faith may take another’s freedom in Christ as license to sin. Nonbelievers who are watching the believer’s lifestyle and choices may be led astray. Romans 14:13 says, “Therefore let us stop passing judgment on one another. Instead, make up your mind not to put any stumbling block or obstacle in your brother’s way.” Our grooming and attire choices must be such that they do not cause anyone to be tripped up on his or her spiritual journey.

3. The Principle of Christian Sacrificial Leadership. Romans 12:1, 2 instructs us to “present our bodies [as] a living and holy sacrifice [and to] not be conformed to the world.” As believers, we are called to be living sacrifices. Further, Scripture tells us that ministry leaders are held to a higher standard than other believers. James 3:1 states, “Not many of you should presume to be teachers, my brothers, because you know that we who teach will be judged more strictly.” Our choices in grooming and attire should reflect our willingness to sacrifice our rights for the sake of others.

4. The Principle of Christ-centeredness. As believers we are called to put to death the works of the flesh and to submit to the lifelong process of becoming more and more like Christ. In 2 Corinthians 3:18 Paul writes, “And we, who with unveiled faces all reflect the Lord’s glory, are being transformed into His likeness with ever-increasing glory, which comes from the Lord, who is the Spirit.” As we make choices in grooming and attire, we must each ask, “Will this choice help others see Jesus, or is my purpose to have them focus on me?”

In a spirit of mutual accountability, all those at Oikos will submit to one another regarding grooming and attire. If someone’s appearance seems to have strayed from the scriptural foundations that apply to Christian ministry leaders, we expect others within this community to personally address this issue in a loving and gracious manner.

Please note that students are sometimes asked to wear more professional attire for such occasions as special in-class assignments, chapel participation, or graduation ceremonies. Certain churches and student ministries will require more professional attire as well.

**SERVICES AND  
ACTIVITIES**

**HOUSING POLICIES**

The university does not operate a dormitory or other housing facility, but will assist students in locating adequate housing near the campus. Some students find housing in a local residence hotel; others share an apartment, or rent a room from members of a local church. The university reserves the right to approve or disapprove housing on a case-by-case basis if there is concern for your academic or spiritual welfare.

**MEALS**

The University does not operate a cafeteria. A student lounge is provided for students who wish to bring their meals from home.

**SPORTS**

Oikos maintains an intramural sports program throughout the fall and spring semesters. Basketball, badminton, and ping-pong are available for both men and women.

**CLUBS**

We encourage you to form student-led clubs around common interests. Faculty and staff members are available for advice, and to help students access university resources. Typical interests include hiking, sports, and reading and discussing particular books.

**STUDENT GOVERNMENT**

All registered students are members of the Student Association. The purpose of the student government is to promote Christian fellowship among students and to advance the kingdom of God and the mission of Oikos University. Activities of the Association are supported through a student fee and individual gifts. The officers of the Association—President, Vice President, Secretary, and Treasurer—are elected annually by the members.

The Student Council consists of three representatives from each class plus the student body president. These students serve as a “sounding board” for the administration regarding policies that affect the students. They are also responsible for planning certain student activities such as clubs and social events.

**OPEN HOUSE**

FIRST CLASS OF EACH SEMESTER IS OPEN. NO SPECIAL CELEBRATON

Oikos students view College-for-a-Day (C4D) each fall and spring as opportunities to enjoy and serve prospective students who visit the campus for this open house. These visitors are invited to stay with students in the Residence Hall or apartments; classrooms are filled to capacity; the Student Council and Dean of Students plan special activities to make guests feel welcome. We encourage you to welcome

these visitors and to pray with them as they seek God's will for their life.

### **CHAPEL MINISTRY**

Student-led worship teams are responsible for planning and leading music and other creative arts during the chapel services. If you are musically talented, you may be asked to share a vocal or instrumental special during these services. Student-led media teams oversee audio and video equipment for chapel services and special events. If you are interested in serving in one of these areas and would like to receive training, contact the Dean of Students.

### **STUDENT MINISTRY**

It isn't surprising that, at a college dedicated to training for ministry, many student activities result from students engaging in ministry. As a student at Oikos, you are required to participate in a ministry, typically through your local church. (See the Academic Information section of this catalog for details.) Student ministry is much more than a requirement—it is the heartbeat of men and women who are ready to give their lives to serving the Lord, His Church, and the world. While engaging in ministry, you will also enjoy fellowship and develop friendships that may last a lifetime.

### **ACADEMIC COMPUTER LAB**

Whenever possible, we encourage you to bring your own computer to Oikos. If you do not have a computer, or if you are away from your computer when you need to type a paper or conduct research, you are welcome to use the resources of the Academic Computer Lab. The Lab offers full Internet access, and word processing capabilities.

#### **Bringing Your Own Computer**

If you are considering bringing a computer to campus, we recommend the following configurations:

#### *Recommended Windows Configuration*

- Pentium IV, 2.80 GHz
- 512 MB RAM
- Windows XP or Newer version
- Microsoft Word 2007 or Newer version
- CD-RW drive
- 100-Base-T Network Card
- For laptops, 802.11g wireless network card
- 80GB hard drive

#### *Recommended Macintosh Configuration*

- Power PC G4 (800Mhz minimum), or dual-core Intel processors (2.0 GHz or higher)
- 512 MB RAM
- Mac OS X
- Microsoft Word X for Mac
- Built-in Ethernet port
- Built-in Airport Extreme (802.11g) wireless network card
- 80GB hard drive

**ADDITIONAL  
INFORMATION**

- CD-RW drive

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

**LIBRARY**

The University's library provides a sizable collection of academic works in Korean and in English in the disciplines of theology, music, nursing, Asian Medicine, life and physical sciences, and social sciences. The library is open from 9 a.m. to 5 p.m. from Monday through Friday.

**KOREAN LANGUAGE  
PROFICIENCY**

The primary language of instruction is Korean and students are expected to be native speakers. Simultaneous translation is provided for all the classes taught by English-speaking faculty members. For non-native speakers, Korean language proficiency is tested by the University.

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## FINANCIAL INFORMATION

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**TUITION**

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

The information provided in this section reflects Oikos's education prices for academic year 2013-2014, effective August 2, 2013. These rates are subject to change without notice by action of the Board of Directors. The university reserves the right to assess new charges in relation to rising costs.

Undergraduate Theology

15 semester hours	2,400.00
(per semester unit)	200.00

Graduate Theology

9 semester hours	2,700.00
(per semester unit)	300.00

<u>Doctor of Ministry</u>		
9 semester hours		320.00 / unit
(per unit)		
<u>Undergraduate Music</u>		
15 semester hours		2,700.00
(per semester unit)		225.00
(Lesson Fee per Semester)		600.00
<u>Graduate Music</u>		
9 semester hours		3,000.00
(per semester hours)		190.00
((Lesson Fee per Semester)		600.00
<u>Associate of Science in Nursing</u>		
64 units/4 terms		5,500.00
		per term
<u>Associate Degree in Nursing</u>		
28 units		200.00 / unit
<u>Audit (per hour): carries no college credit</u>		
Undergraduate		60.00
Graduate		80.00

**Directed Study: Regular tuition rate  
plus \$50.00 surcharge per semester hour**

\*lesson fee \$600.00 included

A tuition deposit of \$100.00 is due prior to the beginning of each semester. See the calendar at the front of this catalog for specific dates.

#### **TEXTBOOKS**

The university offers a book purchasing service for your benefit. You can order textbooks for all classes in advance and pay for them when they arrive. (Purchase of ordered textbooks is required.) The cost of textbooks per semester usually ranges from \$300 to \$500 for a full-time student.

#### **FEEES**

Application Fee	\$300.00
Admission Fee	\$100.00
Registration Fee	\$100.00
Student Fee	\$100.00
Library Fee	\$10.00

<b>Deferred Payment Plan Fee</b>	<b>Five percent of balance</b>
<b>Late Payment Fee</b>	<b>Ten percent of balance</b>
Returned Check Charge	\$30.00
Exam rescheduling fee	\$30.00
Late registration fee	\$150.00
Late tuition deposit fee	\$100.00
Payment plan fee	\$50.00
Exam rescheduling fee	\$20.00
Add/drop fee	\$20.00
Transcript Fee (per copy)	\$10.00
Certificate of Graduation	\$10.00
Certificate of Enrollment	\$10.00
Duplicate Certificate of Graduation	\$25.00
Extension of I-20	\$10.00
Re-issue of I-20	\$10.00
Graduation fee	\$300.00
Thesis fee	\$600.00
Music Graduation Recital	
Undergraduate	
Graduate	
Private or group music lessons	\$600.00
Lab Fee	
	\$200.00
	\$300.00
	Varies: contact School of Music
	Varies: see syllabus

**EXPLANATION OF DEPOSITS AND FEES**

**APPLICATION FEE**

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

**PLACEMENT TEST FEE**

If you are a new student you are required to take a series of placement tests to help determine whether you are ready for college-level subjects such as the Bible, English writing, etc. This fee covers the cost of this testing.

- Admission Fee (paid when admitted)
- Registration Fee (paid once per semester)
- Student Fee (paid per semester, for student activities)
- Library Fee (per semester; for library support)

**TUITION DEPOSIT AND LATE TUITION DEPOSIT**

This nonrefundable deposit is applicable to all students each semester. It is due about one month before the start of the semester—see the calendar in the front of this catalog for the exact dates.

If you do not pay this deposit on time, then a late tuition deposit fee is charged to your account.

### **DEFERRED PAYMENT PLAN**

Tuition and fees are due in full at the start of each semester. You may pay by cash, check, MasterCard, or Visa.

For more information on the payment schedule and deferred payment plan, please see the information on the payment schedule, later in this section.

### **RETURNED CHECK CHARGE**

If you pay by check and your check is returned for any reason, we will charge back the amount of the check plus the returned check charge.

### **LATE REGISTRATION FEE**

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

### **EXAM RESCHEDULING FEE**

All tests, including final exams, are to be taken according to the schedule given in your syllabus. In the event of extenuating circumstances, a professor may allow you to take a test early or late. If the professor permits you to reschedule the exam, you must pay the Business Office the Exam Rescheduling Fee.

### **ADD/DROP FEE**

If, after the start of the semester, you realize that you need to drop a course or add another one, you may do so within one week of the start of the semester. (See the calendar in the front of this catalog for the exact dates.) To add or drop a course before the deadline, complete a Change of Schedule form in the registrar's office and pay the Add/Drop Fee for each course added or dropped.

### **TRANSCRIPT FEE**

Throughout your career you will occasionally need "official" copies of your transcript to be sent to employers or other colleges. Oikos will

send an official transcript upon your request and upon the receipt of the payment of the then-current transcript fee.

### **GRADUATION FEE**

Upon your graduation Oikos will provide various services including the rental of your graduation robe. This fee offsets the college's costs for graduation.

### **MUSIC LESSONS**

If you want to study music on your own, you are free to make any arrangements you wish with a private instructor. If you intend to take the lessons for academic credit, you should contact the School of Music for a list of approved instructors. You, a Oikos professor, and the instructor will jointly negotiate your educational objectives for the semester, and will agree on how much instruction you will require in order to accomplish those objectives. Tuition and lesson fees should be paid to the University business office

### **LAB FEE**

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

### **EXTRA HANDOUTS**

When a course has an unusually large number of handouts, you will be charged a small fee for the materials to offset photocopying costs.

## **PAYMENT SCHEDULE**

This section describes the payment deadlines for tuition and fees. From time to time students are unable to settle their account on time. We've found the following checklist to be useful to students who are trying to raise money for college:

1. Make sure you are paying your tithe. God has promised to bless you if you are faithful in tithing (cf. Malachi 3:10). If you a tithe, you can ask God to bless you financially.
2. Make sure you have completed the college's financial aid application. You may qualify for a Oikos scholarship.
3. Look for any assets you may be able to sell. Some students find that they can trade in their vehicle for another, or sell unused stereo equipment, in order to raise money for college. During the spring term, check to see if you have a tax refund coming.
4. Contact friends, family, and your church. Many people are eager to help our students attend Bible College.
5. The cost of a college education should be considered an

investment rather than a debt. Consider borrowing at least some of the money for college. Many banks will extend a loan secured by assets such as your vehicle. Note: Oikos accepts both MasterCard and Visa.

If you choose to apply for a deferred payment plan, make sure you have a plan to make your payments. While there are ample opportunities for off-campus employment in Oakland or the greater Bay Area, most full-time students should not plan to work more than about 20 hours a week. A student who works 20 hours a week at \$7.50 can expect to clear about \$2,400—enough to pay for full tuition—during the course of the semester. Note: If you are not a U.S. citizen, it is your responsibility to see what work, if any, you may legally perform while in the U.S.

Some students will find it necessary to work full-time during the summer, or over holiday breaks, in order to make their payments to the college. Many students who are willing to work 60 hours a week during the summer and 20 hours a week during the semesters find that they're able to meet all of their obligations on time, even if they do not receive help from their church, family, or friends.

## **UNPAID ACCOUNTS**

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

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

Oikos makes exceptions to this policy only with the approval of the President. In those cases where the college elects to make an exception, the student is required to sign and comply with an approved payment agreement. If the student withdraws from the college without paying the account in full, the payment plan becomes void and the college has the right to collect the unpaid amount immediately. Should the college find it necessary to use the services of a collection agency or attorney, the former student is responsible for all court costs, reasonable collection and litigation fees, up to 100 percent of the balance due.

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

## **TUITION REFUNDS**

If you find it necessary to withdraw from the university, you may be eligible for a refund for part of your tuition. (We do not give refunds for fees, nor audited courses.) In order to qualify for a refund, you must notify the Administration Office of your intent to withdraw. As part of

**STUDENT RIGHT TO  
CANCEL AND REFUND**

the withdrawal procedure you must settle all accounts. If you do not follow the withdrawal procedure, you will receive a grade of “F” for all courses and will forfeit eligibility for any tuition refunds. Students who are dismissed or suspended from the university are not eligible for any refunds.

Students who cancel their enrollment agreement and withdraw during a term may receive a refund of tuition based upon the date they withdraw. Fees are nonrefundable. Students who withdraw by the first class session of a term are not charged tuition, receiving a 100 percent refund. Students who withdraw on or before 60 percent of the attendance period (term or semester) receive a pro rata refund. No refund is made after 60 percent of the attendance period. Students who receive federal financial aid are entitled to a refund of tuition not paid from federal financial aid.

For nursing students a different refund policy is applied. The reason for a separate policy is that the total number of enrollment for the nursing programs is limited by the California nursing boards. The following tuition refund schedules apply to nursing students depending on their program and the percentage of the enrollment period lapsed when the withdrawal is filed.

<i>LVN and ADN Program</i>		<i>Other Programs</i>		
Enrollment Time	Refund	Enrollment Time	Weeks	Refund
On or before the Last Day of the Add/Drop Date (0-6.6%)	100%	On or Before the Last Day of the Add/Drop Date (0-6.6%)	1	100%
6.7%-25% of Enrollment Period	50%	6.7%-13.1%	2	93.3%
25.1% to 50% of Enrollment Period	25%	13.2%-19.8%	3	86.8%
After 50%	0%	19.9%-26.5%	4	80.1%
		26.6%-33.2%	5	73.4%
		33.3%-39.9%	6	66.7%
		40%-46.6%	7	60%
		46.7%-53.3%	8	53.3%
		53.4% to 60%	9	46.6%
		After 60%	10~15	0%

## SCHOLARSHIPS AND OTHER FINANCIAL AID

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

The following list describes some of our available scholarships.

### EXAMPLE

#### OIKOS FACULTY/STAFF SCHOLARSHIP

Established by the faculty and staff of Oikos University for deserving students chosen by the scholarship committee.

#### OIKOS DIRECTORS' SCHOLARSHIP

Established by the directors of Oikos for deserving students chosen by the scholarship committee.

#### PRESIDENT'S SACRIFICIAL LEADERSHIP SCHOLARSHIP

The President's Sacrificial Leadership Scholarship has been established to honor students who have exhibited or have the potential to exhibit extraordinary leadership qualities of a sacrificial nature. Sacrifice is defined as a dying to all self-interests in order that those who follow will discover in these sacrificial acts and attitude the potential to rise to new heights of achievement. This achievement will, by its very nature and source, propel the character of all involved to the highest calling they have in Christ. The fulfillment of this calling is identified in a leader who recognizes and follows a sacred vision, who is willing to consider all others before himself or herself, who focuses on the integrity of the process rather than the end result, and who remains committed without constraints even to the point of personal injury or death. Recipients of this scholarship are leaders of the highest character, compassion, and Christ-like nature.

**Award:** Up to a full-tuition scholarship per year to be used for tuition/books/room and board.

**Scholarship Criteria:** Multiple recipients are to be chosen by the Scholarship Committee and confirmed by the President of the University.

#### JONGIN KIM HONORARY SCHOLARSHIP

The Jongin Kim Honorary Scholarship has been established to honor students who have exhibited or have the potential to exhibit

extraordinary abilities as a theologian and Christian leader.

**Award:** Up to full-time graduate tuition in the School of Theology per academic year.

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

#### DEAN OF THEOLOGY'S HONORARY SCHOLARSHIP

The Dean of Theology's Honorary Scholarship has been established to honor students who have exhibited or have the potential to exhibit extraordinary abilities as a theologian and Christian leader.

**Award:** Up to half-time tuition per academic year.

**Scholarship Criteria:** Students must pursue a degree in the School of Theology, have a minimum GPA of 3.65 and have completed at least 30 semester units at the University. The recipient is to be chosen by the Dean of the School of Theology and the Scholarship Committee.

#### DEAN OF MUSIC'S HONORARY SCHOLARSHIP

The Dean of Music's Honorary Scholarship has been established to honor students who have exhibited or have the potential to exhibit exceptional talent as a musician.

**Award:** Up to a full-time tuition per academic year.

**Scholarship Criteria:** Students must be pursuing a graduate degree in the School of Music and must demonstrate exceptional musical talent at their entrance audition. The recipient is to be chosen by the Dean of the School of Music and the Scholarship Committee.

#### PRAISE GOD KOREAN CHURCH SCHOLARSHIP

A working scholarship established by a member of Praise God Korean Church, Oakland, to assist with tuition. The student will serve the Praise God Korean Church for a semester in a capacity determined by the church council and pastor.

**Scholarship Criteria:** Determined by pastor and church council.

#### ADDITIONAL SCHOLARSHIPS

Several churches provide monies to assist students in attending Oikos. We encourage you to let your home church and your home presbytery know that you have been accepted into Bible College.

#### GRADUATE TEACHING ASSISTANTSHIPS

Graduate students in the School of Music who demonstrate exceptional musical talent and extensive professional experience may be eligible for teaching assistantships, which offer tuition assistance.

**INSURANCE**

The college does not provide coverage for your medical care. You must use local doctors, clinics, and hospitals at your own expense, with payment usually required at the time of treatment. Consequently, we strongly encourage you to secure health insurance (under your parents policy, via a work policy, or privately). You may contact the Oikos receptionist for information about private plans. You should also be aware of the benefits and limitations of your coverage. Be sure to bring pertinent policy paperwork with you (e.g. name and phone number of the company, group number, policy number, your social security number). Likewise, your personal belongings in your residence are not covered by university insurance. We encourage you to purchase a policy to cover these items.

**STUDENT TUITION RECOVERY FUND (STRF)**

The Student Tuition Recovery Fund (STRF) is a fund established by the State of California for the purpose of reimbursing students when their state-approved schools close untimely. When students enroll in a program, a fee is assessed in relation to the cost of tuition. When school closure occurs, students may file within sixty days a claim for reimbursement from STRF for prepaid but unused tuition. Students should keep a copy of their enrollment agreements, tuition receipts or other financial documents that can be used to support a claim for reimbursement. For claim instructions or further information contact:

Bureau for Private Postsecondary Education  
2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833  
P.O. Box 980818, West Sacramento, CA 95798-0818  
Telephone: (916) 431-6959 Toll Free: (888) 370-7589  
Fax: (916) 263-1897  
Website: [www.bppe.ca.gov](http://www.bppe.ca.gov)

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**ADMISSIONS INFORMATION**

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**ADMISSIONS CRITERIA**

Oikos is committed to the training of men and women for Christian leadership, both lay and clerical. Because of this commitment, we seek to admit persons whose motivation, character, and aptitude are in keeping with this purpose. The application process is designed to help you and the college determines your readiness for Bible College. The admissions process is designed to help ensure that individuals who enter our program will complete it.

**APPLICANT ASSESSMENT**

Oikos evaluates an applicant’s readiness in the following four areas:

## **SPIRITUAL READINESS**

Applicants to the School of Theology or School of Music must give evidence of a born-again experience and a consistent lifestyle that reflects biblical character and spiritual growth. Since certain activities are not consistent with a Christian testimony, you are expected to have lived apart from specific activities for at least one year prior to the semester in which you wish to enroll.

The reference forms submitted on your behalf by Christian friends and by your pastor (or your pastor's designee) help us assess your spiritual readiness. Our intent is not to be legalistic or exclusive. Because of the rigors of ministerial training, it is essential that we see a certain degree of spiritual consistency in your life.

Oikos is a Christian college; we require that you accept the Oikos doctrinal statement. (See page 8 of this catalog for a copy of this statement.) If you accept our doctrinal statement, you are welcome to apply, even if you are a member of another denomination or an independent church.

Students applying to the nursing program are not required to give a Christian testimony or accept the doctrinal statement. Such students are required to accept instruction offered from a Christian worldview, and to accept the responsibilities associated with being a member of a Christian community.

## **ACADEMIC READINESS**

Applicants must have sufficient educational background to enable them to perform at the college level. A high school diploma or GED (General Education Development) is required for admission.

Likewise, the University administers a Bible and theology test to all students; students who do not pass this test are required to participate in a non-credit Bible survey course, and may be subject to further ability-to-benefit restrictions.

The ability-to-benefit classification and its restrictions may be applied as well to applicants whose high school grade average is below a "C" and to older students who are returning to school after an extended period of time.

## **PHYSICAL READINESS**

Health is an important factor in being able to maintain attendance, earn satisfactory grades, engage in ministry, sustain employment, and meet other demands of a college schedule. You must pass a physical examination administered by a licensed physician and submit proof of this examination.

Prospective students with chronic, debilitating, or infectious physical conditions must inform the Admissions Officer of their situation during the application process in order to receive appropriate guidance. The

<b>FINANCIAL READINESS</b>	<p>same requirement applies to prospective students with emotional disorders, psychological disorders, or learning disabilities.</p>
<b>STATEMENT OF NONDISCRIMINATION</b>	<p>Applicants will be evaluated with regard to their ability to meet the financial demands of attending Oikos. The college does not yet qualify for federal grants and loans. !!!</p>
<b>INTERNATIONAL STUDENTS</b>	<p>Oikos does not discriminate on the basis of disability, race, color, gender, and national or ethnic origin in the according or making available of all the rights, privileges, programs and activities generally open to students at the college. We do not discriminate on the basis of disability, race, color, gender, and national or ethnic origin in administration of educational policies, admissions policies, scholarship and loan programs, and athletic and other college administered programs.</p> <p>In addition to this legal stance, Oikos has a biblical stance regarding cultural diversity. The ultimate, eternal community of believers, according to Revelation 5:9, will be comprised of “every tribe, tongue, and people and nation.” The desire of the college is to enjoy this same diversity and unity of believers while training culturally sensitive ministers for effective service to the entire world.</p>
<b>ADDRESS CHANGE</b>	<p>Oikos is authorized under federal law to enroll non-immigrant alien students.</p> <p>International students seeking admission to the college should write to the Registrar several months in advance of the fall semester requesting current information about the schools admission policies. Many of the forms needed to enter the U.S. or change status are available online at</p> <p><b><a href="http://www.uscis.gov/graphics/formsfee/forms/">http://www.uscis.gov/graphics/formsfee/forms/</a></b></p> <p>While the information in this section is believed to be accurate at the time of publication, you should always consult official information available online or through a U.S. Embassy or Consulate.</p> <p>In order to satisfy U.S. immigration law, the student should be familiar with the following requirements</p> <p>All international students are required by law to maintain an up-to-date permanent and local address with the Oikos University Registrar and to update Oikos and the U.S. Department of Homeland Security of any <b>address changes within 10 days.</b></p>

## CHANGE OF STATUS

### WITHIN THE U.S.

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

- I-901 SEVIS Fee
- Completed I-539
- Explanation why electing to change status
- Original I-94 card
- Copy of spouse's I-94 if dependent on his/her visa status
- Check for **\$200** made payable to Department of Homeland Security
- Copies of valid/current passport and visa pages
- Copies of passport & visa pages for spouse if dependent on spouse's visa status
- Affidavit of support, bank statement, assistantship agreement or other proof of sufficient funding.
- Original I-20
- Copies of spouse's I-20 or other if dependent on spouse's visa

### OUTSIDE THE U.S.

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

## OPTIONAL PRACTICAL TRAINING

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

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

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

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

After completion of course requirements except thesis/dissertation. Again, you should have a job offer before applying.

For post completion OPT the application must be submitted **before** the completion of your program or before the ending date of your I-20, whichever comes first. The start date of the OPT must be within 60 days of your program completion.

## **FINANCIAL REQUIREMENTS**

### Training Checklist:

- I-765 (Signed in blue ink)
- All I-20's
- Copies of passport and I-94 card
- \$180.00 check made payable to U.S. Department of Homeland Security
- Academic Certification/Recommendation letter from department
- Two color photos (Please follow the instructions included in the application packet)

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

International students who are or will be in F-1 visa status are required to show proof of adequate funding for at least one year before an I-20 form can be issued. Financial requirements are calculated on the basis of tuition and fees (for two semesters), living expenses (600/month) and miscellaneous expenses (\$1,000). An additional \$ 4,000 will be added for accompanying spouses and \$ 1,500 for each child. Students must submit the Financial Certification Form along with appropriate attachments.

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

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

Written confirmation from the sponsoring institution of a scholarship, fellowship, assistantship or other type of funding. For assistantship, a copy of the assistantship agreement signed by the department is required.

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

Financial certifications have to reach the University by the posted deadline, which is usually October 15 for the Spring semester and May 15 for the Fall semester. If you have questions about the availability of assistantships, please contact the dean of student?

If you need further information about Oikos's tuition and fees, please contact the Business Office.

## **INSURANCE**

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

## **MAINTAINING STATUS**

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

Attend the school and degree program indicated on your I-20. Request a new form if there is any change in your degree level or major.

Carry a full course of study (9 credit hours for graduate students and 12 credit hours for undergraduate students). Exceptions can be approved **ONLY** by the International Student Advisor-Designated School Official.

Keep your I-20 form valid at all times. Check the expiration date in item #5 to make sure that it is still valid. Request a new form if any major changes occur in your situation (e.g., changes in source of funding, marital status, major, degree program).

Follow the required procedures (with the help of the Designated School Official/International Advisor) when:

- Applying for extension of stay
- Transferring to or from another school
- Applying for OPT

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

Keep your passport valid at all times

## **NEW STUDENTS**

### **REQUIRED VISA DOCUMENTATION**

- \$100.00 non refundable to U.S. Consulate

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

Students are required to report and register immediately upon arrival with the international student advisor. Please bring the following documents; passport, stamped I-20 and I-94. All students and their dependents are required to purchase medical insurance whether from your home country or from the U.S. Insurance is not included in your tuition.

#### Reinstatement

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

- Original I-94
- Copy of passport and visa
- Copy of current I-20 Form
- Transcripts
- I-539
- New I-20
- Evidence of financial support
- Check for \$200.00 made payable to "Department of Homeland Security"
- **I-901 Receipt (SEVIS Fee)** if applicable
- Letter addressed to INS from the student stating the reasons for being out-of-status

Reinstatement Application should be submitted to the address given at:

<http://www.uscis.gov/graphics/fieldoffices/california/aboutus.htm#anchorMAIL>

or filed electronically at

<http://www.uscis.gov/graphics/formsfee/forms/efiling.htm>

#### **INCOME TAXES**

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

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

or

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

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

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

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

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

The analogous California form is 540NR, available from

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

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

## **LINKS**

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

Visa Wait Times

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

Port of Entry Fact Sheet

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

**and**

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

SEVIS I-901 Fee

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

## **APPLICATION PROCESS**

You can receive an Application Packet by writing, calling, or e-mailing our Admissions Officer, Ms. Sunyeon Hwang

Ms. Sunyeon Hwang

Oikos University

7850 Edgewater Dr.

Oakland, CA 94621

Phone: (510) 639-7879

E-mail: [oikosuniversity@yahoo.com](mailto:oikosuniversity@yahoo.com)

If you wish, we can send your packet by e-mail. Just let us know whether you prefer a paper or an electronic copy.

New students without prior college experience are strongly advised to request admittance for a fall semester rather than a spring semester. We recommend that you begin the application process as early as possible. Before we can review your application packet, we must have all of the required documents. It has been our experience that it can take several weeks for transcripts, letters of reference, and other key documents to be sent to Oikos.

If your application package is complete by the deadline shown in the calendar at the front of this catalog, we will review your application and will respond promptly with our decision. If your package is missing a few items and the deadline is drawing near, please contact our Admissions Officer. When possible, we will review your package and offer you provisional admission. (You will then be required to complete the package before you can begin your courses.)

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

1) Complete an Application File, including:

- A completed and signed Application Form;
- A signed Philosophy of Community form;
- A completed Bible College Readiness Assessment; and
- The nonrefundable Application Fee.

Supply the Pastor's Reference Form to your pastor, along with the envelope supplied in the Application Packet. Your pastor should return this form directly to the Registrar's Office.

Supply two Christian friends with the Reference Forms and return envelopes supplied in the Application Packet. These individuals must be at least 21 years of age, and not a relative of the applicant. They should have known the applicant for at least one year. The two references should return this form directly to the Registrar's Office. Arrange for official transcripts to be submitted to the Registrars Office from the applicant's high school and, if applicable, from all universities, colleges, or professional schools attended by the applicant. (GED may be substituted for high school diploma.) If the applicant is still enrolled in high school, then an incomplete transcript (not showing graduation) will be sufficient. However, as soon as possible, a complete, official transcript (indicating a graduation date) is required. *Foreign transcripts must be evaluated by one of the following transcript evaluators and student must request that it then sent directly to OU:*

World Education Services (WES): [www.wes.org](http://www.wes.org)

Global Credential Evaluators (GCE): [www.gcevaluators.com](http://www.gcevaluators.com)

## 2) Letter of Acceptance

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

If you receive a letter of acceptance, it will include information regarding subsequent steps. It will also include a Housing Application. You should return this form to the Registrar's Office immediately for processing by the Dean of Students. Housing Applications for new students are due one month before the first day of New Student Orientation.

Included with your letter of acceptance will be a copy of the Student Handbook and a form indicating that you have read the handbook and agree to comply with it. This form should be returned to the Registrar's Office immediately.

Along with your acceptance letter you will receive a Physical Readiness Report that is to be completed by a licensed physician and returned to Registrar's Office. The acceptance letter will also ask that you provide a recent photograph of yourself. This photo will help us to recognize you at orientation and therefore, better serve you.

Finally, you should send the tuition deposit along with the Residence Hall or Apartment Application, Physical Readiness Report, and the Student Handbook form in order to confirm your enrollment.

If the college is unable to accept you for enrollment in the upcoming semester, we will advise you regarding the steps you should take before resubmitting your application.

## 3) Intent to Enroll

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

## **AWARD OF CREDIT**

Oikos University awards one unit of academic credit for each 50 minute class session per week based on the Carnegie unit. Students are supposed to complete a minimum of two hours of academic work such as preparation and home assignment outside of class for each credit. The policy on academic credits is based on generally accepted in degree-granting institutions of higher education. A semester consists of 16 weeks including final examination. Oikos University advises the students of all majors to limit their job or social commitments so that they can give their coursework adequate attention

## TRANSFER OF CREDIT

Oikos welcomes the transfer of course work from accredited institutions. (Such institutions have been accredited by an agency that is, in turn, recognized by the Council for Higher Education Accreditation, or CHEA.) In order to request this transfer, you should arrange for an official transcript (signed and sealed) to be mailed or faxed directly from the previous institution to Oikos's Registrar's Office.

Credit is evaluated on a course-for-course basis, requiring that course descriptions and credit values be comparable. Only work earned with a grade of "C" or higher is transferable; however, a grade from transfer credits do not compute into the student's Oikos GPA.

Transfer of credit may be possible from recognized but unaccredited institutions. The same procedures and requirements as previously noted apply. In addition, Oikos takes steps to ensure that course work taken in the sending institution is comparable to course work offered by Oikos. These steps include one or more of the following:

- Demonstration of achievement by means of comprehensive examinations;
- Review of syllabi, faculty credentials, grading standards, and other relevant learning resources at the sending institution;
- Analysis of historic experience regarding the success of transfers from the sending institution; and
- Successful completion of 32 semester hours at Oikos with a cumulative GPA of at least 2.0.

If you wish to apply transfer credit to your program, the transfer should be arranged immediately upon receiving your letter of acceptance, and before registering for courses at Oikos.

Fifty percent of the semester hours in your undergraduate program must be completed at Oikos in order to qualify for graduation. Thus, a student pursuing a Bachelor of Arts degree must earn at least 60 semester hours at the college.

If you have received some of your education through non-traditional means (such as corporate or military training) you may want to ask that such education be granted college credit. The university may on occasion allow credit for prior experiential learning, at the discretion of the university. Only in special cases, and only in accordance with CCR 71890, will these be considered. You can arrange to have your education evaluated by the American Council on Education's Center for Adult Learning Educational Credentials (CALEC) program. For more information visit their Web site:

**[www.acenet.edu/calec/corporate/index.cfm](http://www.acenet.edu/calec/corporate/index.cfm)**

	<p>CALEC will provide a transcript showing their analysis of your non-traditional education; please arrange to have a copy of this transcript sent directly to the Oikos's Registrar's Office.</p>
<p><b>CHALLENGING A COURSE</b></p>	<p>If you believe that you already have the knowledge and skills required by one of your curriculum's required courses, you may apply in the Registrar's office to challenge the course. The Registrar will supply you with a copy of the course syllabus and, together with the Academic Dean, will identify a professor who will test your knowledge and skills. (Often this test is conducted by using the course's final exam.) If you demonstrate to the professor's satisfaction that you are able to meet the course objectives, the professor will recommend that the required course be dropped from your program and replaced with an alternative course that you will find more beneficial.</p> <p>Note that there can be a fee for this service. You should inquire in the Business Office before beginning the challenge process.</p>
<p><b>REGISTRATION FOR NEW STUDENTS</b></p>	<p>Whenever possible, the Registrar's Office will register new students before you arrive on campus. You will receive a copy of your registration form during New Student Orientation, and you can make changes at that time.</p>
<p><b>NEW STUDENT ORIENTATION</b></p>	<p>New Student Orientation is scheduled during the days immediately preceding the start of fall semester. (See the college calendar at the front of catalog). All of these sessions are required for all new students. We will spend time acquainting you with major aspects of Oikos's academic program and general policies and procedures. Once you have completed registration, you will buy your textbooks and pay your tuition, fees, and other charges in the Business Office.</p>
<p><b>REGISTRATION FOR RETURNING STUDENTS</b></p>	<p>All current students are expected to register for the next semester on the dates designated by the Registrar; otherwise the Business Office adds a late registration fee to the student's account.</p> <p>Registration is not complete until all necessary forms (including the textbook order form) are filled out, submitted, and signed by the appropriate persons. A student who has not completed registration may not be allowed to take final exams, unless the student has notified the Registrar of his or her intent to withdraw at the end of the semester.</p>
<p><b>READMISSION</b></p>	<p>If you are a former Oikos student and you desire to be readmitted, contact the Registrar's office to begin the process. You will be expected to pay any outstanding debt to the college in full. Depending upon how long you have been away from Oikos, and your status when you left,</p>

**NON-DISCRIMINATION  
POLICY**

you may be required to provide new references or other elements of the Application Package. You may also be asked to meet with the Academic Dean, the Dean of Students, or other college officials.

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

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

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

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## ACADEMIC INFORMATION

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Jesus commanded, “You shall love the Lord your God with all your heart and . . . with all your mind” (Matthew 22:37). Oikos is committed both to the intellectual and spiritual development of its students. Intellectual awareness and educational improvement are fully compatible with spiritual sensitivity. The classroom experience at the college offers intellectual, spiritual, and relational encounters that work together to equip the student for a lifetime of service to God.

### REGISTRATION

#### ENROLLMENT STATUS

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

#### LEAVE OF ABSENCE

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A student may interrupt a program of study for any period of time and return to the university without applying provided the student leaves in good academic standing.

### ACADEMIC STANDARDS

#### CLASS PARTICIPATION

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

You should be present and punctual for all class sessions except in the case of rare extenuating circumstances. You are expected to complete your assignments before the class session, so that you are prepared to answer questions and enter into the discussion. For details of how your participation grade is computed, see the course syllabus.

When your total number of absences exceeds 10 percent of the number of class sessions in the semester, you are dropped from the course with a W/F unless the professor specifically asks the Registrar to retain you in the course. The 10 percent allowance is to provide for serious illness, serious injury, serious illness in the family, death in the family, and unforeseen emergency. Note that failure to enter the classroom and be seated at the beginning of class may result in your being counted absent.

In addition to the 10 percent policy, individual professors may impose additional attendance and participation requirements that have the potential of impacting your course grade. See your course syllabus for details.

**DEFINITION OF CREDIT HOUR**

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

**DEFINITION OF CREDIT HOUR**

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

**MAKE-UP EXAMS**

**FINAL EXAMS**

Final exams are given for most courses. Such a test may or may not be comprehensive. Its grade weight is determined by the professor and indicated in the syllabus. You should not request early or late finals except in cases of emergency. You must have the permission of both the Professor and the Academic Dean in order to reschedule a final exam. If permission is given, you must pay the Exam Rescheduling Fee in the Business Office before taking the exam.

**GRADING SYSTEM**

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

98-100	A+	4.0	70-73	C-	1.7
94-97	A	4.0	67-69	D+	1.3
90-93	A-	3.7	64-66	D	1.0
87-89	B+	3.3	60-63	D-	0.7
84-86	B	3.0	Below 60	F	0.0
80-83	B-	2.7		I	Incomplete
77-79	C+	2.3		W	Withdraw
74-76	C	2.0			

The Registrar translates letter grades to grade points in accordance with the table shown later in this section.

A	Excellent	4.00
A-		3.70

B+		3.30
B	Good	3.00
B-		2.70
C+		2.30
C	Average	2.00
C-		1.70
D+		1.30
D	Poor	1.00
D-		0.70
F	Failure	0.00
W/F	Withdrawn/Fail	0.00
W/P	Withdrawn/Pass	No point, No GPA impact

#### Grade definition

<b>A</b>	<b>Excellent.</b> Superior knowledge regarding details, assumptions, implications, history; superior thinking with information relevant to application, critique, and relationship to other information.
<b>B</b>	<b>Good.</b> More than adequate knowledge regarding technical terms, distinctions, and possesses an ability to use information.
<b>C</b>	<b>Average.</b> Basic knowledge needed to function and carry on learning regarding major principles, central terms, major figures, also possesses an awareness of field or discipline. Note that a grade of C- may not be eligible for transfer and in most programs does not constitute a passing grade. Please consult and refer to the Catalog, for further information.
<b>D</b>	<b>Poor.</b> Below average grade, may not be eligible for transfer.
<b>F</b>	<b>Fail</b>

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

#### GRADING POLICY

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

#### CONTESTING A GRADE

Grades are computed in accordance with the course syllabus and in-class instructions. If you are unsure about the accuracy of a grade, you should approach the professor and respectfully request a detailed

explanation of how the grade was computed. If this discussion does not result in satisfactory resolution, then you should contact the Academic Dean. Please approach the matter with respectful conversation and behavior.

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

### **THE DEAN'S LIST**

Full-time students who earn a grade point average of 3.5 or higher in any one semester are placed on the Dean's List for that semester. Students who are on the Dean's List for two consecutive semesters are awarded a certificate of recognition.

### **ACADEMIC PROBATION AND DISMISSAL**

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

### **INCOMPLETE**

We discourage our professors from assigning "incomplete" as a semester grade. It may be done only under extenuating circumstances and only if the student's work was satisfactory preceding the emergency situation that prevented its completion. The professor must submit a replacement grade by the date agreed upon with the student (and in no case later than the end of the next semester) or the incomplete will automatically be changed to an "F."

### **REPEATING COURSES**

If you earn a D, F, or W/F for a course, you may retake the course during a subsequent semester. If you earn a higher grade, then it will eliminate and replace the lower grade in your cumulative GPA. A course may be repeated only once, and no more than five courses may be repeated during a four-year program.

If you earn an F, W/P, or W/F for a required course, the course must be retaken at Oikos. These courses do not count toward the five-course limit.

### **AUDITING COURSES**

If classroom space permits, students and their spouses may take courses

on an audit basis. Credit is not given, class attendance requirements do not apply, and the student does not participate in assignments or tests. Further, the professor is not obligated to give class or personal time to a student who is auditing. The charge for auditing a course is given in the Financial Information section of this catalog

**DIRECTED STUDY**

A directed study version of certain courses is available on an emergency, last-resort basis. This service is provided to assist the student whose program requirements may not be complete due to not passing or not scheduling a course during its regular semester-by-semester, year-by-year sequence. The course's time and work requirements will be commensurate with what is typically involved in attending the class and in completing its out-of-class assignments, although certain features of the course may have to be modified to fit a directed study approach. We assess an additional tuition surcharge. The tuition and tuition surcharge must be paid in full before starting the course. An application for directed study is available in the Registrar's Office.

**SUPERVISED STUDY**

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

**CORRESPONDENCE COURSES**

You must receive the Academic Dean's permission in advance to take a course by correspondence, if you intend to transfer the credits toward your degree program at OU. Several of the specifications stated above for Directed Study apply to this approach. Permission is not usually granted for courses that have been failed at Oikos.

You must make acceptable arrangements to have your tests and exams proctored, if such courses require examinations. Local church pastors or a member of Oikos faculty or staff are generally acceptable as proctors.

No more than six hours of correspondence courses may be applied to an Associate's degree; no more than 12 correspondence hours may be applied to a Bachelor's degree. Certain courses, including most graduate courses, may not be completed by correspondence. Note that interactive online courses are not considered to be "correspondence." OU does not offer correspondence courses as part of any of its programs.

**COMPLAINT RESOLUTION**

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

## **HONESTY**

Cheating is a violation of Christian integrity and cannot be tolerated. Examples of cheating include copying from another student's paper or test, receiving information from a student who has already taken a test, giving a student information about a test, and falsifying a report. Another form of cheating is plagiarism, which involves using someone else's ideas or words without giving credit. If you quote material, you must use quotation marks and an appropriate citation. If you paraphrase material, then you must use an appropriate citation. A student found cheating will receive a "0" for the assignment or test and will be reported to the Academic Dean for discipline. Such discipline may include a Restorative Action Plan (as described in the Student Handbook) or dismissal, as determined by the Academic Dean. If you are aware of cheating or plagiarism, you should report it to the professor immediately.

## **FACULTY ASSISTANCE**

The Oikos faculty is committed to helping you academically and spiritually. Professors post office hours each semester; take advantage of these times by visiting your professors, either by phone or in person.

All faculty members are also accessible by e-mail. Feel free to contact the professor by e-mail, especially if you are in an online or e-learning enhanced course.

Some faculty members will provide their home phone, cell phone, or pager in their syllabus. Please use discretion when contacting your professor outside office hours. In general, most faculty members who provide these additional contact numbers are available from 9 AM to 9 PM weekdays, and from 10 AM to 9 PM Saturdays. Most faculty members prefer to reserve Sundays as their personal time.

The school assigns you a faculty member to serve as an advisor. You are required to meet with your advisor each semester to review your academic plan and to register for courses for the upcoming semester. We encourage you to meet with your advisor at other times to discuss your academic, spiritual, and ministry progress.

## **STUDY GROUPS**

Often students receive some of the best help from other students. We

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

## PEER TUTORING

Sometimes students who struggle academically can be helped best by other students. If you are not in a study group, you should consider joining. If you need more help than your study group can provide, contact your professor. Often he or she can help you locate a volunteer peer tutor who may be able to help you with difficult material.

## GRADUATION

### DEGREE REQUIREMENTS

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

- Grade Point Average Requirement: An overall grade point average of at least 2.0 is required for a degree.
- Unit Requirement: The student must complete the total unit requirement for a degree.
- Residence Requirement: Students must also complete at least 50 percent of the total unit requirement at Oikos University.
- Christian Testimony (BA and up)
- Completion of Student Ministry Requirements: 8 semesters
- All accounts paid in full

### GRADUATION PETITION

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

### GRADUATION HONORS

Honors at graduation are based on overall academic achievement and Christian character and service. They are determined by the faculty. A minimum grade point average of 3.85 for *summa cum laude*, 3.65 for *magna cum laude* and 3.5 for *cum laude* is required.

### COMMENCEMENT

Commencement is held at the end of Spring semester each year. All graduating students are expected to be present at commencement ceremony except in cases of emergency.

## GRADUATION AND

At the current time, OU does not have formal placement services for

**PLACEMENT SERVICES**

graduating students, nor does it have a specific office to assist alumni with career development. However, we have every intention of developing this service, so that all students of OU will have the greatest opportunity to earn a living while they serve God and humanity. It is our plan that by the time of our first graduating class, we will be able to offer such services. At the moment, the tasks of handling transcripts and dossiers for students seeking future employment will fall upon the shoulders of the Office of the Registrar. We believe also, that it is the Christian duty of every professor, faculty member, administrator, and staff member, to assist our students in finding employment, both as a means to create prosperity in the world and also to fulfill our commitment to the students whose lives and minds we are shaping through our pedagogy. Rest assured that we will not abandon our students.

**WITHDRAWAL**

Unforeseen circumstances may require a student to withdraw from the college. If this seems to be your case, you should talk with the Dean of Students or the Academic Dean. If the situation does indeed warrant withdrawal and there are no other acceptable options, the student will be directed to the Registrar's Office to initiate the formal withdrawal process.

Withdrawal involves completing the Withdrawal Form, settling all financial accounts, and taking care of any other school business pertinent to the student. If refunds are due, they will be paid only if proper withdrawal procedures are followed.

A student who follows proper withdrawal procedures and whose reason for withdrawal is approved by the administration will receive W/P on his/her transcript for all courses the student is passing. Otherwise, W/F will be assigned. The administration will seek to work in the best interest of the student when approving or disapproving a withdrawal.

A student who is suspended or dismissed from the college for disciplinary reasons will receive W/F for each course in which he or she is enrolled.

**CURRICULAR PROGRAMS**

Oikos offers seven curricular program: A two-year (Associate of Science) degree with a major in Licensed Vocational Nursing; a four-year (Bachelor of Arts) degree with a major in biblical studies; a four-year (Bachelor of Arts) degree with a major in music; a three-year (Master of Divinity) degree; and a three-year (Master of Music) degree; a three-year (Master of Science in Asian Medicine) degree; a Doctor of Ministry degree.

**ACADEMIC LOAD**

A full-time load is considered to be 12-16 semester hours per semester. To achieve the completion of a program within the normal time frame, you should carry an average of 16 hours each semester.

Courses typically require approximately 1.5 to 2 hours of study time outside the classroom for each hour in class. You should consider family, employment, and church and ministry responsibilities when determining your semester load.

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

18 hours 2.70 GPA

19 hours 3.00 GPA

20 hours 3.30 GPA

A new student's high school GPA, a returning student's GPA, or a dramatic change in life circumstances may require a reduced load of 12 hours to be taken for one or more semesters. If the Academic Dean's decision, or your own decision, causes an average semester load of less than 16 hours, you may not graduate on your original schedule. If you want to get back on schedule, you should consider taking online courses during the summer semester, taking a course during the Winter Modular, or seeking an overload later in your college career.

**ABILITY TO BENEFIT**

New students who are admitted with a high school GPA below "C", are admitted on a provisional basis with "ability to benefit" restrictions. These restrictions are likely to include enrollment in Fundamentals, a reduced load of 12 hours, and supervised study arrangements. This classification and its restrictions may also be applied to new students whose high school grade average is below a "C" and to older students who are returning to school after an extended period of time strong transcript grades.

**COMPUTER  
PROFICIENCY**

You are expected to have computer proficiency sufficient to type assignments. The Academic Computer Lab offers full Internet access, word processing capabilities, and Bible research software. You are encouraged to have your own personal computer, but the computer lab assists you if you are not able to do so.

**PROFICIENCY AND  
REQUIREMENTS**

Effective communication must go hand-in-hand with sound doctrine. Consequently, we require that you demonstrate expertise in both written and spoken English. Otherwise, we require that you enroll in ETP classes during your first semester.

**CATALOG AS A CONTRACT**

The curriculum and graduation requirements of the catalog that is current when you enroll at Oikos establish your program requirements. However, the college reserves the right to make reasonable modifications and substitutions in these requirements.

If you withdraw from the college for one semester or more and reenter at a later date, you must meet the curriculum and graduation requirements of the most recent catalog. This policy may also be applied to students who maintain enrollment but do so on a part-time basis (less than 12 hours per semester).

**COURSE SEQUENCE**

You are expected to take courses in their proper sequence according to the class level of the course. The college is not responsible for your graduation requirements if you do not follow this policy.

Students are not usually permitted to register for upper-division Bible courses (BIBL300- and BIBL400-level) unless they have completed BIBL202 (Biblical Exegesis) with a passing grade. In both cases, the instructor of the upper-division course is permitted to make an exception for exceptionally well-qualified students. If you want to register for an upper-division course but you don't satisfy these prerequisites, feel free to contact the instructor.

**COURSE CODES**

Each course at Oikos has a combination alphabetic and numeric identifier that indicates its curriculum category, its class level, and its credit value in semester hours. The Course Descriptions section of this catalog shows the curriculum categories. The first number of the course code reveals its class level, with 100- 300 level courses generally designed for undergraduates and 400-600 and above for graduate students. The third number of the course code reveals the credit value, such as two semester hours or three semester hours. (The second number serves only to ensure uniqueness.)

The ability to research and write at the college level is a prerequisite to upper-division (300- and 400-level) courses. Therefore all students must pass both Composition and Rhetoric (FOUN103) and Composition and Literature (FOUN113) with a minimum grade of "C" before beginning upper-division work. Requests for an exception must be reviewed by the English professor and faculty advisor and approved by the Academic Dean.

**STUDENT MINISTRY**

In addition to the curricular requirements of Oikos' program, all students are required to participate in Student Ministry. The semester-by-semester requirements are detailed in the Student Ministry Manual. This manual is provided at New Student Orientation, and is available upon request from the Director of Student Ministries.

**MAINTENANCE OF  
RECORDS**

Oikos University preserves all the educational records of all the current and previous students. It is the policy of the university to retain in the campus building all the vital student records for a minimum period of five years and all student transcripts for fifty years in compliance of the State of California Education Reform Act and Regulations. Should you need to have transcripts sent to future potential employers, the Office of the Registrar will assist you in handling this. All records will otherwise be kept strictly confidential, with only authorized personnel having access to them.

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## ACADEMIC PROGRAMS

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### SCHOOL OF THEOLOGY

#### **BACHELOR OF ARTS IN BIBLICAL STUDIES**

Through the School of Theology, the School of Music, School of Asian Medicine and School of Nursing, Oikos University offers programs leading to the following degrees: the Associate of Science in Licensed Vocational Nursing, the Bachelor of Arts in Biblical Studies, the Bachelor of Music, the Master of Music, the Master of Divinity, the Master of Science in Asian Medicine and Doctor of Ministry.

#### **PROGRAM LEARNING OBJECTIVES**

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By the time students complete their program they will be the emerging leaders and serving the church as the pastor, evangelist, lay leaders and the world with leadership with the following expertise:

1. Demonstrate a foundation knowledge in general education, a comprehensive knowledge of the Bible and an understanding of Christian doctrine
2. Develop an appreciation for the Korean and Korean-American Church denomination and rich cultural and religious heritage
3. Instill a lifelong commitment to personal spiritual growth and develop attitude and demonstrate preaching skills
4. Develop attitudes of service and commitment at the local, national and international communities
5. Demonstrate excellent communication skills, competitive knowledge in their major field and practice Christian ethics

#### **ADMISSION REQUIREMENTS**

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Anyone possessing a high school diploma or its equivalent meets the basic academic requirement for admission to the program. See the section on admissions criteria, earlier in this catalog, for additional requirements.

#### **PROGRAM REQUIREMENTS**

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

The general education (GE) requirement: 45 units

The Bible and theology requirement: 60 units

Unit requirement: A minimum of 120 units

Residence requirement: 60 units to be taken at Oikos University

**GENERAL EDUCATION REQUIREMENT: 45 UNITS**

Humanities		12 units
PHL 111	Introduction to Philosophy	3
PHL 212	Introduction to Ethics	3
HUM 101	Human Growth & Development	3
MUS 103	Music Appreciation	3
English		6 units
ENG 101	English Composition	3
ENG 102	English Literature	3
Social Science		18 units
HIS 101	History of Western Civilization I	3
HIS 102	History of Western Civilization II	3
SOC 301	Introduction to Sociology	3
SOC 302	Contemporary Social Problems	3
PSY 205	Introduction to Psychology	3
PSY 425	Counseling for Marriage and Family	3
Mathematics/Science		9 Units
MATH 101	College Mathematics	3
BS 110	General Biology	3
BS 220	Physiology I	3

**BIBLE AND THEOLOGY REQUIREMENT: 60 UNITS**

Bible		30 units
OT 101	Survey to OT	3
NT 101	Survey to NT	3
NT 203	Synoptic Gospel	3
NT 205	Life & Teaching of Christ	3
NT 305	Pauline Epistles	3
OT 220	OT Historical Books I	3
OT 305	The Pentateuch	3
OT 320	The Prophets (Major)	3
OT 321	The Prophets (Minor)	3
Theology		12 units
THE 301	Christian Doctrine I	3
THE 302	Christian Doctrine II	3
THE 303	Christian Doctrine III	3
THE 304	Christian Doctrine IV	3
Church History		6 units
HIS 305	Church History I	3
HIS 306	Church History II	3

Emphasis		12 units
MUEN 131-332	Oikos University Choir	3
PSY 206	Religion Psychology	3
PSY 402	Christian Counseling	3
PRA 412	Mission	3

#### ELECTIVES: 12 UNITS

#### GRADUATION REQUIREMENTS

- 1) The completion of 120 semester hours of credit including at least 45 credits in Generation Education.
- 2) Passing the comprehensive Bible examination
- 3) Demonstration of Christian character by interview
- 4) Completion of course work with a Grade Point Average of C (2.0)
- 5) Demonstration of ministry skills
- 6) Passing Exit interview

## MASTER OF DIVINITY

#### PROGRAM LEARNING OBJECTIVES

By the time students complete the program, they will become pastors, assistant pastor, minister of Word and Sacrament, lay leader in serving the church and leader in the Christian-related organization and the world with confidence and competency with the following skills and knowledge:

1. Demonstrate a comprehensive knowledge of the Bible and exegetical and theological skills.
2. Demonstrate an ability to integrate faith in their life and professional careers
3. Demonstrate evangelical aspect of the world mission and cultural diversity in that students continue to be disciplined.
4. Demonstrate spiritual integrity and capacity to lead congregation and church.
5. Demonstrate an ability to apply spiritual gifts, pastoral skills and discipleship in their ministry

#### ADMISSION REQUIREMENT

Anyone possessing a bachelor's degree or its equivalent meets the basic academic requirement for admission to the program. See the section on admissions criteria, earlier in this catalog, for additional requirements.

#### PROGRAM REQUIREMENTS

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

Greek and Hebrew: 12 units  
 History: 12 units  
 Biblical Studies: 36 units  
 Practical Theology: 15 units  
 Unit requirement: a minimum of 96 units  
 Thesis requirement: 50-75 pages  
 Residence requirement: 48 units to be taken at Oikos University

**GREEK AND HEBREW: 12 UNITS**

GK101	New Testament Greek I	3 units
GK102	New Testament Greek II	3
HEB101	Biblical Hebrew I	3
HEB102	Biblical Hebrew II	3

**HISTORY: 12 UNITS**

HIS 305	Church History I	3 units
HIS 306	Church History II	3
HIS 405	History of Presbyterian Movement	3
HIS 415	History of Renaissance and Reformation	3

**BIBLICAL STUDIES: 36 UNITS**

OT 301	Introduction to the OT	3 units
OT 315	Introduction to the Prophets	3
NT 301	Introduction to the NT	3
NT 205	Life and Teachings of Christ	3
NT 401	Pauline Theology	3
THE 401	Systematic Theology I	3
THE 402	Systematic Theology II	3
THE 415	Apologetics	3
THE 425	Contemporary Theology I	3
THE 426	Contemporary Theology II	3
THE 511	Biblical Theology I	3
THE 512	Biblical Theology II	3

**PRACTICAL THEOLOGY 15 UNITS**

ED 415	Church Administration	3 units
POS 415	Modern Political Thought	3
PRA 410	Homiletics	3
PRA 415	Practical Counseling	3
PSY 415	Pastoral Counseling	3

## DOCTOR OF MINISTRY

### ELECTIVES: 21 UNITS

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### GRADUATION REQUIREMENTS

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- 1) Completion of 96 semester credits
- 2) Writing a thesis project
- 3) Completion of the course work with a GPA of 2.5 or above.
- 4) Demonstration of competence in Ministry Skills
- 5) Passing Exit interview

### PROGRAM LEARNING OBJECTIVES

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By the time students complete the program they will become leaders in the church, Christian organization, and the world in serving the local church and para church with the following professional skills:

1. Demonstrate exegetical, theological and hermeneutical understanding of the Bible at the advanced level.
2. Demonstrate effective communication and presentational skills in education, preaching, and teaching.
3. Demonstrate excellence in the areas of church ministry and leadership in church-related organization
4. Demonstrate excellence in the area of Christian counseling, Christian education, discipleship, and pastoral ministry.

### ADMISSION REQUIREMENTS

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1. A Master of Divinity degree or its equivalent with a GPA of at least 3.0 (B). Applicants with lower GPA may take two courses first and will be accepted with average total grade of B or above. Applicants with an M.A. degree or its equivalent must complete the M.Div. requirement prior to completion of 18 credit units of D.M.course.
2. At least three years of experience in full-time ministry with good standing after receiving the M.Div. degree. Applicants with only two years of ministry experience after receiving the M.Div. degree may apply only if they have over two years of full-time ministry experience before the M.Div. degree. The applicants with M.A. degree must have five years of experience in full-time ministry with good standing.
3. Recommendations by two church leaders
4. Application
5. Official transcripts of the school(s) previously attended (photocopies or transcripts in an opened envelope will not be

accepted),

6. Demonstrate ability to read and write either English or Korean at the college entrance level. Level test will be required.

#### **D.MIN DISSERTATION/PROJECT**

Upon successful completion of 36 units of course works, students are allowed to schedule writing dissertation. Student will demonstrate academic and practical learning through completion of a major within project. They will conduct research and develop and write their project in a ministry practice field of interest. Ordinarily the project will be a minimum of 100 pages and a maximum of 250 pages in length. Complete information on the doctoral process and standards is available from the Office of the Doctor of Ministry.

#### **TRANSFER CREDIT**

Because of the specialized nature of the program, transfer credit must be evaluated by the director of the D. Min Program. A maximum of six semester units of doctoral-level work which have been completed within the past eight years will be allowed as transfer credit.

#### **FULL-TIME STATUS**

Full-time status in the D. Min program is 8 units per semester. Students who enroll in at least 4 units are considered to be half time.

#### **LEAVE OF ABSENCE**

Students in good standing, who must interrupt their studies for compelling reasons, may petition the D. Min. Committee for a leave of absence of not more than two years.

#### **MAXIMUM TIME LIMIT**

D.Min. candidates must submit dissertation within two years after the candidacy has been approved. Students are required to be enrolled continuously until completion of their doctoral degree. Also, all doctoral students should accomplish their degree within 7 years from the admitted year. A student who needs more than five years is required to submit an application to the Administrative Committee stating specific reasons for one three year extension and upon review, approval will be given.

#### **ADVANCEMENT TO CANDIDACY**

Students will be considered for candidacy for the Doctor of Ministry after satisfactory completion of 16 units of coursework (minimum of 3.0 GPA in all coursework with no grade less than B-) and approval of

doctoral dissertation/project proposal by the director and the D.Min. Committee, and an interview with director. Final approval for candidacy is granted by the D.Min. Committee.

### **D.MIN. REQUIREMENTS**

- Student must complete 30 semester units
- Students must submit 6 units of dissertation requirement
- Courses are offered in the following areas: Biblical studies, systematic theology, pastoral ministry, church history, and dissertation.
- All courses are offered in the form of intensive teaching.
- The total requirement student needs to complete is 36 units.

### **D.MIN COURSE REQUIREMENTS (36 UNITS)**

ADB511	Advanced Biblical Theology	4 units
ADS 511	Advanced Systematic Theology	4
ADP511	Pastor as a Person	4
ADH511	Church and the Holy Spirit	4
ADH512	Church and History	4
ADS512	Church and Society	4
ADD511	Dissertation Seminar	6
ADD512	Dissertation & Project	6

### **GRADUATION REQUIREMENTS**

1. Completion of 36 semester units with GPA of 3.0 (B or above).
2. Finish the dissertation and pass the oral defense of dissertation.
3. Pass the graduation interview and meet all the requirements set by the seminary.
4. Obtain an academic clearance.

SCHOOL OF MUSIC

**BACHELOR OF MUSIC**

### **PROGRAM LEARNING OBJECTIVES**

By the time students complete the course of their study, they will become musicians in the area of performance and music related business and praise leaders and worship leaders in the church with the following skills:

1. Demonstrate foundational knowledge of general education.
2. Demonstrate general understanding of the Bible and Christian doctrine

3. Demonstrate comprehensive knowledge in their major field and perform music in that level.
4. Demonstrate a working knowledge in music reading and writing.
5. Demonstrate an effective communication in music technology and serving the church and the community with Christian commitment.

### ADMISSION REQUIREMENTS

The process of admission to the Bachelor of Music program requires:

- a diploma from an accredited high school or its equivalent
- an official transcript from the current or previous college or university for a transfer
- a Oikos University Application
- a School of Music Supplementary Application
- two professional letters of recommendation
- a personal audition, or a recent video recording if necessary

### AUDITION

A personal audition is required of all undergraduate applicants. A video recording may be submitted in lieu of an audition for applicants who do not live in Northern California. Auditions are administered on the School of Music campus. Audition appointments will be scheduled by the School of Music after Supplementary Applications have been processed.

Emphasis	Audition Information
Composition	Piano: one free choice; and writing a ternary form of piano piece based on given motive
Performance	
Vocal Arts	Two selections from Italian, German, English or French art songs
Piano	A fast movement from Mozart or Beethoven sonata; and one fast piece of Chopin etude
Organ	One piece from Baroque period; one piece from Romantic or 20 <sup>th</sup> century period
Strings, Wood Winds, Brass Percussion	Two free choices
Church Music	

Performance Praise Ministry: Praise Leader Studio Voice Keyboard Acoustic, Electric, or Bass Guitar, Drum, Midi Composition & Arranging	Two free choices
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*\*Any instrument listed under performance is also acceptable for applying to the church music (praise) emphasis.*

### PROGRAM REQUIREMENTS

Students receive the Bachelor of Music degree when they fulfill the following program requirements:

The general education (GE) requirement: 45 units

The Bible and theology requirement: 15 units

Music Requirement: 60 units

Unit requirement: A minimum of 120 units

Residence requirement: 60 units to be taken at Oikos University

### GENERAL EDUCATION REQUIREMENT: 45 UNITS

Humanities		12 units
PHL 111	Introduction to Philosophy	3
PHL 212	Introduction to Ethics	3
HUM 101	Human Growth & Development	3
MUS 103	Music Appreciation	3
English		6 units
ENG 101	English Composition	3
ENG 102	English Literature	3
Social Science		18 units
HIS 101	History of Western Civilization I	3
HIS 102	History of Western Civilization II	3
SOC 301	Introduction to Sociology	3
SOC 302	Contemporary Social Problems	3
PSY 205	Introduction to Psychology	3
PSY 425	Counseling for Marriage and Family	3
Mathematics/Science		9 Units
MATH 101	College Mathematics	3
BS 110	General Biology	3
BS 220	Physiology I	3

**BIBLE AND THEOLOGY REQUIREMENT: 15 UNITS**

OT 101	Survey to OT	3
NT 101	Survey to NT	3
NT 205	Life & Teaching of Christ	3
OT 220	OT Historical Books I	3
NT 305	Pauline Epistles	3

**MUSIC REQUIREMENT: 60 UNITS**

Conducting		3 units
MUCD 411	Chorale Conducting I	3
Ensemble (choice of one)		4 units
MUEN 131-432	Oikos University Choir	4
MUEN 141-442	Chamber Choir	4
Music History and Literature		6 units
MUHL 341	Music History I	3
MUHL 342	Music History II	3
Music Theory		23 units
MUTC 151	Aural Skills and Sight Singing I	2
MUTC 153	Aural Skills and Sight Singing II	2
MUTC 251	Aural Skills and Sight Singing III	2
MUTC 253	Aural Skills and Sight Singing IV	2
MUTC 255	Tonal Harmony I	3
MUTC 355	Tonal Harmony II	3
MUTC 351	Music Theory I	3
MUTC 352	Music Theory II	3
MUTC 455	Keyboard Harmony	3
Individual Instruction		24 units
MUCH 171	Individual Instruction	3
MUCH 172	Individual Instruction	3
MUCH 271	Individual Instruction	3
MUCH 272	Individual Instruction	3
MUCH 371	Individual Instruction	3
MUCH	Individual Instruction	3

372		
MUCH 471	Individual Instruction	3
MUCH 472	Individual Instruction	3

### SENIOR RECITAL

All students must present a one-hour long recital in partial fulfillment of the degree requirements. Composition students are required to compose a significant original piece of music and a performance of the work. The duration should be about 30 minutes.

### GRADUATION REQUIREMENTS

- 1) Completion of a minimum of 120 semester hours of credit including at least 45 credits in General Education
- 2) Passing the comprehensive Bible examination
- 3) Demonstration of Christian character by interview
- 4) Completion of course work with a Grade Point Average of C (2.0)
- 5) Demonstration of ministry skills
- 6) Passing Exit interview

## MASTER OF MUSIC

### PROGRAM LEARNING OBJECTIVES

By the time students complete their program, they will be the leaders in the area of music, music performance, praise and worship music with the following skills:

1. Demonstrate professional knowledge in their major field.
2. Demonstrate advance knowledge in the application of technology in their musical activities
3. Demonstrate a research skills and performance ability
4. Demonstrate excellent communication skills in their presentation
5. Demonstrate Christian commitment to serving local church and the world.

### ADMISSION REQUIREMENTS

The process of admission to the Bachelor of Music program requires:

- a diploma from an accredited high school or its equivalent
- an official transcript from the current or previous college or university for a transfer
- a Oikos University Application
- a School of Music Supplementary Application
- two professional letters of recommendation
- a personal audition, or a recent video recording if necessary

## AUDITION

A personal audition is required of all graduate applicants. A video recording may be submitted in lieu of an audition for applicants who do not live in Northern California. Auditions are administered on the School of Music campus. Audition appointments will be scheduled by the School of Music after Supplementary Applications have been processed.

Emphasis	Audition Information
Choral Conducting	Submit a Video tape of the candidate's conducting gesture for chorale music (15 min.)  Prerequisite: more than two years of choir conducting
Composition	Piano: one free choice; and writing a chamber ensemble (duet) for a woodwind and a piano
Performance	
Vocal Arts	Five selections from art songs and opera or oratorio aria (at least one), including different stylistic periods, contrasting styles, and three languages
Piano	One Baroque piece; one fast movement from Mozart or Beethoven sonata; one piece from Romantic or 20 <sup>th</sup> century
Organ	Three selections from various stylistic periods
Strings, Wood Winds, Brass Percussion	Two free choices
Church Music	
Choral Conducting	Submit a Video tape of the candidate's conducting gesture for church chorale music (15 min.)  Prerequisite: more than two years of church choir conducting

Performance: Voice, Piano, Organ, Strings, Wood Winds, Brass, Percussion	Two free choices
Praise Ministry: Praise Leader Studio Voice Keyboard Acoustic, Electric or Bass Guitar, Drum, Midi Composition & Arranging	Two free choices

### PROGRAM REQUIREMENTS

Students receive the Master of Music degree when they fulfill the following program requirements:

Bible Studies: 18 units

Music Requirement: 42 units

Unit requirement: A minimum of 60 units

Residence requirement: 30units to be taken at Oikos University

### CHORAL CONDUCTING, COMPOSITION & PERFORMANCE EMPHASIS: 60 UNITS

Theology		18 units
OT 301	Introduction to Old Testament	3
NT 301	Introduction to New Testament	3
HIS 305	Church History I	3
HIS 306	Church History II	3
THE 415	Apologetics	3
NT 205	Life and Teachings of Christ	3
Conducting		3 units
MUCD 412	Choral Conducting II	3
Ensemble (choice of one)		2 units
MUEN 531-632	Oikos University Choir	2
MUEN 541-642	Chamber Choir	2
Music History and Literature		6 units
MUHL 541	Bibliography in Music I	3
MUHL 542	Bibliography in Music II	3
Music Theory		3 units
MUTC 551	Music Analysis	3
Individual Instruction		12 units

MUCH 571	Individual Instruction	3
MUCH 572	Individual Instruction	3
MUCH 671	Individual Instruction	3
MUCH 672	Individual Instruction	3
Music Electives		6 units
Graduate Recital		0
Comprehensive Review		0

### CHURCH MUSIC EMPHASIS: 60 UNITS

Theology		18 units
OT 301	Introduction to Old Testament	3
NT 301	Introduction to New Testament	3
HIS 305	Church History I	3
HIS 306	Church History II	3
THE 415	Apologetics	3
NT 205	Life and Teachings of Christ	3
Conducting		3 units
MUCD 421	Instrumental Conducting	3
Ensemble (choice of one)		2 units
MUEN 531-632	Oikos University Choir	2
MUEN 541-642	Chamber Choir	2
Music History and Literature		6 units
MUHL 541	Bibliography in Music I	3
MUHL 542	Bibliography in Music II	3
Music Theory		3 units
MUTC 551	Music Analysis	3
Individual Instruction		12 units
MUCH571	Individual Instruction	3
MUCH572	Individual Instruction	3
MUCH671	Individual Instruction	3
MUCH672	Individual Instruction	3
Church Music Requirements		6 units
MUCH561	Liturgical Music	3
MUCH591	Practice of Church Music	3
Graduate Recital		0

SCHOOL OF NURSING  
**ASSOCIATE OF SCIENCE  
IN NURSING: LICENSED  
VOCATIONAL NURSE**

Comprehensive Review	0
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*Please note that a maximum of 6 units may be transferred into this and any other graduate program; all other units must be taken in residence at OU.*

### **GRADUATION REQUIREMENTS**

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- 1) Completion of 60 semester credits of course work
- 2) Completion of course work with a 2.5 GPA or above
- 3) Demonstration of competence in Ministry Skills
- 4) Exit interview
- 5) Graduation Recital

#### **Graduation Recital**

All graduate students must present a one-hour long recital in partial fulfillment of the degree requirements. Composition students are required to compose a significant original piece of music and a performance of the work.

### **PROGRAM LEARNING OBJECTIVES**

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At the end of the program, students will become vocational nurse in providing patient care facility and hospital with the following knowledge and skills:

1. Demonstrate the roles and responsibilities of the vocational nurse as a member of health care team and Practice vocational nursing standards within the legal, ethical and regulatory framework
2. Demonstrate general education knowledge in critical thinking and problem solving
3. Demonstrate nursing skills providing basic preventive, therapeutic, and rehabilitative measures for patients
4. Pass the National Council Licensure Examination for vocational nurses (NCLEX-PN Examination) and obtain job placement in hospitals or in health-care related facilities.
5. Demonstrate Christian commitment and spiritual integrity to serve community and the church.

### **ADMISSION REQUIREMENTS**

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Requirements for admission to the Associate of Science in Licensed Vocational Nursing Program is as follows:

1. Must be 18 years of age or older.

2. Have a High School Diploma or its equivalent.
3. Prospective students must complete an Admissions Application for Oikos University and an Admissions Application for the School of Vocational Nursing.
4. Complete a personal interview with *the Vocational Nursing Program Coordinator*.
5. Pass a skills-based test: Test of Essential Academic Skills (TEAS) with minimum score of 50% or greater. TEAS score should be placed in student's files. Pass an ESL Placement Test if necessary.
6. Satisfactory physical examination: after conditional acceptance, submit the results of a physical examination by a licensed physician or certified nurse practitioner..
7. Hold a valid CPR certification to cover the length of the VN program
8. Financial aid packaging must be complete
9. Required to complete a personal interview with the Director of Nursing or Assistant Director of Nursing

The Admissions Committee chaired by the Director of the Vocational Nursing Program will make the final Informal admissions decision regarding candidate program entry.

Formal acceptance into the Nursing Program is contingent upon the student submission of required screening and documentation.

### **SCREENING AND SELECTION CRITERIA**

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Potential students, after successfully completing admissions evaluation examinations, write an essay, and have an interview with the director/assistant director of nursing.

The essay is evaluated and scored by the director/assistant director of Nursing.

The interview format consists of specialized questions. The interview process presents a full 'realistic' picture to the potential applicant and involves the pre-counseling components of critical thinking, time management, employment, transportation, childcare, study needs, scheduling, and a review of classroom and clinical expectations. We feel that this approach might dissuade those prospective students who are not fully committed to completing the program or having unresolved issues related to the above components, from enrolling in the vocational nursing program.

The nursing program admission committee, comprised of the director of nursing, assistant director of nursing, and director of admissions, meet and discuss each individual prospective student in depth. Student selection is based on the admission evaluation examination scores, the

pre-counseling components mentioned above, essay rating, previous education, and commitment to the program. If there appears to be 'problem' areas, the prospective student is again interviewed, and, in some instances, deferred or denied admission pending resolution of the issues cited.

We will continuously evaluate our selection process of initial application, assessment scores, interview process, and admission committee actions, and will make necessary changes to improve these processes.

### **PROGRAM REQUIREMENTS**

Program includes both general education courses as well as those relating directly to Licensed Vocational Nursing. All courses are designed to comply with HIPAA regulations, giving pertinent instruction in compliance with these new protocols whenever appropriate.

#### **GENERAL EDUCATION REQUIREMENT: 28 UNITS**

EN 101	English Composition I	3 units
MATH 101	College Mathematics	3
BS 110	General Biology	3
HUM 101	Human Growth & Development	3
PSY 205	Introduction to Psychology	3
PHL 111	Introduction to Philosophy	3
MUS 103	Music Appreciation	3
BI 101	Introduction to Bible	3
NT 205	Life & Teaching of Christ	3
CHA 100	Chapel	1

#### **TERM I: 16 UNITS**

NR101	Fundamentals of Nursing	10
NR102	Fundamentals of Nursing – Clinical	6

#### **TERM II: 16 UNITS**

NR200	Medical Surgical Nursing I	10
NR210	Medical Surgical Nursing I - Clinical	6

#### **TERM II: 16 UNITS**

NR201	Medical Surgical Nursing II	10
NR211	Medical Surgical Nursing II - Clinical	6

### TERM III: 16 UNITS

NR130	Leadership & Supervision	5
NR140	Maternity Nursing	2
NR150	Pediatric Nursing	3
NR160	Mental Health	1
NR131	Leadership & Supervision, Maternity, Pediatric & Mental Health - Clinical	8
NR170	Specialty	1

### GRADUATION REQUIREMENTS

The Associate of Science in Nursing (LVN) degree program requires the completion of a minimum of 64 units of credit.

For major requirement, LVN program students are required the completion of nursing curriculum including theory and clinical courses. The students should complete total 605 hours (equivalent to 40 units) of nursing theory and 960 hours (equivalent to 24 units) of nursing clinical courses.

In order for the successful completion of the theory courses, the cumulative GPA of each theory course should be at least 75% or higher. Since all clinical nursing courses are pass or fail base evaluation, the students should pass all clinical courses.

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## COURSE DESCRIPTIONS

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### GENERAL EDUCATION (HUMANITIES AND SCIENCES)

### GENERAL EDUCATION

#### CHC100 Chapel (1 unit)

Attending chapel once a week is required for all full-time students to fulfill institution's mission and keep Christian values.

#### BI101 Introduction to Bible (3 units)

The purpose of this course is to introduce you the most influential books in the world. This foundational course assists the student in gaining an overall understanding of the chronology and content of the Bible. Special attentions will be given to how to read and appreciate each books of the Bible with various backgrounds and themes of the books in mind in order to know the will and works of God for human beings, then and now.

PHL111 Introduction to Philosophy (3 units)

Study of philosophical methods and how these methods may serve as a means of integrating learning and faith.

PHL212 Introduction to Ethics (3 units)

An examination of theories of morality with special emphasis on conscience and morality in decision-making.

SOC301 Introduction to Sociology (3 units)

An introductory study of sociology and its development and structure. The working dynamics of ethno-economic groups in the modern society are critically examined.

SOC302 Contemporary Social Problems (3 units)

An in-depth study of contemporary social problems. Includes an examination of marital problems, education of youth, drug abuse and criminal behavior.

COMM 201 Public Speaking (3 units)

This course provides the opportunity to significantly improve public speaking skills by practicing and delivering speeches and presentations in a safe environment with personalized feedback.

PHL112 Logic (3 units)

Study of deductive and inductive reasoning, elementary symbolic, logic and language structure with consideration to argument, inference, proof, fallacies and semantics.

HIS105 American History (3 units)

An overview of the entire sweep of American history from colonial period to the present.

HIS101 History of Western Civilization (3 units)

A broad survey of world history from the earliest times to 1715. Emphasis will be placed on the development of the Christian Church before the Reformation.

HIS 102 History of Western Civilization (3 units)

A broad survey of world history from 1715 to the present. Emphasis will be placed on the western civilization and the relevance of the past to contemporary life.

PRA201 Vision & Mission of Life (3 units)

The purpose of this course is to study how to recognize one's vision and mission in life and how to achieve them in life time in various vocational settings. This course will help student to recognize who

he/she is in ontological, psychological and theological perspectives. The vision and mission will be defined in the base of God's providence and guidance; and one's hobbies, gifts, education, experiences and dream. This recognition will guide student be able to draw a planning yearly map for his/her life goals based on their past hobbies, present gifts, talents, education, and future hope and vision of God and from God. Thus students will be able to get rid of confusions concerning faith and work and will be able to integrate them in order to life with full potential and full conviction of life in the various areas of vocations.

**PSY206 Religion Psychology (3 units)**

This course involves a study of the development of religious attitudes and the psychological factors involved in religious cultures. This course will explore religion from a psychological, not a theological, perspective.

**BS110 General Biology (3 units)**

Students will define what constitutes life and how the Christian and secular scientific communities view life and life processes. Students will study how plants and animals complement each other, how energy flows through an ecosystem, environmental factors, the complexity and variety of organisms, and the structural and functional units of life. Students will study life in controlled laboratory situations, and out in the field.

**BS150 Anatomy I(3 units)**

This course will focus on general human anatomy with emphasis on structural identification and function. Students will learn the names and locations of the body structures as well as general functions of organs systems of the human body.

**BS151 Anatomy Lab (1 unit)**

This course covers laboratory work enhanced by microscopic study and examination of tissues, preserved specimens and anatomic models.

**BS170 Microbiology (3 units)**

Topics include microbial cell structure and function, metabolism, microbial genetics, and the role of microorganisms in disease, immunity, and other selected applied areas.

**BS171 Microbiology Lab (1 unit)**

This course covers an array of microbiological precedures with an emphasis on the use of proper aseptic techniques, and with experiments

aimed to demonstrate major concepts of bacteriology, virology, and immunology.

**BS220 Physiology I (3 units)**

A study of basic understanding of physiological principles and the functional organization of living systems. Emphasis will be placed on human physiology and the integrated functions of organ systems. Students are expected to learn the basic principles and concepts of human physiology both at the molecular and cellular levels, to learn to reason scientifically, and to understand and describe the cooperative function of multiple organ systems in the human body.

**BS221 Physiology I Lab (1 unit)**

This course covers homeostasis and pH, molecular movement, enzyme effects, human reflex, nervous and sensory systems, blood physiology, blood pressure, respiration, body fat and physical fitness.

**NR121 Nutrition (3 units)**

This course covers human nutrition and health. Topics include digestion and absorption of nutrients, carbohydrate, fat, protein, vitamin and mineral requirements, additives, food fads, diets and world hunger.

**MUS103 Music Appreciation (3 units)**

Basic elements of music theory. Understanding and cultivating a life of worship, with emphasis upon simple worship-planning techniques. Recognition and history of Western music from Medieval times to the present. Appreciation for music from non-Western cultures.

**HUM101 Human Growth and Development (3 units)**

An analysis of the life span of persons as it unfolds, viewed through the lenses of contemporary theories of development. Special emphasis will be given to successful transitioning into adulthood and the relational issues of young adults.

**MATH101 College Mathematics (3 Units)**

Mathematical skill and fluency is one of the first hurdles for lifetime success. This course is designed to help overcome the participants "math anxiety." Specifically, the course will develop the participant's competency skills, including basic algebra, the use of calculators and computers, estimation, and graphs and tables

### MATH102 College Algebra (3 units)

For anyone who has wondered, “When will I ever use algebra?,” this course is loaded with concrete examples and practical applications. This course concentrates on the beauty, power, and fun of algebra: functions and transformations, linear and quadratic inequalities, systems of equations, complex numbers, polynomial and rational functions, sequences, mathematical induction, and the binomial theorem. NOTE: Participants in MA102 are expected to have a graphical calculator with the following capabilities:

- The ability to plot the graph of a function within an arbitrary viewing window; and
- The ability to find the zeros of functions (solve equations numerically).

### MATH 301 Statistics (3 units)

Basic statistical methodology: exploratory data techniques, estimation, inference, comparative analysis by parametric, nonparametric, and robust procedures. Analysis of variance (one-way), multiple comparisons, and categorical data.

### PSY205 Introduction to Psychology (3 units)

This comprehensive survey of psychology explores human mind and behavior in relationship to psychological aspects concerning human development and intra/interpersonal relationship.

### PSY425 Counseling for Marriage and Family (3 units)

An evaluation of family interaction, family structure, marital relationship and interdependence of marriage partners and their family members.

### ENG101 English Composition

Writing college-level academic essays. Students will study the art and elements of writing, develop editing and revision skills, practice critical reading and critical analysis, and develop library skills for research.

### ENG102 English Literature

Develops writing and reasoning skills beyond the levels of proficiency required by ENG101. The course emphasizes interpretation, evaluation and persuasion. Also provides students with opportunities to further develop their research skills. Prerequisite: EN101.

### EN301 English I (3 units)

This course trains students in the basic English skills. Students practice simple conversations, basic listening skills, pronunciation, reading comprehension and strategies, vocabulary development, and writing sentences and paragraphs.

EN302 English II (3 units)

This course develops students' proficiency in all the English language skills. Students practice interpersonal communication skills; develop reading skills and vocabulary to improve comprehension; write paragraphs incorporating grammatical concepts and writing strategies. Prerequisite: EN301.

EN303 English III (3 units)

This advanced course enables students to perform basic academic tasks. The academic focus of this course enables students to use their English language skills in regular academic activities. Prerequisite: EN302.

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**BIBLICAL AND  
THEOLOGICAL STUDIES**

**BIBLICAL STUDIES**

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OT101 Survey to Old Testament (3 units)

A Study of the Old Testament with emphasis on the historical, theological and literary features.

OT220 OT Historical Books I (3 units)

A study of Chronicles I, II and Kings I, II and the history, ideology and theology found there.

OT221 OT Historical Books II (3units)

A Study of Ezra, Nehemiah and Esther, and the history, ideology and theology found there.

OT301 Introduction to the Old Testament (3 units)

An evaluative, critical, in-depth study of the authorship, dates, literary style and each book's relative place within the entire Old Testament. Various theories of the origin and nature of the books are examined in depth.

OT305 The Pentateuch (3 units)

This course examines creation, fall, Israel's ancestors, exodus, and the Law using literary and historical analysis. Theological issues explored include the character of God, human nature, and covenantal relationship with God.

OT315 Introduction to the Prophets (3 units)

The study of the role of the Old Testament prophets in their historical setting, their messages to the nation and their impact on the development of the Judio Christian through.

OT320 Major Prophets (3 units)

An expository study of the selected books of major prophets. The historical setting that gave rise to the prophetic literature will be examined.

OT321 Minor Prophets (3 units)

A study of the historical backgrounds, the theological aspect, time, and place of ministry, and personality of each of the authors of the books from Hosea through Malachi.

OT400 Genesis (3 units)

A basic study of the background and message of the book of Genesis. Particular attention will be paid to the application of specific truths within the book.

OT402 Exodus (3 units)

A study with a special focus on three sections of Exodus:

1) the call of Moses; 2) the challenge to the gods of Egypt; and 3) the call to the congregation.

OT402 Leviticus (3 units)

A study why Leviticus is important and how its laws, regulations, and ceremonies teach us not only about our sin, but also about God's amazing plan of redemption through Christ.

OT404 Numbers (3 units)

A study of the Book of Numbers.

OT406 Joshua, Judges, Ruth (3 units)

A study of the Book of Joshua, Judges and Ruth. This course will provide an overview of the Israelites' triumphant conquest of the "Promised land," the repetition of their "godless" failures, and insight into the purity of individuals' personal lives going on behind the scenes.

OT420 Samuel (3 units)

A widely ranging investigation of the Books of Samuel, with a special attention to the figure of David.

OT440 Isaiah (2 units)

A study of the Book of Isaiah. Attention is given to the content, form, and style, and to the historical and literary contexts as well as to exegetical methods, interpretation, and application.

OT460 Joel & Amos (2 units)

An Exegetical study of books of Joel and Amos with emphasis on the authors, background, themes, sinfulness of the people during the specific time period.

OT480 Psalms (3 units)

A study on the basis of the English language to acquaint the student with the nature of Hebrew poetry, the various types of Psalms with special reference to their theology. Prerequisite: OT301

OT502 Wisdom Literature (3 units)

A study on the basis of the English language of the various books of

wisdom literature in the Old Testament, including Job, Ecclesiastes, Proverbs and the Song of Solomon.

OT555 Jeremiah (3 units)

An introduction to the Book of Jeremiah. The course will emphasize the historical, political, social and religious issues that are an integral part of the message of Jeremiah.

OT560 Ezekiel (3 units)

An examination of the book of Ezekiel against the background of Israelite exilic prophecy and apocalyptic. Emphasis will be placed on the shape and theological message of Ezekiel and the task of interpreting it as Scripture of the Church.

OT562 Daniel (3 units)

An expository study of the book of Daniel, including introductory information, the genre and structure of the book, and different approaches to the book. The study of each chapter will include a contextual exposition taking into consideration the theology of the book.

NT101 Survey to New Testament (3 units)

A study of the New Testament with emphasis on the historical, theological and literary features.

NT203 Synoptic Gospels (3 units)

A study of the Gospels of Matthew, Mark, Luke, and John with emphasis on content, similarities, and differences. Critical methodologies are studied and evaluated.

NT205 Life & Teaching of Christ (3 units)

A thorough overview of the life of Jesus Christ on earth, with special attention to the developing emphases and distinctive purposes that prevailed during Christ's public ministry. The course also examines the historical setting of Jesus' ministry and the special emphasis of each Gospel.

NT301 Introduction to the New Testament (3 units)

An evaluative, critical, in-depth study of the authorship, dates, literary style and each book's relative place within the collection. Various theories of the origin and nature of the books are examined.

NT305 Pauline Epistles (3 units)

A study of the letters of Paul in terms of their literary and theological issues and in the context of early Christianity.

NT306 Ephesians, Philippians, Colossians (3 units)

An in-depth study and application of the letters of Ephesians, Philippians and Colossians.

NT307 Thessalonians, Timothy, Titus (3 units)

A survey of the Book of Thessalonians, I & II Timothy and Titus. Attention is given to the themes of each, sound doctrines, and leadership qualifications.

NT308 James, Peter, Jude (3 units)

An in-depth study of the purpose of Book of James, I & II Peter and Jude. Attention will be given to the key verses, the five mega themes, pure religion, man's excuses for sin, sins of the tongue, prayer, etc.

NT320 John (3 units)

A study of the Gospel of John with emphasis on its historical, literary and theological aspects in view of modern scholarship.

NT321 Acts (3 units)

A detailed study of the Book of Acts with emphasis on the development of the early church and on the life and missionary journey of Paul.

NT322 Romans (3 units)

Interpretation of key passages of the epistle with special attention to its theological teaching and its relation to other Pauline letters.

NT323 Corinthians (3 units)

A study of the Book of I & II Corinthians with emphases on authorship, date, circumstances of writing, and conditions in Corinth. Emphasis is given to its theology and the relevance of its theological principles to the contemporary church especially in reference to spiritual gifts.

NT324 Galatians (3 units)

An in-depth study and application of the letters of Galatians. Primary attention will be given to the form and content of the text itself: its background and history, distinctive literary traits, the flow of the argument, and the application of its truths in the contemporary setting.

NT325 Hebrews (3 units)

An expository/exegetical study of the epistle to the Hebrews. Primary attention will be given to the form and content of the text itself: its background and history, distinctive literary traits, the flow of the argument, and the application of its truths in the contemporary setting.

NT326 I, II & III John (3 units)

An exegetical study of I, II, and III John. Primary attention will be given to the form and content of the text itself: its background and history, distinctive literary traits, the flow of the argument, and the application of its truths in the contemporary setting.

NT327 Revelation (3 units)

An expository study of the book of Revelation, including introductory

information, the genre and structure of the book, and different approaches to the book. The study of each chapter will include a contextual exposition taking into consideration its theology in light of OT background, enabling the student to prepare sermons and other materials related to the book.

NT401 Pauline Theology (3 units)

A study of the theology of Paul's Epistles with readings in standard text books as well as exegetical study of key passages.

BT103 Biblical Interpretation (3 units)

A study of the methods of interpretation of the Bible with special attention to textual, historical and theological issues.

BT302 The Old Testament and Archaeology (3 units)

A study of the history of the OT from Abraham to the Exile with special attention given to archaeology in relationship to history.

### **BIBLICAL LANGUAGES**

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GK101 New Testament Greek I (3 units)

An introduction to the grammatical forms, syntax and vocabulary of N.T. Greek.

GK102 New Testament Greek II (3 units)

Continued study of vocabulary and advanced grammar with translation of portions of the N.T. Prerequisite: GK101.

HEB101 Biblical Hebrew I (3 units)

An introduction to O.T. Hebrew with emphasis on vocabulary, syntax and grammar.

HEB102 Biblical Hebrew II (3 units)

Advanced study of Hebrew grammar with emphasis an improvement of vocabulary. Prerequisite: HEB101.

HEB605 Hebrew Exegesis (3 units)

A formal introduction to the steps and tools for exegesis of the Hebrew text, including practice in exegesis of selected Old Testament passages and the writing of an exegesis paper.

HEB608 Advanced Hebrew Exegesis (3 units)

An advanced course in Hebrew grammar, semantics, syntax, and readings, including Old Testament texts and samples of extra-biblical Hebrew texts such as epigraphical texts from the biblical period and Hebrew texts from the Dead Sea Scrolls.

### **SYSTEMATIC THEOLOGY**

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THE301 Christian Doctrine I (3 units)

A brief look at each of the four departments of Theology and a study of the doctrine of God. His nature, attributes, personality, and work.

**THE302 Christian Doctrine II (3 units)**

A study of the Person, claims, and work of Jesus Christ. Prerequisite: THE301.

**THE303 Christian Doctrine III (3 units)**

A study of the doctrine of the Holy Spirit as to His Person and work and a study of the nature and responsibilities of the Church with attention to its relations to the Kingdom of God and society in historical context. Prerequisite: THE302.

**THE304 Christian Doctrine IV (3 units)**

A study of the doctrine of man and sin, including the depravity of man and the nature and consequences of sin. Prerequisite: THE303.

**THE401 Systematic Theology I (3 units)**

A study of the inspiration of the scriptures, the works of God, origin, and destiny of angels, and man..

**THE402 Systematic Theology II (3 units)**

A study of the purpose and plan of God, the person and work of Christ, conversion, grace, justification, regeneration, and sanctification. Prerequisite: THE402

**THE415 Apologetics (3 units)**

The defense of the Christian faith against anti-theistic thought and theories.

**THE416 History of Christian Doctrine (3 units)**

A survey of the history of Christian doctrine with an emphasis on understanding the antecedents of contemporary doctrinal problems in theology.

**THE431 Christian Ethics (3 units)**

A consideration of various areas in personal and social ethics as they relate to the Christian life.

**THE425 Contemporary Theology I (3 units)**

This course focuses on the study of related representation theologians.

**THE426 Contemporary Theology II (3 units)**

This course focuses on the study of related representation theologians. Prerequisite: THE425

**THE511 Biblical Theology I (3 units)**

This course examines the thematic and historical development of a particular doctrine. Special emphasis on the given period on the author in the context of the entire scripture.

THE512 Biblical Theology II (3 units)

This course examines the thematic and historical development of a particular doctrine. Special emphasis on the given period on the author in the context of the entire scripture. Prerequisite: THE511

THE701 History of Christian Doctrine (3 units)

A survey of the history of Christian doctrine with an emphasis on understanding the antecedents of contemporary doctrinal problems in theology.

**CHURCH HISTORY**

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HIS305 Church History I (3 units)

A study of early and medieval church development including major theologians and their writings.

HIS306 Church History II (3 units)

A study of the modern church development including major theologians and their writings. Prerequisite: HIS305.

HIS405 History of Presbyterian Movement (3 units)

An in-depth study of the Presbyterian Movement. Emphasis on doctrinal distinctive and present directions.

HIS415 History of Renaissance and Reformation (3 units)

A study of the political, intellectual, industrial and religious development that resulted in the reformation movement in Europe from 14<sup>th</sup> to the 17<sup>th</sup> centuries. Detailed study of courses, factions, distinctiveness and their achievements of various reform movements are studied.

HIS420 History of Korean Church (3 units)

A study of the Korean church development including its identity and growth within historical-theological framework.

HIS416 History of Modern Church (3 units)

A study of the modern church development including major theologians and their writings.

HIS703 Reformed Theology (3 units)

A study of the Reformed theological tradition beginning with Augustine and following the Reformed trail through Wycliffe, Hus, Luther, Zwingli and on to Calvin. Prerequisite: HT503 or equivalent.

**PROFESSIONAL STUDIES**

**PRACTICAL THEOLOGY**

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PRA400 Christian Worship (3 units)

A study of biblical foundations, historical development and current trends in worship.

PRA411 Preaching (3 units)

A study of preparing sermon construction and style of delivery of the sermon.

PRA412 Preaching Practice (3 units)

Actual practice in preaching a sermon in the seminary chapel.

PSY402 Christian Counseling (3 units)

This course provides an examination of theories of counseling with an emphasis on principles and techniques integral to Christian practice of counseling.

PRA410 Homiletics (3 units)

A basic course in the theory and practice of developing a sermon in the Seminary Chapel with constructive criticism on the part of the instructor.

PSY415 Pastoral Counseling (3 units)

Instruction in the scope and methods of pastoral counseling with a practical examination of case studies.

ED 415 Church Administration (3 units)

A study of administrative aspects of the church operation. Its organization, record keeping and other activities are studied.

POS415 Modern Political Thought (3 units)

A study of the philosophical foundations of western democracy, fascism and communism.

PRA415 Practical Counseling (3 units)

This course provides an examination of theories of counseling with an emphasis on principles and techniques integral to Christian practice of counseling.

PRA505 Evangelism (3 units)

This course examines biblical foundations and different methods of evangelism.

PRA412 Mission (3 units)

This course examines biblical and theological foundations of mission with attention to historical, cultural and methodological issues.

PRA507 Pastoral Leadership (3 units)

A study of theories and styles of leadership in ministry context with attention to a biblical image of leadership and service.

PRA510 Church Growth (3 units)

A survey of the biblical principles and crucial factors in church growth, including an analysis of theological, sociological and missiological

elements.

### **CHRISTIAN EDUCATION**

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#### **CE102 Principles of Teaching (3 units)**

A study of the complexities of teaching with attention to methods of teaching and effective interaction with students.

#### **CE301 Christian Education (3 units)**

A study of educational philosophies with an emphasis on promoting Christian growth through educational planning and evaluation.

Prerequisite: CE102.

#### **CE303 Youth Ministry (3 units)**

A thorough study of the Scriptures is involved in this class as it relates to the needs of young people. Contemporary methods of youth ministry will be analyzed.

#### **CE501 Children Ministry (3 units)**

An exploration of the theories and practices of ministry directed toward children with an emphasis on the developmental and cultural dynamics of childhood.

#### **CE601 Christian Education (3 units)**

A study of educational philosophies with an emphasis on promoting Christian growth through educational planning and evaluation.

#### **CE603 Youth Ministry (3 units)**

An exploration of the theories and practices of ministry directed toward teenagers with an emphasis on the developmental and cultural dynamics of adolescence.

#### **CE701 Discipleship (3 units)**

A study of the biblical principles and contemporary issues of discipleship-making with attention to evaluating existing programs of discipleship.

#### **CE715 Bible Study Methods (3 units)**

This course will not only teach the essentials of inductive Bible study methods, but will present the techniques using new modes of communication.

### **DOCTOR OF MINISTRY**

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#### **ADB 511 Advanced Biblical Theology (4 units)**

This course focuses on an advanced study of the exegetical, theological and hermeneutical study of the Bible. It pays particular attention to the challenge of the practical issues that arise out of community and church life that require theological understanding with application of biblical principle and theologies.

ADS 511 Advanced Systematic Theology (4 units)

This course focuses on the advanced study of theory of God's working in the individual and corporate life of community and systematization of theologies that arises out of the Bible. This course provides in-depth insight into the ancient and contemporary perspective of biblical teaching and how that can be understood in the current believing community.

ADP 511 Pastor as Person (4 units)

This course is designed to assist pastor to make personal assessment of character temperament, learning style, talents, abilities, and gifts, ministry and relational skills, and other traits relevant to ministry.

ADH 511 Church and the Holy Spirit (4 units)

This course explores the relationship between the church growth and the function of Holy Spirit. This course will trace how the church has been shaped by the help of Holy Spirit from the early church, through the medieval era and into the Modern period. Using both Bible and secondary texts, the function of Holy Spirit in the development of the Church will be examined.

ADH 512 Church and History (4 units)

This course explores the in-depth study of Church History as well as the function of church in the larger context of the World History. Special attention will be made to the important issues and topics that changed and impacted the world.

ADS 512 Church and Society (4 units)

This course examines the role and function the church in the ever-changing society. This course deals with 21<sup>st</sup> century expression of society's needs and quest for the new model for church.

ADD 511 Dissertation Seminar (6 units)

This course helps student to prepare researching on dissertation, writing dissertation proposal and submitting dissertation in accordance with standardized format. This course deals with academic research into selected subjects, sample dissertation, ways to organize and arrange the argument, thesis, and ideas and write publishable dissertation.

ADD 512 Dissertation & Project (6 units)

This course further helps students to prepare well of dissertation proposal and dissertation.

**CHURCH MUSIC**

MUCH 171/172/271/272/371/372/471/472: Individual Instruction (3 units)

MUCH 202/404 Individual Organ Lesson (Non-Major 3 units)

MUCH 380 Praise and Worship (3 units)  
Study of the Scripture and the Biblical history of worship and presentations of those concepts in a contemporary setting

MUCH 391 History of Church Music (3 units)  
An introduction to the history of church music

MUCH 474 Church Organist (3 units)  
Basic knowledge and the history of the organ; playing Hymn and service Repertoire.

MUCH 487 Group Performance (3 units)  
A variety of group playing listening, interacting, and improvising and memorizing of standard tunes

MUCH 491 Hymnology (3 units)  
The Study focuses on the biblical, theological, literary, musical, and historical aspects of hymns.

MUCH 492 Worship & Music (3 units)  
A study of church music in relation to worship

MUCH 571/572/671/672 Individual Instruction (3 units)

MUCH 591 Practice of Church Music (3 units)  
The nature of music in worship; developing and administering the music program of the church.

MUCH 592 Advanced History of Church Music (3 units)  
Advanced study of the history of church music

MUCH 561 Liturgical Music (3 units)  
Comparison of the Jewish, Eastern Orthodox, Roman Catholic, Lutheran, and Anglican liturgies and their music; the church year.

MUCH 692 Philosophy of Church Music (3 units)  
The concepts and the roles of church music

## **CONDUCTING**

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MUCD 411 Choral Conducting I (3 units)  
Basic conducting techniques: score analysis; conducting patterns; problems of tempo, dynamics, articulation and text.

MUCD 412 Choral Conducting II (3 units)  
Refinement of techniques developed in 411; study of styles and interpretations of choral music from the Renaissance to the present.

Prerequisite: MUCD 411.

MUCD 421 Instrumental Conducting (3 units)

Communicating musical ideas to instrumental ensembles; reading and conducting from full score of orchestral compositions.

MUCD 511 Choral Conducting III (3 units)

Problems of preparing and conducting contemporary choral music and major choral-orchestral works from full score; special projects according to student's development and interests. Prerequisite: MUCD 412.

MUCD 512 Choral Conducting IV (3 units)

Continuation of 511, including choral conducting pedagogy. Prerequisite: MUCD 511.

MUCD 521 Instrumental Conducting II (3 units)

Principal composers and representative instrumental works since the 18th Century: studies of styles and interpretations based on scores and the performance of works in class. Prerequisite: MUCD 421.

MUCD 543 Instrumental Conducting III (3 units)

Problems in advanced conducting. Prerequisite: MUCD 521.

MUCD 571/572/671/672 Individual Instruction (3 units)

MUCD 593 Choral Literature I (3 units)

Choral works from c. 1500 to 1800

MUCD 594 Choral Literature II (3 units)

Choral works from the 19th to the 20<sup>th</sup> century Prerequisite: MUCD 593.

### **MUSIC ENSEMBLE**

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MUEN 131/132/231/232/331/332/431/432/531/532/631/632 Oikos University Choir (0.5 unit)

Rehearsal and performance of choral literature from all periods of music history.

MUEN 141/142/241/242/341/342/441/442/541/542/641/642

Chamber Choir (0.5 unit)

Performance of choral works of all styles and periods.

MUEN 133/233/333/433/533 Praise Ensemble (1 unit)

Performance of 20th-century church music; readings of student and faculty compositions; experimental music.

### **MUSIC HISTORY AND LITERATURE**

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MUHL 341 Music History I (3 units)  
Music from Antiquity to 1750. Musical styles and genres, performance practices, research methods, and related topics. Detailed analyses of selected works.

MUHL 342 Music History II (3 units)  
Music from 1750 to Present. Major classical, romantic, and modern composers, styles and musical genres. Detailed analysis of selected works. Prerequisite: MUHL 341.

MUHL 541 Bibliography in Music I (3 units)  
Basic bibliography, literature, and research techniques useful in graduate music study. Required of all graduate students majoring in music.

MUHL 542 Bibliography in Music II (3 units)  
In-depth examination and analysis of bibliography, literature, and research techniques useful in graduate music study. Required of all graduate students majoring in music. Prerequisite: MUHL541

MUHL 542 Special Studies in Medieval Music (3 units)  
Chief musical developments in Western Europe from the beginning of the Christian era to the middle of the 14th century. Prerequisite: MUHL541

MUHL 543 Special Studies in Renaissance Music (3 units)  
Chief musical developments in Western Europe from the middle of the 14th century to the end of the 16<sup>th</sup>. Prerequisite: MUHL541

MUHL 544 Special Studies in Baroque Music (3 units)  
Styles, forms, composers, and compositions of the Baroque era. Prerequisite: MUHL541

MUHL 545 Special Studies in Classical Music (3 units)  
Development of classical style in symphonic music, opera, and chamber music  
Prerequisite: MUHL541

MUHL 546 Special Studies in Romantic Music (3 units)  
Vocal and instrumental music of the Romantic era from late Beethoven through Brahms  
Styles, forms, composers, and compositions of the Baroque era. Prerequisite: MUHL541

MUHL 547 Music of the 20th Century (3 units)  
Chief musical developments in Western Europe and the Americas 1890 to the present  
Prerequisite: MUHL541: Bibliography in Music

MUHL 548 Special Studies in Music History (3 units)  
Chronological and systematic studies. Prerequisite: MUHL541

### **MUSIC PERFORMANCE**

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MUPF 101 Class Piano (3 units)  
Techniques of performance, note reading, and basic musicianship.

MUPF 171/271/371/471 Individual Instruction (3 units)

MUPF 201 Class Piano (3 units)  
Advanced techniques of performance, and note reading.

MUPF 202/402 Individual Piano Lesson (Non-Major 3 units)  
Individual Instruction

MUPF 272/372/472/572 Piano Accompaniment (3 units)  
Establishing and administering courses or programs in sight-reading and accompanying; basic curricula and materials; scheduling.

MUPF 373/473 Chamber Music Ensemble (3 units)  
Preparation and performance of literature for piano with voice and string, wood-wind and brass and percussion instruments.

MUPF 374 Piano Literature I (3 units)  
Solo piano literature; emphasis on composer's influences, performance practices and the development of the pianoforte – late Baroque through Beethoven.

MUPF 375 Piano Pedagogy I (3 units)  
The learning process at the keyboard; pedagogy and methodology of beginning methods Studio/group instruction: children/adults – survey and observation.

MUPF 376 Orchestra Literature I (3 units)  
Symphonic literature until Classical Period.

MUPF 377 Orchestra Literature II (3 units)  
Symphonic literature from Romantic era to the Present. Prerequisite: MUPF 376.

MUPF 474 Piano Literature II (3 units)  
Solo piano literature; emphasis on composer's influences, performance practices and the development of the pianoforte – Schubert to the Present. Prerequisite: MUPF 374.

MUPF 475 Piano Pedagogy II (3 units)  
The learning process at the keyboard; pedagogy and methodology of beginning methods Studio/group instruction: children/adults – practice

teaching: beginners. Prerequisite: MUPF 375.

MUPF 476 Chamber Music Literature I (3 units)  
Orchestral literature covering a broad spectrum of the repertoire;  
emphasis on preparation for audition, until Classical Period.

MUPF 477 Chamber Music Literature II (3 units)  
Orchestral literature covering a broad spectrum of the repertoire;  
emphasis on preparation for audition, from Romantic era to Present.  
Prerequisite: MUPF 476.

MUPF 571 Individual Instruction (3 units)

MUPF 573 Chamber Music Ensemble (3 units)  
Continuation of MUPF 373/473.

MUPF 574 Special Studies in Piano Literature (3 units)  
Historical, stylistic and pedagogical aspects of concerto repertoire.  
Special emphasis to be determined by the department.

MUPF 576 Special Studies in Chamber Music Literature (3 units)  
Advanced orchestra literature.

## **MUSIC THEORY**

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MUTC 151 Aural skill and sight singing I (2units)  
Sight-singing, dictation, related keyboard application.

MUTC 153 Aural skill and sight singing II (2 units)  
Sight-singing, dictation, related keyboard application.

MUTC 171/172/271/272/371/372/471/472 Individual Instruction (3  
units)

MUTC 251 Aural Skill and Sight Singing III (2 units)  
Sight-singing, dictation, related keyboard application.

MUTC 253 Aural Skill and Sight Singing IV (2 units)  
Sight-singing, dictation, related keyboard application.

MUTC 255 Tonal Harmony I (3units)  
Harmonic function in tonal music.

MUTC 355 Tonal Harmony II (3units)  
Continuation of MUTC 255. Prerequisite: MUTC 255

MUTC 256 Jazz Harmony I (3 units)  
Principles of diatonic chord progressions and available tensions.  
Exploration of major and minor key harmony: secondary and extended

dominant relationships, introduction to subdominant minor. Study of melodic construction and motif development. Principles of linear harmonic continuity and guide tone lines,

MUTC 351 Music Theory I (3 units)

A beginning course in music theory for the general student who wishes to develop music writing skills.

MUTC 352 Music theory II (3 units)

Comparative study of curricula, text materials, and teaching strategies in music theory. Prerequisite: MUTC 351.

MUTC 562 Orchestration (3 units)

Range, techniques, timbre, transposition of orchestral and band instruments; exercises in orchestration.

MUTC 356 Jazz Harmony II (3 units)

Continued analysis and application of major & minor key harmony: continued elaboration of subdominant minor and modal interchange, chord scale theory, individual note analysis of melodies, Substitute dominant and related II-7 chords, diminished chord patterns, modulation. Prerequisite: MUTC 256.

MUTC 357 Counterpoint (3 units)

Two and three-voice counterpoint in 16th and 17th century styles; Two three and four part counterpoint in 18th century style; polyphonic variations, inventions.

MUTC 451 Form and Analysis (3 units)

Survey of approaches to analysis. Emphasis on major forms and procedures of the tonal period.

MUTC 452 Form and Analysis II (3 units)

20th Century approaches to organization of pitch, rhythm, texture, form, etc. Prerequisite: MUTC 451.

MUTC 453 Orchestration II (3 units)

Scoring for small instrumental combinations and for full orchestra. Prerequisite: MUTC 353.

MUTC 454 Orchestration III (3 units)

Continuation of Orchestration II with emphasis on contemporary technique. Prerequisite: MUTC 453.

MUTC 455 Keyboard Harmony (3 units)

Harmonic principles of the common practice period; analysis, written work.

MUTC 457 Counterpoint III (3 units)

Advanced course for composition major. Prerequisite: MUTC 358.

MUTC 458 Counterpoint IV (3 units)  
Advanced course for composition major. Prerequisite: MUTC 457.

MUTC 551 Music Analysis (3 units)  
Survey of systematic approaches to musical analysis and their application to selected tonal works.

MUTC 552 Analytical Study of Music II (3 units)  
Analytic methods and applications to selected 20th century works.  
Prerequisite: MUTC 551.

MUTC 554 Selected Topics in Graduate Composition (3 units)  
Analysis and composition of large forms: For graduates with evidence of preparation for advanced work.

MUTC 571 Individual Instruction (3 units)

## VOCAL ARTS

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MUVA 101 Class Voice (3 units)  
Introduction to the fundamental principles of singing breath control, tone production, diction, and the use of appropriate sing material.

MUVA 171/271/371/471 Individual Instruction (3 units)

MUVA 201 Class Voice Intermediate (3 units)  
Continued development of the fundamentals of singing, diction, and repertoire building. Prerequisite: MUVA 101.

MUVA 202/404 Individual Voice Lesson: Non-Major (3 units)  
Individual instruction for non- major

MUVA 261 Diction (3 units)  
Principles of pronunciation and enunciation: use of international phonetic alphabet.

MUVA 361 Song Literature I (3 units)  
Song Literature of Italy, France, Germany, Russia, Norway, Sweden, England, America; composers and their influence on song literature.

MUVA 362 Opera Literature (3 units)  
Musical theater -its historical, political, and economic foundations; significant milestones in opera; interrelation between the dramatic theater, opera, concert, and church music.

MUVA 461 Song Literature II (3 units)  
Continuation on Song literature I.

MUVA 462/562 Opera Workshop (3 units)

Score study for pianists, coaches, and conductors: role analysis; transcription techniques for one or two pianos of an orchestral score

MUVA 463 Oratorio Solo Repertoire (3 units)

Find out each part of aria from major oratorio ; Messiah, The Creation, Elijah etc.

MUVA 465 Vocal Pedagogy (3 units)

Voice physiology and function; common vocal faults; pedagogical approaches and methodology.

MUVA 561 Special Studies in song Literature (3 units)

Art song, concert and operatic repertoire. Emphasis to be determined by the department.

MUVA 563 Comparative Vocal Pedagogy (3 units)

Laryngeal physiology as related to vocal registration; common vocal faults; appropriate corrective.

MUVA 564 Cantata and Oratorio (3 units)

Historical survey of literature, style and performance practice: emphasis on performing solo and small ensemble sections of larger works.

MUVA 571 Individual Instruction (3 units)

**ASSOCIATE OF SCIENCE  
IN NURSING**

NR100 Medical Terminology I (3 units)

This course is an introduction to recognize and understand basic medical terms. The course provides nursing students with an analysis of unfamiliar terms using the knowledge of word roots, suffixes and prefixes, and identification of abbreviation. In addition, it offers opportunities for application of medical terminology, further development of skill in analyzing components of medical terms, and learning medical vocabulary applicable to specialties of medicine.

NR101 Fundamentals of Nursing (10 units)

This course is an introduction to nursing and instruction aimed to mastery of entry level nursing skills and competencies. Subjects include: Nursing history and trends; trans-cultural nursing, spiritual and cultural diversity; therapeutic communication; nurse-client relationships; the Nursing Process; data collection / assessment and basic charting; legal and ethical issues in nursing; admission, transfer and discharge of patients; safety and emergency issues; feeding and elimination; pain management; body mechanics infection prevention and control; medical / surgical asepsis and wound care.

NR102 Fundamentals of Nursing-Clinical (6 units)

This course is to provide opportunities to practice clinical experiences and professional nursing skills. Students practice clinical skills through the skills lab class and later are given opportunities to take care for patients in the clinical settings such as in nursing home, health care center, or hospital.

NR110 Anatomy & Physiology (3.5 units)

An introduction to the principles of human structure and function with emphasis on the interrelationships of the various systems and the human organisms as an integrated whole. The course also covers the function of microorganisms and their role in disease processes

NR120 Pharmacology I (4 units)

An introductory course in the principles of pharmacology for vocational nursing. The course provides nursing students with a methodical approach for calculating medication dosages and administering drugs. Content includes general principles of pharmacology, legal, ethical, and safety aspects of medication administration.

NR103 Gerontological Nursing ( 1 unit)

This course builds on previous medical-surgical knowledge and skills in applying the nursing process focusing on the older adult living in the community. Also, this course emphasis the professional role of the nurse in assisting older adults in locating and utilizing appropriate community resources.

NR200 Medical-Surgical Nursing I (13 units)

This course is an introduction to Medical Surgical Nursing to introduce nursing student to concepts and practices as they related to the adult patient in the Medical Surgical environment. The Medical/Surgical component of the Vocational Nurse Education is designed to provide theoretical knowledge of the body systems and the disease states that afflict each one. In addition, The implementation of the nursing process will be emphasized throughout the Medical/Surgical component and, students will begin to recognize alterations in functioning or illness and formulate age-appropriate nursing interventions through utilization of the nursing process.

NR210 Medical-Surgical Nursing I – Clinical (8.5 units)

This course is to provide nursing skills, to plan, administer, and evaluate nursing care to patients in /health care center. This course consists of twenty eight hours in skills lab class and 316 hours in the clinical setting.

NR 140 Maternity Nursing (2 units)

This course focuses on integration and application of the nursing process as it relates to the nursing care of children and their families. Emphasis is on the concepts and skills related to age-

appropriate family centered care. Clinical experiences will provide opportunities for students to participate in therapeutic activities in a variety of pediatric setting.

**NR150 Pediatric Nursing (3 units)**

This course focuses on integration and application of the nursing process as it relates to the nursing care of children and their families. Emphasis is on the concepts and skills related to age-appropriate family centered care.

**NR160 Mental Health (1 unit)**

An exploration of the meaning of mental health. Students will learn how to gather and assess information relevant to the mental health status of clients. In addition, they will apply concepts of mental health and communication to patient care.

**NR130 Leadership & Supervision (5 units)**

This course is a class to educate the LVN students in the field of the difference between leadership and management as to purpose and function. Also it is to identify job opportunities for the future and to review knowledge and skills needed for working in this field.

**NR131 Leadership & Supervision, Pediatric, Maternity and Mental Health – Clinical (8 units)**

Clinical experiences will provide opportunities for students to participate in therapeutic activities in a variety of pediatric setting and mental health clinic. Observation of all clinical duties performed in the OB/GYN clinic

**NR170 Specialty (1 unit)**

This course includes dying patient, hospice and rehabilitation nursing care. Students participate in nursing care for dying patients and rehabilitation patients.

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# BOARD OF DIRECTORS

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